

# Regular School Board Meeting

Monday, June 15, 2026 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. Action to approve the agenda

## IV. Recognition of Communications Since Last Meeting

## V. Open Dialogue

## VI. Approval of Consent Agenda

VI.A. Action to approve Regular Board Mtg minutes from May 18, 2026

Action to Approve wire payment bill vouchers: 50496-50511, 50514, 50516, 50525, 50547, 50553-50555, 505609-505610, 505612, 50559-50564, 50679-50682, 50687, 50692-50697, 50698-506707, and check payments: 55442-55533 for a total amount of \$305,261.19

## VII. Reports

VII.A. Dashir Report

## VIII. New Business

VIII.A. Action to approve the Notice of Filing Dates for Elections.

VIII.B. Action to approve 2025-26 Local Literacy Plan Report.

VIII.C. Action to approve the 2026-27 Athletic and Activities Participant/Parent Handbook

VIII.D. Action to approve the 2026-27 Student Handbook

## IX. Old Business

## X. School Finance

X.A. Action to approve 2026-27 Preliminary Budget.

X.B. Action to approve the 2026-28 Employment Agreement for the Minnesota Schools Employees Association (MSEA).

## XI. Policy Administration

**XII. Personnel**

XII.A. Action to approve the following contracts:

- A. **Claire Turner** - Football Cheerleading Coach
- B. **Marc Wawrzyniak** - Class Trip Coordinator
- C. **Angelica Biondo** - Class Trip Coordinator
- D. **Jessi Flies** - Concessions Manager
- E. **Angelica Biondo** - Concessions Manager
- F. **Terri Schuft-Helland** - Special Events Coordinator
- G. **Christine Mattson** - Special Events Coordinator
- H. **Amy Smith** - Fundraiser Coordinator
- I. **Terri Schuft-Helland** - Fundraiser Coordinator

XII.B. Action to approve the following resignation:

- i. **Linda Detlefsen** as cook helper effective May 22, 2026

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

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## REGULAR SCHOOL BOARD MEETING AGENDA

**DATE:** Monday, June 15, 2026

**LOCATION:** School Media Center

**TIME:** 5:45 PM

### I. Call to Order

- A. Board Chair Keith Christen to open Regular Board Meeting of Lester Prairie School District #424 at 5:45pm.
- 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 18, 2026
- B. **Approve wire payment bill vouchers and check payments:**  
Approve wire payment bill vouchers: 50496-50511, 50514, 50516, 50525, 50547, 50553-50555, 505609-505610, 505612, 50559-50564, 50679-50682, 50687, 50692-50697, 50698-506707, and check payments: 55442-55533 for a total amount of \$305,261.19

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

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

### VI. Administrative Reports

- A. **Principal - Mike Lee**
- B. **AD/DoS - Ross Scheevel**
- C. **Superintendent - Melissa Radeke**

**VII. School Board Committee Reports**

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

**VIII. School Finance**

- A. No Donation Report.
- B. Action to approve 2026-27 Preliminary Budget.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve preliminary budget as presented.*

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

- C. Action to approve the 2026-28 Employment Agreement for the Minnesota Schools Employees Association (MSEA).

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve MSEA Agreement as presented.*

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

- D. Action to approve bids for milk.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve bid for milk with \_\_\_\_\_.*

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

- E. Action to approve bids for bread.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve bid for bread with \_\_\_\_\_.*

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

- F. Action to approve bids for propane.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve bid for propane with \_\_\_\_\_.*

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

**IX. New Business**

A. Action to approve the Notice of Filing Dates for Elections.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve Notice as presented.*

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

B. Action to approve 2025-26 Local Literacy Plan Report.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve Local Literacy Plan as presented.*

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

C. Action to approve the 2026-27 Athletic and Activities Participant/Parent Handbook.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve handbook as presented.*

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

D. Action to approve the 2026-27 Student Handbook.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve handbook as presented.*

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

**X. Old Business**

A. None

**XI. Policy Administration**

A. None

**XII. Personnel**

A. Action to approve the following contracts:

- **Claire Turner** - Football Cheerleading Coach
- **Marc Wawrzyniak** - Class Trip Coordinator
- **Angelica Biondo** - Class Trip Coordinator
- **Jessi Flies** - Concessions Manager
- **Angelica Biondo** - Concessions Manager
- **Terri Schuft-Helland** - Special Events Coordinator
- **Christine Mattson** - Special Events Coordinator

- o **Amy Smith** - Fundraiser Coordinator
- o **Terri Schuft-Helland** - Fundraiser Coordinator

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

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

B. Action to approve the following resignation:

1. **Linda Detlefsen** as cook helper effective May 22, 2026

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve resignation 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. July 20: Regular School Board mtg 5:45pm
- B. Aug. 17: Regular School Board mtg 5:45pm
- C. Aug. 24-27: Fall Inservice for Teachers
- D. Aug. 25 Open House 4pm-7pm
- E. Sept. 1: First Day of School grades 1-12
- F. Sept. 7: Labor Day - no school

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	00524			Waste Management-TC West		Wire
			E 01 005 810 186 000 330	APRIL 2026 CHARGES		\$1,227.93
PO#:	Voucher #:	50547	Invoice	Invoice No: 8248028-1593-9	5/7/2026	Paid Amt: \$1,227.93
						Check Amount: \$1,227.93
100	1245			Amazon		Wire
			E 04 005 505 322 321 401	B001CFR9FG Mikasa Serious Soccer Ball (Gr		\$390.40
			E 04 005 505 322 321 401	B07HSD6NML Franklin Sports Size Competitio		\$59.98
			E 04 005 505 322 321 401	Amazon Shipping Charge		\$0.00
PO#: 11028	Voucher #:	50511	Invoice	Invoice No: 19JY-GHRH-37GT	5/7/2026	Paid Amt: \$450.38
			E 04 005 570 362 321 401	B0FQN1LL88 EVERLIT CARE Bodily Fluid Cl		\$14.20
			E 04 005 570 362 321 401	Amazon Shipping Charge		\$0.00
PO#: 11027	Voucher #:	50503	Invoice	Invoice No: 1G3N-YKV4-V9HX	5/7/2026	Paid Amt: \$14.20
			E 21 300 298 946 301 401	B0FDG57V75 2026 Balloons Gold,40 inch 20		\$5.99
			E 21 300 298 946 301 401	Amazon Shipping Charge		\$0.00
PO#: 11050	Voucher #:	50498	Invoice	Invoice No: 1PMV-WH7K-DGL7	5/7/2026	Paid Amt: \$5.99
			E 01 100 203 975 000 401	B003A2I5T8 Astrobrights/Neenah Bright White		\$5.79
			E 01 100 203 975 000 401	B01KQLULJW Smartfood Popcorn, White Che		\$12.99
			E 01 100 203 975 000 401	B0812HZGGZ Capri Sun Fruit Punch, Strawbe		\$9.26
			E 01 100 203 975 000 401	B092M91JN4 Sumind 2 Pieces Inflatable Fake		\$8.99
			E 01 100 203 975 000 401	B0F4QT3QFQ Umikk 5400Pcs Pony Beads, 3		\$18.98
			E 01 100 203 975 000 401	B0F7RFMT1F 200 Pcs Pipe Cleaners, 20 Cok		\$5.99
PO#: 11026	Voucher #:	50502	Invoice	Invoice No: 1747-MC6W-TMR7	5/7/2026	Paid Amt: \$62.00
			E 01 300 211 975 000 401	B00KL1ZDKK Otter Pops, Giant Original 5.5oz		\$7.98
			E 01 300 211 975 000 401	B0C68M523J BAIFNEZ VIP Backdrop VIP Pa		\$11.99
			E 01 300 211 975 000 401	B0D9FFSSD7 Easter Dinosaur Eggs Dig Kit -		\$33.98
			E 01 300 211 975 000 401	B0DFC4MH4Q SENONAPO 50 Pcs Foam Cr		\$24.95
			E 01 300 211 975 000 401	B0FD7RRW48 6124Pcs Gem Stickers-Self-Ac		\$9.99
			E 01 300 211 975 000 401	B0FFN9JDST Masendp 10 Piece Animal Diar		\$20.97
			E 01 300 211 975 000 401	B0FLY3M8SD Geelin 50 Pack DIY Wooden Pi		\$38.99
			E 01 300 211 975 000 401	Amazon Shipping Charge		\$0.00
PO#: 11037	Voucher #:	50496	Invoice	Invoice No: 1CHM-V3QH-37N7	5/7/2026	Paid Amt: \$148.85
			E 01 005 110 000 000 401	B00OQQ01BW Sharpie Permanent Markers, f		\$23.99
			E 01 005 110 000 000 401	Amazon Shipping Charge		\$0.00
PO#: 11049	Voucher #:	50497	Invoice	Invoice No: 1CHM-V3QH-69HH	5/7/2026	Paid Amt: \$23.99
			E 01 300 296 418 000 401	B071D5TBP8 Blast Motion Softball Swing Ana		\$119.96
PO#: 11019	Voucher #:	50500	Invoice	Invoice No: 1MMJ-DWJG-96P4	5/7/2026	Paid Amt: \$119.96
			E 01 300 710 000 000 430	B014SKRL54 Deconovo Decorative Throw Pill		\$44.07

## Lester Prairie Public Schools Detail Payment Register By Check

Check Number: 0-2147483647    Payment Date: 05/01/2026-5/31/2026    Period: 202611-202611    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
100	1245			Amazon		Wire		
			E 01	300 710 000 000 430	B09YHZ2715 Calibrate Timing 18 x 18 inches	\$53.98		
			E 01	300 710 000 000 430	Amazon Shipping Charge	\$0.00		
<b>PO#:</b> 11043	<b>Voucher #:</b>	<b>50501</b>	Invoice	<b>Invoice No:</b> 1F63-HJGD-7NLY	<b>5/7/2026</b>	<b>Paid Amt:</b>	<b>\$98.05</b>	
			E 01	005 720 000 000 401	B08JGVMJHG iMailer - 500 Pcs- 6" x 9" Plasti	\$23.45		
			E 01	005 720 000 000 401	B0FMQ6M3P6 100 PCS Tooth Saver Necklac	\$21.99		
			E 01	005 720 000 000 401	Amazon Shipping Charge	\$0.00		
<b>PO#:</b> 11031	<b>Voucher #:</b>	<b>50507</b>	Invoice	<b>Invoice No:</b> 1HG6-X6TN-4R96	<b>5/7/2026</b>	<b>Paid Amt:</b>	<b>\$45.44</b>	
			E 01	300 211 165 000 401	B0B1B1HW5C YSUCAU Rose Boutonnieres f	\$179.94		
			E 01	300 211 165 000 401	Amazon Shipping Charge	\$0.00		
<b>PO#:</b> 11041	<b>Voucher #:</b>	<b>50508</b>	Invoice	<b>Invoice No:</b> 1RVL-VLD1-7G4D	<b>5/7/2026</b>	<b>Paid Amt:</b>	<b>\$179.94</b>	
			E 21	300 298 972 301 401	B0DLV44Q2K BECIEM 6PCS White Boutonni	\$75.96		
			E 21	300 298 972 301 401	Amazon Shipping Charge	\$0.00		
			E 21	300 298 972 301 401	PROMO/DISCOUNT	(\$3.80)		
<b>PO#:</b> 11030	<b>Voucher #:</b>	<b>50509</b>	Invoice	<b>Invoice No:</b> 1FYW-N31Q-DRVR	<b>5/7/2026</b>	<b>Paid Amt:</b>	<b>\$72.16</b>	
			E 01	300 211 975 000 401	B087QTDC3N Miracle-Gro Potting Mix - For C	\$17.09		
			E 01	300 211 975 000 401	B08X6NXXJC Organic Wheatgrass Seed - Ce	\$17.85		
			E 01	300 211 975 000 401	B0CNYZH4X7 RACETOP 200 Pack 9 oz Clea	\$23.98		
			E 01	300 211 975 000 401	Amazon Shipping Charge	\$0.00		
<b>PO#:</b> 11036	<b>Voucher #:</b>	<b>50510</b>	Invoice	<b>Invoice No:</b> 1HX9-CPN4-VQHQ	<b>5/7/2026</b>	<b>Paid Amt:</b>	<b>\$58.92</b>	
			E 01	300 260 000 000 430	B0B69L2H46 Inspire Cobalt Blue Nitrile Dispo:	\$8.99		
			E 01	300 260 000 000 430	B0B69PSRQ7 Inspire Cobalt Blue Nitrile Dispr	\$8.99		
			E 01	300 260 000 000 430	Amazon Shipping Charge	\$0.00		
<b>PO#:</b> 11040	<b>Voucher #:</b>	<b>50499</b>	Invoice	<b>Invoice No:</b> 1DQM-TKYF-F7YJ	<b>5/7/2026</b>	<b>Paid Amt:</b>	<b>\$17.98</b>	
			E 01	005 105 108 000 401	B0C47MDS6C SINGLES TO GO! Sunkist Sing	\$6.80		
			E 01	005 105 108 000 401	B0C47YGG26 Singles To Go! Sunkist Drink M	\$9.49		
			E 01	005 105 108 000 401	B0DM8MXMYM Dealusy 100 Pack - 24 oz Cle	\$29.99		
			E 01	005 105 108 000 401	Amazon Shipping Charge	\$0.00		
<b>PO#:</b> 11035	<b>Voucher #:</b>	<b>50506</b>	Invoice	<b>Invoice No:</b> 1NL1-H4NR-6XNV	<b>5/7/2026</b>	<b>Paid Amt:</b>	<b>\$46.28</b>	
			E 01	005 110 000 000 401	B072HTBQGX Pentel Super Hi-Polymer Refill:	\$8.73		
			E 01	005 110 000 000 401	Amazon Shipping Charge	\$0.00		
<b>PO#:</b> 11048	<b>Voucher #:</b>	<b>50504</b>	Invoice	<b>Invoice No:</b> 1N3K-GFF4-WLNF	<b>5/7/2026</b>	<b>Paid Amt:</b>	<b>\$8.73</b>	
			E 01	300 211 000 000 401	B0FJFH7H6W Gaosen 200 Pack Bulk Kids Ea	\$55.09		
			E 01	300 211 000 000 401	Amazon Shipping Charge	\$0.00		
<b>PO#:</b> 11033	<b>Voucher #:</b>	<b>50505</b>	Invoice	<b>Invoice No:</b> 1747-MC6W-XMVR	<b>5/7/2026</b>	<b>Paid Amt:</b>	<b>\$55.09</b>	
<b>Check Amount:</b>							<b>\$1,407.96</b>	

## Lester Prairie Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	2225			<b>Andy's Lawn &amp; Snow LLC</b>		Wire
		E 01	005 810 191 000 305	FERT 1 (SILVER PROGRAM)	4/13/2026	\$345.00
		E 01	005 810 191 000 305	LANDSCAPING	4/20/26	\$128.50
		E 01	005 810 191 000 305	LAWN MOWING	5/4/26	\$339.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50514</b>	Invoice	<b>Invoice No:</b> 49938,49535,50574	<b>5/7/2026</b>	<b>Paid Amt: \$812.50</b>
						<b>Check Amount: \$812.50</b>
100	3002			<b>Fidelity Security Life Insurance Co.</b>		Wire
		B 01	215 000	ONLINE EYE MED PAYMENT		\$117.30
<b>PO#:</b>	<b>Voucher #:</b>	<b>50525</b>	Invoice	<b>Invoice No:</b> 5.2026	<b>5/7/2026</b>	<b>Paid Amt: \$117.30</b>
						<b>Check Amount: \$117.30</b>
100	3698			<b>BOUND</b>		Wire
		E 01	300 292 000 000 820	BOUND ONBOARDING		\$749.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>50516</b>	Invoice	<b>Invoice No:</b> 172056	<b>5/7/2026</b>	<b>Paid Amt: \$749.50</b>
						<b>Check Amount: \$749.50</b>
100	2633			<b>American Express</b>		Wire
		E 01	005 110 000 000 401	AMEX POINTS CREDIT		\$791.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50555</b>	Credit	<b>Invoice No:</b> 5.12.26	<b>5/12/2026</b>	<b>Paid Amt: (\$791.00)</b>
		E 01	005 110 000 000 366	MASBO CONFRENCE FOR KIM DYE		\$300.00
		B 01	131 000	SWWC-PARA CONFRENCE		\$120.00
		B 01	131 000	SWWC-PARA CONFRENCE		\$80.00
		B 01	131 000	SWWC-PARA CONFRENCE		\$320.00
		E 01	005 790 000 313 366	GUSTAVUS FIELD TRIP		\$9.60
		E 01	005 790 000 313 366	GUSTAVUS FIELD TRIP		\$339.57
		E 01	300 298 305 000 305	CLAY TARGET REGISTRATION		\$1,000.00
		E 01	100 203 100 733 360	4TH & 5TH MUSIC FIELD TRIP		\$30.00
		E 01	005 020 000 000 366	SUPERINTENDENT CONFRENCE		\$365.80
<b>PO#:</b>	<b>Voucher #:</b>	<b>50553</b>	Invoice	<b>Invoice No:</b> 5.12.26	<b>5/12/2026</b>	<b>Paid Amt: \$2,564.97</b>
		E 21	300 298 972 301 401	Package of 25 certificates		\$25.00
		E 21	300 298 972 301 401	Freight		\$9.99
<b>PO#:</b> 11029	<b>Voucher #:</b>	<b>50554</b>	Invoice	<b>Invoice No:</b> 5.12.26	<b>5/12/2026</b>	<b>Paid Amt: \$34.99</b>
						<b>Check Amount: \$1,808.96</b>
100	00160			<b>MN Teachers Retirement Assoc.</b>		Wire
		B 01	215 018	5/15/2026 PAYROLL		\$17,212.15
<b>PO#:</b>	<b>Voucher #:</b>	<b>50562</b>	Invoice	<b>Invoice No:</b> 5.15.26	<b>5/15/2026</b>	<b>Paid Amt: \$17,212.15</b>
						<b>Check Amount: \$17,212.15</b>

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	00165			Public Empl. Retirement Assoc		Wire			
			B 01 215 014		5/15/26 PAYROLL		\$3,748.54		
PO#:	Voucher #:	50561	Invoice	Invoice No: 5.15.26	5/15/2026	Paid Amt:	\$3,748.54	Check Amount:	\$3,748.54
100	00196			INTERNAL REVENUE SERVICE		Wire			
			B 01 215 011		FEDERAL		\$7,190.38		
			B 01 215 010		OSADI		\$15,134.16		
			B 01 215 010		MEDICARE		\$3,539.52		
PO#:	Voucher #:	50559	Invoice	Invoice No: 5.15.26	5/15/2026	Paid Amt:	\$25,864.06	Check Amount:	\$25,864.06
100	01022			MN Department of Revenue		Wire			
			B 01 215 013		PAYROLL TAXES		\$4,325.50		
PO#:	Voucher #:	50560	Invoice	Invoice No: 5.15.26	5/15/2026	Paid Amt:	\$4,325.50	Check Amount:	\$4,325.50
100	2455			EBC		Wire			
			B 01 215 005		5/15/2026 PAYROLL		\$7,201.57		
PO#:	Voucher #:	50563	Invoice	Invoice No: 5.15.26	5/15/2026	Paid Amt:	\$7,201.57	Check Amount:	\$7,201.57
100	3269			WEX Health, Inc.		Wire			
			B 01 215 023		FSA		\$127.27		
			B 01 215 023		HSA		\$1,790.66		
PO#:	Voucher #:	50564	Invoice	Invoice No: 5.15.2026	5/15/2026	Paid Amt:	\$1,917.93	Check Amount:	\$1,917.93
100	00126			CenterPoint Energy		Wire			
			E 01 005 810 181 000 330		MONTHLY CHARGES		\$2,532.74		
PO#:	Voucher #:	50612	Invoice	Invoice No: 5.26.26	5/26/2026	Paid Amt:	\$2,532.74	Check Amount:	\$2,532.74
100	3226			Ampion PBC		Wire			
			E 01 005 810 184 000 330		Monthly charges		\$11.09		
PO#:	Voucher #:	50609	Invoice	Invoice No: 2026050002923745	5/26/2026	Paid Amt:	\$11.09	Check Amount:	\$11.09
100	3690			Ampion PBC		Wire			
			E 01 005 810 184 000 330		MONTHLY CHARGES		\$937.16		
PO#:	Voucher #:	50610	Invoice	Invoice No: 2026050002925836	5/26/2026	Paid Amt:	\$937.16	Check Amount:	\$937.16

# Lester Prairie Public Schools

## Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	00160			<b>MN Teachers Retirement Assoc.</b>		Wire
			B 01 215 018	TRA		\$9,075.06
PO#:	Voucher #:	50696	Invoice	Invoice No: S2026220	5/29/2026	Paid Amt: \$9,075.06
			B 01 215 018	TRA		\$11,128.29
PO#:	Voucher #:	50697	Invoice	Invoice No: S2026220	5/29/2026	Paid Amt: \$11,128.29
						<b>Check Amount: \$20,203.35</b>
100	00165			<b>Public Empl. Retirement Assoc</b>		Wire
			B 01 215 014	PERA Coord F		\$2,030.11
PO#:	Voucher #:	50693	Invoice	Invoice No: S2026220	5/29/2026	Paid Amt: \$2,030.11
			B 01 215 014	PERA Coord F		\$1,759.44
PO#:	Voucher #:	50692	Invoice	Invoice No: S2026220	5/29/2026	Paid Amt: \$1,759.44
						<b>Check Amount: \$3,789.55</b>
100	00196			<b>INTERNAL REVENUE SERVICE</b>		Wire
			B 01 215 011	FEDERAL TAXES		\$8,218.20
			B 01 215 010	OSADI		\$17,564.12
			B 01 215 010	MEDICARE		\$4,107.76
PO#:	Voucher #:	50700	Invoice	Invoice No: 5.29.2026	5/29/2026	Paid Amt: \$29,890.08
						<b>Check Amount: \$29,890.08</b>
100	01022			<b>MN Department of Revenue</b>		Wire
			B 01 215 013	PAYROLL TAXES		\$5,113.13
PO#:	Voucher #:	50701	Invoice	Invoice No: 5.29.2026	5/29/2026	Paid Amt: \$5,113.13
						<b>Check Amount: \$5,113.13</b>
100	3269			<b>WEX Health, Inc.</b>		Wire
			B 01 215 023	HSA		\$1,790.66
			B 01 215 023	FSA		\$127.27
PO#:	Voucher #:	50702	Invoice	Invoice No: 5.29.2026	5/29/2026	Paid Amt: \$1,917.93
						<b>Check Amount: \$1,917.93</b>
100	3529			<b>Aviben</b>		Wire
			B 01 215 005	Tax Shelter		\$804.19
PO#:	Voucher #:	50682	Invoice	Invoice No: S2026220	5/29/2026	Paid Amt: \$804.19
			B 01 215 005	Tax Shelter		\$914.19
PO#:	Voucher #:	50694	Invoice	Invoice No: S2026220	5/29/2026	Paid Amt: \$914.19
			B 01 215 005	Tax Shelter		\$329.59
PO#:	Voucher #:	50699	Invoice	Invoice No: S2026220	5/29/2026	Paid Amt: \$329.59
			B 01 215 005	Tax Shelter		\$706.97
PO#:	Voucher #:	50695	Invoice	Invoice No: S2026220	5/29/2026	Paid Amt: \$706.97

**Lester Prairie Public Schools**  
**Detail Payment Register By Check**

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	3529			<b>Aviben</b>		Wire
				B 01 215 005 Tax Shelter		\$2,269.45
PO#:	Voucher #:	50687	Invoice	Invoice No: S2026220	5/29/2026	Paid Amt: \$2,269.45
				B 01 215 005 Tax Shelter		\$985.51
PO#:	Voucher #:	50681	Invoice	Invoice No: S2026220	5/29/2026	Paid Amt: \$985.51
				B 01 215 005 Tax Shelter		\$252.80
PO#:	Voucher #:	50680	Invoice	Invoice No: S2026220	5/29/2026	Paid Amt: \$252.80
				B 01 215 005 Tax Shelter		\$83.34
PO#:	Voucher #:	50705	Invoice	Invoice No: S2026220	5/29/2026	Paid Amt: \$83.34
				B 01 215 005 Tax Shelter		\$83.34
PO#:	Voucher #:	50704	Invoice	Invoice No: S2026220	5/29/2026	Paid Amt: \$83.34
				B 01 215 005 Tax Shelter		\$310.00
PO#:	Voucher #:	50679	Invoice	Invoice No: S2026220	5/29/2026	Paid Amt: \$310.00
				B 01 215 005 Tax Shelter		\$351.25
PO#:	Voucher #:	50698	Invoice	Invoice No: S2026220	5/29/2026	Paid Amt: \$351.25
						Check Amount: \$7,090.63
100	00272			<b>SW/WC SERVICE COOPERATIVES</b>		Wire
				B 01 215 025 Health Insurance payment		\$46,271.28
PO#:	Voucher #:	50707	Invoice	Invoice No: 05.04.26	5/31/2026	Paid Amt: \$46,271.28
						Check Amount: \$46,271.28
100	3269			<b>WEX Health, Inc.</b>		Wire
				E 01 005 110 000 000 305 BENIFITS SOULUTION ACH		\$96.25
PO#:	Voucher #:	50706	Invoice	Invoice No: 05.22.26	5/31/2026	Paid Amt: \$96.25
						Check Amount: \$96.25
100	3703			<b>Old National Bank</b>		Wire
				E 01 005 110 000 000 305 May Old National Fee		\$75.90
PO#:	Voucher #:	50703	Invoice	Invoice No: 05.18.26	5/31/2026	Paid Amt: \$75.90
						Check Amount: \$75.90
100	55442	2492		<b>Heggies Pizza</b>		Check
				E 01 300 294 415 000 401 Lester Prairie Baseball Fundraiser		\$5,489.05
PO#:	Voucher #:	50495	Invoice	Invoice No: Order# 174338	5/6/2026	Paid Amt: \$5,489.05
						Check Amount: \$5,489.05
100	55443	3226		<b>Ampion PBC</b>		Check
				E 01 005 810 184 000 330 Billing Acct # 319437		\$11.09
PO#:	Voucher #:	50513	Invoice	Invoice No: 5.7.26	5/7/2026	Paid Amt: \$11.09
						Check Amount: \$11.09

**Lester Prairie Public Schools**  
**Detail Payment Register By Check**

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	55444	3690		<b>Ampion PBC</b>		<b>Check</b>
			E 01 005 810 184 000 330	Billing Acct. 380017		\$937.16
PO#:	Voucher #:	50512	Invoice	Invoice No: 5.7.26	5/7/2026	Paid Amt: \$937.16
						Check Amount: \$937.16
100	55445	3529		<b>Aviben</b>		<b>Check</b>
			E 01 005 110 800 000 305	ADMIN & COMPLIANCE FEE		\$70.25
PO#:	Voucher #:	50515	Invoice	Invoice No: 41876	5/7/2026	Paid Amt: \$70.25
						Check Amount: \$70.25
100	55446	00126		<b>CenterPoint Energy</b>		<b>Check</b>
			E 01 005 810 181 000 330	MONTHLY CHARGES		\$467.68
PO#:	Voucher #:	50517	Invoice	Invoice No: 5.7.26	5/7/2026	Paid Amt: \$467.68
						Check Amount: \$467.68
100	55447	03821		<b>CenturyLink</b>		<b>Check</b>
			E 01 005 110 000 000 320	MONTHLY CHARGES		\$590.22
PO#:	Voucher #:	50518	Invoice	Invoice No: 5.7.26	5/7/2026	Paid Amt: \$590.22
						Check Amount: \$590.22
100	55448	3579		<b>CESO Finance, LLC</b>		<b>Check</b>
			E 01 005 110 000 000 305	MAY 2026 SERVICES		\$10,416.67
PO#:	Voucher #:	50519	Invoice	Invoice No: 2243	5/7/2026	Paid Amt: \$10,416.67
						Check Amount: \$10,416.67
100	55449	00061		<b>CITY OF LESTER PRAIRIE</b>		<b>Check</b>
			E 01 005 810 183 000 330	MONTHLY CHARGES		\$505.25
			E 01 005 810 183 000 330	MONTHLY CHARGES		\$583.25
			E 01 005 810 183 000 330	MONTHLY CHARGES		\$24.00
PO#:	Voucher #:	50520	Invoice	Invoice No: 5.2026	5/7/2026	Paid Amt: \$1,112.50
						Check Amount: \$1,112.50
100	55450	01694		<b>CULLIGAN-METRO</b>		<b>Check</b>
			E 02 005 770 000 701 305	SOLAR SALT DELIVERY		\$238.50
PO#:	Voucher #:	50521	Invoice	Invoice No: 101X41365803	5/7/2026	Paid Amt: \$238.50
						Check Amount: \$238.50
100	55451	2624		<b>Dalco/ Imperial Dade</b>		<b>Check</b>
			E 01 005 810 810 000 401	SUPPLIES		\$90.77
PO#:	Voucher #:	50523	Invoice	Invoice No: 41516312	5/7/2026	Paid Amt: \$90.77
						Check Amount: \$90.77

# Lester Prairie Public Schools

## Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	55452	2573		<b>Dashir Management Services Inc</b>		<b>Check</b>
			E 01	005 810 810 000 305	MAY 2026 CUSTODIAL/ MAINTENANCE SEF	\$25,619.82
<b>PO#:</b>	<b>Voucher #:</b>	<b>50522</b>	Invoice	<b>Invoice No:</b> 9328	<b>5/7/2026</b>	<b>Paid Amt: \$25,619.82</b>
						<b>Check Amount: \$25,619.82</b>
100	55453	00707		<b>EDUCATION MINNESOTA</b>		<b>Check</b>
			B 01	215 028	TEACHER DUES	\$2,625.53
<b>PO#:</b>	<b>Voucher #:</b>	<b>50524</b>	Invoice	<b>Invoice No:</b> 9992613	<b>5/7/2026</b>	<b>Paid Amt: \$2,625.53</b>
						<b>Check Amount: \$2,625.53</b>
100	55454	3253		<b>Game One</b>		<b>Check</b>
			E 01	300 292 000 000 820	BATTING CAGE NETS-SPLITTING 3 WAYS \	\$773.78
			E 01	300 292 000 000 820	FREIGHT	\$81.62
<b>PO#:</b> 11008	<b>Voucher #:</b>	<b>50526</b>	Invoice	<b>Invoice No:</b> 10590083	<b>5/7/2026</b>	<b>Paid Amt: \$855.40</b>
						<b>Check Amount: \$855.40</b>
100	55455	01306		<b>Herald Journal Publishing</b>		<b>Check</b>
			E 01	005 110 000 000 305	HJ BOARD MEETING MINUTES FEBRUARY	\$98.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50527</b>	Invoice	<b>Invoice No:</b> 5.2026	<b>5/7/2026</b>	<b>Paid Amt: \$98.00</b>
						<b>Check Amount: \$98.00</b>
100	55456	1895		<b>ISD # Central Public Schools</b>		<b>Check</b>
			E 01	300 292 320 000 369	TRACK MEET--MAY 7TH, 2026	\$200.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50529</b>	Invoice	<b>Invoice No:</b> 5.2026	<b>5/7/2026</b>	<b>Paid Amt: \$200.00</b>
						<b>Check Amount: \$200.00</b>
100	55457	00446		<b>ISD #2310 Sibley East</b>		<b>Check</b>
			E 01	300 292 320 000 369	TRACK MEET--FRIDAY, MAY 1ST, 2026	\$150.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50530</b>	Invoice	<b>Invoice No:</b> 5.2026	<b>5/7/2026</b>	<b>Paid Amt: \$150.00</b>
						<b>Check Amount: \$150.00</b>
100	55458	00311		<b>ISD #2859 GSL</b>		<b>Check</b>
			E 01	300 292 320 000 369	TRACK AND FIELD MEET TUESDAY, MAY 51	\$150.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50528</b>	Invoice	<b>Invoice No:</b> 5.2026	<b>5/7/2026</b>	<b>Paid Amt: \$150.00</b>
						<b>Check Amount: \$150.00</b>
100	55459	2484		<b>Jostens</b>		<b>Check</b>
			E 01	300 211 165 000 401	COVER WITH YEAR DATE	\$12.90
			E 01	300 211 165 000 401	DELIVERY	\$18.95
<b>PO#:</b>	<b>Voucher #:</b>	<b>50531</b>	Invoice	<b>Invoice No:</b> 39734741	<b>5/7/2026</b>	<b>Paid Amt: \$31.85</b>
						<b>Check Amount: \$31.85</b>

## Lester Prairie Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	55460	3696		<b>Mathews, Griffen</b>		<b>Check</b>
			E 01	300 296 318 000 305	SOFTBALL OFFICIAL 5/5/2026 (DOUBLE HE	\$260.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50550</b>	Invoice	<b>Invoice No:</b> 5.2026	<b>5/7/2026</b>	<b>Paid Amt: \$260.00</b>
						<b>Check Amount: \$260.00</b>
100	55461	3600		<b>McRaith, John</b>		<b>Check</b>
			E 01	300 296 318 000 305	SOFTBALL OFFICIAL 5/5/2026 (DOUBLE HE	\$260.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50551</b>	Invoice	<b>Invoice No:</b> 5.2026	<b>5/7/2026</b>	<b>Paid Amt: \$260.00</b>
						<b>Check Amount: \$260.00</b>
100	55462	03390		<b>PAN-O-GOLD BAKING CO</b>		<b>Check</b>
			E 02	005 770 000 701 490	4/27/26 DELIVERY	\$90.40
<b>PO#:</b>	<b>Voucher #:</b>	<b>50532</b>	Invoice	<b>Invoice No:</b> 10003426117012	<b>5/7/2026</b>	<b>Paid Amt: \$90.40</b>
			E 02	005 770 000 701 490	4/13/2026 DELIVERY	\$139.20
<b>PO#:</b>	<b>Voucher #:</b>	<b>50533</b>	Invoice	<b>Invoice No:</b> 10003426103011	<b>5/7/2026</b>	<b>Paid Amt: \$139.20</b>
			E 02	005 770 000 701 490	4/20/2026 DELIVERY	\$189.44
<b>PO#:</b>	<b>Voucher #:</b>	<b>50534</b>	Invoice	<b>Invoice No:</b> 10003426110011	<b>5/7/2026</b>	<b>Paid Amt: \$189.44</b>
						<b>Check Amount: \$419.04</b>
100	55463	3315		<b>Pink's Hardware Store</b>		<b>Check</b>
			E 01	005 810 193 000 401	V BELT	\$26.98
			E 01	005 810 193 000 401	KLEENEX AND RUBBER SEAL	\$128.88
			E 01	005 810 193 000 401	PAINTER, HOSE SHUT OFF,	\$117.70
<b>PO#:</b>	<b>Voucher #:</b>	<b>50535</b>	Invoice	<b>Invoice No:</b> 62471-61911-62645	<b>5/7/2026</b>	<b>Paid Amt: \$273.56</b>
						<b>Check Amount: \$273.56</b>
100	55464	00256		<b>Pohlmeier, Rich</b>		<b>Check</b>
			E 01	300 296 318 000 305	VARSAITY	\$130.00
			E 01	300 296 318 000 305	C SUAD	\$65.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50548</b>	Invoice	<b>Invoice No:</b> 5.2026	<b>5/7/2026</b>	<b>Paid Amt: \$195.00</b>
						<b>Check Amount: \$195.00</b>
100	55465	2210		<b>Popp, Randall</b>		<b>Check</b>
			E 01	300 296 318 000 305	VARSAITY	\$130.00
			E 01	300 296 318 000 305	C SQUAD	\$65.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50549</b>	Invoice	<b>Invoice No:</b> 5.2026	<b>5/7/2026</b>	<b>Paid Amt: \$195.00</b>
						<b>Check Amount: \$195.00</b>
100	55466	3367		<b>Squire, Waldspurger &amp; Mace, P.A.</b>		<b>Check</b>
			E 01	005 110 150 000 305	NON-LICENSED EMAIL RESPONSE TO SUF	\$87.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50540</b>	Invoice	<b>Invoice No:</b> 29326	<b>5/7/2026</b>	<b>Paid Amt: \$87.00</b>
						<b>Check Amount: \$87.00</b>

