



New Discoveries

Montessori Academy

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

Official Board Meeting Agenda

Tuesday, June 20, 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 May 23, 2023 Meeting
 - b. Submitted Committee Reports
 - i. Financial Committee met on June 20, 2023
6. Financial Reports
 - a. May 2023 financial report
 - b. Approve May 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
 1. Sounding Board: Conflicts of Interest
 2. Receive NDMA Q-Comp Report
8. Unfinished Business
 - a. Second reading and approve 790P Reporting Grants to Board Policy
9. New Business
 - a. Review and Approve Work Contract for Kirsten Kinzler
 - b. Review and Approve Leave of Absence for Catherine Frisbie
10. Upcoming Meetings/Events/Announcements
 - a. Next board meeting, July 17, 2023 –5:30 p.m. (Find alternative date?)
 - b. Finance Committee Meeting, July , 2023 – 11:45 a.m.
 - c. Policy/Governance Committee Meeting, July , 2023 – 12:30 p.m.
 - d. Facilities Committee Meeting, tbd
 - e. Administrative Review Committee, tbd
11. Adjournment



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Official Board of Directors

Meeting Minutes DRAFT

Tuesday, May 23, 2023 – 5:30 p.m.

on site at NDMA and Electronically via Zoom (Contact tara.erickson@newdiscoveries.org for full board packet or Zoom link information)

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 5:30 p.m.

Voting members present: Meytal Stancek, Shari Colvin, Tim Dezelske, Spencer Kangas, Chris La Plante, Deanna Boettcher, Patti Hoerner.

Absent: Patrick Selchert.

Non-voting member present: Kirsten Kinzler, Director

Tara Erickson, Recorder

Dustin Reeves, Business Manager - absent

2. Guests: Xander P., Kieran K., Jennie Asher, Danielle M., Tiffany K. all a part of the E1 Birch classroom.
3. Spotlight Report – students and staff from E1 Birch gave a wonderful presentation on their class outings for 2022-2023. Ms. LaPlante also shared about her student outings to work on IEP goals.
4. Agenda – MS (Dezelske/Boettcher) to approve the agenda, all aye; motion carries unanimously.
5. MS (Dezelske/Boettcher) to approve the consent agenda, all aye; motion carries unanimously.
 - 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. Received April 2023 financial report
 - b. MS (Dezelske/Kangas) to approve April 2023 supplemental information report, finding no frivolous spending, all aye; motion carries unanimously.
7. Reports
 - a. Executive Director
 - i. Personnel changes – resignations: Wendy Ebert, Title paraprofessional, Laura Lonquist, E3 teacher, dismissals: David DeMenge, paraprofessional, no reassignments, and no new employments.
 - ii. Strategic Plan Update – Kinzler shared her Executive Director goals updates.
 - iii. Environmental Education Update – Teachers are working with students to complete goals, and composting is still happening.
 - iv. Academic Testing and Achievement Update – testing was finished this week.
 - v. Enrollment Update – enrollment numbers are where they should be.

Providing a quality, comprehensive public education within a Montessori context

- vi. Activities and Happenings related to the school, staff, students, families, community – we will participate in the Water Carnival Parade in June and sponsor the McLeod County Fair Kids Day. This week is Fly-Up Day for students moving grade levels, Pet Day on Friday and 8th grade graduation next Wednesday. Safety Town/Summer School coming in June.
 - b. Board Activities
 - i. Board Training - *The Seven Outs* by Brian Carpenter
 - 1. Discuss Part Seven: Shout Out
8. Unfinished Business
- a. MS (Dezelske/Selchert) accept Second reading and approve 709P – Student Transportation Safety Policy, with formatting adjustments, all aye; motion carries unanimously.
9. New Business
- a. Received Osprey Wilds Board Observation Feedback.
 - b. Received Osprey Wilds FY22 Academic Evaluation, discussion regarding goals not met.
 - c. MS (Dezelske/Boettcher) to review and approve Updates on Policies from the Policy/Governance Meeting i.-v., all aye; motion carries unanimously.
 - 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. Reviewed the changes on 790P Reporting Grants to Board Policy
 - e. MS (Dezelske/La Plante) to approve preliminary budget for FY24, based on 4% increase in revenue and 2% increase in expenses; roll call vote; motion carries unanimously.
10. Upcoming Meetings/Events/Announcements
- a. Next board meeting, June 19, 2023 –5:30 p.m.
 - b. Finance Committee Meeting, June 12, 2023 – TBD
 - c. Policy/Governance Committee Meeting, June 12, 2023 – 12:30 p.m.
 - d. Facilities Committee Meeting, tbd
 - e. Administrative Review Committee, tbd
11. Adjournment 6:43

Respectfully submitted,

Tara Erickson
Recorder



New Discoveries Montessori Academy
Hutchinson, Minnesota
District 4161

Financial Report

May 31, 2023

New Discoveries Montessori Academy
Hutchinson, Minnesota

May 2023 Financial Report

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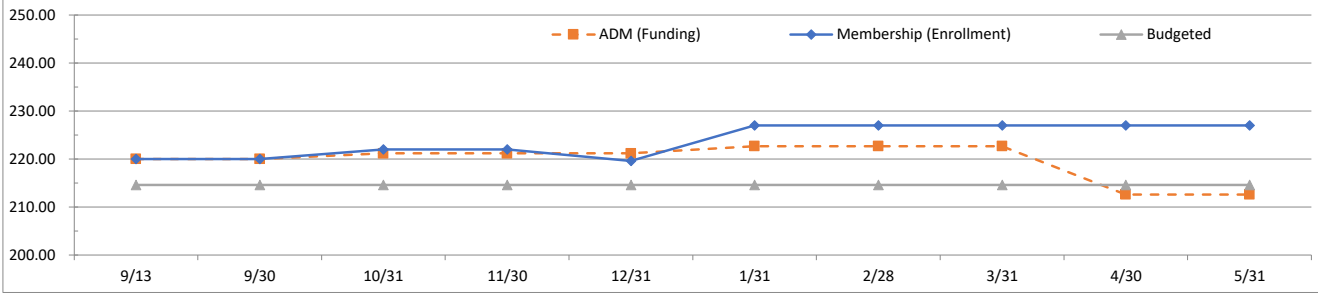
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New Discoveries Montessori Academy
Hutchinson, Minnesota
Financial Report Overview
As of May 31, 2023

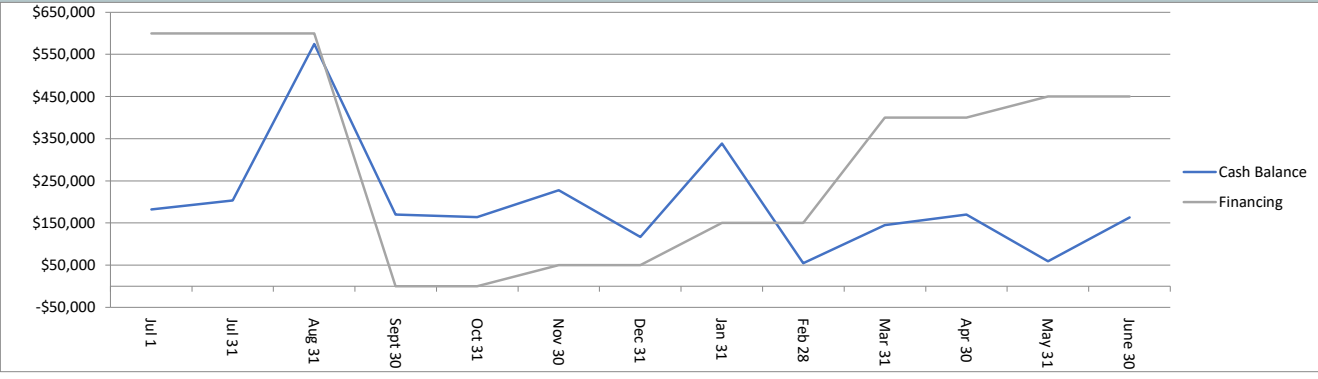
Financial Summary

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	6,409,233	207,355
Year to Date	5,931,442	Year to Date	5,586,979	344,462
	89.65%		87.17%	

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 \$207,355 and an ending fund balance of \$378,371 (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 \$59,154 at Citizens Bank. This is down from last month due to the timing of payroll processing.

Due from Other Funds represents \$161,871 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 \$611,133 at the end of the month.

Federal aids receivable for the current year were \$433,701 based on expenditures incurred.

Prepaid expenditures, including benefits total \$36,694 at month-end.

Liabilities

Salaries and benefits payable as of the end of the month were \$269,663; this is for the portion of FY23 contracts that will be paid out in September 2023. There was a \$450,000 outstanding balance on the line of credit as of the end of the month. Total Accounts Payable at the end of the month were \$5,146, which includes deferred revenues for Food Service. Payroll deductions and benefits payable at the end of the month were \$62,252 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 \$207,355, and will provide for an ending Fund Balance of \$378,371 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, 89.65% of budgeted revenues have been received (including the state aid holdback estimate).

Expenditures

Year to date, 87.17% 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.

New Discoveries Montessori Academy
Hutchinson, Minnesota
Finances "At A Glance"
As of May 31, 2023

	2021-2022 Audited Actual	2022-2023 Original Budget	2022-2023 Working Budget	Year to Date Actual Totals	91.67% Percent of Working Budget
Enrollment Kindergarten - Grade 8					
Estimated Pupil Units	214	215	213	213	99.82%
	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	5,730,210	90.31%
Expenditures	(6,010,915)	(5,804,594)	(6,117,026)	(5,397,960)	88.24%
Transfers to other funds	-	(9,257)	(20,905)	-	
Change	<u>(225,539)</u>	<u>53,214</u>	<u>207,355</u>	<u>332,249</u>	
Ending fund balance	\$ 86,478	\$ 139,692	\$ 293,833	\$ 418,727	
Food Services Fund - 02					
Beginning fund balance	\$ 47,140	\$ 68,788	\$ 68,788	\$ 68,788	
Revenues	256,072	236,476	251,302	184,251	73.32%
Expenditures	(234,424)	(245,733)	(272,207)	(187,551)	68.90%
Transfer from general fund	-	9,257	20,905	-	
Change	<u>21,648</u>	<u>-</u>	<u>-</u>	<u>(3,300)</u>	
Ending fund balance	\$ 68,788	\$ 68,788	\$ 68,788	\$ 65,489	
Community Services Fund - 04					
Beginning fund balance	\$ 15,750	\$ 15,750	\$ 15,750	\$ 15,750	
Revenues	13,390	20,000	20,000	16,981	84.91%
Expenditures	(13,390)	(20,000)	(20,000)	(1,468)	7.34%
Transfer from general fund	-	-	-	-	
Change	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,513</u>	
Ending fund balance	\$ 15,750	\$ 15,750	\$ 15,750	\$ 31,263	
Total All Funds					
Beginning fund balance	374,907	171,016	171,016	171,016	
Revenues	6,054,838	6,123,541	6,616,588	5,931,442	89.65%
Expenditures	(6,258,729)	(6,070,327)	(6,409,233)	(5,586,979)	87.17%
Transfer between funds	-	-	-	-	
Change	<u>(203,891)</u>	<u>53,214</u>	<u>207,355</u>	<u>344,462</u>	
Ending fund balance	\$ 171,016	\$ 224,230	\$ 378,371	\$ 515,479	
Ending Fund Balance as a Percentage of Expenditures	2.7%	3.7%	5.9%		

New Discoveries Montessori Academy
Hutchinson, Minnesota
Balance Sheet
As of May 31, 2023

