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

Official Board Meeting Agenda
Monday, November 17, 2025 – 5:30 p.m. – on site in the conference room and electronically.
(Contact tara.erickson@newdiscoveries.org for full board packet or electronic link information)

1. Call Meeting to Order (Location of Board Packet) – Roll Call
2. Welcome/Introduction of Guests
3. Spotlight Report: E1 Birch Classroom Highlights
4. Approval of Agenda
5. Approval of Consent Agenda
    a. Minutes of October 20, 2025 Meeting
    b. Minutes of Special Meeting October 31, 2025
    c. Submitted Committee Reports
        i. Financial Committee met November 10th , 2025
        ii. Policy/Governance committee met November 10th, 2025
6. Financial Reports
    a. October 2025 Financial Report
    b. Approve October 2025 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. Self-Assessment for the Board
        ii. Sounding Board (Board Oversight of Academic Outcomes)
8. Unfinished Business
9. New Business
    a. Approve Strategic Plan Updates 25-26
    b. Approve Lines of Credit at Citizen's Bank and Trust with the signers approved in July. (Board Chair – Tim Dezelske, Board Treasurer – Tiffany Knox, Board Appointed Administrator – Kirsten Kinzler, and Financial Manager – Dustin Reeves)
        i. $400,000 Line of Credit
        ii. $200,000 Line of Credit
    c. Approve Following Policies:
        i. 404P Employment Check Policy
        ii. 518P Telehealth Plan and Procedures

iii. 799P Record Retention

d. Accept Bruce Rhoda's resignation from the board

10. Upcoming Meetings/Events/Announcements
    a. Next board meeting, December 15, 2025 – 5:30 p.m.
    b. Finance Committee Meeting, December 8, 2025 – 11:45 a.m.
    c. Policy/Governance Committee Meeting, December 8, 2025 – 12:15 p.m.
    d. Facilities Committee Meeting, tbd
    e. Administrative Review Committee, tbd

11. Adjournment

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

1. Call Meeting to Order – The meeting was called to order at 5:30 p.m.

   Voting members present: Tim Dezelske, Patti Hoerner, Jill Montes, Tiffany Knox, Christine La Plante, Spencer Kangas, Shari Colvin (via Teams Meeting).

   Voting member absent: Bruce Rhoda

   Non-voting member present: Kirsten Kinzler, Director.
   Tara Erickson, Recorder

2. Guests: Cyndi Lauer, NDMA Music Specialist and Rachel Randall, NDMA Library Specialist.

3. Spotlight Report – Specialist Presentations by Mrs. Lauer, Ms. Randall, and Mr. Kangas (Physical Education/Health/DAPE) shared how they run their programs at NDMA. Mrs. Lauer shared how she teaches music lessons to the different grade levels and how well it aligns with Montessori. She shared how grateful she is for the wonderful materials and instruments she has in her classroom. She talked about her music programs noting that this year the theme is “The Four Seasons of Music”. Ms. Randall shared a snapshot of NDMA’s Library growth over the years from thousands of books donated to moving to AASL framework for school libraries… she also repairs books. Randall sees 3 main areas of Library learning: 1. Reading for fun, 2. Manners/Information system, 3. Life Learning. She has a passion for media literacy. She provides read-a-louds, discussion questions, library skills, interactive activities, and lots of book displays to keep the students interested. Mr. Kangas shared the MN Phyed standards that he displays for the students in the MPR. E3 skills are life-long skills. They have even been out playing on the frisbee golf courses in Hutchinson. A highlight for this class is the “Winter Classic” hockey game, he is hoping to have a live google feed set up this year for parents to watch from home. The specialists look forward to working with the students.

4. Agenda – MS (Dezelske/Montes) to approve the agenda, all aye; motion carries unanimously.

5. MS (Dezelske/Montes) to approve the consent agenda, all aye; motion carries unanimously.
   a. Minutes of September 22, 2025 Meeting
   b. Submitted Committee Reports
      i. Financial Committee met on October 15, 2025 – Kinzler shared that they are considering changing the ADM in the budget, the wolf ridge trip is showing as a large expense due to transportation costs having a 50% increase.
6. Financial Reports
   a. Received the September 2025 financial

b. MS (Dezelske/La Plante) to approve September 2025 supplemental information report, nothing stood out, all aye; motion carries unanimously by roll call.

7. Reports
    a. Executive Director – see attached director's report.
        i. Personnel changes: none at this time.
        ii. Strategic Plan Update:
        iii. Environmental Education Update: Community Day with the city of Hutchinson workers.
        iv. Academic Testing and Achievement Update: NWEA and Fall Benchmark Assessments have been completed. Next month a new assessment called Capti-Basix will be started.
        v. Enrollment Update: K-8 177, PK8 203
        vi. Activities and Happenings related to the school, staff, students, families, community: the current fundraiser is Puffins to help cover the cost of field trips.
    b. Board Activities
        i. Board training was done by Director Kinzler at 5 p.m. MSBA Charter Policies, Open Meeting Law, and Charter School Provisions (MN Statute 124E). Attendees: Kinzler, Hoerner, Kangas, Dezelske, Montes, LaPlante, Knox, Erickson.
8. Unfinished Business

9. New Business
    a. MS (Dezelske/Hoerner) to Review and Approve all policies under 9.a. – most just have date changes and a few formatting updates – motion carries unanimously.
        i. 214P – Out of State Travel by Board Members
        ii. 404P – Employment Background Check
        iii. 406.1P - Data Practices
        iv. 406P – Public and Private Personnel Data
        v. 412P – Expense Reimbursement
        vi. 413P – Harassment & Violence
        vii. 414P – Mandated Reporting of Child Neglect or Abuse
        viii. 415P – Mandated Reporting of Maltreatment of Vulnerable Adults
        ix. 506P – Student Discipline and Dismissal
        x. 514P – Student Bullying Prohibition
        xi. 522P – Student Sex Nondiscrimination
        xii. 524P – Technology Resources Use
        xiii. 533P – Wellness
        xiv. 536P – Student Fees
        xv. 616P – School District System Accountability
        xvi. 705P – Electronic Fund Transfer

10. Upcoming Meetings/Events/Announcements
    a. Special board meeting on Friday, October 31, 2025 – 9:00 a.m.
    b. Next board meeting, November 17, 2025 – 5:30 p.m.
    c. Finance Committee Meeting, November 10, 2025 – 11:45 a.m.
    d. Policy/Governance Committee Meeting, November 10, 2025 12:15 p.m.

11. Adjournment 06:35 p.m.

Respectfully submitted,
Tara Erickson
Recorder

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SPECIAL MEETING

Official Board Meeting Minutes
Friday, October 31, 2025 – 9:00 a.m. on site in the conference room

1. Call Meeting to Order – Roll Call 9:00 a.m.
   a. Present voting members: Shari Colvin, Tim Dezelske, Jill Montes, Spencer Kangas, Christine La Plante, Patti Hoerner.
   b. Voting members absent: Bruce Rhoda, Tiffany Knox
   c. Ex-officio: Kirsten Kinzler

2. Approval of Agenda
   a. MS(Dezelske/Montes) to approve the agenda, all aye; motion carries unanimously.

3. New Business
   a. MS (Dezelske/Colvin) to approve the NDMA 24-25 Annual Report, discussion notes the report was very well written and board members acknowledged Kinzler's hard work, all aye; motion carries unanimously.

4. Adjournment at 9:10 a.m.

Respectfully submitted,
Tara Erickson
Recorder

NDMA Finance Committee Meeting Minutes
Monday, November 10, 2025 - 11:45 am
Meeting Location: Conference Room

Members Present:
Shari Colvin, Tim Dezelske, Tiffany Knox, Kirsten Kinzler, Dustin Reeves, Spencer Kangas

Guests Present:
Addie Mazza (Osprey Wilds), Mitch Girard (Citizen's Bank and Trust)

1. Review financial statements and supplemental information
    a. Financial Statements:
        i. Original Budget was adjusted to the working budget ADMs to be in line with current enrollment
        ii. Deficit of $159.036 with a fund balance of $99,844.
        iii. $179,626 still owed from last year revenues
    b. Supplemental Information:
        i. Page 2 Income received a Cyber Security Grant. Kirsten was able to get this grant $15,000. We have to expend before we receive.
        ii. Page 3 Workers Comp $9,000 and on Page 4 Outstanding $1,100. What do we pay? The $9,000 covers a period for the Annual. The $1,100 was additional that we had to expend as a catch up payment. State summer reimbursement is still pending to cover part of that.
        iii. Page 5 Nursing Fee to cover Vision Screening
        iv. Page 5 Annual Inspection, Kitchen System 12 Year, Semi Annual. Can the Kitchen System be charged to Food Service? Checking on this.

2. Citizens Bank – Line of Credit: We are at $0 at the end of October. Borrowed $25,000 at the beginning of November.

3. Current Enrollment
    a. PreK 3: 5, PreK4: 21, K: 24, 1st: 21, 2nd: 24, 3rd: 24, 4th: 24, 5th: 19, 6th: 18, 7th: 13, 8th: 11
    b. Total PreK-8th: 203
    c. Total K-8th: 177

4. 2025-2026 Budget:

5. Employee Retention Credit (ERC) – any news?: Because we didn't file within a 3 year time period we aren't eligible for it. However, we filed it and they lost it originally. Calling our lawyer to see if there is anything we can do to work on this. Also Creative Planning is doing some looking into things to see if they have any resources to help.

6. Other:

Policy/Governance Committee Meeting Notes – 11/10/25

The Policy/Governance Committee Meeting of the NDMA board at 12:15 p.m. Monday, October 10, 2025 in the NDMA conference room

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

I. **Policies revised**
   The committee will submit the following policies to the full board for revision – 404P - Employment Background Check and 799P - Record Retention

   404P will have a name change (EMPLOYEE AND SERVICE PROVIDER BACKGROUND CHECKS) and will include background checks for board members

   799P will have a more inclusive table of record retention documents

II. **New Policy**
   518P Telehealth Plan and Procedures

   This is a required new policy/procedure. A template was used for the writing of this policy, and the school practice/procedure already follows the policy as written. Therefore, the committee recommends waving the three readings prior to approval of this new policy.

III. **Board Self Evaluation**
   The committee recommends reviewing the board self-evaluation from last fall and updating progress and goals.

IV. **Wellness Committee**
   Subgroups of the Wellness committee meet at least quarterly to verify compliance with statutes and to discuss progress on goals. Should we try to have the full committee meet quarterly?

   Candy and cupcakes continue to be brought into the school for special occasions. The committee recommends placing a list of healthy snacks/treats in Family and Staff Handbooks.

V. **Next Meeting – December 8, 2025** – immediately following the Finance Committee Meeting.

Respectfully submitted,
Shari Colvin

New Discoveries Montessori Academy
Hutchinson, Minnesota
District 4161

Financial Report

As of October 31, 2025

CREATIVE PLANNING
BUSINESS SERVICES

New Discoveries Montessori Academy
Hutchinson, Minnesota

October 2025 Financial Report

Table of Contents

New Discoveries Montessori Academy
Financial Report
October 2025
Executive Summary

Summary of Key Indicators

- Average Daily Membership (ADM) Overview –

Original Budget ADM:	208
Original Budget WADM:	215
Working Budget ADM:	182
Working Budget WADM:	187
Actual ADM:	182
Actual WADM:	187

- The school's original budgeted deficit for the year is ($210,549). This would result in a projected cumulative fund balance of $100,326 or 1.5% of expenditures at fiscal year-end.

- The School's working budget deficit for the year is $(159,036). This would result in a projected cumulative fund balance of $99,844 or 1.6% of expenditures at fiscal year-end.

Balance Sheet

- The July 1 balances show the audited balances at the beginning of the fiscal year.
- Cash Balance as of the reporting period is $(21,965)
- The Line of Credit Outstanding Balance is $0.
- Prior Year State Aids Receivable reflect a balance of $179,626.
- Current Year State Aids receivable reflect a balance of $218,325.

Statement of Revenue and Expenditures

- As of month-end, 33.33% of the year was complete.
- Revenues received at end of the reporting period – 32.54%
- Expenditures disbursed at end of the reporting period – 26.74%
- This report shows the board approved budget, the working budget, the year-to-date activity (revenues and expenditures) through the month end, and an indication of the percentage of budget to actuals.

Cash Flow Projection

- The cash flow projection tracks the activity of revenues and expenditures from previous months and estimates our future cash balance based on our budgeted revenues and expenditures.

Supplemental Information (see separate attachment)

A separate report is provided that includes the payment detail, receipts that were posted and journal entry transaction that were recorded during the month (if any).

Please contact Dustin Reeves at dustin.reeves@creativeplanning.com should you have questions related to the financial report.

New Discoveries Montessori Academy
Hutchinson, Minnesota

Finances "At A Glance"
As of October 31, 2025

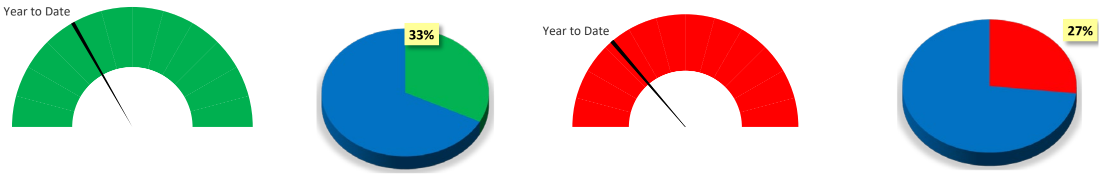
	2024 - 2025 Preliminary Actuals	2025 - 2026 Original Budget	Months: 2025 - 2026 Working Budget	4.00 2024-2025 Year-to-Date Totals	33.33% Percent of Working Budget
Enrollment Pre-Kindergarten - Grade 8	205	208	182	182	100.09%
Estimated Pupil Units	210	215	187	187	100.09%
General Fund - 01					
Beginning fund balance	391,702	128,249	128,249	128,249	
Revenues	5,787,281	6,064,547	5,740,433	1,952,216	34.01%
Expenditures	(6,050,735)	(6,286,522)	(5,897,544)	(1,603,117)	27.18%
Transfers to other funds	-	(4,712)	(18,061)	-	
Change	(263,453)	(226,686)	(175,172)	349,099	
Ending fund balance	$ 128,249	$ (98,437)	$ (46,924)	$ 477,348	
Food Servies Fund - 02					
Beginning fund balance	$ 101,573	$ 114,887	$ 114,887	$ 114,887	
Revenues	231,089	238,987	227,104	1,242	0.55%
Expenditures	(217,775)	(243,698)	(245,164)	(44,521)	18.16%
Transfer from general fund	-	4,712	18,061	-	
Change	13,314	-	-	(43,279)	
Ending fund balance	$ 114,887	$ 114,887	$ 114,887	$ 71,607	
Community Services Fund - 04					
Beginning fund balance	$ 15,750	$ 15,750	$ 15,750	$ 15,750	
Revenues	19,460	36,136	36,136	-	0.00%
Expenditures	(19,460)	(20,000)	(20,000)	-	0.00%
Transfer from general fund	-	-	-	-	
Change	-	16,136	16,136	-	
Ending fund balance	$ 15,750	$ 31,886	$ 31,886	$ 15,750	
Total All Funds					
Beginning fund balance	509,025	258,885	258,885	258,885	
Revenues	6,037,830	6,339,670	6,003,672	1,953,458	32.54%
Expenditures	(6,287,970)	(6,550,220)	(6,162,709)	(1,647,638)	26.74%
Transfer between funds	-	-	-	-	
Change	(250,139)	(210,551)	(159,037)	305,820	
Ending fund balance	$ 258,885	$ 48,334	$ 99,848	$ 564,706	
Ending Fund Balance as a Percentage of Expenditur	4.1%	0.7%	1.6%		

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.

