

**YELLOW MEDICINE EAST ISD 2190
REGULAR BOARD MEETING
MARCH 10, 2008 @ 7:00 PM
LOCATION: YME HIGH SCHOOL BOARD ROOM**

AGENDA

1. **Call to Order** 3
2. **Approval of Agenda**
3. **Approval of February 26, 2008 Minutes** 5
4. **Opportunity for Citizens to Speak**
5. **Reports**
 - A. Special Reports
 1. Spring Play Report - K. Velde
 2. Read 180 Program - H. Anderson & B. Berg
 - B. Principal, Curriculum & Staff Development Reports
 1. Elementary Report - Stacy Hinz 6
 2. High School Report - Karen Norell
 3. Curriculum & Staff Development Report - Darcy Josephson 18
 - C. Finance Reports
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 4. Food Service Report 35
 - D. Board & Committee Reports
 1. Negotiations Committee
 2. Synopsis of Meeting at H.A. Hagg Elementary
6. **Policy Updates**
 - A. Second Reading & Adoption - Policy 425 - Staff Development 36
 - B. Second Reading & Adoption - Policy 614 - School District Testing Plan & Procedure 43
 - C. Second Reading & Adoption - Policy 620 - Credit For Learning 51
7. **Personnel Items**
8. **Action Items**
 - A. Acceptance of Board Member Resignation
 - B. Discussion/Approval of Board Member Replacement Selection Process

C.	Approval of November 2008 School Board Election Timeline	57
D.	Change of Special Board Meeting Date to March 27	
E.	Approval to Initiate a Public Relations Committee for the District	
F.	Approval to Hire Schroeder Communications of Delano, MN for Initial Public Relations Committee Meeting(s)	58
G.	Approval of Non-Non Contract for 08-09 & 09-10	64
H.	Approval of SW/WC Service Cooperative Contracts for FY09	
I.	Superintendent Search Timeline	65
9.	Consent Items	
10.	Discussion Items	
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12.	Upcoming Events & Activities	67
13.	Adjourn	

YELLOW MEDICINE EAST PUBLIC SCHOOLS

Independent School District 2190

To: Members of the YME School Board
From: Denise Streich
Date: March 7, 2008
RE: March 10th Agenda Details

Enclosed are the agenda, agenda notes and supporting exhibits for the March 10th Board meeting. Please let me 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. Spring Play Report – Kathy Velde

Kathy Velde will be in attendance to inform the Board on the spring play.

5.A.2. Read 180 Program – H. Anderson & B. Berg

Heather Anderson and Barb Berg will be in attendance to discuss the Read 180 program.

5.B. Principal and Curriculum/Staff Development Reports

It is expected that the principals and staff development coordinator will be in attendance to give their reports.

5.D.1. Negotiation Committee

The Board negotiators met on Friday, February 29th to discuss the contract for the non-non staff. An agreement was made and the proposal is attached for your review.

5.D.2. Synopsis of Meeting at H.A. Hagg Elementary

An informational meeting was held at the H.A. Hagg site on Monday, March 3 with parents of children currently enrolled at Hagg, staff and community members. The purpose of this meeting was to discuss the school site changes, programming changes and to alleviate any concerns. Mr. Orcutt, Board members Volstad and Fischer were in attendance and may have additional information to share.

The second reading and adoption of the following three policies listed are being recommended for approval.

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 second reading and adoption 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 second reading and adoption 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 second reading and adoption of Policy 620 – Credit for Learning.*

8.A. Acceptance of Board Member Resignation

As you are aware, Board member Busack has submitted her resignation effective immediately. *Recommend acceptance of the resignation of Board member Kathy Busack.*

8.B Discussion/Approval of Board Member Replacement Selection Process

When a seat on the Board becomes vacant, the Board appoints a new member to the Board until such time an election is to be held. *Discussion and approval of the selection process to use to fill the vacancy should occur.*

8.C. Approval of November 2008 School Board Election Timeline

The timeline for the November School Board election is included for your review. *Recommend approval of the November 2008 School Board Election Timeline.*

8.D. Change of Special Board Meeting Date to March 27, 2008

Mr. Orcutt will be out of the District on March 25, the date chosen to schedule a second meeting for March. *Recommend moving the March special Board meeting from Tuesday, March 25 to Thursday, March 27.*

8.E. Approval to Initiate a Public Relations Committee for the District

Mr. Orcutt will have more information for you at the meeting on Monday.

8.F. Approval to Hire Schroeder Communications for Initial Public Relations Committee Meeting(s)

Mr. Orcutt will have more information for you at the meeting on Monday.

8.G. Approval of Non-Non Contract for 2008-2009 & 2009-2010

A copy of the 2008-2009 & 2009-2010 contract for the non-non staff is attached. *Recommend approval of the non-non contract for 2008-2009 & 2009-2010.*

8.H. Approval of SW/WC Service Cooperative Contracts

The Service Contracts with the Southwest/West Central Service Cooperative are up for renewal for the 2008-2009 school year. The contracts include the Service Cooperative Membership Dues, Cooperative Purchasing and Special Education Regional Low Incidence Projects. These are the three contracts we have had renewed on an annual basis for a number of years. The total cost of the first two contracts is \$1,805.30 (\$1,655.30 in dues and \$150.00 for cooperative purchasing). The Special Education Regional Low Incidence Projects is reimbursed through state aids and does not require any additional local support of costs. *Recommend approval of the Service Cooperative Membership Dues, Cooperative Purchasing and Special Education Regional Low Incidence Projects contracts with the SW/WC Service Cooperative Center for the 2008-2009 school year.*

**YELLOW MEDICINE EAST ISD #2190
SPECIAL SCHOOL BOARD MEETING MINUTES
FEBRUARY 26, 2008 – 7:00 P.M.
YME BOARD ROOM**

Board Members Present: Kathy Busack, Cheryl Eckhardt, Chad Fischer, Warren Formo, Elmo Volstad, Art Rillo

Board Members Absent: Rich Jepson

Community / Staff Members Present: Nadine Albertson , Kathy Anderson, LeeAnn Boushek, Deb Gau, Mary Grey, Mark Henderson, Stacy Hinz, Darcy Josephson, Dick Kollen, Peggy Kvam, Amanda Macziewski, Karen Norell, Brian Olson, Kelly Olson, Dick Orcutt, Mary Quick, Linda Richter, Danae Rupp, Rita Strand, Denise Streich, Kathy Velde

The meeting was called to order by Chairman Volstad.

Chairman Volstad called for a moment of silence to reflect on the recent tragedy in the Lakeview school district.

Chairman Vosltad approved the agenda for the evening with the addition of one discussion item.

Chairman Volstad approved the minutes from the February 11, 2008 meeting.

The opportunity for citizens to speak received no response.

Motion by Busack, second by Eckhardt and carried to authorize a leave of absence request for Kerri Shackelford.

Extensive discussion was had regarding the future of the the H.A. Hagg site.

Motion by Formo, second by Busack and carried, with Eckhardt opposed, to close the H.A. Hagg site for educational purposes at the close of the 2007-2008 school year.

Motion by Eckhardt, second by Fischer and carried to hold a meeting in Clarkfield with those impacted by the H.A. Hagg site closure on Monday, March 3, 2008 at 6:00 pm in the cafeteria.

Discussion items included tentative budget reductions for the 2008-2009 school year and how to proceed with the superintendent search.

Motion by Formo, second by Fischer and carried to schedule special Board meetings on March 25, 2008 & April 22, 2008.

Correspondence included an article from the MSBA Journal on developing a superintendent evaluation.

A presentation entitled “Did You Know?” was presented to the Board.

The meeting was adjourned by Chairman Volstad.

Upcoming Events & Activities:

Event	Date	Location	Time
Community Meeting	March 3, 2008	H.A Hagg Cafeteria	6:00 pm
School Board Meeting	March 10, 2008	YME Board Room	7:00 pm
Special School Board Meeting	March 25, 2008	YME Board Room	7:00 pm
School Board Meeting	April 10, 2008	YME Board Room	7:00 pm
Special School Board Meeting	April 22, 2008	YME Board Room	7:00 pm

Essential Conditions

- Joy and confidence
- Focus on meaning, comprehension & relevance
- High level of teacher knowledge
- High expectations for all students



Regie Routman

- Teacher and Author
- Seattle, WA
- Author - Writing Essentials and Reading Essentials
- Kid's Poems
- Reading to Understand
- Writing for audience/purpose
- Reading/Writing Connections



Characteristics of High Performing Schools

- Ongoing professional conversations
- Massive amounts of reading and writing real texts with little time on “stuff”
- Interconnectedness of reading and writing across the curriculum
- Focus on the big picture of purposeful learning with skills embedded in meaningful contexts
- Constant assessment *for* learning
- Strong leadership
- Continuing coaching, collaboration, collegiality
- High expectations for all students
- Ongoing demonstrations for learning
- Interactive, responsive teaching styles that promote higher level questions and thoughtful conversations
- School wide common goals



FOCUS ON STUDENTS

- How self-directed are the students?
- Do they self-monitor, self-direct, self-evaluate?
- Do they know how and when to seek help?



