

# Regular School Board Meeting

Monday, May 18, 2026 5:45 PM

School District Media Center, 131 Hickory Street North, Lester Prairie, MN 55354

## I. Call to Order

## II. Pledge of Allegiance

## III. Approval of Agenda

III.A. Action to approve the agenda

## IV. Recognition of Communications Since Last Meeting

## V. Open Dialogue

## VI. Approval of Consent Agenda

VI.A. **Approve Previous Minutes:** Regular Board Meeting: April 20, 2026

### **Approve wire payment bill**

### **vouchers and check payments:**

Approve wire payment bill vouchers: 50362-50367, 50369-50376, 50402, 50406, 50451, 50459, 50464, 50485, 50489-50494 and check payments: 55361-55441 for a total amount of \$291,926.34

## VII. Reports

VII.A. Dashir

## VIII. New Business

VIII.A. Action to approve 2026-27 Chromebook/Chrome Tablet Handbook and Policy Manual.

VIII.B. Action to approve the 2026-27 Minnesota State High School League (MSHSL) Membership Resolution

## IX. Old Business

## X. School Finance

## XI. Policy Administration

XI.A. Action to approve revised Policy 721 Procurement Policy

## XII. Personnel

XII.A. Action to approve the following contract:

A. **Marc Wawrzyniak** - Assistant Football Coach

- B. **Kim Schauer** - Kids Depot Worker
- C. **Ashley Heckson** - Kids Depot Worker
- D. **Ann Eastling** - Kids Depot Worker
- E. **Ashley Alberts** - Kids Depot Worker

XII.B. Action to approve the following resignations:

- i. **Angela Hoover** as paraprofessional effective May 26, 2026
- ii. **Mary Wenisch** as SPED Teacher effective June 30, 2026
- iii. **Taylor Bayerl** as Varsity Cheerleading Coach effective June 30, 2026
- iv. **Emma Blashack** as C-Squad Volleyball and JV/C-Squad Softball Coach effective June 30, 2026

XII.C. Action to approve the following lane change requests:

- v. **Cara Cline** from step 7 lane BA+20 to step 7 BA+30
- vi. **Helen Lester** from step 11 BA+10 to step 11 BA+20

XIII. **Other Items for the Board**

XIV. **Adjourn the Regular Board Meeting**



# Lester Prairie Schools

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

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## REGULAR SCHOOL BOARD MEETING AGENDA

**DATE:** Monday, May 18, 2026

**LOCATION:** School Media Center

**TIME:** 5:45 PM

### I. Call to Order

- A. Board Vice Chair Brian Heimerl to open Regular Board Meeting of Lester Prairie School District #424 at 5:45pm.
- B. Welcome to public and guests

### II. Pledge of Allegiance

### III. Approval of Agenda

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve agenda.

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

### IV. Recognition of Communications Since the Last Meeting

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

### V. Approval of Consent Agenda

- A. Approve Previous Minutes
  - o Regular Board Meeting: April 20, 2026
- B. Approve wire payment bill vouchers and check payments:  
Approve wire payment bill vouchers: 50362-50367, 50369-50376, 50402, 50406, 50451, 50459, 50464, 50485, 50489-50494 and check payments: 55361-55441 for a total amount of \$291,926.34

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 - Melissa Radeke

**VII. School Board Committee Reports**

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

**VIII. School Finance**

- A. No Donation Report.
  
- B. Action to approve HUDL Pay Wall with \$20 pass and \$8 single game.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve HUDL Pay Wall as presented.*

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

**IX. New Business**

- A. Action to approve 2026-27 Chromebook/Chrome Tablet Handbook and Policy Manual.

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

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

- B. Action to approve the 2026-27 Minnesota State High School League (MSHSL) Membership Resolution.

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

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

- C. Action to designate the MSHSL **School Representative** and **School Board Representative** for 2026-27.

*Motion by \_\_\_\_\_ to designate \_\_\_\_\_ as MSHSL **School Representative** for 2026-27. Seconded by \_\_\_\_\_.*

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

Motion by \_\_\_\_\_ to designate \_\_\_\_\_ as MSHSL **School Board Representative** for 2026-27. Seconded by \_\_\_\_\_.

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

## **X. Old Business**

A. None

## **XI. Policy Administration**

A. Action to approve revised Policy 721 Procurement Policy.

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve policy as presented.

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

## **XII. Personnel**

A. Action to approve the following contract:

- o **Marc Wawrzyniak** - Assistant Football Coach
- o **Kim Schauer** - Kids Depot Worker
- o **Ashley Heckson** - Kids Depot Worker
- o **Ann Eastling** - Kids Depot Worker
- o **Ashley Alberts** - Kids Depot Worker

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

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

B. Action to approve the following resignations:

1. **Angela Hoover** as paraprofessional effective May 26, 2026
2. **Mary Wenisch** as SPED Teacher effective June 30, 2026
3. **Taylor Bayerl** as Varsity Cheerleading Coach effective June 30, 2026
4. **Emma Blashack** as C-Squad Volleyball and JV/C-Squad Softball Coach effective June 30, 2026

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve resignations as presented.

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

C. Action to approve the following lane change requests:

1. **Cara Cline** from step 7 lane BA+20 to step 7 BA+30
2. **Helen Lester** from step 11 BA+10 to step 11 BA+20

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve lane changes 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 22: Last day for students
- B. May 25: Memorial Day - no school
- C. May 26: Last day for staff
- D. June 15: Regular School Board mtg 5:45pm
- E. July 20: Regular School Board mtg 5:45pm
- F. Aug. 17: Regular School Board mtg 5:45pm

**REGULAR MEETING of the SCHOOL BOARD of EDUCATION**  
**Lester Prairie Public Schools**  
**Tuesday, April 20, 2026 5:45pm**  
**Lester Prairie School Media Center**

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

**Guests:** Mike Nelson - Dashir Management Services, Isaiah Thompson

**Call to order**

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

**Agenda**

- Motion by B. Heimerl and 2<sup>nd</sup> by LaMott to approve the Agenda as presented and or modified
  - **Vote: 6 for, 0 against.**

**Recognition of Communications since Last Meeting:**

- Communication - 2B Continued event - LP received completion certificate (LP was one of the pilot schools in the program)
- Open dialogue - none

**Minutes and Bills**

- Motion by R. Heimerl and 2<sup>nd</sup> by Anderson to approve consent agenda, the meeting minutes of the Regular Board meeting on March 23, 2026 and payment of bills in the amount of:
  - o Total amount: \$478,136.12

- **Vote: 6 for, 0 against.**

## Administrative Reports

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

- Senior Class Trip to Boston went very well. All seemed to enjoy the trip. Lots of walking and a great experience - only complaint was too many museums.
- MCA testing underway. Reading is completed for grades 3-8 & 11. Next week is Math for grades 3-8 & 1, Science grades 5, 8 & 10
- ACT testing completed on 4-7-2026. 11 students completed the ACT.
- 9<sup>th</sup>-12<sup>th</sup> grade Art classes attended Art Exhibit on 4-17-2026 at HLWW. Part of Achievement and Integration experience.
- LETRS training was completed by staff on 4-17-2026. 2 year process, now emphasis on implementation
- Prom coming up on Saturday, April 25<sup>th</sup>.
- Band trip to Chicago from April 30 to May 3.
- Elementary Concert is set for April 30<sup>th</sup> @ 7pm in the South Gym
- Graduation on May 15<sup>th</sup>. Board members need to be in library by 6:45pm or let Mr. Lee or Dr. Radeke know if unable to attend

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

- Region 5 will be administering the Sect 4 Baseball playoffs. Host teams will be required to take attendance at section games and utilize BOUND digital ticketing
- Will be working on LP District's Annual Requirements for Member Schools; including which activities LP will have, participation numbers and preparing a Resolution of Membership for the June meeting
- Updated the Male/Female Athlete of the Year scholarships/will email to senior class by the end of the week
- BOUND onboarding continues with another work session Tuesday April 21<sup>st</sup>. Entire Section needs to be ready before can go live.
- Contract for Ashley Peterson, Head Volleyball Coach up for approval
- Just about half way through the spring activity season. Currently rescheduling weather related cancellations. Time changes possible due to umpires scheduling and working multiple games per night.

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

- Enrollment update: Current enrollment is at 403 students - down 5 from last month (family moved out of district).
- DASHIR contract up for approval later in meeting. 3 year renewal that mirrors the percentage increase the para union negotiates for their 2026-2028 contract. Contract allows for staffing flexibility based upon needs of the District. Discussions with owner regarding how staffing levels might change if robotic cleaners were added in the future. Owner - Mike Nelson - is in attendance for any questions.
- Summer planning and planning for next year underway. Lauren will be onsite May 14<sup>th</sup> to help develop LTFM plan. 10 year plan reviewed and adjusted annually as needed. LTFM program is revenue from state aid and local levy dollars for deferred capital expenditures, health and safety projects and accessibility improvements. District must annually submit LTFM plan to MDE (MN Dept of Ed) for funding.

## **Lauren Syrup - Business Manager**

- Lauren and Isaiah provided a detailed presentation on the revised 2025-2026 Fiscal Year budget. The revised budget shows a small increase in revenue with a larger increase in expenditures. Overall the General Fund will see a balance decrease of \$392,483. Lauren recommended the revised budget for approval.

## **School Board Committee Reports**

- Community Ed. - Working on new flyers, working to improve social media updates and work to promote/cooperate with community for events
- PTO - End of the year collaboration underway, Good fundraising activity
- Facilities/Maintenance- Bid for internet to Crows Nest \$7,000, will continue to explore other options, getting quotes for bleachers
- Tech/Media - Developing AI committee and AI use policy, replacement schedule for SmartBoards/Smart TVs/Laptops in process, Chromebooks are holding up well with minimal device damage claims, collection schedule set for all devices
- Activities Committee - Recommended activity gate fee increase up for approval
- Negotiations - Certified - none
- Negotiations - Non-Certified - Meeting in May
- Negotiations - Administration - none
- Meet and Confer - none
- Policy - none
- Legislative - Social media committee met with good ideas for promoting school and district.
- City Council - Snow removal discussion with city continues. Numbers provided to city now awaiting their response. Hope to work together for a resolution.

## **New Business**

- Motion by R. Heimerl and 2<sup>nd</sup> by Anderson to approve DASHIR Management Agreement from July 1, 2026 to June 30, 2029.

**Vote: 6 for, 0 against**

## **Old Business**

- None

## School Finance

- No donations to report.
- Motion by B. Heimerl and 2<sup>nd</sup> by R. Heimerl to approve the revised 2025-2026 Fiscal Year budget.

**Vote: 6 for, 0 against**

- Motion by R. Heimerl and 2<sup>nd</sup> by B. Heimerl to approve FY27 School Family Mental Health Service Agreement between Lester Prairie School District and Greater Minnesota Family Services.

**Vote: 6 for, 0 against**

- Motion by R. Heimerl and 2<sup>nd</sup> by LaMott to approve activity gate fees of \$5 for students and \$8 for adults.

**Vote: 6 for, 0 against**

- Motion by LaMott and 2<sup>nd</sup> by B. Heimerl to approve the following fundraisers.
  - **Baseball:** Heggies Pizza and Longhorns fundraiser

**Vote: 6 for, 0 against**

## Policy Administration

- None

## Personnel

- Motion by R. Heimerl and 2<sup>nd</sup> by B. Heimerl to approve the following contract.
  - **Ashley Peterson** - Head Volleyball Coach

**Vote: 6 for, 0 against**

- Motion by R. Heimerl and 2<sup>nd</sup> by LaMott to approve **Business Official** contract from July 1, 2026 to June 30, 2028.

**Vote: 6 for, 0 against**

- Motion by B. Heimerl and 2<sup>nd</sup> by R. Heimerl to approve **AD/Dean** contract from July 1, 2026 to June 30, 2027.

**Vote: 6 for, 0 against**

- Motion by LaMott and 2<sup>nd</sup> by Anderson to approve **Kitchen Supervisor** contract for 2026-27 school year.

**Vote: 6 for, 0 against**

- Motion by B. Heimerl and 2<sup>nd</sup> by LaMott to approve resignation of **Amanda Wood** as HS Spanish/ELA teacher and yearbook advisor effective June 30, 2026.

**Vote: 6 for, 0 against**

- Motion by R. Heimerl and 2<sup>nd</sup> by Engen to approve contract for **Amber Hlavka** as HS ELA teacher for the 2026-27 school year.

**Vote: 6 for, 0 against**

- Motion by R. Heimerl and 2<sup>nd</sup> by LaMott to approve lane change request for **Kelly Kramer** from step 21 MA to step 21 MA+10.

**Vote: 6 for, 0 against**

**Other Items for the Board**

- None

**Meeting was adjourned at 6:29 PM**

*Jeff Engen, Clerk ISD #424*

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-04/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	00160			<b>MN Teachers Retirement Assoc.</b>		Wire
			B 01 215 018	PAYROLL TAXES		\$15,573.14
PO#:	Voucher #:	50365	Invoice	Invoice No: 4.15.26	4/15/2026	Paid Amt: \$15,573.14
						Check Amount: \$15,573.14
100	00165			<b>Public Empl. Retirement Assoc</b>		Wire
			B 01 215 014	PAYROLL TAXES		\$4,162.63
PO#:	Voucher #:	50364	Invoice	Invoice No: 4.15.26	4/15/2026	Paid Amt: \$4,162.63
						Check Amount: \$4,162.63
100	00196			<b>INTERNAL REVENUE SERVICE</b>		Wire
			B 01 215 011	FEDERAL		\$6,333.49
			B 01 215 010	OSADI		\$14,294.62
			B 01 215 010	MEDICARE		\$3,343.06
PO#:	Voucher #:	50362	Invoice	Invoice No: 4.15.26	4/15/2026	Paid Amt: \$23,971.17
						Check Amount: \$23,971.17
100	01022			<b>MN Department of Revenue</b>		Wire
			B 01 215 013	PAYROLL TAXES		\$3,964.90
PO#:	Voucher #:	50363	Invoice	Invoice No: 4.15.26	4/15/2026	Paid Amt: \$3,964.90
						Check Amount: \$3,964.90
100	2455			<b>EBC</b>		Wire
			B 01 215 005	PAYROLL CONTRIBUTIONS		\$6,922.57
PO#:	Voucher #:	50366	Invoice	Invoice No: 4.15.26	4/15/2026	Paid Amt: \$6,922.57
						Check Amount: \$6,922.57
100	3269			<b>WEX Health, Inc.</b>		Wire
			B 01 215 023	HSA		\$1,790.66
			B 01 215 023	FSA		\$127.27
PO#:	Voucher #:	50367	Invoice	Invoice No: 4.15.26	4/15/2026	Paid Amt: \$1,917.93
						Check Amount: \$1,917.93
100	01486			<b>Dept of Employment &amp; Econ Dev</b>		Wire
			E 01 005 110 000 000 280	QUARTERLY UNEMPLOYMENT PAYMENT		\$607.00
PO#:	Voucher #:	50402	Invoice	Invoice No: 4.14.2026	4/14/2026	Paid Amt: \$607.00
						Check Amount: \$607.00
100	2633			<b>American Express</b>		Wire
			E 01 005 110 000 000 401	NOTARY STAMP.COM		\$46.71
PO#:	Voucher #:	50376	Invoice	Invoice No: 4.14.26	4/14/2026	Paid Amt: \$46.71
			E 01 300 211 975 000 430	MEDALS		\$270.00
			E 01 300 211 975 000 430	PINS/CARDS		\$85.00