New Discoveries Montessori Academy
Hutchinson, Minnesota
Financial Report Dashboard
As of October 31, 2025

Financial Summary - Budgeted Amounts and Year to Date Activity

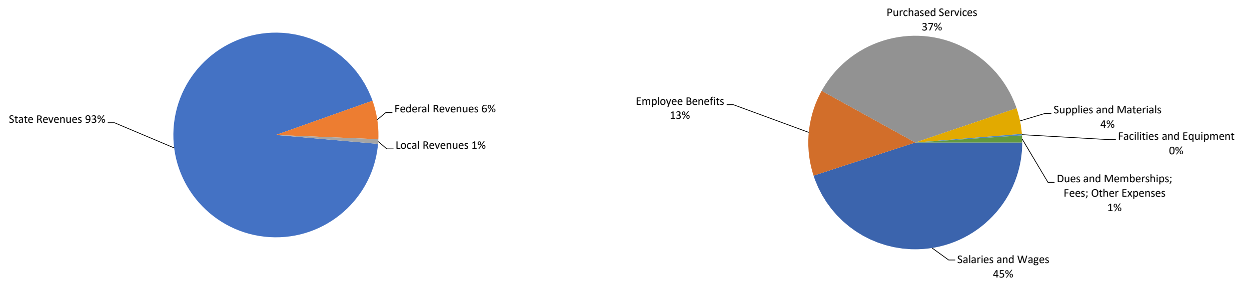
Resources to Operate Programs (Revenues):				*Funds Used to Provide Programs and Services (Expenses):*				*Excess / Deficit*	
Approved Budget	$	6,344,382		Approved Budget	$	6,554,931		$	(210,549)
Proposed Revised	$	6,003,673		Proposed Revised	$	6,162,709		$	(159,035)
Year to Date	$	1,953,458	32.54%	Year to Date	$	1,647,638	26.74%	$	305,820



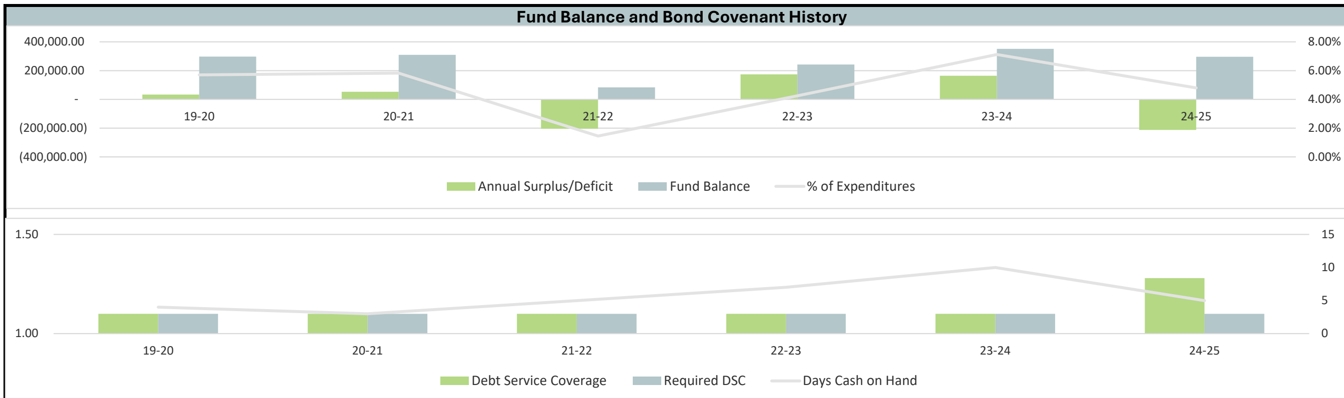
Budgets for the Year

Where funds will come from to operate the school:

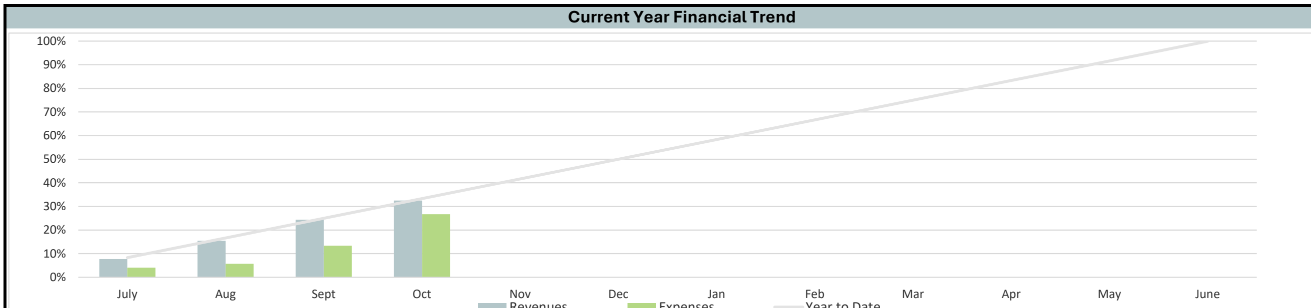
How the money is budgeted to be spent:



Fund Balance and Bond Covenant History



Current Year Financial Trend



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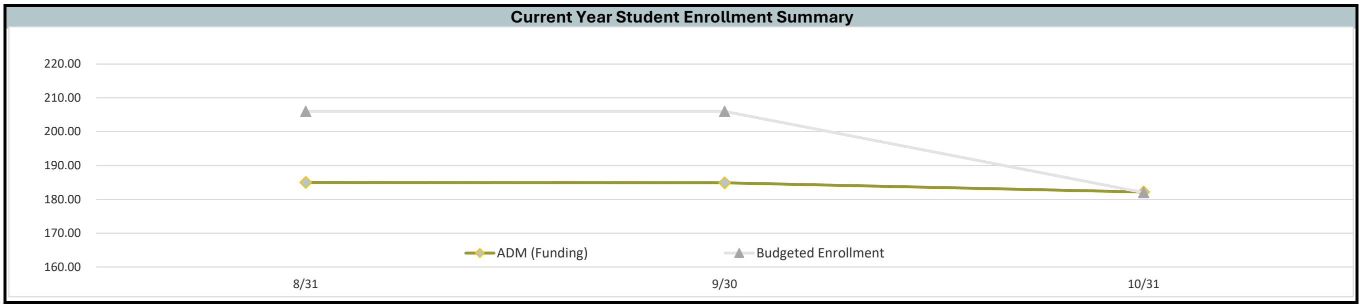

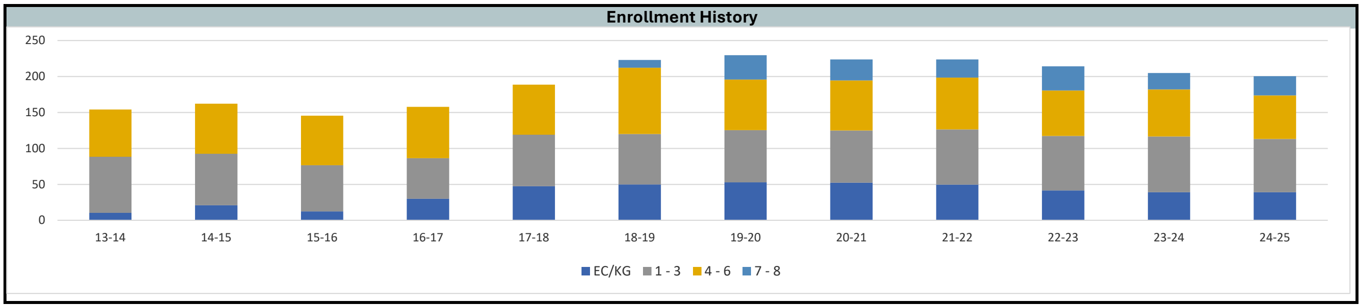

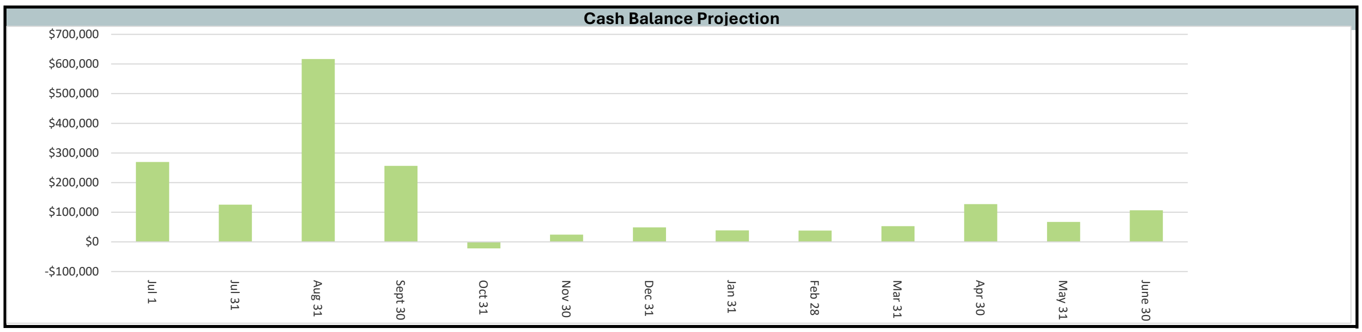

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New Discoveries Montessori Academy
Hutchinson, Minnesota

Balance Sheet
As of October 31, 2025

	Unaudited Actual 06.30.25	Ending Balance 10.31.25
Assets		
Current assets		
101 Checking - Citizens Bank and Trust Co.	$ 269,593	$ (21,965)
115 Accounts receivable	205	-
118 Due from building company	137,383	165,383
121 State Aids Receivable (Prior Year)	-	179,626
State Aids Receivable (Current Year)	778,167	218,325
122 Federal aids receivable through MDE (Prior Year)	-	-
122 Federal aids receivable through MDE (Current Year)	80,665	28,887
123 Federal aids receiveable directly from federal	46,391	-
131 Prepaid expenses and deposits	59,165	47,396
Total all assets	1,371,568	617,653
Liabilities and Fund Balance		
Current liabilities		
201 Salaries and wages payable	193,014	-
201 Salaries and wages payable (summer)	-	42,938
202 Citizens Bank and Trust line of credit advances	600,000	-
206 Accounts payable	211,245	-
215 Payroll deductions and contributions payable	103,488	(19,332)
215 Payroll deductions and contributions payable (summer)	-	24,505
230 Deferred revenue	1,122	1,022
Total liabilities	1,108,870	49,134
Fund balance		
Unreserved fund balance	(3,205)	(3,205)
Nonspendable fund balance (inventories, prepaids)	59,165	59,165
Committed fund balance (facility/equipment fund)	5,185	5,185
Reserved fund balance (Alternative Com)	53,064	53,064
Reserved fund balance (Literacy Incentive)	14,675	14,675
Unassigned fund balance (fund 02/04)	133,815	133,815
Net income to date	-	305,820
Total fund balance	262,699	568,519
Total liabilities and fund balance	1,371,568	617,653
Days Cash on Hand	**17**	**(5)**
Current Ratio	**1.24**	**12.57**
Requirement - Days Cash on Hand	**60**	**60**
Requirement - Current Ratio	**1.10**	**1.10**

New Discoveries Montessori Academy
Hutchinson, Minnesota

Summary Revenue and Expenditure Statement
As of October 31, 2025

	2025-2026 Original Budget	2025 - 2026 Working Budget	2025-2026 Actual YTD	Year to Date Percent of Working Budget
		Months to Date	4	33.33%
Projected Enrollment (Average Daily Membership)	208	182	182	100.09%
Weighted average daily membership	215	187	187	100.09%
General Fund - 01				
Revenues				
State revenues				
211 General education aid	2,319,770	2,090,718	916,266	43.83%
335-300 Q comp aid	56,114	56,114	-	0.00%
212 Literacy incentive aid	10,830	10,830	-	0.00%
201 Endowment fund apportionment	12,843	12,843	7,273	56.63%
343 School Library Aid	20,000	20,000	-	0.00%
373 Student Support Personnel Aid	20,000	20,000	-	0.00%
348-300 Charter school lease aid	282,397	245,455	-	0.00%
317 Long-term facilities maintenance revenue	28,369	24,658	-	0.00%
360 Special education aid	3,088,552	2,972,555	675,616	22.73%
071 Medical assistance billing revenue	15,806	13,825	4,670	33.78%
370 Other state aids	-	-	9,751	100.00%
Estimated state holdback			218,325	
Total state revenues	5,854,680	5,466,998	1,831,902	33.51%
Federal revenues				
401 Title I program	63,954	56,150	16,350	29.12%
414 Title II program	16,633	14,549	-	0.00%
151 CARES Funds	-	-	519	100.00%
419 Special education aid - 419	63,592	58,695	9,093	15.49%
429 Special education aid - 429	12,818	11,212	2,462	21.96%
514 Reap grant	20,000	20,000	463	2.31%
Total federal revenues	176,997	160,606	28,887	17.99%
Local revenues				
060 Fees collected	4,554	4,500	4,163	92.51%
050 Field trip fees collected	10,000	10,000	4,315	43.15%
092 Interest earned	455	398	159	39.88%
093 Rental of facilities	582	1,075	1,060	98.60%
096 Gifts and donations	10,000	10,000	397	3.97%
099 ERC Credit	-	79,735	79,735	100.00%
099 Erate reimbursements	4,776	4,178	-	0.00%
099 Other local revenues	968	1,600	1,556	97.22%
621 Sales of materials purchased for resale	1,534	1,342	43	3.19%
Total local revenues	32,870	112,829	91,427	81.03%
Total revenues	$ 6,064,547	$ 5,740,433	$ 1,952,216	34.01%

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		2025-2026 Original Budget	2025 - 2026 Working Budget	2025-2026 Actual YTD	Year to Date Percent of Working Budget
Expenditures					
100	Salaries and wages	$ 1,219,354	$ 1,103,965	$ 309,860	28.07%
200	Employee benefits	369,506	342,178	78,200	22.85%
	Projected salaries and wages payable	-	-	30,010	0.00%
	Total salaries, wages and benefits	1,588,861	1,446,143	418,071	28.91%
305	Contracted services	156,060	156,060	52,815	33.84%
306	Contracted grounds/snowplowing services	8,728	8,728	-	0.00%
308	Advertising fees	5,226	5,226	-	0.00%
320	Communication services	18,571	18,571	3,936	21.19%
329	Postage	1,488	1,301	316	24.32%
330	Utilities expense	52,870	46,246	12,342	26.69%
331	Refuse removal fees	10,838	9,480	3,195	33.71%
340	Property and liability insurance	22,128	22,128	21,094	95.32%
350	Repairs and maintenance services	26,435	23,123	6,109	26.42%
351	Copier usage fees	-	-	(20)	0.00%
360	Contracted transportation	226,600	200,000	30,760	15.38%
366	Travel, conferences, and staff training	22,255	19,467	331	1.70%
369	Field trip registrations and other fees	16,284	14,244	8,077	56.70%
348-570	Building lease	444,000	444,000	148,000	33.33%
370	Other rentals and operating leases	384	336	-	0.00%
380	Computer and tech related hardware rentals	5,522	4,830	2,516	52.09%
376	Licensed nursing services	8,142	7,122	-	0.00%
389	Staff tuition reimbursements	11,631	10,174	175	1.72%
390	Educational payments to mn school district	2,191	1,916	-	0.00%
401	Non instructional supplies	47,583	41,621	16,149	38.80%
405	Non instructional computer software and licenses	12,425	12,555	12,552	99.98%
406	Instructional software licensing agreements	-	11,000	10,982	99.84%
430	Instructional supplies	21,148	18,498	227	1.23%
440	Fuels	920	804	253	31.39%
455	Noninstructional technology supplies	592	518	35	6.81%
456	Instructional technology supplies	1,137	994	-	0.00%
460	Textbooks and workbooks	1,057	925	-	0.00%
461	Standardized tests	3,437	3,800	3,787	99.64%
470	Media books	1,269	1,110	-	0.00%
490	Food (not for food service)	3,172	2,775	1,063	38.30%
510	Site improvements	543	475	-	0.00%
520	Building improvements	510	510	-	0.00%
530	Equipment purchased	4,007	4,007	-	0.00%
556	Instructional technology equipment	9,604	9,604	-	0.00%
740	Interest cost on line of credit	20,000	20,000	15,828	79.14%
820	Dues, memberships, other certain fees	39,639	39,639	22,920	57.82%
	Total general education expenditures	2,795,258	2,607,932	791,512	30.35%

	2025-2026 Original Budget	2025 - 2026 Working Budget	2025-2026 Actual YTD	Year to Date Percent of Working Budget
REAP grant				
100 Salaries	15,000	15,000	402	2.68%
200 Benefits	5,000	5,000	61	1.22%
Total reap grant	20,000	20,000	463	2.31%
Title program - Title I				
100 Salaries	42,221	36,931	12,902	34.94%
200 Benefits	18,420	16,112	3,448	21.40%
401 Supplies - non-instructional	1,665	1,665	-	0.00%
895 Indirect costs	1,649	1,442	-	0.00%
Total Title I Expenditures	63,954	56,150	16,350	29.12%
Title program - Title II				
303 Contracted Services	11,993	10,490	-	0.00%
366 Travel, conferences, and staff training	-	-	-	0.00%
401 Supplies - non-instructional	4,446	3,889	-	0.00%
895 Indirect costs	195	171	-	0.00%
Total title II expenditures	16,634	14,550	-	0.00%
CARES Funds				
100s Salaries and Wages	-	-	448	N/A
200s Benefits	-	-	71	N/A
Total CARES expenditures	-	-	519	N/A

	2025-2026 Original Budget	2025 - 2026 Working Budget	2025-2026 Actual YTD	Year to Date Percent of Working Budget
State special education				
100 Salaries	1,574,119	1,433,603	343,286	23.95%
200 Benefits	435,839	397,900	93,114	23.40%
360 Contracted transportation	1,250,000	1,250,000	334,801	26.78%
394 Special education fees for services	49,370	43,184	7,648	17.71%
433 Individualized instructional materials	4,937	4,318	3,869	89.60%
Total state special education expenditures	3,314,265	3,129,005	782,718	25.01%
Federal special education - finance 419				
303 Federal contracted services < $25,000	42,114	36,837	-	0.00%
366 Travel, conferences and staff training	790	3,500	3,500	100.00%
401 Supplies - non instructional	158	400	360	89.88%
405 Non instructional computer software and licenses	11,055	9,670	1,959	20.26%
433 Individualized instructional materials	7,896	6,907	3,275	47.41%
820 Dues, memberships; other certain fees	1,579	1,381	-	0.00%
Total federal special education - finance 419	63,592	58,695	9,093	15.49%
Federal special education - finance 429				
100 100 salaries	10,466	9,155	1,992	21.76%
200 200 benefits	2,352	2,057	470	22.86%
Total federal special education - finance 429	12,818	11,212	2,462	21.96%
Transfer to food service fund	4,712	18,061	-	0.00%
Total expenditures	$ 6,291,233	$ 5,915,605	$ 1,603,117	27.10%
General fund net income	$ (226,687)	$ (175,173)	$ 349,099	

