



1000 Fifth Avenue SE, Hutchinson, Minnesota 55350 320.234.6362(w) 320.234.6300(f) www.newdiscoveries.org

Official Board Meeting Agenda

Monday, December 21, 2020 – 5:30 p.m. – on site at NDMA and Electronically via Zoom due to pandemic
(Contact tara.erickson@newdiscoveries.org for full board packet or Zoom link information)

1. Call Meeting to Order – Roll Call
2. Welcome/Introduction of Guests
3. Spotlight Report – Presentation/Report by Auditor
4. Approval of Agenda
5. Approval of Consent Agenda
 - a. Minutes of November 16, 2020 Meeting
 - b. Submitted Committee Reports
6. Financial Reports
 - a. November 2020 financial statements
 - b. Approve November 2020 supplemental information report
 - c. Receive the FY20 Audit Report
7. Reports
 - a. Executive & Associate Directors
 - i. Personnel changes – resignations, dismissals, reassignments, and new employments
 - ii. Strategic Plan Update
 - iii. Environmental Education Update
 - iv. Academic Testing and Achievement Update
 - v. Enrollment Update
 - vi. Activities and Happenings related to the school, staff, students, families, community
 - b. Board Activities
 - i. Board training in the area of governance: Discuss “Board-CEO Relationship” (pp. 127-148, Charter School Board University)
8. Old Business
 - a. Approve FY21 Strategic Plan
 - b.
9. New Business
 - a. Approve review of the following policies: 214P Out-of-State Travel by School Board Members; 410P Family & Medical Leave; 102P - Equal Educational Opportunity, 203P – Operation of NDMA Board, 205P - Open Meetings & Closed Meetings, 208P - Development, Adoption, & Implementation of Policies, 210.1P Conflict of Interest, 213P – School Board Committees, 304P - Executive Compensation
 - b. Approve renewal of the \$400,000 line of credit with Citizens Bank and Trust Co.
 - c. Designate a restricted fund for the establishment of an NDMA Foundation.
 - d.
10. Upcoming Meetings/Events/Announcements
 - a. Next board meeting, January 18, 2021 – 5:30 p.m.
 - b. Finance Committee Meeting, January 11, 2021 – 12:00 p.m.
 - c. Policy/Governance Committee Meeting, January 11, 2021 – 1:00 p.m.
11. Adjournment

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**Draft Official Board of Directors
Meeting Minutes**

Monday, November 16, 2020 – 5:30 p.m. – NDMA and Electronically via Zoom due to pandemic
(Contact tara.erickson@newdiscoveries.org for Zoom link information or see website
[https://newdiscoveries.org/agendas-minutes/.](https://newdiscoveries.org/agendas-minutes/))

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was held at New Discoveries Montessori Academy, Hutchinson, MN and electronically due to Covid-19.

1. Call Meeting to Order – The meeting was called to order at 5:34 p.m.
Voting members present: Shari Colvin, Peggy Enerson, Spencer Kangas, Tara Oberg, Meytal Stancek, Patrick Selchert, Amanda Sundblad, Patti Hoerner (5:50).
Non-voting members: Dave Conrad, Kirsten Kinzler, Tara Erickson, Dustin Reeves.
2. Guests: Tamara Polzin and Catherine Frisbie, NDMA teachers.
3. Spotlight Report – No report this month.
4. Agenda – MS (Colvin/Kangas) to approve the agenda roll call vote unanimous; motion carries.
5. Consent agenda – MS (Enerson/Sundblad) to approve the consent agenda, roll call vote unanimous; motion carries.
 - a. Minutes of October 19, 2020 Meeting
 - b. Minutes of October 30, 2020 Special Meeting
 - c. Submitted Committee Reports
6. Financials
 - a. Received October 2020 financial statements, Reeves said there were not a lot of changes to the budgets, just some movement of expenditures to different line item categories. We are at 99.2% of enrollment target with just over 32% of revenues received and just over 25% of expenditures to date.
 - b. MS (Colvin/Stancek) to approve October 2020 supplemental information report, there were no questions or concerns with October's expenditures or receipts, roll call vote unanimous; motion carries.
7. Reports
 - a. Executive & Associate Directors – Administration has been very busy with positive Covid 19 tests among staff and students. Made the decision this afternoon to go to full distance learning effective immediately until at least January 4, 2021. So many staff members are currently out because of possible close contact, and they did not want to have students put in quarantine over Thanksgiving. They are also working on meal and materials delivery and childcare for essential workers. Were not able to provide written reports this month.
 - i. Personnel changes – resignations, dismissals, reassignments, and new employments.
Employment: Teryn Wilson, paraprofessional and Addie Giesen, early childhood special education.
 - ii. Strategic Plan Update

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- iii. Environmental Education Update
- iv. Academic Testing and Achievement Update – NWEA fall testing has been completed and Kinzler has report that she will share with the board at a later date.
- v. Enrollment Update
- vi. Activities and Happenings related to the school, staff, students, families, community. Puffins fundraiser pickup will be tomorrow. Culvers restaurant fundraiser is tonight.
- vii. Kinzler completed and submitted the FY20 annual report and will submit World's Best Workforce report to MDE.

b. Board Activities

- i. Work on Strategic Plan Goals: will finalize at December meeting.
- ii. Board training in the area of governance: Discuss "The Board in Action" (pp. 109-127, Charter School Board University). P203, Operation of the NDMA Board of Directors, is on the schedule to be reviewed next month – it will be interesting to see if there are suggested changes based on the recommendations in the book chapter. Talked about having an "exit ticket" where each board member rates/comments on each meeting as a form of ongoing board evaluation. Kinzler will reach out to our Authorizer for a list of high performing schools. Each board member will select one of the schools to learn if something they are doing well will translate to improvement at NDMA. We will continue to go through the book reading and discussing Board-CEO Relationship next month. Kinzler suggested using Sounding Board as a possible board growth tool. Stancek did complete course 100 offered by MACS.
- iii. Acknowledge receipt of documents from Authorizer – Conrad shared evaluation of Safe Learning Plan and will make required revisions. This is a new requirement because of Covid 19 and distance learning.

8. Old Business – none this month

9. New Business

- a. MS (Oberg/Hoerner) to approve review of the following policies: 214P Out-of-State Travel by School Board Members; 410P Family & Medical Leave; 412P Expense Reimbursement Policy; 413P Harassment and Violence; 414P Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415P Mandated Reporting of Maltreatment of Vulnerable Adults; 506P Student Discipline; 514P Bullying Prohibition; 522P Student Sex Nondiscrimination; 524P and 524F Internet Acceptable Use and Safety Policy; and 616P School District System Accountability, roll call vote unanimous; motion carries.
- b. Approve FY21 Strategic Plan – table until December for more time to review.
- c. MS (Motion from finance committee) to approve a twelve-month contract with Public Employees Insurance Program (PEIP) that would have participating employees pay 20% of their premium for single coverage for eligible employees, with NDMA paying 80% of the cost of the premium for single coverage for eligible employees – half of the funds for this contract will come from FY21 and half from FY22. If there are more enrollees than currently budgeted for, we can cover the increase in the FY22 budget, roll call vote unanimous; motion carries.

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, December 21, 2020 – 5:30 p.m.
- b. Finance Committee Meeting, December 14, 2020 – 12:00 p.m.
- c. Policy/Governance Committee Meeting, December 14, 2020 – 1:00 p.m.

11. Adjournment 6:33 p.m.

Respectfully submitted,
Tara Erickson

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1000 Fifth Avenue SE, Hutchinson, Minnesota 55350
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NDMA Finance Committee Meeting Minutes Monday, December 14, 12:00 noon

Members present, Shari Colvin, Peggy Enerson, Kirsten Kinzler, Tara Oberg, Dustin Reeves, Dave Conrad

1. Review financial statements and supplemental information

- Dustin offered the concern that enrollment was at 214 last Monday. From a budget perspective it should be at 219. Dave suggested that we had five new students enroll last week: two students started today, and the other three will begin Monday, January 4th.
- Dustin pointed out that the financial statements include an update in special education transportation numbers.
- Shari noted a typo for line item 895 under CARES Funds, page seven of twelve.

2. 2020-2021 Budget relative to enrollment goal

- If it were not for the five students who enrolled last week, we would have a difficult time realizing the revenue expectations relative to projected enrollment. With the five students, we are still on target.

3. Line of Credit/Cash Flow

- The credit committee at Citizen's Bank of Hutchinson will meet this week to approve the renewal of a line of credit for New Discoveries Montessori Academy. Dave and Dustin have submitted the required paperwork.
- The Finance Committee recommends approval of renewing a line of credit with Citizen's Bank of Hutchinson in the amount of \$400,000.00.
- We still have the additional \$200,000.00 line of credit established last year. We have drawn on the full amount and will begin repayment in January.
- Cash flow projections would suggest we will not need to access the line of credit for the next couple of months.

4. Federal CRF grant update

- We are wrapping up the paperwork to support spending down the \$62,323.27 of the CRF (Federal Coronavirus Relief) grant. All expenditures need to be accounted for by the end of this month. Halley – at Bergen KDV – is coordinating this effort for us. Dustin will circle around to Halley to make sure she has everything she needs from us.
- The system for spending down the other three COVID grants is different than that for the CRF, as are the deadlines.



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5. Summer Food Service Program (SFSP) extension update

- We are sending a couple of letters to Families this week reminding them that we are providing meals free of charge to children in their household ages three through 18. We can do this because we have transitioned back into the Summer Food Service Program (SFSP). At present, we are providing approximately 200 breakfast and 200 lunch meals per school day.
- One component of this will involve our taking inventory of lunch accounts and reimbursing families for October and November lunch payments, as this program is retroactive to October 1st.

6. Federal Expansion (CSP) Grant update

- We are wrapping up the paperwork for the three-year federal expansion grant. Kirsten and Travis are submitting the last of the paperwork that will go to MDE for final review.

7. Insurance Update

- Jenny offers the following information regarding enrollment update for the medical option provided for the first time for ALL NDMA employees at 30 or more hours/week:
- It appears we gained 4 employees from the initial proposal.
 - o Increased enrollment by 4 singles at \$457.23 per employee per month
 - Monthly increase to school: \$1,828.93
 - Annual increase to school: (assuming January – May and September – December) = \$16,460
- We went from 17 employees, 2 employee +1 and 4 families to 21 employees, 2 employee+1 and 4 families
- The school's projected monthly cost is \$13,501.87
 - o Annual increase assuming no coverage for 3 months for the new participants for 2021: \$156,535.68
 - o Annual cost for 2020: \$133,500.00
 - o Annual increase: \$23,035.68

8. NDMA Foundation

- Shari presented the recommendation to designate any future 3M volunteer donations to establish a restricted fund to be used for the purpose of establishing a foundation in the name of New Discoveries Montessori Academy. The volunteer donations are usually in \$250.00 to \$500.00 increments. We will also occasionally receive donations in the amount of \$25.00 to \$50.00.
- The Finance Committee would like to offer this as a motion to the Board of Directors.



Policy/Governance Committee Meeting Notes – 12/14/20

The Policy/Governance Committee Meeting of the NDMA board at 12:45 p.m. Monday, December 14, 2020 in NDMA administrative offices and via Zoom.

Present: Tara Oberg, Shari Colvin, Kirsten Kinzler, Dave Conrad

Agenda:

I. FY21 Strategic Plan Goals

Committee members reviewed the FY21 Strategic Plan draft and the only possible update would be to designate specific persons responsible for Goal #4 under Intentional Interdependence, Research what would be needed to establish a foundation and then develop a plan for starting a foundation where the interest/dividends received on the principal each year would fund activities to increase/enhance intentional interdependence. The research would be completed by March 2021.

II. Policy Review

Committee members reviewed and recommended no substantial changes to the following policies: 102P - Equal Educational Opportunity, 203P – Operation of NDMA Board, 205P - Open Meetings & Closed Meetings, 208P - Development, Adoption, & Implementation of Policies, 210.1P Conflict of Interest, 213P – School Board Committees, 304P - Executive Compensation

Wellness Policy: The school Wellness committee will meet soon – prior to reviewing the policy.

Oberg and Colvin will meet to review executive compensation.

III. Next Meeting – January 11 at 1:00 p.m.

The committee will continue the review process of the 100 through 400 policies for FY21.

Respectfully submitted,
Shari Colvin



**New Discoveries Montessori Academy
Hutchinson, Minnesota
District 4161**

Financial Statements

November 30, 2020

New Discoveries Montessori Academy
Hutchinson, Minnesota
Financial Statements Overview
As of November 30, 2020

Financial Summary

Resources to Operate Programs (Revenues)

Approved Budget	\$	5,089,057
Working Budget		5,433,316
Year to Date		2,196,599
		40.43%

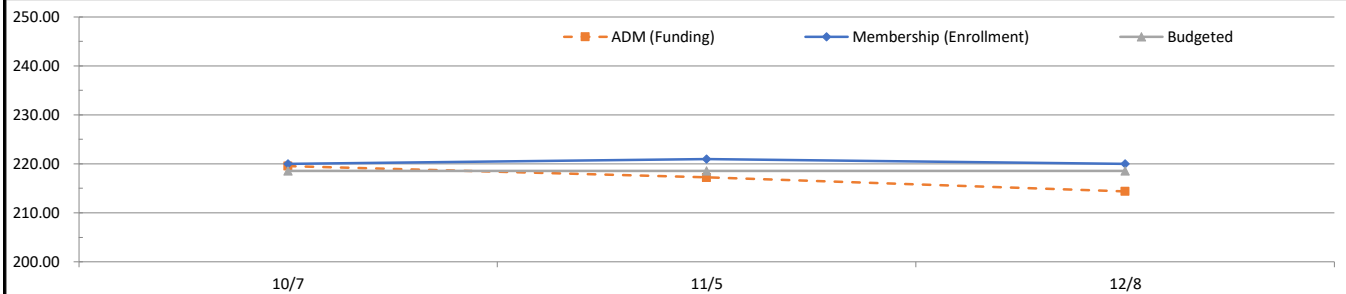
Funds Used to Provide Programs and Services (Expenses)

Approved Budget	\$	5,013,328
Working Budget		5,392,751
Year to Date		1,791,465
		33.53%

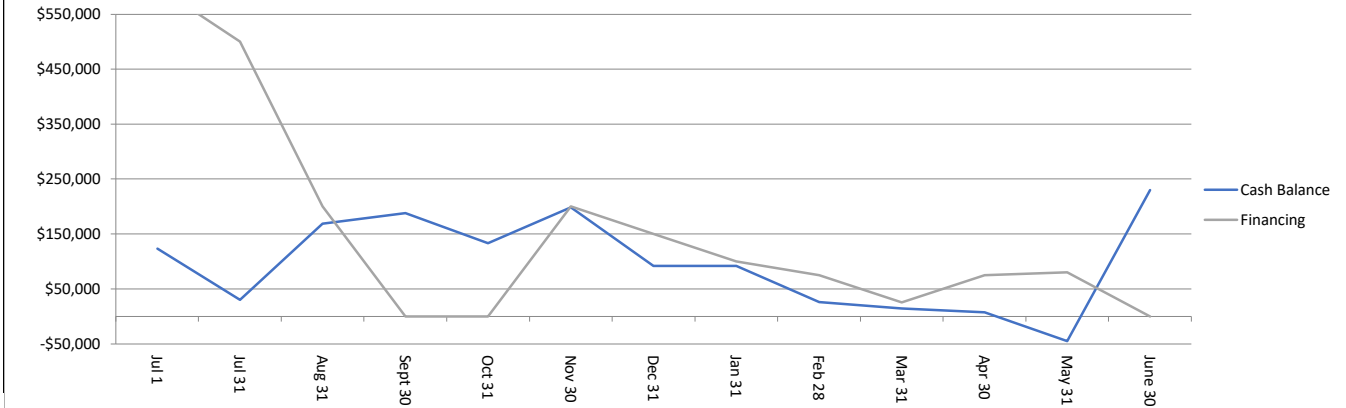
Excess / Deficit

	\$	75,729
		40,565
		405,135

Student Enrollment Summary



Cash Balance Projection



Comments and Analysis

Enrollment Summary - Voluntary Pre-K, Early Childhood Disabled, and Grades K - 8

Original Budget Estimate	219	Weighted Average Daily Membership	227
Working Budget Estimate	219	Weighted Average Daily Membership	227
Enrollment as of the First Day of School	220		
Enrollment as of End of the Month	214	Weighted Average Daily Membership	221

Finances "At A Glance"

Shows the budgeted and audited revenues and expenditures for FY20, and the Adopted and Working Budgets for FY21.

