

Regular School Board Meeting

Monday, May 19, 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. Approve Previous Board Minutes and Board Bills: \$248,841.47

VII. Reports

VII.A. Dashir Report

VIII. New Business

VIII.A. Action to approve the 2025-26 Minnesota State High School League (MSHSL) Membership Resolution.

IX. Old Business

X. School Finance

X.A. Action to approve 4.0 Bus Service 2025-2031 Contract

X.B. Action to approve revised FY25-27 Achievement and Integration Plan and budget.

X.C. Action to approve AVID Products and Services quote

X.D. Action to approve Membership Agreement with SWWC Cooperative for the 2025-2026 school year.

X.E. Action to approve the following fundraisers:

A. **Football** - Salt Fundraiser

X.F. Action to approve MARSS Coordinator position.

X.G. Action to approve MARSS Coordinator position.

XI. Policy Administration

XI.A. Action to approve revised policy
**704 Development and Maintenance of an
Inventory of Fixed Assets and a Fixed
Asset Accounting System.**

XII. Personnel

XII.A. Action to approve the following
resignations effective June 30, 2025:
B. **Arlene Nowak** - Knowledge Bowl
Coach
C. **Brian Malady** - SPED Teacher
D. **Julie Malady** - Secondary Math
Teacher

XII.B. Action to approve the following
contracts for the 2025-26 school year:
E. **Christin LaMott** - B Squad
Volleyball Coach
F. **Derek Zebell** - Assistant
Football Coach
G. **Ross Scheevel** - Assistant
Football Coach
H. **Wes Kapping** - Head Cross
Country Coach
I. **Danny Mages** - Knowledge Bowl
Coach
J. **Amanda Wood** - Co-School
Yearbook Advisor
K. **Rachel Raduenz** - Co-School
Yearbook Advisor

XII.C. Action to approve **Devin
Triebenbach** as secondary social studies
teacher for the 2025-26 school year.

XII.D. Action to approve **Jennifer Widman**
as secondary math teacher for the 2025-26
school year.

XII.E. Action to approve 2025-26 contract
for AD/Dean **Ross Scheevel**.

XII.F. Action to approve 2025-26 contract
for Business Official **Kim Dye**.

XII.G. Action to approve long-term sub
contract for **April Lee**.

XIII. **Other Items for the Board**

XIV. **Adjourn the Regular Board Meeting**



Lester Prairie Schools

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

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

REGULAR BOARD MEETING AGENDA

DATE: Monday, May 19, 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: April 15, 2025
- B. **Approve Bills** - Bills reviewed by R.Heimerl and Engen
 - o Board Bills: \$248,841.47

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. Action to approve the 2025-26 Minnesota State High School League (MSHSL) Membership Resolution.

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

Voting was _____ for and _____ against.

- B. Action to designate the MSHSL **School Representative** and **School Board Representative** for 2025-26.

*Motion by _____ to designate _____ as MSHSL **School Representative** for 2025-26. Seconded by _____.*

Voting was _____ for and _____ against.

*Motion by _____ to designate _____ as MSHSL **School Board Representative** for 2025-26. Seconded by _____.*

Voting was _____ for and _____ against.

IX. Old Business

- A. None

X. School Finance

- A. Action to approve 4.0 Bus Service 2025-2031 Contract.

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

Voting was _____ for and _____ against

- B. Action to approve revised FY25-27 Achievement and Integration Plan and budget.

Motion by _____ and seconded by _____ to approve plan and budget as presented.

Voting was _____ for and _____ against

C. Action to approve AVID Products and Services quote.

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

Voting was _____ for and _____ against

D. Action to approve Membership Agreement with SWWC Cooperative for the 2025-2026 school year.

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

Voting was _____ for and _____ against

E. Action to approve the following fundraisers:

- o **Football** - Salt Fundraiser

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

Voting was _____ for and _____ against

F. Action to approve MARSS Coordinator position.

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

Voting was _____ for and _____ against

XI. Policy Administration

- A. Action to approve revised policy **704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System.**

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

Voting was _____ for and _____ against

XII. Personnel

- A. Action to approve the following resignations effective June 30, 2025:

- o **Arlene Nowak** - Knowledge Bowl Coach

- o **Brian Malady** - SPED Teacher
- o **Julie Malady** - Secondary Math Teacher

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

Voting was _____ for and _____ against

B. Action to approve the following contracts for the 2025-26 school year:

- o **Christin LaMott** - B Squad Volleyball Coach
- o **Derek Zebell** - Assistant Football Coach
- o **Ross Scheevel** - Assistant Football Coach
- o **Wes Kapping** - Head Cross Country Coach
- o **Danny Mages** - Knowledge Bowl Coach
- o **Amanda Wood** - Co-School Yearbook Advisor
- o **Rachel Raduenz** - Co-School Yearbook Advisor

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

Voting was _____ for and _____ against

C. Action to approve **Devin Triebenbach** as secondary social studies teacher for the 2025-26 school year.

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

Voting was _____ for and _____ against

D. Action to approve **Jennifer Widman** as secondary math teacher for the 2025-26 school year.

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

Voting was _____ for and _____ against

E. Action to approve 2025-26 contract for AD/Dean **Ross Scheevel**.

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

Voting was _____ for and _____ against

F. Action to approve 2025-26 contract for Business Official **Kim Dye**.

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

Voting was _____ for and _____ against

G. Action to approve long-term sub contract for **April Lee.**

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

Voting was _____ for and _____ against

XIII. Other Items for the Board

XIV. Adjourn the Regular Board meeting at _____

UPCOMING DATES and NOTES:

- A. May 23: Last Day of School for students
- B. May 28: Last Day for Teachers
- C. June 9: Regular School Board Mtg 5:45pm
- D. July 18-19: Lester Prairie Days
- E. July 21: Regular School Board Mtg 5:45pm

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		42515		Wire	1	00160	MN Teachers Retirement Assoc.		No	Yes	No	04/30/2025	14,454.43
100		42516		Wire	1	00165	Public Empl. Retirement Assoc		No	Yes	No	04/30/2025	3,820.10
100		42517		Wire	1	00196	INTERNAL REVENUE SERVICE		No	Yes	No	04/30/2025	25,026.22
100		42518		Wire	1	01022	MN Department of Revenue		No	No	No	04/30/2025	4,027.58
100		42519		Wire	1	2455	EBC		No	No	No	04/30/2025	7,351.99
100		42520		Wire	1	3269	WEX Health, Inc.		No	No	No	04/30/2025	1,737.75
100		42521		Wire	1	3497	Merchant Services - Wires Only		No	Yes	No	04/30/2025	177.36
100		42522		Wire	1	3496	Bremer Bank-Wires only		No	Yes	No	04/30/2025	76.20
100		42523		Wire	1	3269	WEX Health, Inc.		No	Yes	No	04/30/2025	107.25
100		42524		Wire	1	00272	SW/WC SERVICE COOPERATIVES		No	Yes	No	04/30/2025	50,113.32
100		42525		Wire	1	00285	FIRST COMMUNITY BANK		No	Yes	No	04/30/2025	5.00
100		42526		Wire	1	01022	MN Department of Revenue		No	Yes	No	04/30/2025	158.00
100		42527		Wire	1	01073	MN Dept of Labor & Industry		No	No	No	05/06/2025	100.00
100		42528		Wire	1	01694	CULLIGAN-METRO		No	No	No	05/06/2025	78.00
100		42563		Wire	1	00160	MN Teachers Retirement Assoc.		No	No	No	05/15/2025	14,711.17
100		42564		Wire	1	00165	Public Empl. Retirement Assoc		No	No	No	05/15/2025	3,588.69
100		42565		Wire	1	00196	INTERNAL REVENUE SERVICE		No	No	No	05/15/2025	24,794.92
100		42566		Wire	1	01022	MN Department of Revenue		No	No	No	05/15/2025	3,938.57
100		42567		Wire	1	2455	EBC		No	No	No	05/15/2025	7,351.99
100		42568		Wire	1	3269	WEX Health, Inc.		No	No	No	05/15/2025	1,737.75
100		42503	54347	Check	1	2855	Behrens, Charles		Yes	Yes	No	04/25/2025	230.00
100		42494	54348	Check	1	1290	Card Services		Yes	No	No	04/25/2025	24.74
100		42500	54349	Check	1	2654	Cintas		Yes	No	No	04/25/2025	122.43
100		42499	54350	Check	1	2624	Dalco/ Imperial Dade		Yes	Yes	No	04/25/2025	76.65
100		42512	54351	Check	1	3593	ECM Publishers, Inc		Yes	Yes	No	04/25/2025	278.40
100		42492	54352	Check	1	01469	Educators Benefit Consultants		Yes	Yes	No	04/25/2025	478.00
100		42490	54353	Check	1	00959	Electronic Servicing		Yes	No	No	04/25/2025	150.00
100		42498	54354	Check	1	2602	Eric's Auto		Yes	No	No	04/25/2025	643.44
100		42511	54355	Check	1	3592	Garza, Nestor		Yes	No	No	04/25/2025	30.00
100		42504	54356	Check	1	2885	Glenn's Supervalu		Yes	No	No	04/25/2025	40.62
100		42497	54357	Check	1	2483	Greater MN Communications		Yes	Yes	No	04/25/2025	92.00
100		42496	54358	Check	1	2466	Innovative Graphics		Yes	Yes	No	04/25/2025	300.00
100		42501	54359	Check	1	2719	ISD # 463 Eden Valley Watkins		Yes	No	No	04/25/2025	125.00
100		42488	54360	Check	1	00582	ISD #881 Maple Lake HS		Yes	No	No	04/25/2025	120.00
100		42505	54361	Check	1	3231	Lindstrom, Chris		Yes	No	No	04/25/2025	460.00
100		42493	54362	Check	1	03070	MADISON NATIONAL LIFE INSURANCE		Yes	No	No	04/25/2025	946.30
100		42491	54363	Check	1	01157	MetLife SBC		Yes	No	No	04/25/2025	3,130.76
100		42508	54364	Check	1	3315	Pink's Hardware Store		Yes	No	No	04/25/2025	108.90

Payroll

Payroll

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		42495	54365	Check	1	2210	Popp, Randall		Yes	Yes	No	04/25/2025	230.00
100		42509	54366	Check	1	3320	Prehn, Dan		Yes	Yes	No	04/25/2025	345.00
100		42487	54367	Check	1	00533	RAM Building Inc		Yes	No	No	04/25/2025	46.06
100		42510	54368	Check	1	3476	Really Good Stuff		Yes	No	No	04/25/2025	180.73
100		42513	54369	Check	1	3594	Rivera, David		Yes	No	No	04/25/2025	230.00
100		42489	54370	Check	1	00611	Roisum, Dennis		Yes	Yes	No	04/25/2025	115.00
100		42506	54371	Check	1	3261	UHL		Yes	No	No	04/25/2025	548.00
100		42507	54372	Check	1	3261	UHL		Yes	No	No	04/25/2025	18,417.50
100		42502	54373	Check	1	2786	Xcel Energy Solutions		Yes	No	No	04/25/2025	3,498.87
100		42514	54374	Check	1	03967	CenterPoint Energy		Yes	No	No	04/25/2025	4,060.13
100		42541	54375	Check	1	1245	Amazon		Yes	No	No	05/07/2025	647.73
100		42547	54376	Check	1	2633	American Express		Yes	No	No	05/07/2025	11,652.87
100		42530	54377	Check	1	00343	Big Don's Cathedral		Yes	No	No	05/07/2025	178.31
100		42540	54378	Check	1	03821	CenturyLink		Yes	No	No	05/07/2025	999.63
100		42548	54379	Check	1	2654	Cintas		Yes	No	No	05/07/2025	122.43
100		42529	54380	Check	1	00061	CITY OF LESTER PRAIRIE		Yes	No	No	05/07/2025	1,072.15
100		42560	54381	Check	1	3596	CITY OF PLATO		Yes	No	No	05/07/2025	75.00
100		42559	54382	Check	1	3384	East Side Jersey Dairy		Yes	No	No	05/07/2025	2,485.32
100		42534	54383	Check	1	00707	EDUCATION MINNESOTA		Yes	No	No	05/07/2025	2,962.40
100		42537	54384	Check	1	01469	Educators Benefit Consultants		Yes	No	No	05/07/2025	68.20
100		42550	54385	Check	1	3002	Fidelity Security Life Insurance Co.		Yes	No	No	05/07/2025	132.42
100		42558	54386	Check	1	3380	Gold Tree Apparel		Yes	No	No	05/07/2025	456.00
100		42555	54387	Check	1	3281	Granite City Roofing		Yes	No	No	05/07/2025	893.00
100		42546	54388	Check	1	2483	Greater MN Communications		Yes	No	No	05/07/2025	54.60
100		42553	54389	Check	1	3228	Grundhofer, Mark		Yes	No	No	05/07/2025	115.00
100		42552	54390	Check	1	3032	ISD # 2397 - LeSueur-Henderson		Yes	No	No	05/07/2025	150.00
100		42532	54391	Check	1	00446	ISD #2310 Sibley East		Yes	No	No	05/07/2025	150.00
100		42545	54392	Check	1	2475	Marco Technologies LLC		Yes	No	No	05/07/2025	1,507.54
100		42531	54393	Check	1	00367	MN SCHOOL EMPLOYEES ASSOC		Yes	No	No	05/07/2025	463.98
100		42542	54394	Check	1	1579	Music Mart		Yes	No	No	05/07/2025	26.15
100		42539	54395	Check	1	03390	PAN-O-GOLD BAKING CO		Yes	No	No	05/07/2025	578.80
100		42556	54396	Check	1	3320	Prehn, Dan		Yes	No	No	05/07/2025	115.00
100		42533	54397	Check	1	00690	Radtke, Bill		Yes	No	No	05/07/2025	90.00
100		42557	54398	Check	1	3367	Squire, Waldspurger & Mace, P.A.		Yes	No	No	05/07/2025	1,399.17
100		42551	54399	Check	1	3008	Summit Fire Protection		Yes	No	No	05/07/2025	995.00
100		42544	54400	Check	1	2239	Sysco Western Minnesota		Yes	No	No	05/07/2025	8,541.49
100		42535	54401	Check	1	01088	TOWN & COUNTRY GLASS INC		Yes	No	No	05/07/2025	116,460.00
100		42554	54402	Check	1	3261	UHL		Yes	No	No	05/07/2025	1,945.00

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		42536	54403	Check	1 01150		Verified Creditentials		Yes	No	No	05/07/2025	136.25
100		42543	54404	Check	1 1602		Verizon Wireless		Yes	No	No	05/07/2025	149.24
100		42538	54405	Check	1 03218		WAL-MART Community		Yes	No	No	05/07/2025	225.01
100		42549	54406	Check	1 2786		Xcel Energy Solutions		Yes	No	No	05/07/2025	6,448.28
100		42561	54407	Check	1 3597		The Fun Lab		Yes	No	No	05/07/2025	551.84
100		42562	54408	Check	1 2362		USA High School Clay Target League		Yes	No	No	05/09/2025	1,150.00
Bank Total:												\$361,382.63	
Report Total:												\$361,382.63	

361,382.63
 - 112,541.16 - payroll

 \$248,841.47

REGULAR MEETING of the SCHOOL BOARD of EDUCATION
Lester Prairie Public Schools
Monday, April 15, 2025 5:45pm
Lester Prairie School Media Center

Roll call was taken and the following board members were present: Jeff Engen, Brian Heimerl, Rebecca Heimerl, Candice Anderson and Dan LaMott. Administration present: Dr. Melissa Radeke, Mike Lee, Ross Scheevel, and Cheryl Bayerl **Guests:** Lauren Syrup - CESO, Cara Cline, Ryan Sinda, Daniel Mages and Kim DeBruyckere.

Call to order

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

Agenda

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

Recognition of Communications since Last Meeting:

- Communication - Bulldog Bash was another success, 2B-Continued event(Dancing Like the Stars) - Lester Prairie School highlighted again in Boyd Huppert video
- Open dialogue - none

Minutes and Bills

- Motion by R. Heimerl and 2nd by LaMott to approve consent agenda, the meeting minutes of the Regular Board meeting on March 17, 2025 and pay the bills (reviewed by R. Heimerl and LaMott) in the amount of:
 - o Board Bills: \$121,534.33
- **Vote: 5 for, 0 against.**

Administrative Reports

Mr. Lee K-12 Principal Report: - highlights

- Senior Class Trip went well, everyone enjoyed the trip. Lots of walking(10+ miles per day), Most indicated they enjoyed the experience but would prefer not living in New York
- In the middle of MCA testing, should be completed the last week of April
- 18 students took the ACT test on 4-8-2025 at City Hall
- 8th grade traveled to HLWW for an Art Exhibit. Trip was an Achievement and Integration experience. Students created exhibits representing their

cultural heritage or identity and students shared and answered questions about their works.

- Bakken museum presented "The War of the Currents", entertaining and educational. Sponsored by Great River Energy and The Bakken Museum.
- Accepted an award from 2B Continued for having all 9-12 grade students certified in Youth Mental Health 1st Aid.
- Graduation takes place before the next School Board meeting, need to let Dr. Radeke or Mr. Lee know if any board member will not be in attendance. School board will be seated on the stage.
- Cara Cline, Kindergarten teacher. Her emphasis in her classroom this year is on LETRS curriculum focused on word recognition, sounds, taking words apart and putting words together. Skills are practiced on a daily basis. She noted that several students have shown dramatic progress from starting the year not being able to recognize letters or even their own name to writing full sentences using fairly complex words.

Ross Scheevel AD/DoS - highlights

- Competitive Section placements have been completed, Football in Sec 2A, Volleyball moved to Sec 4 from Sec 2, Boys and Girls basketball still split between Sec 2 and Sec 4. Football districts still being organized
- Arbiter purchased rSchool so will be transitioning to the new platform
- Met with Doris and Luke from City of Lester Prairie to order materials for spring sports and discuss maintenance issues at the fields.
- Met with Hudl rep to discuss other revenue generating options for Hudl
- Met with facilities committee
- Met with rep from BSN sports, looking to develop relationship for uniforms and equipment going forward
- Attended MNIAAA conference in March, great information and networking opportunity.
- Will be sending out contracts and posting open coaching positions for fall 2025 activities
- Completed interviews and offered head football coaching position to Dr. Tyler Helland. Had 2 candidates apply.
- Spring activities are underway. Only have 1 cancellation so far, others have been rescheduled.

Dr. Melissa Radeke Superintendent Report: - highlights

- Enrollment - 429 Students, unchanged from last month.
- Board will hear a presentation from Lauren Syrup(CESO). Numerous efficiencies and labor saving measures will allow the district to not fill the Business Liaison position.
- Board will be designating EFT authority to Lauren Syrup(CESO) on behalf of Lester Prairie School District
- Board to consider approval of SWWC Technology phone quote. Result of transition from previous long distance carrier. Need system that can code calls. Quote includes new hardware and ongoing long distance program. Timeline for change over date in July. Paging system stays the same.

School Board Committee Reports

- Community Ed. - summer flyers ready, looking at future plans for driver's education program, Kids Depot - no summer program due to lack of participants, Pre-K to be rebranded "Little Learners Bulldogs"
- PTO - working on end of year events, looking for new members
- Facilities/Maintenance- Met April 11, discussed sidewalk project, 2028 roof project, South gym acoustics/lighting project, new phone system proposal, updating banners in north gym, batting cages and maintenance discussions with City/Park Board
- Facility Planning - none
- Tech/Media - meeting 4-8-2025- Infosec phishing training continues, only 10 devices sent in for repair, down from 75 in 2024, phone system upgrade required - quote from SWWC, Smartboard/Display replacement plan ongoing, Google Services sign off for 2025-26 school year
- Activities Committee - none
- Negotiations - none
- Meet and Confer - none
- Policy - 2 policy 2nd readings for March meeting/approval
- Legislative - none
- City -Still working on regular meetings with city to improve communication between city and school. Will attend next city council meeting.

New Business

- Center for Effective school Operations (CESO) Process Review with presentation by Finance Specialist Lauren Syrup.
 - Science Curriculum Selection Process presentation by Student Success Coach Ryan Synda
 - Motion by R. Heimerl and 2nd by Anderson to approve Amplify Science 3-Year proposal for grades K-8
- Vote: 5 for, 0 against**
- Motion by LaMott and 2nd by R. Heimerl to approve SAVVAS Science 3-Year Proposal for grades 9-12.

Vote: 5 for, 0 against

Old Business

- Motion by R. Heimerl and 2nd by Anderson to approve replacing sidewalks on High School and Elementary sides during the City Street Project.

Vote: 5 for, 0 against

School Finance

- Motion by Anderson and 2nd by LaMott to approve Tremco Patch and Repair Proposal for \$4,850.

Vote: 5 for, 0 against

- Motion by R. Heimerl and 2nd by LaMott to approve designating authority to Business Manager Lauren Syrup for Electronic Funds Transfers (EFT's) on behalf of Lester Prairie Schools.

Vote: 5 for, 0 against

- Motion by R. Heimerl and 2nd by Anderson to approve FY26 School Family Mental Health Service Agreement between Lester Prairie School District and Greater Minnesota Family Services.

Vote: 5 for, 0 against

- Motion by LaMott and 2nd by Anderson to approve SWWC Technology phone Quote.

Vote: 5 for, 0 against

- Motion by LaMott and 2nd by Anderson to approve following fundraisers:
 - **Cheer** - Firehouse Pizza (instead of Heggies)

Vote: 5 for, 0 against

Policy Administration

- Second reading discussion on policy **621 Literacy and the Read Act.**
- Motion by R. Heimerl and 2nd by LaMott to approve policy **621 Literacy and the Read Act**

Vote: 5 for, 0 against

- Second reading discussion on policy **423 Employee-Student Relationships.**
- Motion by LaMott and 2nd by Anderson to approve policy **423 Employee-Student Relationships.**

Vote: 5 for, 0 against

Personnel

- Motion by R. Heimerl and 2nd by LaMott to approve the following contracts for:

Ashley Heckson - Spring Play Advisor

Emilie Vaske - Assistant Track Coach

Tyler Helland - Head Football Coach

Vote: 5 for, 0 against

- Motion by LaMott and 2nd by R. Heimerl to approve **Joshua Dumas** as secondary science teacher for the 2025-26 school year.

Vote: 5 for, 0 against

- Motion by LaMott and 2nd by Anderson to approve 2025-26 contract for Kitchen Supervisor **Lori Bebo.**

Vote: 5 for, 0 against

- Motion by R. Heimerl and 2nd by LaMott to approve lane change request for **Derek Litzau** from Step 5 BA to step 5 BA+10.

Vote: 5 for, 0 against

- Motion by R. Heimerl and 2nd by LaMott to approve resignation of **Arlene Nowak** as High School Social Studies teacher effective June 30, 2025.

Vote: 5 for, 0 against

- Motion by R. Heimerl and 2nd by Anderson to approve resignation of **Arlene Nowak** as C-Squad Volleyball Coach.

Vote: 5 for, 0 against

Other Items for the Board

- Reschedule June 2025 Regular Board meeting from June 16th to June 9th.

Meeting was adjourned at 6:55 PM

Jeff Engen, Clerk ISD #424

Dashir Management Services, Inc.

www.dashirmanagement.com

Lester Prairie School District

May 2025

Custodial / Maintenance Report

Personnel Information

We are currently fully staffed.

Training Conducted

The OSHA required safety training on Ladder safety was conducted on May 12.

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 on finishing up the piping for the condensers and waiting for SVL to do inspection and start up for the cooling.
- New controllers for AHU #4 are being installed and start up the week of May 12.
- Working with Hillyard on recoating the south gym floor the week of June 9.
- All filters for the air handlers and rooftop units have been replaced.
- Hot water pump motor for the new addition went out again. Working with UHL to look further into what is causing the motors to go out so fast. Water was tested, showed that the water is being softened correctly.

Comments

We are starting to get everything ready for the end of the school year and ready for summer cleaning. Cleaning up outside and getting ready for graduation this Friday.

Respectfully Submitted,
Lisa Hins
Facility Manager



**2025-2026 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

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

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2025. Retain one copy for the school files.

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

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

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

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

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

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

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

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

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

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

208.02 Designated Activity Representatives

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

208.03 Local Advisory Committee

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

Lester Prairie Schools

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

(Designated School Board Member – please print)

(Designated School Representative – please print)

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

(Boys Sports – please print)

(Girls Sports – please print)

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

(Board Member—please print)

(Student—please print)

(Parent—please print)

(Faculty Member—please print)

(Mailing Representative—please print)

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

Print Name: _____

(Clerk/Secretary - Local Governing Board)

Print Name: _____

(Superintendent or Head of School)

Signed: _____

Signature required

(Clerk/Secretary - Local Governing Board)

electronically through DocuSign

Date: _____

Signed: _____

Signature required

(Superintendent or Head of School)

electronically through DocuSign

Date: _____



Education and Leadership for a Lifetime

2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262, FAX (763) 569-0499 | www.mshsl.org

Summer 2025

Dear Head of School and Board Members,

This is an exciting time of year, as the League and our Member Schools are engaged in the work that is required to properly prepare for the 2025-2026 school year. This coming year will be a significant year in the Minnesota State High School League as, for the first time since the League's inception in 1916, the League will govern all programs and students in 9th grade in its approved activities. This monumental change may be rather unnoticed for many, as 9th grade students have long been eligible to participate in grades 10 – 12 programs, yet for some it will be very impactful. The League will expand its mission to provide educational opportunities through fine arts and athletics to all students in grades 9 - 12 as well as some in grades 7 and 8.

In preparation for approval and completion of your Resolution for Membership, please take a few minutes to review the League's founding purposes, its mission and beliefs that bind all Member Schools together. Please see the attached document that has been a standard in the League for many years. These important pillars are more than just words on a page; they drive the actions of all members of the League and provide the foundation for the decisions and the leadership choices the League makes every year.

The Minnesota State High School League is focused on support and leadership for our Member Schools. Beyond our state tournaments and fine arts festivals and competitions, this past year the League provided education to over 25,000 coaches and fine arts directors and certified eligibility for over 7500 officials and fine arts judges. Throughout this time, the League continues to provide leadership in establishing Member School driven bylaws, policies and rules. Together, our membership remains strong and is a supportive network to all Member Schools. The appetite in our communities for these activities continues to be incredible with the ultimate goal of providing opportunities for as many students as possible.

This has been a great year with understandable excitement in all League programs. The first year of sanctioned boys volleyball has been thrilling with the first state tournament at the University of St. Thomas. This year we had 79 teams and well over 100 schools registered in the inaugural year of boys volleyball. Similarly, there is outstanding growth in the number of girls wrestlers across the state of Minnesota. Each of the past three years we have nearly doubled the number of participants in this incredible sport. With plans to expand our state tournament to more girl qualifiers this coming year, we are also establishing a timeline for the full sanction of girls dual wrestling.

As we prepare for the coming year, it's important to know that the League has established a strong foundational financial base and is in a positive financial position in leading our schools.

Last year the League was able to credit membership dues and reduce them to a level that is the lowest in over 30 years. While attendance and excitement for our tournaments and events continue to be great, the increasing cost of venues and operations are having an impact. While we expect a significant membership credit, it is projected to be less than last year's record-setting amount. At the same time, we see the majority of our administrative regions providing financial support back to schools at year end, which is also helpful to member schools.

The League also recognizes the changing landscape in education, evidenced by the growing number of educational models for students across the state. We continue to study and establish governance for these schools, regardless of the model. The League is engaged with an ad hoc committee, of member school representatives, that is studying the various models that are part of the Minnesota educational landscape and will make recommendations as to the rules of eligibility for our Board of Directors.

The leadership that the League provides also extends to our students as we look forward to our fourth year of statewide leadership and character events titled "Together We Make a Difference." Thanks to the committed partnership of our state associations; MSBA, MASA, MASSP, MNIAAA, MSHSCA and AMSD, we have provided behavioral expectations for students and schools and energized student and staff leaders in making these a reality in our events. These highly engaging, student-energized conferences are designed to bring students together and establish safe, respectful and inclusive contests and events for all participants. In addition, these current and future leaders have the opportunity to engage with one another and commit to leading others in their school and community.

We truly appreciate all of our Member Schools and recognize that, even as some schools are consolidating or encountering challenges, our membership now exceeds 600 Member Schools on an annual basis. This signals the strength of our League and the quality of the experiences that our students have. We appreciate our longtime members and our newest members equally and welcome all to the Minnesota State High School League, a statewide community that shares the same beliefs, responsibilities and opportunities.

As you prepare to declare your commitment to membership and provide access to over 50 available fine arts and sports through the Minnesota State High School League, we ask each Member School and board to more clearly understand the depth of the League and recognize your role in leading within your school, your community, your conference and your section as we prepare for an outstanding 2025–2026 school year. Should you have any questions related to participation in the Minnesota State High School League, please reach out to our League Office or to me personally and we will do our best to serve our members. Thank you for all you have done to make the 2024-2025 school year a great one and the League is looking forward to beginning our new school year with the first day of practice on August 11.

Have an outstanding year!

Sincerely,



Erich Martens
Executive Director



FOUNDING PURPOSES

The Minnesota State High School League is organized for the following educational purposes:

1. To provide, promote, extend, manage and administer a program of activities for youth of the schools of the state on subsection, section and state levels in the fields of athletics, speech, music and dramatics on a competitive basis, as well as such other curricular and extracurricular activities as may from time to time be sponsored by the schools of Minnesota.
2. To establish uniform and equitable rules for youth in inter-school activities.
3. To elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools and their personnel.
4. To protect youth, member schools and their personnel from exploitation by special interest groups.
5. To provide mutual benefit and relief plans for the assistance of school students injured in athletic events or supervised school activities in meeting medical and hospital expenses incurred by reason of such injuries.
6. To serve the best interests of member schools and their students by providing a medium of cooperation and coordination in educational fields of endeavor and a series of related activities on a state-wide basis, which they individually could not achieve or accomplish for their students and which aid and assist the schools in maintaining a constantly improved program.

MISSION STATEMENT

The Minnesota State High School League provides educational opportunities for students through interscholastic athletic and fine arts programs and provides leadership and support for member schools.

Education and Leadership for a Lifetime

BELIEFS

We believe that...

- Participation in school activity programs is a privilege and not a right.
- Sportsmanship needs to have a constant presence in all school-based activity programs.
- Students should have an equal opportunity to participate in all activities offered by their school.
- Ethical behavior, dignity and respect are non-negotiable.
- Student participants who choose to be chemically free must be supported.
- Collaborative relationships with parents enhance a school's opportunity to positively impact student success.
- Academic priorities must come before participation in athletic or fine arts activities.
- Positive role models and an active involvement in a student's life by parents and others are critical to student success.
- High school activity programs are designed for student participants, and adults must serve in a supportive role.
- The success of the team is more important than individual honors.
- Compliance with school, community and League rules is essential for all activity participants.
- Participation in school-sponsored activities must be inclusive, not exclusive.
- Ethical behavior, fairness, and embracing diversity best serve students and school communities.

TRANSPORTATION CONTRACT
INDEPENDENT SCHOOL DISTRICT NO. 424
LESTER PRAIRIE, MINNESOTA

This agreement is made effective _____, 2025 by and between Independent School District No. 424, Lester Prairie, Minnesota, hereinafter described as “School District” and 4 Point O School Services of Lester Prairie, Inc., d.b.a. Prairie Bus Service, hereinafter described as “Bus Operator” as follow:

I.

