



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

Official Board Meeting Agenda  
Monday, June 24, 2024 – 5:30 p.m. – on site at NDMA.  
(Contact [tara.erickson@newdiscoveries.org](mailto:tara.erickson@newdiscoveries.org) for full board packet)

1. Call Meeting to Order (Location of Board Packet) – Roll Call
2. Welcome/Introduction of Guests
3. Spotlight Report – Dustin Reeves from the Finance Company
4. Approval of Agenda
5. Approval of Consent Agenda
  - a. Minutes of May 20, 2024 Meeting
  - b. Submitted Committee Reports
    - i. Financial Committee met on June 17th, 2024
    - ii. Policy/Governance met on June 17th, 2024
6. Financial Reports
  - a. May 2024 Financial Report
  - b. Approve May 2024 Supplemental Information Report
7. Reports
  - a. Executive Director
    - i. Personnel changes – resignations, dismissals, reassignments, and new employments
    - ii. Strategic Plan Update
    - iii. Environmental Education Update
    - iv. Academic Testing and Achievement Update
    - v. Enrollment Update
    - vi. Activities and Happenings related to the school, staff, students, families, community
  - b. Board Activities
    - i. Board Evaluation Form
8. Unfinished Business
  - a. Second reading and approval of 708P Capital Asset Threshold Policy
9. New Business
  - a. Review and Approve leave of absence from Mistin Petersen
  - b. Review and Approve the FY24 Revised Budget
  - c. Review and Approve the FY25 Proposed Budget
  - d. Review and Approve the following policies:
    - i. 407P Employee Right to Know – Exposure to Hazardous Substances
    - ii. 411.1P Paid Time Off/Earned Sick and Safe Leave
    - iii. 533P Wellness
  - e. Review the Triennial Assessment from the Wellness committee
10. Upcoming Meetings/Events/Announcements

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- a. Next board meeting, July 15, 2024 – 5:30 p.m.
- b. Finance Committee Meeting, June 8, 2024 – 11:45 a.m.
- c. Policy/Governance Committee Meeting, June 8, 2024 – 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

Monday May 20, 2024 – 5:30 p.m.  
on site at NDMA in the conference room

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 5:31 p.m.

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

Absent: Kyle Kovack.

Non-voting member present: Kirsten Kinzler, Director.

Tara Erickson, Recorder

2. Guests: Jill Montes, volunteering to fill Kovack's 2-year term in July.
3. Spotlight Report – none this month. In July Mr. Kangas will give a report on June's Summer Discoveries Safety Town.
4. Agenda – MS (Dezelske/La Plante) 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 15, 2024 Meeting
  - b. Submitted Committee Reports
    - i. Financial Committee met on May 13th, 2024
    - ii. Policy/Governance met on May 13<sup>th</sup>, 2024
6. Financial Reports
  - a. Received April 2024 Financial Report.
  - b. MS (Dezelske/Hoerner) to approve April 2024 Supplemental Information Report, noted that there was nothing out of line and looks appropriate, roll call vote unanimous; motion carries.
7. Reports
  - a. Executive Director - see attached directors report.
    - i. Personnel changes – resignations, dismissals, reassignments, and new employments
    - ii. Strategic Plan Update
    - iii. Environmental Education Update – Patti met with representative from Osprey Wilds as well as students. E2 classes have a field trip to the Nye Nature Center next week.
    - iv. Academic Testing and Achievement Update – all testing is complete. 143 students took the NWEA's. Data will be available at the June meeting.

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- v. Enrollment Update – no change
  - vi. Activities and Happenings related to the school, staff, students, families, community – Track and Field, Pet Day, and Fly-Up Day all happening this week.
- b. Board Activities – reminders about trainings for board governance.

## 8. Unfinished Business

## 9. New Business

- a. Reviewed and Accepted Osprey Wilds Board Observation from 4-15-24
- b. Reviewed and Accepted Osprey Wilds Site Visit Feedback from 4-17-24 (Letter from 5-10-24)
- c. Reviewed Notice of Concern – Academics from Osprey Wilds from 4-22-24
- d. Reviewed the Draft of the 2024-25 Strategic Plan
- e. MS(Dezelske/Boettcher) to accept the following policies:
  - i. 307P Emergency or Short-Term Administrator Succession Plan
  - ii. 308P Hiring a Board Appointed Administrator
  - iii. 401P Equal Opportunity Employment
  - iv. 402P Disability Nondiscrimination
  - v. 417P Substance Use and Abuse
  - vi. 418P Drug Free Workplace – Drug Free School revised
  - vii. 419P Tobacco Free Environment
  - viii. 420P Students & Employees with AIDS
  - ix. 425P Staff Development Policy
  - x. 426P Anti-nepotism
  - xi. 430P Employment
  - xii. 440P Reporting Unethical Illegal Activity, all aye; motion carries unanimously.
- f. First reading of 708P Capital Asset Threshold Policy

## 10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, June 24, 2024 – 5:30 p.m.
- b. Finance Committee Meeting, June 17, 2024 – 12:00 p.m.
- c. Policy/Governance Committee Meeting, June 17, 2024 – 12:30 p.m.
- d. Facilities Committee Meeting, tbd
- e. Administrative Review Committee, tbd
- f. Wellness Committee May 30, 2024 – 9:00 a.m.

## 11. Adjournment 6:27

Respectfully submitted,  
Tara Erickson  
Recorder



## NDMA Finance Committee Meeting Minutes Monday, June 17, 2024, 12:00 pm

### Members Present:

Shari Colvin, Spencer Kangas, Kirsten Kinzler, Dustin Reeves

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

There is a discrepancy between the 206 enrollment that our records show and the 202 enrollment MDE shows for the school. This is being looked at – may have to do with how MDE is handling PreK.

NDMA is about where we should be with income and expenses. When final FY salaries and benefits are paid out, the expenses should be closer to income.

Only half of the budgeted amount of \$30,000 for interest on the line of credit is needed this year. We were also below budgeted amounts in the areas of Communication services, Repairs and maintenance services, and a few other areas. All that should improve the end of year balance and/or make up for lower than expected enrollment.

Community Services Fund is higher this year because more families are paying their preschool fees.

Looking at general fund contracted transportation, and invoice submitted for May transportation will not put us over budget in that area.

#### 2. 2023-2024 Budget Revision

Reeves will present a revised the FY24 budget at the board meeting that more closely matches the actual income/expenditures.

#### 3. 2024-2025 Budget/Multi-year Budget/Enrollment

The FY25 budget calls for an enrollment of 215 students – 9 more than the current year. There is a two percent increase in both income and expenses in the FY25 budget over the FY24 with an additional 8% increase in health insurance expenses. This will result in a projected \$60,826 annual surplus.

#### 4. Employee Retention Credit (ERC) – any news?

No news on ERC.

#### 5. Other

No other discussion.

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## **Policy/Governance Committee Meeting Notes – 6/17/24**

The Policy/Governance Committee Meeting of the NDMA board at 12:30 p.m. Monday, June 17, 2024 in NDMA conference/board room

Present: Shari Colvin, Kirsten Kinzler, Spencer Kangas

Agenda:

**I. 411P - Paid Time Off/Earned Sick and Safe Time Leave**

The HR firm the school has contracted said our revised Sick Leave/Paid Time Off policy still did not meet statute requirements. We were also informed that we could no longer offer “shared sick time”. The firm sent a proposed policy template for NDMA. The policy was rewritten and will be presented to the board for approval.

**II. 533P - Wellness Policy**

Following the Wellness Committee meeting on May 31<sup>st</sup>, Kirsten found documents that NDMA should be using for the triennial wellness steps update and the template that should be used for the policy. The current policy was rewritten to be in compliance with the statute requirements, and Kinzler, Kangas and Colvin filled in the triennial wellness steps update form. The revised policy will be presented to the board for approval. Kinzler will update the board on the wellness steps update.

**III. 407P - Employee Right to Know - Exposure to Hazardous Substances**

This is the final policy on the regular review cycle to review this fiscal year. Only the review date change is recommended.

**IV. MACS NEW LAW PRIMER 2024 - Charter Schools**

The committee briefly went through the changes and requirements that are pertinent to NDMA. The one requirement that needs to be addressed at the June 2024 board meeting will be to have the board complete an assessment of the board’s performance that will need to be included in the school’s annual report.

**V. Binder and Jump Drive with information for new board members**

Two binders and jump drives have been prepared for new board members.

**VI. Next Meeting – tbd**

Respectfully submitted,  
Shari Colvin



New Discoveries Montessori Academy  
Hutchinson, Minnesota  
District 4161

Financial Report

As of May 31, 2024

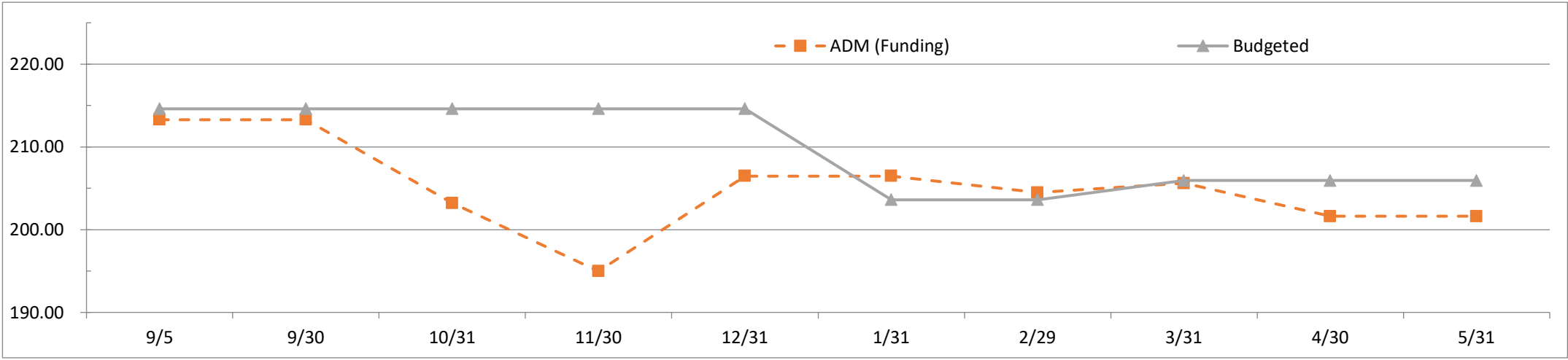
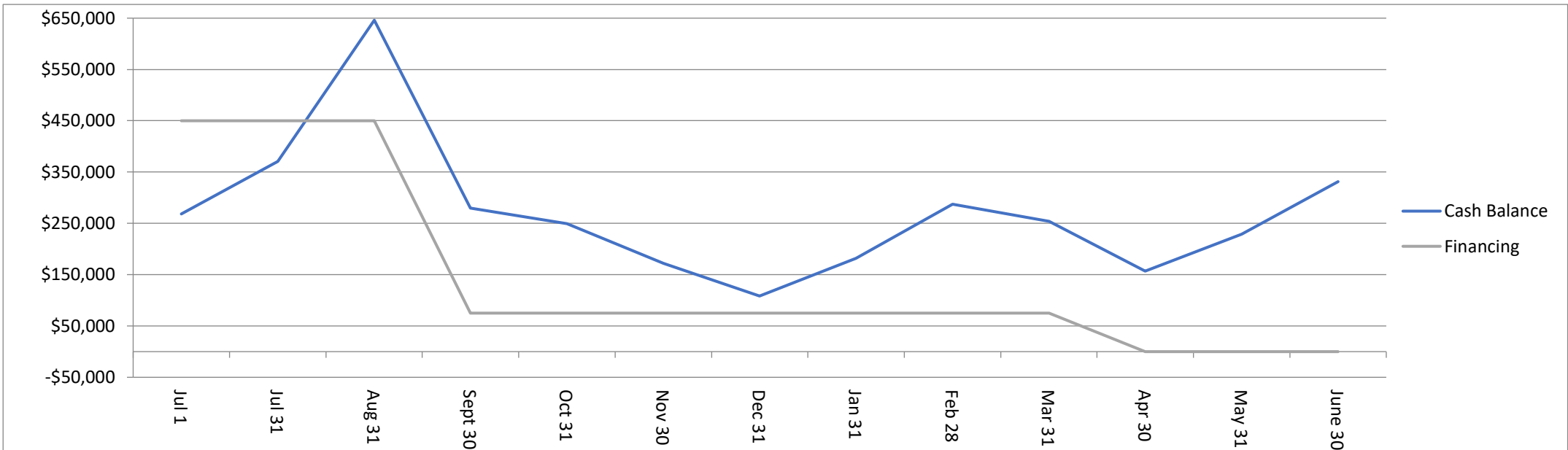
New Discoveries Montessori Academy  
Hutchinson, Minnesota

May 2024 Financial Report

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New Discoveries Montessori Academy Hutchinson, Minnesota Financial Report Overview As of May 31, 2024		
Financial Summary		
<i>Resources to Operate Programs (Revenues)</i>		<i>Funds Used to Provide Programs and Services (Expenses)</i>
Approved Budget	\$ 6,484,467	Approved Budget \$ 6,429,875
Proposed Revised Budget	6,054,714	Proposed Revised Budget 5,968,569
Year to Date	5,514,419	Year to Date 5,214,633
	91.08%	87.48%
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 222
Working Budget Estimate	206	Weighted Average Daily Membership 210
Enrollment as of the First Day of School	226	
Enrollment as of End of the Month	201	Weighted Average Daily Membership 210
Finances "At A Glance"		
Shows Actual Audited data for FY23.		
Shows the Original Budget for FY24.		
Shows the Working Budget for FY24.		
Actual year to date amounts are shown, along with a percentage of the current Working Budget.		
Balance Sheet		
The beginning balances on the Balance Sheet are based on audited information as of July 1, 2023. Based on audited actual data, the school had a fund balance of \$344,819.		
Assets		
The cash balance as of the end of the month was \$229,037 at Citizens Bank. This is up from the prior month due to the repayment on the Line of Credit.		
Due from Other Funds represents \$125,583 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 \$397,803 at the end of the month.		
Federal aids receivable for the current year were \$22,823 based on expenditures incurred.		
Prepaid expenditures, including benefits total \$124,570 at month-end.		
Liabilities		
Salaries and benefits payable as of the end of the month were \$164,959; this is for the portion of FY2024 contracts that will be paid out in September 2024.		
There was a \$0 outstanding balance on the line of credit as of the end of the month.		
Total Accounts Payable at the end of the month were \$5,824 which includes deferred revenues for Food Service.		

*Fund Balance*

*2023-2024 School Year*

The working budget reflected in the financial report document predicts an operating surplus of \$86,145 and will provide for an ending Fund Balance of \$430,963, or 7.2% of total expenditures.

**Statement of Revenues and Expenditures**

The projected enrollment for this year is estimated at 206 students in the Working Budget, for funding in grades PK through 8th.

Revenues

Year to date, 91.08% of budgeted revenues have been received (including the state aid holdback estimate).

Expenditures

Year to date, 87.48% 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, 2024

	2022-2023 Audited Actual	2023-2024 Original Budget	2023-2024 Working Budget	2023-2024 Year-to-Date Totals	91.67% Percent of Working Budget
<b>Enrollment Kindergarten - Grade 8</b>	214	215	206	202	97.64%
Estimated Pupil Units	221	222	210	206	98.16%
<b>General Fund - 01</b>					
Beginning fund balance	86,477	244,764	244,764	244,764	
Revenues	6,065,939	6,206,299	5,786,782	5,268,491	91.04%
Expenditures	(5,907,652)	(6,132,343)	(5,700,637)	(5,011,686)	87.91%
Transfers to other funds	-	(19,365)	-	-	
Change	158,287	54,591	86,145	256,805	
Ending fund balance	\$ 244,764	\$ 299,355	\$ 330,909	\$ 501,569	
<b>Food Servies Fund - 02</b>					
Beginning fund balance	\$ 68,789	\$ 84,305	\$ 84,305	\$ 84,305	
Revenues	234,040	238,802	231,796	209,791	90.51%
Expenditures	(218,524)	(258,167)	(231,796)	(202,947)	87.55%
Transfer from general fund	-	19,365	-	-	
Change	15,516	-	-	6,844	
Ending fund balance	\$ 84,305	\$ 84,305	\$ 84,305	\$ 91,149	
<b>Community Services Fund - 04</b>					
Beginning fund balance	\$ 15,750	\$ 15,750	\$ 15,750	\$ 15,750	
Revenues	23,245	20,000	36,136	36,136	100.00%
Expenditures	(23,245)	(20,000)	(36,136)	-	0.00%
Transfer from general fund	-	-	-	-	
Change	-	-	-	36,136	
Ending fund balance	\$ 15,750	\$ 15,750	\$ 15,750	\$ 51,886	
<b>Total All Funds</b>					
Beginning fund balance	171,016	344,819	344,819	344,819	
Revenues	6,323,224	6,465,101	6,054,714	5,514,419	91.08%
Expenditures	(6,149,421)	(6,410,510)	(5,968,569)	(5,214,633)	87.37%
Transfer between funds	-	-	-	-	
Change	173,803	54,590	86,144	299,786	
Ending fund balance	\$ 344,819	\$ 399,409	\$ 430,963	\$ 644,605	
Ending Fund Balance as a Percentage of Expenditures	5.6%	6.2%	7.2%		