## Lester Prairie Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
100	55467	2239		<b>Sysco Western Minnesota</b>		<b>Check</b>		
			E 02	005 770 000 701 530	HOSE DISCONNECT FOR OVEN	\$130.95		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50536</b>	Invoice	<b>Invoice No:</b> 153A3795Z	<b>5/7/2026</b>	<b>Paid Amt:</b>	<b>\$130.95</b>	
			E 02	005 770 000 701 530	2ND HALF OF THE OVEN PURCHASE	\$6,366.51		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50537</b>	Invoice	<b>Invoice No:</b> 353149317	<b>5/7/2026</b>	<b>Paid Amt:</b>	<b>\$6,366.51</b>	
			E 02	005 770 000 701 491	COMMODITY	\$20.34		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50538</b>	Invoice	<b>Invoice No:</b> 353174143	<b>5/7/2026</b>	<b>Paid Amt:</b>	<b>\$20.34</b>	
			E 04	005 580 000 325 401	PREK CUPS	\$69.22		
			E 02	005 770 000 705 490	BREAKFAST	\$452.05		
			E 02	005 770 000 701 490	LUNCH	\$2,353.12		
			E 02	005 770 000 707 490	ALA CARTE	\$131.68		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50539</b>	Invoice	<b>Invoice No:</b> 353174144	<b>5/7/2026</b>	<b>Paid Amt:</b>	<b>\$3,006.07</b>	
						<b>Check Amount:</b>	<b>\$9,523.87</b>	
100	55468	2533		<b>Teaching Strategies LLC</b>		<b>Check</b>		
			E 01	100 216 635 401 430	ACCT #-LESTER PRAIRIE IND SD 424 02A3I	\$311.25		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50541</b>	Invoice	<b>Invoice No:</b> Q-366733	<b>5/7/2026</b>	<b>Paid Amt:</b>	<b>\$311.25</b>	
						<b>Check Amount:</b>	<b>\$311.25</b>	
100	55469	00662		<b>Three Rivers Park District</b>		<b>Check</b>		
			E 01	100 203 100 000 369	1ST GRADE FIELD TRIP	\$106.08		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50542</b>	Invoice	<b>Invoice No:</b> 5.2026	<b>5/7/2026</b>	<b>Paid Amt:</b>	<b>\$106.08</b>	
						<b>Check Amount:</b>	<b>\$106.08</b>	
100	55470	3261		<b>UHL</b>		<b>Check</b>		
			E 01	005 810 193 000 350	SAUTERED JOINT ON VAV PIPING	\$467.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50543</b>	Invoice	<b>Invoice No:</b> 83301	<b>5/7/2026</b>	<b>Paid Amt:</b>	<b>\$467.00</b>	
						<b>Check Amount:</b>	<b>\$467.00</b>	
100	55471	01150		<b>Verified Credentials</b>		<b>Check</b>		
			E 01	005 718 000 342 311	APRIL BACKGROUND CHECKS	\$113.75		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50546</b>	Invoice	<b>Invoice No:</b> 1077	<b>5/7/2026</b>	<b>Paid Amt:</b>	<b>\$113.75</b>	
						<b>Check Amount:</b>	<b>\$113.75</b>	
100	55472	1602		<b>Verizon Wireless</b>		<b>Check</b>		
			E 01	005 020 000 000 320	SUPERINTENDENT	\$50.22		
			E 01	300 050 000 000 320	PRINCIPAL	\$49.54		
			E 01	300 292 311 000 320	AD	\$49.54		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50544</b>	Invoice	<b>Invoice No:</b> 6141810371	<b>5/7/2026</b>	<b>Paid Amt:</b>	<b>\$149.30</b>	
						<b>Check Amount:</b>	<b>\$149.30</b>	

**Lester Prairie Public Schools**  
**Detail Payment Register By Check**

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	55473	3626		<b>VESTIS</b>		<b>Check</b>
			E 02	005 770 000 701 401	4/28/2026 DELIVERY	\$38.71
PO#:	Voucher #:	50545	Invoice	Invoice No: 2500972001	5/7/2026	Paid Amt: \$38.71
						Check Amount: \$38.71
100	55474	2394		<b>NIPPON SANSO MATHESON INC</b>		<b>Check</b>
			E 01	300 255 000 000 401	Gas, sureweld, etc refill	\$294.47
PO#:	Voucher #:	50552	Invoice	Invoice No: 0033200397	5/8/2026	Paid Amt: \$294.47
						Check Amount: \$294.47
100	55475	3699		<b>Paggen, Josh</b>		<b>Check</b>
			E 01	300 296 318 000 305	BASEBALL OFFICIAL 5/12/2026	\$130.00
PO#:	Voucher #:	50557	Invoice	Invoice No: 5.12.2026	5/12/2026	Paid Amt: \$130.00
						Check Amount: \$130.00
100	55476	3692		<b>Ramirez, Genaro</b>		<b>Check</b>
			E 04	005 505 322 321 305	COMMUNITY ED SOCCER OFFICIAL	\$60.00
PO#:	Voucher #:	50556	Invoice	Invoice No: 5.12.26	5/12/2026	Paid Amt: \$60.00
						Check Amount: \$60.00
100	55477	2362		<b>USA High School Clay Target League</b>		<b>Check</b>
			E 01	300 298 405 000 401	LESTER PRAIRIE HIGH SCHOOL TOURNAM	\$1,100.00
PO#:	Voucher #:	50558	Invoice	Invoice No: LEY399-LT-26	5/12/2026	Paid Amt: \$1,100.00
						Check Amount: \$1,100.00
100	55478	3375		<b>Kennedy &amp; Graven School Law Seminar</b>		<b>Check</b>
			E 01	005 020 000 000 366	Dr. Radeke rgistration	\$140.00
PO#:	Voucher #:	50565	Invoice	Invoice No: 20265504819-10078618	5/13/2026	Paid Amt: \$140.00
						Check Amount: \$140.00
100	55479	3700		<b>A maze'n Farmyard</b>		<b>Check</b>
			E 01	005 420 000 740 369	SPED-Lester Prairie Elementary Field Trip 5/1	\$280.00
PO#:	Voucher #:	50568	Invoice	Invoice No: 5.15.2026	5/15/2026	Paid Amt: \$280.00
						Check Amount: \$280.00
100	55480	3131		<b>Lee, Anah</b>		<b>Check</b>
			E 21	300 298 972 301 401	Red Cross Scholarship	\$500.00
PO#:	Voucher #:	50566	Invoice	Invoice No: 5.15.2026	5/15/2026	Paid Amt: \$500.00
						Check Amount: \$500.00
100	55481	3415		<b>Radtke, Olivia</b>		<b>Check</b>
			E 21	300 298 972 301 401	Red Cross Scholarship	\$500.00
PO#:	Voucher #:	50567	Invoice	Invoice No: 5.15.2026	5/15/2026	Paid Amt: \$500.00
						Check Amount: \$500.00

## Lester Prairie Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
100	55482	3701		<b>MFCA</b>		<b>Check</b>	
			E 01	300 296 418 000 401	All Star Game	\$100.00	
PO#:	11069	Voucher #:	50569	Invoice	Invoice No: 5.15.26	5/15/2026	Paid Amt: \$100.00
							Check Amount: \$100.00
100	55483	2855		<b>Behrens, Charles</b>		<b>Check</b>	
			E 01	300 296 318 000 305	SOFTBALL OFFICIAL 5/11/2026	\$130.00	
PO#:		Voucher #:	50599	Invoice	Invoice No: 5.19.26	5/19/2026	Paid Amt: \$130.00
							Check Amount: \$130.00
100	55484	00343		<b>Big Don's Cathedral</b>		<b>Check</b>	
			E 01	005 810 000 000 366	5/5/2026 GAS FILL	\$17.50	
PO#:		Voucher #:	50579	Invoice	Invoice No: 95044	5/19/2026	Paid Amt: \$17.50
							Check Amount: \$17.50
100	55485	3254		<b>Bluum of Minnesota, LLC</b>		<b>Check</b>	
			E 04	005 520 000 322 456	MX275-V5 SMART Board with interactive disp	\$2,899.00	
PO#:	11046	Voucher #:	50583	Invoice	Invoice No: 1090149	5/19/2026	Paid Amt: \$2,899.00
							Check Amount: \$2,899.00
100	55486	2624		<b>Dalco/ Imperial Dade</b>		<b>Check</b>	
			E 01	005 810 810 000 401	FILTER BAGS	\$73.74	
PO#:		Voucher #:	50574	Invoice	Invoice No: 41690380	5/19/2026	Paid Amt: \$73.74
			E 01	005 810 810 000 401	CUSTODIAN SUPPLIES	\$2,819.66	
PO#:		Voucher #:	50575	Invoice	Invoice No: 41679570	5/19/2026	Paid Amt: \$2,819.66
							Check Amount: \$2,893.40
100	55487	2332		<b>Eggers, Mark</b>		<b>Check</b>	
			E 01	300 294 315 000 305	BASEBALL OFFICIAL 5/4/2026	\$120.00	
PO#:		Voucher #:	50589	Invoice	Invoice No: 5/19/26	5/19/2026	Paid Amt: \$120.00
							Check Amount: \$120.00
100	55488	3636		<b>GRANITE TELECOMMUNICATIONS LLC</b>		<b>Check</b>	
			E 01	005 110 000 000 320	MONTHLY CHARGES	\$138.18	
PO#:		Voucher #:	50597	Invoice	Invoice No: 745389313	5/19/2026	Paid Amt: \$138.18
							Check Amount: \$138.18
100	55489	2799		<b>Greater Minnesota Family Services</b>		<b>Check</b>	
			E 01	005 420 000 740 394	Q2 CONTRACTED SERVICES	\$3,074.55	
PO#:		Voucher #:	50601	Invoice	Invoice No: 5.19.26	5/19/2026	Paid Amt: \$3,074.55
							Check Amount: \$3,074.55

## Lester Prairie Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
100	55490	00358		<b>GUARDIAN PEST SOLUTIONS INC</b>		Check		
			E 01	005 810 192 000 305	COMMERCIAL PEST CONTROL	\$82.45		
PO#:	Voucher #:	50596	Invoice	Invoice No: 2737812	5/19/2026	Paid Amt:	\$82.45	
						Check Amount:	\$82.45	
100	55491	00290		<b>Hingst, Lee</b>		Check		
			E 01	300 296 318 000 305	SOFTBALL OFFICIAL 5/8/2026	\$130.00		
PO#:	Voucher #:	50587	Invoice	Invoice No: 5.19.26	5/19/2026	Paid Amt:	\$130.00	
						Check Amount:	\$130.00	
100	55492	3625		<b>JOSH'S HOME DELIVERY</b>		Check		
			E 02	005 770 000 701 495	5/13/2026 DELIVERY	\$799.75		
PO#:	Voucher #:	50580	Invoice	Invoice No: 186269	5/19/2026	Paid Amt:	\$799.75	
			E 02	005 770 000 701 495	5/16/2026 DELIVERY	\$668.14		
PO#:	Voucher #:	50581	Invoice	Invoice No: 186268	5/19/2026	Paid Amt:	\$668.14	
			E 02	005 770 000 701 495	4/29/2026 DELIVERY	\$604.30		
PO#:	Voucher #:	50582	Invoice	Invoice No: 5.19.26	5/19/2026	Paid Amt:	\$604.30	
						Check Amount:	\$2,072.19	
100	55493	2499		<b>MF Athletics</b>		Check		
			E 01	300 292 421 000 401	Easy up Carry Bag	\$315.00		
			E 01	300 292 421 000 401	Freight	\$35.00		
PO#:	Voucher #:	50594	Invoice	Invoice No: 401117	5/19/2026	Paid Amt:	\$350.00	
						Check Amount:	\$350.00	
100	55494	2870		<b>Natus Sensory Inc.</b>		Check		
			E 01	005 720 000 000 305	Audiometer calibration	\$148.00		
PO#:	Voucher #:	50593	Invoice	Invoice No: 610060306	5/19/2026	Paid Amt:	\$148.00	
						Check Amount:	\$148.00	
100	55495	03390		<b>PAN-O-GOLD BAKING CO</b>		Check		
			E 02	005 770 000 701 490	5/11/2026 DELIVERY	\$81.20		
PO#:	Voucher #:	50577	Invoice	Invoice No: 10003426131011	5/19/2026	Paid Amt:	\$81.20	
			E 02	005 770 000 701 490	5/4/2026 DELIVERY	\$248.16		
PO#:	Voucher #:	50578	Invoice	Invoice No: 10003426124012	5/19/2026	Paid Amt:	\$248.16	
						Check Amount:	\$329.36	
100	55496	01974		<b>Performance Foodservice</b>		Check		
			E 02	005 770 000 705 490	BREAKFAST	\$138.78		
			E 02	005 770 000 701 490	LUNCH	\$1,232.79		

## Lester Prairie Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	55496	01974		<b>Performance Foodservice</b>		<b>Check</b>
			E 02	005 770 000 701 490	FULE CHARGE	\$8.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>50591</b>	Invoice	<b>Invoice No:</b> 971246	<b>5/19/2026</b>	<b>Paid Amt: \$1,380.07</b>
						<b>Check Amount: \$1,380.07</b>
100	55497	00533		<b>RAM Building Inc</b>		<b>Check</b>
			E 01	300 255 109 000 401	SHED #2	\$1,118.79
<b>PO#:</b>	<b>Voucher #:</b>	<b>50576</b>	Invoice	<b>Invoice No:</b> 75554	<b>5/19/2026</b>	<b>Paid Amt: \$1,118.79</b>
						<b>Check Amount: \$1,118.79</b>
100	55498	3475		<b>Renaissance</b>		<b>Check</b>
			E 01	005 610 000 312 405	READING	\$1,570.25
			E 01	005 610 000 312 405	MATH	\$1,570.25
			E 01	005 610 000 312 405	ANNUAL PLATFORM	\$750.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50602</b>	Invoice	<b>Invoice No:</b> 5691807	<b>5/19/2026</b>	<b>Paid Amt: \$3,890.50</b>
						<b>Check Amount: \$3,890.50</b>
100	55499	2732		<b>Schrader, Jeff</b>		<b>Check</b>
			E 01	300 294 315 000 305	BASEBALL OFFICIAL 5/4/2026	\$120.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50590</b>	Invoice	<b>Invoice No:</b> 5.19.26	<b>5/19/2026</b>	<b>Paid Amt: \$120.00</b>
						<b>Check Amount: \$120.00</b>
100	55500	3669		<b>SIMPLY SWEET</b>		<b>Check</b>
			E 21	300 298 972 301 401	CUPCAKES FOR NHS	\$90.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50592</b>	Invoice	<b>Invoice No:</b> 5.19.26	<b>5/19/2026</b>	<b>Paid Amt: \$90.00</b>
						<b>Check Amount: \$90.00</b>
100	55501	2615		<b>Southern Lock &amp; Glass</b>		<b>Check</b>
			E 01	005 718 000 342 401	Gym Door repair (by the stage)	\$2,980.00
<b>PO#:</b> 11032	<b>Voucher #:</b>	<b>50595</b>	Invoice	<b>Invoice No:</b> 19965	<b>5/19/2026</b>	<b>Paid Amt: \$2,980.00</b>
						<b>Check Amount: \$2,980.00</b>
100	55502	00272		<b>SW/WC SERVICE COOPERATIVES</b>		<b>Check</b>
			E 01	100 219 000 317 430	3 ONLINE ACCESS LICENSE FOR FUNCTIC	\$1,575.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50571</b>	Invoice	<b>Invoice No:</b> 81883	<b>5/19/2026</b>	<b>Paid Amt: \$1,575.00</b>
			E 01	005 110 000 000 401	1 CASE OF BLUE CHECK STOCK	\$165.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50572</b>	Invoice	<b>Invoice No:</b> 81908	<b>5/19/2026</b>	<b>Paid Amt: \$165.00</b>
			E 01	005 110 000 000 305	CY 2025 ACA DATA SUBMISSION & TRANSM	\$285.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50570</b>	Invoice	<b>Invoice No:</b> 81804	<b>5/19/2026</b>	<b>Paid Amt: \$285.00</b>
						<b>Check Amount: \$2,025.00</b>

## Lester Prairie Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
100	55503	2239		<b>Sysco Western Minnesota</b>		<b>Check</b>		
			E 02	005 770 000 701 491	commodity	\$44.40		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50584</b>	Invoice	<b>Invoice No:</b> 353181314	<b>5/19/2026</b>	<b>Paid Amt:</b>	<b>\$44.40</b>	
			E 02	005 770 000 705 490	BREAKFAST	\$350.59		
			E 02	005 770 000 701 490	LUNCH	\$1,948.04		
			E 02	005 770 000 707 490	ALA CARTE	\$156.56		
			E 02	005 770 000 701 401	PAPER PRODUCTS	\$79.75		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50585</b>	Invoice	<b>Invoice No:</b> 353181315	<b>5/19/2026</b>	<b>Paid Amt:</b>	<b>\$2,534.94</b>	
						<b>Check Amount:</b>	<b>\$2,579.34</b>	
100	55504	3095		<b>Tate, Paul</b>		<b>Check</b>		
			E 01	300 294 315 000 305	BASEBALL OFFICIAL 5/4/2026	\$120.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50588</b>	Invoice	<b>Invoice No:</b> 5.19.26	<b>5/19/2026</b>	<b>Paid Amt:</b>	<b>\$120.00</b>	
						<b>Check Amount:</b>	<b>\$120.00</b>	
100	55505	3349		<b>Tomahawk Conference</b>		<b>Check</b>		
			E 01	300 296 318 000 305	SOFTBALL-SPRING CONFRENCE MEAL PA	\$16.50		
			E 01	300 294 315 000 305	BASEBALL-SPRING CONFRENCE MEAL PA	\$16.50		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50600</b>	Invoice	<b>Invoice No:</b> 5.19.26	<b>5/19/2026</b>	<b>Paid Amt:</b>	<b>\$33.00</b>	
						<b>Check Amount:</b>	<b>\$33.00</b>	
100	55506	00829		<b>Tschimperle, Scott</b>		<b>Check</b>		
			E 01	300 296 318 000 305	SOFTBALL OFFICIAL 5.11.2026	\$130.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50598</b>	Invoice	<b>Invoice No:</b> 5.19.26	<b>5/19/2026</b>	<b>Paid Amt:</b>	<b>\$130.00</b>	
						<b>Check Amount:</b>	<b>\$130.00</b>	
100	55507	3626		<b>VESTIS</b>		<b>Check</b>		
			E 02	005 770 000 701 401	TOWELS	\$38.71		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50573</b>	Invoice	<b>Invoice No:</b> 2500982920	<b>5/19/2026</b>	<b>Paid Amt:</b>	<b>\$38.71</b>	
			E 02	005 770 000 701 401	TOWLE SERVIES	\$40.71		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50586</b>	Invoice	<b>Invoice No:</b> 2500977192	<b>5/19/2026</b>	<b>Paid Amt:</b>	<b>\$40.71</b>	
						<b>Check Amount:</b>	<b>\$79.42</b>	
100	55508	01157		<b>MetLife SBC</b>		<b>Check</b>		
			B 01	215 030	Monthly Dental Payment	\$3,192.99		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50608</b>	Invoice	<b>Invoice No:</b> 5.26.26	<b>5/26/2026</b>	<b>Paid Amt:</b>	<b>\$3,192.99</b>	
						<b>Check Amount:</b>	<b>\$3,192.99</b>	
100	55509	00343		<b>Big Don's Cathedral</b>		<b>Check</b>		
			E 01	300 211 975 000 430	Large tornado certificates	\$70.00		
<b>PO#:</b> 11052	<b>Voucher #:</b>	<b>50611</b>	Invoice	<b>Invoice No:</b> 95106	<b>5/26/2026</b>	<b>Paid Amt:</b>	<b>\$70.00</b>	
						<b>Check Amount:</b>	<b>\$70.00</b>	

# Lester Prairie Public Schools

## Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
100	55510	01694		<b>CULLIGAN-METRO</b>		<b>Check</b>		
			E 02	005 770 000 701 305	MONTHLY CHARGES	\$172.25		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50613</b>	Invoice	<b>Invoice No:</b>	REFERENCE # 1789983	<b>5/26/2026</b>	<b>Paid Amt:</b>	<b>\$172.25</b>
							<b>Check Amount:</b>	<b>\$172.25</b>
100	55511	2624		<b>Dalco/ Imperial Dade</b>		<b>Check</b>		
			E 01	005 810 810 000 401	CUSTODIAN SUPPLIES	\$289.21		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50615</b>	Invoice	<b>Invoice No:</b>	41758718	<b>5/26/2026</b>	<b>Paid Amt:</b>	<b>\$289.21</b>
			E 01	005 810 810 000 401	CUSTODIAN SUPPLIES	\$357.44		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50614</b>	Invoice	<b>Invoice No:</b>	41758723	<b>5/26/2026</b>	<b>Paid Amt:</b>	<b>\$357.44</b>
							<b>Check Amount:</b>	<b>\$646.65</b>
100	55512	2332		<b>Eggers, Mark</b>		<b>Check</b>		
			E 01	300 294 315 000 305	BASEBALL OFFICAL 5/14/2026	\$120.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50635</b>	Invoice	<b>Invoice No:</b>	5.26.26	<b>5/26/2026</b>	<b>Paid Amt:</b>	<b>\$120.00</b>
							<b>Check Amount:</b>	<b>\$120.00</b>
100	55513	3687		<b>Follett Content Solutions, LLC</b>		<b>Check</b>		
			E 01	300 211 975 000 430	BOOKS	\$147.41		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50617</b>	Invoice	<b>Invoice No:</b>	733498F	<b>5/26/2026</b>	<b>Paid Amt:</b>	<b>\$147.41</b>
							<b>Check Amount:</b>	<b>\$147.41</b>
100	55514	3288		<b>Frantsen, Payton</b>		<b>Check</b>		
			E 21	300 298 946 301 401	HELIUM REIMBURSMENT FROM 2026 GRAI	\$12.88		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50618</b>	Invoice	<b>Invoice No:</b>	5.26.26	<b>5/26/2026</b>	<b>Paid Amt:</b>	<b>\$12.88</b>
							<b>Check Amount:</b>	<b>\$12.88</b>
100	55515	3705		<b>Harpel, Koreen</b>		<b>Check</b>		
			E 21	300 298 946 301 401	LESETR PRAIRIE GRADUATION CARNATIO	\$150.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50623</b>	Invoice	<b>Invoice No:</b>	5.26.26	<b>5/26/2026</b>	<b>Paid Amt:</b>	<b>\$150.00</b>
							<b>Check Amount:</b>	<b>\$150.00</b>
100	55516	01202		<b>Hillyard INC.</b>		<b>Check</b>		
			E 01	005 810 000 000 401	TROPHY H2O GYM FINISH	\$2,643.00		
			E 01	005 810 000 000 401	CROSSLINKER 6oz 6 CS	\$198.80		
			E 01	005 810 000 000 401	TROPHY H2O GYM FINSH	\$389.62		
			E 01	005 810 000 000 401	PAD FLOOR COATER	\$9.05		
			E 01	005 810 000 000 401	PAD COMP 23 7 30 in	\$25.15		
			E 01	005 810 000 000 401	EXPLORERE	\$885.12		
			E 01	005 810 000 000 401	PAD 12x18 MULTIFINISH	\$173.80		
<b>PO#:</b> 11054	<b>Voucher #:</b>	<b>50619</b>	Invoice	<b>Invoice No:</b>	90156744 & 90156460	<b>5/26/2026</b>	<b>Paid Amt:</b>	<b>\$4,324.54</b>
							<b>Check Amount:</b>	<b>\$4,324.54</b>

**Lester Prairie Public Schools**  
**Detail Payment Register By Check**

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	55517	3449		<b>IEA Environmental, Health &amp; Safety Mgmt Services</b>		Check			
			E 01	005 865 000 352 305	SITE VISIT SIX		\$900.00		
PO#:	Voucher #:	50620	Invoice	Invoice No: 00063143	5/26/2026	Paid Amt:	\$900.00	Check Amount:	\$900.00
100	55518	1895		<b>ISD # Central Public Schools</b>		Check			
			E 01	005 620 000 343 143	Kelly STreet--Media Specialist		\$4,308.64		
PO#:	Voucher #:	50637	Invoice	Invoice No: 25-26 Media Speciali	5/26/2026	Paid Amt:	\$4,308.64	Check Amount:	\$4,308.64
100	55519	03817		<b>ISD #2687 HOWARD LAKE-W-W</b>		Check			
			E 01	300 292 320 000 369	4/28/2026 TRACK MEET		\$150.00		
PO#:	Voucher #:	50621	Invoice	Invoice No: 5.26.26	5/26/2026	Paid Amt:	\$150.00	Check Amount:	\$150.00
100	55520	3704		<b>ISD 484 Pierz</b>		Check			
			E 01	300 292 320 000 369	TRACK MEET 4/16/2026		\$150.00		
PO#:	Voucher #:	50622	Invoice	Invoice No: 5.26.26	5/26/2026	Paid Amt:	\$150.00	Check Amount:	\$150.00
100	55521	2701		<b>Kutz, Brandon</b>		Check			
			E 01	300 294 415 000 401	Pizza		\$99.21		
			E 01	300 294 315 000 401	oil change supplies		\$55.34		
PO#:	Voucher #:	50638	Invoice	Invoice No: 5.26.2026	5/26/2026	Paid Amt:	\$154.55	Check Amount:	\$154.55
100	55522	2696		<b>Lange, Jeff</b>		Check			
			E 01	300 294 315 000 305	BASEBALL OFFICIAL 5/14/2026		\$120.00		
PO#:	Voucher #:	50634	Invoice	Invoice No: 5.26.26	5/26/2026	Paid Amt:	\$120.00	Check Amount:	\$120.00
100	55523	2744		<b>Longhorns Burger House</b>		Check			
			E 21	300 298 946 301 401	CLASS OF 2026 MEAL		\$760.50		
PO#:	Voucher #:	50624	Invoice	Invoice No: 5.26.26	5/26/2026	Paid Amt:	\$760.50	Check Amount:	\$760.50
100	55524	2747		<b>MN Department of Health</b>		Check			
			E 01	005 110 000 000 305	SCHOOL DISTRICT BIRTH FILES REQUEST		\$180.00		
PO#:	Voucher #:	50616	Invoice	Invoice No: 5.26.26	5/26/2026	Paid Amt:	\$180.00	Check Amount:	\$180.00

## Lester Prairie Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	55525	2394		<b>NIPPON SANSO MATHESON INC</b>		Check			
			E 01	300 255 000 000 401 SUREWELD			\$183.00		
PO#:	Voucher #:	50625	Invoice	Invoice No: 0033256631	5/26/2026	Paid Amt:	\$183.00		
						Check Amount:	\$183.00		
100	55526	03390		<b>PAN-O-GOLD BAKING CO</b>		Check			
			E 02	005 770 000 701 490 BREAD DELIVERY			\$104.40		
PO#:	Voucher #:	50626	Invoice	Invoice No: 10003426138012	5/26/2026	Paid Amt:	\$104.40		
						Check Amount:	\$104.40		
100	55527	3315		<b>Pink's Hardware Store</b>		Check			
			E 01	005 810 193 000 350 WASP/HORNET SPRAY			\$15.87		
PO#:	Voucher #:	50627	Invoice	Invoice No: 63665	5/26/2026	Paid Amt:	\$15.87		
						Check Amount:	\$15.87		
100	55528	3475		<b>Renaissance</b>		Check			
			E 01	100 203 000 000 430 FASTBRIDGE SUBSCRIPTION RENEWAL			\$964.00		
PO#:	Voucher #:	50628	Invoice	Invoice No: 5692363	5/26/2026	Paid Amt:	\$964.00		
						Check Amount:	\$964.00		
100	55529	2239		<b>Sysco Western Minnesota</b>		Check			
			E 02	005 770 000 701 491 COMMODITY			\$89.02		
PO#:	Voucher #:	50629	Invoice	Invoice No: 353186651	5/26/2026	Paid Amt:	\$89.02		
			E 02	005 770 000 705 490 BREAKFAST			\$206.79		
			E 02	005 770 000 701 490 LUNCH			\$1,268.66		
			E 02	005 770 000 701 401 PAPER PRODUCTS			\$91.81		
			E 04	005 570 362 321 490 KIDS DEPOT			\$102.39		
PO#:	Voucher #:	50630	Invoice	Invoice No: 353186652	5/26/2026	Paid Amt:	\$1,669.65		
						Check Amount:	\$1,758.67		
100	55530	2317		<b>Urban, Nick</b>		Check			
			E 01	300 294 315 000 305 BASEBALL OFFICIAL 5/14/2026			\$120.00		
PO#:	Voucher #:	50636	Invoice	Invoice No: 5.26.26	5/26/2026	Paid Amt:	\$120.00		
						Check Amount:	\$120.00		
100	55531	3626		<b>VESTIS</b>		Check			
			E 02	005 770 000 701 401 MONTHLY TOWEL DELIVERY			\$40.71		
			E 02	005 770 000 701 401 PAST DUE PAYMENTS			\$389.58		
PO#:	Voucher #:	50631	Invoice	Invoice No: 2500988623	5/26/2026	Paid Amt:	\$430.29		
						Check Amount:	\$430.29		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	55532	3670		<b>WOW! ZONE</b>		<b>Check</b>
			E 21 300 298 947 301 401	LESTER PRAIRIE PROM		\$4,065.16
PO#:	Voucher #:	50632	Invoice	Invoice No: 4252026	5/26/2026	Paid Amt: \$4,065.16
						Check Amount: \$4,065.16
100	55533	2786		<b>Xcel Energy Solutions</b>		<b>Check</b>
			E 01 005 810 184 000 330	MONTHLY CHARGES		\$6,147.13
PO#:	Voucher #:	50633	Invoice	Invoice No: 004403	5/26/2026	Paid Amt: \$6,147.13
						Check Amount: \$6,147.13
						Report Total: \$305,261.19

**REGULAR MEETING of the SCHOOL BOARD of EDUCATION**  
**Lester Prairie Public Schools**  
**Monday, May 18, 2026 5:45pm**  
**Lester Prairie School Media Center**

Roll call was taken and the following board members were present: Jeff Engen, Brian Heimerl, Rebecca Heimerl, Candice Anderson and Dan LaMott. Administration present: Dr. Melissa Radeke, Mike Lee, Ross Scheevel

**Guests:** Austin Neaton from Herald Journal.

**Call to order**

- Meeting called to order by Board Vice-Chair Brian Heimerl
- Welcome to the public and guests
- **Pledge of Allegiance** - Led by board member Jeff Engen

**Agenda**

- Motion by R. Heimerl 2<sup>nd</sup> by Anderson to approve the Agenda as presented and or modified
  - **Vote: 5 for, 0 against.**

**Recognition of Communications since Last Meeting:**

- Communication - Graduation went well
- Open dialogue - none

**Minutes and Bills**

- Motion by LaMott and 2<sup>nd</sup> by R. Heimerl to approve consent agenda, the meeting minutes of the Regular Board meeting on April 20, 2026 and pay the bills in the amount of:
  - o Board Bills: \$291,926.34
- **Vote: 5 for, 0 against.**

**Administrative Reports**

**Mr. Lee K-12 Principal Report:** - highlights

- Graduation went very well. Thank you to Board for all being in attendance
- Local Literacy Plan was submitted
- Working on the DIRS(Disciplinary Incident Reporting System) Report, fortunately not a great deal to report
- Working on completing end of the year teacher meetings including exit meetings with teachers that are leaving.
- Working on Virtual Service time for upcoming SWWC Speech
- PTO Inflatable Day held today, May 18<sup>th</sup>. Elementary students enjoyed the day.
- PBIS High School Bulldog Olympics on Friday.
- Last day of school May 22<sup>nd</sup>.

## **Ross Scheevel AD/DoS - highlights**

- Annual Resolution for Membership to the MSHSL up for approval later in the meeting
- Activity registration and Annual participation numbers have been submitted to the MSHSL
- A walk through with City maintenance worker Luke Meyer is scheduled for later this week to review ongoing maintenance and upgrades
- Finalizing summer camp registrations: Basketball camp June 1<sup>st</sup>-4<sup>th</sup> , Volleyball camp June 8<sup>th</sup>-11<sup>th</sup> , Track/Field camp June 15<sup>th</sup>-18<sup>th</sup> , Football camp July 27<sup>th</sup>-31<sup>st</sup> and Speed/Strength starts June 1<sup>st</sup>.
- Entering schedules into new Bound system almost completed. Start working on registration and ticketing once the schedules are completed.
- Discussion regarding adding paywall to our Hudl livestreams.
- Softball playing in opening round of Section Playoffs at BHLS
- Baseball hosting St. Johns Prep in opening round of Section Playoffs on May 19<sup>th</sup>
- Track/Field competed at the Tomahawk Valley Conference meet last Thursday. Alex Perez named all conference in the High Jump
- Track/Field will compete in sub section May 21<sup>st</sup> at Sibley East with top 8 in each event moving to Section finals on May 30<sup>th</sup>.
- Clay Target shooters wrapped up final competition with State competition set for June 17<sup>th</sup> in Alexandria

## **Dr. Melissa Radeke Superintendent Report: - highlights**

- Enrollment - 403 Students, no change from April.
- Discussed whether Board Membership on the school Tech Committee is needed any longer. Committee is transferring to more of an AI committee, Chromebooks are on a 3 year replacement schedule and Marc Wawrzyniak has a computer/laptop/smart screen replacement schedule in place.
- Discussed the upcoming vote on Permanent School Trust Fund. Public will need to be made aware that this does not increase taxes, it only increases the distribution to public schools from the Trust Fund already in place. Could mean an additional \$14,000 in funding for our district.
- Policy 721 revision up for approval later in the meeting. Minor revisions related to conflict of interest, subrecipient monitoring and other matters.