	2025-2026 Original Budget	2025 - 2026 Working Budget	2025-2026 Actual YTD	Year to Date Percent of Working Budget
Food Services Fund - 02				
Revenues				
300 State revenues	$ 23,743	$ 20,768	$ -	0.00%
400 Federal revenues	200,435	175,322	-	0.00%
474 USDA commodities received	8,737	7,643	-	0.00%
600s Sales of lunches, breakfasts, and milk	6,072	5,311	1,242	23.39%
Subtotal revenues	238,987	209,043	1,242	0.59%
Transfer from general fund	4,712	18,061	-	
Total revenues	$ 243,698	$ 227,104	$ 1,242	0.55%
Expenditures				
100 Salaries and wages	$ 78,029	$ 78,029	$ 16,910	21.67%
200 Employee benefits	24,769	24,769	4,015	16.21%
300 Purchased services	8,456	8,456	1,558	18.43%
400 Supplies and materials	124,562	108,955	21,401	19.64%
491 Federal commodities used	6,234	5,453	-	0.00%
820 Dues, memberships, other fees	1,648	1,441	637	44.22%
Total expenditures	$ 243,698	$ 227,104	$ 44,521	19.60%
Food services fund net income	$ -	$ -	$ (43,279)	
Community Services Fund - 04				
Revenues				
State revenues	$ 28,810	$ 28,810	$ -	0.00%
Childrens house program fees	7,326	7,326	-	0.00%
Subtotal revenues	36,136	36,136	-	0.00%
Total revenues	$ 36,136	$ 36,136	$ -	0.00%
Expenditures				
100 Salaries and wages	$ 15,136	$ 15,136	$ -	0.00%
200 Employee benefits	2,801	2,801	-	0.00%
400 Supplies and materials	2,063	2,063	-	0.00%
Total expenditures	$ 20,000	$ 20,000	$ -	0.00%
Community services fund net income	$ 16,136	$ 16,136	$ -	

	2025-2026 Original Budget	2025 - 2026 Working Budget	2025-2026 Actual YTD	Year to Date Percent of Working Budget
Total All Funds				
Revenues				
State revenues	$ 5,907,233	$ 5,516,576	$ 1,831,902	33.21%
Federal revenues	386,170	343,570	28,887	8.41%
Local revenues	46,268	125,466	92,669	73.86%
Fund transfers	4,712	18,061	-	0.00%
Total revenues	$ 6,344,382	$ 6,003,673	$ 1,953,458	32.54%
Expenditures				
Salaries and wages	$ 2,939,325	$ 2,676,818	$ 715,408	26.73%
Employee benefits	853,687	785,816	179,318	22.82%
Purchased services	2,402,078	2,345,421	637,153	27.17%
Supplies and materials	255,756	237,921	75,910	31.91%
Facilities and equipment	14,664	14,596	-	0.00%
Short term financing costs	20,000	20,000	15,828	79.14%
Dues and memberships, fees, other expenses	44,515	43,904	23,557	53.66%
Fund transfers	4,712	18,061	-	0.00%
Total expenditures	$ 6,534,736	$ 6,142,538	$ 1,647,175	26.82%
Total revenues all funds	$ 6,344,381	$ 6,003,672	$ 1,953,458	32.54%
Total expenditures all funds	$ 6,554,931	$ 6,162,709	$ 1,647,638	26.74%
Net income - all funds	$ (210,551)	$ (159,037)	$ 305,820	

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

New Discoveries Montessori Academy
Cash Flow Projection Summary
2025 - 2026 School Year

Period Ending	Cash Inflows (Revenues)							Cash Outflows (Expenditures)				
	State Aid Payments	Federal Aid Payments	Local Revenues	Food Service	Prior Year Receivables	Line of Credit Draw	Total Inflows	Payroll Expenditures	Other Expenditures	Line of Credit Repayment	Total Outflows	Cash Balance
											Beginning Balance	***$ 269,593***
Jul 31	406,070	-	2,265	-	-	-	408,335	135,478	416,578	-	552,056	125,872
Aug 31	406,575	-	1,947	221	424,141	-	832,884	115,504	226,501	-	342,005	616,751
Sept 30	354,904	-	86,159	285	232,962	-	674,311	170,287	264,190	600,000	1,034,477	256,585
Oct 31	**441,357**	**-**	**8,944**	**736**	**68,346**	**-**	**519,384**	**183,054**	**614,880**	**-**	**797,934**	**(21,965)**
Nov 30	413,924	-	3,269	20,749	31,546	75,000	544,488	166,844	331,436	-	498,280	24,243
Dec 31	413,924	35,031	3,269	20,749	-	50,000	522,972	166,844	331,436	-	498,280	48,936
Jan 31	413,924	-	3,269	20,749	-	50,000	487,942	166,844	331,436	-	498,280	38,598
Feb 28	413,924	35,031	3,269	20,749	-	25,000	497,972	166,844	331,436	-	498,280	38,290
Mar 31	413,924	-	3,269	20,749	-	75,000	512,942	166,844	331,436	-	498,280	52,952
Apr 30	413,924	35,031	3,269	20,749	99,755	-	572,727	166,844	331,436	-	498,280	127,400
May 31	413,924	-	3,269	20,749	-	-	437,942	166,844	331,436	-	498,280	67,062
June 30	413,924	-	3,269	20,749	-	100,000	537,942	166,844	331,436	-	498,280	106,724
Estimates *	4,920,299	128,485	125,466	167,234	1,042,605	-	6,384,087	1,939,076	4,173,633	600,000	6,712,709	
Totals	4,920,299	105,092	125,466	167,234	856,750	375,000	6,549,840	1,939,076	4,173,633	600,000	6,712,709	

* Estimates vary from MDE based on timing of revenues received.

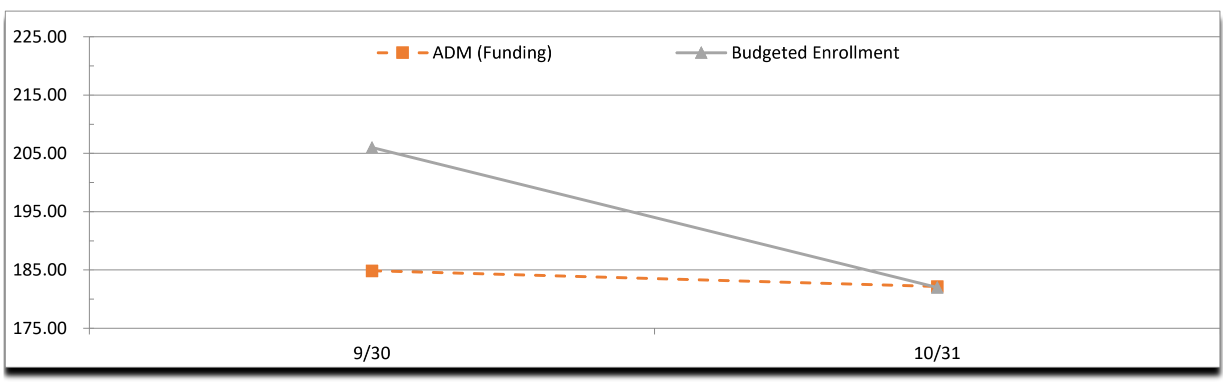
Assumptions: 10% State Aid Holdback

This cash flow projection is to be used only to show that if we follow our working budget for the year that we will not not encounter cash flow issues and that we will be able to maintain normal operations. It is not meant to be used to accurately predict what expenditures will be incurred in the short-term. Due to the manner in which MDE regulates the funding, abrupt changes may occur in the amounts of the payments. However, the total amount of the state aids should be reasonable given a stable budget.

New Discoveries Montessori Academy
Hutchinson, Minnesota
Attendance / Enrollment Report
As of October 31, 2025

Average Daily Membership (ADM)											
Grade		**9/30**	**10/31**	**11/30**	**12/31**	**1/31**	**2/28**	**3/31**	**4/30**	**5/31**	**EOY**
3 yr old half day	*PA*	*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*
4 yr old half day	*KA*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*
4 yr old half day	*KB*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*
4 yr old full day	*PC*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*
Preschool SpEd	EC	4	3	0	0	0	0	0	0	0	0
Voluntary Pre-K	PK	9	9	0	0	0	0	0	0	0	0
Kindergarten SpEd	HK	0	0	0	0	0	0	0	0	0	0
Kindergarten	KG	23	23	0	0	0	0	0	0	0	0
First Grade	1	20	19	0	0	0	0	0	0	0	0
Second Grade	2	22	21	0	0	0	0	0	0	0	0
Third Grade	3	23	23	0	0	0	0	0	0	0	0
Fourth Grade	4	24	24	0	0	0	0	0	0	0	0
Fifth Grade	5	19	18	0	0	0	0	0	0	0	0
Sixth Grade	6	18	18	0	0	0	0	0	0	0	0
Seventh Grade	7	12	13	0	0	0	0	0	0	0	0
Eighth Grade	8	11	11	0	0	0	0	0	0	0	0
Total Enrollment for Funding		185	182	0	0	0	0	0	0	0	0
Total Overall Enrollment		185	182	0	0	0	0	0	0	0	0

Budgeted Enrollments as of:											
Grade		**9/30**	**10/31**	**11/30**	**12/31**	**1/31**	**2/28**	**3/31**	**4/30**	**5/31**	**EOY**
3 yr old half day	*PA*	*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
4 yr old half day	*KA*	*0*	*0*	*0*	*0*	0	0	0	0	0	0
4 yr old half day	*KB*	*0*	*0*	*0*	*0*	0	0	0	0	0	0
4 yr old full day	*PC*	*0*	*0*	*0*	*0*	0	0	0	0	0	0
Preschool SpEd	EC	6	3	3	3	3	3	3	3	3	3
Voluntary Pre-K	PK	11	9	9	9	9	9	9	9	9	9
Kindergarten	KG	27	23	23	23	23	23	23	23	23	23
First Grade	1	24	19	19	19	19	19	19	19	19	19
Second Grade	2	23	21	21	21	21	21	21	21	21	21
Third Grade	3	26	23	23	23	23	23	23	23	23	23
Fourth Grade	4	25	24	24	24	24	24	24	24	24	24
Fifth Grade	5	17	18	18	18	18	18	18	18	18	18
Sixth Grade	6	22	18	18	18	18	18	18	18	18	18
Seventh Grade	7	11	13	13	13	13	13	13	13	13	13
Eighth Grade	8	14	11	11	11	11	11	11	11	11	11
Total Enrollment for Funding		206	182	182	182	182	182	182	182	182	182
Total Overall Enrollment		206	182	182	182	182	182	182	182	182	182



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.

New Discoveries Montessori Academy
Hutchinson, Minnesota
District 4161

Supplemental Information

As of October 31, 2025

CREATIVE PLANNING
BUSINESS SERVICES

Batch	Acct Nbr	Description	Post Date	Amount
25-50029	01 R 010 000 000 000 092	FY26 Interest - October 2025	10/31/2025	29.84
		Totals for 25-50029		29.84
25-50030	01 R 010 000 000 000 092	Interest - Endowment Fund - October 2025	10/31/2025	1.19
		Totals for 25-50030		1.19
25-50031	02 R 010 000 000 701 601	Lunch	10/31/2025	352.58
25-50031	01 R 010 203 111 000 050	Field Trips	10/31/2025	342.53
25-50031	01 E 005 112 000 000 305	Square Fees	10/31/2025	-20.05
		Totals for 25-50031		675.06
25-50032	01 R 010 203 111 000 050	Field Trips - Wolf Ridge	10/31/2025	1,050.00
25-50032	01 R 010 810 080 000 093	Facility Rental	10/31/2025	100.00
25-50032	01 E 005 105 000 000 401	NDMA PTO Reimb	10/31/2025	56.36
25-50032	02 R 010 000 000 701 601	Food Service	10/31/2025	248.00
25-50032	01 R 010 258 000 000 621	Music Recorders	10/31/2025	7.00
25-50032	01 R 010 000 000 000 050	Supplies	10/31/2025	295.00
25-50032	01 R 010 000 000 000 050	Misc Purchase	10/31/2025	1.50
25-50032	01 R 010 203 111 000 050	Field Trip Fees	10/31/2025	580.00
		Totals for 25-50032		2,337.86
25-50033	01 R 010 203 111 000 050	Field Trips - Wolf Ridge	10/31/2025	1,100.00
25-50033	01 R 010 810 080 000 093	Facility Rental	10/31/2025	560.00
25-50033	01 E 005 105 000 000 401	NDMA PTO Reimb	10/31/2025	801.95
25-50033	01 R 010 000 000 372 071	3rd party sped	10/31/2025	1,562.69
25-50033	02 R 010 000 000 701 601	Food Service	10/31/2025	135.25
25-50033	01 R 010 000 000 000 050	Supplies	10/31/2025	270.00
25-50033	01 R 010 000 000 000 050	Misc Purchase - Postage Stamp	10/31/2025	1.00
25-50033	01 R 010 203 111 000 050	Field Trip Fees	10/31/2025	650.00
25-50033	01 R 010 000 000 000 099	Misc Revenue	10/31/2025	1,555.17
		Totals for 25-50033		6,636.06
25-50034	01 R 010 000 000 000 370	Cyber Security Grant	10/31/2025	9,751.43
25-50034	01 R 010 000 000 740 360	Special Education	10/31/2025	193,534.04
		Totals for 25-50034		203,285.47
25-50035	01 A 121 00	General Education	10/31/2025	65,590.08
25-50035	01 A 121 00	Charter School Lease	10/31/2025	2,756.24
25-50035	01 A 121 00	Literacy Incentive	10/31/2025	146.75
25-50035	01 R 010 000 000 000 211	General Education	10/31/2025	167,040.73
25-50035	01 R 010 000 000 740 360	Special Education	10/31/2025	71,031.12
		Totals for 25-50035		306,564.92
		Total for Cash Receipts		519,530.40

CHECK DATE	CHECK NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NUMBER
10/01/2025	957	Accident Fund Insurance Co of Ameri	FY25 Work Comp: 7.1.25-7.1.26-Qrt 1	9,017.50	01 L 215 19
			Totals for 957	9,017.50	
10/01/2025	958	Canon Financial Services Inc	FY26 Copy Machine Contract-September 2025	386.96	01 E 010 630 000 000 560
			Totals for 958	386.96	
10/01/2025	959	Cintas Corporation	FY26 Kitchen Supplies	69.45	02 E 010 770 000 701 401
			Totals for 959	69.45	
10/01/2025	960	Creative Planning	FY26 Financial Management and Accounting Services-September 25	5,782.00	01 E 005 113 000 000 305
			Totals for 960	5,782.00	
10/01/2025	961	Dept Of Human Services	FY26 SPED IEP Admin Fee	30.00	01 E 010 400 000 372 305
			Totals for 961	30.00	
10/01/2025	962	GIS Benefits	"FY26 October 2025- Life, Dental, Vision, Prepaid Legal and fees"	225.59	01 L 215 09
10/01/2025	962	GIS Benefits	"FY26 October 2025- Life, Dental, Vision, Prepaid Legal and fees"	161.26	01 L 215 21
10/01/2025	962	GIS Benefits	"FY26 October 2025- Life, Dental, Vision, Prepaid Legal and fees"	58.50	01 L 215 20
10/01/2025	962	GIS Benefits	"FY26 October 2025- Life, Dental, Vision, Prepaid Legal and fees"	30.00	01 E 005 110 000 000 305
10/01/2025	962	GIS Benefits	"FY26 October 2025- Life, Dental, Vision, Prepaid Legal and fees"	2,418.67	01 L 215 13
			Totals for 962	2,894.02	
10/01/2025	963	Hutchinson Co-Op	FY26 Gas-August	42.00	01 E 010 760 000 720 440
			Totals for 963	42.00	
10/01/2025	964	Labraaten Bus Company LLC	FY25 Gen ED Transportation-August 2025	3,165.00	01 E 010 760 000 720 360
10/01/2025	964	Labraaten Bus Company LLC	FY26 Special Education Transportation-August 2025	20,655.00	01 E 010 760 000 723 360
10/01/2025	964	Labraaten Bus Company LLC	FY26 Homeless Transportation-August 2025	720.00	01 E 010 760 000 728 360
10/01/2025	964	Labraaten Bus Company LLC	FY26 Homeless Transportation-September 2025	4,800.00	01 E 010 760 000 728 360
			Totals for 964	29,340.00	
10/01/2025	965	Menards - Hutchinson	FY26 Maintenance supplies	84.80	01 E 010 810 000 000 401
10/01/2025	965	Menards - Hutchinson	FY26 Maintenance supplies	34.90	01 E 010 810 000 000 401
			Totals for 965	119.70	
10/01/2025	966	One Little Shirt Shop	T-shirts	350.44	01 E 010 203 000 000 401
			Totals for 966	350.44	
10/01/2025	967	Scholastic Inc - OH	FY26 - Social Studies Curriculum	1,337.49	01 E 010 203 000 000 430
			Totals for 967	1,337.49	
10/01/2025	968	Stages Theatre Co	75 tickets to Charlotte's Web	535.00	01 E 010 203 111 000 369
			Totals for 968	535.00	