New Discoveries Montessori Academy  
Hutchinson, Minnesota

Balance Sheet  
As of May 31, 2024

	Audited Balance 07.01.23	Month Ending Balance 05.31.24
<b>Assets</b>		
Current assets		
101 Checking - Citizens Bank and Trust Co.	\$268,129	\$ 229,037
115 Accounts receivable	224	-
118 Due from building company	160,971	125,583
121 State aids receivable	459,502	-
Current year state holdback	-	397,803
122 Federal aids receivable through MDE	146,353	22,823
131 Prepaid expenses and deposits	101,315	49,098
215 Prepaid employee insurance premiums	-	75,471
	<hr/>	<hr/>
Total all assets	1,136,494	\$ 899,815
	<hr/>	<hr/>
<b>Liabilities and Fund Balance</b>		
Current liabilities		
201 Salaries and wages payable	196,405	59
201 Salaries and wages payable (summer)	-	164,900
202 Citizens Bank and Trust line of credit advances	450,000	-
206 Accounts payable	69,572	356
215 Payroll deductions and contributions payable	70,551	23,944
215 Payroll deductions and contributions payable (summer)	-	60,483
230 Deferred revenue	5,148	5,468
	<hr/>	<hr/>
Total liabilities	791,675	255,210
Fund balance		
Unreserved fund balance	235,657	235,657
Nonspendable fund balance (inventories, prepaids)	101,315	101,315
Committed fund balance (facility/equipment fund)	5,185	5,185
Reserved fund balance (medical assistance pmts)	2,662	2,662
Net income to date	-	299,786
	<hr/>	<hr/>
Investment in fixed assets	-	
Total fund balance	344,819	644,605
Total liabilities and fund balance	\$ 1,136,494	\$ 899,815
	<hr/>	<hr/>
<b>Days Cash on Hand</b>	16	16
<b>Current Ratio</b>	1.44	3.53
<b>Requirement - Days Cash on Hand</b>	60	60
<b>Requirement - Current Ratio</b>	1.10	1.10

New Discoveries Montessori Academy  
Hutchinson, Minnesota

Summary Revenue and Expenditure Statement  
As of May 31, 2024

			Months to Date	11	91.67%
	2022 - 2023 Audited Actual	2023 - 2024 Original Budget	2023-2024 Proposed Revised Budget	2023 - 2024 Actual YTD	Year to Date Percent of Original Budget
<b>Projected Enrollment (Average Daily Membership)</b>	215	215	206	202	97.64%
Weighted average daily membership	220	222	210	206	98.16%
<b>General Fund - 01</b>					
Revenues					
State revenues					
211 General education aid	1,884,891	2,230,740	2,189,453	2,439,888	111.44%
335-300 Q comp aid	56,324	56,341	56,420	50,065	88.74%
212 Literacy incentive aid	-	14,129	10,830	9,286	85.74%
201 Endowment fund apportionment	10,317	9,180	12,843	12,843	100.00%
343 School Library Aid	-	-	19,916	17,949	90.12%
373 Student Support Personnel Aid	-	-	19,290	17,373	90.06%
348-300 Charter school lease aid	290,381	291,424	286,778	270,606	94.36%
317 Long-term facilities maintenance revenue	29,171	29,275	27,739	22,277	80.31%
Special education aid	3,130,260	3,316,919	2,909,366	1,853,187	63.70%
071 Medical assistance billing revenue	5,556	15,619	15,619	15,117	96.79%
Pension Adjustment Revenue	-	15,513	22,157	-	0.00%
Prior year over/under accrual	120,182	-	-	-	0.00%
Estimated state holdback				397,803	
Total state revenues	5,527,082	5,979,141	5,570,410	5,106,395	91.67%
Federal revenues					
401 Title I program	71,697	105,848	60,763	52,203	85.91%
414 Title II program	10,983	10,955	15,798	12,748	80.69%
151 CARES Funds	351,702	-	-	535	0.00%
419 Special education aid - 419	39,047	47,434	60,400	35,254	58.37%
429 Special education aid - 429	7,815	7,787	12,174	9,179	75.39%
514 Reap grant	20,130	20,000	20,000	10,880	54.40%
Total federal revenues	503,464	192,024	169,135	120,799	71.42%
Local revenues					
060 Fees collected	3,589	4,500	4,500	4,155	92.34%
050 Field trip fees collected	14,473	10,000	21,750	21,666	99.62%
092 Interest earned	279	253	450	404	89.86%
093 Rental of facilities	470	354	575	550	95.65%
096 Gifts and donations	2,905	10,000	13,575	13,555	99.86%
099 Erate reimbursements	-	4,720	4,720	-	0.00%
099 Other local revenues	12,225	3,791	150	-	0.00%
621 Sales of materials purchased for resale	1,450	1,516	1,516	966	63.72%
Total local revenues	35,391	35,134	47,236	41,297	87.43%
<b>Total revenues</b>	<b>\$ 6,065,937</b>	<b>\$ 6,206,299</b>	<b>\$ 5,786,782</b>	<b>\$ 5,268,491</b>	<b>91.04%</b>

	2022 - 2023 Audited Actual	2023 - 2024 Original Budget	2023-2024 Proposed Revised Budget	2023 - 2024 Actual YTD	Year to Date Percent of Original Budget
Expenditures					
100 Salaries and wages	\$ 849,662	\$ 1,003,804	\$ 1,040,860	\$ 897,189	86.20%
200 Employee benefits	271,227	329,471	333,075	277,891	83.43%
Projected salaries and wages payable	-	-	-	98,145	100.00%
Total salaries, wages and benefits	1,120,889	1,333,275	1,373,935	1,273,225	92.67%
305 Contracted services	127,465	136,218	150,000	128,772	85.85%
306 Contracted grounds/snowplowing services	8,350	8,389	8,389	7,198	85.80%
308 Advertising fees	4,895	5,023	5,023	5,190	103.32%
320 Communication services	12,483	17,850	17,850	9,309	52.15%
329 Postage	1,106	1,413	1,413	1,299	91.95%
330 Utilities expense	54,583	61,396	61,396	43,669	71.13%
331 Refuse removal fees	8,385	7,733	9,000	9,281	103.12%
340 Property and liability insurance	24,346	22,128	27,000	26,805	99.28%
350 Repairs and maintenance services	29,565	26,809	26,809	19,489	72.70%
351 Copier usage fees	(54)	-	-	(33)	0.00%
360 Contracted transportation	209,202	206,000	220,000	185,649	84.39%
366 Travel, conferences, and staff training	24,505	21,138	21,138	4,512	21.34%
369 Field trip registrations and other fees	17,121	15,467	15,467	15,880	102.67%
348-570 Building lease	444,000	444,000	444,000	444,000	100.00%
370 Other rentals and operating leases	-	365	365	-	0.00%
380 Computer and tech related hardware rentals	4,821	5,245	5,245	4,051	77.24%
376 Licensed nursing services	7,830	7,733	7,733	4,825	62.39%
389 Staff tuition reimbursements	4,824	1,561	4,925	4,925	99.99%
390 Educational payments to mn school district	395	2,081	2,081	1,208	58.06%
401 Non instructional supplies	47,456	51,556	51,556	35,402	68.67%
405 Non instructional computer software and licenses	15,040	12,425	15,000	14,954	99.69%
406 Instructional software licensing agreements	10,711	-	5,500	5,404	98.25%
430 Instructional supplies	10,228	10,311	20,200	19,470	96.38%
440 Fuels	1,022	773	773	577	74.67%
455 Noninstructional technology supplies	61	562	562	-	0.00%
456 Instructional technology supplies	1,715	1,289	1,289	277	21.49%
460 Textbooks and workbooks	-	1,031	1,031	-	0.00%
461 Standardized tests	2,831	2,919	2,950	2,937	99.56%
470 Media books	3,009	1,186	1,186	348	29.38%
490 Food (not for food service)	3,720	3,642	3,642	2,041	56.03%
510 Site improvements	-	516	516	-	0.00%
520 Building improvements	1,850	1,020	50	-	0.00%
530 Equipment purchased	7,387	3,851	100	85	85.00%
556 Instructional technology equipment	5,418	9,231	50	-	0.00%
740 Interest cost on line of credit	20,546	20,000	15,000	13,847	92.31%
820 Dues, memberships, other certain fees	31,161	32,640	38,100	38,159	100.16%
899 Budget contingency	-	-	-	(468)	0.00%
Total general education expenditures	2,262,176	2,476,778	2,559,275	2,322,285	90.74%

	2022 - 2023 Audited Actual	2023 - 2024 Original Budget	2023-2024 Proposed Revised Budget	2023 - 2024 Actual YTD	Year to Date Percent of Original Budget
REAP grant					
100 Salaries	-	-	15,000	9,328	62.18%
200 Benefits	-	-	5,000	1,553	31.06%
405 Non instructional computer software and licenses	-	-	-	-	0.00%
556 Instructional technology equipment	20,130	20,000	-	-	0.00%
Total reap grant	20,130	20,000	20,000	10,880	54.40%
Title program - title I					
100 Salaries	59,107	78,981	40,102	40,472	100.93%
200 Benefits	12,590	24,283	17,495	10,042	57.40%
401 Supplies - non-instructional	-	992	1,600	1,688	105.50%
430 Instructional supplies	-	1,592	-	-	0.00%
895 Indirect costs	-	-	1,566	-	0.00%
Total Title I Expenditures	71,697	105,848	60,763	52,203	85.91%
Title program - title II					
303 Contracted Services	7,580	10,440	11,391	10,390	91.21%
401 Supplies - non-instructional	2,757	516	4,223	2,358	55.83%
895 Indirect costs	-	-	185	-	0.00%
Total title II expenditures	10,983	10,955	15,799	12,748	80.68%
CARES Funds					
100s Salaries and Wages	262,974	-	-	532	0.00%
200s Benefits	71,541	-	-	-	0.00%
303 Purchased Services	2,625	-	-	-	0.00%
401 Non-Instructional Supplies	7,327	-	-	-	0.00%
456 Instructional Technology Supplies	12,664	-	-	-	0.00%
Total CARES expenditures	357,131	-	-	532	0.00%

	2022 - 2023 Audited Actual	2023 - 2024 Original Budget	2023-2024 Proposed Revised Budget	2023 - 2024 Actual YTD	Year to Date Percent of Original Budget
State special education					
100 Salaries	1,513,282	1,668,972	1,439,006	1,272,982	88.46%
200 Benefits	397,894	357,220	363,220	342,181	94.21%
360 Contracted transportation	1,212,502	1,340,469	1,125,000	895,559	79.61%
394 Special education fees for services	-	85,638	45,000	56,182	124.85%
433 Individualized instructional materials	-	-	-	1,698	0.00%
Total state special education expenditures	3,126,091	3,463,541	2,972,226	2,568,602	86.42%
Federal special education - finance 419					
303 Federal contracted services < \$25,000	42,225	15,787	40,000	16,515	41.29%
366 Travel, conferences and staff training	2,203	2,631	750	728	97.13%
401 Supplies - non instructional	-	3,162	150	118	78.89%
405 Non instructional computer software and licenses	1,712	1,610	10,500	10,232	97.44%
433 Individualized instructional materials	2,782	21,608	7,500	6,209	82.79%
820 Dues, memberships; other certain fees	-	-	1,500	1,455	0.00%
Total federal special education - finance 419	49,537	47,434	60,400	35,257	58.37%
Federal special education - finance 429					
100 100 salaries	-	6,166	9,941	7,188	72.31%
200 200 benefits	-	1,621	2,234	1,990	89.11%
Total federal special education - finance 429	-	7,787	12,174	9,179	75.39%
Subtotal expenditures	5,907,652	6,132,343	5,700,637	5,011,686	87.91%
Transfer to food service fund	-	19,365	-	-	0.00%
Total expenditures	\$ 5,907,652	\$ 6,151,708	\$ 5,700,637	\$ 5,011,686	87.91%
General fund net income	\$ 158,285	\$ 54,590	\$ 86,144	\$ 256,805	



	2022 - 2023 Audited Actual	2023 - 2024 Original Budget	2023-2024 Proposed Revised Budget	2023 - 2024 Actual YTD	Year to Date Percent of Original Budget
<b>Food Services Fund - 02</b>					
Revenues					
300 State revenues	\$ 9,761	\$ 4,798	\$ 23,000	\$ 25,664	111.58%
400 Federal revenues	190,520	213,488	194,163	178,016	91.68%
474 USDA commodities received	12,426	8,634	8,634	-	0.00%
600s Sales of lunches, breakfasts, and milk	21,313	4,878	6,000	6,111	101.85%
Subtotal revenues	234,040	238,802	231,796	209,791	90.51%
Transfer from general fund	-	19,365	-	-	
<b>Total revenues</b>	<b>\$ 234,040</b>	<b>\$ 258,167</b>	<b>\$ 231,796</b>	<b>\$ 209,791</b>	<b>90.51%</b>
Expenditures					
100 Salaries and wages	\$ 81,013	\$ 96,819	\$ 74,999	\$ 67,120	89.49%
200 Employee benefits	23,519	28,358	23,807	19,049	80.01%
300 Purchased services	1,019	7,194	7,194	7,678	106.73%
400 Supplies and materials	100,028	118,310	118,310	107,811	91.13%
491 Federal commodities used	11,603	5,921	5,921	-	0.00%
820 Dues, memberships, other fees	1,342	1,565	1,565	1,289	82.34%
<b>Total expenditures</b>	<b>\$ 218,524</b>	<b>\$ 258,167</b>	<b>\$ 231,796</b>	<b>\$ 202,947</b>	<b>87.55%</b>
<b>Food services fund net income</b>	<b>\$ 15,516</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,844</b>	
<b>Community Services Fund - 04</b>					
Revenues					
State revenues	\$ 16,920	\$ 18,000	\$ 28,810	\$ 28,810	100.00%
Childrens house program fees	6,325	2,000	7,326	7,326	100.01%
Subtotal revenues	23,245	20,000	36,136	36,136	100.00%
<b>Total revenues</b>	<b>\$ 23,245</b>	<b>\$ 20,000</b>	<b>\$ 36,136</b>	<b>\$ 36,136</b>	<b>100.00%</b>
Expenditures					
100 Salaries and wages	\$ 23,245	\$ 15,136	\$ 30,034	\$ -	0.00%
200 Employee benefits	-	2,801	4,039	-	0.00%
400 Supplies and materials	-	2,063	2,063	-	0.00%
<b>Total expenditures</b>	<b>\$ 23,245</b>	<b>\$ 20,000</b>	<b>\$ 36,136</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Community services fund net income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36,136</b>	

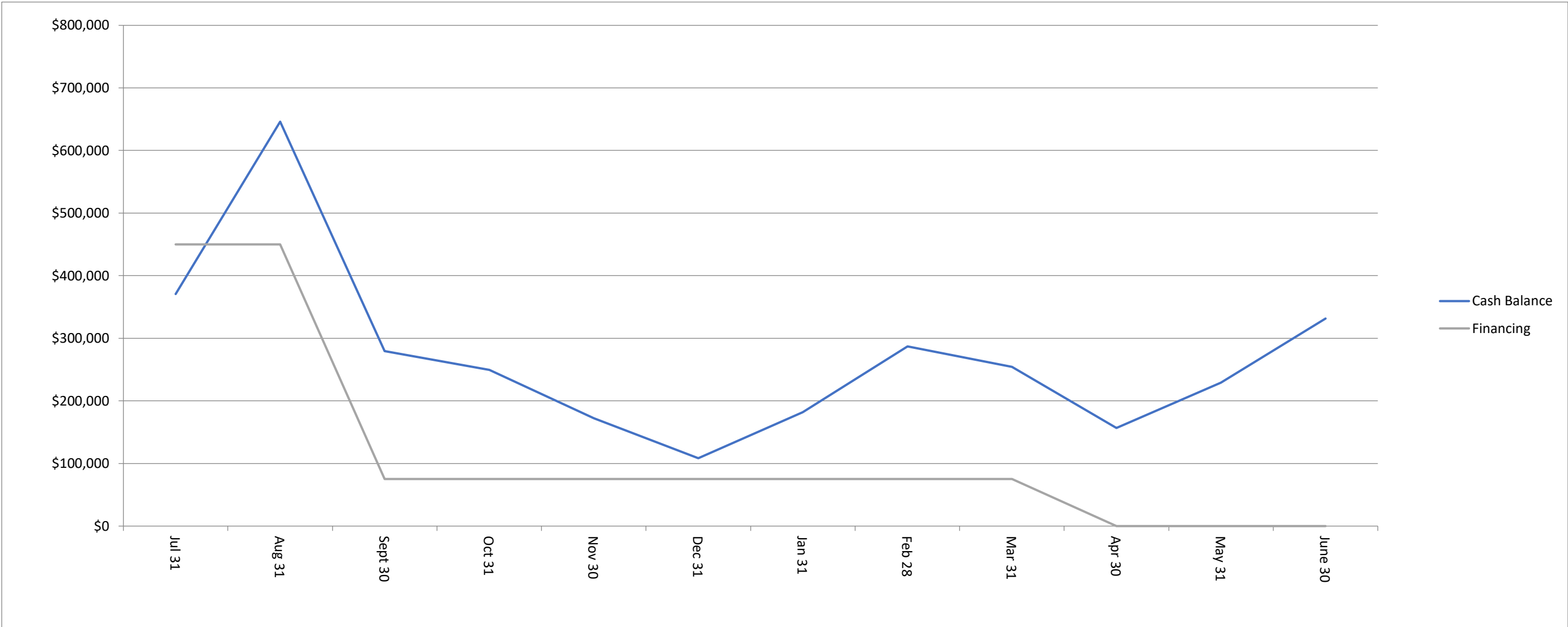
	2022 - 2023 Audited Actual	2023 - 2024 Original Budget	2023-2024 Proposed Revised Budget	2023 - 2024 Actual YTD	Year to Date Percent of Original Budget
<b>Total All Funds</b>					
Revenues					
State revenues	\$ 5,553,763	\$ 6,001,939	\$ 5,622,220	\$ 5,160,870	91.79%
Federal revenues	706,410	414,146	371,932	298,814	80.34%
Local revenues	63,049	49,017	60,562	54,735	90.38%
Fund transfers	-	19,365	-	-	0.00%
<b>Total revenues</b>	<b>\$ 6,323,222</b>	<b>\$ 6,484,467</b>	<b>\$ 6,054,715</b>	<b>\$ 5,514,419</b>	<b>91.08%</b>
Expenditures					
Salaries and wages	\$ 2,670,017	\$ 2,869,878	\$ 2,634,941	\$ 2,383,629	90.46%
Employee benefits	696,739	743,754	743,870	651,153	87.54%
Purchased services	2,324,716	2,458,221	2,257,169	1,903,079	84.31%
Supplies and materials	415,959	244,103	253,956	211,524	83.29%
Facilities and equipment	106,616	40,347	716	85	11.87%
Short term financing costs	19,868	20,000	15,000	13,847	92.31%
Dues and memberships, fees, other expenses	26,420	34,205	42,731	40,435	94.63%
Fund transfers	-	19,365	-	-	0.00%
<b>Total revenues all funds</b>	<b>\$ 6,323,222</b>	<b>\$ 6,484,466</b>	<b>\$ 6,054,714</b>	<b>\$ 5,514,419</b>	<b>91.08%</b>
<b>Total expenditures all funds</b>	<b>\$ 6,149,421</b>	<b>\$ 6,429,875</b>	<b>\$ 5,968,569</b>	<b>\$ 5,214,633</b>	<b>87.37%</b>
<b>Net income - all funds</b>	<b>\$ 173,801</b>	<b>\$ 54,590</b>	<b>\$ 86,144</b>	<b>\$ 299,786</b>	

