



*New Discoveries*

*Montessori Academy*

1000 Fifth Avenue SE, Hutchinson, Minnesota 55350 320.234.6362(w) 320.234.6300(f) [www.newdiscoveries.org](http://www.newdiscoveries.org)

Official Board Meeting Agenda

Monday, January 24, 2022 – 5:30 p.m. – on site at NDMA and Electronically via Zoom due to pandemic  
(Contact [tara.erickson@newdiscoveries.org](mailto: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 of Going Out by a group of students from Willow
4. Approval of Agenda
5. Approval of Consent Agenda
  - a. Minutes of December 20, 2021 Meeting
  - b. Submitted Committee Reports
6. Financial Reports
  - a. December 2021 financial statements
  - b. Approve December 2021 supplemental information 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 –
    - Continue Work on Strategic Plan Goals
    - Update from Succession Planning ad hoc committee – recommendations
    - Board Training – How to read NDMA financial documents - presented by Dustin Reeves
    - Board Training – Board Training Webinars from Brian Carpenter are available to board members.
8. Old Business
  - a. Approve leave of absence for Lois Tritz through FY22.
9. New Business
  - a. Review policies 526P - Hazing Prohibition; 528P - Student Parental, Marital & Family Status Nondiscrimination; 531P- Pledge of Allegiance; 532P - Removal of Students
  - b. Approve New Administrative Organizational Structure.
  - c.
10. Upcoming Meetings/Events/Announcements
  - a. Next board meeting, February 21, 2022 – 5:30 p.m.
  - b. Finance Committee Meeting, February 14, 2022 – 12:00 p.m.
  - c. Policy/Governance Committee Meeting, February 14, 2022 – 1:00 p.m.
11. Adjournment



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**DRAFT Official Board of Directors**

**Meeting Minutes**

Monday, December 20, 2021

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was held at New Discoveries Montessori Academy, Hutchinson, MN and Electronically via Zoom due to pandemic.

1. Call Meeting to Order – The meeting was called to order at 5:33 p.m.

Voting members present: Shari Colvin, Spencer Kangas, Chris LaPlante, Patti Hoerner, Meytal Stancek, Patrick Selchert, Amanda Sundblad.

Non-voting members: Dave Conrad, Dustin Reeves.

Recorder: Tara Erickson

2. Guests: Jon Archer from Schlenner, Wenner & Co., Kirsten Kinzler, and Tamara Polzin.
3. Spotlight Report – Presentation of Audit Report by John Archer of Schlenner, Wenner and Co. Archer reported the audit went smoothly with no red flags. There were no audit adjustments, no deficiencies in internal controls were identified, and no legal compliance findings were identified. He was asked why there was a large variance between budget and actual income and expenses – additional transportation and other special education costs along with the revenue to cover those expenses were not accounted for in the FY21 budget. Reeves reported those expenses are accounted for in the FY22 budget.
4. Agenda – MS (Hoerner/Kangas) to approve the agenda no additions, roll call vote taken; motion carries unanimously.
5. MS (La Plante/Selchert) approval of the consent agenda, no questions or corrections, roll call vote taken; motion carries unanimously.
  - a. Approval of Minutes of November 15, 2021 Meeting
  - b. Submitted Committee Reports
6. Financial Reports
  - a. Received the November 2021 financial statements, Reeves gave an overview, enrollment is up and the budget is where it should be this time of year. Reeves reported he is checking to see if there is any way to collect the \$30,000 in unreimbursed special education costs the school had from several years ago.
  - b. MS (Sundblad/Hoerner) to approve November 2021 supplemental information report, finance committee didn't find anything out of line, and Conrad gave additional information on the fire alarm and sprinkler inspections, roll call vote taken; motion carries unanimously.
  - c. Receive the Audit report - Colvin noted that we did receive the full audit report,
7. Reports
  - a. Executive & Associate Directors – see attached reports.
    - i. Personnel changes – resignations, dismissals, reassignments, and new employments, none presented during the director reports. Conrad presented a letter at the end of the meeting announcing his intent to retire at the end of the fiscal year.

- ii. Strategic Plan Update – The Instructional Leadership team added a couple of additional SMART goals to the document and plans to add the last couple of SMART goals at their January meeting. The updated Strategic plan will then be presented to the board for adoption.
    - iii. Environmental Education Update
    - iv. Academic Testing and Achievement Update – Winter testing will begin January 7<sup>th</sup> - NWEA, FAST benchmarking.
    - v. Enrollment Update – enrollment is up at this time with 237 students PK3 – gr.8.
    - vi. Activities and Happenings related to the school, staff, students, families, community – January professional development will focus on the use of Montessori literacy materials when implementing some of the strategies from the CORE training course.
  - b. Board Activities –
    - Continue Work on Strategic Plan
    - Update from Succession Planning ad hoc committee – The committee shared multiple plans for future NDMA organizational structures, no vote needed at this time, decisions will be made at the January Board meeting.
    - Board Training webinars from Brian Carpenter
8. Old Business
  - a.
9. New Business
  - a. MS(Hoerner/LaPlante) to accept the review of policies 501P - School Weapons Policy; 502P - Search of Students Lockers, Desks, Personal Possessions and Student's Person; 515P - Protection and Privacy of Pupil Records; 516P - Student Medication; and 517P - Student Epinephrine Plan as submitted – there were no additional suggested changes, roll call vote taken; motion carries unanimously.
  - b. MS(Stancek/Selchert) to renew Line of Credit with Citizens Bank & Trust Co. for up to \$600,000 – there was some discussion related to the amount of the state holdback and the delay in receiving funds to cover special education expenses, roll call vote taken; motion carries unanimously.
10. Upcoming Meetings/Events/Announcements
  - a. Next board meeting, January 24, 2022 – 5:30 p.m.
  - b. Finance Committee Meeting, January 10, 2022 – 12:00 p.m.
  - c. Policy/Governance Committee Meeting, January 10, 2022 – 1:00 p.m.
11. Adjournment 7:05 p.m.

Respectfully submitted,

Tara Erickson  
Recorder



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## *Executive Director Report* for NDMA's Board of Directors

– Dave Conrad, Monday, December 20, 2021

### 1. Employment Update

- Raises to accommodate past hires who were undercompensated based on the recent Board action to raise our starting wage to \$15.00/hour went into effect December 1<sup>st</sup>.

### 2. COVID-19

- Since mid-August, we have had 20 positive COVID cases with students (compared to 13 as of last month), and 17 positive cases with adults (compared to nine as of last month). 18% of the adult positives in our midst were vaccinated. Results of contact tracing would suggest that only one of the positive cases was the result of exposure at NDMA.
- NDMA's Incident Command Team/Instructional Leadership Team endorsed moving to a face covering mandate should the percentage of COVID-positive cases (students and staff combined) reach three percent of our total population. Although we have been precariously close the three percent, we have not yet reached that number.
- Nurse Nicole and I continue to provide on-site testing for staff and take-home testing for students.

### 3. Enrollment

- As of today, our enrollment stands at 237 pre-K through eighth grade students. 206 are k through eight.



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- I have an intake meeting with a family tomorrow for a fourth grader, and I will be conducting a tour for a family of a prospective kindergarten student the first week of January.
- Our preschool waiting list continues to grow.

#### **4. Osprey Wilds Environmental Learning Center 2021-22 Authorizing Activities**

- The following is a summary of expected oversight and monitoring activities for NDMA for the current school year. Osprey Wilds may conduct further activities, with or without notice as deemed necessary to fulfill our authorizing responsibilities, consistent with the charter contract and MN statutes. Information gathered through these activities will help inform the annual Osprey Wilds performance evaluations and charter renewal decisions. For more information about our oversight activities, please visit our website.
  - Monthly review of board meeting documents (agenda, packet, minutes, financials)
  - Attendance at approximately two board meetings
  - Approximately one site visit, and additional site visits as needed
  - Monitor Epicenter compliance task completion (on-time rate)
  - Monitor the school's Safe Learning Plan
  - Monitor the school's Performance Improvement Plan progress (Exhibit S)

*Site visits:* Site visits will take place in-person for as long as in-person schooling continues. (All OW evaluators are fully vaccinated against Covid-19 and will mask.) However, we will continue to monitor conditions related to Covid-19 and distance learning and may conduct some virtual site visits as needed.

*Board meeting observations:* When streaming or remote observation is available, OW evaluators will conduct board meeting evaluations virtually. Should the school hold on-site meetings, OW expects schools in greater Minnesota to use



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the conference speaker and webcam OW sent during the 2019-20 school year to enable the observer to hear and see all board members.

#### **Osprey Wilds Feedback and Evaluation**

- Site visit feedback letter(s)
- Annual budget review
- Completed board meeting observation form(s) and immediate feedback during formal board meeting observations
- Periodic feedback on board meeting and packet reviews
- Annual performance evaluations, including academic and financial

#### **4. Osprey Wilds Environmental Learning Center 2021-2022 Authorizing Activities (continued)**

##### **School Responsibilities**

- As requested, provide a complete board packet prior to any meetings that Osprey Wilds staff will attend when it is sent to the full Board.
- Satisfy Epicenter compliance tasks accurately and on time.
- Notify Osprey Wilds of significant changes at the school that relate to the charter contract.
- Implement requirements related to any intervention or other notice that Osprey Wilds may issue during the school year.
- Ensure all formal communications from Osprey Wilds are included in the next board meeting packets and are on the agenda for board discussion and action as needed.
- Implement the school's Performance Improvement Plan (Exhibit S), including updating Osprey Wilds on the need for changes to the plan.
- Per Section 6.20 of the school's contract, notify OW via an updated board roster of any resignations or additions to its School Board within ten business days of such a change.
- The school also is required to inform OW of any special and emergency meetings at the same time as notice is provided to board members and the public. This responsibility also extends to notification of changes in the normal board meeting schedule.
- Notify OW if the school is changing learning modes. This notification should be provided at the same time the school community is notified.





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- Per Section 6.7 of the school's contract, provide student assessment and school performance data via the annual academic data request and FY21 Annual Report, and submit to OW by the indicated deadline.

## **6. Calendar of Events**

Thursday, December 23<sup>rd</sup> through Friday, December 31<sup>st</sup>,

*Holiday Break*

Friday, December 31<sup>st</sup>, *Small Hands* orders due

Saturday, January 16<sup>th</sup>, *First Annual Family Carnival*

Tuesday, February 22<sup>nd</sup>, 6:30 p.m., *CH Music Showcase*

Monday, March 28<sup>th</sup>, 6:30 p.m.,

*Choral Discoveries Concert/Talent Show*

Thursday, May 5<sup>th</sup>, 6:30 p.m., *E1 Music Showcase*

*Children's House Music Showcase*

**Associate Director  
Kirsten K Kinzler  
Board Report  
Monday, December 20<sup>th</sup>, 2021**

**1) Student Achievement - Data/Assessments – Academic Goals**

We will begin Winter testing on January 7<sup>th</sup> - NWEA, FAST benchmarking.

**2) Environmental Education/Focus on our environment – Environmental Literacy Plan (ELP)**

Nothing to report this month.

**3) Marketing/Fundraisers – PTO**

We sold 416 puffins and made \$2,500 on our Puffins! Woot!

**4) School Happenings**

Doing our best to keep kindness at the center of all we do and to remember to have grace with one another as we do not know what they may be dealing with.

We will have a holiday sing-along prior to sending the students home on Wednesday for their Winter Break. 😊

**5) Other**

Wishing you a wonderful, relaxing holiday with family and friends! 💖

- See Dave's Weekly Update/Board Report for other information...





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**NDMA Finance Committee Meeting  
Minutes  
Monday, January 10, 2022, 12 noon**

**Members Present:**

Shari Colvin, Spencer Kangas, Kirsten Kinzler,  
Dave Conrad

**Members Absent:**

Dustin Reeves

**1. Review financial statements and supplemental information**

- *Financial Statements*
- Community Services, p. 5. We have received \$1,800.00 of \$23,500.00 budgeted. Revenue will continue to “trickle in,” mostly through the end of the fiscal year through *Pathway’s* scholarship funding.
- Ed Payments to education school districts, line 348-390 – we are at 96.34%. We discussed whether it is likely we will incur more expenses in this regard. This line item covers fees NDMA pays ISD #423 for the privilege of our students participating in band, choir and/or extracurricular activities with Hutchinson Public Schools. *Supplemental Information:*
- SpEd transportation – COVID expense. Kirsten provided clarification that this was an out-of-school treatment program for student requiring intensive mental health support.

