

**YELLOW MEDICINE EAST ISD 2190
REGULAR BOARD MEETING
FEBRUARY 11, 2008 @ 7:00 PM
LOCATION: YME HIGH SCHOOL BOARD ROOM**

AGENDA

1. **Call to Order** 3
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 - B. Resignation - Junior High Musical Director - J. Iverson
 - C. Long Term Substitute Contract - R. Anderson
 - D. Long Term Substitute Contract - S. Buchholz
 - E. Interim Superintendent Contract - D. Orcutt
 - F. Advertise for Full Time Superintendent
 - G. JV Baseball Coach - T. Schulte
 - H. JH Track Coach - D. Wingert
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 - J. Leave of Absence - D. Holum

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YELLOW MEDICINE EAST PUBLIC SCHOOLS

Independent School District 2190

To: Members of the YME School Board
From: Dwayne Strand
Date: February 8, 2008
RE: February 11th Agenda Details

The Public Hearing is scheduled for 6:00 p.m. in the high school auditorium. Following the hearing, we will return to the Board room for the remainder for the meeting.

Enclosed are the agenda, agenda notes and supporting exhibits for the February 11th Board meeting. Please let Denise know if you will be unable to attend.

Item Description

5.0 Opportunities for Citizens to Speak

At this time, no one has asked to address the Board.

5.A.1. No Special Reports

There will be no special reports on Monday evening. The hearing will replace all reports for the evening.

5.C. Principal and Curriculum/Staff Development Reports

Likewise, the principals and staff development coordinator may submit written reports but will not provide oral reports on Monday evening. Ms. Hinz will not be in attendance.

5.D.1. Negotiation Committee

The Board Negotiations Committee met on Wednesday, February 6, 2008 with the MSEA negotiators and representatives from the Supervisory Group. The negotiations committee reached agreement with both parties. The MSEA agreement will be brought to you for approval at the February 26th Board meeting. You will be asked to approve the Supervisory/Confidential agreement later in the agenda.

The three policies listed below are being recommended for approval by Curriculum Coordinator Josephson. The administrative team and members of the policy committee have reviewed them.

6.A. Policy 425 – Staff Development

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning. *Recommend approval of the first reading of Policy 425 – Staff Development.*

6.B. Policy 614 – School District Testing

The purpose of this policy is to set forth the school district's testing plan and procedure. *Recommend approval of the first reading of Policy 614 – School District Testing Plan and Procedure.*

6.C. Policy 620- Credit for Learning

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Option and other advanced enrichment programs. For students completing Minnesota Academic Standards, the purpose of this policy is to recognize student achievement, which occurs in other schools, in alternative learning sites, in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. *Recommend approval of the first reading of Policy 620 – Credit for Learning.*

7.A. Paraprofessional Contract Extension – V. Skalbeck/M. Thielen

The administrative team is recommending the extension of the paraprofessional contracts of Vickie Skalbeck and Mae Thielen by 15 minutes a day for the remainder of the 2007-2008 school year. Ms. Skalbeck and Ms. Thielen job share an ESL paraprofessional position. As a part of our AYP plan, we have implemented a computer program called English in a Flash. They will be working with students on this program before school each morning. *Recommend approving a contract extension of 15 minutes per day through the remainder of the 2007-2008 school year for Vickie Skalbeck and Mae Thielen.*

7.B. Resignation – Junior High Musical Director – J. Iverson

Mr. Iverson has submitted his resignation as junior high musical director. *Recommend accepting the resignation of Jeff Iverson as junior high musical director.*

7.C. Long Term Substitute Contract – R. Anderson

Ms. Hinz and Ms. Norell are recommending the employment of Rita Anderson as a long-term substitute for our ESL program. She will begin on or about April 28, 2008 and will be employed by the District through the remainder of the 2007-2008 school year. *Recommend approval of the long-term substitute contract for Rita Anderson to begin on or about April 28, 2008 through the remainder of the 2007-2008 school year.*

7.D. Long Term Substitute Contract – S. Buchholz

Ms. Hinz is recommending the employment of Sharon Buchholz as a long-term substitute for Liz DeBlieck when Ms. DeBlieck fills in as Administrative Assistant to the Superintendent this spring. It is expected she will begin on March 24, 2008. *Recommend the approval of the long-term substitute elementary Secretary 3 contract for Sharon Buchholz to begin on March 24, 2008.*

7.E. Interim Superintendent Contract – D. Orcutt

A copy of the contract agreement between Dick Orcutt and the YME School District is attached for your review. He will be paid a stipend of \$375 per day for superintendent services and \$75.00 a day for expenses. It is my understanding that he will work for 3 or 4 days a week through June 30th. The work load will dictate the number of days he will work per week. *Recommend approval of the interim superintendent contract with Dick Orcutt to begin on February 18, 2008 through June 30, 2008.*

7.F. Advertise for Full Time Superintendent

It would be my recommendation that you begin to advertise for the 2008-2009 superintendent position immediately. It would be appropriate to have a successor named by the first of April. There are companies available to assist with the search if you would choose to go that route. *Recommend advertising for a full time 2008-2009 superintendent.*

7.G. JV Baseball Coach – T. Schulte

Mr. Knapper is recommending Trevor Schulte as the JV baseball coach for the 2007-2008 season. He will be paid at the step 4+ on the salary schedule. *Recommend approval of Trevor Schulte as JV baseball coach for the 2007-2008 season.*

7.H. Junior High Track Coaches – D. Wingert

Mr. Knapper is recommending the employment of David Wingert as junior high track coach for the 2007-2008 season. He will be paid at step 1 on the salary schedule. *Recommend approval of David Wingert as junior high track coach for the 2007-2008 season.*

7.I. Junior High Track Coach – C. Schiller

Mr. Knapper is recommending the employment of Clint Schiller as junior high track coach for the 07-08 season. He will be paid at step 1 of the salary schedule. *Recommend approval of Clint Schiller as junior high track coach for the 2007-2008 season.*

7.J. Leave of Absence – D. Holum

Diane Holum is requesting a medial leave of absence through the end of the 07-08 school year. *Recommend approval of a leave of absence for Diane Holum through the end of the 07-08 school year.*

8.A. Approve 2008-2010 MSEA Contract Agreement

The Board negotiators reached a contract agreement with the non-certified staff. Salaries will be adjusted by 45 cents during 2008-2009 and by 55 cents for 2009-2010. President's Day will also be recognized as a holiday if certified staff are not required to work that day for full time employees. The received an increase in the health insurance benefit of \$120.00 a year for the 2008-2009 school year and \$130.00 a year during the 2009-2010 school year. They will also receive a health insurance benefit as noted in the attached agreement. *Recommend approval of the 2008-2010 MSEA Contract.*

8.B Approve 2008-2010 Supervisory Contract

The Board negotiators reached a contract agreement with the supervisory and confidential employees. Salaries will be adjusted by 3.8% for 2008-2009 and by 3.7% for the 2009-2010 school year. President's Day will also be recognized as a holiday if certified staff are not required to work that day. A copy of the agreement has been attached for your information and review. *Recommend approval of the 2008-2010 Supervisory/Confidential Staff Contract.*

8.C. Approve 2007-2008 Budget Adjustments

LeeAnn and I will have final budget adjustment figures available for you on Monday night. There have been some slight modifications to the information you received in January. Following a presentation of the information and discussion, your approval will be required. *Recommend approval of the 2007-2008 budget adjustments.*

9.A. Adopt Final 2008-2009 School Calendar

At this time, you are being asked to approve the 2008-2009 school calendar. As no suggested changes were presented to my office, it is the same calendar that was presented last month as the draft calendar. *Recommend approval of the 2008-2009 school calendar.*

9.B. Early Out – 1:15 pm – Monday, March 10, 2008

Large group music contests are being held at the high school on Monday, March 10th. To facilitate use of the site, it is necessary to release students on this day at 1:15. It will not be an early release for staff. *Recommend approval of an early out at 1:15 for students on Monday, March 10, 2008.*

11.A. Continued Leave of Absence – P. Jenson

Pam Jenson has notified the District of her intent to continue her requested leave of absence. Ms. Jenson was granted a 5-year leave of absence beginning with the 2005-2006 school year.

11.B. Return From Leave of Absence – S. Koetter

Steve Koetter has notified the District of his intent to return to a teaching position in the District at the beginning of the 2008-2009 school year. He was granted a leave of absence of up to 5 years last spring to accept the Clarkfield Charter School director position.

YELLOW MEDICINE EAST ISD #2190
BOARD OF EDUCATION SPECIAL MEETING MINUTES
JANUARY 22, 2008 – 5:00 P.M.
YME BOARD ROOM

Board Members Present: Kathy Busack, Cheryl Eckhardt, Chad Fischer, Rich Jepson, Art Rillo, Elmo Volstad

Board Members Absent: Warren Formo

Community / Staff Members Present: Kathy Anderson, LeeAnn Boushek, Rick Ellingworth, Stacy Hinz, Tom Hollatz, Darcy Josephson, Karen Norell, Dwayne Strand, Rita Strand, Denise Streich, Kathy Velde, Robert Wolfington

Chairman Volstad called the meeting to order.

Chairman Volstad approved the agenda for the evening with the clarification of one action item.

Motion by Busack, second by Fischer and carried to approve the minutes from the January 14, 2008 meeting.

The opportunity for citizens to speak received no response.

Motion by Busack, second by Fischer and carried to call for a public hearing on the question of the necessity and practicability of a proposed schoolhouse closing. The public hearing will be held on Monday, February 11, 2008 at 6:00 pm in the YME High School Auditorium.

Rick Ellingworth, superintendent, and Tom Hollatz, board chair, from the Redwood Area School District, were in attendance to discuss the possibility of sharing superintendent services.

Discussion was held on securing an interim superintendent. Chairman Volstad & Kathy Busack will continue the search.

Upcoming Events & Activities:

Event	Date	Location	Time
Math Grant Lesson Study	January 31, 2008	Room 258/259	1:00 PM
Staff Development Committee Meeting	February 4, 2008	Board Room	3:15 PM
Public Hearing	February 11, 2008	YME HS Auditorium	6:00 PM
Board Meeting	February 11, 2008	Board Room	7:00 PM
Early Out	February 13, 2008	District	1:15 PM
Inservice Day - No School	February 14, 2008	District	
President's Day - No School	February 18, 2008	District	

The meeting was adjourned by Chairman Volstad.