## Lester Prairie Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-04/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
<b>100</b>	<b>2633</b>			<b>American Express</b>		<b>Wire</b>
			E 01 300 211 975 000 430	Freight		\$24.99
<b>PO#:</b> 10982	<b>Voucher #:</b> 50369	Invoice	<b>Invoice No:</b> 4.14.26		<b>4/14/2026</b>	<b>Paid Amt: \$379.99</b>
		E 01 300 211 100 000 369		ZERO GRAVITY --ACTIVITY DAY		\$1,185.00
<b>PO#:</b>	<b>Voucher #:</b> 50371	Invoice	<b>Invoice No:</b> 664		<b>4/14/2026</b>	<b>Paid Amt: \$1,185.00</b>
		E 01 300 296 318 000 305		SCHEELS		\$680.02
		E 01 300 296 418 000 401		SCHEELS		\$4.91
		E 01 300 296 318 000 305		BOOMBAH		\$219.98
		E 01 300 296 418 000 401		XGRAIN		\$720.00
<b>PO#:</b>	<b>Voucher #:</b> 50375	Invoice	<b>Invoice No:</b> 4.14.26		<b>4/14/2026</b>	<b>Paid Amt: \$1,624.91</b>
		E 02 005 770 000 701 401		CONDIMENT SERVERS		\$2,307.92
		E 02 005 770 000 701 401		4 CASES ALUMINIUM SHEET PANS		\$579.96
		E 02 005 770 000 701 401		Freight		\$111.22
<b>PO#:</b> 10999	<b>Voucher #:</b> 50372	Invoice	<b>Invoice No:</b> 4.14.26		<b>4/14/2026</b>	<b>Paid Amt: \$2,999.10</b>
		E 01 300 260 000 000 430		Bacterium Kit		\$34.90
		E 01 300 260 000 000 430		burner tubing		\$76.80
		E 01 300 260 000 000 430		hole punch		\$49.90
		E 01 300 260 000 000 430		Methanol		\$8.65
		E 01 300 260 000 000 430		Freight		\$38.00
<b>PO#:</b> 10979	<b>Voucher #:</b> 50370	Invoice	<b>Invoice No:</b> 4.14.26		<b>4/14/2026</b>	<b>Paid Amt: \$208.25</b>
		E 01 005 110 000 000 401		BUSSINESS CONFRENCE KIMD & KIMS @S		\$250.00
<b>PO#:</b>	<b>Voucher #:</b> 50373	Invoice	<b>Invoice No:</b> 4.14.26		<b>4/14/2026</b>	<b>Paid Amt: \$250.00</b>
		E 01 300 292 311 000 366		MINNESOTA INTERSCHOLASTIC ACTIVITIE		\$436.80
<b>PO#:</b>	<b>Voucher #:</b> 50443	Invoice	<b>Invoice No:</b> 4.14.26		<b>4/14/2026</b>	<b>Paid Amt: \$436.80</b>
		E 01 300 211 975 000 430		FROGGY HOPS INFALTABLE DEPOSIT-PTO		\$787.29
<b>PO#:</b>	<b>Voucher #:</b> 50374	Invoice	<b>Invoice No:</b> 4.14.26		<b>4/14/2026</b>	<b>Paid Amt: \$787.29</b>
<b>Check Amount:</b>						<b>\$7,918.05</b>
<b>100</b>	<b>3002</b>			<b>Fidelity Security Life Insurance Co.</b>		<b>Wire</b>
			B 01 215 000	EYE MED		\$117.30
<b>PO#:</b>	<b>Voucher #:</b> 50406	Invoice	<b>Invoice No:</b> 167266353		<b>4/14/2026</b>	<b>Paid Amt: \$117.30</b>
<b>Check Amount:</b>						<b>\$117.30</b>
<b>100</b>	<b>00127</b>			<b>Xcel Energy</b>		<b>Wire</b>
			E 01 005 810 184 000 330	MONTHLY CHARGES		\$1,034.95
<b>PO#:</b>	<b>Voucher #:</b> 50464	Invoice	<b>Invoice No:</b> 4.28.26		<b>4/28/2026</b>	<b>Paid Amt: \$1,034.95</b>
<b>Check Amount:</b>						<b>\$1,034.95</b>

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

Check Number: 0-2147483647 Payment Date: 04/01/2026-04/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	00811			<b>PITNEY BOWES INC</b>		Wire
			E 01 005 110 000 000 305	LEASE PAYMENT		\$222.12
PO#:	Voucher #:	50459	Invoice	Invoice No: 3107791912	4/28/2026	Paid Amt: \$222.12
						Check Amount: \$222.12
100	01486			<b>Dept of Employment &amp; Econ Dev</b>		Wire
			E 01 005 110 000 000 280	Q1 Paid Leave payment		\$6,585.52
PO#:	Voucher #:	50485	Invoice	Invoice No: 4.20.26	4/28/2026	Paid Amt: \$6,585.52
						Check Amount: \$6,585.52
100	3697			<b>Halstead Ebgraving &amp; Awards</b>		Wire
			E 01 300 294 413 000 401	Basketball Awards/Metals		\$126.00
PO#:	Voucher #:	50451	Invoice	Invoice No: 1769	4/28/2026	Paid Amt: \$126.00
						Check Amount: \$126.00
100	00160			<b>MN Teachers Retirement Assoc.</b>		Wire
			B 01 215 018	PAYROLL		\$16,752.63
PO#:	Voucher #:	50492	Invoice	Invoice No: 4.30.26	4/30/2026	Paid Amt: \$16,752.63
						Check Amount: \$16,752.63
100	00165			<b>Public Empl. Retirement Assoc</b>		Wire
			B 01 215 014	PAYROLL		\$3,463.25
PO#:	Voucher #:	50491	Invoice	Invoice No: 4.30.26	4/30/2026	Paid Amt: \$3,463.25
						Check Amount: \$3,463.25
100	00196			<b>INTERNAL REVENUE SERVICE</b>		Wire
			B 01 215 011	FEDERAL TAXES		\$6,965.87
			B 01 215 010	OSADI		\$14,485.30
			B 01 215 010	MEDICARE		\$3,387.66
PO#:	Voucher #:	50489	Invoice	Invoice No: 4.30.26	4/30/2026	Paid Amt: \$24,838.83
						Check Amount: \$24,838.83
100	01022			<b>MN Department of Revenue</b>		Wire
			B 01 215 013	PAYROLL TAXES		\$4,095.29
PO#:	Voucher #:	50490	Invoice	Invoice No: 4.30.26	4/30/2026	Paid Amt: \$4,095.29
						Check Amount: \$4,095.29
100	2455			<b>EBC</b>		Wire
			B 01 215 005	PAYROLL 403B		\$7,668.37
PO#:	Voucher #:	50493	Invoice	Invoice No: 4.30.26	4/30/2026	Paid Amt: \$7,668.37
						Check Amount: \$7,668.37
100	3269			<b>WEX Health, Inc.</b>		Wire
			B 01 215 023	FSA		\$127.27

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-04/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	3269			WEX Health, Inc.		Wire
			B 01	215 023	HSA	\$1,790.66
PO#:	Voucher #:	50494	Invoice	Invoice No: 4.30.26	4/30/2026	Paid Amt: \$1,917.93
						Check Amount: \$1,917.93
100	55361	00170		4.0 Bus Service		Check
			E 01	005 760 000 720 360	CONTRACT ROUTES	\$23,820.00
			E 01	005 760 000 720 360	ADDITIONAL PM RUNS	\$623.28
			E 01	005 760 000 723 360	SPED	\$8,463.00
			E 01	005 760 000 720 360	FUEL CLAUSE	\$2,225.74
			E 04	005 582 000 344 360	PREK	\$884.00
			E 01	005 760 000 713 360	OPEN ENROLLMENT	\$7,947.50
			E 01	300 294 313 000 369	B. BASKETBALL	\$442.38
			E 21	300 298 974 301 401	BAND	\$248.00
			E 01	300 211 100 733 360	11TH/12TH GRADE	\$189.50
			E 01	100 203 100 733 360	6TH GRADE FIELD TRIP	\$403.75
			E 21	300 298 946 301 401	SENIOR TRIP	\$630.88
			E 01	300 211 100 733 360	AVID TRIP-9TH GRADE	\$469.00
			E 01	300 292 320 000 366	TRACK	\$985.00
PO#:	Voucher #:	50368	Invoice	Invoice No: 4.2026	4/14/2026	Paid Amt: \$47,332.03
						Check Amount: \$47,332.03
100	55362	1245		Amazon		Check
			E 01	300 296 418 000 401	B01HILOTSW CHAMPRO Brute Heavy-Duty	\$187.51
			E 01	300 296 418 000 401	B0D98Z536B DeMarini 2025 CF (-11) Fastpitc	\$289.76
			E 01	300 296 418 000 401	B0FM7NP93K BaseGoal Batting Tee Baseball	\$41.74
			E 01	300 296 418 000 401	Amazon Shipping Charge	\$0.00
PO#:	11019	Voucher #:	50377	Invoice	Invoice No: 1WFF-1GVY-C1TY	4/14/2026
			E 01	005 610 000 313 401	B000TS96SU X-ACTO Crayon Pro Electric Sh	\$42.29
			E 01	005 610 000 313 401	B00TQ8FDB8 ACCO Binder Clips, Medium, B	\$10.76
			E 01	005 610 000 313 401	B015L5EKE0 Grid #1900B (3PCS) 1904B (6)	\$185.90
			E 01	005 610 000 313 401	Amazon Shipping Charge	\$0.00
PO#:	11010	Voucher #:	50383	Invoice	Invoice No: 1W4R-WY7L-HDWP	4/14/2026
			E 01	005 105 108 000 401	B0CP2D96G8 Aoriher 194 Pcs Basketball Par	\$71.98
			E 01	005 105 108 000 401	B0G92MZR6P Tondiamo 12 Pcs Acrylic Cham	\$27.99
			E 01	005 105 108 000 401	Amazon Shipping Charge	\$0.00
PO#:	11016	Voucher #:	50384	Invoice	Invoice No: 1VKH-YD6W-CPHF	4/14/2026
			E 04	005 505 000 321 401	B007VBXB48 Scotch Thermal Laminating Pot	\$39.52

## Lester Prairie Public Schools Detail Payment Register By Check

**Check Number: 0-2147483647    Payment Date: 04/01/2026-04/30/2026    Period: 202610-202610    Void Status: N**

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
<b>100</b>	<b>55362</b>	<b>1245</b>		<b>Amazon</b>		<b>Check</b>		
			E 04	005 505 000 321 401	Amazon Shipping Charge	\$0.00		
<b>PO#:</b>	<b>11017</b>	<b>Voucher #:</b>	<b>50380</b>	Invoice	<b>Invoice No:</b> 16NW-YWHX-V77X	<b>4/14/2026</b>	<b>Paid Amt:</b>	<b>\$39.52</b>
			E 01	005 105 000 000 401	B0FJF8QR2D Blvornl 44.9"*53" Hard Material	\$221.98		
			E 01	005 105 000 000 401	Amazon Shipping Charge	\$0.00		
<b>PO#:</b>	<b>11004</b>	<b>Voucher #:</b>	<b>50382</b>	Invoice	<b>Invoice No:</b> 16NW-YWHX-WVC1	<b>4/14/2026</b>	<b>Paid Amt:</b>	<b>\$221.98</b>
			E 01	005 110 000 000 401	B0BY7NYMRB Zhehao 200 Pack Clear Envel	\$127.98		
			E 01	005 110 000 000 401	Amazon Shipping Charge	\$0.00		
<b>PO#:</b>	<b>11009</b>	<b>Voucher #:</b>	<b>50386</b>	Invoice	<b>Invoice No:</b> 1WFF-1GVY-61CF	<b>4/14/2026</b>	<b>Paid Amt:</b>	<b>\$127.98</b>
			E 01	005 605 000 000 401	B01N32U2O9 GBC Thermal Laminating Film,	\$133.38		
			E 01	005 605 000 000 401	Amazon Shipping Charge	\$0.00		
<b>PO#:</b>	<b>11003</b>	<b>Voucher #:</b>	<b>50385</b>	Invoice	<b>Invoice No:</b> 1VJJ-9LNT-96YC	<b>4/14/2026</b>	<b>Paid Amt:</b>	<b>\$133.38</b>
			E 01	300 260 000 000 430	B07X1KK359 Amazon Grocery, Strawberry Dri	\$5.82		
			E 01	300 260 000 000 430	B0CRHCNYY6 EIKS Plastic Measuring Cups	\$12.59		
			E 01	300 260 000 000 430	Amazon Shipping Charge	\$0.00		
<b>PO#:</b>	<b>11018</b>	<b>Voucher #:</b>	<b>50378</b>	Invoice	<b>Invoice No:</b> 16KW-94CF-YYC9	<b>4/14/2026</b>	<b>Paid Amt:</b>	<b>\$18.41</b>
			E 01	005 110 000 000 401	B09X31YNG1 3 Packs Envelope Moistener an	\$9.99		
			E 01	005 110 000 000 401	Amazon Shipping Charge	\$0.00		
<b>PO#:</b>	<b>11005</b>	<b>Voucher #:</b>	<b>50379</b>	Invoice	<b>Invoice No:</b> 13JF-K3G4-MJ33	<b>4/14/2026</b>	<b>Paid Amt:</b>	<b>\$9.99</b>
			E 01	005 110 000 000 401	B01B8R6PF2 Amazon Basics 100-Pack AA Al	\$24.25		
			E 01	005 110 000 000 401	B01B8R6V2E Amazon Basics AAA Long-Lasti	\$20.99		
			E 01	005 110 000 000 401	Amazon Shipping Charge	\$0.00		
<b>PO#:</b>	<b>11007</b>	<b>Voucher #:</b>	<b>50381</b>	Invoice	<b>Invoice No:</b> 1NX7-FD3W-FKTN	<b>4/14/2026</b>	<b>Paid Amt:</b>	<b>\$45.24</b>
							<b>Check Amount:</b>	<b>\$1,454.43</b>
<b>100</b>	<b>55363</b>	<b>3226</b>		<b>Ampion PBC</b>		<b>Check</b>		
			E 01	005 810 184 000 330	mONTHLY cHARGES	\$9.60		
<b>PO#:</b>		<b>Voucher #:</b>	<b>50387</b>	Invoice	<b>Invoice No:</b> 2026040002715710	<b>4/14/2026</b>	<b>Paid Amt:</b>	<b>\$9.60</b>
							<b>Check Amount:</b>	<b>\$9.60</b>
<b>100</b>	<b>55364</b>	<b>3690</b>		<b>Ampion PBC</b>		<b>Check</b>		
			E 01	005 810 184 000 330	Monthly Charges	\$777.91		
<b>PO#:</b>		<b>Voucher #:</b>	<b>50388</b>	Invoice	<b>Invoice No:</b> 2026040002719079	<b>4/14/2026</b>	<b>Paid Amt:</b>	<b>\$777.91</b>
							<b>Check Amount:</b>	<b>\$777.91</b>
<b>100</b>	<b>55365</b>	<b>3529</b>		<b>Aviben</b>		<b>Check</b>		
			E 01	005 110 800 000 305	403(b) Admin & Compliance	\$70.25		
<b>PO#:</b>		<b>Voucher #:</b>	<b>50389</b>	Invoice	<b>Invoice No:</b> 41435	<b>4/14/2026</b>	<b>Paid Amt:</b>	<b>\$70.25</b>