**2. 2021-2022 Budget, including Enrollment Update**

- We are slightly over what we have budgeted for attendance with ADM for 12/31 being 215.81, while budget (enrollment for funding) is at 215.



### 3. Administrative model

- Dave presented versions of the administrative model that included financial information to address possible compensation scenarios to support the administrative model under consideration. The committee members discussed

### 4. SpEd Spreadsheets (SEDRA)

- Kirsten updated committee members on potential special education dollars available to account for additional time required of special education teachers related to writing IEPs and supporting programming to address learning loss due to COVID.

### 5. COVID money update

- The following breakdown represents COVID-related grants that have been approved:

• CRF	\$62,340.01	spent down
• CARES – ESSER 90%	\$41,133.86	spent down
• CARES – GEER	\$5,047.28	spent down
• Summer Ac. Support	\$10,624.63	spent down
• CRRSA – ESSER II	\$210,021.30	spending down
• ARP – ESSER III	\$377,342.00	have not accessed
• ARP – ESSER III – Learning Loss	\$94,335.60	have not accessed

### 6. Other

- Shari participated in a recent Brian Carpenter Webinar regarding school business finance. She offered the following information for our consideration:
  - \* Board finance committee members should get individual salary breakdowns – at a minimum – quarterly.
  - \* The Board Treasurer should have direct access to bank statements (directly from the bank) every month
- As per *Osprey Wilds*, Shari shared that Dustin should be removed as an Ex-Officio member of NDMA’s Board of Directors. Instead, he should be invited to participate as a “Guest.” Tara will be invited to participate as a “Recorder.”

## **Policy/Governance Committee Meeting Notes – 1/10/22**

The Policy/Governance Committee Meeting of the NDMA board at 1:20 p.m. Monday, January 10, 2022 in NDMA administrative offices

Present: Shari Colvin, Dave Conrad, Kirsten Kinzler

Agenda:

### **I. FY22 Strategic Plan Goals**

The Instructional Leadership Team will continue to work on Strategic Goals in the areas of how the Eight Identified Montessori Principles will be honored, how implementation of CORE will be measured, and what will be required of each classroom in “goings out and comings in” and how they will be documented.

### **II. Policy Review**

Committee members will review and recommend pertinent changes to the following policies: 521P - Student Disability Nondiscrimination; 526P - Hazing Prohibition; 528P - Student Parental, Marital & Family Status Nondiscrimination; 531P- Pledge of Allegiance; 532P - Removal of Students

No changes other than changing the date reviewed and a title update on a couple of the policies is recommended.

### **III. Administrative Transition Plan**

The succession planning ad hoc committee plans to meet Friday, January 14, 2022.

### **IV. Next Meeting – February 14, 2022**

Respectfully submitted,  
Shari Colvin



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**NDMA Finance Committee Meeting  
Minutes  
Monday, January 14, 2022, 2:15 p.m.**

**Members Present:**

Shari Colvin, Spencer Kangas, Dustin Reeves, Kirsten Kinzler,  
Dave Conrad

**1. Administrative model**

- Committee members again reviewed a couple versions of the proposed NDMA Administrative model. One version showed proposed low-end salaries and how the overall compensation would compare with the current administrative compensation levels. The other version had proposed high-end salaries. The information will be shared with Succession Planning ad hoc committee.

## **Succession Planning Ad Hoc Committee Meeting Notes – 1/14/22**

The Succession Planning Ad Hoc Committee Meeting of the NDMA board met at 3:30 p.m. Friday, January 14, 2022 in the NDMA administrative office and via Zoom

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

### **I. Proposed NDMA Administration Organizational Chart**

Conrad shared an updated (a few of the duties were moved to other positions) NDMA Administration Organizational chart the board received in December. He also included the compensation numbers the finance committee looked at. The chart with division of duties and the overall compensation range difference from the current administration compensation will be shared with the board for approval at the January 24<sup>th</sup> regular meeting of the board.

### **II. Kinzler as potential NDMA Executive Director**

When Kinzler was asked at the December board meeting if she would consider accepting the Executive Director position for NDMA, she replied, "It depends." Following conversation at this meeting, Kinzler said she would consider taking the position under the proposed administration organization chart and within the proposed salary range.

### **III. Next Meeting – not yet determined.**

Respectfully submitted,  
Shari Colvin



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

**Financial Statements**

**December 31, 2021**

New Discoveries Montessori Academy  
Hutchinson, Minnesota

December 2021 Financial Statements

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Supplemental Information – See Separate Document	

*Management has elected to omit substantially all disclosures, government-wide financial statements, and required supplementary information. No CPA provides any assurance on these financial statements.*

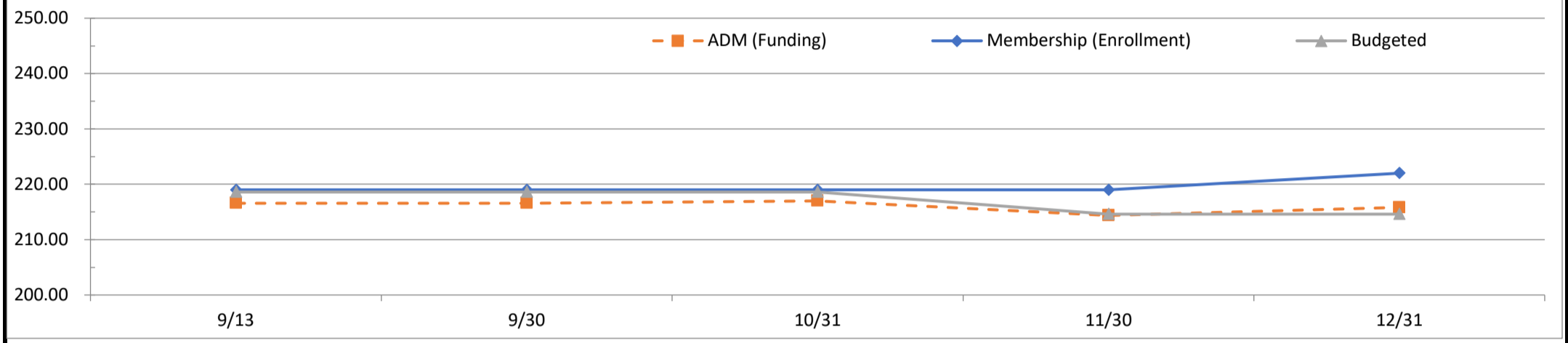


**New Discoveries Montessori Academy**  
**Hutchinson, Minnesota**  
**Financial Statements Overview**  
**As of December 31, 2021**

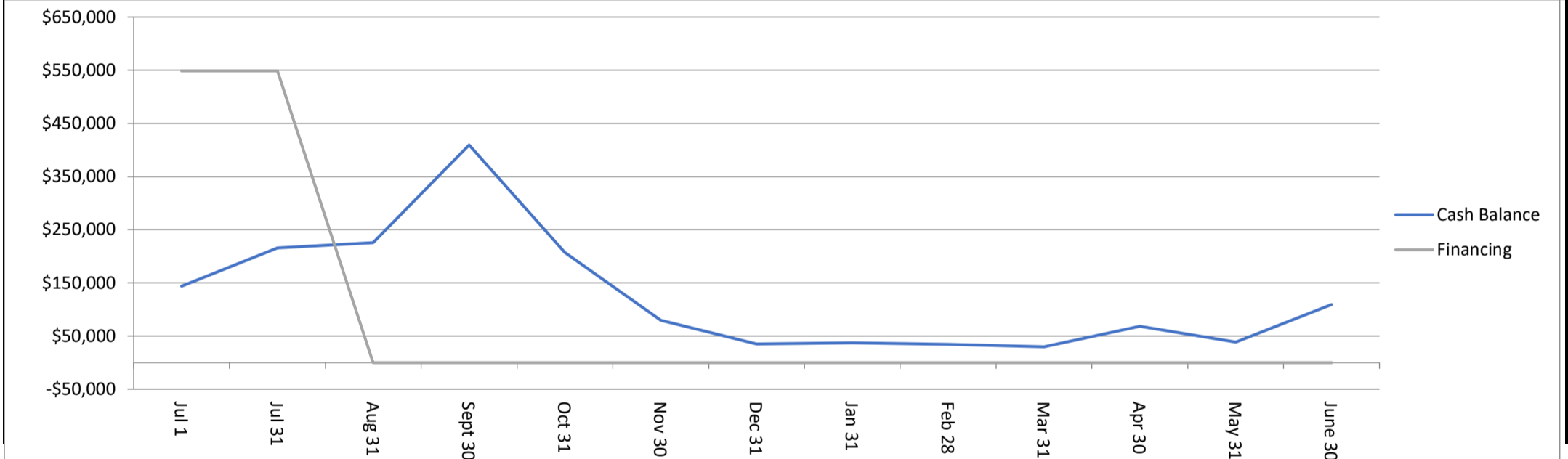
**Financial Summary**

<b>Resources to Operate Programs (Revenues)</b>		<b>Funds Used to Provide Programs and Services (Expenses)</b>		<b>Excess / Deficit</b>
Approved Budget	\$ 5,439,572	Approved Budget	\$ 5,380,390	\$ 59,182
Revised Budget	5,733,974	Revised Budget	5,673,789	60,185
Working Budget	5,739,806	Working Budget	5,673,789	66,017
Year to Date	2,726,566	Year to Date	2,545,961	180,605
	47.50%		44.87%	

**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	224
Working Budget Estimate	215	Weighted Average Daily Membership	220
Enrollment as of the First Day of School	216		
Enrollment as of End of the Month	216	Weighted Average Daily Membership	222

**Finances "At A Glance"**

Shows the budgeted and audited revenues and expenditures for FY21, and the Adopted and Revised Budgets for FY22. Actual year to date amounts are shown, along with a percentage of the current Working Budget. Revised Budget for this year will provide for a surplus of \$60,185 and an ending fund balance of \$435,133 (7.7% of Expenditures).

**Balance Sheet**

The beginning balances on the Balance Sheet are based on audited information as of June 30, 2021. Based on audited data, the school had a fund balance of \$374,948 at the end of last year.

**Assets**

The cash balance as of the end of the month was \$34,899 at Citizens Bank. This is down from last month due to the repayment of the line of credit balances and timing of payroll. Due from Other Funds represents \$183,199 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). An estimate of State Aids receivable for the prior year (the holdback) was \$101,583 at the end of the month. This will be repaid to NDMA throughout the School year. An estimate of State Aids receivable for the current year (the holdback) was \$222,693 at the end of the month. Federal aids receivable for the current year were \$89,936 based on expenditures incurred. Prepaid expenditures, including benefits total \$24,998 at month-end.

#### *Liabilities*

Salaries and benefits payable as of the end of the month were \$99,089 (this is for the portion of FY22 contracts that will be paid out in September 2022).

There was a \$0 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 \$49,159 due to the timing of payments made for benefits.

#### *Fund Balance*

##### *2021-2022 School Year*

The Revised Budget for the current year has been updated from the original budget to reflect a projected enrollment of 215 students eligible for state aid in grades PK - 8th. The Revised 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 \$60,185 and will provide for an ending Fund Balance of \$435,133 or 7.7% 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, 47.50% of budgeted revenues have been received (including the state aid holdback estimate).