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
8602	ABILITATIONS	02/11/2008	204900338532		319	37.49	37.49
01 E 100 203 000 000 401				ELEMENTARY GENERAL ED.//GENERAL SUPPLIES/		37.49	
8603	ACADEMIC HALLMARKS	02/11/2008	37802		0	31.80	31.80
01 E 300 218 000 388 899				GIFTED & TALENTED/TAG (06)/MISCELLANEOUS EXPENSE/		31.80	
8604	Vendor Continued Void	02/11/2008					0.00
8605	ADVOCATE TRIBUNE	02/11/2008	1		0	239.26	3,082.06
04 E 500 580 000 325 380				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		239.26	
01 E 005 010 000 000 380			2	LEGALS BOARD OF EDUCATION//PRINTING/ADVERTISING/	0	397.15	
01 E 300 620 000 000 489			3	lib. subscription EDUCATIONAL MEDIA/LIBRARY//PERIODICAL/NEWSPAPERS/	0	79.00	
04 E 500 505 000 321 450			4	TINA & LENA COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	409.50	
04 E 500 505 000 321 450			5	OLE & LENA INSERTS COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	280.00	
04 E 500 580 000 325 380			6	WINTER BROCHURES EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E	0	559.05	
04 E 500 505 000 321 380			8	WINTER BROCHURES COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PRINTIN	0	1,118.10	
8606	AMERICAN WELDING SUPPLIES	02/11/2008	1		0	396.92	396.92
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		396.92	
8607	ANTHEM SPORTS, LLC	02/11/2008	28189		0	175.76	175.76
01 E 300 296 210 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/SOFTBALL		175.76	
8608	APPERT FOODS	02/11/2008	1		0	5,176.41	5,176.41
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		4,676.98	
02 E 005 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK/		42.47	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		456.96	
8609	APPLE COMPUTER, INC.	02/11/2008	9271687712		305	79.95	79.95
01 E 100 257 000 000 430				COMPUTER TECHNOLOGY//SUPPLIES/		79.95	
8610	BATTERYWAREHOUSEDIRECT.COM	02/11/2008	19356		76	345.15	345.15
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		345.15	
8611	BECKLER, DEB	02/11/2008	1		0	57.50	57.50
01 L 230 43				GENERAL FUND/DEFERRED REVENUE/SR HIGH PROJECTS		57.50	
8612	Vendor Continued Void	02/11/2008					0.00
8613	Vendor Continued Void	02/11/2008					0.00
8614	BENNETT & BENNETT INC.	02/11/2008	1	REG. ROUTES	0	52,931.39	77,556.87
01 E 005 760 000 720 361				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CON		52,931.39	
01 E 300 258 233 000 370			10	BAND RENT MUSIC//RENTALS AND LEASES/INSTRUMENTAL MUSIC	0	30.00	
01 E 005 760 000 717 361			11	AFTER SCHOOL PROGRAM PUPIL TRANSPORTATION/LATE ACTIVITY BUS/BUS CONTRACT (XW	0	150.12	
01 E 005 760 000 720 361			2	FUEL CHARGE PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CON	0	4,598.62	
01 E 100 203 000 733 361			21	FT ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/BU	0	69.17	
01 E 150 203 000 733 361			22	HAGG FT ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/BU	0	122.51	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 211 000 733 361			23	SH FT SECONDARY EDUCATION GENERAL/TRANSPORTATION/NON-AUTHORIZ	0	164.61 164.61	
01 E 300 218 000 733 361			24	TAG GIFTED & TALENTED/TRANSPORTATION/NON-AUTHORIZED/BUS CON	0	557.73 557.73	
01 E 300 298 240 733 361			25	MATH LEAGUE EXTRACURRICULAR ACTIVITIES/TRANSPORTATION/NON-AUTHORIZE	0	71.91 71.91	
01 E 300 296 228 733 361			26	DANCELINE GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTR	0	469.02 469.02	
01 E 300 294 213 733 361			27	BBB BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTRA	0	1,091.78 1,091.78	
01 E 300 296 213 733 361			29	GBB GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTR	0	1,542.95 1,542.95	
01 E 005 760 000 720 361			3	CLKFD SHUTTLE PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CON	0	1,935.36 1,935.36	
01 E 300 294 221 733 361			30	WRESTLING BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTRA	0	1,863.65 1,863.65	
01 E 005 760 000 713 361			4	OUT OF DISTRICT PUPIL TRANSPORTATION/OPEN ENROLLMENT/BUS CONTRACT (XWK	0	2,903.04 2,903.04	
01 E 005 760 000 717 361			5	ATHLETIC SHUTTLE PUPIL TRANSPORTATION/LATE ACTIVITY BUS/BUS CONTRACT (XW	0	381.24 381.24	
01 E 005 760 000 723 361			6	special needs PUPIL TRANSPORTATION/HANDICAPPED/BUS CONTRACT (XWK TO 3	0	8,526.55 8,526.55	
04 E 500 582 000 344 361			7	ready set learn LEARNING READINESS/LEARNING READINESS/BUS CONTRACT (XWK	0	71.28 71.28	
01 E 005 760 000 725 361			9	5TH GRADE BAND PUPIL TRANSPORTATION/BETWEEN SCHOOLS/BUS CONTRACT (XWK	0	75.94 75.94	
01 E 150 203 169 000 366	8615 BERG, MARLENE	02/11/2008	1	ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS/TRAVEL B	0	21.06 21.06	21.06
01 L 230 39	8616 BERNICK'S PEPSI-COLA	02/11/2008	1	ELEM ST. COUNCIL GENERAL FUND/DEFERRED REVENUE/BERT RANEY JUICE MACHNINE	0	229.50 229.50	229.50
02 E 005 770 000 701 350	8617 BILL'S ELECTRIC	02/11/2008	3914	FREEZER REPAIR FOOD SERVICES/SCHOOL LUNCH/REPAIRS AND MAINTENANCE SVCS	0	724.51 724.51	3,933.25
01 E 005 810 000 000 350			3914-	OSHA OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC	0	424.50 424.50	
01 E 005 810 000 000 350			3914--		0	2,381.24 2,381.24	
01 E 300 361 000 830 401			3914---	SAW CARPENTRY (HOUSE)/VOCATIONAL PROGRAMS/GENERAL SUPPLIES/	0	403.00 403.00	
04 E 500 505 000 321 450	8618 BOOTLEGGERS SUPPER CLUB	02/11/2008	1	COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	40.00 40.00	40.00
01 E 025 810 000 000 350	8619 BRUFLAT PLUMBING & HEATING INC	02/11/2008	3857	WATER LINE OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC	0	515.64 515.64	1,328.69
01 E 005 850 000 302 522			3877	HS STOOLS FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/	0	558.52 558.52	
01 E 025 810 000 000 350			3882	VALVES OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC	0	254.53 254.53	
8620 BUDGETEXT		02/11/2008	2GGTEG		0	475.00	475.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 211 000 302 560				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TEXTBOOK/LIB		475.00	
	8621 Vendor Continued Void	02/11/2008					0.00
	8622 CAPITAL ONE, F.S.B.	02/11/2008	1	NAXAS OF AMERICA	188	20.29	1,193.58
01 E 300 220 000 000 430				ENGLISH//SUPPLIES/		20.29	
			10-15	NAXAS OF AMERICA	188	104.95	
01 E 300 220 000 000 430				ENGLISH//SUPPLIES/		104.95	
			16	AMAZON	25	108.28	
01 E 300 298 236 000 401				EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/FORENSICS		108.28	
			2	NEW MANAGEMENT	231	192.50	
01 E 005 850 000 342 530				FACILITIES/SAFE SCHOOLS/EQUIPMENT PURCHASES/		192.50	
			3	UPS	0	8.79	
01 E 300 211 000 000 329				SECONDARY EDUCATION GENERAL//POSTAGE AND EXPRESS/		8.79	
			4	UPS	0	10.78	
01 E 300 211 000 000 329				SECONDARY EDUCATION GENERAL//POSTAGE AND EXPRESS/		10.78	
			5	NWA AIR	0	519.00	
01 E 100 204 000 414 366				TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINES		519.00	
			6	AGENT FEES	0	35.00	
01 E 100 204 000 414 366				TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINES		35.00	
			7	UPS	0	7.83	
01 E 300 211 000 000 329				SECONDARY EDUCATION GENERAL//POSTAGE AND EXPRESS/		7.83	
			8	COUNTRY INN & SUITES	0	93.08	
01 E 005 610 375 308 366				CURRICULUM CONSULTANT & DEVLOP/STAFF DEV. 25% DIST. WID		93.08	
			9	COUNTRY INN & SUITES	0	93.08	
01 E 300 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		93.08	
	8623 CAREER COMMUNICATIONS, INC.	02/11/2008	13429		265	35.40	35.40
01 E 300 710 000 000 401				COUNSELING/GUIDANCE//GENERAL SUPPLIES/		35.40	
	8624 CARL'S BAKERY	02/11/2008	1	135.87	0	135.87	289.39
02 E 025 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		135.87	
			2460		0	64.60	
01 E 100 203 399 000 401				ELEMENTARY GENERAL ED.//GENERAL SUPPLIES/INTERGENERATIO		64.60	
			2461		0	88.92	
01 E 300 218 000 388 899				GIFTED & TALENTED/TAG (06)/MISCELLANEOUS EXPENSE/		88.92	
	8625 CARLSON AND STEWART REFRIG.	02/11/2008	53283	FREEZER	0	346.50	346.50
02 E 005 770 000 701 350				FOOD SERVICES/SCHOOL LUNCH/REPAIRS AND MAINTENANCE SVCS		346.50	
	8626 CASEY'S	02/11/2008	1		334	32.57	76.13
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		32.57	
			2		334	43.56	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		43.56	
	8627 CDW GOVERNMENT, INC.	02/11/2008	HL7270		0	1,079.74	2,754.01
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/		1,079.74	
			HZF2389		70	67.89	
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		67.89	
			JCC3927		74	41.52	
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		41.52	
			JDT6682		0	20.31	
01 E 005 020 000 302 530				SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/EQUIPMENT PURCHA		20.31	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 200 612 000 302 555			JHB2771	TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/	81	677.30	677.30
01 E 200 612 000 302 555			JJD2503	CAMERA TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/	84	867.25	867.25
01 E 005 810 193 000 442	8628 CENEX CREDIT CARD	02/11/2008	1	OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES	0	1,338.58	1,338.58
01 E 005 810 183 000 330	8629 CITY OF GRANITE FALLS	02/11/2008	1	OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE	0	1,427.00	10,752.38
01 E 005 810 184 000 330			2	ELEC OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT	0	9,223.87	9,223.87
01 E 005 810 191 000 330			3	GARAGE OPERATIONS AND MAINTENANCE//UTILITY SERVICES/OUTSIDE MA	0	89.37	89.37
01 E 300 361 000 830 330			4	CARPENTRY CARPENTRY (HOUSE)/VOCATIONAL PROGRAMS/UTILITY SERVICES/	0	12.14	12.14
01 E 005 810 191 000 410	8630 CITY OF GRANITE FALLS	02/11/2008	10	SAND OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID	0	35.50	35.50
01 E 100 203 000 000 430	8631 CLASSROOM DIRECT/REPRINT	02/11/2008	W04526880001	ELEMENTARY GENERAL ED.//SUPPLIES/	0	79.25	79.25
01 E 100 216 000 401 366	8632 COMMISSIONER OF EDUCATION	02/11/2008	1	FISCAL COMPLIANCE TRAINING TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/	0	65.00	65.00
01 E 100 203 000 302 555	8633 COMPVIEW	02/11/2008	151823	SMARTBOARDS ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TECHNOLOGY EQUIPM	0	3,731.71	12,306.64
01 E 200 612 120 301 555			151823	SMARTBOARDS TECHNOLOGY/CAPITAL (NON 302 FIN)/TECHNOLOGY EQUIPMENT/M	0	1,070.81	1,070.81
01 E 200 612 120 301 555			151823	SMARTBOARDS TECHNOLOGY/CAPITAL (NON 302 FIN)/TECHNOLOGY EQUIPMENT/M	0	1,998.12	1,998.12
01 E 200 612 120 301 555			151900	SMARTBOARDS TECHNOLOGY/CAPITAL (NON 302 FIN)/TECHNOLOGY EQUIPMENT/M	0	5,506.00	5,506.00
01 E 005 810 193 000 442	8634 CONSUMERS COOPERATIVE OIL CO.	02/11/2008	1	OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES	0	13.76	13.76
01 E 100 216 000 401 366	8635 COUNTRY INN & SUITES	02/11/2008	143685	TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/	0	97.56	97.56
01 E 200 720 000 000 311	8636 COUNTRYSIDE PUBLIC HEALTH	02/11/2008	1	HEALTH SERVICES/NURSE//PROFESSIONAL/TECHNICAL SVCS/	0	27.50	77.50
01 E 005 860 000 352 305			2	HEP B HEALTH & SAFETY EQUIP/ENVIRONMENTAL HLTH & SAFETY/PROFE	0	50.00	50.00
01 E 025 810 183 000 330	8637 CULLIGAN	02/11/2008	1	OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE	0	32.75	32.75
01 E 100 203 399 000 401	8638 DACEY, FLORENCE	02/11/2008	1	RESIDENCY ELEMENTARY GENERAL ED.//GENERAL SUPPLIES/INTERGENERATIO	0	2,280.65	2,280.65
09 L 230 28	8639 DALLAS II	02/11/2008	1	TRUST FUND/DEFERRED REVENUE/SENIOR CITIZENS CARD PROJEC	0	78.00	78.00
01 L 230 12	8640 DAVE'S ELECTRIC CO	02/11/2008	1	GENERAL FUND/DEFERRED REVENUE/CLARKFIELD TEACHERS	0	6.50	102.75
01 E 300 361 000 830 433			2	CARPENTRY (HOUSE)/VOCATIONAL PROGRAMS/INDIVIDUAL INST S	0	55.00	55.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			3		0	41.25	
01 L	230 33			GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		41.25	
8641	DAWSON-BOYD SCHOOL #378	02/11/2008	1038	FOOD SERVICE MELT	0	209.75	209.75
01 E 005 610 375 308 366				CURRICULUM CONSULTANT & DEVLOP/STAFF DEV. 25% DIST. WID		209.75	
8642	DITTERICH, MARY	02/11/2008	1		0	50.20	50.20
02 E 005 770 000 701 366				FOOD SERVICES/SCHOOL LUNCH/TRAVEL-SCHOOL BUSINESS/		50.20	
8643	DOOM & CUYPERS CONSTRUCTION	02/11/2008	1		0	176.76	176.76
01 E 005 850 000 342 530				FACILITIES/SAFE SCHOOLS/EQUIPMENT PURCHASES/		176.76	
8644	DU-MART	02/11/2008	1	SPRING PLAY	0	7.96	83.12
01 E 300 298 236 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN		7.96	
			461590		309	45.70	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		45.70	
			461955		268	29.46	
01 E 300 790 388 000 899				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID		29.46	
8645	DYRDAHL LUMBER & CONSTRUCTION	02/11/2008	1		0	668.66	668.66
01 E 300 361 000 830 433				CARPENTRY (HOUSE)/VOCATIONAL PROGRAMS/INDIVIDUAL INST S		668.66	
8646	ECOLAB	02/11/2008	8065313		0	132.00	279.00
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		132.00	
			8066801		0	147.00	
01 E 025 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		147.00	
8647	Vendor Continued Void	02/11/2008					0.00
8648	ECONOMART	02/11/2008	1		0	1,584.08	1,726.09
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		27.16	
01 E 300 331 000 830 433				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/INDIVIDUAL INST		395.79	
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		25.30	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		148.96	
01 E 300 298 236 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN		9.69	
01 E 100 203 362 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/ELEM SNAC		569.22	
01 L 230 92				GENERAL FUND/DEFERRED REVENUE/BC/BS SETTLEMENT		201.91	
01 E 100 203 399 000 401				ELEMENTARY GENERAL ED.//GENERAL SUPPLIES/INTERGENERATIO		187.80	
01 E 005 790 722 000 401				OTHER PUPIL SUPPORT SERVICES//GENERAL SUPPLIES/SHARE LI		18.25	
			10		0	18.39	
01 L 230 10				GENERAL FUND/DEFERRED REVENUE/SUPT POP FUND		18.39	
			2	LIFETIME ACT.	0	69.25	
01 E 300 240 000 000 430				HEALTH/PHY ED/RECREATION//SUPPLIES/		69.25	
			3	BLOODMOBILE	0	6.63	
01 L 230 92				GENERAL FUND/DEFERRED REVENUE/BC/BS SETTLEMENT		6.63	
			4		0	12.39	
01 E 300 260 000 000 430				NATURAL SCIENCES//SUPPLIES/		12.39	
			5		0	33.36	
01 E 300 331 000 830 433				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/INDIVIDUAL INST		33.36	
			6		0	1.99	
01 E 300 331 000 830 433				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/INDIVIDUAL INST		1.99	
8649	FAMILY FOODS	02/11/2008	1		0	42.73	42.73
02 E 025 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		42.73	
8650	FARMERS UNION OIL CO.	02/11/2008	1		0	45.30	331.30
01 E 300 361 000 830 433				CARPENTRY (HOUSE)/VOCATIONAL PROGRAMS/INDIVIDUAL INST S		45.30	
			2		0	286.00	
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		286.00	
8651	FRONTIER TELEPHONE	02/11/2008	1		0	337.50	342.49

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 025 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		337.50	
			10	N	0	4.99	
04 E 500 560 000 321 320				RECREATION-SWIM POOL/COMMUNITY EDUCATION/COMMUNICATIONA		4.99	
8652 FRONTLINE		02/11/2008	08-01-11545	mileage/aesop trainig	0	213.28	213.28
01 E 005 010 000 000 899				BOARD OF EDUCATION//MISCELLANEOUS EXPENSE/		213.28	
8653 G & K SERVICES		02/11/2008	1		0	125.62	125.62
01 E 025 810 000 000 382				OPERATIONS AND MAINTENANCE//LAUNDRY AND DRY CLEANING/		125.62	
8654 GRANITE FALLS AUTO PARTS		02/11/2008	1		0	17.87	33.85
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		17.87	
			2		0	15.98	
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		15.98	
8655 GRAPHIC EDGE		02/11/2008	298626		0	340.88	340.88
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		340.88	
8656 GREAT PLAINS NATURAL GAS CO		02/11/2008	1		0	9,609.28	27,458.83
01 E 025 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		9,609.28	
			2		0	17,849.55	
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		17,849.55	
8657 GROTH MUSIC		02/11/2008	1377250		280	82.50	82.50
01 E 300 258 233 000 430				MUSIC//SUPPLIES/INSTRUMENTAL MUSIC		82.50	
8658 GUSTAFSON, KAREN		02/11/2008	1	mileage to clkfd.	0	93.73	137.47
01 E 150 203 169 000 366				ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS/TRAVEL B		93.73	
			2	mileage to wkshp	0	43.74	
01 E 300 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		43.74	
8659 HAAN CRAFTS		02/11/2008	97086		0	147.95	147.95
01 E 300 250 000 000 433				HOME ECONOMICS//INDIVIDUAL INST SUPPLIES/		147.95	
8660 HENDERSON, ROBIN		02/11/2008	1		0	36.45	36.45
01 E 005 790 722 000 366				OTHER PUPIL SUPPORT SERVICES//TRAVEL-SCHOOL BUSINESS/SH		36.45	
8661 HILLYARD/HUTCHINSON		02/11/2008	2376508		0	1,354.03	1,354.03
01 E 025 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		1,354.03	
8662 HOMEWOOD SUITES		02/11/2008	33413		0	276.69	276.69
01 E 100 204 000 414 366				TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINES		276.69	
8663 IKON FINANCIAL SERVICES		02/11/2008	1	RIP FOR COPIER (0	376.00	376.00
				564-188=376)			
01 E 300 211 000 000 370				SECONDARY EDUCATION GENERAL//RENTALS AND LEASES/		376.00	
8664 IKON FINANCIAL SERVICES		02/11/2008	2		0	1,252.00	1,252.00
01 E 005 020 000 302 580				SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/CAPITAL LEASE PR		255.00	
01 E 100 203 000 302 580				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI		274.00	
01 E 300 211 000 302 580				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS		274.00	
01 E 300 620 000 302 580				EDUCATIONAL MEDIA/LIBRARY/CAPITAL OUTLAY/CAPITAL LEASE		175.00	
01 E 150 203 000 302 580				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI		274.00	
8665 IKON OFFICE SOLUTIONS		02/11/2008	5006826516	MAINT. RICOH	0	129.00	686.73
01 E 300 211 000 000 350				SECONDARY EDUCATION GENERAL//REPAIRS AND MAINTENANCE SV		129.00	
			5007414831	MAINT. RICOH	0	557.73	
01 E 300 211 000 000 350				SECONDARY EDUCATION GENERAL//REPAIRS AND MAINTENANCE SV		557.73	
8666 IMAGESTUFF.COM		02/11/2008	59365		310	51.95	51.95
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		51.95	
8667 INNOVATIVE OFFICE SOLUTIONS, L		02/11/2008	91501-1		0	-3.89	264.05
01 E 005 110 000 000 899				ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE/		-3.89	

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01 E 300 258 233 000 430			oe95443-1	MUSIC//SUPPLIES/INSTRUMENTAL MUSIC	276	56.44	56.44
01 E 100 203 403 000 430			w04023636-1	ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE	313	7.99	7.99
01 E 100 203 000 000 899			w04024733-1	ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/	317	97.08	60.49
01 E 100 203 402 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE		36.59	36.59
01 E 300 211 000 000 430			w04027216-1	SECONDARY EDUCATION GENERAL//SUPPLIES/	277	93.03	93.03
01 E 300 211 000 000 430			w04027216-2	SECONDARY EDUCATION GENERAL//SUPPLIES/	0	13.40	13.40
8668 ISCORP		02/11/2008	633639	ACCOUNTING OFFICE//REPAIRS AND MAINTENANCE SVCS/	0	195.50	195.50
01 E 005 110 000 000 350						195.50	195.50
8669 JEFFREY IVERSON		02/11/2008	1	GIFTED & TALENTED/TAG (06)/MISCELLANEOUS EXPENSE/	0	31.19	40.19
01 E 300 218 000 388 899						31.19	31.19
01 E 300 298 236 000 899			2	jh musical t-shirt reimb. EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN	0	9.00	9.00
8670 JANS, SCOTT		02/11/2008	1	TRACK CLINIC EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/	0	87.88	87.88
01 E 300 298 000 000 899						87.88	87.88
8671 JOHNSON CONTROLS		02/11/2008	0801303416	OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC	0	1,873.70	1,873.70
01 E 005 810 000 000 350						1,873.70	1,873.70
8672 DARCY M JOSEPHSON		02/11/2008	1	TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/	0	115.43	278.24
01 E 100 216 000 401 366						115.43	115.43
01 E 005 610 375 308 366			2	CURRICULUM CONSULTANT & DEVLOP/STAFF DEV. 25% DIST. WID	0	162.81	162.81
8673 KDMA - AM		02/11/2008	1	ole & lena COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PRINTIN	0	100.00	100.00
04 E 500 505 000 321 380						100.00	100.00
8674 KILOWATT COMMUNITY CENTER		02/11/2008	1	wellness challenge GENERAL FUND/DEFERRED REVENUE/BC/BS SETTLEMENT	0	320.00	320.00
01 L 230 92						320.00	320.00
8675 KLUKSDAL, DALLAS		02/11/2008	1	PIANO TUNING MUSIC//REPAIRS AND MAINTENANCE SVCS/VOCAL MUSIC	0	130.00	130.00
01 E 300 258 231 000 350						130.00	130.00
8676 KUBITZ EDUCATIONAL SERVICES		02/11/2008	10593	CURRICULUM CONSULTANT & DEVLOP/STAFF DEV. 25% DIST. WID	0	199.50	199.50
01 E 005 610 375 308 401						199.50	199.50
8677 KVAM, PEGGY		02/11/2008	1	dec mileage to clkfd ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS/TRAVEL B	0	20.02	268.74
01 E 150 203 169 000 366						20.02	20.02
01 E 100 204 000 414 366			2	jan. mileage TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINES	0	136.89	136.89
01 E 100 204 000 414 366						136.89	136.89
01 E 100 204 000 414 366			3	meals & parking TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINES	0	111.83	111.83
01 E 100 204 000 414 366						111.83	111.83
8678 Vendor Continued Void		02/11/2008					0.00
8679 LADNER'S HARDWARE		02/11/2008	2	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID	0	161.52	525.52
01 E 005 810 191 000 410						161.52	161.52
01 E 300 298 236 000 899			242340	jh musical EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN	237	24.76	24.76
01 E 300 298 236 000 899						24.76	24.76
01 E 005 810 000 000 410			3	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	129.16	129.16
01 E 005 810 000 000 410						129.16	129.16