## Lester Prairie Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-04/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	55365	3529		<b>Aviben</b>		<b>Check</b>
				E 01 005 110 800 000 305 Flex plan		\$478.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50390</b>	Invoice	<b>Invoice No:</b> 41645	<b>4/14/2026</b>	<b>Paid Amt: \$478.00</b>
						<b>Check Amount: \$548.25</b>
100	55366	2088		<b>BSN Sports</b>		<b>Check</b>
				E 01 300 294 415 000 401 Baseball Jackets		\$950.17
<b>PO#:</b>	<b>Voucher #:</b>	<b>50391</b>	Invoice	<b>Invoice No:</b> Order # 312494827	<b>4/14/2026</b>	<b>Paid Amt: \$950.17</b>
						<b>Check Amount: \$950.17</b>
100	55367	01061		<b>Buck Hill, Inc.</b>		<b>Check</b>
				E 01 300 211 100 000 369 February 17th School Trip		\$567.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50441</b>	Invoice	<b>Invoice No:</b> 3700005000	<b>4/14/2026</b>	<b>Paid Amt: \$567.00</b>
						<b>Check Amount: \$567.00</b>
100	55368	1290		<b>Card Services</b>		<b>Check</b>
				E 02 005 770 000 701 490 GLUTEN FREE & LETTUCE PURCHASE		\$27.04
				E 02 005 770 000 701 490 GLUTEN FREE & CUCUMBERS		\$18.93
<b>PO#:</b>	<b>Voucher #:</b>	<b>50392</b>	Invoice	<b>Invoice No:</b> 031407& 032010	<b>4/14/2026</b>	<b>Paid Amt: \$45.97</b>
						<b>Check Amount: \$45.97</b>
100	55369	00126		<b>CenterPoint Energy</b>		<b>Check</b>
				E 01 005 810 181 000 330 MONTHLY CHARGES		\$540.59
<b>PO#:</b>	<b>Voucher #:</b>	<b>50394</b>	Invoice	<b>Invoice No:</b> 4.14.26	<b>4/14/2026</b>	<b>Paid Amt: \$540.59</b>
						<b>Check Amount: \$540.59</b>
100	55370	3579		<b>CESO Finance, LLC</b>		<b>Check</b>
				E 01 005 110 000 000 305 BUSSINESS MANGER SUPPORT PHASE 2		\$10,416.67
<b>PO#:</b>	<b>Voucher #:</b>	<b>50395</b>	Invoice	<b>Invoice No:</b> 2195	<b>4/14/2026</b>	<b>Paid Amt: \$10,416.67</b>
						<b>Check Amount: \$10,416.67</b>
100	55371	3468		<b>Chip's Septice Service LLC</b>		<b>Check</b>
				E 04 005 505 322 321 401 PORTA POTTY RENTAL		\$270.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50397</b>	Invoice	<b>Invoice No:</b> 4.14.26	<b>4/14/2026</b>	<b>Paid Amt: \$270.00</b>
						<b>Check Amount: \$270.00</b>
100	55372	2906		<b>Christen, Angela</b>		<b>Check</b>
				E 21 300 298 947 301 401 CONCESSION STAND STOCK REIMBURSM		\$137.08
				E 21 300 298 947 301 401 CONCESSION STAND STOCK REIMBURSM		\$107.80
<b>PO#:</b>	<b>Voucher #:</b>	<b>50396</b>	Invoice	<b>Invoice No:</b> 4.14.26	<b>4/14/2026</b>	<b>Paid Amt: \$244.88</b>
						<b>Check Amount: \$244.88</b>
100	55373	00061		<b>CITY OF LESTER PRAIRIE</b>		<b>Check</b>
				E 01 005 810 183 000 330 ACCT # HICN-000131-0000-03		\$622.25

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-04/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	55373	00061		<b>CITY OF LESTER PRAIRIE</b>		<b>Check</b>
			E 01	005 810 183 000 330	ACCT # SECN-00204-0000-01	\$24.00
			E 01	005 810 183 000 330	ACCT # HICN-000131-0000-04	\$492.25
<b>PO#:</b>	<b>Voucher #:</b>	<b>50393</b>	Invoice	<b>Invoice No:</b> 4.14.26	<b>4/14/2026</b>	<b>Paid Amt: \$1,138.50</b>
						<b>Check Amount: \$1,138.50</b>
100	55374	01694		<b>CULLIGAN-METRO</b>		<b>Check</b>
			E 02	005 770 183 701 330	SOLAR SALT DELIVERY	\$238.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>50398</b>	Invoice	<b>Invoice No:</b> REF. # 1782127	<b>4/14/2026</b>	<b>Paid Amt: \$238.50</b>
						<b>Check Amount: \$238.50</b>
100	55375	2624		<b>Dalco/ Imperial Dade</b>		<b>Check</b>
			E 01	005 810 810 000 401	SUPPLIES	\$48.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50400</b>	Invoice	<b>Invoice No:</b> 41277457	<b>4/14/2026</b>	<b>Paid Amt: \$48.00</b>
			E 01	005 810 810 000 401	SUPPLIES	\$188.97
<b>PO#:</b>	<b>Voucher #:</b>	<b>50401</b>	Invoice	<b>Invoice No:</b> 41093755	<b>4/14/2026</b>	<b>Paid Amt: \$188.97</b>
						<b>Check Amount: \$236.97</b>
100	55376	2573		<b>Dashir Management Services Inc</b>		<b>Check</b>
			E 01	005 810 810 000 305	APRIL SERVICES	\$25,619.82
<b>PO#:</b>	<b>Voucher #:</b>	<b>50399</b>	Invoice	<b>Invoice No:</b> 9296	<b>4/14/2026</b>	<b>Paid Amt: \$25,619.82</b>
						<b>Check Amount: \$25,619.82</b>
100	55377	3571		<b>Dufault Publishing</b>		<b>Check</b>
			E 01	300 211 165 000 401	CAP/GOWN/TASSEL PACKAGE	\$1,176.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50403</b>	Invoice	<b>Invoice No:</b> 6389	<b>4/14/2026</b>	<b>Paid Amt: \$1,176.00</b>
			E 01	300 211 165 000 401	GOLD HONOR CORDS (DOUBLE cords)	\$222.75
			E 01	300 211 165 000 401	shipping	\$8.50
<b>PO#:</b> 11013	<b>Voucher #:</b>	<b>50404</b>	Invoice	<b>Invoice No:</b> 6388	<b>4/14/2026</b>	<b>Paid Amt: \$231.25</b>
						<b>Check Amount: \$1,407.25</b>
100	55378	00707		<b>EDUCATION MINNESOTA</b>		<b>Check</b>
			B 01	215 028	TEACHERS DUES	\$2,625.52
<b>PO#:</b>	<b>Voucher #:</b>	<b>50405</b>	Invoice	<b>Invoice No:</b> 9963498	<b>4/14/2026</b>	<b>Paid Amt: \$2,625.52</b>
						<b>Check Amount: \$2,625.52</b>
100	55379	2332		<b>Eggers, Mark</b>		<b>Check</b>
			E 01	300 294 315 000 305	BASEBALL OFFICIAL 3/30/2026	\$120.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50436</b>	Invoice	<b>Invoice No:</b> 4.14.26	<b>4/14/2026</b>	<b>Paid Amt: \$120.00</b>
						<b>Check Amount: \$120.00</b>

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-04/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	55380	3691		Emmerich, Luke		Check			
			E 01	300 296 318 000 305	BASEBALL OFFICIAL 4/9/2026 (DOUBLE HE		\$240.00		
PO#:	Voucher #:	50439	Invoice	Invoice No: 4.14.26	4/14/2026	Paid Amt:	\$240.00	Check Amount:	\$240.00
100	55381	3380		Gold Tree Apparel		Check			
			E 21	300 298 946 301 401	CLASS OF 2026 TSHIRTS		\$504.00		
PO#:	Voucher #:	50408	Invoice	Invoice No: 0785	4/14/2026	Paid Amt:	\$504.00	Check Amount:	\$504.00
100	55382	3636		GRANITE TELECOMMUNICATIONS LLC		Check			
			E 01	005 110 000 000 320	MONTHLY CHARGES		\$143.70		
PO#:	Voucher #:	50409	Invoice	Invoice No: 740792240	4/14/2026	Paid Amt:	\$143.70	Check Amount:	\$143.70
100	55383	3228		Grundhofer, Mark		Check			
			E 01	300 294 315 000 305	BASEBALL OFFICIAL 3/30/26		\$120.00		
PO#:	Voucher #:	50437	Invoice	Invoice No: 4.14.26	4/14/2026	Paid Amt:	\$120.00	Check Amount:	\$120.00
100	55384	01306		Herald Journal Publishing		Check			
			E 04	005 505 000 321 305	CUMMUNITY GUIDEBOOKS		\$1,043.13		
PO#:	Voucher #:	50410	Invoice	Invoice No: 4.14.26	4/14/2026	Paid Amt:	\$1,043.13	Check Amount:	\$1,043.13
100	55385	01566		INDUSTRIAL ARTS SUPPLY CO		Check			
			E 01	300 255 000 000 430	BA-12 CO2 DRAGSTER BASSWOOD BODY		\$73.80		
			E 01	300 255 000 000 430	PB-39 CO2 CARTRIDGE 100 PACK		\$100.00		
			E 01	300 255 000 000 430	SHIPPING		\$19.11		
PO#: 11011	Voucher #:	50412	Invoice	Invoice No: M20430	4/14/2026	Paid Amt:	\$192.91	Check Amount:	\$192.91
100	55386	3578		ISD # 716 Belle Plaine		Check			
			E 01	300 292 320 000 369	4/7/26 TRACK MEET GIRL'S & BOY'S		\$300.00		
PO#:	Voucher #:	50411	Invoice	Invoice No: 4.14.26	4/14/2026	Paid Amt:	\$300.00	Check Amount:	\$300.00
100	55387	00087		ISD #110 WACONIA COMM ED		Check			
			E 04	005 505 313 321 305	COMMUNITY ED BASKETBALL		\$230.00		
PO#:	Voucher #:	50433	Invoice	Invoice No: LPBB2026	4/14/2026	Paid Amt:	\$230.00	Check Amount:	\$230.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-04/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	55388	00311		<b>ISD #2859 GSL</b>		<b>Check</b>
			E 01	300 294 314 000 305	25-26 WRESTLING-3 PARTICIPANTS	\$2,780.55
PO#:	Voucher #:	50407	Invoice	Invoice No: 1800	4/14/2026	Paid Amt: \$2,780.55
						Check Amount: \$2,780.55
100	55389	3114		<b>Johnson Control Fire Protection LP</b>		<b>Check</b>
			E 01	005 865 000 363 305	ALARM AND DETECTION MONOTORING	\$811.91
PO#:	Voucher #:	50413	Invoice	Invoice No: 25336575	4/14/2026	Paid Amt: \$811.91
						Check Amount: \$811.91
100	55390	3625		<b>JOSH'S HOME DELIVERY</b>		<b>Check</b>
			E 02	005 770 000 701 495	MILK DELIVERY 4/8/26	\$657.15
			E 02	005 770 000 701 495	MILK DELIVERY 4/1/26	\$319.10
			E 02	005 770 000 701 495	MILK DELIVERY 3/25/26	\$621.15
PO#:	Voucher #:	50416	Invoice	Invoice No: 193860-193869-193884	4/14/2026	Paid Amt: \$1,597.40
						Check Amount: \$1,597.40
100	55391	2484		<b>Jostens</b>		<b>Check</b>
			E 01	300 211 165 000 401	COVER WITH YEAR/DATE	\$541.80
			E 01	300 211 165 000 401	SHIPPING	\$30.95
PO#:	Voucher #:	50414	Invoice	Invoice No: 39301274	4/14/2026	Paid Amt: \$572.75
			E 01	300 211 165 000 401	DIPLOMA	\$7.90
			E 01	300 211 165 000 401	SHIPPING	\$13.95
PO#:	Voucher #:	50415	Invoice	Invoice No: 39505031	4/14/2026	Paid Amt: \$21.85
						Check Amount: \$594.60
100	55392	3231		<b>Lindstrom, Chris</b>		<b>Check</b>
			E 01	300 296 318 000 305	BASEBALL OFFICIAL 4/9/26 (DOUBLE HEAL	\$240.00
PO#:	Voucher #:	50438	Invoice	Invoice No: 4.14.26	4/14/2026	Paid Amt: \$240.00
						Check Amount: \$240.00
100	55393	3223		<b>MEI</b>		<b>Check</b>
			E 01	005 865 000 347 305	APRIL YEARLY SERVICE	\$916.75
PO#:	Voucher #:	50418	Invoice	Invoice No: 1180771	4/14/2026	Paid Amt: \$916.75
						Check Amount: \$916.75
100	55394	01073		<b>MN Dept of Labor &amp; Industry</b>		<b>Check</b>
			E 01	005 865 000 347 305	ELEVATOR ANNUAL OPERATION	\$145.00
PO#:	Voucher #:	50417	Invoice	Invoice No: ALR0189440X	4/14/2026	Paid Amt: \$145.00
						Check Amount: \$145.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-04/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	55395	1579		<b>Music Mart</b>		Check			
			E 01	300 258 201 000 401	BARITONE SAXOPHONE REPAIR		\$77.50		
PO#:	Voucher #:	50419	Invoice	Invoice No: 1999220	4/14/2026	Paid Amt:	\$77.50		
						Check Amount:	\$77.50		
100	55396	3620		<b>Nasco Education, LLC/School Specialty</b>		Check			
			E 01	100 203 975 000 430	8300160 Nasco White Earthenware Clay		\$96.00		
			E 01	100 203 975 000 430	FREIGHT Shipping		\$20.00		
PO#: 11020	Voucher #:	50420	Invoice	Invoice No: 909016	4/14/2026	Paid Amt:	\$116.00		
						Check Amount:	\$116.00		
100	55397	03390		<b>PAN-O-GOLD BAKING CO</b>		Check			
			E 02	005 770 000 701 495	BREAD DELIVERY 3/30/26		\$201.20		
PO#:	Voucher #:	50421	Invoice	Invoice No: 10003426089014	4/14/2026	Paid Amt:	\$201.20		
			E 02	005 770 000 701 490	BREAD DELIVERY 3/23/26		\$170.64		
PO#:	Voucher #:	50422	Invoice	Invoice No: 10003426082011	4/14/2026	Paid Amt:	\$170.64		
						Check Amount:	\$371.84		
100	55398	01974		<b>Performance Foodservice</b>		Check			
			E 02	005 770 000 705 490	BREAKFAST		\$371.24		
			E 02	005 770 000 701 490	LUNCH		\$985.59		
			E 02	005 770 000 707 490	ALA CARTE		\$68.76		
			E 02	005 770 000 701 401	FUEL SURCHARGE		\$8.00		
PO#:	Voucher #:	50424	Invoice	Invoice No: 922703	4/14/2026	Paid Amt:	\$1,433.59		
			E 02	005 770 000 705 490	BREAKFAST		\$380.19		
			E 02	005 770 000 701 490	LUNCH		\$1,625.19		
			E 02	005 770 000 707 490	ALA CARTE		\$254.64		
PO#:	Voucher #:	50423	Invoice	Invoice No: 913782	4/14/2026	Paid Amt:	\$2,260.02		
						Check Amount:	\$3,693.61		
100	55399	3315		<b>Pink's Hardware Store</b>		Check			
			E 01	005 810 193 000 401	DRAIN PLUG PURCHASE 4/3/26		\$7.49		
PO#:	Voucher #:	50425	Invoice	Invoice No: 61467	4/14/2026	Paid Amt:	\$7.49		
						Check Amount:	\$7.49		
100	55400	3550		<b>Reading &amp; Math Inc.</b>		Check			
			E 01	100 216 000 401 820	2025-2026 Math Corp Sites Fee		\$2,000.00		
PO#:	Voucher #:	50442	Invoice	Invoice No: 2805	4/14/2026	Paid Amt:	\$2,000.00		
						Check Amount:	\$2,000.00		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-04/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	55401	00272		<b>SW/WC SERVICE COOPERATIVES</b>		<b>Check</b>
			E 01	005 850 000 389 335	2025-2026 QUARTER 3 LEASE ALLOCATION	\$5,065.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50431</b>	Invoice	<b>Invoice No:</b> 81565	<b>4/14/2026</b>	<b>Paid Amt: \$5,065.00</b>
						<b>Check Amount: \$5,065.00</b>
100	55402	2239		<b>Sysco Western Minnesota</b>		<b>Check</b>
			E 02	005 770 000 705 490	BREAKFAST	\$321.61
			E 02	005 770 000 701 490	LUNCH	\$1,689.77
			E 02	005 770 000 707 490	ALA CARTE	\$44.73
			E 02	005 770 000 701 401	PAPER PRODUCTS	\$51.84
<b>PO#:</b>	<b>Voucher #:</b>	<b>50427</b>	Invoice	<b>Invoice No:</b> 353153091	<b>4/14/2026</b>	<b>Paid Amt: \$2,107.95</b>
			E 02	005 770 000 701 491	COMMODITY	\$67.18
<b>PO#:</b>	<b>Voucher #:</b>	<b>50428</b>	Invoice	<b>Invoice No:</b> 353146677	<b>4/14/2026</b>	<b>Paid Amt: \$67.18</b>
			E 02	005 770 000 705 490	BREAKFAST	\$394.69
			E 02	005 770 000 701 490	LUNCH	\$1,808.22
			E 02	005 770 000 707 490	ALA CARTE	\$92.27
<b>PO#:</b>	<b>Voucher #:</b>	<b>50430</b>	Invoice	<b>Invoice No:</b> 353158135	<b>4/14/2026</b>	<b>Paid Amt: \$2,295.18</b>
			E 02	005 770 000 705 490	BREAKFAST	\$243.93
			E 02	005 770 000 701 490	LUNCH	\$1,376.74
			E 02	005 770 000 707 490	ALA CARTE	\$185.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>50429</b>	Invoice	<b>Invoice No:</b> 353146678	<b>4/14/2026</b>	<b>Paid Amt: \$1,806.17</b>
			E 02	005 770 000 701 491	COMMODITY	\$62.57
<b>PO#:</b>	<b>Voucher #:</b>	<b>50426</b>	Invoice	<b>Invoice No:</b> 353153090	<b>4/14/2026</b>	<b>Paid Amt: \$62.57</b>
						<b>Check Amount: \$6,339.05</b>
100	55403	2317		<b>Urban, Nick</b>		<b>Check</b>
			E 01	300 296 318 000 305	BASEBALL OFFICIAL 4/9/2026 (DOUBLE HE	\$240.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50440</b>	Invoice	<b>Invoice No:</b> 4.14.26	<b>4/14/2026</b>	<b>Paid Amt: \$240.00</b>
						<b>Check Amount: \$240.00</b>
100	55404	1602		<b>Verizon Wireless</b>		<b>Check</b>
			E 01	005 020 000 000 320	SUPERINTENDENT	\$50.24
			E 01	300 050 000 000 320	PRINCIPAL	\$49.55
			E 01	300 292 311 000 320	AD/DEAN	\$49.55
<b>PO#:</b>	<b>Voucher #:</b>	<b>50432</b>	Invoice	<b>Invoice No:</b> 6139294706	<b>4/14/2026</b>	<b>Paid Amt: \$149.34</b>
						<b>Check Amount: \$149.34</b>