1. The bus operator shall transport students required to be transported by the school district from any points on the designated routes to and from designated schools according to the routes and schedules as are furnished from time to time by the superintendent of the school district, or other appropriate school district officials, for the period of this contract.
2. The bus operator agrees:
 - a. To furnish chassis and passenger school bus bodies both conforming to all the State and Federal laws and regulations relating to school buses.
 - b. To furnish school buses not to exceed five (5) years of age. (Based on in service date)
 - c. To keep said school buses properly stored in a heated building to ensure proper warmth and comfort for the students transported therein, each bus to be equipped with sufficient heaters.
 - d. To provide stop-arm cameras and interior camera systems on all designated route buses.
 - e. To have all buses stored within 5 miles of the school grounds and equipped with a proper wash facility.
 - f. Must have five (5) years of school transportation experience and currently be operating as a school bus contractor for another Minnesota school district.
 - g. To have said buses maintained by qualified mechanics so that they will be at all times in good mechanical condition and kept clean and will from time to time add such equipment and safety devices as may be required by any new laws or rules of the State of Minnesota relation to school buses.
 - h. To furnish drivers over 18 years of age in good health and in possession of a valid, effective bus driver's license issued by the Motor Vehicle Department of the State of Minnesota, and who have completed a criminal history background check to the satisfaction of the District for said buses in adequate numbers and of proper qualifications to fulfill the requirements of the contract.
 - i. To establish and enforce regulations for the rules relating to the conduct of such drivers.

- j. To discharge or replace any drivers violating rules of conduct or not meeting qualifications or such requirements or qualifications as may be established herein in addition thereto.
 - k. To have on hand serviceable standby buses in sufficient numbers to make all trips necessary under this contract so that all normal route buses are operating at all times.
3. The bus operator shall comply with applicable rules and regulations adopted by the Commissioner of Education, the Minnesota Department of Transportation, any other state agency, and the District presently in effect or hereafter adopted and required. The bus operator will be bound by all rules and regulations, local ordinances, or state laws relating to road conditions and road restrictions of any other subdivisions of government and any other regulations relating to the operation contemplated herein.

II.

1. Compensation of operator's obligation for performance under this contract an amount of \$See Exhibit A Attached for not more than 175 school days. In the event the school year consists of fewer days the cost per bus will be reduced accordingly. Average seating capacity of buses will be 71.

The school calendar, including vacations, holidays and recess periods, shall be provided to the operator prior to the beginning of the school year. In the event that the actual number of days school is in session each school year and during which pupils must be transported shall exceed 175 days, the school district and operator shall determine the additional cost to operator of transporting the pupils during the additional days and the compensation to be paid to the operator shall be mutually agreed upon between the parties in writing.

Extra-curricular and special trips shall be in addition to the above amount and paid according to operator's proposal or as otherwise provided by an attachment to this agreement.

2. If the price of gasoline to the bus operator should exceed \$1.45 per gallon, excluding federal tax, during the contract period, the school district agrees to assume the excess cost beyond \$1.45 per gallon, excluding federal tax, upon documentation as to price and gallons used in fulfilling contracted obligations.

III.

1. The bus operator agrees to keep in effect liability insurance for each bus to insure against liabilities up to \$500,000.00 for each claimant and \$1,500,000.00 for each single occurrence in addition to any other coverage required by the specifications. The school

district shall approve the company and policy submitted to fulfill this requirement and be included on an appropriate endorsement. Any additional coverage obtained by the bus operator will apply to this contract at the time secured.

2. The bus operator shall not be held or deemed in any way to be the agent or employee of the school district. It is the intention of the parties that the operator is and shall be considered as an independent contractor. No officer, employee or agent of the operator is and shall be deemed to be an officer, employee or agent of the school district, unless he or she is also an officer or employee of the school district. Operator agrees to hold harmless and indemnify the school district from any and all claims, demands, causes of action, and suits against the school district caused by the negligence or intentional acts of the officers, employees and agents of the bus operator, and the school district shall pay or settle no claims or judgements arising out of such negligence or intentional acts of the officers, total employees, or agents of the operator, except as otherwise required by law, without approval of the operator or its insurer in writing, and shall immediately give notice of all claims or suits to the operator.

IV.

1. It is agreed by the parties that in the event the bus operator is unable to provide transportation services as herein specified because of acts of God, fire, riot, war, picketing, civil commotion, strikes, labor disputes or any other similar condition, the school district may excuse it from performance hereunder and terminate the contract or shall have the right to take over the operation of such buses that the bus operator is prevented from running, utilizing such school employees or other persons as the school district may deem appropriate, until the bus operator is able to resume operation. The school district shall pay to the bus operator for such buses the same amount specified in the heretofore mentioned rate schedule, less all expenses and costs incurred by the school district in the operation and maintenance of the vehicles. Further, the parties agree that in the event the contract needs to be modified, due to substantial changes in energy costs or bus replacement costs, a six (6) month notice will be given.

V.

1. This agreement shall be in full force and effect for a period commencing July 1 2025, and ending June 30 2031. This agreement may be extended for additional four years at the option of the school district.

The minimum service to be provided under this agreement shall be to transport one round trip each day school is in session for all pupils required to be transported under this agreement to and from the school and the residing place of the pupil for a period of not more than 175 days during each school year of this agreement, if required by the school district. This statement shall not in any way excuse the operator from performing all other

obligations or duties required under this contract, or the specifications proposal attached hereto, during the period of this contract for the consideration recited.

This contract may be amended or terminated by mutual agreement of the parties in writing approved by the school board upon thirty (30) days written notice of one party to the other, or as otherwise permitted by this contract or the specifications or proposals attached thereto. Failure or refusal of either party to substantially perform the conditions of this contract during the term of the contract will permit the other party to terminate the contract upon thirty (30) days written notice to the breaching party, unless within such thirty-day period the breaching party shall correct the performance to the satisfaction of the other party, but both parties shall be entitled to all remedies provided by law in case of such breach, failure or refusal, but neither party shall be required to accept less than full performance of this contract unless otherwise agreed in writing by the parties. All notices under this contract required to be given to the school district shall be directed to the clerk of the school district at the school district's administrative offices. All notices required to be given to the operator shall be directed to it at its principal office last on record with the school district.

VI.

1. The school board shall approve any and all school bus routes, bus stops, drivers and alternative drivers. The school district reserves the right to change or alter the schedules and routes of travel by giving at least two (2) weeks written notice to operator, but any additional costs shall be verified in writing by the operator and additional compensation shall be mutually agreed upon by the parties in writing.
2. Should District consider contracting with a consultant in regards to transportation services, District shall contact Operator prior to contracting with the consultant. District and Operator shall jointly be involved in the selection of the mutually agreed upon consultant.

VII.

Operator cannot assign or transfer any part or all of its interest in this contract without the written approval of the school board of the school district as authorized at a regular or special meeting of the school board.

VIII.

Operator and school district have complied with the provisions of Minn. Stat. §123.37, Subd. 1b. Any adjustments or refunds under this contract shall be determined by mutual consent of the parties.

IN WITNESS WHEREOF, the parties have executed this agreement below.

4 Point O School Services of Lester Prairie, Inc.

(Bus Operator)

By: _____

(Its President)

Dated this _____ day of _____, 2025

Independent School District No. 424, Lester Prairie, Minnesota

By: _____

(Its Chair)

By: _____

(Its Clerk)

Dated this _____ day of _____, 2025

Exhibit A
Contracted Rates

Transportation	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
Public & parochial Pupils including kdg: (Per Route/Per Month)	\$5,955.00	\$6,252.75	\$6,471.60	\$6,698.10	\$6,932.54	\$7,175.17
Extra Curricular Per Mile	\$2.25	\$2.36	\$2.45	\$2.53	\$2.62	\$2.71
Extra Curricular Per Hour	\$22.00	\$23.10	\$23.91	\$24.75	\$25.61	\$26.51
Special Education (Per Mile and Per Hour	\$2.25	\$2.36	\$2.45	\$2.53	\$2.62	\$2.71
Special Education Per Hour	\$22.00	\$23.10	\$23.91	\$24.75	\$25.61	\$26.51
Preschool (Per Trip)	\$68.00	\$71.40	\$73.90	\$76.49	\$79.16	\$81.93

*Minimum trip charges for extra-curricular trips are \$85.00

Transportation	2031-2032	2032-2033	2033-2034	2034-2035
Public & parochial Pupils including kdg: (Per Route/Per Month)	TBN	TBN	TBN	TBN
Extra Curricular Per Mile	TBN	TBN	TBN	TBN
Extra Curricular Per Hour	TBN	TBN	TBN	TBN
Special Education (Per Mile and Per Hour	TBN	TBN	TBN	TBN
Special Education Per Hour	TBN	TBN	TBN	TBN
Preschool (Per Trip)	TBN	TBN	TBN	TBN

**Rates for additional four (4) years of the contract shall be negotiated within six (6) months prior to July 1 2031.

4 Point O School Services of Lester Prairie, Inc.
(Bus Operator)

By: _____
(Its President)

Dated this _____ day of _____, 2025



Achievement and Integration Plan July 1, 2024 to June 30, 2027

Submissions due by March 15th, 2024

District ISD# and Name: Lester Prairie Schools #424

District Integration Status: Racially Isolated District (RI)

Superintendent: Dr. Melissa Radeke

Phone: 320-395-2521

Email: radeke@lp.k12.mn.us

Plan submitted by: Dr. Melissa Radeke

Title: Superintendent

Phone: 320-395-2521

Email: radeke@lp.k12.mn.us

Partnering Districts Racially isolated districts must partner with adjoining districts on student integration strategies (Minn. R. 3535.0170). List the districts you will partner with, adding additional lines as needed. Provide the name of your integration collaborative if you have one: Type name of integration collaborative here, if applicable

1. **Howard Lake Waverly Winsted ISD #2687** A - Adjoining

School Board Approval

X We certify that we have approved this Achievement and Integration plan and will implement it as part of our district’s World’s Best Workforce plan ([Minn. Stat. § 124D.861, subd. 4](#)).

X We certify that we sought and received input on integration goals and strategies from councils as described on page 2. The council(s) included representation and meaningful input from our American Indian Parent Advisory Committee as required by [Minnesota Rules 3535.0160, subpart 2](#), and [Minnesota Rules 3535.0170, subparts 2-5](#).

Superintendent:

Signature:

Date Signed:

School Board Chair:

Signature:

Date Signed:

Plan Input

Minnesota School Desegregation/Integration Rule, part 3535.0170, subpart 2, requires racially isolated and adjoining districts to establish a multidistrict collaboration council to provide input on integration goals and to identify cross-district strategies to improve student integration.

Districts with racially identifiable schools are required to convene a community collaboration council to assist in developing integration goals and to identify ways of creating increased opportunities for integration at the racially identifiable schools (Minn. R. 3535.0160, subp. 2).

American Indian Parent Advisory Committee Districts with an American Indian parent advisory committee must include representation from this committee on the councils described above (Minn. R. 3535.0160, subp. 2, and 3535.0170, subp. 3).

For stakeholder input to be meaningful it should be based on open communication and coordination that acknowledges and considers the views of all participants. For steps to ensure that input from your council is meaningful, see the Facilitation Guide in the [Achievement and Integration Plan Guide](#), and see the [Tribal Consultation Guidance](#).

AIPAC Member Signature (if applicable): __NA_____ Date Signed: _____

Below, list your council members and identify American Indian parent committee members. Briefly describe council members' recommendations for your district-wide plan and for your racially identifiable school plans, as applicable. You may also include meeting dates and describe the process you used to ensure meaningful input from council members.

Multidistrict Collaboration Council: Superintendent Nate Walbruch, Principal Stephanie Kuehn, Art Teacher Kristi Main
Community Collaboration Council for Racially Identifiable School(s): Superintendent Dr. Melissa Radeke, Principal Mike Lee, AD/Dean Ross Scheevel, Community Member Kelli Machemehl, EL Teacher Anne Chapman, Title Teacher Jessica Flies, Elementary Teacher Kelly Kramer, Art Teacher Angelica Biondo, Liaison Jannina Wall, Spanish Teacher Amanda Wood

Submitting this Plan

Submit your completed plan as a Word document to MDE for review and approval **no later than March 15, 2023** (Minn. Stat. § 124D.861, subd. 4). Once it's signed, scan the signature page and save it as a separate PDF. Email your plan and signature page to MDE.integration@state.mn.us.

Detailed directions and support for completing this plan can be found in the [Achievement and Integration Plan Guide](#).

Achievement and Integration Goals

This plan must contain three types of goals, at least one for each of the following:

1. Reducing the disparities in academic achievement among all students and specific categories of students excluding the categories of gender, disability, and English learners.
2. Reducing the disparities in equitable access to effective and more diverse teachers among all students and specific categories of students excluding the categories of gender, disability, and English learners.
3. Increasing racial and economic integration (Minn. Stat. § 124D.861, subd. 2 (a)).

Goal #1: The STAR Reading Percentile Rank proficiency gap between White and Hispanic/Latino students enrolled October 1 in grades K-8 at Lester Prairie Schools will decrease from the STAR Reading baseline gap of 34% in school year 2023-24 to:

- 31% in 2024-25
- 28% in 2025-26
- 25% in 2026-27

Aligns with WBWF area: All racial and economic achievement gaps between students are closed.

Goal type: Achievement Disparity

Goal #2: The STAR Math Percentile Rank proficiency gap between White and Hispanic/Latino students enrolled October 1 in grades K-8 at Lester Prairie Schools will decrease from the STAR Math baseline gap of 24% in school year 2023-24 to:

- 21% in 2024-25
- 18% in 2025-26
- 15% in 2026-27

Aligns with WBWF area: All racial and economic achievement gaps between students are closed.

Goal type: Achievement Disparity

Goal #3: Students from Howard Lake Waverly Winsted District #2687 and Lester Prairie School District #424 will participate in activities (ex. Cultural Arts Fair, Diversity Fair, or Kindness/Courage Retreat) designed to increase cultural and racial interactions and celebrate cultural and racial diversity. The School Districts will create a survey to assess the activity and measure progress toward meeting the goals. Because the survey will assess the activity and culturally responsive teaching leading up to the activity, we will use zero as our baseline data. Students at HLWW and Lester Prairie will self-report to promote and celebrate cultural and racial acceptance amongst peers on average from 0% in 2024 to 85% in 2027.

Aligns with WBWF area: All students are reading for career and college

Goal type: Integration

Goal #4: Staff responsible for reading instruction from Lester Prairie Schools will be trained in the Science of Reading by June 30, 2027. Lester Prairie School staff responsible for reading instruction that are trained in the Science of Reading will increase from 0% in 2024 to 100% in 2027.

Aligns with WBWF area: All students are reading for career and college

Goal type: Teacher Equity

Strategies

Each goal should have at least one strategy. Number each strategy sequentially and give it a unique name. For each strategy, provide a narrative description as explained below.

Districts may use Achievement and Integration revenue to pursue racial and economic integration and reduce achievement disparities between student groups through the types of strategies listed in the *Type of Strategy* section below (Minn. Stat. § 124D.861, subd. 2).

Integration Requirement At least one of your strategies must be a student integration activity designed and implemented to bring together students from a racially isolated district with students from that district's adjoining Achievement and Integration districts (Minn. R. 3535.0170).

NOTE: If a strategy is intentionally developed to support multiple goals, list its unique name and number and provide the narrative description for that strategy under one goal. Include that strategy's unique number and name under the other goals it supports. You do not have to copy the narrative description for that strategy under multiple goals.

Strategy #1: Cross District Cultural, Racial, and Ethnic Awareness and Acceptance

Type of Strategy: Innovative and integrated PreK-12 learning environments.

Integrated Learning Environments (Minn. Stat. § 124D.861, subd. 1 (c)). If you chose *Innovative and integrated pre-K through grade 12 learning environments* as the strategy type above, your narrative description should describe how the different aspects of integrated learning environments listed below are part of that strategy:

- | | |
|--|--|
| <input type="checkbox"/> Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions. | <input checked="" type="checkbox"/> Increases cultural fluency, competency, and interaction. |
| <input type="checkbox"/> Provides school enrollment choices. | <input type="checkbox"/> Increases graduation rates. |
| | <input type="checkbox"/> Increases access to effective and diverse teachers. |

Narrative description of this strategy. Based on your description below someone reading your plan should understand what you are proposing to do, why you are doing it, and be able to recognize it if they see it. For example, explain what this activity will look like, what will be taught, which students will participate, how students are selected, intended outcomes for students, what will be assessed, how instruction will be delivered, and where will this take place.

- Lester Prairie Schools will partner with Howard Lake Waverly Winsted School District at a common site for a cultural, racial and ethnic awareness and acceptance activity such as a Cultural Art Fair, Diversity Fair, or Kindness/Courage Retreat.
- Activity leaders will create learning experiences with outcomes for students that will include increasing cultural and racial interaction and celebrating cultural, ethnic, and racial diversity.
- Selected students will include middle school students.
- Assessment of the experience for students will be a survey of attitudes, interest, and overall effectiveness of the experience. On a 5-point Likert Scale, students will agree (4) or strongly agree (5) on the positive experience, increased understanding, and knowledge of ways to promote and celebrate cultural and racial diversity.

Location of services: Common site selected by the participating districts.

Key Indicators

These indicators are the evidence you will use to document how well each strategy is being implemented and whether or not they are helping bring about the intended outcomes for students. Use these indicators to assess the effectiveness of your strategies and to adjust what you're doing.

For strategies that provide school enrollment choices, such as magnet schools, and strategies that decrease racial and economic enrollment disparities, include at least one indicator that measures enrollment disaggregated by race/ethnicity and free or reduced-priced lunch (FRPL). Disaggregating your data may be relevant for other types of strategies such as those designed to increase access to effective and diverse teachers.

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2025	Target 2026	Target 2027
Survey results will show that students who participate in the inter district integration activity will have an overall positive experience, increased understanding of racial and cultural diversity, and knowledge of ways to promote and celebrate cultural and racial acceptance among their peers. (Baseline data = 0%)	75%	80%	85%
Participation will be tracked and data will be disaggregated by race and FRP subgroups.	90% for each subgroup	90% for each subgroup	90% for each subgroup

This data will be used to support evaluation of your plan (Minn. Stat. § 124D.861, subd. 5).

Strategy #2: Student Success Intervention Program

Type of Strategy: Innovative and integrated PreK-12 learning environments.

Integrated Learning Environments (Minn. Stat. § 124D.861, subd. 1 (c)). If you chose *Innovative and integrated pre-K through grade 12 learning environments* as the strategy type above, your narrative description should describe how the different aspects of integrated learning environments listed below are part of that strategy:

- Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions.
- Provides school enrollment choices.
- Increases cultural fluency, competency, and interaction.
- Increases graduation rates.
- Increases access to effective and diverse teachers.

Narrative description of this strategy. Based on your description below, someone reading your plan should understand what you are proposing to do, why you are doing it, and be able to recognize it if they see it. For example, explain what this activity will look like, what will be taught, which students will participate, how students are selected, intended outcomes for students, what will be assessed, how instruction will be delivered, and where will this take place.

The Intervention Program will serve the learning needs of individual students with targeted interventions provided in and outside of the general education classroom using an MTSS data-decision driven model. The Instructional Interventionist will collaborate with teachers to help develop targeted interventions that can be delivered in the general education classroom and identify and serve students who need support but do not have access to additional services such as SPED and/or EL.

Intended outcomes include closing the achievement gap between white and Hispanic/Latino student groups supported by implementing best-practice evidence-based instructional strategies to serve all students. Instructional practices will include the science of reading and teaching foundational math skills.

Location of services: Lester Prairie School District

Key Indicators

These indicators are the evidence you will use to document how well each strategy is being implemented and whether or not they are helping bring about the intended outcomes for students. Use these indicators to assess the effectiveness of your strategies and to adjust what you're doing.

For strategies that provide school enrollment choices, such as magnet schools, and strategies that decrease racial and economic enrollment disparities, include at least one indicator that measures enrollment disaggregated by race/ethnicity and free or reduced-priced lunch (FRPL). Disaggregating your data may be relevant for other types of strategies such as those designed to increase access to effective and diverse teachers.

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2025	Target 2026	Target 2027
The STAR Reading baseline gap of 34% in the school year 2023-24 will be reduced to 25% by school year 2026-27.	31%	28%	25%
The STAR Math baseline gap of 24% in the school year 2023-24 will be reduced to 15% by school year 2026-27.	21%	18%	15%
The 2023 MCA Reading baseline gap of 17% will be reduced to 11% by school year 2026-27.	15%	13%	11%
The 2023 MCA Math baseline gap of 30% will be reduced to 21% by school year 2026-27.	27%	24%	21%

This data will be used to support evaluation of your plan (Minn. Stat. § 124D.861, subd. 5).

Strategy #3: Science of Reading Training Program

Type of Strategy: Equitable access to Effective and More Diverse Teachers

Integrated Learning Environments (Minn. Stat. § 124D.861, subd. 1 (c)). If you chose *Innovative and integrated pre-K through grade 12 learning environments* as the strategy type above, your narrative description should describe how the different aspects of integrated learning environments listed below are part of that strategy:

- | | |
|--|---|
| <input type="checkbox"/> Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions. | <input type="checkbox"/> Increases cultural fluency, competency, and interaction. |
| <input type="checkbox"/> Provides school enrollment choices. | <input type="checkbox"/> Increases graduation rates. |
| | <input checked="" type="checkbox"/> Increases access to effective and diverse teachers. |

Narrative description of this strategy. Based on your description below someone reading your plan should understand what you are proposing to do, why you are doing it, and be able to recognize it if they see it. For example, explain what this activity will look like, what will be taught, which students will participate, how students are selected, intended outcomes for students, what will be assessed, how instruction will be delivered, and where will this take place.

- Lester Prairie Schools will collaborate with Southwest West Central Service Cooperative to train staff in the science of reading using an MDE-approved training program. There are 18 teachers at the elementary level and 19 teachers at the Middle High School level. We have 13 paraprofessionals. Phase One will include 19 teachers. Phase Two will include the rest of the teachers who will need the training, including new to district staff.
- A Curriculum and Assessment team will support implementation and monitor the outcomes of the science of reading.
- Achievement and Integration funds will not be used to attain this goal. Other revenue sources will be used to support this goal.

Location of services: Lester Prairie School District

Key Indicators

These indicators are the evidence you will use to document how well each strategy is being implemented and whether or not they are helping bring about the intended outcomes for students. Use these indicators to assess the effectiveness of your strategies and to adjust what you're doing.

For strategies that provide school enrollment choices, such as magnet schools, and strategies that decrease racial and economic enrollment disparities, include at least one indicator that measures enrollment disaggregated by race/ethnicity and free or reduced-priced lunch (FRPL). Disaggregating your data may be relevant for other types of strategies such as those designed to increase access to effective and diverse teachers.

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2025	Target 2026	Target 2027
Lester Prairie School District staff will complete the science of reading training.	Complete Year 1 of 2 training	Complete Year 2 of 2 training	Complete training for new staff.

This data will be used to support evaluation of your plan (Minn. Stat. § 124D.861, subd. 5).

Strategy #4: Staff Development for Teachers and Paraprofessionals

Type of Strategy: Professional development opportunities focused on academic achievement of all students.

Integrated Learning Environments (Minn. Stat. § 124D.861, subd. 1 (c)). If you chose *Innovative and integrated pre-K through grade 12 learning environments* as the strategy type above, your narrative description should describe how the different aspects of integrated learning environments listed below are part of that strategy:

- Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions.
- Provides school enrollment choices.
- Increases cultural fluency, competency, and interaction.
- Increases graduation rates.
- Increases access to effective and diverse teachers.

Narrative description of this strategy. Based on your description below someone reading your plan should understand what you are proposing to do, why you are doing it, and be able to recognize it if they see it. For example, explain what this activity will look like, what will be taught, which students will participate, how students are selected, intended outcomes for students, what will be assessed, how instruction will be delivered, and where will this take place.

- Lester Prairie Schools will partner with five other districts (ACGC, BOLD, BLHS, KMS, & MACCRAY) and the Southwest Service Cooperative (SWWC) to provide onsite and virtual professional development twice monthly using the Shared Services North Collaborative model for both teachers and paraprofessionals. The shared services model will include a Data Mine in early August.
- Targeted professional development will be delivered by SWWC trained instructors and include best-practice evidenced-based instructional strategies that include topics such as the science of reading and foundational math, standards and assessment alignment, data literacy and utilization, MTSS, curriculum mapping, and culturally responsive instruction. Professional Development will also be embedded in staff meetings and PLCs and delivered by local teachers to increase effective teaching strategies for all students including SPED, EL, and FRP student groups to increase student achievement for all students and reduce the achievement gap between White and Hispanic/Latino student groups.
- The Curriculum and Instruction team, Staff Development team, and administration will prioritize and schedule the professional development activities to increase achievement for all students, increase the effectiveness of

instruction for all students, and reduce the achievement gap between White and Hispanic/Latino student groups.

Location of services: Lester Prairie School District, ACGC, BOLD, BLHS, KMS, MACCRAY, and SWWC

Key Indicators

These indicators are the evidence you will use to document how well each strategy is being implemented and whether or not they are helping bring about the intended outcomes for students. Use these indicators to assess the effectiveness of your strategies and to adjust what you're doing.

For strategies that provide school enrollment choices, such as magnet schools, and strategies that decrease racial and economic enrollment disparities, include at least one indicator that measures enrollment disaggregated by race/ethnicity and free or reduced-priced lunch (FRPL). Disaggregating your data may be relevant for other types of strategies such as those designed to increase access to effective and diverse teachers.

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2025	Target 2026	Target 2027
100% of the teachers and paraprofessionals will participate in the professional development activities provided by the SWWC Shared Services North Collaborative.	100%	100%	100%
100% of the teachers and paraprofessionals will implement best-practice evidence-based teaching strategies that will increase instructional effectiveness, student achievement, and student success.	100%	100%	100%

This data will be used to support evaluation of your plan (Minn. Stat. § 124D.861, subd. 5).

Creating Efficiencies and Eliminating Duplicative Programs

Briefly explain how this plan will create efficiencies and eliminate duplicative programs and services (Minn. Stat. § 124D.861, subd. 2 (c)).

Creating efficiencies:

- This Achievement and Integration Plan creates efficiencies in multiple ways. It strengthens the Professional Development for our teachers and paraprofessionals, bolstering their skills around best-practice and evidence-based instruction. The Plan will augment the MTSS process for serving the individual needs of students and enhance service offerings to support student needs. We anticipate efficiencies will be created around increased student belonging for all student groups along with an established focus on high-expectations for the achievement of and the development of healthy relationships of all students.

Eliminating Duplicative Programs:

- This Achievement and Integration Plan eliminates duplicative programs by knitting together district goals and initiatives. This plan interweaves student success and achievement with the MTSS process for all instruction and assessment along with new legislative Read Act requirements. This Achievement and Integration plan brings together the work of our Literacy Plan, World's Best Workforce, and Staff Development Plan to focus on the student achievement, student belonging, and student success of all students.

Strategy #5: Academic Preparation for Post-Secondary Success

ISD #424 will close the achievement gap by preparing students for college readiness and success in a global society through the implementation of the AVID (Advancement Via Individual Determination) college readiness system.

Type of Strategy: College/career readiness and rigorous coursework for underserved students and increased graduation rates and increases our access to effective and diverse teachers.

Integrated Learning Environments (Minn. Stat. § 124D.861, subd. 1 (c)). If you chose *Innovative and integrated pre-K through grade 12 learning environments* as the strategy type above, your narrative description should describe how the different aspects of integrated learning environments listed below are part of that strategy:

- | | |
|--|---|
| <input type="checkbox"/> Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions. | <input type="checkbox"/> Increases cultural fluency, competency, and interaction. |
| <input type="checkbox"/> Provides school enrollment choices. | <input checked="" type="checkbox"/> Increases graduation rates. |
| | <input checked="" type="checkbox"/> Increases access to effective and diverse teachers. |

Narrative description of this strategy: Lester Prairie Schools will close the achievement gap by preparing students for career, college and civic readiness through implementation of an AVID program in grades 7-12th. We want to ensure all students have access to opportunity knowledge, opportunities to grow their agency, and rigorous academic preparation to increase student achievement and preparedness. AVID is a nationally affiliated college-readiness program known for developing essential learning, student, and academic behavioral skills in order to promote success in rigorous coursework. AVID is also designed to increase the number of students who enroll in four-year colleges and universities. Although AVID serves all students, it focuses on the least served students in the academic middle. AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society. AVID students are required to take the AVID elective class as well as advance level core classes to prepare them for the rigor of a four-year college experience. Lester Prairie Public Schools plans to do the following:

- Lester Prairie Public School District will offer the AVID elective program in our secondary school starting in SY25. In the AVID elective class, students receive instruction and support to help prepare them for college from a trained AVID elective teacher. AVID also impacts the learning success of students schoolwide as teachers implement AVID's academic strategies, such as focus notes and the Writing, Inquiry, Collaboration, Organization, and Critical Reading (WICOR) strategies. The AVID program includes career exploration in its secondary curriculum, develops partnerships with organizations to help students find pathways to careers, and supports and prepares students in degree and certificate programs to be successful in the workforce. Organization, time management, critical thinking, collaboration, and problem-solving are strong components of the AVID system.
- In addition to implementation of AVID strategies school-wide, AVID elective classes are also offered to students who desire support to achieve their goal of attending post-secondary education and training. As we begin this process, we want to put an emphasis of support to our AVID elective class that provides structured support to accelerate the achievement and expectations for students who may have barriers in reaching their post-secondary goals. In addition to sustaining the elective course over time, we look to expand the impact of AVID schoolwide by providing the professional development and leadership necessary to ensure that all students have access to highly rigorous coursework and are equipped with the skills necessary to succeed at the post-secondary level or beyond.
- The District Director is responsible for overseeing the entire program process from the initial implementation phase to the sustaining/enhancing phase. Evaluating, promoting, and funding the program are ongoing responsibilities of the District Director. In collaboration with the Student Success coach and site team coordinator, The District Director will design and implement a phased approach to professional development and ensure site teams consist of veteran and new members. This will help create a structure that builds the capacity of faculty to integrate strategies into courses and student experiences across all departments.
- The AVID coordinator will coordinate the AVID system at the building level by leading and actively participating in the AVID site teams and student activities. They oversee and are responsible for data collection, gathering evidence for the annual certification process, advocating for students in the AVID program, and supporting

equity and accessibility for all students. They act as a liaison between the students, site team, principal - who in this case is the District Director, and is a strong advocate for professional learning regarding AVID methodologies.

Location of services: Lester Prairie School District

Key Indicators

These indicators are the evidence you will use to document how well each strategy is being implemented and whether or not they are helping bring about the intended outcomes for students. Use these indicators to assess the effectiveness of your strategies and to adjust what you're doing.

For strategies that provide school enrollment choices, such as magnet schools, and strategies that decrease racial and economic enrollment disparities, include at least one indicator that measures enrollment disaggregated by race/ethnicity and free or reduced-priced lunch (FRPL). Disaggregating your data may be relevant for other types of strategies such as those designed to increase access to effective and diverse teachers.

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2025	Target 2026	Target 2027
100% of the secondary teachers will implement best-practice evidence-based teaching strategies that will increase instructional effectiveness, student achievement, and student success as measured through learning walks.	100%	100%	100%
Number of students going on a 4-year college tour will increase every year with more students added to the AVID elective program. Percentage will be out of how many total students there are in 9-12th grade	100%	100%	100%
Percentage of Hispanic/Latino students enrolled in 9-12 AVID courses will increase from 0% in 2025 to 18% in 2026 to 25% in 2027.	0%	18%	25%

This data will be used to support evaluation of your plan (Minn. Stat. § 124D.861, subd. 5).

Creating Efficiencies and Eliminating Duplicative Programs

Briefly explain how this plan will create efficiencies and eliminate duplicative programs and services (Minn. Stat. § 124D.861, subd. 2 (c)).