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01 E 300 255 000 000 450			4	INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE/	0	16.00	16.00
01 E 300 361 000 830 433			5	CARPENTRY (HOUSE)/VOCATIONAL PROGRAMS/INDIVIDUAL INST S	0	24.98	24.98
01 E 005 810 000 000 410			6	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	107.82	107.82
01 E 300 301 501 830 433			7	AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA	0	61.28	61.28
8680 LAKESHORE LEARNING MATERIALS		02/11/2008	109379		318	194.35	655.58
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		194.35	
01 E 150 201 000 000 430			118201	KINDERGARTEN//SUPPLIES/	0	67.36	67.36
01 E 150 201 000 000 899			548568	KINDERGARTEN//MISCELLANEOUS EXPENSE/	30	393.87	
01 E 150 203 000 000 401				ELEMENTARY GENERAL ED.//GENERAL SUPPLIES/		319.03	74.84
8681 LAND O LAKES		02/11/2008	1		0	3,746.36	4,235.19
02 E 005 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK/		2,755.97	
02 E 005 770 000 705 495				FOOD SERVICES/BREAKFAST/MILK/		610.74	
02 E 005 770 000 707 495				FOOD SERVICES/ALA CARTE/OTHER/MILK/		379.65	
02 E 025 770 000 701 495			10	FOOD SERVICES/SCHOOL LUNCH/MILK/	0	488.83	
02 E 025 770 000 705 495				FOOD SERVICES/BREAKFAST/MILK/		110.43	
02 E 025 770 000 707 495				FOOD SERVICES/ALA CARTE/OTHER/MILK/		115.05	
8682 MACKIN LIBRARY MEDIA		02/11/2008	203790		0	265.72	265.72
01 E 100 620 000 302 560				EDUCATIONAL MEDIA/LIBRARY/CAPITAL OUTLAY/TEXTBOOK/LIBRA		265.72	
8683 AMANDA MACZIEWSKI		02/11/2008	1	1	0	120.90	120.90
01 E 150 203 169 000 366				ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS/TRAVEL B		120.90	
8684 MAKE MUSIC		02/11/2008	795527		0	54.95	54.95
01 E 300 258 233 000 430				MUSIC//SUPPLIES/INSTRUMENTAL MUSIC		54.95	
8685 MCCOY, KAREN		02/11/2008	1		0	122.40	129.40
01 E 200 612 199 000 366				TECHNOLOGY//TRAVEL-SCHOOL BUSINESS/KAREN MCCOY		122.40	
02 E 005 770 000 701 366			2	FOOD SERVICES/SCHOOL LUNCH/TRAVEL-SCHOOL BUSINESS/	0	7.00	7.00
8686 MINNESOTA ELEVATOR, INC.		02/11/2008	132748		0	123.08	419.39
01 E 025 860 000 347 590				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/OTHER CAP		123.08	
01 E 005 860 000 347 590			133578	HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/OTHER CAP	0	296.31	296.31
8687 MN RIVER VALLEY EDUCATION DIST		02/11/2008	1	speaker	0	385.00	385.00
01 E 005 610 375 308 305				CURRICULUM CONSULTANT & DEVLOP/STAFF DEV. 25% DIST. WID		385.00	
8688 MN UC FUND- DEPT. ECON. SEC.		02/11/2008	07977689	4th qtr	0	269.32	369.24
01 E 150 203 000 000 280				ELEMENTARY GENERAL ED.//UNEMPLOYMENT COMPENSATION/		269.32	
01 E 300 211 000 000 280			07977689-	4th qtr	0	99.92	99.92
				SECONDARY EDUCATION GENERAL//UNEMPLOYMENT COMPENSATION/		99.92	
8689 MN WEST COMM.& TECH. COLL		02/11/2008	94111	spring 08	0	988.88	993.88
01 E 300 200 000 000 433				POST SECONDARY OPTIONS ENROLL//INDIVIDUAL INST SUPPLIES		988.88	
01 E 300 200 000 000 433			94147	book	0	5.00	5.00
				POST SECONDARY OPTIONS ENROLL//INDIVIDUAL INST SUPPLIES		5.00	
8690 MUSIC MART		02/11/2008	546069		263	6.25	17.35
01 E 300 258 233 000 450				MUSIC//MATERIALS PURCH FOR RESALE/INSTRUMENTAL MUSIC		6.25	

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			548227		263	11.10	
01 E 300 258 233 000 350			MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC			11.10	
	8691 MUSIC STREET	02/11/2008	121989		0	71.00	89.00
01 E 300 258 233 000 350			MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC			71.00	
			32724		264	18.00	
01 E 300 258 233 000 350			MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC			18.00	
	8692 MUSSER ENVIRONMENTAL	02/11/2008	3		0	3,785.62	3,785.62
01 E 005 860 000 352 305			HEALTH & SAFETY EQUIP/ENVIRONMENTAL HLTH & SAFETY/PROFE			3,785.62	
	8693 MVTV	02/11/2008	1		0	200.00	200.00
01 E 005 810 000 311 320			OPERATIONS AND MAINTENANCE/TELECOMMUNICATIONS GRANT/COM			200.00	
	8694 NASCO	02/11/2008	179889		0	53.59	53.59
01 E 300 331 000 830 433			VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/INDIVIDUAL INST			53.59	
	8695 NATIONAL GEOGRAPHIC SCHOOL PUB	02/11/2008	1	shipping charge	0	5.68	5.68
01 E 150 201 000 000 899			KINDERGARTEN//MISCELLANEOUS EXPENSE/			5.68	
	8696 NELSEN'S CLEANERS & LAUNDERERS	02/11/2008	1		0	13.38	13.38
02 E 005 770 000 701 382			FOOD SERVICES/SCHOOL LUNCH/LAUNDRY AND DRY CLEANING/			13.38	
	8697 NICKLASSON ATHLETIC	02/11/2008	9316		0	1,105.00	1,954.60
01 E 300 292 000 302 530			BOYS/GIRLS ATHLETICS/CAPITAL OUTLAY/EQUIPMENT PURCHASES			1,105.00	
			9402		0	442.75	
01 E 300 296 210 000 401			GIRLS ATHLETICS//GENERAL SUPPLIES/SOFTBALL			442.75	
			9403		0	406.85	
01 E 300 294 215 000 401			BOYS ATHLETICS//GENERAL SUPPLIES/BASEBALL			406.85	
	8698 KAREN NORELL	02/11/2008	1		0	181.85	181.85
01 E 300 050 000 000 366			PRINCIPAL'S OFFICE//TRAVEL-SCHOOL BUSINESS/			168.72	
01 E 300 211 130 000 366			SECONDARY EDUCATION GENERAL//TRAVEL-SCHOOL BUSINESS/HOM			13.13	
	8699 O'NEAL, MARLYS	02/11/2008	1		0	20.02	20.02
01 E 150 050 000 000 366			PRINCIPAL'S OFFICE//TRAVEL-SCHOOL BUSINESS/			20.02	
	8700 OFFICEMAX CONTRACT INC.	02/11/2008	584011		71	94.91	822.55
01 E 200 612 199 000 401			TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY			94.91	
			671202		0	275.10	
01 E 300 211 000 000 430			SECONDARY EDUCATION GENERAL//SUPPLIES/			275.10	
			916103		75	447.52	
01 E 100 203 000 000 430			ELEMENTARY GENERAL ED.//SUPPLIES/			223.76	
01 E 300 211 000 000 430			SECONDARY EDUCATION GENERAL//SUPPLIES/			223.76	
			923269		0	5.02	
01 E 300 211 000 000 430			SECONDARY EDUCATION GENERAL//SUPPLIES/			5.02	
	8701 OFFICE SYSTEMS	02/11/2008	3096414		29	247.81	247.81
01 E 150 050 000 000 401			PRINCIPAL'S OFFICE//GENERAL SUPPLIES/			247.81	
	8702 OHIO STATE UNIVERSITY	02/11/2008	25288	OFFILIATION	0	460.00	460.00
01 E 100 204 000 414 305			TITLE II EISENHWOER/TITLE II ESEA/PROFESSIONAL FEES/			460.00	
	8703 PACT 4 FAMILIES COLLABORATIVE	02/11/2008	1	08 DUES	0	947.00	947.00
01 E 005 010 000 000 820			BOARD OF EDUCATION//DUES & MEMBERSHIPS/			947.00	
	8704 PAN-O-GOLD BAKING CO.	02/11/2008	1		0	933.54	988.79
02 E 005 770 000 701 490			FOOD SERVICES/SCHOOL LUNCH/FOOD/			886.86	
02 E 005 770 000 705 490			FOOD SERVICES/BREAKFAST/FOOD/			46.68	
			10		0	55.25	
02 E 025 770 000 701 490			FOOD SERVICES/SCHOOL LUNCH/FOOD/			50.00	
02 E 025 770 000 705 490			FOOD SERVICES/BREAKFAST/FOOD/			5.25	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
8705	Vendor Continued Void	02/11/2008					0.00
8706	J.W. PEPPER & SON INC.	02/11/2008	11459760		0	42.50	682.61
01 E 300 258 231 000 430				MUSIC//SUPPLIES/VOCAL MUSIC		42.50	
			11460711		307	68.99	
01 E 100 203 407 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/ELEM MUSIC		68.99	
			11461181		307	25.00	
01 E 100 203 407 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/ELEM MUSIC		25.00	
			11463364		248	19.94	
01 E 300 258 231 000 430				MUSIC//SUPPLIES/VOCAL MUSIC		19.94	
			11465586		0	36.49	
01 E 300 258 233 000 430				MUSIC//SUPPLIES/INSTRUMENTAL MUSIC		36.49	
			11465642		269	78.00	
01 E 300 258 233 000 430				MUSIC//SUPPLIES/INSTRUMENTAL MUSIC		78.00	
			11468369		0	43.69	
01 E 300 258 231 000 430				MUSIC//SUPPLIES/VOCAL MUSIC		43.69	
			11468996		284	368.00	
01 E 300 258 233 000 430				MUSIC//SUPPLIES/INSTRUMENTAL MUSIC		368.00	
8707	PETERSON, TERRI	02/11/2008	1		0	42.35	42.35
01 E 005 110 000 000 366				ACCOUNTING OFFICE//TRAVEL-SCHOOL BUSINESS/		42.35	
8708	PITNEY BOWES	02/11/2008	1		0	254.00	363.48
01 E 005 020 000 000 370				SUPERINTENDENT'S OFFICE//RENTALS AND LEASES/		254.00	
			5500528701		0	109.48	
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		109.48	
8709	R & H THEATRICALS	02/11/2008	ID-038872		0	16.00	16.00
01 E 300 298 236 000 401				EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/FORENSICS		16.00	
8710	RADIO SHACK	02/11/2008	10016614		0	206.26	206.26
01 E 300 298 236 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN		206.26	
8711	KARL RANDALL	02/11/2008	1		301	400.00	400.00
01 L 230 43				GENERAL FUND/DEFERRED REVENUE/SR HIGH PROJECTS		400.00	
8712	RATWICK, ROSZAK & MALONEY, P.A	02/11/2008	38456		0	298.50	298.50
01 E 005 150 000 000 305				LEGAL SERVICES//PROFESSIONAL FEES/		298.50	
8713	REALLY GOOD STUFF	02/11/2008	2039318		0	22.39	22.39
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		22.39	
8714	REINHART INST FOODS	02/11/2008	1	N	0	3,758.86	4,896.01
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		665.83	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		2,576.30	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		516.73	
			10		0	1,137.15	
02 E 025 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		200.21	
02 E 025 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		632.57	
02 E 025 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		304.37	
8715	RELEAGENT	02/11/2008	599		304	150.00	150.00
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		150.00	
8716	RENAISSANCE LEARNING	02/11/2008	3280964	AR QUIZZES	0	125.56	125.56
01 E 150 620 000 000 470				EDUCATIONAL MEDIA/LIBRARY//LIBRARY BOOKS/		125.56	
8717	RICHTER, LINDA	02/11/2008	1	PRINTER IK	0	66.74	66.74
01 E 100 203 406 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/6TH GRADE		66.74	
8718	RILEY BUS SERVICE, INC.	02/11/2008	1		0	732.00	732.00
01 E 300 294 221 733 361				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTRA		732.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
8719	ROCKLER	02/11/2008	31169779		257	31.57	59.63
01 E 300 255 000 000 450				INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE/		31.57	
			31191427		0	28.06	
01 E 300 255 000 000 450				INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE/		28.06	
8720	RTS	02/11/2008	1		0	228.93	258.89
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		228.93	
			2		0	29.96	
01 E 025 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		29.96	
8721	RUTLEDGE DENINE	02/11/2008	1	TUTORING	0	112.32	112.32
01 E 300 211 130 000 366				SECONDARY EDUCATION GENERAL//TRAVEL-SCHOOL BUSINESS/HOM		112.32	
8722	RYER PLUMBING	02/11/2008	3820	HOUSE	0	2,775.00	3,565.83
01 E 300 361 000 830 305				CARPENTRY (HOUSE)/VOCATIONAL PROGRAMS/PROFESSIONAL FEES		2,775.00	
			3838	WATER HTR REPAIR	0	642.80	
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		642.80	
			3849	WATER LINE	0	148.03	
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		148.03	
8723	SAWMILL	02/11/2008	1		0	2,588.16	2,669.71
01 E 300 361 000 830 433				CARPENTRY (HOUSE)/VOCATIONAL PROGRAMS/INDIVIDUAL INST S		2,588.16	
			10		0	24.99	
01 E 300 212 000 000 430				ART//SUPPLIES/		24.99	
			2		0	8.99	
01 E 300 255 000 000 430				INDUSTRIAL EDUCATION//SUPPLIES/		8.99	
			3		0	22.00	
01 E 300 255 000 000 450				INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE/		22.00	
			4		0	25.57	
01 E 300 255 000 000 430				INDUSTRIAL EDUCATION//SUPPLIES/		25.57	
8724	SCANTRON CORPORATION	02/11/2008	99624864		249	761.12	761.12
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES/		761.12	
8725	SCHOOL NURSE SUPPLY, INC.	02/11/2008	221917		306	138.96	138.96
01 E 200 720 000 000 401				HEALTH SERVICES/NURSE//GENERAL SUPPLIES/		138.96	
8726	SIMPLEXGRINNELL	02/11/2008	39894968	GYM - SPRINKLER	0	8,385.38	8,385.38
01 E 005 860 000 363 530				HEALTH & SAFETY EQUIP/FIRE SAFETY/EQUIPMENT PURCHASES/		8,385.38	
8727	SOUTHWEST WHOLESale	02/11/2008	1		0	9,437.94	11,236.56
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		514.70	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		7,878.40	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		1,044.84	
			10		0	1,798.62	
02 E 025 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		136.75	
02 E 025 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		1,404.18	
02 E 025 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		257.69	
8728	SPECIAL SYSTEMS INC.	02/11/2008	31169	SMOKE SENSOR	0	279.75	279.75
01 E 005 860 000 363 530				HEALTH & SAFETY EQUIP/FIRE SAFETY/EQUIPMENT PURCHASES/		279.75	
8729	ST. JOHN'S LUTHERAN SCH.	02/11/2008	1	1ST & 3RD QTR	0	950.00	950.00
01 E 005 760 000 720 361				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CON		950.00	
8730	STEIN'S, INC	02/11/2008	510034		0	1,174.08	1,174.08
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		1,174.08	
8731	STRAND, DWAYNE	02/11/2008	1		0	606.94	606.94
01 E 005 020 000 000 366				SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/		606.94	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
8732	SUBWAY	02/11/2008	1	PARENT MEETING	0	59.33	59.33
01 E 100 216 000 401 366				TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/		59.33	
8733	SW/WC SERVICE COOP - MARSHALL	02/11/2008	1		0	794.25	794.25
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES/		350.00	
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY		134.25	
01 E 300 218 000 388 369				GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES/		95.00	
01 E 100 218 000 388 369				GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES/		215.00	
8734	SWENSON ORCHARDS	02/11/2008	1		0	40.00	60.00
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		40.00	
				10	0	20.00	
02 E 025 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		20.00	
8735	TECH CHECK	02/11/2008	10037		0	61.00	120.00
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		61.00	
				9961	0	59.00	
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		59.00	
8736	TIERNEY BROTHERS INC	02/11/2008	527127-1	SMART PADS	79	1,067.00	1,067.00
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/		1,067.00	
8737	TIES	02/11/2008	25496		51	490.00	490.00
01 E 100 204 000 414 366				TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINES		490.00	
8738	VELDE SANITATION	02/11/2008	37466		0	505.00	940.50
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		505.00	
				37466-	0	350.00	
01 E 025 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		350.00	
				37466-- FUEL	0	85.50	
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		85.50	
8739	CINDY VELDE	02/11/2008	1		0	25.76	118.80
04 E 500 590 000 321 366				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/TRAVEL-SCH		25.76	
				2	0	42.93	
04 E 500 590 180 321 366				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/TRAVEL-SCH		42.93	
				3	0	9.31	
09 L 230 28				TRUST FUND/DEFERRED REVENUE/SENIOR CITIZENS CARD PROJEC		9.31	
				4	0	40.80	
04 E 500 590 000 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		40.80	
8740	VOLSTAD ELMO	02/11/2008	1	THROUGH 2-06-08	0	302.38	302.38
01 E 005 010 000 000 366				BOARD OF EDUCATION//TRAVEL-SCHOOL BUSINESS/		302.38	
8741	WALL MOUNTAIN COMPANY	02/11/2008	10564		245	149.70	149.70
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		149.70	
8742	WELDERS SUPPLY	02/11/2008	845437		0	7.13	7.13
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		7.13	
8743	WEST CENTRAL TROPHIES	02/11/2008	13127		0	42.75	42.75
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		42.75	
8744	WHITAKER BROTHERS	02/11/2008	177260	COLLATOR/STAPLER	0	5,730.00	8,230.00
01 E 300 211 990 302 530				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/EQUIPMENT PU		5,730.00	
				177260 COLLATOR/STAPLER	0	2,500.00	
01 E 300 050 000 302 555				PRINCIPAL'S OFFICE/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/		2,500.00	
8745	XCEL ENERGY	02/11/2008	1		0	26.76	26.76
01 E 025 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		26.76	
8746	YME SCHOOL ACTIVITY ACCOUNT	02/11/2008	1	SPANISH	0	35.00	35.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 218 000 388 401				GIFTED & TALENTED/TAG (06)/GENERAL SUPPLIES/		35.00	
	8747 Vendor Continued Void	02/11/2008					0.00
	8748 Vendor Continued Void	02/11/2008					0.00
	8749 Vendor Continued Void	02/11/2008					0.00
	8750 Vendor Continued Void	02/11/2008					0.00
	8751 Vendor Continued Void	02/11/2008					0.00
	8752 Vendor Continued Void	02/11/2008					0.00
	8753 YME SCHOOLS-ADM	02/11/2008	12251	NICK RICHTER	0	130.00	7,069.50
01 E 300 294 213 000 319				BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		90.00	
01 E 300 296 213 000 319				GIRLS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		40.00	
			12252	MARSHALL HS	0	25.00	
01 E 300 294 221 000 369				BOYS ATHLETICS//PARTICIPATION FEES/WRESTLING		25.00	
			12253	MN TRACK COACHES ASSN.	0	180.00	
01 E 300 292 219 000 369				BOYS/GIRLS ATHLETICS//PARTICIPATION FEES/TRACK		180.00	
			12254	GORDON LEE	0	200.00	
01 E 300 294 213 000 319				BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		200.00	
			12255	EMILY WRIGHT	0	200.00	
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		200.00	
			12256	ORTONVILLE HS	0	60.00	
01 E 300 218 000 388 369				GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES/		60.00	
			12257	STEVE ZUMHOFE	0	35.00	
01 E 300 298 236 000 185				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS PAY/FORENSICS		35.00	
			12258	ADAM REZNECHEK	0	35.00	
01 E 300 298 236 000 185				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS PAY/FORENSICS		35.00	
			12259	VICKI ZUMHOFE	0	35.00	
01 E 300 298 236 000 185				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS PAY/FORENSICS		35.00	
			12260	M. HARRISON	0	878.46	
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		878.46	
			12261	MIKE GAFFANEY	0	137.64	
01 E 300 294 211 000 899				BOYS ATHLETICS//MISCELLANEOUS EXPENSE/FOOTBALL		137.64	
			12262	WILLMAR SR. HS	0	40.00	
01 E 300 218 000 388 369				GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES/		40.00	
			12263	F&M BANK	0	20.00	
01 E 150 050 000 000 899				PRINCIPAL'S OFFICE//MISCELLANEOUS EXPENSE/		20.00	
			12265	MARK ECKREN	0	200.00	
01 E 300 294 213 000 319				BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		200.00	
			12268	RON KASELL	0	200.00	
01 E 300 294 213 000 319				BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		200.00	
			12269	MATT DALLE	0	200.00	
01 E 300 294 213 000 319				BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		200.00	
			12270	MATT DALLE	0	200.00	
01 E 300 294 213 000 319				BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		200.00	
			12271	STEVE VIKINDER	0	200.00	
01 E 300 294 213 000 319				BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		200.00	
			12272	KEVIN DEBOER	0	200.00	
01 E 300 294 213 000 319				BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		200.00	
			12273	TMB WRESTLING	0	25.00	
01 E 300 294 221 000 369				BOYS ATHLETICS//PARTICIPATION FEES/WRESTLING		25.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
04 E 500 590 000 321 329			12274	POSTMASTER OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/POSTAGE AN	0	114.00 114.00	
01 E 100 620 000 000 401			12275	EALINE VIRGUETZ EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES/	0	15.00 15.00	
01 E 300 298 236 000 401			12276	ANNANDALE HS EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/FORENSICS	0	36.00 36.00	
01 E 300 294 221 000 369			12277	BOLD HS BOYS ATHLETICS//PARTICIPATION FEES/WRESTLING	0	135.00 135.00	
01 E 100 790 388 000 899			12278	GRANITE BOWLING OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID	0	30.00 30.00	
01 E 300 790 388 000 899			12279	GRANITE BOWLING OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID	0	26.00 26.00	
01 E 300 790 388 000 899			12280	MSU-MANKATO OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID	0	20.00 20.00	
01 E 300 790 388 000 899			12281	ACT OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID	0	30.00 30.00	
04 E 500 505 000 321 450			12282	TINA & LENA SHOW COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	2,000.00 2,000.00	
01 E 300 211 000 000 899			12283	GF BANK SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/	0	32.00 32.00	
01 E 300 294 213 000 899			12284	LQPV SCHOOL BOYS ATHLETICS//MISCELLANEOUS EXPENSE/BASKETBALL	0	40.00 40.00	
02 R 005 000 000 701 601			12285	LEROY NELSON SCHOOL LUNCH/SALES TO PUPILS/	0	1.40 1.40	
01 E 200 720 000 000 401			12286	GILLETT CHILDRENS SPEC. HEALTHCARE HEALTH SERVICES/NURSE//GENERAL SUPPLIES/	0	40.00 40.00	
04 E 500 590 180 321 366			12287	PRAIRIE 5 NUTRITION OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/TRAVEL-SCH	0	39.00 39.00	
01 E 300 218 000 388 369			12289	DAWSON BOYD SCHOOL GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES/	0	80.00 80.00	
01 E 300 218 000 388 369			12290	REDWOOD VALLEY HS GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES/	0	50.00 50.00	
01 E 005 610 375 308 366			12291	MN DEPT. OF ED CURRICULUM CONSULTANT & DEVLOP/STAFF DEV. 25% DIST. WID	0	115.00 115.00	
01 E 300 240 000 000 430			12293	WILLIES KORNER STORE HEALTH/PHY ED/RECREATION//SUPPLIES/	0	57.00 57.00	
01 E 300 296 228 000 898			12294	CHRIS EGGBRAATEN GIRLS ATHLETICS//STATE EXPENSE/DANCELINE	0	1,008.00 1,008.00	
8754 YME BOARD ACCOUNT 01 E 300 790 388 000 899		02/11/2008	1	IT PROJECT OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID	0	12.50 12.50	268.03
01 E 300 790 388 000 899			2	COMM ED TRIP OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID	0	216.00 216.00	
01 E 100 201 000 000 430			3	KINDERGARTEN//SUPPLIES/	0	11.70 11.70	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 L	230 92		4	BLOODMOBILE	0	27.83	
			GENERAL FUND/DEFERRED REVENUE/BC/BS SETTLEMENT			27.83	
				153 Computer	Check(s) For a Total of		241,089.08