	Audited Balance 07-01-22	Month Ending Balance
Assets		
Current assets		
101 Checking - Citizens Bank and Trust Co.	\$ 182,323	\$ 59,154
115 Accounts receivable	8,371	-
118 Due from building company	127,113	161,871
121 State aids receivable	673,767	-
Current year state holdback	-	611,133
122 Federal aids receivable through MDE	171,820	433,701
131 Prepaid expenses and deposits	50,666	9,866
215 Prepaid employee insurance premiums	-	26,827
	<hr/>	<hr/>
Total all assets	1,214,060	\$ 1,302,552
Liabilities and Fund Balance		
Current liabilities		
201 Salaries and wages payable	295,214	269,663
202 Citizens Bank and Trust line of credit advances	600,000	450,000
206 Accounts payable	97,939	-
215 Payroll deductions and contributions payable	44,733	62,252
230 Deferred revenue	5,156	5,156
	<hr/>	<hr/>
Total liabilities	1,043,041	787,071
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	-	344,462
	<hr/>	<hr/>
Total fund balance	171,019	515,481
	<hr/>	<hr/>
Total liabilities and fund balance	\$ 1,214,060	\$ 1,302,552
Days Cash on Hand	11	4
Current Ratio	1.16	1.65
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 May 31, 2023**

		<i>Months to Date</i>		<i>11</i>	<i>91.67%</i>
	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
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	1,707,375	89.52%
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	2,504,240	75.81%
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	-	-	-	611,133	
Total state revenues	<u>5,196,655</u>	<u>5,285,280</u>	<u>5,739,103</u>	<u>5,260,771</u>	<u>91.67%</u>
Federal revenues					
401 Title I program	68,175	61,502	102,680	51,164	49.83%
414 Title II program	5,961	8,899	10,624	10,612	99.88%
151 CARES Funds	315,333	387,644	377,386	354,462	93.93%
150 Emergency Connectivity Fund (ECF)	73,000	-	-	-	0.00%
419 Special education aid - 419	53,391	46,002	46,002	21,717	47.21%
420 Special education aid - 420	3,552	-	-	-	0.00%
425 Special education aid - 425	10,049	7,512	7,552	6,717	88.94%
514 Reap grant	21,020	20,000	26,968	-	0.00%
Total federal revenues	<u>550,481</u>	<u>531,559</u>	<u>571,212</u>	<u>444,671</u>	<u>77.85%</u>
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	13,898	92.65%
092 Interest earned	230	502	250	238	95.20%
093 Rental of facilities	1,240	700	350	350	100.00%
096 Gifts and donations	5,337	9,000	5,000	2,905	58.09%
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	1,450	96.67%
Total local revenues	<u>38,240</u>	<u>50,226</u>	<u>34,971</u>	<u>24,768</u>	<u>70.82%</u>
Total revenues	<u><u>\$5,785,376</u></u>	<u><u>\$5,867,065</u></u>	<u><u>\$6,345,286</u></u>	<u><u>\$5,730,210</u></u>	<u><u>90.31%</u></u>

	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	\$ 675,237	86.32%
200 Employee benefits	268,203	232,957	227,892	210,418	92.33%
Projected salaries and wages payable	-	-	-	72,545	
Total salaries, wages and benefits	1,225,497	1,063,671	1,010,124	958,200	94.86%
305 Contracted services	114,040	101,668	133,547	118,376	88.64%
306 Contracted grounds/snowplowing services	7,939	8,224	8,224	8,194	99.64%
308 Advertising fees	4,248	4,925	4,925	4,895	99.40%
320 Communication services	14,869	23,929	17,500	11,562	66.07%
329 Postage	1,501	1,384	1,370	854	62.36%
330 Utilities expense	52,853	60,160	53,000	46,809	88.32%
331 Refuse removal fees	6,535	5,146	8,000	7,717	96.47%
340 Property and liability insurance	24,673	24,856	24,605	24,346	98.95%
350 Repairs and maintenance services	17,343	20,383	27,000	26,517	98.21%
351 Copier usage fees	(9)	-	-	(54)	0.00%
360 Contracted transportation	202,374	190,000	200,000	183,254	91.63%
366 Travel, conferences, and staff training	17,638	6,853	23,000	22,977	99.90%
369 Field trip registrations and other fees	13,925	14,236	16,000	15,885	99.28%
348-570 Building lease	444,000	444,000	444,000	444,000	100.00%
370 Other rentals and operating leases	-	358	354	-	0.00%
380 Computer and tech related hardware rentals	4,862	5,138	5,086	4,416	86.83%
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	53,000	52,964	99.93%
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	8,404	84.04%
440 Fuels	234	429	850	833	98.06%
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	1,200	1,185	98.79%
490 Food (not for food service)	6,039	3,568	3,532	2,754	77.98%
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	17,206	86.03%
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	2,174,497	2,046,718	94.12%

	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	44,607	58.24%
200 Benefits	11,286	1,566	23,550	6,556	27.84%
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	51,164	49.83%
Title program - title II					
303 Contracted Services	5,540	8,616	10,124	7,305	72.16%
366 Travel, conferences, and staff training	-	-	-	2,757	0.00%
401 Supplies - non-instructional	421	283	500	550	0.00%
Total title II expenditures	5,961	8,899	10,624	10,612	99.88%
CARES Funds					
100s Salaries and Wages	123,469	150,000	299,927	283,354	94.47%
200s Benefits	21,311	45,000	77,459	71,105	91.80%
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	354,459	93.92%

	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	1,476,607	90.24%
200 Benefits	351,253	332,592	391,115	342,452	87.56%
360 Contracted transportation	1,298,540	1,274,169	1,250,000	1,066,620	85.33%
366 Travel, conferences, and staff training	456	664	664	-	0.00%
394 Special education fees for services	21,036	83,053	83,053	18,478	22.25%
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	2,906,571	86.21%
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	14,807	97.93%
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	2,652	12.66%
456 Instructional technology supplies	-	2,556	2,556	-	0.00%
Total federal special education - finance 419	53,391	46,002	46,002	21,720	47.22%
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	5,288	88.44%
200 200 benefits	1,821	1,566	1,572	1,428	90.85%
Total federal special education - finance 429	12,075	7,512	7,552	6,717	88.94%
Subtotal expenditures	6,010,915	5,804,594	6,117,026	5,397,960	88.24%
Transfer to food service fund	-	9,257	20,905	-	
Total expenditures	\$ 6,010,915	\$ 5,813,851	\$ 6,137,931	\$ 5,397,960	87.94%
General fund net income	\$ (225,539)	\$ 53,214	\$ 207,355	\$ 332,249	

	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	\$ 8,448	89.27%
400 Federal revenues	218,702	211,227	193,638	156,568	80.86%
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	19,215	102.45%
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	184,251	79.97%
Transfer from general fund	-	9,257	20,905	-	
Total revenues	\$ 256,072	\$ 245,733	\$ 251,302	\$ 184,251	73.32%
Expenditures					
100 Salaries and wages	\$ 62,531	\$ 49,515	\$ 94,920	\$ 80,144	84.43%
200 Employee benefits	13,345	7,753	27,802	20,293	72.99%
300 Purchased services	2,309	6,453	6,582	1,019	15.48%
400 Supplies and materials	143,585	174,768	114,738	84,752	73.87%
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	\$ 187,551	74.63%
Food services fund net income	\$ 21,648	\$ -	\$ -	\$ (3,300)	
Community Services Fund - 04					
Revenues					
State revenues	\$ 13,080	\$ 18,000	\$ 17,225	\$ 14,256	82.76%
Childrens house program fees	310	2,000	2,775	2,725	98.20%
Subtotal revenues	13,390	20,000	20,000	16,981	84.91%
Total revenues	\$ 13,390	\$ 20,000	\$ 20,000	\$ 16,981	84.91%
Expenditures					
100 Salaries and wages	\$ 13,390	\$ 15,432	\$ 15,432	\$ 1,468	9.51%
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	\$ 1,468	7.34%
Community services fund net income	\$ -	\$ -	\$ -	\$ 15,513	

	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	\$5,283,495	91.64%
Federal revenues	780,611	751,414	773,390	601,239	77.74%
Local revenues	45,959	64,100	56,501	46,707	82.67%
Fund transfers	-	9,257	20,905	-	0.00%
Total revenues	\$6,054,838	\$6,132,798	\$6,616,588	\$5,931,442	89.65%
Expenditures					
Salaries and wages	\$2,670,017	\$2,532,647	\$2,911,334	\$2,639,250	90.65%
Employee benefits	696,739	623,939	751,895	652,869	86.83%
Purchased services	2,324,716	2,314,515	2,350,421	2,038,172	86.72%
Supplies and materials	415,959	313,203	274,311	197,701	72.07%
Facilities and equipment	106,616	34,614	46,849	12,804	27.33%
Short term financing costs	19,868	20,000	20,000	17,206	86.03%
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	\$6,409,233	\$5,586,979	87.17%
Total revenues all funds	\$6,054,838	\$6,132,798	\$6,616,588	\$5,931,442	89.65%
Total expenditures all funds	\$6,258,729	\$6,079,584	\$6,409,233	\$5,586,979	87.17%
Net income - all funds	\$ (203,891)	\$ 53,214	\$ 207,355	\$ 344,462	

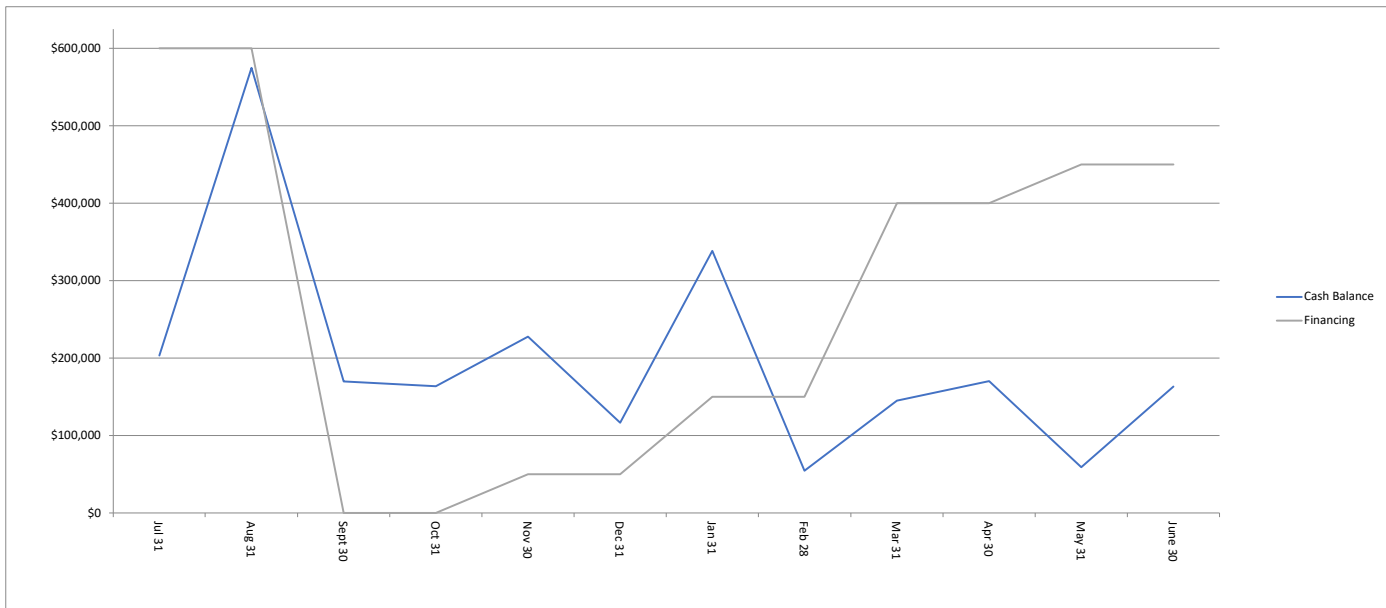
The estimated amount of the state aid holdback that has been earned as of the end of this month is shown for informational purposes.