##### Expenditures

Year to date, 44.87% 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 December 31, 2021**

	2020-2021 Preliminary Actual	2021-2022 Original Budget	2021-2022 Revised Budget	Year to Date Actual Totals	50.00% Percent of Working Budget
<b>Enrollment Kindergarten - Grade 8</b>					
Estimated Pupil Units	219	219	215	214	99.71%
	225	227	219	217	99.04%
<b>General Fund - 01</b>					
Beginning fund balance	313,774	325,368	325,368	325,368	
Revenues	5,572,423	5,231,083	5,527,705	2,665,902	48.23%
Expenditures	(5,560,829)	(5,170,088)	(5,464,574)	(2,469,548)	45.19%
Transfers to other funds	-	(1,813)	(2,946)	-	
Change	11,594	59,182	60,185	196,354	
<b>Ending fund balance</b>	<b>\$ 325,368</b>	<b>\$ 384,550</b>	<b>\$ 385,553</b>	<b>\$ 521,722</b>	
<b>Food Services Fund - 02</b>					
Beginning fund balance	\$ 7,584	\$ 49,294	\$ 49,294	\$ 49,294	
Revenues	212,270	183,176	182,769	58,854	27.97%
Expenditures	(170,560)	(184,989)	(185,715)	(76,413)	31.75%
Transfer from general fund	-	1,813	2,946	-	
Change	41,710	-	-	(17,559)	
<b>Ending fund balance</b>	<b>\$ 49,294</b>	<b>\$ 49,294</b>	<b>\$ 49,294</b>	<b>\$ 31,736</b>	
<b>Community Services Fund - 04</b>					
Beginning fund balance	\$ 286	\$ 286	\$ 286	\$ 286	
Revenues	15,625	23,500	23,500	1,810	7.70%
Expenditures	(15,625)	(23,500)	(23,500)	-	0.00%
Transfer from general fund	-	-	-	-	
Change	-	-	-	1,810	
<b>Ending fund balance</b>	<b>\$ 286</b>	<b>\$ 286</b>	<b>\$ 286</b>	<b>\$ 2,096</b>	
<b>Total All Funds</b>					
Beginning fund balance	321,644	374,948	374,948	374,948	
Revenues	5,800,318	5,437,759	5,733,974	2,726,566	47.55%
Expenditures	(5,747,014)	(5,378,577)	(5,673,789)	(2,545,961)	44.87%
Transfer between funds	-	-	-	-	
Change	53,305	59,182	60,185	180,605	
<b>Ending fund balance</b>	<b>\$ 374,948</b>	<b>\$ 434,130</b>	<b>\$ 435,133</b>	<b>\$ 555,553</b>	
<b>Ending Fund Balance as a Percentage of Expenditures</b>	<b>6.5%</b>	<b>8.1%</b>	<b>7.7%</b>		

**New Discoveries Montessori Academy  
Hutchinson, Minnesota  
Balance Sheet  
As of December 31, 2021**

	Preliminary Audited Balance 07-01-21	Month Ending Balance
<b>Assets</b>		
Current assets		
101 Checking - Citizens Bank and Trust Co.	\$ 143,736	\$ 34,899
115 Accounts receivable	4,351	-
118 Due from building company	165,295	183,199
121 State aids receivable	837,131	101,583
Current year state holdback	-	222,693
122 Federal aids receivable through MDE	191,194	89,936
131 Prepaid expenses and deposits	68,753	1,213
215 Prepaid employee insurance premiums	-	23,785
	<hr/>	<hr/>
<b>Total all assets</b>	<b>1,410,461</b>	<b>\$ 657,308</b>
<b>Liabilities and Fund Balance</b>		
Current liabilities		
201 Salaries and wages payable	369,277	99,809
202 Citizens Bank and Trust line of credit advances	548,751	-
206 Accounts payable	77,964	-
215 Payroll deductions and contributions payable	30,388	(127)
230 Deferred revenue	9,172	8,492
	<hr/>	<hr/>
Total liabilities	1,035,553	101,795
Fund balance		
Unreserved fund balance	279,494	279,494
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	-	180,605
	<hr/>	<hr/>
Total fund balance	374,908	555,513
	<hr/>	<hr/>
<b>Total liabilities and fund balance</b>	<b>\$ 1,410,461</b>	<b>\$ 657,308</b>
	<hr/>	<hr/>
<b>Days Cash on Hand</b>	<b>9</b>	<b>5</b>
<b>Current Ratio</b>	<b>1.36</b>	<b>6.46</b>
<b>Requirement - Days Cash on Hand</b>	<b>60</b>	<b>60</b>
<b>Requirement - Current Ratio</b>	<b>1.10</b>	<b>1.10</b>

**New Discoveries Montessori Academy  
Hutchinson, Minnesota  
Summary Revenue and Expenditure Statement  
As of December 31, 2021**

	2020-2021 Audited Actual	2021-2022 Original Budget	Months to Date		6	50.00%
			2021-2022 Revised Budget	2021-2022 Working Budget	2021-2022 Year to Date Actual	Year to Date Percent of Revised Budget
<b>Projected Enrollment (Average Daily Membership)</b>	219	219	215	215	214	99.71%
Weighted average daily membership	225	224	219	220	217	98.59%
<b>General Fund - 01</b>						
Revenues						
State revenues						
211 General education aid	1,895,944	1,847,820	1,845,456	1,849,930	1,112,709	60.15%
335-300 Q comp aid	55,724	56,176	54,971	55,172	47,524	86.14%
212 Literacy incentive aid	12,033	14,129	14,129	14,129	-	0.00%
201 Endowment fund apportionment	9,348	9,348	9,348	9,348	4,590	49.10%
348-300 Charter school lease aid	287,792	294,073	287,766	288,817	210,000	72.71%
317 Long-term facilities maintenance revenue	28,950	29,542	28,908	29,014	27,300	94.09%
360 Special education aid	2,773,870	2,559,814	2,739,357	2,739,357	865,068	31.58%
071 Medical assistance billing revenue	5,019	15,885	15,595	15,595	4,668	29.93%
Prior year over/under accrual	(32,380)	-	-	-	-	0.00%
Estimated state holdback	-	-	-	-	222,693	
Total state revenues	5,036,301	4,826,787	4,995,530	5,001,362	2,494,553	49.88%
Federal revenues						
401 Title I program	59,456	72,053	71,788	71,788	17,897	24.93%
414 Title II program	8,778	8,110	7,962	7,962	2,960	37.18%
433 Title IV program	11,884	10,000	10,000	10,000	-	0.00%
151 CARES Funds	142,538	210,021	250,021	250,021	97,873	39.15%
154 Coronavirus Relief Funding (CRF)	62,340	-	-	-	-	0.00%
Emergency Connectivity Fund (ECF)	-	-	73,000	73,000	-	0.00%
419 Special education aid - 419	53,583	45,927	45,087	45,087	16,760	37.17%
420 Special education aid - 420	4,479	-	-	-	-	0.00%
425 Special education aid - 425	10,246	7,294	7,266	7,266	2,602	35.81%
859 School expansion grant	143,906	-	-	-	-	0.00%
514 Reap grant	19,794	20,000	20,000	20,000	20,000	0.00%
Total federal revenues	517,002	373,405	485,124	485,124	158,091	32.59%
Local revenues						
060 Fees collected	4,046	4,300	4,221	4,221	4,394	104.10%
050 Field trip fees collected	1,604	8,677	8,677	8,677	5,541	63.86%
092 Interest earned	241	511	502	502	140	27.79%
093 Rental of facilities	-	110	500	500	560	112.00%
096 Gifts and donations	5,790	10,000	7,500	7,500	1,603	21.38%
096 Foundation/Endowment Funds	-	-	-	-	940	
099 Erate reimbursements	7,420	4,800	4,712	4,712	-	0.00%
099 Other local revenues	537	1,143	1,122	1,122	100	8.91%
621 Sales of materials purchased for resale	1,336	1,350	1,325	1,325	(21)	-1.59%
649 Transfers From Other Funds	18,490	-	18,492	18,492	-	
Total local revenues	39,466	30,891	47,051	47,051	13,257	28.18%
<b>Total revenues</b>	<b>\$5,592,769</b>	<b>\$5,231,083</b>	<b>\$5,527,705</b>	<b>\$5,533,537</b>	<b>\$2,665,902</b>	<b>48.18%</b>

	2020-2021 Audited Actual	2021-2022 Original Budget	2021-2022 Revised Budget	2021-2022 Working Budget	2021-2022 Year to Date Actual	Year to Date Percent of Revised Budget
Expenditures						
100 Salaries and wages	\$ 947,125	\$ 767,108	\$ 732,108	\$ 732,108	\$ 398,494	54.43%
200 Employee benefits	266,521	293,366	282,582	282,582	114,863	40.65%
Projected salaries and wages payable	-				99,750	
Total salaries, wages and benefits	1,213,646	1,060,474	1,014,690	1,014,690	613,108	60.42%
305 Contracted services	104,213	93,636	101,636	101,636	53,771	52.91%
306 Contracted grounds/snowplowing services	6,444	8,063	8,063	8,063	-	0.00%
308 Advertising fees	4,756	4,828	4,828	4,828	3,247	67.26%
320 Communication services	23,044	23,460	23,460	23,460	8,289	35.33%
329 Postage	1,192	1,381	1,356	1,356	940	69.32%
330 Utilities expense	50,691	42,154	41,382	41,382	20,023	48.39%
331 Refuse removal fees	5,804	5,135	5,041	5,041	3,130	62.09%
340 Property and liability insurance	20,000	22,050	24,385	24,385	24,385	100.00%
350 Repairs and maintenance services	7,448	10,610	10,415	10,415	10,399	99.85%
351 Copier usage fees	17,538	15,300	15,020	15,020	-	0.00%
360 Contracted transportation	178,370	200,000	200,000	200,000	67,125	33.56%
366 Travel, conferences, and staff training	3,603	6,837	6,712	6,712	1,810	26.97%
369 Field trip registrations and other fees	1,960	13,966	13,966	13,966	6,233	44.63%
348-370 Building lease	444,000	444,000	444,000	444,000	259,000	58.33%
370 Leasehold improvements lease	18,490	-	18,492	18,492	1,541	8.33%
370 Other rentals and operating leases	320	357	350	350	-	0.00%
380 Computer and tech related hardware rentals	4,862	5,127	5,033	5,033	2,026	40.25%
376 Licensed nursing services	1,610	4,289	4,210	4,210	1,140	27.08%
389 Staff tuition reimbursements	4,706	1,500	1,500	1,500	1,013	67.50%
390 Educational payments to mn school district	560	624	2,000	2,000	1,927	96.34%
401 Non instructional supplies	23,542	22,440	23,029	23,029	22,308	96.87%
405 Non instructional computer software and licenses	1,734	17,340	22,550	22,550	21,803	96.69%
406 Instructional software licensing agreements	4,270	-	-	-	17,382	0.00%
430 Instructional supplies	10,061	13,260	10,017	10,017	8,681	86.66%
440 Fuels	190	428	420	420	-	0.00%
455 Noninstructional technology supplies	350	423	415	415	-	0.00%
456 Instructional technology supplies	(154)	182	2,100	2,100	1,931	91.97%
460 Textbooks and workbooks	-	5,000	5,000	5,000	-	0.00%
461 Standardized tests	3,180	3,384	3,322	3,322	2,725	82.03%
466 Instructional technology devices	-	-	73,000	73,000	73,000	100.00%
470 Media books	685	714	701	701	267	38.07%
490 Food (not for food service)	2,572	2,550	2,503	2,503	2,430	97.09%
510 Site improvements	-	1,561	1,532	1,532	-	0.00%
520 Building improvements	3,358	3,425	3,425	3,425	-	0.00%
530 Equipment purchased	-	-	4,200	4,200	3,964	94.38%
556 Instructional technology equipment	-	-	15,522	15,522	15,092	97.23%
740 Interest cost on line of credit	22,649	30,000	22,000	22,000	4,682	21.28%
820 Dues, memberships, other certain fees	28,698	37,643	32,643	32,643	16,383	50.19%
895 Indirect program costs	(1,442)	-	-	-	-	0.00%
899 Budget contingency	473	-	-	-	12,928	0.00%
Total general education expenditures	2,213,422	2,102,141	2,168,918	2,168,918	1,282,683	59.14%