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	153	Computer	Checks For a Total of	241,089.08
Total For	153	Manual, Wire Transfer & Computer	Checks	241,089.08
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	241,089.08

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	2,187.97	0.00	205,205.65	207,393.62
02	FOOD SERVICE	0.00	1.40	27,913.15	27,914.55
04	COMMUNITY SERVICE	0.00	0.00	5,693.60	5,693.60
09	TRUST FUND	87.31	0.00	0.00	87.31

**Yellow Medicine East #2190
Board Report
February 2008**

2007-08 Expenditures By Fund	Original Budget 2007-08	Year to Date Expenditures	Budget Balance	Percent Expended	% Exp. 2006-07%
General	10,033,119	5,317,616	4,715,503	53.00%	51.21%
Food Service	427,015	216,864	210,151	50.79%	59.81%
Community Service	315,593	151,950	163,643	48.15%	63.87%
Debt Redemption	84,430	83,429	1,001	98.81%	98.87%
Trust Fund	0		0	0.00%	0.00%
Total	10,860,157	5,769,859	5,090,298	53.13%	52.51%

Year to date amounts include current month's accounts payables plus previous month's payroll.

Salaries % expended to date (approximately)

Contracted July-June	Supt/Finance/Maint/Comm Ed	58.33%
Contracted August-July	Principals	50.00%
Contracted Sept-August	Teachers/Fd Svc Supv/Nurses	41.67%
12 Month Non-certified	Secretaries	58.33%
12 Month Non-certified	Custodians	52.77%
9 Month Non-certified	Assistants/Cooks	47.75%

Liquid Asset Fund (Investments)

Month End Cash Invested \$1,320,152.11

Electronic Fund Transfers/LAF Checks

			From	To
1/17/2008	\$	275,000.00	Board Accounts Payable	LAF GF Bank
1/22/2008	\$	7,000.00	Payroll (F&M checks)	LAF F&M Bank
1/22/2008	\$	310,067.84	Payroll (GF Bank direct deposits)	LAF GF Bank
1/24/2008	\$	125,000.00	Payroll Accounts Payable	LAF GF Bank
1/28/2008	\$	150,000.00	Board Accounts Payable	LAF GF Bank
1/23/2008	\$	108,372.08	Federal Tax (Payroll)	LAF IRS
1/23/2008	\$	17,057.73	State Taxes (Payroll)	LAF State
1/23/2008	\$	7,371.97	ING (403B Payroll)	LAF ING
1/23/2008	\$	1,109.71	Valic (403B Payroll)	LAF Valic

YELLOW MEDICINE EAST ENROLLMENT UPDATE 2007-2008

	SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER				JANUARY			
	BR	HAH	SH	ENR	BR	HAH	SH	ENR	BR	HAH	SH	ENR	BR	HAH	SH	ENR	BR	HAH	SH	ENR
Kinder	55	7		62	55	7		62	54	7		61	52	7		59	53	7		60
First	51	5		56	51	5		56	50	7		57	51	7		58	50	7		57
Second	75	6		81	76	6		82	76	6		82	76	6		82	73	6		79
Third	52	6		58	51	6		57	51	6		57	51	6		57	50	6		56
Fourth	49	9		58	49	9		58	49	11		60	49	11		60	49	11		60
Fifth	66	8		74	65	8		73	64	8		72	65	8		73	65	8		73
Sixth	61			61	61			61	61			61	60			60	61			61
	409	41		450	408	41		449	405	45		450	404	45		449	401	45		446
Seventh			77				76				75				76				75	
Eighth			72				72				71				73				73	
Ninth			79				79				76				77				77	
Tenth			90				88				87				87				86	
Eleventh			73				76				73				74				73	
Twelfth			93				93				92				92				92	
				484				484				474				479				476
K-12 ENROLLMENT TOTAL				934				933				924				928				922

24

	FEBRUARY				MARCH				APRIL				MAY				JUNE			
	BR	HAH	SH	ENR	BR	HAH	SH	ENR	BR	HAH	SH	ENR	BR	HAH	SH	ENR	BR	HAH	SH	ENR
Kinder	51	7		58				0				0				0				0
First	50	8		58				0				0				0				0
Second	73	6		79				0				0				0				0
Third	50	6		56				0				0				0				0
Fourth	49	10		59				0				0				0				0
Fifth	65	8		73				0				0				0				0
Sixth	61			61				0				0				0				0
	399	45		444	0	0		0	0	0		0	0	0		0	0	0		0
Seventh			75																	
Eighth			73																	
Ninth			79																	
Tenth			84																	
Eleventh			71																	
Twelfth			91																	
				473				0				0				0				0
K-12 ENROLLMENT TOTAL				917				0				0				0				0

Food Service Report for January, 2008

Granite Falls Site

Meals	Free	Reduced	Full Pay	Totals
Breakfast H-6	1101	260	241	1664
Breakfast 7-12	445	260	763	1468
Lunch H-6	2887	1418	3569	8219
Lunch 7-12	1315	923	3375	6135
# students Approved	249	140	519	908

Clarkfield Site

Meals	Free	Reduced	Full Pay	Totals
Breakfast	379	59	139	592
Lunch	580	87	466	1234
# students Approved	32	5	24	61



Yellow Medicine East Schools

Office of the High School Principal
450 9th Avenue
Granite Falls, MN 56241-1399

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Fax: 320-564-4782
Website: www.yme.k12.mn.us



February 11, 2008

RE: High School Board Report
FROM: Karen A. Norell

Karen A. Norell
2-8-08

1. Student Council will be hosting DONKEY BASKETBALL on February 26 with all proceeds going towards our high school reading program. We are in need of books and materials and are gearing up for the 2008-2009 school year theme "YME READS, READS, READS".
2. Registration for courses will soon take place with final registration scheduled for March 6 Parent/Student/Advisor conferences.
3. YME will offer three ONLINE courses (Personal Finance & Teen Issues – Kaia Bergseon and Economics – Darlys Listul) via MOODLE through SW/SC. Collaborating with the SW/SC will also allow our students to select ONLINE courses from eighteen other high schools.
4. YME hosted its first, in several years, Knowledge Bowl competition on February 2. Our team finished second of eight schools. Mr. Iverson and Mrs. Quick are the advisors/coordinators for YME Knowledge Bowl.
5. YME hosted YOUTH FRONTIERS, Inc. for a 9th grade RESPECT RETREAT on February 7. It was an intense, yet fun day and I think 9th graders benefited from the programming. The juniors and seniors involved as group leaders did a great job and were key to making this a very good day for YME 9th Graders.
6. The YME Student Council assisted by Barb Berg and Sheila Koepke coordinated a fun SNO-WEEK for YME students January 28—February 2.
7. Friends of Music (FOM) have indicated they are interested in helping make the "lighting project" a reality for the YME Auditorium. Sue Bergquist met with me on Friday and also with Mr. Strand. We appreciate their willingness to help fund and facilitate and will be working with them to have this project become a reality. We will be hopeful that we can limp to the end of the school year!
8. Post Prom is selling raffle tickets as a fundraiser—juniors and seniors have them and would be most willing to sell you several. (We appreciate Robin Henderson, Carrie Jeseritz, and Nancy Knudson for acting as chairpersons for Post Prom.)
9. 216 students were noted on the honor roll for quarter two. 80 students had perfect attendance for quarter two.
10. BEST WISHES to Dwayne Strand on his retirement. He has been a great friend and mentor to me and I appreciate all he has done to enhance the educational opportunities for students in the YME district.

Blessed me the memory of Matthew Kahler—Class of 1997.

Time line in place for superintendent search; district seeking public input through the Web

By Linda Vanderwerf
lindav@wctrib.com

WILLMAR — The public will have a chance to participate in a portion of the search for a new superintendent in the Willmar School District.

Beginning Friday, district residents will be able to go online to fill out a questionnaire about the challenges the district faces and qualities they'd like to see in a new superintendent. The same questionnaire will be available in paper form from the school district.

School Board members met with representatives of a search firm during an informal workshop meeting Tuesday afternoon. Superintendent Kathy Leedom plans to retire this summer.

Ken Dragseth and Antoinette Johns of School Exec Connect discussed the search process with board members and laid out a tentative time line. Dragseth and Johns are retired Minnesota superintendents.

The Willmar job is likely to be a popular one, with a lot of applicants, but the board may not be interested in all of them. This isn't a job for a beginner, he said, and some applicants may have no experience leading a district.

Advertisements will be placed on the Web sites of several professional organizations and in a national education publication.

Before interviews take place, Dragseth and Johns will spend a day in Willmar talking to board members, school administrations and school staff members. They will also conduct interviews with a half dozen focus groups. Groups in the focus group will include leaders from communities in the

district, business leaders, parents and representatives from Somali and Latino communities.

That information, as well as that from the questionnaires filled out by the public, will be combined into a document "So you have an idea of what people are thinking, all the different groups," Dragseth said. "And it's an extremely useful document for your new superintendent."

The questionnaire will ask people to list important goals, challenges and strengths in the district, as well as important skills for the next superintendent to have. They can also suggest questions for the board to ask during interviews.

Interviews will be open to the public, and the names of candidates will be public after they've agreed to come for an interview. In a first round, board members will interview five or six candidates, spending about an hour with each.

In the second round of interviews, two or three finalists will each be invited to spend a full day in the district. The day will tour the district, meet with the board and school staff, and take part in community meetings.

Some tentative dates in the search:

- Applications open from Feb. 6 to April 18.
- Five or six finalists presented to board, April 21.
- Initial interviews, April 22-23.
- Second interviews with final three candidates, April 29-30 and May 1.
- Finalist chosen, May 2.
- Board acts on new superintendent's contract, May 19.
- New superintendent assumes duties, July 1.

Citizen's task force gets behind plan to build a new K-12 school building in Renville County West

By Linda Vanderwerf

lindav@wctrib.com

REGIONAL MEETING

RENVILE — Voters in the Renville County West School District may be asked to approve a building project in the near future.

In a preliminary vote Monday, a majority of the members of a citizen's task force said they supported the idea of building a new K-12 school, according to Superintendent Lance Bagstad.

The task force is expected to meet again on Feb. 12, when members are likely to make a final recommendation to be forwarded to the school board in late February or in March.

The task force has met since July and includes more than 30 members from a cross-section of the district. The group was appointed to study the district's facilities and to look for a way to meet the board's goal of serving the district's students in one building.

RCW now operates an elementary school in Sacred Heart and a secondary school in Renville. A middle school in Danube was closed two years ago.

The board decided more than a year ago to try to improve efficiency and cut costs by moving everyone into one building. However, neither the elementary or secondary school can hold all the programs.

The Renville building is larger, but still would not accommodate a modern K-12 school. "We have a lot of space, but we have lots of unusable space," Bagstad said.

The current buildings are aging and have many deferred maintenance needs

with mechanical systems, roofs and windows, Bagstad said. Some additions are newer, but the main buildings are more than 80 years old.

Preliminary estimates indicate that a new building on the Renville site would cost \$16 million to \$18 million, Bagstad said. It could cost more than \$14 million to bring the current school up to code and to build an addition.

Those estimates will cause the district to run up against a state Department of Education rule that an older building should not be remodeled if the cost is more than 60 percent of the price of a new building.

Even extensive remodeling may not preserve them to move another 30 to 40 years into the future, Bagstad said.

"We're looking at the best options to educate our children at Renville County West," he said. "It feels very good to be part of this process, that people are concerned about our schools and thinking about the future."

At a board meeting Monday, the School Board met with its architect Marc Lenz to talk about possible timelines for a referendum and building project. The district could ask the voters to approve the building project this fall. If the project goes ahead, a new building could be ready by summer 2010.

Board members had lots of questions for Lenz, as the last building project in the district was in 1974-75, Bagstad said.

The board accepted the retirement of math teacher Bill Friday, who has taught for 34 years, beginning in the former Sacred Heart School District. He also coached several different sports during his career.



Bagstad



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Meetings in Tracy, Currie held in preparation for school building referendum

By Deb Gau

TRACY — There were some definite disagreements among the 25 or so people gathered at Tracy Area High School on Monday night — disagreements over whether a proposed \$7 million school addition would be financially advisable, practical or even necessary.

But that wasn't the point of the meeting, said Tracy Superintendent David Marlette. Rather than argue things out, taxpayers are encouraged to decide what they want for the community and cast their votes.