Creating efficiencies:

- This Achievement and Integration Plan creates efficiencies in multiple ways. It strengthens the Professional Development for our teachers and paraprofessionals, bolstering their skills around best-practice and evidence-based instruction. The Plan will augment the MTSS process for serving the individual needs of students and enhance service offerings to support student needs. We anticipate efficiencies will be created around increased student belonging for all student groups along with an established focus on high-expectations for the achievement of and the development of healthy relationships of all students.

Eliminating Duplicative Programs:

- This Achievement and Integration Plan eliminates duplicative programs by knitting together district goals and initiatives. This plan interweaves student success and achievement with the MTSS process for all instruction and assessment along with new legislative Read Act requirements. This Achievement and Integration plan brings together the work of our Literacy Plan, World's Best Workforce, and Staff Development Plan to focus on the student achievement, student belonging, and student success of all students.

Achievement and Integration FY 2026 Budget Workbook

Use these instructions to create your district's annual Achievement and Integration (A&I) A&I budget. Please

Do not delete pages from this workbook. That will disable the formulas on the *Expenditure Summary* page

- Program and fiscal staff should work together to create this budget, drawing on your respective knowledge of
- **Proposed expenditures can be approved only for strategies included in a district's current MDE-approved A&I**
- Expenditures to fund strategies included in a racially identifiable school (RIS) plan must be listed in the RIS tabs
- **Use the separate tabs for direct student services, PD, and Admin costs as explained in the A&I Budget Guide.**
- **Add lines to a worksheet by inserting rows *before* a revenue total line.** The revenue total lines are linked to a
- Add a **budget narrative** for each line item to document how proposed expenditures will fund activities in your
- List proposed FIN 313 (initial revenue) and FIN 318 (incentive revenue) expenditures on the separate tabs
- Find your district's aid entitlement estimate for A&I revenue in the Minnesota Funding Reports (MFR) section
- **Admin costs include salary and benefits for support staff and administrators that do not provide direct**
- Payments to other districts or to vendors should be listed as line items in the corresponding Direct Student
- **The budget narratives for proposed salary expenditures should include the following: percentage FTE and the**
- Fringe benefits for positions that are part of the same plan strategy may be bundled by OBJ code. For example,
- Resubmit this workbook listing proposed and *actual* FY 2026 expenditures by December 1, 2026.
- Expenditure changes that increase total FIN code amounts and changes to the types of expenditures approved
- **Budgets are due to MDE by March 15, 2025. Board approval is optional. This means your board does not need**

How to Submit Your Budget

- 1) Submit your district's proposed FY26 budget by March 15, 2025 to mde.integration@state.mn.us.
- 2) Submit your district's budget as an excel file. No PDF's please.
- 3) Please save your budget using the file name **FY26 [District Name] A&I budget**.

Questions about submitting your budget? Contact one of MDE's A&I staff or email mde.integration@state.mn.us.



Achievement and Integration Revenue
FY 2026 Budget Worksheet

Use this workbook to list proposed expenditures of FY 2026 Achievement Integration (A&I) revenue. All expenditures must support strategies in your district's MDE-approved A&I plan. Each worksheet has a column where you will explain how each line item is intended to fund a strategy. **Please use the instructions in the prior tab of this workbook.** For details on budget requirements, see the A&I Budget Guide on the A&I webpage.

District Name: Lester Prairie Public Schools
District ISD Number: 424
Superintendent: Dr. Melissa Radeke
Partnering Districts: Howard Lake Waverly Winsted

Fiscal and program staff should work together to complete this budget. Please list those staff members below. Both will be contacted if changes or more detail is needed for the budget to be approved.

Program Staff: Dr. Melissa Radeke **Fiscal Staff:** Lauren Syrup
Phone: 320-395-3001 **Phone:** 218-791-2276
E-mail: radeke@lp.k12.mn.us **E-mail:** lauren.syrup@theaceso.com

If you have been notified by MDE that your district has one or more *Racially Identifiable Schools*, please list those schools here:

Find the amount of Achievement and Integration (A&I) revenue your district may be eligible to receive in FY 2026 and enter it below. See lines 12 and 13 in your district's Integration Revenue Reports listed online in the Minnesota Funding Reports. These are estimates based on enrollment projections and A&I funding formulas. These estimates will be adjusted to reflect actual FY26 enrollment. Directions for finding Integration Revenue reports online are posted to the A&I website.

Total Initial Revenue (FIN 313)	\$	44,817.54
Total Incentive Revenue (FIN 318)	\$	4,702.00
TOTAL A&I REVENUE	\$	49,519.54

CERTIFICATION STATEMENT

We certify that the budget information submitted for our school district to the Minnesota Department of Education (MDE) is an accurate and complete representation of the fiscal year 2026 Achievement & Integration budget as approved by the school board.

School Board Chair Keith Christen **Board Approval Date:** 2/12/2024
Superintendent Melissa Radeke **Date:** 5/7/2025

This certification statement is not required in legislation or by the Minnesota Department of Education.

FOR MDE USE ONLY

Approved Initial Revenue: _____ **Approved Incentive Revenue:** _____
MDE Approval: _____ **Date:** _____

**FY 2026 Achievement and Integration Budget
Expenditure Summary**

District Number: 424			District Name: Lester Prairie Public Schools		
Proposed Budget			Actual Expenditures		
		Proposed Budget Ratios			Actual Budget Ratios
Direct Services to Students must equal at least 80% of total revenue	\$41,316.14	75.54%	DSS At least 80% of total expenditures	\$0.00	#DIV/0!
Professional Development may equal no more than 20% of total revenue	\$8,778.36	16.05%	Professional Development No more than 20% of total expenditures	\$0.00	#DIV/0!
Administrative/Indirect may equal no more than 10% of total revenue	\$4,599.00	8.41%	Admin/Indirect No more than 10% of total expenditures	\$0.00	#DIV/0!
Total Proposed Revenue:	\$54,693.50		Total Revenue Expended:	\$0.00	
Total Amount Proposed FIN 313	\$49,991.50		Improvement Planning Expenditures	0%	#DIV/0!
Total Amount Proposed FIN 318	\$4,702.00		Districts must use up to 20% of integration revenue to implement an improvement plan (Minn. Stat. 124D.862 subd. 8 (c) 2).		

Amending Line Items To amend line items in this budget after it's been approved by MDE, strike the approved dollar amt and related budget narrative. Insert a row below the line you want to change (make sure the new row is above the total revenue line). Add a new dollar amt and narrative to the row you just added. Then highlight both lines with the color highlight function. Explain the change in the comments box at the bottom of the tab.

UFARS Corrections You do not need to submit an amended budget to MDE in order correct UFARS codes. Instead, make UFARS corrections when you submit your Actual Expenditure report. Add a note to explain the correction. See the A&I Gudget Guide for more details on when to amend your MDE-approved budget.

Comments:

Improvement Funding Directions

Only districts that did not meet the goal of your annual integration revenue to fund

Step 1) Complete the DSS, PD and Admin tabs for FIN 313 and 318. Step 2) Copy and paste line items

- Copy line items totaling up to 20% of your total proposed revenue. That percentage will be capped at 20%.
- The line items you copy may be either FIN 313 or FIN 318 depending upon how you're funding.

What is an improvement strategy? Strategies that were 1) not in your prior plan, or 2) strategies that are part of your current improvement process like the one described in the A&I Improvement Planning Guide. The strategy has changed in some way that increases the likelihood of meeting the goals in your district's current plan.

Line Item Description	UFARS Code Required				Budgeted Amt
	ORG	PROG	FIN	OBJ	
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.

Direct Student Services

Professional Development

Administrative Costs

Total Improvement Funding:	\$0.00
-----------------------------------	---------------

Comments:



is in their last plan after three years should complete this tab. If you didn't meet your goals, you should describe the improvement strategies.

Line items that will fund improvement strategies into one of the sections below.

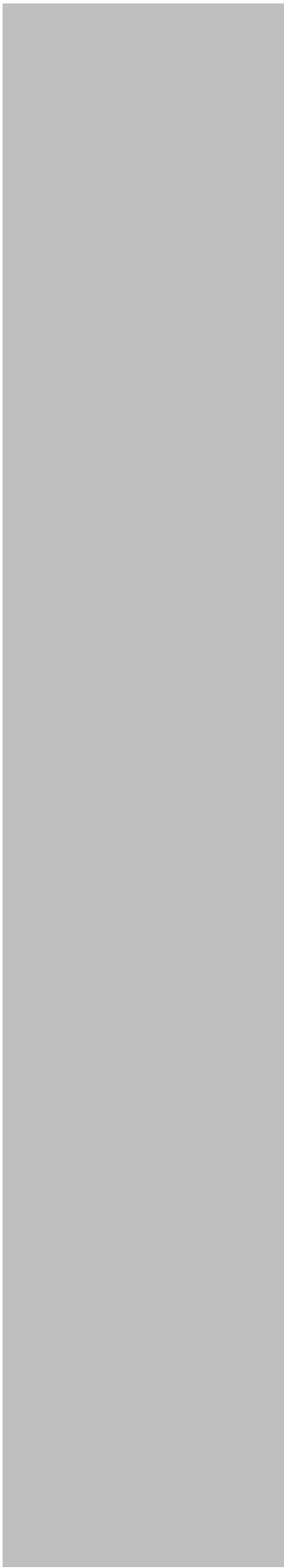
Amounts are calculated for you on the Expenditures Summary tab.

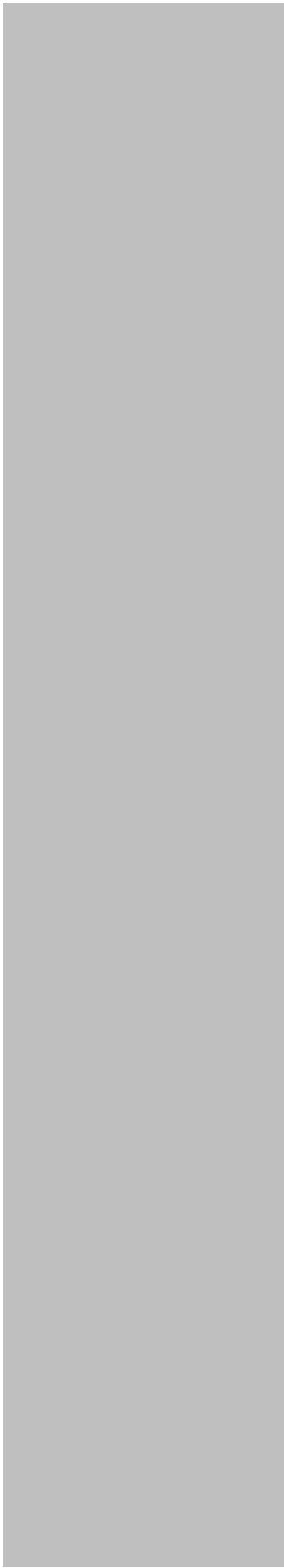
Enter your improvement strategies.

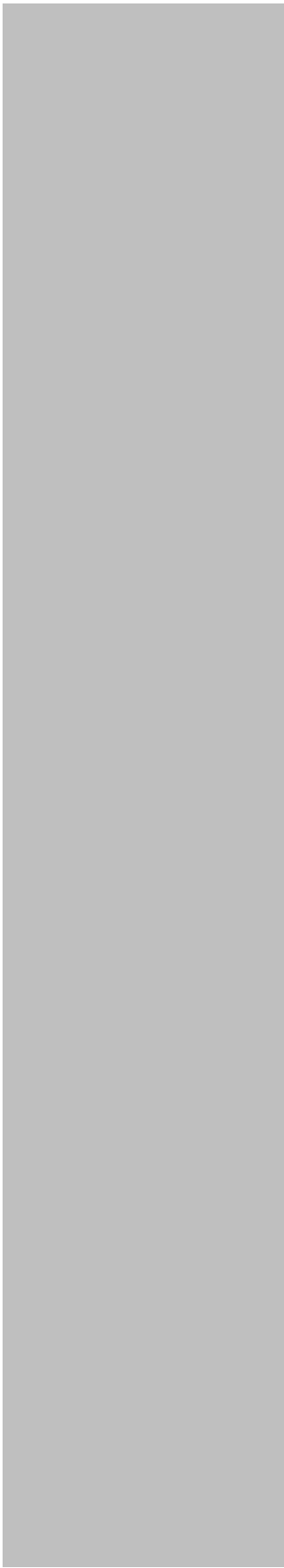
Strategies that you've adjusted and kept in your current A&I plan, and 3) strategies developed using new strategies should be different from the ones in your prior plan because they are either new to your current plan.

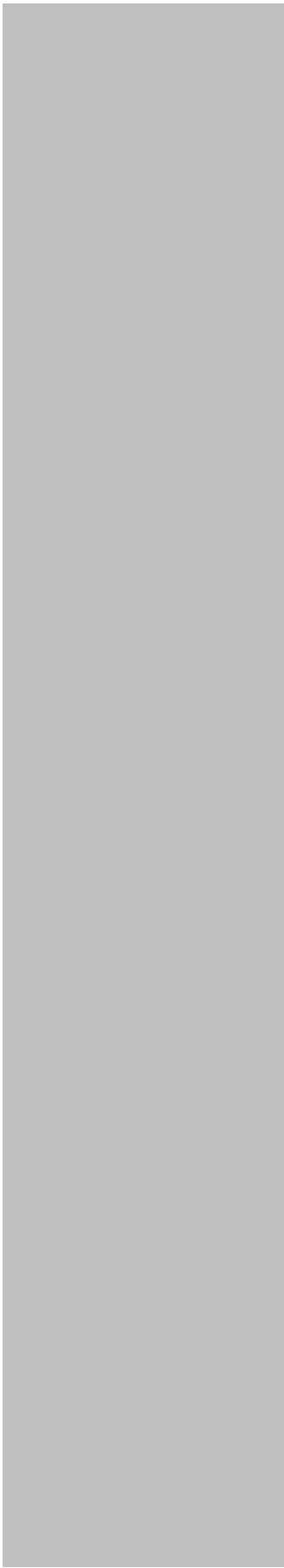
Actual Amount	Budget Narrative - Which strategy in you're A&I plan does each line item fund?	
Resubmit this workbook with actual FY26 expenditures by 12/1/26.	Describe what will be purchased, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will help implement a strategy. Do not copy the strategy description from your plan.	Goal #
\$0.00		

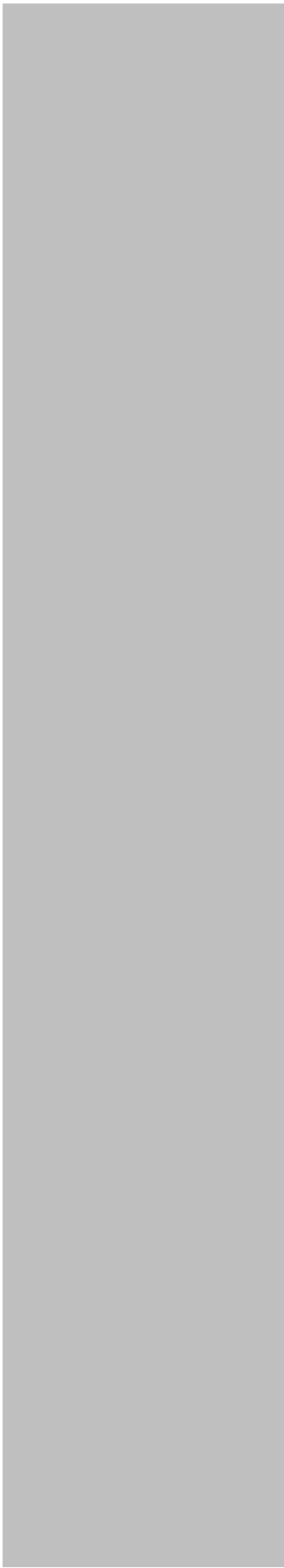


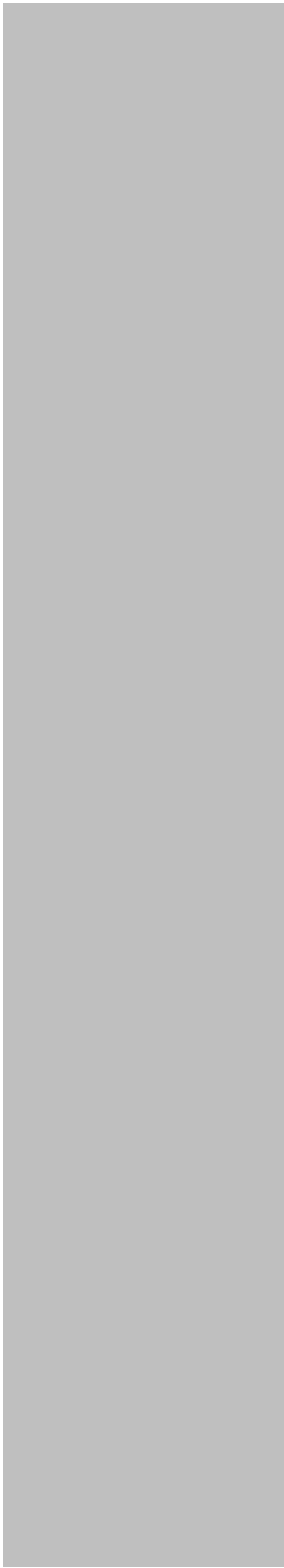


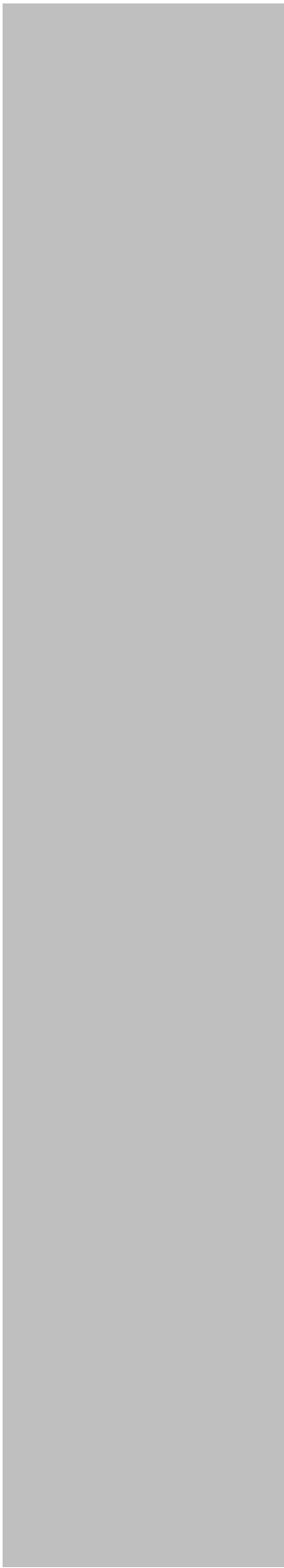


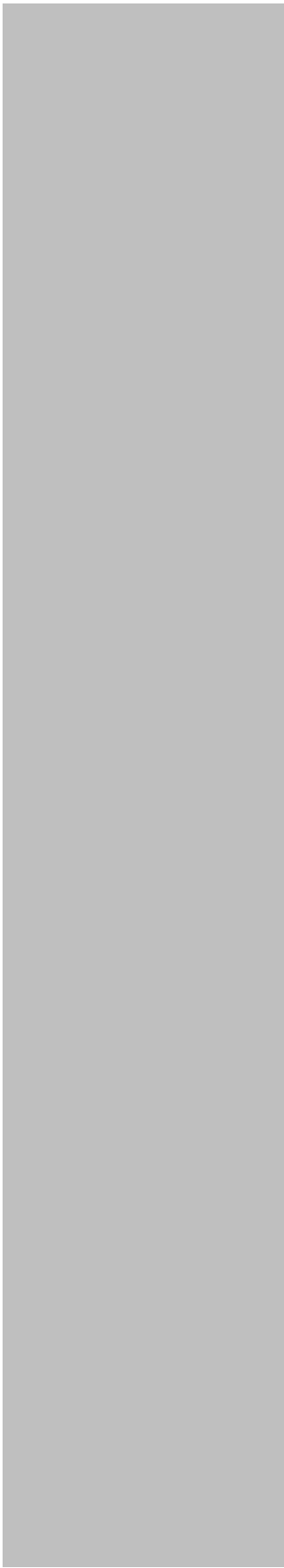


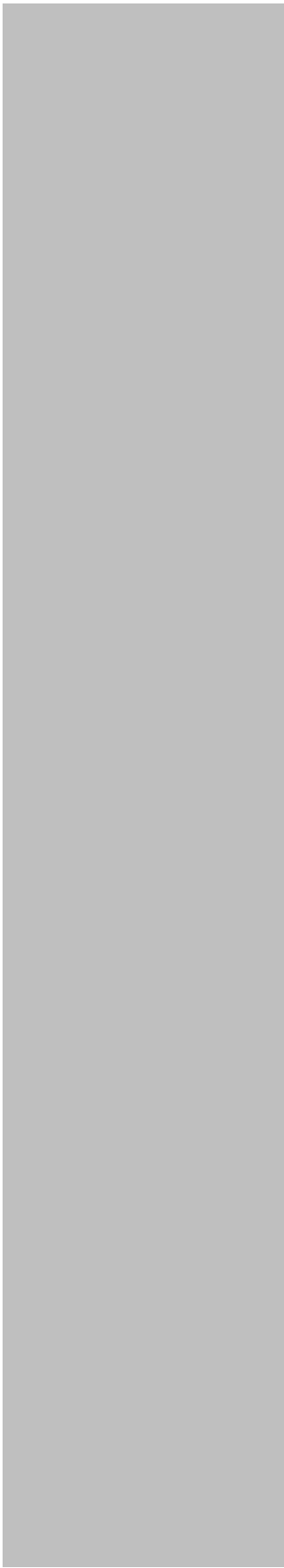


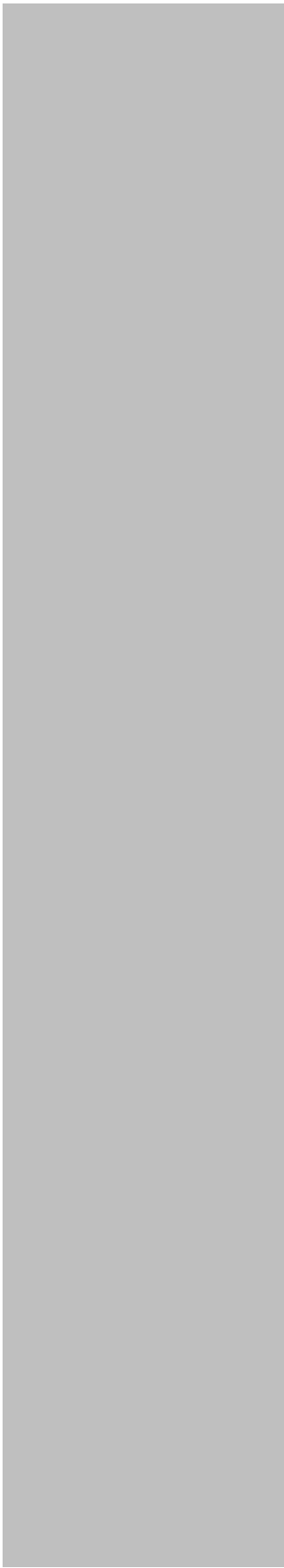


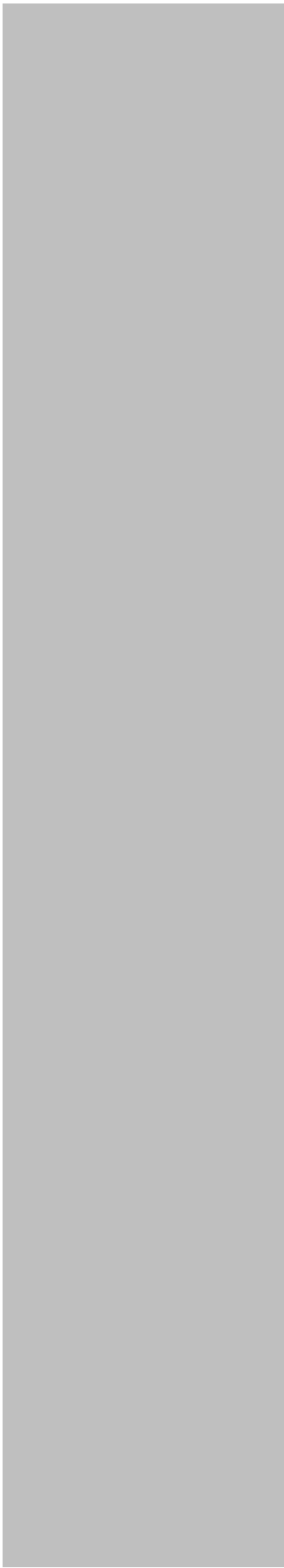


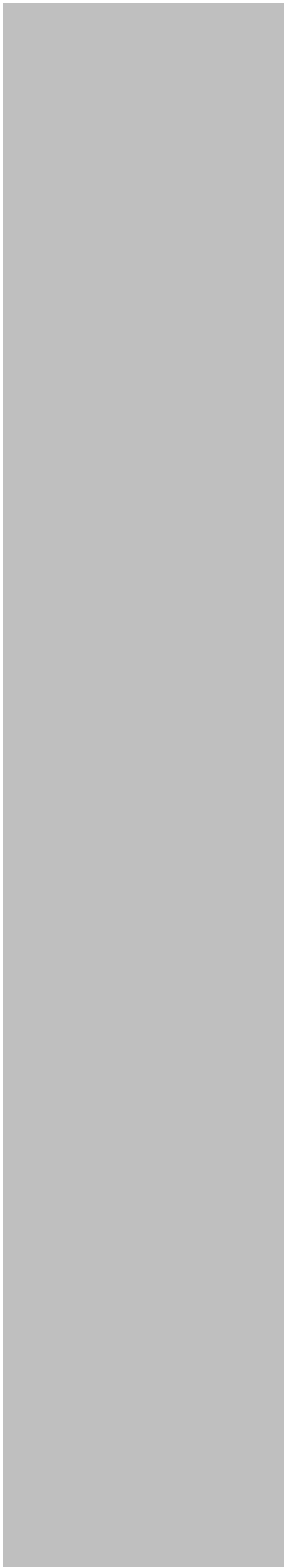


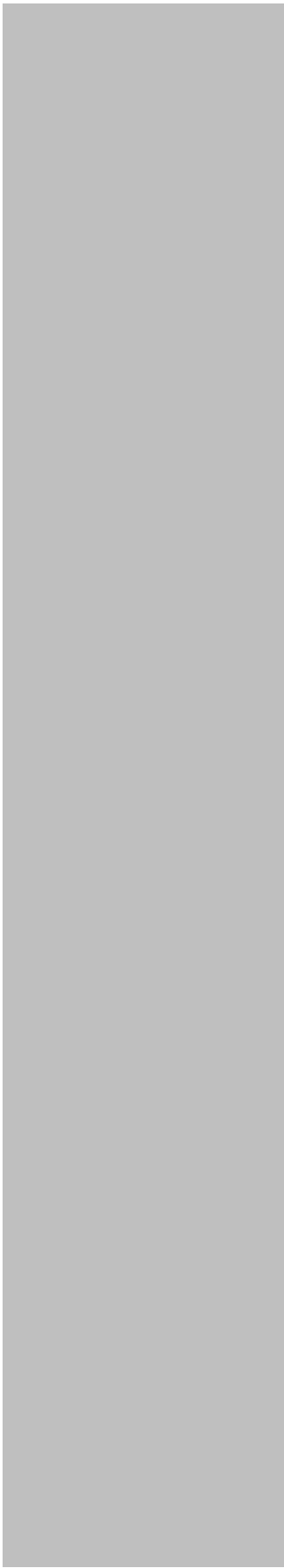


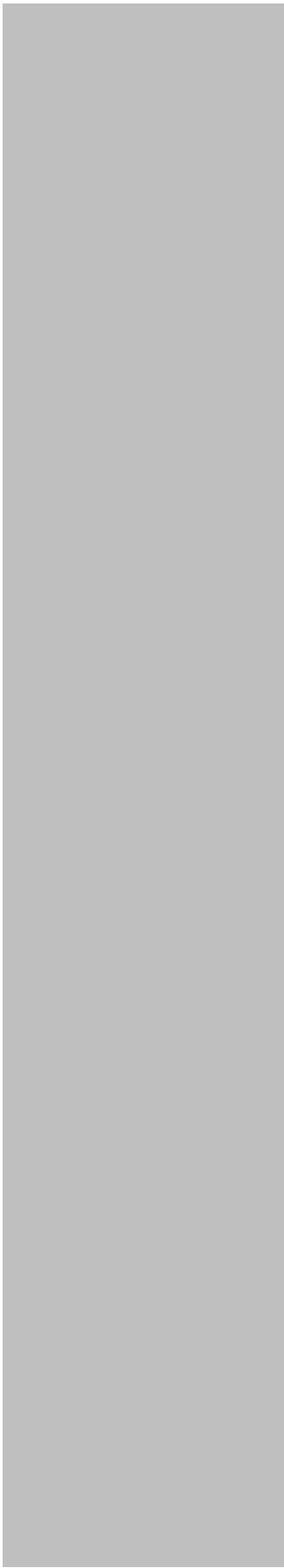


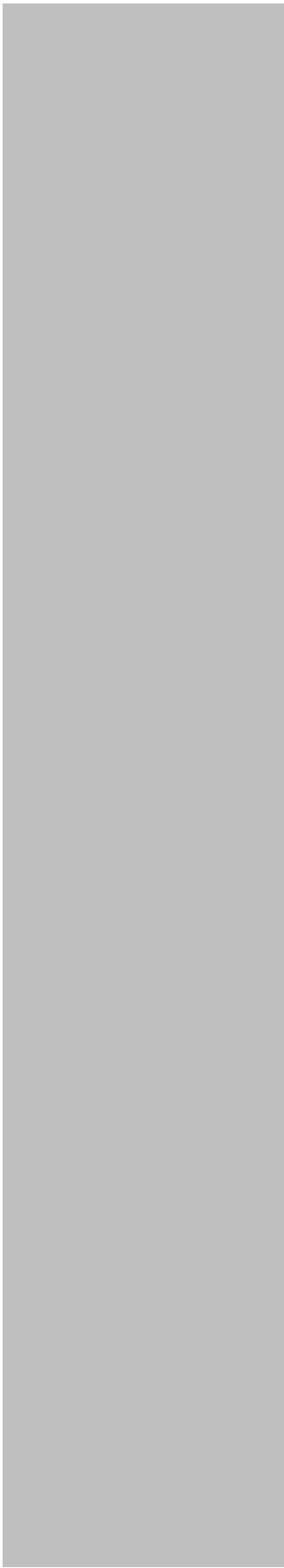


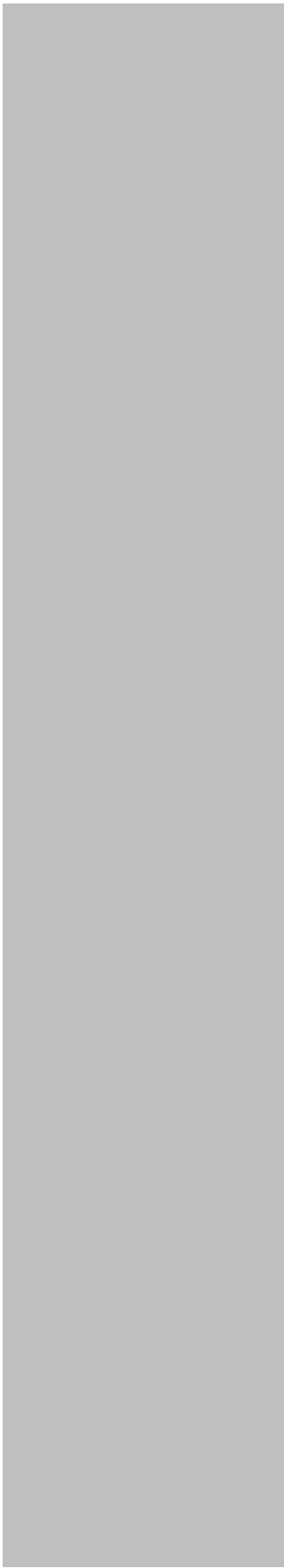


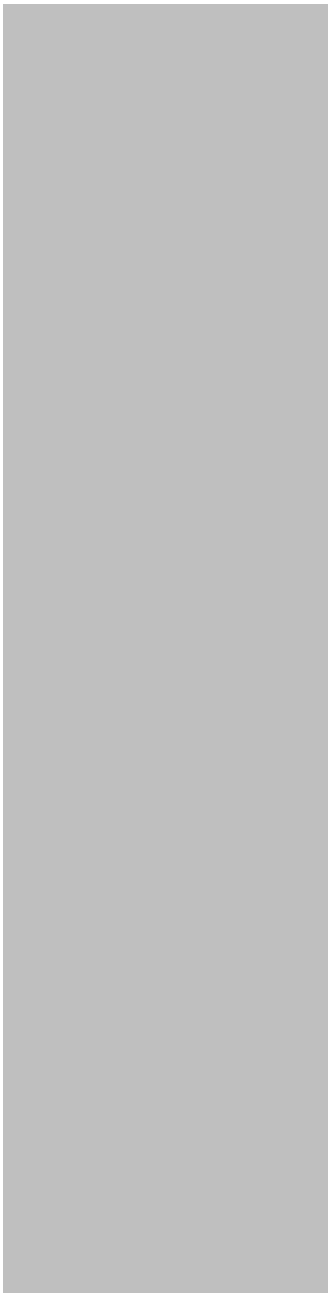












you must use up to 20% of

an equity-centered
our A&I work or have been

e item support and how?