Actual year to date amounts are shown, along with a percentage of the current Working Budget.

Working Budget for this year will provide for a surplus of \$40,565 and an ending fund balance of \$362,208 (6.7% of Expenditures).

Balance Sheet

The beginning balances on the Balance Sheet are based on audited information as of June 30, 2020. Based on audited data, the school had a fund balance of \$321,644 at the end of last year.

Assets

The cash balance as of the end of the month was \$199,599 at Citizens Bank.

Due from Other Funds represents \$141,556 of costs paid by the school on behalf of the Building Company that will be reimbursed to the school (legal fees, IRS registration fee, property taxes, and construction fees for remodeling projects).

The amount Due from Other School Districts represents the amount of FY2018 state special education aid prorations that will be billed to resident school districts.

The estimated amount of state aids earned last year and to be received are \$317,975 based on calculations of aids earned during the year. These aids will be repaid to the school throughout the year.

An estimate of State Aids receivable for the current year (the holdback) was \$204,703 at the end of the month.
Federal aids receivable for the current year were \$98,670 based on expenditures incurred.
The value of Food Service Commodities was \$3,083 at the end of last year.
Prepaid insurance premiums totaled \$13,458 at the end of the month.

Liabilities

Salaries and benefits payable as of the end of the month were \$85,500 (this is for the portion of FY21 contracts that will be paid out in July and August 2021).
There was a \$200,000 outstanding balance on the line of credit as of the end of the month.
Total Accounts Payable at the end of the month were \$0.
Payroll deductions and benefits payable at the end of the month were \$44,937 due to the timing of payments made for benefits.

Fund Balance

2020 - 2021 School Year

The Working Budget for the current year has been updated from the original budget to reflect a projected enrollment of 219 students eligible for state aid in grades PK - 8th. The Working Budget has been updated from original, with an understanding by Administration that these numbers may change based on total student enrollment through the year. Expenditure lines have been adjusted accordingly. This budget predicts an operating surplus of \$40,565 and will provide for an ending Fund Balance of \$362,208 or 6.7% of expenditures.

Statement of Revenues and Expenditures

The projected enrollment for this year in the Working Budget has been updated from an estimated enrollment of 219 students, for funding in grades PK through 8th.

Revenues

Year to date, 40.43% of budgeted revenues have been received (including the state aid holdback estimate).

Expenditures

Year to date, 33.53% of budgeted expenditures have been incurred (including the salary/benefits payable estimate).

Cash Flow Projection

The Cash Flow Projection for this year indicates that the school will need to use a line of credit to meet cash flow needs during the current school year.

Supplemental Information

A separate Supplemental Information packet is provided that shows the monthly bank reconciliation, checks that were written during the month and receipts that were posted this month. These reports are intended to inform the administration and board members of activity that has happened in the school's financial records.

The projections shown on this report are prepared using both the school leadership's estimates and consultant estimates. This report is prepared for internal use only. This report has not been compiled, reviewed, or audited and should not be relied on for other uses.

The actual Year to Date Activity figures are reported on a cash basis (with the exception of the state aid holdback amount, known accounts and Food Service Fund aids receivable, and Accounts Payables). This results in a year-to-date loss in net income in some cases. However, the numbers in the Working Budget column are indicators of where the school's finances will be at the end of the fiscal year once all accruals are made.

New Discoveries Montessori Academy
Hutchinson, Minnesota
Finances "At A Glance"
As of November 30, 2020

	2019-2020 Audited Actual	2020-2021 Original Budget	2020-2021 Working Budget	Year to Date Actual Totals	41.67% Percent of Working Budget
Enrollment Kindergarten - Grade 8	222	219	219	214	97.91%
Estimated Pupil Units	229	227	227	221	97.41%
General Fund - 01					
Beginning fund balance	288,490	313,774	313,774	313,774	
Revenues	5,234,676	4,852,703	5,196,962	2,168,309	41.72%
Expenditures	(5,209,392)	(4,745,480)	(5,124,903)	(1,750,169)	34.15%
Transfers to other funds	-	(31,494)	(31,494)	-	
Change	25,284	75,729	40,565	418,140	
Ending fund balance	\$ 313,774	\$ 389,503	\$ 354,338	\$ 731,914	
Food Services Fund - 02					
Beginning fund balance	\$ -	\$ -	\$ 7,584	\$ 7,584	
Revenues	185,682	181,360	212,854	27,915	13.27%
Expenditures	(178,098)	(212,854)	(244,348)	(41,296)	17.16%
Transfer from general fund	-	31,494	31,494	-	
Change	7,584	-	-	(13,381)	
Ending fund balance	\$ 7,584	\$ -	\$ 7,584	\$ (5,797)	
Community Services Fund - 04					
Beginning fund balance	\$ -	\$ -	\$ 286	\$ 286	
Revenues	15,750	23,500	23,500	375	1.60%
Expenditures	(15,464)	(23,500)	(23,500)	-	0.00%
Transfer from general fund	-	-	-	-	
Change	286	-	-	375	
Ending fund balance	\$ 286	\$ -	\$ 286	\$ 661	
Total All Funds					
Beginning fund balance	288,490	313,774	321,644	321,644	
Revenues	5,436,108	5,057,563	5,433,316	2,196,599	40.43%
Expenditures	(5,402,955)	(4,981,834)	(5,392,751)	(1,791,465)	33.22%
Transfer between funds	-	-	-	-	
Change	33,154	75,729	40,565	405,135	
Ending fund balance	\$ 321,644	\$ 389,503	\$ 362,208	\$ 726,778	
Ending Fund Balance as a Percentage of Expenditures	6.0%	7.8%	6.7%		

New Discoveries Montessori Academy
Hutchinson, Minnesota
Balance Sheet
As of November 30, 2020

	Audited Balance 07-31-20	Month Ending Balance
Assets		
Current assets		
101 Checking - Citizens Bank and Trust Co.	\$ 123,418	\$ 199,595
115 Accounts receivable	7,911	-
118 Due from building company	128,767	141,556
120 Due from other school districts	30,158	30,158
121 State aids receivable	865,981	317,975
Current year state holdback	-	251,564
122 Federal aids receivable through mde	46,796	98,670
129 Food service commodities inventory	3,083	-
131 Prepaid expenses and deposits	66,916	51
215 Prepaid employee insurance premiums	-	13,458
Total all assets	1,273,031	\$ 1,053,026
Liabilities and Fund Balance		
Current liabilities		
201 Salaries and wages payable	267,242	85,500
202 Citizens Bank and Trust line of credit advances	600,000	200,000
206 Accounts payable	39,539	-
215 Payroll deductions and contributions payable	41,019	44,937
230 Deferred revenue	3,628	-
Total liabilities	951,428	326,288
Fund balance		
Unreserved fund balance	226,189	226,189
Nonspendable fund balance (inventories, prepaids)	66,916	66,916
Committed fund balance (facility/equipment fund)	25,836	25,836
Reserved fund balance (medical assistance pmts)	2,662	2,662
Net income to date	-	405,135
Total fund balance	321,603	726,738
Total liabilities and fund balance	\$ 1,273,031	\$ 1,053,026
Days Cash on Hand	8	41
Current Ratio	1.34	3.23
Requirement - Days Cash on Hand	60	60
Requirement - Current Ratio	1.10	1.10

**New Discoveries Montessori Academy
Hutchinson, Minnesota
Summary Revenue and Expenditure Statement
As of November 30, 2020**

	<i>Months to Date</i>			<i>5</i>	<i>41.67%</i>
	2019-2020 Audited Actual	2020-2021 Original Budget	2020-2021 Working Budget	2020-2021 Year to Date Actual	Year to Date Percent of Working Budget
Projected Enrollment (Average Daily Membership)	222	219	219	214	97.91%
Weighted average daily membership	229	227	227	221	97.41%
General Fund - 01					
Revenues					
State revenues					
211 General education aid	1,857,231	1,874,693	1,874,693	714,985	38.14%
335-300 Q comp aid	50,240	56,527	56,527	31,605	55.91%
212 Literacy incentive aid	15,699	14,129	14,129	-	0.00%
201 Endowment fund apportionment	9,473	9,404	9,404	4,716	50.15%
348-300 Charter school lease aid	300,420	298,541	298,541	95,659	32.04%
317 Long-term facilities maintenance revenue	30,179	29,990	29,990	24,710	82.40%
360 Special education aid	2,575,757	2,361,466	2,422,149	840,323	34.69%
071 Medical assistance billing revenue	2,844	15,885	15,885	1,064	6.70%
342 Safe school's supplemental aid	6,226	5,200	5,200	-	0.00%
Prior year over/under accrual	13,086	-	-	-	0.00%
Estimated state holdback	-	-	-	251,564	
Total state revenues	4,861,154	4,665,835	4,726,518	1,964,626	41.57%
Federal revenues					
401 Title I program	66,254	69,177	69,177	22,577	32.64%
414 Title II program	7,951	7,951	7,951	-	0.00%
433 Title IV program	18,116	10,000	10,000	3,171	31.71%
151 CARES Funds	-	-	46,161	-	0.00%
154 Coronavirus Relief Funding (CRF)	-	-	62,323	33,996	54.55%
419 Special education aid - 419	48,070	41,556	41,556	10,443	25.13%
420 Special education aid - 420	2,639	-	-	-	0.00%
425 Special education aid - 425	8,949	7,035	7,127	1,827	25.64%
859 School expansion grant	169,345	-	175,000	127,302	72.74%
514 Reap grant	23,181	20,000	20,000	-	0.00%
Total federal revenues	344,505	155,719	439,295	199,316	45.37%
Local revenues					
060 Fees collected	4,307	4,300	4,300	3,257	75.74%
050 Field trip fees collected	9,107	9,050	9,050	167	1.85%
092 Interest earned	537	511	511	104	20.42%
093 Rental of facilities	260	110	110	-	0.00%
096 Gifts and donations	8,833	10,000	10,000	283	2.83%
099 Erate reimbursements	6,432	4,800	4,800	-	0.00%
099 Other local revenues	(1,181)	1,143	1,143	537	47.01%
621 Sales of materials purchased for resale	724	1,235	1,235	18	1.46%
Total local revenues	29,018	31,149	31,149	4,367	14.02%
Total revenues	\$5,234,676	\$4,852,703	\$5,196,962	\$ 2,168,309	41.72%

	2019-2020 Audited Actual	2020-2021 Original Budget	2020-2021 Working Budget	2020-2021 Year to Date Actual	Year to Date Percent of Working Budget
Expenditures					
100 Salaries and wages	\$926,964	\$ 890,478	\$ 903,340	\$ 302,919	33.53%
200 Employee benefits	257,238	242,964	275,415	82,850	30.08%
Projected salaries and wages payable	-			85,500	
Total salaries, wages and benefits	1,184,202	1,133,442	1,178,755	471,270	39.98%
305 Contracted services	90,453	91,800	91,800	38,587	42.03%
306 Contracted grounds/snowplowing services	6,559	7,905	7,905	-	0.00%
308 Advertising fees	4,550	4,734	4,734	105	2.22%
320 Communication services	19,651	17,167	17,167	8,420	49.05%
329 Postage	1,946	1,354	1,354	330	24.37%
330 Utilities expense	47,049	41,327	41,327	14,506	35.10%
331 Refuse removal fees	5,350	5,034	5,034	2,376	47.19%
340 Property and liability insurance	20,000	21,000	21,000	20,000	95.24%
350 Repairs and maintenance services	601	10,401	10,401	5,669	54.51%
351 Copier usage fees	13,571	11,730	11,730	3,767	32.11%
360 Contracted transportation	197,275	160,000	152,275	21,345	14.02%
366 Travel, conferences, and staff training	965	6,703	6,703	851	12.70%
369 Field trip registrations and other fees	13,834	14,280	14,280	459	3.21%
348-370 Building lease	444,000	442,280	442,280	222,000	50.19%
370 Other rentals and operating leases	50	102	102	20	19.61%
380 Computer and tech related hardware rentals	4,819	5,026	5,026	1,621	32.24%
376 Licensed nursing services	5,340	4,205	4,205	-	0.00%
389 Staff tuition reimbursements	1,000	1,530	2,206	2,206	99.98%
390 Educational payments to mn school district	570	612	612	560	91.50%
401 Non instructional supplies	28,455	25,500	15,189	7,906	52.05%
405 Non instructional computer software and licenses	16,369	15,657	15,657	12,792	81.70%
406 Instructional software licensing agreements	3,357	-	4,270	8,541	0.00%
430 Instructional supplies	4,330	9,690	11,227	10,403	92.66%
440 Fuels	351	420	420	58	13.75%
455 Noninstructional technology supplies	-	414	414	350	84.60%
456 Instructional technology supplies	323	179	179	-	0.00%
460 Textbooks and workbooks	360	5,000	1,000	-	0.00%
461 Standardized tests	3,178	3,318	3,318	3,180	95.83%
470 Media books	56	153	153	-	0.00%
490 Food (not for food service)	3,513	3,392	1,892	1,158	61.19%
510 Site improvements	1,275	1,530	1,530	-	0.00%
520 Building improvements	1,194	1,219	3,358	3,358	100.00%
530 Equipment purchased	2,218	-	-	-	0.00%
740 Interest cost on line of credit	28,110	20,000	20,000	7,371	36.85%
820 Dues, memberships, other certain fees	31,098	36,905	36,905	16,549	44.84%
895 Indirect program costs	(354)	-	-	-	0.00%
899 Budget contingency	39	-	-	1,230	0.00%
Total general education expenditures	2,185,657	2,104,009	2,134,408	891,607	41.77%