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-04/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	55405	00524		Waste Management-TC West		Check			
			E 01	005 810 186 000 330	MONTHLY CHARGES		\$136.53		
PO#:	Voucher #:	50434	Invoice	Invoice No: 8235552-1593-3	4/14/2026	Paid Amt:	\$136.53		
						Check Amount:	\$136.53		
100	55406	2786		Xcel Energy Solutions		Check			
			E 01	005 810 184 000 330	MONTHLY CHARGES		\$4,530.17		
PO#:	Voucher #:	50435	Invoice	Invoice No: 004331	4/14/2026	Paid Amt:	\$4,530.17		
						Check Amount:	\$4,530.17		
100	55407	3692		Ramirez, Genaro		Check			
			E 04	005 505 322 321 305	Community Ed Soccer Official 4/11/2026		\$30.00		
PO#:	Voucher #:	50444	Invoice	Invoice No: 4.14.26	4/14/2026	Paid Amt:	\$30.00		
						Check Amount:	\$30.00		
100	55408	2141		Wyhe's Choice Fundraising		Check			
			E 01	300 296 419 000 401	Cheerleading Fundraiser		\$1,543.50		
PO#:	Voucher #:	50445	Invoice	Invoice No: 126040901 R1	4/22/2026	Paid Amt:	\$1,543.50		
						Check Amount:	\$1,543.50		
100	55409	3693		Bebo, Ayla		Check			
			E 21	300 298 972 301 401	NHS STAFF BREAKFAST REIMBURSMENT		\$5.91		
PO#:	Voucher #:	50474	Invoice	Invoice No: 4.28.26	4/28/2026	Paid Amt:	\$5.91		
						Check Amount:	\$5.91		
100	55410	2088		BSN Sports		Check			
			E 01	300 294 315 000 401	rubber base plug		\$25.47		
			E 01	300 294 315 000 401	baseballs		\$239.98		
			E 01	300 294 315 000 401	L-Screen		\$329.99		
			E 01	300 294 315 000 401	freight		\$48.47		
PO#:	Voucher #:	50447	Invoice	Invoice No: 933808807	4/28/2026	Paid Amt:	\$643.91		
			E 01	300 292 000 000 402	WOMENS SOFTBALL PANTS		\$110.00		
			E 01	300 292 000 000 402	SHIPPING		\$7.70		
PO#:	11025	Voucher #:	50446	Invoice	Invoice No: 933919841	4/28/2026	Paid Amt:	\$117.70	
						Check Amount:	\$761.61		
100	55411	3273		Bumps Family Restaurant		Check			
			E 21	300 298 972 301 401	NHS STAFF APPRECIATION BREAKFAST		\$206.16		
PO#:	Voucher #:	50473	Invoice	Invoice No: 4.28.26	4/28/2026	Paid Amt:	\$206.16		
						Check Amount:	\$206.16		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-04/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	55412	00126		CenterPoint Energy		Check
			E 01	005 810 181 000 330	monthly Charges	\$4,173.08
PO#:	Voucher #:	50448	Invoice	Invoice No: 4.28.26	4/28/2026	Paid Amt: \$4,173.08
						Check Amount: \$4,173.08
100	55413	2624		Dalco/ Imperial Dade		Check
			E 01	005 810 810 000 401	VACUUM BRUSH	\$47.18
PO#:	Voucher #:	50449	Invoice	Invoice No: 41416154	4/28/2026	Paid Amt: \$47.18
						Check Amount: \$47.18
100	55414	3303		Eckstein, Melanie		Check
			E 21	300 298 972 301 401	STAFF APPRECIATION BREAKFAST REIMB	\$44.94
PO#:	Voucher #:	50472	Invoice	Invoice No: 4.28.26	4/28/2026	Paid Amt: \$44.94
						Check Amount: \$44.94
100	55415	00262		EDMINSON, LINDA		Check
			E 01	300 296 318 000 305	SOFTBALL OFFICIAL 4/21/2026-VARSITY	\$130.00
PO#:	Voucher #:	50469	Invoice	Invoice No: 4.28.26	4/28/2026	Paid Amt: \$130.00
						Check Amount: \$130.00
100	55416	3085		Emergency Medical Training Inst		Check
			E 04	005 505 000 321 305	CPR/First Aide Class (3/26/2026)	\$240.00
PO#:	Voucher #:	50486	Invoice	Invoice No: 41	4/28/2026	Paid Amt: \$240.00
						Check Amount: \$240.00
100	55417	3687		Follett Content Solutions, LLC		Check
			E 01	300 211 975 000 430	20 things you didn't know about hockey	\$21.54
			E 01	300 211 975 000 430	the arizona cardinals	\$22.51
			E 01	300 211 975 000 430	THE ATLANTA FALCONS	\$22.51
			E 01	300 211 975 000 430	THE BALTIOMORE RAVENS	\$22.51
			E 01	300 211 975 000 430	BUFFALO BILLS	\$22.51
			E 01	300 211 975 000 430	CHICAGO BEARS	\$22.51
			E 01	300 211 975 000 430	CINCINATI BENGALS	\$22.51
			E 01	300 211 975 000 430	CLEVLEAND BROWNS	\$22.51
			E 01	300 211 975 000 430	DALLAS COWBOYS	\$22.51
			E 01	300 211 975 000 430	DETROIT LIONS	\$22.51
			E 01	300 211 975 000 430	EVERYTHING YOU NEED TO KNOW ABOUT	\$19.99
			E 01	300 211 975 000 430	GREEN BAY PACKERS	\$22.51
			E 01	300 211 975 000 430	HOUSTANS TEXANS	\$22.51
			E 01	300 211 975 000 430	INDIANAPOLIS COLTS	\$22.51
			E 01	300 211 975 000 430	JACKSONVILLE JUAGARS	\$22.51

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-04/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	55417	3687		<b>Follett Content Solutions, LLC</b>		<b>Check</b>
			E 01	300 211 975 000 430	KANSAS CITY CHIEFS	\$22.51
			E 01	300 211 975 000 430	LOS ANGELS RAMS	\$22.51
			E 01	300 211 975 000 430	MIAMI DOLPHINS	\$22.51
			E 01	300 211 975 000 430	MINNESOTA LYNX	\$19.35
			E 01	300 211 975 000 430	MINNESOTA WILD	\$25.04
			E 01	300 211 975 000 430	ALL TIMES GREAT BOOK SET	\$385.40
			E 01	300 211 975 000 430	NBA BOOK SET	\$0.00
			E 01	300 211 975 000 430	NEW ENGLAND PATRIOTS	\$22.51
			E 01	300 211 975 000 430	NEW ORLEANS SAINTS	\$22.51
			E 01	300 211 975 000 430	NEW YORK JETS	\$22.51
			E 01	300 211 975 000 430	NEW YOURK GIANTS	\$22.51
			E 01	300 211 975 000 430	PHILADELPHIA EAGLES	\$22.51
			E 01	300 211 975 000 430	SAN FRANCISCO 49ERS	\$22.51
			E 01	300 211 975 000 430	SEATTLE SEAHAWKS	\$22.51
			E 01	300 211 975 000 430	TAMPA BAY BUCCANEERS	\$22.51
			E 01	300 211 975 000 430	TENNESSEE TITANS	\$22.51
			E 01	300 211 975 000 430	WASHINGTON COMMANDERS	\$22.51
			E 01	300 211 975 000 430	tAX	\$80.16
<b>PO#:</b> 11023	<b>Voucher #:</b>	<b>50450</b>	Invoice	<b>Invoice No:</b> 733498	<b>4/28/2026</b>	<b>Paid Amt: \$1,136.74</b>
						<b>Check Amount: \$1,136.74</b>
100	55418	00290		<b>Hingst, Lee</b>		<b>Check</b>
			E 01	300 296 318 000 305	SOFTBALL OFFICIAL 4/16/26- DOUBLE HEA	\$260.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50470</b>	Invoice	<b>Invoice No:</b> 4.28.26	<b>4/28/2026</b>	<b>Paid Amt: \$260.00</b>
						<b>Check Amount: \$260.00</b>
100	55419	03714		<b>IDE, GERALD</b>		<b>Check</b>
			E 01	300 296 316 000 305	SOFTBALL OFFICIAL 4/9/26-C-SQUAD	\$100.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50467</b>	Invoice	<b>Invoice No:</b> 4.28.26	<b>4/28/2026</b>	<b>Paid Amt: \$100.00</b>
						<b>Check Amount: \$100.00</b>
100	55420	2466		<b>Innovative Graphics</b>		<b>Check</b>
			E 01	300 294 415 000 401	Baseball Hats	\$360.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>50452</b>	Invoice	<b>Invoice No:</b> 56966	<b>4/28/2026</b>	<b>Paid Amt: \$360.00</b>
						<b>Check Amount: \$360.00</b>