Strategy # and Name





FY 2026 Achievement and Integration Budget

Direct Student Service Costs

District Number: 0424

District Name: Lester Prairie Public Schools

80% Direct Services to Students

List proposed FIN 313 expenditures for Direct Student Services below. At least 80% of a district's proposed expenditures must be used for strategies in a district's MDE-approved A&I plan that provide direct services to students. Read the A&I Budget Guide on the MDE website for details.

UFARS Title Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	UFARS Code Required				Budgeted Amount	Actual Amt Resubmit this budget with actual FY26 expenditures by 12/1/26.	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
	ORG	PROG	FIN	OBJ			List the total amount budgeted for this line item.	Use this column to describe what will be purchased to implement your A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will help implement the strategy. Do not copy the strategy description from your plan.	Goal #
Licensed Instructional Support Personnel	100	203	313	143	\$7,710.00		wages paid to AVID staff (RS)		
Employee Benefits	100	203	313	2XX	\$1,927.50		Benefits		
Textbooks and Workbooks	100	203	313	460	\$3,335.00		AVID curriculum		
Admnsitration	100	203	313	110	\$15,000.00		AVID support administration (ML)		
Employee Benefits	100	203	313	2XX	\$3,750.00		Benefits		
Other Salary Payments (Licensed or Certified)	005	790	313	185	\$5,280.00		Teacher additional hours.		
			313						
			313						
			313						
			313						
			313						
FIN 313 TOTAL					\$37,002.50				\$0.00

Insert lines above the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:



FY 2026 Achievement and Integration Budget

Direct Student Service Costs to Reduce Enrollment Disparities

District Number: 0424

District Name: Lester Prairie Public Schools

80% Direct Services to Students

List proposed **FIN 318** expenditures for Direct Student Services below. At least 80% of a district's proposed expenditures must be used for strategies included in the district's MDE-approved A&I plan which provide direct services to students. **Incentive revenue may be used to fund strategies that decrease racial and economic enrollment disparities in classes, schools, some programs, or between districts.** Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
	ORG	PROG	FIN	OBJ			Use this column to describe what will be purchased	Goal #	Strategy # and Name
Add the UFARS Code title from the					List the total amount	Resubmit form with			
Transportation Contract - Private Carriers	005	760	318	360	\$150.00		Bus Mileage and Driver costs to another District for Art Fair Collaboration		
Supplies & Materials - Non Ind	300	212	318	430	\$3,363.64		Supplies for Art Fair Collaboration with another		
Career Fair-Travel	005	760	318	360	\$150.00		Career Fair		
MCIS Curriculum	300	211	318	430	\$650.00		MCIS Curriculum		
FIN 318 TOTAL					\$4,313.64	\$0.00			

Insert lines above the FIN 318 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:

District Number: n/a District Name:

20% Professional Development

List all proposed **FIN 313** expenditures for professional development below. **No more than 20%** through this budget must directly support strategies in a district's MDE-approved A&I plan. Re

UFARS Title	UFARS Code Required				Budgeted Amount
	ORG	PROG	FIN	OBJ	
Add the UFARS Code title from					List the total amount
Travel, Conventions and Confer	005	790	313	366	\$7,860.00
Substitute Teacher Salaries	005	790	313	145	\$260.00
FICA	005	790	313	210	\$10.00
TRA	005	790	313	218	\$10.00
Travel, Conventions and Confer	005	790	313	366	\$250.00
FIN 313 TOTAL					\$8,390.00

*Add lines **above** the FIN 313 TOTAL line to include those dollar amounts in proposed and appri*

Improvement Funding Copy line items for improvement strategies and paste them into the P

Comments:

Integration Budget

sts

0% of this budget's total revenue may be proposed or used for these costs. All training funded read the A&I Budget Guide on the MDE website for details.

Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line		
Resubmit form with	Use this column to describe what	Goal #	Strategy # and Name
	Summer path training (4110) and		
	Teacher during school day sub to		
	Benefits paid to staff		
	Benefits paid to staff		
	incidentals for training days		
\$0.00			

oved revenue totals.

Professional Development section of the Improvement Planning tab.



FY 2026 Achievement and Integration Budget

Professional Development Costs to Reduce Enrollment Disparities

District Number:

District Name:

20% Professional Development
 List proposed **FIN 318** expenditures for professional development below. No more than 20% of this budget's total revenue may be proposed or used for these costs. **Incentive revenue may be used to fund strategies that decrease racial and economic enrollment disparities in classes, schools, some programs, or between districts.** Read the A&I Budget Guide on the MDE website for more details.

UFARS Title	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative - Which strategy in your A&I plan does each line item support and		
	ORG	PROG	FIN	OBJ					
Add the UFARS Code title					List the total amount	Resubmit form with	Use this column to describe what will be purchased	Goal #	Strategy # and Name
Intervention Workshop	005	640	318	369	\$100.00		Staff training		
Substitute Cost	100	203	318	145	\$140.00		Substitute		
Substitute Benefits	100	203	318	200	\$22.96		Benefits- Fica/TRA		
Workshop Mileage	005	640	318	369	\$125.40		Intervention Wkshp mileage		
			318						
FIN 318 TOTAL					\$388.36	\$0.00			

Add lines **above** the FIN 318 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Professional Development section of the Improvement Planning tab.

Comments:

Administrative/Indirect Cost

District Number:

District Name:

10% Admin/Indirect Costs

List proposed Administrative/Indirect **FIN 313** expenditures below. **No more than 10% of this**

UFARS Title	UFARS Code Required				Budgeted Amount
	ORG	PROG	FIN	OBJ	
Add the UFARS Code title from					List the total amount
Dues, Membership, Licenses and	005	790	313	820	\$4,599.00
			313	143	
			313	210	
			313	218	
			313	220	
			313	230	
			313	235	
			313	240	
			313	250	
			313	251	
			313	366	
			313		
			313		
			313		
			313		
FIN 313 Total					\$4,599.00

Add lines **above** the FIN 313 TOTAL line to include those dollar amounts in proposed and approved.

Improvement Funding Copy line items for improvement strategies and paste them into the

Comments:

District Number:

District Name:

10% Admin/Indirect Costs

List proposed **FIN 318** Administrative/Indirect expenditures below. **No more than 10% of this Incentive revenue may be used to fund strategies that decrease racial and economic enrollment.**

UFARS Title	UFARS Code Required				Budgeted Amount
	ORG	PROG	FIN	OBJ	
Add the UFARS Code title from			318		List the total amount
			318		
			318		
			318		
			318		
			318		
FIN 318 Total					\$0.00

Add lines above the FIN 318 TOTAL line to include those dollar amounts in proposed and approved.

Improvement Funding Copy line items for improvement strategies and paste them into the

Comments:

and Integration Budget

to Reduce Enrollment Disparities

This budget's total revenue may be proposed or used for administrative or indirect costs. **Eliminate enrollment disparities in classes, schools, some programs, or between districts.** Read the A&I plan for more information.

Actual Amount	Budget Narrative - Which strategy in your A&I plan does e	
Resubmit form with	Use this column to describe what will be purchased	Goal#
\$0.00		

Approved revenue totals.

Admin/Indirect section of the Improvement Planning tab.

AVID Center



Products and Services Quote/Order

Quote/Order #: Q-91163
 Client: Lester Prairie Ind SD 424
 Address: 131 Hickory St N
 Lester Pr, MN 55354

AVID Center Representative: Julie Osvath
 Phone: (858) 654-5115
 Email: josvath@avid.org

Effective Date: July 01, 2025

Expiration Date: June 30, 2026

District Products			
QTY	PRODUCT NAME	UNIT PRICE	EXTENDED PRICE
1	District Director Leadership Payment 1	\$9,000.00	\$3,750.00
District Products SUBTOTAL:			\$3,750.00

Lester Prairie School			
QTY	PRODUCT NAME	UNIT PRICE	EXTENDED PRICE
1	Secondary Starter Package	\$4,740.00	\$2,500.00
1	Secondary Digital Library - 8 Licenses - Yearly	\$2,499.00	\$0.00
1	AVID Weekly Secondary	\$710.00	\$0.00
1	AVID STEM Connections	\$725.00	\$0.00
1	Welcome Kit - Secondary	\$0.00	\$0.00
1	AVID Membership Fees Secondary	\$4,599.00	\$4,599.00
6	Regional Path Training	\$685.00	\$4,110.00
Lester Prairie School SUBTOTAL:			\$11,209.00

TOTAL:		\$14,959.00
		<i>plus all applicable taxes</i>

Additional Comments:

N/A

This AVID Center Products and Services Quote/Order ("Quote/Order"), together with the General Terms and Conditions ("Ts&Cs") attached hereto as Exhibit "A" and any exhibits or attachments thereto, (collectively, this "Agreement" or "AVID Agreement") constitutes a binding agreement between AVID Center, a California non-profit corporation ("AVID Center"), and the "Client" identified above with respect to the AVID Products and Services specified in this Quote/Order. The Ts&Cs attached to this Quote/Order will apply, regardless of whether they are attached, to all Subsequent Quote/Orders placed by Client.

AVID Center is committed to assisting Client with a successful implementation. Additional information regarding professional learning registrations is listed below:

- Newly implementing AVID sites are best supported by a core site team of educators – at least 8 for AVID Secondary or 4 for AVID Elementary. In the initial year of implementation, Client agrees to enroll participants into AVID Summer Institute ("SI") equal to the minimum core site team described herein, unless AVID Center agrees otherwise on this Quote/Order. If other professional learning events are taken instead of SI, prices will be adjusted accordingly upon completion of the training event.
- For each existing site in year 2 and beyond of AVID implementation, Client agrees to enroll one (1) participant into AVID Ignite™, unless Client notifies otherwise. If a participant is not enrolled, or a registrant does not attend, Client will receive a voucher to be used for AVID Ignite™ in the following summer after payment has been received.

Client will be invoiced for the greater of the number of participants from a site registered for the event or committed to on this Quote/Order. No payment is due at the time of execution of this Quote/Order, notwithstanding anything to the contrary in the General Terms and Conditions. At the time of invoicing, AVID Center will verify registration fees for each site listed on the Quote/Order and any registrations which have been paid previously will be removed from the invoice. Payment will be due within thirty (30) days following receipt of AVID Center's invoice related to this Quote/Order. Each party has caused this Agreement to be signed by its duly authorized representative. The terms of this Quote/Order will control in the event of a conflict with any terms or conditions set forth in any purchase order or other document or communication from Client and any such terms and conditions are hereby rejected by AVID Center and of no effect.

AVID Center,
a California Non-Profit Corporation 501(c)(3)

Lester Prairie Ind SD 424

Sign: _____
Print
Name: _____

Sign: _____
Print
Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Email: contracts@avid.org

Email: radeke@1p.k12.mn.us

AVID Center
9797 Aero Drive, Suite 100
San Diego, CA 92123
Employer ID # 33-0522594

Exhibit "A"**AVID Center General Terms and Conditions (Ts&Cs)**

These Ts&Cs apply to the Quote/Order and any Subsequent Quote/Order(s), regardless of whether they are attached to such Quote/Order or Subsequent Quote/Order(s) and shall prevail over any other terms and conditions contained in any purchase order or other document submitted by Client. AVID Center hereby rejects any other such terms and conditions.

Article I. Definitions: Descriptions and Requirements.

Capitalized terms in these Ts&Cs not defined in the Quote/Order or a Subsequent Quote/Order or elsewhere in these Ts&Cs shall have the meanings set forth at <https://www.avid.org/Page/3290> (or another location on AVID Center's website designated by AVID Center) and are incorporated into this Agreement by reference. Such descriptions and requirements related to AVID Products and Services may change from time to time at AVID Center's sole discretion.

Article II. Term. This Agreement will be in effect from the "Effective Date" until the "Expiration Date" specified in the Quote/Order or Subsequent Quote/Order, unless earlier terminated as provided herein or renewed pursuant to a Subsequent Quote/Order ("Term").

Article III. Licenses.

3.1. **AVID Products and Services.** Subject to all of the terms and conditions of this Agreement, AVID Center grants to Client a limited, non-exclusive, non-transferable license, without the right to sublicense, to permit Client Sites to:

(a) access the AVID Products and Services specified in the Quote/Order or Subsequent Quote/Order and corresponding to such Client Sites via a password-protected website that is accessible only to staff and/or students of such Client Site;

(b) use the AVID Products and Services solely for classroom and school use; and

(c) reproduce, distribute, and display copies of, the AVID Materials in connection with such use of the AVID Products and Services at the Client site.

AVID Center reserves all rights that are not expressly granted to Client in this Section 3.1.

3.2. **Restrictions.** Except as permitted in this Agreement, Client shall not, nor permit any third party to, do any of the following with respect to the AVID Products and Services and AVID Materials:

(a) Provide, sell, sublicense, transfer, lease, distribute, broadcast, or transmit to any third party;

(b) Reproduce;

(c) Modify or create derivative works;

(d) Use or integrate with any other product or service or develop any other product or service;

(e) Use with any timesharing service, service bureau, network or the like for revenue-generating purposes; or

(f) Obscure, remove, alter or fail to reproduce any copyright notice and other proprietary legends.

3.3 AVID Trademarks.

(a) Client shall not, and shall ensure that Client Sites do not:

(i) modify any AVID Trademarks or use any other words, names, designs or logos with any of the AVID Trademarks; or

(ii) use any AVID Trademarks with any products or services other than the AVID Products and Services.

2025 Full Contract-Imp-SB-Excel

2025 - 2026 Lester Prairie Ind SD 424 Drafted: 05/08/2025

(b) Client shall include, and ensure each Client Site, includes:

(i) the appropriate trademark symbol, in the form of either [AVID Trademark]® or [AVID Trademark]™;

(ii) the following notice on all literature and materials containing any AVID Trademarks, as appropriate: "[AVID Trademark] is a [registered] trademark of AVID Center."

(c) AVID Center shall have the irrevocable right to approve all use by Client or a Client Site of any AVID Trademarks to promote the AVID Products and Services.

3.4. **Ownership.** As between the parties, AVID Center retains all right, title and interest, except as licensed to Client hereunder, in and to the AVID Products and Services, AVID Methodologies, AVID Trademarks, and AVID Materials, and all intellectual and proprietary rights therein.

Article IV. Data Collection.

During the Term, Client shall provide to AVID Center via a designated secure web portal Site Data and Student Data (collectively, "Data") specified by AVID Center, provided, however, Client may withhold, revise, and/or edit confidential data, such as student names and any other information the disclosure of which would violate state or federal law. Client shall collect Data in accordance with applicable privacy laws, including without limitation the federal Family Educational Rights and Privacy Act (FERPA). AVID Center shall maintain in confidence all personally identifiable information or information that is included in Data received from Client and agrees not to use any Data in a manner that would violate applicable law.

Article V. Proprietary Information.

5.1. **Confidentiality.** Client shall (a) maintain all Proprietary Information in strict confidence; (b) not use Proprietary Information, except to the extent necessary to exercise its rights and perform its obligations under this Agreement; and (c) not disclose Proprietary Information to any third party other than to its employees and contractors who have a need to know such information. Client shall ensure all Client Sites to comply with the obligations in this Section 5.1 and shall be responsible for any Client Site's breach of such obligations.

5.2. **Exceptions.** The restrictions set forth in Section 5.1 shall not apply with respect to any information which: (a) is already known by Client at time of disclosure; (b) becomes, through no act or fault of Client or any Client Site, publicly available; (c) is rightfully received by Client from a third party on a non-confidential basis; or (d) is independently developed by Client without reference to any Proprietary Information. Client may disclose Proprietary Information pursuant to a lawful requirement of a governmental agency to the minimum extent required, provided that Client first notifies AVID Center of such requirement and Client cooperates with AVID Center in seeking a protective order or contesting such required disclosure.

Article VI. Compensation.

6.1. Invoicing and Payment. No payment is due at the time of execution of this Quote/Order. Payment of the Quote/Order, or the applicable Subsequent Quote/Order, shall be due without offset within thirty (30) days following Client's receipt of AVID Center's invoice.

6.2. Taxes. Client shall be responsible for the payment of any applicable sales or use taxes or any value added or similar taxes payable with respect to the AVID Products and Services provided by AVID Center or arising out of or in connection with this Agreement.

Article VII. Representations and Warranties; Warranty Disclaimer.

7.1. Representations and Warranties. Each party represents and warrants: (a) it has full power and authority to execute and deliver this Agreement and perform its obligations hereunder; (b) no consent or other action of any third party or governmental body or agency is required for it to enter into this Agreement; and (c) entering into this Agreement will not violate or conflict with any applicable law, regulation, or published interpretive guidance or ruling or constitute a default under any contract to which it is a party.

7.2. Warranty Disclaimer.

(a) EXCEPT AS EXPRESSLY SET FORTH IN SECTION 7.1., NEITHER PARTY MAKES ANY REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, AND EACH PARTY DISCLAIMS ALL OTHER WARRANTIES INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT.

(b) AVID CENTER DOES NOT WARRANT THAT THE AVID PRODUCTS AND SERVICES WILL MEET CLIENT'S OR ANY CLIENT SITE'S REQUIREMENTS AND AVID CENTER DOES NOT MAKE ANY WARRANTY WITH RESPECT TO CLIENT'S OR ANY CLIENT SITE'S USE OR INABILITY TO USE ANY OF THE AVID PRODUCTS AND SERVICES OR THE RESULTS GENERATED FROM THE USE OF ANY OF THE AVID PRODUCTS AND SERVICES.

Article VIII. Limitation of Liability. EXCEPT FOR LIABILITY ARISING FROM A BREACH OF ARTICLE III OR ARTICLE V, NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY UNDER THIS AGREEMENT FOR (a) INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES; (b) THE COST OF PROCURING SUBSTITUTE GOODS; OR (c) ANY AMOUNT IN EXCESS OF THE AGGREGATE AMOUNT PAID OR PAYABLE BY CLIENT HEREUNDER.

Article IX. Termination.

9.1. By AVID Center. AVID Center may terminate this Agreement in its entirety, or with respect to one or more Client Sites, upon written notice to Client in the event of Client's material breach of this Agreement, which is not fully cured within thirty (30) days following AVID Center's notice of the breach.

9.2. By Client. Client may terminate this Agreement for any reason, or no reason, upon thirty (30) days' prior written notice to AVID Center.

9.3. Effect of Termination. Upon termination or expiration of this Agreement, or termination of one or more Client Sites, (a) the licenses granted to Client hereunder, or the rights granted hereunder with respect to the terminated Client Sites, shall automatically terminate and all such rights shall revert to AVID Center; (b) Client shall immediately discontinue use of the AVID Products and Services, the AVID Materials, and AVID Trademarks in all affected Client Sites following termination or

expiration of this Agreement, or, in the case of termination of one or more Client Sites, in the terminated Client Sites; (c) Client shall pay to AVID Center all unpaid amounts (if any) that are due and payable hereunder and shall remain liable for its obligations or other actions that accrued or occurred prior to the date of termination or expiration; and (d) Client shall promptly return to AVID Center all AVID Materials and Proprietary Information (including copies) in its possession or control.

9.4. Survival. All accrued rights to payment and Articles V, VIII, and IX and Sections 3.4, 7.2, 9.3 and 9.4 shall survive expiration or any termination of this Agreement.

Article X. General Provisions

10.1. Independent Contractors. The parties are independent contractors.

10.2. Cumulative Remedies. All rights and remedies are cumulative.

10.3. Governing Law/Venue. This Agreement shall be governed by California law, without regard to its conflict of laws provisions.

10.4. Force Majeure. Neither party shall be liable for nonperformance or any delay caused by an event reasonably beyond its control.

10.5. Cancellation. Certain AVID Products and Services may be cancelled by Client as set forth in AVID Center's Rest Assured Policy, which may be viewed at <https://www.avid.org/rest-assured-policy>.

10.6. Severability. Any illegal or unenforceable provision of this Agreement shall be limited or eliminated to the minimum extent necessary without voiding the remainder of this Agreement.

10.7. Notices. All notices provided hereunder must be in writing and addressed to the applicable party as set forth in the Quote/Order or Subsequent Quote/Order or such other address as set forth in a notice provided as set forth in this Section 10.7, and shall be effective upon receipt if sent by email, one business day following delivery by commercial courier, or three business days following deposit in the U.S. mail via certified mail, postage prepaid, return receipt requested.

10.8. Waiver. A party's waiver of any breach by the other party shall not apply to any other or subsequent breach.

10.9. No Third-Party Beneficiaries. There are no third-party beneficiaries of the rights, obligations or remedies provided in this Agreement.

10.10. No Assignment. Any assignment of this Agreement by Client without AVID Center's prior written consent shall be null and void.

10.11. Amendment. Any amendment of this Agreement must be in writing and signed by both parties.

10.12. Entire Agreement. This Agreement is the entire agreement between the parties relating to the subject matter hereof.

10.13. Counterparts. This Agreement may be executed in counterparts and a party's executed signature page may be delivered by electronic mail or other written means.



Education & Administrative Resources

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

SWWC Service Cooperative Contracts Summary

	24-25 Contracts	25-26 Contracts
Member: Lester Prairie Public School		
Child Count on Contracts	487	459
Membership Dues (One-Time)	\$0.00	\$0.00
Administrative Solutions		
Environmental/Occupational Health & Safety Management Program	\$0.00	\$0.00
Health & Safety Management Assistance	\$1,184.76	\$1,184.76
Regional Management Information Center		
<ul style="list-style-type: none"> • Business/SMART Systems Services 	\$10,715.40	\$10,820.25
<ul style="list-style-type: none"> • Business UFARS Support Services without access to SMART Systems 	\$0.00	\$0.00
<ul style="list-style-type: none"> • MARSS/Other Revenue Reporting Services 	\$1,889.60	\$1,928.68
<ul style="list-style-type: none"> • Extended Services Subscription 	\$0.00	\$0.00
Technology Services		
<ul style="list-style-type: none"> • Basic Technology Services 	Included with WAN	Included with WAN
<ul style="list-style-type: none"> • Technology Coordination Support 	\$0.00	\$0.00
<ul style="list-style-type: none"> • Technology Integration Support 	\$0.00	\$0.00
<ul style="list-style-type: none"> • E-Rate Coordination Services 	Included with WAN	Included with WAN
<ul style="list-style-type: none"> • Comprehensive Cyber Security 	\$0.00	\$0.00
<ul style="list-style-type: none"> • Student Data Privacy Program 	\$1,545.00	\$1,950.00
<ul style="list-style-type: none"> • WAN Consortium Member 	Yes	Yes
<ul style="list-style-type: none"> • Email Security Service 	No	No
<ul style="list-style-type: none"> • Email Archiving Service 	No	No
<ul style="list-style-type: none"> • Secured Remote Backup Service 	No	No
<ul style="list-style-type: none"> • Website ADA Accessibility and Usability Support with Siteimprove 	No	No
<ul style="list-style-type: none"> • OnDemand IT Certification and Training Solution with Stormwind Studios 	No	No
<ul style="list-style-type: none"> • Moodle Course Hosting Service 	No	No
<ul style="list-style-type: none"> • Moodle in Your School Service 	No	No

• SWWC Private Cloud Server Hosting	No	No
• SWWC Managed FilterED ILT Services	No	No
Educational Solutions		
Special Education Services:		
• School Psychologist	\$24,600.00	\$25,600.00
• Speech/Language Pathologist	\$116,130.00	\$119,560.00
• Teacher of the Visually Impaired	\$0.00	\$0.00
• Early Childhood Special Education Teacher	\$22,100.00	\$0.00
• Teacher of the Deaf/Hard of Hearing	\$16,940.00	\$17,420.00
• DAPE Teacher	\$0.00	\$0.00
• Occupational Therapy	\$23,835.00	\$23,400.00
• Orientation and Mobility Services	\$0.00	\$0.00
• Physical Therapy	\$5,100.00	\$7,710.00
• Regional ECSE Coordination	\$1,701.00	\$1,721.00
• Special Education Cooperative Membership Fee	\$12,950.00	\$16,743.00
• Shared Special Education Administrative Services	\$34,184.00	\$35,187.00
• Single District Special Education Administrator	\$0.00	\$0.00
TOTAL SPECIAL EDUCATION SERVICES	\$257,540.00	\$247,341.00
Behavior Analytic Services	\$8,580.00 Package B	\$10,000.00 Package B
Mental Health Services	\$0.00	\$0.00
School Nurse Services	\$6,100.00 Package A	\$7,000.00 Package A
Teaching & Learning Curriculum & Instruction Coordination Services	\$0.00	\$0.00
Teaching & Learning Shared Curriculum & Instruction Coordination Services	\$16,950.00	\$0.00
Teaching & Learning Literacy Lead Specialist Services	\$0.00	\$0.00
Teaching & Learning Customized Services	\$0.00	\$0.00
STARRS Online Academy	\$0.00	\$0.00
Translation/Interpretation	No	No
TOTAL	\$304,504.76	\$280,224.69

**SWWC SERVICE COOPERATIVE
MEMBERSHIP AGREEMENT
2025-26**

THIS AGREEMENT, is executed this 3rd day of February, 2025, (the "Execution Date") by and between SWWC Service Cooperative (hereinafter referred to as "SWWC"), and Lester Prairie Public School, No. 424, located at Lester Prairie, Minnesota (hereinafter referred to as the "Member"). The provisions contained herein, along with the addenda and attachments thereto, shall constitute the entire agreement and understanding between the parties.

RECITALS

- A. Pursuant to Minnesota Statute § 123A.21, SWWC was formed to perform planning on a regional basis and to assist in meeting the specific needs of clients in participating school districts, cities, counties, and other governmental agencies that could be better provided by a service cooperative than individually by the members themselves. Minnesota Statute § 123A.21 authorizes SWWC to provide those programs and services which are determined to be priority needs of the particular region pursuant to Minn. Stat. § 123A.21, subd. 7, and to assist in meeting special needs which may arise from the fundamental constraints of SWWC's members.
- B. Membership in SWWC is not compulsory. Members may subscribe to SWWC programs and services available to all members by payment of a one-time membership fee. At its sole option the member may further subscribe to programs and services beyond those offered to all members ("Additional Services"). Individual members shall collectively share in the costs incurred in providing the Additional Services to which they subscribe.
- C. The parties hereto desire to establish a relationship in which SWWC will provide programs and services to the Member and in which the Member will remit payment for such programs and services specified herein.
- D. SWWC and the Member seek to assure a thorough understanding of the obligations assumed by each.

AGREEMENT

1. Dues and Fees.

- a. **Membership Dues.** The SWWC Board of Directors has determined membership fees ("Annual Membership Dues") as follows:
 - **Full Membership:** Open to public school districts, cities, counties, and other governmental agencies as defined in Minnesota Statute (M.S. 471.59) and are within the SWWC region. A **one-time fee of \$25** will be assessed.
 - **Associate Membership:** Open to (a) nonpublic schools, partnership agencies, or nonprofit organizations within the SWWC region, and to (b) schools – public and nonpublic, cities, counties, partnership agencies, nonprofit organizations, and other governmental agencies outside the SWWC region. A **one-time fee of \$50** will be assessed.
 - b. **Additional Services Fees.** The Additional Service addenda attached hereto reflect each Additional Service subscribed to by the Member. The cost of such Additional Services may be determined by apportioning the approximate cost of each program and service among the members participating in the Additional Service, or may alternatively be determined by a flat fee schedule ("Additional Services Fees"). The attached Additional Service addenda shall state the manner in which the cost of such Additional Service subscribed to shall be calculated during the Term of this Agreement.
2. **Payment.** Unless modified by any addenda attached hereto, all payments due SWWC by Member shall be paid on or before August 15.
 3. **Calculation of Student Enrollment.** If the attached addenda state that the Additional Service Fees are to be assessed on a per student basis, the student enrollment numbers used shall be those identified by the Minnesota Automated Reporting Student System (MARSS) as of the October 1 Fall Enrollment from the second prior fiscal year (23-24). The number of students calculated shall be those enrolled in pre-kindergarten through 12th grade education.
 4. **Indemnification by Member.** The Member shall indemnify and hold SWWC harmless from any and all loss, damage, liability, cost or expense (including reasonable attorneys' fees and expenses) which SWWC may incur or suffer as a result of any claim of any kind whatsoever arising out of:
 - a. any act or omission by Member or any of Member's agents or employees which violates this Agreement;
 - b. any claim for breach of warranty based upon any warranty or representation given or purportedly given by Member, Member's agents or employees which is different from or in addition to written warranties and representations given by SWWC, as amended by from time to time;

- c. third party claim for personal injury, damage, economic loss or other damage, caused by or arising out of the use, creation or production of any products proximately caused by or resulting from the negligence of Member, or the Member's agents or employees;
- d. any claim for breach of warranty based upon a defect caused by any act or omission by the Member, or the Member's employees or agents; or
- e. any claim or demand arising from the employment for engagement by Member of any person or entity.

5. **Term; Automatic Renewal.** Unless modified by addenda attached hereto, SWWC's obligations pursuant to this Agreement and any attached addenda shall commence on July 1, 2025 (the "Effective Date") and shall continue for a period of twelve (12) months (the "Initial Term"). This Agreement and all addenda attached hereto shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member delivers (a) written notice to SWWC of the Member's intent to withdraw from all SWWC services ("Notice of Intent to Withdraw"), or (b) written notice of the Member's intent to reduce its participation in any previously subscribed-to Additional Services ("Notice of Intent to Reduce Additional Services") by March 1 preceding the first day of the next Extended Term as set forth in Subsections 5(a) and 5(b) below (the "Notice Deadline").