	2019-2020 Audited Actual	2020-2021 Original Budget	2020-2021 Working Budget	2020-2021 Year to Date Actual	Year to Date Percent of Working Budget
School expansion grant F859					
100 Salaries and wages	1,080	-	7,000	6,013	85.89%
200 Employee benefits	124	-	2,119	941	44.40%
366 In-state travel	3,249	-	2,916	1,783	61.15%
401 Non instructional supplies	36,338	-	48,535	20,528	42.29%
406 Instructional software licensing agreements	900	-	-	-	0.00%
430 Instructional supplies	17,836	-	34,200	18,725	54.75%
455 Noninstructional technology supplies	339	-	8,050	7,747	96.23%
456 Instructional technology supplies	1,772	-	-	40	0.00%
460 Textbooks and workbooks	2,934	-	2,280	4,087	179.27%
466 Instructional technology devices	8,383	-	4,800	-	0.00%
470 Media books	8,265	-	5,000	6,276	125.51%
530 Equipment purchased	42,900	-	24,600	34,138	138.77%
555 Technology equipment and software	33,938	-	35,500	27,025	76.13%
556 Instructional technology equipment	11,289	-	-	-	0.00%
Total school expansion grant	169,345	-	175,000	127,302	72.74%
REAP grant					
556 Instructional technology equipment	23,181	20,000	20,000	770	3.85%
Total reap grant	23,181	20,000	20,000	770	3.85%
Title program - title I					
100 Salaries	52,990	52,828	54,176	18,067	33.35%
200 Benefits	13,234	13,911	14,134	4,510	31.91%
401 Supplies - non-instructional	30	936	936	-	0.00%
430 Instructional supplies	-	1,501	1,501	-	0.00%
Total Title I Expenditures	66,254	69,176	70,747	22,577	31.91%
Title program - title II					
303 Contracted Services	-	3,700	3,700	-	0.00%
366 Travel, conferences, and staff training	6,976	3,276	3,276	-	0.00%
401 Supplies - non-instructional	975	975	975	-	0.00%
Total title II expenditures	7,951	7,951	7,951	-	0.00%
Title program - title IV					
100s Salaries and Wages	8,392	-	-	2,721	0.00%
200s Benefits	1,388	-	-	450	0.00%
300s Purchased Services	6,333	3,000	3,000	-	0.00%
500s Equipment	2,003	7,000	7,000	-	0.00%
Total title IV expenditures	18,116	10,000	10,000	3,171	31.71%
CARES Funds					
100s Salaries and Wages	-	-	-	-	0.00%
200s Benefits	-	-	-	-	0.00%
303 Purchased Services	-	-	-	-	0.00%
350 Repairs and Maintenance	-	-	-	-	0.00%
366 Travel, conferences and staff training	-	-	-	-	0.00%
401 Non-Instructional Supplies	-	-	-	-	0.00%
430 Instructional Supplies	-	-	-	-	0.00%
456 Instructional Technology Supplies	-	-	-	-	0.00%
556 Technology	-	-	-	-	0.00%
895 Charebacks	-	-	-	-	0.00%
899 Current Placeholder for Funding	-	-	46,161	-	0.00%
Total title IV expenditures	-	-	46,161	-	0.00%

	2019-2020 Audited Actual	2020-2021 Original Budget	2020-2021 Working Budget	2020-2021 Year to Date Actual	Year to Date Percent of Working Budget
Federal CARES Relief Funding (CRF)					
320 Communications	-	-	600	810	135.00%
360 Transportatin	-	-	20,723	130	0.62%
366 Staff Development	-	-	2,000	-	0.00%
401 Non-Instructional Supplies	-	-	15,000	13,846	92.31%
430 Instructional Supplies	-	-	-	4,382	0.00%
456 Instructional Technology Supplies	-	-	-	135	0.00%
466 Instructional Technology Devices	-	-	15,300	15,300	100.00%
556 Technology Equipment	-	-	8,701	9,260	106.42%
Total Federal CARES relief funding (CRF)	-	-	62,323	43,863	70.38%
State special education					
100 Salaries	1,313,736	1,268,075	1,182,820	399,734	33.80%
200 Benefits	306,990	309,628	285,260	92,238	32.33%
360 Contracted transportation	989,500	816,000	989,500	149,680	15.13%
366 Travel, conferences, and staff training	1,375	651	651	-	0.00%
394 Special education fees for services	64,754	81,369	81,369	6,957	8.55%
396 Reimb. salaries from another school district	505	3,779	3,779	-	0.00%
397 Reimb. Benefits from another school district	172	808	808	-	0.00%
433 Individualized instructional materials	2,199	-	-	-	N/A
533 Student equipment	-	5,443	5,443	-	0.00%
Total state special education expenditures	2,679,230	2,485,753	2,549,630	648,609	25.44%
Federal special education - finance 419					
100 Salaries	22,540	-	-	-	0.00%
303 Federal contracted services < \$25,000	15,000	21,275	21,275	3,750	17.63%
329 Postage	-	55	55	-	0.00%
366 Travel, conferences and staff training	1,064	9,606	9,606	-	0.00%
389 Tuition reimbursement	4,000	-	-	1,573	0.00%
401 Supplies - non instructional	189	999	999	45	4.48%
405 Non instructional computer software and licenses	1,383	1,412	1,412	-	0.00%
433 Individualized instructional materials	3,894	8,101	8,101	5,075	62.64%
456 Instructional technology supplies	-	108	108	-	0.00%
Total federal special education - finance 419	48,070	41,556	41,556	10,443	25.13%
Federal special education - finance 420					
100 100 salaries	2,639	-	-	-	0.00%
Total federal special education - finance 420	2,639	-	-	-	0.00%
Federal special education - finance 425					
100 100 salaries	7,374	5,580	5,659	1,424	25.16%
200 200 benefits	1,575	1,455	1,468	404	27.49%
Total federal special education - finance 425	8,949	7,035	7,127	1,827	25.64%
Subtotal expenditures	5,209,392	4,745,480	5,124,903	1,750,169	34.15%
Transfer to food service fund	-	31,494	31,494	-	
Total expenditures	\$5,209,392	\$4,776,974	\$5,156,397	\$ 1,750,169	33.94%
General fund net income	\$ 25,284	\$ 75,729	\$ 40,565	\$ 418,140	

	2019-2020 Audited Actual	2020-2021 Original Budget	2020-2021 Working Budget	2020-2021 Year to Date Actual	Year to Date Percent of Working Budget
Food Services Fund - 02					
Revenues					
300 State revenues	\$ 9,083	\$ 17,735	\$ 17,735	\$ 1,771	9.98%
400 Federal revenues	70,608	108,243	108,243	13,263	12.25%
474 USDA commodities received	7,342	8,778	8,778	-	0.00%
600s Sales of lunches, breakfasts, and milk	18,434	29,346	29,346	8,043	27.41%
608 Catering sales	17,218	17,258	17,258	-	0.00%
099 Other revenue	34	-	-	-	0.00%
709 Summer Food Service - Covid Revenues	62,964	-	-	4,839	0.00%
Subtotal revenues	185,682	181,360	181,360	27,915	15.39%
Transfer from general fund	-	31,494	31,494	-	
Total revenues	\$ 185,682	\$ 212,854	\$ 212,854	\$ 27,915	13.11%
Expenditures					
100 Salaries and wages	\$ 54,251	\$ 68,544	\$ 68,544	\$ 3,858	5.63%
200 Employee benefits	9,098	19,095	19,095	638	3.34%
300 Purchased services	257	6,326	6,326	238	3.76%
400 Supplies and materials	68,224	111,788	111,788	19,719	17.64%
491 Federal commodities used	7,342	5,617	5,617	-	0.00%
820 Dues, memberships, other fees	1,216	1,484	1,484	1,229	82.82%
709 Summer Food Service - Covid Expenses	37,710	-	-	15,614	0.00%
Total expenditures	\$ 178,098	\$ 212,854	\$ 212,854	\$ 41,296	19.40%
Food services fund net income	\$ 7,584	\$ -	\$ -	\$ (13,381)	
Community Services Fund - 04					
Revenues					
State revenues	\$ 15,000	\$ 20,000	\$ 20,000	\$ -	0.00%
Childrens house program fees	750	3,500	3,500	375	10.71%
Subtotal revenues	15,750	23,500	23,500	375	1.60%
Total revenues	\$ 15,750	\$ 23,500	\$ 23,500	\$ 375	1.60%
Expenditures					
100 Salaries and wages	\$ 15,464	\$ 15,136	\$ 15,464	\$ -	0.00%
200 Employee benefits	-	2,703	2,375	-	0.00%
400 Supplies and materials	-	5,661	5,661	-	0.00%
Total expenditures	\$ 15,464	\$ 23,500	\$ 23,500	\$ -	0.00%
Community services fund net income	\$ 286	\$ -	\$ -	\$ 375	

	2019-2020 Audited Actual	2020-2021 Original Budget	2020-2021 Working Budget	2020-2021 Year to Date Actual	Year to Date Percent of Working Budget
Total All Funds					
Revenues					
State revenues	\$4,948,201	\$4,703,570	\$4,764,253	\$ 1,971,236	41.38%
Federal revenues	422,454	272,740	556,316	212,579	38.21%
Local revenues	65,453	81,253	81,253	12,785	15.73%
Fund transfers	-	31,494	31,494	-	0.00%
Total revenues	\$5,436,108	\$5,089,057	\$5,433,316	\$ 2,196,599	40.43%
Expenditures					
Salaries and wages	\$2,405,429	\$2,300,641	\$2,237,003	\$ 820,236	36.67%
Employee benefits	589,647	589,756	599,866	182,031	30.35%
Purchased services	1,970,768	1,793,335	1,986,025	512,362	25.80%
Supplies and materials	221,293	200,821	323,982	160,293	49.48%
Facilities and equipment	117,998	35,192	106,132	74,551	70.24%
Short term financing costs	28,110	20,000	20,000	7,371	36.85%
Dues and memberships, fees, other expenses	69,709	38,389	38,389	34,621	90.18%
Fund transfers	-	31,494	31,494	-	0.00%
Total expenditures	\$5,402,955	\$5,009,628	\$5,342,890	\$ 1,791,465	33.53%
Total revenues all funds	\$5,436,108	\$5,089,057	\$5,433,316	\$ 2,196,599	40.43%
Total expenditures all funds	\$5,402,955	\$5,013,328	\$5,392,751	\$ 1,791,465	33.22%
Net income - all funds	\$ 33,154	\$ 75,729	\$ 40,565	\$ 405,135	

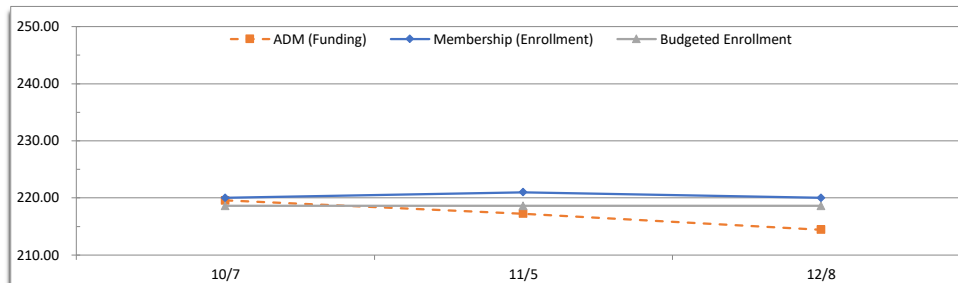
The estimated amount of the state aid holdback that has been earned as of the end of this month is shown for informational purposes.

New Discoveries Montessori Academy
Hutchinson, Minnesota
Attendance / Enrollment Report
2020 - 2021 School Year

Average Daily Membership (ADM)											
Grade		10/7	11/5	12/8	1/9	2/6	2/28	3/31	4/30	5/31	EOY
3 yr old half day	KA	5.00	5.00	3.00							
4 yr old half day	KB	1.00	0.83	0.88							
4 yr old full day	KC	3.00	3.00	3.00							
Preschool SpEd	EC	2.00	4.00	8.00							
Voluntary Pre-K	KC	13.00	13.00	11.00							
Kindergarten SpEd	HK	17.00	15.00	17.00							
Kindergarten	KG	19.00	19.00	16.00							
First Grade	1	25.00	25.00	25.00							
Second Grade	2	23.78	22.74	19.53							
Third Grade	3	25.00	25.00	25.00							
Fourth Grade	4	22.78	21.79	21.56							
Fifth Grade	5	22.00	22.00	22.10							
Sixth Grade	6	23.00	22.71	22.02							
Seventh Grade	7	7.00	7.00	7.00							
Eighth Grade	8	20.00	20.00	20.22							
Total Enrollment for Funding		219.56	217.24	214.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Overall Enrollment		228.56	226.07	221.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Membership (Enrollment) as of:											
Grade		10/7	11/5	12/8	1/9	2/6	2/28	3/31	4/30	5/31	EOY
3 yr old half day	KA	5	5	3							
4 yr old half day	KB	1	1	1							
4 yr old full day	KC	3	1	0							
Preschool SpEd	EC	2	4	4							
Voluntary Pre-K	KC	13	15	14							
Kindergarten SpEd	HK	17	15	15							
Kindergarten	KG	19	19	19							
First Grade	1	25	25	25							
Second Grade	2	24	24	24							
Third Grade	3	25	25	25							
Fourth Grade	4	23	22	22							
Fifth Grade	5	22	22	22							
Sixth Grade	6	23	23	23							
Seventh Grade	7	7	7	7							
Eighth Grade	8	20	20	20							
Total Enrollment for Funding		220.00	221.00	220.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Overall Enrollment		229.00	228.00	224.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Budgeted Enrollments as of:											
Grade		10/7	11/5	12/8	1/9	2/6	2/28	3/31	4/30	5/31	EOY
3 yr old half day	KA	0	0	0	0	0	0	0	0	0	0
4 yr old half day	KB	0	0	0	0	0	0	0	0	0	0
4 yr old full day	KC	0	0	0	0	0	0	0	0	0	0
Preschool SpEd	EC	11	11	11	11	11	11	11	11	11	11
Voluntary Pre-K	KC	3.6	3.6	3.6	3.6	3.6	3.6	3.6	3.6	3.6	3.6
Kindergarten SpEd	HK	6	6	6	6	6	6	6	6	6	6
Kindergarten	KG	21	21	21	21	21	21	21	21	21	21
First Grade	1	6	6	6	6	6	6	6	6	6	6
Second Grade	2	25	25	25	25	25	25	25	25	25	25
Third Grade	3	26	26	26	26	26	26	26	26	26	26
Fourth Grade	4	25	25	25	25	25	25	25	25	25	25
Fifth Grade	5	23	23	23	23	23	23	23	23	23	23
Sixth Grade	6	29	29	29	29	29	29	29	29	29	29
Seventh Grade	7	19	19	19	19	19	19	19	19	19	19
Eighth Grade	8	24	24	24	24	24	24	24	24	24	24
Total Enrollment for Funding		219	219	219	219	219	219	219	219	219	218.60
Total Overall Enrollment		219	219	219	219	219	219	219	219	219	218.60



