Official Board Meeting Agenda

Tuesday, May 23, 2023 – 5:30 p.m. – on site at NDMA and Electronically via Zoom due to pandemic – some board members may participate via interactive technology

(Contact tara.erickson@newdiscoveries.org for full board packet or Zoom link information)

1. Call Meeting to Order (Location of Board Packet)– Roll Call

2. Welcome/Introduction of Guests

3. Spotlight Report

4. Approval of Agenda

5. Approval of Consent Agenda
   a. Minutes of April 17, 2023 Meeting
   b. Submitted Committee Reports
      i. Financial Committee met on May 8, 2023
      ii. Policy/Governance Committee met on May 8, 2023

6. Financial Reports
   a. April 2023 financial report
   b. Approve April 2023 supplemental information report

7. Reports
   a. Executive Director
      i. Personnel changes – resignations, dismissals, reassignments, and new employments
      ii. Strategic Plan Update
      iii. Environmental Education Update
      iv. Academic Testing and Achievement Update
      v. Enrollment Update
      vi. Activities and Happenings related to the school, staff, students, families, community
   b. Board Activities
      i. Board Training - *The Seven Outs* by Brian Carpenter
         1. Discuss Part Seven: Shout Out

8. Unfinished Business
   a. Second reading and approve 709P – Student Transportation Safety Policy

9. New Business
   a. Osprey Wilds Board Observation Feedback
   b. Osprey Wilds FY22 Academic Evaluation
   c. Review and Approve Updates on Policies from the Policy/Governance Meeting
      i. 798P – Joint Venture Policy
      ii. 799P – Record Retention Policy
      iii. 801P Equal Access to Facilities of the School Policy
      iv. 806P – Crisis Management Policy
      v. 903P – Visitors to School District Buildings and Sites Policy
   d. Review the changes on 790P Reporting Grants to Board Policy
   e. Approve preliminary budget for FY24

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10. Upcoming Meetings/Events/Announcements
    a. Next board meeting, June 19, 2023 –5:30 p.m.
    b. Finance Committee Meeting, June 12, 2023 – 11:45 a.m.
    c. Policy/Governance Committee Meeting, June 12, 2023 – 12:30 p.m.
    d. Facilities Committee Meeting, tbd
    e. Administrative Review Committee, tbd
11. Adjournment

Official Board of Directors
Meeting Minutes DRAFT
Monday, April 17, 2023 – 4:30 p.m.

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was held at New Discoveries Montessori Academy, Hutchinson, MN.

1. Call Meeting to Order – The meeting was called to order at 4:18 p.m.

   Voting members present: Meytal Stancek, Shari Colvin, Tim Dezelske, Spencer Kangas, Chris La Plante, Patti Hoerner, Deanna Boettcher, Patrick Selchert.
   Absent: none
   Non-voting member present: Kirsten Kinzler, Director
   Tara Erickson, Recorder
   Dustin Reeves, Business Manager

2. Guests: Emily Edstrom Moore, authorizing specialist from Osprey Wilds.

3. Spotlight Report – Ms. Edstrom Moore from Osprey Wilds shared that she is here to do a regular observation and she was glad to be able to be here for our annual meeting and see the support of our NDMA families.

4. Agenda – MS (Dezelske/La Plante) to approve the agenda with noting of 9.d. to be clarified, all aye; motion carries unanimously.

5. MS (Dezelske/Selchert) to approve the consent agenda, all aye; motion carries unanimously.
   a. Minutes of March 20, 2023 Meeting
   b. Submitted Committee Reports
      i. Administrative Review Committee met on March 20, 2023
      ii. Financial Committee met on April 12, 2023
      iii. Policy/Governance Committee met on April 12, 2023

6. Financial Reports
   a. Received March 2023 financial report
   b. MS (Dezelske/Stancek) to approve March 2023 supplemental information report, no frivolous spending noted, roll call vote taken, motion carries unanimously.

7. Reports
   a. Executive Director – see director's report for updates.
      i. Personnel changes – resignations, dismissals, reassignments, and new employments: none at this time.
      ii. Strategic Plan Update: Kirsten is working with the Middle School teacher on goals for next year.
      iii. Environmental Education Update:
      iv. Academic Testing and Achievement Update: MCA's are completed.

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  v. Enrollment Update: enrollment is holding steady. Roster for next fall has waiting lists in 7 grade levels.
  vi. Activities and Happenings related to the school, staff, students, families, community: spring field trips are planned to a Twin's game, a play in New Ulm and other outings.
 b. Board Activities
  i. Board Training - *The Seven Outs* by Brian Carpenter
   1. Discuss Part Six: Measure Out

8. Unfinished Business
 a. MS (Colvin/Dezelske) to rescind vote from March 20,2023 meeting, 9.d. and approve Administrator Review Process, all aye, motion carries unanimously.

9. New Business
 a. Received Osprey Wilds On-Site Feedback
 b. Received Osprey Wilds Board Observation Feedback
 c. MS (Dezelske/Hoerner) to review and approve updates on policies from the Policy/Governance Meeting
  i. 704P Group Health Insurance Coverage Purchasing Policy
  ii. 706.1P Gift Acceptance Policy
  iii. 706.2P Potential Gifts of Real Estate Policy
 discussion about what the policies are and that we are in compliance, all aye, motion carries unanimously.
 d. Reviewed the changes on 709P Student Transportation Safety Policy.

10. Upcoming Meetings/Events/Announcements
 a. Next board meeting, May 15, 2023 – 5:30 p.m.
 b. Finance Committee Meeting, May 8, 2023 – 11:45 a.m.
 c. Policy/Governance Committee Meeting, tbd
 d. Facilities Committee Meeting, tbd
 e. Administrative Review Committee, tbd

11. Adjournment 4:57 p.m.

Respectfully submitted,

Tara Erickson
Recorder

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NDMA Finance Committee Meeting
Minutes
Monday, May 8th, 2023, 11:45pm

Members Present:

Spencer Kangas, Tim Dezelske, Kirsten Kinzler, Dustin Reeves, Shari Colvin

1. Review financial statements and supplemental information
   a. Financial Statements – On Target for most funds. Fixed the Enrollment from last month.
      i. Voluntary Pre-K enrollment changed from 12 to 4 to reflect the funding we would receive from the state for our Pre-K students.
      ii. Made changes to 305 Contracted Services as we were close to budgeted amount.
      iii. Surplus of $208,963
   b. Supplemental Information – Everything looks good

2. 2022-2023 Budget, including Enrollment Update
   a. PreK3: 9, PreK4: 21, K: 28, 1st: 25, 2nd: 27, 3rd: 24, 4th: 18, 5th: 26, 6th: 18, 7th: 19, 8th: 14
   b. Total PreK-8th:
   c. Total K-8th:

3. 2023-2024 Budget
   a. Takes into account 4% increase in revenue and 2% increase in expenditures.
   b. Following years show 2% increase in revenue.

4. COVID money update and grants
   a. Working on Cares Grant and wrapped up title grants

5. Other
   a. 2023-2024 Projected Enrollment PK3: 8, PK4: 20, K: 31, 1st: 26, 2nd: 24, 3rd: 27, 4th: 25, 5th: 20, 6th: 24, 7th: 15, 8th: 16

Policy/Governance Committee Meeting Notes – 5/8/23

The Policy/Governance Committee Meeting of the NDMA board at 12:15 p.m. Monday, May 8, 2023 in NDMA conference/board room

Present: Shari Colvin, Tim Dezelske, Kirsten Kinzler
Agenda:

I. **Policy Review**
    790P - Reporting Grants to Board, 798P - Joint Venture, 799P - Record Retention, 801P - Equal Access to Facilities of the School, 806P Crisis Management Policy, 903P - Visitors to School District Buildings and Sites are policies to be reviewed this month.

    There are no recommended changes to policies 798P, 799P, 801P, 806P and 903P other than the date reviewed.

    The committee is recommending significant changes to policy 790P – Reporting Grants to Board to reflect the increased costs (inflation) since the policy was written to call for greater board awareness/participation in the grant process for grants over $100,00 vs. $10,000. Committee members also thought it would be appropriate to eliminate some of the steps calling for greater board involvement than a governing body might reasonably expect. Because of the major revisions, the committee suggests there be a reading of the policy with revisions in May and approval of revisions in June.

II. **Pertinent Materials for new Board Members**
    Colvin will put together the binders and jump drives with information for new board members.

III. **Next Meeting – TBD**
    Since the policies for the fiscal year have been reviewed, the committee may not meet again until the new board members are seated.

Respectfully submitted,
Shari Colvin

New Discoveries Montessori Academy
Hutchinson, Minnesota
District 4161

Financial Report

April 30, 2023

berganKDV | **DO MORE.**

Prepared By:
Dustin J. Reeves
Outsourced Controller
May 3, 2023

New Discoveries Montessori Academy
Hutchinson, Minnesota

April 2023 Financial Report

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Financial Summary

Resources to Operate Programs (Revenues)		Funds Used to Provide Programs and Services (Expenses)		Excess / Deficit	
Approved Budget	$ 6,132,798	Approved Budget	$ 6,079,584	$	53,214
Working Budget	6,616,588	Working Budget	6,407,625		208,963
Year to Date	5,408,120	Year to Date	4,955,639		452,481
	81.74%		*77.34%*		

Student Enrollment Summary
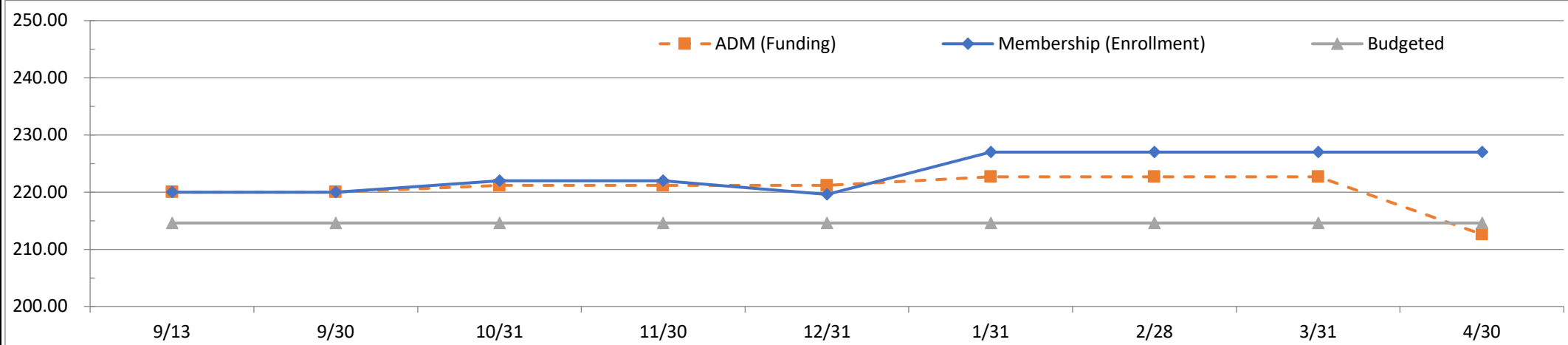
Cash Balance Projection
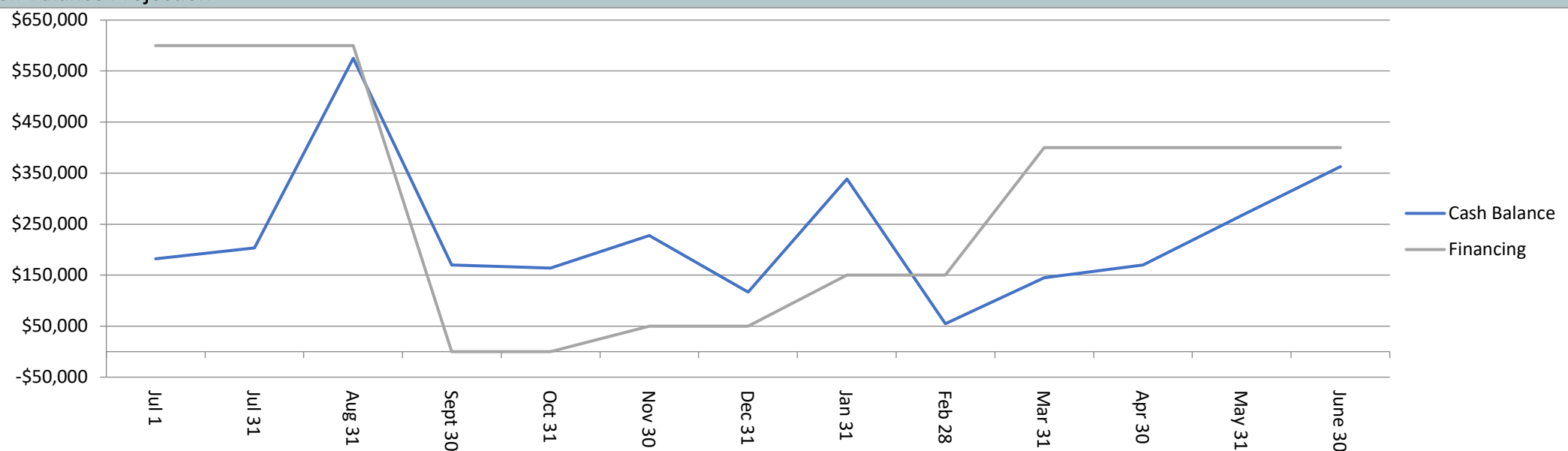
Comments and Analysis

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

Original Budget Estimate	215	*Weighted Average Daily Membership*	*225*
Working Budget Estimate	215	*Weighted Average Daily Membership*	*225*
Enrollment as of the First Day of School	220		
Enrollment as of End of the Month	*213*	*Weighted Average Daily Membership*	*219*

Finances "At A Glance"
Shows the Adopted and Working Budgets for FY23.
Actual year to date amounts are shown, along with a percentage of the current Working Budget.
Working Budget for this year will provide for a surplus of $208,958 and an ending fund balance of $379,183 (5.9% of Expenditures).

Balance Sheet
The beginning balances on the Balance Sheet are based on audited information as of June 30, 2022. Based on audited data, the school had a fund balance of $170,225 at the end of last year.

Assets
The cash balance as of the end of the month was $170,206 at Citizens Bank. This is down from last month due to the timing of payroll processing.
Due from Other Funds represents $157,965 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 $0 at the end of the month.
An estimate of State Aids receivable for the current year (the holdback) was $516,582 at the end of the month.
Federal aids receivable for the current year were $252,552 based on expenditures incurred.
Prepaid expenditures, including benefits total $36,297 at month-end.

Liabilities
Salaries and benefits payable as of the end of the month were $240,049; this is for the portion of FY23 contracts that will be paid out in September 2023.
There was a $400,000 outstanding balance on the line of credit as of the end of the month.
Total Accounts Payable at the end of the month were $5,046, which includes deferred revenues for Food Service.
Payroll deductions and benefits payable at the end of the month were $61,529 due to the timing of payments made for benefits.

Fund Balance

2022-2023 School Year
The Working Budget for the current year has been updated from the original budget to reflect a projected enrollment of 213 students eligible for state aid in grades PK - 8th. The Working Budget has been updated from original, with an understanding by Administration that these numbers may change based on total student enrollment through the year. Expenditure lines have been adjusted accordingly. The working budget reflected in the financial report document predicts an operating surplus of $208,953, and will provide for an ending Fund Balance of $379,184 or 5.9% of total expenditures.

Statement of Revenues and Expenditures
The projected enrollment for this year in the Working Budget has been updated from an estimated enrollment of 215 students, for funding in grades PK through 8th.

Revenues
Year to date, 81.74% of budgeted revenues have been received (including the state aid holdback estimate).

Expenditures
Year to date, 77.34% 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 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.

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.

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New Discoveries Montessori Academy
Hutchinson, Minnesota
Finances "At A Glance"
As of April 30, 2023

	2021-2022 Audited Actual	2022-2023 Original Budget	2022-2023 Working Budget	Year to Date Actual Totals	83.33% Percent of Working Budget
Enrollment Kindergarten - Grade 8	214	215	213	213	99.82%
Estimated Pupil Units	219	223	219	219	100.16%
General Fund - 01					
Beginning fund balance	312,017	86,478	86,478	86,478	
Revenues	5,785,376	5,867,065	6,345,286	5,231,193	82.44%
Expenditures	(6,010,915)	(5,804,594)	(6,115,418)	(4,790,149)	78.33%
Transfers to other funds	-	(9,257)	(20,905)	-	
Change	(225,539)	53,214	208,963	441,043	
Ending fund balance	$ 86,478	$ 139,692	$ 295,441	$ 527,521	
Food Services Fund - 02					
Beginning fund balance	$ 47,140	$ 68,788	$ 68,788	$ 68,788	
Revenues	256,072	236,476	251,302	162,347	64.60%
Expenditures	(234,424)	(245,733)	(272,207)	(164,199)	60.32%
Transfer from general fund	-	9,257	20,905	-	
Change	21,648	-	-	(1,853)	
Ending fund balance	$ 68,788	$ 68,788	$ 68,788	$ 66,936	
Community Services Fund - 04					
Beginning fund balance	$ 15,750	$ 15,750	$ 15,750	$ 15,750	
Revenues	13,390	20,000	20,000	14,581	72.91%
Expenditures	(13,390)	(20,000)	(20,000)	(1,291)	6.45%
Transfer from general fund	-	-	-	-	
Change	-	-	-	13,290	
Ending fund balance	$ 15,750	$ 15,750	$ 15,750	$ 29,040	
Total All Funds					
Beginning fund balance	374,907	171,016	171,016	171,016	
Revenues	6,054,838	6,123,541	6,616,588	5,408,120	81.74%
Expenditures	(6,258,729)	(6,070,327)	(6,407,625)	(4,955,639)	77.34%
Transfer between funds	-	-	-	-	
Change	(203,891)	53,214	208,963	452,481	
Ending fund balance	$ 171,016	$ 224,230	$ 379,979	$ 623,497	
Ending Fund Balance as a Percentage of Expenditures	2.7%	3.7%	5.9%		

New Discoveries Montessori Academy
Hutchinson, Minnesota
Balance Sheet
As of April 30, 2023

	Audited Balance 07-01-22	Month Ending Balance
Assets		
Current assets		
101 Checking - Citizens Bank and Trust Co.	$ 182,323	$ 170,206
115 Accounts receivable	8,371	-
118 Due from building company	127,113	157,965
121 State aids receivable	673,767	-
Current year state holdback	-	555,889
122 Federal aids receivable through MDE	171,820	413,177
131 Prepaid expenses and deposits	50,666	1,518
215 Prepaid employee insurance premiums	-	29,405
Total all assets	1,214,060	$ 1,328,160
Liabilities and Fund Balance		
Current liabilities		
201 Salaries and wages payable	295,214	240,059
202 Citizens Bank and Trust line of credit advances	600,000	400,000
206 Accounts payable	97,939	-
215 Payroll deductions and contributions payable	44,733	61,529
230 Deferred revenue	5,156	5,046
Total liabilities	1,043,041	704,642
Fund balance		
Unreserved fund balance	112,506	112,506
Nonspendable fund balance (inventories, prepaids)	50,666	50,666
Committed fund balance (facility/equipment fund)	5,185	5,185
Reserved fund balance (medical assistance pmts)	2,662	2,662
Net income to date	-	452,481
Total fund balance	171,019	623,499
Total liabilities and fund balance	$ 1,214,060	$ 1,328,142
Days Cash on Hand	11	13
Current Ratio	1.16	1.88
Requirement - Days Cash on Hand	60	60
Requirement - Current Ratio	1.10	1.10

New Discoveries Montessori Academy
Hutchinson, Minnesota

Summary Revenue and Expenditure Statement
As of April 30, 2023

	2021 - 2022 Audited Actual	2022-2023 Original Budget	*Months to Date* 2022-2023 Working Budget	*10* 2022-2023 Year to Date Actual	*83.33%* Year to Date Percent of Working Budget
Projected Enrollment (Average Daily Membership)	215	215	213	213	99.82%
Weighted average daily membership	220	223	219	219	100.16%
General Fund - 01					
Revenues					
State revenues					
211 General education aid	1,865,860	1,903,419	1,907,339	1,627,994	85.35%
335-300 Q comp aid	52,805	52,805	56,324	50,692	90.00%
212 Literacy incentive aid	12,385	14,129	14,129	-	0.00%
201 Endowment fund apportionment	9,104	9,180	10,317	10,317	100.00%
348-300 Charter school lease aid	287,858	292,607	288,231	231,924	80.46%
317 Long-term facilities maintenance revenue	28,917	29,394	28,955	26,445	91.33%
360 Special education aid	2,917,322	2,968,138	3,303,357	2,172,335	65.76%
071 Medical assistance billing revenue	15,127	15,608	15,450	3,515	22.75%
Prior year over/under accrual	7,278	-	115,000	115,130	100.11%
Estimated state holdback	-	-	-	555,889	
Total state revenues	5,196,655	5,285,280	5,739,103	4,794,243	83.54%
Federal revenues					
401 Title I program	68,175	61,502	102,680	46,935	45.71%
414 Title II program	5,961	8,899	10,624	658	6.20%
151 CARES Funds	315,333	387,644	377,386	339,221	89.89%
150 Emergency Connectivity Fund (ECF)	73,000	-	-	-	0.00%
419 Special education aid - 419	53,391	46,002	46,002	20,344	44.22%
420 Special education aid - 420	3,552	-	-	-	0.00%
425 Special education aid - 425	10,049	7,512	7,552	6,007	79.54%
514 Reap grant	21,020	20,000	26,968	-	0.00%
Total federal revenues	550,481	531,559	571,212	413,164	72.33%
Local revenues					
060 Fees collected	4,953	4,497	4,452	3,398	76.32%
050 Field trip fees collected	15,305	8,884	15,000	13,013	86.75%
092 Interest earned	230	502	250	221	88.32%
093 Rental of facilities	1,240	700	350	350	100.00%
096 Gifts and donations	5,337	9,000	5,000	2,839	56.78%
096 Foundation/Endowment Funds	1,365	1,000	-	-	0.00%
099 Erate reimbursements	7,420	4,716	4,669	-	0.00%
099 Other local revenues	1,035	19,601	3,750	2,530	67.45%
621 Sales of materials purchased for resale	1,354	1,326	1,500	1,436	95.73%
Total local revenues	38,240	50,226	34,971	23,786	68.02%
Total revenues	$5,785,376	$5,867,065	$6,345,286	$5,231,193	82.44%

		2021 - 2022 Audited Actual	2022-2023 Original Budget	2022-2023 Working Budget	2022-2023 Year to Date Actual	Year to Date Percent of Working Budget
Expenditures						
100	Salaries and wages	$ 957,294	$ 830,714	$ 782,232	$ 589,091	75.31%
200	Employee benefits	268,203	232,957	227,892	191,842	84.18%
	Projected salaries and wages payable	-	-	-	64,484	
	Total salaries, wages and benefits	1,225,497	1,063,671	1,010,124	845,418	83.69%
305	Contracted services	114,040	101,668	133,547	119,826	89.73%
306	Contracted grounds/snowplowing services	7,939	8,224	8,224	3,500	42.56%
308	Advertising fees	4,248	4,925	4,925	4,030	81.82%
320	Communication services	14,869	23,929	17,500	10,718	61.25%
329	Postage	1,501	1,384	1,370	854	62.36%
330	Utilities expense	52,853	60,160	59,542	42,679	71.68%
331	Refuse removal fees	6,535	5,146	7,500	7,045	93.93%
340	Property and liability insurance	24,673	24,856	24,605	24,346	98.95%
350	Repairs and maintenance services	17,343	20,383	26,000	25,866	99.49%
351	Copier usage fees	(9)	-	-	(53)	0.00%
360	Contracted transportation	202,374	190,000	200,000	159,395	79.70%
366	Travel, conferences, and staff training	17,638	6,853	20,500	20,211	98.59%
369	Field trip registrations and other fees	13,925	14,236	15,000	14,980	99.87%
348-570	Building lease	444,000	444,000	444,000	370,000	83.33%
370	Other rentals and operating leases	-	358	354	-	0.00%
380	Computer and tech related hardware rentals	4,862	5,138	5,086	4,092	80.45%
376	Licensed nursing services	9,893	4,188	7,500	5,108	68.10%
389	Staff tuition reimbursements	1,013	1,529	1,514	-	0.00%
390	Educational payments to mn school district	1,927	2,039	2,018	395	19.56%
401	Non instructional supplies	50,306	38,785	50,000	49,688	99.38%
405	Non instructional computer software and licenses	24,989	31,172	25,172	14,482	57.53%
406	Instructional software licensing agreements	17,382	-	6,025	6,017	99.87%
430	Instructional supplies	15,371	13,761	10,000	7,362	73.62%
440	Fuels	234	429	750	752	100.33%
455	Noninstructional technology supplies	534	551	545	44	8.11%
456	Instructional technology supplies	2,647	2,141	1,250	1,184	94.72%
460	Textbooks and workbooks	-	5,097	1,000	-	0.00%
461	Standardized tests	2,725	3,392	2,831	2,831	100.00%
466	Instructional technology devices	73,000	-	15,000	14,922	99.48%
470	Media books	1,222	790	1,150	1,149	99.87%
490	Food (not for food service)	6,039	3,568	3,532	2,778	78.64%
510	Site improvements	-	1,564	500	-	0.00%
520	Building improvements	-	3,494	1,000	-	0.00%
530	Equipment purchased	15,041	1,000	3,775	3,759	99.58%
556	Instructional technology equipment	6,570	3,000	9,050	9,045	99.95%
740	Interest cost on line of credit	19,868	20,000	20,000	13,027	65.14%
820	Dues, memberships, other certain fees	30,421	37,250	32,000	27,633	86.35%
895	Indirect program costs	(9,604)	-	-	-	0.00%
899	Budget contingency	-	-	-	1	0.00%
	Total general education expenditures	2,421,863	2,148,681	2,172,889	1,813,084	83.44%

	2021 - 2022 Audited Actual	2022-2023 Original Budget	2022-2023 Working Budget	2022-2023 Year to Date Actual	Year to Date Percent of Working Budget
REAP grant					
556 Instructional technology equipment	21,020	20,000	26,968	-	0.00%
Total reap grant	21,020	20,000	26,968	-	0.00%
Title program - title I					
100 Salaries	56,889	57,401	76,596	40,909	53.41%
200 Benefits	11,286	1,566	23,550	6,026	25.59%
401 Supplies - non-instructional	-	973	973	-	0.00%
430 Instructional supplies	-	1,561	1,561	-	0.00%
Total Title I Expenditures	68,175	61,501	102,680	46,935	45.71%
Title program - title II					
303 Contracted Services	5,540	8,616	10,124	-	0.00%
401 Supplies - non-instructional	421	283	500	-	0.00%
Total title II expenditures	5,961	8,899	10,624	658	6.20%
CARES Funds					
100s Salaries and Wages	123,469	150,000	299,927	276,352	92.14%
200s Benefits	21,311	45,000	77,459	62,866	81.16%
303 Purchased Services	40,081	-	-	-	0.00%
401 Non-Instructional Supplies	43,050	-	-	-	0.00%
405 Instructional Software Licencing	-	-	-	-	0.00%
430 Instructional Supplies	-	-	-	-	0.00%
456 Instructional Technology Supplies	17,133	-	-	-	0.00%
556 Technology	24,463	-	-	-	0.00%
548 Vehicles Purchased	39,522	-	-	-	0.00%
899 Current Placeholder for Funding	-	192,644	-	-	0.00%
Total CARES expenditures	309,029	387,644	377,386	339,218	89.89%