"It's part of the democratic process," Marlette said.

Representatives from the Tracy School Board, INS Engineers and Architects, construction managers Krause Anderson and financial advisors Springsted, Inc. addressed community members in Tracy and at the Currie Town Hall on Monday to give details and answer questions about the proposed school addition and the \$7 million building bond that would pay for it. The issue of the building bond goes to the polls on Feb. 19.

The building addition would add a theater, gymnasium, wrestling and locker rooms to the south side of the current high school building. The main school offices would also be moved to a new location in view of the school's north doors and main parking lot.

Moving the school offices would help increase security in the school, an INS representative said, by allowing staff to monitor people coming into the building.

It has been almost two years, school board members said at the meeting, since community groups approached them with an idea to add a new gymnasium and theater to the existing high school building. Proponents of the idea came from supporters of both the arts and community athletics, board member Peggy Zwach said.

The board chose an architect and construction manager for the project, and



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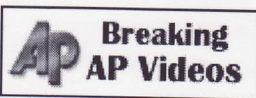
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hired a California-based firm to conduct a public opinion survey. The survey results showed good community support for a school addition, provided its tax impact was no more than \$7 million.

Jim Schmitt of Springsted said costs for a 20-year building bond would be assessed differently than in an operating levy, like the one Tracy passed in November. Agricultural and commercial properties would see tax increases, Schmitt said.

Under the building bond, a home valued at \$100,000 would see property taxes increase \$135 per year. Taxes for commercial property of the same value would increase \$202 per year.

A 160-acre farmstead valued at \$3,000 per acre would see a tax increase of \$3 per acre per year. Non-homestead farmland valued at \$3,000 per acre would see taxes go up \$4.04 per acre each year.

Schmitt cautioned that the tax rates used in the presentation were for 2008 and may change in the future.

Gary Benson of Krause Anderson, the firm managing construction for the building project, said current conditions are good for the project. A market slowdown for contractors would work in the community's favor, Benson said.

"The good news is, by getting the project out to bid this year yet, contractors will be very eager to bid," Benson said.

Audience members expressed concerns that area farmers would end up paying higher dollar amounts for the project, although Schmitt said the tax burden would be relatively even between residential and farm properties. A member of the audience asked Schmitt how much the total cost of the building bond would be with interest. He replied that it would be close to \$12 million.

Pat Nelson, a past member of the school board, said she thought the building project wasn't needed, especially with declining area populations and extracurricular activities already taking up too much of students' time.

"Why are we even thinking this?" Nelson said.

Some audience members also criticized the decision to have only one voting precinct in Tracy, saying it would limit voters to Tracy residents.

Others spoke out in favor of the project. Kyle Larson said the building project would be important for the survival of Tracy.

"Tracy is a bedroom community, bar none," Larson said. "And what a bedroom community needs is something for the kids to do during the summer ... and a good school.

"What's an acceptable investment to sustain a viable community?" he said.

"In all honesty, I don't want people to lose friends over this," Marlette told the audience. "The board has not voted to move forward on this. We're asking

you, do you want it, and would you vote for it?"

Transportation will be offered to take voters from Currie, Garvin and Amiret to the polling place in Tracy on Feb. 19, Marlette said. Polls will be open from noon until 8 p.m. and transports will leave at noon, 2, 4, and 6. Absentee ballots are also available through the high school office.

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YELLOW MEDICINE EAST – ISD 2190

Dwayne A. Strand, Superintendent
450 9th Avenue - Granite Falls, MN 56241
Phone: 320-564-4081 - Fax: 320-564-4781



To: School Board Members

From: Darcy Josephson

Date: February 8, 2008

Curriculum

- The Instruction and Curriculum Advisory Committee (ICAC) committee met on Monday, January 4th and will meet again on May 20th. The committee will be meeting four times a year, in October, January, March and May on the third Tuesday of the month at 5:00 pm.

Staff Development

- February 13th Melissa Larson will be presenting information to all of the staff on the ESL (English as a Second Language) program. We will continue with our book study of On Common Ground.
- February 14th Jana Hilleren will begin presenting to the high school staff the SIOP model (Sheltered Instruction Observation Protocol). Trevor Schulte will be discussing literacy strategies with high school staff. Several activities will be conducted in the afternoon.
- The elementary will be continuing with their Literacy Collaborative training during the February 14th staff development day.

Student Management Systems

- We are continuing to look at Student Management Systems. A Skyward representative will be visiting our school district on February 14th to present to the office staff.

Assessments

- The Basic Skills Retests for students in reading and math were administered February 5th and February 6th.
- The TEAE (Test of Emerging Academic English) and MN-SOLOM (Minnesota Student Oral Language Observation Matrix) assessments will be given in March.
- We are completing the Site Readiness form to send in to MDE to indicate we are prepared for both of the online assessments we will be administering this spring, the MTELL (Mathematic Test of English Language Learners) and MCA-II Science Assessment.

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425 STAFF DEVELOPMENT

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, community members and administrators.

2. Members of the Advisory Staff Development Committee shall be appointed. Committee members shall serve a two-year term. Replacement members of the Advisory Staff Development Committee will be appointed as soon as possible following the resignation, death, serious illness or removal of a member from the Committee.

B. The School Board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed. Team members shall serve a two-year term. Replacement members of the Site Professional Development Teams shall be appointed as soon as possible following the resignation, death, serious illness or removal of a member from the Team.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

A. The Advisory Staff Development Committee will develop a Staff Development Plan which will be reviewed and subject to approval by the School Board yearly.

- B. The Staff Development Plan must contain the following elements:
1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the School Board;
 2. The means to achieve the Staff Development outcomes;
 3. The procedures for evaluating progress at each school site toward meeting educational outcomes;
 4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum by using best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, and gifted children, within the regular classroom and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution; and
 - f. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
 5. Staff development activities must:
 - a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;

- c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring; and
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system.
- 6. Staff development activities may include curriculum development and curriculum training programs, and activities that provide teachers and other members of site-based teams training to enhance team performance.
 - 7. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.
- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a plan consistent with the goals and outcomes of the Staff Development Plan.
 - D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the School Board on an annual basis the extent to which staff at the site have met the outcomes of the Staff Development Plan.
 - E. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The School Board will review the site plans for consistency with the Staff Development Plan yearly.
- B. The Site Professional Development Team must demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made by the

Advisory Staff Development Committee to avoid duplication of effort.

- C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, the School District will reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts.
 - 1. The School District will allocate 50 percent of the reserved revenue to each school site in the district on a per teacher basis and will retain such funds for each school site until used.
 - 2. The School District will allocate 25 percent of the reserved revenue to make grants to school sites for best practices methods. These grants may be used by the school sites for: any purpose authorized by Minn. Stat. § 120B.22, Subd. 2, or § 122A.60; the costs of curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; substitute teachers for staff development purposes; and other staff development efforts determined by the Site Professional Development Team. Criteria used by the School District in awarding best practice staff development grants to sites include, but are not limited to, the following:
 - a. Grant application includes objectives which have a clear connection to the building/district Staff Development Plan;
 - b. Grant application includes provisions for discussion, collaborating, informing, and coaching one another on an ongoing basis;
 - c. Grant application provides for ongoing assessment of professional practice and student performance; and
 - d. Grant application specifies best practices to be addressed.

3. The School District may retain 25 percent of the revenue to be used for district-wide staff development efforts.
- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs. This additional expenditure does not need to follow the allocation described in Part V.A. above.
- C. If the School District operates a career teacher program, it will reserve from its basic revenue an amount equal to five dollars (\$5) times the number of resident pupil units to provide staff development for the career teacher program.
- D. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan yearly.
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. REPORTING

- A. By October 15 of each year, the School District and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures and submit it to the Commissioner of the Department

of Education (Commissioner).

1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
2. The report will provide a breakdown of expenditures for:
 - a. curriculum development and curriculum training programs;
 - b. staff development training models, workshops, and conferences; and
 - c. the cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level, and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- B. The School District will utilize the reporting form and/or system designated by the Commissioner. The report will be signed by the superintendent and staff development chair.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)

Cross References:

Adopted: _____

Revised: _____

MSBA/MASA Model Policy 425
Orig. 2001
Rev. 2005

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

It is the purpose of this policy to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to implement procedures for testing, test security, reporting, documentation, notification to students and parents and student recordkeeping in accordance with Minnesota law.

III. DUTIES OF SCHOOL DISTRICT TEST ADMINISTRATOR

The high school principal, the school assessment coordinator shall be responsible for preparing and presenting to the school board for approval, and overseeing the publishing of, the basic skills test administration plan which is to include, at a minimum, the following:

- A. the graduation requirements;
- B. the number of opportunities a student shall have to retake tests of basic skills during each year;
- C. the opportunities for remediation for a student who has not passed tests of basic skills;
- D. the process for requesting an additional testing opportunity and accommodations for a senior who has met all other graduation requirements but has not passed one or more basic skills tests;
- E. the process for appealing the school district's response to requests in item C;
- F. the method to report breaches in test security procedures to the school district and the Department; and
- G. procedures for meeting the needs of Limited English Proficient students, students who require an IEP or students who require Section 504 Accommodation.

IV. TEST SECURITY

A. ALL MATERIALS SHIPPED TO DISTRICT

1. District Receipt of Testing Materials

- A. Materials will be delivered to the District Assessment Coordinator (DAC) immediately upon their arrival.
- B. School Assessment Coordinator (SAC) or designated staff will be immediately informed materials have arrived and are secured.
- C. The Coordinator Manual and Procedures Manual will be read by the DAC and SAC prior to the tests arriving and any clarifying questions asked of the MDE contact (found on MDE Website).
- D. Those who have access to the secured area, inventorying materials, and completing security checklists are the DAC and will sign a Non-Disclosure agreement before accessing or handling materials.
- E. The DAC will inventory materials immediately with a written record.
- F. Testing materials will be kept in the DAC's filing cabinets which is a locked, secure area, until the time of school distribution.

2. Distribution of Materials from District Assessment Coordinator (DAC) to School Assessment Coordinator (SAC)

- A. The process for distributing materials to each school building will be the DAC will distribute them to the SAC or the SAC secretary.
- B. District and School Assessment Coordinator Manuals and Test Monitor Directions will be distributed to the school in advance of sending the secured testing materials. The SAC will review them prior to receiving the materials.
- C. The Schools will keep the testing materials secure in the principal's office
- D. Non-disclosure agreements will be signed by any persons who will be handling test materials.
- E. DAC will establish delivery of the secure testing materials.
- F. Once delivered, the SAC will sign a form indicating all materials have arrived in full. The form will then be returned to the DAC.
- G. Materials will be inventoried and prepared for distribution to teachers immediately upon their arrival by the SAC or designated staff. Any discrepancies will be reported immediately to the DAC.
- H. Materials will be kept in a secured area until the morning of the scheduled testing date(s). Test materials can not be distributed to any test monitors until the morning of the scheduled testing date.
- I. A record of person(s) having access to the secure area, inventorying materials and completing security checklists will be kept by the SAC and given to the DAC at the end of the testing.

3. Distribution of Materials from School Assessment Coordinator to Test Monitors

- A. The SACs and/or DAC will be responsible for training the Test Monitors prior to the testing session.
- B. Time frame and expenses for training should be spelled out.
- C. SAC should make arrangements that ensure testing sessions allow for no more than a 30:1 student to monitor ratio.
- D. SAC will oversee distribution of all testing materials to the Test Monitors. The procedure for the distribution of all testing materials to the Test monitors will be monitors will pick the materials up from the SAC.
- E. SAC will ensure Non-disclosure agreements are signed by all Test Monitors before distributing them to test monitors.
- F. Discrepancies in materials will be reported immediately to the SAC and-if necessary-to the DAC.
- G. Test monitors will sign their name to the inventory sheet for the testing materials they take to their classroom.
- H. Test Monitors will inventory their materials immediately upon receiving their tests.
- I. Test monitors who are in charge of administering an assessment for any part of the tests will have received Test Monitor Directions in advance of the test date(s). Test Monitors are responsible for complying with all information in the monitor directions.
- J. Test Monitors will administer the assessment strictly according to the requirements of the directions. No additional assistance will be given through oral, written, or other means. Classroom bulletin boards that relate directly to learning skills or strategies covered in the Standards will be covered up during the testing times.
- K. If students are taking the tests on multiple days, your building's plan for keeping documents secure between testing sessions includes bringing them to the SAC at the end of each testing session so they are locked and secured by the SAC.

- L. Any accommodations used during the testing time will be established through the appropriate means listed in the Procedures Manual. All accommodations must be listed in the students' IEP, 504 or Individual Learning Plan (ILP) prior to the testing date(s).
- M. All testing materials are secure testing documents and will not be reproduced in any form.

4. Return of Materials from Test Monitor to School Assessment Coordinator

- A. The Test Monitor will return all testing documents and the classroom security checklist to the SAC or designated staff immediately after testing.
- B. Classroom testing materials will be inventoried immediately at the time they are returned to the SAC or designated staff to ensure all materials have been returned.
- C. The Test Monitor will sign the inventory sheet indicating all materials have been returned.
- D. Testing materials will be placed in the secured area in the SAC's office immediately upon their receipt from the Test Monitors.
- E. Testing materials will be kept secure. The DAC will complete the final district inventory and prepare the materials for their return according to return instructions.
- F. When all Test Monitors have returned their testing materials, the SAC and designated staff will call the DAC to give notice that the testing materials are ready to be returned.
- G. Test materials will be kept in the secured area until the DAC arrives to pick up materials.

5. Return of Materials from School Assessment Coordinators to District Assessment Coordinator

- A. When schools report that their testing materials are ready to be returned, the DAC will retrieve these materials from the SAC and lock them in a secure area..
- B. The SAC will sign a form indicating that these materials have been secured and that these inventories are correct. This form will accompany the return of the testing materials to the DAC.

6. Return of Materials from District Assessment Coordinator to Test Vendor

- A. All testing materials will be inventoried a final time by the DAC or designated staff.
- B. The DAC will follow instructions provided in the SAC/DAC manual for the return of testing materials.
- C. Test materials will be kept in the secured area until the day of pick-up, they will be given to the Superintendent secretary on the day of pick-up until the company indicated by MDE arrives to pick up the materials.

B. MATERIALS SHIPPED TO SCHOOLS WITH OVERAGE SHIPPED TO DISTRICT

1. School Receipt of Testing Materials

- A. Materials will be delivered to the SAC or SAC secretary immediately upon their arrival.
- B. SAC or designated staff will be immediately informed materials have arrived and are secured.
- C. DAC/SAC Manual and Procedures Manual will be read and any clarifying questions asked of the MDE contact (found on MDE Web site) prior to the tests being received.
- D. Those who have access to the secured area, inventorying materials, and completing security checklists are the SAC and SAC secretary and they will sign a Non-Disclosure agreement before accessing or handling materials.
- E. The SAC or SAC secretary will inventory materials immediately with a written record.
- F. A record of person(s) having access to the secure area, inventorying materials, and completing security checklists will be kept and given to the DAC at the end of testing.

- G. District overage materials will be locked in the DAC's office upon arrival until the time requested by SACs (schools).
- H. School materials will be locked in the principal's office upon arrival until the time of Test Monitor distribution.

2. Distribution of Materials from School Assessment Coordinator to Test Monitors

- A. SAC and/or DAC will be responsible for training the Test Monitors prior to the testing session.
- B. Time frame and expenses for training should be spelled out.
- C. SAC should make arrangements that ensure testing sessions allow for no more than a 30:1 student to monitor ratio, if possible.
- D. SAC will oversee distribution of all testing materials to the Test Monitors. The procedure for the distribution of all testing materials to the Test monitors will be the Test Monitors will pick their tests up at the SAC's office.
- E. SAC will ensure Non-disclosure agreements are signed by all Test Monitors and anyone having access to the tests.
- F. Discrepancies in materials will be reported immediately to the SAC and-if necessary-to the DAC.
- G. Test monitors will sign their name to the inventory sheet for the testing materials they take to their classroom.
- H. Test Monitors will inventory their materials immediately upon receiving their tests.
- I. Test monitors who are in charge of administering an assessment for any part of the tests will have received Test Monitor Directions in advance of the test date(s). Test Monitors are responsible for complying with all information in the monitor directions.
- J. Test Monitors will administer the assessment strictly according to the requirements of the directions. No additional assistance will be given through oral, written, or other means. Classroom bulletin boards that relate directly to learning skills or strategies covered in the Standards will be covered up during the testing times.
- K. If students are taking the tests on multiple days, your building's plan for keeping documents secure between testing sessions includes returning the tests to the SAC at the end of a session to be locked and secured until the next testing day.
- L. Any accommodations used during the testing time will be established through the appropriate means listed in the Procedures Manual. All accommodations must be listed in the students' IEP, 504 or ILP prior to the testing date(s).
- M. All testing materials are secure testing documents and will not be reproduced in any form.

3. Return of Materials from Test Monitor to School Assessment Coordinator

- A. Test Monitors will return all testing documents and the classroom security checklist to the SAC immediately after testing.
- B. Classroom testing materials will be inventoried immediately at the time they are returned to the SAC to ensure all materials have been returned.
- C. The Test Monitors will sign the inventory sheet indicating that all materials have been returned.
- D. Testing materials will be placed in the secured area in the principal's office immediately upon their receipt from Test Monitors.

4. Return of Materials from District and School Assessment Coordinator to Test Vendor

- A. All testing materials will be inventoried a final time by the SAC and the SAC secretary.
- B. District overage will be inventoried a final time by the DAC or designated staff.
- C. SAC will follow instructions provided in the DAC/SAC Manual for the return of testing materials.
- D. Test materials will be kept in the secured area until the company instructed to pick up the tests arrives to pick up materials.

