



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

Official Board Meeting Agenda

Monday, August 24, 2026 – 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. Public Comment
4. Spotlight Report –
5. Approval of Agenda
6. Approval of Consent Agenda
 - a. Minutes of July 20, 2026 Meeting
 - b. Finance Committee met August 17, 2026
 - c. Policy/Governance Committee met August 17, 2026
7. Financial Reports
 - a. July 2026 Financial Report
 - b. Approve July 2026 Supplemental Information Report
8. 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. Administrative Review Committee needs to meet with Kirsten for her goals for this coming school year.
 - ii. Sounding Board - The Role of a Charter School Finance Committee
9. Unfinished Business
 - a. Receive QComp Report
10. New Business
 - a. Approve the following Policies
 - i. 214P – Out of State Travel by Board Members
 - ii. 404P – Employment Background Check
 - iii. 406.1P Data Practices
 - iv. 406P – Public & Private Personnel Data
 - v. 410P – Family & Medical Leave
 - vi. 412P – Expense Reimbursement
 - vii. 413P – Harassment & Violence
 - viii. 414P – Mandated Reporting of Child Neglect or Abuse

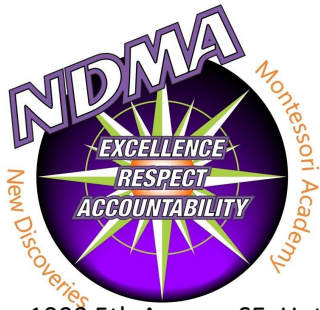
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- ix. 415P – Mandated Reporting of Maltreatment of Vulnerable Adults
- x. 506P – Student Discipline & Dismissal
- xi. 514P – Student Bullying Prohibition
- xii. 522P – Student Sex Nondiscrimination
- xiii. 524P – Technology Resources Use
- xiv. 533P – Wellness
- xv. 536P – Student Fees
- xvi. 616P – School District System Accountability
- xvii. 705P – Electronic Fund Transfer

11. Upcoming Meetings/Events/Announcements

- a. First Day of School, August 25, 2026
- b. Next board meeting, September 21, 2026 – 5:30 p.m.
- c. Finance Committee Meeting, September 14, 2026 – 11:45 a.m.
- d. Policy/Governance Committee Meeting, September 14, 2026 – 12:15 p.m.

12. Adjournment



Official Board of Directors Meeting Minutes

Monday, July 20, 2026 – 5:30 p.m.
NDMA Conference Room

1000 5th Avenue SE, Hutchinson, Minnesota 55350 320.234.6362(w) 320.234.6300(f) www.newdiscoveries.org

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 5:30 p.m.

Voting members present: Shari Colvin, Tim Dezelske, Spencer Kangas, Tiffany Knox, Christine La Plante, Deanna Boettcher, Tammy Maiers.

Non-voting member present: Kirsten Kinzler, Director.

The Board acknowledges Tammy Maiers and Deanna Boettcher as our newly elected members and Shari Colvin as a reelected member. All members have completed initial and first year training requirements.

2. Guests: none at this time.
3. Public Comment: none at this time.
4. Spotlight Report: none at this time.
5. Agenda: MS (Dezelske/Boettcher) to approve the agenda, all aye; motion carries unanimously via roll call vote.
6. Board of Directors Code of Ethics: Dezelske read this for members. All members agreed.
7. Election of Officers accepted by acclamation via roll call vote.
 - a. Chair: Tiffany Knox (nominated by Dezelske)
 - b. Vice Chair: Deanna Boettcher (nominated by Colvin)
 - c. Secretary: Christine La Plante (nominated by Knox)
 - d. Treasurer: Tammy Maiers (nominated by Kangas)
8. Consent Agenda: MS (Dezelske/Knox) to approve the consent agenda, June preliminary financials looked good, all aye; motion carries unanimously via roll call vote.
 - a. Minutes of June 22, 2026 Meeting
 - b. Minutes of June 1, 2026 Special Meeting (change Agenda to Minutes)
 - c. Submitted Committee Reports
 - i. Facilities Committee met on May 22, 2026
 - ii. Financial Committee met on June 15, 2026 (change on the minutes June not May, noted: the short-term loan from Citizens Bank was paid off right away)
 - iii. Administrative Review Committee met on June 15, 2026

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9. Financial Reports

- a. June 2026 financial statements very preliminary because of the upcoming audit.
- b. MS (Dezelske/Boettcher) to approve June 2026 supplemental information report, nothing found out of line, motion carries unanimously by roll call vote. (Exhibit K)
- c.

10. Reports

- a. Executive Director
 - i. Personnel changes – resignations, dismissals, reassignments, and new employments: none at this time.
 - ii. Strategic Plan Update: none at this time.
 - iii. Environmental Education Update: not at this time.
 - iv. Academic Testing and Achievement Update: not at this time.
 - v. Enrollment Update: staying steady at 203.
 - vi. Activities and Happenings related to the school, staff, students, families, community: ESY starting next week. Summer Family Discoveries Night Celebration July 28th.
- b. Board Activities – Kinzler read through the 2026-2027 Staffing plan that was presented to OW. The newest board members have already completed their board training for the first year.

11. Unfinished Business

12. New Business

- a. Board Meeting Schedule
 - i. Day of the month: 3rd Monday each month (refer to schedule for date changes due to holidays)
 - ii. Start time: 5:30 p.m. (exception being April annual and reg. meeting)
 - iii. Location: NDMA Conference Room onsite.
- b. Board Members Conflict of Interest Disclosure
 - i. Authorizer Statement of Assurances: Boettcher and Maiers signed Exhibit L.
 - ii. Building Lease as needed
 - iii. Monthly Conflict of Interest Disclosure(s) as needed
- c. Confirm/appoint members of board of directors of (School) Building Company
 - i. 2026-27 Appointees: Kirsten Kinzler, David Conrad, Tara Erickson
- d. Committee Assignments
 - i. Finance Committee: Maiers, Colvin, Knox
 - ii. Policy/Governance Committee: Knox, Colvin, Dezelske
 - iii. Facilities Committee: Boettcher, La Plante, Erickson
 - iv. Administrative Review Committee: Knox, Boettcher, Dezelske
 - v. NDMA Instructional Leadership Team (ILT): Colvin

MS Dezelske/Kangas to approve e. through n., all aye; motions carries unanimously via roll call vote.

- e. Designation of Financial Manager
 - i. Creative Planning: Dustin Reeves
- f. MDE Designations
 - i. Designate Kirsten Kinzler, Executive Director, as our Identified Official with Authority for Education Identity and Access Management (EDIAM). (IOWA)
 - ii. Designate Kirsten Kinzler Title Grant programs Authorized Representative
 - iii. Designate Tammy Stahl Special Education Director
 - iv. Designate Kirsten Kinzler Transportation Director
- g. Designation of Depositories
 - i. Citizens Bank and Trust, Hutchinson, MN
 - 1. Approve authorized signers on accounts
 - a. Board Chair

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- b. Board Treasurer
 - c. Board Appointed Administrator
 - d. Financial Manager
 - ii. MN School District Liquid Assets Fund Plus (MSDLAF+)
- h. Collateralize Funds in Excess of FDIC Insurance (currently at \$250,000) – need 110% of excess amount.
- i. Delegation of Authority to make electronic funds transfers
 - i. Financial Manager
 - ii. Board Chair
 - iii. Board Treasurer
 - iv. Board Appointed Administrator
 - v. Electronic Funds Transfers can be made for:
 - 1. A claim for payment from an imprest payroll bank account or investment of excess money
 - 2. Payment of federal, state, and unemployment taxes (deductions and/or benefits)
 - 3. Payment of contributions to the Teachers Retirement Association (TRA) and the Public Employee Retirement Association (PERA) (deductions and benefits)
 - 4. Payment of other payroll related deductions and benefits (when appropriate)
 - 5. Monthly building lease payments
 - 6. Monthly payment of credit card charges
 - 7. Vendor payments (when appropriate)
 - 8. Draws and repayments for line of credit
 - 9. Other payments as approved by the school board
- j. Granting of Administrative Authority: Outsourced Senior Advisor and Outsourced Controller are granted administrative authority to execute and update any and all Cash Management Agreements with Citizens Bank and Trust Co. and MSDLAF+ and to further grant authority to certain Creative Planning employees to perform activities necessary to carry out bank account-related functions and electronic transfers including, but not limited to:
 - i. Payment of: employee payroll; federal, state, and unemployment taxes (deductions and/or benefits); and other payroll related deductions and benefits (when appropriate)
 - ii. Payment of contributions to the Teachers Retirement Associations (TRA) and to the Public Employee Retirement Association (PERA) for deductions and benefits.
 - iii. Payments, including, but not limited to: building lease payments, credit card payments, and other vendor payments (when appropriate).
 - iv. Other payments authorized by the board of directors
 - v. Monitoring, reconciliation, and management of bank transactional activity
 - vi. Transfer of funds between the school's bank accounts at Citizens Bank
 - vii. Investment of excess funds
 - viii. Execution and release of pledge agreements
 - ix. Temporary and permanent ACH Limit changes
 - x. Management of Positive Pay system
- k. Credit Card Authorization – Employees authorized to have school issued card and credit limits
 - i. Board Appointed Administrator - \$15,000
 - ii. HR/Office Manager - \$5,000
 - iii. Accounts Payable Officer - \$5,000
 - iv. Food Service Director - \$500
- l. Designation of Official Newspaper (required for posting of public notices) – Hutchinson Station
- m. Approval of Daily and Hourly Rates of Pay (substitutes, casual workers, etc.)
 - i. \$160 per day for Teachers
 - ii. \$18 an hour for Paras
- n. Designation of Ratwik, Roszak, and Maloney as school attorneys and authorization for Board Chair or Board Appointed Administrator to access as needed.
- o. Receive QComp annual report – not at this time.

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13. Upcoming Meetings/Events/Announcements

- a. NDMA Family Discoveries Night, Tuesday, July 28, 2026 – 5:00 – 7:00 p.m.
- b. Next board meeting, August 24, 2026 – 5:30 p.m.
- c. Finance Committee Meeting, August 17, 2026 – 11:45 a.m.
- d. Policy/Governance Committee Meeting, August 17, 2026 – following Fin. Comm. Mtg.
- e. NDMA Kids Activities @ McLeod County Fair Kids' Day, August 22, 2026
- f. NDMA Open House, August 20, 2026 5:30-7:00pm
- g. First Day of School, August 25, 2026

14. Adjournment 6:24 p.m.

Respectfully submitted,
Tara Erickson
Board Recorder



NDMA Finance Committee Meeting

AGENDA

Monday, August 17, 2026 - 11:45 am

Meeting Location: Conference Room

Members:

Shari Colvin, Tiffany Knox, Kirsten Kinzler, Dustin Reeves, Tammy Maiers

1. Review financial statements and supplemental information
 - a. Special Education was fully reconciled which changed the ending fund balance to \$453,139 or 7.6%
 - b. Not much activity for July which is within normal July timeline
 - c. We saved money on postage
 - d. The \$15,000 cyber security grant is just waiting on quotes from Steve
 - e. Talked about boosting less on Facebook . . . it costs \$5 per boost
 - f. Average Daily Membership (ADM) Overview –
 - i. Original Budget ADM: 200
 - ii. Original Budget WADM: 206
 - iii. Revised Budget ADM: 201
 - iv. Revised Budget WADM: 207
 - g. The school's original budgeted surplus for the year is \$31,318. This would result in a projected cumulative fund balance of \$484,516 or 7.7% of expenditures at fiscal year-end.
 - h. The School's working budget surplus for the year is \$13,114. This would result in a projected cumulative fund

balance of \$466,312 or 7.4% of expenditures at fiscal year-end. Budgetary changes were made based on feedback from the Administrative Team to keep the Executive Director's salary at 1.0 FTE.

2. Citizens Bank – Line of Credit

3. Enrollment

2026-2027 Enrollment: as of 08.13.26

P3	10	1 st	22	4 th	25	7 th	17
P4	20	2 nd	19	5 th	28	8 th	13
K	19	3 rd	23	6 th	22		
CH Total	49	E1 Total	64	E2 Total	75	E3 Total	30

Total K-8 188
Total PK-8 218

4. 2026-2027 Budget

5. Other

- a. Talked about writing off the money owed by the ABC, which would wipe out the surplus that was accrued and would put the school at risk.

Policy/Governance Committee Meeting Notes – 8/17/26

The Policy/Governance Committee Meeting of the NDMA board at 12:30 p.m. Monday, August 17, 2026 in the NDMA conference room

Present: Tiffany Knox, Shari Colvin, Kirsten Kinzler, Tara Erickson

Agenda:

I. Policies reviewed

The committee will submit the following policies that are to be reviewed each year by the full board:

214P - Out of State Travel by Board Members, 404P - Employment Background Check, 406.1P - Data Practices, 406P - Public & Private Personnel Data, 410P - Family & Medical Leave Policy, 412P - Expense Reimbursement, 413P – Harassment, Assault & Violence, 414P – Mandated Reporting of Child Neglect or Abuse, 415P - Mandated Reporting of Maltreatment of Vulnerable Adults, 506P - Student Discipline and Dismissal, 514P - Student Bullying Prohibition, 522P - Student Sex Nondiscrimination, 524P - Technology Resources Use, 533P – Wellness, 536P - Student Fees, 616P - School District System Accountability.

There are date changes for all the policies under review, a statement that the criminal history consent form may be provided in either electronic or paper format in policy 404P, and remove “parent” as a member of the ILT as attempts to have a parent as a member have not worked for the past several years.

II. Quarterly Reports to the Board

Administration will set up a calendar to report to the board quarterly on Academic and Environmental Education progress on goals in the contract with the authorizer, Strategic Plan progress on goals and Wellness policy steps.

III. Next Meeting – TBD

Respectfully submitted,
Shari Colvin



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

Financial Report

As of July 31, 2026

New Discoveries Montessori Academy
Hutchinson, Minnesota

July 2026 Financial Report

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Supplemental Information – See Separate Document	

**New Discoveries Montessori Academy
Financial Report
July 2026
Executive Summary**

Summary of Key Indicators

- Average Daily Membership (ADM) Overview –

Original Budget ADM:	200
Original Budget WADM:	206
Revised Budget ADM:	201
Revised Budget WADM:	207
Actual ADM:	000
Actual WADM:	000
- The school's original budgeted surplus for the year is \$31,318. This would result in a projected cumulative fund balance of \$484,516 or 7.7% of expenditures at fiscal year-end.
- The School's working budget surplus for the year is \$13,114. This would result in a projected cumulative fund balance of \$466,312 or 7.4% of expenditures at fiscal year-end. Budgetary changes were made based on feedback from the Administrative Team to keep the Executive Director's salary at 1.0 FTE.

Balance Sheet

- The July 1 balances show the preliminary/unaudited balances at the beginning of the fiscal year.
- Cash Balance as of the reporting period is \$246,107. This increased from prior month of \$191,389. This increase was due to a slower month with accounts payable, and increased state aids.
- Due From Building Company represents a balance of \$180,933. This balance will be repaid to the Academy as cash flow allows from the ABC.
- Prior Year State Aids Receivable reflect a balance of \$684,265. FY 26 Holdback Payments are anticipated to begin at the end of August, with the schedule provided on the Cash Flow Projection report.
- Current Year (FY27) State Aids receivable (the Holdback) reflect a balance of \$68,997. These funds are anticipated to be received during August, September, and October of 2027.
- Summer Accruals (wages and benefits) balances are \$51,961 at month-end. These reflect balances of teacher contracts anticipated to be paid out in August and September 2026.
- The Line of Credit Outstanding Balance is \$275,000. The remaining balance on the Line of Credit available for advance is \$0. It is anticipated that we will pay down some (or all) of the Line of Credit in August and September with Holdback payments received from MDE.
- Accounts Payable at month-end is reflective of \$118,260.

Statement of Revenue and Expenditures

- As of month-end, 8.33% of the year was complete.
- Revenues received at end of the reporting period – 8%
- Expenditures disbursed at end of the reporting period – 3%
- 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. Current projections anticipate the need for the use of the Line of Credit to be able to maintain payment of current obligations.

Supplemental Information (see separate attachment)

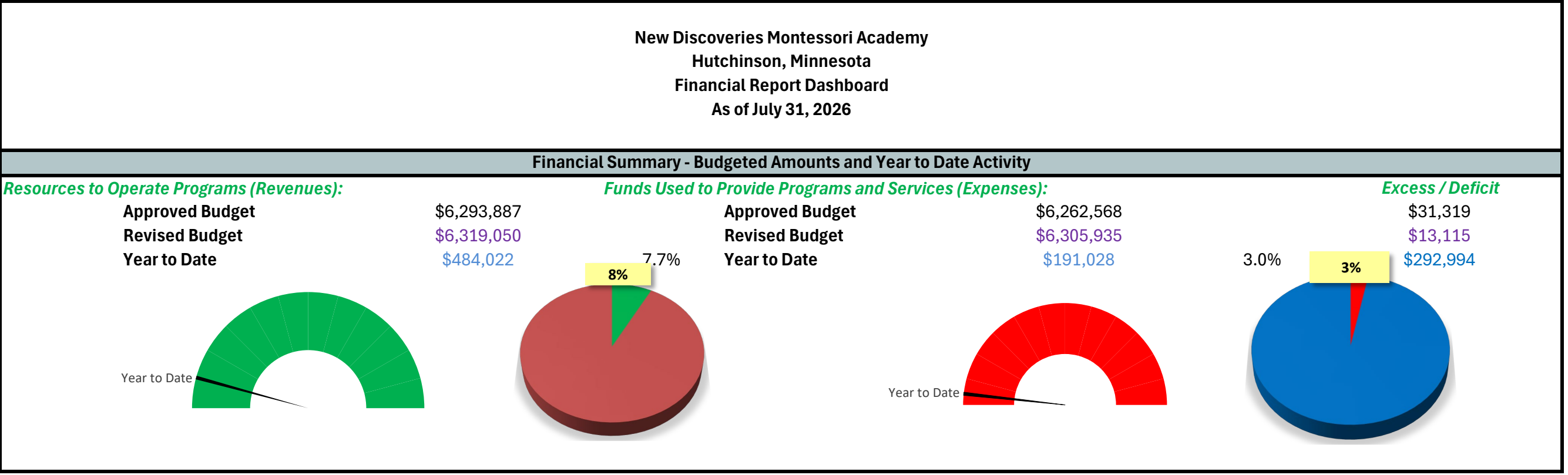
A separate report is provided that includes the payment details, receipts that were posted and journal entry transaction that were recorded during the month (if any).

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

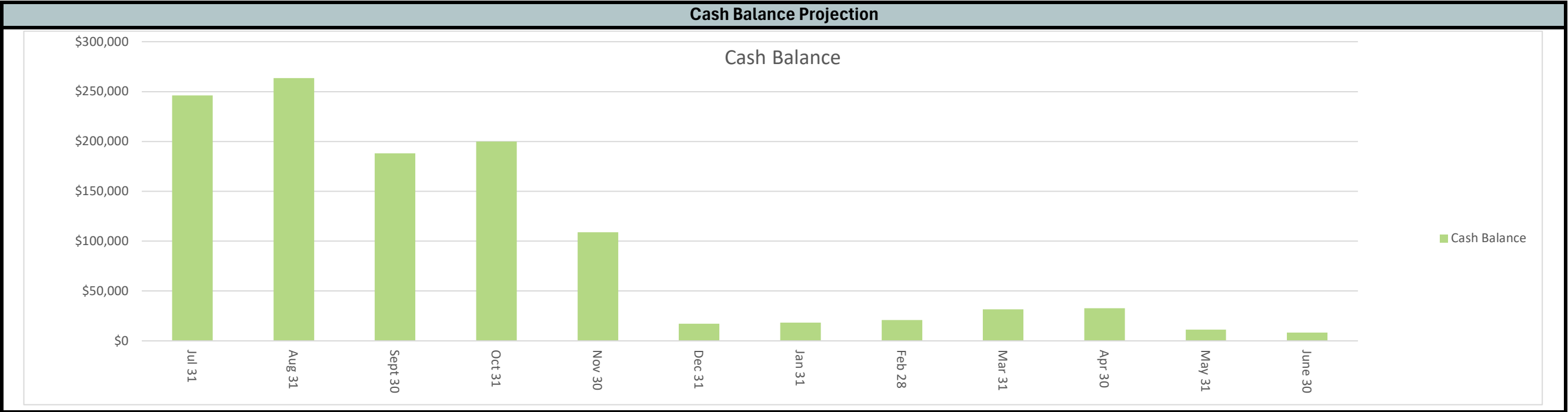
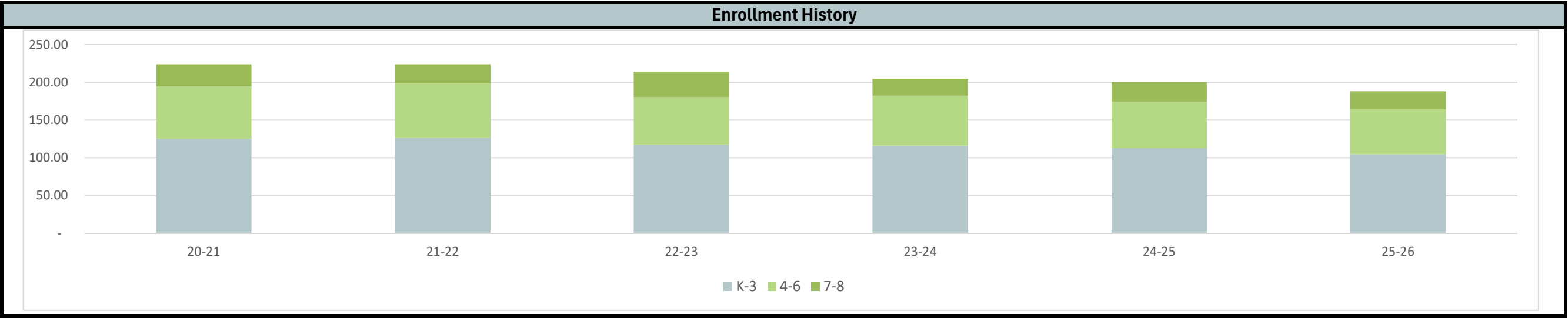
**New Discoveries Montessori Academy
Hutchinson, Minnesota**

**Finances "At A Glance"
July 31, 2026**

			Months:	1.00	8.33%
	2025 - 2026 Preliminary Actual	2026 - 2027 Original Budget	2026 - 2027 Working Budget	2026 - 2027 Year-to-Date Totals	Percent of Working Budget
Enrollment Pre-Kindergarten - Grade 8	188	200	201	0	0.00%
Estimated Pupil Units	193	206	207	0	0.00%
General Fund - 01					
Beginning fund balance	128,247	298,425	298,425	298,425	
Revenues	5,925,840	6,012,456	6,037,619	484,022	8.02%
Expenditures	(5,755,662)	(5,968,459)	(6,011,826)	(190,175)	3.16%
Transfers to other funds	-	-	-	-	
Change	170,178	43,997	25,793	293,846	
Ending fund balance	\$ 298,425	\$ 342,422	\$ 324,218	\$ 592,272	
Food Services Fund - 02					
Beginning fund balance	\$ 118,702	\$ 139,023	\$ 139,023	\$ 139,023	
Revenues	232,554	259,889	259,889	-	0.00%
Expenditures	(212,233)	(272,613)	(272,613)	(853)	0.31%
Transfer from general fund	-	4,712	-	-	
Change	20,321	(8,012)	(12,724)	(853)	
Ending fund balance	\$ 139,023	\$ 131,011	\$ 126,299	\$ 138,170	
Community Services Fund - 04					
Beginning fund balance	\$ 15,750	\$ 15,750	\$ 15,750	\$ 15,750	
Revenues	21,087	21,542	21,542	-	0.00%
Expenditures	(21,087)	(21,496)	(21,496)	-	0.00%
Transfer from general fund	-	-	-	-	
Change	-	46	46	-	
Ending fund balance	\$ 15,750	\$ 15,796	\$ 15,796	\$ 15,750	
Total All Funds					
Beginning fund balance	262,699	453,198	453,198	453,198	
Revenues	6,179,481	6,293,887	6,319,050	484,022	7.66%
Expenditures	(5,988,982)	(6,262,568)	(6,305,935)	(191,028)	3.03%
Transfer between funds	-	4,712	-	-	
Change	190,499	31,318	13,114	292,994	
Ending fund balance	\$ 453,198	\$ 484,516	\$ 466,312		
Ending Fund Balance as a Percentage of Expenditures	7.6%	7.7%	7.4%		



New Discoveries Montessori Academy
Hutchinson, Minnesota
Financial Report Dashboard
As of July 31, 2026



New Discoveries Montessori Academy
Balance Sheet
As of July 31, 2026

	Balance June 30, 2026	Balance July 31, 2026
Assets		
Cash	191,389	246,107
Accounts Receivable	7,552	-
Due from Building Company	180,933	180,933
Prior Year State Aids Receivable	-	684,265
Current Year State Aids Receivable	684,265	68,997
Prior Year Federal Aids Receivable	-	12,131
Current Year Federal Receivable	13,815	-
Due from Federal Direct	4,538	-
Prepaid Expenses and Deposits	40,911	-
Total Assets	\$ 1,123,402	\$ 1,192,433
Liabilities and Fund Balance		
Liabilities		
Salaries and Wages Payable	180,810	54,884
Salaries and Wages Summer Accrual	-	-
Due to Other Funds	-	-
Short-Term Debt (Line of Credit)	275,000	275,000
Accounts Payable	172,342	118,260
Payroll Deductions and Contributions	37,942	(2,922)
Payroll Deduct & Contrib Summer Accrual	-	-
Unearned Revenues	4,112	1,022
Total Liabilities	670,206	446,244
Fund Balance		
Beginning Fund Balance	\$ 262,699	\$ 453,196
Change in Fund Balance	190,497	292,994
Total Fund Balance	453,196	746,189
Total Liabilities and Fund Balance	\$ 1,123,402	\$ 1,192,433

New Discoveries Montessori Academy
Statement of Revenue and Expenditures
As of July 31, 2026

			1	8%
FY 26	FY 27	FY 27	FY 27	% of
Preliminary	Approved	Working	Activity	Working
Actual	Budget	Budget	07.31.26	Budget
188 ADM	200 ADM	201 ADM	000 ADM	0%
193 WADM	206 WADM	207 WADM	000 WADM	0%

Total All Funds

Revenues

State Revenues	\$ 5,669,789	\$ 5,742,437	\$ 5,767,601	\$ 480,633	8%
Federal Revenues	130,984	194,062	194,062	-	0%
Local Revenues	125,067	75,957	75,957	3,388	4%
Food Service Revenue	232,554	259,889	259,889	-	0%
Community Service Revenue	21,087	21,542	21,542	-	0%
Total Revenues	\$ 6,179,481	\$ 6,293,887	\$ 6,319,050	\$ 484,022	8%

6,179,481

6,293,887

6,319,050

484,022

Expenditures

Salaries and Benefits	\$ 1,366,597	\$ 1,175,527	\$ 1,232,496	\$ 36,786	3%
Q-Comp Expenditures	29,389	55,739	55,739	24,412	44%
Purchased Services	877,223	962,236	959,856	95,420	10%
Supplies and Materials	80,703	115,583	98,109	14,117	14%
Equipment	6,497	9,433	7,443	-	0%
SpEd and Title Grants, REAP Grant	3,335,860	3,580,633	3,590,003	13,988	0%
Dues and Memberships, Interest	59,392	69,309	68,179	5,452	8%
Food Service Expenditures	212,233	272,613	272,613	853	0%
Community Service Expenditures	21,087	21,496	21,496	-	0%
Total Expenditures	\$ 5,988,982	\$ 6,262,568	\$ 6,305,935	\$ 191,028	3%

5,988,982

6,262,568

6,305,935

191,028

Net effect of Operations, All Funds	\$ 190,499	\$ 31,319	\$ 13,115	\$ 292,994
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<i>Per Compliance Report</i>	\$ 262,699	\$ 262,699	\$ 453,198	\$ 453,198
Beginning Fund Balance	\$ 262,699	\$ 453,198	\$ 453,198	\$ 453,198

Ending Fund Balance	\$ 453,198	\$ 484,517	\$ 466,313	\$ 746,192
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Fund Balance % of Expenditures

7.6%	7.7%	7.4%
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General Fund - 01

Revenues

State Revenues

General Education Aid	\$ 2,198,720	\$ 2,175,970	\$ 2,180,756	411,636	19%
Alternative Compensation (Q-Comp)	51,807	52,520	52,520	-	0%
Land Endowment Aid	15,027	15,328	15,328	-	0%
Building Lease Aid	253,704	270,947	271,735	-	0%
Special Education Aid	3,043,680	3,183,674	3,187,595	-	0%
Literacy Incentive Aid	13,775	13,913	13,913	-	0%
Library Support Aid	9,902	10,002	10,002	-	0%
Student Support Aid	19,989	20,085	20,085	-	0%
Hourly Unemployment	5,000	-	-	-	0%
Other State Aids	15,000	-	15,000	-	0%
Paraprofessional Training Aid	4,870	-	667	-	0%
Prior Year Adjustments	38,315	-	-	-	0%
State Holdback Receivable (estimate)	N/A	N/A	N/A	68,997	N/A
Total State Revenues	5,669,789	5,742,437	5,767,601	480,633	8%

New Discoveries Montessori Academy
Statement of Revenue and Expenditures
As of July 31, 2026

				1	8%
	FY 26	FY 27	FY 27	FY 27	% of
	Preliminary	Approved	Working	Activity	% of
	Actual	Budget	Budget	07.31.26	Working
	188 ADM	200 ADM	201 ADM	000 ADM	0%
	193 WADM	206 WADM	207 WADM	000 WADM	0%
Federal Revenues					
Federal Special Ed, 419	\$ 47,171	\$ 60,618	\$ 60,618	\$ -	0%
Federal Special Ed, 425	11,028	11,585	11,585	-	0%
Federal Title I, 401	67,905	87,875	87,875	-	0%
Federal Title II, 414	-	3,715	3,715	-	0%
Federal Title IV, 433	1,499	10,000	10,000	-	N/A
REAP Grant	-	20,269	20,269	-	0%
Total Federal Revenues	130,984	194,062	194,062	-	0%
Local Revenues					
E-rate	\$ -	\$ 20,000	\$ 20,000	\$ -	0%
Medical Assistance	17,788	15,000	15,000	-	0%
Fees from Patrons	18,712	20,000	20,000	90	0%
Rent	1,977	1,717	1,717	-	0%
Interest Revenue	316	412	412	30	7%
Contributions, Gifts and Grants	762	10,000	10,000	3,025	30%
Character Strong Grant (SEL Curr.)	-	3,000	3,000	-	0%
Employee Retention Credit	79,735	-	-	-	0%
Misc other receipts	5,777	5,828	5,828	244	4%
Total Local Revenues	125,067	75,957	75,957	3,388	4%
Total Revenues	\$ 5,925,840	\$ 6,012,456	\$ 6,037,619	\$ 484,022	8%
Expenditures					
Admin and Support Services (Pro 000 - 199)					
100s Salaries	\$ 295,540	\$ 240,665	\$ 289,497	\$ 20,768	7%
200s Benefits	124,389	111,410	119,548	6,637	6%
Summer Accrual	-	-	-	-	N/A
Total Salaries and Benefits	419,929	352,075	409,045	27,405	7%
305,315 Contracted Services	84,358	102,000	102,000	548	1%
320 Communications Services	900	918	918	-	0%
329 Postage	1,317	7,500	1,500	-	0%
366 Staff Training & Travel	-	-	-	-	N/A
401 Non-instructional Supplies	5,428	12,240	9,000	(339)	-4%
405 Software	17,270	17,442	17,442	7,718	44%
455-465 Technology Supplies	-	-	-	-	N/A
490 Food	2,494	3,466	2,466	-	0%
740 Interest Paid	24,213	30,600	30,600	1,757	6%
820 Dues and Memberships	29,534	32,640	32,640	3,680	11%
Total Admin and Support Services	585,444	558,881	605,611	40,769	7%

New Discoveries Montessori Academy
Statement of Revenue and Expenditures
As of July 31, 2026

			1	8%
FY 26	FY 27	FY 27	FY 27	% of
Preliminary	Approved	Working	Activity	Working
Actual	Budget	Budget	07.31.26	Budget
188 ADM	200 ADM	201 ADM	000 ADM	0%
193 WADM	206 WADM	207 WADM	000 WADM	0%

Regular Instruction Services (Pro 200 - 299)

100s	Salaries	\$	589,961	\$	559,616	\$	559,616	\$	-	0%
200s	Benefits		196,961		131,038		131,038		19	0%
	Summer Accrual		-		-		-		-	N/A
	Total Salaries and Benefits		786,922		690,654		690,654		19	0%
335	Q-Comp Expenditures		29,389		55,739		55,739		24,412	44%
401-433	Federal Title Programs		64,876		101,590		106,419		1,554	1%
300-399	Contracted Services		16,845		17,340		17,340		-	0%
366	Staff Training & Travel		-		1,097		1,100		-	N/A
401	Non-instructional Supplies		3,725		3,010		3,019		293	10%
406	Instructional Software License Agreements		14,801		18,094		10,052		1,970	20%
430	Instructional Supplies		4,784		19,236		15,000		159	1%
456-466	Instructional Technology		-		1,489		1,000		-	0%
460	Textbooks & Workbooks		-		1,020		500		-	0%
461	Testing Materials		-		3,876		3,876		-	0%
490	Food		1,106		1,000		1,000		-	0%
514	REAP Grant		16,094		20,269		20,269		1,435	7%
CSG	Character Strong Grant (SEL Curr.)		-		3,000		3,000		-	0%
530	Furniture & Equipment		-		2,417		407		-	0%
555	Technology Equipment		-		99		99		-	0%
820	Dues and Memberships		5,149		5,647		4,517		15	0%
	Total Regular Instruction Services		943,690		945,576		933,991		29,858	3%

Special Education Services (Pro 400 - 499)

100s	State SpEd - Salaries	\$	1,491,196	\$	1,383,456	\$	1,383,456	\$	9,915	1%
200s	State SpEd - Employee Benefits		367,970		478,846		478,846		1,084	0%
100s	Fed SpEd - Salaries		6,878		7,445		7,445		-	0%
200s	Fed SpEd - Employee Benefits		34,537		4,200		4,200		-	0%
	Summer Accrual		-		-		-		-	N/A
	Total Salaries and Benefits		1,900,581		1,873,947		1,873,947		10,999	1%
300-399	State SpEd - Contracted Services		65,738		76,761		76,984		-	0%
401-499	State SpEd - Supplies and Materials		1,260		5,042		5,042		-	0%
300-399	Fed SpEd - Contracted Services		9,554		45,165		45,296		-	0%
401-499	Fed SpEd - Supplies and Materials		8,295		19,147		19,147		-	0%
723	State SpEd - Transportation		1,225,050		1,370,725		1,374,713		-	0%
728	State - Homeless Transportation		39,840		67,988		68,186		-	0%
100/200	Non-Reimbursable SPED		4,572		-		-		-	0%
	Total Special Education Services		3,254,890		3,458,774		3,463,315		10,999	0%

Instructional Support Services (Pro 600 - 699)

100s	Salaries	\$	5,870	\$	2,769	\$	2,769	\$	-	0%
200s	Benefits		895		1,034		1,034		-	0%
	Summer Accrual		-		-		-		-	N/A
	Total Salaries and Benefits		6,765		3,803		3,803		-	0%
300-399	Contracted Services		26,378		27,469		27,549		1,871	7%
366	Staff Training & Travel		5,541		6,590		6,590		-	0%
401-499	Supplies and Materials		14,730		13,981		14,022		4,244	30%
470	Media Books & Resources		848		1,097		1,100		-	0%
501-599	Capitalized Expenses		5,769		5,821		5,838		-	0%
820	Dues and Memberships		430		219		220		-	0%
	Total Instructional Support Services		60,461		58,980		59,122		6,115	10%

New Discoveries Montessori Academy
Statement of Revenue and Expenditures
As of July 31, 2026

		FY 26	FY 27	FY 27	1	8%
		Preliminary	Approved	Working	FY 27	% of
		Actual	Budget	Budget	Activity	Working
		188 ADM	200 ADM	201 ADM	07.31.26	Budget
		193 WADM	206 WADM	207 WADM	000 WADM	0%
Pupil Support Services (Pro 700 - 799)						
100s	Salaries	\$ 39,515	\$ 38,421	\$ 38,421	\$ -	0%
200s	Benefits	6,305	6,587	6,587	-	0%
	Summer Accrual	-	-	-	-	N/A
	Total Salaries and Benefits	45,820	45,008	45,008	-	0%
300-399	Contracted Services	3,139	16,278	16,278	-	0%
720	Transportation	163,410	163,200	163,200	-	0%
733	Field Trip Transportation	7,935	15,300	15,300	-	0%
401-499	Supplies and Materials	1,460	1,332	1,332	-	0%
820	Dues and Memberships	67	202	202	-	0%
	Total Pupil Support Services	221,831	241,320	241,320	-	0%
Sites and Buildings (Pro 800 - 899)						
100s	Salaries	\$ 92,623	\$ 71,473	\$ 71,473	\$ 8,082	11%
200s	Benefits	14,537	12,514	12,514	1,280	10%
	Summer Accrual	-	-	-	-	N/A
	Total Salaries and Benefits	107,161	83,987	83,987	9,362	11%
300-399	Contracted Services	41,122	44,830	33,457	3,736	11%
305	Snow Removal Services	-	-	11,373	-	0%
330	Utilities	61,185	59,151	59,151	4,729	8%
350	Repairs & Maintenance	-	5,100	5,100	-	0%
348-570	Building Lease	444,000	474,000	474,000	79,000	17%
401-499	Supplies and Materials	14,057	15,300	15,300	71	0%
520	Leasehold Improvements	-	-	-	-	0%
530	Furniture & Equipment	728	1,097	1,100	-	0%
	Total Sites and Buildings	668,253	683,464	683,467	96,899	14%
Fiscal & Other Fixed Costs (Pro 900 - 999)		21,094	21,463	25,000	5,536	22%
340	Property and Liability Insurance	21,094	21,463	25,000	5,536	22%
Total Expenditures		\$ 5,755,662	\$ 5,968,459	\$ 6,011,826	\$ 190,175	3%
Net effect of Operations, General Fund		\$ 170,178	\$ 43,997	\$ 25,793	\$ 293,846	
Transfer out to Food Service Fund		-	-	-	-	
Per Compliance Report		128,247	298,425	298,425	298,425	
Beginning Fund Balance		\$ 128,247	\$ 298,425	\$ 298,425	\$ 298,425	
Ending Fund Balance		298,425	342,422	324,218	592,272	
Fund Balance Percentage of Expenditures		5.0%	5.5%	5.4%		

New Discoveries Montessori Academy
Statement of Revenue and Expenditures
As of July 31, 2026

			1	8%
FY 26	FY 27	FY 27	FY 27	% of
Preliminary	Approved	Working	Activity	Working
Actual	Budget	Budget	07.31.26	Budget
188 ADM	200 ADM	201 ADM	000 ADM	0%
193 WADM	206 WADM	207 WADM	000 WADM	0%

Food Services Fund - 02

Revenues

State Revenues	\$ 67,752	\$ 82,243	\$ 82,243	\$ -	0%
Federal Revenues	150,533	165,584	165,584	-	0%
Sales of Lunches and Other Local Revenues	14,269	12,062	12,062	-	0%
Transfer In	-	-	-	-	N/A
Total Revenues	\$ 232,554	\$ 259,889	\$ 259,889	\$ -	0%

Expenditures

Salaries	\$ 75,149	\$ 107,106	\$ 107,106	\$ -	0%
Benefits	19,373	28,370	28,370	-	0%
Summer Accrual	-	-	-	-	
Total Salaries and Benefits	94,522	135,476	135,476	-	0%
Contracted Services	19,689	27,414	27,414	-	0%
Supplies and Materials/Memberships	98,022	109,723	109,723	853	1%
Total Expenditures	\$ 212,233	\$ 272,613	\$ 272,613	\$ 853	0%

Net effect of Operations, Food Service \$ 20,321 \$ (12,724) \$ (12,724) \$ (853)

Per Compliance Report

	118,702	139,023	139,023	126,299
Beginning Fund Balance Food Service	\$ 118,702	\$ 139,023	\$ 139,023	\$ 139,023
Ending Fund Balance Food Service	139,023	126,299	126,299	127,152

Community Services Fund - 04

Revenues

State	\$ 18,600	\$ 14,897	\$ 14,897	\$ -	0%
Federal	2,487	1,645	1,645	-	0%
Tuition	-	5,000	5,000	-	0%
Total Revenues	\$ 21,087	\$ 21,542	\$ 21,542	\$ -	0%

Expenditures

Salaries	\$ 18,209	\$ 16,969	\$ 16,969	\$ -	0%
Benefits	2,800	2,857	2,857	\$ -	0%
Total Salaries and Benefits	21,009	19,826	19,826	-	0%
Supplies and Materials/Memberships	78	1,670	1,670	-	0%
Total Expenditures	\$ 21,087	\$ 21,496	\$ 21,496	\$ -	0%

Net effect of Operations, Community Service \$ - \$ 46 \$ 46 \$ -

Per Compliance Report

	15,750	15,750	15,750	15,796
Beginning Fund Balance Community Service	\$ 15,750	\$ 15,750	\$ 15,750	\$ 15,750
Ending Fund Balance Community Service	15,750	15,796	15,796	15,796

**New Discoveries Montessori Academy
Cash Flow Projection Summary
2026 - 2027 Fiscal Year**

Period Ending	Cash Inflows (Revenues)							Cash Outflows (Expenditures)				Cash Balance	LOC Balance
	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		
Beginning Balance										275,000		\$ 191,389	275,000
Jul 31	411,636	-	637	-	13,773	-	426,046	127,312	244,017	-	371,328	246,107	275,000
Aug 31	412,130	-	7,302	-	237,510	-	656,942	221,630	317,880	100,000	639,510	263,540	175,000
Sept 30	411,636	-	7,302	-	220,076	-	639,014	221,630	317,880	175,000	714,510	188,044	-
Oct 31	411,636	38,813	7,302	28,877	64,787	-	551,414	221,630	317,880	-	539,510	199,949	-
Nov 30	412,130	-	7,302	28,877	-	-	448,309	221,630	317,880	-	539,510	108,747	-
Dec 31	411,636	-	7,302	28,877	-	-	447,814	221,630	317,880	-	539,510	17,052	-
Jan 31	411,636	38,813	7,302	28,877	4,218	50,000	540,845	221,630	317,880	-	539,510	18,388	50,000
Feb 28	412,130	38,813	7,302	28,877	4,932	50,000	542,053	221,630	317,880	-	539,510	20,931	100,000
Mar 31	411,636	-	7,302	28,877	2,448	100,000	550,262	221,630	317,880	-	539,510	31,684	200,000
Apr 30	411,636	-	7,302	28,877	92,889	-	540,704	221,630	317,880	-	539,510	32,878	200,000
May 31	412,130	-	7,302	28,877	69,534	-	517,843	221,630	317,880	-	539,510	11,211	200,000
June 30	411,636	38,813	7,302	28,877	-	50,000	536,627	221,630	317,880	-	539,510	8,328	250,000
Estimate	5,205,737	155,250	80,957	259,889	710,169	250,000	6,662,002	2,565,243	3,740,692	275,000	6,580,935		
Adjustments	(264,350)	-	-	-	-	-	(264,350)	-	-	-	-		
Adjusted Total	4,941,387	155,250	80,957	259,889	710,169	250,000	6,397,652	2,565,243	3,740,692	275,000	6,580,935		
Totals	4,941,610	155,250	80,957	259,889	710,169	250,000	6,397,874	2,565,243	3,740,692	275,000	6,580,935		

* Federal Receivables are assumed to be 20% of federal revenue budget for the year

** Salaries - Cash Flow is updated as Net Pay to employees (Tax Payments are under "Other Expenses")

*** Other Expenses includes Benefits (Tax Payments, PERA, TRA) and all other expenditures, assumes no payables at year-end to be conservative.

**New Discoveries Montessori Academy
Cash Flow Projection Summary
2027 - 2028 Fiscal Year**

Period Ending	Cash Inflows (Revenues)							Cash Outflows (Expenditures)				Cash Balance	LOC Balance
	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		
Beginning Balance										-		\$ 8,328	250,000
Jul 31	437,889	-	4,920	-	-	25,000	467,808	191,667	344,126	-	535,793	(59,656)	275,000
Aug 31	437,889	-	4,920	-	240,000	-	682,808	191,667	344,126	-	535,793	87,359	275,000
Sept 30	437,889	-	4,920	-	240,000	-	682,808	191,667	344,126	-	535,793	234,375	275,000
Oct 31	437,889	-	4,920	-	320,000	-	762,808	191,667	344,126	-	535,793	461,391	275,000
Nov 30	437,889	-	4,920	26,560	-	-	469,368	191,667	344,126	-	535,793	394,966	275,000
Dec 31	437,889	-	4,920	26,560	-	-	469,368	191,667	344,126	-	535,793	328,542	275,000
Jan 31	437,889	58,955	4,920	26,560	-	-	528,323	191,667	344,126	-	535,793	321,073	275,000
Feb 28	437,889	-	4,920	26,560	-	-	469,368	191,667	344,126	-	535,793	254,648	275,000
Mar 31	437,889	-	4,920	26,560	-	-	469,368	191,667	344,126	-	535,793	188,224	275,000
Apr 30	437,889	58,955	4,920	26,560	-	-	528,323	191,667	344,126	-	535,793	180,754	275,000
May 31	437,889	-	4,920	26,560	-	-	469,368	191,667	344,126	-	535,793	114,330	275,000
June 30	437,889	58,955	4,920	26,560	-	-	528,323	191,667	344,126	-	535,793	106,861	275,000
Estimate	5,254,663	176,865	59,036	212,480	800,000	25,000	6,528,044	2,300,000	4,129,511	-	6,429,511		
Adjustments	-	-	-	-	-	-	-	-	-	-	-		
Totals	5,254,663	176,865	59,036	212,480	800,000	25,000	6,528,044	2,300,000	4,129,511	-	6,429,511		

* Federal Receivables are assumed to be 20% of federal revenue budget for the year

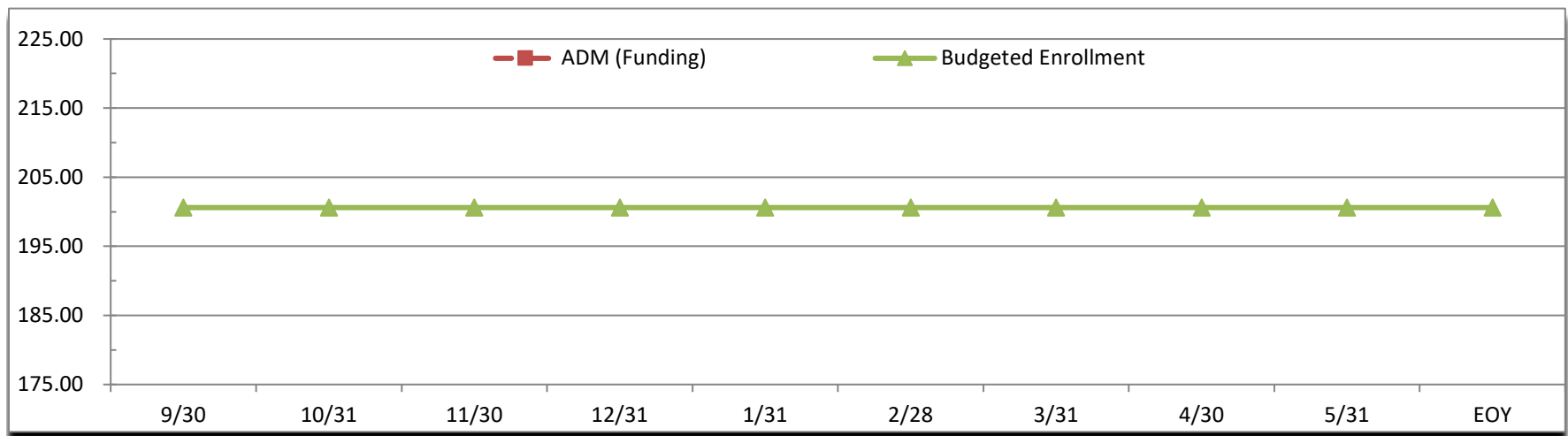
** Salaries - Cash Flow is updated as Net Pay to employees (Tax Payments are under "Other Expenses")

*** Other Expenses includes Benefits (Tax Payments, PERA, TRA) and all other expenditures, assumes no payables at year-end to be conservative.

New Discoveries Montessori Academy
Hutchinson, Minnesota
Attendance / Enrollment Report
As of July 31, 2026

Average Daily Membership (ADM)											
Grade		9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/31	EOY
Preschool SpEd	EC	0	0	0	0	0	0	0	0	0	0
Voluntary Pre-K	PK	0	0	0	0	0	0	0	0	0	0
Kindergarten	KG	0	0	0	0	0	0	0	0	0	0
First Grade	1	0	0	0	0	0	0	0	0	0	0
Second Grade	2	0	0	0	0	0	0	0	0	0	0
Third Grade	3	0	0	0	0	0	0	0	0	0	0
Fourth Grade	4	0	0	0	0	0	0	0	0	0	0
Fifth Grade	5	0	0	0	0	0	0	0	0	0	0
Sixth Grade	6	0	0	0	0	0	0	0	0	0	0
Seventh Grade	7	0	0	0	0	0	0	0	0	0	0
Eighth Grade	8	0	0	0	0	0	0	0	0	0	0
Total Enrollment for Funding		0	0	0	0	0	0	0	0	0	0
Total Overall Enrollment		0	0	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
Preschool SpEd	EC	4	4	4	4	4	4	4	4	4	4
Voluntary Pre-K	PK	10	10	10	10	10	10	10	10	10	10
Kindergarten	KG	22	22	22	22	22	22	22	22	22	22
First Grade	1	22	22	22	22	22	22	22	22	22	22
Second Grade	2	19	19	19	19	19	19	19	19	19	19
Third Grade	3	25	25	25	25	25	25	25	25	25	25
Fourth Grade	4	25	25	25	25	25	25	25	25	25	25
Fifth Grade	5	24	24	24	24	24	24	24	24	24	24
Sixth Grade	6	19	19	19	19	19	19	19	19	19	19
Seventh Grade	7	17	17	17	17	17	17	17	17	17	17
Eighth Grade	8	14	14	14	14	14	14	14	14	14	14
Total Enrollment for Funding		201	201	201	201	201	201	201	201	201	201
Total Overall Enrollment		201	201	201	201	201	201	201	201	201	201





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

Supplemental Information

As of July 31, 2026

Batch	Acct Nbr	Description	Post Date	Amount
25-50150	01 A 125 00	FY26 MA IEP	07/30/2026	4,538.41
25-50150	02 A 115 00	Sysco Refund	07/30/2026	1,418.98
25-50150	01 A 115 00	IRS Refund	07/30/2026	6,132.68
25-50150	01 E 005 107 000 000 401	NDMA PTO Reimb - Marketing	07/30/2026	338.76
25-50150	01 R 010 000 000 000 099	IRS Refund Interest	07/30/2026	243.53
		Totals for 25-50150		12,672.36
25-50151	01 R 010 000 000 000 211	General Education	07/30/2026	202,062.18
		Totals for 25-50151		202,062.18
25-50152	01 A 122 00	FY26 FIN 419 Draw	07/30/2026	1,683.17
		Totals for 25-50152		1,683.17
25-50154	01 R 010 000 000 000 096	FY27 Thrivent Grant	07/31/2026	25.00
		Totals for 25-50154		25.00
26-50001	01 R 010 000 000 000 092	Interest - July 2026	07/31/2026	28.48
		Totals for 26-50001		28.48
26-50002	01 R 010 000 000 000 211	General Education Aid	07/31/2026	205,573.92
		Totals for 26-50002		205,573.92
26-50003	01 R 010 000 000 000 092	Interest - Endowment July 2026	07/31/2026	1.29
		Totals for 26-50003		1.29
26-50004	01 R 010 000 000 000 211	General Education	07/31/2026	-202,062.18
		Totals for 26-50004		-202,062.18
26-50005	01 R 010 000 000 000 211	General Education	07/31/2026	206,062.18
		Totals for 26-50005		206,062.18
		Total for Cash Receipts		426,046.40

CHECK		ACCOUNT	
CHECK DATE	NUMBER VENDOR NAME	DESCRIPTION	AMOUNT NUMBER
07/01/2026	1244 Accident Fund Insurance Co of Ameri	FY26 Workers Comp Premium Renewal: AF WCP 100041869 05 - June	6,520.00 01 E 005 110 000 000 280
		Totals for 1244	6,520.00
07/01/2026	1245 Edsource Midwest	FY26 SPED Director Services: June 2026	371.25 01 E 010 420 000 419 303
07/01/2026	1245 Edsource Midwest	FY26 SPED Director Services: June 2026	337.50 01 E 010 420 000 419 303
		Totals for 1245	708.75
07/01/2026	1246 Erickson, Tara	FY26 Reimb: Admin cell phone June 2026	75.00 01 E 005 105 000 000 320
		Totals for 1246	75.00
07/01/2026	1247 Foster Mechanical Inc	FY26 HVAC System Repair	1,706.09 01 E 010 810 000 000 350
07/01/2026	1247 Foster Mechanical Inc	FY26 HVAC System Repair	542.17 01 E 010 810 000 000 350
		Totals for 1247	2,248.26
07/01/2026	1248 Menards - Hutchinson	Maintenance Supplies	21.94 01 E 010 810 000 000 401
07/01/2026	1248 Menards - Hutchinson	Maintenance Supplies	42.87 01 E 010 810 000 000 401
07/01/2026	1248 Menards - Hutchinson	Maintenance Supplies	-10.00 01 E 010 810 000 000 401
		Totals for 1248	54.81
07/01/2026	1249 Palkova, Ludmila	FY26 Reimb: Food Service SNP Basic Training - Mileage	101.50 02 E 010 770 000 701 366
		Totals for 1249	101.50
07/01/2026	1250 JMC Computer Services Inc.	FY26/27 Lunch Base & Maintenance and Software site license	3,647.94 01 E 005 108 000 000 405
07/01/2026	1250 JMC Computer Services Inc.	FY26/27 Lunch Base & Maintenance and Software site license	671.06 02 E 010 770 000 701 820
		Totals for 1250	4,319.00
07/01/2026	1251 MN Youth Reading Awards	FY27 Library MYRA Membership Renewal	15.00 01 E 010 203 000 000 820
		Totals for 1251	15.00
07/01/2026	1252 Resource Mate	FY27 Library Software & Support 7/1/26 - 6/30/27	444.00 01 E 010 620 000 000 405
		Totals for 1252	444.00
07/01/2026	1253 School Databooks	FY27 Student Planners	293.16 01 E 010 203 000 000 401
		Totals for 1253	293.16
07/01/2026	1254 Skyward Inc	FY27 Software license 07/01/26 - 06/30/27	4,070.00 01 E 005 108 000 000 405
		Totals for 1254	4,070.00
07/01/2026	1255 The Hanover Insurance Group	FY27 Fidelity & Crime Policy #J473548: 7/1/26 -7/1/29	675.00 01 E 005 940 000 000 340
		Totals for 1255	675.00
07/17/2026	1256 Canon Financial Services Inc	FY26 Copy Machine Contract#940346-1 - June 2026	386.96 01 E 010 630 000 000 560
		Totals for 1256	386.96
07/17/2026	1257 Creative Planning	FY26 Financial management and accounting	5,532.00 01 E 005 113 000 000 305

CHECK DATE	CHECK		DESCRIPTION	ACCOUNT	
	NUMBER	VENDOR NAME		AMOUNT	NUMBER
			services for June 2026		
			Totals for 1257	5,532.00	
07/17/2026	1258	Edsource Midwest	FY26 SPED Director Services: June 2026	472.50	01 E 010 420 000 419 303
			Totals for 1258	472.50	
07/17/2026	1259	GIS Benefits	"FY26 - Life, Dental, Vision, Prepaid Legal and fees June 2026"	58.50	01 L 215 20
07/17/2026	1259	GIS Benefits	"FY26 - Life, Dental, Vision, Prepaid Legal and fees June 2026"	50.00	01 E 005 110 000 000 305
07/17/2026	1259	GIS Benefits	"FY26 - Life, Dental, Vision, Prepaid Legal and fees June 2026"	948.18	01 L 215 13
07/17/2026	1259	GIS Benefits	"FY26 - Life, Dental, Vision, Prepaid Legal and fees June 2026"	216.04	01 L 215 21
07/17/2026	1259	GIS Benefits	"FY26 - Life, Dental, Vision, Prepaid Legal and fees June 2026"	1,265.84	01 L 215 09
07/17/2026	1259	GIS Benefits	"FY26 - Life, Dental, Vision, Prepaid Legal and fees June 2026"	1,395.98	01 L 215 25
			Totals for 1259	3,934.54	
07/17/2026	1260	Hillyard / Hutchinson	FY26 Maintenance Cleaning Supplies	375.17	01 E 010 810 000 000 401
07/17/2026	1260	Hillyard / Hutchinson	FY26 Maintenance Cleaning Supplies	215.86	01 E 010 810 000 000 401
			Totals for 1260	591.03	
07/17/2026	1261	Hutchinson Co-Op	FY26 Fuel for Van Workshops - June	55.82	01 E 010 760 000 720 440
			Totals for 1261	55.82	
07/17/2026	1262	Loffler Companies Inc - 131511	FY26 Contract/Overages charges-Contract 6319-01	96.63	01 E 005 630 000 000 401
07/17/2026	1262	Loffler Companies Inc - 131511	FY26 Contract/Overages charges-Contract 6319-01	0.00	01 E 010 630 000 000 560
07/17/2026	1262	Loffler Companies Inc - 131511	FY26 Contract/Overages charges-Contract 7994-01	10.65	01 E 010 630 000 000 560
07/17/2026	1262	Loffler Companies Inc - 131511	FY26 Contract/Overages charges-Contract 7994-01	34.56	01 E 005 630 000 000 401
			Totals for 1262	141.84	
07/17/2026	1263	McLeod County Fair	FY26 Kids day at the fair- Marketing	1,000.00	01 E 005 107 000 000 305
			Totals for 1263	1,000.00	
07/17/2026	1264	Metro Alarm & Lock	FY26 Web Based Card Access & Monitoring of Panic-Lockdown Signal	150.00	01 E 010 810 000 000 350
			Totals for 1264	150.00	
07/17/2026	1265	Minnesota School Boards Association	FY26 Board Training-PD	270.00	01 E 005 640 000 316 366
			Totals for 1265	270.00	
07/17/2026	1266	Sims, Allyssa	FY26 Reimb: Summer Discoveries Supplies	106.49	01 E 010 203 205 000 430

CHECK		VENDOR NAME	DESCRIPTION	ACCOUNT	
CHECK DATE	NUMBER			AMOUNT	NUMBER
			Totals for 1266	106.49	
07/17/2026	1267	American Time	FY27 Incloud Subscription Renewal 7/31/26 - 7/31/27: (CyberGrant)	1,435.00	01 E 005 810 000 514 530
			Totals for 1267	1,435.00	
07/17/2026	1268	Coole School	FY27 Middle School Planners	159.17	01 E 010 211 000 000 430
			Totals for 1268	159.17	
07/17/2026	1269	Health Equity	FY27 HSA participant Fee-July 2026	21.00	01 E 005 115 000 000 305
			Totals for 1269	21.00	
07/17/2026	1270	Johnson Controls Fire Protection LP	FY27 Annual Alarm & Detection Monitoring 8/1/26 - 7/31/27	517.85	01 E 005 810 000 000 350
07/17/2026	1270	Johnson Controls Fire Protection LP	FY27 Annual Sprinkler Test & Inspect Services 8/1/26 - 7/31/27	596.64	01 E 005 810 000 000 350
			Totals for 1270	1,114.49	
07/17/2026	1271	Marsh & McLennan Agency LLC	FY27 Cyber Liability Insurance renewal	4,861.43	01 E 010 940 000 000 340
			Totals for 1271	4,861.43	
07/17/2026	1272	NWEA	FY27 MAP growth & online annual license K-12	3,800.00	01 E 010 630 000 000 466
			Totals for 1272	3,800.00	
07/17/2026	1273	Renaissance Learning Inc	FY27 Fastbridge Assessment Subscription	1,970.00	01 E 010 203 000 000 406
			Totals for 1273	1,970.00	
07/17/2026	1274	Vivid Image Inc.	FY27 Essential Plan - Website Maintenance July 2026	350.00	01 E 005 105 000 000 305
			Totals for 1274	350.00	
07/17/2026	1275	WD Tech Online LLC	FY27 - Tech Support July	1,360.00	01 E 005 630 000 000 315
			Totals for 1275	1,360.00	
07/31/2026	1276	Hillyard / Hutchinson	FY27 Maintenance Cleaning Supplies	71.21	01 E 010 810 000 000 401
			Totals for 1276	71.21	
07/31/2026	1277	Hutchinson Station	FY27 Newspaper Subscription Renewal	83.50	01 E 005 107 000 000 305
			Totals for 1277	83.50	
07/01/2026	202201651	Internal Revenue Service	Payroll accrual	675.00	01 L 215 02
07/01/2026	202201651	Internal Revenue Service	Payroll accrual	20.00	02 L 215 02
07/01/2026	202201651	Internal Revenue Service	Payroll accrual	4,030.59	01 L 215 02
07/01/2026	202201651	Internal Revenue Service	Payroll accrual	112.20	02 L 215 02
07/01/2026	202201651	Internal Revenue Service	Payroll accrual	4,153.39	01 L 215 02
07/01/2026	202201651	Internal Revenue Service	Payroll accrual	112.83	02 L 215 02
07/01/2026	202201651	Internal Revenue Service	Payroll accrual	971.35	01 L 215 02
07/01/2026	202201651	Internal Revenue Service	Payroll accrual	26.39	02 L 215 02
07/01/2026	202201651	Internal Revenue Service	Payroll accrual	4,153.39	01 L 215 02
07/01/2026	202201651	Internal Revenue Service	Payroll accrual	112.83	02 L 215 02
07/01/2026	202201651	Internal Revenue Service	Payroll accrual	971.35	01 L 215 02

CHECK				ACCOUNT		
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER	
07/01/2026	202201651	Internal Revenue Service	Payroll accrual	26.39	02 L	215 02
Totals for 202201651				15,365.71		
07/01/2026	202201652	Minnesota Child Support Payment Cen	Payroll accrual	50.00	01 L	215 12
Totals for 202201652				50.00		
07/01/2026	202201653	MN Department Of Revenue	Payroll accrual	190.00	01 L	215 03
07/01/2026	202201653	MN Department Of Revenue	Payroll accrual	20.00	02 L	215 03
07/01/2026	202201653	MN Department Of Revenue	Payroll accrual	2,497.59	01 L	215 03
07/01/2026	202201653	MN Department Of Revenue	Payroll accrual	81.61	02 L	215 03
Totals for 202201653				2,789.20		
07/01/2026	202201654	Public Employee Retirement Associat	Payroll accrual	800.21	01 L	215 07
07/01/2026	202201654	Public Employee Retirement Associat	Payroll accrual	127.94	02 L	215 07
07/01/2026	202201654	Public Employee Retirement Associat	Payroll accrual	923.32	01 L	215 07
07/01/2026	202201654	Public Employee Retirement Associat	Payroll accrual	147.62	02 L	215 07
Totals for 202201654				1,999.09		
07/01/2026	202201655	Teachers Retirement Association	Payroll accrual	4,776.14	01 L	215 06
07/01/2026	202201655	Teachers Retirement Association	Payroll accrual	5,856.72	01 L	215 06
Totals for 202201655				10,632.86		
07/16/2026	202201656	Internal Revenue Service	Payroll accrual	675.00	01 L	215 02
07/16/2026	202201656	Internal Revenue Service	Payroll accrual	20.00	02 L	215 02
07/16/2026	202201656	Internal Revenue Service	Payroll accrual	6,807.69	01 L	215 02
07/16/2026	202201656	Internal Revenue Service	Payroll accrual	112.20	02 L	215 02
07/16/2026	202201656	Internal Revenue Service	Payroll accrual	6,486.81	01 L	215 02
07/16/2026	202201656	Internal Revenue Service	Payroll accrual	112.83	02 L	215 02
07/16/2026	202201656	Internal Revenue Service	Payroll accrual	1,517.09	01 L	215 02
07/16/2026	202201656	Internal Revenue Service	Payroll accrual	26.39	02 L	215 02
07/16/2026	202201656	Internal Revenue Service	Payroll accrual	6,486.81	01 L	215 02
07/16/2026	202201656	Internal Revenue Service	Payroll accrual	112.83	02 L	215 02
07/16/2026	202201656	Internal Revenue Service	Payroll accrual	1,517.09	01 L	215 02
07/16/2026	202201656	Internal Revenue Service	Payroll accrual	26.39	02 L	215 02
Totals for 202201656				23,901.13		
07/16/2026	202201657	Minnesota Child Support Payment Cen	Payroll accrual	50.00	01 L	215 12
Totals for 202201657				50.00		
07/16/2026	202201658	MN Department Of Revenue	Payroll accrual	190.00	01 L	215 03
07/16/2026	202201658	MN Department Of Revenue	Payroll accrual	20.00	02 L	215 03
07/16/2026	202201658	MN Department Of Revenue	Payroll accrual	3,988.37	01 L	215 03
07/16/2026	202201658	MN Department Of Revenue	Payroll accrual	81.61	02 L	215 03
Totals for 202201658				4,279.98		
07/16/2026	202201659	Public Employee Retirement Associat	Payroll accrual	1,030.22	01 L	215 07
07/16/2026	202201659	Public Employee Retirement Associat	Payroll accrual	127.94	02 L	215 07

CHECK				ACCOUNT			
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER		
07/16/2026	202201659	Public Employee Retirement Associat	Payroll accrual	1,188.75	01 L	215	07
07/16/2026	202201659	Public Employee Retirement Associat	Payroll accrual	147.62	02 L	215	07
Totals for 202201659				2,494.53			
07/16/2026	202201660	Teachers Retirement Association	Payroll accrual	7,519.77	01 L	215	06
07/16/2026	202201660	Teachers Retirement Association	Payroll accrual	9,221.11	01 L	215	06
Totals for 202201660				16,740.88			
07/13/2026	202201662	Amazon.Com	FY26 Credit Card Payment AP Invoice.	-11.98	01 E 010 203 311 000 430		
07/13/2026	202201662	Amazon.Com	FY26 Credit Card Payment AP Invoice.	-133.03	01 E 010 203 311 000 430		
07/13/2026	202201662	US Postal Service	FY26 Credit Card Payment AP Invoice.	234.00	01 E 005 110 000 000 329		
07/13/2026	202201662	US Postal Service	FY26 Credit Card Payment AP Invoice.	6.51	01 E 005 110 000 000 329		
07/13/2026	202201662	Visa	FY26 Credit Card Payment AP Invoice.	91.74	01 E 005 110 000 000 490		
07/13/2026	202201662	Visa	FY26 Credit Card Payment AP Invoice.	5.00	01 E 010 420 000 419 406		
07/13/2026	202201662	Visa	FY26 Credit Card Payment AP Invoice.	12.95	01 E 005 107 000 000 305		
07/13/2026	202201662	Visa	FY26 Credit Card Payment AP Invoice.	5.00	01 E 005 107 000 000 305		
07/13/2026	202201662	Visa	FY26 Credit Card Payment AP Invoice.	5.00	01 E 005 107 000 000 305		
07/13/2026	202201662	Visa	FY26 Credit Card Payment AP Invoice.	5.00	01 E 005 107 000 000 305		
07/13/2026	202201662	Visa	FY26 Credit Card Payment AP Invoice.	5.00	01 E 005 107 000 000 305		
07/13/2026	202201662	Visa	FY26 Credit Card Payment AP Invoice.	5.00	01 E 005 107 000 000 305		
07/13/2026	202201662	Visa	FY26 Credit Card Payment AP Invoice.	5.00	01 E 005 107 000 000 305		
07/13/2026	202201662	Visa	FY26 Credit Card Payment AP Invoice.	9.00	01 E 005 640 000 316 366		
07/13/2026	202201662	Visa	FY26 Credit Card Payment AP Invoice.	5.00	01 E 005 107 000 000 305		
07/13/2026	202201662	Visa	FY26 Credit Card Payment AP Invoice.	5.00	01 E 005 107 000 000 305		
07/13/2026	202201662	Visa	FY26 Credit Card Payment AP Invoice.	1.32	01 E 005 107 000 000 305		
07/13/2026	202201662	Visa	FY26 Credit Card Payment AP Invoice.	5.00	01 E 005 107 000 000 305		
07/13/2026	202201662	Visa	FY26 Credit Card Payment AP Invoice.	5.00	01 E 005 107 000 000 305		
Totals for 202201662				265.51			
07/31/2026	202201663	Internal Revenue Service	Payroll accrual	775.00	01 L	215	02
07/31/2026	202201663	Internal Revenue Service	Payroll accrual	20.00	02 L	215	02
07/31/2026	202201663	Internal Revenue Service	Payroll accrual	3,922.05	01 L	215	02
07/31/2026	202201663	Internal Revenue Service	Payroll accrual	112.19	02 L	215	02
07/31/2026	202201663	Internal Revenue Service	Payroll accrual	4,197.69	01 L	215	02
07/31/2026	202201663	Internal Revenue Service	Payroll accrual	112.83	02 L	215	02
07/31/2026	202201663	Internal Revenue Service	Payroll accrual	981.72	01 L	215	02
07/31/2026	202201663	Internal Revenue Service	Payroll accrual	26.39	02 L	215	02
07/31/2026	202201663	Internal Revenue Service	Payroll accrual	4,197.69	01 L	215	02
07/31/2026	202201663	Internal Revenue Service	Payroll accrual	112.83	02 L	215	02
07/31/2026	202201663	Internal Revenue Service	Payroll accrual	981.72	01 L	215	02
07/31/2026	202201663	Internal Revenue Service	Payroll accrual	26.39	02 L	215	02
Totals for 202201663				15,466.50			

CHECK				ACCOUNT			
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER		
07/31/2026	202201664	Minnesota Child Support Payment Cen	Payroll accrual	50.00	01 L	215	12
			Totals for 202201664	50.00			
07/31/2026	202201665	MN Department Of Revenue	Payroll accrual	190.00	01 L	215	03
07/31/2026	202201665	MN Department Of Revenue	Payroll accrual	20.00	02 L	215	03
07/31/2026	202201665	MN Department Of Revenue	Payroll accrual	2,421.47	01 L	215	03
07/31/2026	202201665	MN Department Of Revenue	Payroll accrual	81.61	02 L	215	03
			Totals for 202201665	2,713.08			
07/31/2026	202201666	Public Employee Retirement Associat	Payroll accrual	840.78	01 L	215	07
07/31/2026	202201666	Public Employee Retirement Associat	Payroll accrual	127.93	02 L	215	07
07/31/2026	202201666	Public Employee Retirement Associat	Payroll accrual	970.14	01 L	215	07
07/31/2026	202201666	Public Employee Retirement Associat	Payroll accrual	147.62	02 L	215	07
			Totals for 202201666	2,086.47			
07/31/2026	202201667	Teachers Retirement Association	Payroll accrual	4,697.86	01 L	215	06
07/31/2026	202201667	Teachers Retirement Association	Payroll accrual	5,865.55	01 L	215	06
			Totals for 202201667	10,563.41			
07/31/2026	202201668	City Of Hutchinson (water)	Outside Irragation - June	343.69	01 E 010 810 000 000	330	
07/31/2026	202201668	City Of Hutchinson (water)	Water / Sewer - June	286.19	01 E 010 810 000 000	330	
			Totals for 202201668	629.88			
07/31/2026	202600001	Empower Retirement Plan	Enerson Nadeau Retirement Contributions	126.17	01 L	215	11
			Totals for 202600001	126.17			
07/31/2026	202600002	Empower Retirement Plan	Enerson Nadeau Retirement Contributions	126.17	01 L	215	11
			Totals for 202600002	126.17			
07/31/2026	202600003	Nuvera	Internet Services	623.90	01 E 005 810 108 000	320	
07/31/2026	202600003	Nuvera	Internet Services	510.80	01 E 005 630 000 000	315	
07/31/2026	202600003	Nuvera	Internet Services	768.84	01 E 005 810 000 000	320	
			Totals for 202600003	1,903.54			
07/31/2026	202600006	Hutchinson Utilities Commission	Energy Services	3,405.70	01 E 010 810 000 000	330	
			Totals for 202600006	3,405.70			
07/31/2026	202600007	Waste Management -Of WI-MN	Waste Management Services	1,323.48	01 E 010 810 000 000	331	
			Totals for 202600007	1,323.48			
07/31/2026	202600008	Bill.com	Service Charge	93.23	01 E 005 112 000 000	305	
			Totals for 202600008	93.23			
07/31/2026	202600009	New Discoveries Affiliated Building	Monthly Rent	39,500.00	01 E 010 850 000 348	570	
			Totals for 202600009	39,500.00			
07/31/2026	202600010	United Healthcare	Health Insurance	34,631.92	01 L	215	10
			Totals for 202600010	34,631.92			
07/31/2026	202600011	MN Association Of Charter Schools	FY27 Membership Fee	3,680.00	01 E 005 105 000 000	820	
			Totals for 202600011	3,680.00			
07/31/2026	202600012	Citizens Bank & Trust Co.	PAYMENT TO COMMERCIAL LOAN 26557	1,756.65	01 E 005 110 000 000	740	

CHECK			ACCOUNT	
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT NUMBER
			Totals for 202600012	1,756.65
			Totals for checks	244,016.55

Batch	Date	Description	Debit	Credit	Additional Desc	Acct Nbr
26-10001	07/01/2026	Pest control: July 2026 - March 2027 Dis	73.26	0.00		01 A 131 00
26-10001	07/01/2026	Pest control: July 2026 - March 2027 Dis	0.00	73.26		01 E 005 810 000 000 305
26-10001	07/01/2026	Pest control: July 2026 - March 2027	0.00	1,302.22		01 A 131 00
26-10001	07/01/2026	Pest control: July 2026 - March 2027	1,302.22	0.00		01 E 010 810 000 000 305
26-10001	07/01/2026	July 2026 Rent	0.00	39,500.00		01 A 131 00
26-10001	07/01/2026	July 2026 Rent	39,500.00	0.00		01 E 010 850 000 348 570
26-10001	07/01/2026	FY26 Summer School Food	0.00	181.69		02 A 131 00
26-10001	07/01/2026	FY26 Summer School Food	181.69	0.00		02 E 010 770 000 701 490
		0.00 Totals for 26-10001				
		0.00 Total for Journal Entries				

Batch	Date	Description	Debit	Credit	Additional Desc	Acct Nbr
25-10026	05/31/2026	Rcls Edsource Midwest - Sped Director Se	0.00	2,396.25		01 E 010 420 000 740 305
25-10026	05/31/2026	Rcls Edsource Midwest - Sped Director Se	675.00	0.00		01 E 010 420 000 419 303
25-10026	05/31/2026	Rcls Edsource Midwest - Sped Director Se	607.50	0.00		01 E 010 420 000 419 303
25-10026	05/31/2026	Rcls Edsource Midwest - Sped Director Se	573.75	0.00		01 E 010 420 000 419 303
25-10026	05/31/2026	Rcls Edsource Midwest - Sped Director Se	540.00	0.00		01 E 010 420 000 419 303
		0.00 Totals for 25-10026				
25-10027	06/15/2026	Rcls FIN 740 Benefits to FIN 419 to redu	0.00	30,441.62		01 E 010 420 000 740 220
25-10027	06/15/2026	Rcls FIN 740 Benefits to FIN 419 to redu	30,441.62	0.00		01 E 010 420 000 419 220
		0.00 Totals for 25-10027				
25-10028	06/30/2026	E.Christian F429 Overages to State F740	0.00	1,488.65		01 E 010 422 000 429 157
25-10028	06/30/2026	E.Christian F429 Overages to State F740	0.00	300.00		01 E 010 422 000 429 218
25-10028	06/30/2026	E.Christian F429 Overages to State F740	0.00	105.07		01 E 010 422 000 429 220
25-10028	06/30/2026	E.Christian F429 Overages to State F740	1,488.65	0.00		01 E 010 420 000 740 157
25-10028	06/30/2026	E.Christian F429 Overages to State F740	300.00	0.00		01 E 010 420 000 740 218
25-10028	06/30/2026	E.Christian F429 Overages to State F740	105.07	0.00		01 E 010 420 000 740 220
		0.00 Totals for 25-10028				
25-10029	06/30/2026	Rcls EdSource Midwest-Vision: T.Greeley	0.00	75.00		01 E 010 406 000 419 303
25-10029	06/30/2026	Rcls EdSource Midwest-Vision: T.Greeley	75.00	0.00		01 E 010 406 000 740 394
		0.00 Totals for 25-10029				
25-10030	06/30/2026	Visa - NASP Membership, not allowable sp	0.00	230.00		01 E 010 420 640 419 820
25-10030	06/30/2026	Visa - NASP Membership, not allowable sp	230.00	0.00		01 E 010 640 000 316 820
		0.00 Totals for 25-10030				
25-10031	06/30/2026	Record FY26 Commodities	14,268.51	0.00		02 E 005 770 000 701 491
25-10031	06/30/2026	Record FY26 Commodities	0.00	14,268.51		02 R 005 770 000 701 474
		0.00 Totals for 25-10031				
25-10032	06/30/2026	Reclass to SRC 472	343.42	0.00		02 R 010 770 000 701 471
25-10032	06/30/2026	Reclass to SRC 472	22,087.30	0.00		02 R 010 000 000 701 471
25-10032	06/30/2026	Reclass From SRC: 471	0.00	22,430.72		02 R 010 000 000 701 472
		0.00 Totals for 25-10032				

Batch	Date	Description	Debit	Credit	Additional Desc	Acct Nbr
25-10033	06/30/2026	FIN 429 Revenue Adjustment - Correct 1/1	1,460.23	0.00		01 R 005 000 000 419 400
25-10033	06/30/2026	FIN 429 Revenue Adjustment - Correct 1/1	0.00	1,460.23		01 R 005 000 000 429 400
		0.00 Totals for 25-10033				
25-10034	06/30/2026	FY25 General Education	4,092.45	0.00		01 A 121 00
25-10034	06/30/2026	FY25 General Education	0.00	4,092.45		01 R 010 000 999 000 211
25-10034	06/30/2026	FY25 Lease Aid	66.30	0.00		01 A 121 00
25-10034	06/30/2026	FY25 Lease Aid	0.00	66.30		01 R 010 000 999 348 300
25-10034	06/30/2026	FY25 LTFM	3,130.18	0.00		01 A 121 00
25-10034	06/30/2026	FY25 LTFM	0.00	3,130.18		01 R 010 000 999 000 317
25-10034	06/30/2026	FY25 Special Education	26,919.34	0.00		01 A 121 00
25-10034	06/30/2026	FY25 Special Education	0.00	26,919.34		01 R 010 000 999 740 360
25-10034	06/30/2026	FY25 Hourly Unemployment	1,053.64	0.00		01 R 010 000 999 000 369
25-10034	06/30/2026	FY25 Hourly Unemployment	0.00	1,053.64		01 A 121 00
		0.00 Totals for 25-10034				
25-10035	06/30/2026	FY25 Alternative Compensation	0.00	5,160.32		01 R 010 000 999 335 300
25-10035	06/30/2026	FY25 Alternative Compensation	5,160.32	0.00		01 A 121 00
		0.00 Totals for 25-10035				
25-10037	06/30/2026	Reclass FY27 School Supplies Deposit fro	90.00	0.00	Move Funds from 131	01 A 131 00
25-10037	06/30/2026	Reclass FY27 School Supplies to 230	0.00	90.00	Move Funds to 230 Un	01 L 230 00
		0.00 Totals for 25-10037				
25-10040	05/29/2026	FY26 ABC Accounting	0.00	4,500.00	move to 50 E 005 110	50 L 205 00
25-10040	05/29/2026	FY26 ABC Accounting	4,500.00	0.00	move from 50 L 205 0	50 E 005 110 000 000 305
		0.00 Totals for 25-10040				
25-10041	06/30/2026		320.70	0.00		01 L 215 10
25-10041	06/30/2026		0.00	360.54		01 E 010 420 000 740 220
25-10041	06/30/2026		39.84	0.00		01 E 010 407 000 740 220
25-10041	06/30/2026		0.02	0.00		01 L 215 09
25-10041	06/30/2026		0.00	0.02		01 E 010 408 000 740 235
25-10041	06/30/2026		35.46	0.00		01 L 215 13
25-10041	06/30/2026		0.00	35.46		01 E 010 420 000 740 230
25-10041	06/30/2026		0.04	0.00		01 L 215 21

Batch	Date	Description	Debit	Credit	Additional Desc	Acct Nbr
25-10041	06/30/2026		0.00	0.04		01 E 010 407 000 740 220
		0.00 Totals for 25-10041				
25-10042	06/30/2026	FY26 MN UI Payments	21,068.81	0.00		01 E 010 203 000 000 280
25-10042	06/30/2026	FY26 MN UI Payments	0.00	21,068.81		01 L 215 80
		0.00 Totals for 25-10042				
25-10043	06/30/2026	Reclass Sysco Summer School Food Prepaid	0.00	181.69	Move from 01 131	01 A 131 00
25-10043	06/30/2026	Reclass Sysco Summer School Foods to 02	181.69	0.00	Move funds to 02 131	02 A 131 00
25-10043	06/30/2026	Move From Fund 1 Cash to Fund 2	181.69	0.00	Move from Fund 1 Cas	01 A 101 01
25-10043	06/30/2026	Move Sysco prepaid to Fund 2 Cash	0.00	181.69	Move to Fund 2 Cash	02 A 101 01
		0.00 Totals for 25-10043				
25-10044	06/30/2026	FY26 MA IEP	4,538.41	0.00	125 Reversal	01 A 125 00
25-10044	06/30/2026	FY26 MA IEP	0.00	4,538.41	125 Reversal	01 R 010 000 000 372 071
25-10044	06/30/2026	FY26 Sysco Refund	1,418.98	0.00	Fund 2 115 Reversal	02 A 115 00
25-10044	06/30/2026	FY26 Sysco Refund	0.00	1,418.98	Fund 2 115 Reversal	02 E 010 770 000 701 490
		0.00 Totals for 25-10044				
25-10045	06/30/2026	E.Christian F429 Overages to State F740	0.00	1,195.20		01 E 010 422 000 429 157
25-10045	06/30/2026	E.Christian F429 Overages to State F740	0.00	150.00		01 E 010 422 000 429 218
25-10045	06/30/2026	E.Christian F429 Overages to State F740	0.00	195.15		01 E 010 422 000 429 220
25-10045	06/30/2026	E.Christian F429 Overages to State F740	1,195.20	0.00		01 E 010 420 000 740 157
25-10045	06/30/2026	E.Christian F429 Overages to State F740	150.00	0.00		01 E 010 420 000 740 218
25-10045	06/30/2026	E.Christian F429 Overages to State F740	195.15	0.00		01 E 010 420 000 740 220
		0.00 Totals for 25-10045				
25-10048	06/30/2026	Andren, Carli	0.00	146.88		01 E 010 420 000 740 161
25-10048	06/30/2026	Bahrke, Jennifer	0.00	166.48		01 E 010 420 000 740 161
25-10048	06/30/2026	Beckmann, Amburr	0.00	146.88		01 E 010 420 000 740 161
25-10048	06/30/2026	Brausen, Cassandra	0.00	155.04		01 E 010 420 000 740 161
25-10048	06/30/2026	Carter, Sandra	0.00	149.84		01 E 010 420 000 740 161
25-10048	06/30/2026	Cartie, Hilary	0.00	155.04		01 E 010 420 000 740 161
25-10048	06/30/2026	Cartie, Stephanie	0.00	163.20		01 E 010 420 000 740 161
25-10048	06/30/2026	Davis, Kalby	0.00	163.20		01 E 010 420 000 740 161
25-10048	06/30/2026	Davis, Katlin	0.00	146.88		01 E 010 420 000 740 161

Batch	Date	Description	Debit	Credit	Additional Desc	Acct Nbr
25-10048	06/30/2026	Dressel, Jess	0.00	149.84		01 E 010 420 000 740 161
25-10048	06/30/2026	Eischens, Sherri	0.00	144.00		01 E 010 420 000 740 161
25-10048	06/30/2026	Ellis, Sheri	0.00	215.84		01 E 010 420 000 740 161
25-10048	06/30/2026	Felber, Marie	0.00	146.88		01 E 010 420 000 740 161
25-10048	06/30/2026	Henke, Darlene	0.00	172.88		01 E 010 420 000 740 161
25-10048	06/30/2026	Johnson, Erena	0.00	242.40		01 E 010 420 000 740 161
25-10048	06/30/2026	Kalenberg, Michaleen	0.00	250.96		01 E 010 420 000 740 161
25-10048	06/30/2026	Larson, Beth	0.00	176.32		01 E 010 420 000 740 161
25-10048	06/30/2026	Lee, Paulette	0.00	146.88		01 E 010 420 000 740 161
25-10048	06/30/2026	Luciano, Jose	0.00	166.48		01 E 010 420 000 740 161
25-10048	06/30/2026	Petersen, Misty	0.00	144.00		01 E 010 420 000 740 161
25-10048	06/30/2026	Peterson, Alison	0.00	146.88		01 E 010 420 000 740 161
25-10048	06/30/2026	Petree, Amy	0.00	155.04		01 E 010 420 000 740 161
25-10048	06/30/2026	Prieve, Sandy	0.00	207.44		01 E 010 420 000 740 161
25-10048	06/30/2026	Robbins, Melanie	0.00	169.52		01 E 010 420 000 740 161
25-10048	06/30/2026	Schmidt, Joy	0.00	176.32		01 E 010 420 000 740 161
25-10048	06/30/2026	Starr, Kate	0.00	144.00		01 E 010 420 000 740 161
25-10048	06/30/2026	Wendinger, Lisa	0.00	189.12		01 E 010 420 000 740 161
25-10048	06/30/2026	Wessman, Shelly	0.00	176.32		01 E 010 420 000 740 161
25-10048	06/30/2026	Lenz, Patti	0.00	155.04		01 E 010 216 000 401 161
25-10048	06/30/2026	Andren, Carli	146.88	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Bahrke, Jennifer	166.48	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Beckmann, Amburr	146.88	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Brausen, Cassandra	155.04	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Carter, Sandra	149.84	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Cartie, Hilary	155.04	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Cartie, Stephanie	163.20	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Davis, Kalby	163.20	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Davis, Katlin	146.88	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Dressel, Jess	149.84	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Eischens, Sherri	144.00	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Ellis, Sheri	215.84	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Felber, Marie	146.88	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Henke, Darlene	172.88	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Johnson, Erena	242.40	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Kalenberg, Michaleen	250.96	0.00		01 E 005 640 000 314 141

Batch	Date	Description	Debit	Credit	Additional Desc	Acct Nbr
25-10048	06/30/2026	Larson, Beth	176.32	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Lee, Paulette	146.88	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Luciano, Jose	166.48	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Petersen, Misty	144.00	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Peterson, Alison	146.88	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Petree, Amy	155.04	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Prieve, Sandy	207.44	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Robbins, Melanie	169.52	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Schmidt, Joy	176.32	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Starr, Kate	144.00	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Wendinger, Lisa	189.12	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Wessman, Shelly	176.32	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	Lenz, Patti	155.04	0.00		01 E 005 640 000 314 141
25-10048	06/30/2026	FY26 Para Training FIN 314	0.00	360.66		01 E 010 420 000 740 210
25-10048	06/30/2026	FY26 Para Training FIN 314	0.00	11.86		01 E 010 216 000 401 210
25-10048	06/30/2026	FY26 Para Training FIN 314	372.52	0.00		01 E 005 640 000 314 210
25-10048	06/30/2026	FY26 Para Training FIN 314	0.00	353.59		01 E 010 420 000 740 214
25-10048	06/30/2026	FY26 Para Training FIN 314	0.00	11.63		01 E 010 216 000 401 214
25-10048	06/30/2026	FY26 Para Training FIN 314	365.22	0.00		01 E 005 640 000 314 214
		0.00 Totals for 25-10048				
25-10050	06/30/2026	1:1 Para Hours	0.00	23,430.86		01 E 010 420 000 740 161
25-10050	06/30/2026	1:1 Para Hours	23,430.86	0.00		01 E 010 410 000 740 162
25-10050	06/30/2026	1:1 Para Hours	0.00	17,228.57		01 E 010 420 000 740 161
25-10050	06/30/2026	1:1 Para Hours	17,228.57	0.00		01 E 010 411 000 740 162
25-10050	06/30/2026	1:1 Para Hours	0.00	6,609.60		01 E 010 420 000 740 161
25-10050	06/30/2026	1:1 Para Hours	6,609.60	0.00		01 E 010 401 000 740 162
25-10050	06/30/2026	1:1 Para Hours	0.00	826.20		01 E 010 420 000 740 161
25-10050	06/30/2026	1:1 Para Hours	826.20	0.00		01 E 010 404 000 740 162
25-10050	06/30/2026	1:1 Para Hours	0.00	12,744.00		01 E 010 420 000 740 161
25-10050	06/30/2026	1:1 Para Hours	12,744.00	0.00		01 E 010 411 000 740 162
		0.00 Totals for 25-10050				
25-10051	06/30/2026	Rcls portion of Tammy Maiers salary to F	0.00	13,888.60		01 E 010 401 000 740 152
25-10051	06/30/2026	Rcls portion of Tammy Maiers salary to F	13,888.60	0.00		01 E 010 401 000 372 152
		0.00 Totals for 25-10051				

Batch	Date	Description	Debit	Credit	Additional Desc	Acct Nbr
25-10052	06/30/2026	Rcls FIN 740 Benefits to FIN 419 to redu	0.00	2,404.47		01 E 010 420 000 740 220
25-10052	06/30/2026	Rcls FIN 740 Benefits to FIN 419 to redu	2,404.47	0.00		01 E 010 420 000 419 220
		0.00 Totals for 25-10052				
		0.00 Total for Journal Entries				

Amazon - Credit - Classroom Budget Refund Elm 311	01 E 010 203 311 000 430
Amazon - Credit - Classroom Budget Refund Elm 311	01 E 010 203 311 000 430
USPS PO - Postage	01 E 005 110 000 000 329
USPS PO - Postage	01 E 005 110 000 000 329
Jimmy Johns - PTO Reimbures Ck #1509	01 E 005 110 000 000 490
Ultimate SLP - Speech App - Sped	01 E 010 420 000 419 406
Facebook - marketing	01 E 005 107 000 000 305
Facebook - marketing	01 E 005 107 000 000 305
Facebook - marketing	01 E 005 107 000 000 305
Facebook - marketing	01 E 005 107 000 000 305
Facebook - marketing	01 E 005 107 000 000 305
Facebook - marketing	01 E 005 107 000 000 305
Facebook - marketing	01 E 005 107 000 000 305
Trillium Montessori - Professional Development	01 E 005 640 000 316 366

Adopted: 12/17/12
Reviewed: 08/24/26

New Discoveries Montessori Academy Policy 214P

Deleted: 10/20/25

214P OUT-OF-STATE TRAVEL BY NDMA BOARD MEMBERS

[Note: School districts are required by statute to have adopted a policy addressing this issue by January 1, 2006.]

I. PURPOSE

The purpose of this policy is to control out-of-state travel by NDMA board members as required by law.

II. GENERAL STATEMENT OF POLICY

NDMA board members have an obligation to become informed on the proper duties and functions of a board member, to become familiar with issues that may affect the school, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as board members. Occasionally, it may be appropriate for board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the NDMA board finds it proper for board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the NDMA board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

B. Automobile travel shall be reimbursed at the current IRS standard mileage

rate. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

- C. Amounts to be reimbursed shall be within the NDMA board's approved budget allocations, including attendance at workshops and conventions.

VI. DIRECTIVES AND GUIDELINES

The board appointed administrator shall adhere to the directives and guidelines laid out in policy 412P.

VII. ANNUAL REVIEW

This policy must be annually reviewed by the NDMA board.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: NDMA Policy 412P (Expense Reimbursement)

Adopted: 04/20/15
Revised: 11/17/25
Reviewed: 08/24/26

New Discoveries Montessori Academy Policy 404P

Deleted: 10/20/25

404P EMPLOYEE AND SERVICE PROVIDER BACKGROUND CHECKS

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 DISCIPLINARY 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 compiled 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 will be provided in an electronic or paper format.

Deleted: 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)

Adopted: 11/21/11
Reviewed: 08/24/26

New Discoveries Montessori Academy Policy 406.1P

Deleted: 10/20/25

406.1P DATA PRACTICES

I. PURPOSE

The purpose of this policy is to ensure compliance with the Minnesota Government Data Practices Act.

II. GENERAL STATEMENT OF POLICY

New Discoveries Montessori Academy (NDMA) complies with all data practices requests in accordance with federal, state, and local laws. NDMA will not release data considered private or nonpublic unless required by applicable law.

III. RESPONSIBILITY

NDMA Administrative Assistant is responsible for fulfilling data practices requests.

All requests for NDMA's data must be sent in writing to the individual identified above who will review the request to determine whether the request is for public/non-private data and may be honored. All requests will be honored in a reasonable manner and time frame and in accordance with and as allowed by applicable federal, state, and local laws.

New Discoveries Montessori Academy may charge a fee for fulfilling such requests, as allowed by law. An estimate of the charge will be provided upon request.

Adopted: 08/01/06
Revised: 02/27/12
Reviewed: 08/24/26

New Discoveries Montessori Academy Policy 406P

Deleted: 10/20/25

406P PUBLIC AND PRIVATE PERSONNEL DATA

[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide guidance to New Discoveries Montessori Academy employees as to the data the school collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by New Discoveries Montessori Academy, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by NDMA.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means data on individuals collected because they are or were employees of New Discoveries Montessori Academy, applicants for employment, volunteers for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to NDMA by an employee as part of an organized self-evaluation effort by NDMA to request suggestions from all employees on ways to cut costs, make the school more efficient, or to improve school operations. An employee who is identified in a

suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- F. “Finalist” means an individual who is selected to be interviewed by NDMA for a position.
- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s social security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. contract fees;
 - 6. actual gross pension;
 - 7. the value and nature of employer-paid fringe benefits;
 - 8. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 9. job title;
 - 10. bargaining unit;
 - 11. job description;
 - 12. education and training background;
 - 13. previous work experience;
 - 14. date of first and last employment;

15. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
 16. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school;
 17. the terms of any agreement settling any dispute arising out of the employment relationship, including director buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
 18. work location;
 19. work telephone number;
 20. badge number;
 21. honors and awards received; and
 22. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on applicants for employment or to an advisory board/ commission is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.

- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. Personnel data may be disseminated to labor organizations to the extent the school determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- F. New Discoveries Montessori Academy may display a photograph of a current or former employee to prospective witnesses as part of the school's investigation of any complaint or charge against the employee.
- G. New Discoveries Montessori Academy may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or

3. A court, law enforcement agency or prosecuting authority.
- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- I. A complainant has access to a statement provided by the complainant to New Discoveries Montessori Academy in connection with a complaint or charge against an employee.
- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.
- If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- K. New Discoveries Montessori Academy shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.
- N. New Discoveries Montessori Academy shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the

allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.

- O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school to cut costs, make the school more efficient, or to improve school operations is private.
- P. Health information on employees is private unless otherwise provided by law. To the extent that New Discoveries Montessori Academy transmits protected health information, the school will comply with all privacy requirements.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

New Discoveries Montessori Academy shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

New Discoveries Montessori Academy has designated the board appointed administrator as the authority responsible for personnel data. If you have any questions, contact the board appointed administrator.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References:

NDMA Policy 515P (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School
Records – Privacy – Access to Data)

Adopted: 08/01/06
Revised: 02/16/15
Reviewed: 08/25/26

New Discoveries Montessori Academy Policy 410P

Deleted: 07/22/24

410P FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to New Discoveries Montessori Academy employees in accordance with the Family and Medical Leave Act and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

A. Twelve-week Leave

1. Regular full-time and part-time employees who have been employed by the school for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below. Also covered under this policy is any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job;
 - e. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 - f. to attend military events and related activities of a covered military member;

- g. to address issues related to childcare and school activities of a covered military member's child;
 - h. to address financial and legal arrangements for a covered military member;
 - i. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 - j. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 - k. to attend post-deployment activities related to a covered military member; and/or
 - l. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- 2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee uses any leave.
 - 3. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
 - 4. Eligible spouses employed by the school are limited to an aggregate of twelve weeks of leave during any 12-month period for the birth or adoption of a child, the placement of a child for foster care or to care for a parent. This limitation for spouses employed by the school does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition, or because of the employee's own serious health condition.
 - 5. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, New Discoveries Montessori Academy may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than

does the employee's regular position, and which has equivalent pay and benefits.

6. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
7. If New Discoveries Montessori Academy has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school's expense. If the opinions of the first and second health care providers differ, the school may require certification from a third health care provider at the school's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
8. Requests for leave shall be made to New Discoveries Montessori Academy. Employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school, subject to and in coordination with the health care provider.
9. During the period of a leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12 month period), the school will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage.
10. New Discoveries Montessori Academy may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. It shall be the responsibility of the board appointed administrator to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the New Discoveries Montessori Academy school board for annual review.

New Discoveries Montessori Academy shall comply with written notice requirements as set forth in federal regulations.

11. Employees returning from a leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12 month period) are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.
12. An employee who does not return to work after leave may, in some situations, be required to reimburse the school for the cost of the health plan premiums paid by it.
13. The provisions of this policy are intended to comply with applicable law, including the Family and Medical Leave Act of 1993 ("FMLA") and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by that Act and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
14. In the event that NDMA establishes a collective bargaining agreement between employees in a certified collective bargaining unit and the school that contains Family and Medical Leave requirements, those requirements shall be followed.

B. Six-week Leave

An employee who does not qualify for leave under Paragraph A above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for New Discoveries Montessori Academy for at least 12 consecutive months and has worked an average number of hours per week equal to one-half of the full time equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

C. Twenty-six-week Service Member Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of unpaid leave during a 12-month period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a

combined total of 26 work weeks of leave.

3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.
5. New Discoveries Montessori Academy will request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.

III. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose **principal** function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, teaching partners and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than twenty percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

Deleted: principle

- C. Instructional employees who request continuous leave near the end of the calendar or school year may be required to extend the leave through the end of the calendar or school year. The number of weeks remaining before the end of a calendar or school year does not include scheduled school breaks, such as summer, winter, or spring break.

Deleted:

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a calendar or school year and it is likely the leave will last at least three weeks, the school may require that the leave be continued until the end of the calendar or school year.
2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a calendar or school year, the school may require that the leave be continued until the end of the calendar or school year if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the calendar or school year.
3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the calendar or school year and the leave will last more than five working days, school may require the employee to continue taking leave until the end of the calendar or school year.

- D. The entire period of leave taken under the special rules will be counted as leave. New Discoveries Montessori Academy will continue to fulfill the school's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

IV. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in the school building in an area accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
29 C.F.R. Part 825

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family Medical Leave Act Summary)

Adopted: 03/15/10
Revised: 08/21/17
Reviewed: 08/24/26

New Discoveries Montessori Academy Policy 412P

Deleted: 10/20/25

412P TRAVEL AND OTHER EXPENSE REIMBURSEMENT POLICY

I. PURPOSE

The Board of Directors of New Discoveries Montessori Academy recognizes that board members, officers, and employees of New Discoveries Montessori Academy may be required to travel or incur other expenses from time to time to conduct School business and to further the mission of this non-profit educational organization.

The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by all staff.

II. STATEMENT OF POLICY

- A. It is the policy of New Discoveries Montessori Academy to reimburse only reasonable and necessary expenses actually incurred by Personnel.
- B. When incurring business expenses, New Discoveries Montessori Academy expects Personnel to:
 - 1. Exercise discretion and good business judgment with respect to those expenses.
 - 2. Be cost conscious and spend New Discoveries Montessori Academy money as carefully and judiciously as the individual would spend his or her own funds.
 - 3. Report expenses, supported by required documentation, as they were actually spent.

III. REIMBURSEMENT REQUESTS

Requests will be initiated with the NDMA Request for Check form. This form can be found electronically on the school's shared drive or hard copies can be requested from the school's business office. Receipts must be attached and the form signed by the staff member requesting the reimbursement.

IV. RECEIPTS

Receipts are required for all expenditures billed directly to New Discoveries Montessori Academy. A policy and procedure for reimbursable expenses can be found in the Accounting office.

V. PROCESSING REQUESTS

Reimbursements will normally be processed about the 15th of each month.

VI. GENERAL TRAVEL REQUIREMENTS

- A. Advance Approval from the Board Appointed Administrator: All trips involving air travel or at least one overnight stay must be approved in advance by the individual's supervisor; however, any out-of-state travel must be approved by the Board Appointed Administrator.
- B. Necessity of Travel: In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which New Discoveries Montessori Academy will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular individual's presence on a trip is necessary. In determining whether the benefits to New Discoveries Montessori Academy outweigh the costs, less expensive alternatives, such as participation by telephone or other electronic means or the availability of local programs or training opportunities, shall be considered.
- C. Personal Travel Expenses: Individuals traveling on behalf of New Discoveries Montessori Academy may incorporate personal travel or business with their Organization-related trips; however, Personnel shall not arrange Organization travel at a time that is less advantageous to New Discoveries Montessori Academy or involving greater expense to New Discoveries Montessori Academy in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel are the sole responsibility of the individual and will not be reimbursed by New Discoveries Montessori Academy.
- D. Air Travel
 - 1. General: Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. New Discoveries Montessori Academy will reimburse or pay only the cost of coach class fare actually available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination.
 - 2. Frequent Flyer Miles and Compensation for Denied Boarding: Personnel traveling on behalf of New Discoveries Montessori Academy may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single

airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

- E. Lodging: Personnel traveling on behalf of New Discoveries Montessori Academy may be reimbursed at the usual and customary room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness.
- F. Out-Of-Town Meals: Personnel traveling on behalf of New Discoveries Montessori Academy are reimbursed for the reasonable and actual cost of meals (including tips) subject to a maximum per diem meal and incidental expenses allowance of \$55 per day.
- G. Ground Transportation: Employees are expected to use the most economical ground transportation appropriate under the circumstances.
- H. Personal Cars: Personnel are compensated for use of their personal cars when used for Organization business. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile. In the case of individuals using their personal cars to take a trip that would normally be made by air, e.g., Minneapolis to Milwaukee, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.
- I. Parking/Tolls: Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on Organization business will be reimbursed. The costs of parking tickets, fines, car washes, etc., are the responsibility of the employee and will not be reimbursed. On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.
- J. Entertainment and Business Meetings: Reasonable expenses incurred for business meetings or other types of business related entertainment will be reimbursed only if the expenditures are approved by their supervisor at the New Discoveries Montessori Academy and qualify as tax deductible expenses. Detailed documentation for any such expense must be provided, including:
 - 1. date and place of entertainment.
 - 2. nature of expense.
 - 3. names, titles and corporate affiliation of those entertained.
 - 4. a complete description of the business purpose for the activity including the specific business matter discussed.

- K. Other Expenses: Reasonable business related telephone, internet, and fax charges due to absence of Personnel from the individual's place of business are reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed. Finally, emergency secretarial work and/or postal charges incurred are reimbursable for the purpose of work on behalf of New Discoveries Montessori Academy.
- L. Non-Reimbursable Expenditures: New Discoveries Montessori Academy maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, educational organization. All other expenses need to be approved by the Board Appointed Administrator.

Adopted: 08/01/06
Revised: 01/21/13
Reviewed: 08/24/26

New Discoveries Montessori Academy Policy 413P

Deleted: 10/20/25

413P HARASSMENT, ASSAULT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial, sexual or general harassment, assault and violence. New Discoveries Montessori Academy prohibits any form of religious, racial, sexual, or general harassment, assault and violence.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of New Discoveries Montessori Academy to maintain a learning and working environment that is free from religious, racial, sexual, or general harassment, assault and violence. NDMA prohibits any form of religious, racial, sexual, or general harassment, assault and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes NDMA board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the school.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. New Discoveries Montessori Academy will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, sexual, or general harassment, assault or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT, ASSAULT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
 - a. unwelcome verbal or visual harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or

- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition

Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

IV. GENERAL HARASSMENT AND VIOLENCE DEFINED

A. General Harassment; Definition

1. General harassment consists of unwelcome advances, requests for favors, physical conduct or other verbal or physical conduct or communication of a threatening nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. General harassment may include but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for unreasonable gain;
 - c. demands, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

B.. General Violence; Definition

1. General violence is a physical act of aggression or force or the threat thereof.
2. General violence may include, but is not limited to:
 - a. grabbing, hitting, kicking, biting or pinching another person;
 - b. coercing, forcing or attempting to coerce or force the grabbing, hitting, kicking, biting or pinching of anyone;
 - c. threatening to cause bodily harm to another person or persons.

V. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of religious, racial, sexual or general harassment, assault or violence by a pupil, teacher, administrator or other school personnel of New Discoveries Montessori Academy, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment, assault or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school official designated by this policy. New Discoveries Montessori Academy encourages the reporting party or complainant to use the report form available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment, assault or violence directly to the board appointed administrator.
- B. The New Discoveries Montessori Academy Board hereby designates the board appointed administrator as the school's human rights officer to receive reports or complaints of religious, racial, sexual or general harassment, assault or violence.

If the complaint involves the human rights officer, the complaint shall be filed directly with the NDMA board chair.

- C. New Discoveries Montessori Academy shall conspicuously post the name of the human rights officer, including mailing addresses and telephone numbers.
- D. Submission of a good faith complaint or report of religious, racial or sexual harassment, assault or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- E. Use of formal reporting forms is not mandatory.
- F. New Discoveries Montessori Academy will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

VI. INVESTIGATION

- A. By authority of New Discoveries Montessori Academy, the human rights officer, upon receipt of a report or complaint alleging religious, racial, sexual, or general harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school officials or by a third party designated by the school.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, New Discoveries Montessori Academy should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, New Discoveries Montessori Academy may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial, sexual, or general harassment, assault or violence.

- E. The investigation will be completed as soon as practicable. The school human rights officer shall make a written report upon completion of the investigation. If the complaint involves the board appointed administrator, the report may be filed directly with the NDMA board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VII. SCHOOL DISTRICT ACTION

- A. Upon receipt of a report, New Discoveries Montessori Academy will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School action taken for violation of this policy will be consistent with requirements of applicable (if any) collective bargaining agreements, Minnesota and federal law and school policies.
- B. The result of the school's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school in accordance with state and federal law regarding data or records privacy.

VIII. REPRISAL

New Discoveries Montessori Academy will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial, sexual or general harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

IX. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

X. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit New Discoveries Montessori Academy from taking immediate action to protect victims of alleged harassment, assault, violence or abuse.

XI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted in the school building in an area accessible to pupils and staff members.
- B. This policy shall be given to each school employee and independent contractor at the time of entering into the person's employment contract
- C. This policy shall appear in the student handbook.
- D. New Discoveries Montessori Academy will develop a method of discussing this policy with students and employees.
- E. New Discoveries Montessori Academy may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

Cross References: NDMA Policy 102P (Equal Educational Opportunity)
NDMA Policy 430P (Employment)
NDMA Policy 406P (Public and Private Personnel Data)
NDMA Policy 414P (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
NDMA Policy 506 (Student Discipline)

Adopted: 12/17/12
Reviewed: 08/24/26

New Discoveries Montessori Academy Policy 414P

Deleted: 10/20/25

414P MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of New Discoveries Montessori Academy is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. It shall be a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C [Child Protection], includes an individual under age 21 who is in foster care.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually

abused, or has been neglected or physically or sexually abused within the preceding three years.

E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance;
6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the

normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.67 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child

by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "School personnel" means professional employee or professional's delegate of New Discoveries Montessori Academy who provides health, educational, social, psychological, law enforcement, or child care services.
- I. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse.
- J. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- K. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- L. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one

from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- D. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- E. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- F. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- G. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the

reckless making of a false report may result in discipline. The court may also award attorney's fees.

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, New Discoveries Montessori Academy shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.

- E. Upon request by MDE, New Discoveries Montessori Academy shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. New Discoveries Montessori Academy shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. New Discoveries Montessori Academy will develop a method of discussing this policy with school personnel.

- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd.4, Clause (5) (Child in Need of Protection)
Minn. Stat. § 609.02, Subd.6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: NDMA Policy 415P (Mandated Reporting of Maltreatment of Vulnerable Adults)

Adopted: 12/17/12
Reviewed: 08/24/26

New Discoveries Montessori Academy Policy 415P

Deleted: 10/20/25

415P MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of New Discoveries Montessori Academy is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. It shall be a violation of this policy for any school personnel to fail to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

- D. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.
- E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.

- F. “Vulnerable Adult” means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services at or from a licensed facility which serves adults as set forth in Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or home care provider service; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual’s ability to adequately provide the person’s own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual’s self from maltreatment.
- G. “Caregiver” means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. “School Personnel” means professional employees or their delegates of New Discoveries Montessori Academy engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. “Immediately” means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the designated county entity.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined

under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.

- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. New Discoveries Montessori Academy will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)

Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of
Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable
Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: NDMA Policy 430P (Employment)
NDMA Policy 406P (Public and Private Personnel Data)
NDMA Policy 414P (Mandated Reporting of Child Neglect or
Physical or Sexual Abuse)

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New Discoveries Montessori Academy Policy 506P

Deleted: 10/20/25

506P STUDENT DISCIPLINE AND DISMISSAL

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the New Discoveries Montessori Academy's expectations for student conduct. Such compliance will enhance the school's ability to maintain discipline and ensure that there is no interference with the educational process. NDMA will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The New Discoveries Montessori Academy board of directors recognizes that individual responsibility and mutual respect are essential components of the educational process. The board of directors further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in a manner conducive to learning. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of New Discoveries Montessori Academy that a fair and equitable school-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the New Discoveries Montessori Academy board of directors, with the participation of school

administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school.

III. AREAS OF RESPONSIBILITY

- A. The Board of Directors. The board of directors holds all school personnel responsible for the maintenance of order within the school and supports all personnel acting within the framework of this discipline policy.
- B. Board Appointed Administrator. The board appointed administrator shall hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. Any guidelines or directives established to implement this policy shall be submitted to the board of directors for approval and shall be attached as an addendum to this policy.

The board appointed administrator is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final board of directors approval. The board appointed administrator shall consult with parents of students conducting themselves in a manner contrary to the policy. The board appointed administrator shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A board appointed administrator, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

- C. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Other School Personnel. All school personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the board appointed administrator. A school employee, school bus driver, or other agent of a school, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- E. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are

expected to cooperate with school authorities and to collaborate regarding the behavior of their children.

- F. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- G. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;

- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of New Discoveries Montessori Academy or the safety or welfare of the student, other students, school guests, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of school Hazing Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of school Attendance Policy;
 - 7. Opposition to authority using physical force or violence;
 - 8. Using, possessing, or distributing tobacco or tobacco paraphernalia;

9. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school Weapons Policy;
14. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
15. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
16. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
17. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
18. Violation of any local, state or federal law as appropriate;
19. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
20. Violation of school Internet Acceptable Use and Safety Policy;
21. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
22. Violation of school bus or transportation rules or the school bus safety policy;
23. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;

24. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
25. Violation of school Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
26. Possession or distribution of slanderous, libelous or pornographic materials;
27. Violation of school Bullying Prohibition Policy;
28. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
29. Criminal activity;
30. Falsification of any records, documents, notes or signatures;
31. Tampering with, changing, or altering records or documents of the school by any method including, but not limited to, computer access or other electronic means;
32. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
33. Impertinent or disrespectful language toward teachers or other school personnel;
34. Sexual and/or racial abuse and/or harassment;
35. Violation of school Harassment and Violence Policy;
36. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school personnel, or other persons;
37. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
38. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

- 39. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
- 40. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
- 41. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
- 42. Violation of school rules, regulations, policies, or procedures;
- 43. Other acts, as determined by the school, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

It is the general policy of New Discoveries Montessori Academy to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of NDMA. At a minimum, violation of school rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. New Discoveries Montessori Academy shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, board appointed administrator, counselor or other school personnel, and verbal warning;
- B. Confiscation by school personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school policy, rule regulation, procedure, or state or federal law. If confiscated by the school, the confiscated item, article, object, or thing may only be released following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent/guardian contact;
- D. Parent/guardian conference;
- E. Removal from class;

- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, board appointed administrator, or other school employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. If a student is removed from class more than ten (10) times in a school year, New Discoveries Montessori Academy shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student From a Class.
1. Authority to remove a student from class under the provisions and limitations of this section shall rest with the classroom teacher. The teacher may remove students from their class for violations of any conditions listed in (A. 1-4) above.
 2. Removal to a designated area for a student to cool down or refocus shall be used if removal is simply to provide the student with some time to avoid problems or to provide a clear warning of serious consequences.
 3. If the removal is for an extended period of time during the day (up to five (5) hours), the following procedures must be observed:
 - a. Students must be sent to an administrator or behavior specialist. An adult will escort the student. Administration will provide or appoint a designee to provide custodial care of the student.
 - b. The teacher shall provide administration or designee the following information:
 - 1) Specific grounds for removal
 - 2) Length of the period of removal

- 3) Any request for administrative support
- c. The teacher shall provide the student with the following information:
 - 1) Specific grounds for removal
 - 2) Length of the period of removal
 - 3) Conditions of re-entry (e.g., must meet separately with teacher, must work out a contract, must appear for a conference with parent(s), etc.)
 - 4) Whenever possible, class assignments for the days following the first day of removal.
- d. Parents will be contacted to engage their support in correcting the misconduct. The teacher shall provide the parent(s) or guardian with the following information:
 - 1) Specific grounds for removal
 - 2) Length of the period of removal
 - 3) Conditions of re-entry including the scheduling of a conference with parent

This information will be communicated by telephone by the teacher. The teacher may also use a written notice when it is not possible to reach the parent by telephone or as a follow-up to the telephone contact.

D. Disabled Students; Special Provisions.

- 1. Removal from class of students with disabilities must comply with conditions specified in state and federal laws and rules. The student's special education case manager will be notified of the incident leading to removal from class.

E. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

- 1. The steps outlined in school Chemical Use and Abuse Policy will be taken when the student is removed from class due to evidence of being under the influence of drugs.

IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

New Discoveries Montessori Academy shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

New Discoveries Montessori Academy shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable board of directors' regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the New Discoveries Montessori Academy Board of Directors, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the board appointed administrator shall provide the board chair with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with a disability.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, New Discoveries Montessori Academy shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of

readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where New Discoveries Montessori Academy is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. In the case of a student with a disability, the student's individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team shall, at the meeting, conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action, and determine the appropriateness of the child's education plan.

The requirements of the individual education plan team meeting apply when: (1) the parent requests a meeting; (2) the student is removed from the student's current placement for five (5) or more consecutive days; or (3) the student's total days of removal from the student's placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial

danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the board appointed administrator or the board appointed administrator's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference.
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the New Discoveries Montessori Academy board of directors' decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. “Expulsion” means a board of directors’ action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the New Discoveries Montessori Academy board of directors.
2. “Exclusion” means an action taken by the board of directors to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the New Discoveries Montessori Academy board of directors.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of New Discoveries Montessori Academy’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. New Discoveries Montessori Academy shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by New Discoveries Montessori Academy, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. New Discoveries Montessori Academy shall record the hearing proceedings at school expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. New Discoveries Montessori Academy shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The New Discoveries Montessori Academy board of directors may appoint an attorney to represent the school in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by New Discoveries Montessori Academy. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the New Discoveries Montessori Academy.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the New Discoveries Montessori Academy board of directors and served upon the parties within two (2) days after the close of the hearing.
17. The New Discoveries Montessori Academy board of directors shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The board of directors may provide the parties with the opportunity to present exceptions and comments to the

hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the board of directors must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the New Discoveries Montessori Academy board of directors may appeal the decision to the Commissioner within twenty-one (21) calendar days of board of directors action pursuant to Minn. Stat. § 121A.49. The decision of the board of directors shall be implemented during the appeal to the Commissioner.
19. New Discoveries Montessori Academy shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. New Discoveries Montessori Academy must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other

applicable law. The teacher, board appointed administrator or other school official may provide additional notification as deemed appropriate.

XII. STUDENT DISCIPLINE RECORDS

It is the policy of New Discoveries Montessori Academy that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Where a student is dismissed for five (5) or more consecutive days, or has accumulated more than ten (10) days of dismissal over the course of the school year, New Discoveries Montessori Academy will convene a meeting to determine whether the student's educational program is appropriate and to review all relevant information in order to determine whether the behavior subject to discipline is a manifestation of the student's disability. Such a meeting must be held within ten (10) school days of the school's decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior. If the student was placed in a 45-day interim alternative educational setting pending the manifestation determination, the student will be returned to the placement from which the student was removed unless the student and New Discoveries Montessori Academy agree to a change of placement as part of the modification of the behavioral intervention plan.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. DISTRIBUTION OF POLICY

New Discoveries Montessori Academy will notify students and parents of the existence and contents of this policy in the NDMA student/parent handbook. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in the school's office.

XVI. REVIEW OF POLICY

The board appointed administrator and designees shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the board appointed administrator for consideration by the board of directors, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.27 (School and Community Advisory Team)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: NDMA Policy 413P (Harassment and Violence)
NDMA Policy 501 (School Weapons)
NDMA Policy 503 (Attendance)
NDMA Policy 526 (Hazing Prohibition)

514P STUDENT BULLYING PROHIBITION

I. PURPOSE

New Discoveries Montessori Academy strives to provide safe, secure and respectful learning environments for all students in the school building, on school grounds, school buses and at school-sponsored activities. Bullying, like other disruptive or violent behavior, is conduct that interferes with a student's ability to learn and a teacher's ability to educate.

This policy protects students against bullying and harassment on the basis of actual or perceived race, ethnicity, color, creed, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, status with regard to public assistance, age, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic defined in current Minnesota Statutes Chapter 363A. This policy also protects any student who voluntarily participates in any district function or activity, whether the student is enrolled in the district or not.

II. DEFINITIONS

- A. Prohibited conduct ("bullying") means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students creating an actual or perceived imbalance of power between the student engaging in bullying and the target of bullying that has or can be reasonably predicted by repeated forms or pattern to have one or more of the following effects:
1. Placing the student in reasonable fear of harm to the student's person or property.
 2. Causing a substantially detrimental effect on the student's physical or mental health.
 3. Substantially interfering with the student's educational opportunities and performance.
 4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

- B. Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.
- C. "Cyberbullying" means using electronic information and communication technologies to bully. This may include, but is not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, Internet, website or forum, transmitted through a computer, cell phone, or other electronic device.
- D. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of the student who is the target of the prohibited conduct. Remedial response also means a measure to stop and correct retaliation for asserting, alleging, reporting or providing information about prohibited conduct (retaliation) or knowingly making a false report about prohibited conduct (false report), prevent retaliation or false reports from recurring and protect, support and intervene on behalf of the student who is the target of the prohibited conduct.
- E. "Immediately" means as soon as possible but in no event longer than 24 hours.
- F. "District employee" includes board members, administrators, educators, teaching partners, school counselors, social workers, psychologists, other school mental health professionals, nurses and other school-based/linked medical providers/health professionals, cafeteria workers, custodians, bus drivers, athletic coaches, extracurricular activities advisors, paraprofessionals, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the New Discoveries Montessori Academy and its students.

III. PROHIBITIONS

Bullying of a student or group of students is prohibited:

- A. During any school-sponsored or school-sanctioned programs, activities, events or trips.
- B. In the school building, school property, on school buses or other school-provided transportation, and at designated locations for students to wait for buses and other school-provided transportation.
- C. Through the transmission of information from a school district computer or computer network, or other electronic school equipment.

- D. When communicated through any electronic technology or personal electronic device while on school property, on school buses or other school-provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities.
- E. Off campus communication and use of electronic technology which seriously disrupts any student's education.

Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. False accusations or reports of bullying against another student are also prohibited.

IV. RESPONSE

- A. Board appointed administrator or designee (hereinafter administrator/designee) is the person responsible for receiving reports of bullying at the building level. They will ensure this policy and its procedures are fairly and fully implemented and serve as the primary contact on policy and procedural matters implicating both the district or school and department. If the complaint involves the administrator/designee, the complaint shall be made or filed directly with the board chair.
- B. When investigating a complaint, administrator/designee may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved.
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior.
 - 3. Past incidences or past or continuing patterns of behavior.
 - 4. The relationship between the parties involved.
 - 5. The context in which the alleged incidents occurred.
- C. Investigation of a bullying incident shall be initiated within three school days of receipt of a report and be completed within 10 school days, unless the administrator/designee grants in writing an additional five-day extension due to extenuating circumstances. *See Attachment A for a template investigation process.*
- D. **Consequences** - Many student conflicts can be resolved immediately and do not require reporting or creation of an incident report. Schools must respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Appropriate responses and consequences are outlined in the Student Handbook and/or in *Attachment B*.
- E. **Appeal** - Any party who is not satisfied with the outcome of the investigation may appeal to the district's human rights officer within 10 school days of notification of the administrator/designee's decision. The human rights officer will conduct a review of the appeal and, within 10 school days of receipt of the appeal, will affirm, reverse or modify the findings of the report. The human rights officer shall notify the party

requesting the appeal and the principal that its decision is final and shall document that notification in the incident report.

- F. **District Employees** - When it is determined that a district employee was aware prohibited conduct was taking place but failed to report it, the employee will be considered to have violated this policy. The board appointed administrator shall consider employee discipline for such violations, making reference to any applicable collective bargaining agreement. Remedies for offending contractors should be imposed according to their district contracts.
- G. **Reprisal** - The school district will take appropriate action against any student or district employee who retaliates against any person who reports alleged bullying or against any person who testifies, assists or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment or intentional disparate treatment.

V. NOTICE AND DISSEMINATION OF REQUIREMENTS

The school district will give annual notice of this policy to students, parents or guardians, and district employees, and this policy shall appear in the student handbook and posted in an electronic format in the languages appearing on its district/school website. This policy should also be:

- A. Posted in the district and school building administrative offices and throughout each school building in areas accessible to students and district employees.
- B. Included in each school's student handbook on school policies.
- C. Be given to each school district employee and independent contractor at the time of entering into the person's employment contract.

VI. PROFESSIONAL DEVELOPMENT AND EDUCATION

- A. **Staff** - Professional development will be offered annually to build the skills of all district employees to implement this policy. The content of such professional development shall include, but not be limited to:
 - 1. Developmentally appropriate strategies to prevent incidents of bullying and to intervene immediately and effectively to stop them in a manner that does not stigmatize the victim.
 - 2. Information about the complex interaction and power differential that can take place between and among an actor, target and witness to the bullying.
 - 3. Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk, and any specific interventions that may be particularly effective for addressing bias-based bullying.

4. Recognizing, responding to and reporting bullying.
5. Information about the incidence and nature of cyberbullying.
6. Information about Internet safety issues as they relate to cyberbullying.
7. A review of the district's reporting requirements related to bullying and cyberbullying.

B. ***Student Education*** - Each school shall incorporate into the school curriculum developmentally appropriate programmatic instruction to help students identify, prevent and reduce bullying and create a safe learning environment. The administrator/designee shall determine the scope and duration of the units of instruction and topics covered but should include evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct to engage all students in creating a safe and supportive school environment. ***See Attachment C for more information on student instruction.***

Cross References: NDMA Policy 541P (Malicious & Sadistic Conduct Prohibition)
NDMA Policy 506P (Student Discipline)

Attachment A – Template for investigation process

SCHOOL DISTRICT ACTION

The administrator/designee shall perform the investigation.

1. Investigation of a bullying incident shall be initiated within three school days of receipt of a report and be completed within 10 school days, unless the administrator/designee grants in writing an additional five-day extension due to extenuating circumstances. The administrator/designee shall document the extension in the investigation report and shall notify the parties involved. The administrator/designee will make every effort to protect the confidentiality of those who report bullying incidents and is responsible for keeping and protecting access to any written records of the investigation.
2. Prior to the investigation of an incident, the administrator/designee will take immediate steps, at its discretion, to protect the alleged actor(s), target(s), bystander(s) or reporter pending completion of an investigation. Once an investigation is concluded, further steps will be taken as needed to assure the continued safety of the complainant from additional incidents of bullying or retaliation.
3. The purpose of the investigation is to make a determination as to whether a reported incident constitutes a case of bullying. These determinations will be made in consideration of the totality of the facts and the circumstances surrounding the incident, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incident occurred.
 - a. Identifying the alleged actor(s), target(s) and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it.
 - b. Conducting an individual interview in a private setting with the alleged actor and target. The alleged actor and target should never be interviewed together or in public. Individual interviews shall also be conducted in private with student and adult bystanders. The investigation may also consist of any other methods and documents deemed pertinent by the administrator/designee.
 - c. Determining how often the conduct occurred, any past incident or continuing pattern of behavior, and whether the target's education, including but not limited to, a negative impact on academic performance, educational opportunities and participation in school activities was affected.
 - d. Assessing the individual and school-wide effects of the incident relating to safety, and assigning school staff to create and implement a safety plan to prevent the recurrence of an incidence that will restore a sense of safety for the target and other students who have been impacted.
 - e. If the administrator/designee determines the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement authorities. As part of making this determination, the administrator/designee may wish to consult with either a law enforcement officer or legal counsel. Law enforcement shall only be contacted if all other available remedies have been exhausted.
 - f. When appropriate, preparing a report identifying his/her recommendation for individual consequences.
 - g. Comprehensively documenting the details of the investigation.
 - h. When the investigation is complete, the administrator/designee shall ensure the investigation report is attached to the incident report.

Attachment B – Additional information on disciplinary actions

Remedial actions may include:

For the student harmed: protect, support and intervene on behalf of the student who is the target of the prohibited conduct.

Support may include: referral to student support staff for one-to-one support or social skills training; daily check-in and check-out with a trusted adult in the school; choice to participate in a restorative process, facilitated by a trained facilitator.

For the student who violated the prohibited conduct policy: schools may use multi-tiered levels of response that are individualized, consistent, reasonable, fair, age-appropriate and should match the severity of the student's behavior and their developmental age. The consequences must be a natural and logical match to the prohibited behavior; consequences must be paired with meaningful instruction and guidance; and must be carefully planned with well-defined outcomes.

Consequences may include: A referral to appropriate staff for teaching and re-enforcing appropriate school behavior: mini-courses or skill modules to guide restitution; a referral to participate in a restorative process facilitated by a trained facilitator if the student admits to having caused harm; a meeting between the administrator and the family of the student who did the harm; a coordinated behavior plan that may include behavior contracts with a plan to prevent the prohibited conduct from recurring; individual counseling and one-to-one support to change behavior.

Consequences may also include warning, suspension, exclusion, expulsion or transfer. The school should avoid using punitive discipline (detention, suspensions, and expulsions) if any other method or consequence can be used with fidelity. The school may review school-wide behavior data as well as the data related to the person who did the harm and the person harmed. If the investigator determines that a violation of this policy may be the result of school climate needs, the school may conduct classroom or school-wide training.

When an investigation determines that bullying occurred, the administrator/designee shall explain the consequences in a non-hostile manner, and shall impose any consequence immediately and consistently. The administrator/designee shall keep communicating and working with all parties involved until the situation is resolved. Some key indicators of resolution include:

- The actor is no longer bullying and is interacting civilly with the target.
- The target reports feeling safe and is interacting civilly with the actor.
- School staff observe an increase in positive behavior and social-emotional competency in the actor and/or the target.
- School staff observe a more positive climate in the physical location where bullying incidents were high.

REMEDIAL RESPONSE AND REFERRALS

The administrator/designee shall design and implement remedial measures to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the target of the bullying, and take corrective action for documented systemic problems related to bullying. The administrator/designee shall refer students who bully to positive-behavior small-group interventions (for anger management, trauma or social skills) within the school, if possible, to reinforce the behavioral expectation they violated and increase their social-emotional competency. The administrator/designee shall ask a school mental health professional to refer targets of bullying to individual or group therapy where they can openly express their feelings about their bullying experience, or social-skills training and/or groups where they can practice assertiveness and coping mechanisms.

Attachment C – Student Instruction

Administration is encouraged to take such actions as deemed appropriate to accomplish the following goals:

- Engage students in creating a safe and supportive school environment.
- Partner with parents and other community members to develop and implement prevention and intervention programs.
- Engage all students and adults in integrating education, intervention and other remedial responses into the school environment.
- Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct.
- Teach students to advocate for themselves and others.
- Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct.
- Foster student collaborations to create a more conducive environment for a supportive school climate.

Possible units of instruction could include:

- Social emotional learning.
- Appropriate behavior online/on social media and cyberbullying awareness and response.
- Valuing diversity in school and society.
- Advocacy skills for themselves and others.
- Skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying.

The age-appropriate unit of instruction may be incorporated into the current courses of study regularly taught. Schools shall satisfy the documentation requirements established by the board appointed administrator or designee to ensure compliance with this curricular requirement.

Adopted: 08/01/06
Revised: 02/27/12
Reviewed: 08/24/26

New Discoveries Montessori Academy Policy 522P

Deleted: 10/20/25

522P STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. New Discoveries Montessori Academy provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The board of directors hereby designates the board appointed administrator as its Title IX coordinator. This employee coordinates the school's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school official designated by this policy or may file a grievance. New Discoveries Montessori Academy encourages the reporting party or complainant to use the report form available from the school office, but oral

reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to the school board appointed administrator.

- B. In The School Building. The board appointed administrator is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the board appointed administrator immediately.
- C. Upon receipt of a report or grievance, the board appointed administrator may request, but may not insist upon a written complaint.
- D. The NDMA board hereby designates the board appointed administrator as the New Discoveries Montessori Academy human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the New Discoveries Montessori Academy board chair.
- E. New Discoveries Montessori Academy shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. New Discoveries Montessori Academy will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of the NDMA board, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school officials or by a third party designated by the school.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the

complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, New Discoveries Montessori Academy should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, New Discoveries Montessori Academy may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school human rights officer shall make a written report to the NDMA board chair upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL ACTION

- A. Upon conclusion of the investigation and receipt of a report, New Discoveries Montessori Academy will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school policies.
- B. The result of the school's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

New Discoveries Montessori Academy will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The school shall review this policy and the school's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: NDMA Policy 102P (Equal Educational Opportunity)
NDMA Policy 413P (Harassment and Violence)
NDMA Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)
NDMA Policy 509P (Nondiscrimination Title 9)

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New Discoveries Montessori Academy Policy 524P

Deleted: 10/20/25

524P TECHNOLOGY RESOURCES USE POLICY

I. PURPOSE

The purpose of this policy is to set forth guidelines for access to New Discoveries Montessori Academy's technology resources.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding user access to NDMA's technology resources, NDMA considers its own stated educational mission, goals, and objectives. The school district expects that users will blend thoughtful use of technology resources throughout the curriculum and will provide guidance and instruction to users in their utilization of technology.

III. EDUCATIONAL PURPOSE

NDMA is providing users with access to NDMA's technology resources, which includes Internet access. NDMA's technology resources have an educational purpose, which includes use of the system for classroom activities, educational research, assessment, and professional or career development activities. Users are expected to use Internet access through NDMA's technology resources to further educational and personal goals consistent with the mission of NDMA and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on NDMA network.

IV. USE OF TECHNOLOGY RESOURCES IS A PRIVILEGE

The use of NDMA's technology resources and access to use of the Internet is a privilege, not a right. It is expected that anyone who has access to NDMA's network will exercise appropriate use of those resources. Heretofore, "Users," refers to everyone using NDMA's technology resources and/or internet access, including – but not limited to – students, staff, contract employees and guests.

V. UNACCEPTABLE USES

A. The following uses of the NDMA's technology resources or accounts are considered unacceptable:

1. Users will not use the school district technology resources to access, review, upload, download, store, print, post, receive, transmit, or distribute:

- a. obscene or explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use NDMA's technology resources to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use NDMA's technology resources to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use NDMA's technology resources to vandalize, damage, or disable the property of another person or organization, make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and or use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use NDMA's technology resources to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use NDMA's technology resources to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact

information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by NDMA as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515P; or
 - (2) such information is not classified by NDMA as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515P.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from an administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks.
- 7. Users will not attempt to gain unauthorized access to the school district system or any other system through NDMA's technology resources, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 - 8. Users will not use NDMA's technology resources to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use NDMA’s technology resources for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of NDMA. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
- B. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate NDMA policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws. Corrective/disciplinary actions will be administered by board appointed administrator, or administrative designee and recommended for board of directors’ ratification.
- C. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other NDMA policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If NDMA receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate NDMA policies, including suspension, expulsion, exclusion, or termination of employment.
- D. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a New Discoveries employee, the immediate disclosure shall be to the employee’s immediate supervisor and/or an administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, an administrator.

VI. FILTER

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene or harmful to minors under state or federal law.

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VII. CONSISTENCY WITH OTHER NDMA POLICIES

Use of the school district technology resources and use of the Internet shall be consistent with school district policies and the mission of NDMA.

VIII. EXPECTATION OF LIMITED PRIVACY

- A. By authorizing use of NDMA's technology resources, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. NDMA employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. NDMA will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. TECHNOLOGY RESOURCES USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Technology Resources Use Policy must be read and the provisions agreed to by each user and/or parent/guardian of each user. An acknowledged user consent

agreement will be kept in the school office.

X. LIMITATION OF SCHOOL DISTRICT LIABILITY

Use of NDMA's technology resources is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district tapes, hard drives, servers, or other storage devices for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. NDMA is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to technology use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on NDMA tapes, hard drives, servers, or other storage devices.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though NDMA may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this Technology Resources Use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.

6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's Technology Resources Use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the Technology Resources Use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF TECHNOLOGY RESOURCES USE POLICY

- A. Outside of school, parents bear responsibility for the same guidance of School related Internet use as they exercise with information sources such as television, telephones, radio, movies, and other potentially offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A description of parent/guardian responsibilities.
 2. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 3. A statement that the school district's Technology Resources Use is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. NDMA administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the board of directors for approval. Upon approval by the board of directors, such guidelines, forms, and procedures shall be an addenda to this policy.
- B. The administration shall revise the user notifications, including student and parent

notifications, if necessary, to reflect the adoption of these guidelines and procedures.

- C. NDMA Technology Resources Use Policy is available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of technology, the board of directors shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
Layshock v. Hermitage Sch. Dist., 412 F.Supp.2d 502 (W.D. Pa. 2006)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)



Adopted: 09/20/10

Revised: ~~10/20/25~~

Reviewed: 08/24/26

New Discoveries Montessori Academy Policy 533P

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533P WELLNESS

FORWARD

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

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

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

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

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

I. SCHOOL WELLNESS COMMITTEE

Committee Role and Membership

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

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

Leadership

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

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

Implementation Plan

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

This wellness policy and the progress reports can be found at: newdiscoveries.org

Recordkeeping

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

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

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

Annual Notification of Policy

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

Triennial Progress Assessments

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

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

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

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

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

Revisions and Updating the Policy

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

Community Involvement, Outreach and Communications

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

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

III. NUTRITION

School Meals

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

NDMA participates in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and Fresh Fruit & Vegetable Program. NDMA is committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

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

Staff Qualifications and Professional Development

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

Water

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

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

Competitive Foods and Beverages

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

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

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

Celebrations and Rewards

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

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

Fundraising

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

Nutrition Promotion

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

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

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

Nutrition Education

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

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

Essential Healthy Eating Topics in Health Education

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

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

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

Food and Beverage Marketing in Schools

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

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

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

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

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

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

IV. PHYSICAL ACTIVITY

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

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

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

Physical Education

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

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

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

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

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

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

Essential Physical Activity Topics in Health Education

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

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

Recess (Elementary)

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

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

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

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

Classroom Physical Activity Breaks (Elementary and Secondary)

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

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

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

Active Academics

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

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

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

feasible.

Before and After School Activities

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

Active Transport

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

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

V. OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS

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

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

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

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

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

Community Partnerships

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

Community Health Promotion and Family Engagement

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

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

Staff Wellness and Health Promotion

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

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

Professional Learning

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

Glossary:

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

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

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

Triennial – recurring every three years.

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

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

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

Content Resources

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

Marketing Resources

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

Assessment Resources

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

Adopted: 03/18/24
Reviewed: 08/24/26

NDMA Policy 536P

Deleted: 10/20/25

536P STUDENT FEES

I. PURPOSE

The purpose of this policy is to establish guidelines for the collection of student fees.

II. GENERAL STATEMENT OF POLICY

It is the policy of the state of Minnesota that public school education shall be free and no pupil shall be denied an education because of economic inability to furnish educational books and supplies necessary to complete educational requirements necessary for graduation. Any practice leading to suspension, coercion, exclusion, withholding of grades or diplomas, or discriminatory action based upon nonpayment of fees denies pupils their right to equal protection and entitled privileges. It is recognized that the Board of Directors of New Discoveries Montessori Academy has the right to accept voluntary contributions, to make certain charges and to establish fees in areas considered extra curricular, noncurricular or supplementary to the requirements for the successful completion of a class or educational program, and to waive those fees under certain circumstances

II. SCOPE

New Discoveries Montessori Academy is authorized to require payment of fees in the following areas:

1. In any program where the resultant product, in excess of minimum requirements and at the pupil's option, becomes the personal property of the pupil
2. Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity is the same for all students
3. Items of personal use or products that a student has an option to purchase such as student publications and yearbooks
4. Field trips considered supplementary to the NDMA educational program
5. Transportation of pupils to and from extracurricular activities conducted at locations other than school, where attendance is optional
6. Personal or consumable items including pencils, paper, pens, erasers and notebooks
7. Textbooks, workbooks, electronic equipment and library books, lost or destroyed by students

III. WAIVER OF STUDENT FEES

NDMA may waive any fee:

1. For any pupil whose parent is serving in, or within the past year has served in, active military service as defined under section 190.05.(b)
2. If any pupil or the pupil's parent or guardian is unable to pay it.

Legal References: Minn. Stat. 123B.34 - 37 (MN Public School Fee Law)

616P SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and the Every Child Succeeds Act and strive for the World's Best Workforce.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and Every Child Succeeds Act will require a new level of accountability for New Discoveries Montessori Academy. New Discoveries Montessori Academy will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. New Discoveries Montessori Academy also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. New Discoveries Montessori Academy will be accountable to the public and the state through annual reporting.

III. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

- | A. | School | District | Goals |
|----|--|----------|-------|
| 1. | The NDMA Board of Directors has established school-wide goals which provide broad direction for New Discoveries Montessori Academy. Incorporated in these goals are the education standards contained in the Minnesota Academic Standards and the Every Child Succeeds Act. The broad goals shall be reviewed annually and approved by the NDMA Board of Directors. The Board shall adopt annual goals based on the recommendations of the NDMA Instructional Leadership Team. | | |
| 2. | The improvement goals should address recommendations identified through the Instructional Leadership Team process. | | |
| B. | <u>System for Reviewing All Instruction and Curriculum.</u> Incorporated in the process will be analysis of New Discoveries Montessori Academy progress toward implementation of the Minnesota Academic Standards. | | |

1. Administration and instructional staff review and evaluate the strengths and weaknesses of instruction and curriculum weekly through the work we do at our 90 minute Professional Learning Communities (PLC). In addition, instructional leaders - lead and mentor teachers, Title teacher, Special Education teacher, School psychologist, Board member, and administration - meet monthly as an Instructional Leadership Team (ILT) to consistently and carefully review instruction, evidence of student work, assessment data, objective observational data, instructional walk-through data, and evaluation data.
2. The Year Long Learning Progression (YLLP) is NDMA's curriculum scope and sequence document that is aligned to state academic standards and is used to provide guidance in the lesson planning process.

Deleted: parent,

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards - Mathematics and Reading)
Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards - Written Composition)
Minn. Rules Part 3501.0160 (District Reporting Requirements)
Minn. Rules Parts 3501.0505-3501.0550 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Adopted: 03/18/24
Reviewed: 08/24/26

NDMA Policy 705P

Deleted: 10/20/25

705P ELECTRONIC FUND TRANSFER

I. PURPOSE

The purpose of this policy is to establish guidelines for the electronic fund transfers of school district funds.

II. GENERAL STATEMENT OF POLICY

It is the policy of New Discoveries Montessori Academy (NDMA) to comply with all state laws relating to electronic fund transfers and to guarantee that investments meet certain primary criteria.

II. SCOPE

This policy applies to all electronic funds of NDMA.

III. PROGRAM RESTRICTIONS

The School Credit Card has been assigned a credit limit. All credit card purchases must be pre-approved. In some cases this may include pre approval of a certain dollar amount rather than a particular item to be purchase.

IV. AUTHORITY/OBJECTIVES

- A. The funds of the NDMA shall be transferred in accordance with this policy, Minn. Stat. Ch. 471.381 and any other applicable law or written administrative procedures.
- B. The primary criteria for electronic fund transfers of the school district are as follows
 - 1. The Board of Directors shall annually delegate the authority to make electronic funds transfers to a designated business administrator.
 - 2. The disbursing bank shall keep on file a certified copy of the delegation of authority.
 - 3. The initiator of the electronic transfer shall be identified.
 - 4. The initiator shall document the request and obtain an approval

from the designated business administrator before initiating the transfer.

5. A written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction.
6. A list of all transactions made by electronic funds transfer shall be submitted to the Board of Directors at its next regular meeting after the transaction.

V. DELEGATION OF AUTHORITY

The NDMA Financial Manager, Board Chair, Board Treasurer and Board Appointed Administrator are responsible for electronic fund transfers and activities under the direction of the Board of Directors.

Legal References:

Minn. Stat. 118A.01 (Public Funds; Depositories and Investments)
Minn. Stat. 118A.02 (Authorization for Deposit and Investment)
Minn. Stat. 118A.03 (Depositories and Collateral)
Minn. Stat. 118A.04 (Investments)
Minn. Stat. 118A.05 (Contracts and Agreements)
Minn. Stat. 118A.06 (Delivery and Safekeeping)