

Regular School Board Meeting

Tuesday, April 15, 2025 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. Agenda approval

IV. Recognition of Communications Since Last Meeting

V. Open Dialogue

VI. Approval of Consent Agenda

VI.A. Board Bills: \$121,534.33

VII. Reports

VII.A. Dashir Report

VIII. New Business

VIII.A. CESO Process Review - presentation by Finance Specialist Lauren Syrup

VIII.B. Action to approve Amplify Science 3-Year Proposal for grades K-8.

VIII.C. Action to approve SAVVAS Science 3-Year Proposal for grades 9-12.

IX. Old Business

IX.A. Action to approve replacing sidewalks on HS and Elementary sides during the City Street Project.

X. School Finance

X.A. Action to approve Tremco Patch and Repair Proposal for \$4,850.

X.B. Action to approve designating authority to Business Manager Lauren Syrup for Electronic Funds Transfers (EFT's on behalf of Lester Prairie Schools.

X.C. Action to approve FY26 School Family Mental Health Service Agreement between Lester Prairie School District and Greater Minnesota Family Services.

X.D. Action to approve SWWC Technology Phone Quote.

X.E. Action to approve the following fundraisers:

- A. **Cheer** - Firehouse Pizza (instead of Heggies)

XI. Policy Administration

XI.A.

- B. First reading discussion on policy **621 Literacy and the Read Act.**

XI.B.

XI.C.

- B. Action to approve policy **621 Literacy and the Read Act.**

XI.D.

- C. Second reading discussion on policy **423 Employee-Student Relationships.**

XI.E.

XI.F.

- C. Action to approve policy **423 Employee-Student Relationships.**

XII. Personnel

XII.A. Action to approve the following contracts:

- D. **Ashley Heckson** - Spring Play Advisor
- E. **Emilie Vaske** - Assistant Track Coach
- F. **Tyler Helland** - Head Football Coach

XII.B. Action to approve **Joshua Dumas** as secondary science teacher for the 2025-26 school year.

XII.C. Action to approve 2025-26 contract for Kitchen Supervisor **Lori Bebo.**

XII.D. Action to approve lane change request for **Derek Litzau** from Step 5 BA to step 5 BA+10.

XII.E. Action to approve resignation of **Arlene Nowak** as High School Social Studies teacher effective June 30, 2025.

XII.F. Action to approve resignation of **Arlene Nowak** as C-Squad Volleyball Coach.

XIII. Other Items for the Board

XIV. Adjourn the Regular Board Meeting



Lester Prairie Schools

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

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

REGULAR BOARD MEETING AGENDA
DATE: Tuesday, April 15, 2025
LOCATION: Media Center
TIME: 5:45 PM

I. Call to Order

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

II. Pledge of Allegiance

III. Approval of Agenda

Motion by _____ and seconded by _____ to approve agenda.

Voting was _____ for and _____ against.

IV. Recognition of Communications Since the Last Meeting

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

V. Approval of Consent Agenda

- A. **Approve Previous Minutes**
 - o Regular Board Meeting: March 17, 2025
- B. **Approve Bills** - Bills reviewed by R.Heimerl and LaMott
 - o Board Bills: \$121,534.33

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

Voting was _____ for and _____ against.

VI. Administrative Reports

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

VII. School Board Committee Reports

- A. Community Ed - Anderson, R.Heimerl
- B. PTO - LaMott, R. Heimerl
- 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. Legislative - B.Heimerl
- J. City Council - B.Heimerl, LaMott

VIII. New Business

- A. Center for Effective school Operations (CESO) Process Review - presentation by Finance Specialist Lauren Syrup

- B. Action to approve Amplify Science 3-Year Proposal for grades K-8.

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

Voting was _____ for and _____ against

- C. Action to approve SAVVAS Science 3-Year Proposal for grades 9-12.

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

Voting was _____ for and _____ against

IX. Old Business

- A. Action to approve replacing sidewalks on HS and Elementary sides during the City Street Project.

Motion by _____ and seconded by _____ to approve sidewalk replacement as presented.

Voting was _____ for and _____ against

X. School Finance

- A. Action to approve Tremco Patch and Repair Proposal for \$4,850.

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

Voting was _____ for and _____ against

- B. Action to approve designating authority to Business Manager Lauren Syrup for Electronic Funds Transfers (EFT's on behalf of Lester Prairie Schools.

Motion by _____ and seconded by _____ to approve designated authority as presented.

Voting was _____ for and _____ against

- C. Action to approve FY26 School Family Mental Health Service Agreement between Lester Prairie School District and Greater Minnesota Family Services.

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

Voting was _____ for and _____ against

- D. Action to approve SWWC Technology Phone Quote.

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

Voting was _____ for and _____ against

- E. Action to approve the following fundraisers:
o **Cheer** - Firehouse Pizza (instead of Heggies)

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

Voting was _____ for and _____ against

XI. Policy Administration

- A. Second reading discussion on policy **621 Literacy and the Read Act.**

- B. Action to approve policy **621 Literacy and the Read Act.**

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

Voting was _____ for and _____ against

C. Second reading discussion on policy **423 Employee-Student Relationships.**

D. Action to approve policy **423 Employee-Student Relationships.**

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

Voting was _____ for and _____ against

XII. Personnel

A. Action to approve the following contracts:

- o **Ashley Heckson** - Spring Play Advisor
- o **Emilie Vaske** - Assistant Track Coach
- o **Tyler Helland** - Head Football Coach

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

Voting was _____ for and _____ against

B. Action to approve **Joshua Dumas** as secondary science teacher for the 2025-26 school year.

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

Voting was _____ for and _____ against

C. Action to approve 2025-26 contract for Kitchen Supervisor **Lori Bebo.**

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

Voting was _____ for and _____ against

D. Action to approve lane change request for **Derek Litzau** from Step 5 BA to step 5 BA+10.

Motion by _____ and seconded by _____ to approve lane change request as presented.

Voting was _____ for and _____ against

E. Action to approve resignation of **Arlene Nowak** as High School Social Studies teacher effective June 30, 2025.

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

Voting was _____ for and _____ against

F. Action to approve resignation of **Arlene Nowak** as C-Squad Volleyball Coach.

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. April 17: K-6 Early Dismissal
- B. April 18-21: Spring Break - no school
- C. May 16: Graduation
- D. May 19: Regular School Board Mtg 5:45pm
- E. May 23: Last Day of School

Lester Prairie Public Schools
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Amount
												Date	
100		42475		Check	1	00061	CITY OF LESTER PRAIRIE		No	No	No	04/15/2025	124.43
100		42430	54296	Check	1	00170	4.0 Bus Service		Yes	No	No	04/15/2025	41,636.61
100		42446	54297	Check	1	1245	Amazon		Yes	No	No	04/15/2025	1,726.98
100		42456	54298	Check	1	3226	Ampion PBC C/o Department 850		Yes	No	No	04/15/2025	1,013.49
100		42474	54299	Check	1	3591	Angela Hoover		Yes	No	No	04/15/2025	90.00
100		42433	54300	Check	1	00343	Big Don's Cathedral		Yes	No	No	04/15/2025	333.30
100		42445	54301	Check	1	03967	CenterPoint Energy		Yes	No	No	04/15/2025	497.67
100		42462	54302	Check	1	3579	CESO Finance, LLC		Yes	No	No	04/15/2025	9,900.00
100		42453	54303	Check	1	2654	Cintas		Yes	No	No	04/15/2025	122.43
100		42428	54304	Check	1	00061	CITY OF LESTER PRAIRIE		Yes	No	No	04/15/2025	1,418.91
100		42442	54305	Check	1	01694	CULLIGAN-METRO		Yes	No	No	04/15/2025	182.00
100		42452	54306	Check	1	2624	Dalco/ Imperial Dade		Yes	No	No	04/15/2025	2,017.50
100		42459	54307	Check	1	3384	East Side Jersey Dairy		Yes	No	No	04/15/2025	1,258.56
100		42437	54308	Check	1	00707	EDUCATION MINNESOTA		Yes	No	No	04/15/2025	2,962.41
100		42441	54309	Check	1	01469	Educators Benefit Consultants		Yes	No	No	04/15/2025	68.20
100		42472	54310	Check	1	3589	GINA MARTINEZ		Yes	No	No	04/15/2025	100.00
100		42434	54311	Check	1	00358	GUARDIAN PEST SOLUTIONS INC		Yes	No	No	04/15/2025	82.45
100		42440	54312	Check	1	01306	Herald Journal Publishing		Yes	No	No	04/15/2025	521.30
100		42451	54313	Check	1	2479	InsectLore		Yes	No	No	04/15/2025	64.93
100		42429	54314	Check	1	00087	ISD #110 WACONIA COMM ED		Yes	No	No	04/15/2025	825.00
100		42432	54315	Check	1	00311	ISD #2859 GSL		Yes	No	No	04/15/2025	3,322.29
100		42436	54316	Check	1	00568	ISD #424 Lester Prairie School		Yes	No	No	04/15/2025	142.00
100		42450	54317	Check	1	2350	IXL Subscriptions Department		Yes	No	No	04/15/2025	198.75
100		42464	54318	Check	1	3581	JESSICA IXTLILCO		Yes	No	No	04/15/2025	40.00
100		42448	54319	Check	1	1917	Johnson Controls, Inc.		Yes	No	No	04/15/2025	811.91
100		42469	54320	Check	1	3586	JUSTIN ROSS		Yes	No	No	04/15/2025	70.00
100		42463	54321	Check	1	3580	Kelly Ross		Yes	No	No	04/15/2025	50.00
100		42468	54322	Check	1	3585	KEVIN DANIELZUK		Yes	No	No	04/15/2025	50.00
100		42465	54323	Check	1	3582	LACEY BENTZ		Yes	No	No	04/15/2025	50.00
100		42471	54324	Check	1	3588	LIZ CRUZ		Yes	No	No	04/15/2025	50.00
100		42455	54325	Check	1	3223	MEI		Yes	No	No	04/15/2025	50.00
100		42466	54326	Check	1	3583	MISTY TOWNSEND		Yes	No	No	04/15/2025	885.75
100		42435	54327	Check	1	00367	MN SCHOOL EMPLOYEES ASSOC		Yes	No	No	04/15/2025	40.00
100		42447	54328	Check	1	1579	Music Mart		Yes	No	No	04/15/2025	463.35
100		42444	54329	Check	1	03390	PAN-O-GOLD BAKING CO		Yes	No	No	04/15/2025	445.02
100		42443	54330	Check	1	01974	Performance Foodservice		Yes	No	No	04/15/2025	976.70
100		42438	54331	Check	1	00811	PITNEY BOWES INC		Yes	No	No	04/15/2025	1,558.84
100		42427	54332	Check	1	00024	POSTMASTER		Yes	No	No	04/15/2025	148.29
									Yes	No	No	04/15/2025	350.00

Lester Prairie Public Schools
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
100		42467	54333	Check	1 3584		RACHEL BARLAU		Yes	No	No	04/15/2025	80.00
100		42454	54334	Check	1 2875		Riverside Insights LLC Customer Service		Yes	No	No	04/15/2025	340.93
100		42473	54335	Check	1 3590		SAWDUST SIGNS, LLC		Yes	No	No	04/15/2025	80.00
100		42458	54336	Check	1 3367		Squire, Waldspurger & Mace, P.A.		Yes	No	No	04/15/2025	560.00
100		42431	54337	Check	1 00272		SW/WC SERVICE COOPERATIVES		Yes	No	No	04/15/2025	5,608.00
100		42449	54338	Check	1 2239		Sysco Western Minnesota		Yes	No	No	04/15/2025	12,169.83
100		42460	54339	Check	1 3556		Team Fritz Graphics		Yes	No	No	04/15/2025	1,745.00
100		42457	54340	Check	1 3261		UHL		Yes	No	No	04/15/2025	25,045.00
100		42439	54341	Check	1 01150		Verified Credentials		Yes	No	No	04/15/2025	77.50
100		42470	54342	Check	1 3587		VIRGINIA LOPEZ		Yes	No	No	04/15/2025	50.00
100		42461	54343	Check	1 3564		X-GRAIN SPORTSWEAR/HERO 247		Yes	No	No	04/15/2025	1,080.00

Bank Total: \$121,435.33

Report Total: \$121,435.33

Dashir Management Services, Inc.

www.dashirmanagement.com

Lester Prairie School District

April 2025

Custodial / Maintenance Report

Personnel Information

We are currently fully staffed.

Training Conducted

The OSHA required safety training on Asbestos Awareness was conducted on March 18, 2025.

Inspections

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

Progress on Projects

- Working with UHL and other contractors on the demo of AHU#4 and install of the air handler April 14 - 25.
- Compressors for the new AHU#4 and rooftop unit #1 will be delivered and install the week of April 21.
- Working on getting quotes together for recoating gym floors this summer.
- Will be working on changing filters during the month of April.
- Pump for the water heater on the elementary side of the building went out. Waiting for replacement pump to come in and will be working with UHL for installation.

Comments

Softball and baseball season have started. Will be working with UHL to hopefully finish up the climate control project and have the compressors up and tested by the end of the month.

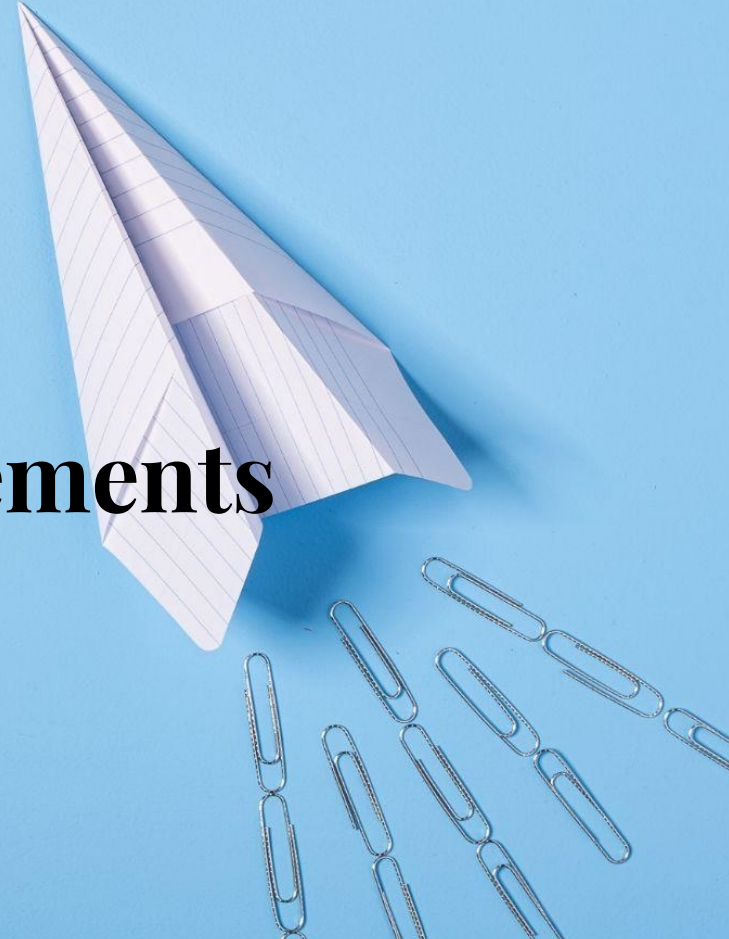
Respectfully Submitted,
Lisa Hins
Facility Manager



Process Review Enhancements

Lester Prairie School District

4/10/2025



Goal and outcome



Optimize Finance
Business Office
standard processes
and structures for
increased efficiency
and effectiveness.