	2021 - 2022 Audited Actual	2022-2023 Original Budget	2022-2023 Working Budget	2022-2023 Year to Date Actual	Year to Date Percent of Working Budget
State special education					
100 Salaries	1,442,637	1,423,639	1,636,247	1,310,018	80.06%
200 Benefits	351,253	332,592	341,115	302,703	88.74%
360 Contracted transportation	1,298,540	1,274,169	1,300,000	946,353	72.80%
366 Travel, conferences, and staff training	456	664	664	-	0.00%
394 Special education fees for services	21,036	83,053	83,053	2,415	2.91%
396 Reimb. salaries from another school district	645	3,857	3,857	-	0.00%
397 Reimb. Benefits from another school district	219	825	825	-	0.00%
533 Student equipment	-	5,556	5,556	-	0.00%
Total state special education expenditures	3,115,849	3,124,355	3,371,317	2,563,901	76.05%
Federal special education - finance 419					
100 Salaries	-	-	-	-	0.00%
200 Benefits	29,521	-	-	615	0.00%
303 Federal contracted services < $25,000	15,000	15,310	15,121	13,707	90.65%
366 Travel, conferences and staff training	1,267	2,552	2,552	1,933	75.74%
401 Supplies - non instructional	298	3,067	3,067	-	0.00%
405 Non instructional computer software and licenses	1,677	1,561	1,750	1,712	97.84%
433 Individualized instructional materials	5,627	20,956	20,956	2,379	11.35%
456 Instructional technology supplies	-	2,556	2,556	-	0.00%
Total federal special education - finance 419	53,391	46,002	46,002	20,347	44.23%
Federal special education - finance 420					
100 100 salaries	3,552	-	-	-	0.00%
Total federal special education - finance 420	3,552	-	-	-	0.00%
Federal special education - finance 429					
100 100 salaries	10,255	5,946	5,980	4,729	79.07%
200 200 benefits	1,821	1,566	1,572	1,278	81.32%
Total federal special education - finance 429	12,075	7,512	7,552	6,007	79.54%
Subtotal expenditures	6,010,915	5,804,594	6,115,418	4,790,149	78.33%
Transfer to food service fund	-	9,257	20,905	-	
Total expenditures	$6,010,915	$5,813,851	$6,136,323	$4,790,149	78.06%
General fund net income	$ (225,539)	$ 53,214	$ 208,963	$ 441,043	

	2021 - 2022 Audited Actual	2022-2023 Original Budget	2022-2023 Working Budget	2022-2023 Year to Date Actual	Year to Date Percent of Working Budget
Food Services Fund - 02					
Revenues					
300 State revenues	$ 4,558	$ 4,747	$ 9,464	$ 7,381	77.99%
400 Federal revenues	218,702	211,227	193,638	137,784	71.16%
474 USDA commodities received	11,428	8,628	8,540	-	0.00%
600s Sales of lunches, breakfasts, and milk	7,410	4,874	18,755	17,161	91.50%
608 Catering sales	-	7,000	-	-	0.00%
709 Summer Food Service - Covid Revenues	13,974	-	-	20	0.00%
Subtotal revenues	256,072	236,476	230,397	162,347	70.46%
Transfer from general fund	-	9,257	20,905	-	
Total revenues	$ 256,072	$ 245,733	$ 251,302	$ 162,347	64.60%
Expenditures					
100 Salaries and wages	$ 62,531	$ 49,515	$ 94,920	$ 71,385	75.21%
200 Employee benefits	13,345	7,753	27,802	18,202	65.47%
300 Purchased services	2,309	6,453	6,582	1,019	15.48%
400 Supplies and materials	143,585	174,768	114,738	72,251	62.97%
491 Federal commodities used	11,428	5,729	5,742	-	0.00%
820 Dues, memberships, other fees	1,225	1,515	1,518	1,343	88.45%
Total expenditures	$ 234,424	$ 245,733	$ 251,302	$ 164,199	65.34%
Food services fund net income	$ 21,648	$ -	$ -	$ (1,853)	
Community Services Fund - 04					
Revenues					
State revenues	$ 13,080	$ 18,000	$ 17,225	$ 11,856	68.83%
Childrens house program fees	310	2,000	2,775	2,725	98.20%
Subtotal revenues	13,390	20,000	20,000	14,581	72.91%
Total revenues	$ 13,390	$ 20,000	$ 20,000	$ 14,581	72.91%
Expenditures					
100 Salaries and wages	$ 13,390	$ 15,432	$ 15,432	$ 1,291	8.36%
200 Employee benefits	-	2,505	2,505	-	0.00%
400 Supplies and materials	-	2,063	2,063	-	0.00%
Total expenditures	$ 13,390	$ 20,000	$ 20,000	$ 1,291	6.45%
Community services fund net income	$ -	$ -	$ -	$ 13,290	

|	2021 - 2022 Audited Actual	2022-2023 Original Budget	2022-2023 Working Budget	2022-2023 Year to Date Actual	Year to Date Percent of Working Budget
Total All Funds					
Revenues					
State revenues	$5,228,268	$5,308,027	$5,765,792	$4,813,500	83.48%
Federal revenues	780,611	751,414	773,390	550,949	71.24%
Local revenues	45,959	64,100	56,501	43,672	77.29%
Fund transfers	-	9,257	20,905	-	0.00%
Total revenues	$6,054,838	$6,132,798	$6,616,588	$5,408,120	81.74%
Expenditures					
Salaries and wages	$2,670,017	$2,532,647	$2,911,334	$2,358,258	81.00%
Employee benefits	696,739	623,939	701,895	583,532	83.14%
Purchased services	2,324,716	2,314,515	2,401,963	1,779,076	74.07%
Supplies and materials	415,959	313,203	271,161	179,964	66.37%
Facilities and equipment	106,616	34,614	46,849	12,804	27.33%
Short term financing costs	19,868	20,000	20,000	13,027	65.14%
Dues and memberships, fees, other expenses	26,420	231,409	33,518	28,977	86.45%
Fund transfers	-	9,257	20,905	-	0.00%
Total expenditures	$6,260,334	$6,079,584	$6,407,625	$4,955,639	77.34%
Total revenues all funds	$6,054,838	$6,132,798	$6,616,588	$5,408,120	81.74%
Total expenditures all funds	$6,258,729	$6,079,584	$6,407,625	$4,955,639	77.34%
Net income - all funds	$ (203,891)	$ 53,214	$ 208,963	$ 452,481	

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
2022 - 2023 Fiscal 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										$ 600,000	$ 182,323	$ 600,000
Jul 31	357,074	-	8,538	5,959	$ 371,571	135,250	37,000	178,182	350,432	-	203,462	600,000
Aug 31	357,328	-	8,352	433,909	799,589	174,131	37,000	216,786	427,917	-	575,134	600,000
Sept 30	409,792	628	7,003	210,282	627,706	166,537	37,000	229,331	432,867	(600,000)	169,972	-
Oct 31	448,386	6,912	7,415	59,285	521,999	96,003	37,000	395,405	528,408	-	163,562	-
Nov 30	486,240	19,132	13,002	-	518,374	280,575	37,000	186,503	504,078	50,000	227,858	50,000
Dec 31	410,590	42,695	-	-	453,286	193,595	37,000	334,164	564,759	-	116,385	50,000
Jan 31	412,543	4,917	19,823	156,891	594,175	151,759	37,000	283,218	471,977	100,000	338,582	150,000
Feb 28	416,685	29,818	5,357	8,233	460,093	196,370	37,000	510,565	743,935	150,000	54,741	150,000
Mar 31	433,131	8,527	14,227	-	455,885	168,073	37,000	410,586	615,659	250,000	144,967	400,000
Apr 30	410,791	19,770	4,805	85,898	521,264	185,538	37,000	273,487	496,025	-	170,206	400,000
May 31	411,053	200,402	4,119	-	615,574	194,947	37,000	286,919	518,866	-	266,914	400,000
June 30	410,560	200,402	4,119	-	615,081	194,947	37,000	286,919	518,866	-	363,130	400,000
Projected	4,529,804	533,204	96,760	845,587	########	2,137,725	444,000	3,592,064	5,673,789			

Assumptions: 10% State Aid Holdback

Prepared by: Dustin J. Reeves, BerganKDV
May 3, 2023
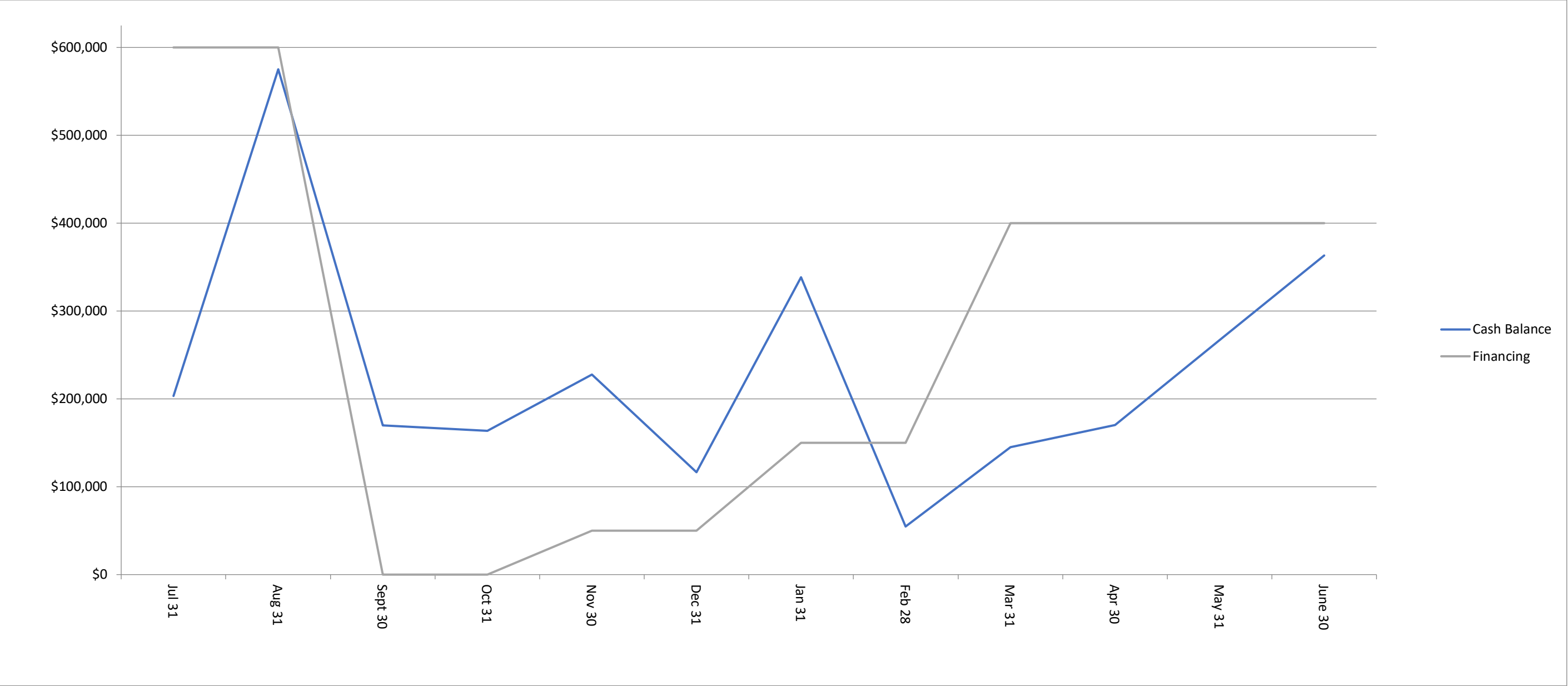
New Discoveries Montessori Academy
Hutchinson, Minnesota
Attendance / Enrollment Report
2022 - 2023 School Year

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*	*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	0	0	5	5	5	8	8	8	7	0	0
Voluntary Pre-K	KC	0	0	12	12	12	12	12	12	4	0	0
Kindergarten SpEd	HK	0	0	7	7	7	7	7	7	6	0	0
Kindergarten	KG	30	30	22	22	22	22	22	22	23	0	0
First Grade	1	25	25	23	23	23	25	25	25	25	0	0
Second Grade	2	26	26	26	26	26	26	26	26	27	0	0
Third Grade	3	26	26	25	25	25	24	24	24	24	0	0
Fourth Grade	4	22	22	19	19	19	19	19	19	19	0	0
Fifth Grade	5	29	29	26	26	26	26	26	26	26	0	0
Sixth Grade	6	21	21	19	19	19	19	19	19	19	0	0
Seventh Grade	7	23	23	20	20	20	19	19	19	19	0	0
Eighth Grade	8	18	18	17	17	17	15	15	15	15	0	0
Total Enrollment for Funding		220	220	221	221	221	223	223	223	213	0	0
Total Overall Enrollment		*220*	*220*	*221*	*221*	*221*	*223*	*223*	*223*	*213*	*0*	*0*

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*	*0*	*0*	*8*	*8*	*7*	*7*	*7*	*7*	*7*	*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*	*6*	*6*	*11*	*6*	*6*	*6*	*6*	*0*	*0*
Preschool SpEd	EC	0	0	6	6	8	8	8	8	8	0	0
Voluntary Pre-K	KC	0	0	10	10	4	10	10	10	10	0	0
Kindergarten SpEd	HK	0	0	7	7	7	6	6	6	6	0	0
Kindergarten	KG	30	30	22	22	23	24	24	24	24	0	0
First Grade	1	25	25	25	25	26	26	26	26	26	0	0
Second Grade	2	26	26	26	26	26	27	27	27	27	0	0
Third Grade	3	26	26	25	25	25	25	25	25	25	0	0
Fourth Grade	4	22	22	19	19	19	19	19	19	19	0	0
Fifth Grade	5	29	29	26	26	26	26	26	26	26	0	0
Sixth Grade	6	21	21	19	19	19	19	19	19	19	0	0
Seventh Grade	7	23	23	20	20	20	20	20	20	20	0	0
Eighth Grade	8	18	18	17	17	17	17	17	17	17	0	0
Total Enrollment for Funding		220	220	222	222	220	227	227	227	227	0	0
Total Overall Enrollment		*220*	*220*	*236*	*236*	*238*	*240*	*240*	*240*	*240*	*0*	*0*

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	4	4	4	4	4	4	4	4	4	4	4
Voluntary Pre-K	KC	4	4	4	4	4	4	4	4	4	4	4
Kindergarten SpEd	HK	11	11	11	11	11	11	11	11	11	11	11
Kindergarten	KG	13	13	13	13	13	13	13	13	13	13	13
First Grade	1	18	18	18	18	18	18	18	18	18	18	18
Second Grade	2	27	27	27	27	27	27	27	27	27	27	27
Third Grade	3	26	26	26	26	26	26	26	26	26	26	26
Fourth Grade	4	23	23	23	23	23	23	23	23	23	23	23
Fifth Grade	5	25	25	25	25	25	25	25	25	25	25	25
Sixth Grade	6	24	24	24	24	24	24	24	24	24	24	24
Seventh Grade	7	22	22	22	22	22	22	22	22	22	22	22
Eighth Grade	8	18	18	18	18	18	18	18	18	18	18	18
Total Enrollment for Funding		215	215	215	215	215	215	215	215	215	215	215
Total Overall Enrollment		*215*	*215*	*215*	*215*	*215*	*215*	*215*	*215*	*215*	*215*	*215*
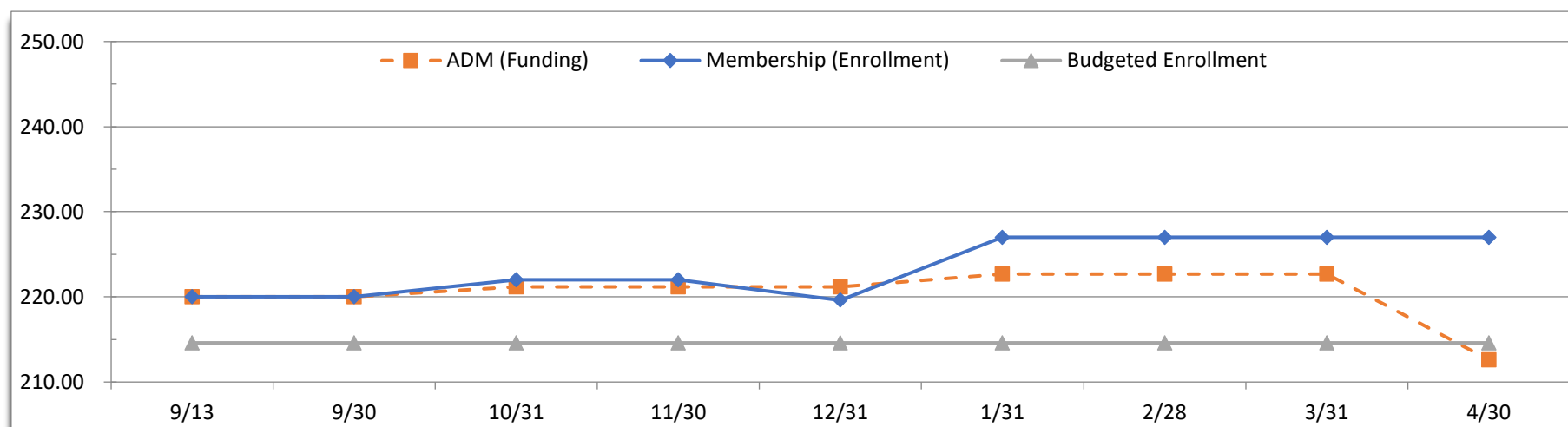
New Discoveries Montessori Academy
Hutchinson, Minnesota
District 4161