CHECK DATE	CHECK NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NUMBER
10/01/2025	969	Sysco Western MN	FY26 Food Service	7.45	02 E 010 770 000 701 305
10/01/2025	969	Sysco Western MN	FY26 Food Service	20.79	02 E 010 770 000 701 401
10/01/2025	969	Sysco Western MN	FY26 Food Service	11.45	02 E 010 770 000 701 305
10/01/2025	969	Sysco Western MN	FY26 Food Service	40.02	02 E 010 770 000 701 401
10/01/2025	969	Sysco Western MN	FY26 Food Service	614.00	02 E 010 770 000 701 490
10/01/2025	969	Sysco Western MN	FY26 Food Service	190.46	02 E 010 770 000 701 401
10/01/2025	969	Sysco Western MN	FY26 Food Service	614.52	02 E 010 770 000 705 490
10/01/2025	969	Sysco Western MN	FY26 Food Service	289.48	02 E 010 770 000 705 490
10/01/2025	969	Sysco Western MN	FY26 Food Service	401.31	02 E 010 770 000 701 490
10/01/2025	969	Sysco Western MN	FY26 Food Service	362.72	02 E 010 770 000 705 490
10/01/2025	969	Sysco Western MN	FY26 Food Service	385.26	02 E 010 770 000 701 490
10/01/2025	969	Sysco Western MN	FY26 Food Service & Supplies	229.74	02 E 010 770 000 701 490
10/01/2025	969	Sysco Western MN	FY26 Food Service & Supplies	193.58	02 E 010 770 000 705 401
10/01/2025	969	Sysco Western MN	FY26 Food Service & Supplies	340.78	02 E 010 770 000 705 490
10/01/2025	969	Sysco Western MN	FY26 Food Service	41.36	02 E 010 770 000 701 490
			Totals for 969	3,742.92	
10/01/2025	970	Vivid Image Inc.	FY26 NDMA Website Project - Oct 2025	350.00	01 E 005 108 000 000 405
			Totals for 970	350.00	
10/01/2025	971	West Music	FY26 Student Soprano Recorders	123.20	01 R 010 258 000 000 619
			Totals for 971	123.20	
10/22/2025	972	Accident Fund Insurance Co of Ameri	FY26 Work Comp: Outstanding Balance	1,180.50	01 L 215 19
			Totals for 972	1,180.50	
10/22/2025	973	Ace Hardware Hutchinson	FY25 Maintenance supplies	24.13	01 E 010 810 000 000 401
10/22/2025	973	Ace Hardware Hutchinson	FY26 Maintenance supplies	36.05	01 E 010 810 000 000 401
10/22/2025	973	Ace Hardware Hutchinson	FY26 Maintenance supplies	53.98	01 E 010 810 000 000 401
10/22/2025	973	Ace Hardware Hutchinson	FY26 Maintenance supplies	20.96	01 E 010 810 000 000 401
			Totals for 973	135.12	
10/22/2025	974	Andren, Carli	Reissue Payroll Check #5077 - 01/29/2025	90.14	01 L 201 00
			Totals for 974	90.14	
10/22/2025	975	City Therapy Services	FY26 SPED Services-Speech September	5,130.00	01 E 010 401 000 740 394
			Totals for 975	5,130.00	
10/22/2025	976	Erickson, Tara	FY26 Reimb: Admin cell phone-Sept	75.00	01 E 005 105 000 000 320
			Totals for 976	75.00	
10/22/2025	977	Health Equity	FY26 HSA participant Fee-October 25	24.00	01 E 005 115 000 000 305
			Totals for 977	24.00	
10/22/2025	978	Heger's Dairy	Fy26 Milk Delivery - September 25	1,440.00	02 E 010 770 000 701 305
			Totals for 978	1,440.00	
10/22/2025	979	Hillyard / Hutchinson	FY26 Building Supplies	233.02	01 E 010 810 000 000 401
			Totals for 979	233.02	

CHECK DATE	CHECK NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NUMBER
10/22/2025	980	Holt-Peterson Charter Bus	Transportation for field trip - EE	2,070.00	01 E 010 760 000 733 360
10/22/2025	980	Holt-Peterson Charter Bus	Transportation for field trip - WR	2,070.00	01 E 010 760 000 733 360
			Totals for 980	4,140.00	
10/22/2025	981	Innovative Office Solutions, LLC	FY26 Office Supplies	227.40	01 E 005 110 000 000 401
10/22/2025	981	Innovative Office Solutions, LLC	FY26 Office Supplies	233.52	01 E 005 110 000 000 401
			Totals for 981	460.92	
10/22/2025	982	IXL Learning	FY26 1 year IXL service site license	4,218.75	01 E 010 203 000 000 820
			Totals for 982	4,218.75	
10/22/2025	983	Labraaten Bus Company LLC	FY26 Gen Ed Transportation - Sept	21,960.00	01 E 010 760 000 720 360
10/22/2025	983	Labraaten Bus Company LLC	FY26 Sped Transportation - Sept	141,270.00	01 E 010 760 000 723 360
			Totals for 983	163,230.00	
10/22/2025	984	Loffler Companies Inc - 131511	FY26 Contract/Overages charges-Contract 7994-01	904.53	01 E 010 630 000 000 560
10/22/2025	984	Loffler Companies Inc - 131511	FY26 Contract/Overages charges-Contract 7994-01	45.19	01 E 010 630 000 000 560
			Totals for 984	949.72	
10/22/2025	985	MRI Software LLC	FY26 Background checks - Sept 2025	112.00	01 E 005 105 000 000 305
			Totals for 985	112.00	
10/22/2025	986	Navigate Care Consulting LLC	FY26 Nursing Services - Sept	2,639.00	01 E 010 720 000 000 305
			Totals for 986	2,639.00	
10/22/2025	987	Palkova, Ludmila	FY26 Food Service-FFVP	120.00	02 E 010 770 000 706 490
10/22/2025	987	Palkova, Ludmila	FY26 Food Service-FFVP	80.00	02 E 010 770 000 706 490
10/22/2025	987	Palkova, Ludmila	FY26 Food Service-FFVP	120.00	02 E 010 770 000 706 490
10/22/2025	987	Palkova, Ludmila	FY26 Food Service-FFVP	110.00	02 E 010 770 000 706 490
			Totals for 987	430.00	
10/22/2025	988	Pan-O-Gold Baking Co.	FY26 Bread	419.16	02 E 010 770 000 701 490
			Totals for 988	419.16	
10/22/2025	989	Schlenner Wenner & Co	FY25 Audit Services/ABC Audit Services	3,000.00	01 A 118 00
10/22/2025	989	Schlenner Wenner & Co	FY25 Audit Services/ABC Audit Services	11,000.00	01 E 005 116 000 000 305
			Totals for 989	14,000.00	
10/22/2025	990	Schwartz, Allison	Reissue Payroll Check #5078 - 01/31/25	61.17	01 L 201 00
			Totals for 990	61.17	
10/22/2025	991	Summit Fire Protection	FY26 - Annual inspection	625.16	01 E 005 810 000 000 305
10/22/2025	991	Summit Fire Protection	FY26 - ANSUL Kitchen System 12 Year Test	1,795.00	01 E 005 810 000 000 305
10/22/2025	991	Summit Fire Protection	FY26 - Semi - Annual inspection	582.67	01 E 005 810 000 000 305
			Totals for 991	3,002.83	
10/22/2025	992	Sysco Western MN	FY26 Food Service	97.96	02 E 010 770 000 705 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	802.06	02 E 010 770 000 701 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	161.88	02 E 010 770 000 705 490

CHECK DATE	CHECK NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NUMBER
10/22/2025	992	Sysco Western MN	FY26 Food Service	452.63	02 E 010 770 000 701 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	306.41	02 E 010 770 000 705 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	55.64	02 E 010 770 000 705 401
10/22/2025	992	Sysco Western MN	FY26 Food Service	371.24	02 E 010 770 000 705 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	61.52	02 E 010 770 000 706 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	19.42	02 E 010 770 000 705 401
10/22/2025	992	Sysco Western MN	FY26 Food Service	331.76	02 E 010 770 000 701 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	20.51	02 E 010 770 000 705 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	559.57	02 E 010 770 000 701 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	396.24	02 E 010 770 000 705 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	30.60	02 E 010 770 000 705 401
10/22/2025	992	Sysco Western MN	FY26 Food Service	893.62	02 E 010 770 000 701 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	39.72	02 E 010 770 000 705 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	49.88	02 E 010 770 000 701 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	19.80	02 E 010 770 000 705 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	353.18	02 E 010 770 000 705 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	598.60	02 E 010 770 000 701 490
			Totals for 992	5,622.24	
10/22/2025	993	Tieden, Seth	Science Curriculum Materials - Reimbursement	86.71	01 E 010 203 000 000 430
			Totals for 993	86.71	
10/22/2025	994	Vivid Image Inc.	FY26 NDMA website Website Project- Oct 2025	350.00	01 E 005 108 000 000 405
10/22/2025	994	Vivid Image Inc.	FY26 NDMA Invoice# 26421 Late Fee	20.00	01 E 005 105 000 000 305
			Totals for 994	370.00	
10/22/2025	995	WD Tech Online LLC	FY26 Tech Support-Sept	1,600.00	01 E 010 630 000 000 315
10/22/2025	995	WD Tech Online LLC	FY26 - SPED Ipads	2,537.37	01 E 010 420 000 419 456
			Totals for 995	4,137.37	
10/22/2025	996	Wolf Ridge Environmental Learning C	FY26 Field trip- Wolf Ridge	7,541.50	01 E 010 203 111 000 369
			Totals for 996	7,541.50	
10/31/2025	997	Advantage Plumbing & Heating, Inc.	Service Call: Kitchen Sink Leak	250.00	01 E 005 810 000 000 350
			Totals for 997	250.00	
10/31/2025	998	Canon Financial Services Inc	FY26 Copy Machine Contract-October 2025	386.96	01 E 010 630 000 000 560
			Totals for 998	386.96	
10/31/2025	999	Cintas Corporation	FY26 Kitchen Supplies	69.45	02 E 010 770 000 701 401
			Totals for 999	69.45	
10/31/2025	1000	Creative Planning	FY26 Financial Management and Accounting Services-October 25	5,532.00	01 E 005 113 000 000 305
			Totals for 1000	5,532.00	
10/31/2025	1001	GIS Benefits	"FY26 November 2025- Life, Dental, Vision, Prepaid Legal and fees"	1,351.68	01 L 215 13

CHECK DATE	CHECK NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NUMBER
10/31/2025	1001	GIS Benefits	"FY26 November 2025- Life, Dental, Vision, Prepaid Legal and fees"	58.50	01 L 215 20
10/31/2025	1001	GIS Benefits	"FY26 November 2025- Life, Dental, Vision, Prepaid Legal and fees"	1,146.51	01 L 215 09
10/31/2025	1001	GIS Benefits	"FY26 November 2025- Life, Dental, Vision, Prepaid Legal and fees"	50.00	01 E 005 110 000 000 305
10/31/2025	1001	GIS Benefits	"FY26 November 2025- Life, Dental, Vision, Prepaid Legal and fees"	213.46	01 L 215 21
			Totals for 1001	2,820.15	
10/31/2025	1002	Hillyard / Hutchinson	FY26 Building Supplies	2,211.19	01 E 010 810 000 000 401
			Totals for 1002	2,211.19	
10/31/2025	1003	Knutson, Leah	Reimbursement for speech goal rewards	17.38	01 E 010 203 000 000 401
			Totals for 1003	17.38	
10/31/2025	1004	Labraaten Bus Company LLC	FY26 Sped Transportation - OCT	142,470.00	01 E 010 760 000 723 360
10/31/2025	1004	Labraaten Bus Company LLC	FY26 Field Trip Transportation	1,495.00	01 E 010 760 000 733 360
			Totals for 1004	143,965.00	
10/31/2025	1005	Menards - Hutchinson	FY26 Maintenance supplies	34.93	01 E 010 810 000 000 401
10/31/2025	1005	Menards - Hutchinson	FY26 Maintenance supplies	85.64	01 E 010 810 000 000 401
10/31/2025	1005	Menards - Hutchinson	FY26 Maintenance supplies	58.54	01 E 010 810 000 000 401
10/31/2025	1005	Menards - Hutchinson	FY26 Maintenance supplies	120.94	01 E 010 810 000 000 401
			Totals for 1005	300.05	
10/31/2025	1006	Sysco Western MN	FY26 Food Service	115.70	02 E 010 770 000 705 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	97.96	02 E 010 770 000 705 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	463.49	02 E 010 770 000 701 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	455.46	02 E 010 770 000 705 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	26.40	02 E 010 770 000 705 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	13.90	02 E 010 770 000 701 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	288.46	02 E 010 770 000 705 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	1,041.73	02 E 010 770 000 701 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	38.02	02 E 010 770 000 701 401
10/31/2025	1006	Sysco Western MN	FY26 Food Service	319.07	02 E 010 770 000 701 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	204.63	02 E 010 770 000 705 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	51.36	02 E 010 770 000 706 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	20.48	02 E 010 770 000 701 490
			Totals for 1006	3,136.66	
10/16/2025	202201541	Internal Revenue Service	Payroll accrual	745.00	01 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual	55.00	02 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual	5,636.72	01 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual	124.92	02 L 215 02

CHECK DATE	CHECK NUMBER	VENDOR NAME	DESCRIPTION		AMOUNT	ACCOUNT NUMBER
10/16/2025	202201541	Internal Revenue Service	Payroll accrual		7,314.73	01 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual		239.04	02 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual		1,710.71	01 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual		55.90	02 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual		7,314.73	01 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual		239.04	02 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual		1,710.71	01 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual		55.90	02 L 215 02
				Totals for 202201541	25,202.40	
10/16/2025	202201542	Minnesota Child Support Payment Cen	Payroll accrual		211.05	01 L 215 12
				Totals for 202201542	211.05	
10/16/2025	202201543	MN Department Of Revenue	Payroll accrual		50.00	01 L 215 03
10/16/2025	202201543	MN Department Of Revenue	Payroll accrual		305.00	01 L 215 03
10/16/2025	202201543	MN Department Of Revenue	Payroll accrual		20.00	02 L 215 03
10/16/2025	202201543	MN Department Of Revenue	Payroll accrual		3,695.54	01 L 215 03
10/16/2025	202201543	MN Department Of Revenue	Payroll accrual		112.12	02 L 215 03
				Totals for 202201543	4,182.66	
10/16/2025	202201544	Public Employee Retirement Associat	Payroll accrual		3,839.54	01 L 215 07
10/16/2025	202201544	Public Employee Retirement Associat	Payroll accrual		256.56	02 L 215 07
10/16/2025	202201544	Public Employee Retirement Associat	Payroll accrual		4,430.24	01 L 215 07
10/16/2025	202201544	Public Employee Retirement Associat	Payroll accrual		296.03	02 L 215 07
				Totals for 202201544	8,822.37	
10/16/2025	202201545	Teachers Retirement Association	Payroll accrual		0.00	01 L 215 06
10/16/2025	202201545	Teachers Retirement Association	Payroll accrual		5,091.47	01 L 215 06
10/16/2025	202201545	Teachers Retirement Association	Payroll accrual		6,243.36	01 L 215 06
				Totals for 202201545	11,334.83	
10/21/2025	202201546	Internal Revenue Service	Payroll accrual		0.00	01 L 215 02
10/21/2025	202201546	Internal Revenue Service	Payroll accrual		44.08	01 L 215 02
10/21/2025	202201546	Internal Revenue Service	Payroll accrual		10.31	01 L 215 02
10/21/2025	202201546	Internal Revenue Service	Payroll accrual		44.08	01 L 215 02
10/21/2025	202201546	Internal Revenue Service	Payroll accrual		10.31	01 L 215 02
				Totals for 202201546	108.78	
10/21/2025	202201547	Public Employee Retirement Associat	Payroll accrual		46.22	01 L 215 07
10/21/2025	202201547	Public Employee Retirement Associat	Payroll accrual		53.33	01 L 215 07
				Totals for 202201547	99.55	
10/31/2025	202201548	Internal Revenue Service	Payroll accrual		745.00	01 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual		55.00	02 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual		5,530.13	01 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual		124.92	02 L 215 02

CHECK DATE	CHECK NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NUMBER
10/31/2025	202201548	Internal Revenue Service	Payroll accrual	7,168.78	01 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual	237.62	02 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual	1,676.55	01 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual	55.56	02 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual	7,168.78	01 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual	237.62	02 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual	1,676.55	01 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual	55.56	02 L 215 02
			Totals for 202201548	24,732.07	
10/31/2025	202201549	Minnesota Child Support Payment Cen	Payroll accrual	211.05	01 L 215 12
			Totals for 202201549	211.05	
10/31/2025	202201550	MN Department Of Revenue	Payroll accrual	50.00	01 L 215 03
10/31/2025	202201550	MN Department Of Revenue	Payroll accrual	305.00	01 L 215 03
10/31/2025	202201550	MN Department Of Revenue	Payroll accrual	20.00	02 L 215 03
10/31/2025	202201550	MN Department Of Revenue	Payroll accrual	3,593.25	01 L 215 03
10/31/2025	202201550	MN Department Of Revenue	Payroll accrual	98.97	02 L 215 03
			Totals for 202201550	4,067.22	
10/31/2025	202201551	Public Employee Retirement Associat	Payroll accrual	3,730.63	01 L 215 07
10/31/2025	202201551	Public Employee Retirement Associat	Payroll accrual	255.06	02 L 215 07
10/31/2025	202201551	Public Employee Retirement Associat	Payroll accrual	4,304.56	01 L 215 07
10/31/2025	202201551	Public Employee Retirement Associat	Payroll accrual	294.30	02 L 215 07
			Totals for 202201551	8,584.55	
10/31/2025	202201552	Teachers Retirement Association	Payroll accrual	5,056.40	01 L 215 06
10/31/2025	202201552	Teachers Retirement Association	Payroll accrual	6,200.36	01 L 215 06
			Totals for 202201552	11,256.76	
10/31/2025	202500116	Nuvera	FY26 Services- Oct 25	321.28	01 E 005 810 000 000 320
10/31/2025	202500116	Nuvera	FY26 Services- Oct 25	623.90	01 E 005 810 108 000 320
10/31/2025	202500116	Nuvera	FY26 Services- Oct 25	510.80	01 E 010 630 000 000 315
			Totals for 202500116	1,455.98	
10/31/2025	202500117	Empower Retirement Plan	FY26 Retirement-Oct 25	126.17	01 L 215 11
			Totals for 202500117	126.17	
10/31/2025	202500118	Bill.com	Monthly Service Fee	75.79	01 E 005 112 000 000 305
			Totals for 202500118	75.79	
10/31/2025	202500119	United Healthcare	FY26 Employee Benefits-Oct 25	31,977.69	01 L 215 10
			Totals for 202500119	31,977.69	
10/31/2025	202500120	City Of Hutchinson (water)	FY26 Outside Irrigation- Oct 25	24.31	01 E 010 810 000 000 330
			Totals for 202500120	24.31	
10/31/2025	202500121	City Of Hutchinson (water)	FY26 Water/Sewer- Oct 25	500.70	01 E 010 810 000 000 330
			Totals for 202500121	500.70	