	2020-2021 Audited Actual	2021-2022 Original Budget	2021-2022 Revised Budget	2021-2022 Working Budget	2021-2022 Year to Date Actual	Year to Date Percent of Revised Budget
School expansion grant F859						
100 Salaries and wages	4,763	-	-	-	-	0.00%
200 Employee benefits	735	-	-	-	-	0.00%
366 In-state travel	1,783	-	-	-	-	0.00%
401 Non instructional supplies	20,528	-	-	-	-	0.00%
430 Instructional supplies	20,796	-	-	-	-	0.00%
455 Noninstructional technology supplies	7,747	-	-	-	-	0.00%
456 Instructional technology supplies	40	-	-	-	-	0.00%
460 Textbooks and workbooks	4,087	-	-	-	-	0.00%
470 Media books	6,276	-	-	-	-	0.00%
530 Equipment purchased	34,138	-	-	-	-	0.00%
555 Technology equipment and software	27,025	-	-	-	-	0.00%
556 Instructional technology equipment	15,989	-	-	-	-	0.00%
Total school expansion grant	143,906	-	-	-	-	0.00%
REAP grant						
405 Non instructional computer software and licenses	16,173	-	-	-	-	0.00%
556 Instructional technology equipment	3,621	20,000	20,000	20,000	20,000	1
Total reap grant	19,794	20,000	20,000	20,000	20,000	100.00%
Title program - title I						
100 Salaries	45,690	55,057	55,057	55,057	15,300	27.79%
200 Benefits	13,766	14,510	14,245	14,245	2,597	18.23%
401 Supplies - non-instructional	-	955	955	955	-	0.00%
430 Instructional supplies	-	1,531	1,531	1,531	-	0.00%
Total Title I Expenditures	59,456	72,053	71,788	71,788	17,897	24.93%
Title program - title II						
303 Contracted Services	-	3,774	3,705	3,705	-	0.00%
366 Travel, conferences, and staff training	8,333	3,342	3,280	3,280	2,960	90.24%
401 Supplies - non-instructional	445	995	976	976	-	0.00%
Total title II expenditures	8,778	8,111	7,961	7,961	2,960	37.18%
Title program - title IV						
100s Salaries and Wages	9,922	-	-	-	-	0.00%
300s Purchased Services	-	3,000	3,000	3,000	-	0.00%
400s Supplies and Materials	1,962	-	-	-	-	100.00%
500s Equipment	-	7,000	7,000	7,000	-	0.00%
Total title IV expenditures	11,884	10,000	10,000	10,000	-	0.00%
CARES Funds						
100s Salaries and Wages	64,560	165,000	100,000	100,000	23,543	23.54%
200s Benefits	11,709	-	30,000	30,000	3,012	10.04%
303 Purchased Services	11,133	-	24,844	24,844	22,021	88.64%
401 Non-Instructional Supplies	5,325	-	25,000	25,000	3,516	14.06%
405 Instructional	-	-	16,927	16,927	-	0.00%
456 Instructional Technology Supplies	24,087	-	33,250	33,250	29,117	87.57%
556 Technology	9,260	-	20,000	20,000	16,664	83.32%
899 Current Placeholder for Funding	-	45,021	-	-	-	0.00%
Total CARES expenditures	126,075	210,021	250,021	250,021	97,873	39.15%



	2020-2021 Audited Actual	2021-2022 Original Budget	2021-2022 Revised Budget	2021-2022 Working Budget	2021-2022 Year to Date Actual	Year to Date Percent of Revised Budget
Federal CARES Relief Funding (CRF)						
100 Salaries	810	-	-	-	-	0.00%
200 Benefits	130	-	-	-	-	0.00%
401 Non-Instructional Supplies	20,697	-	-	-	-	0.00%
430 Instructional Supplies	4,538	-	-	-	-	0.00%
456 Instructional Technology Supplies	833	-	-	-	-	0.00%
556 Technology Equipment	35,333	-	-	-	-	0.00%
Total Federal CARES relief funding (CRF)	62,340	-	-	-	-	0.00%
State special education						
100 Salaries	1,321,072	1,275,012	1,275,012	1,275,012	561,741	44.06%
200 Benefits	301,525	316,348	316,348	316,348	135,759	42.91%
360 Contracted transportation	1,184,750	1,009,290	1,200,000	1,200,000	326,565	27.21%
366 Travel, conferences, and staff training	515	664	652	652	228	35.00%
394 Special education fees for services	60,928	82,996	81,477	81,477	3,418	4.19%
396 Reimb. salaries from another school district	601	3,855	3,784	3,784	-	0.00%
397 Reimb. Benefits from another school district	204	825	809	809	-	0.00%
533 Student equipment	-	5,552	5,451	5,451	-	0.00%
Total state special education expenditures	2,871,662	2,694,542	2,883,533	2,883,533	1,028,774	35.68%
Federal special education - finance 419						
100 Salaries	-	-	-	-	-	0.00%
200 Benefits	26,834	-	-	-	-	0.00%
303 Federal contracted services < \$25,000	15,000	15,300	15,300	15,300	7,500	49.02%
366 Travel, conferences and staff training	852	2,550	2,550	2,550	369	14.47%
389 Tuition reimbursement	6,490	-	7,371	7,371	5,642	76.55%
401 Supplies - non instructional	508	3,060	1,189	1,189	-	0.00%
405 Non instructional computer software and licenses	1,658	1,557	4,557	4,557	1,677	36.81%
433 Individualized instructional materials	2,240	20,909	11,570	11,570	1,571	13.58%
456 Instructional technology supplies	-	2,550	2,550	2,550	-	0.00%
Total federal special education - finance 419	53,583	45,926	45,087	45,087	16,760	37.17%
Federal special education - finance 420						
100 100 salaries	4,479	-	-	-	-	0.00%
Total federal special education - finance 420	4,479	-	-	-	-	0.00%
Federal special education - finance 425						
100 100 salaries	8,614	5,772	5,772	5,772	2,028	35.13%
200 200 benefits	1,632	1,522	1,494	1,494	574	38.44%
Total federal special education - finance 425	10,246	7,294	7,266	7,266	2,602	35.81%
Subtotal expenditures	5,585,624	5,170,088	5,464,574	5,464,574	2,469,548	45.19%
Transfer to food service fund	-	1,813	2,946	2,946	-	
Total expenditures	\$5,585,624	\$5,171,901	\$5,467,520	\$5,467,520	\$2,469,548	45.17%
General fund net income	\$ 7,145	\$ 59,182	\$ 60,185	\$ 66,017	\$ 196,354	

	2020-2021 Audited Actual	2021-2022 Original Budget	2021-2022 Revised Budget	2021-2022 Working Budget	2021-2022 Year to Date Actual	Year to Date Percent of Revised Budget
<b>Food Services Fund - 02</b>						
Revenues						
300 State revenues	\$ 2,254	\$ 17,913	\$ 17,585	\$ 17,585	\$ 1,156	6.57%
400 Federal revenues	13,898	109,326	57,325	57,325	44,041	76.83%
474 USDA commodities received	8,620	8,866	8,704	8,704	-	0.00%
600s Sales of lunches, breakfasts, and milk	2,845	29,640	29,097	29,097	2,775	9.54%
608 Catering sales	-	17,431	17,112	17,112	-	0.00%
099 Other revenue	2,025	-	-	-	-	0.00%
709 Summer Food Service - Covid Revenues	180,774	-	50,000	50,000	10,883	21.77%
Subtotal revenues	210,415	183,176	179,823	179,823	58,854	32.73%
Transfer from general fund	-	1,813	2,946	2,946	-	
<b>Total revenues</b>	<b>\$ 210,415</b>	<b>\$ 184,989</b>	<b>\$ 182,769</b>	<b>\$ 182,769</b>	<b>\$ 58,854</b>	<b>32.20%</b>
Expenditures						
100 Salaries and wages	\$ 13,635	\$ 49,515	\$ 49,515	\$ 49,515	\$ 5,559	11.23%
200 Employee benefits	2,255	7,753	7,753	7,753	919	11.86%
300 Purchased services	842	6,453	6,453	6,453	-	0.00%
400 Supplies and materials	22,771	114,024	36,938	36,938	3,869	10.48%
491 Federal commodities used	8,482	5,729	5,624	5,624	-	0.00%
820 Dues, memberships, other fees	1,264	1,515	1,486	1,486	525	35.34%
709 Summer Food Service - Covid Expenses	115,006	-	75,000	75,000	65,540	87.39%
<b>Total expenditures</b>	<b>\$ 164,255</b>	<b>\$ 184,989</b>	<b>\$ 182,769</b>	<b>\$ 182,769</b>	<b>\$ 76,413</b>	<b>41.81%</b>
<b>Food services fund net income</b>	<b>\$ 46,160</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (17,559)</b>	
<b>Community Services Fund - 04</b>						
Revenues						
State revenues	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 1,680	8.40%
Childrens house program fees	625	3,500	3,500	3,500	130	3.71%
Subtotal revenues	15,625	23,500	23,500	23,500	1,810	7.70%
<b>Total revenues</b>	<b>\$ 15,625</b>	<b>\$ 23,500</b>	<b>\$ 23,500</b>	<b>\$ 23,500</b>	<b>\$ 1,810</b>	<b>#NAME?</b>
Expenditures						
100 Salaries and wages	\$ 15,625	\$ 15,136	\$ 15,464	\$ 15,464	\$ -	0.00%
200 Employee benefits	-	2,703	2,375	2,375	-	0.00%
400 Supplies and materials	-	5,661	5,661	5,661	-	0.00%
<b>Total expenditures</b>	<b>\$ 15,625</b>	<b>\$ 23,500</b>	<b>\$ 23,500</b>	<b>\$ 23,500</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Community services fund net income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,810</b>	

	2020-2021 Audited Actual	2021-2022 Original Budget	2021-2022 Revised Budget	2021-2022 Working Budget	2021-2022 Year to Date Actual	Year to Date Percent of Revised Budget
<b>Total All Funds</b>						
Revenues						
State revenues	\$5,234,328	\$4,864,700	\$5,033,115	\$5,038,947	\$2,508,272	49.78%
Federal revenues	539,520	491,597	601,153	601,153	202,132	33.62%
Local revenues	44,960	81,462	96,760	96,760	16,162	16.70%
Fund transfers	-	1,813	2,946	2,946	-	0.00%
<b>Total revenues</b>	<b>\$5,818,809</b>	<b>\$5,439,572</b>	<b>\$5,733,974</b>	<b>\$5,739,806</b>	<b>\$2,726,566</b>	<b>47.50%</b>
Expenditures						
Salaries and wages	\$2,436,295	\$2,167,600	\$2,232,928	\$2,232,928	\$1,106,414	49.55%
Employee benefits	625,106	636,202	654,797	654,797	257,725	39.36%
Purchased services	2,191,042	2,035,366	2,285,074	2,285,074	834,702	36.53%
Supplies and materials	217,689	222,692	289,785	289,785	191,342	66.03%
Facilities and equipment	128,724	37,538	77,130	77,130	55,719	72.24%
Short term financing costs	22,649	30,000	22,000	22,000	4,682	21.28%
Dues and memberships, fees, other expenses	144,000	39,158	109,129	109,129	95,376	87.40%
Fund transfers	-	1,813	2,946	2,946	-	0.00%
<b>Total expenditures</b>	<b>\$5,765,504</b>	<b>\$5,170,369</b>	<b>\$5,673,789</b>	<b>\$5,673,789</b>	<b>\$2,545,961</b>	<b>44.87%</b>
<b>Total revenues all funds</b>	<b>\$5,818,809</b>	<b>\$5,439,572</b>	<b>\$5,733,974</b>	<b>\$5,739,806</b>	<b>\$2,726,566</b>	<b>47.50%</b>
<b>Total expenditures all funds</b>	<b>\$5,765,504</b>	<b>\$5,380,390</b>	<b>\$5,673,789</b>	<b>\$5,673,789</b>	<b>\$2,545,961</b>	<b>44.87%</b>
<b>Net income - all funds</b>	<b>\$ 53,305</b>	<b>\$ 59,182</b>	<b>\$ 60,185</b>	<b>\$ 66,017</b>	<b>\$ 180,605</b>	