Supplemental Information

April 30, 2023

bergan**KDV** | **DO MORE.**

Prepared By:
Dustin J. Reeves
Outsourced Controller
May 3, 2023

```
              CHECK                                                                        ACCOUNT
CHECK DATE    NUMBER  VENDOR NAME                       DESCRIPTION                         AMOUNT NUMBER
04/19/2023      2019  Minnesota Dept Of Health          Fy23 Minn. Food and Beverage License     35.00 02 E 010 770 000 701 820
                                                               Totals for 2019               35.00
04/03/2023  202201055 Palkova, Ludmila                  FY23 Reimbursement: Conference Milage    52.40 02 E 010 770 000 706 401
                                                               Totals for 202201055          52.40
04/03/2023  202201056 Accident Fund Insurance Co of Ameri  Work Comp                          4,582.25 01 L       215 19
                                                               Totals for 202201056        4,582.25
04/03/2023  202201057 Palkova, Ludmila                  Reimbursement: NSLP Lunch                15.10 02 E 010 770 000 701 490
                                                               Totals for 202201057          15.10
04/03/2023  202201058 Erickson, Tara                    Reimbursement - cell phone cost for admin.   75.00 01 E 005 105 000 000 320
                                                        use on her personal phone 01/18/23-2/17/23
                                                               Totals for 202201058          75.00
04/03/2023  202201059 LeDoux, Rena                      Reimbursement: Lunch Money               52.10 02 E 010 770 000 701 490
                                                               Totals for 202201059          52.10
04/03/2023  202201060 BerganKDV Outsourced Services LLC  Financial management & accounting services -  4,918.00 01 E 005 113 000 000 305
                                                        March 23
                                                               Totals for 202201060        4,918.00
04/03/2023  202201061 West Metro Learning Connections, In  ASD re-evaluation - Nov 2022 (Nancy Olson)  2,215.40 01 E 010 411 000 740 394
                                                               Totals for 202201061        2,215.40
04/03/2023  202201062 Design Electric Inc               Service: Counter Sale ticket            237.00 01 E 010 810 000 000 350
                                                               Totals for 202201062         237.00
04/03/2023  202201063 Sysco Western MN                  Food Service                             58.27 02 E 010 770 000 701 401
04/03/2023  202201063 Sysco Western MN                  Food Service                            472.96 02 E 010 770 000 705 490
04/03/2023  202201063 Sysco Western MN                  Food Service                          1,096.71 02 E 010 770 000 701 490
                                                               Totals for 202201063        1,627.94
04/03/2023  202201064 Sysco Western MN                  Food Service                             13.18 02 E 010 770 000 701 490
04/03/2023  202201064 Sysco Western MN                  Food Service                             12.76 02 E 010 770 000 705 490
                                                               Totals for 202201064          25.94
04/03/2023  202201065 Sysco Western MN                  Food service                             91.85 02 E 010 770 000 701 401
04/03/2023  202201065 Sysco Western MN                  Food service                            178.12 01 E 005 105 000 000 490
04/03/2023  202201065 Sysco Western MN                  Food service                            242.07 02 E 010 770 000 705 490
04/03/2023  202201065 Sysco Western MN                  Food service                            895.06 02 E 010 770 000 701 490
                                                               Totals for 202201065        1,407.10
04/03/2023  202201066 Sysco Western MN                  Food Service                            286.51 02 E 010 770 000 705 490
04/03/2023  202201066 Sysco Western MN                  Food Service                            907.35 02 E 010 770 000 701 490
04/03/2023  202201066 Sysco Western MN                  Food Service                             17.66 02 E 010 770 000 701 401
                                                               Totals for 202201066        1,211.52
04/03/2023  202201067 Sysco Western MN                  Food Service:                           255.44 02 E 010 770 000 705 490
04/03/2023  202201067 Sysco Western MN                  Food Service:                           640.92 02 E 010 770 000 701 490
                                                               Totals for 202201067         896.36
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                 CHECK                                                                      ACCOUNT
CHECK DATE      NUMBER  VENDOR NAME                 DESCRIPTION                         AMOUNT NUMBER
04/03/2023  202201068  Sysco Western MN            Food service                          12.76 02 E 010 770 000 705 490
04/03/2023  202201068  Sysco Western MN            Food service                          31.97 02 E 010 770 000 701 490
                                                         Totals for 202201068            44.73
04/03/2023  202201069  Sysco Western MN            Credit for NSLP Lunch                -22.30 02 E 010 770 000 701 490
                                                         Totals for 202201069           -22.30
04/03/2023  202201070  Kraus-Anderson Insurance    Virtual HR - May 2023 installment    900.00 01 E 005 118 000 000 305
                                                         Totals for 202201070           900.00
04/03/2023  202201071  Michael Murphy Construction LLC  Snow Removal: Feb 2023        3,682.50 01 E 010 810 000 000 350
                                                         Totals for 202201071         3,682.50
04/03/2023  202201072  Cintas Corporation          Towels                                74.75 01 E 010 810 012 160 303
                                                         Totals for 202201072            74.75
04/03/2023  202201073  Cintas Corporation          Towels                                74.75 01 E 010 810 012 160 303
                                                         Totals for 202201073            74.75
04/03/2023  202201074  GIS Benefits                "April 2023 - Life, Dental, Vision, Prepaid  1,468.28 01 L     215 09
                                                   Legal and fees"
04/03/2023  202201074  GIS Benefits                "April 2023 - Life, Dental, Vision, Prepaid    314.22 01 L     215 21
                                                   Legal and fees"
04/03/2023  202201074  GIS Benefits                "April 2023 - Life, Dental, Vision, Prepaid     50.00 01 E 005 110 000 000 305
                                                   Legal and fees"
04/03/2023  202201074  GIS Benefits                "April 2023 - Life, Dental, Vision, Prepaid  1,841.47 01 L     215 13
                                                   Legal and fees"
04/03/2023  202201074  GIS Benefits                "April 2023 - Life, Dental, Vision, Prepaid     78.00 01 L     215 20
                                                   Legal and fees"
                                                         Totals for 202201074         3,751.97
04/03/2023  202201075  WD Tech Online LLC          Microsoft Office                   1,044.90 01 E 010 630 012 160 556
                                                         Totals for 202201075         1,044.90
04/05/2023  202201076  Empower Retirement Plan     FY23 Retirement Plan: Conrand, Enerson,  131.92 01 L     215 11
                                                   Nadeau
                                                         Totals for 202201076           131.92
04/13/2023  202201077  Bix Produce Co LLC          FY23 Food Service                     37.18 02 E 010 770 000 701 490
04/13/2023  202201077  Bix Produce Co LLC          FY23 Food Service                    249.35 02 E 010 770 000 706 490
                                                         Totals for 202201077           286.53
04/06/2023  202201078  Bix Produce Co LLC          FY23 Food Service                     24.60 02 E 010 770 000 701 490
04/06/2023  202201078  Bix Produce Co LLC          FY23 Food Service                    334.59 02 E 010 770 000 706 490
                                                         Totals for 202201078           359.19
04/03/2023  202201079  Citizens Bank & Trust Co.   FY23 Commerical Loan #26557          731.94 01 L     208 00
                                                         Totals for 202201079           731.94
04/03/2023  202201080  Citizens Bank & Trust Co.   FY23 Commercial Loan #28633        1,259.37 01 L     208 00
                                                         Totals for 202201080         1,259.37
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		CHECK				ACCOUNT

CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER
04/11/2023	202201081	Nuvera	April 2023 Internet: 501.91, Manage Cloud Services: 510.80, Telephone/Voicemail:264.00	510.80	01 E 010 630 000 000 315
04/11/2023	202201081	Nuvera	April 2023 Internet: 501.91, Manage Cloud Services: 510.80, Telephone/Voicemail:264.00	501.91	01 E 005 810 108 000 320
04/11/2023	202201081	Nuvera	April 2023 Internet: 501.91, Manage Cloud Services: 510.80, Telephone/Voicemail:264.00	264.00	01 E 005 810 000 000 320
			Totals for 202201081	1,276.71	
04/14/2023	202201082	Further	Payroll accrual	1,146.83	01 L 215 17
04/14/2023	202201082	Further	Payroll accrual	97.92	02 L 215 17
04/14/2023	202201082	Further	Payroll accrual	1,583.33	01 L 215 17
04/14/2023	202201082	Further	Payroll accrual	62.50	02 L 215 17
			Totals for 202201082	2,890.58	
04/14/2023	202201083	Internal Revenue Service	Payroll accrual	750.00	01 L 215 02
04/14/2023	202201083	Internal Revenue Service	Payroll accrual	30.00	02 L 215 02
04/14/2023	202201083	Internal Revenue Service	Payroll accrual	5,568.51	01 L 215 02
04/14/2023	202201083	Internal Revenue Service	Payroll accrual	153.28	02 L 215 02
04/14/2023	202201083	Internal Revenue Service	Payroll accrual	7,917.81	01 L 215 02
04/14/2023	202201083	Internal Revenue Service	Payroll accrual	254.49	02 L 215 02
04/14/2023	202201083	Internal Revenue Service	Payroll accrual	1,851.73	01 L 215 02
04/14/2023	202201083	Internal Revenue Service	Payroll accrual	59.51	02 L 215 02
04/14/2023	202201083	Internal Revenue Service	Payroll accrual	7,917.81	01 L 215 02
04/14/2023	202201083	Internal Revenue Service	Payroll accrual	254.49	02 L 215 02
04/14/2023	202201083	Internal Revenue Service	Payroll accrual	1,851.73	01 L 215 02
04/14/2023	202201083	Internal Revenue Service	Payroll accrual	59.51	02 L 215 02
			Totals for 202201083	26,668.87	
04/14/2023	202201084	Minnesota Child Support Payment Cen	Payroll accrual	50.00	01 L 215 12
			Totals for 202201084	50.00	
04/14/2023	202201085	MN Department Of Revenue	Payroll accrual	0.00	01 L 215 03
04/14/2023	202201085	MN Department Of Revenue	Payroll accrual	245.00	01 L 215 03
04/14/2023	202201085	MN Department Of Revenue	Payroll accrual	20.00	02 L 215 03
04/14/2023	202201085	MN Department Of Revenue	Payroll accrual	3,980.94	01 L 215 03
04/14/2023	202201085	MN Department Of Revenue	Payroll accrual	115.61	02 L 215 03
			Totals for 202201085	4,361.55	
04/14/2023	202201086	Public Employee Retirement Associat	Payroll accrual	3,854.68	01 L 215 07
04/14/2023	202201086	Public Employee Retirement Associat	Payroll accrual	267.16	02 L 215 07
04/14/2023	202201086	Public Employee Retirement Associat	Payroll accrual	4,447.71	01 L 215 07
04/14/2023	202201086	Public Employee Retirement Associat	Payroll accrual	308.28	02 L 215 07
			Totals for 202201086	8,877.83	
04/14/2023	202201087	Stoneburner Law Offices	Payroll accrual	339.08	01 L 215 14

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              CHECK                                                                      ACCOUNT
CHECK DATE    NUMBER  VENDOR NAME                DESCRIPTION                     AMOUNT  NUMBER
                                                           Totals for 202201087   339.08
04/14/2023 202201088 Teachers Retirement Association  Payroll accrual              0.00  01 L      215 06
04/14/2023 202201088 Teachers Retirement Association  Payroll accrual          5,236.16  01 L      215 06
04/14/2023 202201088 Teachers Retirement Association  Payroll accrual          5,969.22  01 L      215 06
                                                           Totals for 202201088 11,205.38
04/18/2023 202201089 Wessman, Machelle           Reimbursement: Bulletin Board Supplies  37.72  01 E 010 203 000 000 430
                                                           Totals for 202201089    37.72
04/18/2023 202201090 Hutchinson Co-Op            Gas for van                       77.38  01 E 010 760 000 720 440
                                                           Totals for 202201090    77.38
04/18/2023 202201091 Hutchinson Leader, Inc.     Marketing ads: help wanted     1,323.75  01 E 005 107 000 000 308
                                                           Totals for 202201091  1,323.75
04/18/2023 202201092 Erickson, Tara              Reimbursement - cell phone cost for  75.00  01 E 005 105 000 000 320
                                                 admin./personal phone
                                                           Totals for 202201092    75.00
04/18/2023 202201093 Garfunkel, Amanda           Reimbursement: Fieldtrip: unable to attend  185.00  01 R 010 203 111 000 050
                                                           Totals for 202201093   185.00
04/18/2023 202201094 Nortone, Marilee            Reimbursement: Fieldtrip unable to attend  185.00  01 R 010 203 111 000 050
                                                           Totals for 202201094   185.00
04/18/2023 202201095 Pan-O-Gold Baking Co.       "Bread, buns"                    233.17  02 E 010 770 000 701 490
                                                           Totals for 202201095   233.17
04/18/2023 202201096 Coborn's, Inc.              After School Group                58.26  01 E 010 203 000 000 430
                                                           Totals for 202201096    58.26
04/18/2023 202201097 Coborn's, Inc.              PTO Conferences                  102.56  01 E 005 105 000 000 490
                                                           Totals for 202201097   102.56
04/18/2023 202201098 Coborn's, Inc.              Lunch                             47.91  02 E 010 770 000 701 490
                                                           Totals for 202201098    47.91
04/18/2023 202201099 Coborn's, Inc.              PTO Open House                    28.21  01 E 005 107 000 000 490
                                                           Totals for 202201099    28.21
04/18/2023 202201100 JMC Computer Services Inc.  Business Software                464.00  01 E 005 108 000 000 405
                                                           Totals for 202201100   464.00
04/18/2023 202201101 MN PEIP                     Health Insurance - May 2023   32,598.91  01 L      215 10
                                                           Totals for 202201101 32,598.91
04/18/2023 202201102 Labraaten Bus Company LLC   SPED transportation - March 2023  120,850.00  01 E 010 760 000 723 360
                                                           Totals for 202201102 120,850.00
04/18/2023 202201103 Osprey Wilds ELC            Fieldtrip 3/29-3/31/23         6,771.00  01 E 010 203 000 000 369
                                                           Totals for 202201103  6,771.00
04/18/2023 202201104 Labraaten Bus Company LLC   Regular transportation - March 2023  20,860.00  01 E 010 760 000 720 360
                                                           Totals for 202201104 20,860.00
04/18/2023 202201105 Labraaten Bus Company LLC   Field Trip Transportation 3.13.23  475.00  01 E 010 203 111 733 360
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                    CHECK                                                                          ACCOUNT
CHECK DATE     NUMBER  VENDOR NAME                  DESCRIPTION                          AMOUNT NUMBER
                                                            Totals for 202201105        475.00
04/18/2023  202201106  Jane Schuette And Associates Inc  "Prof Dev - Admin Coaching , Co-Teacher"  1,925.00 01 E 010 640 000 316 305
                                                            Totals for 202201106      1,925.00
04/18/2023  202201107  Sysco Western MN             Food Service                        655.04 02 E 010 770 000 701 490
04/18/2023  202201107  Sysco Western MN             Food Service                        331.42 02 E 010 770 000 705 490
                                                            Totals for 202201107        986.46
04/18/2023  202201108  Sysco Western MN             Food Service:                       136.37 02 E 010 770 000 701 401
                                                            Totals for 202201108        136.37
04/18/2023  202201109  Sysco Western MN             Food Service                        330.84 02 E 010 770 000 705 490
04/18/2023  202201109  Sysco Western MN             Food Service                        551.81 02 E 010 770 000 701 490
04/18/2023  202201109  Sysco Western MN             Food Service                        284.98 02 E 010 770 000 701 401
                                                            Totals for 202201109      1,167.63
04/18/2023  202201110  Sysco Western MN             Food Service                         12.66 02 E 010 770 000 705 490
04/18/2023  202201110  Sysco Western MN             Food Service                         32.60 02 E 010 770 000 701 490
                                                            Totals for 202201110         45.26
04/18/2023  202201111  Sysco Western MN             Food Service                         57.66 02 E 010 770 000 701 401
04/18/2023  202201111  Sysco Western MN             Food Service                        171.37 01 E 005 105 000 000 490
04/18/2023  202201111  Sysco Western MN             Food Service                        408.49 02 E 010 770 000 705 490
04/18/2023  202201111  Sysco Western MN             Food Service                         80.00 01 E 010 203 000 000 490
04/18/2023  202201111  Sysco Western MN             Food Service                        743.66 02 E 010 770 000 701 490
                                                            Totals for 202201111      1,461.18
04/18/2023  202201112  Sysco Western MN             Food Service                         19.83 02 E 010 770 000 701 490
04/18/2023  202201112  Sysco Western MN             Food Service                         14.04 02 E 010 770 000 705 490
                                                            Totals for 202201112         33.87
04/18/2023  202201113  Sysco Western MN             Food Service:                        13.46 02 E 010 770 000 701 401
                                                            Totals for 202201113         13.46
04/18/2023  202201114  Sysco Western MN             Food Service:                        12.11 02 E 010 770 000 701 401
                                                            Totals for 202201114         12.11
04/18/2023  202201115  Sysco Western MN             Food Service:                       718.92 02 E 010 770 000 701 490
04/18/2023  202201115  Sysco Western MN             Food Service:                       132.70 02 E 010 770 000 705 490
04/18/2023  202201115  Sysco Western MN             Food Service:                       143.23 02 E 010 770 000 706 401
                                                            Totals for 202201115        994.85
04/18/2023  202201116  Loffler Companies - Dallas   Copier Lease and late fees March 2023  405.13 01 E 010 630 000 000 560
04/18/2023  202201116  Loffler Companies - Dallas   Copier Lease and late fees March 2023   81.02 01 E 005 112 000 000 305
                                                            Totals for 202201116        486.15
04/18/2023  202201117  Cintas Corporation           Towels                               74.75 01 E 010 810 012 160 303
                                                            Totals for 202201117         74.75
04/18/2023  202201118  Cintas Corporation           Towels                               74.75 01 E 010 810 012 160 303
                                                            Totals for 202201118         74.75
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	CHECK				ACCOUNT
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER
04/18/2023	202201119	Cintas Corporation	Towels	74.75	01 E 010 810 012 160 303
			Totals for 202201119	74.75	
04/18/2023	202201120	Loffler Companies Inc - 131511	Copier Contract 3/02/23-4/01/23	7.00	01 E 010 630 000 000 315
04/18/2023	202201120	Loffler Companies Inc - 131511	Copier Contract 3/02/23-4/01/23	50.03	01 E 010 605 000 000 401
			Totals for 202201120	57.03	
04/18/2023	202201121	Loffler Companies Inc - 131511	Copier Contract 3/09/23-4/08/23	1,264.03	01 E 010 605 000 000 401
			Totals for 202201121	1,264.03	
04/18/2023	202201122	Menards - Hutchinson	Maintenance supplies	75.47	01 E 010 810 000 000 401
			Totals for 202201122	75.47	
04/18/2023	202201123	Menards - Hutchinson	Maintenance supplies	31.28	01 E 010 810 000 000 401
			Totals for 202201123	31.28	
04/18/2023	202201124	Hillyard / Hutchinson	Cleaning supplies COVID	1,501.93	01 E 010 810 012 160 401
			Totals for 202201124	1,501.93	
04/18/2023	202201125	Hillyard / Hutchinson	Cleaning supplies	79.96	01 E 010 810 000 000 401
			Totals for 202201125	79.96	
04/18/2023	202201126	One Little Shirt Shop	T-shirts: E! Music Showcase	763.75	01 E 010 203 000 000 401
			Totals for 202201126	763.75	
04/18/2023	202201127	Innovative Office Solutions, LLC	Paper	221.41	01 E 010 203 000 000 401
			Totals for 202201127	221.41	
04/18/2023	202201128	Innovative Office Solutions, LLC	Paper	241.30	01 E 010 203 000 000 401
			Totals for 202201128	241.30	
04/18/2023	202201129	Innovative Office Solutions, LLC	Paper	70.47	01 E 010 203 000 000 401
			Totals for 202201129	70.47	
04/18/2023	202201130	Innovative Office Solutions, LLC	Paper	216.00	01 E 010 203 000 000 401
			Totals for 202201130	216.00	
04/18/2023	202201131	MRI Software LLC	Background checks - March 2023	28.00	01 E 005 105 000 000 305
			Totals for 202201131	28.00	
04/18/2023	202201132	WD Tech Online LLC	Printer Supplies	518.97	01 E 010 630 000 000 315
			Totals for 202201132	518.97	
04/18/2023	202201133	WD Tech Online LLC	Monthly tech support: April 2023	1,600.00	01 E 010 630 000 000 315
			Totals for 202201133	1,600.00	
04/10/2023	202201134	Ratwick Roszak & Maloney, P.A.	SPED Leadership Development	395.00	01 E 005 640 000 316 366
			Totals for 202201134	395.00	
04/05/2023	202201142	Waste Management -Of WI-MN	April Services	675.43	01 E 010 810 000 000 331
			Totals for 202201142	675.43	
04/19/2023	202201144	Empower Retirement Plan	FY23 Retirement Plan	131.92	01 L 215 11
			Totals for 202201144	131.92	
04/20/2023	202201145	Hutchinson Utilities Commission	FY23 Utilities: March	4,435.64	01 E 010 810 000 000 330
			Totals for 202201145	4,435.64	

		CHECK			ACCOUNT
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER
04/20/2023	202201146	Bix Produce Co LLC	FY23 FFVP Food Service	480.44	02 E 010 770 000 706 490
			Totals for 202201146	480.44	
04/24/2023	202201147	Bill.com	FY23 Service Charge 4.24.23	109.97	01 E 005 112 000 000 305
			Totals for 202201147	109.97	
04/27/2023	202201148	Bix Produce Co LLC	FY23 Food Service NSLP and FFVP	6.00	02 E 010 770 000 701 490
04/27/2023	202201148	Bix Produce Co LLC	FY23 Food Service NSLP and FFVP	446.60	02 E 010 770 000 706 490
			Totals for 202201148	452.60	
04/28/2023	202201149	BerganKDV Outsourced Services LLC	Financial management & accounting services - April 23	4,918.00	01 E 005 113 000 000 305
			Totals for 202201149	4,918.00	
04/28/2023	202201150	Hearing Help Audiology Clinic, Inc.	Hearing Testing: Carter Pregler	75.00	01 E 010 405 000 740 394
			Totals for 202201150	75.00	
04/28/2023	202201151	Sysco Western MN	Food Service:	630.88	02 E 010 770 000 705 490
04/28/2023	202201151	Sysco Western MN	Food Service:	752.72	02 E 010 770 000 701 490
			Totals for 202201151	1,383.60	
04/28/2023	202201152	Sysco Western MN	Food Service:	41.89	02 E 010 770 000 701 490
			Totals for 202201152	41.89	
04/28/2023	202201153	Sysco Western MN	Food Service:	119.37	02 E 010 770 000 705 490
			Totals for 202201153	119.37	
04/28/2023	202201154	Sysco Western MN	Food Service:	338.94	02 E 010 770 000 705 490
04/28/2023	202201154	Sysco Western MN	Food Service:	692.00	02 E 010 770 000 701 490
			Totals for 202201154	1,030.94	
04/28/2023	202201155	Sysco Western MN	Food Service:	831.35	02 E 010 770 000 701 490
04/28/2023	202201155	Sysco Western MN	Food Service:	710.21	02 E 010 770 000 705 490
			Totals for 202201155	1,541.56	
04/28/2023	202201156	Sysco Western MN	Food Service:	26.48	02 E 010 770 000 701 490
			Totals for 202201156	26.48	
04/28/2023	202201157	Sysco Western MN	Food Service:	24.75	01 E 010 203 000 000 490
04/28/2023	202201157	Sysco Western MN	Food Service:	725.75	02 E 010 770 000 701 490
04/28/2023	202201157	Sysco Western MN	Food Service:	262.83	02 E 010 770 000 705 490
			Totals for 202201157	1,013.33	
04/28/2023	202201158	Sysco Western MN	Employee Purchase food Purchase	54.30	01 E 005 010 000 000 490
			Totals for 202201158	54.30	
04/28/2023	202201159	Kraus-Anderson Insurance	Virtual HR - June 2023 installment	900.00	01 E 005 118 000 000 305
			Totals for 202201159	900.00	
04/28/2023	202201160	L & P Supply Co.	Oil Filter	23.52	01 E 010 810 000 000 401
			Totals for 202201160	23.52	
04/28/2023	202201161	Loffler Companies - Dallas	Copier Lease and late fees April 2023	405.13	01 E 010 630 000 000 560
			Totals for 202201161	405.13	

| | CHECK | | | | ACCOUNT |
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER
04/28/2023	202201162	Michael Murphy Construction LLC	Snow Removal: March 2023	1,367.50	01 E 010 810 000 000 350
			Totals for 202201162	1,367.50	
04/28/2023	202201163	Cintas Corporation	Towels	74.75	01 E 010 810 012 160 303
			Totals for 202201163	74.75	
04/28/2023	202201164	Menards - Hutchinson	Maintenance supplies	49.43	01 E 010 810 000 000 401
			Totals for 202201164	49.43	
04/28/2023	202201165	Menards - Hutchinson	Maintenance supplies	23.52	01 E 010 810 000 000 401
			Totals for 202201165	23.52	
04/28/2023	202201166	Lakeshore Learning	Positional Words Box: Room 311	41.98	01 E 010 203 311 000 430
			Totals for 202201166	41.98	
04/28/2023	202201167	Metro Alarm & Lock	Fixed Card Reader:North Door	418.90	01 E 010 810 000 000 350
			Totals for 202201167	418.90	
04/28/2023	202201168	GIS Benefits	"May 2023 - Life, Dental, Vision, Prepaid Legal and fees"	1,504.37	01 L 215 09
04/28/2023	202201168	GIS Benefits	"May 2023 - Life, Dental, Vision, Prepaid Legal and fees"	1,916.67	01 L 215 13
04/28/2023	202201168	GIS Benefits	"May 2023 - Life, Dental, Vision, Prepaid Legal and fees"	326.35	01 L 215 21
04/28/2023	202201168	GIS Benefits	"May 2023 - Life, Dental, Vision, Prepaid Legal and fees"	78.00	01 L 215 20
04/28/2023	202201168	GIS Benefits	"May 2023 - Life, Dental, Vision, Prepaid Legal and fees"	50.00	01 E 005 110 000 000 305
			Totals for 202201168	3,875.39	
04/12/2023	202201169	Visa	Amazon - curriculum literacy	389.85	01 E 010 203 000 000 430
			Totals for 202201169	389.85	
04/12/2023	202201170	Visa	Amazon - supplies (paper)	34.62	01 E 010 203 000 000 430
			Totals for 202201170	34.62	
04/12/2023	202201171	Visa	Alliaon's Montessori - Rm 313	32.00	01 E 010 203 313 000 430
			Totals for 202201171	32.00	
04/12/2023	202201172	Visa	Amazon - Rm 313	12.10	01 E 010 203 313 000 430
			Totals for 202201172	12.10	
04/12/2023	202201173	Visa	Amazon - curriculum literacy	10.49	01 E 010 203 000 000 430
			Totals for 202201173	10.49	
04/12/2023	202201174	Visa	Amazon - supplies (pencils)	69.99	01 E 010 203 000 000 430
			Totals for 202201174	69.99	
04/12/2023	202201175	Visa	Amazon - supplies (copy paper)	14.77	01 E 010 203 000 000 430
			Totals for 202201175	14.77	
04/12/2023	202201176	Visa	" Amazon - Rm 301 (task cards, craft sticks, dictionary) "	270.17	01 E 010 203 301 000 430

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                CHECK                                                              ACCOUNT
CHECK DATE     NUMBER VENDOR NAME            DESCRIPTION                    AMOUNT NUMBER
                                                   Totals for 202201176    270.17
04/12/2023 202201177 Visa                   Amazon - student SPED supplies (sensory    6.99 01 E 010 420 000 419 433
                                            toys)
                                                   Totals for 202201177      6.99
04/12/2023 202201178 Visa                   Amazon - supplies (colored paper)         17.14 01 E 010 203 000 000 430
                                                   Totals for 202201178     17.14
04/12/2023 202201179 Visa                   Amazon - supplies (colored paper)         28.15 01 E 010 203 000 000 430
                                                   Totals for 202201179     28.15
04/12/2023 202201180 Visa                   Amazon - supplies (colored paper)         14.99 01 E 010 203 000 000 430
                                                   Totals for 202201180     14.99
04/12/2023 202201181 Visa                   Amazon - tech supplies (docking station)  198.00 01 E 010 203 000 000 456
                                                   Totals for 202201181    198.00
04/12/2023 202201182 Visa                   Council  of Admin of Special Education -   350.00 01 E 010 420 640 419 366
                                            SPED Prof Dev registration
                                                   Totals for 202201182    350.00
04/12/2023 202201183 Visa                   Teachers Pay Teachers - SPED (Bell Curve for    5.60 01 E 010 420 000 419 433
                                            scoring)
                                                   Totals for 202201183      5.60
04/12/2023 202201184 Visa                   Walmart - nursing - clothes for students   74.92 01 E 010 720 000 000 401
                                                   Totals for 202201184     74.92
04/12/2023 202201185 Visa                   Amazon return - tech equipment - wrong item  -198.00 01 E 010 203 000 000 456
                                            - CREDIT
                                                   Totals for 202201185   -198.00
04/12/2023 202201186 Visa                   Amazon - tech equipment (docking stations) 352.16 01 E 010 203 000 000 456
                                                   Totals for 202201186    352.16
04/12/2023 202201187 Visa                   Amazon - office equipment (chair)         219.95 01 E 010 050 000 000 401
                                                   Totals for 202201187    219.95
04/27/2023 202201195 City Of Hutchinson     FY23 March Utilities                      647.19 01 E 010 810 000 000 330
                                                   Totals for 202201195    647.19


                                                   Totals for checks    310,487.09
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Batch	Acct Nbr	Description	Post Date	Amount
22-50110	01 A 121 00	FY21-22 SPED Tuition Bill AM IEP	04/15/2023	85,897.67
22-50110	01 R 005 000 000 000 360	FY23 State Special ED	04/15/2023	205,642.14
		Totals for 22-50110		291,539.81
22-50111	01 R 010 203 111 000 050	FY23 Fieldtrip Fees	04/13/2023	10.00
22-50111	01 R 010 000 000 000 050	FY23 Library Fees	04/13/2023	3.00
22-50111	01 E 010 605 000 000 351	FY23 Copies	04/13/2023	20.00
22-50111	01 R 010 203 111 000 050	FY23 WolfRidge	04/13/2023	180.00
22-50111	04 R 010 581 000 321 060	FY23 PreK Regestration 23/24	04/13/2023	25.00
22-50111	02 R 010 000 000 701 601	FY23 Daily Food	04/13/2023	250.00
22-50111	01 E 010 203 000 000 430	FY23 School Supplies 23/24	04/13/2023	30.00
22-50111	01 R 010 810 080 000 093	FY23 Facility Rental- Bassler	04/13/2023	100.00
22-50111	01 R 010 000 000 000 096	FY23 NDMA PTO Conferences Reimbursement	04/13/2023	130.77
		Totals for 22-50111		748.77
22-50112	02 R 005 770 000 706 400	FY23 FFVP	04/13/2023	1,513.95
		Totals for 22-50112		1,513.95
22-50113	50 R 005 000 000 000 093	Jan 2023 rent	03/31/2023	37,000.00
		Totals for 22-50113		37,000.00
22-50114	50 R 005 000 000 000 093	Feb 2023 rent	03/31/2023	37,000.00
		Totals for 22-50114		37,000.00
22-50115	50 R 005 000 000 000 093	March 2023 rent	03/31/2023	37,000.00
		Totals for 22-50115		37,000.00
22-50116	50 R 005 000 000 000 093	April 2023 rent	03/31/2023	37,000.00
		Totals for 22-50116		37,000.00
22-50118	02 R 010 000 000 701 471	FY23 Reg Lunch	04/20/2023	2,284.68
22-50118	02 R 010 000 000 701 471	FY23 HHFKA	04/20/2023	231.36
22-50118	02 R 010 000 000 701 472	FY23 Free-Red Lunch	04/20/2023	8,126.36
22-50118	02 R 010 000 000 705 476	FY23 Breakfast	04/20/2023	4,375.76
22-50118	02 R 010 000 000 705 300	FY23 St Breakfast	04/20/2023	407.80
22-50118	02 R 010 000 000 701 300	FY23 St Sch Lunch	04/20/2023	497.89
22-50118	02 R 010 000 000 703 300	FY23 St Spe Milk	04/20/2023	45.80
22-50118	04 R 010 581 000 337 300	FY23 Early Learning Pathways II Scholars	04/20/2023	2,184.00