C. GENERAL PROCEDURES

1. Chain of Custody for Testing Materials

1. The DAC ensures testing materials are inventoried upon arrival and kept in a secure locked location in the DAC office until distributed to each SAC.
2. The SAC will ensure that the testing materials are inventoried upon arrival and kept in a secure area in their office until delivered to the Test Monitor.
3. The test materials will be divided into groups for each Test Monitor with a classroom security list on top listing the test book and student assignment for the testing materials.
4. Upon receipt, the Test Monitor ensures that all the testing materials listed on the checklist are accounted for prior to handing out the test materials to the students.
5. The Test Monitor is responsible for the test materials during the testing session until their return to the SAC, or until given to another monitor.
6. When the testing materials are returned to the SAC, they will again be inventoried and the SAC is responsible for those testing materials until shipped to the testing vendor or returned to the DAC.
7. Responsible parties will complete Tracking Forms for test booklets, security checklist forms, and non-disclosure forms.

2. Test Monitor Training

Training should include:

- Nondisclosure agreements read and signed.
- Review of Test Monitor responsibilities, printed Test Monitor Directions and any special instructions for a particular test given.
- Review any accommodations to be given to students in the monitor's testing session.
- Review of procedures for use of restroom during testing – only one student at a time with an adult – other students may not be left unattended.
- Review procedures to follow if a discrepancy in the testing material occurs.
- Process to contact the SAC if a problem arises during the testing – without leaving students unattended.
- Test Monitor responsible to double check that they have the tests listed on the classroom security checklist and the same number of tests is returned to the SAC.
- Process for completing the classroom security checklist.
- When and how tests are returned to the SAC.

3. Breaches in test security

- A. The SAC will complete all necessary inventorying by the day of testing and will record any irregularities immediately.
- B. If there is a concern that test security may have been breached, the DAC will notify MDE within 24 hours of the time of the alleged breach and submit the Test Security Form with any documentation.

V. SCHOOL DISTRICT REPORTING TO THE DEPARTMENT AND PUBLIC

- A. The school district shall report the information specified below to the Department annually by October 15 in a format to be determined by the Department.

B. The school district shall prepare and disseminate annually by October 15 a public report of the information specified below through the official newspaper or through publications sent to all households in the school district.

C. The reports required above shall include:

1. the number of students enrolled at each grade level 9 through 12 according to the end of the year Minnesota Automated Reporting Student System (MARSS) report;
2. the number of students at each grade level 9 through 12 passing each basic skills test at the state standards level;
3. the number of students at each grade level 9 through 12 passing each basic skills test at an individualized level under an IEP or a Section 504 Accommodation plan;
4. the number of students at each grade level 9 through 12 passing tests in each basic skill with tests that have been translated into a language other than English;
5. the number of students at each grade level 9 through 12 taking an alternate assessment instead of the basic skills test; and
6. for grade 12 of the previous year only, the number of students currently denied a high school diploma because of not passing the state standard for a basic skills test when all other graduation requirements have been met.

VI. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

The school district shall maintain records necessary for program audits conducted by the Department. The records must include documentation that:

- A. required notifications to parents and students meet the requirements of Minnesota Rules, part 3501.0120;
- B. required student records meet the requirements of Minnesota Rules, part 3501.0130;
- C. the school district's process for additional testing of students meets the requirements of Minnesota Rules, part 3501.0050;
- D. test security procedures comply with Minnesota Rules, part 3501.0150;
- E. the school district's decisions regarding testing accommodations, modifications, and granting exemptions are in compliance with Minnesota Rules, parts 3501.0090 and 3501.0100;
- F. the school district's curriculum and instruction provides appropriate learning opportunities in the basic skills in compliance with Minnesota Rules, part 3501.0110;
- G. remediation plans for students are on file consistent with Minnesota Rules, part 3501.0110;
- H. the basic skills test administration plan complies with Minnesota Rules, part 3501.0140, subpart 2;
- I. the documentation for students granted accommodations or exempted from testing complies with Minnesota Rules, part 3501.0090;
- J. the assessments and documentation of performance for students granted modifications of statewide standards comply with Minnesota Rules, part 3501.0090, subpart 2, item C; and

- K. the school district's process for testing considerations for LEP students complies with Minnesota Rules, part 3501.0100.

VII. REQUIRED NOTIFICATION TO PARENTS AND STUDENTS

- A. Written Notice. The school district shall establish and maintain a system to provide written notice to parents and students about graduation requirements.
- B. Notice of Graduation Requirements. No later than thirty (30) working days after the date of the entrance into the 9th grade or transfer of a student into the school district during or after 9th grade, the school district shall provide to the parents and the student written notice in the high school student handbook of:
 - 1. the graduation requirements; and
 - 2. the grade in which the student shall have the first opportunity to take the Basic Skills test.
- C. Notice of Test Results and Remediation Opportunities. The school district shall provide no later than 30 days after the district receives the results, written notice to the parents and the student of:
 - 1. Basic Skills test results; and
 - 2. consistent with Minnesota Rules, part 3501.0050, subpart 3, if the student is in the graduating year:
 - a. the process by which a parent or student can request additional testing and testing accommodations after April 1; and
 - b. the process by which a parent or student can appeal the school district's decision if additional testing or testing accommodation is denied.
- D. Notice Pertaining to Adequate Yearly Progress
If the school district is proposed for identification for school improvement, for corrective action, or for restructuring by the Minnesota Department of Education, the school district shall provide to parents of students in the school district sufficiently detailed summary data of its academic assessment or other academic indicators, reviewed to determine whether the school is making adequate yearly progress to permit parents to appeal the Department's proposal.

VIII. STUDENT RECORDKEEPING

- A. Test Results. The school district shall keep a record on each student that includes:
 - 1. the Basic Skills tests taken; and
 - 2. the results of the most recent Basic Skills tests given.
- B. Student Progress. Individual student progress shall be reported on a student record as described in items 1 to 6 below.
 - 1. "Pass State" shall be noted on the record of a student who passes a basic skills test with or without an accommodation. The records for students passing with an accommodation shall not be different from the records of students passing the test without an accommodation.
 - 2. "Pass Individual" shall be noted on the record of a student who passes a basic skills test with a modification established in the IEP or Section 504 Accommodation plan in accordance with Minnesota Rules, part 3501.0090.

3. “Not Passed” shall be noted on the record of a student who did not pass at the state level.
4. “Exempt – LEP” shall be noted on the record for students with LEP designation who have been in an English speaking school for fewer than three consecutive academic years.
5. “Not Pass State Translation” shall be noted on the record of a student who did not pass at the state level using a state validated translated mathematics test or written composition prompt.
6. “Pass Translation” shall be noted on the record of a student who passes a Basic Skills test using a district translated mathematics test or written composition prompt.

Legal References: Minn. Stat. 13.34 (Examination Data)

Minn. Stat. 120B.11 (School District Process)

Minn. Stat. 120B.30 (Statewide Testing and Reporting System)

Minn. Stat. 120B.36, Subd. 2 (Adequate Yearly Progress)

Minn. Stat. 123B.143, Subd. 1 (Superintendent)

Minn. Rule Parts 3501.0010 to 3501.0180 (Rules Relating to Graduation Standards – Mathematics and Reading)

Minn. Rule Parts 3501.0200 to 3501.0290 (Rules Relating to Graduation Standards – Written Composition)

Minn. Rules Parts 3501.05053501.0635

(K12

Standards)

20 U.S.C. 6301, et seq. (No Child Left Behind)

Cross References: Policy 601 (School District Curriculum and Instruction Goals)

Policy 613 (Graduation Requirements)

Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students)

Policy 616 (School District System Accountability)

Adopted:

Latest Revision:

Scheduled for Review:

620 CREDIT FOR LEARNING

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. For students completing Minnesota Academic Standards, the purpose of this policy also is to recognize student achievement, which occurs in other schools in alternative learning sites in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to develop and provide processes and procedures by which students may meet a graduation requirement for a Minnesota Academic Standard, whether the school district offers the content standard in its curriculum or the student accomplishes the work in another learning environment. The school district will provide a process for transfer of standards completed in another Minnesota school district, recognition of work completed in other schools and post-secondary institutions, and credit for standards achieved in extracurricular activities, activities outside the school, previous learning, and community and work experiences. The school district may also waive the Academic content standards for certain students if the criteria for such waivers are met.

III. EARNING HIGH SCHOOL CREDIT BY ASSESSMENT

In accordance with the Minnesota Department of Education rule 120.B.024 Sec. 6, Graduation Requirements, Course Credits, the opportunity to earn credit by assessment is provided as an option for students in grades 9 through 12. This option is not meant to imply that successfully completing the assessment provides the same experience as completing the course. A richer and more complete experience is provided through the course, and a student who possesses the essential skills may still benefit from full participation. Therefore, students and parents or guardians should carefully consider if credit by assessment is appropriate.

A student may attempt to earn credit by assessment only once for each course and may not earn credit by assessment for a course in which he/she previously received a grade or an incomplete. Courses that are sequential must be addressed in the same sequence. If a course requires a prerequisite, the student must have received credit for the prerequisite before attempting the assessment for the course. The student must continue to maintain full time status during the process.

Assessment will encompass all applicable subject matter, including state and local standards. It can be in one or more format, including the following: a formal written test covering all or

a portion of the course content, performance-based assessment, demonstration of skills, interview, development of a portfolio, presentation, exhibition, written composition. A student must produce high-quality work and achieve at or above an A- level in order to receive credit by assessment. If the student does not achieve at this level, the credit is not awarded and the student must take the course in order to earn the credit.

If the student completes the assessment process in a satisfactory manner, the student's transcript will show the credit earned and a course grade of "passing."

A. Credit by Assessment Process

1. The student will discuss the credit by assessment process with the high school principal and then complete the appropriate sections of the application form (Appendix A) along with a parent/guardian. The process must begin at least one term prior to the start of the course. The summer period will be treated as one term.
2. The student will submit the application form, with the student and parent portions completed, to the high school principal. At the time the application is submitted, it is assumed that the student is ready to begin working on the assessment(s).
3. The principal and a teacher for the course will determine the assessment or set of assessments, and the criteria for awarding credit. Once an assessment(s) has been established for a course, subsequent applicants will be evaluated using the same assessment(s) and criteria. However, adjustments can be made in order to reflect any changes to the course.

The assessment(s) will be aligned with the content of the entire course and will include state and local standards.

4. The student will complete all portions of the assessment(s) and submit it for evaluation within one term. During the assessment(s), a student may request an explanation or clarification of an item or project from the teacher. If the student fails to complete the entire assessment process during the designated time period, the credit will be denied.
5. The teacher will evaluate the assessment(s) and then consult with the student, informing him/her of the results of the assessment.
6. If the student demonstrates high quality work and achieves at or above an A- level, he/she will be awarded credit for the course. A course grade of "passing" will be put on the student's transcript.

IV. RIGOROUS COURSE OF STUDY WAIVER-ACADEMIC STANDARDS

A student shall with parent permission apply for a waiver, using the Graduation Standards Waiver Application (see Appendix B) from an academic standard when the principal or designee of Yellow Medicine East School District determines that:

1. The student is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the district or school curriculum, or an approved preparatory program for employment or postsecondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district; and
 2. The student would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program if the student were required to achieve the academic standard to be waived;
- B. The student will complete the Graduation Standard Waiver Application Form (see Appendix B) and apply to the high school principal or designee. The designee or high school principal will meet with a committee that may include the building principal, curriculum coordinator, counselors and teaching staff. The counselor or designee will notify the student and parent and/or guardian(s) of the decision of the committee. A preliminary approval may be granted at this time.
- C. Application for a waiver will be considered only if the application is submitted and approved prior to the student's anticipated graduation date.
- D. To receive final approval the student must satisfactorily complete the requirements for the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program.
1. The student must provide documentation of successful passage of the rigorous course, and
 2. This written documentation must be received by a date as determined by the committee to qualify for the final approval waiver.

V. TRANSFER OF ACHIEVEMENT FOR SPECIAL NEEDS

Special needs students who transfer into the district will have their records reviewed by the counselor and the special education teacher that will be the case manager. The test scores and the skill level of the students will help determine the level at which an individual student may have specific classes transferred. The case manager will review this information.

VI. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program or on-line learning course or program under Minn. Stat. § 124D.09, that has been approved as meeting the necessary requirements, is not required to complete other requirements of the Minnesota Academic Standards adopted by the school district corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program or on-line learning course or program shall be counted toward the

graduation and credit requirements of a student completing the Minnesota Academic Standards.

- C. A list of the courses or programs meeting the necessary requirements may be obtained from the Department and/or school district.

Legal References: Minn. Rule Parts 3501.0010 to 3501.0180 (Rules relating to Graduation Standards - Mathematics and Reading)
Minn. Rule Parts 3501.0200-3501.0290 (Rules relating to Graduation Standards - Written Composition)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options)
Minn. Stat. § 124D.095 (On-Line Learning Options)

Cross References: Policy 104 (School District Mission Statement)
Policy 601 (School District Curriculum and Instruction Goals)
Policy 613 (Graduation Requirements)
Policy 614 (School District Testing Plan and Procedure)
Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students)
Policy 616 (School District System Accountability)
Policy 618 (Assessment of Standard Achievement)

CREDIT BY ASSESSMENT APPLICATION FORM

I. To be completed by the student

Student Name _____

Grade _____

Date _____

High School Principal _____

I am requesting permission to test out of the following course: _____

I believe that I qualify to test out because (write a brief explanation) _____

Student Signature _____

Date _____

II. To be completed by the parent/guardian

I have reviewed the above application and the process for receiving credit by assessment. I grant permission to proceed for the above named course.

Parent/Guardian Signature _____

Date _____

III. To be completed by the principal, counselor, and teacher of the course

Principal's Signature _____

Date Application Received _____

List of Assessments for the course:

Student completed the process within the timeframe	Yes	No
Student produced high-quality work at or above A- level	Yes	No
Credit successfully earned	Yes	No

Teacher's Signature _____

Date _____

Principal's Signature _____

Date _____

CONTRACT AGREEMENT

BETWEEN

**INDEPENDENT SCHOOL DISTRICT # 2190
YELLOW MEDICINE EAST**

and

**MINNESOTA SCHOOL EMPLOYEES ASSOCIATION
YELLOW MEDICINE EAST**

**Effective
July 1, 2008 through June 30, 2010**

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ARTICLE I
PURPOSE

Section 1. Parties:

THIS AGREEMENT is entered into between the School Board of Independent School District #2190, Yellow Medicine East, hereinafter referred to as the School Board, and the Minnesota School Employees Association, hereinafter referred to as the exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for all Custodial/Maintenance, Food Service, Paraprofessional and Secretarial employees for the duration of this Agreement.

ARTICLE II
RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition:

In accordance with the P.E.L.R.A., the School District recognizes the Minnesota School Employees Association as the exclusive representative for all Custodial/Maintenance, Food Service, Paraprofessionals, Secretarial personnel employed by Independent School District #2190, which the exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this agreement.

Section 2. Appropriate Unit:

The exclusive representative shall represent all such employees of the district contained in Article III. Section 2 of this Agreement and the P.E.L.R.A. and in certification by the Director of the Bureau of Mediation Services ("BMS").

ARTICLE III
DEFINITIONS

Section 1. Terms and Conditions of Employment:

The term "terms and conditions of employment" shall mean the hours of employment, the compensation therefore, including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees. A public employer, however, is not required to meet and negotiate on matter of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, selection of personnel, and the direction and number of personnel.

Section 2. Description of Appropriate Unit:

For purposes of this Agreement, the term custodians, food service, paraprofessionals and secretaries shall mean all persons in the appropriate unit employed by the school district in such classifications excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35 percent of the normal work week in the employee bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year, and emergency employees.

Section 3. School District:

For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representative.

Section 4. Other Terms:

Terms not defined in this Agreement shall have those meanings as defined by the P.E.R.L.A.

ARTICLE IV
SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights:

The exclusive representative recognizes that the school board is not required to meet and negotiate on matters of inherent managerial policy, which include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities:

The exclusive representative recognizes the right and obligation of the school board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

Section 3. Effect of Laws, Rules, and Regulations:

The exclusive representatives recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by school board rules, regulations, directives, and orders issued by properly designated officials of the school district. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement and recognizes that the School Board, all employees covered by this Agreement and all provisions of this Agreement are subject to the laws of the state. Any provisions of this Agreement found to be in violation of such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights:

The foregoing enumeration's of board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this agreement are reserved to the School Board.

ARTICLE V
EMPLOYEE RIGHTS

Section 1. Right to Views:

Nothing contained in this agreement shall be construed to limit, impair or affect the right of any employee or their representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions of public employment or their betterment so long as the same is not designed to and does not interfere with the full, faithful and

proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join:

Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the school board.

Section 3. Request for Dues Check Off:

The exclusive representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any exclusive representative that has lost its right to dues check off, pursuant to P.E.L.R.A. Upon receipt of a properly executed authorization card of the employee involved, the School District will deduct from the employee's pay check the dues that the employee has agreed to pay to the employee organization in nine (9) or (12) equal installments, beginning with the first pay period in September.

Section 4. Fair Share Fee:

In accordance with P.E.L.R.A., any employee included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative.

The fair share fee for any fee for any employee shall be in an amount equal to the regular memberships dues of the exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed 85% percent of a regular membership dues. The exclusive representative shall provide written notice of the amount of the fair share fee assessment to the Director, the School District director, the school district, and to each employee to be assessed the fair share fee.

A challenge by an employee or by a person aggrieved by the assessment shall be filed in writing with the director, the school district, and the exclusive representative within thirty (30) days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore, but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The school district shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative thirty (30) days after the written notice was provided, or, in the event a challenge is filed, the deductions for a fair share fee shall be held in escrow by the school district pending a decision by the Bureau of Mediation Services ("BMS"), or court. Any fair share challenge shall not be subject to the grievance procedure.

The exclusive representative hereby warrants and covenants that it will defend, indemnify and save the school district harmless from any and all actions, suits, claims, damages, judgments, and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein.

Section 5. Sums Deducted From Salary:

Sums deducted for dues check off or fair share fees shall be transmitted by the district to the exclusive representative within thirty (30) days of such deduction. In the event an employee

leaves employment, any deductions shall cease effective after the paycheck following such notice of cessation of employment. Employees shall make an annual election permitting dues check off no later than five (5) working days following the start of each school year or following their time of employment.