## School Board Committee Reports

- Community Ed. - none
- PTO - Inflatable day May 18<sup>th</sup>, Prepping for next year
- Facilities/Maintenance- none
- Facility Planning - none
- Tech/Media - none
- Activities Committee - Vote on HUDL Pay Wall fees later in meeting
- Negotiations - Certified - none
- Negotiations - Non-Certified - Meeting 5-20-2026
- Negotiations - Administration - none
- Meet and Confer - none
- Policy - Policy 721 revision
- Social Media - Working to set a meeting date
- City - Joint work session with board and city council 6-3-2026

## New Business

- Motion by B. Heimerl and 2<sup>nd</sup> by Engen to approve 2026-27 Chromebook/Chrome Tablet Handbook and Policy Manual.

**Vote: 5 for, 0 against**

- Motion by LaMott and 2<sup>nd</sup> by R. Heimerl to approve 2026-27 Minnesota State High School League (MSHSL) Membership Resolution.

**Vote: 5 for, 0 against**

- Motion by Engen and 2<sup>nd</sup> by LaMott to designate Ross Scheevel as MSHSL School representative for 2026-27.

**Vote: 5 for, 0 against**

- Motion by R. Heimerl and 2<sup>nd</sup> by LaMott to designate Brian Heimerl as MSHSL School Board representative for 2026-27.

**Vote: 5 for, 0 against**

## Old Business

- None

## School Finance

- No donation report
- Motion by Anderson and 2<sup>nd</sup> by R. Heimerl to approve HUDL Pay Wall with \$20 season pass and \$8 single game.

**Vote: 5 for, 0 against**

## Policy Administration

- Motion by R. Heimerl and 2<sup>nd</sup> by Anderson to approve revised policy **721 Procurement Policy**.

**Vote: 5 for, 0 against**

## Personnel

- Motion by LaMott and 2<sup>nd</sup> by R. Heimerl to approve the following contracts:
  - **Marc Wawrzyniak** - Assistant Football Coach
  - **Kim Schauer** - Kids Depot Worker
  - **Ashley Heckson** - Kids Depot Worker
  - **Ann Eastling** - Kids Depot Worker
  - **Ashley Alberts** - Kids Depot Worker

**Vote: 5 for, 0 against**

- Motion by R. Heimerl and 2<sup>nd</sup> by LaMott to approve the following resignations:
  - **Angela Hoover** as paraprofessional effective May 26, 2026
  - **Mary Wenisch** as SPED Teacher effective June 30, 2026
  - **Taylor Bayerl** as Varsity Cheerleading Coach effective June 30, 2026
  - **Emma Blashack** as C-Squad Volleyball and JV/C-Squad Softball Coach effective June 30, 2026

**Vote: 5 for, 0 against**

- Motion by R. Heimerl and 2<sup>nd</sup> by LaMott to approve the following lane change requests:
  - **Cara Cline** from step 7 lane BA+20 to step 7 BA+30
  - **Helen Lester** from step 11 BA+10 to step 11 BA+20

**Vote: 5 for, 0 against**

**Other Items for the Board**

- Reminder of special joint meeting with city June 3<sup>rd</sup>, 6pm in media center.

**Meeting was adjourned at 6:13 PM**

*Jeff Engen, Clerk ISD #424*

# Dashir Management Services, Inc.

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

## Lester Prairie School District

June 2026

### Custodial / Maintenance Report

#### **Personnel Information**

We are currently fully staffed.

#### **Training Conducted**

The OSHA required safety training on Personal Protective Equipment will be conducted on June 10, 2026.

#### **Inspections**

- Custodial audits took place throughout the district and results were shared with each individual custodian audited.
- Playground inspection was completed.

#### **Progress on Projects**

- Flagship Recreation will be refilling the engineered wood fibers needed for the playground in July.
- Painting classrooms 155 and 168.
- Waiting for quote from Holton for light switch in preschool bathroom.
- Sprayed off condenser coils for all rooftop units to help prevent any cooling issues.
- New ovens were installed in the kitchen on June 4, 2026.
- Waiting to hear when Town and Country Glass will be installing the new shop classroom doors.
- Obtained quote from UHL to repair the one condenser fan on RTU#12 that is not working anymore.

#### **Comments**

Summer cleaning is going well. We have some classrooms that have to be painted and grades moving to other rooms that will keep us busy. Summer camps going on in the gyms for the next week or two.

Respectfully Submitted,  
Lisa Hins  
Facility Manager

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 424  
(LESTER PRAIRIE)  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 424 shall begin on July 14th, 2026 and shall close at 5:00 o'clock p.m. on July 28<sup>th</sup>, 2026.

The general election shall be held on Tuesday, November 3<sup>rd</sup>, 2026. At that election, Three (3) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk,  
131 Hickory St N Lester Prairie, MN 55354  
The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on July 28<sup>th</sup>, 2026

Dated: June 9<sup>th</sup>, 2026

BY ORDER OF THE SCHOOL BOARD



Jeff Engen  
School District Clerk  
Independent School District No. 424

[Skip navigation](#) [Language Center \(https://education.mn.gov/mde/lang/\)](https://education.mn.gov/mde/lang/)



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[MDE \(https://education.mn.gov/\)](https://education.mn.gov/) > [Data Center \(https://education.mn.gov/MDE/Data/\)](https://education.mn.gov/MDE/Data/) > **Data Reports and Analytics**

# Local Literacy Plan Report

PDF

The Minnesota Department of Education posts each district and charter school's Local Literacy Plan report. This report is required by the Minnesota READ Act, MINN. STAT. 120.B12 (2024) and must be updated annually by June 15. This report includes a summary of the district's efforts to screen, identify and provide interventions to students who are not reading at grade level and students who demonstrate characteristics of dyslexia. Aggregate data are provided on universal and dyslexia screening in grades K-3 and screening for characteristics of dyslexia in grades 4-12. In addition, the report identifies the reading curricula used for core instruction and interventions, whether the district has adopted an MTSS framework, how the district has used their Literacy Aid funds and the number of educators who have completed the approved literacy professional development.

School Year    
 District

## Minnesota READ Act Literacy Plan

2025-26 Data Submission and 2026-27 Continuous Improvement Plan

For

**Lester Prairie Public School Dist. (0424-01)**

Date Submitted to the State 05/18/2026

*This is the Local Literacy Plan submitted to the Minnesota Department of Education (MDE) by Lester Prairie Public School Dist. (0424-01). This plan is a requirement of the Minnesota READ Act, [Minn. Stat. 120B.12 \(2024\)](#). The Local Literacy Plan must be updated annually and submitted to MDE by June 15th. The plan must also be posted to the district or charter school's official website.*

## Minnesota READ Act Goal

*The goal of the READ Act is to have every Minnesota child reading at or above grade level every year, beginning in kindergarten, and to support multilingual learners and students receiving special education services in achieving their individualized reading goals in order to meet grade level proficiency. [Minn. Stat. 120B.12 \(2024\)](#).*

## Table of Contents

1. Read Act Goals
2. Screening Tools K-3
3. Screening Tools 4-12
4. Screening Summary Student Counts Grades K-3
5. Dyslexia Screening Summary Student Counts Grades K-3
6. Screening Summary Student Counts Grades 4-12
7. Data-Based Decision Making for Action
8. Parent Notification and Involvement
9. Tier 1 (Core) Curricular Resources
10. Literacy Intervention Resources
11. Literacy Aid Funds
12. Professional Development Plan
13. Professional Development Educator Count
14. Multi-tiered System of Supports (MTSS)
15. Dual Language Immersion Programs

## 1. Read Act Goals

### District or Charter School Literacy Goals

#### **Lester Prairie Public School Dist. (0424-01)'s literacy goal(s) for the 2025-26 school year:**

Lester Prairie will focus on enhancing the implementation of evidence-based literacy instruction during the 2024-25 school year. Professional development will be offered for K-3 educators, special education staff providing reading instruction, and reading intervention educators. In addition, we will evaluate our Tier 1 curriculum and intervention resources to ensure alignment with evidence-based practices. Guidance provided by the Minnesota Department of Education will be continuously reviewed and incorporated to guide us toward full implementation of evidence-based literacy instruction.

#### **The following was implemented or changed to make progress towards the goal(s):**

During the school year, the district successfully implemented LETRS training for all PreK-6 educators, K-12 special education staff, and reading interventionists to strengthen foundational literacy instruction. In addition, staff reviewed guidance from the Minnesota Department of Education and continued to examine and implement the new Minnesota English Language Arts standards to ensure alignment with state expectations and to enhance student learning outcomes.

#### **The following describes how Lester Prairie Public School Dist. (0424-01)'s current student performance differs from the literacy goal detailed in the READ Act:**

While our goal remains for all students to read at or above grade level each year, current data indicates that not all students are meeting this benchmark. However, we are encouraged by consistent growth from fall to spring across student grade levels, reflecting positive instructional impact. Continued efforts will focus on accelerating progress to ensure more students reach grade-level proficiency.

#### **Lester Prairie Public School Dist. (0424-01)'s literacy goal(s) for the 2026-27 school year:**

Lester Prairie will continue to focus on enhancing the implementation of evidence-based literacy instruction during the 2025-26 school year. Professional development will be offered for K-3 educators, special education staff providing reading instruction, and reading intervention educators. In addition, we will evaluate our Tier 1 curriculum and intervention resources to ensure alignment with evidence-based practices. Guidance provided by the Minnesota Department of Education will be continuously reviewed and incorporated to guide us toward full implementation of evidence-based literacy instruction.

**The Local Literacy Lead, Mr. Michael Lee, for Lester Prairie Public School Dist. (0424-01) has an FTE of .10**

**The Local Literacy Lead engages with the District and School Leadership Teams in the following manner:**

School personnel joins the SWWC District Literacy Lead community of practice monthly. All information is brought back to the District and School Leadership Teams.

**The Local Literacy Lead has an active state license from the allowable licenses list on MDE's Website: [MDE Read Act Literacy Lead License List](#)**

Yes

**Yes - The District Literacy Lead has completed an MDE approved READ Act Professional Development Program from the list below:**

- CAREIAL (Advancing Language and Literacy - Center for Applied Research and Educational Improvement)
- OL&LA (Online Language and Literacy Academy)
- LETRS (Language Essentials for Teachers of Reading and Spelling)
- CAREIAL Secondary
- Neuhaus Structured Literacy Modules
- OL&LA Secondary
- STRIVE Science of Reading Grades 4-12

**Lester Prairie Public School Dist. (0424-01) Local Literacy Plan is posted on the district website at**

<https://www.lp.k12.mn.us/state-reports/>

## 2. Screening Tools K-3

**The Minnesota READ Act requires that all students in grades K-3 are universally screened for mastery of foundational reading skills and characteristics of dyslexia in Fall, Winter and Spring using an MDE approved screening tool.**

**Lester Prairie Public School Dist. (0424-01) has administered an MDE approved K-3 READ Act screening tool**

Yes

**The table below details the screening tool used by Lester Prairie Public School Dist. (0424-01) and the criteria used to determine if students are reading at benchmark. It also includes any additional screening tools utilized.**

### Screening Tools Used for Grades K-3:

Screening Tool	Grades Implemented	Criteria Used to Determine Benchmark	Additional Screeners
FastBridge: earlyReading (Grades K-1) and CBMReading (Grades 1-3)	Kindergarten	MDE Composites	STAR
	Grade 1	MDE Composites	STAR
	Grade 2	MDE Composites	STAR
	Grade 3	MDE Composites	STAR

**The district or charter school conducted oral language screening in the 2025-26 school year?**

No

### 3. Screening Tools 4-12

The Minnesota READ Act requires that all students in grades 4-12 who are not reading at grade level be screened for characteristics of dyslexia using an MDE approved screening tool.

• The district or charter school administered the MDE approved grades 4-12 READ Act screening tool Capti ReadBasix in the 2025-26 school year.

Yes

Students in grades 4-12 not reading at grade level were identified through the following process:

Two-step screening process: Step 1, A district determined tool was used to identified students not reading at grade level. Step 2, Capti ReadBasix was administered to identified students.

The table below details the screening tool(s) used by Lester Prairie Public School Dist. (0424-01) to screen for characteristics of dyslexia and the criteria used to determine if students are demonstrating characteristics of dyslexia.

Screening Tool	Grades Implemented	Timing of Administration	Criteria/ Benchmark Used + Other Criteria Used Explain
Capti ReadBasix	Grade 4	2 time per year	District set benchmarks - Used current and historical MCA and STAR data to identify students for CAPTI testing.
	Grade 8	2 time per year	District set benchmarks - Used current and historical MCA and STAR data to identify students for CAPTI testing.
	Grade 5	2 time per year	District set benchmarks - Used current and historical MCA and STAR data to identify students for CAPTI testing.
	Grade 9	2 time per year	District set benchmarks - Used current and historical MCA and STAR data to identify students for CAPTI testing.
	Grade 10	2 time per year	District set benchmarks - Used current and historical MCA and STAR data to identify students for CAPTI testing.
	Grade 6	2 time per year	District set benchmarks - Used current and historical MCA and STAR data to identify students for CAPTI testing.
	Grade 11	2 time per year	District set benchmarks - Used current and historical MCA and STAR data to identify students for CAPTI testing.
	Grade 7	2 time per year	District set benchmarks - Used current and historical MCA and STAR data to identify students for CAPTI testing.

For the 2025-26 school year, MDE required the following Capti ReadBasix subtests be administered to students in grades 4-12 who were not reading at grade level:

- Word Recognition and Decoding
- Vocabulary
- Morphology
- Reading Efficiency

The following subtests were recommended in the 2025-26 school year and will be required in 2026-27:

- Sentence Processing
- Reading Comprehension

Lester Prairie Public School Dist. (0424-01) administers the following Capti ReadBasix subtests for the 2025-26 school year:

Both required and recommended

Capti ReadBasix was used for progress monitoring:

No

### 4. Screening Summary Student Counts Grade K-3

**Universal screening for foundational reading skills for Lester Prairie Public School Dist. (0424-01) resulted in the following number of students screened and scoring at or above benchmark at each screening time point:**

Grade	Number of Students Universally Screened: Fall	Number of Students at or Above Benchmark: Fall	Number of Students Universally Screened: Winter	Number of Students at or Above Benchmark: Winter	Number of Students Universally Screened: Spring	Number of Students at or Above Benchmark: Spring
Kindergarten	24	2	23	4	23	3
1st	26	12	26	15	26	14
2nd	17	4	16	4	15	6
3rd	23	8	23	8	23	9

**NOTE:** As a standard practice when reporting public data, the Minnesota Department of Education will not report results if fewer than 10 students participated. CTSTR = Counts too small to report

## 7. Data-Based Decision Making for Action

**READ Act screening data should be the basis for data-based decision making to determine which students need more support in reading. This could include differentiation of core (Tier 1) instruction, supplemental (Tier 2) or intensive (Tier 3) instruction.**

**Lester Prairie Public School Dist. (0424-01) uses the following process and data to assure that evidence-based instruction and intervention matches to a student's needs:**

Our system provides evidence-based instruction and interventions aligned to individual student needs through a structured, data-driven process. Teachers have completed LETRS training, this April, strengthening their implementation of Structured Literacy practices grounded in the science of reading. Universal screening and ongoing progress monitoring using FastBridge (K-3) provide timely data to identify skill gaps and measure growth. Additional data sources, including MCA, STAR, and CAPTI diagnostics, help triangulate student needs across grade levels. Instruction is matched to need through targeted small group instruction, informed by skill-level data and supported by CAPTI resources for explicit skill development. Teachers are beginning to use Institute of Education Sciences Practice Guides, with vocabulary routines, to ensure consistent, research-based instructional strategies. At the secondary level, AVID strategies support engagement, organization, and rigor, complementing academic interventions. Collaborative data and PLC teams review student performance, adjust groupings, and refine instructional approaches.

**The processes for monitoring fidelity and differentiating Tier 1 instruction include:**

Monitoring fidelity and differentiating Tier 1 instruction is supported through a structured, multi-layered approach. As professional development in small group instruction begins, staff will receive ongoing training, modeling, and opportunities to practice targeted strategies with feedback. Learning walk protocols are being developed by leadership teams to observe classroom instruction, gather data on implementation, and identify trends in Tier 1 practices. Mentor and mentee collaboration has strengthened through scheduled coaching cycles, co-planning, and reflective conversations focused on instructional strategies and student outcomes. Success coach conducts fidelity checks across all classrooms, specifically monitoring the use of identified high-impact strategies. Data from learning walks, coaching sessions, and fidelity checks are used to inform next steps in professional development, provide targeted support, and improved Tier 1 instruction.

**Criteria for entrance into supplemental (Tier 2) and/or intensive (Tier 3) targeted reading intervention include:**

Elementary: Entrance into Tier 2 (supplemental) and/or Tier 3 (intensive) reading interventions is determined through multiple measures of reading performance, with Title I entrance criteria serving as a primary indicator for identifying students performing below grade-level expectations. Students who qualify for Title I reading services receive targeted support based on identified skill deficits. Students who do not qualify for Title I but demonstrate below benchmark performance may receive additional supplemental support through Reading Corps interventions. Universal screening data, specifically FastBridge assessment results, are used to identify students at risk; those

scoring in the at-risk or high-risk ranges are placed into a tiered intervention system. High School: At the secondary level, entrance into Tier 2 and/or Tier 3 reading interventions is primarily driven by schoolwide data trends and individual student performance indicators. CAPTI scores identified a schoolwide need for targeted literacy support, particularly in vocabulary development and multisyllabic word reading. Tier 2 whole-group interventions focused on explicit vocabulary and decoding strategies.

**Progress monitoring data collection for students in Tier 2 occurs:**

Once a week

**Progress monitoring data collection for students in Tier 3 occurs:**

Once a week

**The kindergarten - 12th grade progress monitoring protocol that has been established to determine any necessary intensifications or modifications of supplemental (Tier 2) and/or intensive (Tier 3) targeted reading instruction include:**

Currently we do not have a systematic protocol for progress monitoring. We are working with SWWC to develop and adopt a system wide protocol for reading interventions.

**Criteria for exit from supplemental (Tier 2) and/or intensive (Tier3) targeted reading intervention include:**

Currently we do not have a systematic criteria for exiting tiered interventions. We are working with SWWC to develop and adopt an exiting criteria document.

**Continuous Improvement for Data-Based Decision Making for Action**

**Lester Prairie Public School Dist. (0424-01) will make the following changes to data-based decision making for action processes, criteria, and progress monitoring procedures in the 2026-27 school year:**

We are working on developing a systematic protocol for entrance, progress monitoring, exiting for tiered inventions and instructional changes.

## 8. Parent Notification and Involvement

The READ Act legislation requires districts to notify the parents of each student in grade K-3 who are not reading at or above grade level.

Does Lester Prairie Public School Dist. (0424-01) notify parents or guardians when children are identified as not reading at grade level?

Yes

The table below indicates the frequency and method of parent notification for each grade level.

### Parent Notification Frequency by Grade

Grade	Frequency of Notification	Method of Notification
Kindergarten	2 times per year	Parent teacher conferences
Grade 1	2 times per year	Parent teacher conferences
Grade 2	2 times per year	Parent teacher conferences
Grade 3	2 times per year	Parent teacher conferences
Grade 4	2 times per year	Parent teacher conferences
Grade 5	2 times per year	Parent teacher conferences
Grade 6	2 times per year	Parent teacher conferences
Grade 7	2 times per year	Parent teacher conferences
Grade 8	2 times per year	Parent teacher conferences
Grade 9	2 times per year	Parent teacher conferences
Grade 10	2 times per year	Parent teacher conferences
Grade 11	2 times per year	Parent teacher conferences
Grade 12	2 times per year	Parent teacher conferences

READ Act requires the following information be included in parent notifications:

- Student's reading proficiency level as measured by the MDE approved screener
- Reading related services currently being provided to the student
- Strategies parents/families can use at home in helping their student succeed

**Parent Notifications from the district or charter includes all required information?**

Yes

**Families or the community are engaged around literacy through the following:**

- Parent teacher conferences

## 9. Tier 1 (Core) Curricular Resources

The Minnesota READ Act requires districts to use evidence-based curriculum materials that are designed to ensure students mastery of literacy skills at each grade level. In 2024 MDE partnered with the University of Minnesota Center for Applied Research and Educational Improvement (CAREI) to identify literacy curricula that are evidence-based and aligned to structured literacy. The findings of this review can be found on the [MDE READ Act Curricula Resources-Tier 1 webpage](#).

### Tier 1 (Core) Literacy Instruction and Curricula

The following table displays the Tier 1 (Core) Literacy Instruction and Curricula Resources utilized by Lester Prairie Public School Dist. (0424-01), how the recourse is used and the minutes of instructional delivery per day in grades K-5.

Implemented Curricula	Curricula Type	Grades Implimented	Instructional Delivery Minutes Per Day
HMH Into Reading K-5, 2022 (Partially Aligned)	Comprehensive	Kindergarten	75
	Comprehensive	Grade 1	75
	Comprehensive	Grade 2	75
	Comprehensive	Grade 3	75
	Comprehensive	Grade 4	75
	Comprehensive	Grade 5	75

**The district used or will use the following process to select an evidence-based Tier 1 (Core) curricular resource:**

The district (or charter school) followed a structured process to select an evidence-based Tier 1 (Core) curricular resource. Administration first identified and selected three high-quality curriculum programs for consideration. A representative committee of teachers then reviewed each option, evaluating alignment to instructional needs, rigor, and the Minnesota Academic Standards. After review and discussion, the committee provided a recommendation to administration. Based on this teacher input, along with state guidelines and standards alignment, administration selected HMH Into Reading as the core curriculum. Curriculum reviews during PLC work identifies and addresses gaps in alignment with MN standards.

**The selection and implementation timeline (e.g., selection, training, fidelity checks, standards alignment) include:**

General timeline within a 5 month period: select curriculum, teacher review/pilot, decision and purchase, training and implementation.

### Continuous Improvement for Tier 1 (Core) Literacy Instruction and Curricula Resources

**Lester Prairie Public School Dist. (0424-01) will make the following changes to Tier 1 (Core) curricular resources for the 2026-27 school year:**

Adding Function Phonics and Morphology for grades 3-5.

## 10. Literacy Interventions Resources

The Minnesota READ Act requires districts to use evidence-based intervention materials that are designed to support literacy instruction at each grade K-12. In 2025 MDE partnered with the University of Minnesota Center for Applied Research and Educational Improvement (CAREI) to identify literacy interventions that are evidence-based and aligned to structured literacy. The findings of this review can be found on the [MDE Intervention Program Review webpage](#).

### Literacy Intervention Resources Grades K-12

The following table displays the reading intervention resources utilized by Lester Prairie Public School Dist. (0424-01) in all grades K-12. NOTE: Tier 2 and Tier 3 intervention resources do not have to be different.

Tier 2 & 3 Resources	Resource Used for	Grades Implemented	instructional Delivery Minutes
Reading Corps	Tier 2	Kindergarten	20
	Tier 2	Grade 1	20
	Tier 2	Grade 2	20
	Tier 2	Grade 3	20
Other Resources - We used Instructional Routines from the IES practices guides and LETRs training	Tier 2 & 3	Kindergarten	10
	Tier 2 & 3	Grade 1	10
	Tier 2 & 3	Grade 2	10
	Tier 2 & 3	Grade 3	10
	Tier 2 & 3	Grade 4	10
	Tier 2 & 3	Grade 5	10
	Tier 2 & 3	Grade 6	10
	Tier 2 & 3	Grade 7	10
	Tier 2 & 3	Grade 8	10
	Tier 2 & 3	Grade 9	10
	Tier 2 & 3	Grade 10	10
	Tier 2 & 3	Grade 11	10
Tier 2 & 3	Grade 12	10	

## 11. Literacy Aid Funds

### Literacy Aid Funds

The following are details about annual Literacy Aid Funds.

Lester Prairie Public School Dist. (0424-01) received the following amount of Literacy Aid Funds in the 2025-26 school year:

\$17,542

Amount of Literacy Aid Funds spent in the 2025-26 school year:

\$17,903

### READ Act Literacy Aid

The following are details about the one-time READ Act Literacy Aid appropriations.

Lester Prairie Public School Dist. (0424-01) received the following amount of READ Act Literacy Aid in the 2024 school year:

\$18,332

At the completion of this Local Literacy Plan, the READ Act Literacy Aid reserve account had remaining balance of

\$18,332

The plan to spend down the remaining funds are as follows:

All funds were used.

### Literacy Aid Fund Usage

The following table displays how literacy funds were used in the 2025-26 school year.

Use of Literacy Funds	Type of Funds Used
Contracting or employing a District Literacy Lead	Literacy Aid Funds
Evidence-based literacy intervention resources (curriculum, materials, training)	Literacy Aid Funds

## 12: Professional Development Plan

The Minnesota READ Act requires that districts provide teachers and instructional support staff with responsibility for teaching reading with training on evidence-based reading instruction as approved by MDE. The following section details the district or charter school's professional development plan.

Lester Prairie Public School Dist. (0424-01) is using the following approved Phase 1 professional development program(s):

- LETRS

Date of expected completion for Phase 1 Professional Development:

04/17/2026

Synchronous professional development sessions were facilitated by:

Local Certified Facilitator

Lester Prairie Public School Dist. (0424-01) is using the following approved Phase 2 professional development program(s):

- STRIVE Science of Reading

Date of expected completion of Phase 2 Professional Development:

06/01/2027

Synchronous professional development sessions were facilitated by:

Local Certified Facilitator

The following support is provided to teachers who do not complete the approved training at the vendor recommended 80% proficiency level:

All teachers trained in LETRS passed the course.

The following fidelity data is collected to ensure that elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension:

K-6: Fidelity data is collected through SWWC local literacy leads who provide ongoing training and classroom implementation support aligned to LETRS. Local Success Coach conduct scheduled and informal classroom walkthroughs using an "Application of Concepts" rubric to measure the degree to which teachers are implementing systematic, sequential, explicit, and diagnostic literacy instruction. Data collected includes frequency and quality of evidence-based practices (e.g., phonemic awareness routines, decoding instruction, and explicit modeling), with feedback cycles used to support instructional refinement. 7-12: Fidelity data is gathered through structured walkthroughs aligned to IES Practice Guides for adolescent literacy. Observations focus on the consistent use of explicit vocabulary instruction using the Frayer Model and systematic multisyllabic word reading strategies. Data sources include observation checklists, student work samples, and frequency counts of strategy use during instruction.

Based on the results of the fidelity data, the following coaching support and feedback is implemented to ensure that all elementary teachers are able to implement explicit, systematic, evidence-based instruction in the following five areas of instruction: phonemic awareness, phonics, fluency, vocabulary, and comprehension:

Coaching support is directly informed by identity data. In K-5, SWWC Literacy Lead and Success Coach use LETRS-aligned "Application of Concepts" rubric results to provide targeted feedback and co-teach as needed, focusing on gaps in systematic and explicit instruction. In 7-12, instructional coaches use IES Practice Guide walkthrough data to deliver feedback cycles, model Frayer Model vocabulary routines, and support multisyllabic word reading strategies through PLC coaching and follow-up observations.

**The following changes in instructional practices have impacted students:**

Instructional shifts improved K-12 outcomes by making learning more structured, intentional, and responsive. Teachers are beginning to teach skills in clear steps, check understanding frequently, and adjust instruction using data rather than pacing guides alone. This has led to stronger foundational skill development, reduced learning gaps, and more consistent academic growth across grade levels as instruction better matches student needs. Out of 91 K-3 students who took the FastBridge assessment in the fall, 26 were proficient (28%). Instructional changes and targeted interventions supported by diagnostic data contributed to stronger skill development in foundational reading. While fall proficiency established a baseline, spring data shows increased growth: the percentage of proficiency in the spring was \_\_\_\_%. Out of the 127 students determined in grades 4-11 who may be reading below grade level that took the CAPTI assessments this school year, 26 students met or were above grade-level expectations, representing approximately 20% proficiency. A large proportion of students demonstrated growth between the two testing windows, indicating positive response to instructional shifts. The use of systematic and diagnostic instruction allowed teachers to identify reading skill deficits, provide targeted support, and monitor progress more effectively over time.

**Lester Prairie Public School Dist. (0424-01) has implemented the following professional development and support for teachers around culturally responsive literacy practices:**

The district supports culturally responsive practices through PLC collaboration focused on instructional strategies and student needs. The HMH curriculum embeds culturally responsive elements, and LETRS training equips teachers with strategies to support MLL students and those on IEPs, strengthening culturally responsive literacy instruction.

**Lester Prairie Public School Dist. (0424-01) engaged with the Regional Literacy Network through the following:**

- Attended District Literacy Lead Community of Practice
- Requested district consultation, coaching, and/or support

**The following additional literacy focused professional development opportunities will be provided and may include alignment to the strands of the ELA Standards (reading, writing, and exchanging ideas):**

The district will expand literacy-focused professional development by continuing to have the Success Coach attend MDE ELA standards trainings and embed learning into PLCs through standards bundling. Teachers will continue strand-specific training through SWWC and refine identification of priority standards in reading, aligning instruction to key ELA strands including Reading, Writing, Speaking & Listening, and Language.

### 13. Professional Development Educator Count

The following tables provide the number of educators in the district or charter school who have met the READ Act professional development requirements, the number who are currently in training and the number who still need training. This training is occurring in phases, the details for which can be found on the [MDE READ Act Professional Development webpage](#).

**Educator Count Phase 1**

Phase 1: Educator Role	Total Number in District or Charter Organization	Educators who have completed Training	Educators with Training in Progress	Educators who need Training
Fourth and fifth grade teachers (Sixth grade depending on the structure of your elementary school)	6	6	0	0
Instructional support staff, contractors, and volunteers who assist in providing reading interventions under the oversight and monitoring of a trained licensed teacher	0	0	0	0
Pre-K Classroom teachers Pre-K classroom teachers include Voluntary Prekindergarten/School Readiness Plus, Early Childhood Special Education (Part B/619) responsible for early literacy/reading instruction and School Readiness	1	1	0	0
K-3 Classroom teachers	5	5	0	0
K-12 Teachers holding English as a second language licenses	0	0	0	0
K-12 Reading Intervention Teachers	2	2	0	0
K-12 Special Education educators responsible for	2	2	1	0

6-12 Special Education Educators responsible for foundational reading instruction	3	2	1	0
Pre-K through grade five Curriculum Directors	0	0	0	0
Employees who select literacy instructional materials for grades pre-K through grade five	2	2	0	0

**Educator Count Phase 2**

Phase 2: Educator Role	Total Number in District or Charter Organization	Educators who have completed Training	Educators with Training in Progress	Educators who need Training
Teachers who provide foundational reading instruction to students in grades 4-12	2	0	0	2
Teachers who provide reading instruction to students in dual language immersion programs	0	0	0	0
Teachers who provide reading instruction to students in a state-approved alternative program	0	0	0	0
Employees who select literacy instructional materials for grades 6-12	2	2	0	0
Grades 6-12 Curriculum Directors	0	0	0	0
Grades 6-12 instructional support staff who provide reading support	0	0	0	0

**Of the total number of required instructional support staff, contractors, and volunteers from the above charts, the number that have completed the Paraprofessional Structured Literacy Training (PSLT, 8-hours training).**

11

**The PSLT was provided by:**

Regional Literacy Network

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**14. Multi-tiered System of Supports (MTSS)**

Districts are strongly encouraged to adopt a Multi-tiered System of Supports (MTSS) framework. This framework should include a process for:

- monitoring student progress
- evaluating program fidelity, and
- analyzing student outcomes and needs

in order to design and implement ongoing evidence-based instruction and interventions. [Minn. Stat.120B.12, subd. 4a \(2025\)](#) . MDE has developed the [Minnesota Multi-Tiered System of Supports \(MnMTSS\)](#) Framework and encourages districts to adopt this framework when implementing MTSS.

**Lester Prairie Public School Dist. (0424-01) is implementing a multi-tiered system of support framework:**

Yes

**The MnMTSS framework is being utilized:**

Yes

**Lester Prairie Public School Dist. (0424-01) has participated in MDE MnMTSS professional learning:**

Yes

**Continuous Improvement for Multi-tiered Systems of Supports (MTSS)**

**Lester Prairie Public School Dist. (0424-01) will make the following changes to multi-tiered systems of supports for the 2026-27 school year:**

Currently we are in training to implement MnMTSS for the district. We are working with COMPASS to create a MnMTSS handbook and implement a Tier 1 evidence based practice in reading.



~~2025-2026~~ 2026-2027

Lester Prairie Bulldogs  
Athletic and Activities  
Participant/Parent Handbook



*"Show class, have pride, and display character.  
If you do, winning takes care of itself."*

**--Paul "Bear" Bryant**

**Phone Numbers and Email Addresses**

<b>Activities Director</b> - Ross Scheevel	320-395-3005	<a href="mailto:scheevel@lp.k12.mn.us">scheevel@lp.k12.mn.us</a>
<b>Admin. Asst. Business Official</b> - Kim Dye	320-395-3000	<a href="mailto:dye@lp.k12.mn.us">dye@lp.k12.mn.us</a>
<b>Superintendent.</b> - Dr. Melissa Radeke	320-395-2521 Ext.1106	<a href="mailto:radeke@lp.k12.mn.us">radeke@lp.k12.mn.us</a>

## [Minnesota State High School League](#)

This is the governing body of high school athletics in the State of Minnesota. This website will give you information on eligibility, section assignments, state meets, game results, etc.