		Totals for 22-50118		18,153.65
22-50120	01 R 010 000 000 000 211	FY23 General Education Aid	04/30/2023	205,149.00
		Totals for 22-50120		205,149.00
22-50121	02 R 010 000 000 705 476	FY23 VPK/SRP School Lunch Reimb.	04/30/2023	102.70
		Totals for 22-50121		102.70
22-50122	01 R 010 000 000 000 092	Interest - April 2023	04/30/2023	22.57
		Totals for 22-50122		22.57
22-50123	02 R 010 000 000 707 606	FY23 Adult lunch payments - Payschools C	04/30/2023	300.00
22-50123	02 R 010 000 000 701 601	FY23 Lunch payment - Payschools Central	04/30/2023	216.00
		Totals for 22-50123		516.00

Batch	Acct Nbr	Description	Post Date	Amount
22-50126	01 L 230 00	FY24 School Supplies	04/27/2023	150.00
22-50126	01 R 010 203 111 000 050	FY23 School Supplies	04/27/2023	10.00
22-50126	04 L 230 00	FY24 Pre. K Registration Fees	04/27/2023	50.00
22-50126	01 E 005 010 000 000 490	FY23 Reimbursement Sysco Purchase from E	04/27/2023	54.30
22-50126	01 R 010 203 111 000 050	FY23 Fieldtrips fees	04/27/2023	1,207.00
22-50126	01 R 010 000 000 372 071	FY23 Medical Assistance	04/27/2023	1,577.17
22-50126	02 R 010 000 000 701 601	FY23 Food Service	04/27/2023	469.15
		Totals for 22-50126		3,517.62
		Total for Cash Receipts		669,264.07

Batch	Description	Debit	Credit	Acct Nbr	Post Date
22-10031	Dave Conrad - Dental Insurance	74.12	0.00	01 E 005 020 000 000 235	03/31/2023
22-10031	Dave Conrad - Dental Insurance	0.00	74.12	01 L 215 09	03/31/2023
22-10031	Dave Conrad - Medical Insurance	1,707.22	0.00	01 E 005 020 000 000 220	03/31/2023
22-10031	Dave Conrad - Medical Insurance	0.00	1,707.22	01 L 215 10	03/31/2023
22-10031	Dave Conrad - Life Insurance	7.65	0.00	01 E 005 020 000 000 230	03/31/2023
22-10031	Dave Conrad - Life Insurance	0.00	7.65	01 L 215 13	03/31/2023
	0.00 Totals for 22-10031				
22-10032	Dave Conrad - Dental Insurance	74.12	0.00	01 E 005 020 000 000 235	04/30/2023
22-10032	Dave Conrad - Dental Insurance	0.00	74.12	01 L 215 09	04/30/2023
22-10032	Dave Conrad - Medical Insurance	1,707.22	0.00	01 E 005 020 000 000 220	04/30/2023
22-10032	Dave Conrad - Medical Insurance	0.00	1,707.22	01 L 215 10	04/30/2023
22-10032	Dave Conrad - Life Insurance	7.65	0.00	01 E 005 020 000 000 230	04/30/2023
22-10032	Dave Conrad - Life Insurance	0.00	7.65	01 L 215 13	04/30/2023
	0.00 Totals for 22-10032				

0.00 Total for Journal Entries

709P STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

    A.   <u>School Bus Safety Week</u>

    New Discoveries Montessori Academy may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

    B.   <u>Student Training</u>

        1.   New Discoveries Montessori Academy shall provide students enrolled in grades pre-kindergarten (preK) through 8 with age-appropriate school bus safety training of the following concepts:

            a.   transportation by school bus is a privilege, not a right;

            b.   school district policies for student conduct and school bus safety;

            c.   appropriate conduct while on the bus;

            d.   the danger zones surrounding a school bus;

            e.   procedures for safely boarding and leaving a school bus;

            f.   procedures for safe vehicle lane crossing; and

            g.   school bus evacuation and other emergency procedures.

        2.   All students in grades preK through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 and 8 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades preK through 8 who enroll in a school after the second week of school, are transported by school bus, and have not

received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.

3. New Discoveries Montessori Academy with students transported by school bus at public expense must provide students enrolled in grades preK through 3 school bus safety training twice during the school year.

5. New Discoveries Montessori Academy with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.

6. New Discoveries Montessori Academy will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

7. New Discoveries Montessori Academy may provide pre-kindergarten and kindergarten students with school bus safety training before the first day of school.

8. New Discoveries Montessori Academy may provide student safety education for bicycling and pedestrian safety for students in grades preK through 8.

9. New Discoveries Montessori Academy shall adopt and make available for public review a curriculum for transportation safety education.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus is a privilege, not a right. New Discoveries Montessori Academy's general student behavior rules are in effect for all students on school buses.

B. Consequences for school bus/bus stop misconduct will be imposed by New Discoveries Montessori Academy under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the New Discoveries Montessori Academy's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. School bus safety rules are to be posted on every bus. If these rules are broken, New Discoveries Montessori Academy's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the New Discoveries Montessori Academy school office.

2. <u>Rules at the Bus Stop</u>

   a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.

   b. Respect the property of others while waiting at your bus stop.

   c. Keep your arms, legs, and belongings to yourself.

   d. Use appropriate language.

   e. Stay away from the street, road, or highway when waiting for the bus.

   f. Wait until the bus stops before approaching the bus.

   g. After getting off the bus, move away from the bus.

   h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

   i. No fighting, harassment, intimidation, or horseplay.

   j. No use of alcohol, tobacco, or drugs.

3. <u>Rules on the Bus</u>

   a. Immediately follow the directions of the driver.

   b. Sit in your seat facing forward.

   c. Talk quietly and use appropriate language.

   d. Keep all parts of your body inside the bus.

   e. Keep your arms, legs, and belongings to yourself.

   f. No fighting, harassment, intimidation, or horseplay.

   g. Do not throw any object.

   h. No eating, drinking, or use of alcohol, tobacco, or drugs.

   i. Do not bring any weapons or dangerous objects on the school bus.

   j. Do not damage the school bus.

4.   Consequences

a.   Consequences for school bus/bus stop misconduct will apply to all
        regular and late routes. Decisions regarding a student's ability to
        ride the bus in connection with co-curricular and extracurricular
        events (for example, field trips or competitions) will be in the sole
        discretion of New Discoveries Montessori Academy. Parents or
        guardians will be notified of any suspension of bus privileges.

        1st offense   – warning
        2nd offense – 3 school-day suspension from riding the bus
        3rd offense – 10 school-day suspension from riding the
        bus
        4th offense   – Denial of Bus Privilege for up to remainder
                        of school year
        Further offenses – individually considered. Students may
        be suspended for longer periods of time, including the
        remainder of the school year.

Note: When any student goes 60 transportation days without a report, the
student's consequences *may* start over at the first offense.

        (3)   Other Discipline

                Based on the severity of a student's conduct, more serious
                consequences may be imposed at any time. Depending on
                the nature of the offense, consequences such as suspension
                or expulsion from school also may result from school
                bus/bus stop misconduct.

        (4)   Records

                Records of school bus/bus stop misconduct will be retained
                in the same manner as other student discipline records.
                Reports of student misbehavior on a school bus or in a bus-
                loading or unloading area that causes an immediate and
                substantial danger to the student or surrounding persons or
                property will be provided by New Discoveries Montessori
                Academy to the Department of Public Safety in accordance
                with state and federal law.

        (5)   Vandalism/Bus Damage

                Students damaging school buses will be responsible for the
                damages. Failure to pay such damages (or make

arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

     (6)   <u>Notice</u>

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

     (7)   <u>Criminal Conduct</u>

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV.   PARENT AND GUARDIAN INVOLVEMENT

A.   <u>Parent and Guardian Notification</u>

New Discoveries Montessori Academy school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B.   <u>Parents/Guardians Responsibilities for Transportation Safety</u>

Parents/Guardians are responsible to:

1.   Become familiar with New Discoveries Montessori Academy rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;

2.   Support safe riding and walking practices, and recognize that students are responsible for their actions;

3.   Communicate safety concerns to the school director;

4.   Monitor bus stops, if possible;

5.   Have their children to the bus stop five minutes before the bus arrives;

6.   Have their children properly dressed for the weather; and

7.   Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER TRAINING

A. Training

    1. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

    1. Safely operate the type of school bus the driver will be driving;

    2. Understand student behavior, including issues relating to students with disabilities;

    3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;

    4. Know and understand relevant laws, rules of the road, and local school bus safety policies;

    5. Handle emergency situations; and

    6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least eight hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VI. OPERATING RULES AND PROCEDURES

A. General Operating Rules

    1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.

5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.01, Subd. 6. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.

3.   Type III vehicles shall be state inspected in accordance with legal requirements.

4.   A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.

5.   If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6.   A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.

7.   Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.

8.   Type III vehicles must be equipped with mirrors as required by law.

9.   Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10.   Any type III vehicle used to transport students must carry emergency equipment including:

   a.   Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.

   b.   First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.

   c.   A type III vehicle must contain at least three red reflectorized triangle road warning devices. Liquid burning "pot type" flares are not allowed.

> d.   Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11.   Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.

12.   All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

C.   Type III Vehicle Driven by Employees with a Class D Driver's License

1.   The holder of a Class D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:

> a.   The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.

> b.   The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:

>> (1)   safe operation of a type III vehicle;

>> (2)   understanding student behavior, including issues relating to students with disabilities;

>> (3)   encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;

>> (4)   knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

>> (5)   handling emergency situations;

>> (6)   proper use of seat belts and child safety restraints;

>> (7)   performance of pretrip vehicle inspections; and

(8)   safe loading and unloading of students, including, but not limited to:

(a)   utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;

(b)   refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;

(c)   avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location; and

(d)   placing the type III vehicle in "park" during loading and unloading.

c.   A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type A or type III vehicle under this section.

d.   Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.

e.   The operator's employer has adopted and implemented a policy that provides for mandatory drug and alcohol testing of applicants for operator positions and current operators, in accordance with Minn. Stat. § 181.951, Subds. 2, 4, and 5.

f.   The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the school bus.

g.   A person who sustains a conviction, as defined under Minn. Stat. §609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of or has his or her driver's

license revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five years from the date of conviction.

h.   A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.

i.   A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction.

j.   Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).

k.   Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2.   The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.

3.   An operator employed by the school district, whose normal duties do not include operating a type III vehicle, who holds a Class D driver's license without a school bus endorsement, may operate a type III vehicle and is exempt from paragraphs VII.C.1.c. (background checks), VII.C.1.d. (physical examination), VII.C.1.e. (drug and alcohol testing), and VII.C.1. f. (annual license verification), above.

VII.   SCHOOL DISTRICT EMERGENCY PROCEDURES

A.   If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.

B.   School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:

1. the student's name and address;

2. the nature of the student's disabilities;

3. emergency health care information; and

4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

VI. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The New Discoveries Montessori Academy school board has designated an individual to serve as NDMA transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The name, address and telephone number of the school transportation safety director are on file in the school office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. § 169.01, Subds. 6 and 92 (Definitions)

Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)

Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
34 C.F.R. § 383.5 (Transportation Definitions)

	Osprey Wilds – Charter School Board Meeting Observation Form		
School Name: New Discoveries Montessori Academy		**Scheduled Start Time**: 4:30	
Date of Board Meeting: 4/17/2023		**Actual Start Time**: 4:17	
Type of Meeting (Regular, Special, Emergency): Regular		**End Time**: 4:57	
Observation by: Emily Edstrom Moore			
Board member attendance: 8 of 8 = 100% Shari Colvin, Chris La Plante, Patti Hoerner, Spencer Kangas, Deanna Boettcher, Patrick Selchert, Timothy Dezelske, Meytal Stancek		**Ex-Officio Members present**: Kirsten Kinzler	
Others in attendance: None			

A "YES" or "NO" below indicates whether or not the following were evident at the board meeting. Evaluation framework indicator areas are identified in the left column.

O = Operations Performance Framework; F = Financial Performance Framework.

Key Contractual Performance Areas		**YES/NO**	**Notes**
O.2.2	Board reviews and discusses academic performance related to charter contract goals (Exhibit G). *OW expects boards will monitor progress toward its contractual academic goals at least four times / year.*	N	Academic data was presented at the annual meeting before the board meeting, though not in relation to the contract goals. The school leader indicated that a full update would be given at the next meeting after spring testing wraps up.
O.2.2	Board reviews and discusses environmental education performance related to charter contract goals (Exhibit H) / Environmental Literacy Plan (ELP). *OW expects boards will monitor progress toward its contractual environmental education goals at least four times / year.*	N	The school leader indicated that a full EE update would be given at the next meeting.
F.1.1	Board reviews and discusses the school's financial performance for the current school year, including current enrollment in relation to budgeted enrollment, and approves expenditures.	Y	Budgeted/Actual Enrollment: 215 /223 The finance committee presented an overview of the financials, the Chair reviewed them as well prior to approval. Enrollment has been strong this year. The school is on track with finances, slightly ahead of where they anticipated to be due to the full amount of special education funding that came in from the state.
O.2.1	Board training & development happens at the meeting or meaningful discussion / reflection occurs related to recent training attended by one or more board members. *OW expects boards will participate in or discuss training at least four times / year.*	Y	The Board stayed after the meeting to discuss Chapter 6 of the Seven Outs by Brian Carpenter. A reminder for this was included in the meeting agenda.
O.2.2	The meeting complies with MN §13D, Open Meeting Law. (See details below.)	Y	See notes below.
Compliance Elements - Evident at Each Meeting		**YES/NO**	**Notes**

O.2.2	MN §13D, Open Meeting Law Requirements:		
O.2.2	Meeting time, date, and place (or access information, if virtual) is posted properly on school website and/or onsite at school. *MN §13D.04*	Y	Time, date, and place are posted properly to the website. Public has in-person or virtual options to join the meeting, either on site at the school or via the zoom link posted on the website.
O.2.2	If meeting includes board member participation via interactive technology (e.g. Zoom), it is done so consistent with MN §13D. Agenda appropriately notes participation via interactive technology, including the location of the individual(s), and all board members and members of the public can see and hear one another during the meeting. *MN §13D.02*	N/A	
O.2.2	A quorum is present when a the board meeting is convened and / or any item on the agenda is being considered. MN *§317A.235*	Y	A quorum was present at the start of the meeting and maintained throughout all business.
O.2.2	One set of board materials is available for public inspection. *MN §13D.01 Subd. 6*	Y	A hard copy of the materials was present for public inspection.
O.2.2	If closed, meeting is closed in accordance with MN §13D. Agenda notices statutory authority to close the meeting, board moves to close the meeting appropriately, board does not vote in closed session. *MN §13D.05*	N/A	
O.2.2	Actions taken by board, including any amendments, are clearly articulated.	Y	All actions taken by the board were clearly articulated by the Chair.
O.2.2	Result of the vote is articulated by the board chair, including number of votes for and against if other than unanimous.	Y	The vote results are articulated by the chair, and accurately recorded in the minutes.
O.2.3	Board engages in review of school leader performance throughout the school year. *OW expects boards will engage in school leader evaluation activities at least four times / year.*	Y	The Administrative Review Committee met in March, and gave an update on the review process for the Director. They are reviewing the process and adding questions specific to this year.
O.2.2	Board reviews and discusses the contractual Performance Improvement Plan (Exhibit S). *OW expects boards will monitor implementation of its contractual PIP at least four times / year.*	N	The Performance Improvement Plan was not a topic of discussion.
O.2.2	Meeting follows approved agenda. *If no, provide detail .*	Y	The meeting followed the agenda as approved.
O.2.2	Board meeting packet includes all materials relevant to the meeting agenda. *Note any that were missing as appropriate.*	Y	All materials for the meeting were included in the board packet.

O.2.1	Board composition complies with applicable law and school bylaws. *MN §124E.07 subd. 3(a)*	Y	The board composition complies with applicable law as it has at least 5 members and at least one teacher, one community member, and one parent member as part of the current membership.
O.2.2	Charter School Website Requirements:		
O.6.3	Directory information for members of the board of directors including affiliation (e.g. parent, teacher, community member) and contact information (phone and email). *MN §124E.07, subd. 8(b)*	N	Board member information is present with the name and affiliation for each member. Please update this information to include the contact information for each member.
O.6.3	Minutes of meetings of the board of directors for at least one calendar year. *MN §124E.07, subd. 8(b)*	Y	Board minutes are available back to the 2015 school year.
O.6.3	Identifying and contact information for the school's authorizer. *MN §124E.07, subd. 8(b)*	Y	Authorizer information is present and accurate on the board page of the website.
O.6.3	Committee meeting time, place, and access information posted properly. *MN §13D.04*	N	Committee information is not posted on the website.

General Comments/Observations/Compliance Elements or Effective Practices Observed (e.g. Director Evaluation, Strategic Planning, Bylaw Changes, Policy Actions, etc.)

Required Follow-Up:

Please update the board roster with contact information for all members. Also, please add the committee meeting information for all active committees of the board as these are also subject to Open Meeting Law.

New Discoveries Montessori Academy
FY22 Academic Performance Evaluation
Contract Period July 1, 2020 through June 30, 2025

The Academic Performance Evaluation is conducted to determine progress on overall student achievement at the school as evidenced by the school's attainment of the contractual goals in the charter contract and the school's performance according to the state's accountability system – the North Star system. This evaluation is conducted annually and is designed to provide an update on the school's performance on contractual measures to date. In addition to the annual evaluations, a final academic performance evaluation is issued as part of the school's summative renewal evaluation in the last year of its charter contract.

For detailed information on the school's contractual goals, including performance rating criteria and World's Best Workforce alignment, refer to Exhibit G of the charter contract. All performance ratings presented in this evaluation are based upon currently available data. For comprehensive data by each performance measure, see the Academic Data Profile.

Summary of Indicator Points

Indicator	Points Possible	Points Earned	Performance Ranking	Percent Earned Through FY22	Percent Earned Through FY21
1: Mission Related Outcomes	10	0	Does Not Meet	0.0%	50%
2: English Language Learners	N/A	N/A	N/A	N/A	N/A
3: Reading Growth	20	11	Does Not Meet	55.0%	0%
4: Math Growth	20	7.5	Does Not Meet	37.5%	0%
5: Reading Proficiency	16	5	Does Not Meet	31.3%	37.50%
6: Math Proficiency	16	2	Does Not Meet	12.5%	18.75%
7: Science Proficiency (and Growth)	12	5.5	Does Not Meet	45.8%	78.57%
8: Other Proficiency or Growth	4	0	Does Not Meet	0.0%	0%
9: Post-Secondary Readiness	N/A	N/A	N/A	N/A	N/A
10: Attendance	7	7	Meets	100.0%	100%
Overall	105	38	Candidate for Non-Renewal	36.2%	31.5%

In line with Minnesota's ESSA waiver, and due to the effects of the COVID-19 pandemic on data collection and usability, MCA, ACCESS, and MTAS data collected during the 2020-21 school year will not be used for accountability purposes. To this end, Osprey Wilds will provide a FY21 academic evaluation to all schools, yet will use FY19 data to inform accountability decisions (i.e. renewal, etc.) until FY22 data becomes available.

Summary Analysis: The school has demonstrated weak performance on contractual measures through FY22, with performance being slightly improved from FY21 to FY22. One indicator met target (Attendance), and the remaining seven indicators did not meet target (Mission Related Outcomes, Reading Growth, Math Growth, Reading Proficiency, Math Proficiency, Science Proficiency and Growth, and Other Proficiency or Growth). No indicators increased performance level from FY21 to FY22, while two indicators (Mission Related Outcomes and Science Proficiency and Growth) decreased from meeting target and approaching target, respectively, to does not meet target. Attendance is the main area of strength for the school. Areas of concern include all growth and proficiency measures. The school should consider its approach to targeted student support in all subject areas, but especially reading and math.

Overall, the school earned 36.2% of points through FY22. Based on performance to date, the school is on track to be a "Candidate for Non-Renewal" consistent with Exhibit P of the charter contract.

Indicator 1: Mission Related   **10 Points**

School Goal: Over the period of the contract, students at New Discoveries Montessori Academy (NDMA) will demonstrate a commitment to their community through service.			
Performance Ratings	**Measure 1.1 – 10 Points**: From FY21 to FY22, the aggregate percentage of students who meet the school's community service requirements annually will be at least 60.0%. The annual requirement is at least 15 hours of community service.		Result: 47.8%
Exceeds Target (x 1.5)	The aggregate percentage is at least 80.0%.		
Meets Target (x1.0)	The aggregate percentage is at least 60.0%.		
Approaches Target (x0.5)	The aggregate percentage is at least 50.0%.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.	X	0

	Points Possible	Points Earned	% Earned
	10	**0**	**0.0%**

Indicator 2: English Language Learners

The school does not have points apportioned in this indicator area as it does not serve a significant population of English Learners.   **0   Points**

School Goal: Over the period of the contract, English Learners at NDMA will demonstrate adequate progress towards English language proficiency.			
Performance Ratings	**Measure 2.1 [CCR] – 0 Points**: From FY21 to FY22, the aggregate percentage of English Learners meeting target on the ACCESS test grades K-8 will be equal to or greater than that of the state percentage of English Learners meeting target.		Result:
Exceeds Target (x 1.5)	The aggregate percentage is at least 10.0 percentage points greater than the state percentage of English Learners		
Meets Target (x1.0)	The aggregate percentage is equal to or greater than the state percentage of English Learners meeting target.		
Approaches Target (x0.5)	The aggregate percentage is within 5.0 percentage points of the state percentage of English Learners meeting target.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.		
Performance Ratings	**Measure 2.2 [CCR] – 0 Points**: From FY21 to FY22, the average progress toward target for English Learners grades K-12 on the ACCESS test will be equal to or greater than the state average progress toward target.		Result:
Exceeds Target (x 1.5)	The aggregate percentage is least 10.0 percentage points over the state average progress toward target.		
Meets Target (x1.0)	The aggregate percentage equal to or greater than the state average progress toward target.		
Approaches Target (x0.5)	The aggregate percentage is within 5.0 percentage points of the state's average progress toward target.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.		

	Points	Points	%
	0	**0**	**0.0%**

Indicator 3: Reading Growth   **20 Points**

School Goal: Over the period of the contract, students at NDMA will demonstrate growth in reading as measured by state accountability tests and nationally normed assessments.			
Performance Ratings	**Measure 3.1 [CCR] – 3 Points**: In aggregate, from FY21-FY22, the overall percentage of students whose achievement level on the statewide assessments for reading (as measured by North Star Academic Progress) improved on statewide assessments is equal to or greater than the state percentage.		Result: 29.3 (NDMA) – 20.2 (state) = 9.1

Exceeds Target (x 1.5)	The school achieves an overall percentage greater than 10 percentage points over that of the state.		
Meets Target (x1.0)	The school achieves an overall percentage equal to or greater than that of the state.	X	3
Approaches Target (x0.5)	The school achieves an overall percentage that is within 10 percentage points of the state.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.		
Performance Ratings	Measure 3.2 [CCR] – 5 Points: In aggregate, from FY21-FY22, the overall percentage of students whose achievement level decreased or stayed "does not meet standards" on statewide assessments for reading (as measured by North Star Academic Progress) is equal to or less than the state.		Result: 36.6 (NDMA) – 36.8 (state) = -0.2
Exceeds Target (x 1.5)	The school achieves an overall percentage at least 10 percentage points less than that of the state.		
Meets Target (x1.0)	The school achieves an overall percentage less than or equal to that of the state.	X	5
Approaches Target (x0.5)	The school achieves an overall percentage that is no more than10 percentage points greater than that of the state.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.		
Performance Ratings	Measure 3.3 [RG3] – 6 Points: From FY21 to FY22, the aggregate percentage of students in grades K-2 that meet their fall to spring NWEA RIT expected growth target will be at least 50.0%.		Result: 39.7%
Exceeds Target (x 1.5)	The aggregate percentage is at least 60.0%.		
Meets Target (x1.0)	The aggregate percentage is at least 50.0%.		
Approaches Target (x0.5)	The aggregate percentage is at least 40.0%.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.	X	0
Performance Ratings	Measure 3.4 [CCR] – 6 Points: From FY21 to FY22, the aggregate percentage of students in grades 3-8 that meet their fall to spring NWEA RIT expected growth target will be at least 50.0%.		Result: 45.8%
Exceeds Target (x 1.5)	The aggregate percentage is at least 60.0%.		
Meets Target (x1.0)	The aggregate percentage is at least 50.0%.		
Approaches Target (x0.5)	The aggregate percentage is at least 40.0%.	X	3
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.		

Points Possible	Points Earned	% Earned
20	11	55.0%

Indicator 4: Math Growth — 20 Points

School Goal: Over the period of the contract, students at NDMA will demonstrate growth in math as measured by state accountability tests and nationally normed assessments.

Performance Ratings	Measure 4.1 [CCR] – 3 Points: In aggregate, from FY21-FY22, the overall percentage of students whose achievement level on the statewide assessments for math (as measured by North Star Academic Progress) improved on statewide assessments is equal to or greater than the state percentage.		Result: 17.3 (NDMA) – 18.2 (state) = -0.9
Exceeds Target (x 1.5)	The school achieves an overall percentage greater than 10 percentage points over that of the state.		
Meets Target (x1.0)	The school achieves an overall percentage equal to or greater than that of the state.		
Approaches Target (x0.5)	The school achieves an overall percentage that is within 10 percentage points of the state.	X	1.5
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.		
Performance Ratings	Measure 4.2 [CCR] – 5 Points: In aggregate, from FY21-FY22, the overall percentage of students whose achievement level decreased or stayed "does not meet standards" on statewide assessments for math (as measured by North Star Academic Progress) is equal to or less than the state.		Result: 51.9 (NDMA) – 40.0 (state) = 11.9
Exceeds Target (x 1.5)	The school achieves an overall percentage at least 10 percentage points less than that of the state.		
Meets Target (x1.0)	The school achieves an overall percentage less than or equal to that of the state.		
Approaches Target (x0.5)	The school achieves an overall percentage that is no more than10 percentage points greater than that of the state.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.	X	0

Performance Ratings	Measure 4.3 [CCR] – **6 Points**: From FY21 to FY22, the aggregate percentage of students in grades K-2 that meet their fall to spring NWEA RIT expected growth target will be at least 50.0%.		Result: 45.5%
Exceeds Target (x 1.5)	The aggregate percentage is at least 60.0%.		
Meets Target (x1.0)	The aggregate percentage is at least 50.0%.		
Approaches Target (x0.5)	The aggregate percentage is at least 40.0%.	X	3
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.		

Performance Ratings	Measure 4.4 [CCR] – **6 Points**: From FY21 to FY22, the aggregate percentage of students in grades 3-8 that meet their fall to spring NWEA RIT expected growth target will be at least 50.0%.		Result: 47.6%
Exceeds Target (x 1.5)	The aggregate percentage is at least 60.0%.		
Meets Target (x1.0)	The aggregate percentage is at least 50.0%.		
Approaches Target (x0.5)	The aggregate percentage is at least 40.0%.	X	3
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.		

Points Possible	Points Earned	% Earned
20	7.5	37.5%

Indicator 5: Reading Proficiency   16 Points

School Goal: Over the period of the contract, students at NDMA will demonstrate proficiency in reading as measured by state accountability tests.			
Performance Ratings	Measure 5.1 [RG3] – **1 Points**: From FY21 to FY22, the school's aggregate proficiency index score for 3rd grade students will increase by at least 5.0 points from the baseline proficiency index score (baseline score – 60.8).		Result: 32.9 (NDMA) – 60.8 (Baseline) = -27.9