**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	-	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	411,284	30,834	5,991	-	448,109	182,849	37,000	389,312	609,161	50,000	59,154	450,000
June 30	410,560	119,971	2,247	-	532,778	207,045	37,000	184,525	428,570	-	163,362	450,000
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
June 2, 2023



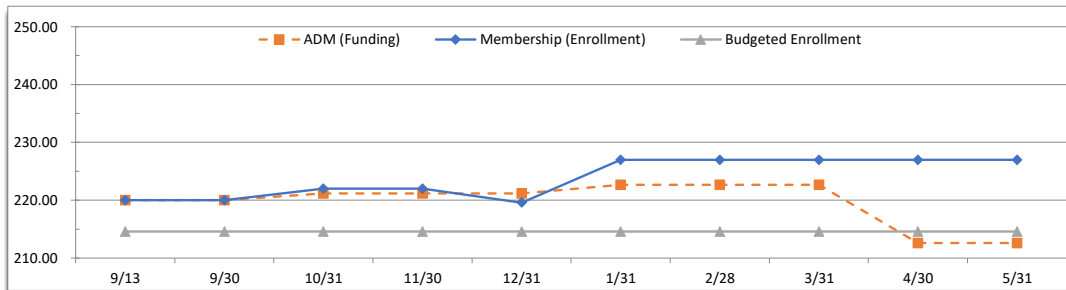
Management has elected to omit substantially all disclosures, government-wide financial statements, and required supplementary information. No CPA provides any assurance on these financial statements.

**New Discoveries Montessori Academy
Hutchinson, Minnesota
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	7	0
Voluntary Pre-K	KC	0	0	12	12	12	12	12	12	4	4	0
Kindergarten SpEd	HK	0	0	7	7	7	7	7	7	6	6	0
Kindergarten	KG	30	30	22	22	22	22	22	22	23	23	0
First Grade	1	25	25	23	23	23	25	25	25	25	25	0
Second Grade	2	26	26	26	26	26	26	26	26	27	27	0
Third Grade	3	26	26	25	25	25	24	24	24	24	24	0
Fourth Grade	4	22	22	19	19	19	19	19	19	19	19	0
Fifth Grade	5	29	29	26	26	26	26	26	26	26	26	0
Sixth Grade	6	21	21	19	19	19	19	19	19	19	19	0
Seventh Grade	7	23	23	20	20	20	19	19	19	19	19	0
Eighth Grade	8	18	18	17	17	17	15	15	15	15	15	0
Total Enrollment for Funding		220	220	221	221	221	223	223	223	213	213	0
Total Overall Enrollment		220	220	221	221	221	223	223	223	213	213	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	7	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	6	0
Preschool SpEd	EC	0	0	6	6	8	8	8	8	8	8	0
Voluntary Pre-K	KC	0	0	10	10	4	10	10	10	10	10	0
Kindergarten SpEd	HK	0	0	7	7	7	6	6	6	6	6	0
Kindergarten	KG	30	30	22	22	23	24	24	24	24	24	0
First Grade	1	25	25	25	25	26	26	26	26	26	26	0
Second Grade	2	26	26	26	26	26	27	27	27	27	27	0
Third Grade	3	26	26	25	25	25	25	25	25	25	25	0
Fourth Grade	4	22	22	19	19	19	19	19	19	19	19	0
Fifth Grade	5	29	29	26	26	26	26	26	26	26	26	0
Sixth Grade	6	21	21	19	19	19	19	19	19	19	19	0
Seventh Grade	7	23	23	20	20	20	20	20	20	20	20	0
Eighth Grade	8	18	18	17	17	17	17	17	17	17	17	0
Total Enrollment for Funding		220	220	222	222	220	227	227	227	227	227	0
Total Overall Enrollment		220	220	236	236	238	240	240	240	240	240	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

May 31, 2023

CHECK DATE	CHECK		DESCRIPTION	ACCOUNT	
	NUMBER	VENDOR NAME		AMOUNT	NUMBER
05/03/2023	0	Hutchinson Jaycees Water Carnival	FY23 Parade Fee	250.00	01 E 005 107 000 000 305
			Totals for 0	250.00	
05/01/2023	202201188	Further	Payroll accrual	1,146.83	01 L 215 17
05/01/2023	202201188	Further	Payroll accrual	97.92	02 L 215 17
05/01/2023	202201188	Further	Payroll accrual	1,583.33	01 L 215 17
05/01/2023	202201188	Further	Payroll accrual	62.50	02 L 215 17
			Totals for 202201188	2,890.58	
05/01/2023	202201189	Internal Revenue Service	Payroll accrual	750.00	01 L 215 02
05/01/2023	202201189	Internal Revenue Service	Payroll accrual	30.00	02 L 215 02
05/01/2023	202201189	Internal Revenue Service	Payroll accrual	4,293.80	01 L 215 02
05/01/2023	202201189	Internal Revenue Service	Payroll accrual	124.38	02 L 215 02
05/01/2023	202201189	Internal Revenue Service	Payroll accrual	7,007.51	01 L 215 02
05/01/2023	202201189	Internal Revenue Service	Payroll accrual	207.89	02 L 215 02
05/01/2023	202201189	Internal Revenue Service	Payroll accrual	1,638.81	01 L 215 02
05/01/2023	202201189	Internal Revenue Service	Payroll accrual	48.62	02 L 215 02
05/01/2023	202201189	Internal Revenue Service	Payroll accrual	7,007.51	01 L 215 02
05/01/2023	202201189	Internal Revenue Service	Payroll accrual	207.89	02 L 215 02
05/01/2023	202201189	Internal Revenue Service	Payroll accrual	1,638.81	01 L 215 02
05/01/2023	202201189	Internal Revenue Service	Payroll accrual	48.62	02 L 215 02
			Totals for 202201189	23,003.84	
05/01/2023	202201190	Minnesota Child Support Payment Cen	Payroll accrual	50.00	01 L 215 12
			Totals for 202201190	50.00	
05/01/2023	202201191	MN Department Of Revenue	Payroll accrual	0.00	01 L 215 03
05/01/2023	202201191	MN Department Of Revenue	Payroll accrual	245.00	01 L 215 03
05/01/2023	202201191	MN Department Of Revenue	Payroll accrual	20.00	02 L 215 03
05/01/2023	202201191	MN Department Of Revenue	Payroll accrual	3,163.72	01 L 215 03
05/01/2023	202201191	MN Department Of Revenue	Payroll accrual	92.11	02 L 215 03
			Totals for 202201191	3,520.83	
05/01/2023	202201192	Public Employee Retirement Associat	Payroll accrual	2,821.57	01 L 215 07
05/01/2023	202201192	Public Employee Retirement Associat	Payroll accrual	221.96	02 L 215 07
05/01/2023	202201192	Public Employee Retirement Associat	Payroll accrual	3,255.68	01 L 215 07
05/01/2023	202201192	Public Employee Retirement Associat	Payroll accrual	256.10	02 L 215 07
			Totals for 202201192	6,555.31	
05/01/2023	202201193	Stoneburner Law Offices	Payroll accrual	234.27	01 L 215 14
			Totals for 202201193	234.27	
05/01/2023	202201194	Teachers Retirement Association	Payroll accrual	0.00	01 L 215 06
05/01/2023	202201194	Teachers Retirement Association	Payroll accrual	5,552.08	01 L 215 06
05/01/2023	202201194	Teachers Retirement Association	Payroll accrual	6,329.37	01 L 215 06
			Totals for 202201194	11,881.45	

CHECK				ACCOUNT			
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER		
05/03/2023	202201196	Empower Retirement Plan	FY23 Retirement	131.92	01 L	215	11
			Totals for 202201196	131.92			
05/04/2023	202201197	Bix Produce Co LLC	FY23 FFVP and Family Night	36.20	01 E 010 203 000 000	490	
05/04/2023	202201197	Bix Produce Co LLC	FY23 FFVP and Family Night	399.35	02 E 010 770 000 706	490	
			Totals for 202201197	435.55			
05/01/2023	202201199	Citizens Bank & Trust Co.	FY23 Commercial Loan #26557	1,291.66	01 L	208	00
			Totals for 202201199	1,291.66			
05/01/2023	202201200	Citizens Bank & Trust Co.	FY23 Commercial Loan # 28633	1,291.66	01 L	208	00
			Totals for 202201200	1,291.66			
05/10/2023	202201201	Nuvera	Services-May 2023	510.80	01 E 010 630 000 000	315	
05/10/2023	202201201	Nuvera	Services-May 2023	501.91	01 E 005 810 108 000	320	
05/10/2023	202201201	Nuvera	Services-May 2023	267.14	01 E 005 810 000 000	320	
			Totals for 202201201	1,279.85			
05/01/2023	202201203	New Discoveries Affiliated Building	Lease - May 2023	37,000.00	01 E 010 850 000 348	570	
			Totals for 202201203	37,000.00			
05/16/2023	202201204	Further	Payroll accrual	1,146.83	01 L	215	17
05/16/2023	202201204	Further	Payroll accrual	97.92	02 L	215	17
05/16/2023	202201204	Further	Payroll accrual	1,520.83	01 L	215	17
05/16/2023	202201204	Further	Payroll accrual	62.50	02 L	215	17
			Totals for 202201204	2,828.08			
05/16/2023	202201205	Internal Revenue Service	Payroll accrual	750.00	01 L	215	02
05/16/2023	202201205	Internal Revenue Service	Payroll accrual	30.00	02 L	215	02
05/16/2023	202201205	Internal Revenue Service	Payroll accrual	4,621.52	01 L	215	02
05/16/2023	202201205	Internal Revenue Service	Payroll accrual	142.26	02 L	215	02
05/16/2023	202201205	Internal Revenue Service	Payroll accrual	7,131.24	01 L	215	02
05/16/2023	202201205	Internal Revenue Service	Payroll accrual	225.89	02 L	215	02
05/16/2023	202201205	Internal Revenue Service	Payroll accrual	1,667.77	01 L	215	02
05/16/2023	202201205	Internal Revenue Service	Payroll accrual	52.84	02 L	215	02
05/16/2023	202201205	Internal Revenue Service	Payroll accrual	7,131.24	01 L	215	02
05/16/2023	202201205	Internal Revenue Service	Payroll accrual	225.89	02 L	215	02
05/16/2023	202201205	Internal Revenue Service	Payroll accrual	1,667.77	01 L	215	02
05/16/2023	202201205	Internal Revenue Service	Payroll accrual	52.84	02 L	215	02
			Totals for 202201205	23,699.26			
05/16/2023	202201206	Minnesota Child Support Payment Cen	Payroll accrual	50.00	01 L	215	12
			Totals for 202201206	50.00			
05/16/2023	202201207	MN Department Of Revenue	Payroll accrual	245.00	01 L	215	03
05/16/2023	202201207	MN Department Of Revenue	Payroll accrual	20.00	02 L	215	03
05/16/2023	202201207	MN Department Of Revenue	Payroll accrual	3,461.84	01 L	215	03
05/16/2023	202201207	MN Department Of Revenue	Payroll accrual	105.05	02 L	215	03