## [Tomahawk/Valley Conference](#) (update link)

This website contains the conference schedule and other important information relating to the schools in the Tomahawk/Valley Conference. Lester Prairie joined the Tomahawk/Valley Conference in the 2024-25 school year

## Philosophy & Goals

It is the mission of Lester Prairie Schools to develop every learner to the learner's maximum potential, to succeed and continue to learn in a changing world. The opportunities in our activities program are natural extensions of this mission. Within this context, it is the purpose of the Lester Prairie Schools activities program to foster and promote:

1. The ideals of competition, teamwork, and sportsmanship while achieving the twin goals of success and participation.
2. The development of self-confidence, self-discipline, organization, decision-making skills, and goal orientation.
3. The concept of an integral relationship between a sound mind and a sound body leading to a lifetime appreciation for physical fitness and good health habits.
4. A positive feeling of school loyalty and pride which can be shared by all participants, other students, parents/guardians, coaches, and the community as a whole.

## Player Philosophy & Goals

You as a player determine your success and failures in athletics and in life; not your parents, teachers, opponents, officials, the weather, your teammates, or your coaches. The key is accepting full responsibility for your actions, development, and motivation.

## Registration

Registration for extracurricular activities is available online on the school website. All registration forms and fees must be submitted and cleared by the Activities Office prior to beginning participation in an activity. A participant who starts late must pay the full activity fee (current and new students included).

## Athletic Participation Fees

### **Regular Fee:**

Grades 7-8	\$90 per activity
Grades 9-12	\$120 per activity

\*Secondary sport in the same season: \$40/sport

**Discounted Fee:** (Families on Free and Reduced Lunch Program qualify for discounted fees)

Grades 7-8	\$50 per activity -- \$100 maximum per school year
Grades 9-12	\$70 per activity -- \$140 maximum per school year

### **Non-Athletic Participation Fees**

\$40 per activity

Knowledge Bowl: \$70 for all ages

### **Refund Policy:**

- 75% refund if participant quits within first five days of practice
- If participant is injured or has an illness and cannot continue activity beyond the midway point of the season, a 50% refund will be granted. There will be no refund if participant quits beyond the fifth day of practice or injury or illness occurs after the midway point of the season
- There will be no refund for a student that becomes ineligible

## **Student Responsibilities**

### **Behavior/Detention**

- All students are expected to follow the behavior expectations and policies as outlined in the LP Student Handbook and on the school website
- If a student is assigned detention, he/she will serve the assigned detention before attending practice
- Students will be expected to attend practice following the detention
- Any student athlete or fine arts participant who does not make up detention when assigned will not be in good standing and subject to additional consequences, up to and including missing practices and team events, as determined by the Dean of Students/Principal and Coach

### **Academic Eligibility**

Academic achievement and extracurricular activity participation go hand in hand to promote the educational growth of each student. Whenever there is a question of priority, however, we at Lester Prairie Schools believe that academics takes precedence. For this reason and to encourage student achievement in both curricular and extracurricular areas, the following academic standards and eligibility guidelines have been established:

- Grade checks will be done at each mid-quarter and quarter breaks.
- A student with a failing grade at mid-quarter will be ineligible until they are passing all classes and have a Return to Eligibility form signed by the teacher and the student.
- A student with a failing grade at the end of a quarter will be ineligible until the following mid-quarter and must be passing all classes at the mid-quarter check.

#### **For the 2025-2026 School Year**

- ~~A student who receives an F at the end of 4th quarter (2nd semester) will be ineligible for any contests/games that happen before school starts the next year. The student will regain eligibility the first day of school. The only exception is if the student made up the credit during summer school. Participating in tryouts and scrimmages will be allowed.~~

#### **Starting 2026-2027 School Year**

- A student who receives an F at the end of 4th quarter **or** 2nd semester will be ineligible for contests/games, but may regain eligibility at mid-quarter of the 1st quarter the following year if he/she is passing all classes at that time. Participating in tryouts and scrimmages will be allowed.

- A student who has a learning disability documented in an IEP, may participate in any activity as long as the teacher(s) **and case manager** of said student determines that an effort is being made by the student to succeed, although the student may be unable to demonstrate this through grades.

## **School Attendance**

- Students in grades 7-12 absent from any 2<sup>nd</sup>-7<sup>th</sup> period(s) due to illness, injury, or physical disability will be prohibited from participation and/or involvement in school activities, programs, events, interscholastic athletics, etc., held by the school during the remaining portion of that date unless prior approval is granted by the Principal and/or the Activities Director. Student managers, scorers, etc. shall be considered team members. For other unnamed activities, the student will abide by the decision of the School Administrator and/or the Activities Director.
- Students who have an excused absence are not required to attend 4 full class periods (i.e. college visit, doctor visit that requires most of the day). Administration will review all situations. Get pre-approval prior to the absence to be sure it is acceptable.
- Students who exceed 10 total absences or 5 unexcused absences during a semester will be ineligible to participate in extracurricular activities for the remainder of the semester. Administration may alter the number of days absent before being ineligible, but not lessen the severity of the policy guidelines. One example of when the number of days may be altered is during a longer illness.

## **Locker Room Lockers/Locks**

Lockers are the property of the school and are provided for your use. Lockers and locks are assigned at the beginning of the semester or start of the athletic season. School-issued locks must be used at all times on locker room lockers. Students must clean out their locker and turn in their assigned lock at the end of the class or athletic season. A \$10 charge will be assessed to the student for a lock not returned.

## **Practice/Game Attendance**

If you must miss a game or practice, contact your coach as soon as possible. Having a teammate tell them you will be gone is not acceptable. Unexcused absences will result in a loss of playing time. Students must attend school each day in order to practice or play.

## **Captain's Practice**

Attendance at these practices must be optional and cannot be organized or supervised by the coaches of that activity. School administration very strongly recommends an adult be present during captain's practices.

## **Playing Time**

### **Junior High**

- Equal playing time for participants who do not miss practice and give acceptable effort.
- Winning is good; however, the focus is on developing the players' skills.

### **9th Grade level**

- Winning mentality is introduced; the focus is still on player development.
- Not equal playing time; however, everyone will participate in each contest.

### **Junior Varsity**

- Playing time will be based on merit.

### Varsity

- Coaches will play the players who have earned the most playing time.
- Playing time will be based on merit.

## MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL)

### BYLAW 205.00 CHEMICAL ELIGIBILITY

#### 1. At any time during the calendar year, a student shall not, regardless of the quantity:

- A. use or consume, have in possession a beverage containing alcohol;
- B. use or consume, have in possession tobacco; or,
- C. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
- D. use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.  
*“Tobacco products” means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.*
- E. use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

#### 2. Penalties for Category I Activities

**Definition - Category I Activities:** Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Athletic Activities
- Fine Arts Activities
  - 1) Debate
  - 2) Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.
- A. **First Violation Penalty** - The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant.
- B. **Second Violation Penalty** - The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.
- C. **Third or Subsequent Violation Penalty** -
  - 1) The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.
  - 2) A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
    - a) The student is assessed as chemically dependent,
    - b) enters treatment voluntarily, and
    - c) the director of the treatment center certifies that the student has successfully completed the treatment program.

- d) The treatment option cannot be used for the first or second violation. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

#### **D. Applying the Penalty**

- 1) Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.
- 2) Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
- 3) Counting Weeks:
  - a) The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
  - b) For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed and the student/student's parents or guardians are notified.
  - c) At the beginning of the season, practice and conditioning weeks are counted.
  - d) The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
- 4) A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
- 5) Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
- 6) A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
- 7) *Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.*

**3. Penalties for Category II MSHSL activities:** Category II activities are those in which a member school does not have a schedule of inter-scholastic contests, exclusive of league-sponsored tournaments. These activities are those not included in Category I. Lester Prairie school functions (i.e., Drama Club, Homecoming Week, Sno-Fest Week, annual staff, class offices, etc.) will be governed by Category II penalties. The senior class trip and the prom are not included, although attendance at prom only is authorized, not participation in prom activities. Penalties for MSHSL tobacco and alcohol/drug violations and for violations of the harassment and violence policy for Category II events will be:

1st Violation Penalty: 4 hours of detention

2nd Violation Penalty: 6 hours of detention

3rd and Subsequent Violation Penalty: 8 hours of detention. The school will follow the MSHSL category I guidelines.

#### **SPECIAL RULES ON INELIGIBILITY AND ONE-YEAR INELIGIBILITY**

Student must be a member of a group (band, choir, etc.) at the time of the offense in order to receive credit for an event served. All students must meet the requirements for Category I and II activities in

order to be eligible for the respective events of that category. This means that students may be eligible for Category I activities and not Category II activities and vice versa.

If a student violates school policy on drugs, alcohol, tobacco, and harassment/violence, the following takes place:

1. (The student is) Ineligible for royalty/related activities for one school year regardless if they are eligible according to Category I or Category II activities, and
2. (The student) Loses the right to be a Captain or elected official for an athletic team or any other group for one calendar year.

## **BYLAW 206.00 GOOD STANDING AND GENERAL ELIGIBILITY REQUIREMENTS**

**1. Good Standing** - In order to be eligible for regular season and League tournament competition a student must be in good standing.

Definition: The term "Good Standing" shall mean that the student is eligible under all of the conditions and eligibility requirements of that school as well as the eligibility requirements of the MSHSL.

**2. Student Code of Responsibilities** - Participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in League and school sponsored activities, I understand and accept the following responsibilities:

- A. I will respect the rights of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the property of others.
- D. I will respect and obey the rules of my school and the laws of community, state and country.
- E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

**3. Penalty** - A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. For example, when a student is suspended from school the student is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and is returned to good standing.

- A student may be withdrawn from competition by the principal for academic or disciplinary reasons after an informal hearing with the student and the parents. Students will also jeopardize leadership roles in school programs based on violations of Bylaw 206.

## **Program Evaluation**

Student-athletes will have an opportunity at the end of their season to fill out a brief online survey evaluating the program. We encourage participation in this as a way to continue to grow and develop our athletic programs. Survey results will be used to better our programs for everyone involved, not for disciplinary action.

## **Parent Responsibilities**

## **Lester Prairie Activities Department Parent/Coach Communication**

Both parenting and coaching are extremely tough jobs. By establishing an understanding for each position, we are better able to accept the actions of the other and provide a better experience for the student athlete. As a parent, when your child becomes involved in a Lester Prairie Schools activities program, you have a right to understand the expectations that are placed on your child. This begins with clear communication from the coach of your child's team.

### **Communication You Should Expect From Your Child's Coach**

1. The philosophy of the coach and program
2. The members of the coaching staff specifically working with your child
3. Expectations the coach has for your child and other team members
4. Locations and times of all practices, contests, and team functions
5. Team requirements, such as fees, special equipment, off-season conditioning expectations, and team rules
6. Procedures to be followed should your child be injured during practice or a contest
7. Discipline procedures that may result in the denial of your child's participation

### **Communication Coaches Should Expect from Parents**

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts well in advance
3. Specific medical problems that could adversely impact your child's performance and/or safety
4. Specific concerns should be directly communicated with the coach
  - *As your child becomes involved in the Lester Prairie Schools activities programs, they will experience some of the greatest and most rewarding moments of their young lives. It is also vital to recognize and understand that there will be times when things do not go the way you or your child wishes. At times such as these, discussion with your child's coach is encouraged.*

### **Appropriate Concerns to Discuss with Coaches**

1. The treatment of your child mentally and/or physically
2. Ways to help your child improve
3. Concerns about the behavior of your child
4. Family concerns that may have an impact on your child and subsequent activity participation
  - *It is very difficult to accept your child not playing as much as you hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all members of a team. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as the following items, must always be left to the discretion of the coach.*

### **Issues Not Appropriate to Discuss With Coaches**

1. Playing time
2. Team strategy
3. Play calling
4. Lineups
5. Substitutions
6. Other members of the team

### **Problem/Conflict Resolution**

In order for our programs to be successful, we must all work together; parent/guardian, coach, and student. We strive to do what is best for each individual student-athlete. As teachers and coaches, we care a great deal about your son or daughter and want to contribute to his/her individual development in a

positive way. We cannot promise that all concerns can be resolved to individual preferences, but we can promise that we will listen to your concerns and respond to the best of our ability.

To allow for an appropriate exchange of opinions when the need arises in either athletics or activities, a procedure has been developed to create an open line of communication between the school, parent/guardian, student, and coach. The following procedure will allow for an exchange of opinions in a professional manner.

1. Most conflicts are better resolved with an appropriate cooling down period. No conflict between a parent/guardian, student, official, or coach/advisor should be addressed during or immediately after an activity. The activity site, practice field, lobby or locker room are not appropriate places to handle conflict. If you have a concern, please contact the coach/advisor the following work day after the incident, practice, or game and arrange a meeting with the participant, parent, and coach. Many of our coaches teach in the district and have voicemail/email, where a message may be left. If your concern has not been addressed to your satisfaction, then refer to the flowchart below.

## 2. Chain of Communication

Every organization has, and needs, an orderly process to use when problems/issues arise. The chain of communication for Lester Prairie High School Activities is:

Player contacts Coach/Advisor

I

Parents/Guardians contact Coach/Advisor

I

Parents/Guardians contact Activities Director

I

Parents/Guardians contact Superintendent of Schools

I

Parents/Guardians contact School Board

## Tips for Parents of Student-Athletes

**1) TEACH RESPECT FOR AUTHORITY.** There will be times when you disagree with a coach or an official, but always remember they are trying to do their best.

**2) BE SUPPORTIVE OF THE COACH/PROGRAM.** When talking with your child about any coach, be supportive and positive about the decisions the coach is making. If there is a problem, speak directly with the coach about it.

**3) GET TO KNOW THE COACH.** Coaches can have a powerful influence on your child, take the time to attend all pre-season meetings and get to know the coach's expectations, philosophy, and guidelines for the season.

**4) LET THE COACH DO THE COACHING.** It is confusing for an athlete when they are hearing a different message from their parents. It may actually be affecting their participation if they are doing what you tell them and not what the coach expects.

**5) SHOW UNCONDITIONAL LOVE.** Let your child know that you love him/her whether they win or lose, whether they played in the game or not, and whether they played well or not.

**6) LISTEN TO YOUR CHILD.** Always take the time to listen and support your child, but remember to stay rational until you know the whole story. Keep winning and losing in proper perspective.

**7) BE A POSITIVE ROLE MODEL.** Take a good honest look at your actions and reactions in an athletic setting.

**8) INSIST ON GOOD GRADES.** Check on your child's grades frequently.

**9) INSIST ON FOLLOWING THE RULES.** Help lead your child to follow all MSHSL, Lester Prairie, and team rules. It is your duty to hold them accountable and report any violations to the head coach.

**10) NO EXCUSES.** Do not offer excuses if your child is not participating as much as you would like or if they are not at the level you would like.

Parents/spectators should be positive in support of their own team and recognize the achievements of the opposing team. Vulgar, racial, derogatory, or disparaging remarks are never appropriate. Parents/spectators should allow their athletes to enjoy the benefits of competition, remembering that not everyone can be the star, be on the first team, or have equal playing time.

Any acts of misconduct may result in disciplinary action, whether or not this misconduct is directly involved with a school event or activity. The Minnesota State High School League authorizes school administration to discipline spectators for violations of MSHSL, Section, or Local School Rules. Disciplinary action may include removal from a contest and/or permanent removal from MSHSL- or Lester Prairie School-sponsored events.

## **Coach/Advisor Positions**

### ***Fall***

#### **Volleyball**

Varsity Head - ~~Brian Herrmann~~  
 Kapping  
 JV - Christin LaMott  
 C Squad - ~~Emma Blashaek~~  
 JH - Beth Swatzke  
 JH- Nicole Kleve

#### **Football**

~~Ashley Peterson~~ Varsity Head - Tyler Helland  
 Asst. - Ross Scheevel  
 Asst. - ~~Derek Zebell~~  
 Asst. -Leighton Buhr  
 JH - Neil Maddox  
 JH - Blaine Walstrom

#### **Cross Countr**

Varsity Head - Wes  
 Asst. - ~~Angelica Biondo~~

~~Annie Eastling~~ **Marc Wawrzyniak**

### **Cheer**

Taylor Bayerl **Claire Turner**

### **Soccer (Co-op)**

Boys Head - Michael Forsythe (Sibley East)

### ***Winter***

#### **Girls Basketball**

Varsity Head - Trevor Elhard  
 Asst. -Alex Engrav  
 JH - Ross Scheevel

#### **Boys Basketball**

Varsity Head - Andrew Dahl  
 Asst. - Adam Angell  
 C Squad -Blaine Walstrom  
 8th Grade -Jake Sullivan  
 7th Grade - LaDamien Gatlin-Coellner

#### **Wrestling (Co-op with GSL)**

Varsity Head - Lance Wurm (GSL)

### ***Spring***

#### **Track and Field Boys and Girls**

Varsity Head - Wes Kapping  
 Asst. - Mark Thiry

#### **Baseball**

Varsity Head - Matt Herrmann  
 Asst.- Brian Herrmann  
 JV. - Brandon Kutz  
 JH - TBD

#### **Softball**

Varsity Head - Keith Christen  
 Asst.-Angela Christen  
 JV -~~Emma Blashaek~~  
 JH - TBD

### **Trap Shooting Team**

Head - Sean Tritabaugh  
 Asst. - Arlyn DeBruyckere

## **Non-Athletic Activity Leaders**

### **Band**

Director - Terri Schuft-Helland

### **Choir**

Director - David Rue

### **Fall Play**

Director - Ashley Heckson

### **One Act Play**

Director - Ashley Heckson

### **Spring Play**

Director - Ashley Heckson

### **Robotics**

Advisor - TBD

### **Knowledge Bowl**

Advisor - Daniel Mages

## **Awards**

### **Lettering Requirements**

Participants are not eligible to earn a letter award if they violate any MSHSL student eligibility policies during the season. If not participating in an activity when the violation occurs, the consequence will apply to their next season of participation.

In all activities, coach/advisor discretion is the final criteria.

### **Volleyball**

- Attend and contribute at practice, play in 10 sets in the regular season, be a member of the section team
- Seniors who have played all 4 years of HS

Criteria for managers:

- Attend 80% of matches and tournaments and perform the jobs that are expected of you. Ex: Miss 1 tourney and 1-2 matches and can still letter

### **Football**

- 8 quarters played
- All good standing members of a State Tournament Team will earn a letter

### **Cross Country**

- Must run in more than 50% of Varsity meets

### **Soccer (Co-op)**

### **Sideline Cheer**

You must meet the below criteria to letter in cheerleading:

- ZERO tolerance policy for alcohol, drugs and tobacco use. Absolutely no infractions.
- Have no disciplinary actions given by coach(es), or school administration.
- Participate in all games, practices, and events for the entire season.

- Turn in uniform at the end of the season, cleaned and in good condition.  
(\*Exceptions *may* be made.)

### **Girls Basketball**

- Must play in 50% of all regular season games (26 halves)
- All seniors will letter

### **Boys Basketball**

- Must play in 50% of all regular season games (26 halves)
- All seniors will letter

### **Wrestling (Co-op with GSL)**

### **Track & Field Boys and Girls**

No Violations of the MSHSL rules during the season.

Completes the season with a positive attitude.

Must accumulate 75 points during season:

- 1 point for each practice attended
- 1 point for each event completed in a meet
- 5 points for PR
- 10 points for school record
- Any placing points earned in a meet are added to your point total (relay-each member earns  $\frac{1}{4}$  of total points)

### **Baseball**

- Must appear in  $\frac{1}{3}$  of regular season games and be on the playoff roster
- All seniors will letter

### **Softball**

- Must appear in  $\frac{1}{3}$  of regular season games and be on the playoff roster
- All seniors will letter

### **Clay Target (Trap Shooting)**

50 points are needed to earn a letter. A Senior who completes the regular season will automatically qualify for a letter

Points:

- Obtain JV level with shooting average - 10 pts

- Obtain Varsity level with shooting average - 15 pts
- Maintain Varsity level with shooting average (more than 3 weeks) - 20 pts
- Shoot a perfect score of 25 targets - 25 pts
- Finish Regular Season in Top 25 of Conference - 10 pts
- 1st Place in Conference - 30 pts
- 2nd Place in Conference - 25 pts
- 3rd Place in Conference - 20 pts
- Score counts for team points each week - 2 pts per week
- Compete at league Championship Shoot - 15 pts
- Compete in the MSHSL Tournament shoot - 25 pts

**Other Requirements:**

- \* Must maintain academic eligibility through the season
- \* Must NOT violate safety rules while on range
- \* Must clean up shooting range and club house before leaving each week

**Band**

You must earn 10 points by completing any of the following activities:

- Perform a solo or in a small ensemble for school concert or contest (2 points for each piece)
- Perform a solo or in a small ensemble for an event outside of school (1 point possible for each event)
- Tally an extra 60 minutes of practice (Signed by parent/guardian or Mrs. Schuft-Helland) (1 point each practice sheet completed-can earn 5 points total)
- Attend an approved concert and written evaluation completed, with program attached (1 point each)
- Listening Evaluation completed (1 point each-3 point total)
- Perform in a musical group outside of school, such as jazz band or drumline (3 points each group)
- Attending an Honor Band or All-State experience (3 points)

Please note - Each year participating in the high school band earns you 2 points. Example: A senior in band that has participated for four years automatically starts the year with 8 points towards a letter.

**Choir**

75 points and higher qualifies for a letter. Students must maintain a B- to A grade each year to earn a letter.

- 5 points for each year in Choir (grades 9-12)
- 5 points for each solo performed
- Veterans' Day Program - 5 points
- Winter Concert - 20 points
- Large Group Contest - 15 points
- Spring Concert - 20 points
- Officer or Title held - 20 points
- Accompaniment - 10 points
- One individual lesson outside of Choir - 5 points

**Drama/One Act Play**

100 points qualifies for the initial letter. 60 additional points for subsequent letter awards (no more than one letter award can be earned in a school year)

- Fall/Spring Lead Part- 30 points
- Fall/Spring Minor Part - 20 points
- Fall/Spring Non-Speaking Part - 10 points
- Fall/Spring Stage Manager - 30 points
- Fall/Spring Stage Crew (attend at least 15 practices) - 20 points
- Fall/Spring Stage Crew (attend less than 15 practices) - 10 points
- One Act Lead Part - 50 points
- One Act Minor Part - 30 points
- One Act Non-Speaking Part - 20 points
- One Act Stage Manager - 40 points
- One Act Stage Crew - 20 points
- One Act Award (MRC) - 35 points
- Must attend all practices, including morning practices and must keep the director informed of absences. Student misses no more than 3 unexcused or unapproved absences per play. The student also must be present at the dress rehearsal.
- The student helps take down the set, washes & returns costumes, cleans the stage, cleans the drama closet, and takes personal items home the final night of the performance

## **Robotics**

### **Knowledge Bowl**

In order to letter in Knowledge Bowl, the student must accumulate at least 65 points in a single season and compete in at least 3 meets at the varsity level.

#### **Points will be awarded as follows:**

- Practice: 2 points each attendance
- Meets: 10 points each
- Sub-Regional and Regional Meets: 12 points
- State Meet: 20 points

The advisor will deduct points for not letting me know if you are attending meets with enough time for registering our team. I do understand that things come up, but I do not want to spend extra time to find out if you are going to the meet or not.



# STUDENT HANDBOOK

Lester Prairie School District

131 Hickory St N  
Lester Prairie, MN 55354  
Ph: 320-395-2521  
Fax: 320-395-4204  
[www.lp.k12.mn.us](http://www.lp.k12.mn.us)

"It is the mission of ISD 424 to develop  
every learner to the learner's maximum potential  
to succeed and continue to learn in a changing world."

Lester Prairie ISD #424 is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, and disability or veteran status.

**Revised 6/26**

**Lester Prairie School Administration**

Superintendent  
K-12 Principal  
Dean of Students/Activities Director  
Counselor  
Payroll/Clerk  
Secretary

Dr. Melissa Radeke  
Michael Lee  
Ross Scheevel  
Christine Mattson  
Kimberly Dye  
Kathy Fiecke

## **Board of Education**

Chair  
Vice Chair  
Clerk  
Treasurer  
Board Member  
Board Member

Keith Christen  
Brian Heimerl  
Jeff Engen  
Rebecca Heimerl  
Candice Anderson  
Dan LaMott

## **School Web Page**

<http://www.lp.k12.mn.us>

## **Mission Statement:**

"To develop every learner to the learner's maximum potential,  
to succeed and continue to learn in a changing world."

### **PHILOSOPHY OF EDUCATION #424**

It is our purpose to lead the youth of the community in developing rich and balanced personalities through carefully selected experiences incorporating thoughts, ideals, attitudes, skills and knowledge. We believe the result of this education will be an improved democratic society.

### **SECONDARY FACULTY**

Chris Bayerl - K-12 ELL  
Angelica Biondo - K-12 Art  
Joshua Dumas - Secondary Science

Katelyn Gosh - Secondary Health  
~~Amber Hlavka - Secondary ELA~~  
Wes Kapping - Secondary SPED  
~~Sarah Kepler - Social Worker (PT)~~  
Danny Mages - Secondary Science  
Matt Meyer - Secondary Tech Ed.  
Terri Schuft-Helland - 5-12 Band  
David Rue- 6-12 Choir  
Ryan Sinda - Success Coach  
Amy Smith - Secondary Math  
Jennifer Smith - Secondary ELA  
Rachel Raduenz - Secondary Social Studies  
Matt Thode - Secondary Physical Education, preK-12 DAPE  
Devyn Triebenbach - Secondary Social Studies  
Claire Turner - Secondary Social Studies  
Marc Wawrzyniak - Secondary Math/Technology  
~~Mary Wenisch - SPED~~  
Jennifer Widman - Secondary Math  
~~Amanda Wood - Secondary Spanish and Secondary ELA~~

## **ELEMENTARY FACULTY**

Chris Bayerl - ELL  
~~Taylor Bayerl - Grade 6~~  
Angelica Biondo - Art  
~~Emma Blashack - Grade 5/Kindergarten~~  
Hannah Boger - Grade 3  
Jennifer Brandel - Grade 1  
~~Chanda Breeggemann - K-3 Math Corp~~  
Cara Cline - Grade 5  
Whitney Dhoore - Kindergarten  
Jessica Flies - Title I  
Katelyn Gosh - Elementary Physical Education  
~~Sarah Harding - Grade 6~~  
Morgan Hughes - Grade 6  
Sarah Kepler - Social Worker (PT)  
Kelly Kramer - Grade 2  
April Lee - K-5 SPED  
Helen Lester - PreSchool/ECFE  
Derek Litzau - Grade 5  
Jacob Oie - Grade 4  
David Rue - Elem. Music  
Ryan Sinda - Success Coach  
~~Kelly Street - Librarian (one day a month)~~  
~~Mary Wenisch - 5-8 SPED~~

## **PARA-PROFESSIONALS**

Tabatha Ainsworth  
Ashley Alberts  
Lisa Feltmann  
Ashley Heckson  
Kim Heimerl  
~~Angie Hoover~~  
Ashley Ostlie  
Sara Ross  
Kim Schauer  
Lauren Trittabaugh  
Janina Wall

## **Southwest West Central Special Education Cooperative**

Hannah Hanson - Director of Special Education  
Nichol Roskamp - Due Process Specialist  
~~Hannah Bevers - Speech/Language Pathologist (virtual)~~  
Daydrea Nelson - Physical Therapist Assistant  
Erin Flann - Physical Therapist  
Abby Heiderscheit - Occupational Therapist  
TBD - ECSE Teacher  
Karen Pauly - School Psychologist  
Sarah Kreuter - Behavior Analyst  
~~Rebecca Schultz TBD~~ - Teacher of the Deaf and Hard of Hearing  
Jessica Wolterstorff-Weber - Speech/Language Pathologist (virtual)

## **Greater Minnesota Family Services**

~~Jessica Fick~~ Sarah Kepler - Mental Health Counselor

## **Food Service**

Lori Bebo - Supervisor  
~~Linda Detlefsen - Cook~~  
Vicky Fasching - Cook  
Lynette Rosenau - Cook  
Dede Breimhorst/Kim Walter- Computer Operator/Library Para

## **Custodians - Employee of Dashir**

Todd Nelson - Building Manager (offsite)  
Lisa Hins - Building Supervisor  
Aaron Ender - Custodian  
~~Aiden Larson - Custodian~~  
Sue Calvin - Custodian  
Connie Shields - Custodian

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**All School Policies are available on the District's web page**

# Welcome To Lester Prairie Schools

## **ABSENTEEISM (Extra-Curricular Activities)**

Students in grades 7-12 absent from any 2nd-7<sup>th</sup> period(s) due to illness, injury or physical disability will be prohibited from participation and/or involvement in school activities, programs, events, interscholastic athletics, etc., held by the school during the remaining portion of that date unless prior approval is granted by the Principal and/or the Activities Director. Student managers, scorers, etc. shall be considered team members. For other unnamed activities, the student will abide by the decision of the school administrator and/or the Activities Director.

## **ABSENTEEISM (from building)**

Students must sign out in the office anytime they leave the building and must sign in if they return during the school day. Students must also sign in if they arrive late to school. Failure to sign out or in will result in disciplinary action. You must have your written note, email, or telephone authorization verified BEFORE signing out of school.

Students must have a pass from the office in order to leave class to go to the office to be excused from the building. It is the student's responsibility to pick up the pass from the office. The pass must be presented to the teacher for the student to be dismissed to the office.

When returning to school the same day or the following morning, students should bring a note from the appointment that includes the time and date to be properly excused.

**Students who call or text parent/guardian to go home due to illness, before checking in at the nurse's office will be considered unexcused absence.** The office staff will call parents/guardians if a student needs to be sent home due to illness.

## **Academic Dishonesty**

Academic Dishonesty includes cheating, fraud and plagiarism, the theft of ideas and other forms of intellectual property, whether they are published or not.

## **Cheating**

Cheating is any deceitful or fraudulent attempt to evade rules, standards, and practices to gain an unfair advantage or to protect someone who has done so. Cheating includes but is not limited to:

- Giving or receiving information during an exam, test, assignment, or quiz.
- Using unauthorized materials, like notes, during an exam or in-class essay, or unauthorized dissemination or receipt of exams, exam materials, in-class prompts/notes, answer keys, or electronic devices.
- Taking an exam or writing an assignment or doing a project for another student.
- Submitting the same paper, or different versions of the same paper, in more than one class without the permission of the instructor.
- Fabricating or misrepresenting research or sources.
- Helping another student to commit an act of academic dishonesty or lying to protect a

student who has committed one.

- Creating an oral presentation for another student without the permission of the instructor.
- Recreating existing work and submitting it as your own.

The penalties for cheating depend on the severity of the infraction and may include disciplinary referral, detention, suspension, administrative conference, reassignment of work/test and/or reduction of points, and/or a student code of conduct violation from extra-curricular activity. Teachers are encouraged to give students an **opportunity to demonstrate learning** by allowing them to retake the assessment or redo the assignment for a maximum of 70% of the original score.

### **AI/ChatGPT**

As new technologies, including AI tools, become available, students are responsible for following instructor guidelines for acceptable and unacceptable use. When in doubt, students should ask their instructor before using AI tools to complete academic work. Teachers are directed not to accept the work if they believe AI was used inappropriately for the assignment. Students will receive 0% until acceptable work is turned in. Teachers are encouraged to give students an **opportunity to demonstrate learning** by allowing them to retake the assessment or redo the assignment for a maximum of 70% of the original score. If the deadline for the assignment has passed and an extension is not allowed, the grade will remain at 0%.

### **Plagiarism**

Plagiarism is the use of another writer's words, syntax, and/or ideas (including another student's) without acknowledging the source. According to the Harvard University's book by Gordon Harvey, *Writing with Sources*, plagiarism is defined as passing off a source's information, ideas, or words as your own by neglecting to cite them. It is theft of intellectual property belonging to another. The offense is the same if a student allows another student to copy or modify his or her writing for an assignment.

The penalties for plagiarism depend on the severity of the infraction and may include disciplinary referral, detention, suspension, administrative conference, and reassignment of work/test and/or reduction of points, and/or a student code of conduct violation from extra-curricular activity. Teachers are directed not to accept the work if they believe it was plagiarized. Teachers are encouraged to give students an **opportunity to demonstrate learning** by allowing them to retake the assessment or redo the assignment for a maximum of 70% of the original score. Students will receive 0% until acceptable work is turned in. If the deadline for the assignment has passed and an extension is not allowed, the grade will remain at 0%.

\*\*Repeat violations will result in a parent conference and possible removal from class.

### **Examples of How Retakes are Graded**

If a student is accused of cheating by the teacher on an assessment or assignment, the original score is recorded as **0%**. Teachers are encouraged to give students an **opportunity to demonstrate learning** by allowing them to retake the assessment or redo the assignment for a **maximum of 70% of the original score**.

### Example 1:

- Student cheats on a test = Original score: **0%**
- Student retakes the assessment and earns **85%**
- Because of academic dishonesty, the **recorded grade is capped at 70%**.

### Example 2:

- Student cheats on a test = Original score: **0%**
- Student retakes the assessment and earns **60%**
- Since the score is **below the 70% cap**, the **recorded grade is 60%**.

### Summary:

- If the retake score is **higher than 70% = Final grade = 70%**
- If the retake score is **below 70% = Final grade = actual retake score**

This ensures students have an **opportunity to demonstrate learning** while maintaining accountability for the academic dishonesty violation.

### **ACTIVITY SUPERVISION**

There will be no practices, weightlifting, running in the hallways, etc. unless the coach/director who authorizes these activities, or their designee, is physically present to supervise. A coach/supervisor in the classroom, outside, etc. who is not in sight of the activity is not acceptable as being considered supervising the activity.

### **ADD/DROP OF CLASSES**

Students should add or drop classes within one week at the start of a semester. To drop a class, the student needs parental and school permission. If a student is failing a class after three weeks (fifteen school days) and withdraws from the class, a Withdraw Failing (WF) will be credited to the student's record and the student will be carried as an "F" for the remainder of the grading period and the student will be ineligible for extra-curricular activities. Since there are no regular study halls, a student must have a replacement class when they want to drop a class.

### **ADVISORY TIME - WEDNESDAY**

Every Wednesday from ~~11:27-11:52~~ **10:39-11:04** the 7th-12th grade students will have an assigned advisory time with their specific advisory teacher. The Advisory Class will be covering a variety of Social Emotional Learning topics and will be discussing academics with the students.

### **AGE 18 AND OVER**

Chapter 529 (amend Minnesota Statute 120.06, Sub. 1) effective August 1, 1974 reads in part as follows: "Notwithstanding the provisions of any law to the contrary, the conduct of all

students 21 years of age and under attending a public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local Board of Education." Therefore, it is understood that all rules and regulations established for Lester Prairie High School are in effect for all students enrolled, regardless of age.

### **Animals on School Property**

Animals brought to school need pre-approval from administration and should be clean and free of external parasites such as fleas, ticks, and mites, along with up to date vaccinations. Information and permission form to bring a pet to school can be found on the school website under Parents - Forms and Documents.