Exceeds Target (x 1.5)	The aggregate proficiency index score is at least 10.0 points above the baseline score.		
Meets Target (x1.0)	The aggregate proficiency index score is at least 5.0 points above the baseline score.		
Approaches Target (x0.5)	The aggregate proficiency index score is greater than the baseline score.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.	X	0

Performance Ratings	Measure 5.2 [CCR] – **5 Points**: From FY21 to FY22, the school's aggregate proficiency index score will increase by at least 5.0 points from the baseline proficiency index score (baseline score – 63.7) OR be equal to or greater than that of the state for the same grades (3-8).		Result: 48.7 (NDMA) – 63.7 (Baseline) = -15.0 48.7 (NDMA) – 61.5 (state) = -12.8
Exceeds Target (x 1.5)	The aggregate proficiency index score is at least 10.0 points above the baseline score OR at least 10.0 points above the		
Meets Target (x1.0)	The aggregate proficiency index score is at least 5.0 points above the baseline score OR equal to or greater than the		
Approaches Target (x0.5)	The aggregate proficiency index score is greater than the baseline score OR within 10.0 points of the state's score.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.	X	0

Performance Ratings	Measure 5.3 [CCR] – **2 Points**: From FY21 to FY22, the school's aggregate proficiency index score will be equal to or greater than that of the resident district (ISD 423 – Hutchinson) for the same grades (3-8).		Result: 48.7 (NDMA) – 68.1 (district) = -19.4
Exceeds Target (x 1.5)	The school achieves an aggregate proficiency index score at least 10.0 points above the district's score.		
Meets Target (x1.0)	The school achieves an aggregate proficiency index score greater than the district's score.		
Approaches Target (x0.5)	The school achieves an aggregate proficiency index score within 10.0 points of the district's score.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.	X	0

Performance Ratings	**Measure 5.4 [AGC] – 2 Points**: From FY21 to FY22, the school's aggregate proficiency index score for the FRP subgroup will be equal to or greater than that of the state for the same subgroup and the same grades (3-8).		**Result:** 47.5 (NDMA) – 42.6 (state) = 4.9
Exceeds Target (x 1.5)	The school achieves an aggregate proficiency index score at least 10.0 points above the state's score.		
Meets Target (x1.0)	The school achieves an aggregate proficiency index score equal to or greater than the state's score.	X	2
Approaches Target (x0.5)	The school achieves an aggregate proficiency index score within 10.0 points of the state's score.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.		
Performance Ratings	**Measure 5.5 [AGC] – 2 Points**: From FY21 to FY22, the school's aggregate proficiency index score for the FRP subgroup will be equal to or greater than that of the resident district (ISD 423 – Hutchinson) for the same subgroup and the same grades (3-8).		**Result:** 47.5 (NDMA) – 53.2 (district) = -5.7
Exceeds Target (x 1.5)	The school achieves an aggregate proficiency index score at least 10.0 points above the district's score.		
Meets Target (x1.0)	The school achieves an aggregate proficiency index score greater than the district's score.		
Approaches Target (x0.5)	The school achieves an aggregate proficiency index score within 10.0 points of the district's score.	X	1
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.		
Performance Ratings	**Measure 5.6 [AGC] – 2 Points**: From FY21 to FY22, the school's aggregate proficiency index score for the SpEd subgroup will be equal to or greater than that of the state for the same subgroup and the same grades (3-8).		**Result:** 34.6 (NDMA) – 34.5 (state) = 0.1
Exceeds Target (x 1.5)	The school achieves an aggregate proficiency index score at least 10.0 points above the state's score.		
Meets Target (x1.0)	The school achieves an aggregate proficiency index score equal to or greater than the state's score.	X	2
Approaches Target (x0.5)	The school achieves an aggregate proficiency index score within 10.0 points of the state's score.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.		
Performance Ratings	**Measure 5.7 [AGC] – 2 Points**: From FY21 to FY22, the school's aggregate proficiency index score for the SpEd subgroup will be equal to or greater than that of the resident district (ISD 423 – Hutchinson) for the same subgroup and the same grades (3-8).		**Result:** 34.6 (NDMA) – 44.7 (district) = -10.1
Exceeds Target (x 1.5)	The school achieves an aggregate proficiency index score at least 10.0 points above the district's score.		
Meets Target (x1.0)	The school achieves an aggregate proficiency index score greater than the district's score.		
Approaches Target (x0.5)	The school achieves an aggregate proficiency index score within 10.0 points of the district's score.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.	X	0

	Points Possible	Points Earned	% Earned
	16	**5**	**31.3%**

Indicator 6: Math Proficiency   16 Points

School Goal: Over the period of the contract, students at NDMA will demonstrate proficiency in math as measured by state accountability tests.			
Performance Ratings	**Measure 6.1 [CCR] – 6 Points**: From FY21 to FY22, the school's aggregate proficiency index score will increase by at least 10.0 points from the baseline proficiency index score (baseline score – 50.5) OR be equal to or greater than that of the state for the same grades (3-8).		**Result:** 37.2 (NDMA) – 50.5 (Baseline) = -13.3 37.2 (NDMA) – 57.3 (state) = -20.1
Exceeds Target (x 1.5)	The aggregate proficiency index score is at least 20.0 points above the baseline score OR is at least 10.0 points above the state's score.		
Meets Target (x1.0)	The aggregate proficiency index score is at least 10.0 points above the baseline score OR is equal to or greater than the state's score.		

			Result:
Approaches Target (x0.5)	The aggregate proficiency index score is at least 5.0 points above the baseline score OR is within 10.0 points of the state's score.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.	X	0

			Result:
Performance Ratings	**Measure 6.2 [CCR] –2 Points:** From FY21 to FY22, the school's aggregate proficiency index score will be equal to or greater than that of the resident district (ISD 423 – Hutchinson) for the same grades (3-8).		37.2 (NDMA) – 69.4 (district) = -32.2
Exceeds Target (x 1.5)	The school achieves an aggregate proficiency index score at least 10.0 points above the district's score.		
Meets Target (x1.0)	The school achieves an aggregate proficiency index score equal to or greater than the district's score.		
Approaches Target (x0.5)	The school achieves an aggregate proficiency index score within 10.0 points of the district's score.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.	X	0

			Result:
Performance Ratings	**Measure 6.3 [AGC] – 2 Points:** From FY21 to FY22, the school's aggregate proficiency index score for the FRP subgroup will be equal to or greater than that of the state for the same subgroup and the same grades (3-8).		30.7 (NDMA) – 35.2 (state) = -4.5
Exceeds Target (x 1.5)	The school achieves an aggregate proficiency index score at least 10.0 points above the state's score.		
Meets Target (x1.0)	The school achieves an aggregate proficiency index score equal to or greater than the state's score.		
Approaches Target (x0.5)	The school achieves an aggregate proficiency index score within 10.0 points of the state's score.	X	1
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.		

			Result:
Performance Ratings	**Measure 6.4 [AGC] – 2 Points:** From FY21 to FY22, the school's aggregate proficiency index score for the FRP subgroup will be equal to or greater than that of the resident district (ISD 423 – Hutchinson) for the same subgroup and the same grades (3-8).		30.7 (NDMA) – 46.1 (district) = -15.4
Exceeds Target (x 1.5)	The school achieves an aggregate proficiency index score at least 10.0 points above the district's score.		
Meets Target (x1.0)	The school achieves an aggregate proficiency index score equal to or greater than the district's score.		
Approaches Target (x0.5)	The school achieves an aggregate proficiency index score within 10.0 points of the district's score.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.	X	0

			Result:
Performance Ratings	**Measure 6.5 [AGC] – 2 Points:** From FY21 to FY22, the school's aggregate proficiency index score for the SpEd subgroup will be equal to or greater than that of the state for the same subgroup and the same grades (3-8).		26.3 (NDMA) – 33.7 (state) = -7.4
Exceeds Target (x 1.5)	The school achieves an aggregate proficiency index score at least 10.0 points above the state's score.		
Meets Target (x1.0)	The school achieves an aggregate proficiency index score equal to or greater than the state's score.		
Approaches Target (x0.5)	The school achieves an aggregate proficiency index score within 10.0 points of the state's score.	X	1
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.		

			Result:
Performance Ratings	**Measure 6.6 [AGC] – 2 Points:** From FY21 to FY22, the school's aggregate proficiency index score for the SpEd subgroup will be equal to or greater than that of the resident district (ISD 423 – Hutchinson) for the same subgroup and the same grades (3-8).		26.3 (NDMA) – 43.7 (district) = -17.4
Exceeds Target (x 1.5)	The school achieves an aggregate proficiency index score at least 10.0 points above the district's score.		
Meets Target (x1.0)	The school achieves an aggregate proficiency index score greater than the district's score.		
Approaches Target (x0.5)	The school achieves an aggregate proficiency index score within 10.0 points of the district's score.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.	X	0

Points Possible	Points Earned	% Earned
16	**2**	**12.5%**

Indicator 7: Science Proficiency   12 Points

School Goal: Over the period of the contract, students at NDMA will demonstrate proficiency in science as measured by state accountability tests.

Performance Ratings	Measure 7.1 [CCR] – 7 Points: From FY21 to FY22, the school's aggregate proficiency index score will increase by at least 5.0 points from the baseline proficiency index score (baseline score – 52.2) OR be equal to or greater than that of the state for the same grades (5 & 8).		Result: 46.6 (NDMA) – 52.2 (Baseline) = -5.6 46.6 (NDMA) – 54.6 (state) = -8.0
Exceeds Target (x 1.5)	The aggregate proficiency index score is at least 10.0 points above the baseline score OR at least 10.0 points above the		
Meets Target (x1.0)	The aggregate proficiency index score is at least 5.0 points above the baseline score OR equal to or greater than the		
Approaches Target (x0.5)	The aggregate proficiency index score is greater than the baseline score OR within 10.0 points of the state's score.	X	3.5
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.		

Performance Ratings	Measure 7.2 [CCR] – 1 Point: From FY21 to FY22, the school's aggregate proficiency index score will be equal to or greater than that of the resident district (ISD 423 – Hutchinson) for the same grades (5 & 8).		Result: 46.6 (NDMA) – 62.4 (district) = -15.8
Exceeds Target (x 1.5)	The school achieves an aggregate proficiency index score at least 10.0 points above the district's score.		
Meets Target (x1.0)	The school achieves an aggregate proficiency index score equal to or greater than the district's score.		
Approaches Target (x0.5)	The school achieves an aggregate proficiency index score within 10.0 points of the district's score.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.	X	0

Performance Ratings	Measure 7.3 [AGC] – 1 Point: From FY21 to FY22, the school's aggregate proficiency index score for the FRP subgroup will be equal to or greater than that of the state for the same subgroup and the same grades (5 & 8).		Result: 42.9 (NDMA) – 34.7 (state) = 8.2
Exceeds Target (x 1.5)	The school achieves an aggregate proficiency index score at least 10.0 points above the state's score.		
Meets Target (x1.0)	The school achieves an aggregate proficiency index score equal to or greater than the state's score.	X	1
Approaches Target (x0.5)	The school achieves an aggregate proficiency index score within 10.0 points of the state's score.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.		

Performance Ratings	Measure 7.4 [AGC] – 1 Point: From FY21 to FY22, the school's aggregate proficiency index score for the FRP subgroup will be equal to or greater than that of the resident district (ISD 423 – Hutchinson) for the same subgroup and the same grades (5 & 8).		Result: 42.9 (NDMA) – 45.7 (district) = -2.8
Exceeds Target (x 1.5)	The school achieves an aggregate proficiency index score at least 10.0 points above the district's score.		
Meets Target (x1.0)	The school achieves an aggregate proficiency index score equal to or greater than the district's score.		
Approaches Target (x0.5)	The school achieves an aggregate proficiency index score within 10.0 points of the district's score.	X	0.5
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.		

Performance Ratings	Measure 7.5 [AGC] – 1 Point: From FY21 to FY22, the school's aggregate proficiency index score for the SpEd subgroup will be equal to or greater than that of the state for the same subgroup and the same grades (5 & 8).		Result: 32.1 (NDMA) – 34.2 (state) = -2.1
Exceeds Target (x 1.5)	The school achieves an aggregate proficiency index score at least 10.0 points above the state's score.		
Meets Target (x1.0)	The school achieves an aggregate proficiency index score equal to or greater than the state's score.		

Approaches Target (x0.5)	The school achieves an aggregate proficiency index score within 10.0 points of the state's score.	X	0.5
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.		

Performance Ratings	**Measure 7.6 [AGC] – 1 Point: From FY21 to FY22, the school's aggregate proficiency index score for the SpEd subgroup will be equal to or greater than that of the resident district (ISD 423 – Hutchinson) for the same subgroup and the**		Result: 32.1 (NDMA) – 45.7 (district) = -13.6
Exceeds Target (x 1.5)	The school achieves an aggregate proficiency index score at least 10.0 points above the district's score.		
Meets Target (x1.0)	The school achieves an aggregate proficiency index score equal to or greater than the district's score.		
Approaches Target (x1.0)	The school achieves an aggregate proficiency index score within 10.0 points of the district's score.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.	X	0

Points Possible	Points Earned	% Earned
12	**5.5**	**45.8%**

Indicator 8: Proficiency in Other Curricular Areas   4 Points

School Goal: Over the period of the contract, prekindergarten students at NDMA will demonstrate readiness for kindergarten as measured by "Early Childhood Indicators of Progress: Minnesota's Early Learning Standards" rubric.

Performance Ratings	**Measure 8.1 [R4K] – 4 Points: From FY21 to FY22, the aggregate percentage of prekindergarten students who demonstrate readiness for kindergarten as measured by "Early Childhood Indicators of Progress: Minnesota's Early Learning Standards" rubric will be at least 85.0%.**		Result: 70.2%
Exceeds Target (x1.5)	The aggregate percentage is at least 95%.		
Meets Target (x1.0)	The aggregate percentage is at least 85%.		
Approaches Target (x0.5)	The aggregate percentage is at least 75%.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.	X	0

Points Possible	Points Earned	% Earned
4	**0**	**0.0%**

Indicator 9: Post-Secondary Readiness   N/A Points

The school does not have a contractual goal in this indicator area as it does not serve high school students.

Indicator 10: Attendance   7 Points

School Goal: Over the period of the contract, students at NDMA will attend the school at high rates.

Performance Ratings	**Measure 10.1 – 7 Points: From FY20-22, the average of the school's annual consistent attendance rates is equal to or greater than that of the state.**		Result: 87.9 (NDMA) – 85.3 (state) = 2.6
Exceeds Target (x 1.5)	The average of the school's consistent attendance rates is 5 percentage points greater than that of the state.		
Meets Target (x1.0)	The average of the school's consistent attendance rates is equal to or greater than that of the state.	X	7
Approaches Target (x0.5)	The average of the school's consistent attendance rates is within 5 percentage points of the state.		
Does Not Meet Target (x0.0)	The school did not meet the criteria for any of the ratings above.		

Points Possible	Points Earned	% Earned
7	**7**	**100.0%**

New Discoveries Montessori Academy

Indicator 1: Mission Related Outcomes

Measure 1.1 Performance Data: Community Service

New Discoveries Montessori Academy	Number of Students Who Meet Community Service Requirement	Number of Eligible Students	Percent of Students Who Meet Community Service Requirement
FY21	104	192	54.2%
FY22	90	214	42.1%
FY23			
FY24			
Aggregate	194	406	47.8%

Data Source: Data provided to OW by school

Indicator 3: Reading Growth

Measure 3.1 Performance Data:

Reading: North Star Academic Progress -- All Students (Meeting enrollment criteria)

New Discoveries Montessori Academy	Count whose reading achievement level improved	Count tested	Percent of Students whose achievement level improved
FY21*			
FY22	24	82	29.3%
FY23			
FY24			
Aggregate	24	82	

Source: Data provided to OW by school

Reading: North Star Academic Progress -- All Students (Meeting enrollment criteria)

State of Minnesota	Count whose reading achievement level improved	Count tested	Percent of Students whose achievement level improved
FY21*			
FY22	49599	245117	20.2%
FY23			
FY24			
Aggregate	49599	245117	

Source: MDE Data Center

All students if enrollment criteria is not calculated

Measure 3.2 Performance Data:

Reading: North Star Academic Progress -- All Students (Meeting enrollment criteria)

New Discoveries Montessori Academy	Count whose reading achievement level decreased or stayed "does not meet standards"	Count tested	Percent of Students whose achievement level stayed "does not meet" or decreased
FY21*			
FY22	30	82	36.6%
FY23			
FY24			
Aggregate	30	82	

Source: Data provided to OW by school

Reading: North Star Academic Progress -- All Students (Meeting enrollment criteria)

State of Minnesota	Count whose reading achievement level stayed "does not meet" or decreased	Count tested	Percent of Students whose achievement level stayed "does not meet" or decreased
FY21*			
FY22	90144	245117	36.8%
FY23			
FY24			
Aggregate	90144	245117	

Source: MDE Data Center

*All students if enrollment criteria is not calculated

Measure 3.3 Performance Data:

NWEA RIT – Reading, Grades K-2- All Students (Meeting enrollment criteria)

New Discoveries Montessori Academy	Number of students meeting RIT growth target (fall to spring)	Total number of students not meeting RIT growth target	Total number of students	Percentage of students meeting RITgrowth target
FY21*	28	49	77	36.4%
FY22	34	45	79	43.0%
FY23				
FY24				
Aggregate	62	94	156	39.7%

Data Source: Data provided to OW by school

Measure 3.4 Performance Data:

NWEA RIT – Reading, Grades 3-8, All Students (Meeting enrollment criteria)

New Discoveries Montessori Academy	Number of students meeting RIT growth target (fall to spring)	Total number of students not meeting RIT growth target	Total number of students	Percentage of students meeting RITgrowth target
FY21*	43	67	110	39.1%
FY22	56	50	106	52.8%
FY23				
FY24				
Aggregate	99	117	216	45.8%

Data Source: Data provided to OW by school

Indicator 4: Math Growth

Measure 4.1 Performance Data:

Math: North Star Academic Progress -- All Students (Meeting enrollment criteria)

New Discoveries Montessori Academy	Count whose math achievement level improved	Count tested	Percent of Students whose achievement level improved
FY21*			
FY22	14	81	17.3%
FY23			
FY24			
Aggregate	14	81	17.3%

Source: Data provided to OW by school

Math: North Star Academic Progress -- All Students (Meeting enrollment criteria)

State of Minnesota	Count whose math achievement level improved	Count tested	Percent of Students whose achievement level improved
FY21*			
FY22	44136	241968	18.2%
FY23			
FY24			
Aggregate	44136	241968	18.2%

Source: MDE Data Center

*All students if enrollment criteria is not calculated

Measure 4.2 Performance Data:

Math: North Star Academic Progress -- All Students (Enrolled October 1)

New Discoveries Montessori Academy	Count whose avhievement level decreased or stayed "does not meet standards"	Count tested	Percent of Students whose achievement level stayed "does not meet" or decreased
FY21*			
FY22	42	81	51.9%
FY23			
FY24			
Aggregate	42	81	51.9%

Source: Data provided to OW by school

Math: North Star Academic Progress -- All Students (Meeting enrollment criteria)

State of Minnesota	Count whose achievement level stayed "does not meet" or decreased	Count tested	Percent of Students whose achievement level stayed "does not meet" or decreased
FY21*			
FY22	96749	241968	40.0%
FY23			
FY24			
Aggregate	96749	241968	40.0%

Source: MDE Data Center

*All students if enrollment criteria is not calculated

Measure 4.3 Performance Data:

NWEA RIT – Math, All students (Meeting enrollment criteria), Grades K-2

New Discoveries Montessori Academy	Number of students meeting RIT growth target (fall to spring)	Total number of students not meeting growth target	Total number of students	Percentage of students meeting RIT growth target
FY21*	31	47	78	39.7%
FY22	40	38	78	51.3%
FY23				
FY24				
Aggregate	71	85	156	45.5%

Data Source: Data provided to OW by school

All students if enrollment criteria is not calculated

Measure 4.4 Performance Data:

NWEA RIT – Math, All students (Meeting enrollment criteria), Grades 3-8

New Discoveries Montessori Academy	Number of students meeting RIT growth target (fall to spring)	Total number of students not meeting growth target	Total number of students	Percentage of students meeting RIT growth target
FY21*	31	47	78	39.7%
FY22	57	50	107	53.3%
FY23				
FY24				
Aggregate	88	97	185	47.6%

Data Source: Data provided to OW by school

All students if enrollment criteria is not calculated

Indicator 5: Reading Proficiency

Measure 5.1 Performance Data:

Reading: All State Accountability Tests – All Students (Meeting enrollment criteria), Grade 3

New Discoveries Montessori Academy	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
Baseline (FY15-19)	17	39	17	33	106	60.8
FY21*	0	6	4	12	22	36.4
FY22	0	4	3	12	19	28.9
FY23						
FY24						
Aggregate	0	10	7	24	41	32.9

Data Source: Data provided to OW by school

*All students if enrollment criteria is not calculated

Measures 5.2-5.3 Performance Data:

Reading: All State Accountability Tests – All Students (Meeting enrollment criteria), Grades 3-8

New Discoveries Montessori Academy	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
Baseline	24	66	39	43	172	63.7
FY21*	9	29	27	49	114	45.2
FY22	9	39	25	43	116	52.2
FY23						
FY24						
Aggregate	18	68	52	92	230	48.7

Data Source: Data provided to OW by school

State of Minnesota	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21*	44,859	116,717	63,237	87,474	312,287	61.9
FY22	51,834	131,126	72,703	102,285	357,948	61.3
FY23						
FY24						
Aggregate	96,693	247,843	135,940	189,759	670,235	61.5

Hutchinson Public School District (ISD 423)	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21*	148	452	245	237	1,082	66.8
FY22	181	503	239	235	1,158	69.4
FY23						
FY24						
Aggregate	329	955	484	472	2,240	68.1

Source: MDE Data Center

*All students if enrollment criteria is not calculated

Measures 5.4-5.5 Performance Data:

Reading: All State Accountability Tests – FRP (Meeting enrollment criteria), Grades 3-8

New Discoveries Montessori Academy	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21*	5	14	15	27	61	43.4
FY22	3	21	12	22	58	51.7
FY23						
FY24						
Aggregate	8	35	27	49	119	47.5

Data Source: Data provided to OW by school

State of Minnesota	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21	5,640	26,844	22,639	47,166	102,289	42.8
FY22	6,248	30,524	26,094	54,812	117,678	42.3
FY23						
FY24						
Aggregate	11,888	57,368	48,733	101,978	219,967	42.6

Hutchinson Public School District (ISD 423)	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21	15	96	81	109	301	50.3
FY22	26	110	69	99	304	56.1
FY23						
FY24						
Aggregate	41	206	150	208	605	53.2

Source: MDE Data Center

All students if enrollment criteria is not calculated

Measures 5.6-5.7 Performance Data:

Reading: All State Accountability Tests – Special Education (Meeting enrollment criteria), Grades 3-8

New Discoveries Montessori Academy	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21*	4	11	11	34	60	34.2
FY22	4	9	12	29	54	35.2
FY23						
FY24						
Aggregate	8	20	23	63	114	34.6

Data Source: Data provided to OW by school

State of Minnesota	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21*	3,140	9,214	7,782	27,976	48,112	33.8
FY22	4,206	11,778	9,821	33,608	59,413	35.2
FY23						
FY24						
Aggregate	7,346	20,992	17,603	61,584	107,525	34.5

Hutchinson Public School District (ISD 423)	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21	17	35	28	74	154	42.9
FY22	19	54	44	89	206	46.1
FY23						
FY24						
Aggregate	36	89	72	163	360	44.7

Source: MDE Data Center

All students if enrollment criteria is not calculated

Indicator 6: Math Proficiency

Measures 6.1-6.2 Performance Data:

Math: All State Accountability Tests – All Students (Meeting enrollment criteria), Grades 3-8

New Discoveries Montessori Academy	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
Baseline	62	115	108	172	457	50.5
FY21	5	20	29	60	114	34.6
FY22	6	22	36	52	116	39.7
FY23						
FY24						
Aggregate	11	42	65	112	230	37.2

Data Source: Data provided to OW by school

*All students if enrollment criteria is not calculated

State of Minnesota	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21	47,846	89,831	74,410	97,083	309,170	56.6
FY22	60,266	105,284	81,658	109,114	356,322	57.9
FY23						
FY24						
Aggregate	108,112	195,115	156,068	206,197	665,492	57.3

Hutchinson Public School District (ISD 423)	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21	196	420	237	227	1,080	68.0
FY22	247	440	258	210	1,155	70.6
FY23						
FY24						
Aggregate	443	860	495	437	2,235	69.4

Source: MDE Data Center

*All students if enrollment criteria is not calculated

Measures 6.3-6.4 Performance Data:

Math: All State Accountability Tests – FRP (Meeting enrollment criteria), Grades 3-8

New Discoveries Montessori Academy	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21*	2	7	16	36	61	27.9
FY22	2	9	17	30	58	33.6
FY23						
FY24						
Aggregate	4	16	33	66	119	30.7

Data Source: Data provided to OW by school

State of Minnesota	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21	4,896	18,225	23,449	54,387	100,957	34.5
FY22	6,330	22,117	26,901	61,613	116,961	35.8
FY23						
FY24						
Aggregate	11,226	40,342	50,350	116,000	217,918	35.2

Hutchinson Public School District (ISD 423)	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21	15	33	29	77	154	40.6
FY22	22	87	79	116	304	48.8
FY23						
FY24						
Aggregate	37	120	108	193	458	46.1

Source: MDE Data Center

All students if enrollment criteria is not calculated

Measures 6.5-6.6 Performance Data:

Math: All State Accountability Tests – Special Education (Meeting enrollment critiera), Grades 3-8

New Discoveries Montessori Academy	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21*	4	6	9	41	60	24.2
FY22	3	8	9	34	54	28.7
FY23						
FY24						
Aggregate	7	14	18	75	114	26.3

Data Source: Data provided to OW by school

State of Minnesota	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21	3,336	7,808	8,408	28,219	47,771	32.1
FY22	4,706	10,724	10,527	33,213	59,170	35.0
FY23						
FY24						
Aggregate	8,042	18,532	18,935	61,432	106,941	33.7

Hutchinson Public School District (ISD 423)	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21	15	33	29	77	154	40.6
FY22	23	48	46	87	204	46.1
FY23						
FY24						
Aggregate	38	81	75	164	358	43.7

Source: MDE Data Center

All students if enrollment criteria is not calculated

Indicator 7: Science Proficiency

Measures 7.1-7.2 Performance Data:

Science: All State Accountability Tests – All Students (Meeting enrollment criteria), Grade 5 & 8

New Discoveries Montessori Academy	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
Baseline (FY12-14)	4	23	16	24	67	52.2
FY21*	2	12	13	16	43	47.7
FY22	1	10	6	14	31	45.2
FY23						
FY24						
Aggregate (FY15-17)	3	22	19	30	74	46.6

Data Source: Data provided to OW by school

State of Minnesota	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21*	6,024	35,112	29,252	29,387	99,775	55.9
FY22	7,169	40,767	33,963	39,466	121,365	53.5
FY23						
FY24						
Aggregate	13,193	75,879	63,215	68,853	221,140	54.6

Hutchinson Public School District (ISD 423)	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21	20	153	120	73	366	63.7
FY22	19	163	129	92	403	61.2
FY23						
FY24						
Aggregate	39	316	249	165	769	62.4

Source: MDE Data Center

*All students if enrollment criteria is not calculated

Measures 7.3-7.4 Performance Data:

Science: All State Accountability Tests – FRP (Meeting enrollment criteria), Grade 5 & 8

New Discoveries Montessori Academy	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21*	0	3	7	6	16	40.6
FY22	1	5	5	8	19	44.7
FY23						
FY24						
Aggregate	1	8	12	14	35	42.9

Data Source: Data provided to OW by school

State of Minnesota	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21*	705	6,345	8,723	15,814	31,587	36.1
FY22	826	7,208	10,072	20,853	38,959	33.5
FY23						
FY24						
Aggregate	1,531	13,553	18,795	36,667	70,546	34.7

Hutchinson Public School District (ISD 423)	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21	2	28	37	36	103	47.1
FY22	3	25	40	40	108	44.4
FY23						
FY24						
Aggregate	5	53	77	76	211	45.7

Source: MDE Data Center

All students if enrollment criteria is not calculated

Measures 7.5-7.6 Performance Data:

Science: All State Accountability Tests – Special Education (Meeting enrollment criteria), Grade 5 & 8

New Discoveries Montessori Academy	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21*	1	5	4	13	23	34.8
FY22	1	2	3	10	16	28.1
FY23						
FY24						
Aggregate	2	7	7	23	39	32.1

Data Source: Data provided to OW by school

State of Minnesota	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21*	657	3,036	3,048	8,127	14,868	35.1
FY22	910	3,485	3,614	10,549	18,558	33.42
FY23						
FY24						
Aggregate	1,567	6,521	6,662	18,676	33,426	34.2

Hutchinson Public School District (ISD 423)	Exceeds	Meets	Partially Meets	Does Not Meet	Total	Proficiency Index
FY21	3	13	8	18	42	47.6
FY22	3	11	16	20	50	44.0
FY23						
FY24						
Aggregate	6	24	24	38	92	45.7

Source: MDE Data Center

*All students if enrollment criteria is not calculated

Indicator 8: Proficiency in Other Curricular Areas

Measure 8.1 Performance Data:

Early Childhood Indicators of Progress: Minnesota's Early Learning Standards – Kindergarten Readiness

New Discoveries Montessori Academy	Number of Prekindergarten Students Demonstrating Readiness	Number of Prekindergarten Students	Percent of Prekindergarten Students Demonstrating Readiness
FY21	25	34	73.5%
FY22	15	23	65.2%
FY23			
FY24			
Aggregate	40	57	70.2%

Data Source: Data provided to OW by school

Indicator 10: Federal and State Accountability

Measure 10.1 Performance Data:

New Discoveries Montessori Academy	Annual Consistent Attendance Rate*
FY20	87.9%
FY21	
FY22	
FY23	
FY24	
Average	87.9%

Data Source: Data provided to OW by school

State of Minnesota	Annual Consistent Attendance Rate
FY20	85.3%
FY21**	
FY22**	
FY23	
FY24	
Average	85.3%

Data Source: MDE Data Center

*The consistent attendance rate is lagged one year, thus data reported for FY20 reflects the FY19 rate, etc.

**Consistent attendance rate not reported by the state

798P JOINT VENTURE SIMILAR ARRANGEMENTS

I. **PURPOSE**

The purpose of this policy is to protect the interest of New Discoveries Montessori Academy when it is contemplating entering into a joint venture or similar arrangement between this organization and one or more taxable persons.

II. **SCOPE**

This policy applies to any joint venture or similar arrangement between New Discoveries Montessori Academy and one or more taxable persons, regardless of whether the venture or arrangement is taxed as a partnership or a corporation for federal income tax purposes. A joint venture or arrangement with a taxable person is subject to this policy whether the purpose is to conduct an exempt activity, an investment activity or an unrelated trade or business activity, regardless of whether New Discoveries Montessori Academy controls the joint venture or arrangement. However, a joint venture or arrangement that meets both the following conditions is not subject to this policy:

A. 95% or more of the venture's or arrangement's income with or within New Discoveries Montessori Academy's tax year consists of:

  1. Dividends, interests, payments with respect to securities loans, amounts received or accrued as consideration for entering into agreements to make loans, and annuities;

  2. Royalties;

  3. Rents from real property and rents from personal property leased with real property if the rents attributable to the personal property are an incidental amount of the total rents (determined at the time the personal property is placed in service), but not if more than 50% of the total rent under a lease is attributable to personal property or if the determination of the rent depends in whole or in part on income or profits derived from the property leased;