FOCUS ON STUDENTS

- Do students know and understand the expectations for the task?
- Are the tasks relevant, meaningful, and appropriate?
- Are the expectations high enough?

FOCUS ON STUDENTS

- Can they tell you why they are doing what they are doing?
- Do they understand and value purpose and audience?

FOCUS ON STUDENTS

- Is the focus on high level comprehension and strategies that promote deep thinking?
- How much time is spent at the “skills in isolation” level?
- Can they apply learning to new contexts?

FOCUS ON STUDENTS

- Are they engaged in learning?
- What do you notice about pacing, interest, time management, organization, dedication to the task?

FOCUS ON STUDENTS

- Are they assuming responsibility for the task?
- Who is doing most of the work?
- Do they have the necessary tools, strategies, and understanding to do the work?

FOCUS ON STUDENTS

- Are there lost of opportunities for meaningful talk and interaction?
- Is there partner work and small group work as well as whole class and independent work?

FOCUS ON STUDENTS

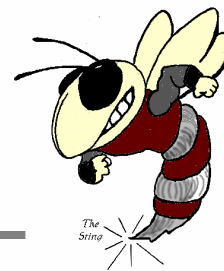
- Are they taking pride in their work?
- Is their content, revision, handwriting, spelling, punctuation, and grammar excellent?

Poetry Thoughts - Regie Routman

- Poetry is great for kids that “don’t like” writing - start here
- It takes away grammar & punctuation
- Levels the playing field - all kids can shine in poetry workshop
- Poetry can change the status of a child in the classroom

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: March 7, 2008

Staff Development

- March 19th Melissa Larson will be presenting information to all of the certified staff on the ESL (English as a Second Language) program. We will continue with our book study of On Common Ground.
- March 19th Jill Rohman from the Southwest/West Central Service Cooperative will be presenting to all of the paraprofessionals in the district about the newly created disability awareness training tool kit.
- March 20th 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. (These activities are a continuation of the February staff development activities.) Several activities will be conducted in the afternoon.
- The elementary will be continuing with their Literacy Collaborative training during the March 20th staff development day.

Student Management Systems

- The decision has been made to continue using JMC as the student management system for the 2008-2009 school year.

Assessments

- The TEAE (Test of Emerging Academic English) and MN-SOLOM (Minnesota Student Oral Language Observation Matrix) assessments will be given in March.
- The testing window for the MTAS (Minnesota Test of Academic Skills) begins at the end of the month.

YME HIGH SCHOOL
Karen Norell, Principal
450 9th Avenue
Granite Falls, MN 56241
Phone: 320-564-4083
Fax: 320-564-4782

BERT RANEY ELEMENTARY
Stacy Hinz, Principal
555 7th Avenue
Granite Falls, MN 56241
Phone: 320-564-4082
Fax: 320-564-4427

H.A. HAGG ELEMENTARY
Stacy Hinz, Principal
1204 11th Avenue
Clarkfield, MN 56223
Phone: 320-669-4424
Fax: 320-669-4828

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
8801	ADVOCATE TRIBUNE	03/10/2008	1	LEGALS	0	875.20	2,047.85
01 E 005 010 000 000 380				BOARD OF EDUCATION//PRINTING/ADVERTISING/		875.20	
			2	SCHOOL NEWS	0	992.65	
01 E 005 130 000 333 380				COMMUNITY RELATIONS-SCHOOL NEW/PARENTAL INVOLVEMENT/PRI		992.65	
			3	EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/	0	70.00	
01 E 300 298 000 000 899						70.00	
			4	COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PRINTIN	0	110.00	
04 E 500 505 000 321 380						110.00	
8802	AMERICAN WELDING SUPPLIES	03/10/2008	1		0	398.28	398.28
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		398.28	
8803	ANDERSON, JEAN	03/10/2008	1		0	86.61	86.61
01 E 300 240 000 000 430				HEALTH/PHY ED/RECREATION//SUPPLIES/		86.61	
8804	APPERT FOODS	03/10/2008	1		0	4,966.08	4,966.08
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		4,092.30	
02 E 005 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK/		33.18	
02 E 005 770 000 705 401				FOOD SERVICES/BREAKFAST/GENERAL SUPPLIES/		180.28	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		660.32	
8805	APPLE COMPUTER, INC.	03/10/2008	9273633315		337	102.60	102.60
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		102.60	
8806	BARNES & NOBLE COLLEGE BOOKSEL	03/10/2008	16880		0	1,218.50	1,218.50
01 E 300 200 000 000 433				POST SECONDARY OPTIONS ENROLL//INDIVIDUAL INST SUPPLIES		1,218.50	
8807	Vendor Continued Void	03/10/2008					0.00
8808	Vendor Continued Void	03/10/2008					0.00
8809	Vendor Continued Void	03/10/2008					0.00
8810	BENNETT & BENNETT INC.	03/10/2008	1	BRE FIELD TRIPS	0	566.92	83,990.87
01 E 100 203 000 733 361				ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/BU		566.92	
			10	WRESTLING	0	959.78	
01 E 300 294 221 733 361				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTRA		959.78	
			11	REG. ROUTES	0	52,931.39	
01 E 005 760 000 720 361				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CON		52,931.39	
			12	FUEL CHARGE	0	9,017.64	
01 E 005 760 000 720 361				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CON		9,017.64	
			13	CLKFD. SHUTTLE	0	1,753.92	
01 E 005 760 000 720 361				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CON		1,753.92	
			14	OUT OF DISTRICT	0	3,265.92	
01 E 005 760 000 713 361				PUPIL TRANSPORTATION/OPEN ENROLLMENT/BUS CONTRACT (XWK		3,265.92	
			15	ATHLETIC SHUTTLE	0	69.12	
01 E 005 760 000 717 361				PUPIL TRANSPORTATION/LATE ACTIVITY BUS/BUS CONTRACT (XW		69.12	
			16	SPECIAL NEEDS	0	8,526.55	
01 E 005 760 000 723 361				PUPIL TRANSPORTATION/HANDICAPPED/BUS CONTRACT (XWK TO 3		8,526.55	
			17	COMM. ED	0	316.38	
04 E 500 505 000 733 361				COMMUNITY EDUCATION GENERAL/TRANSPORTATION/NON-AUTHORIZ		316.38	
			18	READY SET LEARN	0	348.45	
04 E 500 582 000 344 361				LEARNING READINESS/LEARNING READINESS/BUS CONTRACT (XWK		348.45	
			19	BOWLING	0	1,358.94	
01 E 005 760 000 725 361				PUPIL TRANSPORTATION/BETWEEN SCHOOLS/BUS CONTRACT (XWK		1,358.94	
			2	HAGG FIELD TRIPS	0	122.89	
01 E 150 203 000 733 361				ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/BU		122.89	
			20	5TH GRADE BAND	0	114.84	