CHECK DATE	CHECK NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NUMBER
10/31/2025	202500122	New Discoveries Affiliated Building	FY26 Lease-Oct 25	37,000.00	01 E 010 850 000 348 570
			Totals for 202500122	37,000.00	
10/31/2025	202500123	Bix Produce Co LLC	FFVP	273.81	02 E 010 770 000 706 490
			Totals for 202500123	273.81	
10/31/2025	202500124	Bix Produce Co LLC	FFVP	287.27	02 E 010 770 000 706 490
10/31/2025	202500124	Bix Produce Co LLC	FFVP	137.80	02 E 010 770 000 706 490
			Totals for 202500124	425.07	
10/31/2025	202500125	Hutchinson Utilities Commission	FY26 Utilities Oct	4,013.55	01 E 010 810 000 000 330
			Totals for 202500125	4,013.55	
10/02/2025	202500126	Citizens Bank & Trust Co.	Payment to Commercial Loan 26557	2,406.25	01 E 005 110 000 000 740
			Totals for 202500126	2,406.25	
10/01/2025	202500127	Citizens Bank & Trust Co.	Payment to Commercial Loan 28633	687.49	01 E 005 110 000 000 740
			Totals for 202500127	687.49	
			Totals for checks	610,318.77	

Batch	Acct Nbr	Description	Post Date	Amount
25-50029	01 R 010 000 000 000 092	FY26 Interest - October 2025	10/31/2025	29.84
		Totals for 25-50029		29.84
25-50030	01 R 010 000 000 000 092	Interest - Endowment Fund - October 2025	10/31/2025	1.19
		Totals for 25-50030		1.19
25-50031	02 R 010 000 000 701 601	Lunch	10/31/2025	352.58
25-50031	01 R 010 203 111 000 050	Field Trips	10/31/2025	342.53
25-50031	01 E 005 112 000 000 305	Square Fees	10/31/2025	-20.05
		Totals for 25-50031		675.06
25-50032	01 R 010 203 111 000 050	Field Trips - Wolf Ridge	10/31/2025	1,050.00
25-50032	01 R 010 810 080 000 093	Facility Rental	10/31/2025	100.00
25-50032	01 E 005 105 000 000 401	NDMA PTO Reimb	10/31/2025	56.36
25-50032	02 R 010 000 000 701 601	Food Service	10/31/2025	248.00
25-50032	01 R 010 258 000 000 621	Music Recorders	10/31/2025	7.00
25-50032	01 R 010 000 000 000 050	Supplies	10/31/2025	295.00
25-50032	01 R 010 000 000 000 050	Misc Purchase	10/31/2025	1.50
25-50032	01 R 010 203 111 000 050	Field Trip Fees	10/31/2025	580.00
		Totals for 25-50032		2,337.86
25-50033	01 R 010 203 111 000 050	Field Trips - Wolf Ridge	10/31/2025	1,100.00
25-50033	01 R 010 810 080 000 093	Facility Rental	10/31/2025	560.00
25-50033	01 E 005 105 000 000 401	NDMA PTO Reimb	10/31/2025	801.95
25-50033	01 R 010 000 000 372 071	3rd party sped	10/31/2025	1,562.69
25-50033	02 R 010 000 000 701 601	Food Service	10/31/2025	135.25
25-50033	01 R 010 000 000 000 050	Supplies	10/31/2025	270.00
25-50033	01 R 010 000 000 000 050	Misc Purchase - Postage Stamp	10/31/2025	1.00
25-50033	01 R 010 203 111 000 050	Field Trip Fees	10/31/2025	650.00
25-50033	01 R 010 000 000 000 099	Misc Revenue	10/31/2025	1,555.17
		Totals for 25-50033		6,636.06
25-50034	01 R 010 000 000 000 370	Cyber Security Grant	10/31/2025	9,751.43
25-50034	01 R 010 000 000 740 360	Special Education	10/31/2025	193,534.04
		Totals for 25-50034		203,285.47
25-50035	01 A 121 00	General Education	10/31/2025	65,590.08
25-50035	01 A 121 00	Charter School Lease	10/31/2025	2,756.24
25-50035	01 A 121 00	Literacy Incentive	10/31/2025	146.75
25-50035	01 R 010 000 000 000 211	General Education	10/31/2025	167,040.73
25-50035	01 R 010 000 000 740 360	Special Education	10/31/2025	71,031.12
		Totals for 25-50035		306,564.92
		Total for Cash Receipts		519,530.40

CHECK DATE	CHECK NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NUMBER
10/01/2025	957	Accident Fund Insurance Co of Ameri	FY25 Work Comp: 7.1.25-7.1.26-Qrt 1	9,017.50	01 L 215 19
			Totals for 957	9,017.50	
10/01/2025	958	Canon Financial Services Inc	FY26 Copy Machine Contract-September 2025	386.96	01 E 010 630 000 000 560
			Totals for 958	386.96	
10/01/2025	959	Cintas Corporation	FY26 Kitchen Supplies	69.45	02 E 010 770 000 701 401
			Totals for 959	69.45	
10/01/2025	960	Creative Planning	FY26 Financial Management and Accounting Services-September 25	5,782.00	01 E 005 113 000 000 305
			Totals for 960	5,782.00	
10/01/2025	961	Dept Of Human Services	FY26 SPED IEP Admin Fee	30.00	01 E 010 400 000 372 305
			Totals for 961	30.00	
10/01/2025	962	GIS Benefits	"FY26 October 2025- Life, Dental, Vision, Prepaid Legal and fees"	225.59	01 L 215 09
10/01/2025	962	GIS Benefits	"FY26 October 2025- Life, Dental, Vision, Prepaid Legal and fees"	161.26	01 L 215 21
10/01/2025	962	GIS Benefits	"FY26 October 2025- Life, Dental, Vision, Prepaid Legal and fees"	58.50	01 L 215 20
10/01/2025	962	GIS Benefits	"FY26 October 2025- Life, Dental, Vision, Prepaid Legal and fees"	30.00	01 E 005 110 000 000 305
10/01/2025	962	GIS Benefits	"FY26 October 2025- Life, Dental, Vision, Prepaid Legal and fees"	2,418.67	01 L 215 13
			Totals for 962	2,894.02	
10/01/2025	963	Hutchinson Co-Op	FY26 Gas-August	42.00	01 E 010 760 000 720 440
			Totals for 963	42.00	
10/01/2025	964	Labraaten Bus Company LLC	FY25 Gen ED Transportation-August 2025	3,165.00	01 E 010 760 000 720 360
10/01/2025	964	Labraaten Bus Company LLC	FY26 Special Education Transportation-August 2025	20,655.00	01 E 010 760 000 723 360
10/01/2025	964	Labraaten Bus Company LLC	FY26 Homeless Transportation-August 2025	720.00	01 E 010 760 000 728 360
10/01/2025	964	Labraaten Bus Company LLC	FY26 Homeless Transportation-September 2025	4,800.00	01 E 010 760 000 728 360
			Totals for 964	29,340.00	
10/01/2025	965	Menards - Hutchinson	FY26 Maintenance supplies	84.80	01 E 010 810 000 000 401
10/01/2025	965	Menards - Hutchinson	FY26 Maintenance supplies	34.90	01 E 010 810 000 000 401
			Totals for 965	119.70	
10/01/2025	966	One Little Shirt Shop	T-shirts	350.44	01 E 010 203 000 000 401
			Totals for 966	350.44	
10/01/2025	967	Scholastic Inc - OH	FY26 - Social Studies Curriculum	1,337.49	01 E 010 203 000 000 430
			Totals for 967	1,337.49	
10/01/2025	968	Stages Theatre Co	75 tickets to Charlotte's Web	535.00	01 E 010 203 111 000 369
			Totals for 968	535.00	

CHECK DATE	CHECK NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NUMBER
10/01/2025	969	Sysco Western MN	FY26 Food Service	7.45	02 E 010 770 000 701 305
10/01/2025	969	Sysco Western MN	FY26 Food Service	20.79	02 E 010 770 000 701 401
10/01/2025	969	Sysco Western MN	FY26 Food Service	11.45	02 E 010 770 000 701 305
10/01/2025	969	Sysco Western MN	FY26 Food Service	40.02	02 E 010 770 000 701 401
10/01/2025	969	Sysco Western MN	FY26 Food Service	614.00	02 E 010 770 000 701 490
10/01/2025	969	Sysco Western MN	FY26 Food Service	190.46	02 E 010 770 000 701 401
10/01/2025	969	Sysco Western MN	FY26 Food Service	614.52	02 E 010 770 000 705 490
10/01/2025	969	Sysco Western MN	FY26 Food Service	289.48	02 E 010 770 000 705 490
10/01/2025	969	Sysco Western MN	FY26 Food Service	401.31	02 E 010 770 000 701 490
10/01/2025	969	Sysco Western MN	FY26 Food Service	362.72	02 E 010 770 000 705 490
10/01/2025	969	Sysco Western MN	FY26 Food Service	385.26	02 E 010 770 000 701 490
10/01/2025	969	Sysco Western MN	FY26 Food Service & Supplies	229.74	02 E 010 770 000 701 490
10/01/2025	969	Sysco Western MN	FY26 Food Service & Supplies	193.58	02 E 010 770 000 705 401
10/01/2025	969	Sysco Western MN	FY26 Food Service & Supplies	340.78	02 E 010 770 000 705 490
10/01/2025	969	Sysco Western MN	FY26 Food Service	41.36	02 E 010 770 000 701 490
			Totals for 969	3,742.92	
10/01/2025	970	Vivid Image Inc.	FY26 NDMA Website Project - Oct 2025	350.00	01 E 005 108 000 000 405
			Totals for 970	350.00	
10/01/2025	971	West Music	FY26 Student Soprano Recorders	123.20	01 R 010 258 000 000 619
			Totals for 971	123.20	
10/22/2025	972	Accident Fund Insurance Co of Ameri	FY26 Work Comp: Outstanding Balance	1,180.50	01 L 215 19
			Totals for 972	1,180.50	
10/22/2025	973	Ace Hardware Hutchinson	FY25 Maintenance supplies	24.13	01 E 010 810 000 000 401
10/22/2025	973	Ace Hardware Hutchinson	FY26 Maintenance supplies	36.05	01 E 010 810 000 000 401
10/22/2025	973	Ace Hardware Hutchinson	FY26 Maintenance supplies	53.98	01 E 010 810 000 000 401
10/22/2025	973	Ace Hardware Hutchinson	FY26 Maintenance supplies	20.96	01 E 010 810 000 000 401
			Totals for 973	135.12	
10/22/2025	974	Andren, Carli	Reissue Payroll Check #5077 - 01/29/2025	90.14	01 L 201 00
			Totals for 974	90.14	
10/22/2025	975	City Therapy Services	FY26 SPED Services-Speech September	5,130.00	01 E 010 401 000 740 394
			Totals for 975	5,130.00	
10/22/2025	976	Erickson, Tara	FY26 Reimb: Admin cell phone-Sept	75.00	01 E 005 105 000 000 320
			Totals for 976	75.00	
10/22/2025	977	Health Equity	FY26 HSA participant Fee-October 25	24.00	01 E 005 115 000 000 305
			Totals for 977	24.00	
10/22/2025	978	Heger's Dairy	Fy26 Milk Delivery - September 25	1,440.00	02 E 010 770 000 701 305
			Totals for 978	1,440.00	
10/22/2025	979	Hillyard / Hutchinson	FY26 Building Supplies	233.02	01 E 010 810 000 000 401
			Totals for 979	233.02	

CHECK DATE	CHECK NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NUMBER
10/22/2025	980	Holt-Peterson Charter Bus	Transportation for field trip - EE	2,070.00	01 E 010 760 000 733 360
10/22/2025	980	Holt-Peterson Charter Bus	Transportation for field trip - WR	2,070.00	01 E 010 760 000 733 360
			Totals for 980	4,140.00	
10/22/2025	981	Innovative Office Solutions, LLC	FY26 Office Supplies	227.40	01 E 005 110 000 000 401
10/22/2025	981	Innovative Office Solutions, LLC	FY26 Office Supplies	233.52	01 E 005 110 000 000 401
			Totals for 981	460.92	
10/22/2025	982	IXL Learning	FY26 1 year IXL service site license	4,218.75	01 E 010 203 000 000 820
			Totals for 982	4,218.75	
10/22/2025	983	Labraaten Bus Company LLC	FY26 Gen Ed Transportation - Sept	21,960.00	01 E 010 760 000 720 360
10/22/2025	983	Labraaten Bus Company LLC	FY26 Sped Transportation - Sept	141,270.00	01 E 010 760 000 723 360
			Totals for 983	163,230.00	
10/22/2025	984	Loffler Companies Inc - 131511	FY26 Contract/Overages charges-Contract 7994-01	904.53	01 E 010 630 000 000 560
10/22/2025	984	Loffler Companies Inc - 131511	FY26 Contract/Overages charges-Contract 7994-01	45.19	01 E 010 630 000 000 560
			Totals for 984	949.72	
10/22/2025	985	MRI Software LLC	FY26 Background checks - Sept 2025	112.00	01 E 005 105 000 000 305
			Totals for 985	112.00	
10/22/2025	986	Navigate Care Consulting LLC	FY26 Nursing Services - Sept	2,639.00	01 E 010 720 000 000 305
			Totals for 986	2,639.00	
10/22/2025	987	Palkova, Ludmila	FY26 Food Service-FFVP	120.00	02 E 010 770 000 706 490
10/22/2025	987	Palkova, Ludmila	FY26 Food Service-FFVP	80.00	02 E 010 770 000 706 490
10/22/2025	987	Palkova, Ludmila	FY26 Food Service-FFVP	120.00	02 E 010 770 000 706 490
10/22/2025	987	Palkova, Ludmila	FY26 Food Service-FFVP	110.00	02 E 010 770 000 706 490
			Totals for 987	430.00	
10/22/2025	988	Pan-O-Gold Baking Co.	FY26 Bread	419.16	02 E 010 770 000 701 490
			Totals for 988	419.16	
10/22/2025	989	Schlenner Wenner & Co	FY25 Audit Services/ABC Audit Services	3,000.00	01 A 118 00
10/22/2025	989	Schlenner Wenner & Co	FY25 Audit Services/ABC Audit Services	11,000.00	01 E 005 116 000 000 305
			Totals for 989	14,000.00	
10/22/2025	990	Schwartz, Allison	Reissue Payroll Check #5078 - 01/31/25	61.17	01 L 201 00
			Totals for 990	61.17	
10/22/2025	991	Summit Fire Protection	FY26 - Annual inspection	625.16	01 E 005 810 000 000 305
10/22/2025	991	Summit Fire Protection	FY26 - ANSUL Kitchen System 12 Year Test	1,795.00	01 E 005 810 000 000 305
10/22/2025	991	Summit Fire Protection	FY26 - Semi - Annual inspection	582.67	01 E 005 810 000 000 305
			Totals for 991	3,002.83	
10/22/2025	992	Sysco Western MN	FY26 Food Service	97.96	02 E 010 770 000 705 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	802.06	02 E 010 770 000 701 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	161.88	02 E 010 770 000 705 490

CHECK DATE	CHECK NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NUMBER
10/22/2025	992	Sysco Western MN	FY26 Food Service	452.63	02 E 010 770 000 701 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	306.41	02 E 010 770 000 705 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	55.64	02 E 010 770 000 705 401
10/22/2025	992	Sysco Western MN	FY26 Food Service	371.24	02 E 010 770 000 705 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	61.52	02 E 010 770 000 706 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	19.42	02 E 010 770 000 705 401
10/22/2025	992	Sysco Western MN	FY26 Food Service	331.76	02 E 010 770 000 701 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	20.51	02 E 010 770 000 705 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	559.57	02 E 010 770 000 701 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	396.24	02 E 010 770 000 705 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	30.60	02 E 010 770 000 705 401
10/22/2025	992	Sysco Western MN	FY26 Food Service	893.62	02 E 010 770 000 701 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	39.72	02 E 010 770 000 705 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	49.88	02 E 010 770 000 701 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	19.80	02 E 010 770 000 705 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	353.18	02 E 010 770 000 705 490
10/22/2025	992	Sysco Western MN	FY26 Food Service	598.60	02 E 010 770 000 701 490
			Totals for 992	5,622.24	
10/22/2025	993	Tieden, Seth	Science Curriculum Materials - Reimbursement	86.71	01 E 010 203 000 000 430
			Totals for 993	86.71	
10/22/2025	994	Vivid Image Inc.	FY26 NDMA website Website Project- Oct 2025	350.00	01 E 005 108 000 000 405
10/22/2025	994	Vivid Image Inc.	FY26 NDMA Invoice# 26421 Late Fee	20.00	01 E 005 105 000 000 305
			Totals for 994	370.00	
10/22/2025	995	WD Tech Online LLC	FY26 Tech Support-Sept	1,600.00	01 E 010 630 000 000 315
10/22/2025	995	WD Tech Online LLC	FY26 - SPED Ipads	2,537.37	01 E 010 420 000 419 456
			Totals for 995	4,137.37	
10/22/2025	996	Wolf Ridge Environmental Learning C	FY26 Field trip- Wolf Ridge	7,541.50	01 E 010 203 111 000 369
			Totals for 996	7,541.50	
10/31/2025	997	Advantage Plumbing & Heating, Inc.	Service Call: Kitchen Sink Leak	250.00	01 E 005 810 000 000 350
			Totals for 997	250.00	
10/31/2025	998	Canon Financial Services Inc	FY26 Copy Machine Contract-October 2025	386.96	01 E 010 630 000 000 560
			Totals for 998	386.96	
10/31/2025	999	Cintas Corporation	FY26 Kitchen Supplies	69.45	02 E 010 770 000 701 401
			Totals for 999	69.45	
10/31/2025	1000	Creative Planning	FY26 Financial Management and Accounting Services-October 25	5,532.00	01 E 005 113 000 000 305
			Totals for 1000	5,532.00	
10/31/2025	1001	GIS Benefits	"FY26 November 2025- Life, Dental, Vision, Prepaid Legal and fees"	1,351.68	01 L 215 13