CHECK DATE	CHECK		DESCRIPTION	ACCOUNT			
	NUMBER	VENDOR NAME		AMOUNT	NUMBER		
				Totals for 202201207	3,831.89		
05/16/2023	202201208	Public Employee Retirement Associat	Payroll accrual	3,322.57	01 L	215	07
05/16/2023	202201208	Public Employee Retirement Associat	Payroll accrual	240.84	02 L	215	07
05/16/2023	202201208	Public Employee Retirement Associat	Payroll accrual	3,833.71	01 L	215	07
05/16/2023	202201208	Public Employee Retirement Associat	Payroll accrual	277.88	02 L	215	07
				Totals for 202201208	7,675.00		
05/16/2023	202201209	Stoneburner Law Offices	Payroll accrual	300.03	01 L	215	14
				Totals for 202201209	300.03		
05/16/2023	202201210	Teachers Retirement Association	Payroll accrual	5,029.83	01 L	215	06
05/16/2023	202201210	Teachers Retirement Association	Payroll accrual	5,733.99	01 L	215	06
				Totals for 202201210	10,763.82		
05/11/2023	202201211	Bix Produce Co LLC	FY23 NSLP \$20.85 FFVP \$504.83	20.85	02 E 010 770 000	701	490
05/11/2023	202201211	Bix Produce Co LLC	FY23 NSLP \$20.85 FFVP \$504.83	504.83	02 E 010 770 000	706	490
				Totals for 202201211	525.68		
05/18/2023	202201212	Bix Produce Co LLC	FY23 NSLP \$5.25 FFVP \$542.40	5.25	02 E 010 770 000	701	490
05/18/2023	202201212	Bix Produce Co LLC	FY23 NSLP \$5.25 FFVP \$542.40	562.40	02 E 010 770 000	706	490
				Totals for 202201212	567.65		
05/18/2023	202201213	Empower Retirement Plan	FY23 Retirement Plan	131.92	01 L	215	11
				Totals for 202201213	131.92		
05/19/2023	202201214	Hutchinson Utilities Commission	FY23 Utilities - April	3,615.12	01 E 010 810 000	000	330
				Totals for 202201214	3,615.12		
05/24/2023	202201215	Waste Management -Of WI-MN	FY23 Waste Services - May	672.11	01 E 010 810 000	000	331
				Totals for 202201215	672.11		
05/16/2023	202201216	Marcus, Ethan	Reimbursement - Poster Board and Paint	88.75	01 E 010 203 000	000	430
				Totals for 202201216	88.75		
05/16/2023	202201217	Marcus, Ethan	Reimbursement - Paint Supplies	47.36	01 E 010 203 000	000	430
				Totals for 202201217	47.36		
05/16/2023	202201218	Marcus, Ethan	Reimbursement - Poster Board	32.41	01 E 010 203 000	000	430
				Totals for 202201218	32.41		
05/16/2023	202201219	Winkle, Nicole	Reimbursement - SPED tuition	1,500.94	01 E 010 203 000	000	366
				Totals for 202201219	1,500.94		
05/16/2023	202201220	Hutchinson Co-Op	Gas for van	81.00	01 E 010 760 000	720	440
				Totals for 202201220	81.00		
05/16/2023	202201221	Hutchinson Leader, Inc.	Marketing ads:	865.65	01 E 005 107 000	000	308
				Totals for 202201221	865.65		
05/16/2023	202201222	Erickson, Tara	Reimb.- cell phone cost for admin./personal phone	75.00	01 E 005 105 000	000	320
				Totals for 202201222	75.00		
05/16/2023	202201223	Metro Alarm & Lock	Web based card access & monitoring of panic	150.00	01 E 010 810 000	000	350

CHECK DATE	CHECK		DESCRIPTION	ACCOUNT	
	NUMBER	VENDOR NAME		AMOUNT	NUMBER
			lock 6.1-8.31.23		
			Totals for 202201223	150.00	
05/16/2023	202201224	Pan-O-Gold Baking Co.	"Bread, buns"	31.12	02 E 010 770 000 701 490
			Totals for 202201224	31.12	
05/16/2023	202201225	Pan-O-Gold Baking Co.	"Bread, wraps"	89.80	02 E 010 770 000 701 490
			Totals for 202201225	89.80	
05/16/2023	202201226	Pan-O-Gold Baking Co.	"Bread, wraps"	67.35	02 E 010 770 000 701 490
			Totals for 202201226	67.35	
05/16/2023	202201227	Pan-O-Gold Baking Co.	"Bread, wraps, Family night"	60.00	01 E 010 203 000 000 490
05/16/2023	202201227	Pan-O-Gold Baking Co.	"Bread, wraps, Family night"	93.82	02 E 010 770 000 701 490
			Totals for 202201227	153.82	
05/16/2023	202201228	Coborn's, Inc.	Food for Student testing	33.46	01 E 010 203 000 000 430
			Totals for 202201228	33.46	
05/16/2023	202201229	Coborn's, Inc.	Food for After school group	36.70	01 E 010 203 000 000 430
			Totals for 202201229	36.70	
05/16/2023	202201230	Coborn's, Inc.	Food for After school group	12.96	01 E 010 203 000 000 430
			Totals for 202201230	12.96	
05/16/2023	202201231	Coborn's, Inc.	NSLP Supplies and Family night	13.35	01 E 010 720 000 000 401
05/16/2023	202201231	Coborn's, Inc.	NSLP Supplies and Family night	31.14	01 E 010 203 000 000 430
			Totals for 202201231	44.49	
05/16/2023	202201232	Coborn's, Inc.	Food for After School	29.73	01 E 010 203 000 000 430
			Totals for 202201232	29.73	
05/16/2023	202201233	West Metro Learning Connections, In	ASD re-evaluation - Oct 2022 (Nancy Olson)	242.00	01 E 010 411 000 740 394
			Totals for 202201233	242.00	
05/16/2023	202201234	West Metro Learning Connections, In	ASD re-evaluation - Sept 2022 (Nancy Olson)	175.00	01 E 010 411 000 740 394
			Totals for 202201234	175.00	
05/16/2023	202201235	West Metro Learning Connections, In	ASD re-evaluation - (Nancy Olson)	2,125.20	01 E 010 411 000 740 394
			Totals for 202201235	2,125.20	
05/16/2023	202201236	West Metro Learning Connections, In	ASD re-evaluation - Dec 22 (Nancy Olson)	75.00	01 E 010 411 000 740 394
			Totals for 202201236	75.00	
05/16/2023	202201237	West Metro Learning Connections, In	ASD re-evaluation - Nov 22 (Nancy Olson)	2,125.20	01 E 010 411 000 740 394
			Totals for 202201237	2,125.20	
05/16/2023	202201238	West Metro Learning Connections, In	ASD re-evaluation - Feb 23 (Nancy Olson)	2,010.20	01 E 010 411 000 740 394
			Totals for 202201238	2,010.20	
05/16/2023	202201239	West Metro Learning Connections, In	ASD re-evaluation - Jan 23 (Nancy Olson)	1,820.00	01 E 010 411 000 740 394
			Totals for 202201239	1,820.00	
05/16/2023	202201240	West Metro Learning Connections, In	ASD re-evaluation - Feb 23 (Nancy Olson)	2,125.20	01 E 010 411 000 740 394
			Totals for 202201240	2,125.20	
05/16/2023	202201241	West Metro Learning Connections, In	ASD re-evaluation - March 23 (Nancy Olson)	1,910.20	01 E 010 411 000 740 394

CHECK DATE	CHECK		DESCRIPTION	ACCOUNT	
	NUMBER	VENDOR NAME		AMOUNT	NUMBER
			Totals for 202201241	1,910.20	
05/16/2023	202201242	West Metro Learning Connections, In	ASD re-evaluation - March 23 (Nancy Olson)	2,035.00	01 E 010 411 000 740 394
			Totals for 202201242	2,035.00	
05/16/2023	202201243	West Metro Learning Connections, In	ASD re-evaluation - March 23 (Nancy Olson)	1,420.00	01 E 010 411 000 740 394
			Totals for 202201243	1,420.00	
05/16/2023	202201244	JMC Computer Services Inc.	"FY23 Lunch Base and Maint, FY23 Software Site License FY24 Lunch Base Maint FY24 Software Site License"	588.58	02 A 131 00
05/16/2023	202201244	JMC Computer Services Inc.	"FY23 Lunch Base and Maint, FY23 Software Site License FY24 Lunch Base Maint FY24 Software Site License"	2,875.22	01 A 131 00
			Totals for 202201244	3,463.80	
05/16/2023	202201245	MN PEIP	Health Insurance - June 2023	32,598.91	01 L 215 10
			Totals for 202201245	32,598.91	
05/16/2023	202201246	Labraaten Bus Company LLC	Regular transportation - April 2023	118,590.00	01 E 010 760 000 720 360
			Totals for 202201246	118,590.00	
05/16/2023	202201247	Labraaten Bus Company LLC	Field Trip 4.24 & 4.28.23	594.38	01 E 010 203 111 733 360
			Totals for 202201247	594.38	
05/16/2023	202201248	Advantage Plumbing & Heating, Inc.	2 faucets	265.00	01 E 010 810 000 000 401
			Totals for 202201248	265.00	
05/16/2023	202201249	Further	HSA participant fee - April 2023	27.00	01 E 005 115 000 000 305
			Totals for 202201249	27.00	
05/16/2023	202201250	Sysco Western MN	Food Service	291.03	02 E 010 770 000 705 490
05/16/2023	202201250	Sysco Western MN	Food Service	112.66	01 E 010 203 000 000 490
05/16/2023	202201250	Sysco Western MN	Food Service	800.84	02 E 010 770 000 701 490
			Totals for 202201250	1,204.53	
05/16/2023	202201251	Sysco Western MN	Food Service	361.12	02 E 010 770 000 705 490
05/16/2023	202201251	Sysco Western MN	Food Service	1,234.34	02 E 010 770 000 701 490
			Totals for 202201251	1,595.46	
05/16/2023	202201252	Sysco Western MN	Food Service	642.30	02 E 010 770 000 701 490
05/16/2023	202201252	Sysco Western MN	Food Service	197.93	02 E 010 770 000 705 490
			Totals for 202201252	840.23	
05/16/2023	202201253	Sysco Western MN	Food Service	59.10	02 E 010 770 000 701 490
			Totals for 202201253	59.10	
05/16/2023	202201254	Sysco Western MN	Food Service	590.66	02 E 010 770 000 705 490
05/16/2023	202201254	Sysco Western MN	Food Service	83.94	01 E 005 105 000 000 490
05/16/2023	202201254	Sysco Western MN	Food Service	724.42	02 E 010 770 000 701 490
			Totals for 202201254	1,399.02	
05/16/2023	202201255	Invision Services Inc	SPED consulting services - April 2023	1,100.00	01 E 010 420 000 419 303

CHECK				ACCOUNT			
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER		
			Totals for 202201255	1,100.00			
05/16/2023	202201256	Schlenner Wenner & Co	990 Preparation of information returns	1,200.00	01 E 005 116 000 000 305		
			Totals for 202201256	1,200.00			
05/16/2023	202201257	Schlenner Wenner & Co	990 Preparation of information returns	1,590.00	01 E 005 116 000 000 305		
			Totals for 202201257	1,590.00			
05/16/2023	202201258	Ace Hardware Hutchinson	Maintenance supplies	75.89	01 E 010 810 000 000 401		
			Totals for 202201258	75.89			
05/16/2023	202201259	Cintas Corporation	Towels	80.45	01 E 010 810 000 000 305		
			Totals for 202201259	80.45			
05/16/2023	202201260	Loffler Companies Inc - 131511	Copier Contract 4.2.23-5.1.23	42.30	01 E 010 605 000 000 401		
05/16/2023	202201260	Loffler Companies Inc - 131511	Copier Contract 4.2.23-5.1.23	7.00	01 E 010 630 000 000 315		
			Totals for 202201260	49.30			
05/16/2023	202201261	Loffler Companies Inc - 131511	Copier Contract 4.9.23-5.8.23	1,383.54	01 E 010 605 000 000 401		
			Totals for 202201261	1,383.54			
05/16/2023	202201262	Holt-Peterson Charter Bus	Transportation for field trip - EE	1,155.00	01 E 010 203 111 733 360		
			Totals for 202201262	1,155.00			
05/16/2023	202201263	Holt-Peterson Charter Bus	Transportation for field trip - EE	1,155.00	01 E 010 203 111 733 360		
			Totals for 202201263	1,155.00			
05/16/2023	202201264	Menards - Hutchinson	Maintenance supplies	123.90	01 E 010 810 000 000 401		
			Totals for 202201264	123.90			
05/16/2023	202201265	Innovative Office Solutions, LLC	Paper	216.00	01 E 010 203 000 000 401		
			Totals for 202201265	216.00			
05/16/2023	202201266	Innovative Office Solutions, LLC	Paper	45.60	01 E 010 203 000 000 401		
			Totals for 202201266	45.60			
05/16/2023	202201267	William V. Macgill & Co	Nurse Supplies	155.70	01 E 010 720 000 000 401		
			Totals for 202201267	155.70			
05/16/2023	202201268	Frontline Technologies Group LLC	FY24 Frontline Implementation	4,200.00	01 A 131 00		
			Totals for 202201268	4,200.00			
05/16/2023	202201269	MRI Software LLC	Background checks - April 2023	28.00	01 E 005 105 000 000 305		
			Totals for 202201269	28.00			
05/16/2023	202201270	WD Tech Online LLC	Monthly Tech Support	1,600.00	01 E 010 630 000 000 315		
			Totals for 202201270	1,600.00			
05/16/2023	202201271	Sysco Western MN	Credit for NSLP lunch items billed on invoice 253357594	-34.13	02 E 010 770 000 701 490		
			Totals for 202201271	-34.13			
05/16/2023	202201272	Sysco Western MN	Credit for NSLP lunch items billed on invoice 253358496	-28.94	02 E 010 770 000 701 490		
			Totals for 202201272	-28.94			
05/16/2023	202201273	Sysco Western MN	Credit for NSLP lunch items billed on	-31.74	02 E 010 770 000 701 490		