Categories

C
e
s
o



Purchasing, AP & Vendor maintenance

Recommended Actions

- Vendor Debarment Search
- TIN Matching for new vendors
- Quarterly Internal Vendor Review
- Redefined approval process for expenditures/payables
- AP inbox for all vendor comm's
- Check Run Review flip & 3rd mailer
- Positive Pay through bank
- Invoice attachment in Smart Finance
- Decentralized purchasing model consideration with SmartER punchout
- Receipt of physical and system orders done by purchaser
- Non PO purchases require written approval and coding
- Automatic payment wherever possible
- P Card options research
- P Card manual with new card rollout

AR & Cash Handling

- Dual control for all cash handling with completion of forms and signatures
- Process development and documentation for cash areas: Concessions, ticket sales, reconciling cash boxes and cash handling in business offices.
- Bank run by courier/third party not preparing deposit in locked bank bag, minimally weekly
- Food system (Edutrak) reconciliation to cash/check received on a regular basis.

Payroll & Benefits

- Online benefit enrollment tools
- Electronic timekeeping system-> eliminating paper timesheets
- Payroll liability reconciliation
- Benefit code split and table implementation for system
- Payroll secondary review prior to sending
- Create cheat sheet reference guide for quick bargaining group highlights

Recommended Actions



Recommended Actions



Reporting & Compliance

- Food purchase memo & request form
- Contracting and bid law cover sheets
- Enhanced Board reporting for visibility
- Benefit administrator partnership for retirements, new hires, COBRA events.

Technology

- Electronic record retention system used consistently throughout department
- Research and implement additional punchout systems for purchasing- *demo scheduled*.
- Lean into online payment platforms where cash and check receipt are still common.

Recommended Actions



Process improvement, segregation and compliance

- Create SOP's for critical areas of finance
- Requisition in SmartER w/budget manager training & tools
- Overhead allocation for 2 & 4 brought to annual cadence
- Capex threshold increase - individual and group purchases
- Flip process for board review of disbursements
- Simplify COA where possible
- PTO and Booster memo with annual reconciliation
- 5 year projection and cash flow forecasting to assist with contract negotiations and future planning



**Next steps-
prioritize and
weigh
options!**





Price Quote

Amplify

55 Washington Street, Suite 800
 Brooklyn, NY 11201
 Phone: (800) 823-1969
 Fax: (646) 403-4700

Quote #: Q-496167-1
 Date: 4/2/2025
 Expires On: 5/2/2025
 Delivery Service Level: Standard

Customer Contact Information

Ryan Sinda
 Lester Prairie Ind Sd 424
 320-395-2521
 sinda@lp.k12.mn.us

Amplify Contact Information

Tammy Sigwarth
 Account Executive
 (563) 663-0056
 tsigwarth@amplify.com

Grade K

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify Science GK Dig Exp Teacher License - 6yr (2025-2031)	\$540.00	1	0	\$540.00	\$0.00
Amplify Science GK Dig Exp Student License - 6yr (2025-2031)	\$126.00	28	0	\$3,528.00	\$0.00
Amplify Science GK Kits	\$2,615.00	0	1	\$0.00	\$2,615.00
Amplify Science GK Student Investigation NB Set	\$35.82	0	28	\$151.20	\$851.76
Amplify Science GK Teacher Guide Set	\$140.00	1	0	\$140.00	\$0.00
TOTAL				\$4,359.20	\$3,466.76

Grade 1

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify Science G1 Dig Exp Teacher License - 6yr (2025-2031)	\$540.00	2	0	\$1,080.00	\$0.00
Amplify Science G1 Dig Exp Student License - 6yr (2025-2031)	\$126.00	28	0	\$3,528.00	\$0.00
Amplify Science G1 Kits	\$2,515.00	0	1	\$0.00	\$2,515.00
Amplify Science G1 Student Investigation NB Set	\$35.82	0	28	\$151.20	\$851.76
Amplify Science G1 Teacher Guide Set	\$140.00	1	1	\$140.00	\$140.00
TOTAL				\$4,899.20	\$3,506.76

Grade 2

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify Science G2 Dig Exp Teacher License - 6yr (2025-2031)	\$540.00	1	0	\$540.00	\$0.00
Amplify Science G2 Dig Exp Student License - 6yr (2025-2031)	\$126.00	20	0	\$2,520.00	\$0.00
Amplify Science G2 Kits	\$2,555.00	0	1	\$0.00	\$2,555.00
Amplify Science G2 Student Investigation NB Set	\$53.82	0	20	\$162.00	\$914.40
Amplify Science G2 Teacher Guide Set	\$140.00	1	0	\$140.00	\$0.00
TOTAL				\$3,362.00	\$3,469.40

Grade 3

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify Science G3 Dig Exp Teacher License - 6yr (2025-2031)	\$540.00	2	0	\$1,080.00	\$0.00
Amplify Science G3 Dig Exp Student License - 6yr (2025-2031)	\$126.00	30	0	\$3,780.00	\$0.00
Amplify Science G3 Kits	\$4,175.00	0	1	\$0.00	\$4,175.00
Amplify Science G3 Student Investigation NB Set	\$71.76	0	30	\$324.00	\$1,828.80
Amplify Science G3 Teacher Guide Set	\$180.00	1	1	\$180.00	\$180.00
TOTAL				\$5,364.00	\$6,183.80

Grade 4

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify Science G4 Dig Exp Teacher License - 6yr (2025-2031)	\$540.00	2	0	\$1,080.00	\$0.00
Amplify Science G4 Dig Exp Student License - 6yr (2025-2031)	\$126.00	36	2	\$4,536.00	\$252.00
Amplify Science G4 Kits	\$3,440.00	0	1	\$0.00	\$3,440.00
Amplify Science G4 Student Investigation NB Set	\$71.76	0	38	\$410.40	\$2,316.48
Amplify Science G4 Teacher Guide Set	\$180.00	1	1	\$180.00	\$180.00
TOTAL				\$6,206.40	\$6,188.48

Grade 5

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify Science G5 Dig Exp Teacher License - 6yr (2025-2031)	\$540.00	1	0	\$540.00	\$0.00

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify Science G5 Dig Exp Student License - 6yr (2025-2031)	\$126.00	30	0	\$3,780.00	\$0.00
Amplify Science G5 Kits	\$3,115.00	0	1	\$0.00	\$3,115.00
Amplify Science G5 Student Investigation NB Set	\$71.76	0	30	\$324.00	\$1,828.80
Amplify Science G5 Teacher Guide Set	\$180.00	1	0	\$180.00	\$0.00
TOTAL				\$4,824.00	\$4,943.80

Grade 6

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify Science MS Earth Science Teacher License - 6yr (2025-2031)	\$0.00	0	1	\$0.00	\$0.00
Amplify Science Full Year Earth Science Course - LICENSE - UPFRONT - 6yr (2025-2031)	\$86.00	0	34	\$0.00	\$2,924.00
Amplify Science MS Earth & Space Science Kits	\$3,480.00	0	1	\$0.00	\$3,480.00
Amplify Science MS Earth & Space Science Student Investigation NB Set	\$161.46	0	34	\$826.20	\$4,663.44
Amplify Science MS Earth & Space Science Teacher Guide Set	\$300.00	1	0	\$300.00	\$0.00
TOTAL				\$1,126.20	\$11,067.44

Grade 7

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify Science MS Life Science Teacher License - 6yr (2025-2031)	\$0.00	0	1	\$0.00	\$0.00
Amplify Science Full Year Life Science Course - LICENSE - UPFRONT - 6yr (2025-2031)	\$86.00	0	40	\$0.00	\$3,440.00
Amplify Science MS Life Science Kits	\$2,219.00	0	1	\$0.00	\$2,219.00
Amplify Science MS Life Science Student Investigation NB Set	\$161.46	0	40	\$972.00	\$5,486.40
Amplify Science MS Life Science Teacher Guide Set	\$300.00	1	0	\$300.00	\$0.00
TOTAL				\$1,272.00	\$11,145.40

Grade 8

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify Science MS Physical Science Teacher License - 6yr (2025-2031)	\$0.00	0	1	\$0.00	\$0.00

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify Science Full Year Physical Science Course - LICENSE - UPFRONT - 6yr (2025-2031)	\$86.00	0	35	\$0.00	\$3,010.00
Amplify Science MS Physical Science Kits	\$4,005.00	0	1	\$0.00	\$4,005.00
Amplify Science MS Physical Science Student Investigation NB Set	\$161.46	0	35	\$850.50	\$4,800.60
Amplify Science MS Physical Science Teacher Guide Set	\$300.00	1	0	\$300.00	\$0.00
TOTAL				\$1,150.50	\$11,815.60

Professional Development

PROFESSIONAL DEVELOPMENT	QUANTITY	PRICE	TOTAL DISCOUNT	TOTAL PRICE
Amplify Science GK-5 Initial Training for Teachers (Two 1/2 Days Remote)	1.00	\$1,500.00	\$0.00	\$1,500.00
Amplify Science G6-8 Initial Training for Teachers (Two 1/2 Days Remote)	1.00	\$1,500.00	\$0.00	\$1,500.00
TOTAL		\$3,000.00	\$0.00	\$3,000.00

Shipping

SHIPPING AND HANDLING	DELIVERY SERVICE LEVEL	SHIPPING COST	TOTAL DISCOUNT	TOTAL PRICE
Amplify Shipping and Handling	Standard	\$8,135.87	\$2,135.87	\$6,000.00

TOTAL DISCOUNT \$34,699.38
 GRAND TOTAL \$70,787.44

Scope and Duration

Payment Terms:

- This Price Quote (including all pricing and other terms) is valid through Quote Expiration Date stated above.
- Payment terms: net 30 days.
- Prices do not include sales tax, if applicable.
- Pricing terms in the Price Quote are based on the scope of purchase and other terms herein.
- The Federal Tax ID # for Amplify Education, Inc. is 13-4125483. A copy of Amplify's W-9 can be found at: <http://www.amplify.com/w-9.pdf>

License and Services Term:

- Licenses: 07/01/2025 until 06/30/2031.
- Services: 18 months from order date. Unless otherwise stated above, all training and other services purchased must be scheduled and delivered within such term or will be forfeited.

Special Terms:

- FOR SHIPPED MATERIALS:

- Expedited shipping is available at extra charge.
- Print materials and kits are non-returnable and non-refundable, except in the case of defective or missing materials reported by Customer within 60 days of receipt.
- FOR SERVICES:
 - Training and professional development sessions cancelled with less than one week notice will be deemed delivered.

Quote Special Terms

Free-with-Order Science Teacher Guides

Please note that the above pricing reflects the availability of free-with-order print teacher guides in proportion to the purchase of licenses, materials kits, and print student investigation notebooks for entire classroom.

Science Dig Exp Included with Kit

Please note that the above pricing reflects the receipt of a class set of 36 Student Digital Experience Licenses, included with every purchase of a grade level set of K-5 Science Kits.

How to Order Our Products

Amplify would like to process your order as quickly as possible. Please visit amplify.com/ordering-support to find all the information you need for submitting your order. We accept the following forms of payment: purchase orders, checks, and credit card payments (Visa, MasterCard, Discover and American Express). In order for us to assist you, please help us by following these instructions:

Please include these three documents with your order:

- Authorized purchase order or check
- A copy of your Price Quote
- A copy of your Tax-Exemption Certificate

If submitting a purchase order:

To expedite your order, please visit amplify.com/ordering-support where you can submit your signed purchase order. You can also email a purchase order to IncomingPO@amplify.com or fax it to (646) 403-4700. Purchase Orders can also be mailed to our Order Management Department at the address below.

If submitting your order via credit card:

- Please email Accountsreceivable@amplify.com to request a secure credit card payment link

If submitting your order via sending a check:

- Please mail your documents directly to our Order Management Department and notify your sales representative of the check number and check amount.
- Please note that mailing a check can add up to two weeks of processing time for your order. For faster processing of your order, please submit your order via Purchase Order or Credit Card Authorization Form.

The information requested above is essential to ensure the smooth completion of your order with Amplify. Failure to submit documents will prevent your order from processing.

Our Order Management Department is located at 55 Washington Street, Suite 800, Brooklyn, NY 11201. Please note that mailing any documents can result in delays of up to two weeks. **For faster processing of your order, we recommend you submit a purchase order via our website: amplify.com/ordering-support.**

This Price Quote is subject to the Customer Terms & Conditions of Amplify Education, Inc. attached and available at amplify.com/customer-terms. Issuance of a purchase order or payment pursuant to this Price Quote, or usage of the products specified herein, shall be deemed acceptance of such Terms & Conditions.