ARTICLE VI
RATES OF PAY AND JOB CLASSIFICATIONS

Section 1. New Employees

Probationary Period:

All new employees will serve a ninety (90) calendar day probationary period. ~~During the probationary period employees shall receive ninety (90) percent of the regular salary for the classification under which a person was hired.~~ ~~In addition, Employees neither receive nor accumulate any benefits during the probationary period.~~

First Year of Employment:

First year employees will be paid eighty percent (80%) of the regular salary for the classification under which they were hired for a period of one calendar year.

Second Year of Employment:

During the second year of employment, employees will be paid ninety percent (90%) of the regular salary for the classification under which they were hired for a period of one calendar year.

Subsequent Years of Employment:

Following the second full year of employment in the District, employees will receive the regular salary as noted in Section 2.

Section 2. Classifications and Rates of Pay:

The classifications and the hourly rates of pay covered by this Agreement are:

Classification & Rates of Pay	2008-2009	2009-2010
Custodian	\$13.97	\$14.52
Maintenance	\$15.54	\$16.09
Head Cook	\$14.51	\$15.06
Assistant Cook	\$14.09	\$14.64
Cooks Helper	\$13.18	\$13.73
Kitchen Assistant	\$11.20	\$11.75
Level 1 Paraprofessional	\$13.51	\$14.06
Level 2 Paraprofessional (4 years or more)	\$13.71	\$14.26
Secretary 1	\$18.57	\$19.12
Secretary 2	\$16.52	\$17.07
Secretary 3	\$16.11	\$16.66

The District reserves the right to place new employees above the starting wage as described in

Article 6. Section 1. The District shall notify the MSEA Chief Steward when a new employee is placed above the starting wage; such notice shall be in writing and include the reasons for the placement above the minimum starting wage.

Off step employees, and employees receiving combined rates shall receive increases of \$.45 in 2008-2009, and \$.55 in 2009-2010.

*The secretary positions have been reclassified as follows:

- Secretary 1A is now a Secretary 1
- Secretary 1B is now a Secretary 2
- Secretaries 2 and 3 are now Secretary 3

Section 3. Work Week Defined:

The normal work week shall be defined as starting on Sunday and ending on Saturday.

Section 4. Overtime:

Time and one half an employee's hourly rate of pay shall be paid for any hours over forty (40) in a workweek. For purposes of overtime computation, paid Holidays and Sick Leave shall be considered hours worked. Paid Vacation and Personal Leave shall not be considered as hours worked for purposes of overtime computation. A supervisor shall assign overtime. An employee may appeal an overtime assignment to the Superintendent.

Section 5. Late Arrivals:

Employees will be allowed five (5) late arrivals per year of less than five (5) minutes without loss of pay. All late arrivals in excess of this amount will result in pay reductions commensurate with the time the employee is late.

Section 6. Building Checks:

When required to make week-end building checks, custodial/maintenance employees shall be paid at a rate of times 1 and 1/2 for a minimum of 1 hour (A.M.) and 1 hour (P.M.). ~~subject to the requirements for overtime as stated above.~~

Section 7. Minimum Call Back Pay:

Whenever an employee is called to work other than a regular work shift, they will be paid a minimum of one (1) hour of pay at straight time unless the call back causes the workweek to exceed 40 hours.

Section 8. Salary Advancement Withholding:

An individual employee's salary advancement is subject to the right of the school district to withhold salary increases for just cause. If a salary increase is to be withheld, the District must notify the employee 30 days prior to this action. Withholding a salary increase shall be subject to the grievance procedure.

Section 9. Reassignments to Another Classification:

Personnel employed who have been working for the school district in another capacity immediately prior to their employment in a new classification will not be required to serve a new probationary period.

Section 10. Successor Agreements:

In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an employee shall be compensated according to the current rate until a successor Agreement is entered into.

Section 11. Training, Workshops, Classes:

All employees required to attend workshops, etc. by the school district shall be paid their regular hourly wage while in attendance. The school district shall also pay tuition and material costs for the workshop etc. Employees may request to attend job related workshops etc. and if the request is granted the school district shall pay tuition and material costs for the workshop etc.

Section 12. Rate of Pay for Temporary Assignments:

A food service employee who fills in for another food service employee, who earns a higher rate of pay for more than 3 consecutive days shall receive the higher rate of pay for all consecutive days that they fill in for such an employee. Such pay shall be retroactive to the first 3 days of the substitute assignment. Bargaining unit employees will be paid for all time worked.

ARTICLE VII
GROUP INSURANCE

Section 1. Selection of Carrier:

The selection of the insurance carrier/s and policies shall be made by the school board.

Section 2. Claims Against the School District:

It is understood that the school board's only obligation is to purchase insurance policies and pay such amounts as agreed to herein and no claim shall be made against the school board as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Duration of Insurance Contributions:

An employee is eligible for the school board contribution as provided in this article as long as the employee is employed by the school board. ~~Upon termination of employment~~ **If terminating employment prior to retirement**, all board participation and contribution shall cease, effective on the last working day.

Section 4. Coverage:

During the term of this Agreement, the district shall contribute up to the following dollar amounts for health and hospitalization, long term disability and life insurance coverage for all employees who work twenty-five (25) hours or more per week. The following contributions are maximum amounts and actual contributions will be pro-rated on the basis of the ratio of actual hours worked (regular and overtime) divided by 2080 hours.

Insurance Type	2008-2009	2009-2010 Rates
Health and Hospitalization	\$4274.00/year	\$4,404.00/year
Long Term Disability	\$9.50/month	\$9.50/month
Life Insurance	\$5.37/month	\$5.37/month
Dental	\$45.00/month	\$45.00/month

No combining of money as in a cafeteria plan will be allowed but unit members may enroll in any of the above without enrolling in all four.

ARTICLE VIII

HOURS OF SERVICE AND DUTY YEAR

Section 1. Assignment of Hours and Work Shifts:

The regular work day, work week and the regular work year shall be prescribed by the school district, and may be varied from time to time as seen fit by the district. The school district reserves the right, without limiting its other rights to employ such personnel as it deems desirable and necessary on a part time or casual basis for time less than that of regular employees. All employees will then be assigned starting times and shifts as determined by the school district.

Section 2. School Closings:

In the event that school is closed for any reason and the employees are not required to perform services, the employee's compensation shall be reduced accordingly, except as modified as follows.

Subd. 1. An exception to this will be an instance where employees may have reported to work in the A.M. and school is called off, due to severe weather, after the time the employees are on duty. In these instances the employee will be paid for a minimum of two (2) hours of working time.

Subd. 2. When the Governor cancels schools, and the teaching staff receives payment for the day, all unit employees will be paid their normal pay for the day.

ARTICLE IX **EMPLOYMENT PRACTICES**

Section 1. Discharge or Suspension During Probationary Period:

An employee under the provisions of this agreement shall serve a probationary period of 90 days of continuous service in the school district during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned.

Section 2. Contracting Out:

The school district agrees that prior to sub-contracting any work presently performed by any employee in the bargaining unit, it shall notify the exclusive representative in writing of its intention at least 90 days in advance of any possible sub-contracting.

ARTICLE X **VACATION DAYS AND HOLIDAYS**

Section 1. Vacation:

Three weeks vacation will be allowed all full time employees who work forty (40) hours per week, fifty-two (52) weeks per year and who have one or more full years of non-probationary service in the school district. Employees hired during the fiscal year and having less than a full year of non-probationary service will be granted one day of paid vacation per month of employment not to exceed ten (10) working days but may not use this entitlement until after the 30th of June following their employment. Four (4) weeks vacation will be allowed all full time employees after 15 years service.

Employees working ten (10) months or more per year but less than twelve (12) months will be entitled to a maximum of 5 days of vacation during the school year to be arranged by mutual consent of the employee and administration. ~~Entitlements for such vacations shall be determined on the basis of one half day per month of non-probationary service.~~ Employees hired during the fiscal year and having less than a full year of non-probationary service will be granted a half day of paid vacation per month of employment not to exceed five (5) working days but may not use this entitlement until after the 30th of June following their employment.

Section 2. Custodial Vacation:

Vacation requests will be made to the supervisor of custodians and maintenance personnel for approval. Requests for vacation should be made two days (48 hours) prior to the vacation days requested. The supervisor in granting approval for vacation requests shall take into account the needs of the buildings and the individual desires of the employee. Upon mutual agreement with the custodial supervisor and superintendent, custodians may be allowed to use vacation throughout the entire year. In the event that the employee and the supervisor do not agree on vacation leave or vacation days, the question shall be referred to the Superintendent.

Section 3. Vacation and Termination:

Employees terminating their services will be paid for all vacation time earned and unused prior to June 30 of the last complete fiscal year in addition to a prorated amount of vacation earned and unused for the year in which the termination occurs.

Section 5. Government Employee Vacation Credit:

Government sponsored training program employees terminated under government programs and employed by the school district will be credited with experience gained as federal program employees for purposes of vacation allowances under this article.

Section 6. Vacation Accrual:

Vacation allowances may not be carried over from one fiscal year to another, except as provided in this section. Unused vacation entitlements as of June 30th must be used before December 31st of that calendar year.

Section 7. Holidays:

The following days are considered paid holidays for all non-probationary ten+ (10+) month employees when a holiday falls on a regularly scheduled working day. If any of these holidays fall on Sunday the next Monday will be considered the holiday. If the holiday falls on Saturday, the previous Friday will be considered the holiday.

- | | | | |
|--|---|---|-------------------------|
| New Years Day | Good Friday | Memorial Day | 4 th of July |
| Labor Day | Thanksgiving Day | Friday after Thanksgiving (if school is not in session) | |
| Christmas Day | Christmas Eve Day <u>(if it falls on a Monday through Thursday)</u> | | |
| President's Day (if certified staff are not required to work) | | | |

Subd. 1. The following holidays are considered paid holidays for all nine-month employees when a holiday falls on a regularly scheduled working day. If any of these holidays fall on Sunday, the next Monday will be considered the holiday. If the holiday falls on Saturday, the previous Friday will be considered the holiday.

- | | | | |
|---------------|-------------|------------------|---------------|
| New Years Day | Good Friday | Thanksgiving Day | Christmas Day |
|---------------|-------------|------------------|---------------|

Section 8. Holidays when School in Session:

The school district reserves the right if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof, **with the exception of President's Day. If school is held on President's DAY, no other day will be establish in lieu thereof.**

ARTICLE XI
LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. A regular employee shall earn sick leave at the rate of one day of sick leave for each month of service in the employ of the school district. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year on the following schedule:

Months Worked/Year	Days Leave	Cumulative Days
12 months	12	90
11 months	11	66
10 months	10	60
9 months	9	54

(The exception is 9-month employee Pat Hoyer who will accumulate up to 60 days.)

Subd. 2. A: Sick leave with pay shall be allowed whenever an employee's absence is due to illness and/or disability, which prevented attendance and performance of duties on that day or days. Sick leave may also be used for the illness of an employee's child as per applicable law. (Minn.Stat.81.9413)

Subd. 2. B: In addition to paragraph A above, Sick Leave may be used for reasonable periods, at the discretion of the Superintendent, as the employees attendance may be necessary for members of the household. For purposes of Sick Leave use, members of the household shall be defined as:

Spouse, dependent children (whether living in the household or not), step children, foster children, wards of the Court, or a parent of the employee or his/her spouse if residing in the household.

Subd. 3. The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the school district. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 4. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Subd. 5. Sick leave pay may be utilized during a period of physical disability resulting from a condition of pregnancy. The employee shall provide the district with a physician's statement certifying the dates of disability.

Subd. 6. Worker's Compensation: Pursuant to M.S. 176, an employee injured on the job in the service of the school district and collecting worker's compensation insurance, may

draw sick leave and receive full salary from the school district, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 2. Personal Leave:

Subd. 1. Bargaining unit employees shall be granted a leave of absence of no more than one (1) day per year, accumulative to two (2) for **continuous** employment service of 1-9 years and (2) days per year, accumulative to three (3) for **continuous** employment service of 10+ years. For situations that arise requiring the employee's personal attention which cannot be attended to when school is not in session and which is not covered under other provisions of this agreement.

Subd. 2. Personal leave will not be granted if it results in more than two bargaining unit employees per classification from a building being absent.

Subd. 3. An employee planning on using a personal day shall notify their supervisor in writing as at least two (2) days in advance. In the event that the employee has not complied with the advance notice and an emergency arises forcing the employee to miss a day of work, they may appeal for emergency consideration to the Superintendent who will make a decision whether or not to grant the personal leave.

Section 3. Other Personal Leave:

Subd. 1. Serious illness or death in the immediate family. Serious illness must require the attention of a physician or hospitalization. (2 days per year + 2 days deduct from sick leave/year). Immediate family includes spouse, **children of employee or spouse**, brother, sister, parents, guardian, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law and grandparents. Other personal leave may also be taken for the death of a child.

Subd. 2. Serious illness or death of friends or relatives outside immediate family. (2 days per year deducted from sick leave)

Subd. 3. Local funeral. (Hour or so with administrative approval)

Section 4. Leave Without Pay:

Leave without pay (deduct) may be applied for to the building principal with reasonable notice. Leave without pay shall not exceed five (5) working days per year. Leave without pay will not be granted to fulfill other employment obligations the employee may have. In the event of extenuating circumstances, additional days may be granted by the superintendent.

Section 4. Jury Duty:

An employee who serves on jury duty shall be granted the day or days as stipulated by the court to discharge this responsibility without any salary deduction or loss of leave allowance. The compensation (other than expense reimbursement) received for jury service shall however be remitted to the school district.

ARTICLE XII
CHILD CARE LEAVE

Section 1. Childcare Leave:

A child care leave shall be granted by the school district subject to the provisions of this section, to one (1) parent of an infant child, provided such parent is caring for the child on a full time basis.

Section 2. Leave Notice:

An employee making application for child care leave shall inform the superintendent in writing of intention to take the leave at least three (3) calendar months before commencement of the intended leave.

Section 3.

If the reason for the childcare leave is occasioned by pregnancy, an employee may utilize sick leave pursuant to the sick leave provisions of the agreement during a period of physical disability. However, an employee shall not be eligible for sick leave during a period of time covered by a childcare leave. A pregnant employee will also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery.

Section 4.

The school district may adjust the proposed beginning or ending of a child care leave so that the dates of the sick leave are coincident with some natural break in the school year i.e., winter vacation, spring vacation, semester break or quarter break, end of the grading period, end of the school year, or the like.

Section 5.

In making a determination concerning the commencement and duration of a childcare leave, the school board shall not in any event, be required to:

1. Grant any leave of more than (12) months in duration.
2. Permit the employee to return to his or her employment prior to the date designated in the request for childcare leave.

Section 6.

An employee returning from childcare leave shall be re-employed in a position that is equivalent in employment condition and for which he or she is qualified unless previously discharged.

Section 7.

Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the school district and the employee mutually agree to an extension of the leave.

Section 8.

An employee on childcare leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the employee wishes to retain, commencing with the beginning of the childcare leave. The right to continue participation in such group insurance programs however will terminate if the employee does not return to the district pursuant to this section.

Section 9.

Leave under this section shall be without pay or fringe benefits except as provided by law.

ARTICLE XIII
DISCIPLINE PROCEDURE

Section 1. Discipline:

An employee may be disciplined for just cause. Any such disciplinary action is subject to the grievance procedure. Disciplinary action will be consistent with the P.E.L.R.A.

ARTICLE XIV
GRIEVANCE PROCEDURES

Section 1. Grievance:

A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the school board as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this agreement.

Section 2. Representative:

The employee, administrator or school board may be represented during any step of the procedure, by any person or agent designated by such part to act in his behalf.

Section 3. Definitions and Interpretation:

Subd. 1. Extension: Time limits specified in this agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the school board's designee, setting forth the facts and the specific provisions of the agreement allegedly violated and the particular relief sought within twenty days after the date the event giving rise to the grievance occurred. Failure to file any grievance from one level to another within the time periods hereinafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the school board's designee.

Section 5. Adjustment of Grievance: The school board and the employee shall attempt to adjust all grievances, which may arise during the course of employment of any employee within the school district in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the school board designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the superintendent of schools, provided such appeal is made in writing within five days after receipt of the decision in Level I. If a grievance is properly appealed to the superintendent, the superintendent or his designee shall set a time to meet regarding the grievance within fifteen days after receipt of the appeal. Within ten days after the meeting, the superintendent or his designee shall issue a decision in writing to the parties involved

Subd. 3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the school board, provided such appeal is made in writing within five days after receipt of the decision in Level II. If a grievance is properly appealed to the school board, the school board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the school board shall issue its decision in writing to the parties involved. At the option of the school board, a committee or representative(s) of the board may be designated by the board to hear the appeal at this level, and report its findings and recommendations to the school board. The school board shall then render its decision.

Section 6. School Board Review:

The school board reserves the right to review any decision issued under Level I, Level II or this procedure provided the school board or its representative notify the parties of its intention to review within ten days after the decision has been rendered. In the event the school board reviews a grievance under this section, the school board reserves the right to reverse or modify such decision.

Section 7. Denial of Grievance:

Failure by the school board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Arbitration Procedures:

In the event that the employee and the school board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be processed in writing to the Bureau of Mediation Services, signed by the aggrieved party, and a copy of such request must be filed in the office of the superintendent within ten days following receiving the decision in Level III of the grievance procedure by the exclusive representative.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator, which has not been duly processed in accordance with grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If the employer and the exclusive representative are unable to agree on an arbitrator within ten (10) days after request for

arbitration, they may request from the Director of the Bureau of Mediation Services; State of Minnesota, a list of five (5) names. The parties shall alternately strike names from the list of five (5) arbitrators until only one (1) name remains. The remaining arbitrator shall hear and decide the grievance.