CHECK DATE	CHECK		DESCRIPTION	ACCOUNT	
	NUMBER	VENDOR NAME		AMOUNT	NUMBER
			invoice 253371493		
			Totals for 202201273	-31.74	
05/16/2023	202201274	Innovative Office Solutions, LLC	Credit for copy paper on original order	-42.60	01 E 010 203 000 000 401
			SO-50+ 290		
			Totals for 202201274	-42.60	
05/19/2023	202201275	Further	FY23 April Payment	27.00	01 E 005 115 000 000 305
			Totals for 202201275	27.00	
05/01/2023	202201276	MN UI Fund	Q1 Unemployment Insurance	2,539.17	01 L 215 80
05/01/2023	202201276	MN UI Fund	Q1 Unemployment Insurance	41.83	02 L 215 80
			Totals for 202201276	2,581.00	
05/30/2023	202201277	City Of Hutchinson	FY23 April Utilities	515.31	01 E 010 810 000 000 330
			Totals for 202201277	515.31	
05/12/2023	202201278	Visa	Amazon - maintenance	73.90	01 E 010 050 000 000 401
			Totals for 202201278	73.90	
05/12/2023	202201279	Visa	Western Psychological Services - SpEd	162.80	01 E 010 420 000 419 433
			Totals for 202201279	162.80	
05/12/2023	202201280	Visa	Pearson Education - SpEd	63.00	01 E 010 420 000 419 433
			Totals for 202201280	63.00	
05/12/2023	202201281	Visa	Amazon - office	160.62	01 E 010 050 000 000 401
			Totals for 202201281	160.62	
05/12/2023	202201282	Visa	Amazon - office	134.85	01 E 010 050 000 000 401
			Totals for 202201282	134.85	
05/12/2023	202201283	Visa	OTC Brands - music	77.95	01 E 010 203 000 000 430
			Totals for 202201283	77.95	
05/12/2023	202201284	Visa	Amazon - SpEd	16.95	01 E 010 420 000 419 433
			Totals for 202201284	16.95	
05/12/2023	202201285	Visa	Amazon - Rm 311 - instructional supplies	106.69	01 E 010 203 311 000 430
			Totals for 202201285	106.69	
05/12/2023	202201286	Visa	Amazon - office	24.13	01 E 010 050 000 000 401
			Totals for 202201286	24.13	
05/12/2023	202201287	Visa	Amazon - Rm 204 - instructional supplies	28.06	01 E 010 203 204 000 430
			Totals for 202201287	28.06	
05/12/2023	202201288	Visa	Amazon - Rm 204 - instructional supplies	59.98	01 E 010 203 204 000 430
			Totals for 202201288	59.98	
05/12/2023	202201289	Visa	Home Depot - SpEd	30.71	01 E 010 420 000 419 433
			Totals for 202201289	30.71	
05/12/2023	202201290	Visa	Amazon - Rm 204 - instructional supplies	19.79	01 E 010 203 204 000 430
			Totals for 202201290	19.79	
05/12/2023	202201291	Visa	Amazon - Rm 204 - instructional supplies	122.84	01 E 010 203 204 000 430

CHECK DATE	CHECK		DESCRIPTION	ACCOUNT	
	NUMBER	VENDOR NAME		AMOUNT	NUMBER
			Totals for 202201291	122.84	
05/12/2023	202201292	Visa	Amazon - Rm 204 - instructional supplies	62.22	01 E 010 203 204 000 430
			Totals for 202201292	62.22	
05/12/2023	202201293	Visa	Walmart - Rm 213 - instructional supplies	30.75	01 E 010 203 213 000 430
			Totals for 202201293	30.75	
05/12/2023	202201294	Visa	Walmart - Rm 213 - instructional supplies	35.64	01 E 010 203 213 000 430
			Totals for 202201294	35.64	
05/12/2023	202201295	Visa	Amazon - Library - Grant	5.71	01 E 010 620 115 000 470
			Totals for 202201295	5.71	
05/12/2023	202201296	Visa	Amazon - Library - Grant	6.91	01 E 010 620 115 000 470
			Totals for 202201296	6.91	
05/12/2023	202201297	Visa	Amazon - Library	24.35	01 E 010 620 000 000 470
			Totals for 202201297	24.35	
05/12/2023	202201298	Visa	Amazon - Board supplies	27.97	01 E 010 050 000 000 401
			Totals for 202201298	27.97	
05/12/2023	202201299	Visa	Amazon - Science - instructional supplies	52.95	01 E 010 203 000 000 430
			Totals for 202201299	52.95	
05/12/2023	202201300	Visa	Celebrate Planet Earth - Science Curriculum	47.85	01 E 010 203 000 000 430
			Totals for 202201300	47.85	
05/12/2023	202201301	Visa	Aldi - NSLP lunch	12.98	02 E 010 770 000 701 490
			Totals for 202201301	12.98	
05/12/2023	202201302	Visa	Sam's Club - snack cor testing days - general fund	54.80	01 E 010 203 000 000 430
			Totals for 202201302	54.80	
05/12/2023	202201303	Visa	Walmart - NSLP	11.23	02 E 010 770 000 701 490
			Totals for 202201303	11.23	
05/25/2023	202201304	Bill.com	FY23 Service Charge- May	114.77	01 E 005 112 000 000 305
			Totals for 202201304	114.77	
05/25/2023	202201305	Bix Produce Co LLC	FY23 NSLP Lunch \$ 20.80, NSLP Breakfast Credit \$ 33.54, FFVP \$560.10	20.80	02 E 010 770 000 701 490
05/25/2023	202201305	Bix Produce Co LLC	FY23 NSLP Lunch \$ 20.80, NSLP Breakfast Credit \$ 33.54, FFVP \$560.10	560.10	02 E 010 770 000 706 490
			Totals for 202201305	580.90	
05/31/2023	202201306	Kirkpatrick, Paula	Reimbursement - Membership Renewal	15.00	01 E 010 620 000 000 401
			Totals for 202201306	15.00	
05/31/2023	202201307	Rettke, Meghan	Reimbursement - SPED Tuition	3,363.84	01 E 010 203 000 000 366
			Totals for 202201307	3,363.84	
05/31/2023	202201308	Colvin, Shari	Reimbursement - Jump Drives for Board members	7.76	01 E 005 010 000 000 401

CHECK DATE	CHECK		DESCRIPTION	ACCOUNT	
	NUMBER	VENDOR NAME		AMOUNT	NUMBER
			Totals for 202201308	7.76	
05/31/2023	202201309	Enerson, Peggy	Reimbursement: Classroom Supplies	30.18	01 E 010 203 000 000 430
			Totals for 202201309	30.18	
05/31/2023	202201310	BerganKDV Outsourced Services LLC	ABC - Accounting services related to the Building Co - May 23	3,006.00	01 A 118 00
			Totals for 202201310	3,006.00	
05/31/2023	202201311	BerganKDV Outsourced Services LLC	Financial management & accounting services - May 23	4,918.00	01 E 005 113 000 000 305
			Totals for 202201311	4,918.00	
05/31/2023	202201312	Labraaten Bus Company LLC	Regular transportation - April 2023	20,955.00	01 E 010 760 000 720 360
			Totals for 202201312	20,955.00	
05/31/2023	202201313	Communication Audit Services (CAS)	FY24 E-rate consulting fees	484.80	01 A 131 00
			Totals for 202201313	484.80	
05/31/2023	202201314	Sysco Western MN	Food Service	1,117.63	02 E 010 770 000 705 490
05/31/2023	202201314	Sysco Western MN	Food Service	389.36	02 E 010 770 000 701 490
05/31/2023	202201314	Sysco Western MN	Food Service	128.13	01 E 005 105 000 000 490
05/31/2023	202201314	Sysco Western MN	Food Service	61.87	02 E 010 770 000 706 401
			Totals for 202201314	1,696.99	
05/31/2023	202201315	Sysco Western MN	Food Service	529.34	02 E 010 770 000 701 490
05/31/2023	202201315	Sysco Western MN	Food Service	32.89	02 E 010 770 000 701 401
05/31/2023	202201315	Sysco Western MN	Food Service	486.05	02 E 010 770 000 705 490
05/31/2023	202201315	Sysco Western MN	Food Service	59.41	02 E 010 770 000 706 401
			Totals for 202201315	1,107.69	
05/31/2023	202201316	Sysco Western MN	Food Service	826.60	02 E 010 770 000 705 490
05/31/2023	202201316	Sysco Western MN	Food Service	912.97	02 E 010 770 000 701 490
			Totals for 202201316	1,739.57	
05/31/2023	202201317	Sysco Western MN	Food Service	50.52	02 E 010 770 000 705 490
05/31/2023	202201317	Sysco Western MN	Food Service	744.35	02 E 010 770 000 701 490
05/31/2023	202201317	Sysco Western MN	Food Service	103.10	02 E 010 770 000 701 401
			Totals for 202201317	897.97	
05/31/2023	202201318	Kraus-Anderson Insurance	Virtual HR - July 2023 installment	900.00	01 A 118 00
			Totals for 202201318	900.00	
05/31/2023	202201319	Loffler Companies - Dallas	Copier Lease and late fees May 2023	324.11	01 E 010 630 000 000 560
			Totals for 202201319	324.11	
05/31/2023	202201320	Michael Murphy Construction LLC	Snow Removal: April 2023	501.25	01 E 010 810 000 000 350
			Totals for 202201320	501.25	
05/31/2023	202201321	Cintas Corporation	Towels	80.45	01 E 010 810 000 000 305
			Totals for 202201321	80.45	
05/31/2023	202201322	Hutchinson Bus Line	Field Trip Transportation- Grades 4-6	905.04	01 E 010 203 000 000 369

CHECK DATE	CHECK		DESCRIPTION	ACCOUNT	
	NUMBER	VENDOR NAME		AMOUNT	NUMBER
			Totals for 202201322	905.04	
05/31/2023	202201323	Hillyard / Hutchinson	Cleaning supplies	553.38	01 E 010 810 000 000 401
			Totals for 202201323	553.38	
05/31/2023	202201324	Natus Medical Inc	Calibration of audiometer	65.00	01 E 010 720 000 000 305
			Totals for 202201324	65.00	
05/31/2023	202201325	GIS Benefits	"June 2023 - Life, Dental, Vision, Prepaid Legal and fees"	78.00	01 L 215 20
05/31/2023	202201325	GIS Benefits	"June 2023 - Life, Dental, Vision, Prepaid Legal and fees"	1,859.50	01 L 215 13
05/31/2023	202201325	GIS Benefits	"June 2023 - Life, Dental, Vision, Prepaid Legal and fees"	50.00	01 E 005 110 000 000 305
05/31/2023	202201325	GIS Benefits	"June 2023 - Life, Dental, Vision, Prepaid Legal and fees"	326.35	01 L 215 21
05/31/2023	202201325	GIS Benefits	"June 2023 - Life, Dental, Vision, Prepaid Legal and fees"	1,432.19	01 L 215 09
			Totals for 202201325	3,746.04	
05/31/2023	202201326	CPI - Crisis Prevention Institute,	Balance due - FY24 Annual membership fee 08/02/23 - 08/02/24	200.00	01 A 131 00
			Totals for 202201326	200.00	
05/31/2023	202201327	New Discoveries Affiliated Building	Lease - June 2023	37,000.00	01 E 010 850 000 348 570
			Totals for 202201327	37,000.00	
			Totals for checks	426,312.10	