  4. All gains or losses from the sale, exchange or other disposition of property other than stock and trade or inventory, or property held primarily for sale to customers in the ordinary course of a trade or business; and

  5. Other income described in Sections 512(b)(1)-(5) of the Internal Revenue Code of 1986, as amended; <u>and</u>

B.   The primary purpose of New Discoveries Montessori Academy contribution to or investment or participation in the venture or arrangement is the production of income or appreciation of property.

III.   POLICY

Prior to entering into a joint venture or arrangement: Before New Discoveries Montessori Academy enters into a joint venture or arrangement that is within the scope of this policy, it will negotiate with and require of other members of the joint venture or arrangement such terms and safeguards as may be adequate to ensure that New Discoveries Montessori Academy exempt status is protected. During New Discoveries Montessori Academy participation in the joint venture or arrangement that is within the scope of this policy, New Discoveries Montessori Academy will take steps to safeguard the organization's exempt status with respect to the venture or arrangement.

Examples of safeguards include: control over the venture or arrangement sufficient to ensure that the venture or arrangement furthers the exempt purpose of New Discoveries Montessori Academy; requiring the venture or arrangement to give priority to exempt purposes over maximizing profits for other participants; ensuring that the joint venture or arrangement does not engage in activities that would jeopardize New Discoveries Montessori Academy exemption; and requiring that all contracts entered into by this organization with or with respect to the joint venture or arrangement be on terms that are arms-length (on equal footing) or more favorable to New Discoveries Montessori Academy.

799P RECORD RETENTION

I.   PURPOSE

New Discoveries Montessori Academy takes seriously its obligations to preserve information relating to litigation, audits, and investigations.

II.   RETENTION SCHEDULE

A.   The information listed in the retention schedule below is intended as a guideline and may not contain all the records New Discoveries Montessori Academy may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the Board appointed Administrator.

B.   From time to time, the Board appointed Administrator may issue a notice, known as a "legal hold," suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the Board appointed Administrator.

Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	4 years
Finance and Administration	Financial statements (audited)	7 years
	Auditor management letters	7 years
	Payroll records	7 years
	Check register and checks	7 years
	Bank deposits and statements	7 years
	Chart of accounts	7 years
	General ledgers and journals (includes bank reconciliations)	7 years
	Investment performance reports	7 years
	Equipment files and maintenance records	7 years after disposition
	Contracts and agreements	7 years after all obligations end
	Correspondence - general	3 years
Insurance Records	Policies - occurrence type	Permanent

	Policies - claims-made type	Permanent
	Accident reports	7 years
	Safety (OSHA) reports	7 years
	Claims (after settlement)	7 years
	Group disability records	7 years after end of benefits
Real Estate	Deeds	Permanent
	Leases (expired)	7 years after all obligations end
	Mortgages, security agreements	7 years after all obligations end
Tax	IRS exemption determination and related correspondence	Permanent
	IRS Form 990s	7 years
	Charitable Organizations Registration Statements (filed with Minnesota Attorney General)	7 years
Human Resources	Employee personnel files	Permanent
	Retirement plan benefits (plan descriptions, plan documents)	Permanent
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years
	Employee orientation and training materials	7 years after use ends
	Employment applications	3 years
	IRS Form 1-9 (store separate from personnel file)	Greater of 1 year after end of service, or three years
	Withholding tax statements	7 years
	Timecards	3 years
Technology	Software licenses and support agreements	7 years after all obligations end

III. ELECTRONIC DOCUMENTS AND RECORDS

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

IV. EMERGENCY PLANNING

New Discoveries Montessori Academy's records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping New

Discoveries Montessori Academy operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

V.   DOCUMENT DESTRUCTION

A.   The Board appointed Administrator is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

B.   Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

VI.   COMPLIANCE

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against New Discoveries Montessori Academy and its employees and possible disciplinary action against responsible individuals. The Board appointed Administrator and Board Chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

VII.   QUESTIONS

Questions about archival records: Minnesota Historical Society, 345 Kellogg Blvd St. Paul, MN 55102-1906, 651-259-3000 or 800-657-3773.

Questions about the schedule: Department of Administration, Information Policy Office, 305A Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155.

VIII.   REFERENCES

School District General Records Retention Schedule may be found at http://www.region1.k12.mn.us/main/Portals/0/SMART%20Systems/SMARTFIN/docs/DistrictGeneralRecordsRetention.pdf

801P   EQUAL ACCESS TO FACILITIES OF THE SCHOOL

I.   PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to the school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during non-instructional time.

II.   GENERAL STATEMENT OF POLICY

A.   It is the policy of New Discoveries Montessori Academy (NDMA) not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

B.   The NDMA board of directors has created a limited open forum for students during which non-curriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during non-instructional time.

C.   Student use of facilities under this policy does not imply school sponsorship, approval, or advocacy of the content of the expression at such meetings.

D.   NDMA retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

E.   In adopting and implementing this equal access policy, NDMA will <u>NOT</u>:

     1.   influence the form or content of any prayer or other religious activity;

     2.   require any person to participate in prayer or other religious activity;

     3.   expend public funds beyond the incidental cost of providing the space for student-initiated meetings;

     4.   compel any NDMA agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;

5.	sanction meetings that are otherwise unlawful;

6.	limit the rights of groups of students based on the size of the group;

7.	abridge the constitutional rights of any person.

## III.	DEFINITIONS

A.	"Limited open forum" means that NDMA grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time.

B.	"Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.

C.	"Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the NDMA curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.

D.	"Non-instructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

## IV.	FAIR OPPORTUNITY CRITERIA

New Discoveries Montessori Academy shall uniformly provide that:

A.	A meeting held pursuant to this policy is voluntary and student-initiated;

B.	There is no sponsorship of the meeting by the school or its agents or employees;

C.	Employees or agents of the school are present at religious meetings only in a non-participatory capacity;

D.	The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and

E.   Nonschool persons may not direct, control, or regularly attend activities of student groups.

V.   PROCEDURES

A.   Any student who wishes to initiate a meeting under this policy shall apply to the Board appointed administrator at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:

1.   All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.

2.   The activities or meetings are voluntary and student-initiated. The Board appointed administrator may require assurances of this fact.

B.   Student groups meeting under this policy must comply with the following rules:

1.   Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.

2.   The groups may not use the school name, school mascot name, school emblems, or any name that might imply school sponsorship or affiliation in any activity, including fundraising and community involvement.

3.   The groups must comply with NDMA policies, regulations and procedures governing school-sponsored activities.

C.   Students applying for use of school facilities under this policy must provide the following information to the board appointed administrator: time and date of meeting, estimated number of students in attendance, and special equipment needs.

D.   The Board appointed administrator has responsibility to:

1.   Keep a log of application information.

2.   Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.

3.   Note the condition of the facilities and equipment before and after use.

4.   Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school sponsorship of the meeting or activity.

5.   Assure that the meeting or activity does not interfere with the NDMA's regular instructional activities.

E.   The school shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school will provide no additional or special transportation.

F.   Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.

G.   NDMA employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.

H.   A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

806P   CRISIS MANAGEMENT POLICY

[Note: The Commissioner of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minn. Stat. § 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. The policies must be developed in consultation with school administrators, teachers, employees, students, parents/guardians, community members, community emergency response agencies, including law enforcement and fire officials, county attorney offices, social service agencies, and any other appropriate individuals or organizations (such as Safe and Drug Free School coordinators and bus contractors). Id. Effective for the 2006-07 school year and later, the policy must include at least five school lock-down drills, five school fire drills consistent with Minn. Stat. § 299F.30, and one school tornado drill. This Model Crisis Management Policy is the result of a collaborative effort between the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

I.   PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school administrators, school employees, students, board members, and community members to address a wide range of potential crisis situations in New Discoveries Montessori Academy. The step-by-step procedures suggested by this Policy will provide guidance to the school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. The school should develop a tailored building-specific crisis management plan for the building.

New Discoveries Montessori Academy will, to the extent possible, engage in ongoing emergency planning within NDMA and with first responders and other relevant community organizations. New Discoveries Montessori Academy will ensure that relevant first responders in the community have access to their building-specific crisis management plans and will provide training to school staff to enable them to act appropriately in the event of a crisis.

II.   GENERAL INFORMATION

A.   The Policy and Plans

New Discoveries Montessori Academy's Crisis Management Policy has been created in consultation with local community response agencies and other

appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so the board appointed administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs. This Policy and the plans will be maintained and updated on an annual basis.

B.   Elements of the Crisis Management Policy

1.   General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. The building will have access to a copy of the Emergency Planning and Procedures Guide for Schools to assist in the development of building-specific crisis management plans. Finally, all general crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges.

[Note: More specific information on planning for children with special needs can be found in the United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities," at page 6.30. A website link is provided in the resource section of this Policy.]

a.   Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the board appointed administrator or his or her designee. The board appointed administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down.

[Note: State law requires a minimum of five school lock-down drills each school year. See Minn. Stat. § 121A.035.]

b.   Evacuation Procedures. Evacuations of classrooms and the building shall be implemented at the discretion of the board

appointed administrator or his or her designee. The crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the board appointed administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

c.   Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The board appointed administrator or his or her designee will announce the need for sheltering over the public address system or other designated system.

[Note: State law requires a minimum of five school fire drills, consistent with Minn. Stat. § 299F.30, and one school tornado drill each school year. See Minn. Stat. § 121A.035.]

[Note: The attached Emergency Planning and Procedures Guide for Schools has sample lock-down procedures, evacuation procedures, and sheltering procedures.]

2.   Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These procedures are designed to enable the board appointed administrator to tailor response procedures when creating a building-specific crisis management plan.

[Note: The attached Emergency Planning and Procedures Guide for Schools includes crisis-specific procedures.]

3.   School Emergency Response Teams

a.   Composition. The board appointed administrator– will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the

supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the board appointed administrator. New Discoveries Montessori Academy will maintain a current list of school emergency response team members which will be updated annually. The board appointed administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school office.

[Note: The attached Emergency Planning and Procedures Guide for Schools has a sample School Emergency Response Team list.]

b.   Leaders. The board appointed administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A.   Communication

1.   New Discoveries Montessori Academy Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of New Discoveries Montessori Academy's Crisis Management Policy and crisis management plan. The crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2.   Students and Parents. Students and parents shall be made aware of New Discoveries Montessori Academy's Crisis Management Policy and crisis management plan. The crisis management plan shall set forth how students and parents are made aware of the school plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. <u>Planning and Preparing for Fire</u>

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion.

2. The building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.

3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.

5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.

   [Note: The State Fire Marshal advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at the building will be maintained in the board appointed administrator office.

7. New Discoveries Montessori Academy will have prearranged sites for emergency sheltering and transportation as needed.

8. New Discoveries Montessori Academy will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). New Discoveries Montessori Academy also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

[Note: The attached <u>Emergency Planning and Procedures Guide for Schools</u> has a sample fire procedure form.]

C. <u>Facility Diagrams and Site Plans</u>

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be available in the administrative office and in other appropriate areas and will be easily accessible and on file in school office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel. For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school authorizer, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.

D. <u>Emergency Telephone Numbers</u>

New Discoveries Montessori Academy will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school office, or at a secondary location for single building school districts, and updated annually.

New Discoveries Montessori Academy plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[Note: The attached <u>Emergency Planning and Procedures Guide for Schools</u> has a sample Emergency Phone Numbers list.]

E. <u>Warning Systems</u>

New Discoveries Montessori Academy shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings.

It shall be the responsibility of the board appointed administrator to inform students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F.   Early School Closure Procedures

The board appointed administrator will make decisions about closing school as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or school web site), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G.   Media Procedures

The board appointed administrator has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The board appointed administrator will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[Note: The attached Emergency Planning and Procedures Guide for Schools has a sample Media Procedures form.]

H.   Grief-Counseling Procedures

Grief-counseling procedures will set forth the procedure for initiating grief-counseling plans. The procedures will utilize available resources including the school psychologist, counselor, community grief counselors, or others in the community. Grief-counseling procedures will be used whenever the board appointed administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The grief-counseling procedures shall include the following steps:

1.   board appointed administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.

2.   Designate specific rooms as private counseling areas.

3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.

4. Prohibit media from interviewing or questioning students or staff.

5. Provide follow-up services to students and staff who receive counseling.

6. Resume normal school routines as soon as possible.

IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

A. Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

B. Universal Response Procedures for All Types of Emergency Response
   1. Evacuation/relocation
   2. Lock-down procedures
   3. Reverse evacuation
   4. Severe weather shelter
   5. Shelter-in-place procedures
   6. Student reunification/release

C. Emergency Specific Response Procedures
   1. Assault
   2. Bomb threat
   3. Demonstration
   4. Fight/disturbance
   5. Fire
   6. Hazardous materials
   7. Hostage
   8. Intruder
   9. Media procedures
   10. Medical emergency
   11. Severe weather: tornado/severe thunderstorm/flooding
   12. Sexual assault
   13. Shooting
   14. Suicidal threat or attempt
   15. Suspicious package or mail: chemical/biological threat
   16. Terrorism
   17. Threat
   18. Threat incident report form
   19. Weapons

V. MISCELLANEOUS PROCEDURES

A. <u>Chemical Accidents</u>

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Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

B.   Visitors

New Discoveries Montessori Academy shall implement procedures mandating visitor sign in and visitors in school buildings. See NDMA Policy 903P (Visitors to School District Buildings and Sites).

New Discoveries Montessori Academy shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C.   Student Victims of Criminal Offenses at or on School Property

New Discoveries Montessori Academy shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school.

[Note: The No Child Left Behind Act, 20 U.S.C. § 6301, et seq.; Title IX, 20 U.S.C. § 1681, et seq.; and the Unsafe School Choice Option, 20 U.S.C. § 7912, require school districts to establish such transfer procedures.]

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules Ch. 7511 (Fire Safety)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: NDMAPolicy 407P (Employee Right to Know – Exposure to Hazardous Substances)
NDMAPolicy 413P (Harassment and Violence)
NDMAPolicy 501P (School Weapons Policy)
NDMAPolicy 506P (Student Discipline)
NDMAPolicy 532P (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)

Evacuation/Relocation

Critical Information

Evacuation procedures are used when conditions are safer outside the building than inside the building.

Evacuation routes should be specified according to the type of emergency:

• Bomb threats: Administrators notify staff of evacuation route dictated by known or suspected location of a device

• Fire: Follow primary routes unless blocked by smoke or fire. Know the alternate route

• Hazardous Materials: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly

When implementing Evacuation procedures:

Administration

• Determine evacuation routes based on location and type of emergency

• Announce evacuation

• Specify any changes in evacuation routes based on location and type of emergency

• Monitor the situation and provide updates and additional instructions as needed

• Announce "all clear" signal once it is safe to re-enter the building

Staff

• Take emergency go-kit and class roster

• Take the closest and safest way out as posted or announced

• Use a secondary route if the primary route is blocked or hazardous

• Assist those needing special assistance

• Do not lock classroom doors when leaving

• Do not stop for student or staff belongings

• Go to assembly area

When outside the building:

• Check for injuries

• Account for all students

• Immediately report any missing, extra or injured students to administration

• Continue to contain and maintain students

• Wait for additional instructions

When implementing Evacuation and Relocation procedures:

Administration

• Determine whether students and staff should be evacuated to a relocation center

• Alert school emergency response team of emergency type and evacuation

• Notify relocation center

• If necessary, coordinate transportation or student process to relocation center

• Announce evacuation

• Specify any changes in evacuation routes based on location and type of emergency

• Implement reunification procedures at the relocation/reunification site

• Document the reunification of all students released

Staff

• Take emergency go-kit and class roster

• Take the closest and safest way out as posted or announced

• Use a secondary route if the primary route is blocked or hazardous

• Assist those needing special assistance

• Do not lock classroom doors when leaving

• Do not stop for student or staff belongings

• Remain with class en route to the relocation center

• Take attendance upon arriving at the center

• Immediately report any missing, extra or injured students to administration

• Continue to contain and maintain students

• Wait for additional instructions

When planning primary and secondary relocation sites, consider distance, accessibility, hours of operation, transportation and amenities (e.g. bathrooms, drinking water).

An agreement should be made with owners of non-district buildings that may be used for relocation/reunification sites that details usage and availability. A sample agreement follows this section.

Lockdown

Critical Information

Lockdown procedures are used to protect building occupants from potential dangers in the building (e.g. threats, intruders) or external threats that may enter the building.

<u>Lockdown with Warning</u> occurs when there is a threat outside the building or there are non-threatening circumstances that people need to be kept away from (e.g. medical emergency or disturbance).

<u>Lockdown with Intruder</u> occurs when there is a threat or intruder inside the building

When implementing <u>Lockdown with Warning</u> procedures:

Administration

• Announce "lockdown with warning"

• Repeat announcement several times

• Be direct. DO NOT USE CODES

• Bring people inside

• Lock exterior doors

• Control all movement

• Direct any movement by announcement only

• Announce "all clear" signal when the threat has ceased

Staff

• Lock all exterior doors

• Cover exterior windows*

• Keep students away from windows

• Continue classes. Move on announcement only

• Wait for further instructions

* Check with local law enforcement agencies regarding the covering of windows and doors.

When implementing <u>Lockdown with Intruder</u> procedures: (these actions happen rapidly)

Building Administration

• Announce "lockdown with intruder"

• Repeat announcement several times.

• Be direct. DO NOT USE CODES

• Call 911 and notify law enforcement

• Direct all students, staff and visitors to the nearest classroom or secured space

• Classes outside the building SHOULD NOT enter the building

• Move outside classes to primary evacuation site

• DO NOT lock exterior doors

• Announce "all clear" signal when threat has ceased as authorized by law enforcement

Staff

• Clear all students, staff and visitors from hallways immediately

• Report to nearest classroom

- Assist those with special needs accommodations
- Close and lock all windows and doors
- DO NOT LEAVE for any reason
- DO NOT OPEN THE DOOR for any reason
- If a fire alarm has been activated, do not evacuate unless fire or smoke is visible
- Shut off lights
- Stay away from all doors and windows
- Be quiet
- Wait for further instructions

Reverse Evacuation

Critical Information

Reverse evacuation procedures are implemented when conditions inside the building are safer than outside. Reverse evacuation procedures are often implemented in combination with other procedures (e.g. lockdown, shelter-in-place) in order to ensure the safety of students and staff who are outside the building.

When implementing Reverse Evacuation procedures:

Administration

• Make an announcement or sound alarm for reverse evacuation

• Direct staff to physically notify any classes that may be too far away from the building to hear the announcement or alarm

• Monitor the situation

• Provide staff with any updates or additional instructions

• Announce "all clear" signal when the emergency has ceased

Staff

• Move all students and staff inside as quickly as possible

• Assist those needing additional assistance

• Report to classroom

• Take attendance

• Report any missing, extra or injured students to building administration

• Wait for further instructions

Shelter–In–Place

Critical Information

Sheltering in place is used when evacuation would put people at risk (e.g. environmental hazard, blocked evacuation route). Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

When sheltering-in-place:

Administration

• Announce students and staff must to go to shelter areas

• Close all exterior doors and windows, if appropriate

• Turn off ventilation system (HVAC), if appropriate

• Monitor the situation

• Provide updates and instructions as available

• Announce "all clear" when the emergency has ceased

Staff

• Clear the halls of students and staff immediately and report to the nearest available classroom or other designated shelter area

• Assist those with special needs

• Take emergency go-kit and class roster

• Take attendance and report any missing or extra students to administration or incident commander

• Do not allow anyone to leave the classroom or shelter

   If there appears to be air contamination within the shelter area, place a wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection

If sheltering-in-place because of an external gas or chemical release

• Close and tape all windows and doors

• Seal the gap between the floor and the bottom of the door

If sheltering-in-place because all evacuation routes are blocked

• Seal door

• Open or close windows as appropriate

• Limit movement and talking

• Communicate your situation to administration or emergency officials

• Stay away from all doors and windows

• Wait for instructions

Student Reunification/Release

Critical Information

Student reunification and release procedures should be communicated to parents at the beginning of each school year when reviewing school safety procedures. The procedures should be included in the student handbook distributed at the beginning of the school year.

When implementing Student Reunification/Release procedures:

Administration

• Designate a location for reunification of students with authorized adults (e.g. parents, legal guardians or others authorized in student's emergency information)

• Notify district administration and public information officer

• Coordinate messages to parents with public information officer

• Notify emergency responders for assistance with traffic control, crowd control and medical needs as needed

• Activate staff assigned to set up the location for reunification.

• Assign staff to take most current student emergency contact/pick up information to the site along with other reunification supplies

• Request transportation for students and staff including special needs transportation

• Provide for behavioral health services at the reunification site for students and parents

• Ensure documentation of release of students

Planning for Student Reunification

When students are evacuated and cannot return to school, reunification with parents or guardians is top priority. Reunifying students and parents at an off-site location is a complex process. Successful reunification requires significant pre-planning, coordination and organization.

Planning for reunification

Planning for reunification begins with identifying available staff to lead the reunification process. Staff without classroom duties including; office staff, student support services, administration and transportation are ideal choices to support the process. Members of the school emergency response team, technology personnel and facility management staff may also play important roles in planning and leading the reunification. Ideally all staff should be trained on reunification procedures. Tabletop exercises may be used to test procedures with staff and identify potential gaps or complications.

Pre-selecting a reunification site

Several factors should be considered when selecting a reunification site. First evaluate the selected building's potential capacity to accommodate the student body, staff and parents. Parking must be adequate for parents picking up their children as well as restroom facilities, accessibility and building access control.

If the reunification site is not another district-owned building, a written agreement must be developed outlining school and facility responsibilities during a reunification. Schools should plan to have keys available for building access and a method for notifying the facility of an emergency requiring the building's use. It is ideal to designate one reunification site for the entire district with at least one additional site for backup.

Two reunification sites may be necessary if a single site will not accommodate the entire student body. When planning for two reunification sites, administrators should pre-designate division of the

student body and communicate plans to staff, students and parents to minimize confusion.

Planning transportation and site set up

Transporting students to a reunification site during an emergency requires significant pre-planning and coordination. Staff responsible for setting up the reunification site should arrive before the students to organize. During reunification planning, schools should determine the number of students and staff requiring transportation and communicate this information to the transportation coordinator. Transportation for students with special needs must also be pre-arranged.

Transportation and arrival at a reunification site must be well-organized. Administrators should pre-determine classroom and staff organization to avoid confusion. Keeping staff with their classrooms increases accountability and may calm and reassure students.

Sample School-Parent/Guardian Letter

[Date]

Dear Parents/Guardians:

Should an emergency situation arise in our community and/or our school while school is in session, we want you to be aware the school has made preparations to respond effectively and appropriately to such situations. New Discoveries Montessori Academy has a detailed, all-hazards emergency plan that has been formulated to provide direction to its staff and students during such an incident.

In the event of an emergency, we ask for your cooperation in the following procedures:

1. **Please do not telephone the school**. Telephone lines must be kept available for emergency communication.

2. **Please do not come to the school** unless requested to pick up your child.

3. *In the event of an emergency that requires us to evacuate and relocate,* students may be picked up at a designated reunification location by an identified, responsible adult who has been identified on the student's emergency card. Emergency cards must be filled out by parents/guardians at the beginning of every school year and kept updated as needed.