- a. **Notice of Intent to Withdraw.** The Member may deliver to SWWC a written Notice of Intent to Withdraw from membership and all Additional Services by the Notice Deadline. If not delivered, this Agreement shall renew for the next Extended Term and the Member shall be obligated to pay all dues and fees for the next Extended Term. The Member acknowledges and agrees that failure to provide such Notice of Intent to Withdraw on or before the Notice Deadline shall cause the Term of this Membership Agreement and, notwithstanding the receipt of a timely Notice of Intent to Reduce Additional Services from the Member, the Term of all addenda attached hereto to automatically renew for the next Extended Term. The Member further acknowledges and agrees that the Member may not subscribe to any Additional Service unless membership in SWWC is maintained and continued for the full term of any Additional Service. The Member acknowledges and agrees that if the Member subscribes to any Additional Services that extend over a term of greater than twelve (12) months (referred to herein as an "Obligated Term"), the Member shall be prohibited from withdrawing from membership in SWWC or from such subscribed Additional Service until the Obligated Term of the Additional Service has expired.
- b. **Notice of Intent to Reduce Additional Services.** The Member may deliver to SWWC a written Notice of Intent to Reduce Additional Services by the Notice Deadline. If not so delivered, the Additional Services shall not be reduced, and the Member shall be obligated to pay all fees for subscribed Additional Services for the next Extended Term. Additionally, a timely Notice of Intent to Reduce Additional Services shall be effective only for those services expiring in the twelve (12) month period following the Notice Deadline and shall not have the effect of reducing the Term of any Additional Services to which the Member has subscribed; each Additional Service to which the Member has subscribed will not be subject to reduction or termination until the expiration date of the current Term of such Additional Service.

6. **Termination.** Notwithstanding any provision in this Agreement to the contrary, this Agreement may be terminated prior to the expiration of the Initial Term or any Extended Term pursuant to any of the following provisions:

- a. **Breach of Agreement.** Either party may terminate this Agreement by delivery of written notice to the other party if the other party breaches any of the terms and conditions of this Agreement; provided, however, if the breach is curable such notice shall not be effective unless and until such breach remains uncured for a period of thirty (30) days after delivery of such notice. If the breach is nonpayment by the Member of monies due to SWWC the cure period shall be ten (10) days, not thirty (30) days.
- b. **Effect of Termination.** Except as specifically set forth herein, no withdrawal or termination of this Agreement by the Member, whether before or after the Effective Date hereof, and whether voluntary or involuntary, shall relieve the Member of its obligation to pay the full amount due hereunder, including any amounts due pursuant to any attached addenda, nor shall such withdrawal or termination, whether before or after the Effective Date hereof, result in or entitle the Member to the return of any monies previously paid to SWWC for any services subscribed to whether or not such services have been provided or delivered. A breach of this Agreement by SWWC shall entitle the Member to reimbursement of a prorated share of any Additional Service that would remain unused if 1/12 of the service fee were used by SWWC during each month of each Term hereof.

7. **General Provisions.**

- a. **Notices.** Any notice required or permitted to be given under this Agreement shall be deemed to have been duly delivered: (i) when received if delivered by hand; (ii) the same day if delivered by facsimile sent no later than 4:00 pm (receiver's time) on a business day; (iii) the next business day if sent by facsimile on a non-business day

or after 4:00 pm (receiver's time) on a business day; (iv) one (1) business day after placement with a reputable overnight carrier for next morning delivery; or (v) four (4) business days after depositing if placed in the U.S. mails for delivery by registered or certified mail, return receipt requested, postage prepaid and addressed to the appropriate party at the address set forth on the first page of this Agreement. If either party changes its address or facsimile number, such party shall give written notice to the other party of such different address or facsimile number in the manner set forth above.

- b. **Amendment.** The express terms of this Agreement, including all addenda hereto, shall control and supersede any course of performance and/or customary practice inconsistent with such terms. Any agreement between the parties hereafter made shall not change or modify this Agreement unless in writing and signed by the party against whom enforcement of such change or modification is sought.
- c. **Entire Agreement.** This Agreement, together with any addenda referenced herein, constitutes the entire Agreement between the parties and supersedes any and all prior and contemporaneous oral or written understandings between the parties relating to the subject matter hereof.
- d. **Modification and Waiver.** No purported amendment, modification or waiver of any provision hereof shall be binding unless set forth in a writing signed by both parties (in the case of amendments and modifications) or by the party to be charged thereby (in the case of waivers). Any waiver shall be limited to the circumstance or event specifically referenced in the written waiver document and shall not be deemed a waiver of any other term of this Agreement or of the same circumstance or event upon any recurrence thereof.
- e. **Assignment.** The Member shall not assign, transfer or sell all or any part of its rights or obligations hereunder, by operation of law or otherwise, without the prior written consent of SWWC.
- f. **Severability and Interpretation.** In the event that a provision of this Agreement is held invalid by a court of competent jurisdiction, the remaining provisions shall nonetheless be enforced in accordance with their terms. Further, in the event that any provision is held to be overbroad as written, such provision shall be deemed amended to narrow its application to the extent necessary to make the provision enforceable according to applicable law and shall be enforced as amended.
- g. **LIMITATION OF REMEDY.** SWWC SHALL HAVE NO LIABILITY TO ANY PERSON FOR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY DESCRIPTION, WHETHER ARISING OUT OF WARRANTY OR OTHER CONTRACT, NEGLIGENCE OR OTHER TORT, OR OTHERWISE.

IN WITNESS WHEREOF, the parties have executed this Agreement in the manner appropriate to each to be effective the day and year entered on the first page hereof.

By signing below, the parties agree to be bound by the terms and conditions set out in the membership agreement, along with the addenda, which are effective on the date of the last signature (the "Effective Date"). The parties consent and agree that this Agreement may be electronically signed. The parties agree the electronic signatures appearing on this Agreement are the same as hand-written signatures for purposes of validity, enforceability, and admissibility.

SC MEMBER

BY: Melissa Radeke
Melissa Radeke [Apr 25, 2025 13:32 CDT]
Authorized Signature

SWWC SERVICE COOPERATIVE

BY: _____
Authorized Signature

ADDENDUM A
TO MEMBERSHIP AGREEMENT
ENVIRONMENTAL/OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PROGRAM
2025-26

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. SWWC is engaged in providing consultation and coordination of services related to the management of environmental health and safety concerns for Members.
2. SWWC agrees to facilitate an Environmental/Occupational Health and Safety Management Program, referred to herein as "E/OHSMP". Said program will be provided by IEA, Inc., 9201 W. Broadway #600, Brooklyn Park, MN 55445.
3. **Included General Services.** The E/OHSMP "General Services" provided by SWWC through IEA can be found at the following website: www.swwc.org/EOHS.
4. **Rate per visit; Annual Fee.** The Member agrees to pay annually a fee equal to the rate per visit (\$822.00) multiplied by the number of visits required by the Member in the most recent fiscal year ("Annual Fee").

The Annual Fee for 2025-26 will be:

\$0.00

5. **Term; Payment.** Notwithstanding any provision in the Membership Agreement to the contrary, E/OHSMP General and No-cost Services will be provided to and paid for by the Member for a Term of one year (1 year), commencing as of the Effective Date of the Membership Agreement. The Annual Fee due hereunder shall be payable in three installments on or before July 30, October 15, and February 15 of each fiscal year. This agreement may be terminated for proper cause by either party for any reason upon ninety (90) days written notice to the other party.
6. **Hold Harmless.** That Member recognizes that IEA is solely responsible for the performance of the E/OHSMP. It recognizes that SWWC merely acts as a financial intermediary and has no voice in, and does not exercise control over the manner in which IEA performs its services. Therefore, to the fullest extent permitted by law, the Member agrees to hold harmless SWWC, as well as IEA agents and employees, from and against all claims, damages, losses and expenses, including, but not limited to, reasonable attorneys' fees arising out of or resulting from the performance of IEA's services and to look solely to IEA for redress.
7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM B
TO MEMBERSHIP AGREEMENT
HEALTH AND SAFETY MANAGEMENT ASSISTANCE SERVICES
2025-26

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** SWWC is engaged in providing consultation and coordination of Health and Safety Management Assistance Services related to the management of environmental health and safety concerns for Members; and the Member hereby subscribes to such services. These services are subject to change and may include:
 - Assisting the Member in identifying and prioritizing health and safety plans and programs.
 - Conducting on-site management assistance work during a minimum of one site visit to the Member site per fiscal year if total square footage is less than 140,000; or a minimum of two site visits to the Member site per fiscal year if the total square footage is greater than or equal to 140,000.
 - Working with the Minnesota Department of Education and other Service Cooperatives in the development of future health and safety workshops, meetings, etc.
 - Directing communication with Minnesota Department of Education.
 - Interpreting mandatory requirements from the Minnesota Department of Education.
 - Assisting in the completion of mandatory reports.
 - Providing personalized service such as summarizing communications (mass emails, etc.) to the Member, drawing attention to what it needs to attend or complete.
 - Assisting in determinations of what is allowable under Long-Term Facility Maintenance (LTFM) funding.
 - Assisting in the coding of LTFM expenditures.
 - Providing interpretations of regulatory agencies.
 - Conducting a mock OSHA building walk through.
 - Assisting in “Machine Guarding”.
2. **Annual Fee.** In consideration for the services described at Section 1 to this Addendum, the Member agrees to pay to SWWC an “Annual Fee” to be calculated as follows:

$$118,476 \text{ square feet} \times \$0.01/\text{square foot} = \underline{\$1,184.76}$$

The Annual Fee shall be payable in one installment in accordance with the provisions of the Membership Agreement.

3. **Type III Vehicle Training – Additional Cost.** At the Member’s election, SWWC also facilitates an on-line Type III vehicle training course. This additional service is offered to the Member at an additional cost, calculated on a per driver basis. Additional information for this service can be found at www.swwc.org/TypeIII.
4. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM C
TO MEMBERSHIP AGREEMENT
REGIONAL MANAGEMENT INFORMATION CENTER (“RMIC”)
2025-26
Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member hereby subscribes to the Regional Management Information Center Services (“RMIC Services”) pursuant to the terms of the Membership Agreement and this Addendum. The RMIC Services to be provided by SWWC may include finance, payroll, and student administrative support services as outlined below.

2. **Business/SMART SYSTEMS Services; Fees.**

- a. **Fixed Operations, License & Workshop.** Fixed Operations, License & Workshop includes the overall fixed operations costs, SMART SYSTEMS software licenses, subscription and SMART SYSTEMS Trainings. New employee SMART SYSTEMS training will be provided virtually or at the SWWC Office.
- b. **Software Support/Development Assessment.** Members using SMART SYSTEMS software cooperatively finance the needed support to insure reliable software and to provide required and requested enhancements. Software Support/Development Assistance includes all software releases and upgrades for SMART SYSTEMS.
- c. **SMART SYSTEMS Support & Business Services.** The SMART SYSTEMS Support & Business Services offsets the cost of staff time used to support the SMART SYSTEMS software and Business Services, and includes overall SMART SYSTEMS, UFARS, and payroll assistance (email and phone support, UFARS edits, submissions, account code conversions, payroll adjustments, reporting for retirement, quarterly reports, STAR Reporting, W-2 processing, fiscal year-end (“FYE”) reporting, etc.). This fee is calculated by multiplying the rate set by the SWWC Board of Directors by the Member’s student enrollment.

d. **Additional Charges.** The following non-exclusive list of additional charges may be billed separately to the Member:

- i. Emergency services, training, and additional accounting and payroll/HR services not covered in basic fee will be charged at \$100.00 per hour (billed in one-half hour increments) when provided at the Member’s district office, plus the IRS mileage rate; or will be charged \$85.00 per hour (billed in one-half hour increments) when provided at the RMIC Office.
- ii. Small Group Training – \$140.00/half day and \$250.00/full day.
- iii. ACA Electronic Filing will be billed at \$285.00 for Original 1094/1095 B & C Forms and \$285.00 each for Amended 1094/1095 B & C Forms.
- iv. Time Tracker: Fixed fee \$625 per district plus \$12/employee and \$8/sub if under 100 licenses, \$9/employee and \$6/sub if over 100 licenses. Leave only subscriptions are a minimum fee of \$1,000.

e. **Business/SMART SYSTEMS Services Worksheet:** If applicable, the Member’s Business/SMART Systems service fees shall be calculated as set forth below.

i. FIXED OPERATIONS, LICENSE & WORKSHOP FEE:	<u>\$4,050.00</u>
ii. SOFTWARE SUPPORT/DEVELOPMENT ASSESSMENT:	
<u>459 @ \$10.25</u> per student =	<u>\$4,704.75</u>
iii. SMART SYSTEMS SUPPORT & SERVICES FEE:	
<u>459 @ \$4.50</u> per student =	<u>\$2,065.50</u>

3. **Business UFARS Support Services without access to SMART Systems; Fees.**

- a. The Finance UFARS Support & Business Services offsets the cost of staff time used to provide support and includes overall UFARS and general finance assistance (email support, phone support, fiscal year-end (“FYE”) workshop and materials. This fee is calculated by multiplying the rate set by the SWWC Board of Directors by the Member’s student enrollment.

b. **Business Services Worksheet:** If applicable, the fees shall be calculated as set forth below.

i. FINANCE UFARS SUPPORT WITHOUT ACCESS TO SMART SYSTEM

459 @ \$0.00 per student = \$0.00

4. **MARSS/Other Revenue Reporting Services; Fees.**

a. **Fixed Operations, Training & Workshop.** Fixed Operations, Training & Workshop covers the overall fixed operations costs and membership and includes attendance at MARSS Trainings.

b. **MARSS/Other Revenue Reporting and Services.** MARSS/Other Revenue Reporting and Service offsets the cost of staff time used to support the Member with multiple submissions of FYE (June 30) and Fall semester MARSS data (phone support, codes and procedures, MARSS edits, submissions, etc.), and includes training and support of the MARSS Web Edit Program which is used at the district level for editing and reporting of local MARSS data.

c. **Additional Charges.** The following non-exclusive list of additional charges may be billed separately to the Member:

i. Paper and postage will be billed at cost.

ii. MARSS training and emergency services not covered in basic fee will be charged or \$100.00 per hour (billed in one-half hour increments) when provided at the Member's district office, plus the IRS mileage rate; or will be charged \$85.00 per hour (billed in one-half hour increments) when provided at the RMIC Office.

iii. Small Group Training - \$140.00/half day and \$250.00/full day.

d. **MARSS/Other Revenue Reporting Worksheet.** If applicable, the Member's MARSS/Other Revenue Reporting service fees shall be calculated as set forth below.

i. FIXED OPERATIONS, LICENSE & WORKSHOP FEE: \$1,550.00

ii. MARSS/OTHER REVENUE REPORTING SUPPORT & SERVICE FEE:

459 @ \$0.825 per student = \$378.68

5. **Extended Services; Fees.** In addition to the aforementioned services, the Member has chosen to subscribe, and SWWC agrees to perform those extended business services as per negotiated agreement (RMIC Exhibit A) with the Director of Business Services. The fees for such Extended Services may change from year to year at the discretion of the SWWC Board of Directors. The provision of the Extended Services shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member provides SWWC with written notice of its intent to discontinue its subscription to Extended Services on or before March 1 (the "Direct Service Withdrawal Deadline"). If such Notice of Withdrawal from Service is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the fiscal year in which it was delivered. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Services for the next Extended Term. During the Initial Term of the Membership Agreement, the total fee for the Extended Services shall be:

0 @ \$500.00 per day = \$0.00

6. **Annual Fee; Payment.** In consideration for SWWC's RMIC Services as set forth in this Addendum D, the Member agrees to pay an annual fee to SWWC in the amount outlined below. Notwithstanding and provision in the Membership Agreement to the contrary, the Annual Fee (excluding Extended Services) due pursuant to this Addendum shall be payable in three installments during each Term, with one installment becoming due and payable on or before each of the following dates: July 30, October 15, and February 15. Extended Services shall be paid in monthly installments.

The total cost of RMIC Services for July 1, 2025 through June 30, 2026 is as follows:

Business/SMART SYSTEMS Services (3 installments)	\$10,820.25
Business UFARS Support Services w/out access to SMART Systems (3 installments) . . .	\$0.00
MARSS/Other Revenue Reporting Services (3 installments)	\$1,928.68
Extended Services Subscription (12 installments)	\$0.00
<u>TOTAL CONTRACTED RMIC SERVICES.</u>	<u>\$12,748.93</u>

- 7. Term; Automatic Renewal; Timeline for Withdrawal from RMIC Services.** Notwithstanding any provisions in the Membership Agreement to the contrary, the parties' obligations pursuant to this Addendum shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months.
- 8. Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM D
TO MEMBERSHIP AGREEMENT
TECHNOLOGY SERVICES
2025-26

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Description of Services.** SWWC is engaged in providing certain technology services listed below to its members at the rates listed below.

a. **Technology Services for Members with NO CONTRACT.**

Non-Contracting Entity:	Technology Service:	\$105.75/Hour
	After Hours Support:	\$131.25/Hour
	On-site Training Fee:	\$211.50/Hour
	Cybersecurity Services:	\$296.00/Hour

Note: Round Trip Mileage will be charged at the current IRS rate.

Round Trip Windshield Time will be assessed at the daily rate.

After-hours support shall be any support provided outside of normal support hours (7:00 a.m. to 5:00 p.m. Monday through Friday) or on an SWWC observed holiday.

Participant capacity for on-site training may be restricted depending on the type of training being provided. Capacity will be determined when training is scheduled.

b. **Basic Technology Services.**

i. A Member subscribing to SWWC's Basic Technology Services shall be entitled to:

1. Access to SWWC's basic technology services for any employee of the Member.
2. Access to SWWC technology support and integration at discounted rates (discounted rate is dependent on the Member's contract level), including:
 - Phone support and assessment (additional charges for extended remote support (more than 10 combined minutes per incident) or remote access and site visit support)
 - Development of purchasing specifications for equipment and software
 - Discount pricing for Technology Days as defined below:
 - Discounted admission to technology workshops and presentations
 - Discounted admission rates for SWWC technology conferences
 - Free or discounted fees for SWWC sponsored training sessions
3. Discounted pricing (2% or higher discount) on SWWC Technology Coordinated Consortium Purchase Programs.
4. Complimentary enrollment and participation in SWWC's BrightBytes Clarity or Modern Learning offering technology evaluation and assessment toolset. Additional fees may apply for professional development, individualized analysis and trainings that may compliment the Clarity tools.

ii. **Basic Technology Service Fee.**

Enrollment less than 501	\$985.00	Enrollment Over 3,000	\$3,230.00
Enrollment 501 to 1,000	\$1,815.00	CCOGA less than 26 employees	\$260.00
Enrollment 1,001 to 2,000	\$2,290.00	CCOGA with 26 or more employees	\$420.00
Enrollment 2,001 to 3,000	\$2,970.00		

c. **Supplemental Technology Support and Integration Services.** The Member may add the following Supplemental Technology Support and Integration Services to its Technology subscription. Such services will entitle the Member to on-site or remote support of network equipment and software (including installations and updates), as well as general assistance to the Member's current technology leadership and team. The Member will incur additional costs for each service listed below; the additional cost will be billed according to the Member's Technology Service Rate.

i. **Supplemental Technology Support and Integration Services (On-Call Services) Fees.**

1. A Member subscribing to SWWC’s Basic Technology Services will further be entitled to receipt of on-call services at the following rates:

Technology Service:	\$95.25/Hour
On-site Training Fee:	\$156.50/Hour
Cybersecurity Services:	\$196.00/Hour
After Hours Support:	Billed at normal hourly rate

2. The following additional charges or restrictions may apply:

- Round Trip Mileage will be charged at the current IRS rate;
- After Hours Support shall be billed at the Member’s normal hourly rate;
- Round Trip Windshield Time will be assessed at the daily rate;
- Participant capacity for on-site training may be restricted depending on type of training being provided; capacity will be determined when training is scheduled.

ii. **Supplemental Technology Support and Integration Services “Block Hours”.** A district or entity may purchase block hours at discounted pricing to be utilized on a monthly basis. Block Hours must be used each month and may be carried over one subsequent month. If Block Hours are not used within the following month, they will be forfeited without refund. The following costs, restrictions and stipulations apply to the Member’s purchase of Block Hours:

1. A Basic Technology Services Contract is required in order to receive this pricing.
2. Additional Onsite Trainings will be charged at the rate of \$156.50/hour.
3. Additional Technology Service Hours will be charged at the rate of \$95.25/hour.
4. Block Hour Service Fees:

- 1 day per month block

○ 12 Month Tech Support or Integration Option	\$9,360 / year
○ 9 Month Tech Integration Option	\$7,272 / year
- 2 days per month block

○ 12 Month Tech Support or Integration Option	\$17,904 / year
○ 9 Month Tech Integration Option	\$14,040 / year

5. Round Trip Mileage is included in the contract rate.

6. 9 Month options are for Technology Integration services only and days must be scheduled between September 1 and May 31 of the contract year.

d. **Technology Coordination or Integration Services.** A district or entity may contract with SWWC for Technology Coordination and Integration Services at dramatically reduced rates from the on-call Technology Services. The days reflected in this contract shall be scheduled upon contract execution or July 1 of the contract year, whichever is later. Contracted days do not count as on-call days. The days contracted must be scheduled for usage on a regular basis. On-call visits or remote support will be billed out at the normal Contracting Entity On-Call Technology Service rate in addition to the actual contract amount, as needed. On contracts of (3) days per week or more, Members may elect to stack technology coordination and integration services into a single contract. Scheduling of substituted days must be arranged prior upon the establishment of the contract term and substitution must occur in a consistent format to accommodate staffing.

- i. Onsite Training will be charged at the rate of \$156.50/hour.

- ii. Additional technology service hours will be charged at the daily rate that corresponds with the selected contract level.

- iii. **Technology Coordinator and Integration Services Fees.** *This service is inclusive of Basic Technology Services; Basic Technology Service Subscription Fee Waived. (Daily rates are provided for comparison purposes only; actual monthly billing will be 1/12th of annual contract.)*

12-Month Contract Rates

- 1 Day per week \$735.00/day = \$38,220 annual contract
- 2 Days per week \$690.00/day = \$71,760 annual contract
- 3 Days per week \$645.00/day = \$100,620 annual contract
- 4 Days per week \$622.00/day = \$129,376 annual contract

9-Month Contract Rates

- 1 Day per week \$775.00/day = \$31,000 annual contract
- 2 Days per week \$735.00/day = \$58,800 annual contract

- 3 Days per week \$696.00/day = \$83,520 annual contract
- 4 Days per week \$656.00/day = \$104,960 annual contract

Note: These rates include Round Trip mileage from SWWC to Technology Office Location at district. Mileage charges apply at the IRS rate for additional travel performed on district business.

e. Full-Time Technology Coordinator Services.

- i. Full-time Technology Coordination Services will place a full-time equivalency of SWWC technology service employees in a district or entity on a full-time basis. Holidays, sick and annual leave time, and professional development will be observed by the Member as a part of this agreement. Substitute Technology staff members may be provided at the discretion of the Member and SWWC. Entities entering into a full-time agreement for the first time must commit to a 3-year agreement as the initial term; the 3-year commitment discount will be applied during this initial term.
- ii. The rate listed below includes Round Trip Mileage from SWWC to Technology Office Location at the District. Mileage charges apply at the IRS rate for additional travel performed on district business.
- iii. The Member shall remain responsible for data retention and backups on days that the SWWC Employee is not on-site.

iv. Services Fees.

1. The “Base Fee” for Full-Time Technology Coordinator or Integration Services shall be:

\$128,028.00 per year
2. On-site training days may be purchased at \$156.50 per hour. Participant capacity for on-site training may be restricted depending on the type of training being provided. Capacity will be determined when training is scheduled.
3. **3-year Full Time Technology Coordinator Service Commitment Discount.** Members that enter into a three 3-year commitment for Full-time Technology Coordination will receive a 3% discount on such services for each of the three (3) years.
4. Full-Time contracts may be split between two neighboring Members or entities. A splitting fee will be assessed to each contracting entity when sharing a full-time contract. Contract splitting fees cover travel and administrative expenses associated with covering multiple Member. Split Contracts may not exceed a total of 5 days per week; additional days added to a full-time contract are subject to the rates associated with the additional service level.

Full Time Contract Splitting Fees:	<i>80/20 Split Contract:</i>	\$1,055.00 per entity
	<i>60/40 Split Contract:</i>	\$2,110.00 per entity
5. Full-Time contracts may be split between Technology Coordination/Support and Tech Integration. A splitting fee will be assessed to the Member when splitting between Technology Coordination/Support and Tech Integration.

Full Time Contract Splitting Fees:	<i>80/20 Split Contract:</i>	\$1,680.00 per entity
	<i>60/40 Split Contract:</i>	\$3,360.00 per entity
6. Additional Day Fees, for contracts totaling more than 5 days per week (fee will be divided based on contract assignment for contracts split among two districts): each additional day: \$1,300.00.

f. Comprehensive Cyber Security

- i. Description of Services (the “Services”).
 1. The core purposes of the Services are to: (1) mitigate cyber threats, (2) coordination of cyber incident response, when necessary, (3) assist the Member Agency’s technology department’s in protecting the Member’s digital resources, and (4) providing guidance and assistance in cybersecurity to the Member.
 2. SC will perform annual security assessments and SC will use the annual security assessments to provide the Services. The annual security assessment will identify components in the Member’s organization that needs to be addressed to optimize security.
 3. In the 1st year of the Term (as that is defined in this Agreement), SC shall perform the following:
 - Service entry SC L1 security assessment for the Member within the first 3 months of the Effective Date.

- A SC L2 security assessment between 6 months and 1 year following the initial SC L1 security assessment.
 - A minimum of 2 scans of the Member's internal and external networks will be performed to assess network nodes for potential vulnerabilities that will need to be addressed by the Member and any issues/vulnerabilities noted are not included in the Services and shall be the sole responsibility of the Member to address and/or fix.
 - Firewall configuration security review.
 - Cybersecurity procedural review.
 - Development of baseline cybersecurity policy and procedure templates and guidance in implementing policies at Member district.
4. In years 2 through 5 of the Term, SC shall perform the following:
- 1 SC L3 security assessment.
 - Quarterly scans of the Member's internal and external networks to assess network nodes for potential vulnerabilities that will need to be addressed by the Member and any issues/vulnerabilities noted are not included in the Services and shall be the sole responsibility of the Member to address and/or fix.
 - Firewall configuration security review.
 - Procedural reviews to analyze current practices that may impact cybersecurity mitigation.
 - Development of cybersecurity policy and procedure templates.
 - Development and assistance in implementation of information security templates.
 - Monitoring and coordinating with Member technology department/teams to ensure the proper application of key operating system application, and system patching.
 - Development and monitoring of system lifecycles to ensure Member is eliminating the use of products and systems deemed to be obsolete.
 - Development of model policies that can be implemented by Member.
 - Develop and assist Member in implementation of a "Zero Trust" security architecture. The "Zero Trust" security architecture policies and procedures will be based on the premises that no individual or device, whether internal or external, should be trusted. The "Zero Trust" security architecture will be based on role-based permissions (defined based on network access role-based permissions) and the least amount of access possible that is necessary to complete an individual's job functions to ensure the appropriate access level.
 - Development of security continuity plan templates for Member to customize and implement.
 - Inventory management processes that include: assessment or guidance on the processes and policies for the effective implementation of physical inventory practices and development of templates and assistance in implementing equipment lifecycle management systems.
 - Development of templates and assistance in implementation of data lifecycle management procedures that include: data inventory and mapping, security clearances, data transmission and flow, and review of data destruction processes.
 - Threat monitoring and logging that includes: automatic vulnerability scanning when threats relevant to Member's environment are identified and utilize the Department of Homeland Security and Multistate-I Information Sharing and Analysis Center (MS-ISAC) resources for monitoring and resources.
 - Cyber incident response assistance that includes coordination or response efforts should a cybersecurity event occur and includes the following: providing initial analysis and threat assessment of Member's situation and aid in coordinating an effective and organized response to mitigate further exposure as a result of the incident. SC's response assistance does not replace the cyber forensics response or investigation that may be required by a cyber-liability insurer.
 - Development and assistance in implementing backup and disaster recovery practices that provide effective mitigation practices for cyber events.

- Research, development, and evaluation of services to ensure Member’s is on the forefront of cybersecurity.
 - Additional services may be added to this Agreement and added services may require added fees. Any additional services must be agreed to in a writing signed by both Parties.
5. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2030.
6. **Services Fees.** The full annual rate will be calculated annually based on the enrollment utilized in all SWWC contracts based on prior year enrollments reported to the Department of Education. All base and per-student fees used to calculate the annual rate for the Term shall remain the same for the full Term unless any additional services are added pursuant to this Agreement. There may be up to 3 discounts that apply to the annual rate. The 3 stackable discounts are whether the Member is a SC member (\$2,860 off the base rate and \$.50 off per student), a SC technology subscriber (\$1,220 off the base rate and \$0.45 off per student), a user of SC technology services of at least 1 day per week (\$2,450 off the base rate and \$0.80 off per student), and a member of the SWWC Wide Area Network Consortium (\$1,400 off the base rate and \$5.15 off per student). Applied discounts to the annual rate shall be applied annually based on Member’s membership and subscribed service participation in each applicable fiscal year. Should SC lower its base or per-student pricing for this service in any of the 5 years of the contractual term, the Member shall receive the service at the lower annual rate.

This agreement will be Year 1 of 5 in 2025-2026. Pricing for 2025-26 is locked in at 2025-2026 rates for this service.

Comprehensive Cybersecurity Service contract rates for 5-year contracts established on July 1, 2025 and ending on June 30, 2030.

	Base Rate	Per Student
Non-Member	\$10,825.00	\$14.75
SWWC Member	\$7,965.00	\$14.25
SWWC Technology Subscriber	\$6,745.00	\$13.80
SWWC Technology Services Snap-in	\$4,295.00	\$13.00

A detailed multi-year Comprehensive Cybersecurity Service Contract will be provided to the District for review and acceptance upon indicating that the District desires to enter into a contractual relationship for the stated services.

g. E-Rate Coordination Services.

- i. The Member may additionally subscribe to SWWC’s E-Rate Coordination Services. Such services include the coordination and filing of E-Rate applications and forms to the Federal Communications Commission (“FCC”) and the Universal Service Administrative Company’s (“USAC”) School and Libraries Division (“SLD”). SWWC’s E-Rate staff will work with the Member’s staff to collect all data necessary to perform the filings.
- ii. **Special Term.** Notwithstanding any provisions in this Addendum or the Membership Agreement to the contrary, the term of any E-Rate Coordination Services subscription shall be equal to one Funding Year (as defined by the FCC and the Universal Service Administration Company). Participation in E-Rate services requires the school’s commitment to a 5-year term aligned to the FCC E-Rate program’s 5-year Category 2 Budget Cycle. The Current 5-year budget cycle covers E-Rate Fund Year 2026 (Fiscal Year 2027) through Fund year 2030 (Fiscal Year 2031). A contract signed for E-Rate Services covering Fiscal Year 2025-2026 will cover the work required to manage E-Rate Fund Year 2026. A Member that enters a 5-year E-Rate services term in the Fiscal Year 2025-26 contract cycle for Fund Year 2026-2030, will be assessed the same annual rate during each of the 5 years in the Category 2 Budget Cycle. Members subscribing to E-Rate Coordination Services during years following Fiscal Year 2025-26 shall, in the first year of the service, be assessed for each preceding Fund Year in the Category 2 Budget cycle.

iii. Services Fees.