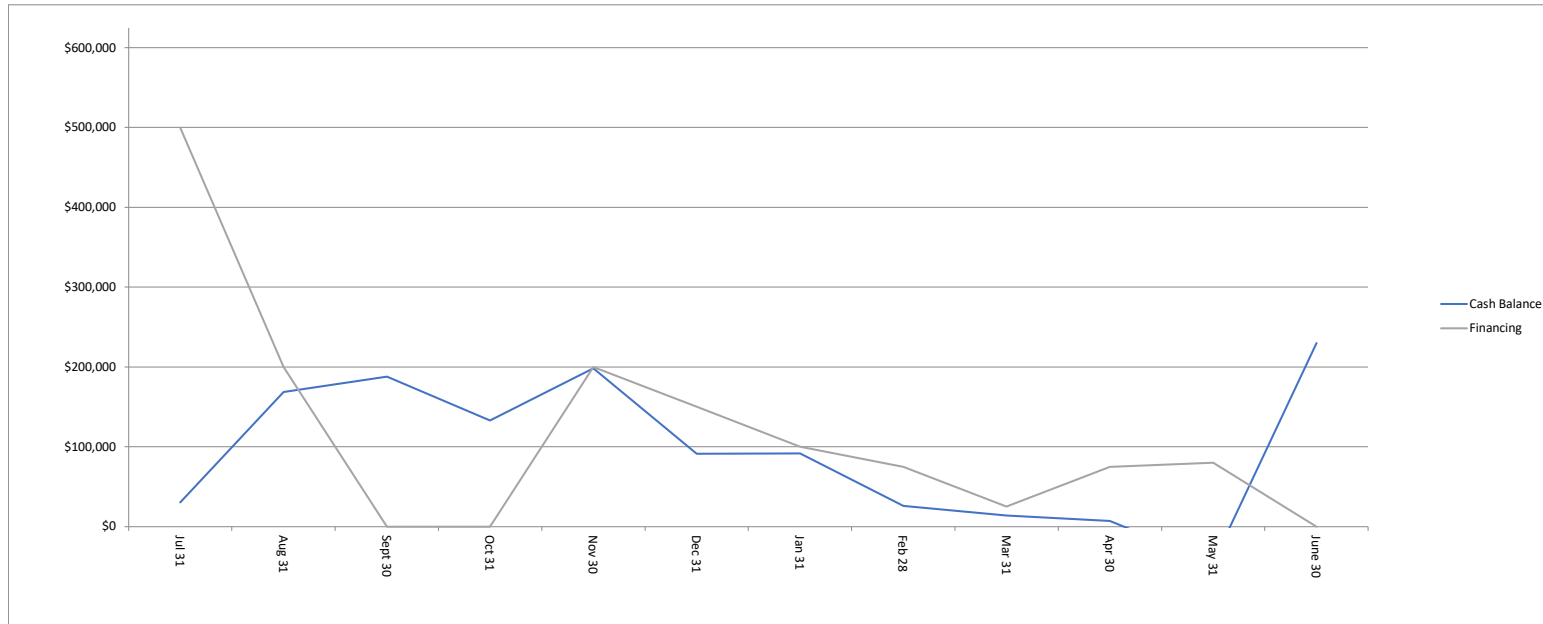
New Discoveries Montessori Academy
Cash Flow Projection Summary
2020 - 2021 School Year

Period Ending	Cash Inflows						Cash Outflows				Cash Flow Financing	Balance	Cumulative Cash Flow Financing
	State Aid Payments	Federal Aid Payments	Other Receipts*	Prior Year State Holdback	Prior Year Federal Holdback	Total Receipts	Payroll **	Building Lease Payments	Other Expenses** *	Total Expenses			
Jul 1											\$ 600,000	\$ 123,418	\$ 600,000
Jul 31	358,465	-	6,449	-	3,166	368,080	153,895	37,000	170,415	\$ 361,310	(100,000)	30,188	500,000
Aug 31	319,149		3,160	342,745	34,827	699,882	100,066	37,000	124,477	261,544	(300,000)	168,526	200,000
Sept 30	428,106	66,253	7,593	145,825	7,994	655,772	199,514	37,000	199,997	436,511	(200,000)	187,787	-
Oct 31	380,219	-	20,022	59,452	-	459,692	167,419	37,000	310,252	514,671	-	132,808	-
Nov 30	245,931	16,898	4,887	(16)	-	267,701	168,676	37,000	196,353	402,029	200,000	198,481	200,000
Dec 31	425,463	-	5,592	-	-	431,055	166,782	36,754	284,561	488,098	(50,000)	91,438	150,000
Jan 31	425,463	100,000	5,592	7,224	-	538,279	166,782	36,754	284,561	488,098	(50,000)	91,619	100,000
Feb 28	425,463	15,000	5,592	1,506	-	447,561	166,782	36,754	284,561	488,098	(25,000)	26,082	75,000
Mar 31	425,463	95,000	5,592	-	-	526,055	166,782	36,754	284,561	488,098	(50,000)	14,038	25,000
Apr 30	425,463	-	5,592	-	-	431,055	166,782	36,754	284,561	488,098	50,000	6,995	75,000
May 31	425,463	-	5,592	-	-	431,055	166,782	36,754	284,561	488,098	5,000	(45,048)	80,000
June 30	425,463	102,214	5,592	309,245	808	843,321	166,782	36,754	284,561	488,098	(80,000)	230,175	-
Projected	4,710,113	395,366	81,253	865,981	46,796	6,099,509	1,957,046	442,280	2,993,425	5,392,751	-		
	4,710,113	395,366	81,253	865,981	46,796		1,957,046	442,280	2,993,425	5,392,751			

* Other Receipts include changes in Accounts Receivable and Prepaid Expenditures

** Payroll budgeted at gross, reflected at net.

*** Other Expenses include changes in Accounts Payable





**New Discoveries Montessori Academy
Hutchinson, Minnesota
District 4161**

Supplemental Information

November 30, 2020

New Discoveries Montessori Academy
Bank Reconciliation
November 30, 2020

Bank name	Citizens Bank and Trust Checking
Account number	**069; **741
Statement date	11/30/20
Balance per bank statement	\$ 282,320
Plus	
Deposits in transit	-
Other additions	-
Total additions	-
Less	
Checks outstanding	-
Wire transfers outstanding	-
Other deductions	-
Total deductions	-
Adjustment amount*	-
Outstanding items**	(82,725)
Adjusted amount per bank	\$ 199,595

Balance per skyward	
General fund	\$ 191,152
Food services fund	(7,682)
Community services fund	16,125
Total balance per skyward	\$ 199,595

Difference**	\$ 0
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* adjustments

Total adjustments	\$ -
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** outstanding items

12.01.20 Outstanding Payroll	82,725
Total outstanding items	\$ 82,725

CHECK			ACCOUNT	
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT NUMBER
11/25/2020	2003	Nuvera	19 cameras \$4,274.05, 8 hard drives \$400.00, video recorder \$895.95 and Managed Switch \$764.95 - CSP	4,674.05 01 E 010 630 003 859 455
11/25/2020	2003	Nuvera	19 cameras \$4,274.05, 8 hard drives \$400.00, video recorder \$895.95 and Managed Switch \$764.95 - CSP	1,660.90 01 E 010 203 003 859 555
			Totals for 2003	6,334.95
11/25/2020	2005	Kirkpatrick, Paula	Reimbursement - supplies for TeenTober program - library	151.88 01 E 010 620 000 000 401
			Totals for 2005	151.88
11/12/2020	81601	Nuvera	Nov 2020 - Internet \$279.90, Managed Cloud Services \$1,282.98 (includes -\$11.70 credit for one time charge - remote desktop service license), 0365 \$530.50, Telephone & Voicemail \$1,363.73	1,363.73 01 E 005 810 108 000 320
11/12/2020	81601	Nuvera	Nov 2020 - Internet \$279.90, Managed Cloud Services \$1,282.98 (includes -\$11.70 credit for one time charge - remote desktop service license), 0365 \$530.50, Telephone & Voicemail \$1,363.73	279.90 01 E 005 108 108 000 320
11/12/2020	81601	Nuvera	Nov 2020 - Internet \$279.90, Managed Cloud Services \$1,282.98 (includes -\$11.70 credit for one time charge - remote desktop service license), 0365 \$530.50, Telephone & Voicemail \$1,363.73	530.50 01 E 005 108 000 000 405
11/12/2020	81601	Nuvera	Nov 2020 - Internet \$279.90, Managed Cloud Services \$1,282.98 (includes -\$11.70 credit for one time charge - remote desktop service license), 0365 \$530.50, Telephone & Voicemail \$1,363.73	1,282.98 01 E 010 630 000 000 315
			Totals for 81601	3,457.11
11/02/2020	202000412	Accordia/Athena/Aviva	Life insurance - Conrad	64.53 01 E 005 020 000 000 230
			Totals for 202000412	64.53
11/02/2020	202000413	New Discoveries Affiliated Building Lease		37,000.00 01 E 010 850 000 348 370
			Totals for 202000413	37,000.00
11/02/2020	202000414	Conrad, David	Reimbursement - American Montessori Society memberships	2,374.50 01 E 010 605 000 000 820
			Totals for 202000414	2,374.50
11/02/2020	202000415	Bassler, Jenny	Meals for staff - conference night on	240.00 01 E 005 105 000 000 490

CHECK			ACCOUNT	
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT NUMBER
			10/13/20	
			Totals for 202000415	240.00
11/02/2020	202000416	Nadeau, Michelle	Reimbursement - college tuition for SpEd	1,573.00 01 E 010 420 640 419 389
			Totals for 202000416	1,573.00
11/02/2020	202000417	Erickson, Tara	Reimbursement - cell phone cost for	75.00 01 E 005 105 000 000 320
			administrative use on her personal phone	
			09/18/20 - 10/17/20	
			Totals for 202000417	75.00
11/02/2020	202000418	West Metro Learning Connections, In	ASD Consultation on 10/05/20, 3.25 hrs @	374.40 01 E 010 411 000 740 394
			\$90.00/hr, mileage	
			Totals for 202000418	374.40
11/02/2020	202000419	West Metro Learning Connections, In	IEP meeting on 09/28/20, 2.25 hrs @	202.50 01 E 010 411 000 740 394
			\$90.00/hr	
			Totals for 202000419	202.50
11/02/2020	202000420	West Metro Learning Connections, In	IEP consulting & goals .75 hrs @ \$90.00/hr	67.50 01 E 010 411 000 740 394
			Totals for 202000420	67.50
11/02/2020	202000421	Sysco Western MN	Breakfast \$327.27 and Lunch \$723.81	327.27 02 E 010 770 000 705 490
11/02/2020	202000421	Sysco Western MN	Breakfast \$327.27 and Lunch \$723.81	723.81 02 E 010 770 000 701 490
			Totals for 202000421	1,051.08
11/02/2020	202000422	Sysco Western MN	Breakfast \$356.82, Lunch \$831.11 & Supplies	356.82 02 E 010 770 000 705 490
			\$115.57	
11/02/2020	202000422	Sysco Western MN	Breakfast \$356.82, Lunch \$831.11 & Supplies	831.11 02 E 010 770 000 701 490
			\$115.57	
11/02/2020	202000422	Sysco Western MN	Breakfast \$356.82, Lunch \$831.11 & Supplies	115.57 02 E 010 770 000 701 401
			\$115.57	
			Totals for 202000422	1,303.50
11/02/2020	202000423	Sysco Western MN	Breakfast \$15.20 and Lunch \$26.30	26.30 02 E 010 770 000 701 490
11/02/2020	202000423	Sysco Western MN	Breakfast \$15.20 and Lunch \$26.30	15.20 02 E 010 770 000 705 490
			Totals for 202000423	41.50
11/02/2020	202000424	Sysco Western MN	Breakfast \$294.87 and Lunch \$193.32	294.87 02 E 010 770 000 705 490
11/02/2020	202000424	Sysco Western MN	Breakfast \$294.87 and Lunch \$193.32	193.32 02 E 010 770 000 701 490
			Totals for 202000424	488.19
11/02/2020	202000425	BerganKDV Outsourced Services LLC	Financial Management & Accounting Services -	4,635.00 01 E 005 110 000 000 305
			Oct 2020	
			Totals for 202000425	4,635.00
11/02/2020	202000426	Loffler Companies - Dallas	Copier lease	405.13 01 E 010 605 000 000 380
			Totals for 202000426	405.13
11/02/2020	202000427	Cintas Corporation	Towels, aprons	110.48 01 E 010 810 000 000 305
			Totals for 202000427	110.48

CHECK			ACCOUNT	
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT NUMBER
11/02/2020	202000428	Hillyard / Hutchinson	Maintenance supplies (liners)	30.05 01 E 010 810 000 000 401
			Totals for 202000428	30.05
11/02/2020	202000429	LandsKapings	Irrigation blow out	150.00 01 E 010 810 000 000 350
			Totals for 202000429	150.00
11/02/2020	202000430	Advantage Plumbing & Heating, Inc.	Bathrooms maintenance	802.88 01 E 010 810 000 000 350
			Totals for 202000430	802.88
11/02/2020	202000431	GIS Benefits	Nov 2020 - Life, Dental, Vision, STD, LTD and Prepaid Legal	1,112.37 01 L 215 08
11/02/2020	202000431	GIS Benefits	Nov 2020 - Life, Dental, Vision, STD, LTD and Prepaid Legal	401.50 01 L 215 22
11/02/2020	202000431	GIS Benefits	Nov 2020 - Life, Dental, Vision, STD, LTD and Prepaid Legal	484.72 01 L 215 10
11/02/2020	202000431	GIS Benefits	Nov 2020 - Life, Dental, Vision, STD, LTD and Prepaid Legal	78.00 01 L 215 23
11/02/2020	202000431	GIS Benefits	Nov 2020 - Life, Dental, Vision, STD, LTD and Prepaid Legal	397.01 01 L 215 18
11/02/2020	202000431	GIS Benefits	Nov 2020 - Life, Dental, Vision, STD, LTD and Prepaid Legal	304.53 01 L 215 21
			Totals for 202000431	2,778.13
11/02/2020	202000432	Hutchinson Health - Mpls	August 2020 services: PT \$378.00, OT \$1,814.40	2,192.40 01 E 010 420 000 740 394
			Totals for 202000432	2,192.40
11/12/2020	202000433	Visa	McGraw Hill - Math curriculum - CSP	36.36 01 E 010 203 003 859 430
			Totals for 202000433	36.36
11/12/2020	202000434	Visa	McGraw Hill - Math curriculum - CSP	389.36 01 E 010 203 003 859 430
			Totals for 202000434	389.36
11/12/2020	202000435	Visa	Menards - light for refus room - SPED	28.74 01 E 010 420 000 419 401
			Totals for 202000435	28.74
11/12/2020	202000436	Visa	Walmart - food for staff \$100.23, supplies for playground \$19.00	19.00 01 E 010 810 000 000 401
11/12/2020	202000436	Visa	Walmart - food for staff \$100.23, supplies for playground \$19.00	100.23 01 E 005 105 000 000 490
			Totals for 202000436	119.23
11/12/2020	202000437	Visa	Kwik Trip - gas for school van	20.00 01 E 010 760 000 733 440
			Totals for 202000437	20.00
11/12/2020	202000438	Visa	Adobe - technology	194.05 01 E 005 108 000 000 405
			Totals for 202000438	194.05
11/12/2020	202000439	Visa	Nat Geo Kids - curriculum	360.00 01 E 010 203 000 000 430
			Totals for 202000439	360.00