### **ASBESTOS MANAGEMENT PLAN**

The school district has developed an asbestos management plan. More information can be obtained by going to the Lester Prairie Schools website: under District; Posted Documents

### **ASSEMBLIES AND PEP FESTS**

It is expected that all students will demonstrate courtesy, appropriate participation and attentiveness at assemblies. Cell phone/device expectations will be followed/enforced during assemblies. Recording of any part of assemblies is prohibited unless allowed by administration. Students are expected to attend assemblies unless excused by administration.

### **ATTENDANCE POLICY (Policy #503)**

Minnesota law recognizes the importance of school attendance and requires all children between ages 7-17 to attend school. Children under age 7 who are enrolled in school are also subject to Minnesota's compulsory attendance law. It is a parent's legal responsibility to enroll their children in school in accordance with Minnesota law. For children under the age of 12, parents are legally charged with making sure that their children attend school unless lawfully excused.

Examples of excused absences include:

- Sickness
- Medical or Mental Health Appointments (only with note that must include: date, time and location of appointment)
- Religious Holidays
- Extreme Family Emergency (reason must be given for absent reporting)

Examples of unexcused absences include:

- No reason given by parent/guardian
- Missing the bus
- Oversleeping
- Cold Weather
- Babysitting
- Need to sleep or work
- Mental Health day (without a written note from a doctor with specific date)

### **ATTENDANCE - In Person School**

7-12 attendance will be taken each hour in all classes. K-6 **attendance will be taken at 8:15**

**each morning.** When possible, parents/guardians of absent students will be alerted via School Messenger. An appropriate written or phone call excuse will be required before an absence will be excused. Any questionable absence should be cleared with the Principal in advance. **Frequent absences from class(es) may cause loss of credit for the class(es).** The teacher(s) and Principal will determine if the student can reasonably make up work due to excessive absences. Under any circumstances, an alternative education plan may be instituted by the Principal in such cases.

### **I. MAXIMUM ABSENCE RULE**

All absences will be counted in the accumulation of **the maximum number of 10 total absences or 5 unexcused absences per semester** except those absences which result from participation in school authorized activities; religious holidays; certain prearranged absences; a death in the family; or in cases of chronic or long-term illness verified with specific dates by a licensed physician.

### **II. ABSENCE AND EXTRA CURRICULAR ACTIVITIES**

Students who exceed 10 total absences or 5 unexcused absences during a semester will be ineligible to participate in extracurricular activities for the remainder of the semester. Administration may alter the number of days absent before being ineligible, but not lessen the severity of the policy guidelines.

### **III. CLASSIFICATION OF ABSENCES**

**School Authorized Absences:** These need to be verified **before the absences** and are not counted in the ten per semester maximum absence rule. Make-up work is required.

- Field trips
- Musical festivals/contests
- Inter-scholastic meets/events
- Ceremony in which the student is being honored or presented with an award
- School support groups or counseling sessions.

Students involved are to attend class on the days that support groups or counseling sessions are conducted if a test is given in that class period. All assignments are to be turned in on the due dates. These meetings/sessions should be coordinated with the classroom teachers in advance.

**Religious Holidays:** Religious ceremonies/holidays conducted when school is in session.

**Death in the family.**

**Pre-arranged absences of 3 or more consecutive days** such as travel with family. This pre-arranged travel/vacation must include accompaniment of his/her parent or legal guardian. Notice must be given at least one calendar week in advance, and a pre-approved absence sheet must be signed by all teachers. ~~All assignments should be completed before the absence.~~ Upon return students will have the number of days they missed to turn in all work they missed during their absence. Example: miss 5 days of school - have 5 days of school to turn in all work. In cases of **chronic or long-term illness** of 3 or more days, verified with specific

dates personally by a parent and/or by a licensed physician. The school will request a note from a licensed physician after the 3rd consecutive day of absence to excuse the days missed.

#### **IV. EXCUSED ABSENCES**

These need to be verified **before** the absence or at the time of **return to school** and **are** counted in the 10 per semester maximum absence rule. Make-up work is required.

- Illness (not long-term or chronic) - After the 7th absence of a semester due to illness, only a licensed physician's note will be accepted for an excused absence.
- Family emergency
- Medical/dental appointments that cannot be made outside of school time
- Court ordered appearances

#### **V. UNEXCUSED ABSENCES**

All absences **not** school authorized and **not** known by the parents/guardians are considered unexcused.

Students who call or text parent/guardian to go home due to illness, before checking in at the nurse's office will be considered unexcused absence. The office staff will call parents/guardians if a student needs to be sent home due to illness.

#### **VI. PENALTIES**

- After the **3rd** unexcused absence, the administration will request a conference with the student and parent/guardians regarding the student's absences, academic progress, and potential disciplinary action.  
After the **5th** unexcused absence, the administration will request a 2nd conference with the student and parents/guardians, regarding the student's absences, academic progress, and potential disciplinary action. The county of residence Truancy Office will be informed of the continued truancy.
- After the **7th** unexcused absence during a semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. Prior to loss of credit, an administrative conference must be held among the principal, student and parent/guardian.
- After 7 cumulative unexcused absences during the school year, administration shall refer a habitual truant child and the child's parent/guardian to appropriate service in the county of residence.

**Truancy: The District will enforce Minnesota laws on truancy. In grades 7-12 you are considered to be truant if you miss 3 class periods that are unexcused during the whole school year. You are habitually truant if you miss 7 class periods unexcused.**

**Truancy Procedure:** Once you have missed 7 unexcused absences for the same period, a letter will be sent to the County Attorney's office by the Principal or Counselor. A meeting will then be set up between the school, local law enforcement, the student, and the parents. At that meeting, the parents and the student will be informed that the County Truancy Department has

been notified. If, after the meeting, the student continues to have unexcused absences, the matter may fall under the jurisdiction of the court system.

## **VII. PROCEDURES**

Absences will be checked daily by school personnel. Students will have up to **1 school day** to excuse absences. After this one school day, the absence will be counted as unexcused.

## **VIII. MAKE-UP POLICY**

Absences will require a student to make up work missed in order to receive class credit for the class missed. Work missed must be made up upon the student's return to school in order to receive credit for the missed classes. The student is responsible, to request, from the teacher(s) make-up work. Previously announced projects or tests are due immediately upon return to school.

All students returning to school will have **3 1** school day to make up the schoolwork missed, **unless extended time is arranged with the teacher.** (Exceptions will be handled on a case-by case basis by the administration.) You will be able to earn class credit missed with an excused absence, but you may not be given credit for work missed during an unexcused absence.

## **IX. APPEALS PROCESS**

If a student feels that the Maximum Absence Rule needs to be varied or amended for him/her because of individual personal circumstances, he/she **and** a parent/guardian may request the Principal to set up an appointment for an appeal meeting. Consequences and penalties the student earned will be postponed until after the meeting/decision. **Note:** All absences must be verified as being beyond the student's control.

Lester Prairie School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. This policy will be modified as needed by a student's IEP/504 Team for students with disabilities.

## **X. LATE ARRIVALS AND TARDINESS**

It is expected that all students will make necessary arrangements to arrive on time to school. Any time a student arrives at school after Period 1 has started, he/she is required to stop and sign in at the Office. Missing the school bus, over-sleeping, or repeated car problems will be classified as an unexcused tardy. **Students are considered tardy if they arrive between 8:15-8:30. Students are considered absent if they arrive after 8:30.**

**~~Three unexcused tardies will equal one unexcused absence, and will count toward the total absences.~~**

Students are expected to be on time for every class period. A 1-hour after school detention will be assigned for every 3 tardies the student receives. If a student has outstanding detention(s), the student will be ineligible for extra-curricular activities and/or any school sponsored events.

## **BACKPACKS**

Backpacks/book bags/purses/any handbag will only be allowed to carry items to and from school. They are to remain in the student's locker during the school day.

## **BELL SCHEDULE**

### **Monday, Tuesday, Thursday, Friday**

8:15-9:07	1st hour
9:10-10:02	2nd hour
10:05-10:57	3rd hour
11:00-11:52	4th hour
11:55-12:47	5th hour for grades 7-9
11:55-12:19	1st half of split 5th hour for grades 10-12
12:19-12:44	Lunch - grade 10-12
12:47-1:12	2nd half of split 5th hour for grades 10-12
12:47-1:12	Lunch - grade 7-9
1:15-2:06	6th hour
2:09-3:00	7th hour

### **Wednesday (Advisory Day)**

8:15-9:00	1st hour
9:03-9:48	2nd hour
9:51-10:36	3rd hour
10:39-11:04	Advisory
11:07--11:52	4th hour
11:55-12:47	5th hour for grades 7-9
11:55-12:19	1st half of split 5th hour for grades 10-12
12:19-12:44	Lunch - grade 10-12
12:47-1:12	2nd half of split 5th hour for grades 10-12
12:47-1:12	Lunch - grade 7-9
1:15-2:06	6th hour
2:09-3:00	7th hour

### **2 Hour Late Start Schedule - Day 1**

10:15-10:57	3rd hour
11:00-11:52	4th hour
11:55-12:47	5th hour for grades 7-9
11:55-12:19	1st half of split 5th hour for grades 10-12
12:19-12:44	Lunch - grade 10-12
12:47-1:12	2nd half of split 5th hour for grades 10-12
12:47-1:12	Lunch - grade 7-9
1:15-2:06	6th hour
2:09-3:00	7th hour

### **2 Hour Late Start Schedule - Day 2**

10:15-10:57	1st hour
11:00-11:52	2nd hour
11:55-12:47	5th hour for grades 7-9

11:55-12:19	1st half of split 5th hour for grades 10-12
12:19-12:44	Lunch - grade 10-12
12:47-1:12	2nd half of split 5th hour for grades 10-12
12:47-1:12	Lunch - grade 7-9
1:15-2:06	6th hour
2:09-3:00	7th hour

### **2 Hour Late Start Schedule - Day 3**

10:15-10:57	3rd hour
11:00-11:52	4th hour
11:55-12:47	5th hour for grades 7-9
11:55-12:19	1st half of split 5th hour for grades 10-12
12:19-12:44	Lunch - grade 10-12
12:47-1:12	2nd half of split 5th hour for grades 10-12
12:47-1:12	Lunch - grade 7-9
1:15-2:06	1st hour
2:09-3:00	2nd hour

### **Full Day eLearning Day**

Student Start time

**8:15** - Grades 7-12

**8:30** - Grades 4-6

K-3 Choice Boards

**PreK-3 students** will be marked present by completing the assigned Choice Boards located in Google Classroom or their Take Home folder sent home prior to the event. Teacher office hours will be 8:30-12:00 and 12:30-2:00.

**Grades 4-6 students** will be marked present by attending classes virtually through Google Meets and completing assigned work.

8:30-9:00 Morning Meeting  
 9:30-11:00 Math  
 11:00-12:00 Office Hours  
 12:00-12:30 Lunch  
 12:30-2:00 English Language Arts

**Grades 7-12 students** will be marked present by attending classes through Google Meets. Attendance will be verified for each class. Students who do not participate in planned activities are considered absent for those class(es) and are reported as absent just as if they were not present for an in-person class.

1st period: 8:15-9:05  
 2nd period: 9:10-10:00  
 3rd period: 10:05-10:55  
 4th period: 11:00-11:50

Lunch: 11:50-12:20  
5th period 12:20-1:10  
6th period 1:15-2:05  
7th period 2:10-3:00

## **2 Hour Late Start that turns into an eLearning Day (updated 1/8/26)**

Student Start time:

10:15 - 4-12 Grades

K-3 Choice Boards

PreK-3 students will be marked present by completing the assigned Choice Boards located in Google Classroom or their Take Home folder sent home prior to the event. Teacher office hours will be 10:15-12:00 and 12:30-2:00.

Grades 4-6 students will be marked present by attending classes virtually through Google Meets and completing assigned work.

8:15-10:15	Prep/Office Hours
10:15-10:30	Morning Meeting
10:30-12:00	Math
12:00-12:30	Lunch – All 4 <sup>th</sup> -6 <sup>th</sup> grade
12:30-2:00	English Language Arts

Grades 7-12 students will be marked present by attending classes through Google Meets. Attendance will be verified for each class. Students who do not participate in planned activities are considered absent for those class(es) and are reported as absent just as if they were not present for an in-person class.

8:15-10:15	Prep/Office Hours
10:15-10:45	1 <sup>st</sup> Hour
10:50-11:20	2 <sup>nd</sup> Hour
11:25-11:55	3 <sup>rd</sup> Hour
12:00-12:30	Lunch – All 7 <sup>th</sup> -12 <sup>th</sup> grade
12:35-1:05	4 <sup>th</sup> Hour
1:10-1:40	5 <sup>th</sup> Hour
1:45-2:15	6 <sup>th</sup> Hour
2:20-2:50	7 <sup>th</sup> Hour

### **BUILDING REGULATIONS**

No student should be inside the school building unless under supervision of staff members. All activities involving high school students, or building usage by community members, must be scheduled through the Activities Director or Community Education.

### **BULLYING PROHIBITION (Policy #514)**

The school district is committed to providing a safe, respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's Bully Prohibition policy; located on the school district's website under District; Policies; 514 **Lester Prairie Schools Bullying Report Form**

**The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:**

## **Section 504 Coordinator**

Christine Mattson  
131 Hickory Street North  
320-395-2521  
Mattson@lp.k12.mn.us

## **Title IX Coordinator**

Ross Scheevel  
131 Hickory Street  
320-395-2521  
scheevel@lp.k12.mn.us

## **Human Rights Officer**

Dr. Melissa Radeke  
131 Hickory Street North  
320-395-2521  
radeke@lp.k12.mn.us

Lester Prairie School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities.

### **CANCELLATION OF SCHOOL**

All announcements regarding school cancellations will be made over **KDUZ-AM 1260; FM 106.9; KSTP-TV 5; WCCO-TV 4; FOX KMSP 9; and KARE-11 TV**. Lester Prairie also utilizes the School Messenger communication system, **school website, and school Facebook page**.

### **CELL PHONES OR OTHER PERSONAL ELECTRONIC DEVICES:**

The intent of this policy is to support student academic achievement by removing a major temptation and distraction and promoting face to face interaction and connection.

- Cell phone(s), personal electronic devices (including "AI and smart glasses"), and earbuds are **NOT allowed** to be used by students in classrooms.

- Occasionally, teachers may request students use their device for **educational purposes only!**
- The devices can be kept in the students' lockers or set in a designated area in the teacher's room. Devices should be shut off or put on airplane mode when in class or in lockers.
- Devices that disrupt the class will be given to the Dean of Students until the end of the day.
- Phones, personal electronic devices, and earbuds may be used during passing time and lunchtime.

#### **1<sup>st</sup> offense**

- Lose phone(s) or device (~~i.e. earbuds, smartwatches, etc~~) for the day.
- Pick up the phone or device from the Dean of Students at the end of the school day after filling out a form letter informing his/her parents he/she was inappropriately using his/her phone or device during the school day.
- The parent(s) must sign the letter to acknowledge the violation of the school rules. If the student does not return the signed letter he/she will be asked to leave his/her phone/device with the Dean of Students everyday until he/she returns the signed letter.

#### **2<sup>nd</sup> offense**

- Lose phone(s)/device (~~i.e. earbuds, smartwatches, etc~~) for the day.
- Parent(s) will be called.
- Parent(s) may pick-up the phone after school between 3:00-4:00 pm.

#### **3<sup>rd</sup> offense**

- Lose phone(s)/device (~~i.e. earbuds, smartwatches, etc~~) for the day.
- Parent(s) may pick-up the phone(s)/device after school between 3:00-4:00 pm.
- Student must turn in their phone(s)/device before 8:10 am to the Dean of Students for the next 10 school days.
- Student may pick-up phone(s)/device at the end of each school day.

#### **4<sup>th</sup> offense**

- Lose phone(s)/device (~~i.e. earbuds, smartwatches, etc~~) for the day.
- Parent(s) may pick-up the phone(s)/device after school between 3:00-4:00 pm.
- Students must turn in their phone(s)/device before 8:10 am to the Dean of Students. Administration discretion, minimum of 30 school days.
- Students may pick-up phone(s)/device at the end of each school day.

**If a student refuses to surrender his/her phone(s)/device to the staff member requesting, the Dean of Students or Principal will be called and the incident will be handled as insubordination.**

\*\*If a K-6 student brings their cell phone or other electronic devices to school, they must put it in a designated area determined by the teacher in their homeroom. They are not allowed to use it during the school day for any reason. If a student is caught using it, they will need to turn their cell phone or other electronic devices into the office upon entering the school for the remainder of the school year.

## **COMPUTER/INTERNET USAGE/CHROMEBOOK/CHROME TABLET**

The distribution of Chromebooks/Chrome Tablets to students is to serve as an extension of the classroom.

In order to issue a Chromebook, Lester Prairie Schools requires that a signed copy of the Student-Parent Agreement and Acceptable Use Policy, along with the required payment for the User Insurance Fee be on file with the district before taking possession of the property.

Students/Parents can view the district's computer and internet usage policy on the school's website.

The school district cannot guarantee that all inappropriate material will be filtered and stress the importance of parental guidance when students are online. The school district provides a resource in which internet content is monitored and filtered in the school building.

Parents and students must comply at all times with the Lester Prairie Student Handbook, the Chromebook/Chrome Tablet Handbook, and the Internet and Acceptable Use Policy.

Failure to comply may cause the termination of student's rights of possession immediately, and Lester Prairie Schools may repossess the loaned property.

Loss or Damage: If the Chromebook/Chrome Tablet is damaged, lost, or stolen, the students are required to report the incident as soon as possible. The student/parents will be responsible for any deductible repair fee as required by the Chromebook/Chrome Tablet User Agreement. It is the responsibility of the student and family to recover or replace the lost or stolen Chromebook/Chrome Tablet. If necessary, the District will involve the police to assist in the recovery through the use of tracking systems designed to locate the property.

## **CHURCH NIGHT**

Wednesday night is designated as "church night." Whenever possible school-related activities will not be scheduled after 6 p.m.

## **CLASS ADVISORS/MEETINGS**

# **2026-2027 Class Advisors**

### **Grade**

**12<sup>th</sup>**

### **Advisors**

**Angelica Biondo**

**Matt Meyer**

**Devyn Triebenbach**

**11<sup>th</sup>**

**Christine Mattson**

**Matt Thode**

**Rachel Raduenz**

**10<sup>th</sup>**

**Claire Turner**

9<sup>th</sup>

**Amy Smith**  
**Mary Wenisch**  
**Joshua Dumas**  
**Jennifer Widman**

8<sup>th</sup>

**Danny Mages**  
**Amber Hlavka**  
**Wes Kapping**

7<sup>th</sup>

**Lisa Feltmann/Kim Heimerl**  
**Terri Helland**  
**Jenn Smith**  
**Marc Wawrzyniak**

Every Wednesday from 10:39-11:04 the 7th-12th grade students will have an assigned advisory time with their specific advisory teacher. The Advisory Class will be covering a variety of Social Emotional Learning topics and will be discussing academics with the students.

### **CLASS OFFICERS/ACTIVITIES**

Each class may elect the following at a general class meeting: president, vice-president, secretary, treasurer and two student council representatives.

**Record keeping:** Classes must keep the following records:

Ledger of income and expenditures

Record of students owing dues and being assessed fines, and

Minutes of the meetings including main points discussed and decisions made

**Dues:** Dues charged to students must not exceed the following without specific permission from the administration:

Grade 7-9                   \$ 5.00

Grades 10-12             \$10.00

There will be no fines for late dues. Class advisors may assess students a fair amount for failing to meet their work responsibilities. Students are not required to pay dues/fines, but must pay before participating in class activities. These class activities include, but are not limited to the following: senior class trip, nomination to homecoming royalty, nomination to Sno-Fest royalty, prom, etc.

**Supervisor/Advisor:** Each class activity must have a minimum of one teacher supervisor. Any parent supervisor for the concession stand must have a background check on file.

**Fundraising Activities:** Fundraising activities involving soliciting must have advance approval by the School Board with a recommendation from the Principal and Superintendent per Policy 500.1.E.1.

**Transportation:** Costs for transportation to any activity is the responsibility of the class

involved. Students using school transportation must go to and return on the same mode of transportation unless they have specific permission to do otherwise.

**Specific Class Activities:** The advisors responsible for each activity may establish rules regarding their activity.

**Concessions:** Concessions for all athletic activities are the responsibility of the junior class with all proceeds going to the junior class.

**Prom:** The Prom arrangements and expenses are the responsibility of the junior class.

**Homecoming and Sno-Fest:** Homecoming and Sno-Fest activities are the responsibility of the various classes under the guidance of the student council. Homecoming coronation is the responsibility of the junior class. Sno-Fest coronation is the responsibility of the sophomore class.

**Parties/Dances:** Classes may organize parties/dances under the following conditions:

- Hours for parties/dances sponsored by the senior high classes (9-12) will end on or before 11:30 p.m. Administrative approval must be given to go longer than 11:30.
- Hours for parties/dances sponsored by the junior high classes (7-8) will end on or before 11:00 p.m. Administrative approval must be given to go longer than 11:00.
- Students must not leave and re-enter the building during the party/dance unless given specific permission by the supervisor.
- A school employee supervisor must be present at all times.
- Parties/dances shall be for Lester Prairie students in grades 7-12 unless given specific permission by the administration to do otherwise.
- An Out of School Guest Permission Form must be completed for any student who attends a party/dance that does not attend Lester Prairie Schools and turned into administration at least 3 days prior to the dance. The Form can be found on the Lester Prairie School District Website under Student: Out of School Guest Permission Form

**Senior Trip:** The Board of Education may authorize a senior class trip. Chaperones must be approved by the Board of Education.

Student will be allowed to go on the class trip if he/she:

1. Has paid all fees/dues/fines/student bills/assessments.
2. Is a senior/foreign exchange senior.
3. Attendance – must be in compliance with school board policies.
4. Must be passing all classes (no F's) & on track to graduate in the spring of senior year.
5. Students who do not meet the criteria listed above will result in the loss of their senior trip deposit.

### **COLLEGE/SERVICE/TECH COLLEGE REPS**

Periodically throughout the school year, representatives from the various colleges, services, and AVTI's will be visiting LPHS in order to speak with students seeking post-secondary opportunities. Usually, the school is given advance notice; this notice will be published in the daily bulletin for your information. Students need to get a pass from the guidance office to meet with these representatives.

### **COLLEGE VISITS**

All college visits will be arranged through the guidance office at least two days in advance of the visit. College visits will be limited to 3 for seniors, 2 for juniors. Any other visits will be chargeable absences. The College Fair counts for one visit if attended during school hours. College visit slips must be signed by parents, and students will list work they are responsible for on the slip. The College Visit slip will be stamped or signed by the college official conducting the tour and returned to the office the following day.

### **COMMONS AREA/CAFETERIA**

In order to maintain a clean and pleasant atmosphere in the commons area, your help and cooperation is needed. A few simple rules are listed here for you to follow. If you break any commons rules or fail to cooperate with the supervisors, you will be subject to detention, clean-up detail, assigned a seat, or be removed from the Commons.

You are expected to help by:

1. Walking to the Commons and lining up in the order you arrive (no line-jumping allowed).
2. Not throwing food (if you do, you will be required to clean up the mess). If you are with a group that throws food, the group will be required to clean up the mess.
3. Depositing all lunch litter in wastebaskets and keeping the Commons Area clean.
4. Bringing your tray and utensils to the dishwashing window and stacking neatly.
5. Leaving the table and floor area where you sat, clean for others.
6. Not leaving the commons without permission from the supervisors.
7. Leaving chairs and tables as they were arranged.
8. Students are allowed to pick their chair/table, unless assigned. Students are not to wander from table to table.

### **COPY MACHINE**

All copies to be made on the copy machines in the office will be by the classroom teachers only for school-related materials. Non-school related copies must be cleared by the office, and these copies will cost 10 cents each.

### **COURSE REQUIREMENTS**

There are certain required courses for each grade level in grades 7-12. When registering for classes each year, these required courses will be contained in the Registration Guide. Any questions concerning your course load, check with the guidance counselor or the Principal for clarification. (See Graduation Requirements,)

### **DETENTION POLICY**

Detention for violation of school policy will be assigned by the Dean of Students/Principal.

**Detentions must be served at the first available detention date after the notification is**

**given out. Notifications will be given out on Mondays and Thursdays. If the student does not attend the first available detention, the student will be ineligible for practices/games until the detention is served. The student is considered to not be in “good standing” within the school during an outstanding detention.**

Failure to serve detention may result in further action by the Dean of Students/Principal, including additional detentions, Saturday school, or In School Suspension.

Detentions will be served in accordance with the detention schedule by the date set to be served by.

Detention for tardies will be on a progressive scale. Students will receive an hour detention after 5 tardies. The next detention will be given after 4 tardies. All following detentions will be given after 3 tardies. ~~Required parent meeting after 12 tardies to develop a plan to decrease the student’s tardiness. Required parent meetings will continue for every additional 12 tardies.~~

The Principal/Dean of Students will be responsible for the records of all detentions. Normally, detentions should be issued after corrective action has failed to correct a minor situation or a single "common sense" offense deserving of a detention. ~~Parents will be sent an email notifying them of their children’s detention and students will receive a paper copy of the detention notice, typically on the day it is to be served.~~

Detention is held on Mondays and Thursdays from 3:05-4:00.

- No electronics are allowed to be used during detention, including chromebooks.
- Students must be quiet and not socialize during detention.
- Students may not sleep or “put their head down”
- Students are not allowed to have snacks/food/beverages of any kind.

#### **DISCIPLINE (TEACHER/STAFF ASSIGNED)**

Teachers or other staff may administer appropriate disciplinary action. If deemed necessary by the teacher or staff member, behavior reports will be issued on an "as needed basis" and reported to the Dean of Students. Students who fail to report to teacher/staff assigned time will be referred to the Dean of Students/Principal for further disciplinary action.

#### **DISCIPLINE POLICY (Policy #506)**

The Board of Education and Administration of ISD #424 recognizes that the rights of all students must be respected. Along with these rights, there is a corresponding responsibility for students to follow school rules and regulations. Therefore, students in ISD #424 who fail to abide by the established rules and regulations shall be handled as outlined in this policy.

Disciplinary Investigations: Students must cooperate fully with investigations. Failure to do so, and/or giving false information will result in additional disciplinary action for the student.

#### **DUE PROCESS**

All students will be afforded due process when involved in the discipline process.

**Suspension/Expulsion:** A student may be dismissed on the following grounds:

- Conduct which disrupts a student's own right or other students' rights to an education
- Physical behavior which endangers the student or anyone else or property of the school

**The Pupil Fair Dismissal Act:**

This act was passed by the Minnesota Legislature permitting school boards to dismiss disruptive students from its schools. The Act provides for alternatives and calls for due process in proceedings leading to suspension, expulsion, or exclusion (MS 121A.40 to 121A.56).

### **DEFINITION OF TERMS**

**Insubordination:** A defiance of authority; refusal to obey orders/requests. Authority within the school is any adult employed by the school district.

**Teacher/Student Disciplinary Agreement:** A mutually agreed upon agreement usually prior to the issuing of a detention.

**Removal from Classroom:** Student is sent to office/out of classroom for the remainder of the period. *Teacher must notify the office/Dean of Students*

**Detention:** An action taken by the school administration requiring students to make up time outside of normal school hours.

**Saturday School:** An action taken by the school administration requiring students to make up time outside of normal school hours. (between 8:00 AM -12:00 PM on a Saturday morning)

**Financial Retribution:** Payment of damages for lost, destroyed, damaged, etc., of personal or school property or equipment.

**Community Service Hours:** Time assessed to work off violation penalties--usually school-related work activities.

**In-School Suspension:** A suspension in school where a student must attend school.

**Out-of-School Suspension:** A suspension out of school where a student will not attend school, will also be ineligible for extra-curricular activities for that day(s) and ineligible to attend events.

**Exclusion:** An action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

**Expulsion:** An action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond one calendar year (12 months).

**Student Discipline Violations:**

- Swearing, disrespectful, vulgar, and/or threatening language and gestures, is prohibited.
- Inappropriate display of affection on school grounds is not acceptable.
- Gambling for money in any form is not allowed.
- Driving or getting into any motor vehicle during school hours without proper clearance from the office is forbidden.
- Theft or damage of school property or the property of others is prohibited.
- Defying authority/directions of faculty and school personnel is forbidden.
- Fighting, inappropriate behavior, and verbal abuse are prohibited.
- Possession of dangerous instruments, weapons, nuisance items\*, models or items prohibited by law to be on school grounds is forbidden. Possession or use of alcohol,

tobacco or other illegal drugs or paraphernalia is forbidden.

- Acts that violate our non-violence policy.
- Leaving school without permission.
- Failure to follow sign in/out procedure.
- Tardy to class.
- Or, other violations of student management policies.

\*A nuisance device/incident is any device (squirt gun, water balloons, stink bombs, etc.) or incident which causes a disturbance or presents a possible injury situation. Any device confiscated within the school building will be withheld if in one's possession or destroyed if it has been used in school.

### **OUT OF CLASS PROCEDURES**

The school district will follow a systematic disciplined approach to help students maintain proper behavior.

1. For a minor problem behavior, teachers will review desired behaviors with the student and provide a restoration opportunity for the student. If problem behavior continues, teachers will contact parents to notify them of discipline issues.
2. For minor problem behaviors that continue or for major problem behaviors, the student may be removed from class and referred to the Dean of Students. The student's cell phone must be turned over to the teacher or Dean of Students. The teacher will call parents. When a student is removed from class or leaves the classroom without permission a minimum of 1 hour of detention will be assigned. The Dean of Students will conference with the student and determine appropriate disciplinary action.
3. After the first removal from class, subsequent removals from class will result in the teacher and/or the Dean of Students calling the student's parents. Appropriate disciplinary action will be taken. A team meeting may be requested (student, parent(s)/guardian(s), teacher(s), Dean of Students, Principal, and any other team members) to determine the next course of action for the student.

### **DRESS AND APPEARANCE**

Students are expected to dress in a **modest and respectful** manner that supports a positive, inclusive learning environment. Clothing should adequately cover the body and not be overly revealing. Shorts, skirts, tops, and other attire should reflect standards of decency appropriate for a school setting. Shirts advertising alcoholic beverages, cigarettes, or those with obscene, questionable, or suggestive printing on them will not be permitted. Students who violate this will respectfully and discretely be asked to change. If the violation persists or if the student refuses to comply the student may face consequences.

#### **Specific guidelines for dress are as follows:**

1. Face & ears should be visible at all times.
2. Hats and/or hoods are prohibited between 8:15 AM and 3:00 PM, except on school-approved occasions.
3. Shirts, shorts and/or skirts must be a length that supports a respectful, inclusive, an distraction free learning environment.
4. Shirts and shoes must be worn at all times for health and safety reasons.

5. Outdoor coats, jackets, bags, blankets, and backpacks must be kept in the lockers during the day. Blankets may NOT be worn around the school.
7. Undergarments should not be seen or exposed.
8. No clothing or jewelry displaying or representing:
  - a) Vulgar or obscene language or pictures
  - b) Gang-related pictures or insignia
  - c) Beer, liquor, tobacco, or drugs advertising
  - d) Sexual or violent pictures or language
  - e) Pictures with a negative connotation toward others including hate symbols.
  - f.) Inappropriate symbols such as marijuana leaves (blunt), the “Playboy” bunny, etc.

### **eLEARNING DAY**

In the event of a school closure due to inclement weather or other emergency, learning expectations for all students will continue via an eLearning Day. While eLearning Days cannot replace the face-to-face time students have with their teachers, they can provide continuous learning when school is canceled. On an eLearning Day, all teachers will share assignments and hold email office hours in which they are available to provide learning support and guidance to students. eLearning Days are considered student contact days and therefore eliminate the need for makeup days at the end of the school year, helping families plan summer activities. The Minnesota Department of Education allows districts up to five eLearning Days per year.

#### **Communication:**

Families will receive notification via School Messenger regarding the eLearning Day. The eLearning Day will also be communicated on the District Facebook, Twitter, and website; television stations WCCO, KSTP, KARE, and FOX; ~~and KDUZ/KARP radio stations.~~

### **Full Day eLearning Day**

Student Start time

**8:15** - Grades 7-12

**8:30** - Grades 4-6

K-3 Choice Boards

#### **Attendance:**

Attendance will be taken on eLearning Days.

**PreK-3 students** will be marked present by completing the assigned Choice Boards located in Google Classroom or their Take Home folder sent home prior to the event. Teacher office hours will be 8:30-12:00 and 12:30-2:00.

**Grades 4-6 students** will be marked present by attending classes virtually through Google Meets and completing assigned work.

8:30-9:00 Morning Meeting

9:30-11:00 Math

11:00-12:00 Office Hours

12:00-12:30 Lunch  
12:30-2:00 English Language Arts

**Grades 7-12 students** will be marked present by attending classes through Google Meets. Attendance will be verified for each class. Students who do not participate in planned activities are considered absent for those class(es) and are reported as absent just as if they were not present for an in-person class.

1st period: 8:15-9:05  
2nd period: 9:10-10:00  
3rd period: 10:05-10:55  
4th period: 11:00-11:50  
Lunch: 11:50-12:20  
5th period 12:20-1:10  
6th period 1:15-2:05  
7th period 2:10-3:00

Students that do not have internet access, must have their parents call in and notify the school before 8:15 am. It will be considered an excused absence and the assignment or an alternative assignment will be given to the student the next day the student is in the building. The student will have 3 days to complete the assignment and be counted as in attendance for the eLearning Day. The absence will be unexcused if the assignment is not turned in within 3 days.

## **2 Hour Late Start that turns into an eLearning Day** (updated 1/8/26)

Student Start time:

10:15 - 4-12 Grades

K-3 Choice Boards

Attendance: Attendance will be taken on eLearning Days.

PreK-3 students will be marked present by completing the assigned Choice Boards located in Google Classroom or their Take Home folder sent home prior to the event. Teacher office hours will be 10:15-12:00 and 12:30-2:00.

Grades 4-6 students will be marked present by attending classes virtually through Google Meets and completing assigned work.

8:15-10:15	Prep/Office Hours
10:15-10:30	Morning Meeting
10:30-12:00	Math
12:00-12:30	Lunch – All 4 <sup>th</sup> -6 <sup>th</sup> grade
12:30-2:00	English Language Arts

Grades 7-12 students will be marked present by attending classes through Google Meets. Attendance will be verified for each class. Students who do not participate in planned activities are considered absent for those class(es) and are reported as absent

just as if they were not present for an in-person class.