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01 E 005 760 000 725 361				PUPIL TRANSPORTATION/BETWEEN SCHOOLS/BUS CONTRACT (XWK		114.84	
			21	BAND RENT	0	30.00	
01 E 300 258 233 000 370				MUSIC//RENTALS AND LEASES/INSTRUMENTAL MUSIC		30.00	
			23	AFTER SCHOOL	0	91.80	
01 E 005 760 000 717 361				PUPIL TRANSPORTATION/LATE ACTIVITY BUS/BUS CONTRACT (XW		91.80	
			3	SH/JH FIELD TRIPS	0	458.33	
01 E 300 211 000 733 361				SECONDARY EDUCATION GENERAL/TRANSPORTATION/NON-AUTHORIZ		458.33	
			4	TAG	0	429.86	
01 E 300 218 000 733 361				GIFTED & TALENTED/TRANSPORTATION/NON-AUTHORIZED/BUS CON		429.86	
			5	MATH LEAGUE	0	69.32	
01 E 300 298 240 733 361				EXTRACURRICULAR ACTIVITIES/TRANSPORTATION/NON-AUTHORIZE		69.32	
			6	SPEECH	0	942.61	
01 E 300 298 236 733 361				EXTRACURRICULAR ACTIVITIES/TRANSPORTATION/NON-AUTHORIZE		942.61	
			7	DANCELINE	0	661.45	
01 E 300 296 228 733 361				GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTR		661.45	
			8	BOYS BB	0	1,441.07	
01 E 300 294 213 733 361				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTRA		1,441.07	
			9	GBB	0	513.69	
01 E 300 296 213 733 361				GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTR		513.69	
8811 BERNICK'S PEPSI-COLA		03/10/2008	1	ELEM ST. COUNCIL	0	91.80	129.80
01 L 230 39				GENERAL FUND/DEFERRED REVENUE/BERT RANEY JUICE MACHNINE		91.80	
			2		0	38.00	
01 L 230 43				GENERAL FUND/DEFERRED REVENUE/SR HIGH PROJECTS		38.00	
8812 BEST BUSINESS PRODUCTS		03/10/2008	876983		0	57.23	57.23
04 E 500 590 000 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		57.23	
8813 BOOTLEGGERS SUPPER CLUB		03/10/2008	1	MRVED COMM. SERV.	0	384.92	384.92
04 E 500 505 000 321 450				MEALS		384.92	
				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		384.92	
8814 BRAIN POP		03/10/2008	24184		324	175.00	175.00
01 E 100 203 405 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/5TH GRADE		175.00	
8815 BRENNAN INDUSTRIES		03/10/2008	INV 47287	ARCHERY	0	215.00	215.00
01 E 300 240 000 000 430				HEALTH/PHY ED/RECREATION//SUPPLIES/		215.00	
8816 BRUFLAT PLUMBING & HEATING INC		03/10/2008	3809		0	268.81	478.68
01 E 025 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		268.81	
			3933	SINK	0	209.87	
01 E 005 850 000 302 522				FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/		209.87	
8817 KATHY BUSACK		03/10/2008	1	MILEAGE	0	163.07	163.07
01 E 005 010 000 000 366				BOARD OF EDUCATION//TRAVEL-SCHOOL BUSINESS/		163.07	
8818 Vendor Continued Void		03/10/2008					0.00
8819 CAPITAL ONE, F.S.B.		03/10/2008	10	COUNTRY INN & SUITES	0	97.56	3,711.67
01 E 100 216 000 401 366				TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/		97.56	
			12-15	RENAISSANCE HOTELS	0	2,598.48	
01 E 100 216 000 401 366				TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/		2,598.48	
			16-17	HILTON HOTELS	0	494.20	
01 E 300 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		494.20	
			18	AMAZON.COM	0	96.90	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 200 420 000 419 433				SPECIAL EDUCATIONAL GENERAL/94-142 FEDERAL/INDIVIDUAL I		96.90	
			4	COUNTRY INN & SUITES	0	97.56	
01 E 100 216 000 401 366				TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/		97.56	
			5	AMAZON.COM	0	96.00	
01 L 230 43				GENERAL FUND/DEFERRED REVENUE/SR HIGH PROJECTS		96.00	
			6	NORCASTCO	0	158.62	
01 E 300 298 236 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN		158.62	
			7	AUDIBLE	0	15.37	
01 E 300 220 000 000 430				ENGLISH//SUPPLIES/		15.37	
			8	SHORT PAY	0	45.74	
01 E 005 110 000 000 899				ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE/		45.74	
			9	UPS	0	11.24	
01 E 300 211 000 000 329				SECONDARY EDUCATION GENERAL//POSTAGE AND EXPRESS/		11.24	
8820 CARL'S BAKERY		03/10/2008	1	ONE ACT PLAY	0	29.64	123.91
01 E 300 298 236 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN		29.64	
			10		0	44.42	
02 E 025 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		44.42	
			2		0	11.85	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		11.85	
			3		0	38.00	
01 E 100 203 362 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/ELEM SNAC		38.00	
8821 CARLSON AND STEWART REFRIG.		03/10/2008	53495		0	281.63	281.63
02 E 025 770 000 701 350				FOOD SERVICES/SCHOOL LUNCH/REPAIRS AND MAINTENANCE SVCS		281.63	
			8822 CASEY'S		340	53.71	53.71
01 E 005 790 722 000 401		03/10/2008	350785	OTHER PUPIL SUPPORT SERVICES//GENERAL SUPPLIES/SHARE LI		53.71	
			8823 CDW GOVERNMENT, INC.		86	425.16	723.66
01 E 200 612 000 302 555		03/10/2008	JJR0627	TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/		425.16	
			JKT7139		0	45.96	
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/		45.96	
			JKT7139-		0	192.04	
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		192.04	
			jkw9523		87	60.50	
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/		60.50	
8824 CENEX CREDIT CARD		03/10/2008	1		0	1,487.41	1,487.41
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		1,487.41	
			8825 CITY OF GRANITE FALLS		0	3,156.96	13,032.77
01 E 005 810 183 000 330		03/10/2008	1	SWR/WTR		3,156.96	
				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		3,156.96	
			2	ELEC	0	9,778.90	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		9,778.90	
			3	GARAGE	0	83.63	
01 E 005 810 191 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/OUTSIDE MA		83.63	
			4	CARPENTRY	0	13.28	
01 E 300 361 000 830 330				CARPENTRY (HOUSE)/VOCATIONAL PROGRAMS/UTILITY SERVICES/		13.28	
8826 CLASSROOM DIRECT/REPRINT		03/10/2008	206700066350		336	28.91	276.15
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		28.91	
			206700075213		316	247.24	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 100 620 000 000 480				EDUCATIONAL MEDIA/LIBRARY//AUDIO-VISUAL AIDS/		247.24	
8827 COUNTRYSIDE PUBLIC HEALTH		03/10/2008	1	HEP B	0	150.00	343.58
01 E 005 860 000 352 305				HEALTH & SAFETY EQUIP/ENVIRONMENTAL HLTH & SAFETY/PROFE		150.00	
			5506		0	193.58	
02 E 005 770 000 701 350				FOOD SERVICES/SCHOOL LUNCH/REPAIRS AND MAINTENANCE SVCS		193.58	
8828 CULLIGAN		03/10/2008	1		0	32.75	32.75
01 E 025 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		32.75	
8829 DAVE'S ELECTRIC CO		03/10/2008	80154		0	87.75	164.50
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		87.75	
			80525		0	52.75	
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		52.75	
			80640		0	24.00	
01 L 230 12				GENERAL FUND/DEFERRED REVENUE/CLARKFIELD TEACHERS		24.00	
8830 DAYS INN OF ST. PAUL		03/10/2008	1	STATE DANCELINE	0	1,147.28	1,147.28
01 E 300 296 228 000 898				GIRLS ATHLETICS//STATE EXPENSE/DANCELINE		1,147.28	
8831 DEAN FOODS NORTH CENTRAL, INC.		03/10/2008	1		0	490.22	3,506.75
02 E 025 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK/		193.81	
02 E 025 770 000 705 495				FOOD SERVICES/BREAKFAST/MILK/		94.09	
02 E 025 770 000 707 495				FOOD SERVICES/ALA CARTE/OTHER/MILK/		202.32	
			10		0	3,016.53	
02 E 005 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK/		2,324.13	
02 E 005 770 000 705 495				FOOD SERVICES/BREAKFAST/MILK/		557.75	
02 E 005 770 000 707 495				FOOD SERVICES/ALA CARTE/OTHER/MILK/		134.65	
8832 DIAMOND VOGEL PAINT		03/10/2008	821037724		0	418.22	418.22
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		418.22	
8833 DU-MART		03/10/2008	461965		0	30.94	34.66
01 E 300 211 000 000 899				SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/		30.94	
			461986		0	3.72	
01 E 300 250 000 000 433				HOME ECONOMICS//INDIVIDUAL INST SUPPLIES/		3.72	
8834 Vendor Continued Void		03/10/2008					0.00
8835 ECONOMART		03/10/2008	1		0	345.01	1,545.82
01 E 100 203 362 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/ELEM SNAC		345.01	
			10		0	17.45	
01 E 300 331 000 830 433				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/INDIVIDUAL INST		17.45	
			10058		0	54.00	
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		54.00	
			10120 30016 20045		0	54.96	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		54.96	
			10121		0	8.89	
01 E 005 790 722 000 401				OTHER PUPIL SUPPORT SERVICES//GENERAL SUPPLIES/SHARE LI		8.89	
			10324		0	69.54	
01 E 300 240 000 000 430				HEALTH/PHY ED/RECREATION//SUPPLIES/		69.54	
			2		0	31.15	
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		31.15	
			3	PS SCREENING	0	20.32	
04 E 500 583 000 354 401				PRE-SCHOOL SCREENING/EARLY CHILDHOOD SCREENING/GENERAL		20.32	
			4		0	49.97	
01 E 300 296 213 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/BASKETBALL		49.97	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 L	230 43		5	9TH GRADE RETREAT	0	26.90	
				GENERAL FUND/DEFERRED REVENUE/SR HIGH PROJECTS		26.90	
01 E	300 331 000 830 433		6	VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/INDIVIDUAL INST	0	852.56	
						852.56	
01 E	100 203 405 000 899		8	ELEMENTARY GENERAL ED./MISCELLANEOUS EXPENSE/5TH GRADE	0	15.07	
						15.07	
8836	EPA AUDIO VISUAL	03/10/2008	60023019		0	610.05	610.05
01 E	300 211 000 000 430			SECONDARY EDUCATION GENERAL//SUPPLIES/		610.05	
8837	FAMILY FOODS	03/10/2008	1	WRESTLING	0	125.72	130.60
01 E	300 294 221 000 401			BOYS ATHLETICS//GENERAL SUPPLIES/WRESTLING		125.72	
02 E	025 770 000 701 490		10	FOOD SERVICES/SCHOOL LUNCH/FOOD/	0	4.88	
						4.88	
8838	FARMERS UNION OIL CO.	03/10/2008	1		0	212.75	212.75
01 E	005 810 191 000 410			OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		176.00	
01 E	300 361 000 830 433			CARPENTRY (HOUSE)/VOCATIONAL PROGRAMS/INDIVIDUAL INST S		36.75	
8839	FRESHWATER EDUCATION DISTRICT	03/10/2008	7470		0	369.43	369.43
01 E	998 211 000 000 390			SECONDARY EDUCATION GENERAL//TUITION TO OTH MN SCH DIST		369.43	
8840	FRONTIER TELEPHONE	03/10/2008	1		0	337.50	337.50
01 E	025 810 000 000 320			OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		337.50	
8841	GOPHER SPORT	03/10/2008	7537707		0	145.91	145.91
01 E	300 292 000 000 899			BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/		145.91	
8842	GRANITE FALLS AUTO PARTS	03/10/2008	1		0	52.62	52.62
01 E	005 810 191 000 410			OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		52.62	
8843	GRANITE FLORAL & GREENHOUSE	03/10/2008	73655		0	42.00	67.00
01 E	300 296 213 000 401			GIRLS ATHLETICS//GENERAL SUPPLIES/BASKETBALL		42.00	
01 E	300 294 213 000 401		74191	BOYS ATHLETICS//GENERAL SUPPLIES/BASKETBALL	0	25.00	
						25.00	
8844	GREAT PLAINS NATURAL GAS CO	03/10/2008	1		0	12,060.37	30,728.32
01 E	025 810 000 000 440			OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		12,060.37	
01 E	005 810 000 000 440		10	OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/	0	18,667.95	
						18,667.95	
8845	GREAT PLAINS SPORTS	03/10/2008	315641		0	535.75	1,395.75
01 E	300 294 227 000 401			BOYS ATHLETICS//GENERAL SUPPLIES/UNIFORMS		535.75	
01 E	300 294 211 000 401		316363	HELMET RECON.	0	860.00	
				BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL		860.00	
8846	GUSTAFSON, KAREN	03/10/2008	1		0	56.39	56.39
01 E	300 218 000 388 366			GIFTED & TALENTED/TAG (06)/TRAVEL-SCHOOL BUSINESS/		56.39	
8847	HDL	03/10/2008	01687028		0	274.16	351.64
01 E	300 255 000 000 450			INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE/		274.16	
01 E	300 255 000 000 450		1679899	INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE/	309	77.48	
						77.48	
8848	HENDERSON, ROBIN	03/10/2008	1		0	142.63	374.68
01 E	100 203 399 000 401			ELEMENTARY GENERAL ED./GENERAL SUPPLIES/INTERGENERATIO		142.63	
01 E	005 790 722 000 366		2	SHARE	0	64.80	
				OTHER PUPIL SUPPORT SERVICES//TRAVEL-SCHOOL BUSINESS/SH		64.80	
01 E	100 790 308 799 401		3	AFS	0	167.25	
				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		167.25	