Terms & Conditions

1. **Scope.** These Terms and Conditions (the “Customer Terms”) are a legal agreement between Amplify Education, Inc. (“Amplify”) and your school, district, state agency, or other educational organization (“you” or “Customer”) for the license and use of one or more of Amplify products or services (the “Products”), as specified in the receipt, price quote, proposal, renewal letter, or other ordering document containing the details of this purchase (the “Quote”). Unless otherwise specified in the Quote, these Customer Terms and the Quote constitute the entire agreement between Amplify and Customer regarding the license and use of the Products (the “Agreement”). This Agreement becomes effective at the earliest of the following: (i) issuing a purchase order, shipment request, or payment against the Quote; (ii) accessing, downloading, or using the Products; or (iii) otherwise accepting this Agreement. You represent and warrant that: (1) you are of legal age to accept this Agreement; (2) you are authorized to accept this Agreement and to access and use the Products; and (3) your use of the Products will comply at all times with Amplify’s [Acceptable Use Policy](#) available at [amplify.com/acceptable-use](#) (“AUP”). If you do not agree to this Agreement, do not access, download, or use the Products.
2. **License.** Subject to the terms and conditions of the Agreement, Amplify grants to Customer a non-exclusive, non-transferable, non-sublicensable license to access and use, and permit Authorized School Users, as defined below, to access and use the Products in accordance with the AUP, for the duration specified in the Quote (the “Term”), and for the number of Authorized School Users specified in the Quote for whom Customer has paid the applicable fees to Amplify. “Authorized School User” means an individual teacher or other personnel employed by Customer, or an individual student registered or authorized for instruction with Customer, who Customer permits to access and use the Products subject to the terms and conditions of the Agreement, solely while such individual is so employed or so registered. Each Authorized School User’s access and use of the Products will be subject to Amplify’s AUP in addition to the terms and conditions of the Agreement. Violations of this Agreement or the AUP may result in suspension or termination of the applicable account.
3. **Restrictions.** Customer may access and use the Products solely for non-commercial instructional and administrative purposes. Guidelines for such purposes may be detailed in materials associated with the Product you are accessing. Further, Customer may not, except as expressly authorized or directed by Amplify: (a) copy, modify, translate, distribute, disclose, or create derivative works based on the contents of, sell, or otherwise exploit, the Products, or any part thereof; (b) decompile, disassemble, reverse engineer the Products, or otherwise use the Products to develop functionally similar products or services; (c) modify, alter, or delete any of the copyright, trademark, or other proprietary notices in or on the Products; (d) rent, lease, or lend the Products or use the Products for the benefit of any third party; (e) avoid, circumvent, or disable any security or digital rights management device, procedure, protocol, or mechanism in the Products; or (f) permit any Authorized User or third party to do any of the foregoing. Customer also agrees that any works created in violation of this section are derivative works, and, as such, Customer agrees to assign, and hereby assigns, all right, title, and interest in such works to Amplify. The Products and derivatives thereof may be subject to export control laws, restrictions, regulations, and orders of the U.S. and other jurisdictions (together, “Export Laws”). Customer agrees to comply with all applicable Export Laws, and will not, and will not permit Authorized School Users to, export, or transfer for the purpose of re-export, any Product to any prohibited or embargoed country in violation of any U.S. export law or regulation. Further, Customer represents that it is not a party subject to sanctions by the U.S. Office of Foreign Assets Control or included on any restricted party list maintained by the U.S. Bureau of Industry and Security. The software and associated documentation portions of the Products are “commercial items” (as defined at 48 CFR 2.101), comprising “commercial computer software” and “commercial computer software documentation,” as those terms are used in 48 CFR 12.212. Accordingly, if Customer is the U.S. Government or its contractor, Customer will receive only those rights set forth in this Agreement in accordance with 48 CFR 227.7201-227.7204 (for Department of Defense and their contractors) or 48 CFR 12.212 (for other U.S. Government licensees and their contractors).
4. **Reservation of Rights.** SUBSCRIPTION PRODUCTS ARE LICENSED, NOT SOLD. Subject to the limited rights expressly granted hereunder, all rights, title, and interest in and to all Products, including all related IP Rights, are and will remain the sole and exclusive property of Amplify or its third-party licensors. “IP Rights” means, collectively, rights under patent, trademark, copyright, and trade secret laws, and any other intellectual property or proprietary rights recognized in any country or jurisdiction worldwide. Customer must promptly notify Amplify of any violation of Amplify’s IP Rights in the Products, and will reasonably assist Amplify as necessary to remedy any such violation. Amplify Products are protected by patents (see [amplify.com/virtual-patent-marking](#)).
5. **Payments.** In consideration of the Products, Customer will pay to Amplify (or other party designated on the Quote) the fees specified in the Quote in full within 30 days of the date of invoice, except as otherwise agreed by the parties or for those amounts that are subject to a good faith dispute of which Customer has notified Amplify in writing. Customer will be responsible for all state or local sales, use or gross receipts taxes, and federal excise taxes unless Customer provides a then-current tax exemption certificate in advance of the delivery, license, or performance of any Product, as applicable.

6. Shipments. Unless otherwise specified on the Quote, physical Products will be shipped FOB origin in the US (Incoterms 2010 EXW outside of the US) and are deemed accepted by Customer upon receipt. Upon acceptance of such Products, orders are non-refundable, non-returnable, and non-exchangeable, except in the case of defective or missing materials reported to Amplify by Customer within 60 days of receipt. In such case, Customer may not return Products without Amplify's written authorization.
7. Account Information. For subscription Products, the authentication of Authorized School Users is based in part upon information supplied by Customer or Authorized School Users, as applicable. Customer will and will cause its Authorized School Users to (a) provide accurate information to Amplify or a third-party service as applicable, and promptly report any changes to such information, (b) not share login credentials or otherwise allow others to use their account, (c) maintain the confidentiality and security of their account information, and (d) use the Products solely via such authorized accounts. Customer agrees to notify Amplify immediately of any unauthorized use of its or its Authorized School Users' accounts or related authentication information. Amplify will not be responsible for any losses arising out of the unauthorized use of accounts created by or for Customer and its Authorized School Users.
8. Confidentiality. Customer acknowledges that, in connection with this Agreement, Amplify has provided or will provide to Customer and its Authorized School Users certain sensitive or proprietary information, including software, source code, assessment instruments, research, designs, methods, processes, customer lists, training materials, product documentation, know-how, or trade secrets, in whatever form ("Confidential Information"). Customer agrees (a) not to use Confidential Information for any purpose other than use of the Products in accordance with this Agreement and (b) to take all steps reasonably necessary to maintain and protect the Confidential Information of Amplify in strict confidence. Confidential Information shall not include information that, as evidenced by Customer's contemporaneous written records: (i) is or becomes publicly available through no fault of Customer; (ii) is rightfully known to Customer prior to the time of its disclosure; (iii) has been independently developed by Customer without any use of the Confidential Information; or (iv) is subsequently learned from a third party not under any confidentiality obligation.
9. Student Data. The parties acknowledge and agree that in the course of providing the Products to the Customer, Amplify may collect, receive, or generate information that directly relates to an identifiable current or former student of Customer ("Student Data"). Student Data may include personal information from a student's "educational records," as defined by the Family Educational Rights and Privacy Act of 1974 ("FERPA"). Student Data is owned and controlled by the Customer and Amplify receives Student Data as a "school official" under Section 99.31 of FERPA for the purpose of providing the Products hereunder. Individually and collectively, Amplify and Customer agree to uphold our obligations, as applicable, under FERPA, the Children's Online Privacy Protection Act ("COPPA"), the Protection of Pupil Rights Amendment ("PPRA"), and applicable state laws relating to student data privacy. Amplify's [Privacy Policy](#) at amplify.com/customer-privacy ("Privacy Policy") will govern collection, use, and disclosure of Student Data collected or stored on behalf of Customer under this Agreement. Customer is responsible for providing notice and obtaining appropriate consents under applicable laws to authorize Authorized School Users' use of the Products, including making a copy of the [Privacy Policy](#) available to the parents or guardians of users who are under the age of 13. In addition, Amplify has entered into the Data Privacy Agreements listed at amplify.com/privacy-security aligned with state and national templates to facilitate compliance with applicable state laws and help expedite Customer's student data privacy documentation process.
10. Customer Materials and Requirements. Customer represents, warrants, and covenants that it has all the necessary rights, including consents and IP Rights, in connection with any data, information, content, and other materials provided to or collected by Amplify on behalf of Customer or its Authorized School Users using the Products or otherwise in connection with this Agreement ("Customer Materials"), and that Amplify has the right to use such Customer Materials as contemplated hereunder or for any other purposes required by Customer. Customer is solely responsible for the accuracy, integrity, completeness, quality, legality, and safety of such Customer Materials. Customer is responsible for meeting hardware, software, telecommunications, and other requirements listed at amplify.com/customer-requirements.
11. Warranty Disclaimer. PRODUCTS ARE PROVIDED "AS IS" AND WITHOUT WARRANTY OF ANY KIND BY AMPLIFY. AMPLIFY EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY AS TO TITLE, NON-INFRINGEMENT, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE OR USE. CUSTOMER ASSUMES RESPONSIBILITY FOR SELECTING THE PRODUCTS TO ACHIEVE CUSTOMER'S INTENDED RESULTS AND FOR THE ACCESS AND USE OF THE PRODUCTS, INCLUDING THE RESULTS OBTAINED FROM THE PRODUCTS. WITHOUT LIMITING THE FOREGOING, AMPLIFY MAKES NO WARRANTY THAT THE PRODUCTS WILL BE ERROR-FREE OR FREE FROM INTERRUPTIONS OR OTHER FAILURES OR WILL MEET CUSTOMER'S REQUIREMENTS. AMPLIFY IS NEITHER RESPONSIBLE NOR LIABLE FOR ANY THIRD-PARTY CONTENT OR SOFTWARE INCLUDED IN PRODUCTS, INCLUDING THE ACCURACY, INTEGRITY, COMPLETENESS, QUALITY, LEGALITY, USEFULNESS, OR SAFETY OF, OR IP RIGHTS RELATING TO, SUCH THIRD-PARTY CONTENT AND SOFTWARE. ANY ACCESS TO OR USE OF SUCH THIRD-PARTY CONTENT AND SOFTWARE MAY BE SUBJECT TO THE TERMS AND CONDITIONS AND INFORMATION COLLECTION, USAGE, AND DISCLOSURE PRACTICES OF THIRD PARTIES.

12. Limitation of Liability. IN NO EVENT WILL AMPLIFY BE LIABLE TO CUSTOMER OR TO ANY AUTHORIZED USER FOR ANY INCIDENTAL, SPECIAL, CONSEQUENTIAL, PUNITIVE, RELIANCE, OR COVER DAMAGES, DAMAGES FOR LOST PROFITS, LOST DATA OR LOST BUSINESS, OR ANY OTHER INDIRECT DAMAGES, EVEN IF AMPLIFY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. TO THE EXTENT PERMITTED BY APPLICABLE LAW, AMPLIFY'S ENTIRE LIABILITY TO CUSTOMER OR ANY AUTHORIZED USER ARISING OUT OF PERFORMANCE OR NONPERFORMANCE BY AMPLIFY OR IN ANY WAY RELATED TO THE SUBJECT MATTER OF THIS AGREEMENT, REGARDLESS OF WHETHER THE CLAIM FOR SUCH DAMAGES IS BASED IN CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE, MAY NOT EXCEED THE AGGREGATE OF CUSTOMER'S OR ANY AUTHORIZED USER'S DIRECT DAMAGES UP TO THE FEES PAID BY CUSTOMER TO AMPLIFY FOR THE AFFECTED PORTION OF THE PRODUCTS IN THE PRIOR 12-MONTH PERIOD. UNDER NO CIRCUMSTANCES WILL AMPLIFY BE LIABLE FOR ANY CONSEQUENCES OF ANY UNAUTHORIZED USE OF THE PRODUCTS THAT VIOLATES THIS AGREEMENT OR ANY APPLICABLE LAW OR REGULATION.

13. Term/Termination. This Agreement will be in effect for the Term and may be renewed or extended by mutual agreement of the parties. Without prejudice to any rights either party may have under this Agreement, in law, equity, or otherwise, a party will have the right to terminate this Agreement if the other party (or in the case of Amplify, an Authorized School User) materially breaches any term, provision, warranty, or representation under this Agreement and fails to correct the breach within 30 days of its receipt of written notice thereof. Upon termination, Customer will: (a) cease using the Products, (b) return, purge, or destroy (as directed by Amplify) all copies of any Products and, if so requested, certify to Amplify in writing that such surrender or destruction has occurred, (c) pay any fees due and owing hereunder, and (d) not be entitled to a refund of any fees previously paid, unless otherwise specified in the Quote. Customer will be responsible for the cost of any continued use of the Products following termination. Upon termination, Amplify will return or destroy any Student Data provided to Amplify hereunder. Notwithstanding the foregoing, nothing will require Amplify to return or destroy any data that does not include Student Data, including de-identified information or data that is derived from access to Student Data but which does not contain Student Data. Sections 3–14 will survive the termination of this Agreement.

14. Miscellaneous. This Agreement, including all addenda, attachments, and the Quote, as applicable, constitutes the entire agreement between the parties relating to the subject matter hereof. The provisions of this Agreement will supersede any conflicting terms and conditions in any Customer purchase order, other correspondence or verbal communication, and will supersede and cancel all prior agreements, written or oral, between the parties relating to the subject matter hereof. This Agreement may not be modified except in writing signed by both parties. All defined terms in this Agreement will apply to their singular and plural forms, as applicable. The word "including" means "including without limitation." This Agreement will be governed by and construed and enforced in accordance with the laws of the U.S., state of New York, without giving effect to the choice of law rules thereof. This Agreement will be binding upon and inure to the benefit of the parties and their respective successors and assigns. The parties expressly understand and agree that their relationship is that of independent contractors. Nothing in this Agreement will constitute one party as an employee, agent, joint venture partner, or servant of another. Each party is solely responsible for all of its employees and agents and its labor costs and expenses arising in connection herewith. Neither this Agreement nor any of the rights, interests or obligations hereunder may be assigned or delegated by Customer or any Authorized School User without the prior written consent of Amplify. If one or more of the provisions contained in this Agreement will for any reason be held to be unenforceable at law, such provisions will be construed by the appropriate judicial body to limit or reduce such provision or provisions so as to be enforceable to the maximum extent compatible with applicable law. Amplify will have no liability to Customer or to third parties for any failure or delay in performing any obligation under this Agreement due to circumstances beyond its reasonable control, including acts of God or nature, fire, earthquake, flood, epidemic, pandemic, strikes, labor stoppages or slowdowns, civil disturbances or terrorism, national or regional emergencies, supply shortages or delays, action by any governmental authority, or interruptions in power, communications, satellites, the Internet, or any other network. Each party represents and warrants that it has all necessary right, power, and authority to enter into this Agreement and to comply with the obligations hereunder.

We are delighted to work with you and we thank you for your order!