When authorizing another person to pick up your child, please consider the following requirements:
• He/she is at least 18 years of age.
• He/she is usually available during the day.
• He/she could walk to school if necessary.
• He/she is known to your child.
• He/she is both aware of and able to assume this responsibility.

3. **You can expect the school district** to respond in the following manner:

a. For weather-related incidents, turn your radio to _____ for weather updates and emergency announcements.

b. Information regarding day-to-day school operations will be available on our district web site and updates will be made as appropriate.

c. Information will also be made available via Email notification system

4. **Please impress upon your children** the need for them to follow the directions of any school personnel in times of an emergency.

We sincerely appreciate your cooperation in helping us respond to an emergency situation and providing a safe and healthy learning environment for your child. If you have any questions or require additional information, please feel free to contact me.

Sincerely,

Executive Director
New Discoveries Montessori Academy

SAMPLE: Emergency Building Use Agreement

THIS AGREEMENT is made and entered by and between Schools, District # , Address , of County, Minnesota ("School District") and , Address of County, Minnesota ("Shelter Provider").

RECITALS

WHEREAS, the Shelter Provider is authorized and empowered to enter into leases and buildings use agreements; and

WHEREAS, if the School District should need to evacuate students or staff from one of its school buildings or grounds due to an emergency, the School District desires to identify a site where residents or staff may be housed until they can be released. Since the Shelter Provider has a building that could act as a temporary shelter, it is reasonable to set up an agreement outlining the terms of an emergency building use agreement; and

WHEREAS, the School District desires to enter into an agreement for the emergency use of the building for staff and students on the terms and conditions hereinafter set forth; and

WHEREAS, the Shelter Provider understands and agrees that after meeting its responsibilities to its primary usage, it will permit the School District to use its physical facilities as a shelter for students or staff in case of disaster or other emergency;

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

1. The School District shall replace or reimburse the Shelter Provider for goods or supplies that may be used in the School District's conduct of shelter activities.

2. The School District shall exercise reasonable care in the use of Shelter Provider's facilities and shall reimburse the Shelter Provider for any damage to the physical facilities directly caused by these shelter activities.

3. The Shelter Provider shall make reasonable efforts to make a building available for emergency shelter use by the School District with minimal notice.

4. This Agreement shall commence upon the date of execution by both parties. This Agreement will remain in full force and effect, but may be terminated by either party at any time upon 30-day written notice to the other.

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and agree to each and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

By:_____   Date:_____
Authorized representative/position

By:_____   Date:_____
Authorized representative/position

Additional considerations for reunification site set up:

- ❑ Designate parking areas for parents
- ❑ Determine separate entrances for students and parents if possible
- ❑ Designate holding area for students and staff—near restrooms if possible
- ❑ Put the check-in or registration close to parent entrance
- ❑ Find a separate place for counseling and medical follow-up
- ❑ Make signs for all locations and for traffic flow
- ❑ Pre-assign staff for reunification duties and locations

Reunification process

Informing parents and guardians about reunification plans at the beginning of the school year helps ease anxiety in an emergency. Reunification information should be included in the student handbook. Inform parents where to pick up their child and what they will need to properly identify themselves. Ideally, children and parents will be segregated at the site until matched through the reunification process. If this is not possible, the process could be reversed to ensure a correct match using a check-out procedure. Plans must also be made for children who are not picked up in a timely manner.

Reunification materials and supplies

The most crucial aspect of reunification is getting the right children matched with the right parents or guardians. To ensure a smooth reunification process, schools must have the most current emergency contact information. Schools may want to ask parents to update emergency information more than once a year. Plans should also be made for instances when non-authorized individuals attempt to pick up students.

Administrative Go-Kits

Emergency go-kits are portable collections of emergency supplies and information. Go-kits often come in the form of backpacks, buckets or bags on wheels that can be easily taken out of a school in case of an emergency. Supplies useful for reunification may be contained in an administrative go-kit. Consider including these items:

• Vests or hats for reunification staff

• Communication devices—for the registration area, student and parent holding sites, counselors, nurses and student services staff

• Signs—pre-made and laminated

• Masking tape, duct tape, markers, pencils, pens

• Registration forms

• Maps of facility with areas designated

Roles for community emergency responders

Successful reunification requires coordination and cooperation between schools and community emergency response agencies. Establishing clear expectations and understanding of roles for schools and community response agencies is an important part of reunification planning. While schools manage certain aspects of the reunification process, other roles including; traffic control, crowd control or medical assistance will be provided by emergency responders. Depending on the magnitude of the emergency, community response agencies may need to plan for additional response personnel or other jurisdictions to assist with reunification.

Assault

Critical Information

An assault is the intentional infliction of or attempt to inflict bodily harm upon another person. Early intervention may reduce or eliminate escalation of the incident.

When an assault occurs:
Staff

• Notify administration

• Ensure the safety of students and other staff

• Work as a team in response

• Use a calm voice and low tones in addressing the assailant

• If behavior escalates, shout "Stop!" and continue to use a calm voice

• Disperse onlookers and keep others from congregating

• Ensure first aid is rendered to all injured parties (see Medical Emergency procedures)

• Do not leave the victim alone

• Seal off area to preserve evidence for law enforcement

• Identify the assailant by name and description (e.g. clothing, height)

• If the assailant has left the building, determine direction and mode of travel

• If assailant leaves in a vehicle, provide description of the vehicle and license number

• Identify any witnesses

Building Administration

• Call 911 and notify law enforcement

• Give type and number of injuries

• Advise if assailant is still in the building or on the property

• Give name and description of the assailant

• Give direction and mode of travel (vehicle type and description)

• Consider lockdown procedures

• Notify district administration

• Notify parents or legal guardians of students involved

• Make appropriate referrals to student services or student assistance team

• Document all actions taken by staff and complete incident reports

Minnesota Statute 121A.582 Subdivision 1. Student Discipline; Reasonable force standard. (a) A teacher or school principal, in exercising the person's lawful authority, 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.

Bomb Threat

Critical Information
ALL bomb threats must be taken seriously until they are assessed. Schools are primarily responsible for assessing the threat. The decision to evacuate rests with the school, not emergency responders, UNLESS a device is located.

Upon receiving a bomb threat:

Staff
• Notify building administration

• Preserve evidence for law enforcement

o If written threat, place note in paper envelope to preserve fingerprints

o If the threat is written on a wall, photograph

o If phoned threat, document all relevant information (see Threat Incident Report Form)

• Complete Threat Incident Report Form

Administration
• Call 911 to notify law enforcement
• Assess the threat by using the Threat Assessment Procedures
• Consult with emergency responders, as time permits
• Determine credibility of threat
• Document all actions taken by staff

If the bomb threat is determined to be credible:

Administration

• Initiate appropriate Lockdown procedures

o Provide additional instructions as necessary

• Direct staff to implement scanning process for suspicious items

o Bombs may be placed anywhere on school property — inside or outside

• Document all actions taken and findings by staff

• Determine if evacuation procedures should be initiated

Staff
• Implement appropriate Lockdown procedures

• Scan classroom or assigned areas for suspicious items

• **Do not touch** any suspicious devices, packages, etc. If a device(s) is located, it should be pointed out to emergency responders

• Notify building administration of findings

If Evacuation Procedures are initiated:

Administration
• Notify staff via phone system, hardwired PA system or by messenger. Do not use cell phones,

radios or fire alarm system because of risk of activating a device

• Ensure evacuation routes and area(s) are clear of suspicious items

Staff

• Implement Evacuation procedures

• Take emergency go-kit and class roster

When responding to a bomb threat, law enforcement and first responders generally will not search a building unless requested. A bomb squad will generally not respond unless a suspicious package has been located.

Demonstration

Critical Information
Demonstrations on school property could be deemed trespassing. Minnesota State Statute 609.605 gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.

If demonstration is near, but not on school property:
Staff
• Notify building administration

Administration
• Notify and consult with law enforcement in developing a plan of action
• Notify building staff
• Encourage staff not to participate in student-led or public demonstrations and to maintain the learning environment
• Monitor situation and make decisions based on developing information
• Consider communication venues (e.g. Web site posting, email)
• Consider lockdown with warning procedures (see Lockdown procedures)

If demonstration is on school property:

Staff
• Notify building administration

Administration
• Notify and consult with law enforcement
o Identify who asks the demonstrators to leave
o Develop an action plan
• Notify building staff
• Encourage staff not to participate in student-led or public demonstrations and to maintain the learning environment
• Consider lockdown with warning procedures (see Lockdown procedures)
• Ensure safe entry into and exit from the building
• Monitor situation and make decisions based on developing information
• Consider communication venues (e.g. Web site posting, email)

Fight/Disturbance

Critical Information

Not all fights are criminal in nature. Many fights or disturbances are spontaneous behavioral situations that should not elicit a significant response from law enforcement. They should be handled by school staff and follow school district disciplinary policies and procedures.

When a fight or disturbance occurs:

Staff

• Notify building administration

• Ensure the safety of students and other staff

• Work as a team in response

o One staff member seek administration assistance

o One staff member address the disturbance

• Use a calm voice and low tones in addressing students

• If behavior escalates, shout "Stop!" and continue to use a calm voice to de-escalate the situation

• Disperse onlookers and keep others from congregating in the area

• Don't let a crowd incite participants

• Separate participants

• Ensure that first aid is rendered to all injured parties (see Medical Emergency procedures)

Administration

• Address the event according to school discipline policy and procedures

• Notify parents or legal guardians of students involved in fight

• Notify law enforcement as indicated by school policy

• Make appropriate referrals to student services or student assistance team

• Document all actions taken by staff and complete incident reports

Hazardous Materials

Critical Information

In the event of a natural or propane gas leak or odor – EVACUATE IMMEDIATELY.

In all other cases, first responders will take command of the situation and determine the steps to take regarding evacuation, shelter-in-place and ventilation systems (HVAC).

In the event of a hazardous material incident inside a school building:

Staff

• Notify building administration

• Report location and type (if known) of the hazardous material

• Move students away from the immediate danger zone

• If safe, close doors to the affected area

• If implementing Evacuation procedures

o   Take emergency go-kits and class roster

o   Take attendance and report missing, extra or injured students to building administration

• Render first aid as needed

Administration

• Call 911 and notify emergency responders

• Report location of leak or spill and type of material (if known)

• Report any students or staff missing or injured

• Develop an action plan with emergency responders (e.g. evacuation, shelter-in-place, shutdown ventilation system (HVAC)

• Move staff and students away from the immediate danger zone

• Keep staff and students from entering or congregating in danger zone

• Document all actions taken

• Report incident to Minnesota Duty Officer (800-422-0798 or 651-649-5451)

In the event of a hazardous material incident outside a school building:

Staff

• Notify building administration

• Report location and type (if known) of hazardous material

• Move students away from the immediate vicinity of the danger

• If outside, implement Reverse Evacuation procedures

Building Administration

• Monitor situation

• Consult with emergency responders

• Identify the need for evacuation

• Develop an action plan with emergency responders

• Consider implementing Shelter-in-Place procedures

• If there is an airborne release, shutdown ventilation system (HVAC)

• Notify parents or legal guardians of student reunification and release procedures

• Document all actions taken

Hostage

Critical Information

If the hostage–taker is unaware of your presence, ***Do Not Attract Attention!***

In the event of a hostage situation and you are taken hostage:

• Cooperate with the hostage-taker to the fullest extent possible

• STAY CALM, try not to panic; calm students if they are present

• Be respectful to the hostage-taker

• Ask permission to speak; do not argue or make suggestions

If you witness a hostage situation:

Staff

• Notify building administration immediately

• Keep all students in their classrooms until further notice

• Wait for further instructions

Administration

• Initiate Lockdown with Intruder procedures

• Call 911 and notify emergency responders

• If known, provide a description of the following:

o Identity and description of the individual

o Description and location of the incident

o Number of hostages

o Number of injuries

• Seal off area near hostage scene

• Students should be moved from exposed areas or classrooms to safer areas of the building

• As soon as possible, and only if it can be accomplished safely, assign a staff member to stand outside warning visitors of the danger, until law enforcement arrives

• When law enforcement arrives, they will take control of the situation

o Continue to coordinate with law enforcement for the safety and welfare of students and staff

• Document all actions taken

In planning, work with local law enforcement to identify their response methods and capabilities. At the beginning of each school year, provide them with updated building diagrams.

Intruder

Critical Information

An intruder may be either well- or ill-intentioned. Early intervention may reduce or eliminate the escalation of the incident. There is always the potential that an intruder may possess a weapon or become violent.

*When interacting with a stranger at school, use the **"I CAN"** rule.*

Intercept   **Contact**   **Ask**   **Notify**

In the event an unauthorized person enters school property (intruder):

Staff

• Politely greet the subject and identify yourself

• Consider asking another staff person to accompany you before approaching the subject

• Inform the subject that all visitors must register at the reception area

o Ask the subject the purpose of his or her visit

o If possible, attempt to identify the individual and vehicle

o Escort the subject to the reception area

• If the subject refuses or his or her purpose is not legitimate, notify building administration that there may be an intruder in the school building

o Attempt to maintain visual contact with the intruder until assistance arrives

o If possible keep students away from the intruder

o Take note of the subject name, clothing and other descriptors

o Observe the actions of the intruder (e.g. where he or she is located in the school building, whether he or she is carrying a weapon or package)

• Back away from the subject if he or she indicates a potential for violence

• Allow an avenue of escape for both the intruder and yourself

Administration

• Respond to call for assistance from staff

• Advise the subject they are trespassing and need to leave the school or law enforcement will be notified

• If the subject refuses or his or her purpose is not legitimate,

o Consider initiating Lockdown with Intruder procedures

o Call 911 and notify law enforcement

o Advise law enforcement of the intruder's location and provide a full description

o Attempt to keep the subject in full view until law enforcement arrives while maintaining a safe distance

o Provide all staff with a full description of the intruder

• Document all actions taken by staff

Minnesota State statute 609.605 subd.4 gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.

Media Procedures

Critical Information

All media inquiries must be referred to the district information officer. The school district, in coordination with community response agencies, assumes responsibility for issuing public statements during an emergency.

When communicating with the media during an emergency:

Administration

• Designate a district public information officer (PIO) to coordinate all media communications for the school and school district.

• Designate a district spokesperson. If spokesperson is unavailable an alternate assumes responsibilities.

• In partnership with all involved agencies, establish a joint information center (JIC) away from the affected area. The JIC establishes one point of contact for the media and ensures the release of coordinated messages

Public Information Officer

• Prepare and coach district spokesperson

• Coordinate with other responding agencies an area for media to shoot video footage and photographs safely and in accordance with school privacy policies and agencies protocols.

• DO NOT allow media to hinder emergency responders or be put in harm's way

• Provide regular updates and press releases and let media know when to expect the next update

• DO NOT say "No comment." It is okay to say "I don't know"

• Monitor media reports to ensure message accuracy. Provide media with any corrected information.

• Track rumors and ask the media to dispel inaccurate information

• Document all contact with media

Administration

• Notify all staff of emergency event

• Direct all media contacts to district PIO

• Relay all factual information to district PIO

• If directed by district administration, designate a site spokesperson

• Update staff throughout the emergency, review details of the emergency and dispel rumors

• Inform PIO of any media presence at the building. Request on-site assistance with media if necessary

Staff

• Direct all media contacts to district PIO

District Communication Contacts

List the district spokesperson and public information officer along with their alternates in case the primary contact is unavailable during a crisis. Consider pre-designating building or site spokespersons.

Medical Emergency

Critical Information

The role of school staff in a medical emergency is to provide care to the victim until first responders arrive. Staff should NOT provide any first aid beyond their training. Staff should comfort the victim and reassure him or her that medical attention is on the way. Before providing assistance, staff should survey the scene for additional hazards and ensure it is safe to render aid.

In the event a non-responsive or life-threatening injury or illness:

Staff

• Send for immediate help (notify health office staff or school nurse) and Call 911

• Describe injuries, number of victims and give exact location

• Notify building administration

• DO NOT move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern

• Check victim for medical alert bracelet or necklace

• Provide information to first responders

• Disperse onlookers and keep others from congregating in the area

• If possible, isolate the victim(s)

• Direct someone (e.g. staff, student) to meet and guide the first responders

• Assist emergency medical services personnel with pertinent information about the incident

• Complete an incident report and document all actions taken

Administration

• Ensure 911 was called and provide any updated information

• Secure victim(s) medical emergency profile

• Activate school emergency response team

• Ensure someone (e.g. staff, student) meets and directs first responders

o Provide any additional information about the status of the victim(s)

o Provide information from the victim(s) medical emergency profile

• If needed, assign a staff member to accompany victim(s) to the hospital

• Notify district administration

• Notify victim(s) parents, legal guardians or emergency contact

• Activate Recovery procedures as appropriate

o Conduct a debriefing

• Document all actions taken by staff

For medical emergencies related to life-threatening allergies:

• Students with life-threatening allergies should have emergency care plans completed by their parents or legal guardians and made accessible to school personnel

• Bus drivers and kitchen staff should be informed of students with known life-threatening allergies

• Encourage all employees with special health considerations to alert administration

Severe Weather

Tornado/Severe Thunderstorm/Flooding

Critical Information

Tornado shelter areas are interior hallways, interior restrooms or rooms away from exterior walls and windows and large rooms with long-span ceilings in permanent structures. Building diagrams should be posted in each classroom highlighting routes to safe areas.

Watches: Indicate conditions are right for development of a weather hazard. Watches provide advance notice.

Warnings: Indicate a hazard is imminent or the probability of occurrence is extremely high.

If a tornado or severe thunderstorm WATCH includes all or part of the district area:

Administration

• Monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio

• Activate appropriate members of the school emergency response team to be aware of potential weather changes

• Notify head custodial staff of potential utility failure

• Consider moving all persons inside building(s)

• Consider closing windows

• Review severe weather sheltering procedures and location of shelter areas

Staff

• Review "Drop and Tuck" procedures with students

If a tornado or severe thunderstorm WARNING has been issued or a tornado has been spotted near the school:

Administration

• Continue to monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio or television stations

• Activate appropriate members of the school emergency response team of a change in weather status

• Initiate Severe Weather Shelter Area procedures

• Notify parents and legal guardians according to district policy

Staff

• Initiate Severe Weather Shelter Area procedures

• Close classroom doors

• Take emergency go-kit and class roster

• Ensure students are in "tuck" positions

• Take attendance and report any missing, extra or injured students to building administration

• Remain in shelter area until an "all clear" signal is issued

• In the event of building damage, evacuate students to safer areas

• If evacuation does occur, do not re-enter the building until an "all clear" signal is issued

If flooding occurs near or at a school:

Administration

• Monitor NOAA weather radio, all-hazard or emergency alert radio stations

• Develop an action plan with local emergency management officials and transportation coordinator

• Review evacuation procedures with staff

• Notify relocation centers

• Determine an alternate relocation center if primary and secondary centers are affected

• Notify transportation resources

• If district officials and emergency responders advise evacuation, do so immediately

o Notify parents or guardians of evacuation and relocation

Staff

• Initiate Evacuation procedures as directed

• Take emergency go-kit and class roster

• Take attendance and report any missing, extra or injured students to building administration

Sexual Assault

Critical Information

Sexual assault is a crime of violence. For the victim, it is often an experience of fear, humiliation, violence and loss of control. Victims may experience a full range of emotional reactions. It is extremely beneficial for the victim to seek support regarding the assault.

Schools should address sexual assault as a crisis or emergency when:

• A rape or sexual assault occurs on campus

• A member of the victim's family or friend requests intervention

• Rumors or myths of an alleged incident are widespread and damaging

In the event of a sexual assault or notification of a sexual assault:

Staff

• Notify administration immediately

• Complete all required reports

• Maintain confidentiality during the investigation

o   Direct the individual (e.g. student or staff) not to repeat any information elsewhere in the school, especially if not the direct victim

• *Do not leave the victim alone*

• Ensure the short-term physical safety of the victim

• Notify the school nurse or student services to provide care and secure immediate medical treatment if needed

• If appropriate, preserve all physical evidence

Administration

• Maintain confidentiality during the investigation

o   If a staff person heard the report, instruct them not to repeat anything or give any information within or outside the school unless specifically told to do so

• If assault occurred on campus

o   Notify appropriate law enforcement

o   Notify local rape crisis center

• Designate a school counselor or staff member who has a positive relationship with the victim to review the types of support she or he may need

• Determine needs for peer support

• Encourage the victim to seek support from a rape crisis center

• Take action to control rumors

• Document all actions taken by staff and complete incident reports

• Store all records related to sexual assault incidents and services provided in an confidential administrative file

A sexual assault examination is an important piece of evidence in a sexual assault investigation. The exam should be performed as soon as possible to preserve quality and quantity of the evidence. A trained medical professional will perform the exam. The victim must be advised on how to protect the evidence she or he may have. The victim must be told not to douche, bathe, shower, wash or throw away the clothing she or he was wearing at the time of the sexual assault.

Shooting

Critical Information School policies should address who has the authority to initiate lockdown procedures in all schools and buildings.

If a person displays a firearm, begins shooting or shots are heard:

Staff

• Seek immediate shelter for staff and students

• Initiate Lockdown with Intruder procedures

• Notify building administration

• Provide location of the shooting, if known

• Take attendance and notify the administrator of missing students or staff as soon as the threat is removed

Administration

• Initiate Lockdown with Intruder procedures

• Call 911 and notify emergency responders

• Provide the following information, if known:

o Location of shooter(s)

o Description, identity and number of shooters

o Description of weapon(s)

o Number of shots fired

o Is shooting continuing?

o Number of injuries

• Document all actions taken by staff

• Implement Media procedures

• Implement Recovery procedures

Work with local law enforcement to identify their response methods and capabilities. Provide law enforcement updated building diagrams at the beginning of each school year.

Suicidal Threat or Attempt

Critical Information

Writing, talking or even hinting about suicide must be taken seriously. Immediate intervention is essential. Student confidentiality is superseded by the need for student safety.

In the event a staff member believes a student is a suicide risk or has attempted suicide:

Staff

• Stay with the student until assistance arrives

• Notify school administration, counselor, social worker or school psychologist

• Ensure short-term physical safety of the student, provide first aid if needed

• Listen to what the student is saying and take the threat seriously

o Assure the student of your concern

o Assure the student you will find help to keep him or her safe

o Stay calm and don't visibly react to the student's threats or comments

o Do not let the student convince you the crisis is over

o Do not take too much upon yourself. Your responsibility is limited to listening and providing support until the student can receive appropriate medical care or counseling

Administration

• Call 911 if the student needs medical attention, has a weapon, needs to be restrained or a parent or guardian cannot be reached

• Determine a course of action with social worker or other mental health professional

• Contact student's parent or guardian and make appropriate recommendations

• Do not allow the student to leave school without a parent or guardian

• Document all actions

• Follow-up and monitor to ensure student safety

• Implement Recovery procedures

School staff must exercise caution when discussing an attempted suicide or death by suicide with students. When the incident becomes public knowledge, it is best to request permission from the family to discuss it with students in order to address emotional reactions within the school community.

Suspicious Package or Mail

Chemical/Biological Threat

Critical Information

Characteristics of a suspicious package or letter include excessive postage or excessive weight; misspellings of common words; oily stains, discolorations, or odor; no return address or a city or state postmark that does not match the return address; or a package that is not anticipated by someone in the school or is not sent by a known school vendor.

If you receive a suspicious package or letter by mail or delivery service:

Staff

• DO NOT OPEN package or letter

• Notify building administration

• Limit access to the area where the suspicious letter or package is located to minimize the number of people who might directly handle it

• Preserve evidence for law enforcement

Administration

• CALL 911 and notify law enforcement

• Document all actions taken by staff

If a letter/package contains a written threat but no suspicious substance:

Staff

• Notify administration

• Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it

• Preserve evidence for law enforcement

• Complete Threat Incident Report Form

Administration

• Call 911

• Preserve evidence for law enforcement and turn the letter or package over to law enforcement

• *Document all actions taken by staff*

If a letter or package is opened and contains a suspicious substance:

Staff

• Notify administration

• Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it

• Isolate the people who have been exposed to the substance to prevent or minimize contamination

• Preserve evidence for law enforcement

• Complete Threat Incident Report Form

Administration

• Call 911

• Preserve evidence for law enforcement
• Turn the letter or package over to law enforcement
• Consult with emergency officials to determine:
o   Need for decontamination of the area and the people exposed to the substance
o   Need for evacuation or shelter-in-place
• Notify parents or legal guardians according to district policies

When sorting mail, staff should always be aware of the characteristics of a suspicious package or letter. When a suspicious package or letter has been identified, these procedures should be implemented immediately.

Terrorism

Critical Information

Terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives (Federal Bureau of Investigation).