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8849	HEWLETT- PACKARD CO. 01 E 300 211 000 302 530	03/10/2008	43828121	PERKINS \$ SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/EQUIPMENT PU	0	1,903.00 1,903.00	1,903.00
8850	HILLYARD/HUTCHINSON 01 E 005 810 000 000 410	03/10/2008	2404791	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/ 2419040 OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	2,627.47 2,627.47 1,671.23 1,671.23	4,298.70
8851	HINZ, STACY 01 E 100 216 000 401 366	03/10/2008	1	READING RECOVERY TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/ 10 CURRICULUM CONSULTANT & DEVLOP/STAFF DEV. 25% DIST. WID	0	497.81 497.81 76.00 76.00	573.81
8852	HOLUM, DIANE 01 E 100 203 113 317 366	03/10/2008	1	12/11 HOTEL EXP. ELEMENTARY GENERAL ED./COMPENSATORY/TRAVEL-SCHOOL BUSIN	0	101.27 101.27	101.27
8853	HOMWOOD SUITES 01 E 100 204 000 414 366	03/10/2008	33424	LINDEN TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINES	0	276.69 276.69	276.69
8854	IKON FINANCIAL SERVICES 01 E 300 620 000 302 580	03/10/2008	1	EDUCATIONAL MEDIA/LIBRARY/CAPITAL OUTLAY/CAPITAL LEASE 2 SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS 3 ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI 4 ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI 5 SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/CAPITAL LEASE PR	0	175.00 175.00 274.00 274.00 274.00 274.00 255.00 255.00	1,252.00
8855	IKON FINANCIAL SERVICES 01 E 300 211 000 000 370	03/10/2008	10	RIP FOR COPIER SECONDARY EDUCATION GENERAL//RENTALS AND LEASES/	0	564.00 564.00	564.00
8856	IKON OFFICE SOLUTIONS 01 E 300 211 000 000 430	03/10/2008	1011274142	SECONDARY EDUCATION GENERAL//SUPPLIES/ 414102681 COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL	0	316.80 316.80 43.95 43.95	360.75
8857	INNOVATIVE OFFICE SOLUTIONS, L 01 E 100 203 000 000 899	03/10/2008	W04037237-1	ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/ WO-4030986-1 ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/	0 335	57.52 57.52 23.98 23.98	81.50
8858	ISCORP 01 E 005 110 000 000 350	03/10/2008	0633869	ACCOUNTING OFFICE//REPAIRS AND MAINTENANCE SVCS/	0	195.50 195.50	195.50
8859	JEFFREY IVERSON 01 E 300 640 000 306 367	03/10/2008	1	STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE	0	317.72 317.72	317.72
8860	JAYPRO SPORTS 01 E 300 292 000 302 530	03/10/2008	1020189	JOINT POWERS PURCHASE BOYS/GIRLS ATHLETICS/CAPITAL OUTLAY/EQUIPMENT PURCHASES	0	258.60 258.60	258.60
8861	JOHNSON CONTROLS 01 E 025 810 000 000 350	03/10/2008	0802251360	OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC 0803040973 OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC 0803041044 OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC	0	773.80 773.80 387.98 387.98 1,268.74 1,268.74	8,930.52