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

New Discoveries Montessori Academy  
Cash Flow Projection Summary  
2023 - 2024 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										\$ 450,000	\$ 268,129	\$ 450,000
Jul 31	396,004	4,270	5,649	20,130	\$ 426,054	58,049	37,000	228,157	323,206	-	370,976	450,000
Aug 31	395,991	-	7,730	193,274	596,995	175,157	37,000	109,740	321,896	-	646,075	450,000
Sept 30	393,772	710	4,824	143,761	543,067	160,171	37,000	337,374	534,545	(375,000)	279,597	75,000
Oct 31	392,969	-	34,057	61,036	488,062	167,941	37,000	313,345	518,285	-	249,374	75,000
Nov 30	403,431	10,771	32,848	2	447,052	168,536	37,000	318,681	524,217	-	172,209	75,000
Dec 31	393,930	-	43,013	11	436,954	166,533	37,000	297,210	500,743	-	108,420	75,000
Jan 31	489,248	18,360	23,198	22,049	552,856	147,285	37,000	295,197	479,482	-	181,794	75,000
Feb 28	598,482	-	36,614	4,864	639,960	178,243	37,000	319,288	534,531	-	287,224	75,000
Mar 31	442,119	23,072	3,415	-	468,606	165,088	37,000	299,473	501,561	-	254,268	75,000
Apr 30	457,352	-	38,763		496,114	155,024	37,000	326,735	518,759	(75,000)	156,623	-
May 31	432,054	105,279	21,600	82,690	641,624	175,484	37,000	356,726	569,211	-	229,037	-
June 30	407,583	157,913	15,592	-	581,088	196,121	37,000	245,317	478,438	-	331,686	-
Totals	5,202,936	320,375	267,303	527,819	6,318,433	1,913,632	444,000	3,447,243	5,804,875	-		

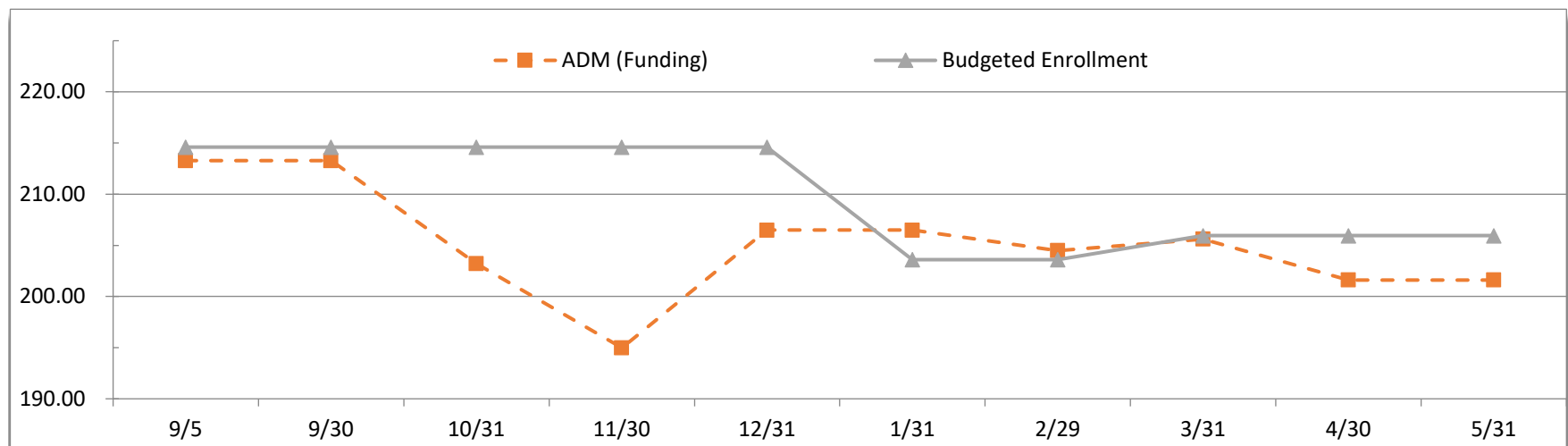
Assumptions: 10% State Aid Holdback



New Discoveries Montessori Academy  
Hutchinson, Minnesota  
Attendance / Enrollment Report  
As of May 31, 2024

Average Daily Membership (ADM)												
Grade		9/5	9/30	10/31	11/30	12/31	1/31	2/29	3/31	4/30	5/31	EOY
3 yr old half day	PA	0	0	0	0	0	0	0	0	0	0	0
3 yr old half day	PB	0	0	1	0	0	0	0	0	0	0	0
4 yr old half day	KA	9	9	0	0	0	0	0	0	0	0	0
4 yr old half day	KB	2	2	0	0	0	0	0	0	0	0	0
4 yr old full day	PC	0	0	3	3	3	3	3	0	0	0	0
Preschool SpEd	EC	3	3	2	3	5	5	5	6	6	6	0
Voluntary Pre-K	PK	14	14	4	3	3	3	3	3	3	3	0
Kindergarten SpEd	HK	0	0	0	0	0	0	0	0	0	0	0
Kindergarten	KG	29	29	29	28	30	30	30	30	30	30	0
First Grade	1	26	26	24	24	27	27	27	27	23	23	0
Second Grade	2	26	26	28	26	28	28	27	26	26	26	0
Third Grade	3	25	25	25	24	25	25	25	25	25	25	0
Fourth Grade	4	27	27	28	26	28	28	28	27	27	27	0
Fifth Grade	5	18	18	19	18	18	18	17	17	17	17	0
Sixth Grade	6	21	21	21	20	20	20	20	21	21	21	0
Seventh Grade	7	15	15	15	14	14	14	14	14	14	14	0
Eighth Grade	8	9	9	9	8	8	8	8	8	8	8	0
Total Enrollment for Funding		213	213	203	195	206	206	204	206	202	202	0
Total Overall Enrollment		224	224	207	198	210	210	208	206	202	202	0

Budgeted Enrollments as of:												
Grade		9/5	9/30	10/31	11/30	12/31	1/31	2/29	3/31	4/30	5/31	EOY
3 yr old half day	PA	0	0	0	0	0	0	0	0	0	0	0
3 yr old half day	PB	0	0	0	0	0	0	0	0	0	0	0
4 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	PC	0	0	0	0	0	0	0	0	0	0	0
Preschool SpEd	EC	4	4	4	4	4	4	4	6	6	6	6
Voluntary Pre-K	PK	4	4	4	4	4	4	4	3	3	3	3
Kindergarten SpEd	HK	11	11	11	11	11	0	0	0	0	0	0
Kindergarten	KG	13	13	13	13	13	30	30	30	30	30	30
First Grade	1	18	18	18	18	18	27	27	27	27	27	27
Second Grade	2	27	27	27	27	27	27	27	26	26	26	26
Third Grade	3	26	26	26	26	26	25	25	25	25	25	25
Fourth Grade	4	23	23	23	23	23	28	28	27	27	27	27
Fifth Grade	5	25	25	25	25	25	17	17	17	17	17	17
Sixth Grade	6	24	24	24	24	24	20	20	21	21	21	21
Seventh Grade	7	22	22	22	22	22	14	14	14	14	14	14
Eighth Grade	8	18	18	18	18	18	8	8	8	8	8	8
Total Enrollment for Funding		215	215	215	215	215	204	204	206	206	206	206
Total Overall Enrollment		215	215	215	215	215	204	204	206	206	206	206





New Discoveries Montessori Academy  
Hutchinson, Minnesota  
District 4161

Supplemental Information

As of May 31, 2024

CHECK				ACCOUNT						
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER					
05/15/2024	373	Ace Hardware Hutchinson	FY24 Maintenance supplies	45.62	01 E 010 810 000 000 401					
05/15/2024	373	Ace Hardware Hutchinson	FY24 Maintenance supplies	4.19	01 E 010 810 000 000 401					
05/15/2024	373	Ace Hardware Hutchinson	FY24 Maintenance supplies	6.59	01 E 010 810 000 000 401					
05/15/2024	373	Ace Hardware Hutchinson	FY24 Maintenance supplies	11.98	01 E 010 810 000 000 401					
05/15/2024	373	Ace Hardware Hutchinson	FY24 Maintenance supplies	52.97	01 E 010 810 000 000 401					
			Totals for 373	121.35						
05/15/2024	374	Cintas Corporation	FY24 Towels	66.55	01 E 010 810 000 000 305					
			Totals for 374	66.55						
05/15/2024	375	City Therapy Services	"Kaitlyn Everett, Speech, 78.5 hrs @ \$90/hr"	7,065.00	01 E 010 420 000 419 303					
			Totals for 375	7,065.00						
05/15/2024	376	Coborn's, Inc.	FY24 Afterschool Group	20.76	01 E 010 203 000 000 490					
05/15/2024	376	Coborn's, Inc.	FY24 NSLP Lunch/PTO	20.97	02 E 010 770 000 701 490					
05/15/2024	376	Coborn's, Inc.	FY24 NSLP Lunch/PTO	42.14	01 E 010 216 000 401 490					
05/15/2024	376	Coborn's, Inc.	FY24 PTO-Title Family Discoveries night	40.62	01 E 010 216 000 401 490					
			Totals for 376	124.49						
05/15/2024	377	Dezelske, Tim	FY24 Reimburse: Food for Strategic Planning	124.20	01 E 005 110 000 000 490					
			Totals for 377	124.20						
05/15/2024	378	Heger's Dairy	Fy24 Milk Delivery -April 24	1,189.25	02 E 010 770 000 701 305					
			Totals for 378	1,189.25						
05/15/2024	379	Hutchinson Leader, Inc.	FY24 Marketing ads: April 24	685.00	01 E 005 107 000 000 308					
			Totals for 379	685.00						
05/15/2024	380	Knutson, Leah	FY24 Reimb: DQ gift card	10.00	01 E 010 203 000 000 490					
			Totals for 380	10.00						
05/15/2024	381	L & P Supply Co.	Filter/Oil	53.18	01 E 010 810 000 000 401					
05/15/2024	381	L & P Supply Co.	Building Maim. Supplies	650.00	01 E 010 810 000 000 401					
05/15/2024	381	L & P Supply Co.	Building Maim. Supplies	9.75	01 E 010 810 000 000 401					
			Totals for 381	712.93						
05/15/2024	382	Labraaten Bus Company LLC	FY24 Sped Bussing April 24	108,600.00	01 E 010 760 000 723 360					
05/15/2024	382	Labraaten Bus Company LLC	FY24 Reg Bussing April 24	24,485.00	01 E 010 760 000 720 360					
05/15/2024	382	Labraaten Bus Company LLC	FY24 Field Trip Busing -April 24	1,127.50	01 E 010 203 111 733 360					
			Totals for 382	134,212.50						
05/15/2024	383	Loffler Companies Inc - 131511	FY24 Copier Contract Overages 4.2-5.1.24	46.72	01 E 005 630 000 000 315					
05/15/2024	383	Loffler Companies Inc - 131511	FY24 Copier Contract Overages 4.9.24-5.8.24	1,152.93	01 E 005 630 000 000 315					
			Totals for 383	1,199.65						
05/15/2024	384	Menards - Hutchinson	FY24 Maintenance supplies	77.96	01 E 010 810 000 000 401					
05/15/2024	384	Menards - Hutchinson	FY24 Maintenance supplies	98.92	01 E 010 810 000 000 401					
			Totals for 384	176.88						
05/15/2024	385	Metro Alarm & Lock	Web based card access & monitoring of panic lock 5.8.24	150.00	01 E 010 810 000 000 350					

CHECK		DESCRIPTION	ACCOUNT	
CHECK DATE	NUMBER VENDOR NAME		AMOUNT	NUMBER
		Totals for 385	150.00	
05/15/2024	386 MYRA	FY24 Membership Renewal	15.00	01 E 005 110 000 000 305
		Totals for 386	15.00	
05/15/2024	387 Navigate Care Consulting LLC	FY24 ON/Off Site Nursing-5.4.24	90.00	01 E 010 720 000 000 305
		Totals for 387	90.00	
05/15/2024	388 Pan-O-Gold Baking Co.	Fy24 Bread	116.99	02 E 010 770 000 701 490
05/15/2024	388 Pan-O-Gold Baking Co.	Fy24 Bread	110.80	02 E 010 770 000 701 490
05/15/2024	388 Pan-O-Gold Baking Co.	Fy24 Bread	50.20	02 E 010 770 000 701 490
05/15/2024	388 Pan-O-Gold Baking Co.	Fy24 Bread	97.49	02 E 010 770 000 701 490
05/15/2024	388 Pan-O-Gold Baking Co.	Fy24 Bread	76.28	02 E 010 770 000 701 490
		Totals for 388	451.76	
05/15/2024	389 Sysco Western MN	FY24 Food Service	68.92	02 E 010 770 000 701 490
05/15/2024	389 Sysco Western MN	FY24 Food Service	206.78	02 E 010 770 000 705 490
05/15/2024	389 Sysco Western MN	FY24 Food Service	972.54	02 E 010 770 000 701 490
05/15/2024	389 Sysco Western MN	FY24 Food Service	138.42	02 E 010 770 000 701 401
05/15/2024	389 Sysco Western MN	FY24 Food Service	337.84	02 E 010 770 000 701 490
05/15/2024	389 Sysco Western MN	FY24 Food Service	366.80	02 E 010 770 000 705 490
05/15/2024	389 Sysco Western MN	FY24 Food Service	12.82	02 E 010 770 000 701 490
05/15/2024	389 Sysco Western MN	FY24 Food Service	480.82	02 E 010 770 000 701 490
05/15/2024	389 Sysco Western MN	FY24 Food Service	294.97	02 E 010 770 000 705 490
		Totals for 389	2,879.91	
05/15/2024	390 WD Tech Online LLC	FY24 Monthly Tech Support	1,600.00	01 E 010 630 000 000 315
		Totals for 390	1,600.00	
05/15/2024	391 West Metro Learning Connections, In	Observation Consult/Emails	2,125.20	01 E 010 411 000 419 303
		Totals for 391	2,125.20	
05/08/2024	392 Stoneburner Law Offices	Payroll accrual	305.77	01 L 215 14
		Totals for 392	305.77	
05/17/2024	393 Stoneburner Law Offices	Payroll accrual	366.92	01 L 215 14
		Totals for 393	366.92	
05/31/2024	394 BerganKDV Outsourced Services LLC	FY24ABC Acct. serv. May 24	3,156.00	01 A 118 00
05/31/2024	394 BerganKDV Outsourced Services LLC	FY24 Finan. Mang. & Acct. serv. May 24	5,066.00	01 E 005 113 000 000 305
		Totals for 394	8,222.00	
05/31/2024	395 Cintas Corporation	FY24 Towels	66.55	01 E 010 810 000 000 305
		Totals for 395	66.55	
05/31/2024	396 Continued.com	SPED OT yearly Membership for CEU Program	129.00	01 E 010 420 000 419 820
		Totals for 396	129.00	
05/31/2024	397 Duenow, Connie	FY24 Reimb: Millage for Middle school field trip	21.80	01 E 010 211 000 000 369
		Totals for 397	21.80	