Batch	Acct Nbr	Description	Post Date	Amount
22-50127	50 R 005 000 000 000 093	May 2023 rent	05/19/2023	37,000.00
		Totals for 22-50127		37,000.00
22-50128	01 R 010 203 111 000 050	FY23 School Supplies	05/19/2023	60.00
22-50128	04 L 230 00	FY24 PreK Reg Fee	05/19/2023	110.00
22-50128	01 R 010 203 111 000 050	FY23 Field Trip Fees	05/19/2023	825.00
22-50128	01 R 010 203 000 000 621	FY23 Misc: Music/Tshirts	05/19/2023	14.00
22-50128	02 R 010 000 000 701 601	FY23 Food Service	05/19/2023	915.00
		Totals for 22-50128		1,924.00
22-50129	01 R 010 000 000 000 211	FY23 General Education Aid	05/19/2023	79,329.95
22-50129	01 R 005 000 000 000 360	FY23 Special Ed Aid	05/19/2023	126,312.19
		Totals for 22-50129		205,642.14
22-50130	01 L 202 00	FY23 LOC Advance	05/19/2023	50,000.00
		Totals for 22-50130		50,000.00
22-50131	01 E 010 605 000 000 351	FY23 Photocopies	05/19/2023	1.00
22-50131	01 E 005 105 000 000 490	FY23 PTO Lunch Reimbursement	05/19/2023	444.28
22-50131	02 R 010 000 000 701 601	FY23 Food Service	05/19/2023	458.40
		Totals for 22-50131		903.68
22-50132	01 R 010 000 000 000 096	Donation from AmazonSmile	05/19/2023	5.00
		Totals for 22-50132		5.00
22-50133	01 R 010 000 000 000 096	Donation from AmazonSmile	05/19/2023	12.35
		Totals for 22-50133		12.35
22-50134	04 R 010 581 000 337 300	FY23 Preschool Scholarships from Prairie	05/19/2023	1,800.00
		Totals for 22-50134		1,800.00
22-50135	04 R 010 581 000 337 300	FY23 Preschool Scholarships from Prairie	05/31/2023	600.00
		Totals for 22-50135		600.00
22-50136	02 R 010 000 000 705 476	FY23 School Breakfast Reimb.	05/31/2023	87.10
22-50136	02 R 010 000 000 705 300	FY23 State Breakfast	05/31/2023	459.00
22-50136	02 R 010 000 000 701 300	FY23 State Lunch	05/31/2023	529.74
22-50136	02 R 010 000 000 703 300	FY23 State Milk	05/31/2023	78.20
22-50136	02 R 010 000 000 705 476	FY23 Breakfast	05/31/2023	5,323.71
22-50136	02 R 010 000 000 701 472	FY23 Free and Reduced Lunch	05/31/2023	8,739.76
22-50136	02 R 010 000 000 701 471	FY23 HHFKA Lunch	05/31/2023	245.60
22-50136	02 R 010 000 000 701 471	FY23 Lunch	05/31/2023	2,425.30
22-50136	01 R 005 000 000 414 400	FY23 Title II	05/31/2023	8,213.99
22-50136	01 R 005 000 011 414 400	FY23 Title II	05/31/2023	2,769.15
		Totals for 22-50136		28,871.55
22-50137	02 R 010 770 000 701 471	FY23 FFVP	05/31/2023	1,962.45
		Totals for 22-50137		1,962.45
22-50138	01 R 010 000 000 317 211	FY23 ENGL Learner Cross Sub	05/31/2023	50.08
22-50138	01 R 010 000 000 740 360	FY23 State SPED Education	05/31/2023	205,592.06
		Totals for 22-50138		205,642.14

Batch	Acct Nbr	Description	Post Date	Amount
22-50139	01 R 010 000 000 000 092	Interest - April 2023	05/31/2023	16.53
		Totals for 22-50139		16.53
22-50140	02 R 010 000 000 707 606	FY23 Adult lunch payments - Payschools C	05/31/2023	282.05
22-50140	02 R 010 000 000 701 601	FY23 Lunch payment - Payschools Central	05/31/2023	398.00
		Totals for 22-50140		680.05
22-50143	50 R 005 000 000 000 093	May 2023 rent	05/31/2023	37,000.00
		Totals for 22-50143		37,000.00
		Total for Cash Receipts		572,059.89

Batch	Description	Debit	Credit	Acct	Nbr	Post Date
22-10033	Rcls Teacher Training Stipends to Title	0.00	550.00	01 E 010 610 000 000 185	05/15/2023	
22-10033	Rcls Teacher Training Stipends to Title	0.00	41.21	01 E 010 610 000 000 210	05/15/2023	
22-10033	Rcls Teacher Training Stipends to Title	0.00	47.02	01 E 010 610 000 000 218	05/15/2023	
22-10033	Rcls Teacher Training Stipends to Title	0.00	4.60	01 E 010 610 000 000 270	05/15/2023	
22-10033	Rcls Teacher Training Stipends to Title	0.00	3.63	01 E 010 610 000 000 280	05/15/2023	
22-10033	Rcls Teacher Training Stipends to Title	550.00	0.00	01 E 010 204 000 414 185	05/15/2023	
22-10033	Rcls Teacher Training Stipends to Title	41.21	0.00	01 E 010 204 000 414 210	05/15/2023	
22-10033	Rcls Teacher Training Stipends to Title	47.02	0.00	01 E 010 204 000 414 218	05/15/2023	
22-10033	Rcls Teacher Training Stipends to Title	4.60	0.00	01 E 010 204 000 414 270	05/15/2023	
22-10033	Rcls Teacher Training Stipends to Title	3.63	0.00	01 E 010 204 000 414 280	05/15/2023	
22-10033	Rcls Jane Schuette - Lumina Spark PD to	0.00	7,580.00	01 E 010 640 000 316 305	05/15/2023	
22-10033	Rcls Jane Schuette - Lumina Spark PD to	2,490.15	0.00	01 E 010 204 011 414 303	05/15/2023	
22-10033	Rcls Jane Schuette - Lumina Spark PD to	5,089.85	0.00	01 E 010 204 000 414 303	05/15/2023	
22-10033	Rcls CPI Training to Title II, W# 202200	0.00	1,424.50	01 E 010 640 000 316 366	05/15/2023	
22-10033	Rcls CPI Training to Title II, W# 202200	1,424.50	0.00	01 E 010 204 000 414 366	05/15/2023	
22-10033	Rcls portion of Lives in the Balance PD	0.00	673.79	01 E 010 640 000 316 366	05/15/2023	
22-10033	Rcls portion of Lives in the Balance PD	673.79	0.00	01 E 010 204 000 414 366	05/15/2023	
	0.00 Totals for 22-10033					
22-10034	Dave Conrad - Dental Insurance	74.12	0.00	01 E 005 020 000 000 235	05/31/2023	
22-10034	Dave Conrad - Dental Insurance	0.00	74.12	01 L 215 09	05/31/2023	
22-10034	Dave Conrad - Medical Insurance	1,707.22	0.00	01 E 005 020 000 000 220	05/31/2023	
22-10034	Dave Conrad - Medical Insurance	0.00	1,707.22	01 L 215 10	05/31/2023	
22-10034	Dave Conrad - Life Insurance	7.65	0.00	01 E 005 020 000 000 230	05/31/2023	
22-10034	Dave Conrad - Life Insurance	0.00	7.65	01 L 215 13	05/31/2023	
	0.00 Totals for 22-10034					
22-10035	Dave Conrad - Dental Insurance	74.12	0.00	01 E 005 020 000 000 235	06/30/2023	
22-10035	Dave Conrad - Dental Insurance	0.00	74.12	01 L 215 09	06/30/2023	
22-10035	Dave Conrad - Medical Insurance	1,707.22	0.00	01 E 005 020 000 000 220	06/30/2023	
22-10035	Dave Conrad - Medical Insurance	0.00	1,707.22	01 L 215 10	06/30/2023	
22-10035	Dave Conrad - Life Insurance	7.65	0.00	01 E 005 020 000 000 230	06/30/2023	
22-10035	Dave Conrad - Life Insurance	0.00	7.65	01 L 215 13	06/30/2023	
	0.00 Totals for 22-10035					

Batch	Description	Debit	Credit Acct Nbr	Post Date
	0.00 Total for Journal Entries			

Sounding Board

A publication of Osprey Wilds Environmental Learning Center Charter School Division



Conflicts of Interest

May 2023

“Conflict of interest” is a term that most charter school board members, school leaders, and school staff are familiar with to varying degrees. Some are aware that their school has such a policy and that it generally is designed to make sure that no one gains any unfair advantage financially or otherwise because of their affiliation with the school or because of their position on the school board. However, many are not aware of the specifics or the actual purposes of a conflict of interest policy, about how the policy could affect them, or about the expectations and requirements of their school’s policy. Further, some may view a conflict of interest policy as applying only to others and thus take the topic rather lightly.

Make no mistake though, a Conflict of Interest Policy is a very important document and it is not optional. According to Minnesota Statute § 124E.06, subd. 2, charter schools in Minnesota must be organized and operated as a nonprofit corporation under Minnesota Statutes Chapter 317A. In addition, charter schools must apply for exemption under section 501(c)(3) of the Internal Revenue Code of 1986. The school’s Conflict of Interest Policy is a required appendix to IRS Form 1023 (Application for Recognition of Exemption, i.e. 501(c)(3) application). In addition, there are statutory requirements and contractual obligations related to conflicts of interest that should be addressed through the policy. Finally, any school that received a grant through the federal Charter Schools Program (CSP) is required to have in place a Conflict of Interest Policy. Several U.S. Code of Federal Regulations (CFR) provisions pertain to conflicts of interest charter schools may experience as part of the grant process for Charter Schools Program (CSP) grants.

The statutory language on this subject can be somewhat confusing and likely takes several readings to get a clear picture of the content. Below is direct statutory language on the subject with comments that are intended to assist the reader in understanding both the intent of the language and its practical application.

This paper is not intended to be legal advice. Please check with your school’s legal counsel and/or the full text of the statute for additional information.

What do Minnesota Statutes say about Conflict of Interest Policies?

This topic is addressed in Minnesota Statutes in several places: the charter school law, the nonprofit law, elsewhere by reference and in Exhibit L of the Osprey Wilds charter contract. In some instances, the statutes seem to contradict each other; however, Minnesota Statute § 124E supersedes all other Minnesota statutes as applied to charter schools.

Minnesota charter schools are governed by Minnesota Statute § 124E (charter school law) and 317A (nonprofit law) and they differ on the subject of voiding contracts if a conflict of interest exists.

However, § 124E.06, subd. 2(a) states, "The school must be organized and operated as a nonprofit corporation under chapter 317A and the provisions of that chapter shall apply to the school except as provided in this chapter." The more specific provisions of § 124E supersede § 317A regarding conflicts of interest with regard to charter schools. Thus, in cases of conflict of interest, contracts MUST be handled in accordance with the provisions of § 124E.

Minnesota's Charter School Statute

What statute says:

The ongoing charter school board of directors shall have at least five nonrelated members... Minn. Stat. § 124E.07, subd. 3(a).