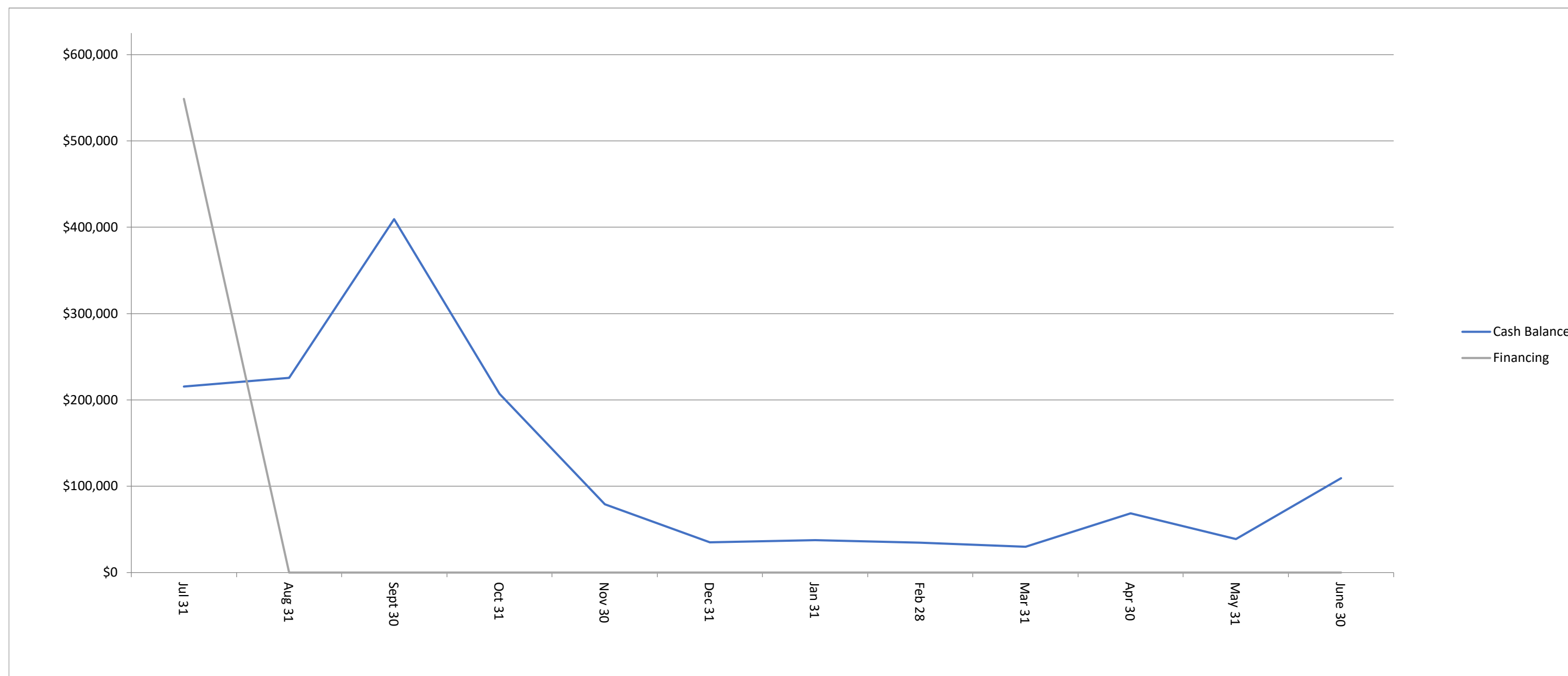
*The estimated amount of the state aid holdback that has been earned as of the end of this month is shown for informational purposes.*

**New Discoveries Montessori Academy**  
**Cash Flow Projection Summary**  
**2021 - 2022 School Year**

Period Ending	Cash Inflows (Revenues)				Cash Outflows (Expenditures)				Cash Flow Financing	Balance	Cumulative Cash Flow Financing	
	State Aid Payments	Federal Aid Payments	Other Receipts	Prior Year State & Federal Holdback	Total Receipts	Payroll	Building Lease Payments	Other Expenditures				Total Expenses
Jul 1										\$ 548,751	\$ 143,736	\$ 548,751
Jul 31	360,136	-	4,755	87,313	452,203	210,090	37,000	133,166	\$ 380,256	-	215,683	548,751
Aug 31	380,632	1,687	425	570,310	953,053	56,481	37,000	300,984	394,465	(548,751)	225,521	0
Sept 30	409,018		8,069	197,790	614,877	220,531	37,000	173,449	430,980	-	409,418	0
Oct 31	382,032	23,189	8,073	71,098	484,392	180,437	37,000	469,171	686,607	-	207,202	0
Nov 30	398,573	19,717	3,863	(29)	422,125	170,099	37,000	342,942	550,041	-	79,286	0
Dec 31	349,093	69,290	3,623	-	422,005	173,427	37,000	255,965	466,393	-	34,899	0
Jan 31	375,053	69,887	11,326	7,043	463,309	229,443	37,000	194,398	460,841	-	37,367	0
Feb 28	375,053	69,887	11,326	1,662	457,928	229,443	37,000	194,398	460,841	-	34,453	0
Mar 31	375,053	69,887	11,326	-	456,266	229,443	37,000	194,398	460,841	-	29,878	0
Apr 30	375,053	69,887	11,326	93,108	549,374	229,443	37,000	244,398	510,841	-	68,410	0
May 31	375,053	69,887	11,326	-	456,266	229,443	37,000	219,398	485,841	-	38,835	0
June 30	375,053	69,887	11,326		456,266	229,443	37,000	119,398	385,841	-	109,260	0
<b>Projected</b>	4,529,804	533,204	96,760	1,028,325	6,188,093	2,387,725	444,000	2,842,064	5,673,789			
<b>Totals</b>	4,529,804	533,204	96,760	1,028,296	6,188,063	2,387,725	444,000	2,842,064	5,673,789	0		

Assumptions: 10% State Aid Holdback

Prepared by: *Dustin J. Reeves, BerganKDV*  
 January 5, 2022

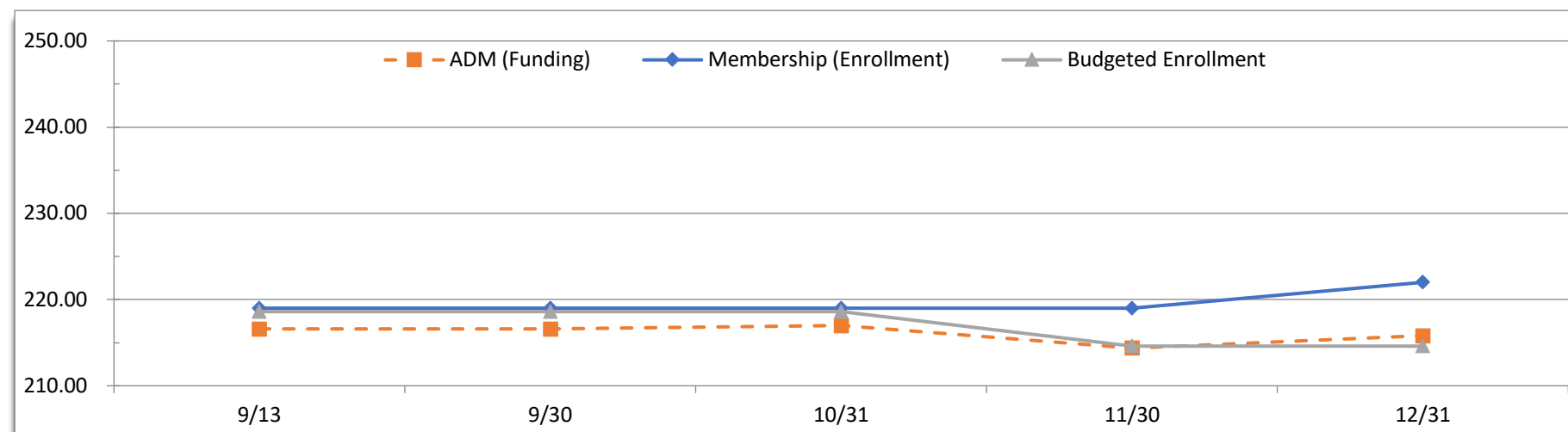


**New Discoveries Montessori Academy**  
**Hutchinson, Minnesota**  
**Attendance / Enrollment Report**  
**2021 - 2022 School Year**

Average Daily Membership (ADM)												
Grade		9/13	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/31	EOY
3 yr old half day	KA	5.00	5.00	5.00	5.00	4.00	-	-	-	-	-	-
4 yr old half day	KB	1.00	1.00	1.00	1.00	0.76	-	-	-	-	-	-
4 yr old full day	KC	17.40	17.40	15.40	15.40	14.40	-	-	-	-	-	-
Preschool SpEd	EC	2.00	2.00	4.00	4.00	6.00	-	-	-	-	-	-
Voluntary Pre-K	KC	3.60	3.60	3.60	3.60	3.60	-	-	-	-	-	-
Kindergarten SpEd	HK	6.00	6.00	11.00	11.00	12.00	-	-	-	-	-	-
Kindergarten	KG	23.00	23.00	18.00	18.00	17.11	-	-	-	-	-	-
First Grade	1	28.00	28.00	29.00	29.00	29.00	-	-	-	-	-	-
Second Grade	2	28.00	28.00	27.00	27.00	27.00	-	-	-	-	-	-
Third Grade	3	24.00	24.00	24.00	24.00	23.89	-	-	-	-	-	-
Fourth Grade	4	26.00	26.00	25.00	25.15	24.43	-	-	-	-	-	-
Fifth Grade	5	24.00	24.00	24.29	24.20	24.03	-	-	-	-	-	-
Sixth Grade	6	23.00	23.00	23.00	22.42	22.64	-	-	-	-	-	-
Seventh Grade	7	20.00	20.00	20.00	18.00	18.11	-	-	-	-	-	-
Eighth Grade	8	9.00	9.00	8.10	8.00	8.00	-	-	-	-	-	-
Total Enrollment for Funding		216.60	216.60	216.99	214.37	215.81	0.00	0.00	0.00	0.00	0.00	0.00
Total Overall Enrollment		240.00	240.00	238.39	235.77	234.97	0.00	0.00	0.00	0.00	0.00	0.00

Membership (Enrollment) as of:												
Grade		9/13	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/31	EOY
3 yr old half day	KA	5	5	5	5	4	0	0	0	0	0	-
4 yr old half day	KB	1	1	1	1	1	0	0	0	0	0	-
4 yr old full day	KC	15	15	13	13	14	0	0	0	0	0	-
Preschool SpEd	EC	2	2	4	4	6	0	0	0	0	0	-
Voluntary Pre-K	KC	6	6	6	6	4	0	0	0	0	0	-
Kindergarten SpEd	HK	6	6	11	11	12	0	0	0	0	0	-
Kindergarten	KG	23	23	18	18	18	0	0	0	0	0	-
First Grade	1	28	28	29	29	29	0	0	0	0	0	-
Second Grade	2	28	28	27	27	27	0	0	0	0	0	-
Third Grade	3	24	24	24	24	24	0	0	0	0	0	-
Fourth Grade	4	26	26	25	25	26	0	0	0	0	0	-
Fifth Grade	5	24	24	25	25	25	0	0	0	0	0	-
Sixth Grade	6	23	23	23	23	24	0	0	0	0	0	-
Seventh Grade	7	20	20	18	18	19	0	0	0	0	0	-
Eighth Grade	8	9	9	9	9	8	0	0	0	0	0	-
Total Enrollment for Funding		219.00	219.00	219.00	219.00	222.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Overall Enrollment		240.00	240.00	238.00	238.00	241.00	0.00	0.00	0.00	0.00	0.00	0.00

Budgeted Enrollments as of:												
Grade		9/13	9/30	10/31	11/30	12/31	1/31	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	0
4 yr old half day	KB	0	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	0
Preschool SpEd	EC	11	11	11	4	4	4	4	4	4	4	4
Voluntary Pre-K	KC	3.6	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	11	11	11	11	11	11	11	11
Kindergarten	KG	21	21	21	18	18	18	18	18	18	18	18
First Grade	1	6	6	6	29	29	29	29	29	29	29	29
Second Grade	2	25	25	25	27	27	27	27	27	27	27	27
Third Grade	3	26	26	26	24	24	24	24	24	24	24	24
Fourth Grade	4	25	25	25	26	26	26	26	26	26	26	26
Fifth Grade	5	23	23	23	24	24	24	24	24	24	24	24
Sixth Grade	6	29	29	29	22	22	22	22	22	22	22	22
Seventh Grade	7	19	19	19	18	18	18	18	18	18	18	18
Eighth Grade	8	24	24	24	8	8	8	8	8	8	8	8
Total Enrollment for Funding		219	219	219	215	215	215	215	215	215	215	215
Total Overall Enrollment		219	219	219	215	215	215	215	215	215	215	215