CHECK			ACCOUNT	
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT NUMBER
05/31/2024	398	Erickson, Tara	FY24 Reimb.- Cell phone: May 24	75.00 01 E 005 105 000 000 320
			Totals for 398	75.00
05/31/2024	399	Further	FY24 HSA participant fee - May 24	25.00 01 E 005 115 000 000 305
			Totals for 399	25.00
05/31/2024	400	GIS Benefits	"FY24 June 24 - Life, Dental, Vision, Prepaid Legal and fees"	259.54 01 L 215 21
05/31/2024	400	GIS Benefits	"FY24 June 24 - Life, Dental, Vision, Prepaid Legal and fees"	1,272.96 01 L 215 09
05/31/2024	400	GIS Benefits	"FY24 June 24 - Life, Dental, Vision, Prepaid Legal and fees"	50.00 01 E 005 110 000 000 305
05/31/2024	400	GIS Benefits	"FY24 June 24 - Life, Dental, Vision, Prepaid Legal and fees"	78.00 01 L 215 20
05/31/2024	400	GIS Benefits	"FY24 June 24 - Life, Dental, Vision, Prepaid Legal and fees"	1,806.32 01 L 215 13
			Totals for 400	3,466.82
05/31/2024	401	Hillyard / Hutchinson	FY24 Cleaning supplies	1,629.30 01 E 010 810 000 000 401
			Totals for 401	1,629.30
05/31/2024	402	Innovative Office Solutions, LLC	FY24 Office Supplies	47.49 01 E 005 110 000 000 401
05/31/2024	402	Innovative Office Solutions, LLC	FY24 Office Supplies	73.34 01 E 005 110 000 000 401
05/31/2024	402	Innovative Office Solutions, LLC	FY24 Office Supplies	7.17 01 E 005 110 000 000 401
05/31/2024	402	Innovative Office Solutions, LLC	FY24 Office Supplies	241.21 01 E 005 110 000 000 401
			Totals for 402	369.21
05/31/2024	403	Kraus-Anderson Insurance	FY24 Virtual HR - July 2024 installment	900.00 01 A 131 00
			Totals for 403	900.00
05/31/2024	404	Martig, Michelle	Reimbursement: Milage for Middle School fieldtrip	26.80 01 E 010 211 000 000 369
			Totals for 404	26.80
05/31/2024	405	Menards - Hutchinson	FY24 Maintenance supplies	106.47 01 E 010 810 000 000 401
05/31/2024	405	Menards - Hutchinson	FY24 Maintenance supplies	137.74 01 E 010 810 000 000 401
05/31/2024	405	Menards - Hutchinson	FY24 Maintenance supplies	101.68 01 E 010 810 000 000 401
			Totals for 405	345.89
05/31/2024	406	MRI Software LLC	FY24 Background check April 24	14.00 01 E 005 105 000 000 305
			Totals for 406	14.00
05/31/2024	407	Natus Medical Inc	Calibration of audiometer	68.00 01 E 010 720 000 000 305
			Totals for 407	68.00
05/31/2024	408	Navigate Care Consulting LLC	FY24 ON/Off Site Nursing-5.6.24	112.50 01 E 010 720 000 000 305
			Totals for 408	112.50
05/31/2024	409	Ney Nature Center	FY24 E2 field trip	581.00 01 E 010 203 000 000 369
			Totals for 409	581.00



CHECK			ACCOUNT	
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT NUMBER
05/31/2024	410	Norton, Marliee	Refund of fieldtrip payment	25.00 01 E 010 203 000 000 369
			Totals for 410	25.00
05/31/2024	411	Sysco Western MN	FY24 Food Service	825.49 02 E 010 770 000 701 490
05/31/2024	411	Sysco Western MN	FY24 Food Service	255.50 02 E 010 770 000 705 490
05/31/2024	411	Sysco Western MN	FY24 Food Service	499.62 02 E 010 770 000 701 490
05/31/2024	411	Sysco Western MN	FY24 Food Service	146.19 02 E 010 770 000 705 490
05/31/2024	411	Sysco Western MN	FY24 Food Service	146.72 02 E 010 770 000 705 490
05/31/2024	411	Sysco Western MN	FY24 Food Service	526.76 02 E 010 770 000 701 490
05/31/2024	411	Sysco Western MN	FY24 Food Service	80.43 02 R 010 000 000 701 601
05/31/2024	411	Sysco Western MN	FY24 Food Service	41.40 02 E 010 770 000 701 490
05/31/2024	411	Sysco Western MN	FY24 Food Service	381.07 02 E 010 770 000 701 490
05/31/2024	411	Sysco Western MN	FY24 Food Service	172.74 02 E 010 770 000 705 490
05/31/2024	411	Sysco Western MN	FY24 Food Service	152.62 02 E 010 770 000 705 490
05/31/2024	411	Sysco Western MN	FY24 Food Service	84.08 02 E 010 770 000 701 401
05/31/2024	411	Sysco Western MN	FY24 Food Service	360.63 02 E 010 770 000 701 490
			Totals for 411	3,673.25
05/13/2024	202201493	Amazon.Com	Credit Card Payment AP Invoice.	89.80 01 E 010 203 204 000 430
05/13/2024	202201493	Amazon.Com	Credit Card Payment AP Invoice.	34.44 01 E 010 050 000 000 401
05/13/2024	202201493	Amazon.Com	Credit Card Payment AP Invoice.	79.96 01 E 010 050 000 000 401
05/13/2024	202201493	Amazon.Com	Credit Card Payment AP Invoice.	18.97 01 E 010 203 204 000 430
05/13/2024	202201493	Amazon.Com	Credit Card Payment AP Invoice.	-79.96 01 E 010 050 000 000 401
05/13/2024	202201493	Amazon.Com	Credit Card Payment AP Invoice.	18.99 01 E 010 203 204 000 430
05/13/2024	202201493	Amazon.Com	Credit Card Payment AP Invoice.	31.97 01 E 010 203 000 000 430
05/13/2024	202201493	Amazon.Com	Credit Card Payment AP Invoice.	65.80 01 E 010 050 000 000 401
05/13/2024	202201493	Amazon.Com	Credit Card Payment AP Invoice.	16.00 01 E 010 050 000 000 401
05/13/2024	202201493	Amazon.Com	Credit Card Payment AP Invoice.	15.44 01 E 010 050 000 000 401
05/13/2024	202201493	Amazon.Com	Credit Card Payment AP Invoice.	12.54 01 E 010 203 204 000 430
05/13/2024	202201493	Amazon.Com	Credit Card Payment AP Invoice.	14.07 01 E 010 050 000 000 401
05/13/2024	202201493	Amazon.Com	Credit Card Payment AP Invoice.	276.30 01 E 010 203 204 000 430
05/13/2024	202201493	Amazon.Com	Credit Card Payment AP Invoice.	20.29 01 E 010 203 204 000 430
05/13/2024	202201493	Amazon.Com	Credit Card Payment AP Invoice.	-18.04 01 E 010 203 204 000 430
05/13/2024	202201493	Target	Credit Card Payment AP Invoice.	15.00 02 E 010 770 000 706 490
05/13/2024	202201493	Target	Credit Card Payment AP Invoice.	39.41 02 E 010 770 000 706 490
05/13/2024	202201493	Visa	Credit Card Payment AP Invoice.	90.00 01 E 005 107 000 000 305
05/13/2024	202201493	Visa	Credit Card Payment AP Invoice.	126.00 01 E 010 050 000 000 401
05/13/2024	202201493	Visa	Credit Card Payment AP Invoice.	1,102.00 01 E 010 203 000 000 369
05/13/2024	202201493	Visa	Credit Card Payment AP Invoice.	24.36 01 E 010 216 000 401 490
05/13/2024	202201493	Visa	Credit Card Payment AP Invoice.	57.76 01 E 005 010 000 000 490
05/13/2024	202201493	Visa	Credit Card Payment AP Invoice.	28.57 01 E 010 216 000 401 490

CHECK			DESCRIPTION	ACCOUNT			
CHECK DATE	NUMBER	VENDOR NAME		AMOUNT	NUMBER		
05/13/2024	202201493	Visa	Credit Card Payment AP Invoice.	32.99	01 E 010 216 000 401 401		
05/13/2024	202201493	Visa	Credit Card Payment AP Invoice.	37.07	01 E 010 216 000 401 490		
			Totals for 202201493	2,149.73			
05/01/2024	202300474	MN UI Fund	Q1 Unemployment Insurance	1,858.11	01 L 215 80		
05/01/2024	202300474	MN UI Fund	Q1 Unemployment Insurance	46.89	02 L 215 80		
			Totals for 202300474	1,905.00			
05/01/2024	202300475	Further	Payroll accrual	1,061.25	01 L 215 17		
05/01/2024	202300475	Further	Payroll accrual	100.00	02 L 215 17		
			Totals for 202300475	1,161.25			
05/01/2024	202300476	Further	Payroll accrual	1,312.50	01 L 215 17		
05/01/2024	202300476	Further	Payroll accrual	62.50	02 L 215 17		
			Totals for 202300476	1,375.00			
05/01/2024	202300477	Internal Revenue Service	Payroll accrual	620.00	01 L 215 02		
05/01/2024	202300477	Internal Revenue Service	Payroll accrual	20.00	02 L 215 02		
			Totals for 202300477	640.00			
05/01/2024	202300478	Internal Revenue Service	Payroll accrual	4,625.31	01 L 215 02		
05/01/2024	202300478	Internal Revenue Service	Payroll accrual	144.37	02 L 215 02		
			Totals for 202300478	4,769.68			
05/01/2024	202300479	Internal Revenue Service	Payroll accrual	6,682.71	01 L 215 02		
05/01/2024	202300479	Internal Revenue Service	Payroll accrual	224.02	02 L 215 02		
			Totals for 202300479	6,906.73			
05/01/2024	202300480	Internal Revenue Service	Payroll accrual	1,562.89	01 L 215 02		
05/01/2024	202300480	Internal Revenue Service	Payroll accrual	52.40	02 L 215 02		
			Totals for 202300480	1,615.29			
05/01/2024	202300481	Internal Revenue Service	Payroll accrual	6,682.71	01 L 215 02		
05/01/2024	202300481	Internal Revenue Service	Payroll accrual	224.02	02 L 215 02		
			Totals for 202300481	6,906.73			
05/01/2024	202300482	Internal Revenue Service	Payroll accrual	1,562.89	01 L 215 02		
05/01/2024	202300482	Internal Revenue Service	Payroll accrual	52.40	02 L 215 02		
			Totals for 202300482	1,615.29			
05/01/2024	202300483	Minnesota Child Support Payment Cen	Payroll accrual	50.00	01 L 215 12		
			Totals for 202300483	50.00			
05/01/2024	202300484	MN Department Of Revenue	Payroll accrual	280.00	01 L 215 03		
05/01/2024	202300484	MN Department Of Revenue	Payroll accrual	20.00	02 L 215 03		
			Totals for 202300484	300.00			
05/01/2024	202300485	MN Department Of Revenue	Payroll accrual	3,311.51	01 L 215 03		
05/01/2024	202300485	MN Department Of Revenue	Payroll accrual	108.34	02 L 215 03		
			Totals for 202300485	3,419.85			
05/01/2024	202300486	Public Employee Retirement Associat	Payroll accrual	3,084.11	01 L 215 07		

CHECK				ACCOUNT			
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER		
05/01/2024	202300486	Public Employee Retirement Associat	Payroll accrual	238.44	02 L	215	07
Totals for 202300486				3,322.55			
05/01/2024	202300487	Public Employee Retirement Associat	Payroll accrual	3,558.58	01 L	215	07
05/01/2024	202300487	Public Employee Retirement Associat	Payroll accrual	275.11	02 L	215	07
Totals for 202300487				3,833.69			
05/01/2024	202300488	Teachers Retirement Association	Payroll accrual	5,084.16	01 L	215	06
Totals for 202300488				5,084.16			
05/01/2024	202300489	Teachers Retirement Association	Payroll accrual	5,740.16	01 L	215	06
Totals for 202300489				5,740.16			
05/16/2024	202300490	MN Department Of Revenue	Payroll accrual	3,438.28	01 L	215	03
05/16/2024	202300490	MN Department Of Revenue	Payroll accrual	106.05	02 L	215	03
Totals for 202300490				3,544.33			
05/16/2024	202300491	Public Employee Retirement Associat	Payroll accrual	3,412.22	01 L	215	07
05/16/2024	202300491	Public Employee Retirement Associat	Payroll accrual	236.93	02 L	215	07
Totals for 202300491				3,649.15			
05/16/2024	202300492	Teachers Retirement Association	Payroll accrual	4,913.29	01 L	215	06
Totals for 202300492				4,913.29			
05/16/2024	202300493	Teachers Retirement Association	Payroll accrual	5,547.25	01 L	215	06
Totals for 202300493				5,547.25			
05/16/2024	202300494	Further	Payroll accrual	1,061.25	01 L	215	17
05/16/2024	202300494	Further	Payroll accrual	100.00	02 L	215	17
Totals for 202300494				1,161.25			
05/16/2024	202300495	Further	Payroll accrual	1,250.00	01 L	215	17
05/16/2024	202300495	Further	Payroll accrual	62.50	02 L	215	17
Totals for 202300495				1,312.50			
05/16/2024	202300496	Internal Revenue Service	Payroll accrual	620.00	01 L	215	02
05/16/2024	202300496	Internal Revenue Service	Payroll accrual	20.00	02 L	215	02
Totals for 202300496				640.00			
05/16/2024	202300497	Internal Revenue Service	Payroll accrual	4,901.00	01 L	215	02
05/16/2024	202300497	Internal Revenue Service	Payroll accrual	147.23	02 L	215	02
Totals for 202300497				5,048.23			
05/16/2024	202300498	Internal Revenue Service	Payroll accrual	6,906.67	01 L	215	02
05/16/2024	202300498	Internal Revenue Service	Payroll accrual	224.53	02 L	215	02
Totals for 202300498				7,131.20			
05/16/2024	202300499	Internal Revenue Service	Payroll accrual	1,615.29	01 L	215	02
05/16/2024	202300499	Internal Revenue Service	Payroll accrual	52.51	02 L	215	02
Totals for 202300499				1,667.80			
05/16/2024	202300500	Internal Revenue Service	Payroll accrual	6,906.67	01 L	215	02
05/16/2024	202300500	Internal Revenue Service	Payroll accrual	224.53	02 L	215	02

CHECK				ACCOUNT			
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER		
			Totals for 202300500	7,131.20			
05/16/2024	202300501	Internal Revenue Service	Payroll accrual	1,615.29	01 L	215	02
05/16/2024	202300501	Internal Revenue Service	Payroll accrual	52.51	02 L	215	02
			Totals for 202300501	1,667.80			
05/16/2024	202300502	Minnesota Child Support Payment Cen	Payroll accrual	50.00	01 L	215	12
			Totals for 202300502	50.00			
05/16/2024	202300503	MN Department Of Revenue	Payroll accrual	280.00	01 L	215	03
05/16/2024	202300503	MN Department Of Revenue	Payroll accrual	20.00	02 L	215	03
			Totals for 202300503	300.00			
05/16/2024	202300504	Public Employee Retirement Associat	Payroll accrual	88.50	01 E 010	420 000	740 214
05/16/2024	202300504	Public Employee Retirement Associat	Payroll accrual	3,848.68	01 L	215	07
05/16/2024	202300504	Public Employee Retirement Associat	Payroll accrual	184.89	02 L	215	07
			Totals for 202300504	4,122.07			
05/31/2024	202300505	Empower Retirement Plan	FY24 Retirement-May 24	135.52	01 L	215	11
			Totals for 202300505	135.52			
05/31/2024	202300506	Empower Retirement Plan	FY24 Retirement-May 24	135.52	01 L	215	11
			Totals for 202300506	135.52			
05/31/2024	202300507	City Of Hutchinson (water)	FY24 Outside Irrigation- April	24.31	01 E 010	810 000	000 330
			Totals for 202300507	24.31			
05/31/2024	202300508	City Of Hutchinson (water)	FY224 Water/Sewer-April	490.39	01 E 010	810 000	000 330
			Totals for 202300508	490.39			
05/31/2024	202300509	Hutchinson Utilities Commission	FY24 Utilities-April 24	3,233.63	01 E 010	810 000	000 330
			Totals for 202300509	3,233.63			
05/31/2024	202300510	Waste Management -Of WI-MN	Water Services -May 24	836.95	01 E 010	810 000	000 331
			Totals for 202300510	836.95			
05/31/2024	202300511	Citizens Bank & Trust Co.	FY24 Commercial Loan # 26557	181.45	01 L	208	00
			Totals for 202300511	181.45			
05/31/2024	202300512	BCBS	FY24 Employee Benefits-June 24	27,374.06	01 L	215	10
			Totals for 202300512	27,374.06			
05/31/2024	202300513	Nuvera	FY24 Services- May 24	269.70	01 E 005	810 000	000 320
05/31/2024	202300513	Nuvera	FY24 Services- May 24	503.91	01 E 005	810 108	000 320
05/31/2024	202300513	Nuvera	FY24 Services- May 24	510.80	01 E 010	630 000	000 315
			Totals for 202300513	1,284.41			
05/31/2024	202300514	Bix Produce Co LLC	FFVP	390.85	02 E 010	770 000	706 490
			Totals for 202300514	390.85			
05/31/2024	202300515	Bix Produce Co LLC	FFVP/NSLP Lunch	676.90	02 E 010	770 000	706 490
05/31/2024	202300515	Bix Produce Co LLC	FFVP/NSLP Lunch	39.24	02 E 010	770 000	701 490
			Totals for 202300515	716.14			
05/31/2024	202300516	Bix Produce Co LLC	FFVP/NSLP Lunch	334.30	02 E 010	770 000	706 490