What statute means:

This means that board members of a charter school cannot be related to one another. For example, relatives of the same immediate family (first cousin or closer) cannot serve together on a charter school board.

What statute says:

"Immediate family" means an individual whose relationship by blood, marriage, adoption, or partnership is no more remote than first cousin. Minn. Stat. § 124E.02(e).

What statute means:

In this instance, "no more remote than first cousin" means, from a legal standpoint, four levels (called "degrees") measured to the common relative. For example, assume a couple has three children, each of whom has one child. Those grandchildren are cousins. To measure related remoteness of the cousins, you start at the identifying position (Grandchild 1), go up to the common relative (father and mother in the diagram, grandparents to the grandchildren), and then go back down to the target relative (another cousin).

Father Mother

Child 1 Child 2 Child 3

Grandchild 1 Grandchild 2 Grandchild 3

So, Grandchild 1 to Child 1 is one level, up to the father (grandfather) is 2 levels, down to Child 2 is 3 levels, down to Grandchild 2 is 4 levels. So, the cousins – Grandchild 1 to Grandchild 2 -- are four degrees of relationship. The statute means that an immediate relative is within four degrees of related remoteness or relationship.

What statute says:

An individual is prohibited from serving as a member of the charter school board of directors if: (1) the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities. Minn. Stat. § 124E.07, subd. 3(b).

What statute means:

The above pertains to board membership and is pretty straightforward. If a person or immediate family member owns in whole or part an entity that does business with the school, that person cannot serve on

the board. For example, a person who owns the company that provides technology services to a school cannot serve on the school's board.

What statute says:

An individual is prohibited from serving as a board member if... (2) an immediate family member is an employee of the school. Minn. Stat. § 124E.07, subd. 3(b).

What statute means:

The above also pertains to board membership and is pretty straightforward. For example, the spouse, child, sibling, or parent of a teacher at the school cannot serve on the board of that school.

What statute says:

The chief financial officer and the chief administrator may only serve as ex-officio nonvoting board members. No charter school employees shall serve on the board other than teachers under clause (1). Contractors providing facilities, goods, or services to a charter school shall not serve on the board of directors of the charter school. Minn. Stat. § 124E.07, subd. 3(a).

What statute means:

This section of statute makes clear that the only school employees who can serve on the board are teachers. The exception is the chief financial officer (typically the business manager) or the chief administrative officer (typically the school leader) may serve as ex-officio nonvoting board members. In addition, contractors providing facilities, goods, or services to a charter school may not serve on the board. This includes financial service providers (even in an ex-officio role) or employees of a management organization (even if they serve as the contracted school leader).

The term "ex-officio" simply denotes a nonvoting member of the board. A school is allowed to have additional ex-officio members who are not staff (e.g. school founders, the president of the parent-teacher organization, a representative from the student senate, etc.). In addition, schools are not required to have ex-officio members of the board. Check the school's bylaws to determine who is an ex-officio member of the board. Ex-officio board members do not count toward quorum or have voting rights but can be present for closed meetings.

What statute says:

An individual may serve as a member of the board of directors if no conflict of interest under this paragraph exists. Minn. Stat. § 124E.07, subd. 3(b).

What statute means:

In addition to identifying conflicts of interest, the school and board members must be thoughtful to ensure that its membership does not violate any of the criteria identified in statute.

What statute says:

A violation of this prohibition [against conflicts of interest] renders a contract voidable at the option of the commissioner or the charter school board of directors. Minn. Stat. § 124E.07, subd. 3(c).

What statute means:

The board or the Commissioner of the Minnesota Department of Education can void any contracts that the board previously approved if a violation occurs. For example, if the board approved a contract for services and later discovers that one of its members owns part interest in the company providing those services, the contract can be voided.

What statute says:

A member of a charter school board of directors who violates this prohibition [against conflicts of interest] is individually liable to the charter school for any damage caused by the violation. Minn. Stat. § 124E.07, subd. 3(c).

What statute means:

If there is a violation that causes the charter school financial damage, the member who violated the policy is liable to the school for the amount of the financial damage caused by the violation. For example, if a contract is voided because of a violation, and the resultant replacement contract for services costs the school more than the voided contract, the board member who violated the policy would be liable to the school for the additional contract costs and any early termination fees.

What statute says:

Any employee, agent, or board member of the authorizer who participates in the initial review, approval, ongoing oversight, evaluation, or the charter renewal or nonrenewal process or decision is ineligible to serve on the board of directors of a school chartered by that authorizer. Minn. Stat. § 124E.07, subd. 3(d).

What statute means:

This prohibits those who are involved with decision-making or other activities related to the approval, ongoing oversight, evaluation, or renewal / nonrenewal of a charter school from serving on that school's board. For example, Osprey Wilds staff, contract evaluators, board members, and Charter School Committee members are prohibited from serving on the board of any school authorized by Osprey Wilds.

What statute says:

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

- (1) the board member, employee, officer, or agent;
- (2) the immediate family of the board member, employee, officer, or agent;
- (3) the partner of the board member, employee, officer, or agent; or
- (4) an organization that employs, or is about to employ any individual in clauses (1) to (3),

has a financial or other interest in the entity with which the charter school is contracting. A violation of this prohibition renders the contract void. Minn. Stat. § 124E.14(a).

What statute means:

This section of statute further defines conflicts of interest and automatically voids contracts for violations of this section.

What statute says:

The conflict of interest provisions under this section do not apply to compensation paid to a teacher employed as a teacher by the charter school or a teacher who provides instructional services to the charter school through a cooperative formed under chapter 308A when the teacher also serves on the charter school board of directors. Minn. Stat. § 124E.14 (b).

What statute means:

This provision allows teacher members of a charter school board to vote on matters related to teacher compensation without that action being considered as a conflict of interest.

What statute says:

A charter school board member, employee, or officer is a local official for purposes of section 471.895 with regard to receipt of gifts as defined under section 10A.071, subdivision 1, paragraph (b). Minn. Stat. § 124E.14(c).

"Local official" means: ...(2) an elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer of any independent school district. Minn. Stat. § 471.895, subd. 1 (d).

Prohibition. An interested person may not give a gift or request another to give a gift to a local official. A local official may not accept a gift from an interested person. Minn. Stat. § 471.895, subd. 2.

"Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given and received without the giver receiving consideration of equal or greater value in return. Minn. Stat. § 10A.071(b).

Prohibition. A lobbyist or principal may not give a gift or request another to give a gift to an official. An official may not accept a gift from a lobbyist or principal. Minn. Stat. § 10A.071, subd. 2.

What statute means:

Members of the board of directors of a charter school must avoid accepting or requesting any gifts or items of value from vendors or other people with interest in the school (financial or otherwise). Gifts may include money, property, service, loan, debt forgiveness, or promise of future employment.

What statute says:

A board member, employee, or officer must not receive compensation from a group health insurance provider. Minn. Stat. § 124E.14(c).

What statute means:

This section of statute is relatively straightforward. A board member, employee, or officer must not receive compensation from a group health insurance provider. This includes employment.

Minnesota's Nonprofit Organization Statute

What statute says:

(a) A contract or other transaction between a corporation and: (1) . . . a [non-immediate] member of the family of its director; (2) a director of a related organization, or a member of the family of a director of a related organization; or (3) an organization in which . . . a [non-immediate] member of the family of its director, is a director, officer, or legal representative or has a material financial interest; is not void or voidable because the director or the other individual or organization are parties or because the director is present at the meeting of the members or the board or a committee at which the contract or transaction is authorized, approved, or ratified, if a requirement of paragraph (b) is satisfied.

(b) A contract or transaction described in paragraph (a) is not void or voidable if:

(1) the contract or transaction was, and the person asserting the validity of the contract or transaction has the burden of establishing that the contract or transaction was, fair and reasonable as to the corporation when it was authorized, approved, or ratified;

(2) the material facts as to the contract or transaction and as to the director's interest are fully disclosed or known to the members and the contract or transaction is approved in good faith by two-thirds of the members entitled to vote, not counting any vote that the interested director might otherwise have, or the unanimous affirmative vote of all members, whether or not entitled to vote;

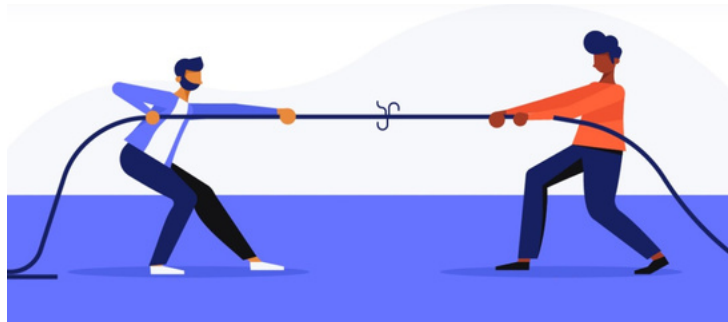
(3) the material facts as to the contract or transaction and as to the director's interest are fully disclosed or known to the board or a committee, and the board or committee authorizes, approves, or ratifies the contract or transaction in good faith by a majority of the directors or committee members currently holding office, provided that the interested director or directors may not vote and are not considered present for purposes of a quorum. If, as a result, the number of remaining directors is not sufficient to reach a quorum, a quorum for the purpose of considering the contract or transaction is the number of remaining directors or committee members; or

(4) the contract or transaction is a merger or consolidation described in section 317A.601.

Minn. Stat. § 317A.255, subd. 1.

What statute means:

As applied to charter schools, the conflict of interest provisions in Section 317A.255, as described in the statute, can be remedied if any of the provisions of paragraph (b) exist. However, the provisions of paragraph (b) can be difficult to meet, and it is usually best to avoid even the appearance of a conflict of interest.



Strategies to Avoid or Mitigate Conflicts of Interest

1. Make sure that your board has an active board-adopted Conflict of Interest Policy in place. If not, place the creation and adoption of a Conflict of Interest Policy high on the board's priority list to accomplish.
2. Ensure that all board members, especially newly elected board members, fully understand the provisions of the policy, how it applies, and the significance of it to the board's successful operation.
3. Review the Conflict of Interest Policy in a public meeting at least once per school year. It may be helpful to have the school board's attorney attend and participate in this activity.
4. Apply the provisions of the Conflict of Interest Policy when considering the award of contracts and other purchases being made by the school.
5. Ensure that all school leaders including any staff members who make purchases for the school, are fully aware of the Conflict of Interest Policy, and their responsibilities relative to its implementation.
6. If in doubt about a potential conflict of interest that may exist or arise at your school, contact either the school board's attorney and/or the school's authorizer for additional guidance.

For more information on this topic, the Minnesota Department of Education ("MDE") has issued extensive "Guidance on Conflicts of Interest for Charter Schools and Authorizers" which provides additional insight into this matter. You can download it from the MDE website on the [Authorizer Resources page](#).

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 \$100,000

1-If a grant application in excess of \$100,000 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
1000 Fifth Avenue SE
Hutchinson, Minnesota 55350
320.234-6362

EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is entered by and between the New Discoveries Board of Directors ("Board") of New Discoveries Montessori Academy ("Academy") and **Kirsten Kinzler** ("Employee"). The Academy and Employee are hereinafter collectively referred to as "the parties."

WHEREAS the parties desire to enter into an employment agreement governing the terms and conditions of the Employee's employment with the Academy.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and covenants contained in this Agreement, including the mutual relinquishment of respective legal rights, the parties hereby agree as follows:

1. **Term.** This Agreement will be in effect beginning **July 1, 2022**. This Agreement will not automatically renew. If the Employee wishes to continue serving as an Employee beyond this work agreement, she must notify the Board in writing before April 15, 2023. Upon receiving such notice, the Academy may exercise its right to offer another employment agreement to the Employee, but the Academy will not be obligated to do so. Any agreement for employment for the 2023-2024 school year must be through a separate agreement signed by the Employee and the Board Chair.