1. Continuation Rates – Standard Rate E-Rate Coordination for Member District with a Fund Year 2026-2030 contract in place during 2025-26:

Enrollment less than 301	\$1,380 annual contract
Enrollment 301 to 700	\$2,340 annual contract
Enrollment 701 to 2,000	\$3,420 annual contract
Enrollment 2,001 to 4,500	\$4,380 annual contract
Enrollment over 4,501	Custom Member Pricing

2. Associate Member Continuation Rates – Standard Rate E-Rate Coordination for Associate Member District with a Fund Year 2026-2030 contract in place during 2025-26:

Enrollment less than 301	\$1,656 annual contract
Enrollment 301 to 700	\$2,808 annual contract
Enrollment 701 to 2,000	\$4,104 annual contract
Enrollment 2,001 to 4,500	\$5,256 annual contract
Enrollment 4,501 to 7,000	\$6,408 annual contract
Enrollment 7,001 to 10,000	\$7,560 annual contract
Enrollment 10,001 to 15,000	\$8,712 annual contract
Enrollment 15,001 to 25,000	\$9,864 annual contract
Enrollment over 25,001	Custom Pricing

3. Contract includes assistance in the research, development, evaluation assistance, and other activities pertaining to requests for proposals (RFP) and appeals, when necessary.
- iv. **Current Funding Year.** This Addendum covers all activities pertaining to the E-Rate Funding Year 2026, starting July 1, 2026, through June 30, 2027. The application process will begin in the fall of 2025. Activities pertaining to previous and future funding years falling within the term date of this contract will require a separate contract for the corresponding funding year.
- v. Letters of Agency and other contractual documents for E-Rate specific purposes will contain additional regulatory and program rule conditions and contractual language to which SWWC and the Member shall mutually agree.
- vi. **SC Duties.** SWWC’s duties with regard to E-Rate Coordination Services include:
1. Track and assist in the submission all E-Rate related forms for the Member.
 2. Meet with appropriate Member personnel to determine proper submission process and eligibilities for district.
 3. Assure all applications and forms submission meet processing standards and submission deadlines.
 4. Assist in assuring that the Member meets requirements for E-Rate eligibility including but not limited to the Children’s Internet Protection Act (“CIPA”) and records retention.
 5. Assist the Member in maintaining duplicate records on behalf of district for up to 10 years as required by the SLD. Member is ultimately responsible for maintaining archived records of all E-Rate related communications for 5 years following the end of any contract receiving E-Rate funding.
 6. Coordinate with service providers for the appropriate application of E-Rate discounts.
- vii. SWWC does not guarantee that applications submitted by its staff or clients will necessarily result in funding commitments given the ever-changing rules and their interpretations by the staff of the FCC’s Schools and Libraries Division (“SLD”). SWWC shall not be held responsible in the incident that a funding request is not successful or goes under Privacy Impact Assessment review or audit with the SLD or FCC.
- viii. **IMPORTANT:** *E-Rate coordination services do not relinquish the responsibility from the Member to adhere to the program rules and laws placed on the E-Rate program by USAC, the FCC or any other governing agency. SWWC shall under no circumstance be legally or financially responsible for requested or committed funding that is denied or rescinded by USAC or the FCC. The Member is solely responsible for ensuring that all local bid and contract requirements are met by their district when establishing agreements with vendors for E-Rate funded services.*
- h. **Student Data Privacy Program.**
- i. Definitions.
 1. Technology Provider - established in Minnesota Statute 13.32.subd.1.g. and defines a provider of systems or solutions utilized in a school district as a part of a one-to-one deployment or otherwise that create, receive or maintain education data. Technology providers can be in the form of hardware, software, apps, extensions, plugins, websites, and other solutions that may result in the creation, processing, or maintenance of education data.
 2. Approved Technology Provider – A Technology Provider that has been vetted and determined to be in compliance with the statutory requirements of the Minnesota Student Data Privacy Law as defined within Minnesota Statute 13.32.
 - ii. A Member subscribing to SWWC’s Student Data Privacy Program shall be entitled to the following.

1. SWWC shall provide to the Member access to the SWWC Data Privacy Program. The Program will provide the Member with several services and functions that will include the assembly of a “Technology Provider” inventory. The listing included in this agreement may not be comprehensive as the Program continues to develop and mature.
2. The Program shall provide a service, that when appropriately implemented by the Member, will provide solutions allowing the Member to develop the materials necessary to provide parents and students with annual notifications of Technology Providers in use within the Member school system.
3. SWWC shall provide through its Clearinghouse approval statuses of Member Technology Providers that are discovered both through automated and manual processes.
4. The Member understands that the status of Technology Providers in the Clearinghouse is determined by assessing the provider against requirements of Minnesota State Law, and the Clearinghouse determined status of products applies universally to all school districts participating in the SWWC Data Privacy Program. SWWC shall hold a contract on behalf of the Member to fulfill the contractual obligations of this agreement. The cost of the 3rd party service is covered by the costs associated with this agreement.
 - The Member shall be provided with access to automated “Technology Provider” discovery tools provided by a 3rd party service provider
 - The Member will have access to a Technology Provider Inventory of approved Technology Providers that have been identified as being in use in their schools.
 - SWWC will provide Member with the ability to view lists of those Technology Providers found to be in use in their schools that are not currently approved.
5. Data Privacy Agreements will be obtained from Technology Providers for the SWWC Data Privacy Program. Upon finalization of Data Privacy Agreements with Technology Providers, a fully executed copy of the agreement will be made available through the Clearinghouse and attached to the records available through to the Member and through their Technology Provider Inventory listing.
 - The Member confirms that as a Minnesota School District, it is expressly authorizing SWWC Service Cooperative, a public agency defined as Independent School District 991, a statutorily defined joint powers organization under Minnesota Statute 123A.21, to negotiate and execute Data Privacy Agreements on the Member’s behalf, and the Member shall recognize the Data Privacy Agreement as Amendment E to its contract with the defined Technology Provider.
 - SWWC will not, unless expressly authorized to do so under a separate contractual agreement, enter into any agreement that commits the Member to any financial obligation to a Technology Provider.

iii. In consideration of services covered by this agreement.

1. SWWC will, in good faith, evaluate Technology Provider contracts which may consist of their Terms and Conditions, End User License Agreement, Privacy Policy, Data Privacy Agreement, and other documentation provided by the Technology Provider to provide evidence of their compliance with the Minnesota Student Data Privacy Law.
 - SWWC shall not be responsible for any errors or omissions in the assessment of a Technology Provider’s compliance.
 - SWWC shall not be responsible for any documentation or statements provided by a Technology Provider to make these determinations.
2. Member District shall review all Technology Provider records identified as being in use in its schools.
 - Member District shall notify SWWC of any known Technology Providers not listed as being in use to have them manually added to the Member District’s inventory.
 - Member District shall notify SWWC of any Technology Providers identified as being in use, but not authorized for use in its schools that should be removed from the Member District’s inventory.
 - Member District is completely responsible for the timely direct annual communication to parents and students as required by law.

3. Through participation in the SWWC Data Privacy Program, SWWC and Member District will be working collaboratively and in good faith to perform due diligence in the evaluation and vetting of Technology Providers. Member District acknowledges that it is ultimately responsible for the accuracy of data representing its schools and ensuring that the requirements of the Minnesota Student Data Privacy Law are satisfied for Member District's schools.
- iv. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.
 - v. **Services Fees.** The "Base Fee" for Student Data Privacy Program shall be \$2,200 per school district per year and the per student fee is \$.75 per student per year. Pro-rated pricing for services beginning after July 1st is not available.
- i. **Email Security Service.**
 - i. In consideration of services covered by this agreement.
 1. Services are compatible with GSuite (Google Mail/Gmail), Microsoft 365, Microsoft Exchange on-premises, and SMTP based Email systems.
 2. Email Security service provides Spam Detection (99.7% effectiveness), advanced multi-layer malware detection, security message delivery, message tracking, virus outbreak response service, email data loss prevention, content disarm and reconstruction, URL click protection, impersonation analysis, cloud sandboxing.
 3. For Microsoft 365 mailboxes, the following features are included in the service: Realtime scanning of mailboxes for existing or newly discovered threats already delivered to an inbox. Post-delivery "clawback" of newly discovered email threats allowing the service or administrators to remove identified threats already delivered to the inbox.
 4. Integration with LDAP is available. The Member is responsible for the setup and provision of domain access credentials for setup of the LDAP service.
 5. Members that begin services after July 1 will receive pro-rated billing for the services based on the actual start date, but no more than 50% of the full annual service fee.
 6. SWWC will perform Email Account Audits periodically to verify the number of email accounts that the Member has in their filtered domain(s) and contact the Member to verify numbers.
 7. The Member is responsible for making minor changes to the DNS records as provided by SWWC, if SWWC does not host the Member's DNS, for the domains to be filtered. SWWC shall be held harmless of issues with DNS records not held by SWWC.
 - ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.
 - iii. **Services Fees.** The annual service fee for this service is \$6.55 per email account per year. An additional one-time setup fee of \$50.00 will be assessed upon initial start of service. The setup fee will be waived for SWWC WAN Participants.
 - j. **Email Archiving Service.**
 - i. In consideration of services covered by this agreement.
 1. The Member may subscribe to Level 1 or Level Services, but not both. The Service is compatible with GSuite (Google Mail/Gmail), Microsoft 365, Microsoft Exchange on premises.
 2. The number of email accounts for which the Services are provided shall be calculated annually based upon the actual number of active email accounts on the email server being archived. Inactive accounts (*i.e.*; former employee accounts) shall continue to be retained according to the Service Level retention schedules attached hereto as Exhibit A, however those accounts shall no longer be counted in the annual billing as so long as the email account was inactive for the entire period of July 1 through June 30 of the billing year.
 3. Emails retained and archived by SWWC under this Agreement will be stored in a database referred to as the "Email Archive". Access to the Email Archive shall be restricted to up to two administrators designated by the Member; one administrator must be the Member's technology administrator.

4. Member administrators may create legal holds on data within the Email Archive by contacting SWWC's support staff. The creation of a legal hold on data may cause such data to be retained longer than the automated retention period for which the Member has subscribed.
 5. Services provided by SWWC shall provide the Member with an email archival system capable of meeting generally acceptable data retention requirements. The Member acknowledges that the Member is fully responsible for the Member's email archiving and data retention policies and acknowledges that the Level(s) of Service provided by SWWC have been properly selected by the Member to meet the Member's internal policies. Under no conditions shall SWWC be responsible for providing any Services or Level of Service which does not meet the requirements mandated by the Member's email archiving and document retention policies, or local, state or federal laws.
 6. SWWC shall perform backups of any data stored within the Email Archive. In the event of a failure of the Email Archive or any equipment used or associated with the Services provided under this Agreement, SWWC will be unable to guarantee immediate system availability; a period of up to 7 days may be required to replace failed equipment and fully restore archival databases. Upon restoration of the archival system Member data may still be archived if the Member's email system is properly equipped and configured to maintain journaling or archival logs for such purposes. The Member acknowledges that it is the Member's responsibility and obligation to ensure that its email server is properly configured to allow for archival of emails during any disruption in Services.
 7. In the event of loss of Services due to circumstances outside of SWWC's control, such as a reduction in or loss of network connectivity, or general acts of God, SWWC may be unable to archive email and other data in real-time and a delay in archival communications may occur. The Member acknowledges that depending on the Member's server/system settings at, some data may not be archived during prolonged communication issues.
 8. SWWC will perform audits of the Member's email accounts Audits periodically to verify the number of email accounts that a Member has in their archived domain(s) and contact the Member to verify numbers.
 9. If SWWC does not host the Member's email server, the Member shall be responsible for making changes, alterations and updates to the Member's email server as directed by SWWC.
 10. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Member agrees to indemnify, defend and hold SWWC harmless for any and all claims, demands, suite or actions, including attorneys' fees, arising out of SWWC's performance or failure to perform under the terms of this Agreement.
 11. SWWC shall further be held harmless of any data requests or subpoenas that cannot be met by the Member. Meeting such requests shall be the full responsibility of the Member. Assistance in accessing data to meet such requests may be provided by SWWC staff to the Member's administrators for an additional cost.
- ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.
 - iii. **Services Fees.**
 1. Level 1: Service levels for staff email accounts. Student email archiving provided at no additional charge.
 - Three-year email retention for staff accounts at \$8.50 per staff email account.
 - Five-year email retention for staff accounts at \$10.00 per staff email account.
 2. Level 2: Service levels for student email accounts.
 - One-year email retention for student accounts at \$3.00 per student email account.
 - Three-year email retention for student accounts at \$5.00 per student email account.
- k. **Secured Remote Backup Service.**
- i. In consideration of services covered by this agreement.

1. The total amount of data for which the Services are provided shall be calculated annually based upon the actual capacity consumed by the data being backed up. Data capacity consumed will be based on the amount of data utilized during the peak utilization during the fiscal year to allow for SWWC to appropriately provide data capacity sufficient to cover peak utilization for all participating entities in this service.
2. Data backups will be performed directly from the Member's servers to either the SWWC data center in Windom or Marshall, Minnesota. Replication of the Member's backed up data shall then take place to the SWWC data center that is not the primary data backup site for the Member. Access to data backups shall be restricted only to qualified and trained technology support personnel as defined by the Member.
3. The Member shall set versioning requirements, retention policies and identify server logical hard disks which will be included in offsite backups. The Member's requests will directly impact the overall amount of data being consumed in this service and therefore directly impacting the billable amount that SWWC shall invoice to the Member.
4. Pursuant to applicable data retention laws, the Member, its agents, employees and administrators are prohibited from deleting any information from the data backups that is being vaulted for purposes of investigations or data requests by investigative entities or entities having jurisdiction.
5. Member administrators may create legal holds on data within the data backups by contacting SWWC's support staff. The creation of a legal hold on data may cause such data to be retained longer than the automated retention period for which the Member has subscribed.
6. Services provided by SWWC shall provide the Member with a data backup solution capable of meeting offsite, disaster recovery compliant standards. The Member acknowledges that the Member is fully responsible for the Member's data backup and data retention policies and acknowledges that the Level(s) of Service provided by SWWC have been properly identified by the Member to meet the Member's internal policies. Under no conditions shall SWWC be responsible for providing any Services or Level of Service which does not meet the requirements mandated by the Member's data backup and retention policies, or local, state or federal laws.
7. SWWC shall perform backups of any data stored within identified servers in the Member. In the event of a failure of the Data Backup System or any equipment used or associated with the Services provided under this Agreement, SWWC will be unable to guarantee immediate system availability; a period of up to 7 days may be required to replace failed equipment and fully restore hardware related to this service. Upon restoration of the data backup system the Member data may still be backed up to the offsite service if unless already deleted from the Member's servers.
8. In the event of loss of Services due to circumstances outside of SWWC's control, such as a reduction in or loss of network connectivity, or general acts of God, SWWC may be unable to backup data in real-time and a delay in data backup communications may occur. The Member acknowledges that depending on the Member's server/system settings at, some data may not be backed up during prolonged communication issues.
9. SWWC will perform audits of the Member's data backup utilization periodically to verify the backup space requirements and retention policies that the Member has identified are being met and that appropriate storage space will continue to be available on SWWC equipment to provide continual backup services.
10. If SWWC does not host the Member's servers, the Member shall be responsible for making changes, alterations and updates to the Member's servers as directed by SWWC in order to prepare for and install any software required for SWWC to provide Data Backup Services to the Member. The Member may elect to contract with SWWC to provide installation support on the Member's equipment for the provision of this service, in which case the Member will be billed on an hourly basis based on the Member's hourly subscription rate for SWWC Technology Services.
11. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Member agrees to indemnify, defend and hold SWWC harmless for any and

all claims, demands, suite or actions, including attorneys' fees, arising out of SWWC's performance or failure to perform under the terms of this Agreement.

12. SWWC shall further be held harmless of any data requests or subpoenas that cannot be met by the Member. Meeting such requests shall be the full responsibility of the Member. Assistance in accessing data to meet such requests may be provided by SWWC staff to Member administrators for an additional cost.

ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.

iii. **Services Fees.** \$920.00 annually for first 500 GB of space consumed by the Member's backup files. \$100.00 annually for each additional 100 GB of space by Member's backup files beyond initial 500 GB.

1. SWWC Technology Solutions representatives and Member designated staff shall establish a customized service level agreement for the Member's backups including:
 - Servers and/or end-user equipment and the corresponding drives to be backed up on those devices.
 - Full and incremental backup strategy for server and computer files.
 - Number of backup versions retained for individual backups.
 - Retention of backups under special circumstances.
2. The Member defined service level may result in a higher annual fee for additional backup storage space necessary to retain the number of versions or special retention schedules.

l. Website ADA Accessibility and Usability Support with Siteimprove.

i. In consideration of services covered by this agreement.

1. The Member hereby agrees to purchase, and SWWC agrees to provide, participation in services through a cooperatively purchased subscription to Siteimprove provided solutions to ensure website usability and ADA compliance.
2. The Services shall include:
 - Quality Assurance: Crawls website and identifies quality issues.
 - Policy: Allows Customer to set website parameters to ensure consistency in content.
 - Accessibility: Checks website against selected WCAG 2.0 accessibility standards and WAI-ARIA techniques.
 - SEO: Details technical and content-related issues affecting search engine rankings and traffic to the website.
 - Priority: Allows Customer to set criteria for order in which issues and errors are reported. This service requires the implementation of a script on the website.
 - Accessibility Community Membership: Membership to Siteimprove's Accessibility Community.
 - PDF Scanning: Assessment of PDF's on website to ensure accessibility requirements are met.
 - Response: Monitors website's availability and performance.
 - Usability: Understand your users' experience on your website with Heat Maps, Scroll Maps, Click Maps, Online User Survey, Internal Search Stats.

ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.

iii. **Services Fees.** Fees for the service are fully dependent on the number of webpages and PDF files contained in the Member's website. Discounts available to the Member by participating in this service are based on the overall participation of SWWC member school districts.

m. OnDemand IT Certification Training Solution with Stormwind Studios.

i. In consideration of services covered by this agreement.

1. The number of licenses for which the Services are provided shall be calculated annually based upon the actual number of active users needing access to the system.
2. The Member is responsible for informing SWWC of licenses needing to be cancelled or removed from automatic renewal.
3. The Member may transfer licenses from an employee whose employment is ending to a new employee during the term of this agreement by notifying SWWC of the changes.
4. SWWC and Member are subject to the terms and conditions of the End-user License Agreement(s) and Terms and Conditions of Stormwind Studios. Under no conditions shall the SWWC be responsible for providing any Services or Level of Service under the terms of this agreement other than the benefit of aggregated purchasing discounts that are passed on to Customer.
5. SWWC may, at its discretion, offer in-kind or fee-for-service value added offerings that complement the trainings being provided through Stormwind Studios.
6. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Member agrees to indemnify, defend and hold SWWC harmless for any and all claims, demands, suite or actions, including attorneys' fees, arising out of SWWC's performance or failure to perform under the terms of this Agreement.

ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.

iii. **Services Fees.** Ultimate Access includes access to all Stormwind Studios Training Content, which is over 250 courses for technology-industry leading certification preparation.

- \$1,250.00 annually per user license for SWWC Technology Subscribers
- \$1,500.00 annually per user license for SWWC Members without Technology Subscriptions
- \$1,700.00 annually per user license for SWWC Non-Members

n. **Moodle Course Hosting Service**

i. In consideration of services covered by this agreement.

1. SWWC will provide to member with access to courses, as requested by Member, on a shared Moodle server environment in which other member courses will co-exist.
2. Member will only have access to its own courses and all student information in courses will remain the explicitly accessible by only the Member that owns the courses
3. Enrollment information for courses shall be supplied by the member prior to the beginning of the course in a format prescribed by SWWC. All enrollment changes following the initial course roster upload will be performed through requests to the SWWC Technology Support Helpdesk either individually or through additional course roster updates.
4. Self-registration options will be made available to the Member whereas "students" in courses may self-enroll into the course based on criteria mutually agreed upon by the Member and SWWC and fully supported by the Moodle course management system.
5. There are no limitations to the number of students that are able to be enrolled into a Moodle course.
6. There is a 10 GB storage limit for each individual course. Courses surpassing the 10 GB limit will be assessed in accordance with the service fees below.

ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.

iii. **Services Fees.** Fees for the service are fully dependent on the number of courses requested to be hosted by Member and the storage required by the course being hosted.

1. An annual service fee of \$85.00 per course will be charged to the Member. The annual service fee will not be pro-rated for courses that are less than a full year.

2. For courses requiring more than 10 GB of storage capacity, an overage fee of \$15.00 per 1 GB increment over 10 GB will be assessed on the annual service fee billing. Overage fees will not be pro-rated.

o. Moodle In Your School Service – District-wide Moodle learning management solution.

i. In consideration of services covered by this agreement.

1. Member will have access to the Moodle System on a dedicated Moodle hosting server exclusively accessible by the Member
2. Member will be able to fully administer user accounts, enrollments, course creation, teacher assignments, and other administrative functions.
3. LDAP and other supported directory integration will be available. Additional consultation fees for setup will be assessed if Member requires assistance from SWWC.
4. Custom URL/domain, and customized themes that are “branded” to Member are supported in this environment. Additional consultation fees for setup will be assessed if Member requires assistance from SWWC.
5. Storage capacity of 500 GB is included in the base package of this service. Additional storage utilized above 500 GB will be charged to the Member in accordance with the Service Fees below.

ii. Term. The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2026.

iii. Services Fees. Fees for the service are based on a flat fee plus a service fee per student enrolled in Member District. Additional fees will be assessed based on the storage required to host the Member’s Moodle Server.

1. An annual base service fee of \$1,400.00 plus \$1.05 per student will be charged to the Member. The annual service fee will not be pro-rated for agreements beginning after July 1.
2. For Moodle environments requiring more than 500 GB of storage capacity: an overage fee of \$215.00 per 100 GB increment over 5000 GB will be assessed on the annual service fee billing. Overage fees will not be pro-rated.

p. SWWC Private Cloud Server Hosting.

i. In consideration of services covered by this agreement.

1. The Member hereby agrees to purchase, and SWWC agrees to provide, private cloud server hosting solutions.
2. The Member must be an active member in the SWWC Wide Area Network Consortium to be eligible to participate in the SWWC Private Cloud Server Hosting.
3. The Services shall include:
 - A private virtual cloud environment that may be utilized by Members to host servers or other virtualized network appliances, as an extension of the Member’s on-site local area network.
 - An enterprise grade hosting solution is utilized to manage and offer the service as well as the extended services embedded herein.
 - SWWC will assign virtual hardware specifications based on mutually defined and reasonable required resources for the roles of the server(s).
 - SWWC shall provide backup and replication to our secondary data center for all servers hosted in the private cloud environment.
 - i. In the event of the need for data restoration, SWWC will provide restoration efforts of data, but no forensic investigation services.
 - Member is required to utilize multifactor authentication as provided by SWWC for remote connections.
4. The following limits and restrictions apply to service:

- Duplicative servers within the environment apart from those with roles requiring duplication per standards, i.e. Domain and DNS servers.
 - The Member shall not have access to the hypervisor layer of this solution for the security of other participating members and to better ensure the proper operations of the environment.
 - SWWC shall bear no responsibility for illegal or pirated software, content or other acts of negligence performed within the Member's servers in the Cloud. If such activities are identified, SWWC shall immediately halt the operation of the offending server(s).
 - Remote Desktop Access to servers in the environment will only be available to the Member's network. The Member shall be required to utilize a VPN connection to Member's network to then access the private cloud environment.
5. SWWC Shall provide the following maintenance responsibilities as a part of service delivery.
- Management and updates to the Hypervisor Solution used for the cloud environment.
 - Updates, upgrades and modernization of the hardware solutions utilized to provide the cloud environment.
 - Management of the VLAN configurations utilized to interconnect the cloud environment to the Member's local network, while maintaining isolation from other member resources and networks.
 - Physical and Network Security of the hardware and hypervisor environment.
 - Creation of all new Server instances requested by the Member
 - Provision of secure remoted access to The Member personnel to manage their server resources located in the cloud.
6. The Member will be responsible for the following responsibilities, or purchase support services from SWWC to facilitate the responsibilities:
- Configuration, management and administration of servers, apart from those needing to be made at the hypervisor level.
 - Updating, patching and maintaining the Operating System and all programs and services operating on the Member Servers hosted in the private cloud environment.
 - All operating systems and software utilized by Member in the environment must be fully supporter versions, and if not automatically provided, security patches must be maintained by the Member. Servers found to be out of compliance will be shut down by SWWC to prevent potential security threats that could pose an impact on all participants in this service.
 - All server and application licensing outside of the base Microsoft Windows Server License provided as a part of the solution.
 - The Member shall provide an approved Endpoint Protection Software solution for Member servers in private cloud solution. Approved Endpoint Protection solutions include Sophos XDR/MDR, CrowdStrike Falcon MDR. Additional titles may be added as reviewed and approved by SWWC.
 - Upgrades to server virtual hardware settings must be coordinated by Member with SWWC personnel. Additional resources may increase the amount due by Member for this service.
 - Upgrades scheduled during normal SWWC operational hours will not incur labor fees. Upgrades scheduled outside of normal SWWC operational hours will be billed at SWWC's regular technology support rates.
 - The Member will deploy the SWWC Wazuh agent on all servers running in the private cloud environment to allow for continuous health and security monitoring by SWWC and Member.

7. SWWC shall make every reasonable effort to ensure private cloud environment uptime and availability including, but not limited to, redundancy of equipment where fiscally responsible, regular backups and replication of environment to backup DR site, battery backups, generator power, resilient network connectivity.
 - SWWC cannot make guarantees of uptime or potential loss of data that may occur because of any circumstances.
 - SWWC shall not be held responsible for downtime or data loss should such events occur.
 - SWWC shall not be held responsible for any cybersecurity incidents that should occur on Member servers hosted in the private cloud environment.
 - Member will retain responsibility for the management and maintenance of Member servers hosted in the private cloud environment.
 8. Member will name SWWC as an additional insured party on its Cybersecurity Insurance Policy and provide SWWC with a certificate of insurance annually.
- ii. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2026.
 - iii. **Services Fees.** Fees will be contingent upon the number of servers or virtual appliances hosted in the private cloud environment by Member. Additionally, the resources utilized by each server will result in varying costs.
 1. Changes to resource assignments throughout the course of the fiscal year will result in the highest resource assignment during the span of the year being the premise by which the Member shall be charged for the fiscal year.
 2. Base Virtual Machine Fee: \$900 / annually / Specifications – 2 CPU cores, 8 GB RAM, 100 GB storage, 1 network card, Base Windows Server Operating System license.
 - Additional 1 TB storage: \$120 / annually (includes backup and replication services for additional 1 TB storage)
 - Addition 4 GB memory: \$180 / annually
 - Additional CPU core: \$180 / annually
 - Other hardware additions will be priced upon request
- q. **SWWC Managed FilterED ILT Services.**
- i. In consideration of services covered by this agreement.
 1. The Member hereby agrees to purchase, and SWWC agrees to provide, participation in a SWWC purchased subscription to the FilterED Instruction, Learning, and Technology (ILT) assessments platform. FilterED, will provide the evidence, data, and context you need to advance the impact of technology on instruction and learning, professional development, IT governance, and more. SWWC staff will provide coordination and assistance in the analysis of your data
 2. The Member must have an active SWWC Technology Subscription in place for the fiscal year to be eligible to participate in the SWWC Managed FilterED ILT Service.
 3. The Services shall include:
 - Instruction, Learning - measuring and assessing the impact of technology on learning by analyzing the following areas:
 - i. Leadership & Vision
 - ii. Resources
 - iii. Technology Infrastructure
 - iv. Instruction & Learning
 - v. Practice & Implementation

vi. Learner Impact

- FilterED ILT surveys will be available to students, staff, and parents.
- SWWC staff will provide the district with a review of the survey results, and after a couple years of data collection, an analysis of growth trends and success measurements aligned with District initiatives.
- Instruction, Learning, and Technology is not about counting instructional applications and devices but is designed to get to the heart of what is working or not working in the use of technology for teachers, students, parents, office staff, and administration. ILT is grounded in existing frameworks for technology and learning such as the ISTE Standards for Students, CoSN Digital Leap Success Matrix, Framework of Essential Skills for the K-12 CTO, and Future Ready Schools.

ii. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2026.

iii. **Services Fees.** \$1.00 per student annually. Available only to members with an active Annual Technology Subscription. The full amount of this Service will be invoiced to the Member in August.

2. **Agreement.** Being fully informed of each technology service option available to it, the Member desires to subscribe to those technology services indicated at Section 5 of this Addendum. SWWC agrees to provide such services according to the terms of the Membership Agreement and the terms set forth in this Addendum. The Member agrees to remit timely payment for such services as provided herein.
3. In Consideration of all contracted supplemental technology services: Contracted Time purchased for Technology Services is for use within the contracting entity only. Services provided at the Member site, or the location of a Member sponsored event, in which attendees other than those of the Member will be in attendance, shall be billed at the “on-site training fee” for entities with no contract as listed in Section 1a.
4. **Hold Harmless.** SWWC shall hold no liability for any equipment malfunctions, loss of data or data privacy violations that may occur at the Member site. The Member is solely responsible for ensuring that backups, data consistency and retention of data is being performed as well as all other day-to-day operations of the Technology Department of the Member. The Member is responsible for ensuring that all filings, certifications and licensing are met. Loss of funding or fines imposed on the Member are the sole responsibility of the Member and not the responsibility of SWWC. The Member agrees to hold SWWC harmless for any cost, fees or liabilities, including attorneys’ fees that SWWC may incur as a result of any service discussed in this Addendum.
5. **Subscription.** Listed below are the General Technology Services fees for your district based upon what was subscribed to in the previous fiscal year.

Basic Technology Services (payable on or before July 30, 2025)	Included with WAN
Technology Coordinator Services (payable monthly)	\$0.00
Technology Integration Services (payable monthly)	\$0.00
E-Rate Coordination Services (payable after the Form 470 has been completed)	Included with WAN
Comprehensive Cyber Security Services (payable monthly)	\$0.00
Student Data Privacy Program (payable on or before July 30, 2025)	\$1,950.00
WAN Consortium Member	Yes
Email Security Service (payable on or before June 30, 2026)	No
Email Archiving Service (payable on or before June 30, 2026)	No
Secured Remote Backup Service (payable on or before June 30, 2026)	No
Website ADA – Siteimprove (payable on or before July 30, 2025)	No
OnDemand IT Cert Training – Stormwind (payable on or before June 30, 2026)	No
Moodle Course Hosting Service (payable on or before June 30, 2026)	No
Moodle in Your School Service (payable on or before June 30, 2026)	No
SWWC Private Cloud Server Hosting (payable on or before June 30, 2026)	No
SWWC Managed Filtered Services (payable on or before July 30, 2025)	No

6. **Payment.** SWWC shall invoice the Member for all charges incurred pursuant to this Addendum as such charges accrue. The Member agrees to pay all amounts due SWWC pursuant to this Addendum within forty-five (45) days of receipt of an invoice from SWWC. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM E
TO MEMBERSHIP AGREEMENT
SPECIAL EDUCATION SERVICES
2025-26

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** The Member hereby subscribes to SWWC's Special Education Services (the "Services"), specifically subscribing to those Services indicated at Section 12 below. As noted at Section 12, the Services are classified as either "Direct Services" or "Administrative Services". As used herein, the phrase "Administrative Services" shall include Special Education Director, and Due Process Specialist services. The Member hereby agrees and acknowledges that the timelines governing its ability to withdraw from such Services depends upon this classification.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term (as defined below) and shall continue to provide such services from July 1 through June 30 during each Extended Term (as defined below) in which this Addendum is in effect.
3. **Administrative Services: Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provisions in the Membership Agreement to the contrary, the parties' obligations regarding the Member's subscription to Administrative Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twenty-four (24) months (the "Administrative Services Initial Term"). The provisions of this Addendum shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member provides SWWC with a minimum of twelve (12) months' notice of the Member's intent to discontinue its subscription to the Administrative Services by delivering to SWWC a written notice of such intent (referred to as "Notice of Intent to Withdraw from Administrative Services") to SWWC on or before June 30 (the "Administrative Services Withdrawal Deadline"). If such Notice of Intent to Withdraw from Administrative Services is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the following fiscal year. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Administrative Services for the next Extended Term.
4. **Direct Services: Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provision in the Membership Agreement or this Addendum to the contrary, the parties' obligations regarding the Member's subscription to Direct Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months (the "Direct Services Initial Term"). The provision of this Addendum shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member provides SWWC with written notice of its intent to discontinue its subscription to any Direct Service (referred to as "Notice of Withdrawal from Direct Service") on or before March 1 (the "Direct Service Withdrawal Deadline"). If such Notice of Withdrawal from Direct Service is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the fiscal year in which it was delivered. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Direct Services for the next Extended Term.
5. **Payment.** In exchange for SWWC's agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall be responsible for the TOTAL ADDENDUM PRICE set forth at Page 2 to this Addendum. SWWC shall estimate such usage for Direct Services for the Member at the beginning of the term. Actual usage shall then be reconciled by SWWC at the final payment at the end of the term. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in four installments, one of each which is due on or before August 15, November 15, February 15, and July 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.
7. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below; however, if a personnel's time is not fully utilized Members will share such unused cost proportionally based on overall usage. Specialized equipment for student use is not included. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
8. Required SWWC service personnel who are funded at the lower "Single District Rate" level shall be entitled to receive all of the rights and benefits of personnel who are funded at the "Full Service Rate".
9. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.