CHECK				ACCOUNT			
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER		
05/31/2024	202300516	Bix Produce Co LLC	FFVP/NSLP Lunch	50.86	02	E 010 770 000 701 490	
			Totals for 202300516	385.16			
05/31/2024	202300517	Bix Produce Co LLC	FFVP/NSLP Lunch	320.64	02	E 010 770 000 706 490	
05/31/2024	202300517	Bix Produce Co LLC	FFVP/NSLP Lunch	3.70	02	E 010 770 000 701 490	
			Totals for 202300517	324.34			
05/31/2024	202300518	Bix Produce Co LLC	FFVP	359.35	02	E 010 770 000 706 490	
			Totals for 202300518	359.35			
05/31/2024	202300519	Bill.com	Monthly Service Fee	167.48	01	E 005 112 000 000 305	
			Totals for 202300519	167.48			
05/31/2024	202300520	New Discoveries Affiliated Building	FY24 Lease-June 24	37,000.00	01	E 010 850 000 348 570	
			Totals for 202300520	37,000.00			
05/31/2024	202300521	Further	Payroll accrual	1,061.25	01	L 215 17	
05/31/2024	202300521	Further	Payroll accrual	100.00	02	L 215 17	
			Totals for 202300521	1,161.25			
05/31/2024	202300522	Further	Payroll accrual	1,250.00	01	L 215 17	
05/31/2024	202300522	Further	Payroll accrual	62.50	02	L 215 17	
			Totals for 202300522	1,312.50			
05/31/2024	202300523	Internal Revenue Service	Payroll accrual	620.00	01	L 215 02	
05/31/2024	202300523	Internal Revenue Service	Payroll accrual	20.00	02	L 215 02	
			Totals for 202300523	640.00			
05/31/2024	202300524	Internal Revenue Service	Payroll accrual	4,939.75	01	L 215 02	
05/31/2024	202300524	Internal Revenue Service	Payroll accrual	155.10	02	L 215 02	
			Totals for 202300524	5,094.85			
05/31/2024	202300525	Internal Revenue Service	Payroll accrual	6,989.94	01	L 215 02	
05/31/2024	202300525	Internal Revenue Service	Payroll accrual	224.63	02	L 215 02	
			Totals for 202300525	7,214.57			
05/31/2024	202300526	Internal Revenue Service	Payroll accrual	1,634.75	01	L 215 02	
05/31/2024	202300526	Internal Revenue Service	Payroll accrual	52.53	02	L 215 02	
			Totals for 202300526	1,687.28			
05/31/2024	202300527	Internal Revenue Service	Payroll accrual	6,989.94	01	L 215 02	
05/31/2024	202300527	Internal Revenue Service	Payroll accrual	224.63	02	L 215 02	
			Totals for 202300527	7,214.57			
05/31/2024	202300528	Internal Revenue Service	Payroll accrual	1,634.75	01	L 215 02	
05/31/2024	202300528	Internal Revenue Service	Payroll accrual	52.53	02	L 215 02	
			Totals for 202300528	1,687.28			
05/31/2024	202300529	Minnesota Child Support Payment Cen	Payroll accrual	50.00	01	L 215 12	
			Totals for 202300529	50.00			
05/31/2024	202300530	MN Department Of Revenue	Payroll accrual	280.00	01	L 215 03	
05/31/2024	202300530	MN Department Of Revenue	Payroll accrual	20.00	02	L 215 03	

CHECK				ACCOUNT			
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER		
			Totals for 202300530	300.00			
05/31/2024	202300531	MN Department Of Revenue	Payroll accrual	3,486.37	01 L	215	03
05/31/2024	202300531	MN Department Of Revenue	Payroll accrual	109.11	02 L	215	03
			Totals for 202300531	3,595.48			
05/31/2024	202300532	Public Employee Retirement Associat	Payroll accrual	3,498.34	01 L	215	07
05/31/2024	202300532	Public Employee Retirement Associat	Payroll accrual	241.60	02 L	215	07
			Totals for 202300532	3,739.94			
05/31/2024	202300533	Public Employee Retirement Associat	Payroll accrual	4,036.54	01 L	215	07
05/31/2024	202300533	Public Employee Retirement Associat	Payroll accrual	278.76	02 L	215	07
			Totals for 202300533	4,315.30			
05/31/2024	202300534	Teachers Retirement Association	Payroll accrual	4,964.31	01 L	215	06
			Totals for 202300534	4,964.31			
05/31/2024	202300535	Teachers Retirement Association	Payroll accrual	5,604.86	01 L	215	06
			Totals for 202300535	5,604.86			
			Totals for checks	393,726.41			

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	176,455.64	0.00	202,283.82	378,739.46
02	FOOD SERVICE	4,541.56	80.43	10,364.96	14,986.95
***	Fund Summary Totals ***	180,997.20	80.43	212,648.78	393,726.41

\*\*\*\*\* End of report \*\*\*\*\*

Batch	Acct Nbr	Description	Post Date	Amount
23-50138	01 R 005 000 000 414 400	FY24 Title 11 Draw - Fin 414	05/31/2024	5,000.00
23-50138	01 R 005 000 000 414 400	FY24 Title 11 Draw - CRS 000	05/31/2024	7,747.75
		Totals for 23-50138		12,747.75
23-50139	01 R 005 000 000 401 400	FY24 Title 1	05/31/2024	28,628.63
		Totals for 23-50139		28,628.63
23-50140	01 R 005 000 000 429 400	FY24 Fin 429 CEIS	05/31/2024	5,974.85
23-50140	01 R 005 000 011 429 400	FY24 FIN 429 CEIS	05/31/2024	2,233.51
		Totals for 23-50140		8,208.36
23-50141	01 R 005 000 011 419 400	FY24 Fin 419	05/31/2024	11,807.17
23-50141	01 R 005 000 000 419 400	FY24 Fin 419	05/31/2024	17,159.32
		Totals for 23-50141		28,966.49
23-50142	01 A 121 00	FY23 SPED	05/31/2024	82,690.49
23-50142	01 R 010 000 000 000 211	FY24 GenEd	05/31/2024	118,277.57
23-50142	01 R 010 000 000 740 360	FY24 SpEd	05/31/2024	97,647.39
		Totals for 23-50142		298,615.45
23-50143	04 R 010 581 000 337 300	FY24 Elsa Path 11	05/31/2024	2,210.00
		Totals for 23-50143		2,210.00
23-50144	01 A 121 00	FY22/23 Sped Tuition MA IEP	05/31/2024	8,764.33
		Totals for 23-50144		8,764.33
23-50145	01 R 010 203 111 000 050	FY24 Fieldtrip fees	05/31/2024	312.00
23-50145	01 R 010 000 000 000 050	FY24 Library fees	05/31/2024	7.00
23-50145	01 E 010 203 000 000 899	FY24 Staff Sysco Reimbursement	05/31/2024	80.43
23-50145	01 R 010 000 000 000 096	FY24 NDMA PTO Reimbursement VISA Charge	05/31/2024	314.80
23-50145	01 E 005 107 000 000 305	FY24 Hutchleader newspaper sub. refund	05/31/2024	10.07
23-50145	01 R 010 000 000 372 071	FY24 Sped 3rd party billing	05/31/2024	3,656.79
23-50145	02 R 010 000 000 701 601	FY24 Food Service3	05/31/2024	24.00
		Totals for 23-50145		4,405.09
23-50147	04 R 010 581 000 337 300	FY24 Pre- K Scholarships from Prairie Fi	05/31/2024	2,400.00
		Totals for 23-50147		2,400.00
23-50148	01 R 010 203 111 000 050	FY24 Wolf Ridge	05/31/2024	5.00
23-50148	01 L 230 00	FY25 School Supplies	05/31/2024	105.00
23-50148	04 R 010 581 000 321 060	FY24 PreK Tuition-Feb/March	05/31/2024	1,200.00
23-50148	01 E 010 605 000 000 351	FY24 Copies	05/31/2024	5.00
23-50148	01 R 010 203 000 000 621	FY24 Music t-shirts	05/31/2024	10.00
23-50148	01 R 010 810 080 000 093	FY24 Rental Fee	05/31/2024	250.00
23-50148	01 R 010 203 111 000 050	FY24 Field Trip Fees	05/31/2024	1,329.00
23-50148	01 E 005 105 000 000 490	FY24 NDMA PTO Reimbursement	05/31/2024	257.10
23-50148	02 R 010 000 000 701 601	FY24 Food Service	05/31/2024	328.35
23-50148	01 E 010 203 000 000 899	FY24 Reimbursement for Sysco Purchase fr	05/31/2024	132.60
		Totals for 23-50148		3,622.05
23-50149	01 R 010 000 000 317 211	FY24 English Learner Cross Sub	05/31/2024	47.87
23-50149	01 R 010 000 000 000 211	FY24 GenEd	05/31/2024	215,877.10
		Totals for 23-50149		215,924.97



Batch	Acct Nbr	Description	Post Date	Amount
23-50150	02 R 010 000 000 707 606	FY24 Adult lunch payments - Payschools C	05/31/2024	100.00
		Totals for 23-50150		100.00
23-50151	01 R 010 000 000 000 096	FY24 Charities Aid Foundation	05/31/2024	97.04
		Totals for 23-50151		97.04
23-50152	01 R 010 000 000 000 092	Interest - Endowment Fund - May 24	05/31/2024	0.90
		Totals for 23-50152		0.90
23-50153	02 R 010 000 000 703 300	FY24 State Milk	05/31/2024	75.40
23-50153	02 R 010 000 000 701 300	FY24 State Lunch	05/31/2024	2,386.97
23-50153	02 R 010 000 000 705 300	FY24 State Breakfast	05/31/2024	975.25
23-50153	02 R 005 770 000 706 471	FY24 Fed FFVP	05/31/2024	1,968.91
23-50153	02 R 010 000 000 705 476	FY24 Fed Breakfast	05/31/2024	7,307.57
23-50153	02 R 010 000 000 701 472	FY24 Free and reduced lunch	05/31/2024	12,181.40
23-50153	02 R 010 000 000 701 471	FY24 HHFKA	05/31/2024	293.20
23-50153	02 R 010 000 000 701 471	FY24 Lunch	05/31/2024	1,539.30
		Totals for 23-50153		26,728.00
23-50154	02 R 010 000 000 701 601	Lunch	05/31/2024	147.50
23-50154	01 E 005 112 000 000 305	App Fees	05/31/2024	-4.04
23-50154	04 R 010 581 000 321 060	PREK Tuition Fees	05/31/2024	24.25
		Totals for 23-50154		167.71
23-50155	01 R 010 000 000 000 092	FY24 Interest - May 24	05/31/2024	36.73
		Totals for 23-50155		36.73
		Total for Cash Receipts		641,623.50

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	91,559.82	516,420.42	481.16	608,461.40
02	FOOD SERVICE	0.00	27,327.85	0.00	27,327.85
04	COMMUNITY SERVICE	0.00	5,834.25	0.00	5,834.25
***	Fund Summary Totals ***	91,559.82	549,582.52	481.16	641,623.50

\*\*\*\*\* End of report \*\*\*\*\*

Batch	Description	Debit	Credit	Acct Nbr	Post Date
23-00026	Inclusion Rules: FY24 Staff PD Materials	0.00	826.30	01 E 010 203 000 000 430	07/31/2023
23-00026	Inclusion Rules: FY24 Staff PD Materials	826.30	0.00	01 E 010 204 000 414 430	07/31/2023
	0.00 Totals for 23-00026				
23-00027	Visa 0676, Amazon - non-instructional ma	0.00	31.95	01 E 010 203 000 000 430	10/31/2023
23-00027	Visa 0676, Amazon - non-instructional ma	31.95	0.00	01 E 010 204 000 414 401	10/31/2023
23-00027	Visa 0676, Crisis Prevention Institute,	0.00	1,499.50	01 E 010 203 000 000 430	10/31/2023
23-00027	Visa 0676, Crisis Prevention Institute,	1,499.50	0.00	01 E 010 204 000 414 430	10/31/2023
	0.00 Totals for 23-00027				
	0.00 Total for Journal Entries				

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	0.00	0.00	0.00	0.00
***	Fund Summary Totals ***	0.00	0.00	0.00	0.00

\*\*\*\*\* End of report \*\*\*\*\*

<b>Vendor Name - Description</b>	
Amazon - Rm 204	89.80
Amazon - supplies- supplies \$79.76; transportation \$34.60; Curriculum \$18.97	133.37
Amazon - CREDIT	-79.96
Amazon - Rm 204 - Art Supplies	18.99
Amazon - Music materials	31.97
Amazon - supplies	65.80
Amazon - supplies	16.00
Amazon - supplies	15.44
Amazon - Rm 204 - middle school curriculum	12.54
Amazon - office supplies	14.07
Biz Journals - marketing subscription	90.00
Custom Lanyard - lanyards office supplies	126.00
Amazon - Rm 204 - Art Supplies	276.30
Amazon - Rm 204 - Curriculum	20.29
Twins Ball Park - Twins game tickets	1102.00
Amazon - CREDIT - Rm 204	-18.04
Sams Club - Family Learning Discovery night - Title	82.12
Costco - Family Learning night	28.57
Walmart Supercenter - Family Discoveries - Title	32.99
Trader Joe's - Family Discoveries night - Title	37.07
Target - NSLP supplies	15.00
Target - NSLP supplies	<u>39.41</u>
	2149.73



# MN Charter School Boards

## Performance Assessment & Improvement Process



*Unleashing education from convention*

### ***Standards, Indicators & Documentation of Indicators***

The Board Performance Assessment and Improvement Process is a tool for Charter School Boards to assess their own performance in governing the school and then outlining a plan to improve governance.

#### **MISSION, VISION & STRATEGIC DIRECTION**

<b><u>Standards</u></b>	<b><u>Indicators</u></b>	<b><u>Documentation of Indicators</u></b>
The Board ensures that the mission statement for the school and the vision statement of the preferred future for its students are guiding school operations.	The school has developed a mission statement for the school and a vision statement for the preferred future for its students.	
	The Board has adopted a policy that establishes expectations regarding the distribution and use of the mission and vision statements within the school community.	
	The Board monitors the knowledge and understanding level of the staff, students, parents and community supporters of the mission and vision.	
	The Board has adopted and implemented a policy and process for the periodic review of the mission and vision statements.	

## MISSION, VISION & STRATEGIC DIRECTION (cont'd)

<b><u>Standards</u></b>	<b><u>Indicators</u></b>	<b><u>Documentation of Indicators</u></b>
The Board keeps the school leadership and community focused on the strategic directions and long range plans for achieving the mission and fulfilling the vision.	The Board has developed strategic directions, long range plans and approved short term action plans.	
	The Board evaluates the budget to ensure that it reflects the priorities and goals in the long range plan and short term action plans.	
	The Board has adopted policy that outlines the process for how staff, parents and other community stakeholders have input into the planning process.	
	The Board has adopted a policy and process for monitoring the implementation of the long range plan and the short term action plan.	
	The Board monitors the implementation of the long range plan and the short term action plan.	



## ACADEMIC ACHIEVEMENT

<u>Standards</u>	<u>Indicators</u>	<u>Documentation of Indicators</u>
The board ensures that the programs of the school meet student needs and contribute to the academic achievement and success of students.	The Board has adopted student achievement goals and curriculum policies to achieve those goals.	
	The Board has adopted and implemented a process on the periodic review of academic achievement goals and curriculum policies.	
	The Board has adopted policies and approved programs for addressing the diverse needs and interests of students.	
	The Board monitors academic achievement, curriculum implementation and program success.	
	The Board monitors that all academic reports to MDE are filed in a timely manner (AYP, etc.)	

## FINANCIAL OVERSIGHT AND MANAGEMENT

<u>Standards</u>	<u>Indicators</u>	<u>Documentation of Indicators</u>
The Board ensures that the school is financially solvent, practices sound financial management and allocates resources to achieve the mission, vision and goals of the school.	The Board budgeting process requires that allocations be evaluated in terms of the mission, vision and goals of the school.	
	The Board monitors the following financial statements monthly: <ul style="list-style-type: none"> <li>▪ Balance sheet</li> <li>▪ Monthly income/expenditures</li> <li>▪ Budget vs Actual income &amp; Expenses</li> <li>▪ Cash flow projections</li> </ul>	
	The Board has developed and adopted appropriate internal financial control policies for the school.	
	The Board has developed and adopted a 3-5 year financial plan that relates to the achievement of the mission, vision and goals of the school.	
	The Board monitors the implementation of all financial management policies.	
	The Board adopts policies, expectations and goals for fundraising and development activities undertaken by the school.	
	The board has established and empowered Finance Committee to play a leadership role in financial oversight.	
	The board has adopted a policy and process for hiring of the auditor.	
	The Board monitors that all financial reports are filed with MN government agencies, including MDE and TRA.	

## PERSONNEL

<u>Standards</u>	<u>Indicators</u>	<u>Documentation of Indicators</u>
The Board authorizes the Executive Director or administrative team as the CEO and delegates full authority to manage operational affairs of the school.	The Board has developed, and adopted a policy that delegates the CEO full authority for the management of the school and that defines the respective roles and responsibilities of the Board and the CEO.	
The Board ensures that the school has effective administrative leadership managing the operations of the school.	The Board has developed and adopted a policy that outlines the process and procedures for recruiting and hiring of the CEO.	
	The Board has developed and adopted a succession plan for the CEO position that addresses the voluntary resignation, involuntary resignation, retirement or dismissal of the CEO.	
	The Board has developed and adopted evaluation criteria and process for the CEO.	
	The Board has written documentation of the contract or employment terms with the CEO.	
The board ensures that the work environment of the school is conducive to fulfilling the mission of the school.	The board has developed and adopted personnel policies that establish clear workplace expectations, processes and procedures.	
	The board monitors the implementation of personnel policies.	
	The board has a policy and process for annually reviewing personnel policies.	
	The Board has adopted fair and just compensation and benefits for school employees.	

## ADVOCACY & OUTREACH

<u>Standards</u>	<u>Indicators</u>	<u>Documentation of Indicators</u>
The Board promotes the interests of the school and students in the state and federal legislative processes.	The Board actively takes action to support the public policy agenda of the MN Association of Charter Schools.	
	The Board encourages the CEO and staff to participate in the development of MACS public policy agenda.	
	The Board members know their local legislators and invite them to visit the school.	
	The Board ensures that legislative issues and new laws are reported to staff, parents and other community stakeholders.	
	The Board adopts guidelines and goals relative to the student recruitment plan.	
The Board promotes the charter school to parents, potential parents and students and the general public.	The Board adopts expectations and goals for public relations and community outreach.	
	The board monitors the implementation of the student recruiting, public relations and community outreach programs.	
	The board develops and adopts policies relative to measuring participation and involvement levels of students, staff, parents and community members in the activities of the school.	

## BOARD FOCUS & OPERATIONS

<u>Standards</u>	<u>Indicators</u>	<u>Documentation of Indicators</u>
The Board operates in a manner that ensures effective governance and decision making processes.	The Board has developed board operations policies recommended by the MN Association of Charter Schools	
	The Board has written charges for all committees, taskforces and working groups that it has established.	
	The board has adopted and implemented a board recruitment and orientation process.	
	The board has a policy and process for the periodic review of its own operational policies.	
	The individual members of the board annually assess their own performance relative to the fiduciary duties of nonprofit board members.	
	The board annually assesses its overall performance in fulfilling its duties as a board.	
	The board has developed and adopted a job description and expectations for board members.	