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

**Supplemental Information**

**December 31, 2021**

CHECK				ACCOUNT		
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER	
12/01/2021	202100531	Further	Payroll accrual	1,242.51	01 L	215 16
12/01/2021	202100531	Further	Payroll accrual	1,583.33	01 L	215 16
				Totals for 202100531	2,825.84	
12/01/2021	202100532	Internal Revenue Service	Payroll accrual	515.00	01 L	215 01
12/01/2021	202100532	Internal Revenue Service	Payroll accrual	30.00	02 L	215 01
12/01/2021	202100532	Internal Revenue Service	Payroll accrual	6,268.63	01 L	215 01
12/01/2021	202100532	Internal Revenue Service	Payroll accrual	163.47	02 L	215 01
12/01/2021	202100532	Internal Revenue Service	Payroll accrual	7,271.09	01 L	215 01
12/01/2021	202100532	Internal Revenue Service	Payroll accrual	240.01	02 L	215 01
12/01/2021	202100532	Internal Revenue Service	Payroll accrual	1,700.50	01 L	215 01
12/01/2021	202100532	Internal Revenue Service	Payroll accrual	56.14	02 L	215 01
12/01/2021	202100532	Internal Revenue Service	Payroll accrual	7,271.09	01 L	215 01
12/01/2021	202100532	Internal Revenue Service	Payroll accrual	240.01	02 L	215 01
12/01/2021	202100532	Internal Revenue Service	Payroll accrual	1,700.50	01 L	215 01
12/01/2021	202100532	Internal Revenue Service	Payroll accrual	56.14	02 L	215 01
				Totals for 202100532	25,512.58	
12/01/2021	202100533	MN Department Of Revenue	Payroll accrual	205.00	01 L	215 02
12/01/2021	202100533	MN Department Of Revenue	Payroll accrual	20.00	02 L	215 02
12/01/2021	202100533	MN Department Of Revenue	Payroll accrual	3,661.40	01 L	215 02
12/01/2021	202100533	MN Department Of Revenue	Payroll accrual	81.99	02 L	215 02
				Totals for 202100533	3,968.39	
12/01/2021	202100534	Public Employee Retirement Associat	Payroll accrual	3,199.36	01 L	215 05
12/01/2021	202100534	Public Employee Retirement Associat	Payroll accrual	251.62	02 L	215 05
12/01/2021	202100534	Public Employee Retirement Associat	Payroll accrual	3,691.53	01 L	215 05
12/01/2021	202100534	Public Employee Retirement Associat	Payroll accrual	290.34	02 L	215 05
				Totals for 202100534	7,432.85	
12/01/2021	202100535	Teachers Retirement Association	Payroll accrual	0.00	01 L	215 04
12/01/2021	202100535	Teachers Retirement Association	Payroll accrual	5,112.68	01 L	215 04
12/01/2021	202100535	Teachers Retirement Association	Payroll accrual	5,685.31	01 L	215 04
				Totals for 202100535	10,797.99	
12/01/2021	202100617	Accordia/Athena/Aviva	Life insurance - Conrad	64.53	01 E 005 020 000 000 230	
				Totals for 202100617	64.53	
12/08/2021	202100618	Sysco Western MN	SSO supplies	59.42	02 E 010 770 000 709 401	
				Totals for 202100618	59.42	
12/08/2021	202100619	Sysco Western MN	SSO food	48.76	02 E 010 770 000 709 490	
				Totals for 202100619	48.76	
12/08/2021	202100620	Sysco Western MN	SSO supplies	119.20	02 E 010 770 000 709 401	
				Totals for 202100620	119.20	
12/08/2021	202100621	Sysco Western MN	SSO food	1,678.21	02 E 010 770 000 709 490	



CHECK				ACCOUNT			
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER		
			Totals for 202100621	1,678.21			
12/08/2021	202100622	Northern Business Products, Inc.	Card stock	11.61	01	E 010 203 000 000 401	
			Totals for 202100622	11.61			
12/08/2021	202100623	Northern Business Products, Inc.	Copy paper	196.85	01	E 010 203 000 000 401	
			Totals for 202100623	196.85			
12/08/2021	202100624	Northern Business Products, Inc.	Paper	75.70	01	E 010 203 000 000 401	
			Totals for 202100624	75.70			
12/08/2021	202100625	Northern Business Products, Inc.	Card stock and paper	197.42	01	E 010 203 000 000 401	
			Totals for 202100625	197.42			
12/08/2021	202100626	Northern Business Products, Inc.	Card stock and paper	23.46	01	E 010 203 000 000 401	
			Totals for 202100626	23.46			
12/09/2021	202100627	Bix Produce Co LLC	SSO food \$26.55, FFVP \$243.47	26.55	02	E 010 770 000 709 490	
12/09/2021	202100627	Bix Produce Co LLC	SSO food \$26.55, FFVP \$243.47	243.47	02	E 010 770 000 706 490	
			Totals for 202100627	270.02			
12/02/2021	202100628	Mass Mutual	Employee 403b deductions	257.87	01	L 215 06	
			Totals for 202100628	257.87			
12/16/2021	202100629	Further	Payroll accrual	1,111.60	01	L 215 16	
12/16/2021	202100629	Further	Payroll accrual	1,583.33	01	L 215 16	
			Totals for 202100629	2,694.93			
12/16/2021	202100630	Internal Revenue Service	Payroll accrual	540.00	01	L 215 01	
12/16/2021	202100630	Internal Revenue Service	Payroll accrual	30.00	02	L 215 01	
12/16/2021	202100630	Internal Revenue Service	Payroll accrual	5,393.09	01	L 215 01	
12/16/2021	202100630	Internal Revenue Service	Payroll accrual	103.72	02	L 215 01	
12/16/2021	202100630	Internal Revenue Service	Payroll accrual	6,478.62	01	L 215 01	
12/16/2021	202100630	Internal Revenue Service	Payroll accrual	179.79	02	L 215 01	
12/16/2021	202100630	Internal Revenue Service	Payroll accrual	1,515.16	01	L 215 01	
12/16/2021	202100630	Internal Revenue Service	Payroll accrual	42.04	02	L 215 01	
12/16/2021	202100630	Internal Revenue Service	Payroll accrual	6,478.62	01	L 215 01	
12/16/2021	202100630	Internal Revenue Service	Payroll accrual	179.79	02	L 215 01	
12/16/2021	202100630	Internal Revenue Service	Payroll accrual	1,515.16	01	L 215 01	
12/16/2021	202100630	Internal Revenue Service	Payroll accrual	42.04	02	L 215 01	
			Totals for 202100630	22,498.03			
12/16/2021	202100631	MN Department Of Revenue	Payroll accrual	205.00	01	L 215 02	
12/16/2021	202100631	MN Department Of Revenue	Payroll accrual	20.00	02	L 215 02	
12/16/2021	202100631	MN Department Of Revenue	Payroll accrual	3,187.70	01	L 215 02	
12/16/2021	202100631	MN Department Of Revenue	Payroll accrual	52.31	02	L 215 02	
			Totals for 202100631	3,465.01			
12/16/2021	202100632	Public Employee Retirement Associat	Payroll accrual	2,446.81	01	L 215 05	
12/16/2021	202100632	Public Employee Retirement Associat	Payroll accrual	188.49	02	L 215 05	

CHECK				ACCOUNT		
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER	
12/16/2021	202100632	Public Employee Retirement Associat	Payroll accrual	2,823.22	01 L	215 05
12/16/2021	202100632	Public Employee Retirement Associat	Payroll accrual	217.49	02 L	215 05
			Totals for 202100632	5,676.01		
12/16/2021	202100633	Teachers Retirement Association	Payroll accrual	0.00	01 L	215 04
12/16/2021	202100633	Teachers Retirement Association	Payroll accrual	5,067.18	01 L	215 04
12/16/2021	202100633	Teachers Retirement Association	Payroll accrual	5,634.72	01 L	215 04
			Totals for 202100633	10,701.90		
12/16/2021	202100634	Integrated Systems Corporation	Skyward hosting Jan 2022 - Dec 2022	1,200.00	01 A	131 00
12/16/2021	202100634	Integrated Systems Corporation	Skyward hosting Jan 2022 - Dec 2022	1,200.00	01 E 005 108 000 000 405	
			Totals for 202100634	2,400.00		
12/16/2021	202100635	Pan-O-Gold Baking Co.	Bread, buns	47.82	02 E 010 770 000 709 490	
			Totals for 202100635	47.82		
12/16/2021	202100636	Pan-O-Gold Baking Co.	Bread, buns	76.05	02 E 010 770 000 709 490	
			Totals for 202100636	76.05		
12/16/2021	202100637	Pan-O-Gold Baking Co.	Bread, buns	46.50	02 E 010 770 000 709 490	
			Totals for 202100637	46.50		
12/16/2021	202100638	Pan-O-Gold Baking Co.	Bread, buns	66.85	02 E 010 770 000 709 490	
			Totals for 202100638	66.85		
12/16/2021	202100639	Pan-O-Gold Baking Co.	Bread, buns	68.20	02 E 010 770 000 709 490	
			Totals for 202100639	68.20		
12/16/2021	202100640	Wittenberg, Carrie	DAPE consultation 11/01/21 - 11/12/21, 6.5 hrs @ \$80.00/hr	520.00	01 E 010 404 000 740 394	
			Totals for 202100640	520.00		
12/16/2021	202100641	Pulver, Tamera	SpEd services FY22 (2nd qtr)	3,750.00	01 E 010 420 000 419 303	
			Totals for 202100641	3,750.00		
12/16/2021	202100642	West Metro Learning Connections, In	IEP meeting on 11/04/21, 2 hrs @ \$90.00/hr (Nancy Olson)	180.00	01 E 010 411 000 740 394	
			Totals for 202100642	180.00		
12/16/2021	202100643	West Metro Learning Connections, In	IEP meeting on 10/12/21, 1.25 hrs @ \$90.00/hr (Nancy Olson)	112.50	01 E 010 411 000 740 394	
			Totals for 202100643	112.50		
12/16/2021	202100644	West Metro Learning Connections, In	Onsite consulting on 11/30/21, 2 hrs @ \$90.00/hr and mileage (Nancy Olson)	220.95	01 E 010 411 000 740 394	
			Totals for 202100644	220.95		
12/16/2021	202100645	Labraaten Bus Company LLC	SPED student transportation - COVID additional services	5,700.00	01 E 010 760 011 161 360	
			Totals for 202100645	5,700.00		
12/16/2021	202100646	Labraaten Bus Company LLC	Regular transportation - Nov 2021	19,530.00	01 E 010 760 000 720 360	
			Totals for 202100646	19,530.00		

CHECK				ACCOUNT			
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER		
12/16/2021	202100647	Labraaten Bus Company LLC	SPED student transportation - COVID additional services	2,280.00	01 E 010 760 011 161 360		
			Totals for 202100647	2,280.00			
12/16/2021	202100648	Nuvera	Dec 2021 - Internet \$281.90, Managed Cloud Services \$594.75, Office 365 \$530.98, Telephone & voicemail \$753.72	753.72	01 E 005 810 108 000 320		
12/16/2021	202100648	Nuvera	Dec 2021 - Internet \$281.90, Managed Cloud Services \$594.75, Office 365 \$530.98, Telephone & voicemail \$753.72	530.98	01 E 005 108 000 000 405		
12/16/2021	202100648	Nuvera	Dec 2021 - Internet \$281.90, Managed Cloud Services \$594.75, Office 365 \$530.98, Telephone & voicemail \$753.72	281.90	01 E 005 108 108 000 320		
12/16/2021	202100648	Nuvera	Dec 2021 - Internet \$281.90, Managed Cloud Services \$594.75, Office 365 \$530.98, Telephone & voicemail \$753.72	594.75	01 E 010 630 000 000 315		
			Totals for 202100648	2,161.35			
12/16/2021	202100649	Trim Tab Consulting LLC	Consulting services for the board approved director succession planning	694.14	01 E 005 010 000 000 305		
			Totals for 202100649	694.14			
12/16/2021	202100650	Colvin, Shari	Reimbursement - food for board succession plan committee & consultant	59.06	01 E 005 010 000 000 490		
			Totals for 202100650	59.06			
12/16/2021	202100651	Further	HSA participant fee - Dec 2021	26.00	01 E 005 115 000 000 305		
			Totals for 202100651	26.00			
12/16/2021	202100652	Sysco Western MN	SSO food \$1,390.32, FFVP Supplies \$52.20	1,390.32	02 E 010 770 000 709 490		
12/16/2021	202100652	Sysco Western MN	SSO food \$1,390.32, FFVP Supplies \$52.20	52.20	02 E 010 770 000 706 401		
			Totals for 202100652	1,442.52			
12/16/2021	202100653	Sysco Western MN	SSO food \$1,136.60, SSO supplies \$30.62	30.62	02 E 010 770 000 709 401		
12/16/2021	202100653	Sysco Western MN	SSO food \$1,136.60, SSO supplies \$30.62	1,136.60	02 E 010 770 000 709 490		
			Totals for 202100653	1,167.22			
12/16/2021	202100654	Sysco Western MN	SSO food (storage fee \$10.40)	34.00	02 E 010 770 000 709 490		
			Totals for 202100654	34.00			
12/16/2021	202100655	MN Historical Society	E2 field trip	186.00	01 E 010 211 111 000 369		
			Totals for 202100655	186.00			
12/16/2021	202100656	School Specialty	Office supplies	65.91	01 E 010 050 000 000 401		
			Totals for 202100656	65.91			
12/16/2021	202100657	Quade Electric Inc	Service to replace photo cell over back door & add receptacle in closet	155.87	01 E 010 810 000 000 350		
			Totals for 202100657	155.87			