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 810 810 000 350			C101005004	3/1 TO 5/31/08 OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC	0	6,500.00 6,500.00	
	8862 Vendor Continued Void	03/10/2008					0.00
01 E 100 203 000 000 370	8863 KILOWATT COMMUNITY CENTER	03/10/2008	1	HELEN/ROBIN ELEMENTARY GENERAL ED.//RENTALS AND LEASES/	0	72.00 72.00	1,815.00
01 E 100 203 000 000 370			2	ROBIN- ROOM RENTAL ELEMENTARY GENERAL ED.//RENTALS AND LEASES/	0	50.00 50.00	
01 E 300 298 000 000 370			3	WRESTLING EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/	0	100.00 100.00	
01 E 300 298 000 000 370			4	COMM ED.- B-BALL EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/	0	175.00 175.00	
04 E 500 580 000 325 430			5	ECFE EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E	0	225.00 225.00	
01 E 300 298 000 000 370			6	BOYS B-BALL EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/	0	650.00 650.00	
01 E 100 203 000 000 370			7	PHY-ED CLASS ELEMENTARY GENERAL ED.//RENTALS AND LEASES/	0	153.00 153.00	
01 E 300 298 000 000 370			8	TAE KWON DO EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/	0	390.00 390.00	
01 E 300 296 213 000 401	8864 KLASSEN JAMES	03/10/2008	1	GBB SCOUTING GIRLS ATHLETICS//GENERAL SUPPLIES/BASKETBALL	0	218.49 218.49	218.49
01 E 300 255 000 000 450	8865 KLOCKIT	03/10/2008	2734542	INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE/	327	115.85 115.85	115.85
01 E 300 298 000 000 366	8866 KNAPPER, TIMOTHY	03/10/2008	1	DANCELINE EXTRACURRICULAR ACTIVITIES//TRAVEL-SCHOOL BUSINESS/	0	220.47 220.47	350.57
01 E 300 298 000 000 366			10	EXTRACURRICULAR ACTIVITIES//TRAVEL-SCHOOL BUSINESS/	0	29.57 29.57	
04 E 500 505 000 321 366			22	COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/TRAVEL-	0	100.53 100.53	
01 E 005 610 375 308 401	8867 KUBITZ EDUCATIONAL SERVICES	03/10/2008	10757	CURRICULUM CONSULTANT & DEVLOP/STAFF DEV. 25% DIST. WID	0	275.94 275.94	275.94
04 E 500 505 000 321 305	8868 KVAM, SPENCER	03/10/2008	1	WILLS COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS	0	50.00 50.00	50.00
01 E 005 810 191 000 410	8869 Vendor Continued Void 8870 LADNER'S HARDWARE	03/10/2008	1	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID	0	198.92 198.92	1,036.89
01 E 300 212 000 000 430			10	ART//SUPPLIES/	0	5.08 5.08	
01 E 005 810 000 000 410			2	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	574.86 574.86	
01 E 200 612 199 000 401			243963	TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY	82	49.99 49.99	
01 E 200 612 199 000 401			244390	TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY	89	63.21 63.21	
01 E 300 258 231 000 430			244686	MUSIC//SUPPLIES/VOCAL MUSIC	323	11.16 11.16	
			3		0	20.07	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		20.07	
			4		0	4.99	
01 E 300 255 000 000 430				INDUSTRIAL EDUCATION//SUPPLIES/		4.99	
			5	SPRING PLAY	0	108.61	
01 E 300 298 236 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN		108.61	
8871 MELISSA LARSON		03/10/2008	1		0	39.39	92.05
01 E 200 219 000 317 366				LEP/COMPENSATORY/TRAVEL-SCHOOL BUSINESS/		39.39	
			2		0	52.66	
01 E 200 219 000 317 366				LEP/COMPENSATORY/TRAVEL-SCHOOL BUSINESS/		52.66	
8872 LIFETOUCH		03/10/2008	1207908	YEARBOOK	0	1,858.20	1,858.20
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		1,858.20	
8873 CAROLINE LINDEN		03/10/2008	1		0	336.96	336.96
01 E 100 204 000 414 366				TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINES		336.96	
8874 KRISTIN L MACK		03/10/2008	1		0	6.57	6.57
01 E 150 203 169 000 366				ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS/TRAVEL B		6.57	
8875 MACKIN LIBRARY MEDIA		03/10/2008	206832		321	493.35	493.35
01 E 300 620 000 000 470				EDUCATIONAL MEDIA/LIBRARY//LIBRARY BOOKS/		493.35	
8876 AMANDA MACZIEWSKI		03/10/2008	1		0	111.61	111.61
01 E 100 216 000 401 366				TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/		111.61	
8877 MARSHALL INDEPENDENT		03/10/2008	1		0	124.80	124.80
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		124.80	
8878 PATTY MARYOTT		03/10/2008	1		0	126.26	126.26
01 E 100 203 379 000 366				ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS/TARGETED		126.26	
8879 MCCOY, KAREN		03/10/2008	1	WEBHOSTING & DOMAIN NAME	83	142.80	142.80
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/		142.80	
8880 MILLER EQUIPMENT & MFG, INC		03/10/2008	5605	OSHA PAINTING	0	226.72	226.72
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		226.72	
8881 MILLER, TARA		03/10/2008	1		0	24.30	24.30
01 E 005 110 000 000 366				ACCOUNTING OFFICE//TRAVEL-SCHOOL BUSINESS/		24.30	
8882 MINNESOTA ELEVATOR, INC.		03/10/2008	135410		0	296.31	296.31
01 E 005 860 000 347 590				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/OTHER CAP		296.31	
8883 MN WEST COMM.& TECH. COLL		03/10/2008	95081		0	162.50	221.00
01 E 300 200 000 000 433				POST SECONDARY OPTIONS ENROLL//INDIVIDUAL INST SUPPLIES		162.50	
			95278		0	58.50	
01 E 300 200 000 000 433				POST SECONDARY OPTIONS ENROLL//INDIVIDUAL INST SUPPLIES		58.50	
8884 MUSIC MART		03/10/2008	550783		312	52.00	106.10
01 E 300 258 233 000 350				MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC		52.00	
			552858		334	54.10	
01 E 300 258 233 000 350				MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC		54.10	
8885 MUSIC STREET		03/10/2008	32497		0	30.00	74.00
01 E 300 258 233 000 350				MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC		30.00	
			32766		299	44.00	
01 E 300 258 233 000 350				MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC		44.00	
8886 MUSIC THEATRE INTERNATIONAL		03/10/2008	344717		0	10.00	10.00
01 E 300 298 236 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN		10.00	
8887 MVCC		03/10/2008	07/08 - 6	MONTHLY PAYMENT	0	142,632.44	142,632.44

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 200 420 000 740 396				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE		142,632.44	
8888 MVTV		03/10/2008	1		0	200.00	200.00
01 E 005 810 000 311 320				OPERATIONS AND MAINTENANCE/TELECOMMUNICATIONS GRANT/COM		200.00	
8889 NELSEN'S CLEANERS & LAUNDERERS		03/10/2008	1		0	35.10	35.10
02 E 005 770 000 701 382				FOOD SERVICES/SCHOOL LUNCH/LAUNDRY AND DRY CLEANING/		35.10	
8890 OFFICE DEPOT		03/10/2008	1		0	224.99	349.99
04 E 500 505 000 321 401				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL		224.99	
				419948619-001	0	125.00	
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/		125.00	
8891 OFFICE MAX CONTRACT INC.		03/10/2008	1		90	19.91	93.56
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		19.91	
				29607	91	73.65	
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		73.65	
8892 RICHARD D ORCUTT		03/10/2008	1	EXPENSES FOR 10 DAYS IN FEB. @ \$75 PER DAY	0	750.00	774.71
01 E 005 020 000 000 366				SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/		750.00	
				2	0	24.71	
01 E 005 020 000 000 366				SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/		24.71	
8893 PAN-O-GOLD BAKING CO.		03/10/2008	1		0	48.53	786.68
02 E 025 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		40.00	
02 E 025 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		8.53	
				10	0	688.20	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		584.97	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		103.23	
				100	0	49.95	
02 E 025 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		49.95	
8894 SONJA PEDERSON		03/10/2008	1		0	100.22	100.22
01 E 200 720 000 000 366				HEALTH SERVICES/NURSE//TRAVEL-SCHOOL BUSINESS/		100.22	
8895 J.W. PEPPER & SON INC.		03/10/2008	11468802		0	92.99	99.94
01 E 300 258 233 000 430				MUSIC//SUPPLIES/INSTRUMENTAL MUSIC		92.99	
				11472419	310	6.95	
01 E 300 258 233 000 430				MUSIC//SUPPLIES/INSTRUMENTAL MUSIC		6.95	
8896 PIONEER REVERE		03/10/2008	289794	paints	0	3,015.00	3,015.00
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		3,015.00	
8897 PITNEY BOWES		03/10/2008	2		0	254.00	254.00
01 E 005 020 000 000 370				SUPERINTENDENT'S OFFICE//RENTALS AND LEASES/		254.00	
8898 MARY QUICK		03/10/2008	1	TIES	0	42.33	42.33
01 E 300 204 000 414 366				TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINES		42.33	
8899 RATWICK, ROSZAK & MALONEY, P.A		03/10/2008	38868		0	643.34	643.34
01 E 005 150 000 000 305				LEGAL SERVICES//PROFESSIONAL FEES/		643.34	
8900 REINHART INST FOODS		03/10/2008	1		0	1,114.31	2,528.05
02 E 025 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		102.84	
02 E 025 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		561.47	
02 E 025 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		450.00	
				10	0	1,413.74	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		1,263.12	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		150.62	
8901 RETROFIT RECYCLING, INC.		03/10/2008	19914	LAMP DISPOSAL	0	133.05	133.05