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-04/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	55421	2719		ISD # 463 Eden Valley Watkins		Check			
			E 01	300 292 320 000 369	4/23/26 Track meet		\$125.00		
PO#:	Voucher #:	50453	Invoice	Invoice No: 4.28.26	4/28/2026	Paid Amt:	\$125.00	Check Amount:	\$125.00
100	55422	00582		ISD #881 Maple Lake HS		Check			
			E 01	300 292 320 000 369	4/20/2026 Track meet		\$120.00		
PO#:	Voucher #:	50454	Invoice	Invoice No: 4.28.26	4/28/2026	Paid Amt:	\$120.00	Check Amount:	\$120.00
100	55423	3625		JOSH'S HOME DELIVERY		Check			
			E 02	005 770 000 701 495	4/15/2026 DELIVERY		\$568.40		
			E 02	005 770 000 701 495	4/22/2026 DELIVERY		\$657.15		
PO#:	Voucher #:	50478	Invoice	Invoice No: 193881 & 193890	4/28/2026	Paid Amt:	\$1,225.55	Check Amount:	\$1,225.55
100	55424	3694		Kapping, Sarah		Check			
			E 21	300 298 972 301 401	STAFF APPRECIATION BREAKFAST REIMB		\$22.79		
PO#:	Voucher #:	50475	Invoice	Invoice No: 4.28.26	4/28/2026	Paid Amt:	\$22.79	Check Amount:	\$22.79
100	55425	2696		Lange, Jeff		Check			
			E 01	300 294 315 000 305	BASEBALL OFFICIAL 4/23/26 (DOUBLE HEA		\$240.00		
PO#:	Voucher #:	50487	Invoice	Invoice No: 4.28.26	4/28/2026	Paid Amt:	\$240.00	Check Amount:	\$240.00
100	55426	03070		MADISON NATIONAL LIFE INSURANCE CO		Check			
			B 01	215 027	LTD		\$468.36		
			B 01	215 026	LIFE		\$406.09		
PO#:	Voucher #:	50455	Invoice	Invoice No: 1766063	4/28/2026	Paid Amt:	\$874.45	Check Amount:	\$874.45
100	55427	01230		Marco Business Products, Inc		Check			
			E 01	100 203 000 000 560	IEASE PAYMENT		\$1,667.28		
PO#:	Voucher #:	50456	Invoice	Invoice No: 580128635	4/28/2026	Paid Amt:	\$1,667.28	Check Amount:	\$1,667.28
100	55428	3696		Mathews, Griffen		Check			
			E 01	300 296 318 000 305	SOFTBALL OFFICIAL 4/16/2026-DOUBLE HE		\$260.00		
PO#:	Voucher #:	50471	Invoice	Invoice No: 4.28.26	4/28/2026	Paid Amt:	\$260.00	Check Amount:	\$260.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-04/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	55429	01157		MetLife SBC		Check			
			B 01 215 030	moNTHLY CHARGES			\$3,192.99		
PO#:	Voucher #:	50457	Invoice	Invoice No: 4.28.26	4/28/2026	Paid Amt:	\$3,192.99	Check Amount:	\$3,192.99
100	55430	00367		MN SCHOOL EMPLOYEES ASSOC		Check			
			B 01 215 040	PARA DUES-4/15/2026			\$308.34		
			B 01 215 040	PARA DUES-4/30/2026			\$236.83		
PO#:	Voucher #:	50477	Invoice	Invoice No: 4.28.26	4/28/2026	Paid Amt:	\$545.17	Check Amount:	\$545.17
100	55431	1579		Music Mart		Check			
			E 01 300 258 201 000 401	SOLDER JOINT			\$22.50		
PO#:	Voucher #:	50458	Invoice	Invoice No: 2002561	4/28/2026	Paid Amt:	\$22.50	Check Amount:	\$22.50
100	55432	01974		Performance Foodservice		Check			
			E 02 005 770 000 705 490	BREAKFAST			\$320.33		
			E 02 005 770 000 701 490	LUNCH			\$942.76		
			E 02 005 770 000 707 490	ALA CARTE			\$68.76		
			E 02 005 770 000 701 401	FUEL SURCHARGE			\$8.00		
PO#:	Voucher #:	50480	Invoice	Invoice No: 946559	4/28/2026	Paid Amt:	\$1,339.85		
			E 02 005 770 000 705 490	BREAKFAST			\$387.89		
			E 02 005 770 000 701 490	LUNCH			\$868.18		
			E 02 005 770 000 707 490	ALA CARTE			\$227.43		
			E 02 005 770 000 701 401	PAPER PRODUCTS			\$21.79		
			E 02 005 770 000 701 401	FUEL SURCHARGE			\$8.00		
PO#:	Voucher #:	50479	Invoice	Invoice No: 937566	4/28/2026	Paid Amt:	\$1,513.29	Check Amount:	\$2,853.14
100	55433	3653		Rach, Patrick		Check			
			E 01 300 294 315 000 305	BASEBALL OFFICIAL 4/23/2026 (DOUBLE HI			\$240.00		
PO#:	Voucher #:	50488	Invoice	Invoice No: 4.28.26	4/28/2026	Paid Amt:	\$240.00	Check Amount:	\$240.00
100	55434	3695		Renneke, Jason		Check			
			E 01 300 296 318 000 305	V-SOFTBALL OFFICIAL 4/14/2026			\$130.00		
			E 01 300 296 318 000 305	C SQUAD-SOFTBALL OFFICIAL 4/14/2026			\$65.00		
PO#:	Voucher #:	50465	Invoice	Invoice No: 4.28.26	4/28/2026	Paid Amt:	\$195.00	Check Amount:	\$195.00

## Lester Prairie Public Schools Detail Payment Register By Check

Check Number: 0-2147483647    Payment Date: 04/01/2026-04/30/2026    Period: 202610-202610    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
100	55435	2536		<b>Rettmann, Paul</b>		<b>Check</b>		
			E 01	300 296 318 000 305	SOFTBALL OFFICIAL 4/14/2026 (VARSITY &	\$130.00		
			E 01	300 296 318 000 305	SOFTBALL OFFICIAL 4/14/2026 (VARSITY &	\$65.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50466</b>	Invoice	<b>Invoice No:</b> 4.28.26	<b>4/28/2026</b>	<b>Paid Amt:</b>	<b>\$195.00</b>	
			E 01	300 296 318 000 305	SOFTBALL OFFICIAL 4/21/26-VARSITY	\$130.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50468</b>	Invoice	<b>Invoice No:</b> 4.28.26	<b>4/28/2026</b>	<b>Paid Amt:</b>	<b>\$130.00</b>	
<b>Check Amount:</b>							<b>\$325.00</b>	
100	55436	1744		<b>Shred Right</b>		<b>Check</b>		
			E 01	005 110 000 000 305	SHREDDING SERVICE	\$71.66		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50461</b>	Invoice	<b>Invoice No:</b> 0069910	<b>4/28/2026</b>	<b>Paid Amt:</b>	<b>\$71.66</b>	
<b>Check Amount:</b>							<b>\$71.66</b>	
100	55437	2615		<b>Southern Lock &amp; Glass</b>		<b>Check</b>		
			E 01	005 718 000 342 401	Music Room and Weather Strip Main Entry	\$779.12		
<b>PO#:</b> 10972	<b>Voucher #:</b>	<b>50460</b>	Invoice	<b>Invoice No:</b> 19876	<b>4/28/2026</b>	<b>Paid Amt:</b>	<b>\$779.12</b>	
<b>Check Amount:</b>							<b>\$779.12</b>	
100	55438	2239		<b>Sysco Western Minnesota</b>		<b>Check</b>		
			E 02	005 770 000 701 491	COMMODITY	\$113.72		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50483</b>	Invoice	<b>Invoice No:</b> 353163190	<b>4/28/2026</b>	<b>Paid Amt:</b>	<b>\$113.72</b>	
			E 02	005 770 000 705 490	BREAKFAST	\$208.15		
			E 02	005 770 000 701 490	LUNCH	\$2,211.43		
			E 02	005 770 000 707 490	ALA CARTE	\$68.55		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50482</b>	Invoice	<b>Invoice No:</b> 353168790	<b>4/28/2026</b>	<b>Paid Amt:</b>	<b>\$2,488.13</b>	
			E 02	005 770 000 705 490	BREAKFAST	\$447.98		
			E 02	005 770 000 701 490	LUNCH	\$2,167.10		
			E 02	005 770 000 707 490	ALA CARTE	\$216.88		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50484</b>	Invoice	<b>Invoice No:</b> 353163191	<b>4/28/2026</b>	<b>Paid Amt:</b>	<b>\$2,831.96</b>	
			E 02	005 770 000 701 491	COMMODITY	\$20.34		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50481</b>	Invoice	<b>Invoice No:</b> 353168789	<b>4/28/2026</b>	<b>Paid Amt:</b>	<b>\$20.34</b>	
<b>Check Amount:</b>							<b>\$5,454.15</b>	
100	55439	3626		<b>VESTIS</b>		<b>Check</b>		
			E 02	005 770 000 701 401	TOWEL DELIVERY	\$38.71		
<b>PO#:</b>	<b>Voucher #:</b>	<b>50462</b>	Invoice	<b>Invoice No:</b> 2500965842	<b>4/28/2026</b>	<b>Paid Amt:</b>	<b>\$38.71</b>	
<b>Check Amount:</b>							<b>\$38.71</b>	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-04/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	55440	2786		Xcel Energy Solutions		Check
			E 01 005 810 184 000 330	MONTHLY cHARGES		\$5,618.19
PO#:	Voucher #:	50463	Invoice	Invoice No: 004367	4/28/2026	Paid Amt: \$5,618.19
						Check Amount: \$5,618.19
100	55441	2752		Zabel, Josh & Rachel		Check
			E 21 300 298 972 301 401	STAFF APPRECIATION BREAKFAST REIMB		\$26.40
PO#:	Voucher #:	50476	Invoice	Invoice No: 4.28.26	4/28/2026	Paid Amt: \$26.40
						Check Amount: \$26.40
						Report Total: \$291,926.34

# Dashir Management Services, Inc.

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

## Lester Prairie School District

May 2026

### Custodial / Maintenance Report

#### **Personnel Information**

We are currently fully staffed.

#### **Training Conducted**

The OSHA required safety training on Ladder Safety was conducted on May 8, 2026.

#### **Inspections**

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

#### **Progress on Projects**

- Obtaining a quote from Flagship Recreation for engineered wood fibers for the playground.
- Ordered floor finish from Hillyard for north gym and elementary hallways.
- Waiting for quote from Holton for light switch in preschool bathroom.
- Cleaned up dead plants and weeds from the front entrance and laid down new mulch.
- Summer supplies have been ordered. Will be meeting with Melissa and Lauren on summer projects on May 14.
- Southern Lock and Glass fixed the frame and door going to the south gym.

#### **Comments**

End of the year choir and band concerts have been going well. We are getting equipment cleaned and ready for summer cleaning and getting ready for Graduation on May 15.

Respectfully Submitted,  
Lisa Hins  
Facility Manager



# **Chromebook/Chrome Tablet Handbook and Policy Manual 2026-27**

## **Lester Prairie School Mission Statement**

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

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Lester Prairie Schools has implemented a 1:1 K-12 technology program.

Students in grades 2<sup>nd</sup>-12<sup>th</sup> will be issued their own Chromebook. Students in Kindergarten and 1st grade will be issued a Chrome Tablet. Before receiving the device, students and parents must sign a user agreement and pay the Required User Insurance Fee.

- Students in grades 4-12 will be expected to take their Chromebook home daily.
- Students in grades K-3 may be required to take home their Chromebook/Chrome Tablet occasionally during the school year.

These devices are not replacing textbooks or other educational materials, but are meant to supplement and enhance the student's learning experience.

## **Lester Prairie Schools Chromebook/Chrome Tablet 1:1 Program**

The Chromebook/Chrome Tablet 1:1 Program facilitates:

- Access to digital educational resources
- Availability beyond the school day
- Individual learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills
- College and career readiness

The information within this document applies to the 1:1 Chromebook/Chrome Tablet Program for students that attend Lester Prairie Schools. Please note that teachers may set additional requirements for use in their classrooms.

*Throughout the handbook when the word Chromebook is used, it refers to both a Chromebook and Chrome Tablet.*

## **Chromebook Title**

At all times, the legal title to the Chromebook is maintained by Lester Prairie Schools. A student's right to possession and use is limited to and conditioned upon full and complete compliance with the Lester Prairie Chromebook Handbook, Chromebook Use Agreement, Student Handbook, and the Internet Acceptable Use and Safety Policy #524.

Chromebooks are for educational purposes only. Lester Prairie Schools has the right to inspect Chromebooks at any time. Chromebooks will only work with an [@lp.k12.mn.us](mailto:@lp.k12.mn.us) user account. Chromebooks include Internet filters to block inappropriate websites when connected to the WiFi network at school.

Students will be issued a specific Chromebook which will remain theirs throughout their time at Lester Prairie Schools or until the Chromebook is updated (every 3-4 years). At the end of every school year, the Chromebook will be returned to the school before the last student day for routine maintenance and storage over the summer break. The same Chromebook will be re-issued to the student at the beginning of the next school year.

## **Chromebook Required User Insurance Fee**

Lester Prairie Schools require that a signed copy of both the Student-Parent Agreement and payment of the Required User Insurance Fee are received.

Required User Insurance Fee	\$35.00 per school year
Family maximum	\$80.00 per school year
Free/Reduced Price (FRP) Fee	\$20.00 per school year
Free/Reduced (FRP) Family maximum	\$45.00 per school year

Students and parents must comply at all times with the Lester Prairie Schools' Student Handbook and the Internet Acceptable Use and Safety Policy #524. Failure to comply may result in the termination of the student's rights of possession immediately and Lester Prairie Schools may repossess the loaned property with no Required User Insurance Fee refund.

**There is a \$55 deductible repair fee for each repair that needs to be sent to Trafera.**

Insurance does not cover repairs to the Chromebook due to neglect, misuse, and/or intentional damage. The student and parents of the assigned device are responsible for the entire amount of the repair or replacement of the Chromebook.

If the power adapter is damaged or lost the student and parents are responsible for the replacement cost.

Chromebook Power Adapter Replacement	\$35.00
Chrome Tablet Case Replacement	\$30.00
Chromebook Case Replacement	\$20.00
Chromebook Replacement (lost/negligent or intentional damage)	\$319.00
Chrome Tablet Replacement (lost/negligent or intentional damage)	\$265.00

## **Theft or Loss**

All Chromebooks are monitored. If a Chromebook is lost, the student must report the loss immediately to the Tech Department to potentially track and recover the device. A police theft report is required for the replacement of the Chromebook. If a student has a Chromebook stolen and does not file a theft report, the full replacement cost will be required.

## **Repair and Liability**

Students and parents are responsible for district-owned technology property that is issued to them. If the Chromebook is damaged, it must be reported to the Technology Department as soon as possible. Students will be issued a “loaner” Chromebook until the repairs are completed upon receipt of the deductible repair fee. Students and parents of the assigned device are responsible for the deductible repair fee as required by the Student-Parent Chromebook Use Agreement. If the Chromebook is damaged by an intentional or purposeful act, the student and parents will be responsible for the entire amount to repair or replace the Chromebook.

## **Terms of Agreement**

The right to use and possess the Chromebook terminates no later than the last day of the school year. Rights may be terminated earlier by Lester Prairie Schools or upon withdrawal from the district. The failure to return the Chromebook in a timely manner will be considered unlawful appropriation of Lester Prairie Schools property and appropriate legal action will be taken.

## **Chromebook Use**

Chromebooks are intended for use at school each day. In addition to teacher expectations of Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebooks to all classes unless specifically instructed not to do so by the teacher.

Each student will be issued a power adapter for charging his or her Chromebook. **It is the student’s responsibility to bring their Chromebook fully charged to school each day.**

If a student leaves his/her Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present.

## **General Use**

- Chromebooks are to be used for educational purposes only.

- Only use your Lester Prairie-issued user account with the Chromebook:  
.....@lp.k12.mn.us
- **Keep your user account login and password secure.**
- Do not share/lend/borrow Chromebook to others.
- Use caution when eating or drinking near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook to prevent damage.
- Do not stack any books, heavy materials, etc. on top of the Chromebook in your locker or backpack.
- Do not close the Chromebook with anything inside it. This may damage the screen or hinges.
- Do not expose the Chromebook to extreme temperatures or direct sunlight for extended periods of time.
- Chromebooks should not be left unattended during school unless securely locked up in your locker or in a teacher-designated area.
- Chromebooks should be taken home every night to be fully charged.
- Chargers should be left at home.

### **Chromebook Camera and Microphone**

Chromebooks come equipped with audio and video recording capabilities through a built-in microphone and camera. All electronic recordings created with the device must comply with district policies and state and federal laws. District policy prohibits the use of electronic devices in a manner that compromises the privacy interests of other individuals (#524). District policy prohibits harassment and bullying (#514). Students are required to use the Chromebook in a manner that complies with these and other district policies. Use of the Chromebook in a manner that violates district policies may result in revocation of the device and/or further disciplinary consequences.

Use of the Chromebook and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes and individual use only. Electronic recordings obtained with the Chromebook may not be shared, published, or re-broadcasted for any reason by the student without permission from all parties involved.

Chromebook users should be aware that state and federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of state and federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

### **Media, Sound, and Games**

All Photos (including desktop backgrounds) and videos must follow district policies and guidelines. Media that violates Lester Prairie Chromebook Handbook, Chromebook Use Agreement, Student Handbook, and Internet Acceptable Use and Safety Policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, etc.) will result in disciplinary actions and may result in the loss of Chromebook privileges.

## **Managing Files and Saving Work**

Students may save documents to their Google Drive found on their “@lp.k12.mn.us” account. Saving to Google Drive will make the file accessible from any computer with Internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It is the responsibility of the student to maintain the integrity of his/her files and keep proper backups.