CHECK				ACCOUNT			
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER		
12/16/2021	202100658	Ace Hardware Hutchinson	Maintenance supplies (file and handle)	16.57	01	E	010 810 000 000 401
			Totals for 202100658	16.57			
12/16/2021	202100659	Ace Hardware Hutchinson	Maintenance supplies (clip tensions, oil, bolt cutter)	80.94	01	E	010 810 000 000 401
			Totals for 202100659	80.94			
12/16/2021	202100660	Ace Hardware Hutchinson	Maintenance supplies (hoses, clamps, elbows)	41.83	01	E	010 810 000 000 401
			Totals for 202100660	41.83			
12/16/2021	202100661	Loffler Companies Inc - 131511	Contract overages 11/09/21 - 12/08/21: b&w \$425.71, color \$993.59	1,419.30	01	E	010 605 000 000 401
			Totals for 202100661	1,419.30			
12/16/2021	202100662	Cintas Corporation	Towels, aprons	70.84	01	E	010 810 000 000 305
			Totals for 202100662	70.84			
12/16/2021	202100663	McLeod County HHW	Light bulbs recycling fee	12.50	01	E	010 810 000 000 820
			Totals for 202100663	12.50			
12/16/2021	202100664	Mybinding.Com	Laminating film	273.96	01	E	010 203 000 000 401
			Totals for 202100664	273.96			
12/16/2021	202100665	Hillyard / Hutchinson	Maintenance supplies (gloves)	1.95	01	E	010 810 000 000 401
			Totals for 202100665	1.95			
12/16/2021	202100666	Johnson Controls Fire Protection LP	Sprinkler system service	1,523.33	01	E	005 810 000 000 350
			Totals for 202100666	1,523.33			
12/16/2021	202100667	WD Tech Online LLC	Monthly tech support	1,600.00	01	E	010 630 000 000 315
			Totals for 202100667	1,600.00			
12/16/2021	202100668	WD Tech Online LLC	8 tech tub carts - ESSER 2	12,031.88	01	E	010 630 011 155 530
			Totals for 202100668	12,031.88			
12/17/2021	202100669	MN PEIP	Health Insurance - Jan 2022	26,132.26	01	L	215 07
			Totals for 202100669	26,132.26			
12/17/2021	202100670	GIS Benefits	Dec 2021 - Life, Dental, Vision, STD, LTD and Prepaid Legal	50.00	01	E	005 110 000 000 305
12/17/2021	202100670	GIS Benefits	Dec 2021 - Life, Dental, Vision, STD, LTD and Prepaid Legal	1,427.95	01	L	215 08
12/17/2021	202100670	GIS Benefits	Dec 2021 - Life, Dental, Vision, STD, LTD and Prepaid Legal	58.50	01	L	215 23
12/17/2021	202100670	GIS Benefits	Dec 2021 - Life, Dental, Vision, STD, LTD and Prepaid Legal	425.10	01	L	215 10
12/17/2021	202100670	GIS Benefits	Dec 2021 - Life, Dental, Vision, STD, LTD and Prepaid Legal	413.97	01	L	215 22
12/17/2021	202100670	GIS Benefits	Dec 2021 - Life, Dental, Vision, STD, LTD and Prepaid Legal	467.08	01	L	215 18
12/17/2021	202100670	GIS Benefits	Dec 2021 - Life, Dental, Vision, STD, LTD	271.70	01	L	215 21

CHECK			ACCOUNT		
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER
			and Prepaid Legal		
			Totals for 202100670	3,114.30	
12/16/2021	202100671	TRJR Properties LLC	Improvement & equipment lease - Dec 2021	1,540.87	01 A 118 00
			Totals for 202100671	1,540.87	
12/16/2021	202100672	Bix Produce Co LLC	FFVP	227.97	02 E 010 770 000 706 490
			Totals for 202100672	227.97	
12/23/2021	202100673	Bix Produce Co LLC	FFVP	200.40	02 E 010 770 000 706 490
			Totals for 202100673	200.40	
12/30/2021	202100674	Bix Produce Co LLC	FFVP	206.80	02 E 010 770 000 706 490
			Totals for 202100674	206.80	
12/24/2021	202100675	Waste Management -Of WI-MN	Garbage service - Dec 2021	529.34	01 E 010 810 000 000 331
			Totals for 202100675	529.34	
12/27/2021	202100676	Bill.com	Service charge 11/24/21 - 12/23/21	102.57	01 E 005 112 000 000 305
			Totals for 202100676	102.57	
12/16/2021	202100677	Hutchinson Utilities Commission	Utilities - Nov 2021	3,806.85	01 E 010 810 000 000 330
			Totals for 202100677	3,806.85	
12/22/2021	202100678	Mass Mutual	Employee 403b deductions	257.87	01 L 215 06
			Totals for 202100678	257.87	
12/31/2021	202100679	New Discoveries Affiliated Building Lease		37,000.00	01 E 010 850 000 348 570
			Totals for 202100679	37,000.00	
12/31/2021	202100680	Further	Payroll accrual	1,003.34	01 L 215 16
12/31/2021	202100680	Further	Payroll accrual	1,458.33	01 L 215 16
			Totals for 202100680	2,461.67	
12/31/2021	202100681	Internal Revenue Service	Payroll accrual	540.00	01 L 215 01
12/31/2021	202100681	Internal Revenue Service	Payroll accrual	30.00	02 L 215 01
12/31/2021	202100681	Internal Revenue Service	Payroll accrual	6,034.37	01 L 215 01
12/31/2021	202100681	Internal Revenue Service	Payroll accrual	185.95	02 L 215 01
12/31/2021	202100681	Internal Revenue Service	Payroll accrual	7,288.81	01 L 215 01
12/31/2021	202100681	Internal Revenue Service	Payroll accrual	230.21	02 L 215 01
12/31/2021	202100681	Internal Revenue Service	Payroll accrual	1,704.64	01 L 215 01
12/31/2021	202100681	Internal Revenue Service	Payroll accrual	53.85	02 L 215 01
12/31/2021	202100681	Internal Revenue Service	Payroll accrual	7,288.81	01 L 215 01
12/31/2021	202100681	Internal Revenue Service	Payroll accrual	230.21	02 L 215 01
12/31/2021	202100681	Internal Revenue Service	Payroll accrual	1,704.64	01 L 215 01
12/31/2021	202100681	Internal Revenue Service	Payroll accrual	53.85	02 L 215 01
			Totals for 202100681	25,345.34	
12/31/2021	202100682	MN Department Of Revenue	Payroll accrual	205.00	01 L 215 02
12/31/2021	202100682	MN Department Of Revenue	Payroll accrual	20.00	02 L 215 02
12/31/2021	202100682	MN Department Of Revenue	Payroll accrual	3,577.77	01 L 215 02

CHECK				ACCOUNT		
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER	
12/31/2021	202100682	MN Department Of Revenue	Payroll accrual	93.61	02 L	215 02
				Totals for 202100682	3,896.38	
12/31/2021	202100683	Public Employee Retirement Associat	Payroll accrual	3,364.01	01 L	215 05
12/31/2021	202100683	Public Employee Retirement Associat	Payroll accrual	241.36	02 L	215 05
12/31/2021	202100683	Public Employee Retirement Associat	Payroll accrual	3,881.52	01 L	215 05
12/31/2021	202100683	Public Employee Retirement Associat	Payroll accrual	278.50	02 L	215 05
				Totals for 202100683	7,765.39	
12/31/2021	202100684	Teachers Retirement Association	Payroll accrual	0.00	01 L	215 04
12/31/2021	202100684	Teachers Retirement Association	Payroll accrual	5,098.61	01 L	215 04
12/31/2021	202100684	Teachers Retirement Association	Payroll accrual	5,669.66	01 L	215 04
				Totals for 202100684	10,768.27	
12/13/2021	202100685	Visa	cc charges	12,968.34	01 E 010 203 000 000 899	
				Totals for 202100685	12,968.34	
				Totals for checks	292,965.24	

Batch	Acct Nbr	Description	Post Date	Amount
21-00049	01 R 005 000 000 401 400	FY22 F401	12/09/2021	13,553.00
21-00049	01 R 005 000 000 414 400	FY22 F414	12/09/2021	2,709.96
21-00049	01 R 005 000 011 414 400	FY22 F414, CRS 011	12/09/2021	250.04
		Totals for 21-00049		16,513.00
21-00050	01 A 121 00	FY21 Literacy Incentive Chart	12/15/2021	278.63
21-00050	01 R 010 000 000 000 211	FY22 Gen Ed	12/15/2021	191,407.17
		Totals for 21-00050		191,685.80
21-00051	02 R 010 000 000 703 300	FY22 St Spe Milk	12/16/2021	126.80
21-00051	02 R 005 770 000 706 400	FY22 FFVP	12/16/2021	1,134.61
21-00051	01 R 005 000 011 155 400	FY22 F155	12/16/2021	51,642.14
		Totals for 21-00051		52,903.55
21-00052	02 R 005 770 000 709 300	FY22 Summer Food Replace	12/29/2021	30.75
		Totals for 21-00052		30.75
21-00053	01 A 121 00	FY21 Gen Ed	12/30/2021	4.50
21-00053	01 R 010 000 000 000 211	FY22 Gen Ed	12/30/2021	153,901.89
21-00053	02 R 005 770 000 709 300	FY22 Summer Food Replace	12/30/2021	3,342.95
		Totals for 21-00053		157,249.34
21-00054	01 R 010 000 000 000 092	Interest - Dec 2021	12/31/2021	14.67
		Totals for 21-00054		14.67
21-00055	02 R 010 000 000 707 606	FY22 Adult lunch payments - Payschools C	12/09/2021	150.00
		Totals for 21-00055		150.00
21-00056	01 R 010 203 111 000 050	FY22 Audubon field trip	12/23/2021	175.00
21-00056	01 R 010 203 111 000 050	FY22 Wolf Ridge field trip	12/23/2021	10.00
21-00056	01 R 010 203 111 000 050	FY22 Field Trip fees	12/23/2021	1,461.25
21-00056	01 E 010 203 000 000 899	FY22 Reimbursement from S. Prieve for ch	12/23/2021	40.42
21-00056	02 R 010 000 000 701 601	FY22 Food Service	12/23/2021	110.00
		Totals for 21-00056		1,796.67
21-00057	01 R 010 000 000 000 050	FY22 School Supplies	12/23/2021	90.00
21-00057	01 R 010 620 000 000 050	FY22 Lost library books	12/23/2021	8.99
21-00057	01 R 010 810 080 000 093	FY22 Room rental from Cyndi Ryan-Lauer	12/23/2021	60.00
21-00057	01 E 010 620 000 000 401	FY22 Reimbursement from SW Area Multicou	12/23/2021	145.75
21-00057	01 R 010 000 000 372 071	FY22 IEP 3rd party billing - SPED	12/23/2021	308.95
21-00057	01 L 215 19	FY22 Refund from Accident Fund for Work	12/23/2021	201.00
21-00057	01 R 010 000 000 000 096	FY22 3M donation - Tara Berg	12/23/2021	97.04
21-00057	02 R 010 000 000 701 601	FY22 Food Service	12/23/2021	749.61
		Totals for 21-00057		1,661.34
		Total for Cash Receipts		422,005.12