CHECK DATE	CHECK NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NUMBER
10/31/2025	1001	GIS Benefits	"FY26 November 2025- Life, Dental, Vision, Prepaid Legal and fees"	58.50	01 L 215 20
10/31/2025	1001	GIS Benefits	"FY26 November 2025- Life, Dental, Vision, Prepaid Legal and fees"	1,146.51	01 L 215 09
10/31/2025	1001	GIS Benefits	"FY26 November 2025- Life, Dental, Vision, Prepaid Legal and fees"	50.00	01 E 005 110 000 000 305
10/31/2025	1001	GIS Benefits	"FY26 November 2025- Life, Dental, Vision, Prepaid Legal and fees"	213.46	01 L 215 21
			Totals for 1001	2,820.15	
10/31/2025	1002	Hillyard / Hutchinson	FY26 Building Supplies	2,211.19	01 E 010 810 000 000 401
			Totals for 1002	2,211.19	
10/31/2025	1003	Knutson, Leah	Reimbursement for speech goal rewards	17.38	01 E 010 203 000 000 401
			Totals for 1003	17.38	
10/31/2025	1004	Labraaten Bus Company LLC	FY26 Sped Transportation - OCT	142,470.00	01 E 010 760 000 723 360
10/31/2025	1004	Labraaten Bus Company LLC	FY26 Field Trip Transportation	1,495.00	01 E 010 760 000 733 360
			Totals for 1004	143,965.00	
10/31/2025	1005	Menards - Hutchinson	FY26 Maintenance supplies	34.93	01 E 010 810 000 000 401
10/31/2025	1005	Menards - Hutchinson	FY26 Maintenance supplies	85.64	01 E 010 810 000 000 401
10/31/2025	1005	Menards - Hutchinson	FY26 Maintenance supplies	58.54	01 E 010 810 000 000 401
10/31/2025	1005	Menards - Hutchinson	FY26 Maintenance supplies	120.94	01 E 010 810 000 000 401
			Totals for 1005	300.05	
10/31/2025	1006	Sysco Western MN	FY26 Food Service	115.70	02 E 010 770 000 705 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	97.96	02 E 010 770 000 705 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	463.49	02 E 010 770 000 701 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	455.46	02 E 010 770 000 705 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	26.40	02 E 010 770 000 705 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	13.90	02 E 010 770 000 701 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	288.46	02 E 010 770 000 705 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	1,041.73	02 E 010 770 000 701 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	38.02	02 E 010 770 000 701 401
10/31/2025	1006	Sysco Western MN	FY26 Food Service	319.07	02 E 010 770 000 701 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	204.63	02 E 010 770 000 705 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	51.36	02 E 010 770 000 706 490
10/31/2025	1006	Sysco Western MN	FY26 Food Service	20.48	02 E 010 770 000 701 490
			Totals for 1006	3,136.66	
10/16/2025	202201541	Internal Revenue Service	Payroll accrual	745.00	01 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual	55.00	02 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual	5,636.72	01 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual	124.92	02 L 215 02

CHECK DATE	CHECK NUMBER	VENDOR NAME	DESCRIPTION		AMOUNT	ACCOUNT NUMBER
10/16/2025	202201541	Internal Revenue Service	Payroll accrual		7,314.73	01 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual		239.04	02 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual		1,710.71	01 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual		55.90	02 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual		7,314.73	01 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual		239.04	02 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual		1,710.71	01 L 215 02
10/16/2025	202201541	Internal Revenue Service	Payroll accrual		55.90	02 L 215 02
				Totals for 202201541	25,202.40	
10/16/2025	202201542	Minnesota Child Support Payment Cen	Payroll accrual		211.05	01 L 215 12
				Totals for 202201542	211.05	
10/16/2025	202201543	MN Department Of Revenue	Payroll accrual		50.00	01 L 215 03
10/16/2025	202201543	MN Department Of Revenue	Payroll accrual		305.00	01 L 215 03
10/16/2025	202201543	MN Department Of Revenue	Payroll accrual		20.00	02 L 215 03
10/16/2025	202201543	MN Department Of Revenue	Payroll accrual		3,695.54	01 L 215 03
10/16/2025	202201543	MN Department Of Revenue	Payroll accrual		112.12	02 L 215 03
				Totals for 202201543	4,182.66	
10/16/2025	202201544	Public Employee Retirement Associat	Payroll accrual		3,839.54	01 L 215 07
10/16/2025	202201544	Public Employee Retirement Associat	Payroll accrual		256.56	02 L 215 07
10/16/2025	202201544	Public Employee Retirement Associat	Payroll accrual		4,430.24	01 L 215 07
10/16/2025	202201544	Public Employee Retirement Associat	Payroll accrual		296.03	02 L 215 07
				Totals for 202201544	8,822.37	
10/16/2025	202201545	Teachers Retirement Association	Payroll accrual		0.00	01 L 215 06
10/16/2025	202201545	Teachers Retirement Association	Payroll accrual		5,091.47	01 L 215 06
10/16/2025	202201545	Teachers Retirement Association	Payroll accrual		6,243.36	01 L 215 06
				Totals for 202201545	11,334.83	
10/21/2025	202201546	Internal Revenue Service	Payroll accrual		0.00	01 L 215 02
10/21/2025	202201546	Internal Revenue Service	Payroll accrual		44.08	01 L 215 02
10/21/2025	202201546	Internal Revenue Service	Payroll accrual		10.31	01 L 215 02
10/21/2025	202201546	Internal Revenue Service	Payroll accrual		44.08	01 L 215 02
10/21/2025	202201546	Internal Revenue Service	Payroll accrual		10.31	01 L 215 02
				Totals for 202201546	108.78	
10/21/2025	202201547	Public Employee Retirement Associat	Payroll accrual		46.22	01 L 215 07
10/21/2025	202201547	Public Employee Retirement Associat	Payroll accrual		53.33	01 L 215 07
				Totals for 202201547	99.55	
10/31/2025	202201548	Internal Revenue Service	Payroll accrual		745.00	01 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual		55.00	02 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual		5,530.13	01 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual		124.92	02 L 215 02

CHECK DATE	CHECK NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NUMBER
10/31/2025	202201548	Internal Revenue Service	Payroll accrual	7,168.78	01 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual	237.62	02 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual	1,676.55	01 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual	55.56	02 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual	7,168.78	01 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual	237.62	02 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual	1,676.55	01 L 215 02
10/31/2025	202201548	Internal Revenue Service	Payroll accrual	55.56	02 L 215 02
			Totals for 202201548	24,732.07	
10/31/2025	202201549	Minnesota Child Support Payment Cen	Payroll accrual	211.05	01 L 215 12
			Totals for 202201549	211.05	
10/31/2025	202201550	MN Department Of Revenue	Payroll accrual	50.00	01 L 215 03
10/31/2025	202201550	MN Department Of Revenue	Payroll accrual	305.00	01 L 215 03
10/31/2025	202201550	MN Department Of Revenue	Payroll accrual	20.00	02 L 215 03
10/31/2025	202201550	MN Department Of Revenue	Payroll accrual	3,593.25	01 L 215 03
10/31/2025	202201550	MN Department Of Revenue	Payroll accrual	98.97	02 L 215 03
			Totals for 202201550	4,067.22	
10/31/2025	202201551	Public Employee Retirement Associat	Payroll accrual	3,730.63	01 L 215 07
10/31/2025	202201551	Public Employee Retirement Associat	Payroll accrual	255.06	02 L 215 07
10/31/2025	202201551	Public Employee Retirement Associat	Payroll accrual	4,304.56	01 L 215 07
10/31/2025	202201551	Public Employee Retirement Associat	Payroll accrual	294.30	02 L 215 07
			Totals for 202201551	8,584.55	
10/31/2025	202201552	Teachers Retirement Association	Payroll accrual	5,056.40	01 L 215 06
10/31/2025	202201552	Teachers Retirement Association	Payroll accrual	6,200.36	01 L 215 06
			Totals for 202201552	11,256.76	
10/31/2025	202500116	Nuvera	FY26 Services- Oct 25	321.28	01 E 005 810 000 000 320
10/31/2025	202500116	Nuvera	FY26 Services- Oct 25	623.90	01 E 005 810 108 000 320
10/31/2025	202500116	Nuvera	FY26 Services- Oct 25	510.80	01 E 010 630 000 000 315
			Totals for 202500116	1,455.98	
10/31/2025	202500117	Empower Retirement Plan	FY26 Retirement-Oct 25	126.17	01 L 215 11
			Totals for 202500117	126.17	
10/31/2025	202500118	Bill.com	Monthly Service Fee	75.79	01 E 005 112 000 000 305
			Totals for 202500118	75.79	
10/31/2025	202500119	United Healthcare	FY26 Employee Benefits-Oct 25	31,977.69	01 L 215 10
			Totals for 202500119	31,977.69	
10/31/2025	202500120	City Of Hutchinson (water)	FY26 Outside Irrigation- Oct 25	24.31	01 E 010 810 000 000 330
			Totals for 202500120	24.31	
10/31/2025	202500121	City Of Hutchinson (water)	FY26 Water/Sewer- Oct 25	500.70	01 E 010 810 000 000 330
			Totals for 202500121	500.70	

CHECK DATE	CHECK NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NUMBER
10/31/2025	202500122	New Discoveries Affiliated Building	FY26 Lease-Oct 25	37,000.00	01 E 010 850 000 348 570
			Totals for 202500122	37,000.00	
10/31/2025	202500123	Bix Produce Co LLC	FFVP	273.81	02 E 010 770 000 706 490
			Totals for 202500123	273.81	
10/31/2025	202500124	Bix Produce Co LLC	FFVP	287.27	02 E 010 770 000 706 490
10/31/2025	202500124	Bix Produce Co LLC	FFVP	137.80	02 E 010 770 000 706 490
			Totals for 202500124	425.07	
10/31/2025	202500125	Hutchinson Utilities Commission	FY26 Utilities Oct	4,013.55	01 E 010 810 000 000 330
			Totals for 202500125	4,013.55	
10/02/2025	202500126	Citizens Bank & Trust Co.	Payment to Commercial Loan 26557	2,406.25	01 E 005 110 000 000 740
			Totals for 202500126	2,406.25	
10/01/2025	202500127	Citizens Bank & Trust Co.	Payment to Commercial Loan 28633	687.49	01 E 005 110 000 000 740
			Totals for 202500127	687.49	
			Totals for checks	610,318.77	

Thermobind - student non-instructional supplies
Amazon - business office supplies
Amazon - Rm 319 Maple
Amazon - non--instructional - SpEd
Amazon - Phy Ed - CREDIT
Amazon - SpEd
Amazon - Rm 317 Ash General Ed $56.78
Amazon - Rm 317 Ash SpEd $115.33
Amazon - Rm 317 Ash General Ed $56.78; SpEd $115.33
Amazon - Rm 204 Mulberry
Amazon - business supplies
Amazon - Rm 203 Walnut
Amazon - Rm 203 Walnut
Pearson Education - test materials - SpEd
Amazon - SpEd
WPS Publish - testing materials - SpEd
Uline - office expense
Adobe - software update - business
Book Outlet - library
Dollar Tree - health supplies
Amazon - non--instructional - SpEd
Adobe - software update - business
American Montessori Society - membership
Zoom - board expense - business
Ultimate SLP - online app subscription - SpEd
Amazon - technology supplies
Amazon - classroom curriculum
Domino's - pizza party - PTO reimburse ck # 1474
MN Charters - professional deveopment
Aldi - NSLP lunch - food service
WalMart - NSLP supplies

MN Charter School Boards
Performance Assessment & Improvement Process

MN ASSOCIATION OF CHARTER SCHOOLS
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

Standards	Indicators	Documentation of Indicators
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.	In Place and given to all board members
	The Board has adopted a policy that establishes expectations regarding the distribution and use of the mission and vision statements within the school community.	A procedure is in place where the mission, vision and core values are in place on multiple documents and in multiple places throughout the school.
	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.	This is also in procedure vs policy.

MISSION, VISION & STRATEGIC DIRECTION (cont'd)

Standards	Indicators	Documentation of Indicators
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.	This has been and continues to be done via the Strategic Plan which is reviewed quarterly and updated annually
	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 budget is reviewed monthly at finance committee meetings and findings or recommendations are presented to the board at each monthly board meeting.
	The Board has adopted policy that outlines the process for how staff, parents and other community stakeholders have input into the planning process.	All updates to the strategic plan are announced at board meetings and recorded in board meeting minutes which are posted on the school website. In addition, the Instructional Leadership Team members work on SMART goals for the plan.
	The Board has adopted a policy and process for monitoring the implementation of the long range plan and the short term action plan.	Administration presents updates on the implementation of the plan on a regular basis at board meetings.
	The Board monitors the implementation of the long range plan and the short term action plan.	Yes, at board meetings.

ACADEMIC ACHIEVEMENT

Standards	Indicators	Documentation of Indicators
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.	These are adopted through the short-term goals of the strategic plan - those goals are updated annually
	The Board has adopted and implemented a process on the periodic review of academic achievement goals and curriculum policies.	Board appointed administrator updates the board multiple times per year on academic progress of students.
	The Board has adopted policies and approved programs for addressing the diverse needs and interests of students.	The board's role is governance and delegates the development and implementation of programs to address the needs and interests of students to the CEO. CEO informs the board of the programs.
	The Board monitors academic achievement, curriculum implementation and program success.	The board monitors progress through quarterly reports by CEO
	The Board monitors that all academic reports to MDE are filed in a timely manner (AYP, etc.)	board is informed annually when AYP reports are available

FINANCIAL OVERSIGHT AND MANAGEMENT

Standards	Indicators	Documentation of Indicators
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 finance committee carefully goes through all items of the budget
	The Board monitors the following financial statements monthly: ▪ Balance sheet ▪ Monthly income/expenditures • Budget vs Actual income & Expenses ▪ Cash flow projections	All these financial statements are reviewed at monthly finance committee meetings and presented to the full board every month.
	The Board has developed and adopted appropriate internal financial control policies for the school.	The appropriate internal financial controls are in place as indicated in annual audit
	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.	There is a multi-year budget updated and presented to the board annually
	The Board monitors the implementation of all financial management policies.	yes
	The Board adopts policies, expectations and goals for fundraising and development activities undertaken by the school.	The board is informed of all fundraising and development activities of the school
	The board has established and empowered Finance Committee to play a leadership role in financial oversight.	There is a standing board finance committee chaired by the board treasurer
	The board has adopted a policy and process for hiring of the auditor.	The board has a process for hiring an auditor
	The Board monitors that all financial reports are filed with MN government agencies, including MDE and TRA.	Board is informed when all financial reports are filed

PERSONNEL		
Standards	**Indicators**	**Documentation of Indicators**
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.	Policy 203P Operation of NDMA Board Administrator and Board Collaboration document in Board Handbook
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.	308P - Hiring a Board Appointed Administrator
	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.	307P - Emergency or Short Term Administrator Succession Plan
	The Board has developed and adopted evaluation criteria and process for the CEO.	There is an annual evaluation process for CEO using the board adopted evaluation form
	The Board has written documentation of the contract or employment terms with the CEO.	Kept on file with office manager and board chair
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.	multiple policies and procedures to establish workplace expectations
	The board monitors the implementation of personnel policies.	Yes, through review of personnel policies.
	The board has a policy and process for annually reviewing personnel policies.	Yes
	The Board has adopted fair and just compensation and benefits for school employees.	Yes

ADVOCACY & OUTREACH

Standards	Indicators	Documentation of Indicators
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.	Through strategic plan
	The board monitors the implementation of the student recruiting, public relations and community outreach programs.	Administration provides board information on "happenings" through monthly director's report
	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

Standards	Indicators	Documentation of Indicators
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.	Yes
	The board has adopted and implemented a board recruitment and orientation process.	yes
	The board has a policy and process for the periodic review of its own operational policies.	yes
	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.	yes

BOARD FOCUS & OPERATIONS (cont'd)

Standards	Indicators	Documentation of Indicators
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.	All policy governance meetings are open to the public, and all new policies are given readings at two consecutive board meetings and adopted at the following meeting.
	The Board has a policy, process and timeline for the school operational policies.	yes
	The board monitors the school's compliance with federal and state laws that are applicable to charters.	through policy/governance committee
	The Board adopts a policy and process for negotiating and monitoring the implementation of the charter contract provisions with the sponsor.	yes
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.	occassionally

<u>AREAS OF SIGNIFICANT BOARD PERFORMANCE & AREAS FOR BOARD IMPROVEMENTS</u>

CATEGORY	SIGNIFICANT DOCUMENTED PERFORMANCE	IMPROVEMENT NEEDED
Mission, Vision and Strategic Direction		
Academic Achievement		
Financial Oversight & Management		
Personnel		
Advocacy & Outreach		
Board Focus & Operations		

Governance Improvement Plan from September (Month) 20 24 --- June (month) 20 24

AREA	TASK	RESPONSIBLE PARTY	TIMELINE
Mission, Vision and Strategic Direction	1) Currently a Strength of the board 2) 3)		
Academic Achievement	1) Have various grade levels present YLLP at board meetings 2) 3)	Teacher Board members	Once per quarter
Financial Oversight & Management	1) Board training time at meetings on Budget Bytes 2) Training on reading Supplemental Reports 3) Training on reading Financial Statements	Finance Committee	FY 25
Personnel	1) 2) 3) Strong Administrative Team		
Advocacy & Outreach	1) Board members create "elevator speech" on strengths of NDMA 2) 3)	Individual Board members	Have two presentations per year
Board Focus & Operations	1) Clarify NDMA's position as a Montessori School 2) 3)	Instructional Leadership Team	Presentation to board in February

Governance Improvement Plan from September (Month) 20 24 --- June (month) 20 24

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Sounding Board

A publication of Osprey Wilds Environmental Learning Center Charter School Division

Board Oversight of Academic Outcomes

October 2025

Academic and Academic-Related Goals (Exhibit G) is one of the most critical pieces of a school's contract. This exhibit contains the agreed upon performance expectations that the school will be held to during its contract period. Per the charter contract, performance on the indicators in Exhibit G are the primary factor in determining a school's renewal. This means that how well the school is doing on its academic goals is the first thing that Osprey Wilds (OW) considers in considering whether or not to renew a school and, if so, whether the school gets a five-year contract or a Corrective Action Renewal (three years or fewer). Ensuring the board understands how to oversee a school's academic performance in relation to its goals is an essential function of the board. The information below provides critical touch points, guidance, and recommendations for the oversight of the school's academic outcomes

Osprey Wilds has a number of expectations for every school to facilitate effective oversight of academic outcomes:

- OW expects boards to review progress on the school's academic measures at least four times a year during board meetings, and to document the discussion in board meeting minutes.
- OW expects that board members know what the school's contractual academic measures are and have a general understanding of what they mean.
- OW expects that board members will ask questions about their school's academic performance when they are not sure how to interpret results.