## **Home Internet Access**

Students are allowed to set up access to home wireless networks on their Chromebooks. This will allow students to access resources needed to complete schoolwork. Contact your Internet provider if you have trouble connecting to your home network.

Chromebooks are content filtered (blocked from pornography, hate, violence, most social media) on the school's network. Any student who attempts to bypass the content filter is in violation of the Acceptable Use Agreement and subject to disciplinary action.

Students who do not have home Internet access: documents, worksheets, videos, and content needed for homework can be downloaded to Google Drive and can be accessed offline without access to the internet. For information about working on Google Drive files offline on your Chromebook, go to:

<http://support.google.com/chromebook/answers/2809731>

## **Chromebook Care**

The Chromebook checks for updates automatically every time the device is connected to the Internet. Restart weekly to ensure the Chromebook is updated and functions properly. If the Chromebook does not appear to be working correctly, is running slow, or has trouble connecting to the school's network, turn it into the Tech Department for maintenance. You will receive a “loaner” while yours is repaired.

While the cost of the Chromebooks are significantly less than those of many laptops and tablets, we encourage students to properly care for them to avoid unnecessary replacement costs.

- Do not carry Chromebooks while the screen is open.
- Do not place Chromebooks on uneven surfaces where they might be subject to an accidental fall.

- For optimal performance, do not block airflow when the device is on. Do not leave it on top of blankets, beds, sofas, pillows, etc. while on and in use.
- Avoid eating or drinking near Chromebooks.
- Avoid exposure to extreme temperatures - below freezing or above 90 degrees
- Avoid placing or dropping heavy objects on top of the Chromebook.
- School-owned case must be used.
- Chromebooks and Chromebook Cases must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not property of Lester Prairie Schools.

## **Chromebook Cleaning**

Never use any product containing alcohol, ammonia, or other strong solvents to clean the Chromebook.

- Create a gentle cleaning solution composed of 75% water and 25% white vinegar or just water.
- Disconnect the Chromebook from power and ensure it is off.
- Apply the solution to a cotton cloth, lint free, microfiber, chamois, or some other very soft cloth. New use paper towels or tissues. **Never apply the solution directly on the Chromebook.**
- Wipe the cloth against the screen of the Chromebook in a circular and consistent motion. Rapid circular movements tend to eliminate streaking. Ensure that you apply even pressure to the cloth, but not so much as to cause damage to the screen.
- Repeat these steps for cleaning the outer case and keyboard of the Chromebook.

## **Parent/Guardian Guide**

Talk to your child about values and proper conduct he/she should follow while using the Internet.

Be an active participant in your child's digital life. Have your child show you what sites he/she is navigating, apps used, and current assignments/projects/research.

The following resources will assist in promoting positive conversation(s) between you and your child regarding digital citizenship.

NetSmartz: <http://www.netsmartz.org/Parents>

Common Sense Media: <http://www.commonsensemedia.org/>

***All policies and handbooks referred to in this document can be found on the Lester Prairie Schools' website.***

Grade: \_\_\_\_\_

# Usage Agreement Form

Student's Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_  
Print First and Last Name Print First and Last Name

## Student Agreement

- I will not leave my Chromebook/Chrome Tablet unattended or unsecured at any time.
- I will not lend/share/borrow my Chromebook/Chrome Tablet to anyone.
- I will bring my Chromebook/Chrome Tablet to school charged and ready for use each day.
- School district Chromebook/Chrome Tablet & charger may be sent home unless the parent refuses in writing.
- I will not disassemble, repair, hack, or subvert the security of school devices or networks.
- I have read or will read and understand the Lester Prairie Schools Chromebook/Chrome Tablet Handbook and Policy Manual, Internet Acceptable Use and Safety Policy #524, and Lester Prairie Schools Student Handbook.
- I agree to abide by all Lester Prairie policies governing the use of my technology usage in school & home.
- I understand that my technology devices are subject to inspection by Lester Prairie staff at any time, and school-owned devices remain the property of Lester Prairie Schools.
- The use of a school device is a privilege that can be revoked. Inappropriate use or neglect of a device can result in limits to or loss of use of the Chromebook/Chrome Tablet or any other technology device.
- I understand that I am responsible for any intentional or negligent damage to both personal and school-owned devices and networks.
- I will file a report with the school office in the event of loss/theft or damage/of equipment or failure of the Chromebook/Chrome Tablet.
- I will return the school device and charger in working order as directed by the technology staff.

## Parent/Guardian Agreement

- I have read and understand all terms of Chromebook/Chrome Tablet Handbook and Policy Manual and the Lester Prairie Student Handbook policies and agree to allow my child to participate in the Chromebook 1:1 Program.
- I have discussed the technology expectations with my child and will support the school in guiding my child in using school electronic devices at home and school as an educational tool.
- I am responsible for monitoring and guiding my child's activity on any home technology usage.
- **Damage to school devices or loss (including power charger) will be paid by the parent/guardian of the student-issued device to the district.**

User Insurance Fee is Paid before receiving Chromebook/Chrome Tablet. Deductible Repair Fee of \$55 for each repair/claim needing to be sent for repair at Trafera. The Deductible Repair Fee is only for accidental damage, not for deliberate or negligent damage or theft.

<b>Office use only: Mark when Paid</b>
<b>Required User Insurance Fee</b>
_____ \$35 Required User Insurance Fee (yearly)/\$80 Family Max
Cash: _____ Check: _____
<b>OR</b>
_____ \$20 Free and Reduced Price Lunch Required User Insurance Fee (yearly)/\$45 Family Max
Staff Initials: _____

By signing, we agree to the stipulations set forth in this document as well as the Lester Prairie Schools' Chromebook/Chrome Tablet Handbook and Policy Manual, Internet Acceptable Use and Safety Policy #524, and Lester Prairie School Student Handbook.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INTERNET USE AGREEMENT - STUDENT

### STUDENT

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I understand if I use Google's Additional Services (such as YouTube, Google Maps, Google Earth, and Blogger) through their school-managed Google Workspace for Education account it is for educational purposes only. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

In addition: I give permission for my child to use Google's Additional Services (such as YouTube, Google Maps, Google Earth, and Blogger) through their school-managed Google Workspace for Education account. I understand that these services are not part of the core Google Workspace for Education tools and may collect and use student data in ways that differ from the core services.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**2026-2027 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, 2026. 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

Ross Scheevel

(Boys Sports – please print)

Ross Scheevel

(Girls Sports – please print)

Ross Scheevel

(Speech – please print)

Ross Scheevel

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Brian Heimerl

(Board Member—please print)

Eli LaMott

(Student—please print)

Mike Lee

(Parent—please print)

Wes Kapping

(Faculty Member—please print)

Ross Scheevel

(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: \_\_\_\_\_

**721 ~~UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES PROCUREMENT POLICY~~**

*[NOTE: School districts are required by the federal Uniform Grant Guidance (UGG) regulations, 2 Code of Federal Regulations, Part 200, to have the policies that establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. In June 2018, the United States Office of Management and Budget increased the threshold dollar amounts for both simplified acquisition costs (\$250,000) and micro-purchases (\$10,000). In addition, school districts must comply with Minnesota laws on procurement.]*

**I. PURPOSE**

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district. **This policy also seeks to ensure compliance with Minnesota procurement laws governing school districts.**

**II. DEFINITIONS**

- A. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, section 200.431 (Compensation - Fringe Benefits).
- B. **“Competitive procurement process: means a process for procurement by sealed bids or by proposals under Minnesota Statutes, section 471.345.**
- C. “Contract” means a legal instrument by which **the school district a non-federal entity** purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations, Part 200, does not include a legal instrument, even if the **school district non-federal entity** considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- D. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- E. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit

acquisition cost which exceeds the lesser of the capitalization level established by the ~~school district non-federal entity~~ for financial statement purposes, or \$10,000.

F. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. ~~below: of this definition~~

1.

a. The federal financial assistance that ~~the school district a non-federal entity~~ receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101; or

b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101.

2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2) of ~~the definition of Federal financial assistance in 2 Code of Federal Regulations 200.1, 2 Code of Federal Regulations, section 200.40 (Federal Financial Assistance)~~ or the cost-reimbursement contract awarded under the federal Acquisition Regulations.

3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

G. “Grants” ~~includes:~~

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).

2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

**[NOTE: All requirements outlined in this policy apply to both direct grants and state-administered grants.]**

H. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

I. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, section 200.431(g) for retirees and their spouses, dependents, and survivors.

- J. “Severance pay” is a payment in addition to regular salaries and wages by the school district ~~non-federal entities~~ to workers whose employment is being terminated.
- K. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### III. **PROCUREMENT METHOD OPTIONS** ~~Procurement Methods~~

#### A. Procurement by micro-purchase

The acquisition of supplies or services **when** the aggregate dollar amount of **the procurement transaction which** does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations, subpart 2.1 or as periodically adjusted for inflation).

**[NOTE: Minnesota school districts may choose to increase their federal micro-purchase threshold to \$25,000, which would align with the Minnesota limit. School districts choosing to adopt this increase must annually certify the higher threshold. The annual certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following: ~~for using the higher threshold. Acceptable reasons for justification must meet one of the following criteria:~~ (1) a qualification as a low-risk auditee, in accordance with the criteria established in 2 Code of Federal Regulations, section 200.520 **for the most recent audit**; (2) an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or (3) a higher threshold consistent with state law.]**

#### B. Procurement by small purchase procedures

**This procurement method may be used when the value of the procurement transaction does not exceed the federal simplified acquisition threshold and is within the state threshold of \$175,000. If a small purchase procedure is used, price, or rate quotations must be obtained from an adequate number of qualified sources. Unless specified by the Federal agency, the school district may exercise judgment in determining what number is adequate.**

#### C. Procurement by sealed bids (formal advertising)

This procurement method involves a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

D. Procurement by competitive proposals

This procurement method is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.

E. Procurement by noncompetitive proposals

This procurement method involves solicitation of a proposal from only one source.

**IV. GENERAL PROCUREMENT STANDARDS ACCEPTABLE METHODS OF PROCUREMENT**

- A. The school district must use its own documented procurement procedures that reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered.

H. Thresholds for Employee Purchases

The Superintendent and/or Business Manager, in conjunction with the school board, is responsible for overseeing the procurement process, including establishment of procedures, internal controls, quality assurance, methods of greatest economy, and compliance with all applicable laws. To be valid, all contracts must be approved by the board, except as otherwise provided in this policy.

Individual school district employees may incur expenditures in the following amounts without prior board approval so long as such expenditures are consistent with the school board-approved budget, provided that in all cases the school board retains authority to disapprove any expenditure for any reason at its sole discretion:

1. Any school district employee may make a purchase for use in connection with school district operations when the expenditure is less than \$1,000 and is consistent with this policy's requirements.
2. In addition to the foregoing, the following school district employees may execute a purchase or procurement that requires the expenditure of up to the following amounts:
  - a. Superintendent: Up to \$100,000
  - b. Business Manager: Up to \$25,000

**V. PROCUREMENT METHODS WHEN USING STATE FUNDS**

The school district must use one of the following methods of procurement when using state funds:

A. Procurements for \$25,000 or less

If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the school district's discretion. If the contract is made upon quotation it shall be based, so far as practicable, on at least two (2) quotations which shall be kept on file for a period of at least one (1) year after their receipt.

Alternatively, the school district may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value

under a request for proposals as described in Minnesota Statutes, section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Procurements for \$25,000 or less also may be conducted by micro-purchase.

B. Procurements Exceeding \$25,000 but not \$175,000

1. Sealed Bids or Direct Negotiation

If the amount of the contract is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two (2) or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one (1) year after receipt thereof.

2. Best Value Alternative

As an alternative to the procurement method described in Subparagraph B.1 above, the school district may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minnesota Statutes, section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

C. Procurements Exceeding \$175,000

If the amount of the contract is estimated to exceed \$175,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing school district contracts.

Procurement by Sealed Bids

Procurement by sealed bids means a process in which bids are publicly solicited and a firm fixed price contract by lump sum or unit price is awarded to the responsible bidder whose bid, conforming with all material terms and conditions of the invitation for bids, is the lowest in price. If sealed bids are used, the following requirements apply:

1. bids must be solicited from an adequate number of qualified sources, providing bidders sufficient response time prior to the date set for opening bids;
2. the invitation for bids, which includes any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

3. all bids will be opened at the time and place prescribed in the invitation for bids, and the bids must be opened publicly;
4. a firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that the discounts are usually taken advantage of;
5. any or all bids may be rejected if there is a sound documented reason; and
6. in order for a sealed bid to be feasible, the following conditions must be present:
  - a. a complete, adequate, and realistic specification or purchase description is available;
  - b. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
  - c. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the price.

D. Procurement by Proposals

"Procurement by proposals" means a process in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

1. requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;
2. the school district must have a written method for conducting technical evaluations of the proposals received and for making selections; and
3. contracts must be awarded to the responsible offeror whose proposal is most advantageous to the school district, with price and other factors considered.

## VI. PROCUREMENT METHODS WHEN USING FEDERAL FUNDS ~~MANAGING EQUIPMENT AND SAFEGUARDING ASSETS~~

### A. Procurement by Competitive Proposals

This is a procurement method used when conditions are not appropriate for using sealed bids. This procurement method may result in either a fixed-price or cost-reimbursement contract. If this method is used, the following requirements apply:

1. Requests for proposals require public notice, and all evaluation factors and their relative importance must be identified. Proposals must be solicited from multiple qualified entities. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered;
2. Proposals must be solicited from an adequate number of qualified sources;
3. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
5. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

### B. Procurement by Noncompetitive Proposals

Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:

1. The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold;
2. The item is available only from a single source;
3. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
4. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
5. After solicitation of a number of sources, competition is determined inadequate.

### C. Competition

1. All procurement transactions under the Federal award must be

conducted in a manner that provides full and open competition and is consistent with the standards of 2 Code of Federal Regulations, sections 200.319 and .320

2. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
  - a. Are made in accordance with 2 Code of Federal Regulations, section 200.319(b);
  - b. incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
  - c. identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- D. The school district must ensure that all prequalified lists of persons, firms, or products ~~which are~~ used in ~~procurement transactions acquiring goods and services~~ are current and include enough qualified sources to ensure maximum open ~~and free~~ competition. ~~When establishing or amending prequalified lists, the school district must consider objective factors that evaluate price and cost to maximize competition.~~ The school district must not preclude potential bidders from qualifying during the solicitation period.
- E. ~~The school district is Non-federal entities are~~ prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- F. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered

transactions, unless they are exempt as provided in 2 Code of Federal Regulations, section 180.215.

F. Managing Property and Equipment and Safeguarding Assets

1. Property Standards

The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award. The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations, sections 200.311, 200.314, and 200.315.

2. Managing Equipment

Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

- a. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
- b. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- c. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
- d. Adequate maintenance procedures must be developed to keep property in good condition.
- e. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

H. Cybersecurity

The school district must take reasonable cybersecurity and other measures to safeguard

1. Personally identifiable information;
2. Information that the federal agency or pass-through entity designates as sensitive; and
3. other information that the school district considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

**[NOTE: See 2 CFR 200.303, which establishes internal controls that the school district must implement.]**

## **VII. FINANCIAL MANAGEMENT REQUIREMENTS**

### **A. Financial Management.**

The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used **in accordance with ~~aeording to the~~** federal statutes, regulations, and the terms and conditions of the federal award.