CHECK			ACCOUNT	
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT NUMBER
11/12/2020	202000440	Visa	Amazon - SS Lit books - CSP	107.60 01 E 010 203 003 859 470
			Totals for 202000440	107.60
11/12/2020	202000441	Visa	Amazon - classroom materials - CSP	22.95 01 E 010 203 003 859 430
			Totals for 202000441	22.95
11/12/2020	202000442	Visa	Zoro Tools - headphones - CSP \$169.90, noise	169.90 01 E 010 203 003 859 455
			cancel headphones \$13.38	
11/12/2020	202000442	Visa	Zoro Tools - headphones - CSP \$169.90, noise	13.38 01 E 010 203 000 000 455
			cancel headphones \$13.38	
			Totals for 202000442	183.28
11/12/2020	202000443	Visa	Walmart - back to school supplies	24.48 01 E 010 203 000 000 430
			Totals for 202000443	24.48
11/12/2020	202000444	Visa	Walmart - back to school supplies	130.48 01 E 010 203 000 000 430
			Totals for 202000444	130.48
11/12/2020	202000445	Visa	Target - back to school supplies	105.23 01 E 010 203 000 000 430
			Totals for 202000445	105.23
11/12/2020	202000446	Visa	Target - back to school supplies	105.73 01 E 010 203 000 000 430
			Totals for 202000446	105.73
11/12/2020	202000447	Visa	Amazon - classroom materials - CSP	7.00 01 E 010 203 003 859 430
			Totals for 202000447	7.00
11/12/2020	202000448	Visa	Amazon - clips for masks - CRF	54.95 01 E 010 203 000 154 401
			Totals for 202000448	54.95
11/12/2020	202000449	Visa	Amazon - classroom materials - CSP	11.99 01 E 010 203 003 859 430
			Totals for 202000449	11.99
11/12/2020	202000450	Visa	Amazon - classroom materials - CSP	91.80 01 E 010 203 003 859 430
			Totals for 202000450	91.80
11/12/2020	202000451	Visa	Amazon - SS Lit books - CSP	51.90 01 E 010 203 003 859 470
			Totals for 202000451	51.90
11/12/2020	202000452	Visa	Amazon - classroom materials - CSP	80.01 01 E 010 203 003 859 430
			Totals for 202000452	80.01
11/12/2020	202000453	Visa	Target - back to school supplies	105.73 01 E 010 203 000 000 430
			Totals for 202000453	105.73
11/12/2020	202000454	Visa	Target - back to school supplies	105.73 01 E 010 203 000 000 430
			Totals for 202000454	105.73
11/12/2020	202000455	Visa	Target - back to school supplies	212.21 01 E 010 203 000 000 430
			Totals for 202000455	212.21
11/12/2020	202000456	Visa	Amazon - back to school supplies	92.04 01 E 010 203 000 000 430
			Totals for 202000456	92.04
11/12/2020	202000457	Visa	Target - back to school supplies	103.62 01 E 010 203 000 000 430
			Totals for 202000457	103.62

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CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT NUMBER
11/12/2020	202000458	Visa	Target - back to school supplies	7.53 01 E 010 203 000 000 430
			Totals for 202000458	7.53
11/12/2020	202000459	Visa	Target - back to school supplies	105.73 01 E 010 203 000 000 430
			Totals for 202000459	105.73
11/12/2020	202000460	Visa	Target - back to school supplies	166.86 01 E 010 203 000 000 430
			Totals for 202000460	166.86
11/12/2020	202000461	Visa	Target - back to school supplies	86.80 01 E 010 203 000 000 430
			Totals for 202000461	86.80
11/12/2020	202000462	Visa	Amazon - back to school supplies	86.68 01 E 010 203 000 000 430
			Totals for 202000462	86.68
11/12/2020	202000463	Visa	Amazon - back to school supplies	27.96 01 E 010 203 000 000 430
			Totals for 202000463	27.96
11/12/2020	202000464	Visa	Amazon - back to school supplies	24.99 01 E 010 203 000 000 430
			Totals for 202000464	24.99
11/12/2020	202000465	Visa	Walmart - back to school supplies	59.90 01 E 010 203 000 000 430
			Totals for 202000465	59.90
11/12/2020	202000466	Visa	Walmart - back to school supplies	294.56 01 E 010 203 000 000 430
			Totals for 202000466	294.56
11/12/2020	202000467	Visa	Target - back to school supplies	323.41 01 E 010 203 000 000 430
			Totals for 202000467	323.41
11/12/2020	202000468	Visa	Target - back to school supplies	2.14 01 E 010 203 000 000 430
			Totals for 202000468	2.14
11/12/2020	202000469	Visa	Target - back to school supplies	7.48 01 E 010 203 000 000 430
			Totals for 202000469	7.48
11/12/2020	202000470	Visa	Target - back to school supplies	3.20 01 E 010 203 000 000 430
			Totals for 202000470	3.20
11/12/2020	202000471	Visa	Amazon - classroom materials - CSP	29.49 01 E 010 203 003 859 430
			Totals for 202000471	29.49
11/12/2020	202000472	Visa	CGMSSEDU - Prof Dev - CSP	325.00 01 E 010 640 003 859 366
			Totals for 202000472	325.00
11/12/2020	202000473	Visa	Eyewords - SPED	94.95 01 E 010 420 000 419 433
			Totals for 202000473	94.95
11/12/2020	202000474	Visa	Credit - Target - sales tax	-15.51 01 E 010 050 000 000 401
			Totals for 202000474	-15.51
11/12/2020	202000475	Visa	Amazon - back to school supplies	30.95 01 E 010 203 000 000 430
			Totals for 202000475	30.95
11/12/2020	202000476	Visa	Amazon - classroom materials - CSP	81.98 01 E 010 203 003 859 430
			Totals for 202000476	81.98
11/12/2020	202000477	Visa	Amazon - back to school supplies	41.99 01 E 010 203 000 000 430

CHECK			ACCOUNT	
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT NUMBER
			Totals for 202000477	41.99
11/12/2020	202000478	Visa	Think Social - SPED	163.18 01 E 010 420 000 419 433
			Totals for 202000478	163.18
11/12/2020	202000479	Visa	NE Foundation - Prof Dev	9.99 01 E 010 640 000 316 366
			Totals for 202000479	9.99
11/12/2020	202000480	Visa	Vandy's Grille - Prof Dev	55.39 01 E 010 640 000 316 366
			Totals for 202000480	55.39
11/12/2020	202000481	Visa	Amazon - classroom materials - CSP	28.49 01 E 010 203 003 859 430
			Totals for 202000481	28.49
11/12/2020	202000482	Visa	Right Start Math - Math curriculum - CSP	989.00 01 E 010 203 003 859 460
			Totals for 202000482	989.00
11/12/2020	202000483	Visa	Walmart - back to school supplies	410.07 01 E 010 203 000 000 430
			Totals for 202000483	410.07
11/12/2020	202000484	Visa	Amazon - COVID supplies - CRF	55.14 01 E 010 810 000 154 401
			Totals for 202000484	55.14
11/12/2020	202000485	Visa	Amazon - media resources - CSP	129.75 01 E 010 620 003 859 470
			Totals for 202000485	129.75
11/12/2020	202000486	Visa	Amazon - SPED	64.79 01 E 010 420 000 419 433
			Totals for 202000486	64.79
11/12/2020	202000487	Visa	Credit - Target - sales tax	-44.11 01 E 010 050 000 000 401
			Totals for 202000487	-44.11
11/12/2020	202000488	Visa	Credit - Target - sales tax	-15.51 01 E 010 050 000 000 401
			Totals for 202000488	-15.51
11/12/2020	202000489	Visa	Credit - Target - sales tax	-15.51 01 E 010 050 000 000 401
			Totals for 202000489	-15.51
11/12/2020	202000490	Visa	Credit - Target - sales tax	-15.02 01 E 010 050 000 000 401
			Totals for 202000490	-15.02
11/12/2020	202000491	Visa	Credit - Target - sales tax	-7.72 01 E 010 050 000 000 401
			Totals for 202000491	-7.72
11/12/2020	202000492	Visa	Credit - Target - sales tax	-7.72 01 E 010 050 000 000 401
			Totals for 202000492	-7.72
11/12/2020	202000493	Visa	Credit - Target - sales tax	-7.72 01 E 010 050 000 000 401
			Totals for 202000493	-7.72
11/12/2020	202000494	Visa	Credit - Target - sales tax	-7.56 01 E 010 050 000 000 401
			Totals for 202000494	-7.56
11/12/2020	202000495	Visa	Credit - Target - sales tax	-5.29 01 E 010 050 000 000 401
			Totals for 202000495	-5.29
11/12/2020	202000496	Visa	Credit - Target - sales tax	-5.05 01 E 010 050 000 000 401
			Totals for 202000496	-5.05

CHECK			ACCOUNT	
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT NUMBER
11/12/2020	202000497	Visa	Walmart - office supplies \$66.96, back to school supplies \$66.96	66.96 01 E 010 050 000 000 401
11/12/2020	202000497	Visa	Walmart - office supplies \$66.96, back to school supplies \$66.96	66.96 01 E 010 203 000 000 430
			Totals for 202000497	133.92
11/12/2020	202000498	Visa	MN Historical - curriculum - CSP	659.95 01 E 010 203 003 859 460
			Totals for 202000498	659.95
11/12/2020	202000499	Visa	Amazon - bags for COVID \$7.66, surge protector for maintenance \$29.99	37.65 01 E 010 810 000 000 401
			Totals for 202000499	37.65
11/12/2020	202000500	Visa	Amazon - facility - clock	28.99 01 E 010 810 000 000 401
			Totals for 202000500	28.99
11/12/2020	202000501	Visa	Amazon - USB multiscard reader - CSP	16.99 01 E 010 630 003 859 455
			Totals for 202000501	16.99
11/12/2020	202000502	Visa	Walmart - drawers	16.32 01 E 010 050 000 000 401
			Totals for 202000502	16.32
11/12/2020	202000503	Visa	Amazon - classroom supplies - CSP	86.77 01 E 010 203 003 859 401
			Totals for 202000503	86.77
11/12/2020	202000504	Visa	Blick Art - office materials	106.06 01 E 010 050 000 000 401
			Totals for 202000504	106.06
11/12/2020	202000505	Visa	Back Country - PE equipment - CSP	5,647.11 01 E 010 203 003 859 430
			Totals for 202000505	5,647.11
11/12/2020	202000506	Visa	Farm Tek - Science equip - CSP	2,839.26 01 E 010 203 003 859 430
			Totals for 202000506	2,839.26
11/12/2020	202000507	Visa	Back Country - disbuting transaction	729.70 01 E 010 203 000 000 899
			Totals for 202000507	729.70
11/12/2020	202000508	Visa	Amazon - face shields - CRF	429.20 01 E 010 203 000 154 401
			Totals for 202000508	429.20
11/12/2020	202000509	Visa	Walmart - cookware for FACS	454.31 01 E 010 203 000 000 430
			Totals for 202000509	454.31
11/12/2020	202000510	Visa	Back Country - Phy Ed	729.70 01 E 010 240 000 000 430
			Totals for 202000510	729.70
11/12/2020	202000511	Visa	Walmart - supplies for FACS room	62.59 01 E 010 203 000 000 430
			Totals for 202000511	62.59
11/12/2020	202000512	Visa	Costco - non inst supplied \$13.59, custodial supplies \$19.49, COVID - CRF supplies \$14.99	13.59 01 E 010 203 000 000 401
11/12/2020	202000512	Visa	Costco - non inst supplied \$13.59, custodial supplies \$19.49, COVID - CRF supplies \$14.99	19.49 01 E 010 810 000 000 401
11/12/2020	202000512	Visa	Costco - non inst supplied \$13.59, custodial	14.99 01 E 010 810 000 154 401

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CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT NUMBER
			supplies \$19.49, COVID - CRF supplies \$14.99	
			Totals for 202000512	48.07
11/12/2020	202000513	Visa	Caribou Coffee - staff food for conferences	110.82 01 E 005 105 000 000 490
			Totals for 202000513	110.82
11/12/2020	202000514	Visa	Amazon - plastic protector for COVID - CRF	179.99 01 E 010 810 000 154 401
			Totals for 202000514	179.99
11/12/2020	202000515	Visa	Walmart - supplies and materials - CSP	36.90 01 E 010 203 003 859 401
			Totals for 202000515	36.90
11/12/2020	202000516	Visa	Apple.com - Speech app - SPED	43.14 01 E 010 420 000 419 433
			Totals for 202000516	43.14
11/12/2020	202000517	Visa	Amazon - tech supplies - CSP \$83.96, COVID	83.96 01 E 010 630 003 859 455
			supplies \$29.99	
11/12/2020	202000517	Visa	Amazon - tech supplies - CSP \$83.96, COVID	29.99 01 E 010 630 000 000 455
			supplies \$29.99	
			Totals for 202000517	113.95
11/12/2020	202000518	Visa	Free Spirit Publishing - texbook - CSP	21.94 01 E 010 203 003 859 460
			Totals for 202000518	21.94
11/12/2020	202000519	Visa	Walmart - copy paper - CSP	59.90 01 E 010 203 003 859 401
			Totals for 202000519	59.90
11/12/2020	202000520	Visa	Amazon - classroom mic due to COVID - CRF	129.00 01 E 010 203 000 154 430
			Totals for 202000520	129.00
11/12/2020	202000521	Visa	Walmart - Food service supplies due to COVID	178.56 02 E 010 770 000 154 401
			- CRF	
			Totals for 202000521	178.56
11/12/2020	202000522	Visa	Amazon - Art materials - CSP	74.95 01 E 010 203 003 859 430
			Totals for 202000522	74.95
11/12/2020	202000523	Visa	Credit - Amazon - COVID supplies	-29.99 01 E 010 630 000 000 455
			Totals for 202000523	-29.99
11/12/2020	202000524	Visa	Generation Genius - Science materials - CSP	795.00 01 E 010 203 003 859 430
			Totals for 202000524	795.00
11/12/2020	202000525	Visa	Amazon - Art supplies - CSP	230.70 01 E 010 203 003 859 430
			Totals for 202000525	230.70
11/12/2020	202000526	Visa	Amazon - Art supplies - CSP	91.92 01 E 010 203 003 859 430
			Totals for 202000526	91.92
11/12/2020	202000527	Visa	Amazon - Art supplies - CSP	56.65 01 E 010 203 003 859 430
			Totals for 202000527	56.65
11/12/2020	202000528	Visa	CorAdvantage - Instructional - VPK	454.80 01 E 010 201 000 000 461
			Assessment	
			Totals for 202000528	454.80

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CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT NUMBER
11/12/2020	202000529	Visa	Amazon - calculators - CSP	1,249.90 01 E 010 203 003 859 455
			Totals for 202000529	1,249.90
11/12/2020	202000530	Visa	Amazon - mic sets due to COVID - CRF	514.70 01 E 010 203 000 154 430
			Totals for 202000530	514.70
11/12/2020	202000531	Visa	Amazon - speaker phones - CSP	1,538.00 01 E 010 630 003 859 455
			Totals for 202000531	1,538.00
11/12/2020	202000532	Visa	Amazon - SPED materials	36.16 01 E 010 420 000 419 433
			Totals for 202000532	36.16
11/12/2020	202000533	Visa	Amazon - student supplies for COVID - CRF	37.98 01 E 010 203 000 154 430
			Totals for 202000533	37.98
11/12/2020	202000534	Visa	Amazon - SPED supplies	42.96 01 E 010 420 000 419 433
			Totals for 202000534	42.96
11/12/2020	202000535	Visa	Credit - Walmart - sales tax	-4.00 01 E 010 050 000 000 401
			Totals for 202000535	-4.00
11/12/2020	202000536	Visa	Amazon - SPED materials	19.98 01 E 010 420 000 419 433
			Totals for 202000536	19.98
11/12/2020	202000537	Visa	Amazon - SPED materials	87.65 01 E 010 420 000 419 433
			Totals for 202000537	87.65
11/12/2020	202000538	Visa	TeachersPayTeachers - EE curriculum materials	4.20 01 E 010 203 000 000 430
			Totals for 202000538	4.20
11/12/2020	202000539	Visa	Amazon - SPED materials	9.95 01 E 010 420 000 419 433
			Totals for 202000539	9.95
11/12/2020	202000540	Visa	Amazon - tech supplies due to COVID - CRF	66.15 01 E 010 630 000 154 456
			Totals for 202000540	66.15
11/12/2020	202000541	Visa	Amazon - student supplies due to COVID - CRF	72.82 01 E 010 203 000 154 401
			Totals for 202000541	72.82
11/12/2020	202000542	Visa	Amazon - classroom supplies due to COVID - CRF	99.05 01 E 010 203 000 154 430
			Totals for 202000542	99.05
11/12/2020	202000543	Visa	Amazon - student supplies	176.97 01 E 010 203 000 000 401
			Totals for 202000543	176.97
11/12/2020	202000544	Visa	Amazon - student supplies	185.64 01 E 010 203 000 000 401
			Totals for 202000544	185.64
11/12/2020	202000545	Visa	Amazon - SPED materials - OT	65.97 01 E 010 420 000 419 433
			Totals for 202000545	65.97
11/12/2020	202000546	Visa	Amazon - student supplies due to COVID - CRF	23.90 01 E 010 203 000 154 401
			Totals for 202000546	23.90
11/12/2020	202000547	Visa	Amazon - E3 Lit book	15.99 01 E 010 211 000 000 430