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 860 000 352 305				HEALTH & SAFETY EQUIP/ENVIRONMENTAL HLTH & SAFETY/PROFE		133.05	
8902 RTS		03/10/2008	1		0	208.55	224.56
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		208.55	
			2		0	16.01	
01 E 025 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		16.01	
8903 RUTLEDGE DENINE		03/10/2008	1		0	144.23	144.23
01 E 300 211 130 000 366				SECONDARY EDUCATION GENERAL//TRAVEL-SCHOOL BUSINESS/HOM		144.23	
8904 RYER PLUMBING		03/10/2008	3897		0	367.43	367.43
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		367.43	
8905 SAWMILL		03/10/2008	1	HOUSE	0	997.95	1,083.08
01 E 300 361 000 830 433				CARPENTRY (HOUSE)/VOCATIONAL PROGRAMS/INDIVIDUAL INST S		997.95	
			2	IND TECH	0	29.97	
01 E 300 255 000 000 430				INDUSTRIAL EDUCATION//SUPPLIES/		29.97	
			3	SPRING PLAY	0	12.39	
01 E 300 298 236 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN		12.39	
			4		0	42.77	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		42.77	
8906 SCHOOL NURSE SUPPLY, INC.		03/10/2008	224491		330	214.74	214.74
01 E 200 720 000 000 401				HEALTH SERVICES/NURSE//GENERAL SUPPLIES/		214.74	
8907 SCHOOL SPECIALTY INC.		03/10/2008	30810003745		315	147.20	136.30
01 E 100 050 000 000 401				PRINCIPAL'S OFFICE//GENERAL SUPPLIES/		147.20	
				statement balance	0	-10.90	
01 E 100 050 000 000 401				PRINCIPAL'S OFFICE//GENERAL SUPPLIES/		-10.90	
8908 SCHWAAB, INC.		03/10/2008	1		0	50.05	50.05
01 E 150 203 169 000 366				ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS/TRAVEL B		50.05	
8909 SNA		03/10/2008	1	RECERT	0	8.00	8.00
02 E 005 770 000 701 820				FOOD SERVICES/SCHOOL LUNCH/DUES & MEMBERSHIPS/		8.00	
8910 SOUTHWEST MN STATE UNIVERSITY		03/10/2008	67109	SPRING 08	0	13,049.24	13,049.24
01 E 300 200 000 000 433				POST SECONDARY OPTIONS ENROLL//INDIVIDUAL INST SUPPLIES		13,049.24	
8911 SOUTHWEST WHOLESAL		03/10/2008	1		0	1,170.72	8,216.04
02 E 025 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		174.30	
02 E 025 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		755.86	
02 E 025 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		240.56	
			10		0	7,045.32	
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		70.93	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		6,111.95	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		862.44	
8912 STEIN'S, INC		03/10/2008	515849		0	527.03	527.03
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		527.03	
8913 SUBWAY		03/10/2008	221201	ICAC MTG	0	55.70	55.70
01 E 100 216 000 401 366				TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/		55.70	
8914 SUPERSCOPE TECHNOLOGIES		03/10/2008	827894		0	340.00	340.00
01 E 300 296 228 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/DANCELINE		340.00	
8915 SW/WC SERVICE COOP - MARSHALL		03/10/2008	20687		295	75.00	1,354.10
01 E 100 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		45.00	
01 E 300 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		30.00	
			20943	MOODLE TRAIN	0	250.00	
01 E 300 640 000 307 367				STAFF DEVELOPMENT/STAFF DEV. 25% EX. SITE/TRAVEL-PROFES		250.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			20996	SMART BD. INSTALL	0	1,029.10	
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		1,029.10	
	8916 TAMS-WITMARK MUSIC LIBRARY INC	03/10/2008	r66381		0	38.75	38.75
01 E 300 298 236 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN		38.75	
	8917 TEACHING STRATEGIES	03/10/2008	84548		13	606.40	606.40
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		606.40	
	8918 TECH CHECK	03/10/2008	10218		0	129.00	129.00
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/		129.00	
	8919 THRIFTY WHITE DRUG	03/10/2008	891545		326	16.56	16.56
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES//OTHER GRANTS/GENERAL SUPPL		16.56	
	8920 UNIVERSITY OF MINNESOTA EXT.	03/10/2008	1		0	192.00	195.00
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES//OTHER GRANTS/GENERAL SUPPL		192.00	
			2		0	3.00	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES//OTHER GRANTS/GENERAL SUPPL		3.00	
	8921 US BANK TRUST	03/10/2008	2093578	GO REFUNDING	0	431.25	431.25
07 E 005 910 000 000 790				DEBT REDEMPTION//OTHER DEBT SVC EXP/		431.25	
	8922 VELDE SANITATION	03/10/2008	38391		0	940.50	940.50
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		560.00	
01 E 025 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		380.50	
	8923 WELDERS SUPPLY	03/10/2008	871241		0	6.67	6.67
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		6.67	
	8924 WESTERN PSYCH SERVICES	03/10/2008	468625		331	477.07	477.07
01 E 100 050 000 000 899				PRINCIPAL'S OFFICE//MISCELLANEOUS EXPENSE/		477.07	
	8925 BEN WIDBOOM	03/10/2008	1	TAE KWON DO	0	28.00	28.00
04 E 500 505 000 321 305				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS		28.00	
	8926 XCEL ENERGY	03/10/2008	1		0	8.00	8.00
01 E 025 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		8.00	
	8927 YMC FAMILY SERVICE CENTER	03/10/2008	1		0	34.00	34.00
04 E 500 590 000 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		34.00	
	8928 Vendor Continued Void	03/10/2008					0.00
	8929 Vendor Continued Void	03/10/2008					0.00
	8930 Vendor Continued Void	03/10/2008					0.00
	8931 Vendor Continued Void	03/10/2008					0.00
	8932 Vendor Continued Void	03/10/2008					0.00
	8933 Vendor Continued Void	03/10/2008					0.00
	8934 YME SCHOOLS-ADM	03/10/2008	12280	VOIDMSU-MANKATO	0	-20.00	10,761.91
01 E 300 790 388 000 899				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID		-20.00	
			12281	VOID ACT	0	-30.00	
01 E 300 790 388 000 899				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID		-30.00	
			12295	THE DOLLAR STOP	0	25.00	
01 E 300 296 228 000 899				GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/DANCELINE		25.00	
			12296	ANDES TOWER HILLS	0	340.00	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		340.00	
			12297	TERRY SMOGARD	0	60.00	
09 L 230 26				TRUST FUND/DEFERRED REVENUE/SR CITIZENS CENTER		60.00	
			12298	POSTMASTER	0	307.61	
01 E 005 130 000 333 329				COMMUNITY RELATIONS-SCHOOL NEW/PARENTAL INVOLVEMENT/POS		307.61	
			12300	BRANDON MENSINK	0	30.00	
01 E 300 296 213 000 319				GIRLS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		30.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 294 213 000 319			12301	NICK RICHTER	0	200.00	
01 E 300 296 213 000 319				BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		100.00	
				GIRLS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		100.00	
01 E 300 218 000 388 369			12302	GSL HIGH SCHOOL	0	60.00	
				GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES/		60.00	
01 E 005 810 000 000 170			12303	KEN VUE -	0	132.00	
				CUSTODIAL HELP			
				OPERATIONS AND MAINTENANCE//SECRETARIAL, CLERICAL, OTHER/		132.00	
01 E 300 298 236 000 369			12304	WILLMAR HIGH	0	45.00	
				SCHOOL SPEECH			
				ENTRY FEE			
				EXTRACURRICULAR ACTIVITIES//PARTICIPATION FEES/FORENSIC		45.00	
01 E 300 298 236 000 369			12305	MAPLELAKE SPEECH	0	45.00	
				ENTRY FEE			
				EXTRACURRICULAR ACTIVITIES//PARTICIPATION FEES/FORENSIC		45.00	
04 R 500 000 000 321 050			12306	GLORIA HARGRAVE	0	25.00	
				COMMUNITY EDUCATION/FEES FROM PATRONS/		25.00	
04 E 500 505 000 321 450			12307	SW INIT.	0	250.00	
				FOUNDATION			
				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		250.00	
01 E 300 294 221 000 898			12309	DAVID WINGERT	0	280.00	
				BOYS ATHLETICS//STATE EXPENSE/WRESTLING		280.00	
01 E 300 294 213 000 319			12310	GRANITE FALLS	0	3,375.00	
01 E 300 296 213 000 319				OFFICIALS ASSOC.			
				BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		1,755.00	
				GIRLS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		1,620.00	
04 E 500 505 000 321 450			12311	TARGET CENTER	0	461.25	
				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		461.25	
01 E 200 420 640 419 367			12312	PROJECT TURNABOUT	0	60.00	
				SPECIAL EDUCATIONAL GENERAL/94-142 FEDERAL/TRAVEL-PROFE		60.00	
01 R 300 211 204 000 099			12314	DAIRYLAND DONKEY	0	1,541.00	
				BB - LITERACY			
				SECONDARY EDUCATION GENERAL//MISCELLANEOUS LOCAL REVENU		1,541.00	
01 E 300 298 236 000 369			12315	ISD 743	0	50.00	
				EXTRACURRICULAR ACTIVITIES//PARTICIPATION FEES/FORENSIC		50.00	
04 E 500 505 000 321 450			12316	DAR HANSON	0	240.00	
				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		240.00	
01 E 100 204 000 414 389			12317	HAMLIN	0	330.00	
				UNIVERSITY			
				TITLE II EISENHOWER/TITLE II ESEA/STAFF TUITION/		330.00	
01 E 300 294 213 000 319			12318	STEVE AMMERMAN	0	200.00	
				BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		200.00	
01 E 005 020 000 000 366			12320	MASA	0	249.00	
				SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/		249.00	
01 E 300 294 213 000 186			12322	GARRETT COLE	0	8.00	
				BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL		8.00	
01 E 300 294 221 000 186			12323	KATELYN DUBBLEDEE	0	32.00	
				BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/WRESTLING		32.00	
01 E 300 294 213 000 186			12324	CHERRI FJERMSTAD	0	224.00	
01 E 300 296 213 000 186				BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL		104.00	
				GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL		120.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 294 213 000 186			12325	BRUCE GUSTAFSON BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL	0	88.00 88.00	
01 E 300 294 221 000 186			12326	TODD JOHNSON BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/WRESTLING	0	32.00 32.00	
01 E 300 294 213 000 186			12327	ZACH KOEPKE BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL	0	232.00 128.00	
01 E 300 296 213 000 186				GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL		104.00	
01 E 300 294 213 000 186			12328	ISAK KVAM BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL	0	8.00 8.00	
01 E 300 294 213 000 186			12329	MICHAEL LYNNER BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL	0	656.00 304.00	
01 E 300 294 221 000 186				BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/WRESTLING		96.00	
01 E 300 296 213 000 186				GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL		256.00	
01 E 300 294 221 000 186			12330	COURTNEY O'NEAL BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/WRESTLING	0	80.00 80.00	
01 E 300 294 213 000 186			12331	NAOMI PETERSON BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL	0	192.00 96.00	
01 E 300 296 213 000 186				GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL		96.00	
01 E 300 294 213 000 186			12332	NICOLE RUFF BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL	0	248.00 112.00	
01 E 300 296 213 000 186				GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL		136.00	
01 E 300 294 221 000 186			12333	JERRY RUPP BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/WRESTLING	0	200.00 200.00	
01 E 300 294 221 000 186			12334	BLAINE SANNERUD BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/WRESTLING	0	64.00 64.00	
01 E 300 294 221 000 186			12335	CASSIE COLE BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/WRESTLING	0	64.00 64.00	
04 E 500 505 000 321 450			12336	GREEN MILL PLYMOUTH COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	100.00 100.00	
01 E 200 420 000 419 366			12337	PRAIRIE LAKES YOUTH PROGRAM SPECIAL EDUCATIONAL GENERAL/94-142 FEDERAL/TRAVEL-SCHOO	0	429.00 429.00	
01 R 005 000 000 000 099			VOID 06-07 CHECKS	VOIDING 06-07 CHECKS	0	-150.95	
01 E 100 620 000 000 470				MISCELLANEOUS LOCAL REVENUE/ EDUCATIONAL MEDIA/LIBRARY//LIBRARY BOOKS/		-100.00 -5.00	
02 R 005 000 000 701 601				SCHOOL LUNCH/SALES TO PUPILS/		-27.95	
01 R 300 331 000 000 621				VOCATIONAL HOME EC//RESALE/		-18.00	
8935 YME PTO		03/10/2008	1	PTO FAMILY NIGHT ENTERANCE	1	93.00	93.00
01 E 100 790 388 000 899				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID		93.00	
8936 YME-FOOD SERVICE		03/10/2008	1	TRUST FUND/DEFERRED REVENUE/DARE WALMART \$	0	107.25	107.25
09 L 230 34						107.25	