10. SWWC will exercise its best efforts to provide to the Member the services of those professionals specifically contracted for. However, the Member recognizes that the availability of required SWWC personnel may change.
11. All performance reviews of required service personnel shall be conducted by a SWWC special education administrator and shall be in accordance with the policies and procedures established by SWWC.
12. **Services.** The Member hereby agrees to subscribe to those services indicated below:

Direct Services: includes office/prep time	TOTAL ESTIMATED PRICE
School Psychologist Services	\$25,600.00
Speech/Language Pathologist Services	\$119,560.00
Teacher of the Visually Impaired Services	\$0.00
ECSE Teacher Services	\$0.00
DAPE Teacher	\$0.00
Teacher of the Deaf/Hard of Hearing	\$17,420.00
Occupational Therapy Services	\$23,400.00
Orientation and Mobility	\$0.00
Physical Therapy Services	\$7,710.00
Administrative Services:	
Regional ECSE Coordination Services	\$1,721.00
Special Education Cooperative Membership Fee	\$16,743.00
Shared Special Education Administrative Services	\$35,187.00
Single District Special Education Administrator	\$0.00
TOTAL ADDENDUM PRICE	<u>\$247,341.00</u>

SC MEMBER

BY: Melissa Radeke
Melissa Radeke (Apr 25, 2025 13:32 CDT)
 Authorized Signature

SWWC SERVICE COOPERATIVE

BY: _____
 Authorized Signature

ADDENDUM F
TO MEMBERSHIP AGREEMENT
BEHAVIORAL HEALTH SERVICES
2025-26

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** The Member has chosen to subscribe to SWWC’s Behavioral Health Services (the “Services”). The Services may include Behavior Analytic Services and Mental Health Services.
2. **Term.** SWWC shall provide the Services to the Member from August 15 through June 15 during the Initial Term (as defined below) and shall continue to provide such services from August 15 through June 15 during each Extended Term (as defined below) in which this Addendum is in effect.
3. **Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provision in the Membership Agreement or this Addendum to the contrary, the parties’ obligations regarding the Member’s subscription to Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months (the “Services Initial Term”). The provision of this Addendum shall thereafter automatically and continuously renew from year to year (each, an “Extended Term”) unless the Member provides SWWC with written notice of its intent to discontinue its subscription to any Services (referred to as “Notice of Withdrawal from Direct Service”) on or before March 1 (the “Direct Service Withdrawal Deadline”). If such Notice of Withdrawal from Service is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the fiscal year in which it was delivered. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Services for the next Extended Term.
4. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in four equal installments, one of each which is due on or before August 15, November 15, February 15, and July 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
5. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. Specialized equipment for student use is not included. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.
7. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
8. SWWC will exercise its best efforts to provide to the Member the services of those professionals specifically contracted for. However, the Member recognizes that the availability of required SWWC personnel may change.
9. All performance reviews of required service personnel shall be conducted by a SWWC administrator and shall be in accordance with the policies and procedures established by SWWC.
10. **Services.** The Member hereby agrees to subscribe to those services indicated below:

SERVICES	PACKAGE	TOTAL PRICE
Behavior Analytic Services	Package B	\$10,000.00
Mental Health Services		\$0.00
School Nurse Services	Package A	\$7,000.00
TOTAL ADDENDUM PRICE		\$17,000.00

ADDENDUM G
TO MEMBERSHIP AGREEMENT
CURRICULUM AND INSTRUCTION COORDINATION SERVICES
2025-26

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Curriculum and Instruction Coordination Services (the "Services"). The services to be provided by SWWC is determined by district priorities and may include Read Act implementation, District Assessment Coordinator, Professional Development, Achievement & Integration plan, Literacy Plan, World's Best Workforce, standards alignment, curriculum adoption, etc. SWWC provides training/access to shared resources to support teaching and learning growth.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC's agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall remit payment for the "TOTAL ADDENDUM PRICE" set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
5. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the package cost as calculated below:

TOTAL ADDENDUM PRICE **\$0.00**

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM H
TO MEMBERSHIP AGREEMENT
SHARED CURRICULUM AND INSTRUCTION COORDINATION SERVICES
2025-26

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

8. The Member has chosen to subscribe to Shared Curriculum and Instruction Coordination Services (the “Services”). The services to be provided by SWWC may include:

Data Mining and/or Data Retreat
Coordination of Standards Alignment

- Unpacking Standards
- Creating Learning Targets
- Prioritizing Standards
- Creating Common Assessments
- Selecting Appropriate Instructional Strategies

Professional Development

- Coordination/Facilitation of workshops/early release
- Professional Learning Community Implementation
- Support Leadership Teams
- Curriculum Coordination
- Coordination of Standards-Based Curriculum Selection and Implementation

9. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
10. **Payment.** In exchange for SWWC’s agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
11. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without additional cost or charge to the Member. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
12. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
13. In consideration for such services, the Member agrees to pay to SWWC the package cost as calculated below:

TOTAL ADDENDUM PRICE

\$0.00

14. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM I
TO MEMBERSHIP AGREEMENT
LITERACY LEAD SPECIALIST SERVICES
2025-26

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Literacy Lead Specialist Services (the "Services"). The services to be provided by SWWC may include literacy support, training/coaching on READ Act requirements, and Local Literacy Plan Development.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC's agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall remit payment for the "TOTAL ADDENDUM PRICE" set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. The Member agrees to pay all transportation expenses for required service personnel in addition to the TOTAL ADDENDUM PRICE set forth below, which will be invoiced to the Member at the conclusion of the term of the membership agreement.
5. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the package cost as calculated below:

TOTAL ADDENDUM PRICE

\$0.00

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM J
TO MEMBERSHIP AGREEMENT
TEACHING AND LEARNING CUSTOMIZED SERVICES
2025-26

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Teaching and Learning Customized Services (the "Services"). The Services may include the following: math and reading intervention & data support, guided reading support, standards alignment, standards-based grading, curriculum and assessments, PLC work, or best practices in instruction.
 - a. Districts subscribing to Shared Curriculum & Instruction Coordination Services:
 - i. \$850/day + mileage
 - b. Districts not subscribed to Shared Curriculum & Instruction Coordination Services:
 - i. Package A (30 hours) \$5,750 + mileage, Package B (60 hours) \$10,250 + mileage, Package C (120 hours) \$18,250 + mileage, Package D (180 hours) \$26,250 + mileage

Term. SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.

2. **Payment.** In exchange for SWWC's agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment for the "TOTAL ADDENDUM PRICE" set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
3. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. The Member agrees to pay all transportation expenses for required service personnel in addition to the TOTAL ADDENDUM PRICE set forth below, which will be invoiced to the Member at the conclusion of the term of the membership agreement.
4. The dates and times for the furnishing of the Services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
5. In consideration for such services, the Member agrees to pay to SWWC the TOTAL ADDENDUM PRICE as set forth below:

TOTAL ADDENDUM PRICE **\$0.00**

6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM K
TO MEMBERSHIP AGREEMENT
STARRS ONLINE ACADEMY
2025-26

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to STARRS Online Academy Services (the "Services"). The Services may include the following: Access to supplemental online learning school. Students enrolled in the STARRS Online Academy will have access to a variety of content courses and elective offerings.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC's agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment at the "PER CREDIT RATE" set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in four installments, one of each which is due on or before October 15, December 15, March 15, and July 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability) and instructional materials required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the PER CREDIT RATE set forth below. Districts must provide the student access to a laptop, desktop or chrome book and ensure the student has access to high-speed internet. The Member agrees to pay all transportation expenses for required service personnel in addition to the TOTAL ADDENDUM PRICE set forth below, which will be invoiced to the Member at the conclusion of the term of the membership agreement.
5. The dates and times for the furnishing of the Services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the PER CREDIT RATE as set forth below. A minimum of twelve credits are required to enroll in the Services.

PER CREDIT RATE **\$0.00**

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM L
TO MEMBERSHIP AGREEMENT
TRANSLATION/INTERPRETATION
2025-26

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Translation/Interpretation (the "Services"). The Services may include the following: Translation of written documentation from Spanish to English or English to Spanish and/or interpretation services which may include oral communication for phone calls, meetings, interview, etc. that facilitate communication from Spanish to English or English to Spanish that may be delivered via phone, virtual modalities or in person.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC's agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment at the rate set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC monthly during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability) required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the PER WORD RATE and/or PER FIFTEEN MINUTE INCREMENT RATE set forth below. The Member agrees to pay all transportation expenses for required service personnel in addition to the rates set forth below.
5. The dates and times for the furnishing of the Services at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the TRANSLATION RATE and/or the INTERPRETATION RATE as set forth below.

TRANSLATION RATE	\$0.00 per word
INTERPRETATION RATE	\$0.00 per Fifteen Minute Increment

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.



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

Football Salt Fundraiser

2 messages

Tyler Helland <hell0154@umn.edu>
To: radeke@lp.k12.mn.us

Tue, Apr 29, 2025 at 1:03 PM

Melissa,

The football program is planning to do the softener salt fundraiser again this year. Our sell date will be Tuesday July 15 starting at 4:45. We will deliver Tuesday August 19.

As per tradition, we plan to split proceeds 3 ways with football, basketball, booster club.

Thanks,
Tyler Helland

Melissa Radeke <radeke@lp.k12.mn.us>
To: Tyler Helland <hell0154@umn.edu>

Tue, Apr 29, 2025 at 1:06 PM

Excellent!
Thank you Tyler!
I'll get this on the Board agenda for approval.
You are on the ball! (pun intended!)

Dr. Melissa Radeke | Superintendent

Lester Prairie School District #424
Office: 320-395-2521 ext. 1106
radeke@lp.k12.mn.us



Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

[Quoted text hidden]



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/

Job Title: MARSS Coordinator

Reports To: Superintendent

FLSA Status: Salaried/Exempt

Union: None – Supervisor & Confidential Employee

SUMMARY:

Responsible for the Minnesota Automated Reporting Student System (MARSS). Supervisor for the Kids Depot child care program and personnel. Perform a variety of duties associated with Community Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1) MARSS/Ed-Fi Student Information System Management including but not limited to:
 - a) Responsible for district Ed-Fi compliance to the state
 - b) Manage and maintain registration/enrollment/drops/transfers
 - c) Submit data reports to Minnesota Department of Education (MDE)
 - d) Ensure the integrity and security of data to comply with district, state, and federal policies, rules, and regulations including FERPA
 - e) Provide support for local, regional, state, and federal systems including attending trainings and webinars
- 2) Kids Depot Supervisor
 - a) Hiring/training/onboarding, supervising, and managing Kids Depot personnel
 - b) Scheduling personnel
 - c) Maintain budget, financial paperwork, and billing
- 3) Community Education
 - a) Provide support to the Community Ed Coordinator
 - b) Coordinate and develop Community Education flyer
 - c) Maintain and update CE website information
 - d) Serve on the Community Education Committee
- 4) Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- 1) Ability to write and communicate clearly and concisely
- 2) Ability to operate a computer and related software
- 3) Ability to perform arithmetic calculations at the level necessary for satisfactory job performance
- 4) Ability to read and interpret documents such as state reporting instructions and requirements
- 5) Ability to understand and carry out detailed written, oral, and technical instructions
- 6) Ability to exercise independent judgement in overseeing and providing feedback to Kids Depot employees; managing Kids Depot child care finances and program including

hiring/training/onboarding staff and scheduling/assigning/directing employee work; and monitoring employee performance

- 7) Ability to handle a multitude of responsibilities with minimal supervision
- 8) Ability to interact positively within the school district and community
- 9) Ability to demonstrate enthusiasm and commitment toward the job and mission of the school district

EDUCATION AND EXPERIENCE:

Three years of experience in a school system preferred

SUPERVISION:

- 1) Work is performed under limited supervision of the superintendent
- 2) Direct responsibility and supervision duties of the Kids Depot Child Care program and personnel

WORKING CONDITIONS:

- 1) Work may require long hours including early morning, evening, and weekend activities.
- 2) The employee must be able to meet deadlines with severe time constraints.
- 3) This is sedentary work requiring the exertion of up to 35 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects; work requires stooping, reaching, standing, walking, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

TERMS OF EMPLOYMENT:

- 1) 1.25 hours/day
- 2) Summer hours based on need

Adopted: February 13, 2013
Revised: April 20, 2020; March 2025;
May 2025 – Retroactive to July 1, 2024

ISD 424 Policy 704

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. CAPITAL ASSET THRESHOLD

It is the policy of this school district that an **individual** item being considered for capitalization must have a cost of **\$5,000** ~~\$1,000~~ or greater to meet the District Capitalization threshold. The District will maintain a listing of technology equipment, costing less than **\$5,000** ~~\$1,000~~ for insurance and tracking purposes, however, these items will not be capitalized. **For group purchases for technology, furniture, or other equipment that is purchased as a per quantity that otherwise may be below the individual item threshold, the total threshold is \$15,000.**

IV. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and

provide an inventory of the fixed assets of the school district to the school board.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)

Cross References: MSBA/MASA Model Policy 702 (Accounting)

**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 **Devin Triebenbach**, a legally qualified and licensed teacher who agrees to teach in the public school of said district as **Junior/ Senior High Social Studies 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:

\$ 43,062.00 _____	For Basic Services (BA+ 0 Level -0)
\$ _____	For additional services as set forth in paragraph six.
\$ 43,062.00 _____	Total salary, exclusive of fringe benefits.

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

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

IN WITNESS THEREOF I have subscribed my signature this 05 day of 05, 2025.


Teacher

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

Chairman

Clerk

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

**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 Jennifer Widman, a legally qualified and licensed teacher who agrees to teach in the public school of said district as Secondary Math Teacher 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:

\$ <u>43,062.00</u>	For Basic Services (BA Level-0)
\$ _____	For additional services as set forth in paragraph six.
\$ <u>43,062.00</u>	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 15 day of May, 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 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: 5/12/2025


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 **Christin LaMott** for the following extra curricular assignment:

B Squad Volleyball Coach BA-5 (7% @ \$45,561.00)

For this assignment you will be paid a total of \$3,189.00. ***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

5/12/25

Date

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

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

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: 5/12/2025

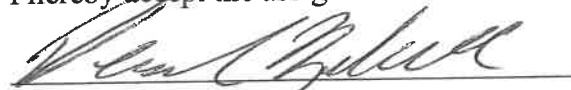
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Derek Zebell** for the following extra curricular assignment:

Assistant Football Coach BA-18 (7% @ \$57,478.00) -

For this assignment you will be paid a total of \$4,023.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:


Coach's Signature

5/14/25
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

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: 5/12/2025

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 **Ross Scheevel** for the following extra curricular assignment:

Assistant Football Coach BA-5 (7% @ \$45,561.00)

For this assignment you will be paid a total of \$3,189.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:



Coach's Signature

5/7/25

Date

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

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

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: 5/12/2025

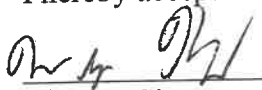
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Wes Kapping** for the following extra curricular assignment:

Head Cross Country Coach BA-11 (10% @ \$51,102.00)

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 attached sheet has been signed and turned in to payroll by the Activities Director. At the end of the season and after inventory has been done any lost uniforms will be deducted from the amount above.

I hereby accept the assignment as indicated:



Coach's Signature

5-7-25

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

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: 5/14/2025

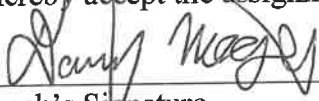
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Danny Mages** for the following extra curricular assignment:

Knowledge Bowl BA-0 (3% @ \$40,941.00)

For this assignment you will be paid a total of \$1,228.00. ***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.

I hereby accept the assignment as indicated:



Coach's Signature

5-14-25

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

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

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2024-2025

DATE: 10/01/24

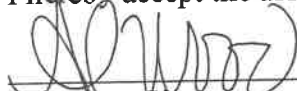
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the 15 day of May, 2024, enters into this agreement with **Amanda Wood** for the following extra curricular assignment:

Co School Yearbook Advisor BA-4 (5% @ \$44637.00)

For this assignment you will be paid a total of \$2232.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid when the yearbook is completed.

I hereby accept the assignment as indicated:



Advisor's Signature

5-15-2025

Date

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

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

_____ day of _____, 2024. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

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

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

Updated

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2024-2025

DATE: 10/01/24

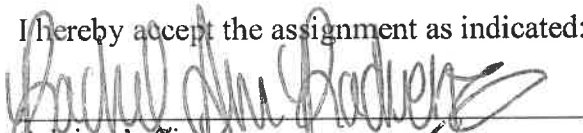
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2024, enters into this agreement with **Rachel Raduenz** for the following extra curricular assignment:

_____ Co School Yearbook Advisor BA-4 (5% @ \$44637.00)

For this assignment you will be paid a total of \$2232.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid when the yearbook is completed.

I hereby accept the assignment as indicated:



Advisor's Signature

5-15-25

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 _____, 2024. 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)

Date: 4/16/2025
From: Arlene Nowak

To Whom It May Concern:

This is to inform you that I am resigning as the Knowledge Bowl Coach for the 2025-2026 School Year. I have greatly enjoyed the opportunity and felt it was a great learning experience.

If you have any questions feel free to reach out.

Sincerely,
Arlene Nowak

A handwritten signature in cursive script that reads "Arlene Nowak".A handwritten date in cursive script that reads "4/16/2025".

Brian Malady
2905 14th St. E
Apt. 109
Glencoe, MN 55336
maladybrian@gmail.com
(952)388-4247

Tuesday April 22, 2025

Dr. Melissa Radeke, Mr. Mike Lee and the Lester Prairie School Board
Lester Prairie Schools
131 Hickory St. N
Lester Prairie, MN 55354

Dear Dr. Radeke, Mr. Lee and Board Members,

I am writing to formally resign from my position as Elementary Special Education Teacher at Lester Prairie Schools, effective at the conclusion of the 2024–2025 school year. In accordance with the master agreement, I will continue to fully carry out my responsibilities through the remainder of the academic year. Also effective at the end of the 2024–2025 school year, I will be stepping down from my roles as Junior High Football Coach and Junior High Basketball Coach.

I have accepted a teaching position at Sibley East Schools and look forward to this new chapter. This decision comes after careful consideration and reflects a commitment to what is best for my family. Serving the students, staff, and community of Lester Prairie has been an important part of my professional journey. I'm thankful for the experience I've gained and the opportunity to work alongside dedicated colleagues.

I appreciate the professional opportunities I've had during my time with Lester Prairie Schools.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian Malady', with a long, sweeping underline that extends to the right.

Brian Malady

Julie Malady
2905 14th St. E
Apt. 109
Glencoe, MN 55336
juliemalady@gmail.com
(952)388-4247

Tuesday April 22, 2025

Dr. Melissa Radeke, Mr. Mike Lee and the Lester Prairie School Board
Lester Prairie Schools
131 Hickory St. N
Lester Prairie, MN 55354

Dear Dr. Radeke, Mr. Lee and Board Members,

I am writing to formally resign from my position as High School Math Teacher at Lester Prairie Schools, effective at the conclusion of the 2024–2025 school year. In accordance with the master agreement, I will continue to fully carry out my responsibilities through the remainder of the academic year.

Additionally, I will be stepping down from my roles as Varsity Cheerleading Coach, Secondary New Teacher Mentor, and from all committee assignments, including PBIS, Handbook, Staff Development, Continuing Education, and Advisory, also effective at the end of the 2024–2025 school year.

I have accepted a teaching position at Sibley East Schools and look forward to this new chapter. This decision reflects what is best for my family and was made with their best interests in mind. It has been a privilege to serve the students, staff, and community of Lester Prairie. I am sincerely grateful for the professional and personal growth I have experienced during my time here, and I deeply value the support and collaboration of my colleagues.

Thank you for the professional opportunities provided during my time at Lester Prairie Schools.

Sincerely,

A handwritten signature in black ink that reads "Julie Malady". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Julie Malady

**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 **Devin Triebenbach**, a legally qualified and licensed teacher who agrees to teach in the public school of said district as **Junior/ Senior High Social Studies 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:

\$ 43,062.00 _____	For Basic Services (BA+ 0 Level -0)
\$ _____	For additional services as set forth in paragraph six.
\$ 43,062.00 _____	Total salary, exclusive of fringe benefits.

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

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

IN WITNESS THEREOF I have subscribed my signature this 05 day of 05, 2025.


Teacher

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

Chairman

Clerk

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

**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 Jennifer Widman, a legally qualified and licensed teacher who agrees to teach in the public school of said district as Secondary Math Teacher 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:

\$ <u>43,062.00</u>	For Basic Services (BA Level-0)
\$ _____	For additional services as set forth in paragraph six.
\$ <u>43,062.00</u>	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 15 day of May, 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 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: 5/12/2025

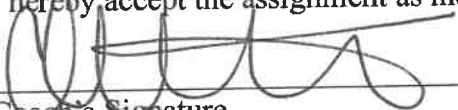
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Christin LaMott** for the following extra curricular assignment:

B Squad Volleyball Coach BA-5 (7% @ \$45,561.00)

For this assignment you will be paid a total of \$3,189.00. ***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

5/12/25

Date

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

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

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: 5/12/2025

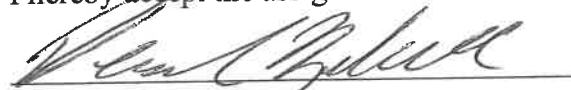
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Derek Zebell** for the following extra curricular assignment:

Assistant Football Coach BA-18 (7% @ \$57,478.00) -

For this assignment you will be paid a total of \$4,023.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:


Coach's Signature

5/14/25
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

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: 5/12/2025

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 **Ross Scheevel** for the following extra curricular assignment:

Assistant Football Coach BA-5 (7% @ \$45,561.00)

For this assignment you will be paid a total of \$3,189.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:



Coach's Signature

5/7/25

Date

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

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

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: 5/12/2025

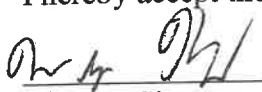
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Wes Kapping** for the following extra curricular assignment:

Head Cross Country Coach BA-11 (10% @ \$51,102.00)

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 attached sheet has been signed and turned in to payroll by the Activities Director. At the end of the season and after inventory has been done any lost uniforms will be deducted from the amount above.

I hereby accept the assignment as indicated:



Coach's Signature

5-7-25

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

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: 5/14/2025

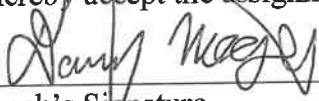
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Danny Mages** for the following extra curricular assignment:

Knowledge Bowl BA-0 (3% @ \$40,941.00)

For this assignment you will be paid a total of \$1,228.00. ***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.

I hereby accept the assignment as indicated:


Coach's Signature

5-14-25
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

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

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2024-2025

DATE: 10/01/24

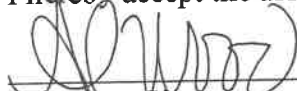
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the 15 day of May, 2024, enters into this agreement with **Amanda Wood** for the following extra curricular assignment:

Co School Yearbook Advisor BA-4 (5% @ \$44637.00)

For this assignment you will be paid a total of \$2232.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid when the yearbook is completed.

I hereby accept the assignment as indicated:



Advisor's Signature

5-15-2025

Date

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

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

_____ day of _____, 2024. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

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

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

Updated

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2024-2025

DATE: 10/01/24

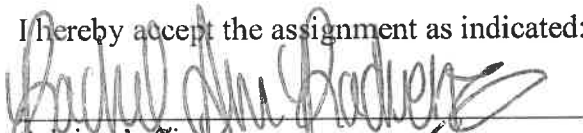
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2024, enters into this agreement with **Rachel Raduenz** for the following extra curricular assignment:

_____ Co School Yearbook Advisor BA-4 (5% @ \$44637.00)

For this assignment you will be paid a total of \$2232.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid when the yearbook is completed.

I hereby accept the assignment as indicated:



Advisor's Signature

5-15-25

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 _____, 2024. 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)

Date: 4/16/2025
From: Arlene Nowak

To Whom It May Concern:

This is to inform you that I am resigning as the Knowledge Bowl Coach for the 2025-2026 School Year. I have greatly enjoyed the opportunity and felt it was a great learning experience.

If you have any questions feel free to reach out.

Sincerely,
Arlene Nowak

A handwritten signature in cursive script that reads "Arlene Nowak".A handwritten date in cursive script that reads "4/16/2025".

Brian Malady
2905 14th St. E
Apt. 109
Glencoe, MN 55336
maladybrian@gmail.com
(952)388-4247

Tuesday April 22, 2025

Dr. Melissa Radeke, Mr. Mike Lee and the Lester Prairie School Board
Lester Prairie Schools
131 Hickory St. N
Lester Prairie, MN 55354

Dear Dr. Radeke, Mr. Lee and Board Members,

I am writing to formally resign from my position as Elementary Special Education Teacher at Lester Prairie Schools, effective at the conclusion of the 2024–2025 school year. In accordance with the master agreement, I will continue to fully carry out my responsibilities through the remainder of the academic year. Also effective at the end of the 2024–2025 school year, I will be stepping down from my roles as Junior High Football Coach and Junior High Basketball Coach.

I have accepted a teaching position at Sibley East Schools and look forward to this new chapter. This decision comes after careful consideration and reflects a commitment to what is best for my family. Serving the students, staff, and community of Lester Prairie has been an important part of my professional journey. I'm thankful for the experience I've gained and the opportunity to work alongside dedicated colleagues.

I appreciate the professional opportunities I've had during my time with Lester Prairie Schools.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Malady", written in a cursive style.

Brian Malady

Julie Malady
2905 14th St. E
Apt. 109
Glencoe, MN 55336
juliemalady@gmail.com
(952)388-4247

Tuesday April 22, 2025

Dr. Melissa Radeke, Mr. Mike Lee and the Lester Prairie School Board
Lester Prairie Schools
131 Hickory St. N
Lester Prairie, MN 55354

Dear Dr. Radeke, Mr. Lee and Board Members,

I am writing to formally resign from my position as High School Math Teacher at Lester Prairie Schools, effective at the conclusion of the 2024–2025 school year. In accordance with the master agreement, I will continue to fully carry out my responsibilities through the remainder of the academic year.

Additionally, I will be stepping down from my roles as Varsity Cheerleading Coach, Secondary New Teacher Mentor, and from all committee assignments, including PBIS, Handbook, Staff Development, Continuing Education, and Advisory, also effective at the end of the 2024–2025 school year.

I have accepted a teaching position at Sibley East Schools and look forward to this new chapter. This decision reflects what is best for my family and was made with their best interests in mind. It has been a privilege to serve the students, staff, and community of Lester Prairie. I am sincerely grateful for the professional and personal growth I have experienced during my time here, and I deeply value the support and collaboration of my colleagues.

Thank you for the professional opportunities provided during my time at Lester Prairie Schools.

Sincerely,

A handwritten signature in black ink that reads "Julie Malady". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Julie Malady

**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 **Devin Triebenbach**, a legally qualified and licensed teacher who agrees to teach in the public school of said district as **Junior/ Senior High Social Studies 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:

\$ 43,062.00 _____	For Basic Services (BA+ 0 Level -0)
\$ _____	For additional services as set forth in paragraph six.
\$ 43,062.00 _____	Total salary, exclusive of fringe benefits.

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

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

IN WITNESS THEREOF I have subscribed my signature this 05 day of 05, 2025.


Teacher

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

Chairman

Clerk

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

**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 Jennifer Widman, a legally qualified and licensed teacher who agrees to teach in the public school of said district as Secondary Math Teacher 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:

\$ <u>43,062.00</u>	For Basic Services (BA Level-0)
\$ _____	For additional services as set forth in paragraph six.
\$ <u>43,062.00</u>	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 15 day of May, 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 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: 5/12/2025

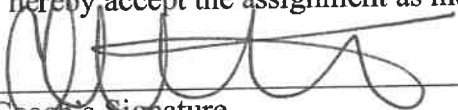
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Christin LaMott** for the following extra curricular assignment:

B Squad Volleyball Coach BA-5 (7% @ \$45,561.00)

For this assignment you will be paid a total of \$3,189.00. ***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

5/12/25

Date

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

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

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: 5/12/2025

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 **Derek Zebell** for the following extra curricular assignment:

Assistant Football Coach BA-18 (7% @ \$57,478.00) -

For this assignment you will be paid a total of \$4,023.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:


Coach's Signature

5/14/25
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

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: 5/12/2025


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 **Ross Scheevel** for the following extra curricular assignment:

Assistant Football Coach BA-5 (7% @ \$45,561.00)

For this assignment you will be paid a total of \$3,189.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:



Coach's Signature

5/7/25

Date

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

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

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: 5/12/2025

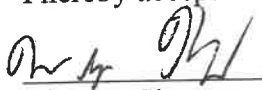
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Wes Kapping** for the following extra curricular assignment:

Head Cross Country Coach BA-11 (10% @ \$51,102.00)

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 attached sheet has been signed and turned in to payroll by the Activities Director. At the end of the season and after inventory has been done any lost uniforms will be deducted from the amount above.

I hereby accept the assignment as indicated:



Coach's Signature

5-7-25

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

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: 5/14/2025

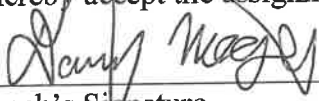
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Danny Mages** for the following extra curricular assignment:

Knowledge Bowl BA-0 (3% @ \$40,941.00)

For this assignment you will be paid a total of \$1,228.00. ***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.

I hereby accept the assignment as indicated:


Coach's Signature

5-14-25
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

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

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2024-2025

DATE: 10/01/24

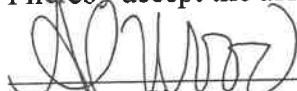
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the 15 day of May, 2024, enters into this agreement with **Amanda Wood** for the following extra curricular assignment:

Co School Yearbook Advisor BA-4 (5% @ \$44637.00)

For this assignment you will be paid a total of \$2232.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid when the yearbook is completed.

I hereby accept the assignment as indicated:



Advisor's Signature

5-15-2025

Date

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

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

_____ day of _____, 2024. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

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

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

Updated

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2024-2025

DATE: 10/01/24

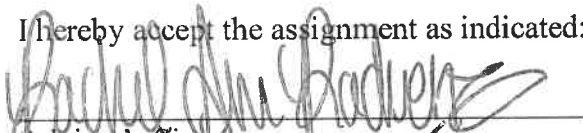
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2024, enters into this agreement with **Rachel Raduenz** for the following extra curricular assignment:

_____ Co School Yearbook Advisor BA-4 (5% @ \$44637.00)

For this assignment you will be paid a total of \$2232.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid when the yearbook is completed.

I hereby accept the assignment as indicated:



Advisor's Signature

5-15-25
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 _____, 2024. 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)

Date: 4/16/2025
From: Arlene Nowak

To Whom It May Concern:

This is to inform you that I am resigning as the Knowledge Bowl Coach for the 2025-2026 School Year. I have greatly enjoyed the opportunity and felt it was a great learning experience.