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CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER
			Totals for 202000547	15.99	
11/12/2020	202000548	Visa	Office Depot - hand sanitizer due to COVID - CRF	119.99	01 E 010 810 000 154 401
			Totals for 202000548	119.99	
11/12/2020	202000549	Visa	Riverside Insights - SPED testing assessments	508.81	01 E 010 420 000 419 433
			Totals for 202000549	508.81	
11/12/2020	202000550	Visa	Amazon - office supplies	6.99	01 E 010 050 000 000 401
			Totals for 202000550	6.99	
11/12/2020	202000551	Visa	Crisis Prevention - training	375.00	01 E 010 640 000 316 366
			Totals for 202000551	375.00	
11/12/2020	202000552	Visa	Amazon - colored file folders - SPED	15.99	01 E 010 420 000 419 401
			Totals for 202000552	15.99	
11/12/2020	202000553	Visa	Credit - Walmart - drawers	-16.32	01 E 010 050 000 000 401
			Totals for 202000553	-16.32	
11/12/2020	202000554	Visa	Amazon - Prime monthly membership	12.99	01 E 005 105 000 000 820
			Totals for 202000554	12.99	
11/12/2020	202000555	Visa	Fees	225.47	01 E 005 110 000 000 305
			Totals for 202000555	225.47	
11/16/2020	202000558	Further	Payroll accrual	983.34	01 L 215 16
11/16/2020	202000558	Further	Payroll accrual	1,541.67	01 L 215 16
			Totals for 202000558	2,525.01	
11/16/2020	202000559	Internal Revenue Service	Payroll accrual	18.78	01 L 215 01
11/16/2020	202000559	Internal Revenue Service	Payroll accrual	53.57	01 L 215 01
11/16/2020	202000559	Internal Revenue Service	Payroll accrual	12.53	01 L 215 01
11/16/2020	202000559	Internal Revenue Service	Payroll accrual	53.57	01 L 215 01
11/16/2020	202000559	Internal Revenue Service	Payroll accrual	12.53	01 L 215 01
11/16/2020	202000559	Internal Revenue Service	Payroll accrual	250.00	01 L 215 01
11/16/2020	202000559	Internal Revenue Service	Payroll accrual	30.00	02 L 215 01
11/16/2020	202000559	Internal Revenue Service	Payroll accrual	6,443.80	01 L 215 01
11/16/2020	202000559	Internal Revenue Service	Payroll accrual	126.73	02 L 215 01
11/16/2020	202000559	Internal Revenue Service	Payroll accrual	6,825.69	01 L 215 01
11/16/2020	202000559	Internal Revenue Service	Payroll accrual	179.09	02 L 215 01
11/16/2020	202000559	Internal Revenue Service	Payroll accrual	1,596.33	01 L 215 01
11/16/2020	202000559	Internal Revenue Service	Payroll accrual	41.88	02 L 215 01
11/16/2020	202000559	Internal Revenue Service	Payroll accrual	6,825.69	01 L 215 01
11/16/2020	202000559	Internal Revenue Service	Payroll accrual	179.09	02 L 215 01
11/16/2020	202000559	Internal Revenue Service	Payroll accrual	1,596.33	01 L 215 01
11/16/2020	202000559	Internal Revenue Service	Payroll accrual	41.88	02 L 215 01

CHECK				ACCOUNT		
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER	
Totals for 202000559				24,287.49		
11/16/2020	202000560	MN Department Of Revenue	Payroll accrual	33.05	01 L	215 02
11/16/2020	202000560	MN Department Of Revenue	Payroll accrual	180.00	01 L	215 02
11/16/2020	202000560	MN Department Of Revenue	Payroll accrual	20.00	02 L	215 02
11/16/2020	202000560	MN Department Of Revenue	Payroll accrual	3,395.16	01 L	215 02
11/16/2020	202000560	MN Department Of Revenue	Payroll accrual	62.20	02 L	215 02
Totals for 202000560				3,690.41		
11/16/2020	202000561	Public Employee Retirement Associat	Payroll accrual	56.16	01 L	215 05
11/16/2020	202000561	Public Employee Retirement Associat	Payroll accrual	64.80	01 L	215 05
11/16/2020	202000561	Public Employee Retirement Associat	Payroll accrual	2,763.04	01 L	215 05
11/16/2020	202000561	Public Employee Retirement Associat	Payroll accrual	187.74	02 L	215 05
11/16/2020	202000561	Public Employee Retirement Associat	Payroll accrual	0.00	01 L	215 05
11/16/2020	202000561	Public Employee Retirement Associat	Payroll accrual	3,188.12	01 L	215 05
11/16/2020	202000561	Public Employee Retirement Associat	Payroll accrual	216.63	02 L	215 05
11/16/2020	202000561	Public Employee Retirement Associat	Payroll accrual	0.00	01 L	215 05
Totals for 202000561				6,476.49		
11/16/2020	202000562	Teachers Retirement Association	Payroll accrual	0.00	01 L	215 04
11/16/2020	202000562	Teachers Retirement Association	Payroll accrual	4,857.20	01 L	215 04
11/16/2020	202000562	Teachers Retirement Association	Payroll accrual	5,265.20	01 L	215 04
11/16/2020	202000562	Teachers Retirement Association	Payroll accrual	0.00	01 L	215 04
Totals for 202000562				10,122.40		
11/16/2020	202000563	TRJR Properties LLC	Improvement & equipment lease - Nov 2020	1,540.87	01 E 010 850 000 000 370	
Totals for 202000563				1,540.87		
11/19/2020	202000564	Mass Mutual	Employee 403b deductions	250.50	01 L	215 06
Totals for 202000564				250.50		
11/05/2020	202000565	Mass Mutual	Employee 403b deductions	250.50	01 L	215 06
Totals for 202000565				250.50		
11/20/2020	202000566	Hutchinson Utilities Commission	Utilities - Oct 2020	-3,212.33	01 E 010 810 000 000 330	
11/20/2020	202000566	Hutchinson Utilities Commission	Utilities - Oct 2020	3,212.33	01 E 010 810 000 000 330	
Totals for 202000566				0.00		
11/19/2020	202000567	Synchrony Bank	Installment for lawn mower	174.00	01 E 010 810 000 000 530	
Totals for 202000567				174.00		
11/02/2020	202000568	MN UI Fund	Q3 unemployemnt insurance	2,007.45	01 L	215 03
11/02/2020	202000568	MN UI Fund	Q3 unemployemnt insurance	26.55	02 L	215 03
Totals for 202000568				2,034.00		
11/20/2020	202000569	Hutchinson Utilities Commission	Utilities - Oct 2020	3,312.33	01 E 010 810 000 000 330	
Totals for 202000569				3,312.33		
11/16/2020	202000570	Metro Alarm & Lock	Web based card access app & monitoring of panic lockdown signal	150.00	01 E 010 810 000 000 350	

CHECK			ACCOUNT	
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT NUMBER
			Totals for 202000570	150.00
11/16/2020	202000571	Winkle, Nicole	Reimbursement - supplies for classroom projects \$62.91, snacks \$109.01	62.91 01 E 010 203 000 000 430
11/16/2020	202000571	Winkle, Nicole	Reimbursement - supplies for classroom projects \$62.91, snacks \$109.01	109.01 01 E 010 203 000 000 490
			Totals for 202000571	171.92
11/16/2020	202000572	Dummer, Eileen	Refund for lunch account balance	128.50 02 R 010 000 000 701 601
			Totals for 202000572	128.50
11/16/2020	202000573	Northern Business Products, Inc.	Finance charge	9.26 01 E 005 110 000 000 305
			Totals for 202000573	9.26
11/16/2020	202000574	Sysco Western MN	Lunch	58.34 02 E 010 770 000 701 490
			Totals for 202000574	58.34
11/16/2020	202000575	Sysco Western MN	Breakfast \$422.63 & Lunch \$633.56	422.63 02 E 010 770 000 705 490
11/16/2020	202000575	Sysco Western MN	Breakfast \$422.63 & Lunch \$633.56	633.56 02 E 010 770 000 701 490
			Totals for 202000575	1,056.19
11/16/2020	202000576	Sysco Western MN	Breakfast \$280.45, Lunch \$571.68 and Supplies \$36.56	280.45 02 E 010 770 000 705 490
11/16/2020	202000576	Sysco Western MN	Breakfast \$280.45, Lunch \$571.68 and Supplies \$36.56	36.56 02 E 010 770 000 701 401
11/16/2020	202000576	Sysco Western MN	Breakfast \$280.45, Lunch \$571.68 and Supplies \$36.56	571.68 02 E 010 770 000 701 490
			Totals for 202000576	888.69
11/16/2020	202000577	Vivid Image Inc.	Annual safe & sound website hosting and upgrade plan	780.00 01 E 005 108 000 000 405
			Totals for 202000577	780.00
11/16/2020	202000578	Seesaw Learning Inc	Online platform - COVID	687.50 01 E 010 630 000 154 406
			Totals for 202000578	687.50
11/16/2020	202000579	Immanuel Lutheran School	February 2020 - Basketball Tournament Fees	75.00 01 E 010 292 000 000 369
			Totals for 202000579	75.00
11/16/2020	202000580	Loffler Companies Inc - 131511	Contract base charge 10/02/20 - 11/01/20 \$7.00, Overages: B&W \$5.39, Color \$152.96	165.35 01 E 010 605 000 000 351
			Totals for 202000580	165.35
11/16/2020	202000581	Hutchinson Area Chamber Of Commerce Membership		325.00 01 E 005 105 000 000 820
			Totals for 202000581	325.00
11/16/2020	202000582	Northern Business Products, Inc.	Hand sanitizer due to COVID	29.50 01 E 010 810 000 154 401
			Totals for 202000582	29.50
11/16/2020	202000583	Northern Business Products, Inc.	Construction paper	23.41 01 E 010 203 000 000 401
			Totals for 202000583	23.41
11/16/2020	202000584	Northern Business Products, Inc.	Copy paper	172.50 01 E 010 203 000 000 401

CHECK				ACCOUNT	
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER
			Totals for 202000584	172.50	
11/16/2020	202000585	Northern Business Products, Inc.	Card stock	61.77	01 E 010 203 000 000 401
			Totals for 202000585	61.77	
11/16/2020	202000586	Northern Business Products, Inc.	Office supplies	4.20	01 E 010 050 000 000 401
			Totals for 202000586	4.20	
11/16/2020	202000587	Northern Business Products, Inc.	Copy paper	172.50	01 E 010 203 000 000 401
			Totals for 202000587	172.50	
11/16/2020	202000588	Northern Business Products, Inc.	Construction paper	36.12	01 E 010 203 000 000 401
			Totals for 202000588	36.12	
11/16/2020	202000589	Northern Business Products, Inc.	Copy paper \$172.50, office supplies \$.19	172.50	01 E 010 203 000 000 401
11/16/2020	202000589	Northern Business Products, Inc.	Copy paper \$172.50, office supplies \$.19	0.19	01 E 010 050 000 000 401
			Totals for 202000589	172.69	
11/16/2020	202000590	Hillyard / Hutchinson	Maintenance supplies (towels, tissue and mops)	535.96	01 E 010 810 000 000 401
			Totals for 202000590	535.96	
11/24/2020	202000591	Nuvera	Tech equipment - CRF (10 Dell laptops \$9,259.90, 50 chromebooks \$15,299.50 and 50 GSuite licenses \$1,647.50)	15,299.50	01 E 010 630 000 154 466
11/24/2020	202000591	Nuvera	Tech equipment - CRF (10 Dell laptops \$9,259.90, 50 chromebooks \$15,299.50 and 50 GSuite licenses \$1,647.50)	9,259.90	01 E 010 203 000 154 556
11/24/2020	202000591	Nuvera	Tech equipment - CRF (10 Dell laptops \$9,259.90, 50 chromebooks \$15,299.50 and 50 GSuite licenses \$1,647.50)	1,647.50	01 E 010 630 000 154 406
			Totals for 202000591	26,206.90	
11/24/2020	202000592	Pan-O-Gold Baking Co.	Bread, buns	18.60	02 E 010 770 000 709 490
			Totals for 202000592	18.60	
11/24/2020	202000593	Pan-O-Gold Baking Co.	Bread, buns	30.65	02 E 010 770 000 709 490
			Totals for 202000593	30.65	
11/24/2020	202000594	Pan-O-Gold Baking Co.	Bread, buns	58.70	02 E 010 770 000 709 490
			Totals for 202000594	58.70	
11/24/2020	202000595	Pan-O-Gold Baking Co.	Bread, buns	51.80	02 E 010 770 000 709 490
			Totals for 202000595	51.80	
11/24/2020	202000596	MN PEIP	Health Insurance - Dec 2020	14,048.34	01 L 215 07
			Totals for 202000596	14,048.34	
11/24/2020	202000597	Coborn's, Inc.	Lunch items	86.52	02 E 010 770 000 709 490
			Totals for 202000597	86.52	
11/24/2020	202000598	Coborn's, Inc.	Lunch items	8.00	02 E 010 770 000 709 490
			Totals for 202000598	8.00	

CHECK			ACCOUNT	
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT NUMBER
11/24/2020	202000599	Coborn's, Inc.	Lunch items	32.15 02 E 010 770 000 709 490
			Totals for 202000599	32.15
11/24/2020	202000600	Coborn's, Inc.	Breakfast items	27.84 02 E 010 770 000 705 490
			Totals for 202000600	27.84
11/24/2020	202000601	Sysco Western MN	Bags - COVID	40.28 02 E 005 770 000 154 401
			Totals for 202000601	40.28
11/24/2020	202000602	Further	HSA participant fee - Nov 2020	27.00 01 E 005 105 000 000 305
			Totals for 202000602	27.00
11/24/2020	202000603	Tierney Brothers, Inc.	2 cameras - CSP	1,800.00 01 E 010 203 003 859 555
			Totals for 202000603	1,800.00
11/24/2020	202000604	MN Department Of Health	Food and beverage license	700.00 02 E 010 770 000 701 820
			Totals for 202000604	700.00
11/25/2020	202000605	Bill.com	Service charge 10/24/20 - 11/24/20	96.81 01 E 005 110 000 000 305
			Totals for 202000605	96.81
11/25/2020	202000606	Waste Management -Of WI-MN	Garbage service - Nov 2020	474.34 01 E 010 810 000 000 331
			Totals for 202000606	474.34
11/30/2020	202000607	New Discoveries Affiliated Building Lease		37,000.00 01 E 010 850 000 348 370
			Totals for 202000607	37,000.00
			Totals for checks	233,352.90

