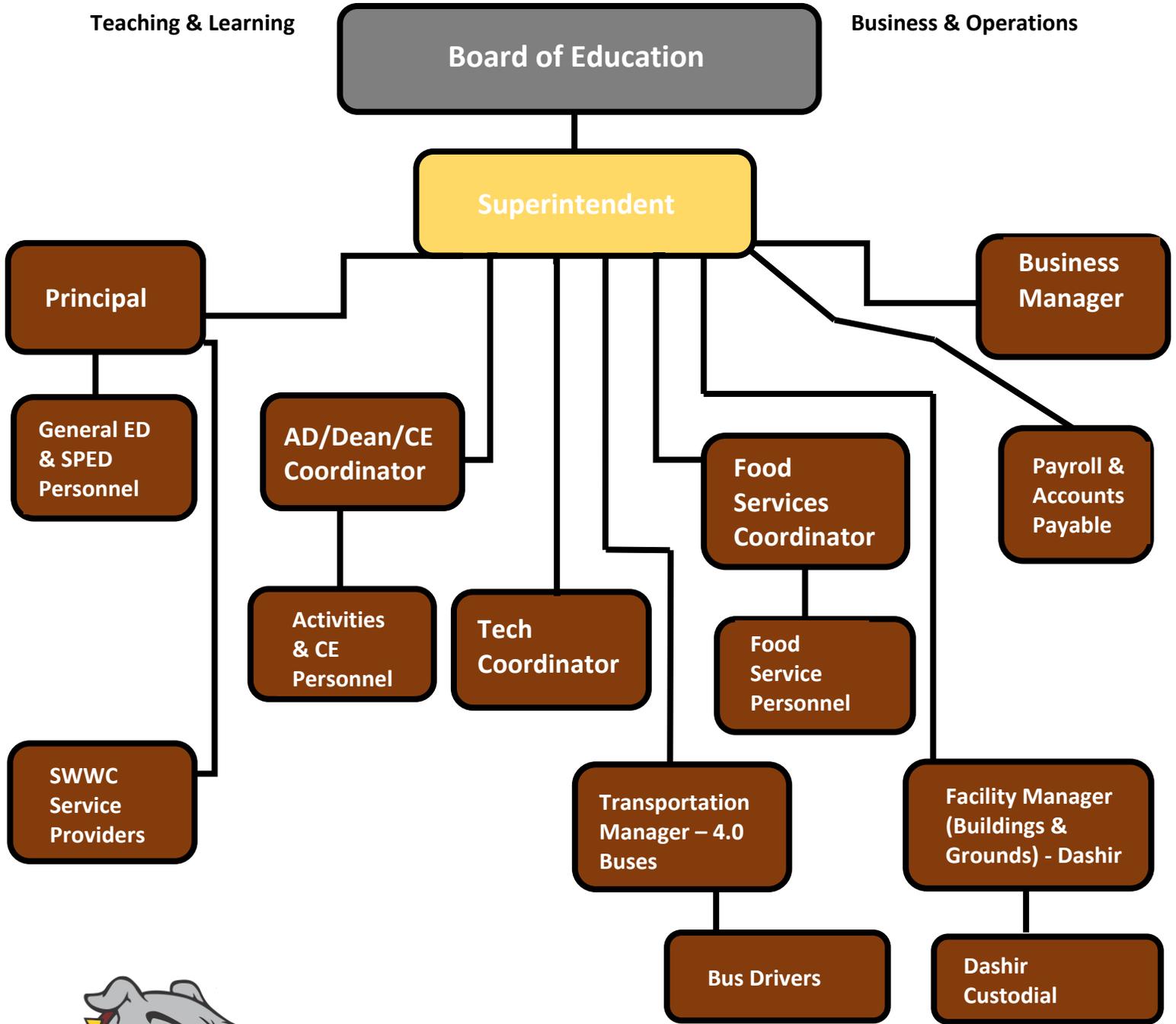


Lester Prairie Schools
 Independent School District 424
 Organizational Chart



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

LESTER PRAIRIE SCHOOLS INDEPENDENT SCHOOL DISTRICT 424

This communication protocol is intended to assist families and staff with determining who to contact when an issue arises. Many parental questions are easily and completely answered by communicating directly with the classroom or program teacher. Each situation should first be addressed at level one with an appeals process moving on to the next level on the chain of command.