If you have any questions feel free to reach out.

Sincerely,
Arlene Nowak

A handwritten signature in cursive script that reads "Arlene Nowak".A handwritten date in cursive script that reads "4/16/2025".

Brian Malady
2905 14th St. E
Apt. 109
Glencoe, MN 55336
maladybrian@gmail.com
(952)388-4247

Tuesday April 22, 2025

Dr. Melissa Radeke, Mr. Mike Lee and the Lester Prairie School Board
Lester Prairie Schools
131 Hickory St. N
Lester Prairie, MN 55354

Dear Dr. Radeke, Mr. Lee and Board Members,

I am writing to formally resign from my position as Elementary Special Education Teacher at Lester Prairie Schools, effective at the conclusion of the 2024–2025 school year. In accordance with the master agreement, I will continue to fully carry out my responsibilities through the remainder of the academic year. Also effective at the end of the 2024–2025 school year, I will be stepping down from my roles as Junior High Football Coach and Junior High Basketball Coach.

I have accepted a teaching position at Sibley East Schools and look forward to this new chapter. This decision comes after careful consideration and reflects a commitment to what is best for my family. Serving the students, staff, and community of Lester Prairie has been an important part of my professional journey. I'm thankful for the experience I've gained and the opportunity to work alongside dedicated colleagues.

I appreciate the professional opportunities I've had during my time with Lester Prairie Schools.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Malady", with a long, sweeping underline that extends to the right.

Brian Malady

Julie Malady
2905 14th St. E
Apt. 109
Glencoe, MN 55336
juliemalady@gmail.com
(952)388-4247

Tuesday April 22, 2025

Dr. Melissa Radeke, Mr. Mike Lee and the Lester Prairie School Board
Lester Prairie Schools
131 Hickory St. N
Lester Prairie, MN 55354

Dear Dr. Radeke, Mr. Lee and Board Members,

I am writing to formally resign from my position as High School Math Teacher at Lester Prairie Schools, effective at the conclusion of the 2024–2025 school year. In accordance with the master agreement, I will continue to fully carry out my responsibilities through the remainder of the academic year.

Additionally, I will be stepping down from my roles as Varsity Cheerleading Coach, Secondary New Teacher Mentor, and from all committee assignments, including PBIS, Handbook, Staff Development, Continuing Education, and Advisory, also effective at the end of the 2024–2025 school year.

I have accepted a teaching position at Sibley East Schools and look forward to this new chapter. This decision reflects what is best for my family and was made with their best interests in mind. It has been a privilege to serve the students, staff, and community of Lester Prairie. I am sincerely grateful for the professional and personal growth I have experienced during my time here, and I deeply value the support and collaboration of my colleagues.

Thank you for the professional opportunities provided during my time at Lester Prairie Schools.

Sincerely,

A handwritten signature in cursive script that reads "Julie Malady". The signature is written in black ink and has a fluid, connected style.

Julie Malady

**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 **Devin Triebenbach**, a legally qualified and licensed teacher who agrees to teach in the public school of said district as **Junior/ Senior High Social Studies 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:

\$ 43,062.00 _____	For Basic Services (BA+ 0 Level -0)
\$ _____	For additional services as set forth in paragraph six.
\$ 43,062.00 _____	Total salary, exclusive of fringe benefits.

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

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

IN WITNESS THEREOF I have subscribed my signature this 07 day of 05, 2025.


Teacher

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

Chairman

Clerk

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

**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 Jennifer Widman, a legally qualified and licensed teacher who agrees to teach in the public school of said district as Secondary Math Teacher 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:

\$ <u>43,062.00</u>	For Basic Services (BA Level-0)
\$ _____	For additional services as set forth in paragraph six.
\$ <u>43,062.00</u>	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 15 day of May, 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 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: 5/12/2025

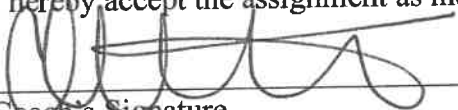
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Christin LaMott** for the following extra curricular assignment:

B Squad Volleyball Coach BA-5 (7% @ \$45,561.00)

For this assignment you will be paid a total of \$3,189.00. ***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

5/12/25

Date

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

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

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: 5/12/2025

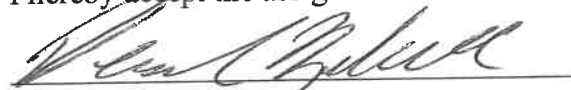
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Derek Zebell** for the following extra curricular assignment:

Assistant Football Coach BA-18 (7% @ \$57,478.00) -

For this assignment you will be paid a total of \$4,023.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:


Coach's Signature

5/14/25
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

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: 5/12/2025


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 **Ross Scheevel** for the following extra curricular assignment:

Assistant Football Coach BA-5 (7% @ \$45,561.00)

For this assignment you will be paid a total of \$3,189.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:



Coach's Signature

5/7/25

Date

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

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

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: 5/12/2025

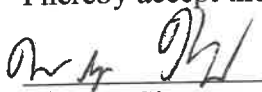
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Wes Kapping** for the following extra curricular assignment:

Head Cross Country Coach BA-11 (10% @ \$51,102.00)

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 attached sheet has been signed and turned in to payroll by the Activities Director. At the end of the season and after inventory has been done any lost uniforms will be deducted from the amount above.

I hereby accept the assignment as indicated:



Coach's Signature

5-7-25

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

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: 5/14/2025

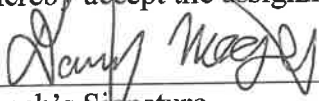
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Danny Mages** for the following extra curricular assignment:

Knowledge Bowl BA-0 (3% @ \$40,941.00)

For this assignment you will be paid a total of \$1,228.00. ***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.

I hereby accept the assignment as indicated:


Coach's Signature

5-14-25
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

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

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2024-2025

DATE: 10/01/24

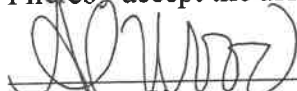
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the 15 day of May, 2024, enters into this agreement with **Amanda Wood** for the following extra curricular assignment:

Co School Yearbook Advisor BA-4 (5% @ \$44637.00)

For this assignment you will be paid a total of \$2232.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid when the yearbook is completed.

I hereby accept the assignment as indicated:



Advisor's Signature

5-15-2025

Date

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

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

_____ day of _____, 2024. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

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

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

Updated

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2024-2025

DATE: 10/01/24

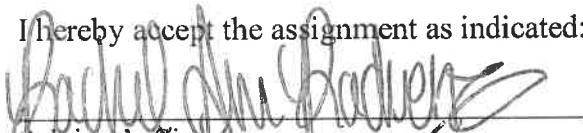
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2024, enters into this agreement with **Rachel Raduenz** for the following extra curricular assignment:

_____ Co School Yearbook Advisor BA-4 (5% @ \$44637.00)

For this assignment you will be paid a total of \$2232.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid when the yearbook is completed.

I hereby accept the assignment as indicated:



Advisor's Signature

5-15-25

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 _____, 2024. 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)

Date: 4/16/2025
From: Arlene Nowak

To Whom It May Concern:

This is to inform you that I am resigning as the Knowledge Bowl Coach for the 2025-2026 School Year. I have greatly enjoyed the opportunity and felt it was a great learning experience.

If you have any questions feel free to reach out.

Sincerely,
Arlene Nowak

A handwritten signature in cursive script that reads "Arlene Nowak".A handwritten date in cursive script that reads "4/16/2025".

Brian Malady
2905 14th St. E
Apt. 109
Glencoe, MN 55336
maladybrian@gmail.com
(952)388-4247

Tuesday April 22, 2025

Dr. Melissa Radeke, Mr. Mike Lee and the Lester Prairie School Board
Lester Prairie Schools
131 Hickory St. N
Lester Prairie, MN 55354

Dear Dr. Radeke, Mr. Lee and Board Members,

I am writing to formally resign from my position as Elementary Special Education Teacher at Lester Prairie Schools, effective at the conclusion of the 2024–2025 school year. In accordance with the master agreement, I will continue to fully carry out my responsibilities through the remainder of the academic year. Also effective at the end of the 2024–2025 school year, I will be stepping down from my roles as Junior High Football Coach and Junior High Basketball Coach.

I have accepted a teaching position at Sibley East Schools and look forward to this new chapter. This decision comes after careful consideration and reflects a commitment to what is best for my family. Serving the students, staff, and community of Lester Prairie has been an important part of my professional journey. I'm thankful for the experience I've gained and the opportunity to work alongside dedicated colleagues.

I appreciate the professional opportunities I've had during my time with Lester Prairie Schools.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Malady", written in a cursive style.

Brian Malady

Julie Malady
2905 14th St. E
Apt. 109
Glencoe, MN 55336
juliemalady@gmail.com
(952)388-4247

Tuesday April 22, 2025

Dr. Melissa Radeke, Mr. Mike Lee and the Lester Prairie School Board
Lester Prairie Schools
131 Hickory St. N
Lester Prairie, MN 55354

Dear Dr. Radeke, Mr. Lee and Board Members,

I am writing to formally resign from my position as High School Math Teacher at Lester Prairie Schools, effective at the conclusion of the 2024–2025 school year. In accordance with the master agreement, I will continue to fully carry out my responsibilities through the remainder of the academic year.

Additionally, I will be stepping down from my roles as Varsity Cheerleading Coach, Secondary New Teacher Mentor, and from all committee assignments, including PBIS, Handbook, Staff Development, Continuing Education, and Advisory, also effective at the end of the 2024–2025 school year.

I have accepted a teaching position at Sibley East Schools and look forward to this new chapter. This decision reflects what is best for my family and was made with their best interests in mind. It has been a privilege to serve the students, staff, and community of Lester Prairie. I am sincerely grateful for the professional and personal growth I have experienced during my time here, and I deeply value the support and collaboration of my colleagues.

Thank you for the professional opportunities provided during my time at Lester Prairie Schools.

Sincerely,

A handwritten signature in cursive script that reads "Julie Malady". The signature is written in black ink and is positioned below the word "Sincerely,".

Julie Malady

Lester Prairie Public Schools ISD #424
131 Hickory Street North
Lester Prairie, MN 55354

AD/Dean Contract
2025-2026 School Year

The School Board of Independent School District No. 424, Lester Prairie, Minnesota, enters into this contract with **Ross Scheevel**, who agrees to perform the duties of Activities Director/Dean of Students of the School District.

The School District and the AD/Dean agree as follows:

I. Duration, Expiration, Termination and Mutual Consent:

A. Duration.

This contract is for a term of 1 year commencing **July 1, 2025, and ending June 30, 2026**. It shall remain in full force and effect unless modified by mutual consent of the School Board and the AD/Dean, or unless terminated as provided herein.

B. Subsequent Contract.

1. Notice by AD/Dean. The AD/Dean shall provide written notice to the Superintendent calling to the Superintendent's attention the notice requirements as contained in this section not less than 90 calendar days prior to the expiration date of this contract.
2. Upon receipt of such notice the Superintendent shall confer with the School Board and no later than 45 days prior to the expiration of this contract shall notify the AD/Dean as to whether or not the School District intends to renew said contract.
3. If the AD/Dean is notified that the School District does not intend to renew this contract, the contract shall end at the conclusion of its term as provided in Paragraph 1 hereof.
4. If the Superintendent notifies the AD/Dean that the School District intends to renew the contract, the parties shall promptly meet and confer regarding the terms of a subsequent contract.

C. Expiration.

This contract shall expire at the end of the term specified in Section 1 hereof. At the conclusion of its term neither party shall have any further claim against the other and the School District's employment of the AD/Dean shall cease, unless a subsequent contract is entered into by the parties. In the event the parties fail to follow the timelines as provided herein, the AD/Dean's employment shall continue on a month-to-month basis until the School District either enters into a subsequent contract with the AD/Dean or until the School District provides 45 calendar days of written notice of the termination of the AD/Dean's employment.

D. Termination During the Term.

The AD/Dean's employment may be terminated during the term of this contract only for cause as defined in M.S. 122A.40, Subds. 9 or 13. Except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the AD/Dean during the contract, term for cause as described in M.S. 122A.40, Subds. 9 or 13, it shall notify the AD/Dean in writing of the proposed grounds for termination. The AD/Dean shall be entitled to a hearing before an arbitrator provided the AD/Dean makes such a request in writing within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and

binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The AD/Dean may be suspended with pay pending final determination by the arbitrator. If the AD/Dean fails to request a hearing as provided herein within such fifteen (15) day calendar period, it shall be deemed acquiescence by the AD/Dean to the School Board's proposed action and the proposed action shall become final on such date as determined by the School Board, and the AD/Dean shall have no further claim or recourse.

E. Mutual Consent: This contract may be terminated at any time by the parties by mutual consent.

II. Duties:

Said employee 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 the State Board of Education, and any additions or amendments thereto, for the salary indicated below, and agrees to work in the schools of said district as assigned.

III. Duty Year and Leaves:

A. Basic Work Year.

The AD/Dean's duty year shall be for **215 days** that will include all student contact days. The scheduling of non-student contact days will be flexible and set in a yearlong written work calendar in agreement with the Superintendent and the AD/Dean. With prior approval from the Superintendent, up to 4 student contact days may be used as vacation in exchange for non-student contact days.

The AD/Dean shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board or its designee so determines. The AD/Dean shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

B. Vacation.

The AD/Dean shall earn 3 working days of annual paid vacation each contract year. Upon termination of employment, the AD/Dean shall forfeit any remaining vacation days.

C. Holidays.

The AD/Dean shall be entitled to the following paid holidays when school is not in session. New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve. In addition, the AD/Dean shall not be required to be in attendance and will be paid for any day which school is cancelled unless for emergency as described in III.A. of this contract with no reduction in pay.

D. Sick/ESST Leave.

The AD/Dean shall earn 15 paid sick/ESST leave annually, which may be accumulated to a maximum of 120 days.

E. Emergency Leave.

The AD/Dean may be granted paid emergency leave during the contract year at the discretion of the Superintendent.

F. Bereavement Leave.
The AD/Dean shall be granted bereavement leave for a death within the AD/Dean's immediate or close family as recognized in the Certified Master Agreement. The time utilized shall be in a reasonable amount and shall be determined after conferring with the Superintendent. Days utilized will not be deducted from sick leave.

G. Jury Duty Leave.
If the AD/Dean is absent because of jury service, the AD/Dean will receive regular salary from the School District during this period of service, provided that the pay received for this jury service, less any reimbursement for mileage and expenses, will be receipted to the School District.

IV. Insurance.

A. Health and Hospitalization and Dental.

**In those years when negotiations have not been completed, benefits will be adjusted to reflect changes governed by the LPEA Master Agreement, if any.

1. Single insurance coverage: The School District shall provide single insurance coverage for the AD/Dean as per the LPEA Master Agreement for the duration of this contract.

2. Dental Insurance: The School District shall pay 100% of the premium for individual dental coverage if enrolled in the dental insurance plan.

B. Life Insurance.

The School District shall provide a group term life insurance plan providing \$50,000 coverage for the AD/Dean, payable to the AD/Dean's named beneficiary, at the expense of the School District.

C. Long Term Disability Insurance.

The School District shall provide, at the School District expense, long term disability coverage for the AD/Dean in the School District's group plan.

D. Liability Insurance.

The School District shall provide, at School District expense, liability insurance naming the AD/Dean as an insured, along with the School District, in an amount not less than that which is required by law for the School District.

E. Claims Against the School District.

The eligibility of the AD/Dean, or the AD/Dean's dependents or beneficiary, for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this section. It is understood that the School District's only obligation is to purchase the insurance policies described herein, and no claim shall be made against the School District as a result of denial by an insurer of insurance benefits if the School District has purchased the policies and paid the premiums described herein.

V. Other Benefits:

A. Tax Sheltered Annuities.

The AD/Dean will be eligible to participate in a tax sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, Minnesota Statutes, Section 123B.02, Subd. 15, and School District policy, and as otherwise provided by law. The School District

shall contribute up to a maximum matching amount of **\$1700** to the AD/Dean's annuity plan.

B. Conferences and Meetings.

The School District shall pay all legally valid expenses and fees for the AD/Dean's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the School Board. The AD/Dean shall periodically report to the Superintendent relative to meetings and conferences attended. The AD/Dean shall file itemized expense statements to be processed and approved as provided by law.

1. National Conventions or Conferences: Every other year the Activities Director will be permitted to attend a national professional educational conference. Upon approval of the application, the district agrees to contribute a maximum of \$1,500 toward conference registration and reimbursement of travel-related expenses.
2. State Conventions and Conferences: The District shall reimburse the activities director for registration fees, conference costs, lodging, luncheons, banquets, and mileage fees for state conventions or conferences. The number of days and dates for attendance at those conventions or conferences is to be determined in consultation with the superintendent and approved by the staff development committee.
3. Meetings: The District shall pay all expenses of meetings that the activities director is required to attend with the approval of the superintendent.

VI. Salary:

The AD/Dean shall be paid an annual contract salary of **\$68,340** for the 2025-26 school year. The annual salary may be modified, but shall not be reduced, during the term of this contract. The salary shall be paid in 24 equal installments during the contract year.

- A. Supervision: As the AD in charge of supervising an event, payment will be \$100 per home JV/V level events. The AD will be allowed to find a substitute for up to ten events. If the AD coaches a full season during the school year, the AD will be allowed to find a substitute for eight additional events. Payment for non-regularly scheduled, required, out of district events will be \$100 (this includes AAA, Playoff Games, etc.)
- B. Community Education Leadership: The AD/Dean shall perform leadership and training of community education events in accordance with the AD/Dean Job Description. This includes all CE activities and supervision related to CE, and quarterly CE committee meetings.

VII. Other Provisions.

- A. Outside Activities.

While the AD/Dean shall devote full time and due diligence to the affairs and the activities of the School District, the AD/Dean may serve as a consultant to other School Districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if such activities do not impede the AD/Dean's ability to perform the duties of the AD/Dean's position as determined by the Superintendent. The AD/Dean shall not engage in other employment, consultant service or other activity for which a salary, fee, or honorarium is paid without the prior approval of the Superintendent.

B. Indemnification and Provision of Counsel.

In the event that an action is brought or a claim is made against the AD/Dean arising out of or in connection with the AD/Dean's employment, and the AD/Dean is acting within the scope of employment or official duties, the School District shall defend and indemnify to the extent permitted by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District herein shall be subject to the limitations as provided in Minnesota Statutes, Chapter 466.

C. Dues.

The AD/Dean is encouraged to belong to and participate in appropriate professional educational and civic organizations where such membership will serve the best interests of the School District. Accordingly, the School District will pay such membership dues for organizations as are required, directed, or permitted, by the Superintendent and/or School Board. The AD/Dean shall present appropriate statements for approval as provided by law.

D. Cell Phone: The school district shall provide a cell phone.

VIII. Severability:

If any provision of this contract is held to be invalid by operation of law the remainder of the contract shall not be affected thereby and shall remain in full force and effect.

This contract shall be effective only upon signatures of the AD/Dean and of the officers of the School Board after authorization for such signatures by the officers is given by the School Board in appropriate action in its minutes.

IN WITNESS WHEREOF, I have
my signature this 1
day of May, 2025.



AD/Dean

IN WITNESS WHEREOF, I have subscribed
subscribed my signature
this ___ day of _____, 2025.

Chair

BUSINESS OFFICIAL CONTRACT

CONTRACT FOR PAYROLL CLERK/ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE/ELECTION CLERK JUDGE AND ADMINISTRATIVE SECRETARY

ARTICLE I - PURPOSE

This Contract is entered into between Independent School District No.424, Lester Prairie Schools, Minnesota, hereinafter referred to as the School District, and **Kimberly Dye**, hereinafter referred to as the Business Official, who agrees to perform the duties of the Business Official of the School District.

ARTICLE II - DURATION AND TERMINATION

This Contract is for a term of **1 year commencing on July 1, 2025 and ending on June 30, 2026**. Either the District or the Business Official may terminate this Contract at any time, with or without cause, by providing written notice to the other party. Absent early termination, the Employee's Agreement will not automatically renew, but the parties may affirmatively act to enter into a written contract for the following school year.

The Business Official is an at-will employee regardless of any statements, representations, procedures, or policies that may be made or promulgated by the District or its agents or representatives. The District may terminate the Business Official as it sees fit by providing the Business Official with written notice of termination. The District is not required to show cause for termination of the Business Official or this Agreement. After the effective date of any termination, the Business Official is not entitled to receive any form of unearned salary, severance, compensation for unused personal leave or sick leave, payment of any insurance premium, or any other employer-paid benefit. The Business Official may resign at any time by giving the Superintendent written notice of his/her resignation.

ARTICLE III – DUTIES

The Business Official shall serve as the **PAYROLL CLERK/ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE/ELECTION CLERK JUDGE AND ADMINISTRATIVE SECRETARY** of the School District and shall serve under the direction of the Superintendent. The Business Official shall perform all duties incident to the position of Business Official and such other duties as may be prescribed by the Superintendent and School Board from time to time. The Business Official shall abide by the policies, regulations, rules, and procedures established by the School Board and the Commissioner of the Department of Education and shall abide by all Minnesota laws relating to the operation of the School District.

ARTICLE IV - DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Business Official's duty year shall be for the entire twelve (12)-month Contract year, and the Business Official shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Business Official shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2. Vacation: The Business Official shall earn fifteen (15) working days of annual paid

vacation each Contract year. Use of vacation days must be approved by the Superintendent. Upon termination of this Agreement, the Business Official will not have the right to be paid for the case value of any unused vacation days. Up to five (5) days of unused vacation may be carried over after the end of the contract year in which it is earned.

Section 3. Holidays: The Business Official shall be entitled to eleven (11) paid holidays as designated by the School Board each Contract year - Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Day, President's Day, Memorial Day, Good Friday, and Juneteenth.

Section 4. Sick Leave: The Business Official shall earn paid sick leave at the rate of fifteen (15) day(s) each working month, and earned sick leave may accumulate to a maximum of forty-five (45) days. Sick leave may be used for all purposes allowed by law for the use of earned sick and safe time (ESST). Bereavement will be deducted from sick leave.

Section 5. Jury Service: The Business Official who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 6. Military Leave: Military leave shall be granted pursuant to applicable law.

ARTICLE V - INSURANCE

Section 1. Health and Hospitalization and Dental Insurance: If the Business Official selects single health insurance coverage, the School District shall contribute \$757.50 per month toward the premium cost if qualified and enrolled in the School District's group health and hospitalization plan. If the Business Official selects family health insurance coverage, the School District shall contribute \$757.50 plus \$500 per month toward the premium cost if qualified and enrolled in the School District's group health and hospitalization plan. Any additional cost of the premium shall be borne by the Business Official and paid by payroll deduction.

The School District shall also provide the Business Official with full single dental insurance coverage under the School District's group dental insurance plan.

Any description of insurance benefits in this Agreement is intended to be information only. The Employee agrees that no action may be brought against the District for any particular claim that is not covered or paid by insurance. The District is not insuring or guaranteeing that any particular claim will be paid or covered by insurance. The eligibility and coverage of the Employee and any dependents will be governed entirely by the terms of the applicable insurance policy.

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

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

ARTICLE VI - OTHER BENEFITS

Section 1. Tax-Sheltered Annuities: The Business Official is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal

Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and as otherwise provided by law. \$1200 District match.

Section 2. PERA Contributions. While this Agreement is in effect, the Business Official will be a member of the Public Employees Retirement Association (PERA) system. The District will make the employer contribution required by PERA, and the Business Official will make the employee contribution required by PERA. The District's obligation to make any contribution to PERA will cease immediately in the event that the Business Official resigns or his/her employment is terminated for any reason.

Section 3. Conferences and Meetings: The School District shall pay all legally valid expenses and fees for the Business Official's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the Superintendent. The Business Official shall periodically report to the Superintendent relative to all meetings and conferences attended. The Business Official shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

Section 3. Elections: The Business Official shall be paid \$300 for each election.

ARTICLE VII – SALARY

The Business Official shall be paid an annual salary of **\$55,080** for the 2025-26 contract year.

ARTICLE VIII - OTHER PROVISIONS

Section 1. Outside Activities: While the Business Official shall devote full time and due diligence to the affairs and the activities of the School District, he/she may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the Superintendent, such activities do not impede the Business Official's ability to perform the duties of the Business Official's position. However, the Business Official may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the Superintendent.

IN WITNESS WHEREOF, I have subscribed my signature this 1 day of May, 2025.

Kimberly Dyl
Business Official

IN WITNESS WHEREOF, we have subscribed our signatures this _____ day of _____, 2025.

School Board Chair

School Board Clerk

**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 **Devin Triebenbach**, a legally qualified and licensed teacher who agrees to teach in the public school of said district as **Junior/ Senior High Social Studies 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:

\$ 43,062.00 _____	For Basic Services (BA+ 0 Level -0)
\$ _____	For additional services as set forth in paragraph six.
\$ 43,062.00 _____	Total salary, exclusive of fringe benefits.

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

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

IN WITNESS THEREOF I have subscribed my signature this 07 day of 05, 2025.


Teacher

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

Chairman

Clerk

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

**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 Jennifer Widman, a legally qualified and licensed teacher who agrees to teach in the public school of said district as Secondary Math Teacher 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:

\$ <u>43,062.00</u>	For Basic Services (BA Level-0)
\$ _____	For additional services as set forth in paragraph six.
\$ <u>43,062.00</u>	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 15 day of May, 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 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: 5/12/2025

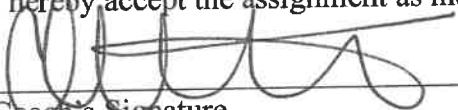
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Christin LaMott** for the following extra curricular assignment:

B Squad Volleyball Coach BA-5 (7% @ \$45,561.00)

For this assignment you will be paid a total of \$3,189.00. ***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

5/12/25

Date

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

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 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: 5/12/2025

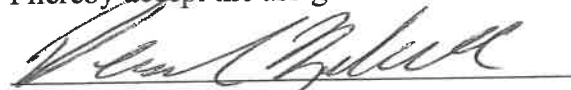
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Derek Zebell** for the following extra curricular assignment:

Assistant Football Coach BA-18 (7% @ \$57,478.00) -

For this assignment you will be paid a total of \$4,023.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:


Coach's Signature

5/14/25
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

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: 5/12/2025

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 **Ross Scheevel** for the following extra curricular assignment:

Assistant Football Coach BA-5 (7% @ \$45,561.00)

For this assignment you will be paid a total of \$3,189.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:



Coach's Signature

5/7/25

Date

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

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

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: 5/12/2025

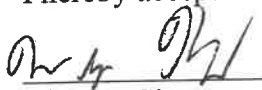
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Wes Kapping** for the following extra curricular assignment:

Head Cross Country Coach BA-11 (10% @ \$51,102.00)

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 attached sheet has been signed and turned in to payroll by the Activities Director. At the end of the season and after inventory has been done any lost uniforms will be deducted from the amount above.

I hereby accept the assignment as indicated:



Coach's Signature

5-7-25

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

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: 5/14/2025

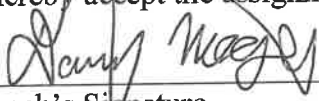
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Danny Mages** for the following extra curricular assignment:

Knowledge Bowl BA-0 (3% @ \$40,941.00)

For this assignment you will be paid a total of \$1,228.00. ***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.

I hereby accept the assignment as indicated:


Coach's Signature

5-14-25
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

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

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2024-2025

DATE: 10/01/24

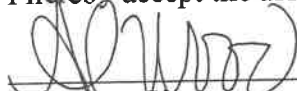
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the 15 day of May, 2024, enters into this agreement with **Amanda Wood** for the following extra curricular assignment:

Co School Yearbook Advisor BA-4 (5% @ \$44637.00)

For this assignment you will be paid a total of \$2232.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid when the yearbook is completed.

I hereby accept the assignment as indicated:



Advisor's Signature

5-15-2025

Date

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

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

_____ day of _____, 2024. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

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

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

Updated

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2024-2025

DATE: 10/01/24

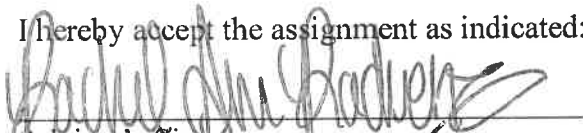
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2024, enters into this agreement with **Rachel Raduenz** for the following extra curricular assignment:

_____ Co School Yearbook Advisor BA-4 (5% @ \$44637.00)

For this assignment you will be paid a total of \$2232.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid when the yearbook is completed.

I hereby accept the assignment as indicated:



Advisor's Signature

5-15-25

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 _____, 2024. 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)

Date: 4/16/2025
From: Arlene Nowak

To Whom It May Concern:

This is to inform you that I am resigning as the Knowledge Bowl Coach for the 2025-2026 School Year. I have greatly enjoyed the opportunity and felt it was a great learning experience.

If you have any questions feel free to reach out.

Sincerely,
Arlene Nowak

A handwritten signature in cursive script that reads "Arlene Nowak".A handwritten date in cursive script that reads "4/16/2025".

Brian Malady
2905 14th St. E
Apt. 109
Glencoe, MN 55336
maladybrian@gmail.com
(952)388-4247

Tuesday April 22, 2025

Dr. Melissa Radeke, Mr. Mike Lee and the Lester Prairie School Board
Lester Prairie Schools
131 Hickory St. N
Lester Prairie, MN 55354

Dear Dr. Radeke, Mr. Lee and Board Members,

I am writing to formally resign from my position as Elementary Special Education Teacher at Lester Prairie Schools, effective at the conclusion of the 2024–2025 school year. In accordance with the master agreement, I will continue to fully carry out my responsibilities through the remainder of the academic year. Also effective at the end of the 2024–2025 school year, I will be stepping down from my roles as Junior High Football Coach and Junior High Basketball Coach.

I have accepted a teaching position at Sibley East Schools and look forward to this new chapter. This decision comes after careful consideration and reflects a commitment to what is best for my family. Serving the students, staff, and community of Lester Prairie has been an important part of my professional journey. I'm thankful for the experience I've gained and the opportunity to work alongside dedicated colleagues.

I appreciate the professional opportunities I've had during my time with Lester Prairie Schools.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Malady", with a long, sweeping underline that extends to the right.

Brian Malady

Julie Malady
2905 14th St. E
Apt. 109
Glencoe, MN 55336
juliemalady@gmail.com
(952)388-4247

Tuesday April 22, 2025

Dr. Melissa Radeke, Mr. Mike Lee and the Lester Prairie School Board
Lester Prairie Schools
131 Hickory St. N
Lester Prairie, MN 55354

Dear Dr. Radeke, Mr. Lee and Board Members,

I am writing to formally resign from my position as High School Math Teacher at Lester Prairie Schools, effective at the conclusion of the 2024–2025 school year. In accordance with the master agreement, I will continue to fully carry out my responsibilities through the remainder of the academic year.

Additionally, I will be stepping down from my roles as Varsity Cheerleading Coach, Secondary New Teacher Mentor, and from all committee assignments, including PBIS, Handbook, Staff Development, Continuing Education, and Advisory, also effective at the end of the 2024–2025 school year.

I have accepted a teaching position at Sibley East Schools and look forward to this new chapter. This decision reflects what is best for my family and was made with their best interests in mind. It has been a privilege to serve the students, staff, and community of Lester Prairie. I am sincerely grateful for the professional and personal growth I have experienced during my time here, and I deeply value the support and collaboration of my colleagues.

Thank you for the professional opportunities provided during my time at Lester Prairie Schools.

Sincerely,

A handwritten signature in cursive script that reads "Julie Malady". The signature is written in black ink and is positioned below the word "Sincerely,".

Julie Malady