Batch	Acct Nbr	Description	Account	Post Date	Amount
			Quick Key		
20-00046	50 R 005 000 000 000 099	DDA Regular Deposit		10/01/2020	300.00
		Totals for 20-00046			300.00
20-00047	01 R 010 000 000 740 360	FY21 SPED		11/13/2020	93,777.92
20-00047	01 R 010 000 000 348 300	FY21 Charter School Lease		11/13/2020	81,993.60
20-00047	01 R 010 000 000 335 300	FY21 Alternative Compensa		11/13/2020	7,076.11
		Totals for 20-00047			182,847.63
20-00048	01 R 010 000 000 000 096	FY21 3M donation - Tara O		11/05/2020	48.52
20-00048	02 R 010 000 000 701 601	FY21 Food Service		11/05/2020	1,769.00
20-00048	01 R 010 203 111 000 050	FY21 Field Trip		11/05/2020	2.00
20-00048	01 R 010 620 000 000 050	FY21 Library		11/05/2020	27.99
		Totals for 20-00048			1,847.51
20-00049	01 R 010 203 111 000 050	FY21 Field Trip fees		11/19/2020	38.00
20-00049	01 R 010 000 000 372 071	FY21 3rd party billing SP		11/19/2020	1,059.42
20-00049	01 R 010 000 000 000 096	FY21 Donation from Coca C		11/19/2020	69.37
20-00049	02 R 010 000 000 701 601	FY21 Food Service		11/19/2020	568.25
		Totals for 20-00049			1,735.04
20-00050	01 R 005 000 000 154 400	FY21 CRF - CARES F154		11/19/2020	16,898.47
		Totals for 20-00050			16,898.47
20-00051	02 R 010 000 000 703 300	FY21 StSpeMilk		11/25/2020	114.80
		Totals for 20-00051			114.80
20-00052	01 R 010 000 000 000 211	FY21 Gen Ed		11/27/2020	64.06
20-00052	01 R 010 000 000 348 300	FY21 Charter School Lease		11/27/2020	13,665.60
20-00052	01 R 010 000 000 000 317	FY21 Lt Fac Maint Charter		11/27/2020	24,710.40
20-00052	01 R 010 000 000 335 300	FY21 Alternative Compensa		11/27/2020	24,528.66
20-00052	01 A 121 00	FY20 Gen Ed adj		11/27/2020	-16.00
		Totals for 20-00052			62,952.72
20-00053	01 R 010 000 000 000 092	Interest - Nov 2020		11/30/2020	23.51
		Totals for 20-00053			23.51
20-00054	02 R 010 000 000 701 601	FY21 Lunch payments - Pay		11/02/2020	75.00
		Totals for 20-00054			75.00
20-00055	01 L 202 00	LOC advance		11/30/2020	200,000.00
		Totals for 20-00055			200,000.00
20-00056	02 R 010 000 000 707 606	FY21 Adult lunch payments		11/10/2020	16.00
20-00056	02 R 010 000 000 701 601	FY21 Lunch payments - Pay		11/10/2020	270.00
		Totals for 20-00056			286.00
20-00057	02 R 010 000 000 707 606	FY21 Adult lunch payments		11/16/2020	58.80
20-00057	02 R 010 000 000 701 601	FY21 Lunch payments - Pay		11/16/2020	30.00
		Totals for 20-00057			88.80
20-00058	02 R 010 000 000 707 606	FY21 Adult lunch payment		11/17/2020	4.00
		Totals for 20-00058			4.00

Batch	Acct Nbr	Description	Account	Post Date	Amount
			Quick Key		
20-00059	02 R 010 000 000 701 601	FY21 Lunch payments - Pay		11/23/2020	25.00
		Totals for 20-00059			25.00
20-00060	02 R 010 000 000 701 601	FY21 Lunch payments - Pay		11/24/2020	50.00
		Totals for 20-00060			50.00
20-00061	01 E 010 203 003 859 401	FY21 Refund from Bill.com		11/25/2020	61.73
20-00061	01 E 010 203 003 859 530	FY21 Refund from Bill.com		11/25/2020	1,052.46
		Totals for 20-00061			1,114.19
20-00062	02 R 010 000 000 701 601	FY21 Lunch payments - Pay		11/25/2020	50.00
		Totals for 20-00062			50.00
20-00063	02 R 010 000 000 701 601	FY21 Lunch payments - Pay		11/03/2020	402.60
		Totals for 20-00063			402.60
		Total for Cash Receipts			468,815.27

Batch	Description	Debit	Credit	Acct Nbr	Post Date
20-00014	Reclass SUI to GenEd per Chapter 10	0.00	4.46	01 E 005 810 000 154 280	11/05/2020
20-00014	Reclass SUI to GenEd per Chapter 10	4.46	0.00	01 E 010 810 000 000 280	11/05/2020
	0.00 Totals for 20-00014				
20-00016	SOS Office Furniture - office furniture	0.00	1,299.34	01 E 010 050 019 000 401	10/31/2020
20-00016	SOS Office Furniture - office furniture	1,299.34	0.00	01 E 010 203 000 154 401	10/31/2020
20-00016	Walgreens - digital temp readers	0.00	213.45	01 E 005 110 019 000 401	10/31/2020
20-00016	Walgreens - digital temp readers	213.45	0.00	01 E 010 720 000 154 401	10/31/2020
20-00016	Menards - masks - COVID	0.00	217.31	01 E 005 110 019 000 401	10/31/2020
20-00016	Menards - masks - COVID	217.31	0.00	01 E 010 203 000 154 401	10/31/2020
20-00016	ZoroTools - bags - COVID	0.00	93.45	01 E 005 110 019 000 401	10/31/2020
20-00016	ZoroTools - bags - COVID	93.45	0.00	01 E 010 203 000 154 401	10/31/2020
20-00016	Protection screens due to COVID	0.00	381.00	01 E 005 110 019 000 401	10/31/2020
20-00016	Protection screens due to COVID	381.00	0.00	01 E 010 203 000 154 401	10/31/2020
20-00016	Thermometer due to COVID	0.00	259.95	01 E 005 110 019 000 401	10/31/2020
20-00016	Thermometer due to COVID	259.95	0.00	01 E 010 720 000 154 401	10/31/2020
20-00016	Reimbursement - Face shields for CH	0.00	71.96	01 E 010 201 019 000 401	10/31/2020
20-00016	Reimbursement - Face shields for CH	71.96	0.00	01 E 010 201 000 154 401	10/31/2020
20-00016	Amazon - lap desks - COVID	0.00	539.85	01 E 010 203 019 000 401	10/31/2020
20-00016	Amazon - lap desks - COVID	539.85	0.00	01 E 010 203 000 154 401	10/31/2020
20-00016	Montessori Outlet - student rugs	0.00	356.19	01 E 010 203 019 000 401	10/31/2020
20-00016	Montessori Outlet - student rugs	356.19	0.00	01 E 010 203 000 154 401	10/31/2020
20-00016	Amazon - lap desks - COVID	0.00	299.25	01 E 010 203 019 000 401	10/31/2020
20-00016	Amazon - lap desks - COVID	299.25	0.00	01 E 010 203 000 154 401	10/31/2020
20-00016	RTR Kids - carpet squares	0.00	127.46	01 E 010 203 019 000 401	10/31/2020
20-00016	RTR Kids - carpet squares	127.46	0.00	01 E 010 203 000 154 401	10/31/2020
20-00016	Sanitizer due to Covid-19	0.00	157.42	01 E 010 810 019 000 401	10/31/2020
20-00016	Sanitizer due to Covid-19	157.42	0.00	01 E 010 810 000 154 401	10/31/2020
20-00016	Signs due to Covid-19	0.00	697.50	01 E 010 810 019 000 401	10/31/2020
20-00016	Signs due to Covid-19	697.50	0.00	01 E 010 810 000 154 401	10/31/2020
20-00016	Floor graphics due to COVID	0.00	362.50	01 E 010 810 019 000 401	10/31/2020
20-00016	Floor graphics due to COVID	362.50	0.00	01 E 010 810 000 154 401	10/31/2020
20-00016	Zoro Tools - floor tape - COVID	0.00	84.85	01 E 010 810 019 000 401	10/31/2020
20-00016	Zoro Tools - floor tape - COVID	84.85	0.00	01 E 010 810 000 154 401	10/31/2020
20-00016	Foam soap due to COVID	0.00	230.36	01 E 010 810 019 000 401	10/31/2020
20-00016	Foam soap due to COVID	230.36	0.00	01 E 010 810 000 154 401	10/31/2020

Batch	Description	Debit	Credit Acct Nbr	Post Date
20-00016	Reimbursement - 150 sneeze guards	0.00	5,973.48 01 E 010 810 019 000 401	10/31/2020
20-00016	Reimbursement - 150 sneeze guards	5,973.48	0.00 01 E 010 203 000 154 401	10/31/2020
20-00016	Disinfectant for disinfectant sprayer	0.00	232.96 01 E 010 810 019 000 401	10/31/2020
20-00016	Disinfectant for disinfectant sprayer	232.96	0.00 01 E 010 810 000 154 401	10/31/2020
20-00016	Disinfectant sprayer due to COVID	0.00	575.00 01 E 010 810 019 000 401	10/31/2020
20-00016	Disinfectant sprayer due to COVID	575.00	0.00 01 E 010 810 000 154 401	10/31/2020
20-00016	Amazon - classroom supplies - COVID	0.00	196.78 01 E 010 203 019 000 430	10/31/2020
20-00016	Amazon - classroom supplies - COVID	196.78	0.00 01 E 010 203 000 154 430	10/31/2020
20-00016	Target - COVID supplies - scissors	0.00	72.52 01 E 010 203 019 000 430	10/31/2020
20-00016	Target - COVID supplies - scissors	72.52	0.00 01 E 010 203 000 154 430	10/31/2020
20-00016	Target - Back to school supplies	0.00	212.52 01 E 010 203 019 000 430	10/31/2020
20-00016	Target - Back to school supplies	212.52	0.00 01 E 010 203 000 154 430	10/31/2020
20-00016	Target - Back to school supplies	0.00	205.74 01 E 010 203 019 000 430	10/31/2020
20-00016	Target - Back to school supplies	205.74	0.00 01 E 010 203 000 154 430	10/31/2020
20-00016	Amazon - back to school supplies	0.00	57.46 01 E 010 203 019 000 430	10/31/2020
20-00016	Amazon - back to school supplies	57.46	0.00 01 E 010 203 000 154 430	10/31/2020
20-00016	Target- back to school supplies	0.00	212.52 01 E 010 203 019 000 430	10/31/2020
20-00016	Target- back to school supplies	212.52	0.00 01 E 010 203 000 154 430	10/31/2020
20-00016	TeachersPayTeachers - books and activiti	0.00	14.68 01 E 010 203 019 000 430	10/31/2020
20-00016	TeachersPayTeachers - books and activiti	14.68	0.00 01 E 010 203 000 154 430	10/31/2020
20-00016	Target - back to school supplies	0.00	212.52 01 E 010 203 019 000 430	10/31/2020
20-00016	Target - back to school supplies	212.52	0.00 01 E 010 203 000 154 430	10/31/2020
20-00016	Amazon - back to school supplies	0.00	62.95 01 E 010 203 019 000 430	10/31/2020
20-00016	Amazon - back to school supplies	62.95	0.00 01 E 010 203 000 154 430	10/31/2020
20-00016	TeachersPayTeachers - math and reading b	0.00	18.63 01 E 010 203 019 000 430	10/31/2020
20-00016	TeachersPayTeachers - math and reading b	18.63	0.00 01 E 010 203 000 154 430	10/31/2020
20-00016	Amazon - tech supply - COVID	0.00	25.97 01 E 010 203 019 000 456	10/31/2020
20-00016	Amazon - tech supply - COVID	25.97	0.00 01 E 010 630 000 154 456	10/31/2020
20-00016	PlayOsmo - base for iPad - tech	0.00	15.99 01 E 010 203 019 000 456	10/31/2020
20-00016	PlayOsmo - base for iPad - tech	15.99	0.00 01 E 010 630 000 154 456	10/31/2020
20-00016	Amazon - tech (stand for camera)	0.00	27.38 01 E 010 203 019 000 456	10/31/2020
20-00016	Amazon - tech (stand for camera)	27.38	0.00 01 E 010 630 000 154 456	10/31/2020
20-00016	Reimbursement - foam school trays for fo	0.00	242.52 02 E 010 770 019 701 401	10/31/2020
20-00016	Reimbursement - foam school trays for fo	242.52	0.00 02 E 010 770 000 154 401	10/31/2020
20-00016	Amazon - fast food trays - COVID	0.00	31.81 02 E 010 770 019 701 401	10/31/2020
20-00016	Amazon - fast food trays - COVID	31.81	0.00 02 E 010 770 000 154 401	10/31/2020

Batch	Description	Debit	Credit Acct Nbr	Post Date
20-00016	Walmart - lunch trays - COVID	0.00	199.28 02 E 010 770 019 701 401	10/31/2020
20-00016	Walmart - lunch trays - COVID	199.28	0.00 02 E 010 770 000 154 401	10/31/2020
0.00 Totals for 20-00016				
20-00017	Reclassify CSP expense that was unallowa	25.00	0.00 01 E 010 407 000 740 140	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	1.84	0.00 01 E 010 407 000 740 210	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	2.03	0.00 01 E 010 407 000 740 218	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	0.21	0.00 01 E 010 407 000 740 270	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	0.14	0.00 01 E 010 407 000 740 280	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	0.00	25.00 01 E 010 610 003 859 185	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	0.00	1.84 01 E 010 610 003 859 210	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	0.00	2.03 01 E 010 610 003 859 218	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	0.00	0.21 01 E 010 610 003 859 270	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	0.00	0.14 01 E 010 610 003 859 280	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	0.00	62.50 01 E 010 610 003 859 185	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	0.00	4.78 01 E 010 610 003 859 210	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	0.00	5.08 01 E 010 610 003 859 218	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	0.00	0.52 01 E 010 610 003 859 270	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	0.00	0.34 01 E 010 610 003 859 280	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	62.50	0.00 01 E 010 412 000 740 140	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	4.78	0.00 01 E 010 412 000 740 210	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	5.08	0.00 01 E 010 412 000 740 218	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	0.52	0.00 01 E 010 412 000 740 270	10/31/2020
20-00017	Reclassify CSP expense that was unallowa	0.34	0.00 01 E 010 412 000 740 280	10/31/2020
0.00 Totals for 20-00017				
0.00 Total for Journal Entries				

102P EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of New Discoveries Montessori Academy.

II. GENERAL STATEMENT OF POLICY

- A. It is New Discoveries Montessori Academy's policy to provide equal educational opportunity for all students. NDMA does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. NDMA also makes reasonable accommodations for disabled students.
- B. New Discoveries Montessori Academy prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school's policy on harassment and violence and the school's procedures for addressing such complaints, refer to the NDMA's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every school employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the board appointed administrator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

NDMA Policy 413P (Harassment and Violence)

NDMA Policy 521P (Student Disability Nondiscrimination)

NDMA Policy 522P (Student Sex Nondiscrimination)

203P OPERATION OF THE NDMA BOARD OF DIRECTORS – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide a framework for the Board of Directors from which to govern NDMA.

II. FUNCTION

As representatives for New Discoveries Montessori Academy (NDMA), individually and as a unit, the primary function shall be to represent its constituents by navigating the organization to be in alignment with its vision, core values, and strategic plan.