### **B. Payment**

The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control **and accountability.**

Advance payments to the school district must be limited to the minimum amounts needed and **be timed ~~to be in accordance~~** with **the** actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the **school district ~~non-federal entity~~** for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

### **C. Internal Controls**

The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should align with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with the ~~United States Constitution~~, federal statutes, regulations, and the terms and conditions of the federal award.

The school district must evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information **and other information** considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

## VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

### A. Allowable Use of Funds

The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

### B. Definitions

1. **“Advance payment” means a payment that a federal agency or pass-through entity makes by any appropriate payment mechanism and payment method before the school district disburses the funds for program purposes.**
2. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
3. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements).
4. “Omni Circular” also known as “2 Code of Federal Regulations, Part 200s” the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” **or the Uniform Grant Guidance** means federal cost principles that provide standards for determining whether costs may be charged to federal grants.

### C. Allowable Costs

The following items are costs that may be allowable under the 2 Code of Federal Regulations, Part 200s under specific conditions (review the specific part of 2 Code of Federal Regulations 200, subpart E for allowability requirements for the specific cost):

1. Advertising and public relations;
2. Advisory councils;
3. Audit costs and related services;
4. Bonding costs;
5. Compensation - personal services;
6. Compensation – fringe benefits;
7. Conferences
8. Contingency provisions;
9. Depreciation ~~and use allowances~~;
10. Employee ~~morale~~, health and welfare costs;
11. Equipment and other capital expenditures;
12. Gains and losses on disposition of depreciable ~~assets; property and other capital assets and substantial relocation of federal programs~~;
13. Insurance and indemnification;
14. Intellectual property;
15. Maintenance, ~~operations~~, and repair costs;
16. Materials and supplies costs, including costs of computing devices;
17. Memberships, subscriptions, and professional activity costs;
18. Organization costs;
19. Participant costs;
20. Plant and security costs;
21. Pre-award costs;
22. Professional service costs;
23. Proposal costs;
24. Publication and printing costs;
25. Rearrangement and ~~reconversion alteration~~ costs;
26. Recruiting costs;
27. Relocation costs of employees;

28. Rental costs of buildings and equipment;
29. Scholarships, student aid costs, and tuition remission;
30. Specialized service facilities;
31. Taxes;
32. Telecommunication and video surveillance costs;
33. Termination and standard closeout costs;
34. Training and education costs;
35. Transportation costs; and
36. Travel costs.

D. Costs Forbidden by Federal Law

2 Code of Federal Regulations, Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list below provides examples of such costs. If a cost is on this list, it may not be supported with federal funds unless an exception exists (review the specific part of 2 Code of Federal Regulations 200, subpart E for possible exceptions to unallowable costs). The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations, Part 200, subpart E; thus, the following list is not exhaustive:

1. Alcoholic beverages;
2. Bad debts;
3. Contingency provisions (with limited exceptions);
4. Contributions and donations;
5. Entertainment (with limited exception);
6. Fines, penalties, damages, and other settlements;
7. Fundraising and investment management costs (with limited exceptions);
8. General costs of government (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
9. Goods or services for personal use;
10. Interest, except interest specifically stated in 2 Code of Federal Regulations, section 200.449 as allowable;
11. Lobbying;
12. Losses on other Federal awards or contracts;
13. Selling and marketing;

14. Student activity costs;
15. Religious use;
16. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
17. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
18. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes core principles that serve as an important guide for effective grant management. These core principles require all costs to be:

1. Necessary for the proper and efficient performance or administration of the program.
2. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
3. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or

services purchased with federal funds so they can prove they were used for federal program purposes.

4. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
5. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules

The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require ~~school districts local education agencies (LEAs)~~ to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three (3) situations:
  - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
  - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
  - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions

Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

K. Reduction in Aid

If the school district makes a purchase without a procurement policy adopted by the school board or makes a purchase not in conformity with the school district's procurement policy, the Commissioner may reduce that school district's state aid in an amount equal to the purchase.

L. Property, Financial Investments, and Contracting

The school district is subject to and must comply with Minnesota Statutes, sections 15.054 and 118A.01 to 118A.06 governing government property and financial investments and sections 471.38, 471.391, 471.392, and 471.425 governing municipal contracting.

K. Mandatory Disclosures

The school district must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in 18 United States Code or a violation of the civil False Claims Act (31 United States Code, sections 3729–3733).

The disclosure must be made in writing to the **DOE, MDE, and the MDE Federal agency, the agency's** Office of Inspector General **and pass-through entity** (if applicable). School districts are also required to report matters related to **school district recipient** integrity and performance in accordance with Appendix XII of 2 Code of Federal Regulations, part 200. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.

## IX. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

### A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written **school district** policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with the school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity-wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

### B. Compensation – Fringe Benefits

#### 1. During leave

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
  - b. The costs are equitably allocated to all related activities, including federal awards; and
  - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations, section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the school district's written policies.
5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established school district's written policies.
6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification

Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.

D. Recruiting Costs

Short-term travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:

1. Critical and necessary for the conduct of the project;
2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
3. Consistent with the school district's cost accounting practices and school district policy; and
4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.

E. Travel Costs

**Under 2 Code of Federal Regulations, section 200.475, travel costs include the transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.**

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip. **The method used must be** consistent with those normally allowed in like circumstances in the school district's **other non-federally-funded** activities and in accordance with the school district's

established written policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations **as a result of according to** the school district's written policy.

In addition, when costs are charged directly to the federal award, documentation must justify that:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established written policy.

Temporary dependent care costs above and beyond regular dependent care **are that directly results from travel to conferences is** allowable provided that these costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's **established written documented travel** policy for all school district travel; and
3. Only temporary during the travel period.

**[NOTE: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 Code of Federal Regulations, section 200.208 (Specific Conditions).**

**If the DOE or MDE determines that noncompliance cannot be remedied by imposing specific conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold payments **until the school district takes corrective action; pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE;** 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the costs **for all or part of the activity associated with the noncompliance; or action not in compliance;** 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 Code of Federal Regulations, Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards **(new awards or continuation funding)** for the project or program; and/or 6) Take other remedies that may be legally available.]**

## **X. SUBRECIPIENT MONITORING**

**[NOTE: MDE auditors have stated that subrecipient monitoring must be covered in policy.]**

A. The school district will:

1. Verify that the subrecipient is not excluded or disqualified in accordance with 2 Code of Federal Regulations, section 180.300. Verification methods are provided in section 180.300, which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving federal funds.
2. Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the information provided below. A pass-through entity must provide the best available information when some of the information below is unavailable. A pass-through entity must provide the unavailable information when it is obtained.
  - a. Required information includes:
    - (1) Federal award identification
      - i. Subrecipient's name (must match the name associated with its unique entity identifier);
      - ii. Subrecipient's unique entity identifier;
      - iii. Federal Award Identification Number (FAIN);
      - iv. Federal Award Date;
      - v. Subaward Period of Performance Start and End Date;
      - vi. Subaward Budget Period Start and End Date;
      - vii. Amount of Federal Funds Obligated in the subaward;
      - viii. Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity, including the current financial obligation;
      - ix. Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;
      - x. Federal award project description, as required by the Federal Funding Accountability and Transparency Act (FFATA);

- xi. Name of the Federal agency, pass-through entity, and contact information for awarding official of the pass-through entity;
  - xii. Assistance Listings title and number; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at the time of disbursement;
  - xiii. Identification of whether the federal award is for research and development; and
  - xiv. Indirect cost rate for the federal award (including if the de minimis rate is used in accordance with 2 Code of Federal Regulations, section 200.414).
- (2) All requirements of the subaward, including requirements imposed by Federal statutes, regulations, and the terms and conditions of the Federal award;
  - (3) Any additional requirements that the pass-through entity imposes on the subrecipient for the pass-through entity to meet its responsibilities under the Federal award. This includes information and certifications (see 2 Code of Federal Regulations, section 200.415) required for submitting financial and performance reports that the pass-through entity must provide to the federal agency;
  - (4) Indirect cost rate:
  - (5) A requirement that the subrecipient permit the pass-through entity and auditors to access the subrecipient's records and financial statements for the pass-through entity to fulfill its monitoring requirements; and
  - (6) Appropriate terms and conditions concerning the closeout of the subaward.
3. Evaluate each subrecipient's fraud risk and risk of noncompliance with a subaward to determine the appropriate subrecipient monitoring described in 2 Code of Federal Regulations, section 200.332, paragraph (f). When evaluating a subrecipient's risk, a pass-through entity should consider the following:
- a. The subrecipient's prior experience with the same or similar subawards;

- b. The results of previous audits. This includes considering whether or not the subrecipient receives a Single Audit in accordance with 2 Code of Federal Regulations, part 200, subpart F and the extent to which the same or similar subawards have been audited as a major program;
  - c. Whether the subrecipient has new personnel or new or substantially changed systems; and
  - d. The extent and results of any federal agency monitoring (for example, if the subrecipient also receives federal awards directly from the federal agency).
- 4. If appropriate, consider implementing specific conditions in a subaward as described in 2 Code of Federal Regulations, section 200.208 and notify the Federal agency of the specific conditions.
- 5. Monitor the activities of a subrecipient as necessary to ensure that the subrecipient complies with Federal statutes, regulations, and the terms and conditions of the subaward. The pass-through entity is responsible for monitoring the overall performance of a subrecipient to ensure that the goals and objectives of the subaward are achieved. In monitoring a subrecipient, a pass-through entity must:
  - a. Review financial and performance reports.
  - b. Ensure that the subrecipient takes corrective action on all significant developments that negatively affect the subaward. Significant developments include Single Audit findings related to the subaward, other audit findings, site visits, and written notifications from a subrecipient of adverse conditions which will impact their ability to meet the milestones or the objectives of a subaward. When significant developments negatively impact the subaward, a subrecipient must provide the pass-through entity with information on their plan for corrective action and any assistance needed to resolve the situation.
  - c. Issue a management decision for audit findings pertaining only to the Federal award provided to the subrecipient from the pass-through entity as required by 2 Code of Federal Regulations, section 200.521.
  - d. Resolve audit findings specifically related to the subaward. However, the pass-through entity is not responsible for resolving cross-cutting audit findings that apply to the subaward and other Federal awards or subawards. If a subrecipient has a current Single Audit report and has not been excluded from receiving Federal funding (meaning, has not been debarred or suspended), the pass-

through entity may rely on the subrecipient's cognizant agency for audit or oversight agency for audit to perform audit follow-up and make management decisions related to cross-cutting audit findings in accordance with 2 Code of Federal Regulations, section 200.513(a)(4)(viii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.

6. Depending upon the pass-through entity's assessment of the risk posed by the subrecipient (as described in 2 Code of Federal Regulations, section 200.332, paragraph (c)), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:
  - a. Providing subrecipients with training and technical assistance on program-related matters;
  - b. Performing site visits to review the subrecipient's program operations; and
  - c. Arranging for agreed-upon-procedures engagements as described in 2 Code of Federal Regulations, section 200.425.
7. Verify that a subrecipient is audited as required by 2 Code of Federal Regulations, part 200, subpart F.
8. Consider whether the results of a subrecipient's audit, site visits, or other monitoring necessitate adjustments to the pass-through entity's records.
9. Consider taking enforcement action against noncompliant subrecipients as described in 2 Code of Federal Regulations, section 200.339 and in program regulations.

## **XI. CONFLICT OF INTEREST**

### **A. Standards of Conduct**

The school district will maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

- B. No employee, officer, agent, or board member may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, agent, or board member, any member of his or her

immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, agents, and board members of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, agents, or board members of the school district. Disciplinary actions may be undertaken pursuant to the school district's Discipline, Suspension, and Dismissal of School Employees policy.

The school district's Conflict of Interest policies and procedures provide additional measures regarding conflicts of interest.

**[Note: The Minnesota Department of Education confirmed that the "written standards of conduct" required under 2 Code of Federal Regulations, section 200.318(c)(1) may appear in this policy, another policy and/or in an employee handbook. School boards may decide whether to adopt this section or address written standards of conduct elsewhere.]**

C. Organizational Conflicts of Interest

If the school district has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the school district must maintain written standards concerning organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization.

D. Disclosing Conflicts of Interest

The school district will disclose in writing any potential conflict of interest to MDE in accordance with established federal agency policies.

**Legal References:** Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)  
Minn. Stat. § 16C.28 (Contracts; Awards)  
Minn. Stat. § 118A.01-.06 (Deposit and Investment of Local Public Funds)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 471.38 (Claims)  
Minn. Stat. § 471.391 (Declaration Form)  
Minn. Stat. § 471.392 (Penalty)  
Minn. Stat. § 471.425 (Prompt Payment of Local Government Bills)

18 U.S.C. (Crimes and Criminal Procedures)  
31 U.S.C. §§ 3729–3733 (False Claims)  
2 C.F.R. § 180.215 (Which Nonprocurement Transactions are Not Covered Transactions)  
2 C.F.R. § 180.300 (What Must I Do before I Enter Into a Covered Transaction with Another Person at the Next Lower Tier?)  
2 C.F.R. 200 Subpart E (Cost Principles)  
2 C.F.R. 200 Subpart F (Audit Requirements)  
2 C.F.R. § 200.1 (Definitions)  
2 C.F.R. § 200.101 (Applicability)  
2 C.F.R. § 200.112 (Conflict of Interest)  
2 C.F.R. § 200.113 (Mandatory Disclosures)  
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Merit of Proposals)  
2 C.F.R. § 200.208 (Specific Conditions)  
2 C.F.R. § 200.214 (Suspension and Debarment)  
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)  
2 C.F.R. § 200.302 (Financial Management)  
2 C.F.R. § 200.303 (Internal Controls)  
2 C.F.R. § 200.305(b)(1) (Federal Payment)  
2 C.F.R. § 200.310 (Insurance Coverage)  
2 C.F.R. § 200.311 (Real Property)  
2 C.F.R. § 200.312 (Federally-owned and Exempt Property)  
2 C.F.R. § 200.313(d) (Equipment)  
2 C.F.R. § 200.314 (Supplies)  
2 C.F.R. § 200.315 (Intangible Property)  
2 C.F.R. § 200.318 (General Procurement Standards)  
2 C.F.R. § 200.319(c) (Competition)  
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)  
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms)  
2 C.F.R. § 200.328 (Financial Reporting)  
2 C.F.R. § 200.332 (Requirements for Pass-Through Entities)  
2 C.F.R. § 200.339 (Remedies for Noncompliance)  
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)  
2 C.F.R. § 200.413 (Direct Costs)  
2 C.F.R. § 200.414 (Indirect Costs)  
2 C.F.R. § 200.415 (Required Certifications)  
2 C.F.R. § 200.425 (Audit Services)  
2 C.F.R. § 200.430 (Compensation – Personal Services)  
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)  
2 C.F.R. § 200.447 (Insurance and Indemnification)  
2 C.F.R. § 200.463 (Recruiting Costs)  
2 C.F.R. § 200.464 (Relocation Costs of Employees)  
2 C.F.R. § 200.474 (Transportation Costs)  
2 C.F.R. § 200.475 (Travel Costs)  
2 C.F.R. § 200.513 (Responsibilities)  
2 C.F.R. § 200.521 (Management Decisions)

45 C.F.R. § 75.2 (Definitions)  
45 C.F.R. § 75.317 (Insurance Coverage)  
45 C.F.R. § 75.320 (Equipment)  
48 C.F.R. Subpart 2.1 (Definitions)

**Cross References:** MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)  
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)  
MSBA/MASA Model Policy 703 (Annual Audit)

**Resources:** Minnesota Department of Education (MDE): [Procurement Handbook](#) [January 8, 2025] (accessed 01/07/26)  
MDE: [Competitive Proposal Method](#) [April 2020] (accessed 01/07/26)  
Office of Management and Budget: [OMB Guidance for Federal Financial Assistance \(Uniform Guidance\)](#) (accessed 02/20/26)  
U.S. DOE: [Education Department General Administrative Regulations \(EDGAR\) and Other Applicable Grant Regulations](#) (accessed 01/09/26)  
U.S. DOE: [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) (accessed 01/09/26)

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

NOTICE OF ASSIGNMENT (NON-CERTIFIED less than 35 weeks)  
LESTER PRAIRIE ISD #424

TO: Ashley Alberts

DATE: 5/13/2026

SUBJECT: NOTICE OF ASSIGNMENT

Notice of salary and assignment for the Summer of 2026 and school year 2025-2026.