Amplify Education, Inc. - Confidential Information

Ryan Sinda
Curriculum Director/Specialist
Lester Prairie School
131 Hickory St N
Lester Pr, MN 55354

Quote Number: Q-146668
Quote Creation Date: 3/25/2025
Quote Expiration Date: 9/30/2025

Updated - Lester Prairie School Science Quote 9-12 6yr with Kits
Price Quote Summary

Solution	Base Amount	Free Amount	Total
Experience Chemistry	\$11,142.50	\$244.00	\$11,142.50
Experience Physics	\$10,634.00	\$244.00	\$10,634.00
Miller Levine Biology	\$6,080.00	\$244.00	\$6,080.00
Savvas Physical Science	\$5,761.50	\$181.50	\$5,761.50
Solution Subtotal:	\$33,618.00	\$913.50	\$33,618.00

Shipping and Handling: **\$2,759.44**

Total: **\$36,377.44**

Price Quote Detail

Experience Chemistry

Experience Chemistry - Experience Chemistry ©2021

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9781418371654	EXPERIENCE CHEMISTRY 2021 NATIONAL ESSENTIALS MATERIAL KIT GR 9/12	\$3,898.50	0	1	\$0.00	\$3,898.50
9781418326111	EXPERIENCE CHEMISTRY 2021 STUDENT EDITION 6-YEAR + DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 9/12	\$175.00	0	40	\$0.00	\$7,000.00
9781418327248	EXPERIENCE CHEMISTRY 2021 NATIONAL TEACHER GUIDE PACKAGE GRADE 9/12	\$244.00	1	1	\$244.00	\$244.00
Experience Chemistry - Experience Chemistry ©2021 - Subtotal:					\$244.00	\$11,142.50

Experience Physics

Experience Physics - Experience Physics 2022

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9781418363130	EXPERIENCE PHYSICS 2022 ESSENTIALS MATERIAL KIT GRADE 9/12	\$4,554.00	0	1	\$0.00	\$4,554.00
9781418333973	EXPERIENCE PHYSICS 2022 NATIONAL TEACHER GUIDE GRADE 9/12	\$244.00	1	0	\$244.00	\$0.00
9781418345877	EXPERIENCE PHYSICS 2022 STUDENT EDITION + DIGITAL COURSEWARE 6-YEAR LICENSE WAL PKG GRADE 9/12	\$152.00	0	40	\$0.00	\$6,080.00
Experience Physics - Experience Physics 2022 - Subtotal:					\$244.00	\$10,634.00

Miller Levine Biology

Miller Levine Biology - Miller & Levine Biology ©2019

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9780328990023	MILLER LEVINE BIOLOGY 2019 STUDENT EDITION + DIGITAL COURSEWARE 6-YEAR LICENSE	\$152.00	0	40	\$0.00	\$6,080.00
9780328925131	MILLER LEVINE BIOLOGY 2019 TEACHER EDITION GRADE 9/10	\$244.00	1	0	\$244.00	\$0.00
Miller Levine Biology - Miller & Levine Biology ©2019 - Subtotal:					\$244.00	\$6,080.00

Savvas Physical Science

Savvas Physical Science - Physical Science: Concepts in Action (2011)

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9781418341244	HIGH SCHOOL PHYSICAL SCIENCE 2011 EARTH AND SPACE STUDENT EDITION + DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 9/12 REALIZE	\$139.50	0	40	\$0.00	\$5,580.00
9780133172126	HIGH SCHOOL PHYSICAL SCIENCE 2011 EARTH AND SPACE TEACHER EDITION (HARDCOVER) GRADE 9/10	\$181.50	1	1	\$181.50	\$181.50
Savvas Physical Science - Physical Science: Concepts in Action (2011) - Subtotal:					\$181.50	\$5,761.50

Solution Subtotal:	\$913.50	\$33,618.00
Shipping and Handling:		\$2,759.44
Total:		\$36,377.44

Optional Products

ISBN	DESCRIPTION	Price	Total Quantity	Base Amount	Total Charged
0000125837	VIRTUAL EXPERIENCE CHEMISTRY @2021 IMPLEMENTATION ESSENTIALS (3 HRS)	\$1,550.00	1	\$1,550.00	\$1,550.00
0000125851	VIRTUAL EXPERIENCE PHYSICS @2022 IMPLEMENTATION ESSENTIALS (3 HRS)	\$1,550.00	1	\$1,550.00	\$1,550.00
0000125823	VIRTUAL MILLER LEVINE BIO @2019 IMPLEMENTATION ESSENTIALS (3 HRS)	\$1,550.00	1	\$1,550.00	\$1,550.00
0000125929	VIRTUAL PHYSICAL SCIENCE @2011 IMPLEMENTATION ESSENTIALS (3 HRS)	\$1,550.00	1	\$1,550.00	\$1,550.00

Savvas Learning Company LLC Terms and Conditions

To place your order please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. You may send the order documents using an electronic form or by mail. Please submit your PO and price quote via one of the following methods:

Online:

<https://support.savvas.com/support/s/customerserviceus>

Mail: PO Box 6820, Chandler, AZ 85246

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or my Savvas Orders. For questions regarding your order please call Customer Service: 1-800-848-9500.

Price quote: This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard payment terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format.

Shipping & handling charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will appear on the customer proposal and invoice as a S&H charge.

Taxes: All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

Platforms: Savvas, and any third party for which Savvas serves as the sales agent or distributor, reserve the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

Damaged & Defective Products: If a print product, or the print component of a blended (print & digital) product, is received in damaged or defective condition, Savvas will issue a credit or replacement at no charge to the customer if the customer promptly (no later than 120 days) returns the damaged or defective product. Customers must report missing product immediately upon receipt.

Return Policy: Returns (other than damaged or defective products) are subject to the following conditions: (a) materials must be returned to Savvas at the customer's expense in new, unused condition, suitable for resale by Savvas (note that any barcoding, stickering, stamping or similar marking on any print materials renders them unsuitable for resale); (b) materials must be returned within six (6) months from the date of purchase; (c) the customer must obtain a Return Materials Authorization ("RMA") from Savvas prior to returning the materials, and must ship the materials back to Savvas within thirty days of receiving the RMA; (d) all materials sold in a set or package must be returned complete as originally sold; and (e) any materials provided by Savvas to the customer on a no-charge basis in consideration of the customer's purchase must be returned in proportion to the purchased materials that are being returned for a credit. A restocking fee of 3% may be applied to credits over \$1,000. Savvas' return policy does not apply to science lab kits or trade publication novels, which are sold on a non-returnable basis.

Consumable Worktexts: Subsequent year consumable worktexts will ship each year on the anniversary of the original order date for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to shipment date. (the anniversary of the original order date unless changed). Changes can be made on the Subscription Worktext Site: <https://worktext-subscriptions.savvas.com>

Annual subscriptions for iLit and Successmaker Only: Savvas' iLit and Successmaker products (and no others) automatically renew on the anniversary date of the original purchase and will be invoiced accordingly unless otherwise specified.

Technical support services are included with purchase of Savvas digital products.

Online help:

<https://support.savvas.com/support/s/k12-curriculum-support-form>

phone: 1-800-848-9500

Professional Services: All paid services must be delivered within twelve (12) months of the order date of those services. Any unused services expire at the end of such twelve (12) month period, unless otherwise specified in contract terms. Any cancellation made with less than 72 hours' notice will result in a cancellation fee equal to the full price of the event. MySavvasTraining is included with purchase of products (<https://mysavvastraining.com>).



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

Sidewalks

Joshua Eckstein <Josh.Eckstein@bolton-menk.com>

Fri, Mar 21, 2025 at 9:30 AM

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

Cc: Brian Heimerl <bheimerl@lp.k12.mn.us>, Karth Whiteside <Karth.Whiteside@bolton-menk.com>

Ok, here is how it breaks down for budget numbers to work from:

- HS Side
 - \$9,000 to replace the remaining older sidewalk. This does not include the recently constructed bus dropoff pads.
- Elementary Side
 - \$13,000 to replace remaining older sidewalk. This does not include the old entry door ramp/steps

[Quoted text hidden]

PATCH AND REPAIR PROPOSAL



POINT OF CONTACT

SUBMITTED TO



WTI is part of Tremco Construction Products Group

PATCH AND REPAIR

Date:

RE:

Customer:

Building Location:

Completion Time:

Cost (excluding applicable taxes):

Dear

Based upon my inspection, we recommend the following repairs be completed.

Thank you for the opportunity to serve you.

Respectfully yours,

PATCH AND REPAIR

TERMS AND CONDITIONS:

Unless all Work hereunder is to be performed within thirty (30) days, WTI shall submit an invoice to the Customer at the end of each calendar month for the amount due for the portion of the Work completed during that month. If all Work is to be performed within thirty (30) days, no invoice shall be submitted until all Work has been completed. Customer shall pay WTI in full within thirty (30) days after receipt of each invoice.

This Proposal is an offer by WTI to provide the Scope of Work set forth above to the Customer on the terms and conditions set forth herein and in WTI's standard terms and conditions*, which are hereby incorporated by reference (together, the "Terms and Conditions"). The Terms and Conditions will govern the Work to the exclusion of any other or different terms, including in any customer purchase order, unless otherwise expressly agreed in writing pursuant to a Master Agreement or similar contract with Customer signed by an authorized representative of WTI. Please confirm your acceptance either by return e-mail to the representative identified below or by having an authorized representative of Customer sign in the space provided below. Upon receipt of acceptance, WTI will process your order and promptly begin the Scope of Work. We appreciate your business and look forward to working with you at your facility

Sincerely,

Weatherproofing Technologies, Inc.

By:

P.O. # (if required)

Title:

Phone:

E-mail:

*Press the following hyperlink button for a copy of our Terms and Conditions.



PATCH AND REPAIR

Acknowledgement Regarding Prevailing Wage Requirements:

Please check ONE of the below:

The work described to be performed by Weatherproofing Technologies, Inc. ("WTI") at customer's facilities is not subject to federal, state or local prevailing wage requirements, other than the Fair Labor Standards Act's minimum wage provisions (29 U.S.C. § 206) and similar state minimum wage laws of general application.

The work to be performed by WTI at customer's facilities is subject to prevailing wage requirements, and the customer agrees to provide WTI with all applicable wage schedules for such work before a purchase order is generated for this work.

Customer further acknowledges that if customer is a public entity or agency, or the project is funded in whole or in part with federal funds, the price quoted by WTI for work performed on customer's facilities is based on the assumption that the work is covered by a prevailing wage law (applicable state or local prevailing wage law or the Davis Bacon Act). If the customer indicates above that this project is not subject to any federal, state or local prevailing wage requirements the quoted price may be reduced.

Customer Name:

Customer Representative (print name):

Signature:

Title:

Date:

COMPANY CAPABILITIES

NEARLY A CENTURY OF SERVICE

Weatherproofing Technologies, Inc. (WTI), originally established in 1928, along with its affiliated company, Tremco, offers a comprehensive inventory of roofing assessment, leak prevention, building envelope, product sales, and general contracting (GC) services. WTI and Tremco, part of Tremco Construction Products Group has annual sales of over \$2 billion, owns and operates 11 manufacturing plants with over 2,000 employees worldwide. Our parent company, RPM International, a Fortune 500 company and a world leader in specialty coatings serves both industrial and consumer markets. RPM, founded in 1947, owns over two dozen operating companies manufacturing popular brand products such as Rust-Oleum®, Carboline®, DAP®, Dryvit®, and Zinsser®. RPM International maintains more than 11,000 employees worldwide, generating nearly \$7 billion in annual sales.

Tremco/WTI represents one of the largest organizations in the building envelope industry with 200+ field advisors, 650+ technical personnel, and more than 1,000 certified subcontractors. Domestically, these resources combine to provide industry leading products and services to customers throughout Canada and the United States. Tremco/WTI personnel are amongst the most highly trained and experienced in the nation.

ISO 9001:2015 & 14001:2015 CERTIFIED

WTI, along with its affiliated company Tremco, is ISO 9001:2015 certified and was the first building envelope service company in the industry to attain this quality certification.

ISO certification helps to continually improve our systems and approach to building envelope concerns and is the standard to which we have committed for our customers. We constantly look to improve our management process within our strategic planning processes through the input of our leadership, employees, and customers.

THE ONLY HIGH-
PERFORMANCE
TOTAL
ENCLOSURE
MANUFACTURER
FOR ALL SIX
SIDES OF YOUR
BUILDING.



COMPANY CAPABILITIES

SAFETY

With WTI You Too Can Lead With S.A.F.E.T.Y!

WTI rooftop safety services combine safety evaluations and recommendations with cost-effective solutions—supported by our professional safety solutions team—to help you find the right solution that meets your needs for safety and budget planning.

Our line of safety products provide a long service life due to their high durability and corrosion resistance. These products require little maintenance and are easy to clean, with little or no need for sandblasting, scraping, and painting. Most of our products are made of advanced fiberglass reinforced plastic (FRP) resin; the non-conductive properties of our FRP products make them a great choice for rooftop safety and help prevent injuries from slips, trips and falls.

Safer and Thermally Non-Conductive
Affordable and Customizable
Fire Retardant Properties
Easy Installation
TremSafe™ Inspection and Maintenance Program
Year After Year Performance!

Safety Record

Our industry can be a very dangerous one, where one wrong move can have long lasting and sometimes devastating effects on a family and our communities. This is why we require every employee to go through our OSHA safety training course. The results of our commitment to people shows as we have one of the best safety records in the industry, especially for a company of our size. The chart below illustrates WTI's commitment to safety.