III. RESPONSIBILITIES

1-General attributes of each board member:

- Availability
- Commitment
- Integrity
- Accountability
- Punctuality
- Objectivity
- Confidentiality

2-Policy Governance

- Comply with State/Federal mandates
- Adhere to NDMA vision and core values
- Contribute to policy development and revision
- Understand the role of a board member is to create NDMA direction through policy
- Understand the role of administration is to carry out the policy directives
- Link the two roles with effective empowerment and evaluation

3-Strategic Planning

- Participate in developing an annual strategic plan
- Assess the needs of the organization with the S.W.O.T. process
- Approve the organization's annual goals
- Require the board appointed administrator to develop goals to coincide with the strategic plan
- Create board committees as needed to study issues and recommend to the board
- Review the progress of the strategic goals at least quarterly

4-Employment

- Ensure the board is the final authority on all employment, transfers, and dismissal
- Ensure that all employment laws are validated in the employment process
- Require employment policies address prevention and intervention
- Approve compensation and benefit policies and practices
- Maintain a position description database for all positions in the organization

5-Accountability

- Hold the board appointed administrator accountable to the board-approved goals and performance criteria
- Review fiscal management of the budget at least quarterly
- Require a formal process for board approval of revenue and expenditures
- Require a triannual measurable metric reporting system on academic performance
- Require detailed updates on issues being addressed in the school environment
- Review the board appointed administrator's performance at least annually
- Develop an annual professional development plan with the board appointed administrator
- Annually evaluate the effectiveness of the board as a unit, not individually
- Require regular reporting from and through the board appointed administrator on operations
- Approve major program/process changes recommended in the organization
- Select an auditing firm annually to review financial data and processes
- Perform within the limits of the Minnesota Open Meeting Law
- Review complaints and/or major issues coming from all communities

6-Training

- Ensure appropriate professional development for staff and administration
- Complete all training requirements as board members
- Maintain a continuous education process for board member awareness

205P OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect the Open Meeting Law statute and are not discretionary in nature. It does not address meetings held by interactive television pursuant to the 1997 legislation. The statute should be reviewed with legal counsel prior to such meetings.]

I. PURPOSE

- A. The New Discoveries Montessori Academy board of directors embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The NDMA board of directors shall conduct its business under a presumption of openness. At the same time, the NDMA board of directors recognizes and respects the privacy rights of individuals as provided by law. The board of directors also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the NDMA board of directors.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the New Discoveries Montessori Academy board of directors, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering of at least a quorum or more members of the New Discoveries Montessori Academy board of directors at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering.

IV. PROCEDURES

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the New Discoveries Montessori Academy board of directors shall be kept on file at its primary offices. If the NDMA board of directors decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the New Discoveries Montessori Academy board of directors shall post written notice of the date, time, place, and purpose of the meeting on the principle bulletin board of the school district or on the door of the school board's usual meeting room if there is no principle bulletin board. The board of directors actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the board of directors may publish the notice at least three days before the meeting on NDMA's official website.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the NDMA board of directors is required to send notice to that person only concerning those particular subjects.
- e. The NDMA board of directors will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the NDMA board of directors shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the New Discoveries Montessori Academy board of directors, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The NDMA board of directors shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the NDMA board of directors.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the members of the NDMA board of directors.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the NDMA board of directors at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

B. Votes

The votes of the members of the New Discoveries Montessori Academy board of directors shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school.

C. Written Materials

1. In any open meeting, a copy of any printed materials relating to the agenda items prepared or distributed by the New Discoveries Montessori Academy board of directors or its employees and distributed to or available to all NDMA school board members shall be available in the meeting room for inspection by the public while the board of directors considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the New Discoveries Montessori Academy board of directors' authority and is reasonably necessary to conduct the business or agenda item before the NDMA board of directors.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations

- a. The New Discoveries Montessori Academy board of directors may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of the members of the NDMA board of directors and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the NDMA board of directors for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the New Discoveries Montessori Academy board of directors and its employees or their respective representatives are public meetings except when otherwise provided by the Commissioner of the Bureau of Mediation Services.

3. Preliminary Consideration of Charges

The New Discoveries Montessori Academy board of directors shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the NDMA board of directors conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting.

4. Performance Evaluations

The New Discoveries Montessori Academy board of directors may close a meeting to evaluate the performance of an individual who is subject to its authority. The NDMA board of directors shall

identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the NDMA board of directors shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the New Discoveries Montessori Academy board of directors needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.

7. Coaches; Opportunity to Respond

- a. If the New Discoveries Montessori Academy board of directors has declined to renew the coaching contract of a licensed or nonlicensed coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the NDMA board of directors must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the NDMA board of directors must provide the coach with a reasonable opportunity to respond to the reasons at a board of directors meeting.

- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency; or
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data.

9. Purchase and Sale of Property

- a. The New Discoveries Montessori Academy board of directors may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the NDMA board of directors must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school. The tape must be preserved for eight (8) years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the board of directors has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting

must be specifically identified on the tape. A list of board of directors members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the NDMA board of directors at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The New Discoveries Montessori Academy board of directors may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the NDMA board of directors must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school and the recording must be preserved for at least four (4) years.

11. Other Meetings

Other meetings shall be closed as provided by law.

F. Procedures for Closing a Meeting

The New Discoveries Montessori Academy board of directors shall provide notice of a closed meeting just as for an open meeting. A NDMA school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the New Discoveries Montessori Academy board of directors shall state on the record the specific authority

permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)

Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)

Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. Ch. 13D (Open Meeting Law)

Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)

Department of Administration Advisory Opinion 04-004 (February 3, 2004)

The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)

Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)

Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)

Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)

Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)

Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied*. (Minn. 1993)

Cross References:

NDMA Policy 406P (Public and Private Personnel Data)

NDMA Policy 515P (Protection and Privacy of Pupil Records)

MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

208P DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the New Discoveries Montessori Academy Board of Directors and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and vision and operates in an effective, efficient and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the Board of Directors and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The New Discoveries Montessori Academy Board of Directors has jurisdiction to legislate policy for the school with the force and effect of law. NDMA Board of Directors' policy provides the general direction as to what the NDMA Board of Directors wishes to accomplish while delegating implementation of policy to the administration.
- B. The Board of Directors' written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The NDMA Board of Directors shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a member of the Board of Directors, employee, student or a student's parent or guardian of New Discoveries Montessori Academy. Proposed policies or ideas shall be submitted to the policy/governance committee for review prior to possible placement on the Board of Directors meeting agenda.

IV. ADOPTION OF POLICY

- A. The New Discoveries Montessori Academy Board of Directors shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the Board of Directors. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The Board of Directors shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified because of a legal change over which the Board of Directors has no control, the modified policy may be approved at one meeting at the discretion of the Board of Directors.

V. IMPLEMENTATION OF POLICY

- A. It shall be the responsibility of the board appointed administrator to implement board policies, and to develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the Board of Directors.
- B. Each member of the Board of Directors shall have access to this policy manual, and a copy shall be placed in the school office. Manuals shall be made available for reference purposes to other interested persons.
- C. It shall be the responsibility of the board appointed administrator, employees designated by the board appointed administrator, and individual members of the Board of Directors to keep the policy manuals current.
- D. The NDMA Board of Directors shall review policies at least once every three years. The policy/governance committee shall be responsible for developing a system of periodic review, addressing approximately one

third of the policies annually. In addition, the Board of Directors shall review the following policies annually: 214P Out-of-State Travel by School Board Members; 410P Family & Medical Leave; 412P Expense Reimbursement Policy; 413P Harassment and Violence; 414P Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415P Mandated Reporting of Maltreatment of Vulnerable Adults; 506P Student Discipline; 514P Bullying Prohibition; 522P Student Sex Nondiscrimination; 524P and 524F Internet Acceptable Use and Safety Policy; 533P Wellness; and 616P School District System Accountability.

- E. When there is no Board of Directors policy in existence to provide guidance on a matter, the board appointed administrator is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the board appointed administrator shall advise the Board of Directors of the need for a policy and present a recommended policy to the Board of Directors for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Adopted: 08/01/06

New Discoveries Montessori Academy 210.1P

Reviewed: ~~03/19/18~~12/21/20

Revised: 06/18/18

210.1P CONFLICT OF INTEREST – CHARTER SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest for New Discoveries Montessori Academy board members and to engage in charter school business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of New Discoveries Montessori Academy Board of Directors to conform with statutory conflict of interest laws and act in a manner that will avoid any conflict of interest or the appearance thereof.

III. CONFLICTING BUSINESS RELATIONSHIPS

A. A member of New Discoveries Montessori Academy board of directors is prohibited from serving as a member of the board of directors or as an employee or agent of, or contractor with, a for-profit entity with whom NDMA contracts, directly or indirectly, for professional services, goods, or facilities. A violation of this prohibition renders a contract voidable at the option of the Commissioner of Education (Commissioner). A member of a charter school board of directors who violates this prohibition shall be individually liable to the charter school for any damage caused by the violation. An individual may serve as a member of the board of directors if no conflict of interest under this paragraph exists.

B. No member of the board of directors, employee, officer, or agent of a charter school shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict exists when:

(1) the board member, employee, officer, or agent;

(2) the immediate family of the board member, employee, officer, or agent;

(3) the partner of the board member, employee, officer, or agent; or

(4) an organization that employs, or is about to employ any individual in clauses (1) to (3),

has a financial or other interest in the entity with which the charter school is contracting. A violation of this prohibition renders the contract void.

- C. A member of NDMA board of directors that serves as a member of the board of directors or as an employee or agent of, or contractor with, a nonprofit entity with whom NDMA contracts, directly or indirectly, for professional services, goods, or facilities, must disclose all potential conflicts to the Commissioner.
- D. A charter school board member, employee, or officer is a local official for purposes of Minnesota statute section 471.895 with regard to receipt of gifts as defined under section 10A.071, subdivision 1, paragraph (b). A board member, employee, or officer must not receive compensation from a group health insurance provider.
- E. The NDMA board member conflict of interest provisions do not apply to compensation paid to a teacher employed by the charter school who also serves as a member of the board of directors.
- F. The NDMA board member conflict of interest provisions do not apply to a teacher who provides services to NDMA through a cooperative formed under Minn. Stat. Ch. 308A when the teacher also serves on the charter school board of directors.

Legal References: Minn. Stat. § 124E.14, Subd. 4a (Charter Schools; Conflict of Interest)

213P BOARD OF DIRECTORS COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for a committee structure to research, evaluate, develop, and recommend improvements to the NDMA Board of Directors.

II. GENERAL STATEMENT OF POLICY

A-It is the policy of the board to maintain the following Standing Committees:

- Finance Committee
- ~~_____~~ -Marketing Committee
- Policy/Governance Committee
- Facilities Committee
- Technology Committee

B-Other committees may be created by the board of directors, as needed, to more effectively comply with the vision and core values of New Discoveries Montessori Academy if the committee responsibilities are developed in writing and approved by the board.

C-Since all standing committees are significant to policy and governance development, ~~_____~~all standing committee approvals will follow the stated process for policy approval.

D-Ad hoc committees being assigned a specific task can be approved, without being submitted in writing, by majority vote of the board with the motion stating its expected outcome in the formal board minutes. Ad hoc committees will be automatically dissolved when their assigned task is complete. No subcommittees will be created for any reason. Ad hoc committees will serve in the capacity of sub committees.

E-Authority of all committees shall be limited to preparing recommendations for the board of directors to consider. The board has the duty to accept all reports and to take action related to such reports and/or recommendations.

F-The Board of Directors reserves the right to limit, create or abolish any standing committee as it deems appropriate using the same process in which policy is created.

III. APPOINTMENT OF COMMITTEES

A-The Board of Directors shall have the sole authority to appoint additional board Standing Committees or Ad hoc Committees.

B-The board chair shall appoint the members of each standing and ad hoc committee, and the chair person thereof, at a formally conducted board meeting.

IV. PROCEDURES FOR BOARD OF DIRECTORS COMMITTEES

A-All meetings of committees shall be open to the public in compliance with the Open Meeting Law, and notice of the meeting shall be given as prescribed by law.

B-A committee shall act only within the guidelines, authority, and purpose established for that committee by the board of directors.

C-Recommend actions of a committee shall be by majority vote and consistent with the governing rules of the board of directors. Minority reports to the board shall be allowed.

D-The committee shall designate a secretary who will record the minutes of actions of the board of directors committee.

E-A committee of the board shall, when appropriate, clarify in any dealings with the public that its powers are only to submit recommendation to the board of directors.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board –
Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota’s Open Meeting Law)

304A EXECUTIVE COMPENSATION

I. PURPOSE

New Discoveries Montessori Academy executive pay plan is designed to motivate executives to act in concert with the New Discoveries Montessori Academy vision, core values and mission; to support the New Discoveries Montessori Academy efforts to attract, retain, and reward above-average management talent; and to provide total compensation opportunities that are reasonable, fair and externally competitive with New Discoveries Montessori Academy's peer groups.

II. STATEMENT OF POLICY

- A. It is the policy of the New Discoveries Montessori Academy that all compensation paid by the New Discoveries Montessori Academy to an executive employee shall be reasonable in amount in relation to the services actually provided by the employee. For these purposes, the term "compensation" includes salary, bonuses, fringe benefits (such as use of automobiles, club memberships, personal time off and other compensated time off, health, life and disability insurance programs), severance payments and deferred compensation/retirement benefits.
- B. In determining the amount of compensation to be paid or provided to an executive employee, the following factors to the extent applicable shall be considered:
 - 1. the employee's qualifications;
 - 2. the nature, extent, scope and complexity of the employee's duties;
 - 3. the compensation levels paid by similarly situated schools, for functionally comparable positions;
 - 4. the extent to which a qualified successor to the employee would be available and the amount of compensation which would need to be paid in order to secure the services of a qualified successor; and
 - 5. the compensation being paid to other New Discoveries Montessori Academy employees, including non-executive employees.

III. PEER GROUP

Since New Discoveries Montessori Academy recruits and must compete locally, regionally and nationally for high-quality executive leadership, its peer group for competitive market comparisons consists of organizations of similar size and complexity nationally, regionally and locally.

IV. AUTHORITY FOR SETTING COMPENSATION

The Administrator Review Committee sets compensation for the board appointed administrator. It delegates to the board appointed administrator the authority to set compensation for other executives, subject to the guidelines defined by the Administrator Review Committee.

V. PROCEDURE

The Director Review Committee shall use the following procedure to set the compensation of the director.

- A. At least when determining the compensation arrangement of the board appointed administrator, the Administrator Review Committee shall be made up entirely of individuals who do not have a conflict of interest with respect to the compensation arrangement. A member of the authorized body does not have a conflict of interest with respect to a compensation arrangement or property transfer only if the member:
 - 1. Is not participating in or economically benefiting from the compensation arrangement or a family member of any such person;
 - 2. Is not in an employment relationship subject to the direction or control of any person in "A" above;
 - 3. Does not receive compensation or other payments subject to approval of any person in "A" above;
 - 4. Has no material financial interest affected by the compensation arrangement; and
 - 5. Is not in a position to provide economic benefits to any person in "A" above who, in turn, has approved or will approve a transaction providing economic benefits to the member.
- B. The Administrator Review Committee will obtain and rely upon appropriate data as to comparability prior to making its determination regarding the compensation of the director. Appropriate comparability data includes, but is not limited to:
 - 1. compensation levels paid by similarly situated schools for functionally comparable positions;

2. current compensation surveys compiled by independent firms; and
 3. actual written offers from similar institutions competing for the services of the person whose compensation is being determined.
- C. The Administrator Review Committee shall document the basis for its compensation determination for the board appointed administrator concurrently (before the later of the next meeting of the authorized body or 60 days after the final action) with making that determination. To that end, the written or electronic records of the Administrator Review Committee must note:
1. The terms of the compensation arrangement that was approved with respect to the board appointed administrator;
 2. The date it was approved;
 3. The names of the members of the Administrator Review Committee present during debate on the compensation arrangement that was approved;
 4. The names of the members who voted in favor of and against it; and
 5. If the Administrator Review Committee determines that reasonable compensation for a specific arrangement is higher or lower than the range of comparability data obtained, it must record the basis for its determination.