1) Your basic assignment for Summer of 2026 and school year 2025-2026:

Kid's Depot Worker with assigned duties.

Level 4 Step 5

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

3) Your salary effective on or about 7/1/25 will be \$18.28.

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

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

  
Employee Signature

\_\_\_\_\_  
Board Signature

5/13/26

Date

\_\_\_\_\_  
Date

White – Employee File  
Green – Employee Copy

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

**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/8/2026

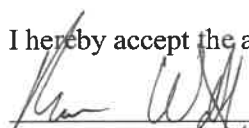
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Marc Wawrzyniak** for the following extra curricular assignment:

Assistant Football Coach BA-0 (7% @ \$44,582.00) -

For this assignment you will be paid a total of \$3,120.74.00. **\*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

5-8-26  
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 \_\_\_\_\_, 2026. Ind. District No. 424

\_\_\_\_\_  
Chairperson's Signature

\_\_\_\_\_  
Clerk's Signature

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

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

NOTICE OF ASSIGNMENT (NON-CERTIFIED less than 35 weeks)  
LESTER PRAIRIE ISD #424

TO: Ashley Heckson

DATE: 5/13/2026

SUBJECT: NOTICE OF ASSIGNMENT

Notice of salary and assignment for the Summer of 2026 and school year 2025-2026.

1) Your basic assignment for Summer of 2026 and school year 2025-2026:

Kid's Depot Worker with assigned duties.

Level 4 Step 5

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

3) Your salary effective on or about 7/1/25 will be \$18.28.

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

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

  
Employee Signature

\_\_\_\_\_  
Board Signature

5/12/2026  
Date

\_\_\_\_\_  
Date

White – Employee File  
Green – Employee Copy

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

NOTICE OF ASSIGNMENT (NON-CERTIFIED less than 35 weeks)  
LESTER PRAIRIE ISD #424

TO: Kim Schauer

DATE: 5/13/2026

SUBJECT: NOTICE OF ASSIGNMENT

Notice of salary and assignment for the Summer of 2026 and school year 2025-2026.

1) Your basic assignment for Summer of 2026 and school year 2025-2026:

Kid's Depot Worker with assigned duties.  
Level 4 Step 6

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

3) Your salary effective on or about 7/1/25 will be \$18.61.

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

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

  
\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Board Signature

5/13/26  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

White – Employee File  
Green – Employee Copy

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

NOTICE OF ASSIGNMENT (NON-CERTIFIED less than 35 weeks)  
LESTER PRAIRIE ISD #424

TO: Ann Eastling

DATE: 5/13/2026

SUBJECT: NOTICE OF ASSIGNMENT

Notice of salary and assignment for the Summer of 2026 and school year 2025-2026.

1) Your basic assignment for Summer of 2026 and school year 2025-2026:

Kid's Depot Worker with assigned duties.

Level 4 Step 1

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

3) Your salary effective on or about 6/1/2026 will be \$16.25

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

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

  
Employee Signature

5/13/26  
Date

\_\_\_\_\_  
Board Signature

\_\_\_\_\_  
Date

White – Employee File  
Green – Employee Copy

April 21, 2026

Dear Ross Scheevel,

I am writing to inform you that I will be resigning from my position as the C-Squad Volleyball and JV/C - Squad softball coach at Lester Prairie for the 2026-2027 seasons.

Due to my position of getting a job at another school, it is no longer possible for me to continue to coach for the Lester Prairie Volleyball program. I have enjoyed working with the athletes and getting to be a part of the coaching community.

This was not an easy decision; however, it is the best course of action at this time. Thank you for your support and understanding.

Sincerely,

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

Emma Blashack

April 16, 2026

Dear Ross Scheevel,

I am writing to formally resign from my position as Varsity Cheerleading Coach at Lester Prairie.

This was not an easy decision, as I have truly enjoyed working with the athletes and being part of the program. Coaching this team has been a meaningful experience, and I am grateful for the opportunity to support and work with such dedicated students.

At this time, I have decided to step away from coaching to focus on my next steps professionally. I appreciate all of the support I have received during my time in this role.

Please let me know how I can help during this transition. I want to ensure a smooth handoff for the team and program.

Thank you again for the opportunity to be part of the Lester Prairie Cheerleading Program.

Sincerely,

A handwritten signature in cursive script that reads "Taylor Bayerl". The signature is written in black ink and is positioned above the printed name.

Taylor Bayerl

## Resignation

1 message

Angela Hoover <hoover@lp.k12.mn.us>

Thu, May 7, 2026 at 3:31 PM

To: Mike Lee <lee@lp.k12.mn.us>

Hello Mike,

This is my official resignation notice. I will be finishing out the school year but not returning next year.

Thank you for the amazing opportunity of working for the school I have learned a lot and it helped me move forward in my career.

Thank you

Angie

30 April 2026

Dear Mr. Lee,

I am writing to formally resign from my position as the Middle School Special Education Teacher at Lester Prairie Public Schools, effective at the end of the 2025-2026 school year.

I appreciate the opportunity to have been part of the school community and am tremendously grateful for the students and staff that I have worked closely with during my time here.

Thank you for your understanding.

Sincerely,

Mary Wenisch

Lester Prairie Public Schools

LANE CHANGE REQUEST

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

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

Name of Course	Credits	Year Completed
Lit5203 Strengthening Literacy	3	
Lit5323 Literacy Across Curriculum	3	
Lit5333 Interdisciplinary Literacy	3	
Lit5343 Implementing Lit in context	3	

I am currently on step 11 lane BA+16 at a salary of \$ 54,830

This would place me on step 11 lane BA+20 at a salary of \$ 55,276

J. Lester 4-21-26  
Instructor's Signature      Date      Approval      Date

Cara Cline

Lester Prairie Public Schools

LANE CHANGE REQUEST

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

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

Name of Course	Credits	Year Completed
Lit 5343 Implementing Literacy	3	2025
Lit 5323 Lit Across Curriculum	3	2026
Lit 5333 Interdisciplinary Lit	3	2026
Lit 5203 Strengthening Lit	3	2026

I am currently on step 7 lane BA+20 at a salary of \$ 51,431

This would place me on step 7 lane BA+30 at a salary of \$ 51,874

Cara Cline      4/22/26      \_\_\_\_\_      \_\_\_\_\_  
Instructor's Signature      Date      Approval      Date

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

NOTICE OF ASSIGNMENT (NON-CERTIFIED less than 35 weeks)  
LESTER PRAIRIE ISD #424

TO: Ashley Alberts

DATE: 5/13/2026

SUBJECT: NOTICE OF ASSIGNMENT

Notice of salary and assignment for the Summer of 2026 and school year 2025-2026.

1) Your basic assignment for Summer of 2026 and school year 2025-2026:

Kid's Depot Worker with assigned duties.

Level 4 Step 5

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

3) Your salary effective on or about 7/1/25 will be \$18.28.

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

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

  
Employee Signature

\_\_\_\_\_  
Board Signature

5/13/26

Date

\_\_\_\_\_  
Date

White – Employee File  
Green – Employee Copy

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

**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/8/2026

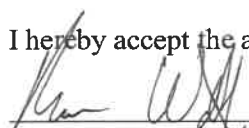
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Marc Wawrzyniak** for the following extra curricular assignment:

Assistant Football Coach BA-0 (7% @ \$44,582.00) -

For this assignment you will be paid a total of \$3,120.74.00. **\*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

5-8-26  
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 \_\_\_\_\_, 2026. Ind. District No. 424

\_\_\_\_\_  
Chairperson's Signature

\_\_\_\_\_  
Clerk's Signature

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

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

NOTICE OF ASSIGNMENT (NON-CERTIFIED less than 35 weeks)  
LESTER PRAIRIE ISD #424

TO: Ashley Heckson

DATE: 5/13/2026

SUBJECT: NOTICE OF ASSIGNMENT

Notice of salary and assignment for the Summer of 2026 and school year 2025-2026.

1) Your basic assignment for Summer of 2026 and school year 2025-2026:

Kid's Depot Worker with assigned duties.

Level 4 Step 5

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

3) Your salary effective on or about 7/1/25 will be \$18.28.

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

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

  
Employee Signature

\_\_\_\_\_  
Board Signature

5/12/2026  
Date

\_\_\_\_\_  
Date

White – Employee File  
Green – Employee Copy

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

NOTICE OF ASSIGNMENT (NON-CERTIFIED less than 35 weeks)  
LESTER PRAIRIE ISD #424

TO: Kim Schauer

DATE: 5/13/2026

SUBJECT: NOTICE OF ASSIGNMENT

Notice of salary and assignment for the Summer of 2026 and school year 2025-2026.

1) Your basic assignment for Summer of 2026 and school year 2025-2026:

Kid's Depot Worker with assigned duties.  
Level 4 Step 6

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

3) Your salary effective on or about 7/1/25 will be \$18.61.

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Board Signature

5/13/26  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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Green – Employee Copy

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

NOTICE OF ASSIGNMENT (NON-CERTIFIED less than 35 weeks)  
LESTER PRAIRIE ISD #424

TO: Ann Eastling

DATE: 5/13/2026

SUBJECT: **NOTICE OF ASSIGNMENT**

Notice of salary and assignment for the Summer of 2026 and school year 2025-2026.

1) Your basic assignment for Summer of 2026 and school year 2025-2026:

Kid's Depot Worker with assigned duties.

Level 4 Step 1

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3) Your salary effective on or about 6/1/2026 will be \$16.25

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\_\_\_\_\_  
Employee Signature

5/13/26  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Signature

\_\_\_\_\_  
Date

White – Employee File  
Green – Employee Copy

April 21, 2026

Dear Ross Scheevel,

I am writing to inform you that I will be resigning from my position as the C-Squad Volleyball and JV/C - Squad softball coach at Lester Prairie for the 2026-2027 seasons.

Due to my position of getting a job at another school, it is no longer possible for me to continue to coach for the Lester Prairie Volleyball program. I have enjoyed working with the athletes and getting to be a part of the coaching community.

This was not an easy decision; however, it is the best course of action at this time. Thank you for your support and understanding.

Sincerely,

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

Emma Blashack

April 16, 2026

Dear Ross Scheevel,

I am writing to formally resign from my position as Varsity Cheerleading Coach at Lester Prairie.

This was not an easy decision, as I have truly enjoyed working with the athletes and being part of the program. Coaching this team has been a meaningful experience, and I am grateful for the opportunity to support and work with such dedicated students.

At this time, I have decided to step away from coaching to focus on my next steps professionally. I appreciate all of the support I have received during my time in this role.

Please let me know how I can help during this transition. I want to ensure a smooth handoff for the team and program.

Thank you again for the opportunity to be part of the Lester Prairie Cheerleading Program.

Sincerely,

A handwritten signature in cursive script that reads "Taylor Bayerl". The signature is written in black ink and is positioned above the printed name.

Taylor Bayerl



Mike Lee <lee@lp.k12.mn.us>

## Resignation

1 message

Angela Hoover <hoover@lp.k12.mn.us>

Thu, May 7, 2026 at 3:31 PM

To: Mike Lee <lee@lp.k12.mn.us>

Hello Mike,

This is my official resignation notice. I will be finishing out the school year but not returning next year.

Thank you for the amazing opportunity of working for the school I have learned a lot and it helped me move forward in my career.

Thank you

Angie

30 April 2026

Dear Mr. Lee,

I am writing to formally resign from my position as the Middle School Special Education Teacher at Lester Prairie Public Schools, effective at the end of the 2025-2026 school year.

I appreciate the opportunity to have been part of the school community and am tremendously grateful for the students and staff that I have worked closely with during my time here.

Thank you for your understanding.

Sincerely,

Mary Wenisch

Lester Prairie Public Schools

LANE CHANGE REQUEST

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

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

Name of Course	Credits	Year Completed
Lit5203 Strengthening Literacy	3	
Lit5323 Literacy Across Curriculum	3	
Lit5333 Interdisciplinary Literacy	3	
Lit5343 Implementing Lit in context	3	

I am currently on step 11 lane BA+16 at a salary of \$ 54,830

This would place me on step 11 lane BA+20 at a salary of \$ 55,276

J. Lester 4-21-26  
Instructor's Signature Date Approval Date

Cara Cline

Lester Prairie Public Schools

LANE CHANGE REQUEST

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

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

Name of Course	Credits	Year Completed
Lit 5343 Implementing Literacy	3	2025
Lit 5323 Lit Across Curriculum	3	2026
Lit 5333 Interdisciplinary Lit	3	2026
Lit 5203 Strengthening Lit	3	2026

I am currently on step 7 lane BA+20 at a salary of \$ 51,431

This would place me on step 7 lane BA+30 at a salary of \$ 51,874

Cara Cline      4/22/26      \_\_\_\_\_      \_\_\_\_\_  
Instructor's Signature      Date      Approval      Date

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

NOTICE OF ASSIGNMENT (NON-CERTIFIED less than 35 weeks)  
LESTER PRAIRIE ISD #424

TO: Ashley Alberts

DATE: 5/13/2026

SUBJECT: NOTICE OF ASSIGNMENT

Notice of salary and assignment for the Summer of 2026 and school year 2025-2026.

1) Your basic assignment for Summer of 2026 and school year 2025-2026:

Kid's Depot Worker with assigned duties.

Level 4 Step 5

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

3) Your salary effective on or about 7/1/25 will be \$18.28.

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

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

  
Employee Signature

\_\_\_\_\_  
Board Signature

5/13/26

Date

\_\_\_\_\_  
Date

White – Employee File  
Green – Employee Copy

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

**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2026-2027**

DATE: 5/8/2026

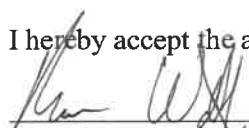
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2026, enters into this agreement with **Marc Wawrzyniak** for the following extra curricular assignment:

Assistant Football Coach BA-0 (7% @ \$44,582.00) -

For this assignment you will be paid a total of \$3,120.74.00. **\*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

5-8-26  
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 \_\_\_\_\_, 2026. Ind. District No. 424

\_\_\_\_\_  
Chairperson's Signature

\_\_\_\_\_  
Clerk's Signature

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

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

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TO: Ashley Heckson

DATE: 5/13/2026

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Board Signature

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TO: Kim Schauer

DATE: 5/13/2026

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TO: Ann Eastling

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Mike Lee <lee@lp.k12.mn.us>

## Resignation

1 message

Angela Hoover <hoover@lp.k12.mn.us>

Thu, May 7, 2026 at 3:31 PM

To: Mike Lee <lee@lp.k12.mn.us>

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