A. On matters involving ELEMENTARY CURRICULUM AND INSTRUCTION

1. Classroom Teacher			
2. Principal	Mike Lee	lee@lp.k12.mn.us	320-395-2521 ext. 1102

B. On matters involving HIGH SCHOOL CURRICULUM AND INSTRUCTION, follow this path:

1. Student will communicate with the Classroom Teacher			
2. Student & Parent will communicate with the Classroom Teacher			
3. Counselor	Christine Mattson	mattson@lp.k12.mn.us	320-395-2521 ext. 1141
4. Principal	Mike Lee	lee@lp.k12.mn.us	320-395-2521 ext. 1102

C. On matters involving SPECIAL EDUCATION, follow this path:

1. Classroom Teacher			
2. Special Education Case Manager			
3. Principal	Mike Lee	lee@lp.k12.mn.us	320-395-2521 ext. 1102
4. SPED Director	Hannah Hanson	hannah.hanson@swsc.org	507-537-2240

D. On matters involving ATHLETICS, follow this path:

1. Player contacts the Coach (Face to Face)			
2. Player and Parent(s) meet with the Coach			
3. Activities Director	Ross Scheevel	scheevel@lp.k12.mn.us	320-395-2521 ext. 1184
4. Principal	Mike Lee	lee@lp.k12.mn.us	320-395-2521 ext. 1102

E. On matters involving EXTRA-CURRICULAR/CLUBS, follow this path:

1. Player contacts the Advisor (Face to Face)			
2. Player and Parent(s) meet with the Advisor			
3. Activities Director	Ross Scheevel	scheevel@lpk12.mn.us	320-395-2521 ext. 1184
4. Principal	Mike Lee	lee@lp.k12.mn.us	320-395-2521 ext. 1102

F. On matters involving COMMUNITY EDUCATION, follow this path:

1. Student and Parent will communicate with the instructor.			
2. CE Supervisor	Kim Schauer	schauer@lp.k12.mn.us	320-395-2521 ext. 1100
3. CE Coordinator	Ross Scheevel	scheevel@lp.k12.mn.us	320-395-2521 ext. 1184

G. On matters involving DISCIPLINE, follow this path:

1. Student will communicate with the Classroom Teacher			
2. Student & Parent will communicate with the Classroom Teacher			
3. Dean	Ross Scheevel	scheevel@lp.k12.mn.us	320-395-2521 ext. 1184
4. Principal	Mike Lee	lee@lp.k12.mn.us	320-395-2521 ext. 1102

H. On matters involving HEALTH SERVICES, follow this path:

1. Health Office	Kim Schauer	Schauer@lp.k12.mn.us	320-395-2521 ext. 1105
2. SWWC Regional Nurse	Morgan Litzau	Morgan.Litzau@swsc.org	320-894-2583

I. On matters involving TECHNOLOGY, follow this path:

1. Parent/Student will communicate with the Classroom Teacher			
2. Tech Coordinator	Marc Wawrzyniak	wawrzyniak@lp.k12.mn.us	320-395-2521 ext. 1133

J. On matters involving FACILITIES/BUILDINGS AND GROUNDS, follow this path:

1. Facility Manager	Lisa Hins	hins@lp.k12.mn.us	320-395-2521 ext. 1170
2. Area Manager	Todd Nelson	tnelson@dashirmanagement.com	

K. On matters involving TRANSPORTATION, follow this path:

1. Transportation Manager	Nicole McKee	fourpointo.com	320-543-4650
2. Principal	Mike Lee	lee@lp.k12.mn.us	320-395-2521 ext. 1102

L. To resolve all matters ***only*** after you have followed the levels outlined above, please contact:

1. Superintendent	Dr. Melissa Radeke	radeke@lp.k12.mn.us	320-395-2521 ext. 1106
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