Subd. 4. Submission of Grievance Information: Upon appointment of the arbitrator, the appealing party shall within five days after notice of appointment forward to the arbitrator, with a copy to the school board, the submission of the grievance, which shall include the following:

- (1) the issues involved
- (2) statement of the facts
- (3) position of the grievant
- (4) the written documents relating to section 4 & 5, Article XIV (grievance procedure).

The school board may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 6. Decision: The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject; however, to the limitations or arbitration decisions as provided by the P.E.L.R.A.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses, which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses, which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outline herein; nor shall the jurisdiction of the arbitrator extend to matter of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public school

boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

ARTICLE XV
RETIREMENT ACCOUNTS
AND SEVERENCE PAYMENTS

Section 1. 403(b) Match:

Beginning in July 2005 the District shall provide a Retirement Account as described in this Article:

Subd. 1. Employees shall be eligible to participate in a District match, 403(b) tax deferred annuity plan if they have completed five (5) years of **continuous, uninterrupted** employment with the District.

Subd. 2. The selection of the 403(b) plan provider(s) shall be made by the District.

Subd. 3. The 403(b) plan shall continue as long as Minnesota Statute or Federal Statute permits this type of plan.

Subd. 4. For 12-month employees, the 403(b) plan shall begin with the July paycheck or thereafter. For 9 and 10-month employees, the 403(b) plan shall begin with the September paycheck or thereafter.

Subd. 5. The District shall not contribute more than that outlined in the payment schedule match matrix. Employees must match or exceed the district contribution to be eligible for participation in the plan. The actual district contribution will be pro-rated on the basis of hours worked divided by 2080 hours.

Employees with more than five (5) years service, but less than ten (10) years service shall be eligible for a District match of \$200 per year.

Employees with more than ten (10) years service, but less than fifteen (15) years service shall be eligible for a District match of \$225 per year.

Employees with more than fifteen (15) years service, but less than twenty (20) years service shall be eligible for a District match of \$250 per year.

Employees with more than twenty (20) years service, but less than twenty-five (25) years service shall be eligible for a District match of \$275 per year.

Employees with more than twenty-five (25) years service shall be eligible for a District match of \$325 per year.

Subd. 6. For the purpose of establishing years of service in the District: one-half year (1/2) of service for seventy (70) days or more each year; or one (1) year of service for one hundred-forty (140) days or more each year.

Subd. 7. Employees on any unpaid leave may not participate in the matching plan while on leave.

Section 2. Severance Pay:

Subd. 1. An employee is eligible to receive severance pay if he/she meets the following criteria:

- a. Has completed at least 15 years of service in the District and
- b. Is eligible to receive PERA retirement and
- c. Is retiring from employment.

Subd 2. Severance Pay shall be calculated as follows:

An employee shall be eligible for a severance payment equal to 50% of his/her accrued sick leave. Unused sick days will be calculated upon the employee's daily rate of pay upon the last day of employment.

The net severance pay shall be the amount of severance pay remaining after prior payments to the employee's 403b are deducted. The net severance pay shall not be less than zero.

Subd. 3. Employees who are laid off by the District shall receive severance pay if they meet the eligibility criteria in Subd. 1.

Subd.4. Any employee who dies prior to retirement and would be eligible to receive severance pay under this Article shall have the severance pay paid to his/her estate.

Subd.5. Employees hired after July 1, 2004 are not entitled to any of the severance options outlined in Section 2. Severance Pay.

Section 3. Payment of Health Insurance Benefits after Retirement

Subd. 1. An employee is eligible to receive a health insurance benefit after retirement if he/she meets the following criteria:

- d. Has completed at least 15 years of service in the District and
- e. Is eligible to receive PERA retirement and
- f. Is retiring from employment.

Subd. 2. Full time employees, at the time of their retirement, shall be eligible to receive an insurance benefit of \$200.00 per month to be paid towards a district health insurance policy until eligible for Medicare.

Subd. 3. Part time employees working less than 40 hours per week and/or 12 months per year), at the time of their retirement, shall be eligible to receive an insurance benefit of \$100.00 per month to be paid towards a district health insurance policy until eligible for Medicare.

ARTICLE XVI
PUBLIC OBLIGATION

The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the school district to the continuous and uninterrupted operation of the school is of paramount importance.

The exclusive representative agrees, therefore, that during the term of this contract, neither the exclusive representative nor any individual employee shall engage in any strike. For purposes of this section, the term strike shall mean concerted action in failing to report for duty, the willful absence from one's position, sympathy strike, the stoppage of work, show down, or the abstinence in whole or in part from the full, faithful and proper performance of duties of employment for the purposes of inducing, influencing, or coercing a change in the conditions or compensation or the rights, privileges, or obligations of employment. The parties agree that this article shall not be subject to the grievance or arbitration procedure but is subject to review by the courts.

ARTICLE XVII **DURATION**

Section 1. Term and Reopening Negotiations:

This Agreement shall remain in full force and effect for a period commencing on July 1, 2008 through June 30, 2010 and thereafter as provided by P.E.L.R.A. If either party desires to modify or amend this agreement commencing at its expiration, it shall give written notice of such intent pursuant to P.E.L.R.A. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this agreement.

Section 2. Effect:

This Agreement constitutes the full and complete agreement between the school district and the exclusive representative representing the Custodial/Maintenance, Food Service, Paraprofessional, and Secretarial employees. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions. Nothing in this agreement shall be construed to obligate the school district to continue or discontinue existing or past practices, or prohibit the school district from exercising all management rights and prerogatives, except insofar as this exercise would be in express violation of any term or terms of this agreement.

Section 3. Finality:

Any matters relating to the terms and conditions of employment, whether or not referred to in this agreement, shall not be open for negotiations during the term of this agreement.

Section 4.

Severability: The provisions of this agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this agreement or the application of any provision therein.

IN WITNESS WHEREOF, the parties have executed this agreement as follows:

For: Minnesota School Employees Association - Yellow Medicine East

MSEA Staff

MSEA Chief Steward

Date

Date

For: Independent School District # 2190 – Yellow Medicine East

Chair

Clerk

Date

Date

MEMORANDUM OF UNDERSTANDING

BETWEEN

INDEPENDENT SCHOOL DISTRICT # 2190

Yellow Medicine East

and

**MINNESOTA SCHOOL EMPLOYEES ASSOCIATION
Yellow Medicine East**

History and Issue:

Article VI Section 2 of this contract lists wage increases for the custodians hired during and after the 1998-99 contract year. These wages do not reflect the wage increases for custodians hired before the 1998-99 contract year.

The Minnesota School Employees Association and Independent School District 2190 have agreed to the following provision:

Custodian	08-09 Rate	09-10 Rate
Darvin Andert	16.51	17.06
Timothy Knutson	14.07	14.62
Luverne Kortgard	15.10	15.65
Pamela Loken	14.30	14.85
James Sopland – Custodial	15.00	15.55
James Sopland - Maintenance	15.54	16.09

Supervisory/Confidential Staff Contract

July 1, 2008 – June 30, 2010

Yellow Medicine East – ISD 2190
450 9th Avenue
Granite Falls, MN 56241

Supervisory/Confidential Staff Contract

July 1, 2008 – June 30, 2010

Approved by YME School Board February 11, 2008

Supervisory Employees include: Finance Officer, Superintendent's Administrative Assistant, Buildings and Grounds Supervisor, District Food Service Director

Confidential Employees include: Assistant Finance Officer/MVCC Accountant/MARSS Coordinator, Payroll Accountant and Technology Coordinator

District Group Insurance - Including Health/Hospitalization, Dental, Life, and Long-Term Disability: Employees covered under this Agreement shall be eligible to participate in the school districts insurance plans. School District's contribution towards the premiums for full-time, twelve-month employees shall be equivalent to benefits provided by the Master Agreement with the teachers. Employees working less than 2080 hours shall receive a prorated District contribution.

Sick Leave: Employees covered under this Agreement shall earn sick leave at the rate of one (1) day of sick leave for each month of service as an employee of the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year on the basis of 12 days/year cumulative to 95 days for full-time twelve-month employees. Those employees working less than full time twelve months shall receive a pro-rated accumulative maximum per days based upon 2080 hours per year equivalent to 95-day accumulative maximum. Days may also be used for the illness of an employee's child as provided Under M.S. 181.9413. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability that prevented the attendance and performance of duties on that day or days. The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due too illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised. Sick leave pay may be utilized during a period of physical disability resulting from a condition of pregnancy. The employee shall provide the District with a physician's statement certifying the dates of disability. Pursuant to M.S. 176, an employee injured on the job in the service of the School District and collecting workers compensation insurance, may draw sick leave and receive full salary from the District, salary to be reduced by an amount equal to the insurance payment and only that fraction of the days not covered by insurance will be deducted from the accrued sick leave.

Serious Illness/Bereavement Leave for Immediate Family: For absence because of serious illness or death in the immediate family, (serious illness is defined as illness requiring the attention of a physician or hospitalization), the employee shall receive a maximum of two (2) days per year (non-accumulative without loss of regular pay). If additional time is required the employee will receive a maximum of two (2) additional days per year, which will be deducted from accumulated sick leave. The immediate family shall be understood to include the employee's spouse, brother, sister, parent, guardian, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchildren and grandparents. An employee may take other personal leave for absences resulting from the death of a child. In severe hardship cases additional leave may be allowed subject to the discretion of the Superintendent of Schools.

Under Serious Illness/Bereavement Leave for Friends or Relatives the following language equivalent to that of the Master Agreement with the teachers is agreed to:

For absence because of serious illness or death of friends or relatives outside the immediate family, the staff member shall be permitted to deduct up to a maximum of two (2) days per year from accumulated sick leave without loss of pay.

Staff may, without deduction from pay or leave, attend local funerals when such absences involve only an hour or so and can be arranged for within the staff with administrative approval.

Personal Days: Each employee in the Supervisory and Confidential classification shall be provided one day of personal leave accumulative to two. After ten years of service in the Yellow Medicine East School District (or districts which YME represents), the employee shall be provided two personal days, accumulative to three. The Technology Coordinator (Karen McCoy) will not be eligible to receive personal days until she has completed her 15th year of consecutive full-time employment. After that time, she will be provided with two personal days, accumulative to three.

Holidays: The following days are considered paid holidays for all non-probationary employees. If any of these holidays fall on Sunday, the next Monday will be considered the holiday. If one of these holidays falls on Saturday the previous Friday shall be considered the holiday.

Good Friday Memorial Day 4th of July Labor Day
Thanksgiving Day Friday after Thanksgiving
Christmas Eve Day (if it falls on a Monday through Thursday)
Christmas Day New Years Day
President's Day (if certified staff are not required to work)

Weather: If the Governor of Minnesota cancels school because of extreme weather conditions, the Supervisory and Confidential employees shall not be required to work and will be paid at the normal daily rate for the day cancel led.

Vacation: Full-time twelve-month employees shall receive paid vacation as follows: Full-time twelve-month employees shall receive three weeks vacation (15 days) after completing one full year of employment and four weeks (20 days) after completing 15 consecutive years of full-time employment. The Technology Coordinator (Karen McCoy) shall continue to receive four weeks vacation (20 days).

Employees hired during the fiscal year and having less than a full year of non-probationary service will be granted one day of paid vacation per month of employment not to exceed ten (10) working days but may not use this entitlement until after the 30th of June following their employment.

Part-time employees working twelve months will have vacation prorated based on 2080 hours.

Staff employed prior to July 1, 1995 currently earning twenty-one (21) shall continue to earn twenty-one (21) days.

Employees working less than twelve months shall receive five days during the year to be taken as scheduled with their immediate supervisor.

Employees covered under this Agreement may accumulate and carry over up to twenty days vacation leave into the next school year. Employees terminating their services will be paid for all unused earned vacation time including pro-rated vacation days earned during the year of termination.

Wages: Each employee will individually negotiate with the District.

Overtime Pay: Hourly employees will only be paid time and a half when their hours of physical work total more than 40 hours per week and are approved by their immediate supervisor. Holidays, sick leave, vacation days or other leave days do not count toward the 40 hours for overtime pay considerations. For purposes of determining the workweek, the week will begin with Sunday and end with the following Saturday. Salaried employees will receive no overtime pay except for buildings and grounds site supervisors and food service site supervisors shall receive additional time for working non-school events outside of the regularly scheduled workweek. This stipulation would only apply to costs that are billed to an outside organization or group or a school group or organization using the event as a fund-raising activity, and revenues are received to offset the wage and/or operational costs. For those events they will be paid an hourly amount equivalent to \$15.00 per hour for buildings and grounds site supervisor and \$13.00 per hour for food service site supervisors. The buildings and grounds site supervisor may also be paid for weekend checks and hours worked filling in for custodial staff outside of his/her regular hours at \$15.00 per hour.

Comp Time: The Technology Coordinator may accrue and use comp time with the approval of the Superintendent. A monthly log of accrued and used compensation time shall be submitted to the payroll clerk at the end of each pay period.

403b Employer Match: All Supervisory and Confidential employees shall be eligible (based on the extent of employment or proportion of time within the Supervisory and Confidential status) for participation in the Yellow Medicine East School District 403b Employer Match Retirement Plan according to the terms as outlined in the Master Agreement between the district and teacher's association.

Payment of Health Insurance Benefits after Retirement: All Supervisory and Confidential employees shall be eligible (based on the extent of employment or proportion of time within the Supervisory and Confidential status) for participation in the Yellow Medicine East School District Healthy Insurance Benefits after Retirement Plan according to the terms as outlined in the Master Agreement between the district and teacher's association.

Supervisory/Confidential

*A 3.8% increase is approved for 08-09

*A 3.7% increase is approved for 09-10

LeeAnn Boushek: 08-09 \$58,742.91 (includes a \$1200.00 adjustment)
 09-10 \$60,916.40
07-08 Salary was \$55,436.33

Tara Miller 08-09 \$20.78
 09-10 \$21.55
07-08 Salary was \$20.02 per hour

Denise Streich 08-09 \$18.67 (includes a \$.09 adjustment)
 09-10 \$19.36
07-08 Salary was \$17.90 per hour

Terri Peterson 08-09 \$43,230.82
 09-10 \$44,830.36
07-08 Salary was \$41,648.19

Karen McCoy 08-09 \$52,565.66
 09-10 \$54,510.59
07-08 Salary was \$50,641.29

Francis Staab 08-09 \$53,404.92
 09-10 \$55,380.91
07-08 Salary was \$51,449.83

Mary Ditterich 08-09 \$30,771.11
 09-10 \$31,909.64
07-08 Salary was \$29,644.61



Yellow Medicine East 2008-2009 School Calendar

The school day will begin at **8:30** am & end at **3:09** pm



July 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2008						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2008						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2008						
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November 2008						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2008						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 25-28 Inservice Days

September 2 First Day of School

September 15-19 Homecoming Week

September 22 Late Start

October 14 Early Out

October 15 Inservice Day

October 16 & 17 EM Break

October 31 End of 1st Quarter – 41 Days

November 3 Late Start

November 26 Inservice Day

November 27 & 28 Thanksgiving Break

Dec. 24 – Jan. 2 Christmas Break

January 16 End of 2nd Quarter – 44 Days

January 19 Inservice Day

January 20 Late Start

February 11 Early Out

February 12 Inservice Day

February 13 Comp Day – No School

February 16 Presidents Day

March 20 Early Out

March 27 End of 3rd Quarter – 46 Days

April 8 Early Out

April 9 Inservice Day

April 10-13 Easter Break

May 1 Early Out

May 2 Prom

May 25 Memorial Day

May 28 End of 4th Quarter – 40 Days

May 29 Early Out

Inservice Day

Graduation

June 1 Inservice Day

171 Student Contact Days

- First/Last Day of School
- Inservice Day
- Vacation Day
- Early Out
- Late Start
- Comp Day
- X End of Quarter

January 2009						
S	M	T	W	T	F	S
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February 2009						
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March 2009						
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29	30	31				

April 2009						
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May 2009						
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24	25	26	27	28	29	30
31						

June 2009						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JAN 16 2008

Pamela K. Jensen
25080 140th St.
Lamberton, MN 56152
507-752-7863

Yellow Medicine East School District #2190
450 9th Avenue
Granite Falls, MN 56241

January 14, 2008

Members of the School Board,
I am writing to request that the Leave of Absence that I have been granted by the Yellow Medicine East School Board be continued for the 2008-2009 school year. I understand that it will be the fourth year that has been taken so far. I am currently working as a Site Supervisor for the Minnesota Historical Society at the Lower Sioux Agency and Jeffers Petroglyphs Historic Sites.

Thank you for your cooperation.

Sincerely,

Pamela K. Jensen

Pamela K. Jensen

*For Feb
Bd.
Agenda
Correspondence*

JAN 24 2008

January 21, 2008

Dear Yellow Medicine East School Board:

I would like to inform the #2190 school district board members of my intent to return to an elementary teaching position, beginning with the fall school year term of 2008-2009. This is within my legal rights under Minnesota Statutes 122A.46 Extended Leaves of Absence, subdivision 3 Reinstatement.

It is my understanding that I have the legal right to be reinstated on the seniority list where I left one year ago. After trying a non-teaching position this past year, I realized that I still have a strong desire to teach children in a classroom setting.

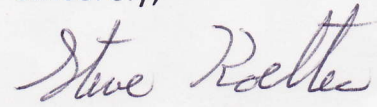
If there are any further letters of intent or forms to sign, please notify me of the necessary steps that I need to take. Thank you for allowing me the opportunity to try another position, it helped me realize how much I love and respect the teaching profession. You will be getting a dedicated teacher that knows how to get the most out of each student that I have contact with.

I can be reached through the following methods:

Phone: (320)669-7261 – Home (320)669-1995 – Work

Address: 1612 9th Street Clarkfield, MN 56223

Sincerely,



Steven L. Koetter

Upcoming Events and Activities

Event	Date	Location	Time
Early Out	February 13, 2008	District	1:11 PM
Inservice Day - No School	February 14, 2008	District	
President's Day - No School	February 18, 2008	District	
Special Board Meeting	February 26, 2008	YME Board Room	7:00 PM
Board Meeting	March 10, 2008	YME Board Room	7:00 PM