Interpreting the Academic Performance Evaluation

In order to support the school in meeting these expectations, OW provides an annual academic performance evaluation based on data from the most recent school year. The academic evaluations are summative, which means that performance on the measures aggregates during the contract term until all years of the contract are incorporated into the final academic evaluation completed during the renewal process. Performance on the academic evaluation is the primary factor impacting whether or not the school's contract will be renewed, and if so, for how long.

Reviewing the school's annual academic evaluation allows the board to ask how well the school is serving its students, and what areas of the educational program may need attention. The board can then work with the school leader to allocate funds, or provide other support, to address any identified needs.

Below is an example of a summary table from an academic evaluation, followed by an explanation of each area and what it means.

Summary of Indicator Points

Indicator	Points Possible	Points Earned	Performance Ranking	Percent Earned Through FY23	Percent Earned Through FY22
1: Mission Related Outcomes	8	12	Exceeds	150.0%	100.0%
2: English Language Learners	0	0	N/A	N/A	N/A
3: Reading Growth and Progress	20	17.25	Meets	86.3%	82.5%
4: Math Growth and Progress	20	16.5	Meets	82.5%	82.5%
5: Reading Proficiency	9	7.25	Meets	80.6%	68.8%
6: Math Proficiency	9	5	Approaches	55.6%	40.6%
7: Science Proficiency	8	8.5	Exceeds	106.3%	106.3%
8: Other Proficiency or Growth	6	9	Exceeds	150.0%	100.0%
9: Post-Secondary Readiness	15	16.5	Exceeds	110.0%	90.0%
10: Engagement	5	0	Does Not Meet	0.0%	0.0%
Overall	100	92.0	Eligible for Renewal	92.0%	79.8%

Area	Description	What to Look For
Indicator Area	There are ten indicator areas in which a school may have goals. Each indicator area has a variety of measures (individual goals) for which data is analyzed in relation to performance targets. Performance on each measure is rolled up to overall performance for the indicator area. All schools will have goals for indicator areas 1, 3, 4, 5, 6, 7, and 10. Schools serving high school students will have goals for indicator 9. Indicator 2 becomes applicable once a school serves ten (10) or more English Learners. Indicator 8 is flexible, though schools serving preschool, prekindergarten, and kindergarten students will have goals for those grades in this area.	Are there any indicators that you do not have goals for? Is that in line with your program, or do you think something is missing?

Area	Description	What to Look For
Points Possible	This indicates the total points possible for an indicator area. This is negotiated between the school and OW during the contract renewal process.	What does the distribution of points communicate about your priorities as a school? Is the distribution in alignment with the school's mission and vision?
Points Earned	The total points earned during the year of reporting. OW's expectation for meets standard is 75% of points earned overall.	Did the school earn at least 75% of points overall? If not, did we make progress towards this standard?
Performance Ranking	Each indicator area gets a ranking based on the percentage of points earned: Does Not Meet (less than 50% earned) Approaches (50%-74% earned) Meets (75%-100% earned) Exceeds (101%-150% earned) The evaluation also receives an overall performance ranking*: Candidate for Non-Renewal (less than 50% earned) Eligible for Renewal (50%-100% earned) Eligible for Fast Track Renewal (101%-150% earned)	Which indicators have the same performance ranking from year to year? Which increased or decreased? Were you already aware of any areas of concern? If so, have they been discussed and addressed? If not, what can be put in place to ensure there are no surprises for the current year's outcomes?
Percent Earned through FYXX	Demonstrates the school's progress year over year.	Which indicators earned the same percentage of points from year to year? Which increased or decreased? What measures within that indicator contributed to the increase or decrease?

Area	Description	What to Look For
Analysis	Highlights strengths and areas of concern on which the school should focus its attention.	Did the analysis section highlight any areas of strength or concern that you missed? Are there any areas of concern to be lifted up and addressed by the board?

*Exhibit P of the school's contract reviews the different categories and what it means for renewal.

Effective Oversight of Academic Outcomes

In order to build a regular and effective practice to oversee the school's academic performance, boards should:

- Review academic data in relation to its contractual goals at least four times per year.
  - As a board, you should set the expectation that updates on academic outcomes are being shared by school leadership regularly.
  - Any time the board is presented with academic data from the current school year, it is critical to ask, "How does this impact progress toward our academic goals? Are we on track to meet our performance targets?"
    - This context is crucial to understanding not only the impact of the school's program on student learning, but also if the school is hitting the targets identified in the contract to demonstrate success.
    - If you are not on track to meet performance targets, the board should ask what is being done to ensure a better outcome before the end of the school year. Also, is there anything the board could be doing to support these efforts (e.g. making changes to the budget, seeking different support or additional materials, etc.)?
  - Example calendar for what academic data to review and when:
    - <u>September:</u> Expect to see and review MCA data for Reading, Science, and Math. Review results in comparison to the targets in the contractual academic goals. Review state-reported consistent attendance data as well.
    - <u>October/November:</u> Review results from beginning-of-the-year growth assessments. How are school leaders and teachers using this information to make decisions about supporting students?
    - <u>February:</u> Review results from winter growth assessments, if applicable. Also ask for a mid-year progress report on any mission-related or school-developed goals for which data needs to be collected internally.
    - <u>March / April:</u> Review state-reported graduation rate data, if applicable.
    - <u>May/June:</u> Review results from end-of-the-year growth assessments. Review results in comparison to the targets in the contractual academic goals. Did the school hit its targets? Did the school improve from last year in any areas of concern? What evidence demonstrates that there may be some changes needed to the educational program, and what needs to be in place to address these areas effectively?

        - June / July: Review results from any other goal areas that are not based on standardized assessments, such as career and college readiness, Kindergarten readiness, or mission-related goals.
        - Academic Performance Evaluation: Review when received from OW, and discuss as a board.
- Ensure that the school leader performance evaluation process evaluates performance in relation to OW contractual academic and environmental education goals and expectations.
    - Minnesota statute and the charter contract requires that the school's performance evaluation process evaluates school leader performance in relation to OW contractual academic and environmental education goals and expectations. This means that performance on the academic and environmental education evaluations must be included in the performance evaluation of the school leader.
    - Performance on academic and environmental education goals are the first factors considered during the renewal process and have a direct impact on if the school will be renewed, and for how long. Ensuring that the school leader is held accountable for these outcomes throughout the contract term will help everyone be prepared and informed on how well the school is doing prior to entering the contract renewal process.
- Use academic performance information in decision making.
    - Engage in the Work:
        - Boards need to focus on what the school values and work tirelessly to achieve it. "What we have always done" and "It's always been this way" are excuses to disengage.
        - Think critically, look at data from multiple sides, and ensure that the school leader knows what outcomes the board is expecting.
        - Make sure that when the board reviews data, it uses that data to measure progress toward the school's contractual goals.
    - Ask the Hard Questions:
        - Is the mission / vision and instructional methods appropriate for the population that is coming to the school?
        - When the school disaggregates its data by different student groups (socio-economic status, race/ethnicity, English Learner, etc.), are there any gaps? What is being done to address these?
        - Does the school foster a culture that expects / demands student achievement?
        - Is student achievement part of the school leader evaluation? Does the board articulate measurable goals regarding improved student achievement in its evaluation process?
    - Prioritize Improvement:
        - Does the school budget reflect its priorities? Is the school spending money in a way that supports student achievement?
        - Is the board providing the school leader and teachers with support in improving student achievement? Does the board take time to recognize when there is improvement?
        - Are the school's systems aligned to get the expected results?
- How can I set myself up for success?
    - Ask for a copy of the school's most recent academic performance evaluation.
    - Check the school leader evaluation process to make sure performance on academic outcomes is included. If not, the process should be revised.
    - Check the school's MCA results, attendance, and graduation rates (if applicable) on [MDE Report Card].

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404P EMPLOYMEE AND SERVICE PROVIDER BACKGROUND CHECKS

Deleted: EMPLOYMENT

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment at New Discoveries Montessori Academy in order to promote the physical, social, and psychological well-being of its students. To that end, NDMA will seek a criminal history background check for applicants who receive an offer of employment, are elected to the NDMA Board of Directors, or such other background checks as provided by this policy. NDMA may also elect to do background checks of volunteers, independent contractors and student employees.

II. GENERAL STATEMENT OF POLICY

A. New Discoveries Montessori Academy shall require that applicants for positions who receive an offer of employment or persons elected or appointed to the NDMA Board of Directors submit to a criminal history background check. The offer of employment or seating on the Board of Directors shall be conditioned upon a determination by NDMA that an applicant's criminal history does not preclude the applicant from employment.
B. New Discoveries Montessori Academy specifically reserves any and all rights it may have to conduct background checks regarding current employees, members of the board, or applicants without the consent of such individuals.
C. Adherence to this policy shall in no way limit New Discoveries Montessori Academy right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, independent contractors and student employees.

III. PROCEDURES

A. Normally an applicant will not commence employment until New Discoveries Montessori Academy receives the results of the criminal history background check. NDMA may conditionally hire, for no more than 30 days, an applicant pending completion of the background check, but shall notify the applicant that the applicant's employment may be terminated based on the result of the background check. Background checks will be performed by or through the Minnesota Bureau of Criminal Apprehension (hereinafter "the BCA"); NDMA reserves the right to also have criminal history background checks conducted by other organizations or agencies, providing NDMA complies with the basic requirement of the state law.
B. An applicant who is offered employment or a person elected or appointed to the Board of Directors must sign a criminal history consent form, which provides permission for New Discoveries Montessori Academy to conduct a criminal history

background check. If the applicant fails to provide the District with a signed Background Investigation Authorization Form at the time the applicant receives a job offer, the applicant will be considered to have voluntarily withdrawn the application for employment. If a person elected or appointed to the Board of Directors fails to provide the District with a signed Background Investigation Authorization Form at prior to the time the person would be seated on the board, the person will not be seated.

C. New Discoveries Montessori Academy may use the results of a criminal background check conducted at the request of another school hiring authority if:
   1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
   2. the other school hiring authority conducted a criminal background check within the previous 12 months;
   3. the applicant executes a written consent form giving the District access to the results of the check; and
   4. there is no reason to believe that the applicant has committed an act subsequent to the check that would disqualify the applicant for employment.

D. For all non Minnesota residents who are offered employment, or the opportunity to provide athletic coaching services or other extracurricular academic coaching services (paid or unpaid), New Discoveries Montessori Academy shall request a criminal history background check on such applicants from the Superintendent of the BCA and from the government agency performing the same function in the resident state, or if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. NDMA may contract with a private vendor or company to provide these services. Such applicants must provide an executed criminal history consent form.

E. When required, applicants must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the applicant are unusable, the applicant will be required to submit another set of prints.

F. Copies of this policy shall be available in the School's Office, and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extra curricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment in the job posting and job advertisements.

G. The applicant will be informed of the results of the criminal background check(s) to the extent required by law.

H. If the criminal history background check precludes employment with the District, the applicant will be so advised.

I. New Discoveries Montessori Academy may apply these procedures to volunteers, independent contractors or student employees as though they were applicants for employment.

IV. INVESTIGATION OF DISCIPILINARY ACTIONS TAKEN AGAINST PROSPECTIVE TEACHERS

A. At the time New Discoveries Montessori Academy conducts the criminal history background check required under subdivision 1 on an individual offered employment as a teacher, NDMA must contact the Minnesota Board of Teaching to determine whether the Board has taken disciplinary action against the teacher based on a Board determination that sexual misconduct or attempted sexual misconduct occurred between the teacher and a student. If disciplinary action has been taken based on this type of misconduct, NDMA must obtain access to data that are public under section 13.41, subdivision 5, that relate to the substance of the disciplinary action. In addition, NDMA must require the individual to provide information in the employment application regarding all current and previous disciplinary actions in Minnesota and other states taken against the individual's teaching license as a result of sexual misconduct or attempted sexual misconduct with a student and indicate to the applicant that intentionally submitting false or incomplete information is a ground for dismissal.
B. New Discoveries Montessori Academy may hire or otherwise allow an individual to provide a service to a school pending completion of a background check under subdivision 1 or obtaining notice of a Minnesota Board of Teaching action under subdivision 1a but shall notify the individual that the individual's employment or other service may be terminated based on the result of the background check or Minnesota Board of Teaching action. NDMA is not liable for failing to hire or for terminating an individual's employment or other service based on the result of a background check or Minnesota Board of Teaching action under this section.
C. For purposes of this paragraph, New Discoveries Montessori Academy must inform an individual if the individual's application to be an employee or volunteer in the District has been denied as a result of a background check conducted under this section. NDMA must also inform an individual who is a current employee or volunteer if the individual's employment or volunteer status with NDMA is being terminated as a result of a background check conducted under subdivision 4.
D. Definitions. For purposes of this section:
    1. "School or district" shall mean a school as defined by Minnesota law, except a home school, and shall include a service cooperative, a special education cooperative, a charter school, an intermediate school district and a joint powers district.
    2. "Security violation" means failing to prevent or failing to institute safeguards to prevent the access, use, retention, or dissemination of information in violation of the security and management control outsourcing standard established by the state compact officer under section 299C.58, article I, paragraph (2), clause (B).
    3. new information: "criminal history" shall mean all data maintained in criminal history records complied by the Bureau of Criminal Apprehension, the Federal Bureau of Investigation or similar governmental agency of states other than Minnesota or countries other than the United States of America, including, but not limited to:
    a. fingerprints;
    b. photographs;
    c. identification data;
    d. arrest data;

e. prosecution data;
f. criminal court data;
g. custody and supervision data.4. “provider of children’s services” shall mean a business or organization, whether public, private, for profit, nonprofit or voluntary, that provides children’s services, including a business or organization that licenses or certifies others to provide children’s services.
5.“children’s services” means the provision of care, treatment, education, training, instruction or recreation to children.
6.“child or children” means persons under the age of eighteen (18).
7.“conviction or conviction of a crime” means a criminal conviction or adjudication of delinquency for an offense that would be a crime if committed by an adult. This shall be limited to convictions for felonies, gross misdemeanors, and misdemeanors for which a jail sentence may be imposed.

V. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References:
Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
Minn. Stat. § 123B.03 (Background Checks)
Minn. Stat. § 123B.03, Subd. 1 (Background Checks Required)
Minn. Stat. § 123B.03, Subd. 1., Subd. 1a (Investigation of Disciplinary Actions Taken Against Prospective Teachers)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

517P TELEHEALTH PLAN AND PROCEDURES POLICY

I. PURPOSE

To maintain compliance with Minnesota Department of Human Services telemedicine/telehealth requirements. To provide an on-going system of accountability for best practice for telemedicine/telehealth. Through the use of telemedicine/telehealth, providers can provide flexibility; increase access, and continuity of care in the school.

II. PLAN

A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive health care through telehealth from a student's licensed health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.

B. The space must provide a student privacy to receive health care.

C. A student may use a school-issued device to receive health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.

D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving health care from the provider. Such a consent is valid for the school year in which it is submitted.

III. EMERGENCY AND CRISIS PROCEDURES

A. If a student presents with a medical emergency during a telehealth session, the provider will contact local emergency services (911) and notify the parent/guardian.

B. If a student is in immediate mental health crisis (e.g., suicidal ideation), the provider will follow established school mental health crisis protocols, including notifying parents/guardians and emergency services if needed.