		Corporate & Field Market Safety Qualifications Metric	
	2020	2021	2022
EMR <small>(Insurance Experience Modification Rate)</small>	.70	.65	.60
No. of Employees	1221	1311	1472
Hours Worked	2,114,385	2,374,237	2,655,983
No. of Fatalities	0	0	0
No. of Recordable Incidents	14	18	25
Total Recordable Incident Rate <small>(per 100 full-time employees)</small>	1.32	1.52	2.33 <small>Industry Avg.—3.4</small>
No. of Lost Time Incidents	0	4	0
Lost Time Incident Rate <small>(per 100 full-time employees)</small>	0	.34	0 <small>Industry Avg.—1.4</small>

THANK YOU
FOR THE OPPORTUNITY TO PROPOSE ON THIS PROJECT



3735 GREEN ROAD, BEACHWOOD, OH 44122
www.tremco.com



PURCHASE OF SERVICE CONTRACT AGREEMENT BETWEEN

**LESTER PRAIRIE SCHOOLS ISD # 424
AND
GREATER MINNESOTA FAMILY SERVICES
for
*SCHOOL FAMILY MENTAL HEALTH SERVICES***

JULY 1, 2025 TO JUNE 30, 2026

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

RECITALS

WHEREAS, the Contractor is an organization approved under Minnesota Department of Human Services (DHS) MS 245i.20 as a certified mental health clinic, and C.T.S.S. (Children's Therapeutic Support Services) provider,

WHEREAS the District wishes to purchase the services of the Contractor for Mental Health Services and Supports to Students, and Indirect/Consultative Support to teachers and administrative staff for clients and general mental health information to the District when requested,

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

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

TERM AND COST OF THE AGREEMENT

This contract shall be in effect by all parties, or from commencement of services hereunder. All of the agreed upon services are available to the District at the same rate with or without the service being included in an individual educational plan.

PRIMARY FUNDING SOURCE FROM MEDICAL ASSISTANCE PROGRAMS:

Medical Assistance (MA) and Prepaid Medical Assistance Programs (PMAP) and other insurances are the primary source of funding for this 0.5 FTE position, serving children who are Medical Assistance eligible, fully enrolled in a State of Minnesota MA plan, and meet diagnostic criteria of Medical Assistance for reimbursement. These services are:

1. Individual (at times Family, for critical care cases) direct service
2. Individual and Family Crisis Calls
3. Family sessions
4. Small Group Sessions
5. Travel to clients' homes/foster homes/crisis centers (at times for 'critical care' cases)

6. Diagnostic and Treatment Planning services required by Medical Assistance and DHS.

SECONDARY FUNDING SOURCE FROM THE DISTRICT:

1. For clients who are Non-Enrolled children in MA/PMAP programs.
2. For Non-Reimbursable MA/PMAP services. These are essential school-based services, often called 'Wraparound' or indirect care supports for children, that are not recognized by Medical Assistance but are critical for approaching children's Mental Health needs in the school environment: teacher/staff consultations, parent contact, IEP collaboration and meetings with District staff, classroom observations, case opening (up to 3 hours maximum per new case for opening documentation, signatures, client rights, testing and *required* DHS screens: 1. CBCL—Child Behavior Check List. 2. CASII—Child and Adolescent Service Intensity Instrument for CTSS services, and Inservice/staff trainings for the District.
3. The District agrees to reimburse the Contractor for non-eligible Medical Assistance Clients and non-reimbursable Wraparound Client Services *Not to Exceed* \$12,298.20 for twelve months. This Secondary funding amount will not be charged if the mental health professional is not in place (recruiting period, or the staff person leaves the position), or this amount will be prorated accordingly in the event the position is filled by less than 0.5 FTE. Payment for services shall be made directly to the Contractor on a quarterly basis of \$3,074.55 and billed by the Contractor to the District each quarter.

Availability of Funds of the District: If payment under this Agreement is dependent upon the availability of federal, state, District or other funds and such funds are reduced or terminated, this Agreement may be renegotiated or terminated at the sole discretion of the District. In the event of termination, Contractor shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. Time is an essential element of this Contract. If the Contractor fails for any reason, excepting delays caused by uncontrollable circumstances to complete installation of all items before the Contract completion date as set forth in Section 2, it is hereby agreed that the District shall have the right to deduct liquidated damages from any money or monies due or coming due to the Contractor. Any monies deducted are not to be construed as a penalty, but as liquidated damages to compensate for the additional cost and inconvenience incurred by the District. Contractor certifies that payment for purchased services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of services and, if the services are being purchased from another public agency, the cost reasonably assignable to such services. For final payment, Contractor shall comply with all requirements contained in Minnesota Statute. §290.92 regarding the withholding of taxes and wages. Contractor shall submit documentation of compliance with its claim for final payment. A certificate by the Minnesota State Commissioner of Revenue will satisfy this requirement (Form IC-134). Contractor is not entitled to final payment until such documentation is submitted.

DISTRICT PHYSICAL PLANT AND SCHOOL STAFF COLLABORATION

The District will provide office space near the main office whenever possible, office furnishings, internet access and phone in each building of assignment during the school year and during the summer as well.

Also:

- a. Conduct a criminal background check to meet District requirements at the District's expense.
- b. Provide GMFS staff with Building Key Card Access.
- c. Support the Contractor by making appropriate mental health referrals.

- d. Support the Contractor by assisting in communicating the role of the professional with teachers and other staff.
- e. Support the Contractor by recognizing the need for students to improve their mental health, to improve in their educational abilities/readiness.
- f. Scheduling support: Support the Contractor by allowing students who need mental health services to spend the time needed with the professional (average of 30-60) minutes per session and 6 hours per month). This requires school administrators and teachers to schedule students out of classes where they are successful or rotating them out of a different class each week, so one school subject is not adversely affected. Study halls and lunchtimes may also be used for this purpose.
- g. Support the Contractor by welcoming the professional to staff meetings and allowing the professional to provide mental health education in the school/program as requested.
- h. Support the Contractor by providing school-wide staff email communications as appropriate, including weekly staff updates /newsletters.
- i. Support the Contractor by inviting them to District Mental health professional development (as appropriate).
- j. Support the Contractor by inviting GMFS staff to school meetings on a monthly basis to discuss students case managed by GMFS.
- k. An administrator or key person in the building must be assigned to be the primary contact to support the professional in the above matters.

DESIGNATED OFFICE SPACE REQUIREMENT: In order to serve the mental health needs of the students the contractor requires that the District provides a dedicated office space of ample size to accommodate a desk and 4 seating positions: chair for the clinician, chair for the client; chair for a parent, and a chair for school staff (which occurs at times throughout the year); and the space is in location that is adequately heated and cooled (GMFS offers services during the summer months), and is not near or in a noisy environment which can seriously disrupt the mental health counseling session. Note: GMFS has been offered settings where we were not able to provide Mental Health services for the District—such as a janitor’s closet, next to a band room with cubicle dividers (did not block noise), and in a library with curtains (obviously not private and confidential).

*If adequate space is not available for the professional, the Contractor will purchase and own a mobile satellite office space for each employee that can be rented to the District for \$275.00 per month (the Contractor will incur the loan for the satellite building and assume all liability with the Indemnification and Insurance clause herein). Zoning considerations for satellites are typically permitted on school property. The Contractor asks the District for the provision of electricity to the satellite to operate the HVAC system and lighting. No other utilities are required. The satellite office is used 12 months out of the year for the mental health needs of children, parents/caregivers, and families

AMOUNT OF SERVICES PROVIDED: This contract will be filled by 0.5 F.T.E. G.M.F.S. staff on a 260 day per year service employment agreement (staff continue services throughout summer months). All the contractor’s staff positions are qualified to access Medical Assistance/PMAP (Prepaid Medical Assistance Programs) or other insurances for direct client services for Medical Assistance eligible children. The Contractor’s positions for School Mental Health services are: ‘Counselor’ (GMFS job class)-aka-Mental Health Practitioner (per DHS language) under the direct supervision of a Therapist; Or, ‘Licensure Candidate’ (per DHS language with a Master’s degree) under the direct supervision of a Therapist; Or, ‘Therapist’ (GMFS job class)-aka-Qualified Mental Health Professional (per DHS language).

RATE LISTING REQUIRED BY THE DEPARTMENT OF HUMAN SERVICES (DHS) FOR GMFS'S DIRECT MENTAL HEALTH SERVICES:

- A. These are NOT billed to the District.
- B. Individual direct service. Counselor \$74.04 per hour. Licensure Candidate/Therapist \$104.60 per hour
- C. Individual and Family Crisis Calls. Counselor \$74.04 per hour. Licensure Candidate/Therapist \$104.60 per hour
- D. Small Group Sessions. Counselor \$74.04 per hour. Licensure Candidate/Therapist \$104.60 per hour
- E. Travel to clients' homes/foster homes/crisis centers. Counselor \$74.04 per hour. Licensure Candidate/Therapist \$104.60 per hour
- F. Diagnostic and Treatment Planning services required by Medical Assistance and DHS. Licensure Candidate/Therapist \$104.60 per hour

RATE LISTING REQUIRED BY THE DEPARTMENT OF HUMAN SERVICES (DHS) FOR 'WRAPAROUND' DISTRICT SERVICES NOT COVERED BY MEDICAL ASSISTANCE:

- A. These are NOT in addition to the 'Secondary funding source from the District.' These are not billed to the District.
- B. Individual Educational Plan Team Meetings for child receiving services. Counselor \$74.04 per hour. Licensure Candidate/Therapist \$104.60 per hour
- C. Classroom Observations, Teacher/staff consultation and meetings, parent contact. Formal and Informal Consultation and Team Meetings. Counselor \$74.04 per hour. Licensure Candidate/Therapist \$104.60 per hour
- D. Case opening (up to 3 hours maximum per new case for opening documentation, signatures, client rights, testing and *required* DHS screens: 1. CBCCL—Child Behavior Check List. 2. CASII—Child and Adolescent Service Intensity Instrument for CTSS services. Counselor \$74.04 per hour. Licensure Candidate/Therapist \$104.60 per hour.
- E. Staff Training and Inservice. Counselor \$74.04 per hour. Licensure Candidate/Therapist \$104.60 per hour.
- F. Day Treatment: The rate for day treatment services provided as part of a student's Individual Education Plan is \$89.96 per hour.

1. BONDS

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

2. INDEPENDENT CONTRACTOR

A. Contractor is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the County. No tenure or any rights including worker's compensation,

unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available Contractor's employees, including indemnification for third party personal injury/property damage claims, shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.

- B. Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or other, will be made from the payments due Contractor and it is Contractor's sole obligation to comply with all federal and state tax laws.
- C. Contractor shall at all times be free to exercise initiative, judgment, and discretion as to how to best perform or provide services identified in this Agreement.
- D. Contractor is responsible for hiring sufficient workers to perform the services required by this Agreement and withholding taxes and paying all other employment tax obligation on their behalf.
- E. The Contractor is solely responsible for supervision, control and direction of the Contract personnel utilized to provide the services under this agreement.

3. **INDEMNIFICATION AND INSURANCE**

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

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

Contractor further agrees that in order to protect itself as well as the District under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force liability insurance The following minimum limits apply:

- \$4,000,000 Aggregate
- \$1,000,000 Personal Injury and Advertising Injury
- \$1,000,000 Each Occurrence
- \$ 100,000 Fire Damage Limit
- \$ 5,000 Medical Expense

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

- B. Automobile Liability Insurance including owned, non-owned, and hired vehicles in an amount not less than \$1,000,000 combined single limit (CSL) for total bodily injuries and/or damages arising from any one accident.

- C. Professional Liability Insurance (when required) the following minimum limits apply:
 - \$3,000,000 Aggregate
 - \$1,000,000 per claim
- D. Excess Umbrella Liability Policy will be additionally required if any of the above policies have lower limits than stated.
- E. Worker's Compensation Insurance.

4. DATA PRIVACY/DATA OWNERSHIP

A. Data Practices.

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

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

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

C. Release.

No educational data may be released by the Contractor to a third party without the express consent of the District's representative as indicated below – this includes any media relations.

D. Ownership.

Ownership of all data prepared for or by the District, whether having commercial value or not shall remain with the District. Any reports, studies, photographs, negatives or other documents or any other form of data prepared by the Contractor in the performance of its obligations under this contract shall be the exclusive property of the District, and all such material or data shall be remitted to the District by the Contractor upon completion, termination, or cancellation of this contract. The Contractor shall not use, allow, or cause to have such materials used for any purpose other than performance of the Contractor's obligations under this contract without the prior written consent of the District.

5. RECORDS: AVAILABILITY AND RETENTION

Pursuant to Minnesota Statute §16C.05, subd. 5, the Contractor agrees that the District, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, et., which are pertinent to the accounting practices and procedures of the

Contractor and involve transactions relating to this Agreement. Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement. Any educational data may be retained for a longer period, as the District may determine in accordance with applicable law and policy.

6. MERGER AND MODIFICATION

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

7. DEFAULT AND CANCELLATION

- A. If the Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Unless the Provider's default is excused by the District, the District may, upon written notice to the Contractor's representative listed herein, cancel this Agreement in its entirety as indicated in (10 B.) below.
- B. This Agreement may be cancelled with or without cause by either party upon thirty (30) days written notice.
- C. Unless Contractor's default is excused under the terms of this Contract the District may recover from Contractor such damages as it may sustained by reason of additional administrative costs, expenses of re-awarding the contract and other damages sustained by the District by reason of delay, price changes, loss of other contracts, loss of income, inability of the District to fulfill other contracts, loss of other benefits of this Contract and any other damages directly or consequently arising out of this Contract or failure to perform the same by Contractor.
- D. The District and the Contractor agree to attempt to resolve quickly all matters related to uncontrollable circumstances and use all reasonable efforts to mitigate its effects.

8. SUBCONTRACTING AND ASSIGNMENT

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

Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors.

9. **NONDISCRIMINATION**

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

10. **HEALTH AND SAFETY**

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

11. **NONWAIVER, SEVERABILITY & APPLICABLE LAWS**

- A. Nonwaiver.
Nothing in this Agreement shall constitute a waiver by the District of any statute of limitations or exceptions on liability. If the District does not enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- B. Severability.
If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.
FORCE MAJEURE:
Both parties shall not be held responsible for damages caused by delay or failure to perform hereunder, when such delay or failure is due to fires, strikes, Acts of God, legal acts of the public authorities, delays or defaults caused by public carriers, or acts or demands of the Government in a time of war, or state or national emergency.
- C. Applicable Laws.

The Laws of the State of Minnesota shall apply to this Agreement. The Contractor shall abide by all Federal, State, or local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs, and staff for which Contractor is responsible.