## BOARD FOCUS & OPERATIONS (cont'd)

<b><u>Standards</u></b>	<b><u>Indicators</u></b>	<b><u>Documentation of Indicators</u></b>
The Board operates in a manner that ensures effective governance and decision making processes. (cont'd)	The board has developed and adopted a process on policymaking that provides staff and parents input in the process.	
	The Board has a policy, process and timeline for the school operational policies.	
	The board monitors the school's compliance with federal and state laws that are applicable to charters.	
	The Board adopts a policy and process for negotiating and monitoring the implementation of the charter contract provisions with the sponsor.	
The Board maintains focus on the mission of the school.	The Board agenda items and meeting times primarily deal with student achievement issues.	
	The Board has allocated time in its calendar to study, reflect and discuss the philosophy and theories that are the basis of the school programs.	

## **AREAS OF SIGNIFICANT BOARD PERFORMANCE & AREAS FOR BOARD IMPROVEMENTS**

<b>CATEGORY</b>	<b>SIGNIFICANT DOCUMENTED PERFORMANCE</b>	<b>IMPROVEMENT NEEDED</b>
<i>Mission, Vision and Strategic Direction</i>		
<i>Academic Achievement</i>		
<i>Financial Oversight &amp; Management</i>		
<i>Personnel</i>		
<i>Advocacy &amp; Outreach</i>		
<i>Board Focus &amp; Operations</i>		

# Governance Improvement Plan from \_\_\_\_\_ (Month) 20\_\_\_\_ --- \_\_\_\_\_ (month) 20\_\_\_\_

AREA	TASK	RESPONSIBLE PARTY	TIMELINE
<i>Mission, Vision and Strategic Direction</i>	1)		
	2)		
	3)		
<i>Academic Achievement</i>	1)		
	2)		
	3)		
<i>Financial Oversight &amp; Management</i>	1)		
	2)		
	3)		
<i>Personnel</i>	1)		
	2)		
	3)		
<i>Advocacy &amp; Outreach</i>	1)		
	2)		
	3)		
<i>Board Focus &amp; Operations</i>	1)		
	2)		
	3)		



## **708P CAPITAL ASSETS CAPITALIZATION POLICY**

### **I. PURPOSE**

The purpose of this policy is to ensure proper financial reporting for capital assets. This policy outlines the steps involved in the process in determining which expenditures would be a capital expenditure that would be considered a capital asset.

### **II. GENERAL REQUIREMENTS**

The School considers any expenditure, which are capital in nature, with a grouped initial cost of more than \$5,000, and an estimated useful life in excess of one year, to be a capitalized asset. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Where applicable, assets purchased together and for a common purpose should be grouped and capitalized as one asset. Donated capital assets are recorded at estimated fair market value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Capital assets are depreciated using the straight-line method over its estimated useful life.

To whom it may concern,

I am wanting to continue my employment with NDMA, but am requesting a leave of absence. I am currently expecting and am due in September. I would like the leave to be effective for the 2024-2025 school year. I intend to be back after that.

Sincerely  
Mistin Petersen

**RECEIVED**

may 29th, 2024

**New Discoveries Montessori Academy**  
**Multi-Year Budget Projection Model**  
**June 17, 2024**

Surplus (Deficit) **86,146**

	<u>2023-2024</u>
	<u>Working</u>
	<u>Budget</u>
<b>Enrollment Projections</b>	<b>206</b>
<i>Number of Students in Pre Kindergarten (Non Voluntary Pre-K Program., Non EC Disabled)</i>	6
Number Students Voluntary Pre Kindergarten Program	3
Number Students Grade K - All Day, Every Day Program	30
Number Students Grade K (Handicapped)	0
Number Students Grade 1	27
Number Students Grade 2	26
Number Students Grade 3	25
Number Students Grade 4	27
Number Students Grade 5	17
Number Students Grade 6	21
Number Students Grade 7	14
Number Students Grade 8	8
<b>Enrollment totals by state pupil unit weighting category</b>	
Number of Students Voluntary Pre Kindergarten Program	3
Number of Students in EC Program	6
Number of Students Grade K - All Day, Every Day Program	30
Number Students Grade K (Handicapped)	0
Total Number of Students Grades 1-3	78
Total Number of Students Grades 4-6	66
Total Number of Students Grades 7-12	23
<b>Total Number of Students in Average Daily Membership (ADM)</b>	<b>206</b>
<b>Total Number of Current Year Weighted ADM for State Aid Funding</b>	<b>210</b>

**New Discoveries Montessori Academy**  
**Multi-Year Budget Projection Model**  
**June 17, 2024**

Surplus (Deficit) **86,146**

**2023-2024**  
**Working**  
**Budget**

**State Revenue Assumptions and Calculation**

<b>General Education Revenue</b>	
State Averages Per Pupil Unit	\$7,138
Inflation Rate Assumption - Basic only	4.0%
Basic Excluding Transportation	\$6,805.37
Gifted and Talented	13.00
Sparsity	33.47
Operating Capital	226.58
Menst Prod/Opiate ANT	2.00
Equity	114.50
Referendum	150.00
Transportation Sparsity	125.70
Transportation	<u>332.63</u>
<b>Total Per Pupil Unit State Revenue</b>	<b>7,803.25</b>
<b>Total General Education State Revenue</b>	<b>1,639,806</b>

<b>Compensatory Revenue</b>	<u>0.6982</u>
A: 'Number of Students prior yr. (current year for 1st year)	217
B: Number of Free Lunch Students prior yr. (or current year for 1st yr.)	140
C: Number of Reduced Lunch Students prior yr. (current yr. For 1sr yr.)	23
<b>D: Adjusted Counts = 100% Free, 50% Reduced - (A)</b>	151.50
E: Concentration Portion	0.6982
F: Concentration Factor (lessor of 1 or Conc. portion/.8)	0.8728
G: PU = .6 * D * F	79.34
H: Initial Revenue	499,763
I: Short Year Factor	1
<i>Rounding adjustment</i>	0
<b>Calculated Compensatory State Revenue ((A) x (B))</b>	<b>499,763</b>

**New Discoveries Montessori Academy**  
**Multi-Year Budget Projection Model**  
**June 17, 2024**

Surplus (Deficit) **86,146**

**2023-2024**  
**Working**  
**Budget**

<b>Building Lease Aid</b>	
Eligible Annual Lease Cost	<u>444,000</u>
Aid at \$1,314 per pupil unit as per state cap	<u>276,129</u>
Aid at 90% of Lease	<u>399,600</u>
90% of lease payment - per pupil unit	<u>1,902</u>
Lessor of per pupil unit aid or 90% of lease payment	276,129
<b>Estimated Proration of Lease Aid Revenue</b>	<b><u>100.0%</u></b>
<b>Total Prorated Building Lease Aid Revenue</b>	<b><u>276,129</u></b>
Lease Aid Revenue per pupil unit (before proration)	<u>1,314</u>

**Building Lease Aid Analyticals:**

Lease Aid Revenue that would need to be generated to cover expense at 90% of Lease	1,902
Cost. Maximum per Statute is \$1,314 per pupil unit.	
How many more pupil units would we need to maximize lease aid?	94

**Long-Term Facilities Maintenance Revenue**

Revenue per Adjusted Pupil Unit	132.00
Proration Factor	1.00
<b>Total Long-Term Facilities Maintenance Revenue</b>	<b>27,739</b>

**Special Education Revenue**

Eligible State Special Education Expenses - Current Year	1,847,226
Eligible State Special Education Expenditures - PY Transportation	1,212,502
<b>Estimated Rate of Return for SPED Costs</b>	95%
Estimated Proration Factor	100%
Special Education Appeal Revenue	0%
State Special Education Aid	<b>2,967,366</b>

**English Learner State Aid**

Prior Year English Learner Eligible ADM	0.00
Current Year English Learner Eligible ADM	1.00
ADM Served	211.00
Adjusted English Learner ADM	1.00
English Learner Marginal Cost Pupils	20
<b>English Learner Revenue</b>	<b>24,560</b>
Concentration Portion	0.0047
Contraction Factor	0.0412
English Learner Pupil Units	0.04
<b>English Learner Concentration Revenue</b>	<b>17</b>
<b>Total English Learner Aid</b>	<b>24,577</b>

**New Discoveries Montessori Academy**  
**Multi-Year Budget Projection Model**  
**June 17, 2024**

Surplus (Deficit) **86,146**

2023-2024  
Working  
Budget

**Budget Projections**

**Revenue Summary and Projections**

**State Aids**

General Education Revenue

General Education Revenue	1,639,806
Declining Enrollment Revenue	24,823
English Learner Aid	24,577
English Learner Cross Subsidy	483
Compensatory Revenue	499,763

**General Education Revenue Subtotal** **2,189,453**

Categorical Revenues

Q Comp	56,420
Literacy Aid	10,830
Building Lease Aid	286,778
Long-Term Facilities Maintenance Revenue	27,739
Endowment Fund Aid	12,843
Special Education Aid	2,909,366
Student Support Aid	19,290
Library Aid	19,916
Medical Assistance 3rd Party Billing Revenue	15,619
Pension Adjustment Revenue	22,157
Prior Year Under (Over) Accruals	0

**Total State Aids** **5,570,410**

**Other Revenue**

Federal Title Programs - Title I	60,763
Federal Title Programs - Title II	15,798
Federal ESSER and GEER Funding	0
Federal Special Ed - Finance 419 Regular	60,400
Federal Special Ed - Finance 420	0
Federal Special Ed - Finance 425 CEIS	0
Federal Special Ed - Finance 429	12,174
Federal REAP Grant	20,000
Other Local Revenues	
Fees Collected	4,500
Field Trip Fees Collected	21,750
Interest Earned	450
Rental of Facilities	575
Gifts and Donations	13,575
eRate Reimbursements	4,720
Other Local Revenues	150
Sales of Materials Purchased for Resale	1,516

This financial report is prepared in a modified format in that they exclude footnotes and required supplementary information in order to be considered a full set of financial statements. The excluded portions will be included in the School's fiscal year end financial statements. Creative Planning is not a licensed CPA firm and no CPA provides any assurance on this financial report.

<b>New Discoveries Montessori Academy</b> <b>Multi-Year Budget Projection Model</b> <b>June 17, 2024</b>
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Surplus (Deficit)    **86,146**

	<u>2023-2024</u>
	<u>Working</u>
	<u>Budget</u>
<b>Food Service Program Revenue</b>	
State Revenues	23,000
Federal Revenues	194,163
USDA Commodities Received	8,634
Sales of Lunches, Breakfasts, and Milk	6,000
Catering Sales	0
Other Revenue	0
Transfer from General Fund	0
<b>Community Services Program Revenues</b>	
Childrens House Program Fees	7,326
Tuition Payments from State	28,810
<b>Total Other Revenue</b>	<b>484,304</b>

<b>Total Revenues</b>	<b>6,054,715</b>
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*Verification*    6,054,715

*Per Audit*

*Variance*

**New Discoveries Montessori Academy**  
**Multi-Year Budget Projection Model**  
**June 17, 2024**

Surplus (Deficit) **86,146**

**2023-2024**  
**Working**  
**Budget**

**Expenditure Calculations**

**Inflation Calculations**

<i>Cost of Step Increases</i>	10,500
<i>Salaries and Wages Increases</i>	2.0%
<i>Health and Dental Insurance</i>	8.0%
<i>Base Year Health and Dental Insurance Costs - General Education</i>	\$90,048
<i>Base Year Health and Dental Insurance Costs - Special Education</i>	\$116,033
<i>Other costs</i>	2.0%
<i>Property, Liability, Workers Compensation Insurance Increase</i>	5.0%
<i>Budgets also increased based on change in projected enrollment each year</i>	

**Budget Calculations**

**General Fund**

100 Salaries	1,030,360
100 Cost of Lane Increases	10,500
200 Benefits	333,075
305 Contracted Services	150,000
306 Contracted Grounds Services	8,389
308 Advertising Fees	5,023
320 Communications Services	17,850
329 Postage	1,413
330 Utilities Cost	61,396
331 Refuse Removal Services	9,000
340 Property and Liability Insurance	27,000
350 Repairs and Maintenance	26,809
351 Copier Usage Fees	0
360 Contracted Transportation	220,000
366 Travel, conferences and staff training	21,138
369 Field Trips and Other Student Fees	15,467



**New Discoveries Montessori Academy**  
**Multi-Year Budget Projection Model**  
**June 17, 2024**

Surplus (Deficit) **86,146**

	<u><b>2023-2024</b></u> <u><b>Working</b></u> <u><b>Budget</b></u>
<b>Building Lease</b>	
Principal and Interest on Building Purchase Loan (effective 4/1/2018)	393,113
Capital Repair and Replacement Fund	31,711
Building Company Operatng Costs (Accounting, Audit, Building Insurance, etc.)	19,176
Leasehold Improvements Lease	0
Total Building Lease Cost	444,000
370 Other Rentals and Operating Leases	365
380 Computer and Tech Related Hardware Rentals	5,245
376 Licensed Nursing Services	7,733
389 Staff Tuition Reimbursements	4,925
390 Educational Payments to MN School Districts	2,081
401 Supplies - Non Instructional	51,556
405 Non Instructional Software and License Fees	15,000
406 Instructional Software Licences and Fees	5,500
430 Instructional Supplies	20,200
440 Fuels	773
455 Non-Instructional Technology Supplies	562
456 Instructional Technology Supplies	1,289
460 Textbooks and Workbooks	1,031
461 Standardized Tests	2,950
466 Instructional Technology Devices	0
470 Media Resources	1,186
490 Food Purchased (not for Food Service)	3,642
510 Site Improvements	516
520 Building Improvements	50
530 Other Equipment Purchased	100
556 Instructional Technology Equipment	50
740 Interest on Line of Credit	15,000
820 Dues and memberships	38,100
Authorizer Fee	13,100
Other Dues / Membership Fees	25,000
Transfer to Food Service Fund	0
895 Indirect Costs	0
<b>Total General Education Expenditures</b>	<u><b>2,559,275</b></u>

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**New Discoveries Montessori Academy**  
**Multi-Year Budget Projection Model**  
**June 17, 2024**

Surplus (Deficit) **86,146**

	<u><b>2023-2024</b></u> <u><b>Working</b></u> <u><b>Budget</b></u>
<b>REAP Grant</b>	
100 Salaries	15,000
200 Benefits	5,000
556 Technology Equipment	0
<b>Total REAP Grant</b>	<u><b>20,000</b></u>
<b>Title Program - Title I</b>	
100 Salaries	40,102
200 Benefits	17,495
401 Supplies - Non Instructional	1,600
430 Instructional Supplies	0
895 Indirect Costs	1,566
<b>Total Title I Expenditures</b>	<u><b>60,763</b></u>
<b>Title Programs - Title II</b>	
100 Salaries	0
200 Benefits	0
303 Federal Contracted Services < \$25,000	11,390
366 Travel, conferences and staff training	1,723
401 Supplies - Non Instructional	2,500
430 Instructional Supplies	0
461 Standardized Tests	0
895 Indirect Costs	185
<b>Total Title II Expenditures</b>	<u><b>15,798</b></u>
<b>CARES Relief Funding (CRF)</b>	
100 Salaries	0
200 Benefits	0
<b>Total CRF Funding</b>	<u><b>0</b></u>
<b>State Special Education</b>	
100 Salaries	1,439,006
200 Benefits	363,220
360 Contracted Transportation	1,125,000
366 Travel, conferences and staff training	0
394 Special Education Fees for Services	45,000
396 Reimb. Salaries from Another School District	0
397 Reimb. Benefits from Another School District	0
433 Individualized Instructional Materials	0
533 Student Equipment	0
<b>Total State Special Education</b>	<u><b>2,972,226</b></u>

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**New Discoveries Montessori Academy**  
**Multi-Year Budget Projection Model**  
**June 17, 2024**

Surplus (Deficit) **86,146**

	<u>2023-2024</u> <u>Working</u> <u>Budget</u>
<b>Federal Special Education - Finance 419</b>	
200 Benefits	0
303 Federal Contracted Services < \$25,000	40,000
366 Travel, conferences and staff training	750
401 Supplies - Non Instructional	150
405 Non Instructional Software and License Fees	10,500
433 Individualized Instructional Materials	7,500
456 Instructional Technology Supplies	0
820 Dues and memberships	1,500
895 Indirect Costs	
<b>Total Federal Special Education - Finance 419</b>	<b>60,400</b>
<b>Federal Special Education - Finance 420</b>	
100 Salaries	0
<b>Total Federal Special Education - Finance 420</b>	<b>0</b>
<b>Federal Special Education - Finance 429</b>	
100 Salaries	9,941
200 Benefits	2,234
<b>Total Federal Special Education - Finance 429</b>	<b>12,174</b>
<b>Food Service Program Expenses</b>	
Salaries and Wages	75,000
Benefits	23,807
Purchased Services	7,194
Supplies and Materials	118,310
Federal Commodities Used	5,921
Dues, Memberships, Other Fees	1,565
<b>Total Food Service Program Expenditures</b>	<b>231,797</b>
<b>Community Service Program Expenses</b>	
Salaries and Wages	30,034
Benefits	4,039
Supplies and Materials	2,063
<b>Total Community Service Program Expenditures</b>	<b>36,136</b>
<b>Total Expenditures</b>	<b>5,968,569</b>
	<i>Verification</i> <i>Per Audit</i>
<b>Annual Surplus (Deficit)</b>	<b>86,146</b>
	<i>Per Audit</i> <i>Variance</i>
<b>Beginning Fund Balance</b>	<b>344,816</b>
<b>Ending Fund Balance</b>	<b>430,962</b>
	<i>Per Audit</i> <i>Variance</i>

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New Discoveries Montessori Academy  
Multi-Year Budget Projection Model  
June 17, 2024