IV. PARENTAL/GUARDIAN COMMUNICATION

A. Parents/guardians will be notified of services provided unless confidentiality laws prevent disclosure.

B. Providers will encourage parental involvement while respecting student confidentiality.

V. EVALUATION AND MONITORING

A. Telehealth services will be reviewed annually for effectiveness and compliance.

B. Feedback from students, parents, and providers will be collected and used to improve services.

VI. LEGAL AND ETHICAL COMPLIANCE

A. This policy will comply with HIPAA, FERPA, and Minnesota state laws regarding student health and privacy.

Legal References: Minn. Stat. § 121A.216 (Access to Space for Mental Health Care Through Telehealth)

Cross References: NDMA Policy 524P (Technology Resources Use)

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799P RECORD RETENTION

I. PURPOSE

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

II. RETENTION SCHEDULE

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

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

Deleted: Corporate Records ... [1]

Administration

Title	Example and Description	Retention Period
Affidavit of Publication	Public Hearings, Budget Publication, Debt Offerings	1 Year following completion of audit
Election Records	Ballots, Notices, Notifications, Publications	1 Year after Canvas or Challenge
Annual Reports to Board of Education	Reports Generated by District (PER, Accountability Reports, formal Annual Report in Accordance With MN Statute 120B.11	Retain permanently; has historical value, MS 120B.11
Annual/Periodic Reports to Local Board of Education	Final/Actual Reports Generated by State	6 Years

Authority to Dispose of Records (If Applicable)	Application for Authority to Dispose of Records form	6 Years
Boundary Changes - District	Consolidation, Detachment, Annexation, and Dissolution	Retain permanently; has historical value
Calendar - Adopted and Actual	Number of Days and Length of Day by School and Grade Level, Reflecting Updated Activities During the Year.	3 Years MS 127A.41, Subd. 5
Census, Annual School	1979 and Earlier	Retain permanently; has historical value
Census, Annual School	1980 - Current	3 Years
Census, Certified Reports	Conducted Once Per Decade	Permanent
Closed Rural Schools	Includes: Clerk's, Treasurer's, and Teacher's Records of Closed Rural Schools Which Were Consolidated into the Independent District.	Transfer to the State Archives for Selection and Disposition
Correspondence/ Administrative	Superintendent, Principal, Assistant Principal and Other Administrators Unless Otherwise Specifically Addressed Elsewhere in Records Retention Schedule	3 Years
Court Case/Trial information	Litigation Correspondence	10 Years
Court orders		1 Year after Action is Completed
Grant Applications	Successful	3 Years -- For Federal Funds three (3) years after completion of the activity for which the funds were used. 20 U.S.C. Section 1232f(a)
Grant Applications	Unsuccessful	1 Year
Inservice Workshops	Attendance Records, Agenda and Materials (Employee Right to Know, Blood Borne Pathogens, Etc.)	3 Years

Inter District Cooperatives	Includes Vocational, Special Ed and Special Purpose Cooperatives formed by Joint Powers Agreements. Records Should Be Retained and Disposed of in Accordance With the Retention Periods for the Specific Series of Records Listed in Schedule	Retain permanently; has historical value
Minutes	Board Minutes	Retain permanently; has historical value
Minutes	Officially Designated Committees	Retain permanently; has historical value
Minutes	Other Than Referred to in ADM01300, ADM 01400, and ADM 01410	1 Year
Minutes - Tape Recordings	Board Minutes Only	Until Transcribed and Approved
Board Policies		3 Years after Change
Negotiations - See Personnel		
Newsletters and Publications	District Generated	Retain permanently; has historical value
Newsletters and Publications	Student Generated School Newspapers	Retain permanently; has historical value
Parent Teacher Association Records	Secretary's Books, Treasurer's Books, and Scrapbooks.	Retain permanently; has historical value
Media Center/Librarian Reports		3 Years
Video Tapes	Building Security/Transportation Tapes	Until Relooped
E-Mail		Same as Correspondence
Accident/Damage Records	School Property-Related	10 Years
Building Maintenance Records		Until Obsolete
Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years
Building Program Records	Current and Projected Needs. Review and Comment	10 Years
Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent
Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item
Accident/Damage Records	School Property-Related	10 Years

Building Maintenance Records	_	Until Obsolete
Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years
Building Program Records	Current and Projected Needs. Review and Comment	10 Years
Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent
Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item

Community Education

Title	Example and Description	Retention Period
Annual Reports	See Finance	_
Applications by individuals for Adult Education	_	1 Year
Certificate of Compliance	Verifies Cooperation Between District and Other Governmental Agencies. Joint Powers Agreements	Permanent, MS 471.59
Class Schedule - Master	_	1 Year
Financial Records	See Finance	_
Grants	See Administration	_
Minnesota DCF&L Reports	Early Childhood Family Education, Home School, Adult Basic Education, English As A Second Language, General Education Development, Other State Programs	6 Years
Minutes	See Administration	_

Curriculum

Title	Example and Description	Retention Period
Class Lists-Elementary and Secondary	_	1 Year

Class Schedules	_	1 Year
Curriculum Development	Support Data, Recommendations, Programs and Procedures	6 Years
Daily Plan Books - Teacher's	_	1 Year
Duty Rosters - Teacher's _	_	1 Year
Grade Books - Teacher's _	_	1 Year
Textbooks	Adoptions	6 Years
Textbooks	Inventories	6 Years or Until Obsolete

Food Services

Title	Example and Description	Retention Period
General Correspondence	See Administration	3 Years and DCF&L Audit
DCF&L/Federal USDA Reporting	Commodities, Milk Program	3 Years and DCF&L Audit, 7 C.F.R & 210.8
Application /Agreement With State Agency	Free/Reduced Price Meal Policy Statement	3 Years and DCF&L Audit, 7 C.F.R & 210.3
Free/Reduced Price Meal Applications	All Approved and Denied Applications, DHS Free School Meal Notices, Notice of Denial to Parents, Rosters of Eligible Students, Verification Records	3 Years and DCF&L Audit, 7 C.F.R. & 245.6
Service Agreements/Catering Contracts	Head Start, Meals On Wheels, Etc.	3 Years and DCF&L Audit, 7 C.F.R & 210.3
Food Production information	Daily Food Production Record, Menus	3 Years and DCF&L Audit, 7 C.F.R. & 210.13
Daily Meal Count Report With Edit Checks	_	3 Years and DCF&L Audit, 7 C.F.R. & 210.7
Monthly Payment Vouchers	_	3 Years and DCF&L Audit, 7 C.F.R. & 210.13

On Site Review Record		3 Years and DCF&L Audit, 7 C.F.R. & 210.8
Financial Records	Breakfast, Lunch, Ala Carte, Etc. (Supporting Documentation May include invoices, Purchase orders, Etc.) Student, Adult Federal and State Income and All Other Sources	3 Years and DCF&L Audit, 7 C.F.R. & 210.20 and 210.5
Inventory	Audit Trail for USDA Commodity Usage, Year End Physical Inventory	3 Years and DCF&L Audit
Inventory (Food and Supplies)	Quotes (Unsuccessful and Successful)	1 Year and DCF&L Audit
Inventory (Food and Supplies)	Bid (Unsuccessful and Successful) Request Summaries	6 Years and DCF&L Audit
Inventory (Food and Supplies)	Requisitions (for Moving Supplies or Equipment Within District)	3 Years and DCF&L Audit
Cashier's Reports	Daily, Weekly, and Monthly	6 Years and DCF&L Audit, 7 C.F.R. 210.8 and 210.20
Operating Reports	Breakfast, Lunch, and A'La Carte Participation Reports	3 Years and DCF&L Audit
Operating Reports	Revenue and Expenditure Reports	6 Years and DCF&L Audit

Finance

Title	Example and Description	Retention Period
Abstracts/Deeds/Title Papers/Mortgages	See Buildings	
Accounts Payable	Credit Memos, Freight Bills/Claims, Bills of Lading, Purchase orders, Acknowledgments/Orders/Shipping Notices, Invoices and Purchasing Contracts, Claims/Vouchers (Merchandise Purchased, Services Rendered, Travel Expenses), 1099	6 Years
W-9 form		6 Years after Final 1099 Issued
Year-End Financial Reports	Revenue and Expenditure Summary Transaction Reports	Retain Permanently
Year-End Financial Reports	Revenue and Expenditure Detailed Transaction Reports	Retain Permanently
Year-End Financial Reports	UFARS Revenue and Expenditure Report to State	Retain Permanently
Year-End Financial Reports	Special Funded Projects Report	Retain Permanently

Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (1932 and Earlier)	Retain permanently; has historical value
Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (Post 1932)	Retain Permanently
Year-End Financial Reports	Accounts Receivable, Numbered Receipts, Accounts Receivable Invoices, Remittance Advice	6 Years
Year-End Financial Reports	General Ledger, General Journals, Journal Entries, Disbursements Journal, Check Register Adopted and Revised Budget, Budget Publications, Balance Sheet, Receipts Journal	Retain Permanently
Audit Reports		Retain permanently; has historical value
Bank Statements/ Reconciliation's	Checks, Cancelled, Returned or Voided. (Must Be original Check - Not Microfiche)	6 Years
Bank Statements/ Reconciliation's	Statement of Pledged Securities	6 Years after Expiration
Bonds and Coupons	Bond Ledgers/Registers	Until Debt Is Retired and Audit
Bond Issues - Official Statements	Enabling Documentation	Permanent
Building and Land Contracts	See Buildings	
County Auditor Statements	Tax Settlement Report and Taxes Receivable Report	6 Years
Insurance Documents	Fidelity/Surety Bonds	6 Years after Expiration
Insurance Documents	Insurance Bids, Health, Dental, Life etc. (Accepted and Rejected)	6 Years
Insurance Policies	Health, Property, Liability, etc., Policies, Amendments and Waivers	20 Years
Inventory	Year End Inventory List, Warehouse Listing, Library Holdings	3 Years
Leases/Agreements		3 Years after Expiration
Levies		6 Years
Property Appraisals		Until Superseded
Sealed Bids	Successful and Unsuccessful	6 Years after Award
Quotes	Successful and Unsuccessful, MS 471.345	1 Year after Receipt

Student Activity Accounts	Cash Receipts, Vouchers, Cancelled Checks, Ledgers, and Journals	6 Years
Transportation - Annual Report		6 Years
Transportation Contracts	With Independent Contractors	6 Years

Heath & Safety

Title	Example and Description	Retention Period
Infectious Disease and Occupational Exposure Files*	Files On Each Employee Dealing With Safety and Training On Diseases Such As Hepatitis and Aids. Retain in Employee's Medical File.	3 Yrs. after Separation
OSHA - Citations of Penalty	Notifications of Violations by the District	Until Violation Has Been Corrected
OSHA - Employee Accident Reports	OSHA Report Numbers 200 and 101	5 Yrs. after Accident
OSHA - Employee Exposure Records	Any information Concerning Employee Exposure to Toxic Substances or Harmful Physical Agents.	30 Yrs. after Termination or Retirement
Safety Committee Agendas and Minutes		3 Years
Training Records - Right to Know		3 Yrs. after Separation

Payroll

Cafeteria Plan Records		6 Years
Check Requests for Manual Checks	Lost or Missing Check Replacement, etc.	2 Years
Dues Deduction Authorization	Union Dues	3 Years
Garnishments	Wage Garnishment, Notice of Bankruptcy, Wage Levy and Related Documents	3 Years after Expiration
Payroll Register	Name; Address; Date of Birth; Occupation; Rate of Pay; Compensation Earned Each Week	Permanent, 29 C.F.R. & 1627.3(a)

Pera Eligibility Sheets and Reports	_	6 Years
Prior Years' Quarterly FICA	_	6 Years
Quarterly Report of Local Government	Employees and Wages (Weeks or Hours Worked)	3 Years
Salary Deduction Sheets	_	6 Years
Voluntary Withholdings	Requests for Withholding (United Way, Savings Bonds, etc)	2 Years after Expiration or Until Superceded
Stop Payment Orders and Bonds	_	6 Years
Tax Reports	Federal, Minnesota and Other States	6 Years
Tax Sheltered Annuity - Contracts	_	Permanent, 29 C.F.R. & 1627.3(b)(2)
Tax Sheltered Annuity - Authorization	457 and 403(B) Plans	Permanent
Time Sheets	_	6 Years
TRA / PERA - Retirement Remittance Report	Monthly and Annual Reports	6 Years, MS 354.52
W-2 Statements (Employer's Copy)	_	6 Years
W-4 Statements	_	Until Superceded or 6 Years after Termination

Personnel

Employee Medical Records*	Any information Concerning the Health Status of An Employee Which Is Made or Maintained by A Physician, Nurse, or Other Health Care Personnel, or Technician.	30 Yrs. after Termination or Retirement
Employee Medical Records*	Includes Medical and Employment Questionnaires or Histories, Medical Exams, Medical Opinions, Descriptions of Treatments and Prescriptions, and Employee Medical Complaints.	30 Yrs. after Termination or Retirement

Request for Leave	Requests for Leave (Vacation , Sick, Personal, etc.)	6 Yrs. after Termination
Leave of Absence Reports	Formal Reports to PERA, TRA, etc., Regarding Unpaid, Board-Approved Leaves	6 Years
Discrimination Claim Records	Sexual Harassment and Discrimination	Until Final Disposition of the Charge or Action
First Report of Injury*	If Maintained With Worker's Compensation File, Retain for 20 Years.	Permanent, MS 176.151
Applications for Employment/Resume/ Interview Documents	Licensed and Classified - Not Hired. Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other documents regarding	2 Years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250
Applications for Employment/Resume/ and Supporting Documentation	Licensed and Classified - Hired (in personnel file). Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other doc	6 Years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250
Arbitration Decisions	-	Permanent
Contracts and Assignments	-	6 Yrs. after Termination
Equal Employment Opportunity Reports/Summary Data (EEOC/MNCRIS)	-	3 Years, 29 C.F.R. 1602.39
Grievance Files	Employee Grievances and/or Complaints Filed Under A Labor Agreement or Personnel Rules. This Also Related to Arbitration Files and Related Court Cases.	Permanent
Insurance: Group Master Policies, Contracts and Agreements	See Finance	-
Insurance: Reports	Insurance Census, Premium Reports, Etc.	6 Years

STARS Report	Annual STARS Report to State	1 Year Until Superceded
Insurance Records: Enrollment Cards	-	Until Superseded
Insurance Records: Employees On Leave of Absence	Employees on Leave of Absence, Family Medical Leave Act, Long-term Disability, Retired Teachers, Surviving Spouse, Terminated Employees	2 Years after Insurance Coverage Terminates
Labor Contracts	Contracts Between School District Management and Various Bargaining Units including: Correspondence, Salary Schedules, Personnel Policies.	Permanent
Long Term Disability Claims/Awards	-	10 Years after Final Settlement of Claims
Job Descriptions	-	Until Superseded
Mediation Records	-	Permanent
Negotiations Records	Costing Records, Negotiations Strategy Session Tapes	2 Years after Completion of all BMS Certified Negotiations. MS 471.705(1a)
Pay Equity: Classification Studies and Working Papers	-	Until Superseded
Pay Equity: Summary	-	Permanent
Personnel Files - Individual	Containing Citations, Personal History, Employee References, and Letters of Appointment/Promotion, Performance Records, Termination/Resignation, I-9 form, Evaluations, All Personnel and Employment Records, including, but not limited to, Documents Relating	6 Yrs. after Termination
Personnel: Deficiency Reports	Letters of Advice, Reprimands, Letters of Deficiency, Letter of Direction and Correction, Notices of Suspensions.	6 Years after Termination or by Mutual Agreement To Expunge
License and Certifications	Notice of Voluntary Surrender of Teaching License	Until Superceded
Employee's Response Letter to Any Document in Personnel File	-	Same As Document To Which They Are Responding MS122A.40, Subd. 19
Seniority Lists	-	Full period the system is in effect and at least one (1) year after termination, 29 C.F.R. 1627.3(b)(2)
Recruitment Records	Relating to Posting, Recruitment, Selection, and Appointment to Each Position, Advertising	2 Years

Unemployment Claims/Compensation	Claims for Unemployment	2 Years after Claim Resolution
Worker's Compensation - Claims	Injury Reports and Correspondence Dealing With injuries.	20 Years
Worker's Compensation	Claims Summary, Summary information From Carrier	6 Years after Termination

Special Education

Title	Example and Description	Retention Period
Special Education Records	-	The permanent record of the student's name, address, phone number, grades, attendance, and grade level completed may be maintained without time limitation 34 C.F.R. 300.573(b)

Students

Title	Example and Description	Retention Period
Accident Reports - Student	-	Permanent
Achievement and Standardized Tests Results	Testing As Determined by District	Permanent
Emergency Care Information	-	Until Superceded or 3 Years after Graduation/Leave District
Attendance and Membership Data	Summary of Yearly Attendance by Student As Recorded in Cumulative File	Permanent
Attendance and Membership Data	MARRS Data - Detailed	3 Years
Health and Immunization information	-	At least five (5) years after the student attains the age of majority (18), so until the age of (23) MS 123.70,

		Subd. 7
School Nurse Notes	Anecdotal Records	6 Years after Graduation/Leave District
Health Room Log	Daily Record of Student Reporting to Health Room (Excluding Anecdotal Records)	6 Years after Graduation/Leave District
Cumulative File	Including Record of Access, Log In/Out Record for Review or Transfer of Student Records	Permanent
Demographic Information	District Census	Permanent
Demographic Information	Student Directory information	1 Year
Demographic Information	Student Family information, including Dissolution or Custody Orders, etc.	Until Leave District or Superceded by Subsequent order, whichever sooner
LEP Reports	Home Language Reports (LEP)	3 Years
Extra and Co-curricular Participation Records	Team Results, Participation, Contracts, (If included in Cumulative File - Permanent Retention)	1 Year
Homeschool Records	-	Permanent
Preschool Screening	-	Permanent
Nonresident Pupil Attendance Applications/Agreements	-	3 Years after Graduation
School Performance Data	Yearly Report Cards	1 Year after Transfer of Permanent Cumulative File
School Performance Data	Transcripts	Permanent
Auxiliary Organization Records	Clubs, interest Groups, Student Councils, Athletic Associations	Retain permanently; has historical value
Auxiliary Organization Records	Graduation Programs	Retain permanently; has historical value
Auxiliary Organization Records	Activity Funds - Treasurer's Records, Bylaws, Membership Records, Meeting Minutes	Retain permanently; has historical value
Driver Education Files	-	1 Year

Transportation

Title	Example and Description	Retention Period
Claims for Transportation Aid	-	3 Years
Contractor Correspondence/Reporting	-	3 Years after Completing Contract
Contracts With Independent Contractors	-	3 Years after Completing Contract
Equipment Inventories	See Buildings	-
Equipment Maintenance Records	-	Life of Equipment
Minnesota DCF & L Reports	Annual Reports and Student Ridership Categories	3 Years
Pupils Transported for Aid Entitlement	Lists Containing Names of Students	3 Years, MS+D19 127A.41
Transportation Mileage Records	-	3 Years
Transportation Reimbursements	-	6 Years

III. ELECTRONIC DOCUMENTS AND RECORDS

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

IV. EMERGENCY PLANNING

New Discoveries Montessori Academy's records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping New Discoveries Montessori Academy operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

V. DOCUMENT DESTRUCTION

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

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

VI. COMPLIANCE

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

VII. QUESTIONS

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

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

VIII. REFERENCES

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

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