2. **Salary.** While this Agreement is in effect, the Employee will earn a gross yearly salary of one hundred fifteen thousand dollars (\$115,000.00)/year for performing her duties as an Employee. The Employee will earn a gross yearly salary of one hundred three thousand five hundred dollars (\$103,500.00)/year for performing her duties as Executive Director and eleven thousand five hundred dollars (\$11,500.00)/year for performing her duties as Homeless Liaison. ~~The Employee may receive up to ten thousand dollars (\$10,000) in additional compensation from ESSFP funds if additional time above the eight hours per day is spent addressing needs of the school environment, students, employees and/or families related to the COVID virus and up to ten thousand dollars (\$10,000) in additional compensation if enrollment goals are met.~~ In accordance with its regular payroll schedule, the Academy will pay the Employee this compensation twice a month, less required withholdings, and deductions. Each semi-monthly installment will be made, after the period in which the salary was earned, on the 1st and 16th day of each month. The obligation to make such payments shall cease immediately if the Employee resigns, or her employment is terminated for any reason.

Nothing in this Agreement alters either party's right to terminate the Agreement at any time. The Academy's obligation to compensate employee will cease immediately if the Employee resigns, or her employment is terminated for any reason. If this Agreement is terminated before the end of the stated term, the compensation paid to the Employee will be prorated to reflect the number of days worked.

3. **Position and Duties.** Subject to the other provisions of this Agreement, the Academy hereby agrees to employ the Employee as an at-will employee in the position of Executive Director and the Employee hereby accepts such employment, upon the terms and conditions set forth in this Agreement.

3.1 **Full-Time Position.** The position of *Executive Director* is a full-time position. Regular attendance is an essential function of the job. A regular workday will be eight (8) hours in length, but the Employee is expected to work the number of hours necessary to perform her job duties and to meet the professional expectations of the position.

3.2 **Status.** The position of Executive Director has an exempt status under the Fair Labor Standards Act. Considering the exempt status of the position, additional hours worked beyond an eight (8) hour day will not constitute overtime.

3.3 **Job Description and Performance.** The Board shall have the authority to create and modify the Employee's written job description as it sees fit; to oversee and direct the Employee's job performance as it sees fit; and to review the Employee's performance as it sees fit.

3.4 **Substitute Folder.** The Employee must turn in a substitute Employee folder to the main office, which includes enough information for a substitute Employee to be able to substitute in a successful manner in the absence of the Employee.

3.4 **Meetings.** The Employee must attend scheduled school staff meetings, staff development meetings, department meetings, and special education IEP meetings that relate to her assignment. The Employee must also be available to meet with parents as requested.

3.5 **Committee Participation.** The Employee may be required to participate in a school committee during the term of this Agreement. Assignment to committees shall be at the discretion of the board chair.

4. **Work Year.** The Employee will be required to work two-hundred and twenty-eight (228) days during the term of this Agreement. The calendar for days worked will be established at the discretion of the Board.

4.1 **Snow / Emergency Day.** If the school must be closed for more than one (1) day due to bad weather or other emergency that day will subsequently be made up.

5. **TRA Contributions.** The Academy will contribute required employer contributions to the Teacher Retirement Association (TRA) based on the gross covered wage that it pays to the Employee. The obligation to make this contribution will cease immediately if the Employee resigns, or her employment is terminated for any reason. The Employee will also contribute required employee contributions.

6. **Insurance Benefits.** The Academy's only obligation is to make the premium contributions stated in this Section. The Employee agrees that no claim may be made against the Academy for any claim that is not covered or paid by insurance. The Academy is not ensuring or guaranteeing that any claim will be paid or covered by insurance. The eligibility and coverage of the Employee and any dependents shall be governed by the terms of the applicable insurance policy.

6.1 **Health Insurance.** While this Agreement is in effect, the Academy will pay the following towards the Employee's health insurance coverage if the Employee is enrolled in the Academy's group insurance plan:

1. One hundred percent (100%) of the family coverage premium for the HSA Plan. Two hundred-fifty (\$250.00) dollars per month funded into the Employee's Health Savings Account (HSA).

6.2 **Dental Plan.** While this Agreement is in effect, the Academy will pay one hundred percent (100%) of the premium for single plan coverage.

6.3 **Group Term Life Insurance.** While this Agreement is in effect, the Academy will pay the premiums for a group term life insurance policy for the Employee with a death benefit in an amount equal to ~~\$115,000.00~~. The eligibility of the Employee and her beneficiaries for this insurance benefit is governed by the terms of the insurance policy selected by the Academy.

6.4 **Short-term Disability.** While this Agreement is in effect, the Academy will pay one hundred percent (100%) of the premium for short-term disability.

7. **Leaves of Absence.**

7.1 **Holidays.** Employee is eligible for the following holidays: July 4, 2022, Independence Day; September 5, 2022, Labor Day; November 23, 24, & 27, 2022, Thanksgiving; December 23, 26, 27, 28, 29, 30 2022, Christmas; February 23, 2023, Presidents' Day; April 7 & 10, 2023, Good Friday & Easter; May 29, 2023, Memorial Day

7.2 **Vacation.** Employee is eligible for twenty (20) days of vacation. The employee may carryover up to thirty (30) days of vacation for use in a following school year.

7.3 **Sick Leave.** The Employee will be granted up to ten (10) sick days per year. Sick leave with pay will be allowed whenever the Employee is absent due to illness or a serious health condition that prevents her attendance and the performance of her job duties. The Employee may carryover up to two (2) days of sick leave for use in the following school year.

The Academy reserves the right to request certification from a qualified physician stating that a given absence was due to illness or a serious health condition. The Academy further reserves the right to make the final determination as to whether the Employee is entitled to receive paid sick leave for a given absence. Sick leave for three (3) or more consecutive days requires a physician certificate of illness.

7.4 **Personal Leave.** The Employee will be allowed to use up to three (3) days of her ten (10) sick days as paid personal leave during the term of this Agreement. Request for personal leave should be made in writing to the Board Chair at least three (3) working days in advance of the leave (the three [3] day timeline may be waived *only* in the event of an emergency). The Academy reserves the right to make the final determination as to whether the Employee is entitled to receive paid personal leave for a given absence.

7.5 **Bereavement Leave.** Up to three (3) days of paid leave shall be allowed during the term of this Agreement for any death in the Employee's immediate family. Immediate family is defined as a spouse, child, parent, brother, sister, grandchild, grandparent, or immediate family in-laws. Upon termination of this Agreement, the Employee shall have no right to be paid for unused days of bereavement leave.

8. **Professional Affiliations and Conferences.** The Academy will reimburse the Employee for the actual and necessary business-related expenses and fees incurred in attending pre-approved conferences and other pre-approved professional development events.

8.1. **Reimbursements.** To obtain reimbursement for an approved event, the Employee must submit an itemized expense report and corresponding receipts to the appropriate personnel at the Academy within forty-five (45) days after incurring the expense. Time spent attending professional conferences and meetings will not be deducted from the Employee's available leave time.

8.2 **Conference Reports.** The Employee will advise the Board of all meetings and conferences that she will be attending and will periodically report to the Board relative to significant meetings and conferences that she has attended.

9. **Covenant of Diligence, Good Faith, and Loyalty.** The Employee agrees to perform her job duties diligently, in good faith, and to the best of her ability. The Employee further agrees to be loyal to the Board and to the Academy.

9.1 The Employee shall not, directly or indirectly, engage or participate in any action or conduct that conflicts in any respect with the interests of the Academy, nor shall the Employee

engage or participate in any action or conduct that is inconsistent with her duties as the Employee, the basic educational mission of the Academy, or the desired image of the Academy.

9.2 The Employee accepts and will follow all policies and procedures of the school as set by the administration and the Board.

10. **Employment Status and Termination.** The Employee is an at-will employee, and the Board may terminate this Agreement and the Employee's employment as it sees fit by providing the Employee with notice of termination fourteen (14) calendar days in advance of the effective date of the termination. The Board is not required to show cause for termination of this Agreement and the Employee's employment.

After the effective date of any termination, the Employee is not entitled to receive any form of unearned compensation, severance, unused sick leave, paid time off, or any other employer-paid benefit.

11. **Resignation.** The Employee may terminate this Agreement and her employment with the Academy by providing a written statement of her intention of resignation to the Board no less than fourteen (14) calendar days in advance of the effective date of the resignation. If such notice is given, the Employee must continue to perform her job duties diligently, in good faith, and to the best of her ability until the effective date of the resignation. The Employee must also act in good faith to facilitate the transfer of job duties to a new Employee.

If the Employee resigns and provides less than fourteen (14) days advance written notice to the Academy, the Board reserves the right to legally pursue from the Employee the recovery of costs incurred in replacing the Employee in the interim. These costs may include attorney's fees, use of substitute Employees, or other costs associated with expedited replacement of the Employee.

If the Board Chair and Employee agree on a departure date that is less than fourteen (14) days from the date that the Employee gives notice, the Board at its sole discretion may waive the fourteen (14) day written notice requirement and agree not to seek recovery of replacement costs.

After the effective date of any resignation, the Employee is not entitled to receive any form of unearned salary, severance, unused sick leave, payment of any insurance premium, paid time off, or any other employer-paid benefit.

12. **Choice of Law and Severability.** This Agreement shall be governed by the laws of the State of Minnesota, regardless of whether any change occurs in the Employee's domicile or status as a resident of Minnesota. If any part of this Agreement is construed to be in violation of any applicable law, the remaining portions shall remain in full force and effect.

13. **Waiver.** A waiver by either party of any term or condition of this Agreement (or any breach thereof) will not constitute a waiver of any other term or condition, or a breach of the entire Agreement.

14. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties relating to the employment of the Employee. No party has relied upon any oral statements or promises that are not set forth in this document. The terms of this Agreement are contractual and supersede all prior agreements between the parties and any inconsistent provisions in any employee handbooks or policies. The Employee understands and agrees that any handbooks or policies adopted by the Academy do not create an express or implied contract between the Academy and the Employee. No waiver or modification of any provision of this Agreement is valid unless it is in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates shown below. This Agreement shall not become effective unless and until it is signed by all parties.

By signing below, each party acknowledges that it has read this Agreement; that it understands the terms of the Agreement; and that it intends to be legally bound by the terms of the Agreement.

IN WITNESS WHEREOF the Academy has caused this Agreement to be executed in its name by its proper officials and the Employee has executed the same all on the date first above written.

Employee

Date Signed

Board Chair

Date Signed

May 24, 2023

Dear Board of Education and all administration of NDMA,

I am writing to let you know that my letter of intent that I had submitted previously to April 15, 2023 has changed. I have made the tough decision to go back to school and get my Parent Educator License along with pursuing my career as a Parent Educator within a public school district. This has been a hard decision because I am very passionate about my educator position with the NDMA students and families. I will finish out this school year but will not be returning in the Fall. I am requesting at this time an absence of leave to further my education in the Graduate Program into Parent Education and to re-evaluate my position here at NDMA in the Fall of 2024-2025.

I believe that this is the time in my life that I need to shift paths in the education world and start to educate parents to help them be more successful with the upcoming generations as they come into the academic world. I can honestly say, I am burnt out and need to make some changes with my career choice. I am passionate about working with children and families but I do not want to allow the burn out to get the best of me and I lose that passion. In order for me to fulfill my passion to work in Early Childhood Education, I firmly believe that the upcoming job opportunities as a Parent Educator in the ECFE programs will fulfill that for me.

Thank you for giving me the opportunity to work at NDMA for the past 7+ years. I have made wonderful relationships with colleagues, students and families. They will all have a special place in my heart that will always remind me of why I loved my job working here at NDMA. Again, thank you.

Sincerely,

Catherine Frisbie

A handwritten signature in black ink that reads "Catherine Frisbie". The signature is written in a cursive style with a small "r" above the "i" in Frisbie.