12. **SECTION HEADINGS**

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

13. **THIRD PARTIES**

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

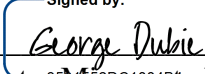
14. **CONFLICT OF INTEREST**

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

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

~~SIGNATURES ON NEXT PAGE~~

SIGNATURES :

Signed by:
 3/19/2025

Greater Minnesota Family Services/Date
George Dubie, CEO

ISD # 424/Date
Dr. Melissa Radeke, Superintendent

An Equal Opportunity/Affirmative Action Employer

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE



Education & Administrative Resources

1420 East College Drive
Marshall, MN 56258
www.swwc.org



Quote

Customer:

Name	Lester Prairie
Address	131 Hickory St N
City, State Zip	Lester Prairie MN 55354

Quote Date	3/18/2025
Quote Expires	4/18/2025

Customer contact:

Name	Marc Wawrzyniak
Phone	320-395-2521 x1133
Email	wawrzyniak@lp.k12.mn.us

Quote prepared by:

Name	Travis Rupp
Phone	507-337-2957
Email	travis.rupp@swwc.org

To Order:

Include a signed copy of this quote with your purchase order. Submit your quotation and corresponding purchase order prior to 3:00 pm on the quote expiration date by Email to: becky.laleman@swwc.org or travis.rupp@swwc.org

Description of project, products, and services:

Phone system licensing, hardware, and installation with 3CX. This does not include SIP service to the system. District will only be billed for time used out of the expected pool at the standard technology service rate. These phones are our recommendation based on supported phones with 3CX, however there are many other makes/models to choose from.

Pricing Details:

Part Number	Description	MSRP	Price Each	Qty	Extended Price
SNOM-D785	Dual Ethernet ports (GigE) EHS adapter support Support for up to 3 D7 expansion modules USB Port for Wifi and DECT support Support for up to 12 SIP lines/accounts Soft bumpers to "mute the handset click" SIP and PCAP trace in phone VPN Remote management: TR-069/TR-111 Auto-provisioning and redirection Best-in-class audio	\$219	\$115.50	6	\$693
SNOM-D713	Power-over-Ethernet (PoE) IPv6 and IPv4 Headset connectable Gigabit Ethernet Security (TLS & SRTP) On-screen labels HD audio, color screen	\$116	\$62.70	57	\$3,573.90
SWWC-HOST	3CX Server Hosted in our datacenter and backed up to our 2nd datacenter		\$900/yr	1	\$900
GSHT-HT802	Analog Telephone Adapter Supports 2 SIP Profiles Through 2 FXO Port	\$65	\$44	1	\$44
GSHT-HT813	Analog Telephone Adapter Supports 2 SIP Profiles Through 1 FXS Port and 1 FXO Port Dual 100Mbps LAN and WAN Ports 3-way Voice Conferencing Per Port Automated & Secure Provisioning Options Using TR069 Supports T.38 Fax for Reliable Faxover-IP Strong AES Encryption Lifeline support (FXS port will be hardrelayed to FXO port) in case of power outage	\$95	\$69.30	1	\$69.30
3CX-16SC	Annual 16SC Professional license for 3CX	\$750	\$750/yr	1	\$750
LABOR	Setup and programming of 3CX, onsite installation of ATAs- this will be billed using our billing system and only included for an estimate, actual time spent is what will be billed		\$85/hr	24	\$2,040
FREIGHT	Shipping Costs		\$195	1	\$195

Hardware/Licensing: \$6,225.20

Labor: \$2,040

Project Total: \$8,265.20

Please only submit a PO for the Hardware/Licensing part to proceed. Labor will be billed after installation month.

1 year from the completion of processing the PO.

Start of Subscription

End of Subscription

Terms and Conditions

This Quote includes a Software Resale Agreement (herein "Agreement") and is made effective as of the date of the Customer's acceptance below, by and between the above-named Customer, a governmental entity (herein "Customer"), and Southwest West Central Service Cooperative (herein "SWWC"), in its capacity as an authorized reseller of the above stated products, licensing, subscriptions, and any associated services (collectively herein "Services").

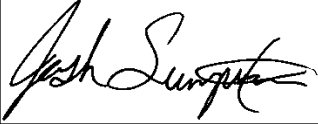
1. **Resale Services and License:** SWWC agrees to facilitate the provision of access to and use of the specified Services, including any necessary licenses, updates, maintenance, and support services, according to the terms of this Agreement and the original vendor's terms and conditions.
2. **Payment Terms:** Customer agrees to make a one-time payment covering the full amount for the Services as specified in this Quote. This one-time payment is due upon acceptance of this quote by Customer, and the payment obligations defined herein are non-cancelable, and fees paid are non-refundable, except as provided under termination provisions herein or in accordance with the original vendor's terms and conditions.
3. **Subscription Term:** Commences on the "Start of Subscription" date stated in the Quote and continues until the "End of Subscription" date stated in the Quote, providing the Customer with access to the services in accordance with the terms of original license agreement.
4. **Termination and Breach:**
 - a. This Agreement may be terminated only in cases of material breach not cured within 90-days of written notice, or as otherwise provided by original vendor's end-user license agreement.
 - b. In the event of termination, the Customer's entitlements, and obligations for future use of the Services shall be as per original vendor's end-user license agreement, recognizing the one-time payment structure.
5. **Intellectual Property:** Intellectual property rights in the Services are owned by the original vendor or SWWC. SWWC grants no rights in the intellectual property of the Services other than those expressly granted by the original vendor or SWWC.
6. **Warranties and Support:** Warranties and support services are provided directly by the original vendor to the Customer, in accordance with the original vendor's end-user license agreement. SWWC assumes no responsibility for warranties or support beyond facilitating the Agreement.

The parties mutually accept the Agreement on the date of Customer signature.

Customer:

SWWC:

Signature:	
Name:	
Title:	
Date:	

Signature:	
Name:	Josh Sumption
Title:	Chief Technology and Information Officer
Date:	2024



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

Fundraiser

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

Tue, Apr 1, 2025 at 8:56 AM

Good morning,

I had a cheer fundraiser approved this fall for Heggies Pizza, but I found a better local company to work with. It is still pizza, but different people. Do I need to have this re-approved by the board?

Thanks!

--

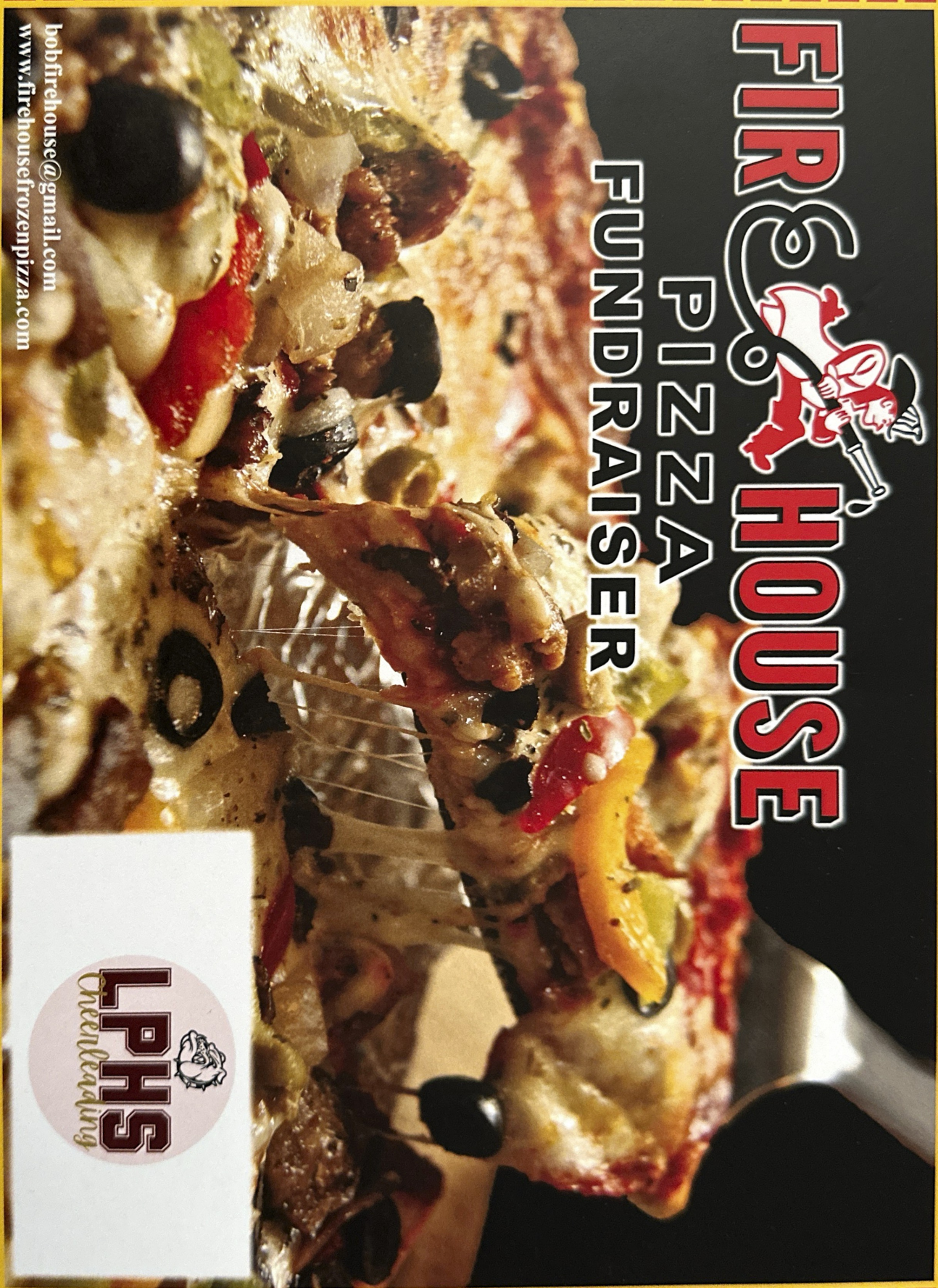
Julie Malady

Math Teacher

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



FIREHOUSE PIZZA FUNDRAISER



bobfirehouse@gmail.com
www.firehousefrozempizza.com



621 LITERACY AND THE READ ACT

[NOTE: By the 2026-2027 school year, the school district must provide evidence-based reading instruction through a focus on student mastery of the foundational reading skills of phonemic awareness, phonics, and fluency, as well as the development of oral language, vocabulary, and reading comprehension skills. Students must receive evidence-based instruction that is proven to effectively teach children to read, consistent with Minnesota Statutes, sections 120B.118 to 120B.124.]

[NOTE: The 2024 Minnesota legislature renumbered the Read Act statutes to 120B.118 and 120B.119.]

I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student's educational experience.

III. DEFINITIONS

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.

- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.
- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.
- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through an MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.
- G. "Oral language," also called "spoken language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.

- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension.
- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.
- N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

- A. The school district must administer an approved evidence-based reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by MDE.
- B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, at least biannually after administering each screener, must give the parent of each student who is not reading at or above grade level timely information about:
 - 1. the student's reading proficiency as measured by a screener approved by MDE;
 - 2. reading-related services currently being provided to the student and the student's progress; and

3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and oral language.
- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
- C. Students in grades 4 and above, including multilingual learners and students receiving special education services, who do not demonstrate mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language, must be screened using a screening tool approved by MDE for characteristics of dyslexia and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.
- D. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner ("Commissioner") by June 15 in the form and manner determined by the Commissioner.
- E. The school district must include in its literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With

respect to students screened or identified under paragraph (a), the report must include:

1. a summary of the school district's efforts to screen for dyslexia;
2. the number of students universally screened for that reporting year;
3. the number of students demonstrating characteristics of dyslexia for that year; and
4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.119, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.119.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide reading intervention until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from

the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.

- F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every 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. The school district must update and submit the plan to the Commissioner by June 15 each year. The plan must be consistent with the Read Act, and include the following:
1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
 2. a process to notify and involve parents;
 3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
 4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
 5. identification of staff development needs, including a plan to meet those needs;
 6. the curricula used by school site and grade level;

7. a statement of whether the school district has adopted an MTSS framework;
 8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
 - a. students in kindergarten through grade 3;
 - b. students who demonstrate characteristics of dyslexia; and
 - c. students in grades 4 to 12 who are identified as not reading at grade level; and
 9. the number of teachers and other staff that have completed training approved by the department.
- B. The school district must post its literacy plan on the official school district website and submit it to the Commissioner using the template developed by the Commissioner beginning June 15, 2024.

VIII. STAFF TRAINING

- A. Beginning July 1, 2024, a school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5, to:
1. intervention teachers working with students in kindergarten through grade 12;
 2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
 3. special education teachers;
 4. curriculum directors;
 5. instructional support staff who provide reading instruction; and
 6. employees who select literacy instructional materials for a district.
- B. The school district must provide training from a menu of approved evidence-based training programs to all reading intervention teachers, literacy specialists, and other teachers and staff identified in Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b), by July 1, 2025; and by July 1, 2027, to other teachers in the school district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program under Minnesota Statutes, section 124D.68. The Commissioner may grant a school district an extension to these deadlines.

- C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.
- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
 - 1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.119 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
 - 2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
 - 3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
 - 4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including oral academic language development, and build academic literacy; and
 - 5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.

- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY INCENTIVE AID USES

The school district must use its literacy incentive aid to support implementation of evidence-based reading instruction. The following are eligible uses of literacy incentive aid:

1. training for kindergarten through grade 3 teachers, early childhood educators, special education teachers, reading intervention teachers working with students in kindergarten through grade 12, curriculum directors, and instructional support staff that provide reading instruction, on using evidence-based screening and progress monitoring tools;
2. evidence-based training using a training program approved by MDE;
3. employing or contracting with a literacy lead, as defined in Minnesota Statutes, section 120B.119;
4. materials, training, and ongoing coaching to ensure reading interventions under Minnesota Statutes, section 125A.56, subdivision 1, are evidence-based; and costs of substitute teachers to allow teachers to complete required training during the teachers' contract day.

Legal References: Minn. Stat. § 120B.119 (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

Cross References: None

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.

- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Suspension or Revocation of Licenses)

Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Employment; Contracts; Termination)
Minn. Stat. §§ 609.341-609.352 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 507 (Corporal Punishment)

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
2024-2025

DATE: 3/20/2025


The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Ashley Heckson** for the following extra curricular assignment:

Spring Play Advisor - BA-0 (6%) @ \$40,941.00

For this assignment you will be paid a total of \$2,456.00***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:



Coach's Signature

03/24/2025
Date

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

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

_____ day of _____, 2025. 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
2024-2025

DATE: 3/20/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Emilie Vaske** for the following extra curricular assignment:

Assistant Track Coach BA-2 (7% @ \$42,790.00)

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

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

I hereby accept the assignment as indicated:


Coach's Signature

03-24-2025
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 Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. 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
2025-2026

DATE: 4/3/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Tyler Helland** for the following extra curricular assignment:

Head Football Coach BA-11 (10% @ \$51,102)

For this assignment you will be paid a total of \$5,110.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:


Coach's Signature

4/7/2025
Date

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

*In 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 _____, 2025. 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)

**TEACHER CONTRACT FOR MINNESOTA
PUBLIC SCHOOL DISTRICTS**

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, enters into this contract, pursuant to M.S. 125.12 as amended, with **Joshua Dumas**, a legally qualified and licensed teacher who agrees to teach in the public school of said district as a **Secondary Science Teacher with assigned duties** for the school year 2025 to 2026.