8:15-10:15	Prep/Office Hours
10:15-10:45	1 <sup>st</sup> Hour
10:50-11:20	2 <sup>nd</sup> Hour
11:25-11:55	3 <sup>rd</sup> Hour
12:00-12:30	Lunch – All 7 <sup>th</sup> -12 <sup>th</sup> grade
12:35-1:05	4 <sup>th</sup> Hour
1:10-1:40	5 <sup>th</sup> Hour
1:45-2:15	6 <sup>th</sup> Hour
2:20-2:50	7 <sup>th</sup> Hour

Students that do not have internet access, must have their parents call in and notify the school before 10:15am. It will be considered an excused absence and there will be an alternative assignment given to the student the next day the student is in the building. The student will have 3 days to complete the assignment and be counted as in attendance for the eLearning Day. The absence will be unexcused if the assignment is not turned in within 3 days.

### **ELIGIBILITY - ACADEMIC**

1. A student participating in MSHSL or Lester Prairie extracurricular activities must pass all classes or credits.
2. A student who receives a failing quarter grade **or** semester grade may regain eligibility at mid-quarter of the next grading period if he/she is passing all classes at that time.
  - A return to eligibility form must be filled out by the student, the teachers, and the Activities Director prior to regaining eligibility.
3. A student failing a class at mid-quarter will be ineligible until the grade is raised to a passing grade.
  - A return to eligibility form must be filled out by the student, the teachers, and the Activities Director prior to regaining eligibility.

#### **~~For the 2025-2026 School Year~~**

- ~~4. A student who receives an F at the end of 4th quarter (2nd semester) will be ineligible for any contests/games that happen before school starts the next year. The student will regain eligibility the first day of school. The only exception is if the student made up the credit during summer school. Participating in tryouts and scrimmages will be allowed.~~

#### **~~Starting 2026-2027 School Year~~**

- ~~5. A student who receives an F at the end of 4th quarter **or** 2nd semester will be ineligible for contests/games, but may regain eligibility at mid-quarter of the 1st quarter the following year if he/she is passing all classes at that time. Participating in tryouts and scrimmages will be allowed.~~

6. A student who has a learning disability documented in an IEP, may participate in any activity as long as the teacher(s) and case manager of said student determines that an effort is being made by the student to succeed, although the student may be unable to demonstrate this through grades.

All Lester Prairie school functions, with the exception of Prom (After Prom will also be governed by this policy).

### **ELIGIBILITY - MSHSL**

The Minnesota State High School League rules will be followed to the letter. Respective coaches/directors/advisors will brief students as to these respective MSHSL rules and regulations prior to each activity/season. In addition, students not currently in a Category I activity, will be able to elect with the AD, the next Category I activities they will be involved in within one calendar year. The student must successfully complete the entire season and/or activity to receive credit for serving the MSHSL penalty.

#### **Category I Activities:**

- Baseball
- Basketball (Boy's and Girl's)
- Cheerleading
- Cross Country (Boy's and Girl's)
- Dance
- Declamation / Speech
- Football
- Golf (Boy's and Girl's)
- One Act Play
- Soccer (Boy's and Girl's)
- Softball
- Track and Field (Boy's and Girl's)
- Volleyball
- Wrestling
- Clay Target League (Trapshooting)\*

\*Considered Category I for MSHSL violations only

#### **Category I MSHSL penalties remain as established:**

**First Offense:** The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.

**Second Offense:** The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.

**Third/Subsequent Offense:** The student shall lose eligibility for the next 12 consecutive

interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.

**Category II MSHSL** activities are those activities in which a member school does not have a schedule of inter-scholastic contests, exclusive of league-sponsored tournaments. These activities are those not included in Category I. Lester Prairie school functions (i.e., Drama Club, Homecoming Week, Sno-Fest Week, yearbook staff, class offices, etc.) will be governed by Category II penalties. The senior class trip and the prom are not included. Penalties for **MSHSL** tobacco and alcohol/drug violations and for violations of the harassment and violence policy for **Category II** events will be:

1st Violation Penalty: 4 hours of detention

2nd Violation Penalty: 6 hours of detention

3rd and Subsequent Violation Penalty: 8 hours of detention. The school will follow the MSHSL category I guidelines.

### **SPECIAL RULES ON INELIGIBILITY AND ONE-YEAR INELIGIBILITY**

Students must be a member of a group (band, choir, etc.) at the time of the offense in order to receive credit for an event served. All students must meet the requirements for Category I and II activities in order to be eligible for the respective events of that category. This means that students may be eligible for Category I activities and not Category II activities and vice versa. If a student violates our school policy on drugs, alcohol, tobacco, and harassment/violence, the following takes place:

1. *(The student is) Ineligible for royalty/related activities for one school year regardless if they are eligible according to Category I or Category II activities, and*
2. *(The student) Loses the right to be a Captain or elected official for an athletic team or any other group for one calendar year.*

### **EMERGENCY PROCEDURES**

Students must follow the fire and tornado procedures and route directions posted in each room. Fire and tornado drills shall be conducted periodically as prescribed by law.

#### **Fire Drill Procedure:**

Fire drills are to be conducted in an orderly manner. Fire drills are held so that staff are prepared in advance of what to do in a real emergency. The teachers are to have the fire drill map and directions placed in a prominent place near the exit of each room.

#### **When a fire alarm sounds, the following actions are to take place:**

All personnel in the building are to exit the building according to the fire plan only if:

- Pre-planned Drill
- See or smell smoke and/or fire
- Announcement over PA prompting an evacuation.

Building Evacuation Procedure:

- Teachers should direct one or more students to close all windows as the rest of the class lines up.
- First person to the door is to hold the door open.
- Walk.
- Go single file.
- Never cross a line.
- Wait for the group ahead of you.
- Leave books and other belongings in the classroom.
- Last person out of the classroom will turn off lights and close door.
- In case of a **BLOCKED EXIT**--the **FIRST STUDENT** in line turns to the center of the hallway and leads the line to the nearest exit.
- Teachers will follow their class out of the building, take attendance and report to the Office.

## **Fire Evacuation Doors**

**Door A:** Rooms: 100, 100A, 100B, 100C, 100D, 100E, 177, 178, 179, 181, 183, 184, Commons/Cafeteria

**Door B:** Rooms: 102, 105, Locker rooms 107 & 109, South Gym 180, 111, 112, 113, 114, 115, 116, 117, 162, 2nd Floor Music Room 208

**Door C:** Rooms: 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 133

**Door G or H:** Rooms: 130, 130A, 131, 132, 132A, 138, 138A, 138B, 232, 238

**Door I:** Rooms: 134, 135, 136, 137, 139, 139A, 140, 140A

**Door K:** Rooms: 141, 142, 143, 144, 145, 146, 147, 148

**Door L:** Rooms: 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 163, 164, 165

**Door M:** Rooms: 166, 167, 168, 169, 176, Stage

**Door N:** Rooms: 170, 171

**Door O:** Rooms: 172, 173, 174

**Door P:** Room: North Gym 175

## **Safe Location/Evacuation Area**

Door A, B, O, & P - North end of the parking lot (Office radio)

Door C, G, H, & I - South of school garage - stay on school property (Meyer radio)

Door K - Cross the street (Cline radio)

Door L, M, & N - Cross the street at corner of 2nd Avenue North and Fir St. (Bayerl radio)

## **Severe Weather Evacuation Rooms**

### **Elementary Classroom Area**

Room 168 & 169 to **166**

Room 165 & 167 to **164**

Room 155, 156, 157 to **163**  
Room 160 & 161 to **162**  
Room 153 to **Boy's Restroom 159**  
Room 154 to **Girl's Restroom 158**  
Room 151 & 152 to **Girl's Restroom 143**  
Room 141, 149 & 150 to **Boy's Restroom 142**  
Room 145, 146, and 148 to **144**  
Room 139 to **140**

### **High School Classroom Area**

Music Room to **Girl's Locker room 109**  
Room 112 & 114 to **111**  
Room 116 to **113**  
Room 115 & 119 to **117**  
Room 118 to **121**  
Room 120 to **125 Boy's Restroom**  
Room 122, 123 & 124 to **Hallway outside of 123 (east/west hallway)**  
Room 126 to **129 Girl's Restroom**  
Room 128, 130 & 133 to **134 or Hallway outside of 134**  
Room 131, 132, 132A, & 138 to **138A or 138B**  
Room 135 & 136 to **135A**

### **Main Office Area**

Room 100, 100B, 100D, 100E & 100F to **100B restroom or 100C**  
Cafeteria, Room 183 & 184 to **107 Boys Locker room, Women's Restroom 177, 178 Family Restroom, Men's Restroom 179 & Kitchen**  
South Gym to **109 Girls Locker room**  
North Gym and Fitness Room to **Men's Locker room 173 or Women's Locker room 172**  
Playground to **Men's Locker room 173 or Women's Locker room 172**

**Safe rooms to stay in:** 100C, 107 Boys Locker room, 109 Girls Locker room, 111, 113, 115A, 117, 117A, 119A, 134, 135A, 138A, 138B, 140 (wall must be closed to 138), 144, 157, 162, 163, 166, 171, 172 Women's Locker room, 173 Men's Locker room, 176, Restrooms 108, 110, 121, 125, 129, 138B, 140B, 142, 143, 144A, 145A, 158, 159, 161A, 164, 177, 178, 179.

*Use your common sense! There are multiple safe areas near your location, if a line to a shelter area is long move them to the nearest line available immediately, hallways that are indicated in green on the map are safe areas (close fire doors in the hallways if you are in one of the designated hallways). All students and staff should remain in their designated shelter area until the "all clear" has been given by administration.*

### **EMPLOYMENT BACKGROUND CHECKS**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the

opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

### **END OF SCHOOL DAY**

The school day ends at 3:00 pm and once the buses have departed, students are to clear the building. Exceptions are those students having practice, rehearsal, lessons, make-up work, etc. that are directly under the immediate supervision of a teacher/faculty member. When students need to remain at school after hours they must be in the Commons or Main Entrance.

### **FAILING GRADES**

High school students (grades 9-12) failing a required course must repeat the course. With unusual circumstances and with permission from the Principal or designated rep, the student may substitute for the required course if all other options are impossible. Elective classes that are failed do not need to be made up, as such, but the student must have sufficient credits to graduate with a failed elective course.

### **FEES, PURCHASING, AND BILLS OWED TO SCHOOL**

Students may be charged a small fee or be required to buy certain materials for required educational class work. Students wishing to do more than the minimum required class work and if the student wants to keep the completed project material, etc., he/she will be required to pay for that which is necessary. Students will be charged for the use of some materials and asked to purchase some equipment if they participate in extracurricular activities. The collection of money for the sale of supplies will be made in the office unless specifically stated otherwise. Students will be allowed to charge and will be given a proof of purchase when paying for the item in the office, which they in turn, can present to the appropriate teacher when picking up the material and equipment purchased. Students delinquent in paying their bills will not be allowed to charge until the bills are paid, will not receive their report cards, and will be ineligible to participate in certain school activities.

#### **Athletic participation fees:**

- Grades 7-8: \$90.00 per sport
- Grades 9-12: \$120.00 per sport (Knowledge Bowl fee is \$70 - all ages)

Secondary sport in the same season: \$40/sport

#### **Discounted fee structure:** (based on Free and Reduced lunch status)

- Grades 7-8: \$50.00 per sport; \$100.00 maximum per year.
- Grades 9-12: \$70.00 per sport; \$140.00 maximum per year.

#### **Non-athletic participation fees:**

- \$40 per activity.

#### **Athletic Fee Payment Schedule and Adjustments:**

- Fee paid before an athlete can participate.
- 75% refund if an athlete quits in the first five days of practice.
- If an athlete is injured or has an illness and cannot continue sports beyond the midway point

of the season, a 50% refund will be granted. There will be no refund if an athlete quits beyond the fifth day of practice or injury or illness occurs after the midway point of the season.

- An athlete that starts late must pay full fee (current and new students included).
- There will be no refund for a student that becomes ineligible

## **GRADUATION REQUIREMENTS**

All 7-8th grade classes are required prior to moving to high school.

Required for Graduation (Grades 9-12).

1. LA 9
2. LA 10
3. LA 11/12 Communications and Creative Writing
4. Geography/Economics
5. US History
6. World History
7. Government (*personal finance standards embedded*)
8. Earth Science
9. Biology
10. Science Elective (Chemistry or Physics required for class of 2015 and beyond)
11. Algebra
12. Geometry
13. Advanced Algebra/Trigonometry
14. 9th PE (.5) & 9th Health (.5) = 1 credit total
15. One credit of Fine Arts = 2 years of band or 3 years of choir or one full year of art.

*Seniors, Juniors, Sophomores, and Freshmen:* Required for Graduation - 25.4 Credits

(15 credits required classes above + 9.4 electives)

9th-12th grade = 28 Total Credits Possible

## **GUIDANCE**

The guidance program is provided to assist students with academic and career guidance. The guidance counselors will have class and individual meetings with the juniors and seniors to better explain the services available to include scholarships, applications, standardized tests, financial aid applications, course selections, etc. The counselors will also meet with students in grades 7-12 to help address individual needs and goals.

## **HARASSMENT AND VIOLENCE PROHIBITION (Policy #413)**

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. More information can be obtained by going to the Lester Prairie Schools website: under District; Policies; #413

## **HAZING (Policy #526)**

Committing an act against a student or coercing a student into committing an act that creates risk

of personal harm in order to be initiated or affiliated with any student organization or activity that may or may not be officially recognized by the school. Hazing is any activity that risks or affects mental or physical health, including physical brutality such as whipping or beating; activities such as sleep deprivation or weather exposure; consumption of alcohol, drugs, tobacco or other substance; intimidation or threats of ostracism, mental stress, embarrassment, shame, humiliation; or any illegal activity. Students may not participate with each other or with others to plan, direct, encourage, aid or engage in hazing. Apparent permission or consent to be hazed does not lessen the prohibition. At no time will hazing of any kind be tolerated. This includes initiations. More information can be obtained by going to the Lester Prairie Schools website: under District; Policies; #526

### **HONOR GRADUATES**

Graduates who maintain a minimum average in grades 9-12 of 3.0 on a 4.0 system while taking a full load of classes shall be termed "honor graduates." Students earning an average of 3.67 or higher on a 4.0 system shall be designated as graduating with "high honors" while those earning an average between 3.0 and 3.66 shall be designated as graduating with "honors". Final determination will be made one month prior to graduation. No student shall be designated valedictorian or salutatorian. Only school-approved graduation honors may be worn during the graduation ceremony. Any other items used for personal expression are prohibited.

### **HONOR ROLL**

An "A" and "B" honor roll will be maintained and published each quarter. "A" honor roll students must maintain a 3.67 average and "B" honor roll students must maintain a 3.0 average. Any "F" or "D" in any class disqualifies a student from either honor roll. Incomplete grades disqualify students from the honor roll until the incomplete grade becomes final.

### **INCOMPLETE GRADES**

~~Students passing a course or with the potential to pass a course but with incomplete work will be given an incomplete (I) grade. "Incompletes" must be completed within two weeks after issuing of report cards, or in the spring quarter, two weeks from the last day of school. Incomplete grades that could become an "F" grade will be considered an "F" for student eligibility until the grade is finalized.~~

~~Students are expected to regularly check their assignments and grades and complete all work by the assigned deadlines. Incomplete grades may only be issued with administrative approval. Students who experience extenuating circumstances (unforeseen and unavoidable events outside of their control that significantly impact their ability to meet academic obligations) may request additional time to complete assignments or assessments after the grading period has ended. Requests for extensions must be submitted to the administration by the teacher for approval.~~

### **INSUBORDINATION**

All employees of Lester Prairie School have the responsibility and obligation to enforce school regulations. The administration, teachers, counselors, secretaries, nurses, paraprofessionals, cooks, custodians, bus drivers, etc. have the right to correct you if you are violating school rules, and students have the obligation to do as requested.

Insubordination is the willful defiance or ignoring by a student of a reasonable order or request of any school employee. It is a serious type of disobedience that can cause the breakdown of the learning environment. Insubordination is also involved when a student directly attacks a staff member or employee, either physically or with words through swearing or obscene language or gestures.

A student referred for insubordination will be subject to a conference with the Dean of Students and/or Principal, detention, parent/guardian conference, and suspension, depending upon the severity of the incident. A pattern of insubordination is grounds for removal to an alternative program or expulsion.

### **INSURANCE/ACCIDENTS**

The school is not responsible for doctor and dental bills as a result of injury to students during school and school related activities. Report all accidents as soon as possible to the school office so that an accident report may be completed.

### **INTERNET ACCEPTABLE USE AND DATA PRIVACY INFORMATION**

All school district students have conditional access to the school district's computer system, including Internet access for limited educational purposes, use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs, discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet Acceptable Use" policy can be located on the Lester Prairie School website or click on the following link: [Policy #524](#)

Within 30 days of the start of each school year, the school district will give students direct and timely notice via the Student Handbook and the Lester Prairie School website of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. This notice will:

1. Identify each curriculum, testing, or assessment technology provider with access to education data.
2. Identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about contract inspection and provide contract information of a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district will provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider, upon request.

Students are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form to have on file at the school.

### **LAW ENFORCEMENT AUTHORITIES**

It is school policy to cooperate fully with the police and correction officers of this state in dealing with students. All attempts will be made to avoid putting the student in any situation at the school that would embarrass and prejudice him/her in the eyes of other students. Interviews with police and correction officers will be conducted in private at school or at the homes of the student(s) involved. Outside agencies, such as probation officers or social workers, etc., may interview students with the Administration's permission.

### **LOCKERS (Hallway)**

Lockers are the property of the school and are provided for your use. Lockers are assigned at the beginning of the school year. If a student does not want to use a lock they must turn in their assigned lock to the office. Personal locks are NOT to be used. If a school-issued lock is not used on the student's locker administration may not be able to address any theft or other issues. Use lockers for the storage of textbooks, other school materials and outdoor garments. Do not keep money or other valuables in the locker. Lockers are subject to periodic inspection for safety and maintenance reasons and may be entered by the Administration at any time it might be suspected of containing illegal or harmful substances or substances unlawfully obtained. Any material found in lockers may be used as evidence if required. Students must turn in their assigned lock at the end of the school year. A \$10 charge will be assessed to the student for a lock not returned.

### **LOCKER ROOM LOCKS**

Lockers are the property of the school and are provided for your use. Lockers and locks are assigned at the beginning of the semester or start of the athletic season. School-issued locks must be used at all times on locker room lockers. Students must clean out their locker and turn in their assigned lock at the end of the class or athletic season. A \$10 charge will be assessed to the student for a lock not returned.

### **LUNCH/BREAKFAST**

Breakfast and lunch are available each full school day in the cafeteria/commons for all students. Breakfast will be available for students between 7:45-8:05

Mandated by the State of Minnesota, during the 2025-2026 school year breakfast and lunch are **free** for all students. *A la carte and "seconds"* are not free, students need a positive balance in their lunch accounts or pay for *a la carte and "seconds."*

A student who does not have sufficient funds will not be allowed to charge *a la carte items or second meals* until the negative account balance is paid.

Students should use their School ID number/card to receive breakfast and lunch. Students may not use delivery services to deliver lunches (including friends and/or parents)

### **Lunch Schedule**

11:00-11:25	Kindergarten
11:10-11:35	1st Grade
11:15-11:40	2nd Grade
11:20-11:45	3rd Grade
11:35-12:00	4th Grade
11:40-12:05	5th Grade
11:45-12:10	6th Grade
12:19-12:44	10-12 Grades
12:47-1:12	7-9 Grades

Students must stay in the cafeteria during their assigned lunch period.

### **MEDICATION DURING THE SCHOOL DAY (Policy #516)**

Any student needing to take prescription medicine during the school day may do so as required.

- The health office must keep the medication to be dispensed per Physician Orders.
- A Medication Permission Form and a Physician Order **MUST** be completed before the school can be authorized to store and dispense the medication.
- The school will **NOT** issue any medicine to any student without **BOTH** forms completed and signed.
- The Medication Permission Form is available below or on the school website under the Health Corner tab or may be picked up at the office upon request.
- It is highly recommended not to send non-prescribed medications to school (such as cough medicine or cough lozenges, etc.)
- If a student must have over-the-counter medication such as Tylenol or Ibuprofen at school, it must be in the original container, with a signed parent consent form and brought to the Health Office.
- Only secondary students are allowed to self carry over the counter medication.

### **NATIONAL HONOR SOCIETY**

A society affiliated with the National Honor Society shall be maintained and available to all students who qualify for membership.

### **NONDISCRIMINATION**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the Superintendent as the district's human rights officer to handle inquiries regarding nondiscrimination.

### **PARENT/GUARDIAN REFUSAL FOR STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS**

Statewide assessments provide information to your school and district about how all students are engaging with content they learn in school. The results help schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need

additional support. More information and the form that must be filled out and given to the school can be found the the MN Department of Education website: under Students and Families; Programs and Initiatives; State Testing

### **PARENT RIGHT TO KNOW**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;

The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

Whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

### **PASSES**

A student must have a pre-arranged pass issued by the office to be released from the classroom to go to the office to leave school for an appointment. Students are responsible to pick up the pre-arranged pass from the office prior to leaving the classroom. ~~A student must have a pass when in the hallway during class time. Staff may issue passes; pass to a teacher, library or office pass, and lavatory passes.~~ Few students should be out of their assigned room during the class period.

### **PSEO - Postsecondary Enrollment Options**

The Minnesota Postsecondary Enrollment Options (PSEO) program allows eligible high school students in grades 11 & 12 to enroll in college-level courses and earn both high school and college credit simultaneously. PSEO courses may be taken on college campuses or online and are taught and graded by college faculty. Credits can be earned for both high school and college.

Students who are thinking about participating in PSEO, either part time or full time as a Junior or Senior will need to schedule a meeting with the counselor and administration, along with their parents to discuss the PSEO eligibility and expectations. Minimum requirements are Juniors need to have at least 3.3 GPA and in the top third of their class. Seniors need to have at least a 3.0 and in the top half of their class. College transcripts must be received by the school before requirements are confirmed for graduation and/or continued eligibility for the PSEO program.

## **PERSONAL PROPERTY**

Property in a student's locker, bicycles, gym clothes, etc. are private. Using another's personal belongings, including riding another's bike without permission, may be considered as a theft. If in doubt as to whether or not you have permission to use another's personal/private property, leave it alone. Lock your locker with valuables inside and do not give anyone your combination.

## **PESTICIDE APPLICATION NOTICE**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice of the plan to use pesticides. More information can be obtained by going to the Lester Prairie Schools website: under District; Posted Documents

## **PLAGIARISM/CHEATING/COPYING**

~~Plagiarism/Cheating/Copying will not be tolerated. The following guidelines may be used:~~

- ~~● 1<sup>st</sup> offense – A zero will be issued for the assignment or test;~~
- ~~● 2<sup>nd</sup> offense – Failure of quarter/grading period;~~
- ~~● 3<sup>rd</sup> offense – Failure of semester and appearing in front of the Board of Education for possible expulsion.~~

~~The use of Artificial Intelligence (AI) and claiming the work to be your own will be considered cheating. All work turned in is expected to be the students own work. AI may be used as a teaching/learning tool but should not be used or claimed as one's own work.~~

## **PLEDGE OF ALLEGIANCE**

Students will recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted by each individual classroom or over the intercom system by a person designated by the administration. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students and school personnel must respect each other's right and choice to recite or not to recite the Pledge of Allegiance. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

## **PROPERTY OF SCHOOL**

Students are responsible for assigned textbooks, Chromebooks, and school property and will be required to pay for any undue damage or loss of such materials. Such acts as carving on desks, writing on walls, marking furniture, breaking windows, damaging lockers, etc., are punishable by payment for repair, suspension and/or prosecution through the court system. Students should properly mark all personal/school property assigned to them to avoid loss when identification of property is required.

## **RECORDING DEVICES**

Students may not video, photograph, or make an audio recording of any staff member or student without their written permission. Transporting or transferring any inappropriate pictures, texts, or recordings may result in suspension or further disciplinary action.

## **RECORDING DEVICES IN RESTROOMS & LOCKER ROOMS**

Any use of a device for recording video images (motion or still) are not allowed to be used in

locker rooms or bathrooms at any time, for any reason. This includes, but is not limited to, cell phones, cameras (video, still, and digital). If found, these devices will be confiscated and may be turned over to local law enforcement. Any misuse of these devices will be dealt with significantly according to applicable policies. A violation of this policy is a violation of others' rights to privacy. Consequences range from warning to detention to suspension to possible expulsion and may include local law enforcement, depending on the severity of the issue.

### **RELEASE TIME**

#### **MN State Statute 120A.35**

"Reasonable efforts must be made by a school district to accommodate any pupil who wishes to be excused from a curricular activity for a religious observance."

Lester Prairie Schools, in cooperation with the local churches, has "release time" that allows students to be released from school during the school day for religious instruction. This release time may be scheduled during the regular school day.

### **REPORT CARDS**

Report/grade cards will be issued on-line through Synergy, at the end of all 4 quarters. The release date will usually be within one week following the respective grading period. 7th-12th grade will not receive a paper report card unless requested and picked up by parents or guardians.

### **STATE TESTING**

For Minnesota's statewide assessments to reflect the full impact of district- and state-level implementation of the applicable standards, as well as district-level success at teaching the standards, it is important for all Minnesota students to take the statewide tests. The impact of this data spans the state, impacts each district, and demonstrates clear trends across time. The data on today's third graders, for example, helps us understand those same students learning in fifth, ninth, and twelfth grade. Also, today's third graders help us understand every third grade class for years to come, and whether changes to curriculum, efforts toward equity, and emphasis on inclusion make a substantial difference to our students.

In addition, English learners must take the ACCESS and Alternate ACCESS to exit English language instruction. Without these test scores, students will continue to receive English learner services.

- Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

### **STUDENT HANDBOOK**

All students and parents can access a copy of the Student Handbook on the Lester Prairie website ([www.lp.k12.mn.us](http://www.lp.k12.mn.us)). The students and parents are responsible for understanding the contents of the handbook.

### **STUDENT PARKING**

Students parking in the parking lot are expected to park appropriately within the marked areas. The 3 rows on the east side of the parking lot and the north row are for student parking. The 3 rows on the west side of the parking lot (closest to the building) are designated for staff,

parents, and visitors parking between the hours of 7:30-3:30 while school is in session. City streets are under jurisdiction of the local law enforcement. Once the vehicles are parked, the vehicles are not to be entered again until the school day is over. Student vehicles are not to be sat in, sat on, entered, etc. under any circumstances unless specifically cleared through the Principal or the office, for a legitimate reason. No student is permitted to ride in a vehicle between 8:15 am and 3:00 pm without permission from the office.

Any reckless or dangerous driving will be reported to the local police. The parking lot and portions of the nearby streets are under camera surveillance. When leaving the parking lot at the end of the school day, be aware of parent pickup on Hickory St. and drive cautiously, watching for pedestrians.

### **STUDENT RECORDS**

State law provides that all data collected, created, received or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of 20 U.S.C. §1232g and the regulations promulgated thereunder. More information can be obtained by going to the Lester Prairie Schools website: under District; Policies; 515

### **STUDENT SURVEYS**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. More information can be obtained by going to the Lester Prairie Schools website: under District; Policies; 520

### **STUDY HALLS**

~~Study halls are designed to give students time to work on school assignments during the school day when not in an assigned class. Study halls are considered as a learning opportunity for each student and are not to be treated as a recreational period. The respective study hall teacher is in charge of the study hall and will set the standards as such. Weekly grade checks will be requested by the study hall teachers. Students are to show the teacher their current grades on their Chromebooks using Synergy. The teacher will monitor work completion for students with failing or close to failing grades (D or lower).~~

Study halls will be very limited for 9th-12th grade students. Students who are taking 2 or more College Now classes may be assigned an independent study hall in the commons. All other students are expected to take 7 classes throughout the school day.

7th and 8th grade students will have a study hall opposite of Band or Choir. If they take both Band and Choir they will not have a study hall.

### **SUICIDE PREVENTION INFORMATION**

Dial 988 for Suicide and Crisis Lifeline  
Text: HOME to 741741

### **TOBACCO/CHEMICAL FREE ENVIRONMENT (Policy #419)**

Chemicals shall be defined as all tobacco products (pipes, cigarettes, all forms of electronic cigarettes and any accompanying cartridges or pieces, and liquid nicotine, cigars, cigarette papers, chewing tobacco), alcoholic beverages, and other intoxicating liquor, any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, inhalants, or other controlled substance, as defined by state and federal law. Abuse of a prescription drug without a physician's prescription, over-the-counter (OTC) drugs, and facsimile drugs, as well as, possession of drug paraphernalia constitute violations of this policy.

Drug paraphernalia shall be defined as having in possession instruments or equipment, which can be used to inhale, ingest, or cause drugs to be introduced into one's body.

Those found in possession of selling, distributing, and/or under the influence of mind-altering chemicals or in the possession of drug paraphernalia will be suspended from school. The school defines under the influence as detectable consumption. This includes violations in or on school property, 24 hours per day, or away from school property while participating in, or attending, school-sponsored activity and/or on school buses and stops.

The police will be called at the time of the suspension and all paraphernalia and substances will be turned over to them and the incident will be recorded. Parents will be called and asked to come to school immediately to remove the student. If the student is incapable of transporting himself/herself and/or if the parents cannot come to school or refuse to come to school, transportation to detox will be arranged.

### **TRANSPORTATION**

The School District contracts for transportation designed principally to transport rural children to school. All resident students who live outside a one mile limit will be considered eligible for transportation. In addition, students grade 5 and older are not allowed bus transportation within the city limits of Lester Prairie unless there is a justifiable hazard.

#### **Bus Behavior Expectations and Consequences**

Riding a public school bus is a privilege as well as part of the school day. In order to be sure that all students on the bus have a safe and comfortable ride, students must follow the Bus Expectations and Responsibilities below.

#### **Safety and Bus Management:**

- The bus driver is the responsible authority on the bus.
- Students will board and leave the buses only at specifically designated stops unless specific permission to do otherwise is given in writing by the parent or school administration.
- Students will remain at a safe distance from the bus when buses are arriving or departing from the stops.
- Pick-up times are established, and students will be on time at designated stops.
- Students will go directly to their seats and stay seated when the bus is moving.
- Only authorized students may ride the school buses.

- Drivers may assign seats to students. Students will remain in assigned seats at all times.
- When crossing a road, whether boarding or leaving a bus, students will walk in front of the bus after the driver signals that it is safe to cross.

The driver will warn students in violation of the Safety and Bus Management Expectations and Responsibilities. Repeated bus violations following the warning will result in exclusion from riding the bus in accordance with the schedule described under “Consequences.” A parent/guardian will be responsible to provide transportation in the event a student is excluded for riding a bus for behavior or safety violations.

#### **Student Behavior:**

- Students will not tamper with emergency doors or safety devices.
- Students will not throw, shoot, or spit objects out, in, or at a bus.
- Students will not damage or deface the buses in any manner.
- Students will not possess or use alcohol, tobacco, or any other illicit substance on the bus.
- Students will not transport dangerous, objectionable, or offensive items on the bus. Transportation of animals is prohibited.
- Students will not fight, push, shove, or engage in any other type of physical aggressive behavior on the bus.
- Students will not engage in noisy or boisterous conduct.
- Students will not use profane or indecent language.
- Students will not harass others physically, racially, religiously, sexually, or in any other manner.
- Students will not video, photograph, or make an audio recording of any staff member or student without their written permission.

#### **Minimum Consequences:**

- **First Offense** – School administration confers with student and notifies parents.
- **Second Offense** – School administration confers with the student and notifies parents. The student is assigned a seat towards the front of the bus for up to four weeks.
- **Third Offense** – School administration confers with the student and notifies parents. Student is removed from the bus for two weeks
- **Fourth Offense** – School administration confers with the student and notifies parents. Student is removed from the bus for four weeks.
- **Fifth Offense** – School administration confers with the student and notifies parents. The student is removed from the bus for the remainder of the school year.
- **Severe Behavior** - Consequences may be increased or skipped at school administration discretion depending on severity of violation.

ISD #424 policies related to student transportation can be found on the school website; **Policies #707 and #709**

### **VIDEOTAPING, AUDIO RECORDING, PHOTOGRAPHS**

Students will not video, photograph, or make an audio recording of any staff member or student without their written permission. Transporting or transferring any inappropriate pictures, texts, or recordings may result in suspension or further disciplinary action.

### **VISITORS**

Visitors to the school must stop in the school office for permission to visit. If it is necessary for a visitor to speak with a student during the school day, that student will be called to the office. Students bringing visitors to the school must have permission from the Principal.

### **VISION SCREENING**

All students preK-12th grade will have the opportunity to have a vision screening each year with the assistance of a local Lions Club. Specific grade levels will be tested as a whole.

### **WEAPONS (Policy #501)**

Weapons or look-a-like weapons of any type are absolutely forbidden anywhere in or around the school or school property. Penalties may include:

- Immediate out-of-school suspension
- Confiscation of the weapon
- Immediate notification of the police
- Parent or guardian notification
- Possible dismissal for one year

If you inadvertently bring a weapon to school, immediately bring the weapon to a member of the Administration.

### **WORK-SCHOOL PROGRAM**

Lester Prairie Public School does have a “school to work program.” Seniors may be released during the normal school day for work. In order to be eligible to be released during the school day; students must be in the School to Work class, students must be passing all classes, students must work a minimum number of hours per week as there are school days per week at a verified job, and must have no outstanding detentions.

### **Items Not Covered in the Handbook**

It would be impossible to address every situation that arises during the school day and its related curricular, co-curricular, and extracurricular activities. School officials will develop, implement, and revise all policies that are necessary in operating the school.



# Lester Prairie Schools

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

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

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TO: Members of the School Board and Superintendent Radeke

FROM: Lauren Syrup, Business Manager

DATE: June 15, 2026

RE: Approval of the School Year 2026-2027 Adopted Budget

## **Recommendation**

**For the Board of Education to approve the School Year 2026-2027 adopted budget as summarized below:**

<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>
General	\$6,007,042	\$6,511,296
Food Service	\$335,315	\$402,446
Community Service	\$126,811	\$177,118
Building Construction	\$0	\$0
Debt Service	\$1,305,670	\$1,286,231
Total	\$7,774,838	\$8,377,091

## **Note:**

Additional budget information is included in the FY26-27 Budget Summary presentation.