136 Computer Check(s) For a Total of 374,691.70

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	136	Computer	Checks For a Total of	374,691.70
Total For	136	Manual, Wire Transfer & Computer	Checks	374,691.70
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	374,691.70

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	2,275.40	1,423.00	345,885.12	349,583.52
02	FOOD SERVICE	0.00	-27.95	20,571.21	20,543.26
04	COMMUNITY SERVICE	0.00	25.00	3,941.42	3,966.42
07	DEBT REDEMPTION	0.00	0.00	431.25	431.25
09	TRUST FUND	167.25	0.00	0.00	167.25

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

2007-08 Expenditures By Fund	Revised Budget 2007-08	Year to Date Expenditures	Budget Balance	Percent Expended	% Exp. 2006-07%
General	10,196,395	6,219,814	3,976,581	61.00%	58.13%
Food Service	427,015	256,787	170,228	60.14%	70.77%
Community Service	321,576	173,779	147,797	54.04%	72.09%
Debt Redemption	84,430	83,860	570	99.32%	99.18%
Trust Fund	0		0	0.00%	0.00%
Total	11,029,416	6,734,240	4,295,176	61.06%	64.92%

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	66.67%
Contracted August-July	Principals	58.33%
Contracted Sept-August	Teachers/Fd Svc Supv/Nurses	50.00%
12 Month Non-certified	Secretaries	66.67%
12 Month Non-certified	Custodians	61.00%
9 Month Non-certified	Assistants/Cooks	53.66%

Liquid Asset Fund (Investments)

Month End Cash Invested \$1,121,847.34

Electronic Fund Transfers/LAF Checks

			From	To
2/13/2008	\$	175,000.00	Board Accounts Payable	LAF GF Bank
2/21/2008	\$	4,000.00	Payroll (F&M checks)	LAF F&M Bank
2/22/2008	\$	306,750.50	Payroll (GF Bank direct deposits)	LAF GF Bank
2/26/2008	\$	130,000.00	Payroll Accounts Payable	LAF GF Bank
2/22/2008	\$	150,000.00	Board Accounts Payable	LAF GF Bank
2/25/2008	\$	101,656.39	Federal Tax (Payroll)	LAF IRS
2/25/2008	\$	15,703.45	State Taxes (Payroll)	LAF State
2/25/2008	\$	7,455.30	ING (403B Payroll)	LAF ING
2/25/2008	\$	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																				
Eighth																				
Ninth																				
Tenth																				
Eleventh																				
Twelfth																				
				484				484				474				479				476
K-12 ENROLLMENT TOTAL				934				933				924				928				922

34

	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	53	7		60				0				0				0
First	50	8		58	51	7		58				0				0				0
Second	73	6		79	73	6		79				0				0				0
Third	50	6		56	50	6		56				0				0				0
Fourth	49	10		59	49	10		59				0				0				0
Fifth	65	8		73	66	8		74				0				0				0
Sixth	61			61	61			61				0				0				0
	399	45		444	403	44		447	0	0		0	0	0		0	0			0
Seventh																				
Eighth																				
Ninth																				
Tenth																				
Eleventh																				
Twelfth																				
				473				474				0				0				0
K-12 ENROLLMENT TOTAL				917				921				0				0				0

Food Service Report for February, 2008

Granite Falls Site

Meals	Free	Reduced	Full Pay	Totals
Breakfast H-6	952	215	198	1417
Breakfast 7-12	435	265	758	1458
Lunch H-6	2393	1139	3012	6850
Lunch 7-12	1159	749	3079	5118
# students Approved	302	140	522	964

Clarkfield Site

Meals	Free	Reduced	Full Pay	Totals
Breakfast	306	45	121	485
Lunch	477	64	372	999
# students Approved	31	4	24	59

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:

First Reading: 02/11/08
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Adopted: _____

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MSBA/MASA Model Policy 425
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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)

First Reading: 02/11/08

Second Reading & Adoption: 03/10/08

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)

First Reading: 02/11/08

Second Reading & Adoption: 03/10/08

APPENDIX A

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 _____

Dates of Importance for November 4, 2008, School Board General Elections

June 11, 2008	Last day to change polling place for a primary election.
June 17, 2008	Last day to publish notice of filing dates for general election (at least two weeks before first day to file affidavits of candidacy).
June 21, 2008	Last day to post notice of filing period for general election (at least 10 days before first day to file affidavits of candidacy). Because this date falls on a Saturday, districts should post by Friday, June 20.
July 1, 2008	First day to file for general election (not less than 70 days before second Tuesday in September).
July 15, 2008	Last day to file for general election (not less than 56 days before second Tuesday in September).
July 17, 2008	Last day to file affidavit of withdrawal.
July 18, 2008	Last day to notify auditors of primary elections and offices to be voted on, if required (not less than 53 days before second Tuesday in September).
August 10, 2008	First day absentee ballots must be available for primary election (if required) (30 days prior to election).
August 15, 2008	Last day to appoint election judges for primary election (if required).
August 19, 2008	Last day to preregister for primary election (if required) (at least 21 days prior to election).
August 26, 2008	Last day to publish first notice of primary election (if required).
August 30, 2008	Last day to post notice of primary election (if required) (at least 10 days prior to date of election). Because this date falls on a Saturday, districts should post by Friday, August 29.
September 2, 2008	Last day to publish second notice of primary election (if required).
September 5, 2008	Last day to post sample ballot for primary election (if required) (at least 4 days prior to election).
September 8, 2008	Last day to apply for absentee ballot for primary election (if required) (day prior to date of election).
September 9, 2008	Primary Election (if required).
September 11, 2008	Last day to adopt resolution canvassing primary election.
September 12, 2008	Last day to adopt resolution calling the general election (53 days prior to election).
September 12, 2008	Last day to notify county auditors of the date of the general election and the questions or offices to be voted on (53 days prior to election).
October 5, 2008	First day absentee ballots must be available for general election (30 days prior to election) Because this date falls on a Sunday, absentee ballots should be available Friday, October 3.
October 10, 2008	Last day to appoint election judges for general election.
October 14, 2008	Last day to preregister for general election (at least 21 days prior to date of election).
October 21, 2008	Last day to publish first notice of general election.
October 25, 2008	Last day to post notice of general election (at least 10 days prior to date of election). Because this date falls on a Saturday, districts should post by Friday, October 24.
October 28, 2008	Last day to publish second notice of general election.
October 31, 2008	Last day to post sample ballot for general election (at least 4 days prior to date of election).
November 3, 2008	Last day to apply for absentee ballot for general election (day prior to date of election).
November 4, 2008	General election.
November 10, 2008	Last day to adopt resolution canvassing general election.
January 5, 2009	Terms begin for members elected in 2008 general election.