Most terrorism events are at a national or international level. Initially, domestic or local events will be perceived as a criminal act and not immediately recognized as terrorism.

In the event of an attack within the United States:

Administration

• Monitor the situation

• Consult with local law enforcement and emergency management agencies

• Develop and implement an action plan

• Implement behavioral health crisis intervention procedures

• Notify parents or legal guardians of actions taken

o Availability of counselors

o If implementing Lockdown procedures, instruct parents not to come to the school

o If implementing Student-Release procedures, notify parents of reunification plan

• Re-evaluate action plan as new information develops

• Notify all staff

• Allow teachers to suspend regular learning programming

• Provide opportunities for students to meet with student services staff

Staff

• Inform students of the incident in an age appropriate manner

• Stay calm and address student concerns

o Limit access to media outlet (e.g. television, radio, internet)

o Answer student questions honestly

o Do not allow students to speculate or exaggerate graphic details

• Decide whether or to temporarily suspend regular learning programming adjusting lesson plans to include discussion and activities about the event

• Monitor student behaviors and reactions and make referrals to appropriate student services staff

It is important to restore the learning environment as soon as possible, maintaining structure and stability throughout the school day. Try to engage in classroom activities that do not focus solely on the attacks. Children are comforted by normal routines and "back-to-normal" activities will help and reassure them.

Threat
Critical Information

A threat is the expression of intent to harm one's self, another person or property. A threat can be spoken, written, or symbolic (e.g. a gesture). A threat can be direct, indirect, veiled or conditional. A threat may be a crime. All threats must be taken seriously and evaluated to address imminent danger and determine course of action.

In the event of IMMEDIATE danger:

Staff

• Take immediate action to secure or isolate the individual making the threat

• Prevent access to potential weapons

• Prevent access to the individual's backpack, purse, locker, cell phone or other personal property that may contain a weapon

• Take immediate action to move others from harm's way (in the immediate vicinity of the incident)

• Notify administration

Administration

• Initiate Lockdown with Intruder procedures

• CALL 911

• Document the incident

If threat is identified but there is no immediate risk:

Staff

• Complete a Threat Incident Report Form

• Notify building administration and student services staff

• Maintain confidentiality

Building Administration

• Convene the appropriate staff to evaluate the threat (e.g. Threat Assessment Teams or Student Assistance Teams). Use Threat Assessment guidance to determine threat credibility

• Notify law enforcement, if appropriate

• Conduct search of school and personal property, if needed

• Interview the individual posing a threat

• Develop an action plan

• Contact parents or legal guardians

• Inform them of the situation, any concerns and course of action

• Obtain permission to exchange information between agencies

• Document any referrals, actions taken and decisions made

• Implement Recovery procedures

Threat Incident Report Form

All Threats
Date: Time: Location:

Recorded by:

Means of threat: ❑Phone   ❑Written   ❑Face-To-Face   ❑Suspicious Package

Students involved:

Staff involved:

Phone Threat
Phone number shown on the caller ID:
Exact words of the threat:

Critical questions for caller:
Where is the bomb, chemical or other hazard?

What does it look like?

What kind of bomb or hazard is it?

When is it going to explode or be activated?

What will cause it to explode or be activated?

Did you place the bomb or hazard?   ❑Yes ❑No
Who did?

Why did you place the bomb or hazard?

What is your name?

Where are you calling from?

What is your address?

Caller's voice *(circle all that apply)*

Calm	Stressed	Deep	Crying	Squeaky	Incoherent	Normal
Stutter	Disguised	Nasal	Loud	Raspy	Broken	Young
Giggling	Slow	Lisp	Soft	Slurred	Rapid	Middle
Laughter	Distinct	Sincere	Angry	Drunken	Excited	Old

Accent:
Is the voice familiar? ❑   Yes ❑   No   Who does it sound like?

Background noises *(circle all that apply)*

Voices	Airplanes	Street Noises	Vehicles	Music
Clear	Static	Animals	Trains	Factory Machines
Horns	House Noises	Party	Quiet	
Motor	Phone Booth	PA System	Bells	Other

Written Threat

Describe:

Where found?
Unusual markings:
Documentation and reporting trail:

Face-To-Face Threat

Who made the threat?
Exact words:

To whom was the threat directed?
Documentation and reporting trail:

Suspicious Package

Describe:

Where found?
Unusual markings:
Documentation and reporting trail:

Weapons

Critical Information Student access to weapons creates significant risk within a school environment. Early intervention may reduce or eliminate escalation of the incident**.**

If you are aware of a weapon on school property:

Staff

• Notify administration immediately and provide the following information:

o Location, identity and description of the individual

o Description and location of weapon(s)

o Whether the individual has threatened him or herself or anyone else

• Limit information to staff and students on a need to know basis

• Stay calm and do not call attention to the weapon

Administration

• Call 911 to report that a weapon is in school

o Provide location, identity and description of the individual

o Provide description and location of weapons

• Develop an action plan for response

o If the weapon is located on an individual, isolate the individual

o If the weapon is in a locker or in a backpack, prevent access to that area

• Determine whether to initiate Lockdown, Evacuation or other procedures

• Conduct weapon search, if needed

• DO NOT approach the individual alone. Consider these factors:

o Need for assistance from law enforcement

o Best time and location to approach individual

o Description, location and accessibility of weapon(s)

o Safety of persons in the area

o State of mind of the individual

• If the individual displays or threatens with the weapon(s):

o DO NOT try to disarm him or her

o Avoid sudden moves or gestures

o Use a calm, clear voice

o Instruct the individual to place the weapon down

o Use the individual's name while talking to them

o Allow for escape routes. Back away with your hands up

• If the individual is a student, notify parent or guardian

• Document all actions taken by staff

• File report according to school policy

Staff members should be familiar with definitions of weapons within their school's policies.

903P   VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I.   PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II.   GENERAL STATEMENT OF POLICY

A.   New Discoveries Montessori Academy board of directors encourages interest on the part of parents and community members in school programs and student activities. The board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

B.   The board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or the employee working environment.

III.   RESPONSIBILITY

A.   New Discoveries Montessori Academy administration shall present recommended visitor procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.

B.   It shall be the responsibility of the board appointed administrator to provide coordination that may be needed throughout the process and provide for periodic school board review and approval of the procedures.

IV.   VISITOR LIMITATIONS

A.   An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

B.   Visitors are authorized to park vehicles on school property at times and in locations specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:

      1.   move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or

      2.   if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.

C.   An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the Board appointed administrator or a person designated by the Board appointed administrator in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

790P   REPORTING GRANTS TO THE BOARD OF DIRECTORS

I.   PURPOSE

The purpose of this policy is to provide clarity on the Board of Directors' approval and Administrative development of grant submission, content, and budget.

II.   GENERAL DEFINITION OF RESPONSIBILITY

Administrative Function: Recognize opportunity to add value to the NDMA Vision with grant opportunities. All grant consideration must establish a meaningful relevancy to one or more of NDMA core values. If it fits the criteria of organizational core values, the grant application can proceed by following the process described in section III with the primary emphasis placed on effective communication with intent, strategy, and outcomes with the Board.

Board of Director's Function: The Board of Directors, with administrative input, should use the strategic planning process to identify areas where grants might be used effectively in the strategic focus for the time period of the plan. The Board should also be accountable to follow the process described in Section III.

III.   PROCESS FOR GRANT APPLICATION AND IMPLEMENTATION FOR GRANTS IN EXCESS OF $10~~0~~,000

1-If a grant application in excess of $10~~0~~,000 is being considered by NDMA administration, the lead administrator will bring the request for application submission to the Board of Directors for approval with a description of purpose, justification of need, amount, timeline, and intended outcomes.

2-Following grant submission approval, administration will proceed to develop the grant application keeping the Board of Directors updated on its progress and reporting to the board deviations from the original Board-approved description of the grant.

~~3-As soon as possible after the grant is written and ready for submission, the lead administrator will send an electronic copy to each Board member or post it on the administrative website with an alert to each Board member of the posting.~~

~~4-If the grant is complex, the administrator will also prepare a brief description covering the updated information described in #1 of this section.~~

~~5-When the grant application is complete and ready for submission, the administration will obtain two Board signatures (Preferably Board chairperson and treasurer) before submission.~~

6-If the grant coincides with the fiscal year budget preparation and supplements operational formation of staffing, the grant budget will be a part of the Board of Director's approval of the

final budget.

7-Final Board of Director's approval will be necessary after the grant has been approved, with a budget, by the funding entity. In compliance with NDMA Policy 701, this approval must be completed prior to any expenditure of the grant allocation.

~~8-Any amendments required will be subject to the process described in #1 through #7 above.~~

9-Administration will maintain communications with the Board during the time-period of the grant implementation by reporting outcomes, budget status, and areas of concern/improvement.

10-Any follow-up outcome or compliance reports to the funding entity will be reported to the Board in summary and the content available if any Board member requests a copy.

11-State and/or federal grants offered to all schools do not need approval of the Board of Directors prior to application; however the lead administrator will inform the Board of Directors of the submission and approval status along with a description of purpose, amount, timeline, and intended outcomes of the grant.

IV.   PROCESS FOR GRANT APPLICATION AND IMPLEMENTATION FOR GRANTS $100,000 OR LESS

1-If a grant application of $100,000 or less is being considered by NDMA administration or staff, the lead administrator will inform the Board of Directors of the application submission and approval status along with a description of purpose, justification of need, amount, timeline, and intended outcomes prior to acceptance of the grant.

New Discoveries Montessori Academy
Multi-Year Budget Projection Model
May 8, 2023

	2021-2022 Audited Actual	Board Approved 06.20.22 2022-2023 Original Budget	2022-2023 Working Budget	Budget Projections 2023-2024	2024-2025	2025-2026
Surplus (Deficit)	(203,889)	53,213	208,958	54,590	58,782	30,623
Enrollment Projections	214	215	213	215	215	215
Number of Students in Pre Kindergarten (Non Voluntary Pre-K Program., Non EC Dis	8	4	7	8	8	8
Number Students Voluntary Pre Kindergarten Program	3	4	4	4	4	4
Number Students Grade K - All Day, Every Day Program	12	11	23	23	23	23
Number Students Grade K (Handicapped)	18	13	6	7	7	7
Number Students Grade 1	28	18	25	25	25	25
Number Students Grade 2	26	27	27	26	26	26
Number Students Grade 3	23	26	24	24	24	24
Number Students Grade 4	25	23	19	19	19	19
Number Students Grade 5	24	25	26	26	26	26
Number Students Grade 6	23	24	19	19	19	19
Number Students Grade 7	17	22	19	19	19	19
Number Students Grade 8	8	18	15	15	15	15
Enrollment totals by state pupil unit weighting category						
Number of Students Voluntary Pre Kindergarten Program	3	4	4	4	4	4
Number of Students in EC Program	8	4	7	8	8	8
Number of Students Grade K - All Day, Every Day Program	12	11	23	23	23	23
Number Students Grade K (Handicapped)	18	13	6	7	7	7
Total Number of Students Grades 1-3	77	71	76	75	75	75
Total Number of Students Grades 4-6	72	73	63	64	64	64
Total Number of Students Grades 7-12	25	39	34	34	34	34
Total Number of Students in Average Daily Membership (ADMs)	214	215	213	215	215	215
Total Number of Current Year Pupil Units for State Aid Funding	219	223	219	222	222	222

New Discoveries Montessori Academy
Multi-Year Budget Projection Model
May 8, 2023

		2021-2022 Audited Actual	Board Approved 06.20.22 2022-2023 Original Budget	2022-2023 Working Budget	Budget Projections 2023-2024	2024-2025	2025-2026
Surplus (Deficit)		(203,889)	53,213	208,958	54,590	58,782	30,623

State Revenue Assumptions and Calculation							
General Education Revenue							
State Averages Per Pupil Unit			$6,863	$6,863	$7,138	$7,281	$7,427
Inflation Rate Assumption - Basic only			2.0%	2.0%	4.0%	2.0%	2.0%
Basic Excluding Transportation			$6,543.18	$6,543.18	$6,805.37	$6,941.71	$7,080.90
Gifted and Talented			13.00	13.00	13.00	13.00	13.00
Sparsity			31.13	32.73	31.13	31.13	31.13
Operating Capital			226.69	226.64	226.69	226.69	226.69
Equity			116.46	115.15	116.46	116.46	116.46
Referendum			198.33	198.33	198.33	198.33	198.33
Transportation Sparsity			116.35	120.36	116.35	116.35	116.35
Transportation			319.82	319.82	332.63	339.29	346.10
Total Per Pupil Unit State Revenue			7,564.96	7,569.21	7,839.96	7,982.96	8,128.96
Total General Education State Revenue			1,684,596	1,660,336	1,738,778	1,770,493	1,802,873

Compensatory Revenue			0.4523	0.4523	0.6982	0.6982	0.6982
A: 'Number of Students prior yr. (current year for 1st year)			220	220	217	215	215
B: Number of Free Lunch Students prior yr. (or current year for 1st yr.)			86	86	140	139	139
C: Number of Reduced Lunch Students prior yr. (current yr. For 1sr yr.)			27	27	23	23	23
D: Adjusted Counts = 100% Free, 50% Reduced - (A)			99.50	99.50	151.50	150.06	150.06
E: Concentration Portion			0.4523	0.4523	0.6982	0.6982	0.6982
F: Concentration Factor (lessor of 1 or Conc. portion/.8)			0.5653	0.5653	0.8727	0.8727	0.8727
G: PU = .6 * D * F			33.75	33.75	79.33	78.57	78.57
H: Initial Revenue			203,315	203,315	477,872	506,180	517,652
I: Short Year Factor			1	1	1	1	1
Rounding adjustment			(5)	(5)	0	0	0
Calculated Compensatory State Revenue ((A) x (B))			203,310	203,310	477,872	506,180	517,652

New Discoveries Montessori Academy Multi-Year Budget Projection Model May 8, 2023						
Surplus (Deficit)	(203,889)	53,213	208,958	54,590	58,782	30,623

		Board Approved 06.20.22		Budget Projections		
	2021-2022 Audited Actual	2022-2023 Original Budget	2022-2023 Working Budget	2023-2024	2024-2025	2025-2026
Building Lease Aid						
Eligible Annual Lease Cost		444,000	444,000	444,000	444,000	444,000
Aid at $1,314 per pupil unit as per state cap		292,607	288,231	291,424	291,424	291,424
Aid at 90% of Lease		399,600	399,600	399,600	399,600	399,600
90% of lease payment - per pupil unit		1,794	1,822	1,802	1,802	1,802
Lessor of per pupil unit aid or 90% of lease payment		292,607	288,231	291,424	291,424	291,424
Estimated Proration of Lease Aid Revenue		100.0%	100.0%	100.0%	100.0%	100.0%
Total Prorated Building Lease Aid Revenue		292,607	288,231	291,424	291,424	291,424
Lease Aid Revenue per pupil unit (before proration)		1,314	1,314	1,314	1,314	1,314

Building Lease Aid Analyticals:						
Lease Aid Revenue that would need to be generated to cover expense at 90% of Lease Cost. Maximum per Statute is $1,314 per pupil unit.		1,794	1,822	1,802	1,802	1,802
How many more pupil units would we need to maximize lease aid?		81	85	82	82	82

Long-Term Facilities Maintenance Revenue						
Revenue per Adjusted Pupil Unit		132.00	132.00	132.00	132.00	132.00
Proration Factor		1.00	1.00	1.00	1.00	1.00
Total Long-Term Facilities Maintenance Revenue		29,394	28,955	29,275	29,275	29,275

Special Education Revenue						
Eligible State Special Education Expenses - Current Year		3,124,356	2,071,318	2,123,073	2,175,560	2,229,898
Eligible State Special Education Expenditures - PY Transportation			1,298,000	1,300,000	1,340,469	1,367,278
Estimated Rate of Return for SPED Costs		95%	95%	95%	95%	95%
Estimated Proration Factor		100%	100%	100%	100%	100%
Special Education Appeal Revenue		0%	37,605	0%	0%	0%
State Special Education Aid		2,968,138	3,303,357	3,316,919	3,407,251	3,485,681

English Learner State Aid						
Prior Year English Learner Eligible ADM		0.00	0.00	0.00	0.00	0.00
Current Year English Learner Eligible ADM		0.00	1.00	1.00	1.00	1.00
ADM Served		214.79	212.62	214.94	214.94	214.94
Adjusted English Learner ADM		0.00	1.00	1.00	1.00	1.00
English Learner Marginal Cost Pupils		0	20	20	20	20
English Learner Revenue		0	14,080	14,080	14,080	14,080
Concentration Portion		0.0000	0.0047	0.0047	0.0047	0.0047
Contraction Factor		0.0000	0.0409	0.0405	0.0405	0.0405
English Learner Pupil Units		0.00	0.04	0.04	0.04	0.04
English Learner Concentration Revenue		0	10	10	10	10
Total English Learner Aid		0	14,090	14,090	14,090	14,090

New Discoveries Montessori Academy
Multi-Year Budget Projection Model
May 8, 2023

Surplus (Deficit)	*(203,889)*	*53,213*	*208,958*	*54,590*	*58,782*	*30,623*

		Board Approved 06.20.22		Budget Projections		
		2022-2023 Original	2022-2023 Working			
	2021-2022 Audited Actual	Budget	Budget	2023-2024	2024-2025	2025-2026

Budget Projections

Revenue Summary and Projections

State Aids

General Education Revenue

General Education Revenue	1,653,666	1,684,596	1,674,426	1,738,778	1,770,493	1,802,873
English Learner Aid	0	0	14,090	14,090	14,090	14,090
Compensatory Revenue	199,755	203,310	203,310	477,872	506,180	517,652
General Education Revenue Subtotal	**1,853,421**	**1,887,906**	**1,891,826**	**2,230,740**	**2,290,763**	**2,334,615**

Categorical Revenues

Q Comp	52,805	52,805	56,324	56,341	56,114	56,114
Literacy Aid	12,385	14,129	14,129	14,129	14,129	14,129
Building Lease Aid	287,858	292,607	288,231	291,424	291,424	291,424
Long-Term Facilities Maintenance Revenue	28,917	29,394	28,955	29,275	29,275	29,275
Endowment Fund Aid	9,104	9,180	10,317	9,180	9,180	9,180
Special Education Aid	2,917,322	2,968,138	3,303,357	3,316,919	3,407,251	3,485,681
Medical Assistance 3rd Party Billing Revenue	15,127	15,608	15,450	15,619	15,619	15,619
Pension Adjustment Revenue	12,439	15,513	15,513	15,513	15,513	15,513
Prior Year Under (Over) Accruals	7,278	0	115,000	0	0	0
Total State Aids	**5,196,656**	**5,285,281**	**5,739,103**	**5,979,141**	**6,129,268**	**6,251,551**

Other Revenue

Employee Retention Credit	0	0	0	0	0	0
Federal Title Programs - Title I	68,175	61,502	102,680	105,848	107,965	110,125
Federal Title Programs - Title II	5,961	8,899	10,624	10,955	11,174	11,398
Federal ESSER and GEER Funding	315,333	387,644	377,386	0	0	0
Federal Emergency Connectivity Fund	73,000	0	0	0	0	0
Federal Special Ed - Finance 419 Regular	53,391	46,002	46,002	47,434	48,382	49,350
Federal Special Ed - Finance 420	3,552	0	0	0	0	0
Federal Special Ed - Finance 425 CEIS	10,049	7,512	7,552	7,787	7,943	8,102
Federal REAP Grant	21,020	20,000	26,968	20,000	20,000	20,000

Other Local Revenues

Fees Collected	4,953	4,497	4,452	4,500	4,500	4,500
Field Trip Fees Collected	15,305	8,884	15,000	10,000	10,000	10,000
Interest Earned	230	502	250	253	253	253
Rental of Facilities	1,240	700	350	354	354	354
Gifts and Donations	5,337	10,000	5,000	10,000	10,000	10,000
eRate Reimbursements	7,420	4,716	4,669	4,720	4,720	4,720
Other Local Revenues	2,400	19,601	3,750	3,791	3,791	3,791
Sales of Materials Purchased for Resale	1,354	1,326	1,500	1,516	1,516	1,516

New Discoveries Montessori Academy
Multi-Year Budget Projection Model
May 8, 2023

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			Board Approved 06.20.22		Budget Projections		
		2021-2022 Audited Actual	2022-2023 Original Budget	2022-2023 Working Budget	2023-2024	2024-2025	2025-2026
Food Service Program Revenue							
State Revenues		4,558	4,747	4,464	4,798	4,846	4,894
Federal Revenues		233,490	211,227	198,638	213,488	215,623	217,779
USDA Commodities Received		11,428	8,628	8,540	8,634	8,634	8,634
Sales of Lunches, Breakfasts, and Milk		6,596	4,874	4,825	4,878	4,878	4,878
Catering Sales		0	7,000	13,929	7,005	7,005	7,005
Transfer from General Fund		0	9,257	20,905	19,365	22,826	26,379
Community Services Program Revenues							
Childrens House Program Fees		310	2,000	2,000	2,000	2,000	2,000
Tuition Payments from State		13,080	18,000	18,000	18,000	18,000	18,000
Total Other Revenue		858,182	847,519	877,484	505,325	514,410	523,676
Total Revenues		6,054,838	6,132,800	6,616,586	6,484,466	6,643,678	6,775,227
	Verification	*6,054,838*	*6,132,800*	*6,616,586*	*6,484,466*	*6,643,678*	*6,775,227*
	Per Audit	*6,054,838*					
	Variance	*0*					

New Discoveries Montessori Academy
Multi-Year Budget Projection Model
May 8, 2023

	Surplus (Deficit)	(203,889)	53,213	208,958	54,590	58,782	30,623

			Board Approved 06.20.22		Budget Projections		
		2021-2022 Audited Actual	2022-2023 Original Budget	2022-2023 Working Budget	2023-2024	2024-2025	2025-2026

Expenditure Calculations

Inflation Calculations

	2021-2022 Audited Actual	2022-2023 Original Budget	2022-2023 Working Budget	2023-2024	2024-2025	2025-2026
Cost of Step Increases		10,500	10,500	10,500	10,500	10,500
Salaries and Wages Increases		2.0%	2.0%	2.0%	2.0%	2.0%
Health and Dental Insurance		8.0%	8.0%	8.0%	8.0%	8.0%
Base Year Health and Dental Insurance Costs - General Education		$83,378	$83,378	$90,048	$97,252	$105,032
Base Year Health and Dental Insurance Costs - Special Education		$107,438	$107,438	$116,033	$125,316	$135,341
Other costs		2.0%	2.0%	2.0%	2.0%	2.0%
Property, Liability, Workers Compensation Insurance Increase		5.0%	5.0%	5.0%	5.0%	5.0%
Budgets also increased based on change in projected enrollment each year						

Budget Calculations

General Fund

	2021-2022 Audited Actual	2022-2023 Original Budget	2022-2023 Working Budget	2023-2024	2024-2025	2025-2026
100 Salaries	957,294	945,214	782,232	993,304	1,023,670	1,054,644
100 Salaries Contingency	0	25,000	0	0	0	0
100 Cost of Lane Increases	0	10,500	0	10,500	10,500	10,500
100 Salaries Allocated to ESSER II	0	(150,000)	0	0	0	0
200 Benefits	268,203	232,957	227,892	329,471	347,324	366,235
305 Contracted Services	114,040	101,668	133,547	136,218	138,942	141,721
306 Contracted Grounds Services	7,939	8,224	8,224	8,389	8,557	8,728
308 Advertising Fees	4,248	4,925	4,925	5,023	5,124	5,226
320 Communications Services	14,869	23,929	17,500	17,850	18,207	18,571
329 Postage	1,501	1,384	1,370	1,413	1,441	1,470
330 Utilities Cost	52,853	60,160	59,542	61,396	62,624	63,876
331 Refuse Removal Services	6,535	5,146	7,500	7,733	7,888	8,046
340 Property and Liability Insurance	24,673	24,856	24,605	22,128	22,128	22,128
350 Repairs and Maintenance	17,343	20,383	26,000	26,809	27,346	27,892
360 Contracted Transportation	202,374	190,000	200,000	206,000	212,180	218,545
366 Travel, conferences and staff training	17,638	6,853	20,500	21,138	21,561	21,992
369 Field Trips and Other Student Fees	13,925	14,236	15,000	15,467	15,776	16,092

New Discoveries Montessori Academy
Multi-Year Budget Projection Model
May 8, 2023

	Surplus (Deficit)	(203,889)	53,213	208,958	54,590	58,782	30,623

		Board Approved 06.20.22		Budget Projections		
	2021-2022 Audited Actual	2022-2023 Original Budget	2022-2023 Working Budget	2023-2024	2024-2025	2025-2026
Building Lease						
Principal and Interest on Building Purchase Loan (effective 4/1/2018)	393,113	393,113	393,113	393,113	393,113	393,113
Capital Repair and Replacement Fund	31,711	31,711	31,711	31,711	31,711	31,711
Building Company Operatng Costs (Accounting, Audit, Building Insurance, etc.)	19,176	19,176	19,176	19,176	19,176	19,176
Leasehold Improvements Lease	0	0	0	0	0	0
Total Building Lease Cost	444,000	444,000	444,000	444,000	444,000	444,000
370 Other Rentals and Operating Leases	0	358	354	365	373	380
380 Computer and Tech Related Hardware Rentals	4,862	5,138	5,086	5,245	5,350	5,457
376 Licensed Nursing Services	9,893	4,188	7,500	7,733	7,888	8,046
389 Staff Tuition Reimbursements	1,013	1,529	1,514	1,561	1,592	1,624
390 Educational Payments to MN School Districts	1,927	2,039	2,018	2,081	2,123	2,165
401 Supplies - Non Instructional	50,306	38,785	50,000	51,556	52,588	53,639
405 Non Instructional Software and License Fees	24,989	31,172	25,172	12,425	12,425	12,425
406 Instructional Software Licences and Fees	17,382	0	6,025	0	0	0
430 Instructional Supplies	15,371	13,761	10,000	10,311	10,518	10,728
440 Fuels	234	429	750	773	789	805
455 Non-Instructional Technology Supplies	534	551	545	562	574	585
456 Instructional Technology Supplies	2,647	2,141	1,250	1,289	1,315	1,341
460 Textbooks and Workbooks	0	5,097	1,000	1,031	1,052	1,073
461 Standardized Tests	2,725	3,392	2,831	2,919	2,978	3,037
466 Instructional Technology Devices	73,000	0	15,000	0	0	0
470 Media Resources	1,222	790	1,150	1,186	1,210	1,234
490 Food Purchased (not for Food Service)	6,039	3,568	3,532	3,642	3,714	3,789
510 Site Improvements	0	1,564	500	516	526	536
520 Building Improvements	0	3,494	1,000	1,020	1,040	1,061
530 Other Equipment Purchased	15,041	1,000	3,775	3,851	3,928	4,006
556 Instructional Technology Equipment	6,570	3,000	9,050	9,231	9,416	9,604
740 Interest on Line of Credit	22,696	20,000	20,000	20,000	20,000	20,000
820 Dues and memberships	30,421	37,250	32,000	32,640	33,293	33,959
Authorizer Fee	0	12,250	12,250	12,495	12,745	13,000
Other Dues / Membership Fees	0	25,000	19,750	20,145	20,548	20,959
Transfer to Food Service Fund	0	9,257	20,905	19,365	22,826	26,379
895 Indirect Costs	(5,231)	0	0	0	0	0
Total General Education Expenditures	2,429,068	2,157,938	2,193,796	2,496,143	2,562,782	2,631,539

New Discoveries Montessori Academy
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	Surplus (Deficit)	(203,889)	53,213	208,958	54,590	58,782	30,623

	2021-2022 Audited Actual	Board Approved 06.20.22 2022-2023 Original Budget	2022-2023 Working Budget	Budget Projections 2023-2024	2024-2025	2025-2026
REAP Grant						
100 Salaries	0	0	23,142	15,000	15,000	15,000
200 Benefits	0	0	3,826	5,000	5,000	5,000
556 Technology Equipment	21,020	20,000	0	0	0	0
Total REAP Grant	21,020	20,000	26,968	20,000	20,000	20,000
Title Program - Title I						
100 Salaries	56,889	57,401	76,596	78,981	80,560	82,171
200 Benefits	11,286	1,566	23,550	24,283	24,769	25,264
401 Supplies - Non Instructional	0	973	973	992	1,012	1,032
430 Instructional Supplies	0	1,561	1,561	1,592	1,624	1,657
895 Indirect Costs	0	0	0	0	0	0
Total Title I Expenditures	68,175	61,502	102,680	105,848	107,965	110,125
Title Programs - Title II						
303 Federal Contracted Services < $25,000	5,540	8,616	10,124	10,440	10,648	10,861
401 Supplies - Non Instructional	421	283	500	516	526	536
Total Title II Expenditures	5,961	8,899	10,624	10,955	11,174	11,398
Federal ESSER and GEER Funding						
100 Salaries	123,469	150,000	299,927	0	0	0
200 Benefits	21,311	45,000	77,459	0	0	0
303 Purchased Services	40,081	0	0	0	0	0
401 Non-Instructional Supplies	43,050	0	0	0	0	0
456 Instructional Technology Supplies	17,133	0	0	0	0	0
556 Technology	17,257	0	0	0	0	0
548 Vehicles Purchased	39,522	0	0	0	0	0
899 Current Placeholder for Funding	0	192,644	0	0	0	0
Total Federal ESSER and GEER Funding	301,823	387,644	377,386	0	0	0
State Special Education						
100 Salaries	1,442,637	1,423,639	1,636,247	1,668,972	1,702,352	1,736,399
200 Benefits	351,253	332,592	341,115	357,220	374,390	392,705
360 Contracted Transportation	1,298,540	1,274,169	1,300,000	1,340,469	1,367,278	1,394,624
366 Travel, conferences and staff training	456	664	664	685	699	713
394 Special Education Fees for Services	21,036	83,053	83,053	85,638	87,351	89,098
396 Reimb. Salaries from Another School District	645	3,857	3,857	3,977	4,057	4,138
397 Reimb. Benefits from Another School District	219	825	825	851	868	885
433 Individualized Instructional Materials	1,063	0	0	0	0	0
533 Student Equipment	0	5,556	5,556	5,729	5,843	5,960
Total State Special Education	3,115,849	3,124,356	3,371,318	3,463,541	3,542,838	3,624,522

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Multi-Year Budget Projection Model
May 8, 2023

	2021-2022 Audited Actual	2022-2023 Original Budget (Board Approved 06.20.22)	2022-2023 Working Budget	2023-2024	2024-2025	2025-2026
Surplus (Deficit)	*(203,889)*	*53,213*	*208,958*	*54,590*	*58,782*	*30,623*
				Budget Projections		
Federal Special Education - Finance 419						
200 Benefits	29,521	0	0	0	0	0
303 Federal Contracted Services < $25,000	15,000	15,310	15,310	15,787	16,103	16,425
366 Travel, conferences and staff training	1,267	2,552	2,552	2,631	2,684	2,737
401 Supplies - Non Instructional	298	3,067	3,067	3,162	3,226	3,290
405 Non Instructional Software and License Fees	1,677	1,561	1,561	1,610	1,642	1,675
433 Individualized Instructional Materials	5,628	20,956	20,956	21,608	22,040	22,481
456 Instructional Technology Supplies	0	2,556	2,556	2,635	2,688	2,742
Total Federal Special Education - Finance 419	53,391	46,002	46,002	47,434	48,382	49,350
Federal Special Education - Finance 420						
100 Salaries	3,552	0	0	0	0	0
Total Federal Special Education - Finance 420	3,552	0	0	0	0	0
Federal Special Education - Finance 425						
100 Salaries	10,255	5,946	5,980	6,166	6,289	6,415
200 Benefits	1,821	1,566	1,572	1,621	1,654	1,687
Total Federal Special Education - Finance 425	12,076	7,512	7,552	7,787	7,943	8,102
Food Service Program Expenses						
Salaries and Wages	62,531	92,843	94,920	96,819	98,755	100,730
Benefits	13,345	24,311	27,802	28,358	28,926	29,504
Purchased Services	2,309	6,582	6,582	7,194	7,819	8,457
Supplies and Materials	143,584	114,738	114,738	118,310	120,676	123,090
Federal Commodities Used	11,428	5,742	5,742	5,921	6,039	6,160
Dues, Memberships, Other Fees	1,225	1,517	1,517	1,565	1,596	1,628
Total Food Service Program Expenditures	234,422	245,733	251,302	258,167	263,811	269,569
Community Service Program Expenses						
Salaries and Wages	13,390	15,432	15,432	15,136	15,136	15,136
Benefits	0	2,505	2,505	2,801	2,801	2,801
Supplies and Materials	0	2,063	2,063	2,063	2,063	2,063
Total Community Service Program Expenditures	13,390	20,000	20,000	20,000	20,000	20,000
Total Expenditures	6,258,727	6,079,587	6,407,628	6,429,876	6,584,895	6,744,603
Verification	*6,258,736*	*6,079,587*	*6,407,628*	*6,429,876*	*6,584,895*	*6,744,603*
Annual Surplus (Deficit)	(203,889)	53,213	208,958	54,590	58,782	30,623
Per Audit	*6,258,727*					
Variance	*(0)*					
Beginning Fund Balance	374,907	171,018	170,225	379,183	433,773	492,556
Ending Fund Balance	171,018	224,231	379,183	433,773	492,556	523,179
Per Audit						
Variance						

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
Multi-Year Budget Projection Model
May 8, 2023

	2021-2022 Audited Actual	Board Approved 06.20.22 2022-2023 Original Budget	2022-2023 Working Budget	2023-2024	2024-2025	2025-2026
Surplus (Deficit)	*(203,889)*	*53,213*	*208,958*	*54,590*	*58,782*	*30,623*

			Budget Projections		

	2021-2022 Audited Actual	2022-2023 Original Budget	2022-2023 Working Budget	2023-2024	2024-2025	2025-2026
Beginning Fund Balance - General Fund - Unassigned	235,942	28,522	28,522	236,688	291,278	350,061
Beginning Fund Balance - General Fund - Nonspendable	68,228	50,109	50,109	50,109	50,109	50,109
Beginning Fund Balance - General Fund - Medical Assistance	2,662	2,662	2,662	2,662	2,662	2,662
Beginning Fund Balance - General Fund - Committed	5,185	5,185	5,185	5,185	5,185	5,185
Current Year Activity - General Fund - Unassigned	(207,420)	53,213	208,166	54,590	58,783	30,624
Current Year Activity - General Fund - Nonspendable	(18,119)	0	0	0	0	0
Ending Balance - General Fund	86,478	139,691	294,644	349,234	408,017	438,640
Beginning Fund Balance - Food Service	47,140	68,790	68,790	68,790	68,790	68,790
Current Year Activity - Food Service	21,650	0	0	0	0	0
Ending Balance - Food Service	68,790	68,790	68,790	68,790	68,790	68,790
Beginning Fund Balance - Community Service Fund	15,750	15,750	15,750	15,750	15,749	15,749
Current Year Activity - Community Service Fund	0	(0)	(0)	(0)	(0)	(0)
Ending Balance - Community Service Fund	15,750	15,750	15,750	15,749	15,749	15,749
Beginning Balance - All Funds	298,832	171,018	171,018	379,184	433,774	492,556
Current Year Activity - All Funds	(185,770)	53,213	208,165	54,590	58,782	30,623
Ending Fund Balance - All Funds	171,018	224,231	379,184	433,774	492,556	523,179
Check	0	(0)	0	0	0	0
Fund Balance Percentage of Annual Total Expenditures	2.7%	8.0%	5.9%	6.7%	7.5%	7.8%
Debt Coverage Ratio Analysis	0.67	1.30	1.66	1.27	1.28	1.21