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

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

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

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

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

\$ 70,043	For Basic Services (MA+20 Level-24)
\$ _____	For additional services as set forth in paragraph six.
\$ 70,043	Total salary, exclusive of fringe benefits.

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate school board regulation. This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties. In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.

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

IN WITNESS THEREOF I have subscribed my signature this 20 day of March, 2025.

Teacher

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

Chairman

Clerk

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

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

NOTICE OF ASSIGNMENT (FT – NON-CERTIFIED)
LESTER PRAIRIE ISD #424
2025-26

TO: **Lori Bebo**

DATE: April 2025

SUBJECT: Notice of salary & assignment for the 2025-26 school year.

1) Your basic assignment will be:

Supervisor of kitchen and cooks with assigned duties.

Your salary effective on or about 8/15/2025 will be \$36,846 for 187 days. For extra duties for special events after school hours will be paid at the hourly rate of \$24.63 for up to 54 hours.

2) Extra notes and benefits:

- a. 100 % Board paid single dental insurance coverage available.
- b. Eight (8) sick/ESST days per year, with a maximum accumulation of 120 days.
- c. Eight (8) paid Holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Years Day, President's Day, Good Friday, Memorial Day.
- d. \$30,000 Life & AD&D Insurance.
- e. Long Term Disability Insurance.
- f. Three (3) days of personal leave, which can accumulate up to 4 days with one (1) being carried over and/or one (1) being paid for.
- g. 403B contribution of \$800.00 per year.
- h. 3 Bereavement Days – for Immediate Family and approval from Administration
- i. The School District shall contribute \$757.50 per month for the 2025-26 school year toward the premium cost of single health insurance if qualified for and enrolled in the School District's group health and hospitalization plan. The School District contribution will first be applied to the insurance premium. The remaining amount, if any, shall be paid by the School District into a Health Savings Account (H.S.A.) or VEBA.

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

Lori L Bebo

Employee Signature

3-28-25

Date

Board Signature

Date

White – Employee File
Green – Employee Copy

Lester Prairie Public Schools

LANE CHANGE REQUEST


Must be submitted by September 1 (effective September 15) or January 1 (effective January 15).

I have completed the following courses which qualify me to be granted a lane change.

Name of Course	Credits	Year Completed
Lit 5163	3	2025
Lit 5173	3	2025
CI 5033	3	2025
CI 5103	3	2025

I am currently on step 5 lane BA at a salary of \$ 47,786

This would place me on step 5 lane BA+10 at a salary of \$ 48,222

 3-27-25
Instructor's Signature Date

Approval Date

From: Arlene Nowak

To whom it may concern:

Please accept this letter as a formal notification that I am resigning from my position as a High School Social Studies Teacher at Lester Prairie Schools effective at the end of the 2024-2025 school year contract cycle. I am grateful for the experience and the time I have spent here. At this time I am seeking other career opportunities and advancement. I have enjoyed the role and the students made the time very enjoyable.

I am committed to ensuring a smooth transition during my departure. I am happy to assist with the handover of my responsibilities to the next hire.

Thank you again for the opportunity to have been a part of the Lester Prairie School community. I wish you and the school the best in the future.

Sincerely,
Arlene Nowak

A handwritten signature in cursive script that reads "Arlene Nowak".

4/10/2025

Date: 4/4/2025
From: Arlene Nowak

To Whom It May Concern:

This is to inform you that I am resigning as the C-Squad Volleyball Coach for the 2025-2026 School Year. I have greatly enjoyed the opportunity and felt it was a great learning experience. It is a large time commitment and at this time, I don't feel able to commit fully to this position.

If you have any questions feel free to reach out.

Sincerely,
Arlene Nowak

A handwritten signature in cursive script that reads "Arlene Nowak". The signature is written in black ink and is positioned below the typed name.

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
2024-2025

DATE: 3/20/2025


The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Ashley Heckson** for the following extra curricular assignment:

Spring Play Advisor - BA-0 (6%) @ \$40,941.00

For this assignment you will be paid a total of \$2,456.00***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:



Coach's Signature

03/24/2025
Date

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

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

_____ day of _____, 2025. 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
2024-2025

DATE: 3/20/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Emilie Vaske** for the following extra curricular assignment:

Assistant Track Coach BA-2 (7% @ \$42,790.00)

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

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

I hereby accept the assignment as indicated:


Coach's Signature

03-24-2025
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 Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. 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
2025-2026

DATE: 4/3/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Tyler Helland** for the following extra curricular assignment:

Head Football Coach BA-11 (10% @ \$51,102)

For this assignment you will be paid a total of \$5,110.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:


Coach's Signature

4/7/2025
Date

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

*In 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 _____, 2025. 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)

**TEACHER CONTRACT FOR MINNESOTA
PUBLIC SCHOOL DISTRICTS**

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, enters into this contract, pursuant to M.S. 125.12 as amended, with **Joshua Dumas**, a legally qualified and licensed teacher who agrees to teach in the public school of said district as a **Secondary Science Teacher with assigned duties** for the school year 2025 to 2026.

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

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

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

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

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

\$ 70,043 _____	For Basic Services (MA+20 Level-24)
\$ _____	For additional services as set forth in paragraph six.
\$ 70,043 _____	Total salary, exclusive of fringe benefits.

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate school board regulation. This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties. In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.

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

IN WITNESS THEREOF I have subscribed my signature this 20 day of March, 2025.

Teacher

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

Chairman

Clerk

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

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

NOTICE OF ASSIGNMENT (FT – NON-CERTIFIED)
LESTER PRAIRIE ISD #424
2025-26

TO: **Lori Bebo**

DATE: April 2025

SUBJECT: Notice of salary & assignment for the 2025-26 school year.

1) Your basic assignment will be:

Supervisor of kitchen and cooks with assigned duties.

Your salary effective on or about 8/15/2025 will be \$36,846 for 187 days. For extra duties for special events after school hours will be paid at the hourly rate of \$24.63 for up to 54 hours.

2) Extra notes and benefits:

- a. 100 % Board paid single dental insurance coverage available.
- b. Eight (8) sick/ESST days per year, with a maximum accumulation of 120 days.
- c. Eight (8) paid Holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Years Day, President's Day, Good Friday, Memorial Day.
- d. \$30,000 Life & AD&D Insurance.
- e. Long Term Disability Insurance.
- f. Three (3) days of personal leave, which can accumulate up to 4 days with one (1) being carried over and/or one (1) being paid for.
- g. 403B contribution of \$800.00 per year.
- h. 3 Bereavement Days – for Immediate Family and approval from Administration
- i. The School District shall contribute \$757.50 per month for the 2025-26 school year toward the premium cost of single health insurance if qualified for and enrolled in the School District's group health and hospitalization plan. The School District contribution will first be applied to the insurance premium. The remaining amount, if any, shall be paid by the School District into a Health Savings Account (H.S.A.) or VEBA.

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

Lori Z Bebo

Employee Signature

3-28-25

Date

Board Signature

Date

White – Employee File
Green – Employee Copy

Lester Prairie Public Schools

LANE CHANGE REQUEST

Must be submitted by September 1 (effective September 15) or January 1 (effective January 15).

I have completed the following courses which qualify me to be granted a lane change.

Name of Course	Credits	Year Completed
Lit 5163	3	2025
Lit 5173	3	2025
CI 5033	3	2025
CI 5103	3	2025

I am currently on step 5 lane BA at a salary of \$ 47,786

This would place me on step 5 lane BA+10 at a salary of \$ 48,222



3-27-25

Instructor's Signature

Date

Approval

Date

From: Arlene Nowak

To whom it may concern:

Please accept this letter as a formal notification that I am resigning from my position as a High School Social Studies Teacher at Lester Prairie Schools effective at the end of the 2024-2025 school year contract cycle. I am grateful for the experience and the time I have spent here. At this time I am seeking other career opportunities and advancement. I have enjoyed the role and the students made the time very enjoyable.

I am committed to ensuring a smooth transition during my departure. I am happy to assist with the handover of my responsibilities to the next hire.

Thank you again for the opportunity to have been a part of the Lester Prairie School community. I wish you and the school the best in the future.

Sincerely,
Arlene Nowak

A handwritten signature in cursive script that reads "Arlene Nowak".

4/10/2025

Date: 4/4/2025
From: Arlene Nowak

To Whom It May Concern:

This is to inform you that I am resigning as the C-Squad Volleyball Coach for the 2025-2026 School Year. I have greatly enjoyed the opportunity and felt it was a great learning experience. It is a large time commitment and at this time, I don't feel able to commit fully to this position.

If you have any questions feel free to reach out.

Sincerely,
Arlene Nowak

A handwritten signature in cursive script that reads "Arlene Nowak". The signature is written in black ink and is positioned below the typed name.

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
2024-2025

DATE: 3/20/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Ashley Heckson** for the following extra curricular assignment:

Spring Play Advisor - BA-0 (6%) @ \$40,941.00

For this assignment you will be paid a total of \$2,456.00***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:



Coach's Signature

03/24/2025
Date

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. 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
2024-2025

DATE: 3/20/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Emilie Vaske** for the following extra curricular assignment:

Assistant Track Coach BA-2 (7% @ \$42,790.00)

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

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I hereby accept the assignment as indicated:


Coach's Signature

03-24-2025
Date

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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 55354-0158
(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2025-2026

DATE: 4/3/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Tyler Helland** for the following extra curricular assignment:

Head Football Coach BA-11 (10% @ \$51,102)

For this assignment you will be paid a total of \$5,110.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:


Coach's Signature

4/7/2025
Date

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In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. 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)

**TEACHER CONTRACT FOR MINNESOTA
PUBLIC SCHOOL DISTRICTS**

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, enters into this contract, pursuant to M.S. 125.12 as amended, with **Joshua Dumas**, a legally qualified and licensed teacher who agrees to teach in the public school of said district as a **Secondary Science Teacher with assigned duties** for the school year 2025 to 2026.

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

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

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

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

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

\$ 70,043 _____	For Basic Services (MA+20 Level-24)
\$ _____	For additional services as set forth in paragraph six.
\$ 70,043 _____	Total salary, exclusive of fringe benefits.

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate school board regulation. This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties. In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.

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IN WITNESS THEREOF I have subscribed my signature this 20 day of March, 2025.

Teacher

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

Chairman

Clerk

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

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

NOTICE OF ASSIGNMENT (FT – NON-CERTIFIED)
LESTER PRAIRIE ISD #424
2025-26

TO: **Lori Bebo**

DATE: April 2025

SUBJECT: Notice of salary & assignment for the 2025-26 school year.

1) Your basic assignment will be:

Supervisor of kitchen and cooks with assigned duties.

Your salary effective on or about 8/15/2025 will be \$36,846 for 187 days. For extra duties for special events after school hours will be paid at the hourly rate of \$24.63 for up to 54 hours.

2) Extra notes and benefits:

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- d. \$30,000 Life & AD&D Insurance.
- e. Long Term Disability Insurance.
- f. Three (3) days of personal leave, which can accumulate up to 4 days with one (1) being carried over and/or one (1) being paid for.
- g. 403B contribution of \$800.00 per year.
- h. 3 Bereavement Days – for Immediate Family and approval from Administration
- i. The School District shall contribute \$757.50 per month for the 2025-26 school year toward the premium cost of single health insurance if qualified for and enrolled in the School District's group health and hospitalization plan. The School District contribution will first be applied to the insurance premium. The remaining amount, if any, shall be paid by the School District into a Health Savings Account (H.S.A.) or VEBA.

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

Lori Z Bebo

Employee Signature

3-28-25

Date

Board Signature

Date

White – Employee File
Green – Employee Copy

Lester Prairie Public Schools

LANE CHANGE REQUEST


Must be submitted by September 1 (effective September 15) or January 1 (effective January 15).

I have completed the following courses which qualify me to be granted a lane change.

Name of Course	Credits	Year Completed
Lit 5163	3	2025
Lit 5173	3	2025
CI 5033	3	2025
CI 5103	3	2025

I am currently on step 5 lane BA at a salary of \$ 47,786

This would place me on step 5 lane BA+10 at a salary of \$ 48,222

 3-27-25
Instructor's Signature Date

Approval Date

From: Arlene Nowak

To whom it may concern:

Please accept this letter as a formal notification that I am resigning from my position as a High School Social Studies Teacher at Lester Prairie Schools effective at the end of the 2024-2025 school year contract cycle. I am grateful for the experience and the time I have spent here. At this time I am seeking other career opportunities and advancement. I have enjoyed the role and the students made the time very enjoyable.

I am committed to ensuring a smooth transition during my departure. I am happy to assist with the handover of my responsibilities to the next hire.

Thank you again for the opportunity to have been a part of the Lester Prairie School community. I wish you and the school the best in the future.

Sincerely,
Arlene Nowak

A handwritten signature in cursive script that reads "Arlene Nowak".

4/10/2025

Date: 4/4/2025
From: Arlene Nowak

To Whom It May Concern:

This is to inform you that I am resigning as the C-Squad Volleyball Coach for the 2025-2026 School Year. I have greatly enjoyed the opportunity and felt it was a great learning experience. It is a large time commitment and at this time, I don't feel able to commit fully to this position.

If you have any questions feel free to reach out.

Sincerely,
Arlene Nowak

A handwritten signature in cursive script that reads "Arlene Nowak". The signature is written in black ink and is positioned below the typed name.