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## *Lester Prairie Schools*

*Preliminary Budget  
Fiscal Year 2026-2027*

*June 15, 2026*

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# INTRODUCTORY SECTION

## Organizational Overview

### Lester Prairie School Board

Board Member	Position
Keith Christen	Chair
Brian Heimerl	Vice Chair
Jeff Engen	Clerk
Rebecca Heimerl	Treasurer
Dan LaMott	Member
Candice Anderson	Member

### Lester Prairie Administrative Team

Position	Name
Superintendent	Dr. Melissa Radeke
Principal	Michael Lee
Athletic Director	Ross Scheevel
Business Manager	Lauren Syrup

## Financial Overview

### Overview of Funds

To understand this budget document, it is helpful to know that there are significant legal restrictions on how school districts must spend and account for the public funds that are received. It is important to be aware of the fund structure discussed below because, **with very few exceptions, money cannot be transferred from one fund to another.** There are also revenue streams within the funds that are restrictive; Integration Aid, for example, can only be spent for items as noted in the District Integration plan, and may not be used for general classroom expenses. The district's 2027 fiscal year coincides with the school year, spanning from July 1, 2026 through June 30, 2027.

### General Fund:

The General Fund contains all revenue and expenses for the general, day-to-day operations of the district. This includes salaries and benefits for teachers, paraprofessionals, administrators, and clerical; instructional supplies, technology, transportation, textbooks, and money spent to operate and repair District buildings. The district breaks out portions of this activity for internal tracking and budgeting purposes. Internal funds include (01) General Fund, and (21) Student Activities.

The Student Activity Fund is used to account for those activity groups that are for the students and run by the students. These groups have adult advisors, but the nature of activities is dictated by the students. Revenues usually consist of fundraisers and donations, while expenses are most often food, clothing, and travel.

Embedded in the general fund we have restricted revenue sources of Operating Capital and Long-Term Facilities Maintenance, which are a combination of state aid and local property taxes. Operating Capital is allocated to each building based on enrollment and is used for building-level long term program goals (textbooks, furniture, software, and hardware purchases). The remaining amounts are allocated between curriculum, technology, and grounds. Long-Term Facilities Maintenance revenue is dedicated to finance long term building repair projects, including but not limited to roofing, parking lots, HVAC systems and fire suppression systems.

**Food Service Fund:**

The Food Service Fund (02) contains all revenue and expenses for the school breakfast and lunch programs. The funding for these programs includes local fees, state aid and federal aids. The Minnesota Department of Education (MDE) requires all funding to follow federal guidelines and therefore is extremely restrictive on allowable expenses.

**Community Service Fund:**

The Community Service Fund (04) is used to track revenue and expenses for community education programs such as Early Childhood Family Education, School Readiness (preschool), Adult Basic Education, Kids Depot and Little Learners Preschool (childcare programs), and youth and adult enrichment and recreation. Revenues primarily come from fees charged for programs, supplemented by local property taxes and state aid.

**Building Construction Fund:**

The Building Construction Fund (06) is used to track expenses for major building projects and for Long-Term Facility Maintenance projects exceeding \$2,000,000. Proceeds from debt issuances are placed in this fund and then spent down.

**Debt Service Fund:**

The debt service fund is used to pay the debt service on bonds sold to finance construction or maintenance projects.

# Other Information

## State Basic General Education Aid

The largest single funding source for the district is basic General Education Aid. The State Legislature sets the basic formula allowance for each year; total basic general education revenue is then calculated by multiplying the formula allowance by the number of pupil units. Pupil units are calculated using a weighting system applied to the average daily membership. For example, a 1st-grade student who is enrolled for the entire school year has a weighting factor of 1.0. Using the FY 2027 formula allowance of \$7,683, that student generates \$7,683 in basic formula revenue. In comparison, a 9th-grade student enrolled for the full year has a weighting factor of 1.2. Applying the same FY 2027 formula allowance, that student generates approximately \$9,220, reflecting the higher weighting assigned to students in grades 7–12.

Historical General Education Aid Formula Allowance		
Year	Amount	Percent Increase
2017	\$6,067	2.00%
2018	6,188	2.00%
2019	6,312	2.00%
2020	6,438	2.00%
2021	6,567	2.00%
2022	6,728	2.50%
2023	6,863	2.00%
2024	7,138	4.00%
2025	7,281	2.00%
2026	7,481	2.74%
2027	7,683	2.69%

## Historical Enrollment and Estimated Enrollment for 2026-2027 (Average Daily Membership):

Grade	20-21	21-22	22-23	23-24	24-25	25-26*	26-27 Budget
K	26	36	25	21	26	23	22
1	36	28	37	26	17	26	23
2	40	35	26	36	27	15	26
3	24	40	38	26	34	25	15
4	40	27	43	37	30	34	24
5	30	39	31	41	35	26	34
6	35	37	42	30	44	36	26
7	42	37	37	41	30	41	35
8	41	43	40	35	41	29	41
9	49	42	45	39	36	33	28
10	32	53	39	45	37	35	34
11	35	29	49	37	39	38	35
12	45	32	29	45	34	42	37
<b>TOTAL ADM</b>	475	478	481	459	430	403	380

Grades	20-21	21-22	22-23	23-24	24-25	25-26*	26-27 Budget
K-5	196	205	200	187	169	149	144
6-8	118	117	119	106	115	106	102
9-12	161	156	162	166	146	148	134
<b>Total</b>	475	478	481	459	430	403	380

\*Estimate from May 2026 student reporting

# FINANCIAL SECTION

## Fund Balance

The level of spending is set with several considerations in mind, but one of the chief items is to maintain an adequate level of reserves for unanticipated and anticipated expenses. The district's goal is to achieve an unassigned fund balance in operating funds of at a minimum, 18% of the annual operating budget. The balance can be considered the district's savings account and maintaining a prudent fund balance is important for the stability of the district. The projected unassigned general fund balance (01) for June 30, 2027 is a positive \$1,924,110. This represents 33.9% of the operating expenditures.

Unanticipated events that could require the district to use unassigned fund balance include:

- Property tax delinquencies and abatements
- Enrollment fluctuations
- Unanticipated price increases for essential purchases (e.g. utilities, health insurance)
- State revenue reductions or aid "pro-rations"
- Federal sequestration
- Pandemics

Anticipated expenses in the next years include:

- AHU and RTU replacements
- Boiler replacement
- Track replacement
- South Gym floor replacement
- 2028 roofing project

## General Fund

Budget amounts are presented at summary level for the General Fund. The expenditures include all operations, including staff wages and benefits, supplies, and services. Overall, expenditures would be expected to increase with anticipated contract settlements as staff wages and benefits can represent more than 80% of the overall budget. Also considered are rising utility costs and inflationary supply and contract adjustments.

<b>Fund Balance Summary - General Fund</b>				
<b>Fund</b>	<b>FY26 Projected Fund Balance</b>	<b>FY27 Projected Revenue</b>	<b>FY27 Projected Expenditures</b>	<b>FY27 Projected Fund Balance</b>
<b>Unassigned General Fund</b>	<b>\$2,573,250</b>	<b>\$5,028,324</b>	<b>\$5,677,464</b>	<b>\$1,924,110</b>
<b>Non-Spendable</b>	<b>\$19,729</b>	<b>0</b>	<b>0</b>	<b>\$19,729</b>
<b>Restricted</b>				
Student Activities	69,125.00	150,000.00	150,000.00	69,125.00
Literacy Incentive Aid	-	17,542.06	8,734.64	8,807.42
Teacher Comp Read Act	6,818.00		6,818.00	-
Staff Development	-	64,229.88	64,229.88	-
Capital Project Levy	-	-	-	-
Operating Capital	-	8,236.12	8,236.12	-
Learning and Development	8,665.00	72,375.00	54,603.35	26,436.65
Disabled Accessibility	(700.00)	-	-	(700.00)
Gifted and Talented	14,268.00	5,434.00	8,332.96	11,369.04
Basic Skills	201,958.00	204,516.03	115,826.44	290,647.59
Literacy Aid	18,332.00			18,332.00
Achievement & Integration	-	41,875.45	41,875.45	-
English Learner	46,775.00	151,539.00	112,880.20	85,433.80
School Library Aid	51,780.00	19,805.17	22,495.50	49,089.67
Student Support Personnel	43,833.00	39,773.63	34,099.81	49,506.82
Safe Schools	94,204.00	14,372.64	10,500.00	98,076.64
Long-Term Facilities Maintenance	589,455.00	158,019.20	192,100.00	555,374.20
Medical Assistance	36,508.00	6,000.00	3,100.00	39,408.00
Restricted- general	18,000.00	-	-	18,000.00
<b>Total Restricted</b>	<b>1,199,021.00</b>	<b>953,718.18</b>	<b>833,832.35</b>	<b>1,318,906.83</b>
<b>Committed</b>				
Committed for Separation	545,211.00	25,000.00	-	570,211.00
<b>Total Committed</b>	<b>545,211.00</b>	<b>25,000.00</b>	<b>-</b>	<b>570,211.00</b>
<b>Assigned</b>				
Building - Roof	500,000.00	-	-	500,000.00
Drivers Ed Vehicle	-	-	-	-
Curriculum	325,000.00	-	-	325,000.00
<b>Total Assigned</b>	<b>825,000.00</b>	<b>-</b>	<b>-</b>	<b>825,000.00</b>
<b>Total General Fund</b>	<b>\$5,162,211</b>	<b>\$6,007,042</b>	<b>\$6,511,296</b>	<b>\$4,657,957</b>

# FINANCIAL SECTION (CONTINUED)

Fund Balance Summary - Other Funds				
Fund	FY25 Projected Fund Balance	FY26 Projected Revenue	FY26 Projected Expenditures	FY26 Projected Fund Balance
<b>Food Service Fund</b>				
Restricted	\$213,462	335,315	402,446	146,331
Non-Spendable	4,063	0	0	4,063
<b>Total Food Service Fund</b>	<b>\$217,525</b>	<b>335,315</b>	<b>402,446</b>	<b>\$150,394</b>
<b>Community Education Fund</b>				
Regular Community Ed	(\$119,145)	\$45,617	\$72,170	(\$145,698)
Restricted for Community Ed	87,038	9,220	570	\$95,689
Early Childhood Family Ed	81,714	25,561	21,171	\$86,104
School Readiness	(\$174,744)	44,913	81,808	(\$211,639)
Adult Basic Education	(\$141)	1500	1,400	(\$41)
Nonspendable	0	0	0	\$0
<b>Total Community Ed Fund</b>	<b>(\$125,278)</b>	<b>\$126,811</b>	<b>\$177,118</b>	<b>(\$175,585)</b>
<b>Building Fund</b>	<b>\$185,060</b>	<b>\$0</b>	<b>\$0</b>	<b>\$185,060</b>
<b>Debt Service Fund</b>	<b>\$263,034</b>	<b>\$1,305,670</b>	<b>\$1,286,231</b>	<b>\$282,474</b>
<b>Total Other Funds</b>	<b>\$540,341</b>	<b>\$1,767,796</b>	<b>\$1,865,795</b>	<b>\$442,342</b>
<b>Total All Funds</b>	<b>\$5,702,552</b>	<b>\$7,774,838</b>	<b>\$8,377,091</b>	<b>\$5,100,299</b>

## General Fund Summary by source and object

	Description	2025-2026 Revised	2026-2027 Adopted	Increase / (Decrease)
<b>Revenues:</b>				
	Levy	\$850,901	\$753,818	(\$97,083)
	State Aids	4,691,279	4,651,574	(39,705)
	Local Revenues	409,975	492,300	82,325
	Federal Programs	234,058	109,350	(124,708)
	<b>Total Revenues</b>	<b>\$6,186,213</b>	<b>\$6,007,042</b>	<b>(\$179,171)</b>
<b>Expenditures:</b>				
	Salaries and Wages	\$2,833,850	\$2,796,953	(36,897)
	Employee Benefits	1,249,546	1,143,779	(105,767)
	Purchased Services	1,961,107	2,039,828	78,721
	Supplies and Materials	325,038	191,861	(133,177)
	Capital Expenditures	179,801	137,800	(42,001)
	Other Expenditures	29,354	201,075	171,721
	<b>Total Expenditures</b>	<b>\$6,578,696</b>	<b>\$6,511,296</b>	<b>(\$67,400)</b>
	<b>Change in Fund Balance</b>	<b>(\$392,483)</b>	<b>(\$504,254)</b>	<b>(\$111,771)</b>

### Revenues:

Overall revenues are projected to decline by approximately 3%, driven primarily by continued enrollment decreases and reductions in federal funding. In the prior fiscal year, the District successfully secured a Multi-Tiered Systems of Support (MTSS) grant, which provided additional resources to support student needs. For FY 2027, however, statewide demand for MTSS funding exceeded available resources, resulting in funding being awarded to other applicants. As a result, Lester Prairie did not receive an MTSS allocation for FY 2027, contributing to the overall reduction in projected revenues.

An increase in the state education aid formula of 2.69% in the basic per pupil formula for General Education Aid is offset with a decline in expected student count. For FY 2027, the State

of Minnesota increased the Special Education Aid Cross Subsidy Reduction Aid percentage from 44% to 50%. This enhancement provides additional state funding to offset a portion of the district's special education cross subsidy, which represents the gap between special education expenditures and available state and federal special education revenue. While the increase in reimbursement is a positive development and will provide financial relief, the district continues to experience a cross subsidy that must be supported through general education resources. The FY 2027 budget reflects the increased reimbursement rate and the resulting increase in state special education revenue associated with the district's eligible cross subsidy expenditures. Local revenues are primarily participation and athletic fees, donation related funding and student activity fundraising and can fluctuate annually.

### **Expenditures:**

Overall expenditures are projected to decline by approximately 1%, reflecting intentional staffing adjustments made to align district resources with enrollment trends and operational needs. These staffing changes, along with corresponding reductions in employee benefit costs, help offset ongoing increases in other operating expenditures.

Salaries and wages are expected to decrease as a result of these staffing reductions. Employee benefits are projected to decline by approximately \$105,000, or 8%, despite increases in employer pension contribution rates and health insurance premiums. The overall reduction in benefit costs is attributable to the decrease in staffing levels.

While expenditure reductions have helped mitigate budget pressures, personnel costs continue to represent the district's largest area of spending and remain the primary driver of General Fund expenditures. Consequently, any future budget-balancing efforts may require additional consideration of staffing levels and other personnel-related costs.

Capital expenditures also continue to place pressure on the General Fund as the district addresses ongoing deferred maintenance needs and facility improvement projects. In addition, expenditures reported within the "Other" category reflect street and sidewalk improvement projects completed during FY 2026, with related costs recognized in FY 2027 as billing will be received and processed.

## INFORMATIONAL SECTION

### Levy Summary

A portion of the district’s funding comes from local property taxes, for the General Fund this revenue makes up approximately 13% of funding. The district receives general education revenue from both state aid payments and local property taxes; the mix of aid and levy is designed to equalize local tax burdens between wealthier and less wealthy districts. In the debt service fund, amounts are levied to repay bonds that were used to finance building projects. There are also specific levies to support community education programming. For the 2026 budget, the School Board approved final levy amounts in December 2024, tax payments are collected throughout the 2025 calendar year, and amounts are recognized as revenue for fiscal year 2026. The following page shows the breakdown of the levy categories by fund.

Levy Summary			
Description	2024 Pay 25 Levy	2025 Pay 26 Levy	Change
General	\$831,988	\$739,788	(\$92,200)
Community Service	33,303	\$34,285	\$981
General Debt Service	1,213,631	\$1,218,941	\$5,310
<b>Total Levy</b>	<b>\$2,078,923</b>	<b>\$1,993,013</b>	<b>(\$85,909)</b>
<b>Percent Decrease</b>			<b>-4.13%</b>

Levy Summary				
Fund Level Category	2024 Pay 25 Levy	2025 Pay 26 Levy	\$ Change	% Change
<b>General Fund</b>				
Voter Approved Operating Referendum	\$276,424	\$249,628	(\$26,797)	
Local Optional Revenue	344,864	306,389	(38,475)	
Operating Capital	51,573	52,737	1,165	
Long Term Facilities Maintenance	178,676	165,604	(13,072)	
Instructional Lease	24,431	22,261	(2,170)	
Other	45,531	37,987	(7,544)	
Prior Year Adjustments	(\$89,510)	(\$94,818)	(\$5,309)	
<b>Total General Fund</b>	<b>\$831,989</b>	<b>\$739,788</b>	<b>(\$92,201)</b>	<b>-11.08%</b>
<b>Community Service</b>				
Basic Community Education	\$17,612	\$17,036	(\$576)	
Early Childhood Family Education	10,675	9,645	(1,030)	
School Age Care	4,602	4,500	(102)	
Other	251	276	25	
Prior Year Adjustments	163	2,827	2,665	
<b>Total Community Service</b>	<b>\$33,303</b>	<b>\$34,285</b>	<b>\$982</b>	<b>2.95%</b>
<b>Debt Service</b>				
Debt Service-Voter Approved	\$1,072,189	\$1,060,113	(\$12,076)	
Other	82,005	85,680	\$3,675	
Long-Term Facilities Maintenance	116,285	127,259	\$10,975	
Reduction for Debt Excess	-61,090	-46,471	\$14,619	
Prior Year Adjustments	4,242	-7,640	(\$11,882)	
<b>Total Debt Service</b>	<b>\$1,213,631</b>	<b>\$1,218,941</b>	<b>\$5,310</b>	<b>0.44%</b>
<b>Total Levy, All Funds</b>	<b>\$2,078,923</b>	<b>\$1,993,013</b>	<b>(\$85,909)</b>	<b>-4.13%</b>
<b>Subtotal by Truth in Taxation Categories:</b>				
<b>Voter Approved</b>	<b>\$1,301,735</b>	<b>\$1,264,511</b>	<b>(\$37,225)</b>	
<b>Other</b>	<b>\$777,187</b>	<b>\$728,503</b>	<b>(\$48,684)</b>	
<b>Total</b>	<b>\$2,078,923</b>	<b>\$1,993,013</b>	<b>(\$85,909)</b>	<b>-4.13%</b>

# **EMPLOYMENT AGREEMENT**

**BETWEEN**

**I.S.D. #424  
Lester Prairie Schools**

**and**

**The Minnesota School  
Employees Association**

**~~All Public Employees excluding Supervisory and Confidential Employees, and Head Custodian~~**

July 1, ~~2026~~ ~~2024~~ through June 30, ~~2028~~ ~~2026~~

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## ARTICLE I PURPOSE

### Section 1. Parties

This agreement is entered into between INDEPENDENT SCHOOL DISTRICT No. 424, Lester Prairie, Minnesota, hereinafter referred to as the School District, and the MINNESOTA SCHOOL EMPLOYEES ASSOCIATION, hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for all persons employed by Independent School District No. 424, Lester Prairie, **who are not required to be certified by the State Board of Education, and** who are public employees within the meaning of Minn. Stat. 179A.03, Subd. 14, excluding supervisory, ~~and~~ confidential **and all other** employees.

## ARTICLE II RECOGNITION OF EXCLUSIVE REPRESENTATIVE

### Section 1. Recognition

In accordance with the P.E.L.R.A., the School District recognizes the Minnesota School Employees Association as the exclusive representative for all persons employed by Independent School District No. 424, Lester Prairie, **who are not required to be certified by the State Board of Education, and** who are public employees within the meaning of Minn. Stat. 179A.03, Subd. 14, excluding supervisory, ~~and~~ confidential **and all other** employees who are employed by the School District, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as prescribed in the provisions of this agreement.

### Section 2. Appropriate Unit

The exclusive representative shall represent all ~~such~~ employees of the school district contained in the appropriate unit as defined in Article III, Section 2, of this Agreement and the P.E.L.R.A. and in certification by the Commissioner of Mediation Services.

## ARTICLE III DEFINITIONS

### Section 1. Terms and Conditions of Employment

The term "terms and conditions of employment" means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than employer payment of, or contribution to, premiums for group insurance coverage for retired employees, and the employer's personnel policies affecting the working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of P.E.L.R.A.

### Section 2. Description of Appropriate Unit

For purposes of this Agreement, the term appropriate unit shall mean all persons employed by Independent School District No. 424, Lester Prairie, **who are not required to be certified by the State Board of Education, and** who are public employees within the meaning of Minn. Stat. 179A.03, Subd. 14, excluding supervisory, confidential and all other employees.

### **Section 3. School District**

For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representative.

### **Section 4. Other Terms**

Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

## **ARTICLE IV SCHOOL BOARD RIGHTS**

### **Section 1. Inherent Managerial Rights**

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

### **Section 2. Management Responsibilities**

The exclusive representative recognizes the right and obligation of the school board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

### **Section 3. Effect of Laws, Rules and Regulations**

The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the school board and shall be governed by the laws of the State of Minnesota, and by school board rules, regulations, directives and orders, issued by properly designated officials of the school district. The exclusive representative also recognizes the right, obligation and duty of the school board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the school board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. The exclusive representative also recognizes that the school board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations of the State Board of Education, and valid rules, regulations and orders of State and Federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

### **Section 4. Reservation of Managerial Rights**

The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in the Agreement are reserved to the school district.

**ARTICLE V**  
**EMPLOYEE RIGHTS**

**Section 1. Rights to Views**

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

**Section 2. Right to Join**

Pursuant to P.E.L.R.A., employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the school district.

**Section 3. Request for Dues Check Off**

Subd. 1.      **Payroll Deductions.** Pursuant to Minn. Stat. §179A.06, the Employer will deduct from the regular payroll: Association dues for those employees in the bargaining unit who are members of the Association and who have requested in writing to have their regular Association dues paid by payroll deduction. Employers must commence deductions within 30 days of notice of authorization from the exclusive representative and must remit the deductions to the exclusive representative within 30 days of the deduction. The failure of an employer to comply with the provisions of this paragraph shall be an unfair labor practice under section 179A.13, the relief for which shall be reimbursement by the employer of deductions that should have been made or remitted based on a valid authorization given by the employee or employees.

Subd. 2.      **Remission of Withheld Funds.** The aggregate of funds deducted and withheld from all employees in the bargaining unit shall be remitted by the Employer together with an itemized statement to the Minnesota School Employees Association no later than thirty (30) days following the end of each payroll period.

Subd. 3.      **Bargaining unit information.** Within 20 calendar days from the date of hire of a bargaining unit employee, a public employer must provide the following contract information to an exclusive representative in an Excel file format or other format agreed to by the exclusive representative: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the public employer; date of hire; and work email address and personal email address on file with the public employer.

Subd. 4. Every 120 calendar days, a public employer must provide to an exclusive representative in an Excel File or similar format agreed to by the exclusive representative the following information for all bargaining unit employees: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the public

employer; date of hire; and work email address and personal email address on file with the public employer.

Subd. 5. A public employer must notify an exclusive representative within 20 calendar days of the separation of employment or transfer out of the bargaining unit of a bargaining unit employee.

#### **Section 4. Employee Rights**

The School District will provide the ~~exclusive representative Union steward~~ with the name and work location of each new employee when that employee begins work with the School District. The School District will allow the exclusive representative to meet in person with newly hired employees, without charge to the pay or leave time of the employees, for 30 minutes, within 30 calendar days from the date of hire, during new employee orientations or, at individual or group meetings.

#### **Section 5. Personnel Files**

Members of the unit upon written request to the supervisor having custody of the file, have the right to review the contents of ~~his or her~~ their own personnel file and evaluations. Members of the unit shall have the right to reproduce any of the contents of ~~his or her~~ their own file. Each member of the unit shall have the right to submit for inclusion in ~~his or her~~ their own file written information in response to any material in the file and such information shall become part of the file.

#### **Section 6. Access to School Facilities**

The exclusive representative and its members shall have access to school facilities for the purpose of conducting association business.

## **ARTICLE VI RATES OF PAY**

#### **Section 1. Rates of Pay**

The wages and salaries reflected in Schedule A, attached hereto, shall be a part of the Agreement for the period commencing July 1, ~~2026 2022~~ to June 30, ~~2028 2024~~.

#### **Section 2. Pay Periods**

Subd. 1. All employees shall be paid on or about the 15th and 30th of the month. Pay checks will be given out before holiday breaks in the event that the regular pay day falls during the break or mailed two days prior to the pay day.

Subd. 2. The check will include all hours worked up to the designated cut-off date for payroll, except for checks that include holiday breaks.

Subd. 3. All time will be reported on a time sheet.

Subd. 4. All regular compensated hours will count towards step advancement, seniority and other economic benefits.

#### **Section 3. Advancement on Salary Schedule**

Employees shall advance on the salary schedule on July 1 as per this agreement. In order to qualify for step advancement an employee must work at least 1/2 of the normal work year required for that position.

Until a successor agreement is entered into an employee shall be compensated according to the current rate.

#### **Section 4. Beginning Salary**

New hires will receive 1-year of credit on the salary schedule for every 2-years of verified work experience in a similar position.

#### **Section 5. School Closing**

Subd. 1. The district expects employees to fulfill their assigned contracts. Any employee who has already reported to work when school is closed shall be entitled to 1/2 of their normal daily wage.

Subd. 2. When school is closed due to weather, State order, or other emergency and the employee is not required to report for duty, ~~all public employees excluding supervisory, confidential, and Head Custodian, shall be allowed to use accumulated sick leave for any regularly scheduled hours missed due to the closing of school. Employees will adjust their hours to the announced starting time on delayed school opening or closing days.~~ Pay will be determined by state statute.

#### **Section 6. Overtime**

Overtime at time and 1/2 rate shall be paid for all hours worked in excess of 40 hours per week. Work performed on holidays will be paid time and 1/2 ~~plus holiday pay~~. All overtime requires prior approval from the superintendent or designated supervisor.

#### **Section 7. Shift Differential**

An additional \$.75 ~~per~~ hour will be paid to any employee whose shift begins at 3:00 P.M. or later in the afternoon ~~excluding Kids Depot~~.

#### **Section 8. Working out of Class**

An employee will ~~receive time sheet~~ an additional \$1.00/hour for working an entire shift in a higher classification. ~~Time worked must be approved by a supervisor and entered on the employee's time sheet.~~

## **ARTICLE VII HOURS OF SERVICE**

#### **Section 1. Basic Work Week and Year**

Subd. 1. The regular workweek, exclusive of lunch, shall be prescribed by the school district each year for regular employees. The normal workweek for employees shall be Monday through Friday.

Subd. 2. The work year for the employees will be set by the District school calendar. All employees will be paid for student contact days scheduled on the calendar at the beginning of the school year whether such days are actually held or not. Other paid duty days may be held at the discretion of the District. Any make-up days shall be at the discretion of the District. ~~In the event of a school closing, the District will offer an alternate day of pay.~~

#### **Section 2. Part - Time Employees**

The School District reserves the right to employ such personnel whose positions are basically temporary or seasonal in character and are not for more than 67 working days in any calendar year.

### **Section 3. Lunch Period and Rest Breaks**

Employees shall be provided with a 15-minute paid rest break for every 4-hours worked, and these rest periods shall be scheduled. A duty free lunch period of at least 30-minutes without pay shall be offered to all employees.

### **Section 4. Shifts and Starting Time**

All employees will be notified 10-working days prior to the first day of class of their job title, individual assignment, and starting and ending times. The district may modify an employee's schedule after reviewing the schedule change with the employee and giving the employee a notice in writing at least two weeks prior to the schedule change except in cases of emergency. An employee may be reassigned in the event the work is eliminated through student transfer or program elimination or if additional work is required due to student transfer or program additions.

## **ARTICLE VIII**

### **INSURANCE**

#### **Section 1. Eligibility**

For the purpose of this agreement, any employee whose regular work schedule is 20 hours or more per week in a regularly established position will be eligible for the following insurance benefits for the period of time worked. Also, after 26 weeks, any employee on a hourly/temporary basis working regularly more than 20 hours per week will be eligible for same insurance benefits.

#### **Section 2. Health Insurance**

**Single insurance coverage shall be defined as follows:** The School District shall contribute \$757.50 per month for the ~~2026-27 and 2027-28~~ ~~2024-25 and 2025-26~~ school years toward the premium cost for full-time ~~Non-Certified staff employed by the School District employees~~ who qualify for and are enrolled in the School District's group health and hospitalization plan. The district contribution will first be applied to the insurance premium. The remaining amount, if any, shall be paid by the district into a Health Savings Account (H.S.A.) or VEBA. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. ~~Pro-ration is based on 1,225 hours per year. "Full-time" means an employee who works 1,225 hours per year or more; employees who work fewer than 1,225 hours per year will receive a pro-rated contribution.~~

**Family insurance coverage shall be defined as follows:** The School District shall contribute \$757.50 plus \$500 per month for ~~2026-27 and 2027-28~~ ~~2024-25 and 2025-26~~ school years toward the premium cost for family coverage for full-time ~~Non-Certified staff employed by the School District employees~~ who qualify for and are enrolled in the School District's group health and hospitalization plan and qualify for family coverage. The cost of the premium not contributed by the School District, if any, shall be borne by the employee and paid by payroll deduction. ~~Pro-ration is based on 1,225 hours per year. "Full-time" means an employee who works 1,225 hours per year or more; employees who work fewer than 1,225 hours per year will receive a pro-rated contribution.~~

#### **Section 3. Life Insurance**

The School District will pay ~~up to~~ 100% of the individual premium for a \$30,000 group term life insurance policy.

#### **Section 4. Dental Insurance**

The School District will pay 100% ~~toward~~ the premium for single group dental insurance for ~~full-time~~ employees who are eligible as described in Section 1. ~~“Full -time” means an employee who works 1,225 hours per year of more; employees who work fewer than 1,225 hours per year will receive a pro-rated contribution. Pro-ration is based on 1225 hours per year.~~ Family dental insurance shall be available, according to the requirements of the insurance carrier. ~~All~~eCosts for family dental shall be the responsibility of the employee ~~minus the cost of single dental insurance.~~

#### **Section 5. Income Protection**

The School District will pay the full premium for group income protection insurance.

### **ARTICLE IX**

#### **LEAVE OF ABSENCE**

##### **Section 1. Sick Leave**

Subd. 1. Employees shall earn sick leave at a rate of 6 days at the beginning of each ~~school year of service in the employ of the school district.~~ ~~The~~ An additional 9 days of annual sick leave shall accrue at a rate of 1 day per month during the school year. The day per month will be earned on the 11<sup>th</sup> working day of the month.

Subd. 2. Unused sick leave days may accumulate to a maximum credit of 120 days ~~for all employees.~~

Subd. 3. ~~Sick leave with pay shall be allowed whenever an employee's absence is due to illness, injury, or disability which prevented his/her attendance and performance of duties on that day or days.~~ An employee may use sick leave for any purpose allowed pursuant to Minnesota Statutes section 181.9447, subd. 1.

Subd. 4. ~~Sick leave, for the purpose of this Agreement, shall mean personal illness or such illness or injury to a member of the employee's immediate family as requires the employee's prompt attention. The term "immediate family" means child, adult child, spouse, sibling, parent, mother in law, father in law, grandchild, grandparent, or stepparent. This leave shall not be used for recreational purpose. The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness indicating such absence was due to illness in order to qualify for sick leave pay. A medical certificate may be required in instances of suspected sick leave abuse and the employee will be so advised in writing. The School District may request documentation of the need for sick leave if it exceeds two consecutive days. Documentation shall be consistent with Minnesota Statutes section 181.9447, subd. 3.~~

Subd. 5. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 6. Sick leave pay shall be approved only upon submission via ~~Frontline Absence Management~~, the District's electronic absence management system. When the need for sick leave is known in advance, an employee must provide three days advance notice. If the need for sick leave is not known three days in advance, the employee must provide notice as soon as practical.

Subd. 7. If an employee has at least 100 hours of sick leave, they may use up to five (5) days on non-student contact days each year.

Subd. 7. ~~Wellness Incentive~~

- ~~• Less than 39-week employees who do not use any sick leave during semester 1 and/or semester 2 shall be paid a \$75 wellness reward after the end of the school year for each semester that the award is earned.~~
- ~~• Less than 52-week and more than 39-week employees and 12-month employees who do not use any sick leave during July 1 to December 31 or January 1 to June 30 shall be paid a \$100 wellness reward after the end of the fiscal year for each term that the award is earned.~~

## **Section 2. Child Care Leave**

Subd. 1. Child care leave shall be granted by the school district, subject to the provisions of this section, to one parent of an infant child, provided such parent is caring for the child on a full-time basis.

Subd. 2. An employee making application for child care leave shall inform the superintendent or ~~his~~ designee in writing of ~~his/her intention~~ the intent to take child care leave at least 2 calendar months prior to the date of the intended leave. The employee shall indicate the expected date to begin the leave and the length of leave requested.

Subd. 3. If the reason for the child-care leave is occasioned by pregnancy, an employee may utilize sick leave pursuant to the sick leave provisions of this agreement during a period of physical disability. An employee shall not be eligible for sick leave during a period of time covered by a child-care leave except during a period of physical disability occasioned by pregnancy. A pregnant employee will also provide at the time of the leave application, a ~~physician's~~ statement ~~from her physician~~ indicating the expected date of delivery.

Subd. 4. The district may, if mutually agreed between the employee and school district, adjust the proposed length, beginning and ending dates of a child care leave to coincide with some natural break in the school year.

Subd. 5. In making a determination concerning the commencement and duration of a child-care leave, the school board shall not in any event be required to:

1. Grant any leave more than 6 months in duration.
2. Permit the employee to return to employment prior to the date designated in the request for child-care leave, unless mutually agreed upon.

Subd. 6. An employee returning from child care leave shall be re-employed in the position ~~he/she~~ the employee was previously employed in or if this position no longer exists, in a position which the employee is qualified for.

Subd. 7. Failure of the employee to return to work on the date mutually determined by the employee and the district under this section shall constitute grounds for termination, unless the school district and the employee mutually agree to an extension of the leave.

Subd. 8. An employee returning from child care leave within the provisions of this section shall retain all ~~his/her~~ seniority rights, experience and any unused leave time accumulated under the provisions of the agreement at the commencement of ~~his/her the~~ child care leave. The employee shall not accrue additional seniority, experience or leave time during the period of absence for child-care leave.

Subd. 9. An employee on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the employee wishes to retain, commencing with the beginning of the child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to work for the district pursuant to this section and subject to applicable state and federal laws.

Subd. 10. Leaves granted under this section shall be without pay or fringe benefits unless otherwise provided for under this section or allowed under state or federal statute.

### **Section 3. Jury Duty**

If an employee is called for jury duty, the employee's salary will be deducted by the amount of pay the employee receives for ~~his/her the~~ jury services and the employee will incur no loss of personal leave.