Surplus (Deficit) 86,146

2023-2024  
Working  
Budget

Beginning Fund Balance - General Fund - Unassigned	289,670
Beginning Fund Balance - General Fund - Nonspendable	50,109
Beginning Fund Balance - General Fund - Medical Assistance	2,662
Beginning Fund Balance - General Fund - Committed	5,185
Current Year Activity - General Fund - Unassigned	86,146
Current Year Activity - General Fund - Nonspendable	0
Ending Balance - General Fund	433,772
Beginning Fund Balance - Food Service	84,303
Current Year Activity - Food Service	0
Ending Balance - Food Service	84,303
Beginning Fund Balance - Community Service Fund	15,750
Current Year Activity - Community Service Fund	0
Ending Balance - Community Service Fund	15,750
Beginning Balance - All Funds	344,816
Current Year Activity - All Funds	86,146
Ending Fund Balance - All Funds	430,962
Check	0
Fund Balance Percentage of Annual Total Expenditures	7.2%
Debt Coverage Ratio Analysis	1.30

**New Discoveries Montessori Academy**  
**Multi-Year Budget Projection Model**  
**June 17, 2024**

Surplus (Deficit) 70,826

Projection

	<u>2024-2025</u>
<b>Enrollment Projections</b>	<b>215</b>
<i>Number of Students in Pre Kindergarten (Non Voluntary Pre-K Program., Non EC Disabled)</i>	8
Number Students Voluntary Pre Kindergarten Program	4
Number Students Grade K - All Day, Every Day Program	23
Number Students Grade K (Handicapped)	7
Number Students Grade 1	25
Number Students Grade 2	26
Number Students Grade 3	24
Number Students Grade 4	19
Number Students Grade 5	26
Number Students Grade 6	19
Number Students Grade 7	19
Number Students Grade 8	15
<b><u>Enrollment totals by state pupil unit weighting category</u></b>	
Number of Students Voluntary Pre Kindergarten Program	4
Number of Students in EC Program	8
Number of Students Grade K - All Day, Every Day Program	23
Number Students Grade K (Handicapped)	7
Total Number of Students Grades 1-3	75
Total Number of Students Grades 4-6	64
Total Number of Students Grades 7-12	34
<b>Total Number of Students in Average Daily Membership (ADM)</b>	<b>215</b>
<b>Total Number of Current Year Weighted ADM for State Aid Funding</b>	<b>222</b>

**New Discoveries Montessori Academy**  
**Multi-Year Budget Projection Model**  
**June 17, 2024**

Surplus (Deficit) 70,826

Projection

2024-2025

**State Revenue Assumptions and Calculation**

**General Education Revenue**

State Averages Per Pupil Unit	\$7,281
Inflation Rate Assumption - Basic only	2.0%
Basic Excluding Transportation	\$6,941.71
Gifted and Talented	13.00
Sparsity	33.47
Operating Capital	226.58
Menst Prod/Opiate ANT	2.00
Equity	114.50
Referendum	150.00
Transportation Sparsity	125.70
Transportation	339.29
<b>Total Per Pupil Unit State Revenue</b>	<b>7,946.25</b>
<b>Total General Education State Revenue</b>	<b>1,762,351</b>

**Compensatory Revenue**

	<u>0.5777</u>
A: 'Number of Students prior yr. (current year for 1st year)	206
B: Number of Free Lunch Students prior yr. (or current year for 1st yr.)	109
C: Number of Reduced Lunch Students prior yr. (current yr. For 1sr yr.)	20
<b>D: Adjusted Counts = 100% Free, 50% Reduced - (A)</b>	<b>119.00</b>
E: Concentration Portion	0.5777
F: Concentration Factor (lessor of 1 or Conc. portion/.8)	0.7221
G: PU = .6 * D * F	51.56
H: Initial Revenue	511,092
I: Short Year Factor	1
<i>Rounding adjustment</i>	16
<b>Calculated Compensatory State Revenue ((A) x (B))</b>	<b>511,108</b>

**New Discoveries Montessori Academy**  
**Multi-Year Budget Projection Model**  
**June 17, 2024**

Surplus (Deficit) 70,826

Projection

2024-2025

<b>Building Lease Aid</b>	
Eligible Annual Lease Cost	444,000
Aid at \$1,314 per pupil unit as per state cap	291,424
Aid at 90% of Lease	399,600
90% of lease payment - per pupil unit	1,802
Lessor of per pupil unit aid or 90% of lease payment	291,424
<b>Estimated Proration of Lease Aid Revenue</b>	<b>100.0%</b>
<b>Total Prorated Building Lease Aid Revenue</b>	<b>291,424</b>
Lease Aid Revenue per pupil unit (before proration)	1,314

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

<b>Long-Term Facilities Maintenance Revenue</b>	
Revenue per Adjusted Pupil Unit	132.00
Proration Factor	1.00
<b>Total Long-Term Facilities Maintenance Revenue</b>	<b>29,275</b>

<b>Special Education Revenue</b>	
Eligible State Special Education Expenses - Current Year	1,896,278
Eligible State Special Education Expenditures - PY Transportation	1,125,000
<b>Estimated Rate of Return for SPED Costs</b>	<b>95%</b>
Estimated Proration Factor	100%
Special Education Appeal Revenue	0%
State Special Education Aid	2,926,464

<b>English Learner State Aid</b>	
Prior Year English Learner Eligible ADM	0.00
Current Year English Learner Eligible ADM	1.00
ADM Served	214.94
Adjusted English Learner ADM	1.00
English Learner Marginal Cost Pupils	20
<b>English Learner Revenue</b>	<b>24,560</b>
Concentration Portion	0.0047
Contraction Factor	0.0405
English Learner Pupil Units	0.04
<b>English Learner Concentration Revenue</b>	<b>17</b>
<b>Total English Learner Aid</b>	<b>24,577</b>

**New Discoveries Montessori Academy**  
**Multi-Year Budget Projection Model**  
**June 17, 2024**

Surplus (Deficit) 70,826

Projection

2024-2025

**Budget Projections**

**Revenue Summary and Projections**

**State Aids**

General Education Revenue

General Education Revenue	1,762,351
Declining Enrollment Revenue	0
English Learner Aid	24,577
English Learner Cross Subsidy	0
Compensatory Revenue	511,108

**General Education Revenue Subtotal 2,298,037**

Categorical Revenues

Q Comp	53,169
Literacy Aid	10,830
Building Lease Aid	291,424
Long-Term Facilities Maintenance Revenue	29,275
Endowment Fund Aid	12,843
Special Education Aid	2,926,464
Student Support Aid	20,000
Library Aid	20,000
Medical Assistance 3rd Party Billing Revenue	16,328
Pension Adjustment Revenue	22,157
Prior Year Under (Over) Accruals	0

**Total State Aids 5,700,527**

**Other Revenue**

Federal Title Programs - Title I	64,716
Federal Title Programs - Title II	16,846
Federal ESSER and GEER Funding	0
Federal Special Ed - Finance 419 Regular	64,404
Federal Special Ed - Finance 420	0
Federal Special Ed - Finance 425 CEIS	12,981
Federal Special Ed - Finance 429	0
Federal REAP Grant	20,000
Other Local Revenues	
Fees Collected	4,704
Field Trip Fees Collected	10,000
Interest Earned	470
Rental of Facilities	601
Gifts and Donations	10,000
eRate Reimbursements	4,934
Other Local Revenues	1,000
Sales of Materials Purchased for Resale	1,585

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<b>New Discoveries Montessori Academy</b> <b>Multi-Year Budget Projection Model</b> <b>June 17, 2024</b>
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Surplus (Deficit)      **70,826**

Projection
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**2024-2025**

**Food Service Program Revenue**

State Revenues	24,284
Federal Revenues	205,003
USDA Commodities Received	9,026
Sales of Lunches, Breakfasts, and Milk	6,272
Catering Sales	0
Other Revenue	0
Transfer from General Fund	0

**Community Services Program Revenues**

Childrens House Program Fees	7,326
Tuition Payments from State	28,810

<b>Total Other Revenue</b>	<b>492,963</b>
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<b>Total Revenues</b>	<b>6,193,490</b>
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*Verification*      6,193,490

*Per Audit*

*Variance*

**New Discoveries Montessori Academy**  
**Multi-Year Budget Projection Model**  
**June 17, 2024**

Surplus (Deficit) 70,826

Projection

2024-2025

**Expenditure Calculations**

**Inflation Calculations**

<i>Cost of Step Increases</i>	10,500
<i>Salaries and Wages Increases</i>	2.0%
<i>Health and Dental Insurance</i>	8.0%
<i>Base Year Health and Dental Insurance Costs - General Education</i>	\$97,252
<i>Base Year Health and Dental Insurance Costs - Special Education</i>	\$125,316
<i>Other costs</i>	2.0%
<i>Property, Liability, Workers Compensation Insurance Increase</i>	5.0%
<i>Budgets also increased based on change in projected enrollment each year</i>	

**Budget Calculations**

**General Fund**

100 Salaries	1,061,467
100 Cost of Lane Increases	10,500
200 Benefits	350,911
305 Contracted Services	153,000
306 Contracted Grounds Services	8,557
308 Advertising Fees	5,123
320 Communications Services	18,207
329 Postage	1,507
330 Utilities Cost	65,466
331 Refuse Removal Services	9,597
340 Property and Liability Insurance	22,128
350 Repairs and Maintenance	28,586
351 Copier Usage Fees	0
360 Contracted Transportation	220,000
366 Travel, conferences and staff training	22,539
369 Field Trips and Other Student Fees	16,492

**New Discoveries Montessori Academy**  
**Multi-Year Budget Projection Model**  
**June 17, 2024**

Surplus (Deficit) 70,826

Projection

**2024-2025**

<b>Building Lease</b>	
Principal and Interest on Building Purchase Loan (effective 4/1/2018)	393,113
Capital Repair and Replacement Fund	31,711
Building Company Operatng Costs (Accounting, Audit, Building Insurance, etc.)	19,176
Leasehold Improvements Lease	0
Total Building Lease Cost	444,000
370 Other Rentals and Operating Leases	389
380 Computer and Tech Related Hardware Rentals	5,593
376 Licensed Nursing Services	8,246
389 Staff Tuition Reimbursements	5,251
390 Educational Payments to MN School Districts	2,219
401 Supplies - Non Instructional	54,973
405 Non Instructional Software and License Fees	12,425
406 Instructional Software Licences and Fees	0
430 Instructional Supplies	21,539
440 Fuels	824
455 Non-Instructional Technology Supplies	599
456 Instructional Technology Supplies	1,374
460 Textbooks and Workbooks	1,099
461 Standardized Tests	3,146
466 Instructional Technology Devices	0
470 Media Resources	1,265
490 Food Purchased (not for Food Service)	3,883
510 Site Improvements	550
520 Building Improvements	1,040
530 Other Equipment Purchased	3,928
556 Instructional Technology Equipment	9,416
740 Interest on Line of Credit	20,000
820 Dues and memberships	38,862
Authorizer Fee	13,362
Other Dues / Membership Fees	25,500
Transfer to Food Service Fund	0
895 Indirect Costs	0
<b>Total General Education Expenditures</b>	<b>2,634,703</b>

**New Discoveries Montessori Academy**  
**Multi-Year Budget Projection Model**  
**June 17, 2024**

Surplus (Deficit) 70,826

Projection

**2024-2025**

<b>REAP Grant</b>	
100 Salaries	15,000
200 Benefits	5,000
556 Technology Equipment	0
<b>Total REAP Grant</b>	<b>20,000</b>
<b>Title Program - Title I</b>	
100 Salaries	42,760
200 Benefits	18,655
401 Supplies - Non Instructional	1,632
430 Instructional Supplies	0
895 Indirect Costs	1,670
<b>Total Title I Expenditures</b>	<b>64,716</b>
<b>Title Programs - Title II</b>	
100 Salaries	0
200 Benefits	0
303 Federal Contracted Services < \$25,000	12,145
366 Travel, conferences and staff training	1,837
401 Supplies - Non Instructional	2,666
430 Instructional Supplies	0
461 Standardized Tests	0
895 Indirect Costs	198
<b>Total Title II Expenditures</b>	<b>16,846</b>
<b>CARES Relief Funding (CRF)</b>	
100 Salaries	0
200 Benefits	0
<b>Total CRF Funding</b>	<b>0</b>
<b>State Special Education</b>	
100 Salaries	1,467,786
200 Benefits	380,510
360 Contracted Transportation	1,150,000
366 Travel, conferences and staff training	0
394 Special Education Fees for Services	47,983
396 Reimb. Salaries from Another School District	0
397 Reimb. Benefits from Another School District	0
433 Individualized Instructional Materials	0
533 Student Equipment	0
<b>Total State Special Education</b>	<b>3,046,278</b>

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**New Discoveries Montessori Academy**  
**Multi-Year Budget Projection Model**  
**June 17, 2024**

Surplus (Deficit) 70,826

Projection

2024-2025

**Federal Special Education - Finance 419**

200 Benefits	0
303 Federal Contracted Services < \$25,000	42,651
366 Travel, conferences and staff training	800
401 Supplies - Non Instructional	160
405 Non Instructional Software and License Fees	11,196
433 Individualized Instructional Materials	7,997
456 Instructional Technology Supplies	0
820 Dues and memberships	1,599
895 Indirect Costs	

**Total Federal Special Education - Finance 419**

64,404

**Federal Special Education - Finance 420**

100 Salaries	0
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**Total Federal Special Education - Finance 420**

0

**Federal Special Education - Finance 429**

100 Salaries	10,600
200 Benefits	2,382

**Total Federal Special Education - Finance 429**

12,981

**Food Service Program Expenses**

Salaries and Wages	76,500
Benefits	24,283
Purchased Services	7,819
Supplies and Materials	126,152
Federal Commodities Used	6,313
Dues, Memberships, Other Fees	1,669

**Total Food Service Program Expenditures**

242,736

**Community Service Program Expenses**

Salaries and Wages	15,136
Benefits	2,801
Supplies and Materials	2,063

**Total Community Service Program Expenditures**

20,000

**Total Expenditures**

6,122,664

Verification 6,122,664

Per Audit:

**Annual Surplus (Deficit)**

70,826

Per Audit

Variance

**Beginning Fund Balance**

430,962

**Ending Fund Balance**

501,788

Per Audit

Variance

New Discoveries Montessori Academy  
Multi-Year Budget Projection Model  
June 17, 2024

Surplus (Deficit) 70,826

Projection

2024-2025

Beginning Fund Balance - General Fund - Unassigned	375,816
Beginning Fund Balance - General Fund - Nonspendable	50,109
Beginning Fund Balance - General Fund - Medical Assistance	2,662
Beginning Fund Balance - General Fund - Committed	5,185
Current Year Activity - General Fund - Unassigned	52,841
Current Year Activity - General Fund - Nonspendable	0
Ending Balance - General Fund	<b>486,613</b>
Beginning Fund Balance - Food Service	84,303
Current Year Activity - Food Service	1,849
Ending Balance - Food Service	<b>86,152</b>
Beginning Fund Balance - Community Service Fund	15,750
Current Year Activity - Community Service Fund	16,136
Ending Balance - Community Service Fund	<b>31,886</b>
Beginning Balance - All Funds	430,962
Current Year Activity - All Funds	70,826
Ending Fund Balance - All Funds	<b>501,788</b>
Check	<b>0</b>
Fund Balance Percentage of Annual Total Expenditures	<b>8.2%</b>
Debt Coverage Ratio Analysis	<b>1.30</b>

*Adopted: 08/01/06*

*Revised: 02/27/12*

*Reviewed: ~~01/25/21~~06/24/24*

*New Discoveries Montessori Academy Policy 407P*

## **407P EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES**

### **I. PURPOSE**

The purpose of this policy is to provide New Discoveries Montessori Academy employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

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

It is the policy of New Discoveries Montessori Academy to provide information and training to employees who may be routinely exposed to a hazardous substance, harmful physical agent or infectious agent.

### **III. DEFINITIONS**

- A. “Commissioner” means the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
  - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations, title 29, part 1910, subpart Z; or
  - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or

3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.
  - E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical or scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
  - F. “Blood borne pathogens” means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

#### **IV. TARGET JOB CATEGORIES**

Training will be provided to all full and part-time employees who are routinely exposed to a hazardous substance, harmful physical agent or infectious substance as set forth above.

#### **V. TRAINING SCHEDULE**

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly-hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be routinely exposed under the above guidelines.

(Minn. Stat. § 182.673)

**Legal References:** Minn. Stat. Ch. 182 (Occupational Safety and Health)



Minn. Rules Ch. 5205 (Safety and Health Standards)  
Minn. Rules Ch. 5206 (Employee Right to Know Standards)

***Cross References:*** NDMA Policy 420P (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)

## **411P PAID TIME OFF/EARNED SICK AND SAFE TIME LEAVE POLICY**

### **I. PURPOSE**

New Discoveries grants paid time off/sick and safe time leave to employees to guard against loss of earnings due to illness or other personal needs. paid time off (PTO)/earned sick and safe time leave is not part of salary or wages to which an employee is entitled regardless of need.

The board appointed administrator has the principle responsibility for the proper and consistent application of the paid time off /earned sick and safe leave time policy. Abuse of paid time off /earned sick and safe leave time in any form can have serious impact on the morale and effectiveness of all members of the school.