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
2024-2025

DATE: 3/20/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Ashley Heckson** for the following extra curricular assignment:

Spring Play Advisor - BA-0 (6%) @ \$40,941.00

For this assignment you will be paid a total of \$2,456.00***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:



Coach's Signature

03/24/2025
Date

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. 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
2024-2025

DATE: 3/20/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Emilie Vaske** for the following extra curricular assignment:

Assistant Track Coach BA-2 (7% @ \$42,790.00)

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

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

I hereby accept the assignment as indicated:


Coach's Signature

03-24-2025
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 Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. 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
2025-2026

DATE: 4/3/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Tyler Helland** for the following extra curricular assignment:

Head Football Coach BA-11 (10% @ \$51,102)

For this assignment you will be paid a total of \$5,110.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:


Coach's Signature

4/7/2025
Date

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

*In 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 _____, 2025. 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)

**TEACHER CONTRACT FOR MINNESOTA
PUBLIC SCHOOL DISTRICTS**

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, enters into this contract, pursuant to M.S. 125.12 as amended, with **Joshua Dumas**, a legally qualified and licensed teacher who agrees to teach in the public school of said district as a **Secondary Science Teacher with assigned duties** for the school year 2025 to 2026.

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

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

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

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

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

\$ 70,043 _____	For Basic Services (MA+20 Level-24)
\$ _____	For additional services as set forth in paragraph six.
\$ 70,043 _____	Total salary, exclusive of fringe benefits.

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate school board regulation. This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties. In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.

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

IN WITNESS THEREOF I have subscribed my signature this 20 day of March, 2025.

Teacher

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

Chairman

Clerk

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

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

NOTICE OF ASSIGNMENT (FT – NON-CERTIFIED)
LESTER PRAIRIE ISD #424
2025-26

TO: **Lori Bebo**

DATE: April 2025

SUBJECT: Notice of salary & assignment for the 2025-26 school year.

1) Your basic assignment will be:

Supervisor of kitchen and cooks with assigned duties.

Your salary effective on or about 8/15/2025 will be \$36,846 for 187 days. For extra duties for special events after school hours will be paid at the hourly rate of \$24.63 for up to 54 hours.

2) Extra notes and benefits:

- a. 100 % Board paid single dental insurance coverage available.
- b. Eight (8) sick/ESST days per year, with a maximum accumulation of 120 days.
- c. Eight (8) paid Holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Years Day, President's Day, Good Friday, Memorial Day.
- d. \$30,000 Life & AD&D Insurance.
- e. Long Term Disability Insurance.
- f. Three (3) days of personal leave, which can accumulate up to 4 days with one (1) being carried over and/or one (1) being paid for.
- g. 403B contribution of \$800.00 per year.
- h. 3 Bereavement Days – for Immediate Family and approval from Administration
- i. The School District shall contribute \$757.50 per month for the 2025-26 school year toward the premium cost of single health insurance if qualified for and enrolled in the School District's group health and hospitalization plan. The School District contribution will first be applied to the insurance premium. The remaining amount, if any, shall be paid by the School District into a Health Savings Account (H.S.A.) or VEBA.

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

Lori Z Bebo

Employee Signature

3-28-25

Date

Board Signature

Date

White – Employee File
Green – Employee Copy

Lester Prairie Public Schools

LANE CHANGE REQUEST


Must be submitted by September 1 (effective September 15) or January 1 (effective January 15).

I have completed the following courses which qualify me to be granted a lane change.

Name of Course	Credits	Year Completed
Lit 5163	3	2025
Lit 5173	3	2025
CI 5033	3	2025
CI 5103	3	2025

I am currently on step 5 lane BA at a salary of \$ 47,786

This would place me on step 5 lane BA+10 at a salary of \$ 48,222

 3-27-25
Instructor's Signature Date

Approval Date

From: Arlene Nowak

To whom it may concern:

Please accept this letter as a formal notification that I am resigning from my position as a High School Social Studies Teacher at Lester Prairie Schools effective at the end of the 2024-2025 school year contract cycle. I am grateful for the experience and the time I have spent here. At this time I am seeking other career opportunities and advancement. I have enjoyed the role and the students made the time very enjoyable.

I am committed to ensuring a smooth transition during my departure. I am happy to assist with the handover of my responsibilities to the next hire.

Thank you again for the opportunity to have been a part of the Lester Prairie School community. I wish you and the school the best in the future.

Sincerely,
Arlene Nowak

A handwritten signature in cursive script that reads "Arlene Nowak".

4/10/2025

Date: 4/4/2025
From: Arlene Nowak

To Whom It May Concern:

This is to inform you that I am resigning as the C-Squad Volleyball Coach for the 2025-2026 School Year. I have greatly enjoyed the opportunity and felt it was a great learning experience. It is a large time commitment and at this time, I don't feel able to commit fully to this position.

If you have any questions feel free to reach out.

Sincerely,
Arlene Nowak

A handwritten signature in cursive script that reads "Arlene Nowak". The signature is written in black ink and is positioned below the typed name.

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
2024-2025

DATE: 3/20/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Ashley Heckson** for the following extra curricular assignment:

Spring Play Advisor - BA-0 (6%) @ \$40,941.00

For this assignment you will be paid a total of \$2,456.00***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:



Coach's Signature

03/24/2025
Date

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

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

_____ day of _____, 2025. 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
2024-2025

DATE: 3/20/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Emilie Vaske** for the following extra curricular assignment:

Assistant Track Coach BA-2 (7% @ \$42,790.00)

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

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

I hereby accept the assignment as indicated:


Coach's Signature

03-24-2025
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 Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. 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
2025-2026

DATE: 4/3/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Tyler Helland** for the following extra curricular assignment:

Head Football Coach BA-11 (10% @ \$51,102)

For this assignment you will be paid a total of \$5,110.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:


Coach's Signature

4/7/2025
Date

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

*In 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 _____, 2025. 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)

**TEACHER CONTRACT FOR MINNESOTA
PUBLIC SCHOOL DISTRICTS**

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, enters into this contract, pursuant to M.S. 125.12 as amended, with **Joshua Dumas**, a legally qualified and licensed teacher who agrees to teach in the public school of said district as a **Secondary Science Teacher with assigned duties** for the school year 2025 to 2026.

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

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

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

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

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

\$ 70,043	For Basic Services (MA+20 Level-24)
\$ _____	For additional services as set forth in paragraph six.
\$ 70,043	Total salary, exclusive of fringe benefits.

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate school board regulation. This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties. In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.

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

IN WITNESS THEREOF I have subscribed my signature this 20 day of March, 2025.

Teacher

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

Chairman

Clerk

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

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

NOTICE OF ASSIGNMENT (FT – NON-CERTIFIED)
LESTER PRAIRIE ISD #424
2025-26

TO: **Lori Bebo**

DATE: April 2025

SUBJECT: Notice of salary & assignment for the 2025-26 school year.

1) Your basic assignment will be:

Supervisor of kitchen and cooks with assigned duties.

Your salary effective on or about 8/15/2025 will be \$36,846 for 187 days. For extra duties for special events after school hours will be paid at the hourly rate of \$24.63 for up to 54 hours.

2) Extra notes and benefits:

- a. 100 % Board paid single dental insurance coverage available.
- b. Eight (8) sick/ESST days per year, with a maximum accumulation of 120 days.
- c. Eight (8) paid Holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Years Day, President's Day, Good Friday, Memorial Day.
- d. \$30,000 Life & AD&D Insurance.
- e. Long Term Disability Insurance.
- f. Three (3) days of personal leave, which can accumulate up to 4 days with one (1) being carried over and/or one (1) being paid for.
- g. 403B contribution of \$800.00 per year.
- h. 3 Bereavement Days – for Immediate Family and approval from Administration
- i. The School District shall contribute \$757.50 per month for the 2025-26 school year toward the premium cost of single health insurance if qualified for and enrolled in the School District's group health and hospitalization plan. The School District contribution will first be applied to the insurance premium. The remaining amount, if any, shall be paid by the School District into a Health Savings Account (H.S.A.) or VEBA.

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

Lori Z Bebo

Employee Signature

3-28-25

Date

Board Signature

Date

White – Employee File
Green – Employee Copy

Lester Prairie Public Schools

LANE CHANGE REQUEST


Must be submitted by September 1 (effective September 15) or January 1 (effective January 15).

I have completed the following courses which qualify me to be granted a lane change.

Name of Course	Credits	Year Completed
Lit 5163	3	2025
Lit 5173	3	2025
CI 5033	3	2025
CI 5103	3	2025

I am currently on step 5 lane BA at a salary of \$ 47,786

This would place me on step 5 lane BA+10 at a salary of \$ 48,222

 3-27-25
Instructor's Signature Date

Approval Date

From: Arlene Nowak

To whom it may concern:

Please accept this letter as a formal notification that I am resigning from my position as a High School Social Studies Teacher at Lester Prairie Schools effective at the end of the 2024-2025 school year contract cycle. I am grateful for the experience and the time I have spent here. At this time I am seeking other career opportunities and advancement. I have enjoyed the role and the students made the time very enjoyable.

I am committed to ensuring a smooth transition during my departure. I am happy to assist with the handover of my responsibilities to the next hire.

Thank you again for the opportunity to have been a part of the Lester Prairie School community. I wish you and the school the best in the future.

Sincerely,
Arlene Nowak

A handwritten signature in black ink that reads "Arlene Nowak". The signature is written in a cursive style with a large, prominent initial "A".

4/10/2025

Date: 4/4/2025
From: Arlene Nowak

To Whom It May Concern:

This is to inform you that I am resigning as the C-Squad Volleyball Coach for the 2025-2026 School Year. I have greatly enjoyed the opportunity and felt it was a great learning experience. It is a large time commitment and at this time, I don't feel able to commit fully to this position.

If you have any questions feel free to reach out.

Sincerely,
Arlene Nowak

A handwritten signature in cursive script that reads "Arlene Nowak". The signature is written in black ink and is positioned below the typed name.

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
2024-2025

DATE: 3/20/2025


The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Ashley Heckson** for the following extra curricular assignment:

Spring Play Advisor - BA-0 (6%) @ \$40,941.00

For this assignment you will be paid a total of \$2,456.00***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:



Coach's Signature

03/24/2025
Date

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

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

_____ day of _____, 2025. 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
2024-2025

DATE: 3/20/2025

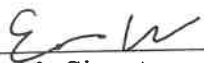
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Emilie Vaske** for the following extra curricular assignment:

Assistant Track Coach BA-2 (7% @ \$42,790.00)

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

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

I hereby accept the assignment as indicated:


Coach's Signature

03-24-2025
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 Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. 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
2025-2026

DATE: 4/3/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Tyler Helland** for the following extra curricular assignment:

Head Football Coach BA-11 (10% @ \$51,102)

For this assignment you will be paid a total of \$5,110.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:


Coach's Signature

4/7/2025
Date

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

*In 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 _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

**TEACHER CONTRACT FOR MINNESOTA
PUBLIC SCHOOL DISTRICTS**

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, enters into this contract, pursuant to M.S. 125.12 as amended, with **Joshua Dumas**, a legally qualified and licensed teacher who agrees to teach in the public school of said district as a **Secondary Science Teacher with assigned duties** for the school year 2025 to 2026.

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

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

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

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

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

\$ 70,043 _____	For Basic Services (MA+20 Level-24)
\$ _____	For additional services as set forth in paragraph six.
\$ 70,043 _____	Total salary, exclusive of fringe benefits.

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate school board regulation. This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties. In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.

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

IN WITNESS THEREOF I have subscribed my signature this 20 day of March, 2025.

Teacher

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

Chairman

Clerk

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

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

NOTICE OF ASSIGNMENT (FT – NON-CERTIFIED)
LESTER PRAIRIE ISD #424
2025-26

TO: **Lori Bebo**

DATE: April 2025

SUBJECT: Notice of salary & assignment for the 2025-26 school year.

1) Your basic assignment will be:

Supervisor of kitchen and cooks with assigned duties.

Your salary effective on or about 8/15/2025 will be \$36,846 for 187 days. For extra duties for special events after school hours will be paid at the hourly rate of \$24.63 for up to 54 hours.

2) Extra notes and benefits:

- a. 100 % Board paid single dental insurance coverage available.
- b. Eight (8) sick/ESST days per year, with a maximum accumulation of 120 days.
- c. Eight (8) paid Holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Years Day, President's Day, Good Friday, Memorial Day.
- d. \$30,000 Life & AD&D Insurance.
- e. Long Term Disability Insurance.
- f. Three (3) days of personal leave, which can accumulate up to 4 days with one (1) being carried over and/or one (1) being paid for.
- g. 403B contribution of \$800.00 per year.
- h. 3 Bereavement Days – for Immediate Family and approval from Administration
- i. The School District shall contribute \$757.50 per month for the 2025-26 school year toward the premium cost of single health insurance if qualified for and enrolled in the School District's group health and hospitalization plan. The School District contribution will first be applied to the insurance premium. The remaining amount, if any, shall be paid by the School District into a Health Savings Account (H.S.A.) or VEBA.

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

Lori Z Bebo

Employee Signature

3-28-25

Date

Board Signature

Date

White – Employee File
Green – Employee Copy

Lester Prairie Public Schools

LANE CHANGE REQUEST


Must be submitted by September 1 (effective September 15) or January 1 (effective January 15).

I have completed the following courses which qualify me to be granted a lane change.

Name of Course	Credits	Year Completed
Lit 5163	3	2025
Lit 5173	3	2025
CI 5033	3	2025
CI 5103	3	2025

I am currently on step 5 lane BA at a salary of \$ 47,786

This would place me on step 5 lane BA+10 at a salary of \$ 48,222

 3-27-25
Instructor's Signature Date

Approval Date

From: Arlene Nowak

To whom it may concern:

Please accept this letter as a formal notification that I am resigning from my position as a High School Social Studies Teacher at Lester Prairie Schools effective at the end of the 2024-2025 school year contract cycle. I am grateful for the experience and the time I have spent here. At this time I am seeking other career opportunities and advancement. I have enjoyed the role and the students made the time very enjoyable.

I am committed to ensuring a smooth transition during my departure. I am happy to assist with the handover of my responsibilities to the next hire.

Thank you again for the opportunity to have been a part of the Lester Prairie School community. I wish you and the school the best in the future.

Sincerely,
Arlene Nowak

A handwritten signature in cursive script that reads "Arlene Nowak".

4/10/2025

Date: 4/4/2025
From: Arlene Nowak

To Whom It May Concern:

This is to inform you that I am resigning as the C-Squad Volleyball Coach for the 2025-2026 School Year. I have greatly enjoyed the opportunity and felt it was a great learning experience. It is a large time commitment and at this time, I don't feel able to commit fully to this position.

If you have any questions feel free to reach out.

Sincerely,
Arlene Nowak

A handwritten signature in cursive script that reads "Arlene Nowak". The signature is written in black ink and is positioned below the typed name.