Batch	Description	Debit	Credit Acct Nbr	Post Date
21-00021	Reclass ECF consulting fees	0.00	3,946.78 01 E 005 117 011 155 305	11/30/2021
21-00021	Reclass ECF consulting fees	3,946.78	0.00 01 E 005 117 011 155 303	11/30/2021
21-00021	Summer School Transportation	0.00	9,720.00 01 E 010 760 000 155 360	11/30/2021
21-00021	Summer School Transportation	9,720.00	0.00 01 E 010 760 011 155 360	11/30/2021
	0.00 Totals for 21-00021			
21-00022	Wire #202100671 paid to TRJR (for ABC -	0.00	1,540.87 50 L 205 00	12/16/2021
21-00022	Wire #202100671 paid to TRJR (for ABC -	1,540.87	0.00 50 E 005 850 000 000 335	12/16/2021
	0.00 Totals for 21-00022			
	0.00 Total for Journal Entries			



*Adopted: 08/01/06*

*New Discoveries Montessori Academy Policy 521P*

*Revised: 02/15/16*

*Revision/Reviewed: ~~04/15/19~~01/24/22*

## **521P STUDENT DISABILITY NONDISCRIMINATION**

### **I. PURPOSE**

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

### **II. GENERAL STATEMENT OF POLICY**

- A. Disabled students are protected from discrimination on the basis of a disability.
- B. It is the responsibility of New Discoveries Montessori Academy to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
  - 1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
  - 2. has a record of such impairment; or
  - 3. is regarded as having such impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

### **III. REPORTING PROCEDURES**

- A. Any person who believes he or she has been discriminated against because of a disability under the provisions of Section 504 shall report the alleged discrimination immediately to an appropriate school official designated by this policy.

- B. The board appointed administrator is the person responsible for receiving reports of discrimination at New Discoveries Montessori Academy (NDMA). As an alternative, the report may be made to any member of NDMA's board.
- C. Teachers, administrators, volunteers, contractors and other employees of New Discoveries Montessori Academy shall be particularly alert to possible situations, circumstances or events which might include discrimination. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute discrimination shall inform the administrator immediately.
- D. Submission of a good faith complaint or report of discrimination will not affect the complainant or reporter's future employment, grades or work assignments.
- E. Form 521F-1, Unlawful Disability Discrimination Toward a Student, is available for documenting an alleged discrimination claim.

## V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of discrimination, New Discoveries Montessori Academy shall undertake or authorize an investigation by school officials or a third party designated by the school.
- B. New Discoveries Montessori Academy may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of discrimination.
- C. Upon completion of the investigation, New Discoveries Montessori Academy will take appropriate action. School action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, and school district policies and regulations.

## VI. Coordinator

Persons who have questions, comments, or complaints should contact the administrator regarding grievances or hearing requests regarding disability issues. This person is the school district's ADA/504 Coordinator.

**Legal References:** 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. Part 104 (Implementing Regulations)

**Cross References:** NDMA Policy 402P (Disability Nondiscrimination)

SCHOOL DISTRICT NO. 4161

UNLAWFUL DISABILITY DISCRIMINATION TOWARD A STUDENT

General Statement of Policy Prohibiting Disability Discrimination Toward a Student

School District No. 4161, New Discoveries Montessori Academy maintains a firm policy prohibiting all forms of unlawful disability discrimination. All students are to be treated with respect and dignity. Unlawful disability discrimination by any teacher, administrator, other school personnel, or other student will not be tolerated under any circumstances.

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Alleged Discrimination: \_\_\_\_\_

Name of person\* you believe unlawfully discriminated toward you or a student on the basis of disability: \_\_\_\_\_

\*If unsure of name, please include a physical description of person.

Describe the act of discrimination (please use back of form if more room is required): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any witnesses: \_\_\_\_\_

\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has unlawfully discriminated against my child or another student on the basis of disability. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_

Name

\_\_\_\_\_  
Title

*Adopted: 08/01/06*

*Revised: 02/15/16*

*Reviewed: ~~04/15/19~~01/24/22*

*New Discoveries Montessori Academy Policy 526P*

## **526P HAZING PROHIBITION**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school and are prohibited at all times.

### **II. GENERAL STATEMENT OF POLICY**

- A. No student, teacher, administrator, volunteer, contractor or other employee of New Discoveries Montessori Academy shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. New Discoveries Montessori Academy will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of New Discoveries Montessori Academy policies or regulations.
- B. “Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school official designated by this policy.
- B. The board appointed administrator is the person responsible for receiving reports of hazing at New Discoveries Montessori Academy. Any person may report hazing directly to the board appointed administrator.
- C. Teachers, administrators, volunteers, contractors and other employees of New Discoveries Montessori Academy shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the board appointed administrator immediately.

- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

**V. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of hazing, New Discoveries Montessori Academy shall undertake or authorize an investigation by school officials or a third party designated by the school.
- B. New Discoveries Montessori Academy may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, New Discoveries Montessori Academy will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

**VI. REPRISAL**

New Discoveries Montessori Academy will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**VII. DISSEMINATION OF POLICY**

Reference to this policy shall appear in the school's student handbook and in the school's Building and Staff handbooks.

**Legal References:** Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)

**Cross References:** NDMA Policy 430P (NDMA Employment, Evaluation, and Severance Policy)  
NDMA Model Policy 413P (Harassment and Violence)  
NDMA Model Policy 506P (Student Discipline)

MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

SCHOOL DISTRICT NO. 4161

UNLAWFUL HAZING OF A STUDENT

General Statement of Policy Prohibiting Unlawful Hazing of a Student

School District No. 4161, New Discoveries Montessori Academy maintains a firm policy prohibiting all forms of unlawful hazing. All students are to be treated with respect and dignity.

Complainant: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name(s) of person or person you believe perpetrated the hazing:  
\_\_\_\_\_  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where and when did the incident(s) occur: \_\_\_\_\_  
\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has been the victim of hazing. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_  
Name

\_\_\_\_\_  
Title



*Adopted: 08/01/06*

*New Discoveries Montessori Academy Policy 528P*

*Revised: 02/15/16*

*Reviewed: 04/15/1901/24/22*

## **528P STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION**

### **I. PURPOSE**

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

### **II. GENERAL STATEMENT OF POLICY**

- A. New Discoveries Montessori Academy provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. New Discoveries Montessori Academy will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery there from, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. New Discoveries Montessori Academy may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. New Discoveries Montessori Academy will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school employee to comply with this policy.
- F. The school board has designated the board appointed administrator as its Title IX coordinator. This employee coordinates the school's efforts to comply with and carry out its responsibilities under Title IX.

- G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the ~~superintendent or the~~ school human rights officer.
- H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522P – Student Sex Nondiscrimination.

***Legal References:*** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

***Cross References:*** NDMA Policy 102P (Equal Educational Opportunity)  
NDMA Policy 413P (Harassment and Violence)  
NDMA Policy 522P (Student Sex Nondiscrimination)

Adopted: 08/01/06

New Discoveries Montessori Academy Policy 531P

Revised: 03/14/16

Reviewed: ~~04/15/19~~01/24/22

## **531P THE PLEDGE OF ALLEGIANCE**

*[Note: Recitation of the pledge of allegiance by students and instruction of students as provided in this policy are required by statute. Also, the statement in Part III, below, must be included in the student handbook or a policy guide beginning with the 2004-2005 school year. A local school board or a charter school board of directors may waive these statutory requirements by a majority vote taken annually. If the local school board or charter school board of directors waives the requirement to recite the pledge of allegiance, it may adopt a district or school policy regarding the reciting of the pledge of allegiance.]*

### **I. PURPOSE**

The New Discoveries Montessori Academy board of directors recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.

### **II. GENERAL STATEMENT OF POLICY**

Students in this school shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the ~~school director~~board appointed administrator or other person having administrative control over the school.

### **III. EXCEPTIONS**

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

### **IV. INSTRUCTION**

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

***Legal References:*** Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)  
Minn. Stat. § 121A.11, Subd. 4 (Instruction)  
*Elk Grove Unified Sch. Dist. v. Nedow*, 542 U.S. 1, 124 S.Ct. 2301, 159  
L.Ed.2d 98 (2004)

***Cross References:***

Adopted: 08/01/06

New Discoveries Montessori Academy Policy 532P

Revised: 03/14/16

Reviewed: ~~04/15/19~~01/24/22

## **532P USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS**

*[Note: School districts are required by statute to have a policy addressing these issues.]*

### **I. PURPOSE**

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

### **II. GENERAL STATEMENT OF POLICY**

New Discoveries Montessori Academy is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

All students, including those with IEPs, are subject to the terms of New Discoveries Montessori Academy's discipline policy. The school's board appointed administrator has the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates New Discoveries Montessori Academy's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

### **III. DEFINITIONS**

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has

the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between the school and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the board appointed administrator who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The board appointed administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation in which immediate intervention is necessary to protect a student or other individual from physical injury, emotional abuse due to verbal and nonverbal gestures, or to prevent severe property damage.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

#### **IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS**

##### **A. Removal by Crisis Team**

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

##### **B. Removal by Police Liaison Officer or Peace Officer**

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, board appointed administrator, or the board appointed administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If New Discoveries Montessori Academy reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, the board appointed administrator, other crisis team members, or the police liaison officer or other agents of New Discoveries Montessori Academy, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Requiring the student to assume and maintain a specified physical position, activity, or posture that induces physical pain as an aversive procedure;
2. Presenting intense sounds, lights, or other sensory stimuli as an aversive stimulus;

3. Using noxious smell, taste, substance, or spray as an aversive stimulus;
4. Denying or restricting the student's access to equipment and devices such as hearing aids and communication boards that facilitate the student's functioning except temporarily when the student is perceived to be destroying or damaging equipment or devices;
5. Using faradic skin shock;
6. Restricting, totally or partially, the student's auditory or visual sense, except that study carrels may be used as an academic intervention;
7. Withholding regularly scheduled meals or water; and/or
8. Denying the student access to toilet facilities.

D. Parental Notification

The board appointed administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Conditional Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If New Discoveries Montessori Academy seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more conditional procedures, the crisis team may employ those conditional procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds. If the crisis team initiates use of conditional procedures in an emergency, the student's IEP team shall meet as soon as possible, but no later than five (5) school days after emergency procedures have commenced.

***Legal References:*** Minn. Stat. § 13.01, *et seq.* (Minnesota Government Data Practices Act)



Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)  
Minn. Stat. § 609.06 (Authorized Use of Force)  
Minn. Stat. § 609.379 (Permitted Actions)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))  
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))  
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)  
Minn. Rule 3525.0210, Subp. 17 (Definition of “Emergency”)  
Minn. Rule 3525.2900, Subp. 5 (The IEP and Regulated Interventions)

***Cross References:*** NDMA Policy 506P (Student Discipline)  
NDMA Policy 806P (Crisis Management Policy)  
NDMA Policy 515P (Protection and Privacy of Pupil Records)

# New Discoveries Montessori Academy

## Organizational Structure

Board of Directors

Executive Director

Board Relations  
Authorizer Liaison  
Finance  
Human Resources

- Hiring/Firing
- Observations/Evaluations

Student Support Services

- General education
- Special Education/504
- Behavior
- Specialists

Facilities  
EDIAM/IOWA  
Grants

SpEd Coordinator

Teaching Partners  
Due Process  
Internal Case Mngmnt  
Support

Office Manager

Human Resources

- Insurance
- Support

Policies  
Clerk to the Board  
Technology Liaison  
Accounts Payable  
Calendar

Admin. Assistant

Transportation Liaison  
Food Service  
MARSS  
STAR

Accounts Clerk

On-site payroll support  
On-site AP support

INCREASE for FY 2023

less than \$0.00 to \$20,000.00

Curriculum,  
Instruction &  
Assessment  
Specialist

Curriculum  
Professional Development  
Assessment  
Scheduling  
Instructional Leadership  
Team (ILT)  
Professional Learning  
Communities (PLC)