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

#### **A. Paid Time Off**

Employees receive PTO as follows:

1. New Discoveries Montessori Academy full time employees work 30 hours per week or more. PTO is not available for use until an employee has completed 80 hours of employment
2. Employees will accumulate a specified amount of PTO at the time of hire and on an annual basis at the start of the school year according to the accrual schedule.
  - i. Full time exempt employees will have 80 hours front-loaded. They may roll over 80 hours, and have a maximum annual accrual of 96 hours.
  - ii. Full time non-exempt employees will have 70 hours front-loaded. They may roll over 80 hours, and they may have a maximum annual accrual of 80 hours.
  - iii. Part time employees will have 48 hours front-loaded. They may roll over up to 80 hours, and they may have a maximum annual accrual of 80 hours.
3. Although an employee may carry over unused PTO time from year to year, there is a cap on the amount of PTO time. Once the cap is reached, the employee will not receive additional PTO until time in the account is used and drops below the cap. After the balance goes below the cap, the employee will not receive additional PTO until the next School year.
4. Employees are responsible for managing their PTO accounts. This may include developing a plan for vacations, doctor appointments, and personal business. It also means holding some time in “reserve” for the unexpected such as emergencies and illnesses.

5. Employees are required to provide their supervisor with reasonable advance notice and obtain approval prior to using PTO. There may be occasions, such as sudden illness, when employees cannot notify their supervisor in advance. In those situations, they must inform their supervisor of their circumstances as soon as possible. When an employee uses unplanned PTO for more than three consecutive days, NDMA may require reasonable documentation for the absences. Employees will be instructed on how to report PTO use in Payroll reporting.
6. PTO is not paid out at the time of termination. If an employee is rehired within 180 days, any remaining earned PTO not paid out at the time of termination will be reinstated at that time.
7. Temporary or seasonal employees are not eligible for PTO.
8. This PTO policy does not create a contract.

**B. Use Of Paid Time Off**

Paid Time Off (PTO) may be used for vacations, school activities, personal appointments, emergencies and also for the following:

1. An employee's own:
  - i. mental or physical illness, injury, or other health condition;
  - ii. need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
  - iii. need for preventative medical or health care.
2. Care of a "family member" (defined below):
  - i. with a mental or physical illness, injury, or other health condition;
  - ii. who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
  - iii. need for preventative medical or health care.
3. Absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
  - i. seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
  - ii. obtain services from a victim service organization;
  - iii. obtain psychological or other counseling;
  - iv. seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or
  - v. seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
4. Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose Center or place of care has been closed due to weather or other public emergency.
5. The employee's inability to work or telework because the employee is:
  - i. prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or

- ii. seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis.
- 6. When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

**C. Earned Sick and Safe Time Leave**

- 1. All employees (seasonal or temporary) who are not eligible for NDMA's above paid time off will accrue one (1) hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours in a calendar year. Employees may use accrued time after 80 hours of employment and can carry over accrued but unused sick/safe time into the next year up to a maximum of 80 hours. Earned Sick and Safe Time Leave will not accrue above 80 hours at a time.
- 2. Employees must inform their supervisor of absences as soon as possible. When an employee uses earned sick and safe time for more than three consecutive days, NDMA may require reasonable documentation.
- 3. NDMA is required to track absences for illness, work related illness/injury, or the attendance of school related activities for legal compliance reasons. Employees will be instructed on how to report earned sick and safe time leave use in Payroll reporting.
- 4. Earned sick and safe time leave is not paid out at the time of termination. If an employee is rehired within 180 days, any remaining earned sick and safe time will be reinstated at that time.
- 5. This earned sick and safe time leave policy does not create a contract.

**D. Use of Earned Sick and Safe Time Leave**

- 1. An employee's own:
  - i. mental or physical illness, injury, or other health condition;
  - ii. need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
  - iii. need for preventative medical or health care.
- 2. Care of a "family member" (defined below):
  - i. with a mental or physical illness, injury, or other health condition;
  - ii. who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
  - iii. need for preventative medical or health care.
- 3. Absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
  - i. seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;

- ii. obtain services from a victim service organization;
  - iii. obtain psychological or other counseling;
  - iv. seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or
  - v. seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
4. Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose Center or place of care has been closed due to weather or other public emergency.
  5. The employee's inability to work or telework because the employee is:
    - i. prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
    - ii. seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis.
  6. When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

**D. Definitions**

A "qualified family member" means:

1. an employee's:
  - i. child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis;
  - ii. spouse or registered domestic partner; or health condition;
  - iii. sibling, stepsibling, or foster sibling;
  - iv. biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child;
  - v. grandchild, foster grandchild, or step grandchild;
  - vi. grandparent or step grandparent;
  - vii. a child of a sibling of the employee;
  - viii. a sibling of the parents of the employee; or
  - ix. a child-in-law or sibling-in-law;
2. any of the family members listed in clause (1) of a spouse or registered domestic partner of the employee;
3. any other individual related by blood or whose close association with the employee is the equivalent of a family relations; and
4. up to one individual annually designated by the employee.

## **533P WELLNESS**

### **FORWARD**

New Discoveries Montessori Academy (NDMA) is committed to the optimal development of every student. NDMA believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks.<sup>1,2,3,4,5,6,7</sup> Conversely, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students.<sup>8,9,10</sup> In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education and extracurricular activities – do better academically.<sup>11,12,13,14</sup> Finally, there is evidence that adequate hydration is associated with better cognitive performance.<sup>15,16,17</sup>

This policy outlines the NDMA's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students at NDMA have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus– in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of NDMA in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- NDMA establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

This policy applies to all students and staff at NDMA. Specific measureable goals and outcomes are identified within each section below.

## **I. SCHOOL WELLNESS COMMITTEE**

### ***Committee Role and Membership***

NDMA will convene a representative district wellness committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this wellness policy.

The wellness committee membership will include (to the extent possible), but not be limited to: parents and caregivers; students; food service director; physical education and health teacher; school nurse and mental health services staff; board appointed administrator, school board members; health professionals; and the general public.

### ***Leadership***

The board appointed administrator or designee(s) will convene the wellness committee and facilitate development of and updates to the wellness policy, and will ensure compliance with the policy.

## **II. WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT**

### ***Implementation Plan***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report. This wellness policy and the progress reports can be found at: [newdiscoveries.org](http://newdiscoveries.org)

### ***Recordkeeping***

The District will retain records to document compliance with the requirements of the wellness policy in the administrative offices and/or on the school website. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;

- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the wellness committee;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

### ***Annual Notification of Policy***

NDMA will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. NDMA will make this information available via the school website and/or school-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the school's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the school official leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

### ***Triennial Progress Assessments***

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which NDMA is in compliance with the wellness policy;
- The extent to which the NDMA's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the NDMA's wellness policy.

The position responsible for managing the triennial assessment and contact information is the board appointed administrator.

The wellness committee will monitor NDMA's compliance with this wellness policy.

NDMA will actively notify households/families of the availability of the triennial progress report.

### ***Revisions and Updating the Policy***

The wellness committee will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as NDMA priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.



### ***Community Involvement, Outreach and Communications***

NDMA is committed to being responsive to community input, which begins with awareness of the wellness policy. NDMA will actively communicate ways in which representatives of wellness committee and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for the school. NDMA will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. NDMA will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

NDMA will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. NDMA will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

### **III. NUTRITION**

#### ***School Meals***

NDMA is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

NDMA participates in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and *[include here any additional Federal child nutrition programs in which the district participates, possibly including the Fresh Fruit & Vegetable Program (FFVP), Special Milk Program (SMP), Summer Food Service Program (SFSP), Supper programs, or others]*. NDMA also operates additional nutrition-related programs and activities including *[if applicable, insert here a list of other programs such as Farm to School programs, school gardens, Breakfast in the Classroom, Mobile Breakfast carts, Grab 'n' Go Breakfast, or others]*. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations.
- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
  - Sliced or cut fruit is available daily.
  - Daily fruit options are displayed in a location in the line of sight and reach of students.
  - All available vegetable options have been given creative or descriptive names.
  - Daily vegetable options are bundled into all grab-and-go meals available to students.
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
  - White milk is placed in front of other beverages in all coolers.
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
  - Student artwork is displayed in the service and/or dining areas.
  - Daily announcements are used to promote and market menu options.

### ***Staff Qualifications and Professional Development***

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

### ***Water***

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day. NDMA will make drinking water available where school meals are served during mealtimes.

Students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

### ***Competitive Foods and Beverages***

NDMA is committed to ensuring that all foods and beverages available to students on the during the school day support healthy eating. The foods and beverages sold and served outside

of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.foodplanner.healthiergeneration.org](http://www.foodplanner.healthiergeneration.org).

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students during the school day and the extended school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school store and snack or food carts.

### ***Celebrations and Rewards***

All foods offered at NDMA will meet or exceed the USDA Smart Snacks in School nutrition standards, including through:

1. Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas are available from the Alliance for a Healthier Generation and from the USDA.
2. Classroom snacks brought by parents. The District will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

### ***Fundraising***

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers at NDMA during the school day\*. NDMA will make available to parents and teachers a list of healthy fundraising ideas.

### ***Nutrition Promotion***

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

NDMA will promote healthy food and beverage choices for all students throughout the school, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available at <http://www.foodplanner.healthiergeneration.org/>.

### ***Nutrition Education***

NDMA will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

### ***Essential Healthy Eating Topics in Health Education***

NDMA will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products

- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

### ***Food and Beverage Marketing in Schools***

NDMA is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. NDMA strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on school property that contains messages inconsistent with the health information NDMA is imparting through nutrition education and health promotion efforts. It is the intent of NDMA to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the school's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus\* during the school day\* will meet or exceed the USDA Smart Snacks in School nutrition standards.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.<sup>15</sup> This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards.

- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by NDMA.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the NDMA nutrition services and PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

#### IV. PHYSICAL ACTIVITY

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and NDMA is committed to providing these opportunities. NDMA will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). NDMA will be encouraged to participate in *Let's Move! Active Schools* ([www.letsmoveschools.org](http://www.letsmoveschools.org)) in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason. NDMA will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

To the extent practicable, NDMA will ensure that its grounds and facilities are safe and that equipment is available to students to be active. NDMA will conduct necessary inspections and repairs.

##### ***Physical Education***

NDMA will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "*Essential Physical Activity Topics in Health Education*" subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes.

NDMA will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All NDMA **elementary students** in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

All NDMA **secondary students** (middle school) are required to take the equivalent of one academic year of physical education.

The NDMA physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

### ***Essential Physical Activity Topics in Health Education***

Health education will be required in all grades and NDMA will require middle school students to take and pass at least one health education course. NDMA will include in the health education curriculum a minimum of 12 the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

### ***Recess (Elementary)***

All elementary schools will offer at least **20 minutes of recess** on all days during the school year. This policy may be waived on early dismissal or late arrival days. If recess is offered before lunch, NDMA will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

**Outdoor recess** will be offered when weather is feasible for outdoor play.

In the event that the school or district must conduct **indoor recess**, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

### ***Classroom Physical Activity Breaks (Elementary and Secondary)***

NDMA recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered **periodic opportunities** to be active or to stretch throughout the day on all or most days during a typical school week. NDMA recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week.

These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

NDMA will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through USDA and the Alliance for a Healthier Generation.

### ***Active Academics***

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

NDMA will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever



feasible.

### ***Before and After School Activities***

NDMA offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. The District will encourage students to be physically active before and after school through any or all of the methods.

### ***Active Transport***

NDMA will support active transport to and from school, such as walking or biking. NDMA will encourage this behavior by engaging in *six or more* of the activities below; including but not limited to:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week, National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Use crosswalks on streets leading to schools
- Document the number of children walking and or biking to and from school
- Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

## **V. OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS**

NDMA will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. NDMA will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

NDMA is encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by the school's Instructional Leadership Team (ILT).

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the wellness committee.

All school-sponsored events will adhere to the wellness policy guidelines. All school-

sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

### ***Community Partnerships***

NDMA will continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

### ***Community Health Promotion and Family Engagement***

NDMA will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, NDMA will use electronic mechanisms (e.g., email or displaying notices on the school's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

### ***Staff Wellness and Health Promotion***

The wellness committee will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff

NDMA will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. NDMA promotes staff member participation in health options that are accessible and free or low-cost promotion programs and will support programs for staff members on healthy eating/weight management.

### ***Professional Learning***

When feasible, NDMA will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help school staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

## ***Glossary:***

**Extended School Day** – the time during, before and afterschool that includes activities such as clubs, intramural sports, band and choir practice, drama rehearsals and more.

**School Campus** - areas that are owned or leased by the school and used at any time for school- related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day** – the time between midnight the night before to 30 minutes after the end of the instructional day.

**Triennial** – recurring every three years.

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15 Change Lab Solutions. (2014). *District Policy Restricting the Advertising of Food and Beverages Not Permitted to be Sold on School Grounds*. Retrieved from <http://changelabsolutions.org/publications/district-policy-school-food-ads>

**Legal References:** 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)  
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)  
P.L. 108-265 (2004) § 204 (Local Wellness Policy)  
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)  
7 C.F.R. § 210.10 (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

**Local Resources:** Minnesota Department of Education, [www.education.state.mn.us](http://www.education.state.mn.us)  
Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)  
County Health Departments  
Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org)  
**General Wellness Policy Resources**  
○ [USDA Local School Wellness Policy Final Rule](#)  
○ [USDA Summary of the Local Wellness Policy Final Rule](#)  
○ [CDC Local Wellness Policy Brief](#)  
○ [Team Nutrition Wellness Policy Elements](#)  
○ [Alliance for a Healthier Generation-School Wellness Council Toolkit](#)  
○ Tips for forming a team, how to plan for success, wellness meeting checklist and sample agenda.  
**Model Wellness Policies**  
○ [Promoting Health in Minnesota Schools: School Wellness Policies](#)  
○ A series of sample school wellness policies to fit in the Minnesota School Boards Association's model school wellness policy.  
○ [Alliance for a Healthier Generation's Model Wellness Policy](#)  
**Leadership Team Resource**  
○ [Assembling the Team](#)  
○ Information on how to assemble and promote a school health council as well as engage parents.

#### *Content Resources*

- [CDC Strategies for Creating Supportive School Nutrition Environments](#)
- [CDC Strategies for Supporting Quality Physical Education and Physical Activity in Schools](#)
- [CDC Strategies for Supporting Recess in Elementary Schools](#)

#### *Marketing Resources*

- [CDC Strategies to Improve Marketing and Promotion of Food & Beverages at School](#)
- [USDA Food and Beverage Marketing and Advertising in Schools](#)
  - Information on the Smart Snacks requirements.

#### *Assessment Resources*

- [CDC School Health Index: Self-Assessment and Planning Guide](#)
  - Online self-assessment and planning tool that schools can use to improve their health and safety policies and programs.
- [Alliance for a Healthier Generation: School Health Index](#)
  - Online self-assessment and planning tool to improve their health and safety policies and programs
- [WellSAT 2.0: Local Wellness Policy Assessment Tool](#)
  - Standard method for the quantitative assessment of written school wellness policies.
- [Action for Healthy Kids “Tools for Schools”](#)
  - Includes a School Health Index online assessment and planning tool.

## **Local Wellness Policy: Triennial Assessment Template**

### **Background Information**

An assessment of your school wellness policy must be conducted a minimum of once every three years; however, Local Educational Agencies (LEAs) may assess their policy more frequently if they wish. The results of the assessment must be made available to the public.

### **Purpose**

The template below is offered as a way to summarize the information gathered during your assessment. Members of a school wellness committee who are completing their triennial assessment for their school wellness policy may use this template. It contains the three required components of the triennial assessment, including 1) compliance with the wellness policy 2) how the wellness policy compares to model wellness policies 3) progress made in attaining the goals of the wellness policy.

### **Results**

The copy of the assessment must be made available to the public. How the assessment is made available is the decision of the LEA. Many LEA's choose to post the results on their district website. The triennial assessment summary and the assessment details (e.g. WellSAT 3.0 report) must be shared.

### **Recordkeeping**

Keep a copy of the most recent triennial assessment, along with supporting documentation on file. This will be needed when you have a School Nutrition Program administrative review.

# Local Wellness Policy: Triennial Assessment Summary

## Section 1: General Information

School(s) included in the assessment:

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Month and year of current assessment: \_\_\_\_\_

Date of last Local Wellness Policy revision: \_\_\_\_\_

Website address for the wellness policy and/or information on how the public can access a copy:

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## Section 2: Wellness Committee Information

How many times per year does your school wellness committee meet? \_\_\_\_\_

Designated School Wellness Leader

Name	Job Title	Email Address

School Wellness Committee Members

Name	Job Title	Email Address

## Section 3. Comparison to Model School Wellness Policies

Complete the [WellSAT3.0 assessment tool](#) and keep a copy of the results on file for at least three full school years plus the current year, as it will be reviewed during the next administrative review of your school nutrition program.

Indicate model policy language used for comparison:

- ☐ Alliance for a Healthier Generation: Model Policy
- ☐ WellSAT 3.0 example policy language
- ☐ Other (please specify): \_\_\_\_\_

Describe how your wellness policy compares to model wellness policies.

## Section 4. Compliance with the Wellness Policy and Progress towards Goals

At a minimum, local wellness policies are required to include:

- Specific goals for:
  - Nutrition promotion and education
  - Physical activity
  - Other school based activities that promote student wellness.
- Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for school meal nutrition standards, and the Smart Snacks in School nutrition standards.
- Standards for all foods and beverages provided, but not sold, to students during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
- Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- Description of public involvement, public updates, policy leadership, and evaluation plan.

Using the tables below, indicate the language that is currently written in the district local wellness policy in relation to each topic area. Next, assess and discuss whether the district is meeting the goal, partially meeting the goal, or not meeting the goal. Finally, indicate the progress made for each goal and next steps that have been identified.



Nutrition Promotion and Education Goal(s)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Describe progress and next steps

Physical Activity Goal(s)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Describe progress and next steps

School-based activities to promote student wellness goal(s)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Describe progress and next steps

Nutrition guidelines for all foods and beverages for sale on the school campus (i.e. school meals and smart snacks)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Describe progress and next steps

Guidelines for other foods and beverages available on the school campus, but not sold	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Describe progress and next steps

Marketing and advertising of only foods and beverages that meet Smart Snacks	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Describe progress and next steps

Include any additional notes, if necessary: