

## **Agenda**

1. ROUTINE BUSINESS ITEMS
  - 1.1. Call to Order/Pledge of Allegiance
  - 1.2. Roll Call: Birhanzi \_\_\_ Helgeson \_\_\_ Pauling \_\_\_ Sachariason \_\_\_ Snell \_\_\_ and Stenson \_\_\_
  - 1.3. Approval of Agenda
  - 1.4. Special Presentation
  - 1.5. Approval of Consent Agenda

*(Any item or items may be pulled off the consent agenda, at the request of any board member, for consideration by the board as a whole.)*

    - 1.5.1. Regular Board of Education Meeting Minutes
    - 1.5.2. Special Board of Education Meeting Minutes
    - 1.5.3. Bills
    - 1.5.4. Treasurer's Report
    - 1.5.5. Budget Report
    - 1.5.6. Personnel Actions
      - 1.5.6.1. Employment
      - 1.5.6.2. Resignations/Retirements
      - 1.5.6.3. Reassignments
      - 1.5.6.4. Terminations
  - 1.6. Resolution Accepting a Gift, Donation, Contribution or Bequest RESOLUTION ACCEPTING MONETARY, PROPERTY, GOODS OR SERVICES DONATION
  - 1.7. Superintendent's Report
  - 1.8. Board Reports
    - 1.8.1. Board Committees
    - 1.8.2. Student Representative Report
    - 1.8.3. Administrators
  - 1.9. Congratulatory Action and Recognition
2. DISCUSSION ITEMS
  - 2.1. Senior's Last Day of School
  - 2.2. Facility Study Candidates
3. ACTION ITEMS
  - 3.1. Approve RFP
  - 3.2. American Indian Parent Advisory Committee Vote of Concurrence
  - 3.3. Accounting Policies and Procedures Manual
  - 3.4. Accept Proposal for Facility Study
  - 3.5. Resolution in Support of the Congressional IDEA Full Funding Act
  - 3.6. Approve SWWC Service Cooperative Contracts for 2022-2023.
  - 3.7. Approval of Resolutions Relating to the Termination and Non-Renewal of Tier 1 Licensed Teacher
4. PROFESSIONAL DEVELOPMENT

## 5. ADJOURNMENT

ISD 129 – MONTEVIDEO PUBLIC SCHOOLS  
Minutes of Regular School Board Meeting  
Held January 10, 2022 in Montevideo, MN

The regular meeting of the School Board of Independent School District #129 was called to order by Chairman Stenson at 6:02 p.m. on Monday, January 10, 2022. The meeting was held in the District Board Room of the Montevideo Middle School.

Members present were Pauling, Birhanzl, Sachariason, Helgeson, Snell and Stenson. Also present were Superintendent Wade McKittrick, Principal Sachariason, Principal Weber, Principal Huntley, Dr. Vera Weber, Adam Spray and members of the media.

Director Helgeson made and Director Sachariason seconded a motion to approve the agenda as presented. Motion carried unanimously.

Chairman Stenson led the Reorganization of the Board of Education by opening up election of officers.

Director Sachariason made and Director Snell seconded a nomination for Director Stenson as Chairperson. There were no other nominations, therefore, declaring by acclamation the nomination of Andrew Stenson as Chairperson.

Director Helgeson made and Director Pauling seconded a nomination for Director Snell as Vice-Chairperson. There were no other nominations, therefore, declaring by acclamation the nomination of Kelly Snell as Vice-Chairperson.

Director Snell made and Director Helgeson seconded a nomination for Director Pauling as Clerk. There were no other nominations, therefore, declaring by acclamation the nomination of Becky Pauling as Clerk.

Director Stenson made and Director Pauling seconded a nomination for Director Sachariason as Treasurer. There were no other nominations, therefore, declaring by acclamation the nomination of Tyler Sachariason as Treasurer.

Chairman Stenson led the appointment of board committees with assignments as follows:

MRVED Board – Tyler Sachariason

Community Ed/Rec Advisory – Becky Pauling, Kelly Snell

Licensed and Non-Licensed Personnel Labor Management/Negotiations – Andrew Stenson, Joe Helgeson and Tyler Sachariason

Indoor Air Quality/Health & Safety/Wellness – Travis Birhanzl, Kelly Snell

Transportation – Travis Birhanzl, Kelly Snell

District Staff Development/Systems Accountability – Travis Birhanzl, Becky Pauling

Activities Advisory – Travis Birhanzl, Becky Pauling, Kelly Snell

Technology – Joe Helgeson, Andrew Stenson

MSHSL – Travis Birhanzl, Becky Pauling

Continuing Education – Joe Helgeson

Teacher Professional Development/Evaluation – Becky Pauling, Kelly Snell

Dr. Vera Weber lead the discussion for Professional Development referencing the Trusted Leader.

Public Comment: None

Director Snell made and Director Pauling seconded a motion to approve the Consent Agenda. Motion carried unanimously.

- Regular Board of Education Meeting Minutes – December 13, 2021
- December Bills

**TOTAL EXPENDITURES BY FUND**

GENERAL FUND	\$217,002.49
FOOD SERVICE	\$1,113.97
COMMUNITY SERVICES	\$10,443.35
CAPITAL EXPENDITURE	\$18,711.40
DEBT SERVICE	\$475.00
STUDENT ACTIVITIES	\$6,551.85
MINN RIVER VALLEY ED DIST	\$69,871.14
MRVED COMMUNITY EDUCATION	\$15,935.64
<b>TOTAL BY FUND</b>	<b>\$340,104.84</b>

- Treasurer’s Report
- Budget Report
- Personnel Action
  - Employment
    - Darlene Stevenson, Classroom Assistant, Sanford
    - Randina Grant, Classroom Assistant, Sanford
    - Virginia Torgerson, Special Ed Assistant, Sanford
    - Emily Ahrens, Full-time substitute teacher, Elementary schools
    - Jaxton Henning, Thunder Hawk Care, Sanford
  - Resignations
    - Alana Bain, Thunder Hawk Child Care Aide, Sanford
    - Sharon Lalim, Special Ed Assistant, Sanford
    - Tonya Axford, Special Ed Assistant, Ramsey
  - Reassignments
    - Gregory Zeidler, from Title 1 teacher to 1st Grade Teacher Long Term Sub
  - Terminations
    - Daniela Gomez, ESL Assistant, Middle School
- Approve Educational Assistant’s Seniority List
- Approve Office Personnel Seniority List
- Approve Fundraising requests for January - May
  
- Director Sachariason made and Director Helgeson seconded a motion to adopt the resolution accepting the listed gifts, donations, contributions and bequests. After a roll call vote, motion carried unanimously.
  - Dawson Designated Charities donated \$842 to the Individuals with Disabilities Program
  - Goldleaf Financial, LTD. donated \$750 to the Fine Arts Program
  - Private donation of \$500 to Individuals with Disabilities Program
  - Grant Award of \$1,850 from Southwest Initiative Foundation for the purchase of educational equipment for infant and toddler classrooms.
  
- Superintendent’s report
- Board Reports
  - Teacher Growth & Development – Director Snell gave a report
  - Negotiations – Director Stenson gave a report

- Community Education Advisory – Director Snell gave a report
- City, County, School Ad Hoc Committee – Director Stenson gave a report

Administration reports

- Congratulatory Recognition: None

Discussion Items

- Mr. McKittrick led the discussion on the progress of and consideration of a facility lease for an Early Childhood Center. After much conversation, it was decided to delay moving forward with negotiations on the facility lease. Director Pauling, Director Birhanzl and Director Helgeson voted to delay the process to examine alternative options. Director Stenson, Director Sachariason and Director Snell voted to move forward with lease negotiations. Mr. McKittrick made known if everyone was not in agreement with moving forward, it is best to delay the process of considering a facility lease for an Early Childhood Center at this time.
- Mr. McKittrick led the discussion to set a special school board meeting for the purpose of interviewing 4 companies for the purpose of conducting a district facility assessment, facility use study and educational adequacy study. Mr. McKittrick will send out a document inquiring about dates for a special meeting.

Action Items

- Director Helgeson made and Director Sachariason seconded the motion to approve Policy #491 – Mandatory Covid-19 Vaccination or Testing and Face Coverings. Motion carried unanimously.

Executive Session: None

Director Sachariason made and Director Birhanzl seconded the motion to adjourn the meeting at 8:03 p.m.

Kelly Snell, Clerk

ISD 129 – MONTEVIDEO PUBLIC SCHOOLS  
Minutes of Special School Board Meeting  
Held January 19, 2022 in Montevideo, MN

A special meeting of the School Board of Independent School District #129 was called to order by Vice Chairman Snell at 7:00 a.m. on Wednesday, January 19, 2022. The meeting was held in the District Board Room of the Montevideo Middle School.

Members present were Helgeson, Sachariason, Snell and Pauling. Member attending by teleconference was Birhanzi and member absent was Stenson. Also present were Superintendent Wade McKittrick and Chief Business Official, Adam Spray.

Director Pauling made and Director Sachariason seconded a motion to approve the agenda as presented. Motion carried unanimously.

Director Helgeson made and Director Sachariason seconded a motion to approve the proposed letter of intent to purchase property located at 2002 Black Oak Ave., Montevideo, MN to be used for the Thunder Hawk Early Childhood Education programs and Community Education. Voting Aye were Director Helgeson, Director Sachariason and Director Snell. Voting Nay was Director Pauling. After a 3-1 vote, motion carried.

Director Helgeson made and Director Sachariason seconded the motion to adjourn the meeting at 7:15 a.m.

Becky Pauling, Clerk

**MONTEVIDEO PUBLIC SCHOOLS  
MONTHLY WARRANTS**

**February 14, 2022**

Check #	Vendor	Amount	Description
62725	A&B BUSINESS SOLUTIONS	\$ 1,493.70	PRINTER LEASES
62726	Vendor Continued Check	\$ -	VOID
62727	Vendor Continued Check	\$ -	VOID
62728	AMAZON CAPITAL SERVICES, INC	\$ 2,070.69	MISC SUPPLIES
62729	BACKES TECHNOLOGY SERVICES INC	\$ 482.74	PHONE SERVICE
62730	BLICK ART MATERIALS	\$ 185.85	CLASS SUPPLIES
62731	BOIKE, STACEY L	\$ 246.75	REIMBURSEMENT - BANDANAS
62732	BORCH'S SPORTING GOODS	\$ 391.00	SHOOTING SHIRTS
62733	CARSON-DELLOSA PUBLISHING	\$ 25.98	SWNS SUPPLIES
62734	CENTURYLINK	\$ 253.76	PHONE SERVICE
62735	CHAPPEL CENTRAL INC	\$ 4,558.56	MONTHLY MAINT FEES; SERVICE CALL
62736	CHARTER COMMUNICATIONS	\$ 311.95	INTERNET & PHONE SERVICE
62737	CHIPPEWA CARE COLLABORATIVE	\$ 300.00	2022 CONTRIBUTION
62738	CITY OF MONTEVIDEO	\$ 39,052.00	2ND HALF SRO AGREEMENT
62739	Vendor Continued Check	\$ -	VOID
62740	Vendor Continued Check	\$ -	VOID
62741	Vendor Continued Check	\$ -	VOID
62742	CLARK TRANSPORTATION, INC	\$ 99,943.57	TRANSPORTATION SERVICES
62743	CLEARWAY COMMUNITY SOLAR	\$ 4,778.62	SOLAR CREDITS
62744	COLD STONE CREAMERY	\$ 2,394.00	CONCESSION SUPPLIES
62745	COMMUNITY EDUCATION DEPT	\$ 2,024.00	SWNS TUITION
62746	CREEK VIEW IMAGES	\$ 1,625.00	STUDENT IDS
62747	DC SIGNS	\$ 1,496.85	SIGNS; BANNERS
62748	DEMCO INC	\$ 187.97	MMS LIBRARY ORDER
62749	DISTRIBUTED WEBSITE CORPORATION	\$ 3,935.75	COMM ED SCHEDULER; SCHEDULER
62750	DRIESSEN WATER INC	\$ 90.44	SOFTENER SALT; WATER
62751	ECOLAB PEST ELIMINATION	\$ 395.09	PEST ELIMINATION
62752	EHLERS & ASSOCIATES, INC	\$ 3,575.00	2022 CONTINUING DISCLOSURE REPORTING
62753	ELEMENTARY FACULTY LOUNGE	\$ 37.84	VENDING PROCEEDS
62754	FARGO PUBLIC SCHOOLS	\$ 355.84	OUT-OF-STATE TUITION
62755	FARMERS UNION OIL COMPANY	\$ 1,989.07	FUEL FOR VEHICLES; CONCESSION PIZZAS
62756	FASTENAL COMPANY	\$ 16.50	CUSTODIAL SUPPLIES
62757	FOLLETT SCHOOL SOLUTIONS INC	\$ 946.34	BOOK ORDERS
62758	FRENCH GLASS	\$ 3.00	KEY
62759	GATEHOUSE MEDIA MINNESOTA HOLDINGS, INC	\$ 3,786.40	LEGAL NOTICES; COMM ED BROCHURE
62760	GOPHER SPORTS	\$ 129.33	PHY ED SUPPLIES
62761	GPG MUSIC	\$ 750.00	MARCHING BAND MUSIC
62762	GREAT PLAINS NATURAL GAS	\$ 42,768.78	NATURAL GAS BILLING
62763	GRIZZLY INDUSTRIAL	\$ 562.51	WOOD SHOP NEEDS
62764	HARDWARE DISTRIBUTORS LTD	\$ 791.05	WOOD SHOP NEEDS
62765	HEATHER NURSERY & FLORAL	\$ 79.97	SUPPLIES
62766	Vendor Continued Check	\$ -	VOID
62767	HILLYARD FLOOR CARE SUPPLY	\$ 3,373.22	CUSTODIAL SUPPLIES
62768	IS-CORP	\$ 225.00	SOFTWARE HOST
62769	ISD #129 - MONTEVIDEO	\$ 18.90	CONCESSIONS - FOOD SERVICE
62770	ISD #347-WILLMAR	\$ 15,250.51	SHARED FOOD SERVICE
62771	ISD #2853-LAC QUI PARLE VALLEY	\$ 628.00	STAFF MEALS FOR MELT
62772	IXL LEARNING	\$ 210.00	IXL LICENSE

**MONTEVIDEO PUBLIC SCHOOLS****MONTHLY WARRANTS****February 14, 2022**

62773 J&D CONSTRUCTION	\$	5,182.46	PAINTING; DRAWINGS; STEEL FOR HANDRAIL
62774 Vendor Continued Check	\$	-	VOID
62775 JAKES PIZZA	\$	2,583.62	CONCESSION PIZZAS
62776 JAY'S DIGGING SERVICE	\$	465.00	SANDING PARKING LOTS
62777 JIM'S CLOTHING & SPORTING GOOD	\$	552.00	WRESTLING SHIRTS
62778 JOHN DEERE FINANCIAL	\$	91.25	CUSTODIAL SUPPLIES
62779 JOHNSON CONTROLS FIRE PROTECTION LP	\$	4,467.40	FIRE ALARM DIALERS; SERVICE CALL
62780 JOSTENS INC	\$	1,382.16	DIPLOMA COVERS
62781 J W PEPPER AND SON INC	\$	116.95	MUSIC
62782 K-LOG	\$	818.44	BOARDROOM TABLE
62783 KDMA (AM)/KMGM (FM)	\$	854.00	ADS
62784 KEMPS LLC	\$	7,750.28	MILK
62785 KENNEDY & GRAVEN CHARTERED	\$	564.00	LEGAL SERVICES
62786 KOEHLER & DRAMM WHOLESALE FLORIST	\$	102.84	SUPPLIES
62787 LAKESHORE LEARNING MATERIALS	\$	7.99	SUPPLIES
62788 LYMBURNER, DENA	\$	425.00	FUNDRAISER PAYMENT
62789 MAXWELL MEDALS & AWARDS	\$	753.69	YOUTH BB TOURNEY AWARDS
62790 MEI TOTAL ELEVATOR SOLUTIONS	\$	388.54	QUARTERLY SERVICE
62791 MHS FACULTY LOUNGE	\$	29.11	VENDING PROCEEDS
62792 MIND YOUR BUSINESS	\$	373.68	PAPER; SHIPPING; PRINTING
62793 MITLYNG ELECTRIC & REFRIG.	\$	595.18	REPAIR WARMER
62794 MMS FACULTY LOUNGE	\$	55.79	VENDING PROCEEDS
62795 MINNESOTA DEPT OF LABOR AND INDUSTRY	\$	100.00	ELEVATOR ANNUAL FEE
62796 MN RIVER VALLEY EDUCATION DIST	\$	20,167.39	MRVED PROGRAMS - 2ND QTR
62797 Vendor Continued Check	\$	-	VOID
62798 MOLDE'S ELECTRIC & MECHANICAL INC	\$	2,157.42	REPAIRS; BATTERIES
62799 MONTEVIDEO MARKET	\$	1,261.59	FACS SUPPLIES
62800 MONTE CANDY CO	\$	1,276.00	CONCESSION SUPPLIES
62801 MONTE HARDWARE HANK	\$	20.94	CUSTODIAL SUPPLIES
62802 MUSIC STREET INC	\$	190.00	BAND SUPPLIES
62803 NCS PEARSON INC	\$	98.25	SPEECH ASSESSMENTS
62804 NICKLASSON ATHLETIC CO INC	\$	357.40	BASEBALL/SOFTBALL ORDER
62805 NORTHERN STATES SUPPLY INC	\$	41.35	HVAC BELTS
62806 OLSEN PLUMBING & HEATING INC	\$	1,185.35	PLUMBING REPAIRS; SUPPLIES
62807 OUTLAW GRAPHIX	\$	676.00	HAWKS NEST WALL VINYL
62808 OXYGEN SERVICE COMPANY	\$	630.25	AG SHOP SUPPLIES
62809 PAAPE ENERGY SERVICES	\$	4,600.00	HVAC CONTROLS
62810 PAN OF GOLD BAKING CO	\$	581.00	FOOD SERVICE BILLING
62811 PEPSI-COLA	\$	2,111.09	CONCESSION SUPPLIES
62812 PEPSI AMERICAS INC	\$	206.86	FOOD SERVICE BILLING
62813 PERFORMANCE TOURS	\$	13,900.00	BAND/CHOIR TRIP
62814 PETTY CASH FUND	\$	6,884.50	PETTY CASH REIMBURSEMENTS
62815 QUADIENT LEASING USA, INC	\$	409.50	POSTAGE METER LEASE
62816 RANDI'S STITCH & SCREEN	\$	1,170.00	MAINT SHIRTS; BAND SHIRTS
62817 ROCHESTER TELECOM SYSTEMS INC	\$	5.14	LONG DISTANCE
62818 RUETHER BROTHERS	\$	196.92	SNOWPLOW PARTS
62819 RUNNING'S SUPPLY INC	\$	331.22	CUSTODIAL SUPPLIES
62820 RUSTAD BUS SERVICE INC	\$	1,600.00	TRANSPORTATION SERVICES
62821 SAW STOP LLC	\$	91.80	WOOD SHOP NEEDS



**MONTEVIDEO PUBLIC SCHOOLS  
MONTHLY WARRANTS  
February 14, 2022**

62822 SCHOOL SPECIALTY INC	\$	439.04	CLASS SUPPLIES
62823 SMEKENS EDUCATION SOLUTIONS, INC	\$	239.00	REGISTRATION FOR CONFERENCE
62824 Vendor Continued Check	\$	-	VOID
62825 SW/WC SERVICE COOPERATIVE	\$	31,394.51	SP ED BILLING; STARRS; LEASE
62826 SYSCO WESTERN MN	\$	49,523.05	FOOD SERVICE BILLING
62827 Vendor Continued Check	\$	-	VOID
62828 TEACHERS ON CALL	\$	6,269.13	SUBSTITUTE SERVICES
62829 THE VILLAGE, INC	\$	120.00	LTHC FIELDTRIP
62830 THERADAPT PRODUCTS INC	\$	89.95	OT EQUIPMENT
62831 TOSTENSON LANDFILL	\$	686.45	LANDFILL FEES
62832 TRAFERA	\$	620.00	E-RATE TABLETS
62833 TRI MARK HOCKENBERGS	\$	199.26	KITCHEN SUPPLIES
62834 UNITED MAT CLUB	\$	435.00	YOUTH WRESTLING
62835 US BANK EQUIPMENT FINANCE	\$	780.00	COPIER LEASE
62836 USI INSURANCE SERVICES LLC	\$	1,800.00	RISK MNGMT
62837 VERIZON WIRELESS	\$	403.40	MOBILE PHONE SERVICE
62838 VOYANT COMMUNICATIONS LLC	\$	567.34	PHONE SERVICE
62839 WEST CENTRAL ROOFING	\$	760.68	ROOF LEAK
62840 WESTERN PSYCHOLOGICAL SERVICES	\$	337.70	SPEECH ASSESSMENTS
62841 WILLIAM V. MACGILL & CO	\$	69.99	NURSE SUPPLIES
62842 ZEP MANUFACTURING COMPANY	\$	160.68	CUSTODIAL SUPPLIES
212200105 ARNDT, KRISTI L	\$	10.65	BETWEEN BUILDING MILEAGE
212200106 ARNOLD, JILL M	\$	20.03	REIMBURSEMENT - CURRICULUM
212200107 BORAAS, ERIK J	\$	34.18	SUPPLIES - REIMBURSEMENT
212200108 CHRISTENSON, CARRIE M	\$	3.98	BETWEEN BUILDING MILEAGE
212200109 DAY, THERESA M	\$	99.00	SPEECHPATHOLOGY REIMBURSEMENT
212200110 FRAGODT, CONNIE	\$	48.56	HOME VISIT MILEAGE
212200111 GOPHER STATE ONE CALL	\$	50.00	ANNUAL FACILITY OPERATOR FEE
212200112 GREGOIRE, DAVID P	\$	25.69	SUPPLIES - REIMBURSEMENT
212200113 HAMPTON, DANIEL H	\$	27.98	SUPPLIES - REIMBURSEMENT
212200114 HAYUNGA, CAROL LYNN	\$	10.76	BETWEEN BUILDING MILEAGE
212200115 KNUTSON, PEGGY	\$	169.58	SUPPLIES - REIMBURSEMENT
212200116 LARMOUTH, BROOK LEIGH	\$	18.72	MILEAGE REIMBURSEMENT
212200117 LUND, DEANNE M	\$	279.29	SUPPLIES - REIMBURSEMENT
212200118 LUSCHEN-SCHULER, KERRI ANN	\$	80.16	REIMBURSEMENT - CURRICULUM
212200119 MOSENG, CARLI B	\$	19.07	MILEAGE REIMBURSEMENT
212200120 NEVILLE, NOREEN M	\$	14.58	BETWEEN BUILDING MILEAGE
212200121 OLSON, ASHLEY A	\$	912.62	MMEA REIMBURSEMENTS
212200122 REIDINGER, AMY K	\$	23.17	BETWEEN BUILDING MILEAGE
212200123 RIETVELD, TODD J	\$	941.96	TRACK CLINIC EXPENSES
212200124 SCHIMMING, DAVID	\$	529.48	TRACK CLINIC EXPENSES
212200125 SCHUELER, MAQUELAH M	\$	144.55	EXPENSE REIMBURSEMENTS
212200126 SMIENS, SARAH DONNA	\$	95.21	EXPENSE REIMBURSEMENTS
212200127 WEBER, CHRISTOPHER L	\$	40.00	PHONE REIMBURSEMENT

**TOTAL MONTEVIDEO WARRANTS                     \$   428,045.28**

**MONTEVIDEO PUBLIC SCHOOLS**

**MONTHLY WARRANTS**

**February 14, 2022**

**MINNESOTA RIVER VALLEY EDUCATION DISTRICT WARRANTS**

62643 BAUSTIAN, KATIE	\$	127.53	MELT PRESENTER
62644 BENSON, DANIELLE	\$	100.00	MELT PRESENTER
62645 BENSON AREA COMMUNITY ED	\$	261.31	ABE CENSUS ENTITLEMENT
62646 BERGESON, BRUCE D	\$	205.50	CTE MILEAGE & PHONE
62647 BERGESON, KAIA	\$	200.00	MELT PRESENTER
62648 BRANDT, RHONDA K	\$	83.66	ALC LUNCH & JETPACK REIMBURSEMENT
62649 CENTURYLINK-WA	\$	303.34	PHONE SERVICE
62650 CEW INC.	\$	500.00	ABE RENT
62651 CITY OF MONTEVIDEO UTILITIES	\$	336.88	CITY UTILITIES
62652 CLARK TRANSPORTATION, INC	\$	257.05	ALC TRANSPORTATION
62653 CROWLEY, AMANDA	\$	100.00	MELT PRESENTER
62654 DANA F COLE & COMPANY LLP	\$	13,791.50	FY 21 AUDIT
62655 DEBLIECK, LOGAN	\$	100.00	MELT PRESENTER
62656 DEMPCY, KRISHANA	\$	250.00	MELT PRESENTER
62657 DRIGGS, JODEE	\$	125.00	MELT PRESENTER
62658 ENGER, EMILY	\$	100.00	MELT PRESENTER
62659 EVANS, CHELSEY	\$	100.00	MELT PRESENTER
62660 FALNESS, KARIN	\$	325.00	MELT PRESENTER
62661 FELTON, CHAD	\$	100.00	MELT PRESENTER
62662 FOLEY, JOAN N	\$	100.00	MELT PRESENTER
62663 FOY, DIANA	\$	200.00	MELT PRESENTER
62664 FROLAND, THOMAS	\$	250.00	MELT PRESENTER
62665 GIGSTAD, KELLY	\$	125.00	MELT PRESENTER
62666 GILES, RYAN	\$	200.00	MELT PRESENTER
62667 GREAT PLAINS NATURAL GAS	\$	1,172.52	GAS BILLING
62668 GREGOIRE, EMMA	\$	100.00	MELT PRESENTER
62669 GUNLOGSON, JENNIFER E	\$	300.00	MELT PRESENTER
62670 GUSTAFSON, KAREN	\$	100.00	MELT PRESENTER
62671 HANSON, GREGORY SCOTT	\$	100.00	MELT PRESENTER
62672 HANSON, SCOTT	\$	250.00	MELT PRESENTER
62673 HARTKE, KAREN	\$	300.00	MELT PRESENTER
62674 HEINECKE, MAUREEN	\$	100.00	MELT PRESENTER
62675 HENDRICKSON, DANETTE	\$	300.00	MELT PRESENTER
62676 HILLYARD FLOOR CARE SUPPLY	\$	73.99	CUSTODIAL SUPPLIES
62677 HOFFMAN, DAN	\$	100.00	MELT PRESENTER
62678 HUSEBY, SARAH A	\$	200.00	MELT PRESENTER
62679 ISAACS, KRISTA A	\$	300.00	MELT PRESENTER
62680 ISD #2853-LAC QUI PARLE VALLEY	\$	1,123.97	TITLE III, ABE CENSUS, MELT MEALS
62681 JAHN, ELIZABETH	\$	200.00	MELT PRESENTER
62682 JONES, GEORGETTE KAUTZ	\$	100.00	MELT PRESENTER
62683 LAC QUI PARLE COUNTY	\$	596.20	COMPUTER COMMUTER RENT, AD
62684 LALIM, PHILLIP	\$	100.00	MELT PRESENTER
62685 LANGFORD, BRINNA	\$	250.00	MELT PRESENTER
62686 LIGHTBEAM INTERNET	\$	35.24	INTERNET - ABE
62687 LITTLE CROW TELE-MEDIA NETWORK	\$	40,171.25	MRVED 1ST HALF FY22 LCTN SERVICES
62688 LONDGREN, JENNIFER	\$	1,000.00	MELT PRESENTER
62689 LUDVIGSON, CHELSEA	\$	100.00	MELT PRESENTER

**MONTEVIDEO PUBLIC SCHOOLS  
MONTHLY WARRANTS**

**February 14, 2022**

62690 MAHAN-DEITTE, JEN	\$	250.00	MELT PRESENTER
62691 MARKFORT, MACI	\$	200.00	MELT PRESENTER
62692 MEINERS, JAY	\$	300.00	MELT PRESENTER
62693 MILLER, BLAIR	\$	250.00	MELT PRESENTER
62694 MINNESOTA WEST COLLEGE-PS	\$	360.75	CTE INVOICE
62695 MONTE CANDY CO	\$	45.00	ALC - POP
62696 NUYTEN, MARCY E	\$	100.00	MELT PRESENTER
62697 OFFICE PEEPS	\$	72.84	COPIER MAINT FEE
62698 OLSON, TRACI	\$	100.00	MELT PRESENTER
62699 PROKOP, ANGELA	\$	100.00	MELT PRESENTER
62700 PRZYBILLA, JILL	\$	300.00	MELT PRESENTER
62701 REDWOOD AREA COMMUNITY CENTER	\$	179.67	ALC RENTAL
62702 REMIGER, BECKY	\$	100.00	MELT PRESENTER
62703 RICARD, STEVE	\$	200.00	MELT PRESENTER
62704 ROCHESTER TELECOM SYSTEMS INC	\$	17.60	LONG DISTANCE
62705 SABIN, LINDSAY	\$	300.00	MELT PRESENTER
62706 SAWATZKY, SCOTT	\$	100.00	MELT PRESENTER
62707 SCHMIDT, HOPE	\$	250.00	MELT PRESENTER
62708 SCHUMACHER, KRISTY	\$	100.00	MELT PRESENTER
62709 SHARKEY, KAYLA	\$	100.00	MELT PRESENTER
62710 SIELING, CHRIS	\$	250.00	MELT PRESENTER
62711 SKOGEN, BRIAN	\$	250.00	MELT PRESENTER
62712 SMITH, BREE	\$	100.00	MELT PRESENTER
62713 STENDER, JANELLE	\$	100.00	MELT PRESENTER
62714 STERNER, JOHN	\$	250.00	MELT PRESENTER
62715 TENSEN, ASHLEY	\$	250.00	MELT PRESENTER
62716 THALBERG, AIMEE J	\$	100.00	MELT PRESENTER
62717 THORSON, CARSON	\$	100.00	MELT PRESENTER
62718 VARPNESS, BILLIE JO	\$	350.00	MELT PRESENTER
62719 VISA CARDMEMBER SERVICE	\$	5,554.64	MISC EXPENSES
62720 VOIT, JOHN	\$	100.00	MELT PRESENTER
62721 WALMART - CAPITAL ONE	\$	27.32	MISC EXPENSES
62722 WILLIAMSON, JENNA	\$	100.00	MELT PRESENTER
62723 YOUNG, ANGIE	\$	125.00	MELT PRESENTER
62724 ZIEMANN, LORI K	\$	140.40	ALC MILEAGE REIMBURSEMENT

**TOTAL MRVED WARRANTS \$ 76,538.16**

**TOTAL EXPENDITURES BY FUND**

GENERAL FUND	\$	290,945.25
FOOD SERVICE	\$	74,063.00
COMMUNITY SERVICES	\$	9,493.72
CAPITAL EXPENDITURE	\$	23,231.71
DEBT SERVICE	\$	3,575.00
STUDENT ACTIVITIES	\$	26,736.60
MINN RIVER VALLEY ED DIST	\$	69,278.31
MRVED COMMUNITY EDUCATION	\$	7,259.85
<b>TOTAL BY FUND</b>	<b>\$</b>	<b>504,583.44</b>

**JANUARY 2022 WIRES / CASH TRANSFERS**

**MONTEVIDEO PUBLIC SCHOOLS  
MONTHLY WARRANTS**

**February 14, 2022**

1/5/2022 WIRE FROM PMA TO OLD NATIONAL	\$ 100,000.00	MANUAL CHECKS
1/10/2022 WIRE FROM PMA TO OLD NATIONAL	\$ 300,000.00	BOARD BILLS
1/13/2022 ACH PMT MN DEPT OF REVENUE	\$ 25.00	SALES TAX
1/19/2022 WIRE FROM PMA TO MINNWEST	\$ 1,275,000.00	PAYROLL
1/20/2022 WIRE FROM PMA TO OLD NATIONAL	\$ 185,000.00	PAYROLL

**JANUARY 2022 MANUAL CHECKS**

62481 EMC INSURANCE COMPANIES	\$ 50,000.00	LITIGATION SETTLEMENT
62597 DAYBREAK COMMITTEE	\$ 500.00	KOC CONTRIBUTION
62598 KEMPS LLC	\$ 5,679.14	FOOD SERVICE BILLING
62599 PAN OF GOLD BAKING CO	\$ 386.41	FOOD SERVICE BILLING
62600 SYSCO WESTERN MN	\$ 20,979.80	FOOD SERVICE BILLING
62614 AMAZON CAPITAL SERVICES, INC	\$ 521.28	SUPPLIES
62615 CDW-GOVERNMENT INC	\$ 719.95	TECHNOLOGY ORDER
62616 CHARTER COMMUNICATIONS	\$ 179.97	INTERNET/PHONE SERVICE
62617 DRIESSEN WATER INC	\$ 129.14	SALT/WATER
62618 FARMERS UNION OIL COMPANY	\$ 199.97	FUEL FOR DRIVERS ED CARS
62619 INDENTITY LINKS	\$ 1,276.40	ECFE CUSTOMIZED PRODUCTS
62620 MARCO INC	\$ 1,841.05	COPIER LEASES
62621 MONTEVIDEO MARKET	\$ 1,258.81	FACS SUPPLIES
62622 PERFORMANCE TOURS	\$ 10,500.00	BAND/CHOIR TRIP
62623 VERIZON WIRELESS	\$ 464.74	WIRELESS PHONE BILLING
62624 VOYANT COMMUNICATIONS LLC	\$ 567.34	PHONE SERVICE
62625 CENTURYLINK-AZ	\$ 93.10	MRVED PHONE SERVICE
62626 XCEL ENERGY	\$ 860.57	MRVED ELECTRIC BILLING
62627 CHIPPEWA COUNTY LICENSE BUREAU	\$ 269.50	LICENSE TAB RENEWALS
62628 BORAAS, ERIK J	\$ 8,236.00	YOUTH BASKETBALL TOURNAMENT CASH
62629 CITY OF MONTEVIDEO UTILITIES	\$ 6,272.91	CITY UTILITY BILLINGS
62630 OUTLAW GRAPHIX	\$ 536.55	BASKETBALL SHIRTS
62631 PEPSI-COLA	\$ 1,883.15	CONCESSIONS
62632 XCEL ENERGY	\$ 19,394.43	ELECTRIC BILLINGS

**TOTAL JANUARY 2022 MANUAL CHECKS \$ 132,750.21**

**JANUARY 2022 PAYROLL DEDUCT CHECKS/EFT PMTS**

US TREAS	US TREASURY	\$ 263,193.95	JAN FEDERAL PAYROLL TAX
MN REV	MN DEPARTMENT OF REVENUE	\$ 41,550.09	JAN STATE WITHHOLDING
MN TRA	MINNESOTA TEACHERS RETIREMENT ASSOC	\$ 120,573.69	JAN TRA EFT
MN PERA	MN PUBLIC EMPLOYEES RETIREMENT ASSO	\$ 45,923.50	JAN PERA EFT
SWWC	SOUTHWEST WEST CENTRAL SERVICE CO-C	\$ 183,909.65	JAN HEALTH & LIFE EFT
DELTA	DELTA DENTAL	\$ 6,375.75	JAN DELTA DENTAL EFT
EBC	EDUCATORS BENEFIT CONSULTANTS	\$ 41,092.64	PAYROLL 403(B) EFT
MSRS	MINNESOTA STATE RETIREMENT SYSTEM	\$ 22,303.10	SEVERANCE PAYMENTS
	62601 AMERICAN FAMILY LIFE ASSURANCE	\$ 327.73	PAYROLL ACCRUAL
	62602 BLUE CROSS BLUE SHIELD OF MINN	\$ 508.00	PAYROLL ACCRUAL
	62603 ISD #129 - MONTEVIDEO	\$ 5,516.69	PAYROLL ACCRUAL
	62604 MADISON NATIONAL LIFE INS	\$ 3,278.02	PAYROLL ACCRUAL
	62605 MEA	\$ 17,603.21	PAYROLL ACCRUAL
	62606 MEDICAREBLUE RX	\$ 356.00	PAYROLL ACCRUAL
	62607 MN CHILD SUPPORT PAYMENT CTR	\$ 250.80	PAYROLL ACCRUAL
	62608 MONTEVIDEO PUBLIC SCHOOL	\$ 130.00	PAYROLL ACCRUAL

**MONTEVIDEO PUBLIC SCHOOLS**

**MONTHLY WARRANTS**

**February 14, 2022**

62609 MONTEVIDEO AREA COMMUNITY FOUND	\$	145.00	PAYROLL ACCRUAL
62610 NCPERS GROUP LIFE INS	\$	176.00	PAYROLL ACCRUAL
62611 UNION LOCAL NO 70	\$	1,261.58	PAYROLL ACCRUAL
62612 AFSCME COUNCIL 65	\$	699.33	PAYROLL ACCRUAL
62613 VSP INSURANCE CO	\$	1,407.22	PAYROLL ACCRUAL

**TOTAL PAYROLL CHECKS/EFTS                    \$     756,581.95**

**JANUARY 2022 PETTY CASH DISBURSEMENTS**

1/18/2022 *Void* Ellingson, James B.	\$	-	BSW Starter 1/20/22
1/17/2022 Ashling, Angela	\$	205.40	Lunch account balance
1/28/2022 Bureau Of Education & Research	\$	289.00	Registration - S Geerdes
1/31/2022 Dirksen, Glenn	\$	115.00	GBB Official 2/1/22
1/4/2022 Ellingson, James B.	\$	150.00	Swim Starter
1/31/2022 Frederick, Brian	\$	115.00	GBB Official 2/1/22
1/4/2022 Gladis, Jeffery	\$	115.00	GBB Official 1/4/22
1/26/2022 Gladis, Jeffery	\$	115.00	BBB Official 1/28/22
1/4/2022 Gruchow, Brandon	\$	140.00	Wrestling scale calibration
1/18/2022 Gullickson, Vance	\$	115.00	GBB Official 1/20/22
1/18/2022 HIRE IMAGE, LLC	\$	560.00	Employee Background Check
1/26/2022 ISD #2167 - Lakeview	\$	150.00	Dance competition fee
1/12/2022 Kaatz, Kyle	\$	115.00	BBB Official 1/13/22
1/18/2022 Kockelman, Duane	\$	115.00	BBB Official 1/18/22
1/26/2022 Kockelman, Duane	\$	115.00	BBB Official 1/28/22
1/31/2022 Koenen, Matt	\$	115.00	GBB Official 2/1/22
1/4/2022 Lac Qui Parle Valley ISD #2853	\$	200.00	XCountry Meet entry fees 9/9/21 & 9/21/21
1/4/2022 Madson, David	\$	115.00	GBB Official 1/7/22
1/17/2022 Montevideo Area Youth Center	\$	75.00	6th Grade Rollerskating
1/20/2022 Montevideo Community Center	\$	100.00	Leo's Club rental deposit
1/20/2022 Montevideo Community Center	\$	80.00	Rental fee - Leo's pancake breakfast 3/13/22
1/4/2022 Norland, Craig	\$	115.00	GBB Official 1/4/22
1/26/2022 Norland, Craig	\$	115.00	BBB Official 1/28/22
1/4/2022 Prah, Timothy	\$	115.00	GBB Official 1/7/22
1/18/2022 Rademacher, Mickey	\$	115.00	GBB Official 1/20/22
1/18/2022 Reed, James	\$	115.00	BBB Official 1/18/22
1/13/2022 Ryan, Scott	\$	150.00	Boys Swim Starter 1/13/22
1/4/2022 SWMBDA	\$	255.00	Montevideo Honor Band
1/4/2022 Thompson, Jordan	\$	115.00	GBB Official 1/7/22
1/17/2022 US Post Office	\$	390.80	BROCHURE MAILING
1/13/2022 Vandermeij, Mitch	\$	115.00	BBB Official 1/13/22
1/12/2022 Wiener, Randy	\$	115.00	BBB Official 1/13/22
1/26/2022 Willmar Public Schools	\$	80.00	Knowledge Bowl Invite fee 12/11/21
1/18/2022 Woelfel, Todd	\$	115.00	GBB Official 1/20/22
1/4/2022 Zahrbock, Hans	\$	115.00	GBB Official 1/4/22
1/18/2022 Zahrbock, Hans	\$	115.00	BBB Official 1/18/22
2/2/2022 Beekman, Scott	\$	115.00	GBB Official 2/4/22
2/8/2022 Burns, Tim	\$	175.00	Announcer for Section Dance
2/3/2022 Cribb, Anne	\$	222.00	Dance Judge 2/3/22

**MONTEVIDEO PUBLIC SCHOOLS  
MONTHLY WARRANTS**

**February 14, 2022**

2/2/2022 DeBoer, Kevin	\$	115.00	GBB Official 2/4/22
2/8/2022 Dirksen, Glenn	\$	115.00	BBB Official 2/8/22
2/8/2022 Ellingson, James	\$	150.00	Boys Swim Starter 2/11/22
2/3/2022 Erickson, Kylee	\$	46.50	Kick Counter 2/3/22
2/3/2022 Erickson, Kylie	\$	197.00	Dance Judge 2/3/22
2/8/2022 Euerle, Carrie	\$	240.00	Section Dance Judge 2/12/22
2/3/2022 Gilman, Rachel	\$	197.00	Dance Tabulator 2/3/22
2/8/2022 Gladis, Jeffery	\$	115.00	GBB Official 2/11/22
2/8/2022 Hay, Gina	\$	165.00	Kick Counter for Section Dance 2/12/22
2/8/2022 Kassel, Ron	\$	115.00	BBB Official 2/10/22
2/8/2022 Kockelman, Duane	\$	115.00	BBB Official 2/10/22
2/8/2022 Kockelman, Duane	\$	115.00	GBB Official 2/11/22
2/8/2022 Kuehn, Rylee	\$	115.00	Kick Count for Section Dance 2/12/22
2/8/2022 Kummer, Jennifer	\$	240.00	Section Dance Judge 2/12/22
2/3/2022 Landkammer, Tiffany	\$	177.00	Dance Judge 2/3/22
2/8/2022 Norland, Craig	\$	115.00	GBB Official 2/11/22
2/8/2022 Penner, Melissa	\$	260.00	Section Dance Judge 2/12/22
2/3/2022 Peterson, Elysia	\$	177.00	Dance Judge 2/3/22
2/3/2022 PM Music	\$	655.00	Music for Dance Meet 2/3/22
2/8/2022 PM Music	\$	780.00	Music for Section Dance 2/12/22
2/8/2022 Qualle, Jackie	\$	260.00	Tabulator for Section Dance 2/12/22
2/8/2022 Rademacher, Mickey	\$	115.00	BBB Official 2/8/22
2/8/2022 Reed, James	\$	115.00	BBB Official 2/10/22
2/2/2022 Reidinger, Amy	\$	100.00	Petty Cash for Kindness for a Cure (sucker sales)
2/8/2022 Rolandson, Austin	\$	115.00	BBB Official 2/8/22
2/8/2022 Schaust, Laurie	\$	150.00	Section Dance Judge 2/12/22
2/3/2022 Schweigert, Paige	\$	147.00	Dance Judge 2/3/22
2/8/2022 Selock, Ryan	\$	170.00	Section Dance Judge 2/12/22
2/8/2022 Tietjen, Brianna	\$	240.00	Section Dance Judge 2/12/22
2/3/2022 Toov, Jessalyn	\$	46.50	Kick Counter 2/3/22
2/8/2022 Tully, Bridget	\$	340.00	Superior Section Dance Judge 2/12/22
2/2/2022 Verkinderen, Steven	\$	115.00	GBB Official 2/4/22
2/8/2022 Viking Trophies	\$	104.50	All-State Plaques
2/8/2022 Weegman, Tricia	\$	150.00	Tabulator for Section Dance 2/12/22

**JANUARY 2022 PETTY CASH TOTAL \$ 12,124.70**

**Independent School District No. 129  
TREASURER'S REPORT TO THE SCHOOL BOARD**

Date of Report: February 2022

For the Month of: January 2022

<b>Funds</b>	<b>Balance Beginning of Month</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Accounting/ Prior Year Adjustments</b>	<b>Balance End of Month</b>
General	2,435,677.83	18,661,771.19	18,550,621.76	0.00	2,546,827.26
Food Service	478,670.51	9,596.79	69,936.81	0.00	418,330.49
Community Service	-4,051.26	112,515.09	137,349.11	0.00	-28,885.28
Capital Outlay	183,807.53	249.65	20,895.48	0.00	163,161.70
Debt Service	1,426,550.08	13,411.08	1,277,445.00	0.00	162,516.16
Flex Benefit	11,767.88	5,516.69	0.00	0.00	17,284.57
Student Activities	290,076.05	65,190.38	18,935.00	0.00	336,331.43
MRVED	3,329,804.82	4,003,901.02	4,097,385.28	0.00	3,236,320.56
<b>TOTALS</b>	<b>8,152,303.44</b>	<b>22,872,151.89</b>	<b>24,172,568.44</b>	<b>0.00</b>	<b>6,851,886.89</b>

**RECONCILEMENT OF TREASURER'S BALANCE WITH BANK STATEMENTS**

<b>Bank</b>	<b>Bank Balance</b>	<b>Outstanding Checks</b>	<b>Outstanding Deposits</b>	<b>Other Reconciling Items</b>	<b>Balance Per Treasurer's Books</b>
<b>Checking</b>					
Old National Bank	\$358,174.80	\$227,071.07	\$2,159.80		\$ 133,263.53
MinnWest Bank	\$17,924.88	\$1,175.80			\$ 16,749.08
Flex Account	\$17,944.61	\$660.04			\$ 17,284.57
HS Checking - MW	\$4,186.33	\$1,275.20			\$ 2,911.13
<b>Trust Accounts</b>					
PMA MN Trust			Interest Rate 0.01%		\$ 981,170.33
Liquid Asset Fund			.01% & .03%		\$ 885,077.10
<b>Investments</b>					
Co-op Credit Union		Maturity Date			\$ 317.79
Co-op CU - Scholarship		6/8/2022	0.60%		\$ 73,344.86
MN Trust Term Series		2/25/2022	0.03%		\$ 1,000,000.00
MN Trust Term Series		9/16/2022	0.25%		\$ 500,000.00
Limited Term Duration					\$ 1,991,377.70
Morgan Stanley PVT		2/7/2022	1.65%		\$ 247,469.84
Texas Capital Bank		3/9/2022	0.10%		\$ 249,700.00
Western Alliance Bank/Torrey Pines Bar		7/22/2022	0.12%		\$ 249,500.00
Greenstate Credit Union		7/26/2023	0.25%		\$ 248,000.00
BMW Bank North America		7/31/2023	0.25%		\$ 249,248.56
Investors Choice			0.01%		\$ 6,472.40

**Treasurer's Balance Per Books**

**\$6,851,886.89**

2021-2022 BUDGET COMPARISON REPORT

REVENUES	21-22 BUDGET	21-22 YTD RECEIVED	% RECEIVED	20-21 BUDGET	20-21 YTD RECEIVED	% RECEIVED
General Fund-01	\$19,549,120.00	\$7,905,983.78	40.44%	\$18,878,262.00	\$7,960,876.19	42.17%
Food Service Fund-02	\$948,400.00	\$467,020.04	49.24%	\$937,400.00	\$209,324.01	22.33%
Community Education Fund-04	\$1,356,078.00	\$629,041.74	46.39%	\$1,330,822.00	\$525,453.29	39.48%
Capital Outlay-05	\$1,076,742.00	\$0.00	0.00%	\$1,063,603.00	\$0.00	0.00%
Debt Redemption Fund-07	\$1,577,185.00	\$663,345.91	42.06%	\$1,546,821.00	\$639,404.29	41.34%
Student Activities - 50	\$381,400.00	\$165,104.74	43.29%	\$381,400.00	\$22,172.21	5.81%
<b>TOTAL OF ALL FUNDS</b>	<b>\$24,888,925.00</b>	<b>\$9,830,496.21</b>	<b>39.50%</b>	<b>\$24,138,308.00</b>	<b>\$9,357,229.99</b>	<b>38.77%</b>

EXPENDITURES	21-22 BUDGET	21-22 YTD EXPENDED	% EXPENDED	20-21 BUDGET	20-21 YTD EXPENDED	% EXPENDED
General Fund-01	\$18,887,710.00	\$8,352,691.38	44.22%	\$18,773,753.00	\$8,317,029.92	44.30%
Food Service Fund-02	\$967,808.00	\$408,026.71	42.16%	\$950,214.00	\$334,985.66	35.25%
Community Education Fund-04	\$1,361,861.00	\$706,431.43	51.87%	\$1,344,730.00	\$702,321.81	52.23%
Capital Outlay-05	\$1,164,658.00	\$684,484.48	58.77%	\$734,578.00	\$445,089.13	60.59%
Debt Redemption Fund-07	\$1,344,940.00	\$1,340,840.00	99.70%	\$1,352,140.00	\$1,350,840.00	99.90%
Student Activities - 50	\$370,300.00	\$75,859.59	20.49%	\$370,300.00	\$12,467.11	3.37%
<b>TOTAL OF ALL FUNDS</b>	<b>\$24,097,277.00</b>	<b>\$11,568,333.59</b>	<b>48.01%</b>	<b>\$23,525,715.00</b>	<b>\$11,162,733.63</b>	<b>47.45%</b>



Period Ending Jan 31, 2022

MONTEVIDEO PUBLIC SCHOOLS  
PROGRAM / OBJECT  
BUDGET AND Y-T-D  
2021-2022 / 2020-2021

DESCRIPTION	FY22 BUDGET	FY22 YTD	FY22 %	FY21 BUDGET	FY21 YTD	FY21 %
<b>GENERAL FUND - 01</b>						
<b>ADMINISTRATION 000-099</b>						
SALARIES--100	\$788,292	\$479,344	60.81%	\$1,000,953	\$589,394	58.88%
BENEFITS--200	\$276,617	\$148,785	53.79%	\$389,789	\$188,170.87	48.28%
PURCHASED SVC.--300	\$31,500	\$16,220	51.49%	\$31,500	\$8,952	28.42%
SUPPLIES--400	\$7,500	\$11,405	152.07%	\$7,500	\$5,038	67.17%
CAPITAL EXP--500	\$0	\$0	0.00%	\$0	\$0	0.00%
OTHER--800	\$15,680	\$61,569	392.66%	\$15,680	\$17,617	112.35%
<b>TOTAL ADMINISTRATION</b>	<b>\$1,119,589</b>	<b>\$717,323</b>	<b>64.07%</b>	<b>\$1,445,422</b>	<b>\$809,171</b>	<b>55.98%</b>
<b>DISTRICT SUPPORT 100-199</b>						
SALARIES--100	\$234,318	\$172,603	73.66%	\$212,537	\$152,134	71.58%
BENEFITS--200	\$67,180	\$43,010	64.02%	\$66,017	\$41,028.99	62.15%
PURCHASED SVC.--300	\$116,450	\$56,123	48.20%	\$118,450	\$30,889	26.08%
SUPPLIES--400	\$24,000	\$23,083	96.18%	\$24,000	\$14,515	60.48%
CAPITAL EXP--500	\$1,000	\$5,202	520.19%	\$3,000	\$2,244	74.81%
OTHER--800	\$19,500	\$7,748	39.73%	\$19,500	\$16,416	84.19%
<b>TOTAL DISTRICT SUPPORT</b>	<b>\$462,448</b>	<b>\$307,770</b>	<b>66.55%</b>	<b>\$443,504</b>	<b>\$257,227</b>	<b>58.00%</b>
<b>INSTRUCTIONAL SERVICES 200-299</b>						
SALARIES--100	\$5,381,563	\$2,368,771	44.02%	\$5,520,517	\$2,331,471	42.23%
BENEFITS--200	\$1,650,363	\$669,953	40.59%	\$1,622,235	\$637,100.17	39.27%
PURCHASED SVC.--300	\$1,853,151	\$127,365	6.87%	\$1,344,648	\$75,332	5.60%
SUPPLIES--400	\$139,500	\$75,593	54.19%	\$151,900	\$92,094	60.63%
CAPITAL EXP--500	\$68,250	\$29,843	43.73%	\$68,250	\$166,988	244.67%
OTHER--800	\$39,500	\$12,455	31.53%	\$39,500	\$17,486	44.27%
<b>TOTAL INSTRUCTIONAL SERVICES</b>	<b>\$9,132,327</b>	<b>\$3,283,979</b>	<b>35.96%</b>	<b>\$8,747,050</b>	<b>\$3,320,471</b>	<b>37.96%</b>
<b>VOCATIONAL 300-399</b>						
SALARIES--100	\$200,080	\$88,305	44.13%	\$198,457	\$87,056	43.87%
BENEFITS--200	\$63,362	\$26,137	41.25%	\$63,019	\$24,949.58	39.58%
PURCHASED SVC.--300	\$3,500	\$1,351	38.61%	\$3,500	\$0	0.00%
SUPPLIES--400	\$15,300	\$10,614	69.38%	\$15,300	\$4,995	32.65%
CAPITAL EXP--500	\$0	\$0	0.00%	\$0	\$0	0.00%
OTHER--800	\$0	\$0	0.00%	\$0	\$0	0.00%
<b>TOTAL VOCATIONAL</b>	<b>\$282,242</b>	<b>\$126,408</b>	<b>44.79%</b>	<b>\$280,276</b>	<b>\$117,001</b>	<b>41.74%</b>

Period Ending Jan 31, 2022

MONTEVIDEO PUBLIC SCHOOLS  
PROGRAM / OBJECT  
BUDGET AND Y-T-D  
2021-2022 / 2020-2021

DESCRIPTION	FY22 BUDGET	FY22 YTD	FY22 %	FY21 BUDGET	FY21 YTD	FY21 %
<b>SPED SERVICES 400-499</b>						
SALARIES-100	\$2,927,761	\$1,274,380	43.53%	\$3,004,605	\$1,273,130	42.37%
BENEFITS-200	\$1,036,532	\$363,177	35.04%	\$896,807	\$374,561.89	41.77%
PURCHASED SVC.-300	\$143,190	\$52,172	36.44%	\$142,236	\$74,564	52.42%
SUPPLIES-400	\$15,200	\$10,664	70.16%	\$15,200	\$6,473	42.58%
CAPITAL EXP-500	\$0	\$0	0.00%	\$0	\$2,351	0.00%
OTHER-800	\$25,000	\$5,082	20.33%	\$25,000	\$1,800	7.20%
<b>TOTAL SPED SERVICES</b>	<b>\$4,147,683</b>	<b>\$1,705,475</b>	<b>41.12%</b>	<b>\$4,083,848</b>	<b>\$1,732,879</b>	<b>42.43%</b>
<b>INSTRUCTIONAL SUPPORT 600-699</b>						
SALARIES-100	\$376,537	\$225,285	59.83%	\$371,470	\$212,251	57.14%
BENEFITS-200	\$147,901	\$70,279	47.52%	\$142,315	\$64,216.28	45.12%
PURCHASED SVC.-300	\$118,500	\$46,697	39.41%	\$115,500	\$39,317	34.04%
SUPPLIES-400	\$17,000	\$47,252	277.95%	\$17,000	\$40,757	239.75%
CAPITAL EXP-500	\$138,600	\$124,717	89.98%	\$138,600	\$60,448	43.61%
OTHER-800	\$85,825	\$29,869	34.80%	\$85,825	\$30,601	35.66%
<b>TOTAL INSTRUCTIONAL SUPPORT</b>	<b>\$884,363</b>	<b>\$544,098</b>	<b>61.52%</b>	<b>\$870,710</b>	<b>\$447,591</b>	<b>51.41%</b>
<b>PUPIL SUPPORT 700-799</b>						
SALARIES-100	\$236,763	\$128,268	54.18%	\$229,368	\$104,974	45.77%
BENEFITS-200	\$92,215	\$42,833	46.45%	\$89,098	\$34,636.47	38.87%
PURCHASED SVC.-300	\$785,930	\$361,544	46.00%	\$770,049	\$373,300	48.48%
SUPPLIES-400	\$53,000	\$21,460	40.49%	\$43,000	\$19,805	46.06%
CAPITAL EXP-500	\$0	\$0	0.00%	\$0	\$0	0.00%
OTHER-800	\$15,000	\$1,063	7.08%	\$15,000	\$1,126	7.51%
<b>TOTAL PUPIL SUPPORT</b>	<b>\$1,182,908</b>	<b>\$555,166</b>	<b>46.93%</b>	<b>\$1,146,515</b>	<b>\$533,841</b>	<b>46.56%</b>
<b>BUILDINGS/EQUIP 800-899</b>						
SALARIES-100	\$642,715	\$377,992	58.81%	\$679,636	\$383,323	56.40%
BENEFITS-200	\$251,703	\$129,114	51.30%	\$266,530	\$124,831.09	46.84%
PURCHASED SVC.-300	\$380,500	\$270,033	70.97%	\$380,500	\$178,999	47.04%
SUPPLIES-400	\$215,750	\$149,058	69.09%	\$235,750	\$144,297	61.21%
CAPITAL EXP-500	\$15,000	\$10,204	68.03%	\$15,000	\$85,607	570.71%
OTHER-800	\$0	\$25	0.00%	\$0	\$0	0.00%
<b>TOTAL BUILDINGS/EQUIP</b>	<b>\$1,505,668</b>	<b>\$936,426</b>	<b>62.19%</b>	<b>\$1,577,416</b>	<b>\$917,058</b>	<b>58.14%</b>

Period Ending Jan 31, 2022

MONTEVIDEO PUBLIC SCHOOLS

PROGRAM / OBJECT

BUDGET AND Y-T-D

2021-2022 / 2020-2021

DESCRIPTION	FY22 BUDGET	FY22 YTD	FY22 %	FY21 BUDGET	FY21 YTD	FY21 %
<b>FIXED COSTS 900-999</b>						
SALARIES-100	\$0	\$0	0.00%	\$0	\$0	0.00%
BENEFITS-200	\$55,195	\$50,412	91.33%	\$62,812	\$56,995.00	90.74%
PURCHASED SVC.-300	\$115,287	\$125,635	108.98%	\$116,200	\$124,796	107.40%
SUPPLIES-400	\$0	\$0	0.00%	\$0	\$0	0.00%
CAPITAL EXP--500	\$0	\$0	0.00%	\$0	\$0	0.00%
OTHER-800	\$0	\$0	0.00%	\$0	\$0	0.00%
<b>TOTAL FIXED COSTS</b>	<b>\$170,482</b>	<b>\$176,047</b>	<b>103.26%</b>	<b>\$179,012</b>	<b>\$181,791</b>	<b>101.55%</b>
<b>TOTAL GENERAL FUND</b>	<b>\$18,887,710</b>	<b>\$8,352,691</b>	<b>44.22%</b>	<b>\$18,773,753</b>	<b>\$8,317,030</b>	<b>44.30%</b>
<b>FOOD SERVICE FUND - 02</b>						
<b>PUPIL SUPPORT SERVICES 700-799</b>						
SALARIES-100	\$304,714	\$147,002	48.24%	\$292,908	\$136,793	46.70%
BENEFITS-200	\$129,594	\$25,521	19.69%	\$124,806	\$32,562	26.09%
PURCHASED SVC.--300	\$43,500	\$1,137	2.61%	\$42,500	\$8,271	19.46%
SUPPLIES-400	\$480,000	\$234,367	48.83%	\$480,000	\$157,360	32.78%
CAPITAL EXP-500	\$10,000	\$0	0.00%	\$10,000	\$0	0.00%
OTHER-800	\$0	\$0	0.00%	\$0	\$0	0.00%
<b>TOTAL FOOD SERVICE FUND</b>	<b>\$967,808</b>	<b>\$408,027</b>	<b>42.16%</b>	<b>\$950,214</b>	<b>\$334,986</b>	<b>35.25%</b>
<b>COMMUNITY SERVICE FUND - 04</b>						
<b>COMMUNITY EDUCATION/SERVICE 500-599</b>						
SALARIES-100	\$952,232	\$505,474	53.08%	\$925,059	\$544,066	58.81%
BENEFITS-200	\$250,330	\$129,671	51.80%	\$245,994	\$124,983	50.81%
PURCHASED SVC.-300	\$55,855	\$28,361	50.78%	\$64,607	\$3,080	4.77%
SUPPLIES-400	\$77,444	\$32,079	41.42%	\$79,220	\$21,867	27.60%
CAPITAL EXP-500	\$2,500	\$0	0.00%	\$2,500	\$0	0.00%
OTHER-800	\$23,500	\$10,847	46.16%	\$27,350	\$8,326	30.44%
<b>TOTAL COMMUNITY EDUCATION</b>	<b>\$1,361,861</b>	<b>\$706,431</b>	<b>51.87%</b>	<b>\$1,344,730</b>	<b>\$702,322</b>	<b>52.23%</b>

Period Ending Jan 31, 2022

MONTEVIDEO PUBLIC SCHOOLS  
PROGRAM / OBJECT  
BUDGET AND Y-T-D  
2021-2022 / 2020-2021

DESCRIPTION	FY22 BUDGET	FY22 YTD	FY22 %	FY21 BUDGET	FY21 YTD	FY21 %
<b>CAPITAL OUTLAY FUND - 05</b>						
<b>CAPITAL EXPENDITURES</b>						
SALARIES-100	\$11,855	\$6,548	55.23%	\$11,855	\$6,548	55.23%
BENEFITS-200	\$1,795	\$974	54.24%	\$1,795	\$973	54.20%
PURCHASED SVC.-300	\$213,543	\$69,849	32.71%	\$179,531	\$42,285	23.55%
SUPPLIES-400	\$60,000	\$66,552	110.92%	\$126,398	\$141,107	111.64%
CAPITAL EXP-500	\$877,465	\$540,562	61.60%	\$414,999	\$254,177	61.25%
OTHER-800	\$0	\$0	0.00%	\$0	\$0	0.00%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$1,164,658</b>	<b>\$684,484</b>	<b>58.77%</b>	<b>\$734,578</b>	<b>\$445,089</b>	<b>60.59%</b>
<b>DEBT SERVICE FUND - 07</b>						
<b>FISCAL/FIXED COSTS 900-999</b>						
DEBT SERVICE-700	\$1,344,940	\$1,340,840	99.70%	\$1,352,140	\$1,350,840	99.90%
OTHER FINANCING ISSUES-900	\$0	\$0	0.00%	\$0	\$0	0.00%
<b>TOTAL DEBT SERVICE FUND</b>	<b>\$1,344,940</b>	<b>\$1,340,840</b>	<b>99.70%</b>	<b>\$1,352,140</b>	<b>\$1,350,840</b>	<b>99.90%</b>
<b>STUDENT ACTIVITIES FUND - 50</b>						
SUPPLIES-400	\$370,300	\$75,860	20.49%	\$370,300	\$12,467	3.37%
<b>TOTAL STUDENT ACTIVITIES FUND</b>	<b>\$370,300</b>	<b>\$75,860</b>	<b>20.49%</b>	<b>\$370,300</b>	<b>\$12,467</b>	<b>3.37%</b>
<b>TOTAL ALL FUNDS</b>	<b>\$24,097,277</b>	<b>\$11,568,334</b>	<b>48.01%</b>	<b>\$23,525,715</b>	<b>\$11,162,734</b>	<b>47.45%</b>

Betty Jane Johnson Revocable Trust

June 23, 2014

December 27, 2021

RE: Partial Distribution payment

Montevideo Public Schools  
2001 William Ave  
Montevideo, MN 56265

Dear Adam,

Thank you for returning your W-9 and contact form requested for the beneficiary payment of the Betty Jane Johnson Revocable Trust. If anything should change, please contact Dustin Citrowske to keep your records up to date.

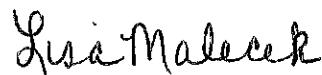
Enclosed is a check in the amount of \$30,000.00, as a partial distribution of the Betty Jane Johnson Revocable Trust for 2021. As requested by Betty Jane Johnson, this money is intended for the purpose of: To provide college scholarships for graduates from the Montevideo High School interested in elementary education. Annual scholarships in appropriate amounts up to \$500.00 may be given until the fund is exhausted.

Please contact us if you have any questions.

Sincerely,



Dustin Citrowske  
4040 90<sup>th</sup> Ave SW  
Montevideo, MN 56265  
320-226-0627 (Cell)  
[dcitrowske@hotmail.com](mailto:dcitrowske@hotmail.com) (E-mail)



Lisa Malecek  
3038 180<sup>th</sup> Street  
Dawson, MN 56232  
320-226-2709 (Cell)  
[lisa\\_malecek@yahoo.com](mailto:lisa_malecek@yahoo.com) (E-mail)

Chippewa CARE Collaborative  
719 North 7<sup>th</sup> Street, Suite 200  
Montevideo, MN 56265  
(320) 269-6401, Ext. 1134



**Chippewa CARE Collaborative Grant Award Agreement**

Date: February 1, 2022

Contact Person: Dr. Wade McKittrick

Address: Montevideo School District  
2001 William Avenue  
Montevideo, MN 56265

**Grant: Montevideo Discovery II Program**


By signing this award agreement, Montevideo School District agrees to meet the requirements set forth by the Chippewa CARE Collaborative. Montevideo School District agrees to complete the Program and Budget Evaluation which includes specific information regarding students served.

The Chippewa CARE Collaborative agrees to make payment to Montevideo School District in the amount not to exceed **\$22,000.00**. The grant period is from **July 1, 2022 thru June 30, 2023**. Once the program expenses have been incurred, please submit a billing request to the above address. It is acceptable to bill quarterly, but only for actual program costs and only for the expense categories listed on the budget summary of your grant proposal. **All expenses must be received by September 15, 2022. Any received after that time, without prior approval, will not be paid.**

If the conditions outlined in the agreement are not met, the Chippewa CARE Collaborative may withhold payment until conditions are met or bill **Montevideo School District** for any amount the Collaborative has made payment on. Repayment would be expected within 30 days of receiving notice.

I, Wade McKittrick, acting as the representative for **Montevideo School District**, agree to the above terms. I understand that failure to meet the conditions will terminate grant funding.

Signatures:

  
\_\_\_\_\_  
Grantee

2/1/2022  
\_\_\_\_\_  
Date

\_\_\_\_\_  
CARE Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
CARE Chairperson

\_\_\_\_\_  
Date



## *Willmar Public Schools*

*Inspiring and preparing all learners for their future in our community and our world*

---

Montevideo Public Schools  
Attn: Wade McKittrick  
2001 William Ave  
Montevideo, MN 56265

January 26, 2022

Dear Superintendent McKittrick,

Please accept this letter as written notification to the Montevideo Public School district of our withdrawal from the "Joint Agreement for Shared Services of a Food Director" effective the end of the 2021-2022 fiscal year, June 30, 2022.

If you have any questions please contact me at 320-231-8511 or [haasek@willmar.k12.mn.us](mailto:haasek@willmar.k12.mn.us)

Regards,

Kathryn Haase  
Director of Business & Finance  
Willmar Public Schools

**Montevideo Public Schools**

Request for proposals

For acquisition of:

Existing Montevideo Fine Arts Center

310 Eureka Ave, Montevideo, MN 56265

**MONTEVIDEO**



**THUNDER HAWKS**

PROPOSAL SUBMISSION DEADLINE:



## **Overview**

### Background:

In August of 2020 it was determined by ISD 129 officials that the Montevideo Fine Arts Center, an off-site building, (the “Building”) was no longer in condition usable for school functions due to IAQ issues related to mold/mildew and deteriorating condition. Therefore, the Fine Arts Center ceased being used for school and community programs during the 2020-2021 school year and is now available for a potential new owner to deconstruct the building and redevelop the property.

### Objective:

ISD 129 Montevideo Public Schools (the “District”) is seeking proposals from interested parties for the purchase of building and land at 310 Eureka Ave, Montevideo, MN 56265, Montevideo Fine Arts Center, Tax Parcel ID 70-375-0710. The District will evaluate and select the proposal that best meets the needs of ISD 129, City of Montevideo, and the neighbors of the property. A strong proposal must include:

- Description of economic stimulus for the taxpayers of Montevideo as a result of the proposed new use.
- Description of the plans for deconstruction of the building, improvements to land, and use of land including proposed timelines.
- Description of how the proposed use will seamlessly integrate with the land uses around the property.
- Other pertinent information that makes the proposed use an asset to the community.

Responses to this Request for Proposal (“RFP”) must address each component above. Proposals must be in writing. The District has the right to reject any or all proposals.

### RFP Details:

All responses are due to ISD 129, Montevideo Public Schools, on Thursday, March 10, 2022 at 3:00 PM. Proposals must be in a sealed envelope and date/time stamped by a District representative prior to 3:00 PM. The outside of the envelope should be marked “SALE OF REAL PROPERTY 310 Eureka Avenue Montevideo, MN 56265”. Proposals are to be hand delivered to the District Office where they will be date stamped and held until proposal opening (the “Proposal Opening”). Late submittals will not be considered. No proposals submitted by electronic mail or facsimile will be accepted.

All proposals shall be addressed to:

Montevideo Public Schools  
Attn: Wade McKittrick  
Superintendent, ISD 129  
2001 William Avenue  
Montevideo, MN 56265

The Building will be open for tours, non-invasive investigation, and condition assessment tours by appointment by calling Wade McKittrick at 320-269-8833.

Those interested in submitting a proposal are encouraged to provide contact information to Wade McKittrick, Superintendent at [wmckittrick@montevideoschools.org](mailto:wmckittrick@montevideoschools.org). Providing contact information will allow the District to provide notification if an addendum to the RFP is issued or the RFP is cancelled. Those who choose not to provide contact information are solely responsible for checking the District website for any issued addenda or a notice of cancellation.

### **Additional Proposal Requirements**

#### **Description of proposed use:**

Describe in detail the intended use of the facility and/or land, the staff and/or occupant loads and the impact on the neighborhood and general public. Include any and all information on how the building will be demolished or repurposed. Include an architectural description and size if feasible. Explain how all City requirements will be met with the proposed use.

#### **Financial Compensation:**

Provide a purchase amount which will be offered to the District for the property. Include any terms, conditions or exclusions as needed. A cashier's or certified check in the amount of 10 percent of the proposed purchase price must be included with the proposal. The check will be returned if the proposal is not accepted by the District.

#### **Timeline:**

Provide a detailed timeline of the following:

- Proposed purchase agreement completion
- Any subdivision or land use approvals needed
- Any due diligence required
- The proposed closing date on the purchase
- Building and/or land modifications after closing
- Occupancy date

#### **Purchase Agreement:**

Provide a proposed purchase agreement, subject to negotiation, in addition to Attachment A, that the District may review as a part of the evaluation process.

#### **Hazardous Material Acknowledgement:**

There are hazardous materials on the property. All responses must include the acknowledgement of known hazardous materials. The successful proposer will be required to sign a hold harmless agreement with respect to the known hazardous materials.

#### **Terms and Conditions:**

1. All proposals must include a certified or cashier's check in the amount of 10% of the proposal as earnest money, which would be applied to the final purchase price.
2. If applicable, the proposal must disclose the proposer's conflict of interest or potential conflict of interests. The District will review any potential conflicts of interest in evaluating the proposals.
3. The District shall have a period of 60 days following Proposal Opening to review, accept, reject, or enter into negotiations with those who submitted a proposal. This time period may be extended by mutual agreement of the District and any of the proposers.
4. The District reserves the right to reject, refuse, or negotiate any or all proposals.
5. Proposals may not be withdrawn for a period of 60 days from Proposal Opening.
6. The District will return the certified or cashier's checks submitted by proposers whose proposals were rejected within 60 days of Proposal Opening.
7. Any testing, inspection, or investigation required for a potential purchaser to provide a proposal is the responsibility of the potential purchaser.
8. The District, if it selects a proposal, will select the proposal that is in the District's best interest and will support the best use of the property, in the District's sole discretion.
9. Upon selecting a proposal, the District will allow a period of 60 days to negotiate, finalize and sign a purchase agreement with the purchaser. The District will deposit the purchaser's certified or cashier's check with a title company who will hold it in escrow. The purchaser may select the title company.
10. Any and all expenses including title insurance, title commitment fees, title search and examination fees, mortgage points, mortgage registration tax, financing, closing fees charged by the closing company, any brokers' fees or commissions, purchaser's attorneys' fees, the state deed tax, the cost of recording the deed, any escrow fees, or other requirements to purchase are the responsibility of the purchaser.
11. If the purchase agreement is terminated for any reason, the District will retain the earnest money.
12. A closing date shall be set for within 30 days of the signed purchase agreement. The balance of all funds will be paid in cash (certified or cashier's check, wire transfer) to the District at closing.
13. Property is sold "As-Is" with no explicit, implied, or conditional warranties of building components or systems.

14. The District will not be responsible for the division of land, zoning variances, or modifications to title. All expenses to complete the required legal documentation is the responsibility of the purchaser. The District agrees that it will cooperate with any land use requests that are made by the purchaser to the City.
15. The District will not pay closing costs, real-estate fees, appraisal fees, or any other fee associated with the purchase of the property.
16. The purchaser is responsible for verifying with the City of Montevideo that the proposed use would be acceptable and integrate with the City's zoning, occupancy, or use.

### **Technical and Environmental Information**

There are various types of hazardous materials within the Building that will be the responsibility of the purchaser to mitigate. It is the responsibility of the purchaser to dispose of any substance in accordance with local, state, and federal regulations.

Any party responding to this request must do their own investigation and estimation of abatement costs. The District will not perform, nor be responsible for any hazardous material abatement.

### **Selection Process**

#### **Evaluation Committee:**

The District has a Facility Committee composed of School Board Members, members of its Administration Department, and professional consultants in the design, development, and construction industries. This committee will evaluate each complete proposal received and how each best fits the criteria provided in this RFP. Based upon that evaluation, the Committee will provide a recommendation that best suits the future of the School District, the City of Montevideo, and neighbors of the property.

The District reserves the right to accept, reject, negotiate, or refuse any proposal. The District waives all liability for costs incurred in the development of proposals in response to this RFP.

#### **Timeframe:**

Based on the Facility Committee's review, a recommendation will be provided to the School Board on March 14, 2022. The School Board will hear the recommendation and provide final direction to the District's Administration.

### **Property Information**

Address:	Montevideo Fine Arts Center	Year Built: 1940
	310 Eureka Avenue	Square Feet:
	Montevideo, MN 56265	Zoning:

Acres:

Copy of the Abstract for the Property:

300  
 This Deed here made the fourteenth day of March in the year one thousand eight hundred and thirty two between George W. Parker and his wife Et. Thelma his wife of the Village of Brewster in Chittenden County Vermont parties of the first part and their school district Board of School District of Vermont (1) in Chittenden County and their successors in office parties of the second part.

Witnesseth that the Board parties of the first part in consideration of the sum of one dollar to them in hand paid by the second party of the second part, the receipt whereof is hereby acknowledged do hereby grant, bargain, sell and convey unto the second party of the second part all that tract or parcel of land to them and being in the County of Chittenden and State of Vermont described as follows to wit: Situated in (A) line (B) and (C) in Township (D) of the Village of Brewster as more or less in the Office of the Register of Deeds; it being understood to remain and be to the School District of Vermont in said County for a School House site.

do have and to hold the same together with all the benefits and appurtenances thereto belonging or in anywise appertaining to the second party of the second part to them and their heirs and assigns forever. And the said parties of the first part for their heirs, administrators, assigns, executors and assigns do hereby warrant and defend unto the second party of the second part that they and their heirs and assigns of the lands and premises aforesaid and have good right to sell and convey the same in manner and form aforesaid; that the same go free from all incumbrances; and that above bargained and granted premises in the quiet and peaceable possession of the said party of the second part against all persons lawfully claiming or to claim the same as aforesaid. And the said parties of the first part with consent and assent of the Board parties of the second part have hereunto set their hands and seals of office in testimony whereof the said parties of the first part have hereunto set their hands and seals of office as aforesaid.

In witness whereof the said parties of the first part have hereunto set their hands and seals of office as aforesaid.

Witness my hand and seal of office this fourteenth day of March A.D. 1832, personally seen before me George W. Parker and Thelma Parker to the well known as the same persons described in and who executed the foregoing deed, and acknowledged it to be their act and deed.

Joseph D. Parker  
 State of Vermont, ss. Joseph D. Parker, Clerk of District Court  
 County of Chittenden. Witness and for said County, do hereby certify that on this fourteenth day of March A.D. 1832, personally seen before me George W. Parker and Thelma Parker to the well known as the same persons described in and who executed the foregoing deed, and acknowledged it to be their act and deed.

Joseph D. Parker  
 Clerk

This Indenture, Made this Twenty Ninth day of March in the year of our Lord one thousand eight hundred and eighty between Lane K Stone unmarried and H. W. Stone and Clara L Stone his wife parties of the first part, and School District Number One in the County of Chippewa party of the second part:

**WITNESSETH**, That the said part of the first part, in consideration of the sum of One Hundred Dollars to them in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged, do hereby Grant, Bargain, Sell and Convey unto the said party of the second part, its heirs and assigns, Forever, all their tracts or parcels of land, lying and being in the County of Chippewa and State of Minnesota, described as follows, to-wit:

Lot Number three (3) and lot number two (2) in Block B in the Village of Montevideo as surveyed and platted by W. Frank and now on record in the office of the Register of Deeds in said County of Chippewa

To Have and to Hold the Same, Together with all the hereditaments and appurtenances therunto belonging or in anywise appertaining, to the said party of the second part, its heirs and assigns, Forever.

And the said Lane K Stone and H. W. Stone and Clara L Stone his wife parties of the first part, for their successors heirs, executors and administrators, do covenant with the said party of the second part, its heirs and assigns, that they and well seized in fee of the lands and premises aforesaid, and have good right to sell and convey the same in manner and form aforesaid; that the same are free from all incumbrances;

and the above bargained and granted lands and premises, in the quiet and peaceable possession of the said party of the second part, its heirs and assigns, against all persons lawfully claiming or to claim the whole or any part thereof, the said party of the first part will Warrant and Defend.

In Testimony Whereof, The said parties of the first part hereunto set their hands and seal the day and year first above written.

Signed, Sealed and Delivered in Presence of  
H. A. Alin  
J. B. Clarke  
Lane K. Stone  
H. W. Stone  
Clara L. Stone

STATE OF MINNESOTA.  
 County of Swiss I, R. Notary Public  
 within and for said County, do hereby certify that on this twenty ninth day of March A. D. 1880 personally came before me Lane K Stone (unmarried) H. W. Stone and Clara L Stone his wife to me well known as the same persons described in, and who executed the foregoing deed, and they duly acknowledged that they executed the same freely and voluntarily.  
H. A. Alin  
Notary Public



Filed for Record this 26 day of April A. D. 1880, at 9 o'clock A. M.

This Indenture, Made this 24<sup>th</sup> day of April in the year of our Lord one thousand eight hundred and Eighty between Antonius M. Blum an unmarried man of Minnesota party of the first part, and Abel G. Grier Minister One in the County of Chippewa and State of Minnesota party of the second part;

**WITNESSETH**, That the said party of the first part, in consideration of the sum of Twenty Five Dollars, to him in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged, do hereby Grant, Bargain, Sell and Convey unto the said party of the second part, to have heirs and assigns, Forever, all that tract or parcel of land, lying and being in the County of Chippewa and State of Minnesota, described as follows, to-wit: Lot One (1) in Block 10 in Mountainview according to the Plat thereof of Record in the office of the Register of Deeds in and for said Chippewa County

To Have and to Hold the Same, Together with all the hereditaments and appurtenances thereto belonging or in anywise appertaining, to the said party of the second part, its heirs and assigns, Forever. And the said Antonius M. Blum

party of the first part, for himself, his heirs, executors and administrators, do covenant with the said party of the second part, its heirs and assigns, that he is well seized in fee of the lands and premises aforesaid, and has good right to sell and convey the same in manner and form aforesaid; that the same are free from all incumbrances;

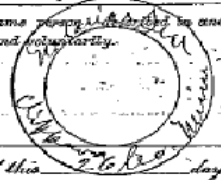
and the above bargained and granted lands and premises, in the quiet and peaceable possession of the said party of the second part, its heirs and assigns, against all persons lawfully claiming or to claim the whole or any part thereof, the said party of the first part will Warrant and Defend.

In Testimony Whereof, The said party of the first part hereunto set his hand and seal the day and year first above written.

Signed, Sealed and Delivered in Presence of  
Chas. H. Budd  
Sniffith S. Williams

Antonius M. Blum  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STATE OF MINNESOTA.**  
County of Chippewa, I, Chas. H. Budd a Notary Public within and for said County, do hereby certify that on this 24<sup>th</sup> day of April A. D. 1880 personally came before me Antonius M. Blum an unmarried person to me well known as the same person who executed the foregoing deed, and he acknowledged that he executed the same freely and voluntarily.  
Chas. H. Budd  
Notary Public  
in and for said County



Filed for Record this 26<sup>th</sup> day of April A. D. 1880, at St. Cloud Minn.

This Indenture, Made this First day of March in the year of our Lord one thousand eight hundred and Eighty between John B Lawrence and Rachel R. Lawrence his wife of Montevideo Minnesota parties of the first part, and School District Number One (1) in the County of Chippewa in the State of Minnesota party of the second part:

WITNESSETH, That the said parties of the first part, in consideration of the sum of Five Hundred DOLLARS, to them in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged, do hereby Grant, Bargain, Sell and Convey unto the said party of the second part, its heirs and assigns, Forever, all its tracts or parcel of land, lying and being in the County of Chippewa and State of Minnesota, as follows, to-wit: Lot Nine (9) and Ten (10) in Block G in Montevideo, according to the Plat thereof of Record in the office of the Register of Deeds in and for said Chippewa County

To Have and to Hold the Same, Together with all the hereditaments and appurtenances thereto belonging or to anywise appertaining, to the said party of the second part, its heirs and assigns, Forever.

And the said John B. Lawrence and Rachel R. Lawrence parties of the first part, for themselves their heirs, executors and administrators, do covenant with the said party of the second part, its heirs and assigns, that they are well seized in fee of the lands and premises aforesaid, and have good right to sell and convey the same in manner and form aforesaid; that the same are free from all incumbrances;

and the above bargained and granted lands and premises, in the quiet and peaceable possession of the said party of the second part, its heirs and assigns, against all persons lawfully claiming or to claim the whole or any part thereof, the said party of the first part will Warrant and Defend.

In Testimony Whereof, The said parties of the first part hereunto set their hands and seals the day and year first above written.

Signed, Sealed and Delivered in Presence of  
Chas. H. Budd  
Lloyd S. Hoyle  
John B. Lawrence  
Rachel R. Lawrence

STATE OF MINNESOTA, }  
County of Chippewa } ss. Chas. H. Budd Notary Public  
within and for said County, do hereby certify that on this First day of March A. D. 1880 personally came before me John B. Lawrence and Rachel R. Lawrence Husband and Wife to me well known as the same persons described in and who executed the foregoing deed, and they acknowledged that they executed the same freely and voluntarily.  
Chas. H. Budd  
Notary Public  
Chippewa County  
Minnesota

Filed for Record this 2 day of April A. D. 1880, at 9 o'clock A.M.



This Indenture, Made this 8<sup>th</sup> day of March in the year of our Lord one thousand eight hundred and Eighty between Joseph S. Baker and Jennie Baker husband and wife of Montevideo Wisconsin parties of the first part, and School District Number One (1) in the County of Chippewa in the State of Minnesota party of the second part:

**WITNESSETH**, That the said parties of the first part, in consideration of the sum of One Hundred and Sixty five **DOLLARS**, to them in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged, do hereby Grant, Bargain, Sell and Convey unto the said party of the second part, to them heirs and assigns, Forever, all that tract or parcels of land, lying and being in the County of Chippewa and State of Minnesota, described as follows, to-wit: Lot Seven (7) and Eight (8) in Block 5 in the Village of Montevideo, according to the Plat thereof of Record in the office of the Register of Deeds in and for said Chippewa County.

To Have and to Hold the Same, Together with all the hereditaments and appurtenances therunto belonging or in anywise appertaining, to the said party of the second part, to them heirs and assigns, Forever.

And the said Joseph S. Baker and Jennie Baker parties of the first part, for themselves their heirs, executors and administrators, do covenant with the said party of the second part, to them heirs and assigns, that they well seized in fee of the lands and premises aforesaid, and have good right to sell and convey the same in manner and form aforesaid; that the same are free from all incumbrances;

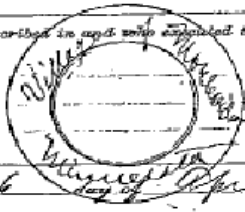
and the above bargained and granted lands and premises, in the quiet and peaceable possession of the said party of the second part, to them heirs and assigns, against all persons lawfully claiming or to claim the whole or any part thereof, the said parties of the first part will Warrant and Defend.

In Testimony Whereof, The said parties of the first part hereunto set their hand & seal of the day and year first above written.

Signed, Sealed and Delivered in Presence of  
J. W. Lutton  
Gertrude Anderson

Joseph S. Baker  
Jennie Baker

STATE OF MINNESOTA, }  
 County of Chippewa } I, J. W. Lutton Village Recorder of Montevideo within and for said County, do hereby certify that on this 8<sup>th</sup> day of March A. D. 1884 personally came before me Joseph S. Baker and Jennie Baker husband and wife to me well known as the same person of described in and who executed the foregoing deed, and they severally acknowledged that they executed the same freely and voluntarily.



J. W. Lutton  
 Village Recorder  
 Montevideo  
 Minnesota

Filed for Record this 26 day of April A. D. 1884, at 9 o'clock A. M.

This Indenture, made this thirteenth day of April in the year of our Lord one thousand eight hundred and Eighty between Henry Cross and Ellen Cross his wife, of Granite Falls, Minnesota

parties of the first part, and Edw. Odick W. O. in Clippard County, Minnesota

party of the second part:

**WITNESSETH**, That the said parties of the first part, in consideration of the sum of One Hundred and Fifty - **DOLLARS**, to them in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged, do hereby Grant, Bargain, Sell and Convey unto the said party of the second part, to heirs and assigns, Forever, all half tracts or parcels of land, lying and being in the County of Clippard and State of Minnesota, described as follows, to-wit: Lots Eleven (11) and Twelve (12) w. Block "C" in Montverde according to the original town plot of Record in the office of the Register of Deeds in and for the said County.

To Have and to Hold the Same, Together with all the hereditaments and appurtenances thereto belonging or in anywise appertaining, to the said party of the second part, to heirs and assigns, Forever.

And the said parties of the first part, for themselves, their heirs, executors and administrators, do covenant with the said party of the second part, to heirs and assigns, that they are well seized in fee of the lands and premises aforesaid, and has good right to sell and convey the same in manner and form aforesaid; that the same are free from all incumbrances;

and the above bargained and granted lands and premises, in the quiet and peaceable possession of the said party of the second part, to heirs and assigns, against all persons lawfully claiming or to claim the whole or any part thereof, the said parties of the first part will Warrant and Defend.

In Testimony Whereof, The said parties of the first part hereunto set their hands and seal the day and year first above written.

Signed, Sealed and Delivered in Presence of  
Frank H. Cross  
J. A. Lewis

Henry Cross  
Ellen Cross

**STATE OF MINNESOTA,**  
County of Clippard,  
I, J. A. Lewis a Justice of the Peace within and for said County, do hereby certify that on this thirteenth day of April A. D. 1880 personally came before me Henry Cross and Ellen Cross his wife

to me well known as the same persons described in and who executed the foregoing deed, and they acknowledged that he executed the same freely and voluntarily.

J. A. Lewis  
Justice of the Peace

Filed for Record this 14th day of April A. D. 1880, at 9 o'clock A. M.

STATE OF MINNESOTA  
CITY OF MONTEVIDEO

DEMOLITION EXCEPTION  
3-1-5 Demolition of Building

Parcel #70-375-0710

BOOK 116 PAGE 227

In the matter of DEMOLITION OF: Central Middle School, Third Street & Eureka Avenue

REQUEST: EXCEPTION TO THE DEMOLITION ORDINANCE TO ALLOW BURYING OF THE WALLS, BASEMENT FLOOR AND FOOTINGS.

Independent School District #129, Owner

ORDER GRANTING  
OR  
ORDER DENYING

The above entitled matter came on to be heard before the City Council of the City of Montevideo on the 3rd day of June 1996, on a petition pursuant to Section 3-1-5(E) Part 3 of the Montevideo Zoning Ordinance, for the following described property:

All of Block G - Original Plat - City of Montevideo, Minnesota.

IT IS ORDERED that the Demolition Exceptions be granted as upon the following conditions or reasons:

1. Obtain applicable state and local demolition permits and pay fees;
2. Consult with Public Works Department to remove water and sewer lines at the main, where applicable;
3. Remove all tanks, hazardous material and/or junk from the basement prior to filling;
4. Complete demolition of wall, floor and compacting of fill as outlined in letter dated 5/31/96 (attached); and
5. Sod or seed the site not to be used for parking when completed.

DATED this 3rd day of June 1996.

  
\_\_\_\_\_  
President, City Council

OFFICE OF MONTEVIDEO CITY CLERK


STATE OF MINNESOTA)  
CITY OF MONTEVIDEO) ss.  
COUNTY OF CHIPPEWA)

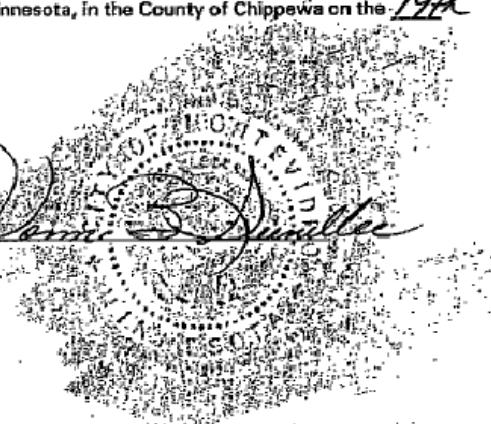
I, LAVONNE B. SUNDLEE, City Clerk for the City of Montevideo with and in for said City, do hereby certify that I have compared the foregoing copy and Order granting a Demolition Exception with the original record thereof preserved in my office, and have found the same to be a correct and true transcript of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Minnesota, in the County of Chippewa on the 19th day of June, 1996.

DRAFTED BY:

Name: Glennis A. Lauritsen  
Address: 103 Canton Avenue  
Montevideo, MN 56265

  
\_\_\_\_\_  
City Clerk



# MONTEVIDEO PUBLIC SCHOOLS

2001 William Avenue  
Montevideo, MN 56265-1599

Ed Nystrom, Superintendent  
(320) 269-8833 FAX (320) 269-8834

JUN 03 1996

7 J

May 31, 1996

BOOK 116 PAGE 228

Mark Erickson  
City of Montevideo  
Box 676  
Montevideo, MN 56265

Dear Mr. Erickson:

The School District is preparing plans and specifications for the demolition of parts of the old middle school located at Third and Eureka. The District intends to construct a parking lot on the site for use by patrons of the auditorium and/or residents of the senior housing, if that is approved.

We understand that the City has an ordinance which requires full removal of all foundations and building materials from any demolition site. Since this would considerably raise the cost of demolition, The District requests a variance to the above ordinance under the following understandings:

## 1. DEMOLITION PROCEDURES

### A. No burning shall be permitted.

### B. Concrete, Brick, and Masonry Material Removal:

a. All concrete, brick and masonry material shall be demolished and removed down to at least three feet below ground surface elevation as determined by the Engineer and within the following requirements:

(1) Disposal of this material may be in the basements of the structures.

(2) Prior to the filling of the basements with concrete rubble, the concrete basement floors shall have one, two foot square hole every 400 square feet of basement floor knocked in them to insure ground water penetration.

(3) Placement of masonry items in basements shall be in layers of three feet maximum.

(4) After placing a layer of masonry rubble, granular backfill shall be placed on the masonry and worked into the voids to fill all holes prior to placing additional masonry.

(5) No masonry shall be placed within three feet of finished ground surface.

(6) Any excess concrete rubble and debris shall be promptly removed from the project site in accordance with paragraph 2.1.

### C. Wood and Non-masonry Material Removal:

a. All wood and non-masonry materials shall be completely removed from the site in accordance with paragraph 2.1. This shall also include but not limited to, all furnace hardware, duct work, non-encased piping and all wood products.

*Equal Opportunity Employer*

D. Basement Floor Drains:

- a. Basement sewer floor drains shall be concrete-plugged prior to filing of the basements. The Engineer shall be notified to inspect the plug prior to filing of the basement cavity.

2. paragraph 2.1 mentioned above reads:

2.1 OWNERSHIP AND DISPOSAL OF DEMOLISHED MATERIALS

- A. All materials produced by the demolition, except as described in Section 01010 - Summary of Work shall become the property of the Contractor and shall be removed from the site and disposed of by the Contractor in compliance with all local, State and Federal regulations.
- B. The Contractor shall transport from the site all debris, masonry, concrete, rubbish and other materials resulting from demolition operations as they are removed.
- C. Storage or sale of removed materials will not permitted on site.
- D. Burning of removed materials from demolished structures will not be permitted.
- E. Disposal Site:

1. All rubble and debris to be disposed of off-site at a location secured by the Contractor and in a manner in compliance with applicable local, State and Federal regulations. The disposal site shall be a county and State approved demolition or general landfill. If requested by the Owner, the Contractor shall supply appropriate documentation that the disposal site has been approved by the State and local governments.

3. DISPOSAL

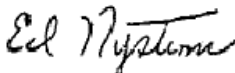
Our Engineers have contacted the solid waste division of the MPCA and received an opinion that disposal of concrete and masonry rubble in accordance with the above terms and conditions is permitted under regulations as long as there is a public record of the burial filed with them. This process is called a "Permit by Rule".

4. RECORDING

It is our understanding that this variance would also be recorded on the deed for the property to assure future purchasers of the situation.

The City's immediate attention to this variance request will be appreciated.

Sincerely,



Ed Nystrom  
Superintendent

Equal Opportunity Employer

230508

File No. -----

COMPARED		
INDEXED		
TRACTED		
MARGINED		

OFFICE OF COUNTY RECORDER  
COUNTY OF CHIPPEWA, MINN.

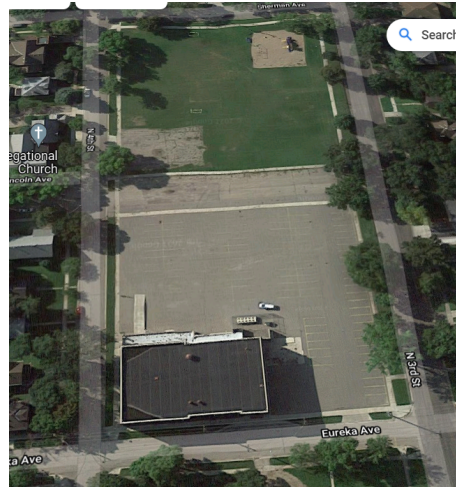
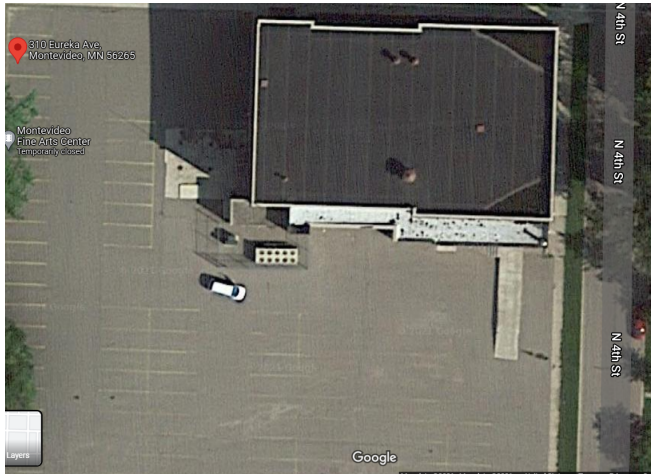
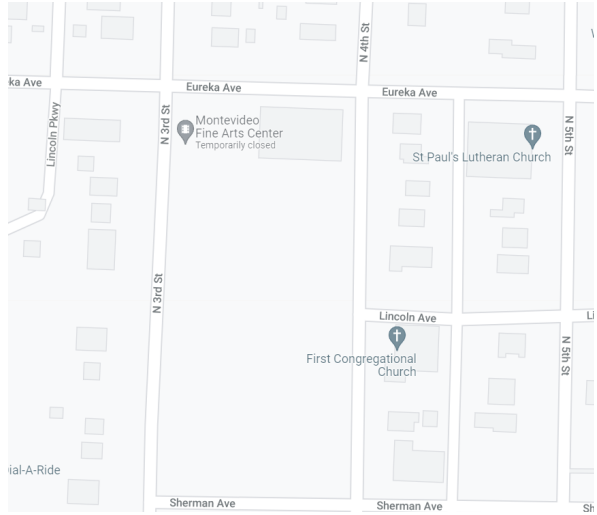
I hereby certify that the within instrument  
was filed in this office for record on the  
24 day of June A.D., 1950  
at 10:05 o'clock A.M., and was duly  
Recorded in Book 116 of Misc.  
227-230 Page -----

Neil Erickson  
County Recorder

By Lee O'Connor  
Deputy

Na City of Montevideo 1950

BOOK 116 PAGE 230



**End of Request for Proposals**





**Attachment A**  
**OFFER TO PURCHASE REAL PROPERTY**  
**310 Eureka Ave, Montevideo, MN 56265**

To: Superintendent of Montevideo Public Schools 2001 William Avenue, Montevideo MN 56265:

\_\_\_\_\_, herein called the “Buyer,” hereby offers and agrees to purchase from the Montevideo Public School District at the price and subject to the terms and conditions contained in the Buyer’s Proposal and the District’s Request for Proposals, the following described property commonly known as 310 Eureka Ave, Montevideo, MN 56265, real property (“Property”):

Refer to the Abstract for the Property attached to the Request for Proposals.

Possession shall be granted upon closing.

A purchase agreement shall be entered into within 60 days of this Offer, unless otherwise agreed to by the parties. This sale is subject to approval of a purchase agreement by the School Board, and the School District reserves the right to reject all offers.

SUBMITTAL: To ensure proper identification and handling, submit this Offer form in a sealed envelope along with the other information required by the Request for Proposals. The proposal must be hand delivered by the date and time due to:

Montevideo Public Schools  
Attn: Wade McKittrick  
Superintendent, ISD 129  
2001 William Avenue  
Montevideo, MN 56265

Hand delivered proposals will be date stamped and held until proposal opening.

Timely delivery of the proposal is the sole responsibility of the respondent. Late proposals, as determined by the School District time/date stamp, will not be accepted. All proposals shall remain valid for a period of 60 days from the RFP opening date.

The successful respondent will be determined by the Facility Committee based on the criteria listed in the proposal. Proposals must remain valid for 60 days from the proposal opening date during which time the District may accept or reject any proposal.

**OFFER TO PURCHASE**

Total Purchase Price Offered:   \$\_\_\_\_\_

Earnest Money Deposit: \$ \_\_\_\_\_

Balance Due on Closing: \$ \_\_\_\_\_

Agent Commissions and other closing costs attributable to the awarded proposal are the responsibility of the awarded purchaser and are not included in the purchase price.

ATTACH CERTIFIED OR CASHIER'S CHECK AS EARNEST MONEY DEPOSIT (MINIMUM 10% OF THE PURCHASE PRICE)

Name of Respondent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

Please describe in detail the intended use of the facility and/or the land, the staff and/or occupant loads and the impact on the neighborhood and general public. Include any and all information on how the building will be demolished and repurposed. Include an architectural description and size if feasible. Explain how all City requirements will be met with the proposed use.

Provide a detailed timeline of the following:

- Proposed purchase agreement completion
- Any subdivision or land use approvals needed
- Any due diligence required
- The proposed closing date on the purchase
- Building and/or land modifications after closing
- Occupancy date

Please list exceptions and contingencies to the RFP (use additional sheets if necessary):

Attach a purchase agreement that will be offered to the District for the property. Include any terms, conditions, or exclusions as needed.

Signature of Respondent: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Agent (if applicable): \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Independent School District #129**  
**Montevideo, Minnesota**

**Accounting Policies and Procedures Manual**

*“Through partnerships with families, community and staff, we will provide exemplary educational opportunities, preparing all students for successful futures.”*

**Independent School District #129**  
**Accounting Policies and Procedures Manual**

Table of Contents

Introduction	1
Division of Duties	2
Cash Receipts Procedures	4
Cash Disbursements Procedures	5
Reconciliations	6
Petty Cash Fund	8
Purchases	9
Fixed Asset Management	11
Payroll	12
Financial Reporting	13
Grant Compliance	14
Fiscal Policy Statements	15
Annual Meeting Checklist	16
Computer System Backup Procedures	17

## **Introduction**

This manual has been prepared to document the internal accounting procedures for Independent School District #129 (ISD #129), Montevideo, Minnesota. Its purpose is to ensure that assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles, and that finances are managed with responsible stewardship.

All personnel with a role in the management of ISD 129's fiscal operations are expected to uphold the policies in this manual. It is the intention of ISD #129 that this accounting manual serve as our commitment to proper, accurate financial management and reporting.

*Adopted June 2008*

*Revised October 2010*

*Revised January 2012*

*Revised January 2016*

*Revised February 2017*

*Revised February 2018*

*Revised February 2019*

*Revised February 2020*

*Revised February 2021*

*Revised February 2022*

## **Division of Duties**

The following is a list of personnel who have responsibilities within the accounting department:

### Board of Education:

1. Reviews and approves all financial reports.
2. Reviews and approves annual budget.
3. Reviews and approves list of disbursements. (vouchers, invoices, electronic fund transfers, checks)
4. Reviews and approves all contracts for goods and services that will exceed \$10,000 over the year.

### Superintendent:

1. With the Chief School Business Official, and input from the Administrative team, develops the annual budget.
2. Reviews and approves all financial reports.
3. Reviews and approves list of pending check disbursements.
4. Reviews all bank reconciliations.
5. Authorizes all electronic fund transfers.
6. Authorizes all investments of surplus funds.
7. Reviews the payroll summary for the correct payee, hours worked and check amount.
8. Authorizes all purchase orders for the school district.

### Chief School Business Official:

1. Processes all vouchers, invoices and checks, and prepare list of disbursements.
2. Processes all interfund transfers.
3. Reconciles bank statements for petty cash, flexible benefits, and student activity accounts.
4. Maintains and reconciles the general ledger monthly.
5. Under the direction of the Superintendent, prepares the annual budget.
6. Prepares all financial reports.
7. Approves disbursements from the petty cash fund.
8. Manages all cash accounts and investments of surplus funds.
9. Reconciles the statement of credit card deposits and service charges.
10. Verifies all reimbursement requests against receipts provided.
11. Records cash receipts in the general ledger.
12. Prepare and records all journal entries to the general ledger.
13. Approves disbursements from the Student Activities Account.
14. Delivers daily deposit to appropriate bank.

### Payroll/Accounting Specialist:

1. Processes the payroll, including payroll tax returns.
2. Prepares disbursements from the petty cash fund and student activity account.
3. Reconciles the payroll and finance bank statements.
4. Prepares flexible benefit account reimbursements.
5. Initiates direct deposit file transfers for payroll.
6. Prepare daily deposits, reconciling deposit to receipts prepared by Bookkeeper/Office Assistant.

### Bookkeeper/Office Assistant:

1. Receives and opens all incoming mail.
2. Receives all incoming deposits and prepares deposit receipts.
3. Mails all checks for payments.
4. Prepares disbursements for mailing, comparing check amount and payee to actual invoice prior to mailing.
5. Reviews completed payroll for correct payee, hours worked and check amount, prior to dispensing checks and advice of deposits.

Principals:

1. Assist in the preparation of the annual budget.
2. Approve requisitions within their area of responsibility.

Board of Education Chairperson, Clerk, and Treasurer

1. Check signing authority on ISD #129 finance and payroll accounts.



## **Cash Receipts Procedures**

All cash receipts received at any school district building are sent to the Business Office for receipt and deposit on a daily basis. Deposits are sent interschool mail in locked bank bags. A deposit ticket is prepared and sent with the deposit, which the Bookkeeper/Office Assistant uses to verify that the amount received is correct. All cash receipts are recorded by the Bookkeeper/Office Assistant in a cash receipts book kept in the Business Office. The cash receipts book has a two-part form – the original is sent to the school or person that sent the cash receipts, and the duplicate is kept in the cash receipts book, along with any supporting documentation.

All checks received by the Bookkeeper/Office Assistant through incoming postage mail are given to the Chief School Business Official for proper UFARS coding, and returned to the Bookkeeper/Office Assistant to be recorded in the cash receipts book and stamped “for deposit only”, as necessary. Check deposits for Klein Bank are processed electronically through Klein Express. Checks are retained for thirty (30) days, then destroyed according to bank policy. Any supporting documentation is filed along with the cash receipts book.

Once all cash receipts and incoming checks have been recorded in the cash receipts book, the receipts and cash receipts book are given to the Payroll/Accounting Specialist to verify that cash and checks match the cash receipts book. The Payroll/Accounting Specialist prepares a bank deposit slip. The Chief School Business Official then delivers the deposit to the appropriate bank. The bank verifies and records the deposit in the district’s bank book. The Chief School Business Official records cash receipt transactions into the district’s finance system from the cash receipts book, and reconciles the deposits to the cash receipts transactions at month-end.

All bank accounts must have adequate levels of collateral to secure the district’s deposits over the amount of FDIC insurance (\$250,000). The Chief School Business Official is responsible for monitoring collateral levels on a monthly basis.

### **Funds Received by Wire Transfer:**

Funds received from the State of Minnesota and Chippewa County, Lac Qui Parle, and Yellow Medicine Counties are deposited by wire transfer into the MN Trust PMA Financial Network (PMA) Notification of deposits are received via the IDEAS payment system for State of Minnesota funds, and by mail or email for County funds. PMA sends confirmation of deposits to the district office. The Chief School Business Official monitors the receipt of wire transfers into PMA, codes the receipt to the appropriate UFARS code and enters it into the district finance system.

### **Inter-Fund Transfers:**

ISD #129’s checking accounts should not maintain excess balances. All excess funds should be transferred into a higher interest-bearing account. The Chief School Business Official should periodically monitor the balance in the finance checking account (currently Old National Bank), and determine if there are excess funds in the checking account. If excess funds exist, the Chief School Business Official should transfer excess funds to the higher interest-bearing Investors Choice account through Old National Bank’s secure website. Electronic transfer of funds are recorded into the district’s financial system and reported to the Board of Education monthly.

On occasion, funds will need to be transferred from PMA to the local banks to cover payroll and finance disbursements. Electronic transfers are initiated on PMA’s secure website, and recorded on the district’s finance system. All electronic fund transfers are reported to the Board monthly.

### **Funds received from Credit Card Charge (School Website / Walk-in Payments) or ACH Deposit:**

Funds received via the School website or by walk-in payments with credit card are recorded by the Chief School Business Official at the end of the month, and entered into the finance system as cash receipts. Deposits are made daily into the district’s checking account by the credit card processing company. ACH deposit transactions for automatic payment plans are processed once per month by the Business Office, and a verification of the transfer is sent to the appropriate department in order to credit the student(s) account(s). All credit card funds received are reconciled by the Chief School Business Official to the bank statement and to the statement of deposits and service charges received from the credit card processing company.

## **Cash Disbursements Procedures**

1. Incoming invoices are received by the Bookkeeper/Office Assistant. Invoices are given to the Chief School Business Official for review.
2. If the invoice has a related purchase order number, the purchase order is pulled, and is sent to the person that ordered the material for verification that all items have been received and that the invoice can be paid. This copy is sent back to the Business Office and reviewed by the Chief School Business Official and attached to the invoice to be processed for payment. In the event of backordered items, a copy of the invoice is sent to the person ordering the material to verify that the backorder has been received prior to payment of the invoice.
3. If the invoice has a related local purchase authorization, the invoice is processed for payment. Any invoice that does not have a related purchase order number or authorization is sent to the appropriate department head for verification prior to payment (e.g. invoices for repairs are sent to the Director of Buildings and Grounds or Building Head Custodial; invoices for food service are sent to Food Service secretary, etc). Invoices for utilities, transportation, and other recurring items are reviewed and verified by the Chief School Business Official prior to processing payment.
4. The Chief School Business Official is responsible for the preparation of disbursements. All disbursements are to be made by check or AP ACH unless the item is considered a petty cash item. The Chief School Business Official is responsible for proper coding of each invoice to the appropriate UFARS code.
5. After inputting all the invoices that have been reviewed and approved, the Chief School Business Official will print checks and AP ACH advice of deposits and prepare a master list of all disbursements for approval by the Board of Education at its regular monthly meeting. If there are any questions or concerns about the amounts, the Chief School Business Official will provide necessary information prior to mailing any disbursements. If there are any items removed from the list of checks, the disbursement will be voided until any dispute or discrepancy can be resolved.
6. The printed checks / advice of deposits and invoices will be given to the Bookkeeper/Office Assistant to be prepared for mailing. The Bookkeeper/Office Assistant will compare the check amount and payee to the actual invoice being paid to insure it is correct, attach a check stub / advice of deposit to the invoices and supporting documentation; and mail all checks that have been approved by the Board of Education. All checks will be mailed as soon as possible after approval by the Board of Education. The AP ACH file will be submitted by the Chief School Business Official for settlement the day following the board meeting.
7. On occasion, a manual check may need to be issued to avoid late fees or finance charges (e.g. credit cards, utility payments, past-due invoices). The Chief School Business Official will prepare the invoice for payment, print the check, and attach a copy of the check stub to the invoice and supporting documentation. Any manual checks will be recorded on the list of checks presented to the Board of Education at their next monthly meeting for approval.
8. All invoices and supporting documentation will be filed by the Bookkeeper/Office Assistant in appropriate vendor files.
9. The Chief School Business Official will utilize the paid invoice files to respond to any discrepancies which arise with vendors or other payees.

## Reconciliations

Bank Reconciliations:

<b>Bank and Account Description</b>	<b>Authorized Signers (*Primary)</b>	<b>Process Checks</b>	<b>Reconciles Actual Bank Statement</b>	<b>Note</b>
Old National Bank - Finance Account	Board Chairperson, Treasurer and Clerk (by eSign during check processing – Chief School Business Official)	Chief School Business Official / Bookkeeper	Payroll/Accounting Specialist	Must reconcile to balance provided by Chief School Business Official, who reconciles to Finance System
MinnWest Bank – Payroll Account	Board Chairperson, Treasurer and Clerk (by eSign during check processing – Payroll/Accounting Specialist)	Bookkeeper	Payroll/Accounting Specialist	Must reconcile to balance provided by Chief School Business Official, who reconciles to Finance System
Old National Bank – Petty Cash	Superintendent *Payroll/Accounting Specialist  Chief School Business Official  Office Manager	Payroll/Accounting Specialist	Chief School Business Official	Uses Quicken software – must balance out to \$7,000 – Chief School Business Official approves disbursements and issues check for reimbursement from Finance to Petty Cash
Old National Bank – Flexible Benefits	Superintendent *Payroll/Accounting Specialist  Chief School Business Official  Office Manager	Payroll/Accounting Specialist	Chief School Business Official	Uses Quicken software – Payroll/Accounting Specialist approves and processes disbursements based on claims made by participants
MinnWest Bank – High School Account ***as of 7/1/19 – activity is under Board Control	Superintendent *Payroll/Accounting Specialist  Chief School Business Official	Payroll/Accounting Specialist	Chief School Business Official	Uses Quicken software – Advisor and Chief School Business Official approve disbursements. Reports sent to advisors on quarterly basis.
MN Trust PMA / LAF	Superintendent  Payroll/Accounting Specialist  *Chief School Business Official	None processed – wire transfers allowed only to authorized district bank accounts	Chief School Business Official	Used only to transfer funds from PMA / LAF to other financial agencies. Electronic transfers initiated by Chief School Business Official

1. Bank statements are printed by Chief School Business Official for all accounts (e-statements). The bank statement is then be forwarded to the person responsible to reconcile the bank accounts using the appropriate accounting software.
2. The person charged with this responsibility should reconcile each account promptly upon receipt of the bank statements. All accounts will be reconciled no later than 7 days after receipt of the monthly bank statements.
3. When reconciling the bank accounts, the following items should be included in the procedures:
  - a. An accounting for the sequence of checks both from month to month and within a month.
  - b. An examination of canceled checks for proper amount, payee, authorized signatures, irregular endorsements, and alterations.
  - c. A review and proper mutilation of void check.
  - d. Investigate and write off checks which have been outstanding for more than six months.
4. Completed bank reconciliations should be provided to the Chief School Business Official to be included on the Treasurer Report provided to the Board of Education at its next monthly meeting.
5. The Chief School Business Official upon receipt of the completed bank reconciliations, prepares any general ledger adjustments as needed.

*Reconciliations of Other General Ledger Accounts:*

1. Each month the Chief School Business Official should review the ending balance shown on the finance system's general ledger such as the cash accounts, accounts receivable, accounts payable and deferred revenue. The Chief School Business Official should review the bank reconciliations, schedules of accounts receivable, accounts payable and deferred revenue to support the balances shown on the general ledger.
2. Assets - These accounts will include cash, petty cash, property, equipment and fixtures, and intangible assets.
  - a. Cash - The balances in cash accounts should agree with the balances shown on the bank reconciliations for each month.
  - b. Petty Cash - The balance in this account should always equal the maximum amount of all petty cash funds. The current amount equals \$7,00.00.
  - c. Property, Equipment & Fixtures - The amounts in this account should equal the totals generated from the audited depreciation schedules. When additional purchases are made during the year, the balances in the accounts may be updated accordingly. This reconciliation is done annually during the school district's annual audit.
3. Liabilities - These accounts are described as accounts payable, payroll tax liabilities, loans and mortgages payable, and amounts due to others.
  - a. Accounts Payable - The balance in this account should equal amounts owed to vendors at the end of the accounting period (this is done annually as part of the annual audit).
  - b. Payroll Tax Liabilities - The amounts in these accounts should equal amounts withheld from employee paychecks as well as the employer's portion of the expense for the period, that has not been remitted to the government authorities.
  - c. Due to Others - If there are any amounts owed to others at the end of the period they should be recorded and the correct balance maintained in the general ledger accounts.

## **Petty Cash Fund**

The petty cash fund is a checking account used for the payment of minor and/or seldom-recurring expenses, workshop registrations, fees to officials of athletic events, and such. The petty cash fund balance should not exceed \$7,000.

Requests for payment for petty cash transactions will be completed showing the payee, amount and description of the request, and will be coded to the appropriate UFARS code and approved by the Chief School Business Official prior to disbursement. Any supporting documentation will be attached to the request for payment.

Approved disbursements are processed by the Payroll/Accounting Specialist, using Quicken software. The petty cash account shall be replenished by a reimbursement from the district's general checking account, and approved on the list of bills presented to the Board at its regular monthly meeting. The board list will include the list of disbursements made the previous month from the petty cash fund.

## Purchases

All purchases using school district funds must be pre-approved by the school district business office or building principal as appropriate. The Chief School Business Official is responsible for insuring adequate funds are available in the respective budget. Purchases for supplies and materials from local vendors are approved by the Chief School Business Official, Payroll/Accounting Specialist, or Building Principal and can be used in Montevideo businesses for purchases up to \$100.

Purchases from non-local vendors are initiated by a staff member completing a requisition on Skyward, which is then approved by the building principal, and forwarded to the Chief School Business Official for final approval and preparation of a purchase order. Upon receipt of the invoice from the company for the purchase, a copy is stamped "Please sign & return if OK to pay" and sent to the staff member that ordered the materials for verification that the shipment has been received, is adequate, and the invoice can be paid. Any supplies ordered which have not been processed and approved through one of the above procedures, is considered unauthorized, and may be considered the personal responsibility of the staff member that ordered the materials.

### Credit Card Purchases:

1. The school district has corporate credit cards issued jointly in its name and in the name of the person authorized. Authorized expenditures may be made those authorized staff using the corporate credit card. In every case of credit card usage, the individual charging expenses to the school credit card will be held personally responsible in the event that the charge is deemed personal or unauthorized. Authorized staff are the Superintendent, Office Manager, Payroll/Accounting Specialist, Chief School Business Official, Activities Director, and Chief Technology Officer.
2. Authorized uses of the credit card include:
  - a. Airline or rail tickets (at coach class or lower rates) for properly authorized business trips.
  - b. Lodging and meal charges that do not exceed the authorized reimbursement rate for persons traveling on school district business.
  - c. Car rental charges (for mid-size or smaller vehicles) for properly authorized business trips
  - d. Properly authorized expenditures for which a credit card is the only allowed method of payment (such as internet purchases or workshop registrations)
3. Receipts should be compiled and submitted with the approved leave application upon completion of the travel.
4. Unauthorized use of the credit card includes:
  - a. Personal or non-business expenditures of any kind, including alcoholic beverages.
  - b. Expenditures which have not been properly authorized.
  - c. Meals, entertainment, gifts or other expenditures which are prohibited by:
    1. ISD #129 budget and/or policies
    2. Federal, state, or local laws or regulations
    3. Grant conditions or policies of the entities from which ISD #129 receives funds.

### Proper Documentation for all Purchases, including Credit Card Purchases:

Every instance of credit card or other purchase use must be documented with travel authorizations, receipts, the individuals paid involved or paid for, nature of business, etc. before the expense will be considered authorized and will be approved for reimbursement. See details below.

- A. Lodging - Provide an itemized receipt from the hotel detailing every charge. This receipt should be attached to an approved application for leave, showing the names of every person for whom lodging was provided and the specific business purpose which was furthered by the expenditure.
- B. Meals/Entertainment - Provide a receipt showing separately the cost for food/beverage and gratuities. These receipts should be attached to an approved application for leave, showing the names of every person for whom food or beverage was provided and the specific business purpose which was furthered by the expenditure.
- C. Other Expenditures - A receipt from the vendor detailing every individual good or service purchased (including class of service for commercial transportation) accompanied by an explanation of the specific business purpose which was furthered by each expenditure.

The Chief School Business Official will verify all reimbursement requests against receipts provided.

Capital Expenditures:

For all major expenditures such as computers, furniture, audit services, printing services, etc., the district will comply with Minnesota State Statute 471.345, the Uniform Municipal Contracting Law.

Contracts:

Contracts for purchasing products or services, similar to a purchase order, should be created and maintained for the file whenever appropriate. All contracts should be approved by the Board of Education.

## Fixed Asset Management

1. A permanent property log or database is to be maintained by the Chief School Business Official for all fixed assets purchased by ISD #129.
2. The log should contain the following information:
  - a. date of purchase
  - b. description of item purchased
  - c. received by donation or purchased
  - d. cost or fair market value on the date receipt
  - e. donor or funding source, if applicable
  - f. funding source restrictions on use or disposition
  - g. identification/serial number (if appropriate)
  - h. vendor name
  - i. warranty period (if applicable)
  - j. staff member name, building and room number where the equipment is located
  - l. number of the Purchase Order used to order the equipment and the month paid
3. At least annually, a physical inspection and inventory should be taken of all ISD #129 fixed assets and reconciled to the general ledger balances. Adjustments for dispositions should be made.
4. The Chief School Business Official should be informed, in writing, via an interoffice memorandum of any material changes in the status of property and equipment. This should include changes in location, sale of, scrapping of and/or obsolescence of items and any purchase or sale of real estate.
5. All capital items which have a cost greater than \$2,000 will be capitalized and depreciated.



## Payroll

### Personnel:

1. The Office Manager and Payroll/Accounting Specialist are charged with the responsibility of maintaining personnel files on staff persons.
2. Each personnel file should contain the following information, at a minimum.
  - a. Employment application or resume
  - b. A record of background investigation
  - c. date of employment
  - d. position, pay rates and changes therein
  - e. authorization of payroll deductions
  - f. earnings records for non-active employees
  - g. termination data, when applicable
3. All personnel records are to be kept locked in a locking file cabinet in the Business office. Access to these files other than authorized Business office staff should be requested in writing to the Superintendent.

### Payroll Preparation and Timekeeping:

1. Timesheets are to be prepared by all staff persons and submitted monthly on the last day of each month. Time should be input on a daily basis and, if in writing, completed in ink. Correction fluid should never be used in preparing timesheets. If an error needs to be corrected, a line should be drawn through the item and the corrected information recorded, and initialed by the person who made the correction.
2. Electronic Time Clock users should use the time clock to punch in and out each day. The Payroll/Accounting Specialist is responsible for setting up each employee and issuing a bar coded badge. A monthly print out of each employee's time will be printed at the end of the month and sent to the employee to sign. Any changes or discrepancies will be approved by the employee's supervisor or the Payroll/Accounting Specialist.
3. Timesheets are to include specific time spent on each assignment.
4. Timesheets are to be signed by the staff person and his/her supervisor.
5. All approved timesheets should be submitted to the Payroll/Accounting Specialist, who will verify the hours worked against his/her record.
6. The Payroll/Accounting Specialist should then process the approved timesheets, verifying:
  - a. hours worked
  - b. changes in pay rates or employment status
  - c. vacation, sick or personal hours used and earned
7. The Superintendent should review the payroll summary page of the payroll service report for inappropriate payees or unusual hours.
8. Paychecks and advice of deposits should be made available by the Payroll/Accounting Specialist on the 20<sup>th</sup> of the month or if the 20<sup>th</sup> falls on a holiday or weekend, the last working day preceding the 20<sup>th</sup>.
9. ISD #129 requires mandatory direct deposit through the employee's own financial institution. Student workers are exempt from this requirement.

## **Financial Reporting**

### Monthly Reports:

The Chief School Business Official should prepare a set of monthly financial reports for distribution to the Superintendent and the Board of Education for acceptance at the following board meeting. The reports will include a statement of cash balances by fund and a reconciliation to the actual bank statements; an enrollment update; and, a comparison of revenues and expenditures to the budget and to the expenditure and revenue activity at the same point in the prior year.

### Year-End Report/Audit:

At fiscal year-end, a year end Audit report should be prepared in accordance with generally accepted accounting principles. The auditing process will begin in mid-July – August, to meet reporting timelines set by the Minnesota Department of Education.

## Grant Compliance

1. When a new grant is received or renewed, a copy of the executed grant must be forwarded to the Chief School Business Official.
2. The Chief School Business Official should set up a permanent file for the grant and maintain the contract along with any other financial correspondence regarding the grant.
3. It is the responsibility of the Chief School Business Official to review the grant contract and extract any fiscal items which must be complied with by ISD #129. Typically, for government grants, reference will be made to various publications put out by the Office of Management and Budget (OMB) and the Comptroller General's Office to which ISD #129 is responsible for adhering. Attention will also be given to guidelines and rules set by the granting agency and/or the Minnesota Department of Education.

Currently, the publications include:

OMB Circular A-110	“Grants and Agreements with Institutions of Higher Learning, Hospitals and Other Non-Profit Organizations”
OMB Circular A-122	“Cost Principles for Non-Profit Organizations”
OMB Circular A-133	“Audits of Institutions of Higher Learning & Other Non-Profit Organizations”

### Governmental Generally Accepted Accounting Principles:

4. It is a policy of ISD #129 to adhere to any restrictions imposed by its funders, both governmental and private. Therefore, ISD #129 employees are expected to bring to the attention of management, any instances of non-compliance.
5. When ISD #129 is expending federal funds, prior written approval from the funder agency may be required for the purchase of:
  - a. Capital expenditures for land or buildings
  - b. Insurance and indemnification expenses
  - c. Preaward costs
  - d. Public information service costs
  - e. Publication and printing costs
  - f. Rearrangement and alteration costs
6. ISD #129 will never request federal funds to pay for the following costs:
  - a. Bad debt expense
  - b. Contingencies
  - c. Contributions or donations to others
  - d. Entertainment expenses
  - e. Fines and penalties
  - f. Interest, fundraising and other financial costs
7. Federal funds received in advance will be deposited into the account of ISD #129, and recorded using the appropriate UFARS codes. Federal funds are typically received on a reimbursement basis.

## **Fiscal Policy Statements**

1. All cash accounts owned by ISD #129 will be held in financial institutions which are federally insured and are approved by the Board of Education as depositories for excess funds.
2. All capital expenditures which exceed \$2000 will be capitalized on the books and records of ISD #129.
3. Employee paychecks and/or personal checks will not be cashed from cash deposits received by ISD #129.
4. No salary advances will be made under any circumstances.
5. No travel cash advances will be made except under special conditions and preapproved by the Chief School Business Official. Reimbursements will be paid upon full expense reporting using the approved Leave Application form within the normal disbursement schedule.
6. Any item whose value exceeds \$100.00, received via donation, will be formally accepted by the Board of Education and recorded in the minutes of that meeting.
7. Business Office personnel are encouraged to take annual vacation and personal leave at times which will not interfere with fiscal procedures. All vacation and personal leave time are to be approved by the employee's immediate supervisor.
8. It is the policy of ISD #129 to reimburse out of pocket expenses only when supporting documentation has been presented for approved costs incurred.
9. It is the policy of ISD #129 to establish pay rates which equal or surpass the federal minimum wage.
10. It is the goal of ISD #129 to maintain a minimum of five percent unrestricted general operating fund balance per Fund Balance Policy #714 (2011).
11. All revenues and expenditures that are under Board control will be recorded using the UFARS system as required by the Minnesota Department of Education.
12. The Chairperson, Treasurer and Clerk of the Board of Education are the authorized signers on ISD #129 payroll and finance bank accounts. This is done by facsimile signature attached during the printing of the check forms.
13. Bank statements will be reconciled monthly in order to account for any outstanding or lost checks.
14. Disbursements will be listed in the monthly minutes of the school board.
15. Separate files will be maintained for each bank account and each vendor. Files will be kept separately for each fiscal year.
15. The services of a Certified Public Accountant will be engaged to prepare a formal financial audit of the ISD #129 fiscal year-end. Policy #703 sets guidelines for the annual audit.

## **Annual Meeting Checklist**

During each annual meeting, the following procedures will be performed.

1. The Board of Education shall designate the authority to invest surplus funds and the authority to initiate electronic fund transfers.
2. The Board of Education shall designate the depositories for surplus funds.
3. The Board of Education shall set the monthly paydate.
4. The Board of Education shall set the mileage reimbursement rate.
5. The Board of Education shall set the board stipend meeting rate.
6. The Board of Education shall designate the financial institutions for payroll, finance, petty cash and flexible benefit accounts.
7. The Board of Education shall designate the official newspaper.

## **Computer System Backup Procedures**

1. The Chief Technology Officer (CTO) is responsible for backing up the accounting files stored on the district servers at the close of business each day. Skyward software is backed up and hosted by an off-site application service provider (ASP).
2. ISD #129 uses a Storage Area Network (SAN) datastore located at the high school that uses multiple physical drives and data paths to ensure redundant pathways to data and multiple copies of data are available at all times.
3. A snapshot of existing servers on the SAN is made multiple times each day.
4. Physical backups of the SAN data is pushed each day to a backup server located middle school building. Full backups are made by this server each Saturday with incremental backups taking place every day. 14 restore points are available at all times.
5. A portable copy of the data is also created with 3 weekly restore points. This portable copy is taken off site each month and rotated with a second portable drive.

**Resolution in Support of the Congressional IDEA Full Funding Act  
Re-introduced on November 16, 2021**

[H.R. 5984](#) and [S. 3213](#)

(December 2021)

WHEREAS, the Montevideo Public School District recognizes the need for a strong investment in the Individuals with Disabilities Education Act (IDEA); and

WHEREAS, the Individuals with Disabilities Education Act was first enacted in 1975 to help ensure that all students with disabilities will have access to a free appropriate public education and IDEA's enactment more than 45 years ago, the current federal investment in IDEA is less than 14 percent; and

WHEREAS, with the enactment of IDEA, the United States Congress committed to fund up to 40 percent of the additional cost of special education, thereby promising to provide up to 40 percent of the national average per pupil expenditure, which is currently estimated at \$13,828 by the U.S. Department of Education; and

WHEREAS, our nation's school districts face an increased demand for greater resources to fulfill the needs of students under IDEA, including those for students affected by multiple disabilities whose individual education plans require more resources; and

WHEREAS, with each increase in the IDEA child count, the Montevideo Public School Board and others throughout the country continue to adjust their budgets to accommodate this increased need and ensure that each child educated through IDEA receives the appropriate supports, with some school districts dedicating forty percent or more of their general education budgets to special education services; and,

WHEREAS, Montevideo Public School District had in excess of a \$1,300,000 cross-subsidy for FY 21, which is a one part of the statewide cross-subsidy that was more than \$673 million in FY 20, and is expected to grow to \$806 million in FY 25.

BE IT RESOLVED, that the Montevideo Public School Board supports the IDEA Full Funding Act that will help strengthen the federal investment in special education by authorizing a ten-year plan to fully fund the federal share of IDEA; and

BE IT RESOLVED, that the Wabasso Public School Board urges Congress' strong bipartisan support for and passage of the IDEA Full Funding Act; and,

NOW, THEREFORE BE IT RESOLVED that the Montevideo Public School Board remains committed to providing students with disabilities and their families the supports they need.

**Resolution Nonrenewing a Tier 1 Teacher**

\_\_\_\_\_ introduced the following resolution and moved its adoption:

WHEREAS, MAIGAN KOSLOSKI is a (TIER 1) teacher in Independent District No. 129.

BE IT RESOLVED, by the School Board of Independent District No. 129, that the teaching contract of (MAIGAN KOSLOSKI), a (TIER 1) teacher in Independent School District No. 129, shall be nonrenewed at the end of the 2021- 2022 school year, effective JUNE 3, 2022); and

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding the nonrenewal of the teacher’s teaching contract.

VOTING RECORD The motion for the adoption of the preceding resolution was duly seconded by (BOARD MEMBER NAME) and upon vote being taken thereon, the following voted in favor thereof,

the following voted against the same:

whereupon said resolution was declared duly passed and adopted on FEBRUARY 14, 2022.

**Notice of Termination and Non-renwal**

Date: February 14, 2022

Dear Maigan Kosloski:

You are hereby notified that at the meeting of the School Board of Independent District No.129 held on February 14, 2022, a resolution was adopted by a majority roll call vote to not renew your teaching contract for the 2022- 2023 school year. Your employment will terminate at the end of the 2021- 2022 school year effective June 3, 2022.

Sincerely,

SCHOOL BOARD OF INDEPENDENT DISTRICT NO. 129

\_\_\_\_\_ Clerk of the School Board