### **Section 4. Workers Compensation**

Pursuant to applicable state and federal laws and regulations, an employee injured on the job in the service of the school district and collecting worker's compensation insurance may draw sick leave and receive full salary from the school district with ~~his/her the~~ salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from ~~his/her~~ sick leave.

### **Section 5. Emergency and Bereavement Leave**

Subd. 1. Emergency Leave: An employee shall be eligible for up to 5 days of paid emergency leave per occurrence, deducted from sick leave, to be used in the event of serious illness in the immediate family as defined in Section 1, Subdivision 4. (child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent). Serious illness is defined as bedside attendance or home care for these members of immediate family.

Subd. 2. Bereavement Family Leave: An employee shall be eligible for up to 3 days of paid bereavement leave and the employee may supplement with up to 2 additional days from sick leave, in the event of a death in the immediate family (child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent).

Subd. 3. Bereavement Other: An employee shall be eligible for 1 day of leave for the death of anyone not defined in Subd. 2. Which will be deducted from personal leave and if none remain will be deducted from sick leave with prior approval from administration.

## **Section 6. Medical Leave**

Subd. 1. An employee who has completed ~~his/her~~ the probationary period (Article XII, Sec. 1) who is unable to perform ~~his/her~~ duties because of illness or injury and who has exhausted all sick leave credit available may, upon request, be granted a medical leave of absence without pay up to 6 months. This leave may be renewed at the discretion of the school district.

Subd. 2. A request for leave of absence or renewal thereof under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume ~~his/her~~ normal responsibilities.

~~Subd. 3. Any leave under this Section shall run concurrently with any statutory leaves.~~

## **Section 7. Insurance Application**

An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance, ~~unless the employee is on Minnesota Paid Family Medical Leave or a leave covered by the Family Medical Leave Act provided the employee does not have a leave under the FMLA.~~ If the employee is on un-paid medical leave, and has exhausted all paid sick leave, the school district shall continue to make its health insurance contribution at the rate of one month for every two years of service, to a maximum of 6 months during an employee's term of service.

## **Section 8. Credit**

An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which ~~he/she~~ had accrued at the time ~~he/she~~ the employee went on leave. No credit shall accrue for the period of time that an employee was on unpaid leave.

## **Section 9. Eligibility**

Leave benefits provided in this article shall apply to 12-month and less than 12-month employees.

## **Section 10. Personal Leave**

Employees shall be eligible for 3 days personal leave with pay per school year. Personal leave shall not be deducted from Sick Leave. Each employee may accumulate up to 5 unused personal days. Requests for personal leave must be made in writing via ~~Frontline Absence Management the District's electronic absence management system to the building principal,~~ at least 3 days in advance, except in the event of emergencies. Upon receipt of an emergency request, the principal will forward the request to the Superintendent for approval. The Superintendent may refuse to grant any leave in cases in which it is detrimental to the learning process and/or School District. If the timing for the requested days is before or after a holiday break, a maximum of 2 paraprofessionals may be granted leave at one time. Requests for personal leave for school days following May 1 must be entered into Frontline Absence Management prior to May 1. In cases where a personal leave is needed following May 1, a request and discussion with administration is required to determine whether the leave will be approved.

## **Section 11. Unpaid Leaves**

Employees, with the approval of the school board, may be granted up to 2-years of leave without pay or loss of seniority.

**ARTICLE X  
HOLIDAYS**

**Section 1. Paid Holidays**

12-month employees shall be granted the following paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Day, President's Day, Memorial Day, Good Friday, and Juneteenth.

12-month employees who work on a holiday will be paid at the rate of time and 1/2 their regular rate of pay plus holiday pay.

Less than 52 week and more than 39 week employees shall be granted the following paid holidays, if they occur: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Day, President's Day, Good Friday, Memorial Day, and Juneteenth.

Less than 39 week employees will have Thanksgiving, Friday after Thanksgiving, Christmas Eve Day, Christmas, New Years Day, President's Day and Good Friday (unless school is in session on that day) as paid holidays.

If there is school on President's Day, then the Monday following Easter will be used as a paid holiday.

**Section 2. Weekends**

Holidays that fall on weekends will be observed on a day established by the School District.

**Section 3. School In Session**

The School district reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Any legal holiday or a holiday which falls within an employee's vacation period shall not be counted as a vacation day.

**ARTICLE XI  
VACATIONS**

**Section 1. Eligibility**

This Article shall apply to employees who are regularly employed on a 10-month basis. Employees working less than 12 months, 40 hours per week will receive a pro-rata vacation based on 2080 hours.

**Section 2. Earned Vacations**

Employees under these provisions shall accrue vacation with pay as follows:

Less than one year of employment	0.4 days per month
After completing 1 year of employment	5 days

At the end of each of the 2 <sup>nd</sup> through 7 <sup>th</sup> years:	10 days
At the end of each of the 8 <sup>th</sup> through 19 <sup>th</sup> years:	15 days
At the start of the 20 <sup>th</sup> year and each year thereafter:	20 days

**Section 3. Application**

Subd. 1. Vacation amounts shall be determined as of July 1 of each year. Probationary employees shall earn vacation from their date of hire, but shall not be able to use vacation until the completion of probation

Subd. 2. If the employee resigns before completing a full year of service said employee shall not be entitled to any vacation pay and shall have the salary paid for any vacation days taken deducted from said employee's final check. An employee who has completed at least 1 year of service shall be entitled to receive the pro-rata pay for unused vacation time provided such employee provides the school district with at least 2 weeks advance notice of resignation time.

Subd. 3. Any employee seeking to use vacation time shall submit a written request to the department head at least 2 weeks prior to the commencement of the vacation day or days requested.

**ARTICLE XII**

**DISCIPLINE, DISCHARGE, JOB POSTING AND PROBATIONARY PERIOD**

**Section 1. Probationary Period**

An employee under the provisions of this agreement shall serve a probationary period of 60 working days of continuous service in the district during which time the employee shall accrue but not have access to the leave provisions of Article IX, **except the employee may use sick leave pursuant to Article IX, Section 1.** The school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

**Section 2. Probationary Period; Change of Classification**

In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a new probationary period of 30 working days in any such new classification. During this 30 working day period, if it is determined by the school district that the employee's performance in the new classification is unsatisfactory, or if the employee determines they do not want to stay in the new position, the school district shall have the right, without recourse to the grievance procedure, to reassign the employee to **his/her** the former classification. However, during the duration of the 30 working day probationary period the employee shall have the right to bring a grievance on any other provisions of the contract, including discharge or discipline, alleged to have been violated.

**Section 3. Discipline**

An employee shall not be disciplined, reprimanded or reduced in rank or compensation without just cause. Prior to conducting a meeting with an employee to determine possible misconduct, the District

shall notify the employee of the subject of the meeting, any allegations against the employee and shall inform the employee ~~that she/he has~~ of the right to union representation. If the employee wishes to waive those rights, ~~he/she the employee~~ must do so in writing.

#### **Section 4. Seniority**

Employees shall acquire seniority upon completion of the probationary period as defined in this Agreement and, upon acquiring seniority, the seniority date shall revert back to the first date of service. Seniority is hereby defined as continuous employment in the bargaining unit from the most recent date of employment for all employees.

#### **Section 5. Seniority Date**

Subd. 1. The most recent date of employment is whichever of the following circumstances first occurs:

1. The date an employee commences uninterrupted actual work for the school district.
2. In the case of a substitute employee subsequently hired as a permanent employee, the first day of work as substitute providing there has been no period of time in excess of 5-consecutive working days in which the employee did not actually work and receive payment from the school district.

Subd. 2. Except as provided in Subd. 1.2, substitute employees shall not accrue seniority.

Subd. 3. A Seniority List shall be posted by the School District every year. If there is a tie on the seniority list, the tie shall be broken with the flip of a coin. When the seniority list is posted, the employees shall have 10 working days to make any corrections.

#### **Section 6. Changes In Classifications**

Subd. 1. Any employee who requests and is granted a transfer to an equal classification shall maintain ~~his/her~~ rate of pay and step placement.

Subd. 2. Any employee who is promoted to a higher classification shall maintain ~~his/her~~ step placement within the new classification.

Subd. 3. Any employee who requests and is granted a demotion shall maintain ~~his/her~~ step placement within the new classification

Subd. 4. Any employee who is involuntarily demoted shall not suffer a loss of hourly salary. Such employee will maintain the rate of pay ~~he/she was receiving~~ received at the time of the demotion. A demoted employee would be put on the step within the new classification at the next anniversary date when step movement occurs.

Subd. 5. An employee recalled from lay off shall be credited with the same step placement that they had at the time of the lay off.

#### **Section 7. Job Posting**

Permanent, temporary and summer job openings in any classification in the school district will be posted in the Staff Lounge for a period of 5 working days. On the day of posting, a notice of posting shall be sent to all employees on "layoff" status and to the ~~MSEA Union Steward(s)~~ exclusive representative. Employees interested in the position must advise the employer in writing within the posting period. The school district shall fill postings with current qualified employees before hiring applicants from outside the school district. An employee shall be considered qualified if ~~she/he~~ the employee meets the requirements listed on the job posting. The District shall have the right to determine qualifications. The District reserves the right to reject all candidates for a position and to repost the position. Any rejected candidates from within the School District may reapply. If the most senior employee applying for the posting is not selected, the reasons for such a decision shall be given to the employee. A permanent job opening is a vacancy in a position scheduled for 12 hours or more per week. A permanent opening will not exist when the person holding that position is on vacation, sick leave or leave of absence. Summer postings will be sent to all employees advising the District of their desire to receive postings. Employees wishing to receive summer postings must advise the District (in writing) prior to the last day of student contact of each school year.

### ARTICLE XIII REDUCTION IN FORCE/RECALL

The parties recognize the principle of seniority in the application of the Agreement, within classification, concerning reduction in force, provided the employee is qualified to perform the duties and responsibilities of the position. An employee on layoff shall retain seniority and right to recall, within classification, in seniority order for a period of 18 months after the date of layoff.

An employee who is being laid off or reduced shall be given a written notice of such 2 weeks before the intended layoff or reduction. An employee resigning ~~his/her~~ their position shall give the school district a written notice 2 weeks prior to leaving.

All employees on layoff shall be responsible for keeping the school district informed of their addresses and telephone numbers. An employee on layoff who does not respond to the District within 10 days after being notified by certified mail, sent to the employees last known address, or through a telephone conversation will be considered to have resigned and shall lose all further right to recall.

No new employees will be hired while qualified employees are on layoff.

### ARTICLE XIV RETIREMENT BENEFITS

#### **Section 1. Severance Pay**

Section 1, Severance Pay applies to all District Non Certified employees hired prior to July 1, 2008.

Subd.1. Employees who resign from the School District shall be granted the following percentage of their accumulated sick leave days to a maximum of 60 days:

Length of employment:

0-15 years no withdrawal  
15-20 years 25%  
20 years plus 50%.

Subd. 2. Employees who retire or are eligible to receive a PERA or Social Security retirement shall be granted the following percentage of their accumulated sick leave days to a maximum of 90 days:

Length of employment:  
0-10 years no withdrawal  
10-15 years 25%  
15 years plus 50%.

The rate of pay for each day to be calculated on the average daily salary of the employee at the time they terminate their employment.

If an employee dies and has severance pay coming, the employee's beneficiary would receive the severance pay.

### **Section 2. Severance Pay Phase-Out**

All ~~non-certified~~ employees employed after July 1, 2008 do not qualify and shall not be eligible for severance pay under Article XIV of the contract. Such ~~non-certified~~ employees shall ~~only~~ be eligible to participate in the School District's 403(b) tax sheltered annuity matching program and the School District shall make matching contribution to such program in the maximum amount set forth in Section 3 below.

Any non certified employee eligible for severance pay under Article XIV of this contract will continue to be eligible to receive severance pay as set forth there in. Such non-certified employees may also participate in the School District's 403(b) annuity matching program. The School District's matching contribution to such program shall be in the amount as set forth in Section 3 below. Upon the non certified employees retirement, the total amount of the School District's matching contribution to the non certified employees 403(b) annuity account shall be deducted from any severance pay obligation/entitlement under Article XIV of the contract. If 403(b) contributions exceed the severance pay amount the non-certified employee shall not be entitled to receive any severance pay pursuant to Article XIV.

### **Section 3. 403(b) Match**

Subd. 1. Employees shall be eligible to participate in a district match, 403(b) tax deferred annuity plan if they have completed 1 year of employment with the district.

Subd. 2. The selection of the 403(b) plan provider(s) shall be made by the School District.

Subd. 3. The 403(b) plan shall continue as long as Minnesota Statue or Federal Statue permit this type of plan.

Subd. 4. The 403(b) plan shall begin September 1 of each school year or as close to September 1 as possible.

Subd. 5. The district shall not contribute more than that outlined in the payment schedule below. Employees must match or exceed the district contribution to be eligible for participation in the plan.

Maximum Yearly Match:  
0-10 years = up to \$650  
11+ = up to \$1000

Subd. 6. Employees on any unpaid leave may not participate in the matching plan while on leave.

#### **Section 4. Health Insurance Coverage**

If a health insurance eligible employee resigns or retires with at least 20 years of service and is at least 60 years of age or meets the rule of 90 (age plus years of experience) and prior to age 65 the District shall contribute \$3500 per year for those retirees who had single coverage the entire year before the time of retirement, or \$7500 per year for those retirees who had family coverage the entire year before the time of retirement, to a health savings account or similar plan. Contributions will cease when the employee attains the age of 65.

Death of the employee participant: If the employee dies before retirement, no contribution will be made to the health savings account or similar plan. If the employee dies before completion of the 5-year retirement period, the payments stop at the end of that fiscal year.

### **ARTICLE XV**

#### **MISCELLANEOUS PROVISIONS**

##### **Section 1. In-service Training**

All bargaining unit employees will receive paid training each year. Additional paid in-service may be provided at the District's discretion.

##### **Section 2. Employee Bulletin Boards**

Bulletin Board space will be provided at each work site for the purpose of posting vacancy notices, union notices, and other relevant job related information. This space shall be readily accessible to all employees.

### **ARTICLE XVI**

#### **GRIEVANCE PROCEDURE**

##### **Section 1. Definitions**

Subd. 1. **Bureau.** "Bureau" means the Bureau of Mediation Services.

Subd. 2. **Days.** "Days" means working days.

Subd. 3. **Employee.** "Employee" means any public employee who is employed in a position that is part of an appropriate unit for which an exclusive representative has been certified under Minnesota Statutes, section 179A.12.

Subd. 4. **Grievance.** "Grievance" means a dispute or disagreement regarding the application or interpretation of any term of a contract required under Minnesota Statutes, section 179A.20, subd.1. If no contract exists between the exclusive representative and the employer, "grievance" means a dispute

or disagreement regarding the existence of just cause in the discipline of any employee or the termination of non-probationary employees.

Subd. 5. **Non-probationary.** “Non-probationary” means an employee who has completed an initial probationary period required as of the public employer’s employment process.

Subd. 6. **Party.** “Party” means either the exclusive representative and its authorized agent or the employer and its authorized representative.

Subd. 7. **Service.** “Service” means personal delivery or service ~~by the United States Postal Service, postage prepaid and addressed to the individual or organization at its last known mailing address by email.~~ Service is effective upon ~~deposit with the United States Postal Service, as evidenced by a postmark or dated receipt, or upon personal delivery sending, unless the sender receives electronic notification that an email was not received.~~

## Section 2. Computation of Time

In computing any period of time prescribed or allowed by the day, act or event upon which a period of time begins to run shall not be included. The last day of the time period shall be included unless it is a Saturday, Sunday, or holiday.

## Section 3. Grievance Procedure

### Step One

When an employee or group of employees represented by an exclusive representative has a grievance, the employee or an agent of the exclusive representative shall attempt to resolve the matter with the employee’s immediate supervisor, ~~through the use of reasonable diligence,~~ within 15 days after the employee ~~had, or~~ should have had, knowledge of the event or act giving rise to the grievance. The supervisor shall then attempt to resolve the matter and shall respond in writing to the grievant and the agent of the exclusive representative within 5 days after the grievance is presented.

### Step Two

If the supervisor has not been able to resolve the grievance or has not responded in writing within the time period provided in step one, a written grievance may be served on the ~~Superintendent superintendent~~ by the exclusive representative. The written grievance shall provide a concise statement outlining the nature of the grievance, the provisions of the contract or the just cause situation in dispute, and a statement of the relief or remedy requested. The written grievance must be served on the employer’s representative within 15 days after the immediate supervisor’s response was due in step one. The superintendent shall meet with the agent of the exclusive representative within five days after service of the written grievance and both parties will attempt to resolve the grievance. The employer’s representative shall serve a written response to the grievance on the agent of the exclusive representative within ~~5~~ 15 days of ~~the meeting receiving the written grievance.~~ The response shall contain a concise statement of the employer’s position on the grievance and the remedy or relief the employer is willing to provide, if any.

### Step Three

If the grievance is not resolved in step two, the exclusive representative may serve the written grievance upon the school board within 10 days after the written response required by step two was due. An agent of the exclusive representative shall meet with the school board or their designee within 15 days of service of the written grievance and they shall attempt to resolve the matter. The chief administrative officer or designee shall serve a written response to the grievance on the agent of the exclusive representative within 10 days of the meeting.

## Section 4. Arbitration

Subd. 1. **Referral to arbitration.** If the response of the school board or designee is not received within the time period provided in step three or is not satisfactory, the exclusive representative may serve a written notice on the employer of its intent to refer the case to arbitration within 10 days after the response required by step three is due.

Subd. 2. **Selection of arbitrator.** Either party may request a list of impartial arbitrators from the ~~b~~Bureau of Mediation Services (“BMS”). The parties shall alternately strike names from a list of ~~five~~ seven names to be provided by the ~~bureau~~ BMS until only one name remains, and the remaining name shall be the designated arbitrator. The determination of which party will commence the striking process shall be made by mutual agreement or a flip of a coin. ~~If one party refuses to strike names from the list provided by the bureau, the other party may serve written notice of this fact upon the bureau, with a copy to the offending party. Unless it is confirmed that the parties have otherwise selected or agreed upon an arbitrator within three days of service of the notice of refusal or failure to strike names, the bureau shall designate one name from the list previously provided to the parties and the person so designated by the bureau shall have full power to act as the arbitrator of the grievance.~~

Subd. 3. **Arbitrator’s authority.** The arbitrator shall have no authority to amend, modify, add to, or subtract from the terms of the existing contract. The decision and award of the arbitrator shall be final and binding upon both parties.

Subd. 4. **Arbitration expenses.** The employer and the exclusive representative shall share equally the arbitrator’s fees and necessary expenses. Cancellation fees shall be paid by the party requesting the cancellation and any fees incurred as a result of a request for clarification shall be paid by the party requesting the clarification. Each party shall be responsible for compensating its own representatives and witnesses except to the extent provided Section 5, subpart 1.

Subd. 5. **Transcripts and briefs.** Because arbitration is intended to provide a simple, speedy alternative to litigation processes, the use of transcripts and briefs should be considered only in exceptional circumstances. If a verbatim record is required, the cost will be shared equally between the parties. The arbitrator may maintain written notes of the hearing and may use an electronic recording device to supplement the note taking. These notes shall be considered the arbitrator’s private and personal property and shall not be made available to the parties or another third party. If a recording device is used by the arbitrator to supplement the arbitrator’s notes, the arbitrator shall retain the recording for a period of 90 days following the issuance of the award.

## **Section 5. Processing of Grievances**

Subd. 1. **Release time.** To the fullest extent feasible, the processing of grievances in this procedure shall be conducted during the normal business hours of the employer. Employees designated by the exclusive representative shall be released from work without loss of regular non-overtime earnings as a result of their necessary participation in meetings or hearings held pursuant to this grievance procedure, whenever such release is consistent with the ability of the employer to conduct safe and reasonable operations. No more than three employees shall be entitled to compensation for participation in a single meeting or hearing with respect to any one grievance.

Subd. 2. **Waiver of steps.** The parties may, by written mutual agreement, waive participation in the grievance steps and may similarly agree to extend the time limits established herein.

Subd. 3. **Time limits.** A failure to raise a grievance within the time limits specified, or to initiate action at the next step of the procedure within the time limits in these parts shall result in forfeiture by the exclusive representative of the right to pursue the grievance. ~~A failure of an employer representative to comply with the time periods and procedures shall require mandatory alleviation of the grievance as requested in the last statement by the exclusive representative.~~

## DURATION

### Section 1. Terms And Reopening Negotiations

This Agreement shall remain in full force and effect for a period commencing July 1, ~~2026~~ ~~2022~~ through June 30, ~~2028~~ ~~2024~~, and thereafter until modifications are made pursuant to the PELRA. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent pursuant to P.E.L.R.A. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of the Agreement.

### Section 2. Effect

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

### Section 3. Finality

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

### Section 4. Severability

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

**SIGNATURES**

**IN WITNESS WHEREOF**, the parties have executed this Agreement.

Dated: \_\_\_\_\_

\_\_\_\_\_  
ISD #424 School Board Chair

Dated: \_\_\_\_\_

\_\_\_\_\_  
ISD #424 School Board Clerk

Dated: \_\_\_\_\_

\_\_\_\_\_  
ISD #424 Superintendent

Dated: \_\_\_\_\_

\_\_\_\_\_  
MSEA Steward

Dated: \_\_\_\_\_

\_\_\_\_\_  
MSEA Steward

Dated: \_\_\_\_\_

\_\_\_\_\_  
MSEA Field Representative

**PAY RATES FOR THE 2026-2028 SCHOOL YEARS**

<b>2026-2027</b>	<b>Level 1</b>	<b>Level 2</b>		<b>2027-2028</b>	<b>Level 1</b>	<b>Level 2</b>
Step 1	\$16.93	\$18.01		Step 1	\$17.22	\$18.32
Step 2	\$17.34	\$18.32		Step 2	\$17.65	\$18.64
Step 3	\$17.83	\$18.87		Step 3	\$18.14	\$19.20
Step 4	\$18.23	\$19.32		Step 4	\$18.55	\$19.66
Step 5	\$18.67	\$19.80		Step 5	\$19.00	\$20.14
Step 6	\$18.99	\$20.16		Step 6	\$19.32	\$20.51
Step 7	\$19.34	\$20.53		Step 7	\$19.68	\$20.89
Step 8	\$19.71	\$20.95		Step 8	\$20.05	\$21.31
Step 9	\$20.07	\$21.34		Step 9	\$20.42	\$21.71
Step 10	\$20.46	\$21.78		Step 10	\$20.82	\$22.16
Step 11	\$20.85	\$22.20		Step 11	\$21.21	\$22.59
Step 12	\$21.15	\$22.51		Step 12	\$21.52	\$22.91
Step 13	\$21.51	\$22.91		Step 13	\$21.89	\$23.31
Step 14	\$21.90	\$23.30		Step 14	\$22.28	\$23.71
Step 15	\$22.27	\$23.70		Step 15	\$22.66	\$24.12
Step 20	\$24.27	\$25.85		Step 20	\$24.70	\$26.30
Step 25	\$26.48	\$28.22		Step 25	\$26.95	\$28.71

**Level 1:** Paraprofessional, Bi-Lingual Paraprofessional, Kids Depot Staff, Cook Helper, Assistant Cook, Custodian

**Level 2:** Elementary Secretary, Administrative Assistant, Lead Custodian

**~~PAY RATES FOR THE 2024-2026 SCHOOL YEARS~~**

<b>2024-2025</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>		<b>2025-2026</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
Step 1	\$16.25	\$16.44	\$17.48		Step 1	\$16.58	\$16.76	\$17.83
Step 2	\$16.67	\$16.83	\$17.78		Step 2	\$17.00	\$17.17	\$18.14
Step 3	\$17.13	\$17.30	\$18.32		Step 3	\$17.47	\$17.65	\$18.68
Step 4	\$17.52	\$17.70	\$18.76		Step 4	\$17.87	\$18.05	\$19.13

Step-5	\$17.92	\$18.13	\$19.22	Step-5	\$18.28	\$18.49	\$19.60
Step-6	\$18.24	\$18.44	\$19.57	Step-6	\$18.61	\$18.80	\$19.96
Step-7	\$18.53	\$18.78	\$19.93	Step-7	\$18.90	\$19.15	\$20.33
Step-8	\$18.87	\$19.13	\$20.33	Step-8	\$19.25	\$19.51	\$20.74
Step-9	\$19.24	\$19.48	\$20.72	Step-9	\$19.62	\$19.87	\$21.13
Step-10	\$19.58	\$19.86	\$21.13	Step-10	\$19.97	\$20.26	\$21.56
Step-11	\$19.93	\$20.23	\$21.55	Step-11	\$20.33	\$20.64	\$21.98
Step-12	\$20.24	\$20.53	\$21.85	Step-12	\$20.65	\$20.94	\$22.29
Step-13	\$20.59	\$20.89	\$22.23	Step-13	\$21.00	\$21.30	\$22.68
Step-14	\$20.94	\$21.25	\$22.62	Step-14	\$21.36	\$21.68	\$23.07
Step-15	\$21.30	\$21.61	\$23.01	Step-15	\$21.73	\$22.05	\$23.47
Step-20	\$23.21	\$23.56	\$25.09	Step-20	\$23.67	\$24.03	\$25.59
Step-25	\$25.31	\$25.70	\$27.39	Step-25	\$25.81	\$26.22	\$27.94

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**  
**2026-2027**

DATE: 5/14/2026

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Claire Turner** for the following extra curricular assignment:

Football Cheerleading Coach BA-0 (3% @ \$44,582.00)

For this assignment you will be paid a total of \$1338.00. **\*In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:

Claire A Turner  
Coach's Signature

4/14/26  
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 \_\_\_\_\_, 2026. Ind. District No. 424

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

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



1060 5th AVE SE • HUTCHINSON, MN 55350

C-STORE 320-587-6537  
ENERGY: 320-587-3079  
ELEVATOR: 320-587-4647  
STATION 320-234-0407  
CORNER MARKET 320-327-2500

AGRONOMY: ARLINGTON 507-964-2283  
HUTCHINSON 320-587-3229  
LESTER PRAIRIE 320-395-2576  
TOLL FREE: 800-795-1299  
[www.hutchcoop.com](http://www.hutchcoop.com)

*My last day of  
employment  
will be May 22<sup>ND</sup>*

*May 1<sup>st</sup>  
Linda Dellepen*

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

**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/15/2026

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Marc Wawrzyniak** for the following assignment:

Class Trip Coordinator

For this assignment you will be paid a total of \$100.00. with the option to Chaperone the trip for an additional \$175 or coordinate and secure substitute chaperone. **\*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 when the Class Trip is completed.

I hereby accept the assignment as indicated:

  
\_\_\_\_\_  
Advisor's Signature

5-13-26  
\_\_\_\_\_  
Date

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 2026. Ind. District No. 424

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

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

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

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

**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/15/2026

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Angelica Biondo** for the following assignment:

Class Trip Coordinator

For this assignment you will be paid a total of \$100.00. with the option to Chaperone the trip for an additional \$175 or coordinate and secure substitute chaperone. **\*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 when the Class Trip is completed.

I hereby accept the assignment as indicated:

Angelica Biondo

Advisor's Signature

5/18/26

Date

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

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

\_\_\_\_\_ day of \_\_\_\_\_, 2026. Ind. District No. 424

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

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

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

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

**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/15/2026

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Angelica Biondo** for the following assignment:

\_\_\_\_\_ Concessions Manager \_\_\_\_\_

For this assignment you will be paid a total of \$1,000.00. **\*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 when the Concessions year is completed.

I hereby accept the assignment as indicated:



Advisor's Signature



Date

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 2026. Ind. District No. 424

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

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

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

LESTER PRAIRIE PUBLIC SCHOOL  
SCHOOL DISTRICT 424  
131 North Hickory Street  
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**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/26/2026

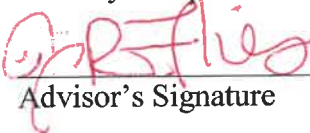
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Jessi Flies** for the following assignment:

\_\_\_\_\_ Concessions Manager \_\_\_\_\_

For this assignment you will be paid a total of \$1,000.00. **\*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 when the Concessions year is completed.

I hereby accept the assignment as indicated:

  
\_\_\_\_\_  
Advisor's Signature

5/26/26  
\_\_\_\_\_  
Date

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 2026. Ind. District No. 424

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

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

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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

**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/15/2026

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Terri Schuft-Helland** for the following assignment:

\_\_\_\_\_ Special Events Coordinator \_\_\_\_\_

For this assignment you will be paid a total of \$200.00. **\*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 when the Special Events year is completed.

I hereby accept the assignment as indicated:

  
\_\_\_\_\_  
Advisor's Signature

5-13-26  
\_\_\_\_\_  
Date

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 2026. Ind. District No. 424

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

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

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LESTER PRAIRIE PUBLIC SCHOOL  
SCHOOL DISTRICT 424  
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**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/15/2026


The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Christine Mattson** for the following assignment:

\_\_\_\_\_ Special Events Coordinator \_\_\_\_\_

For this assignment you will be paid a total of \$200.00. **\*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 when the Special Events year is completed.

I hereby accept the assignment as indicated:

  
\_\_\_\_\_  
Advisor's Signature

5/26/26  
\_\_\_\_\_  
Date

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 2026. Ind. District No. 424

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

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

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LESTER PRAIRIE PUBLIC SCHOOL  
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**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/15/2026

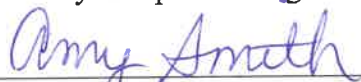
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Amy Smith** for the following assignment:

Fundraiser Coordinator

For this assignment you will be paid a total of \$100.00. **\*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 when the Fundraising year is completed.

I hereby accept the assignment as indicated:

  
Advisor's Signature

5/13/26  
Date

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 2026. Ind. District No. 424

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

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

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

LESTER PRAIRIE PUBLIC SCHOOL  
SCHOOL DISTRICT 424  
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**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/15/2026

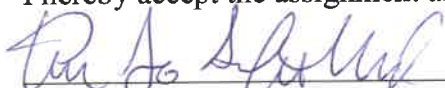
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Terri Schuft-Helland** for the following assignment:

Fundraiser Coordinator

For this assignment you will be paid a total of \$100.00. **\*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 when the Fundraising year is completed.

I hereby accept the assignment as indicated:

  
\_\_\_\_\_  
Advisor's Signature

5-13-26  
\_\_\_\_\_  
Date

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 2026. Ind. District No. 424

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

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

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

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

**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/14/2026

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Claire Turner** for the following extra curricular assignment:

Football Cheerleading Coach BA-0 (3% @ \$44,582.00)

For this assignment you will be paid a total of \$1338.00. **\*In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:

  
Coach's Signature

4/14/26  
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 \_\_\_\_\_, 2026. 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)



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HUTCHINSON 320-587-3229  
LESTER PRAIRIE 320-395-2576  
TOLL FREE: 800-795-1299  
[www.hutchcoop.com](http://www.hutchcoop.com)

*My last day of  
employment  
will be May 22<sup>ND</sup>*

*May 1<sup>st</sup>  
Linda Dellepen*

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

**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/15/2026

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Marc Wawrzyniak** for the following assignment:

Class Trip Coordinator

For this assignment you will be paid a total of \$100.00. with the option to Chaperone the trip for an additional \$175 or coordinate and secure substitute chaperone. **\*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 when the Class Trip is completed.

I hereby accept the assignment as indicated:

  
\_\_\_\_\_  
Advisor's Signature

5-13-26  
\_\_\_\_\_  
Date

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 2026. Ind. District No. 424

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

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

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

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

**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/15/2026

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Angelica Biondo** for the following assignment:

Class Trip Coordinator

For this assignment you will be paid a total of \$100.00. with the option to Chaperone the trip for an additional \$175 or coordinate and secure substitute chaperone. **\*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 when the Class Trip is completed.

I hereby accept the assignment as indicated:

Angelica Biondo

Advisor's Signature

5/18/26

Date

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

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

\_\_\_\_\_ day of \_\_\_\_\_, 2026. Ind. District No. 424

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Chairperson's Signature

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

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**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/15/2026

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Angelica Biondo** for the following assignment:

\_\_\_\_\_ Concessions Manager \_\_\_\_\_

For this assignment you will be paid a total of \$1,000.00. **\*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 when the Concessions year is completed.

I hereby accept the assignment as indicated:



\_\_\_\_\_  
Advisor's Signature



\_\_\_\_\_  
Date

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

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**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/26/2026

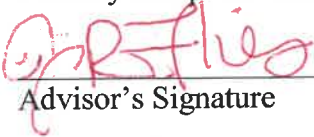
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Jessi Flies** for the following assignment:

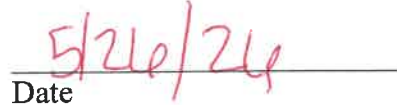
\_\_\_\_\_ Concessions Manager \_\_\_\_\_

For this assignment you will be paid a total of \$1,000.00. **\*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 when the Concessions year is completed.

I hereby accept the assignment as indicated:

  
\_\_\_\_\_  
Advisor's Signature

  
\_\_\_\_\_  
Date

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**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/15/2026

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Terri Schuft-Helland** for the following assignment:

\_\_\_\_\_ Special Events Coordinator \_\_\_\_\_

For this assignment you will be paid a total of \$200.00. **\*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 when the Special Events year is completed.

I hereby accept the assignment as indicated:

  
\_\_\_\_\_  
Advisor's Signature

5-13-26  
\_\_\_\_\_  
Date

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

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**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/15/2026

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Christine Mattson** for the following assignment:

\_\_\_\_\_ Special Events Coordinator \_\_\_\_\_

For this assignment you will be paid a total of \$200.00. **\*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 when the Special Events year is completed.

I hereby accept the assignment as indicated:

Christine Mattson  
Advisor's Signature

5/26/26  
Date

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 2026. Ind. District No. 424

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**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/15/2026

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Amy Smith** for the following assignment:

Fundraiser Coordinator

For this assignment you will be paid a total of \$100.00. **\*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 when the Fundraising year is completed.

I hereby accept the assignment as indicated:

Amy Smith  
Advisor's Signature

5/13/26  
Date

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

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**LESTER PRAIRIE ISD #424**  
**2026-2027**

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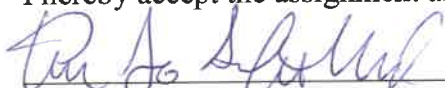
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Terri Schuft-Helland** for the following assignment:

Fundraiser Coordinator

For this assignment you will be paid a total of \$100.00. **\*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 when the Fundraising year is completed.

I hereby accept the assignment as indicated:

  
\_\_\_\_\_  
Advisor's Signature

5-13-26  
\_\_\_\_\_  
Date

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