Schroeder Communications

Linda Schroeder
763•972•3908

and Program Management Services

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Schroeder Communications

Since 1989, Schroeder Communications has been providing full-service, personalized communications assistance to school districts and other public entities throughout Minnesota. She has assisted more than 70 school districts and other public entities with strategizing, planning and developing communications publications and processes for more than 100 bond and levy referendum votes—helping secure taxpayer approval of more than \$1.1 billion in bond and operating levy revenues.

Linda Schroeder is also a professional educator, with an undergraduate degree from St. Olaf College in Northfield, Minnesota, and a master's degree from the University of St. Thomas in St. Paul.

Before 1989, Linda taught for nine years in Minneapolis and for three years in Howard Lake-Waverly, Minnesota. She also spent seven years as director of conferences and publications for a national nonprofit environmental education foundation.

Linda's expertise includes facilitating decision-making processes, conducting formal assessments, long-range planning and strategizing, and providing full-service referendum communications. Her primary goal is to help districts communicate clearly, concisely, openly and honestly with their constituents.

Throughout her facilitation and communications processes, Linda works closely with appropriate administrators and staff, community members, the project architect and construction manager (when appropriate), and public finance advisors to assure that information is clear, concise, accurate and consistent, and that it answers the questions that are likely to be asked by district residents.

Public communication is an incredibly complex challenge. But it has to be done. As Abraham Lincoln said, "With public support, nothing can fail; without it, nothing can succeed." Eliciting public support for (and faith in) public education is becoming increasingly difficult—and increasingly important. Consistent, effective communication is critical to developing and maintaining the public support that public schools need.

Linda Schroeder writes, analyzes, synthesizes, strategizes, facilitates, builds consensus, communicates, trains, plans, organizes, oversees and coordinates. She does whatever is needed to help school districts and other public entities communicate—both internally and externally—as effectively as possible.

282 77th Street S.E. • Delano, Minnesota 55328

clear, concise written communications • start-to-finish publication development • promotion and marketing
strategizing and managing public information programs • developing program timelines and budgets
full-service conference planning and consultation • facilitating group decision-making and consensus-building

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Schroeder Communications: Helping Guide the Decision-Making Process

Schroeder Communications provides full-service, personalized communications support to school districts and other public entities throughout Minnesota. Linda Schroeder has assisted more than 70 school districts, as well as other public entities (including cities, counties, and state agencies) with strategizing, planning, facilitating decision-making, and communicating effectively with district residents.

My approach to facilitating decision-making is to help identify, prioritize and then effectively address the various issues that are critical to reaching a group decision. When a board or community group is at the point of wrestling with difficult questions—"How do we make final decisions? What are the implications of our various choices? Are we considering everything we should be considering? Where do we go from here?"—I can help facilitate that critical process.

I encourage open discussion and civilized sharing of ideas and concerns among the group's members. I help groups sort issues, prioritize concerns and identify common goals. I help provide an ongoing framework or context of basic considerations and assumptions that should help guide a group to consensus.

I help decision-makers analyze and synthesize available data, address complex questions, and weigh implications of various options. I identify ongoing benchmarks and "litmus test" questions that can help encourage an overall comfort level with whatever becomes the committee's final decision. I can also provide an objective outsider's perspective, and I can ask the kinds of "hard questions" that a committee of district residents can't always comfortably ask of each other.

Sorting options, prioritizing needs and making decisions by committee is a challenging effort. I can provide guidance, focus, direction and encouragement to help facilitate an effective and rewarding decision-making process.

I have provided facilitation services for the school districts of Belle Plaine, Brooklyn Center, Howard Lake-Waverly-Winsted, Hudson (Wisconsin), Jackson County Central, Le Sueur-Henderson, Little Falls, MACCRAY, Marshall, St. Charles and Windom, as well as for cities, counties and state agencies.

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Providing Full-Service, Personalized Communications Assistance to Schools

What do I do for schools?

What do I do for schools? Everything. I do referendum communications, promotional pieces, long-range planning and strategizing, and facilitation of decision-making processes. I also write speeches, letters to the editor, and editorials. I conduct communications assessments. I develop informal, user-friendly staff surveys. I help boards figure out where they've been, where they are, and where they wish to go. Most of all, though, I help school districts communicate clearly, concisely, openly and honestly with their constituents. I believe in Jeffersonian democracy, and I believe in helping the public understand what the public schools are doing.

I am a full-service consultant in the truest sense of the word. When I'm developing a publication, my involvement starts with conceptual discussions and timelines, extends to research and interviewing, and continues on to outlining, writing, revising, editing, coordinating reviews, formatting, designing layouts, and preparing camera-ready copy for printers. Basically, someone says to me, **"Linda, we want a publication" or "We need an assessment done"—and I do the rest.**

I help districts assess, strategize and plan.

I am adept at helping school boards or community task forces assess needs and determine future direction. I ask basic questions (helping people take a look at the forest before focusing on individual trees) and explore the implications (both short-term and long-term) of various answers. Many times, with adequate information and discussion of implications, the appropriate decision or direction becomes clear.

I also conduct formal assessments; I conduct informal, user-friendly staff surveys; and I facilitate board decision-making processes. Some of my efforts with facilitating group decision-making have included the school districts of Little Falls, Belle Plaine, Windom, Jackson County Central, LeSueur-Henderson, Brooklyn Center, MACCRAY, Marshall, Windom, and Hudson, Wisconsin.

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I help districts communicate.

I assist with almost any kind of communications needs, including:

- Developing referendum communications** (both bond and operating levy); can include developing specific written communications or developing entire information/communications plans, including strategies, approaches, components and timelines.
- Conducting communications assessments** and developing communications plans.
- Facilitating a process** of logical, sequential and effective decision-making for boards and task forces related to building programs, consolidation efforts and other long-range planning processes.
- Helping districts openly discuss complex issues**, focusing on primary questions, available options, and implications of various solutions to issues of concern.
- Developing public presentations** for superintendents or board members; includes researching and organizing information, as well as developing clear, concise overheads and handouts. Also, developing and conducting training sessions for board members, staff or community members.
- Writing and designing promotional brochures**, from simple one-page brochures to 16-page full-color booklets.
- Writing speeches**, columns, editorials and letters to the editor for superintendents and board members, usually based on interviews that become the basis of a first draft for review.
- Researching and drafting proposals for Review and Comment**, including coordinating with architects, financial consultants and staff at the Minnesota Department of Education.

I share the beliefs of Jefferson and Lincoln.

Something I read many years ago captures the essence of my commitment to public communication in the broadest sense of the term. Thomas Jefferson wrote this in 1820:

I know no safe depository of the ultimate powers of the society but the people themselves; and if we think them not enlightened enough to exercise their control with a wholesome discretion, the remedy is not to take it from them, but to inform their discretion by education.

Public communication is an incredibly complex challenge. But it has to be done. As Abraham Lincoln said, “With public support, nothing can fail; without it, nothing can succeed.” Eliciting public support for (and faith in) public education is becoming increasingly difficult—and increasingly important. Consistent, effective communication is critical to developing and maintaining the public support that public schools need.

I recognize the critical importance of process.

I'm very good at what I do. Besides developing excellent final products, I believe in the importance of process, I'm easy to work with, and I'm dependable. A few examples:

I have a healthy respect for deadlines and budgets. Programs for which I am responsible are completed on time and within budget. I begin by setting realistic ones, and then I do whatever is necessary to meet them.

I am organized; I keep track of the "big picture" without losing sight of every last detail; and I enjoy having to coordinate a number of projects at the same time.

I work well with people. I am an accomplished listener, and I communicate effectively. As a former teacher, one of my major strengths is clearly and concisely outlining tasks, schedules and expectations for others—and for myself as well.

I work closely with all individuals involved in any project. My work with bond referendum communications, for example, includes coordinating with the superintendent and school board, facilities committee members as appropriate, the architect, the construction manager, the public finance consultant, and other appropriate individuals.

I don't make errors in spelling, grammar or usage. Period. I consider all such errors to fall into the category of "avoidable," and I don't make avoidable errors. If they can be foreseen, they can be avoided.

I am an excellent writer. I write clearly, concisely and convincingly to help my identified audience understand both the nature and the importance of whatever message I'm trying to convey.

I am an excellent facilitator. I am direct, focused and logical, and I establish a comfortable, informal, flexible environment that encourages participation, involvement and understanding of the issues at hand.

I'm also a superior listener. Tell me what you want said, how you want it said, and what you want the overall effect to be—and you'll get it. **You really will.**

I can help.

The bottom line is that I can help. I write, I analyze, I synthesize, I strategize, I facilitate, I build consensus, I communicate, I train, I plan, I organize, I oversee and I coordinate. I do whatever is needed to help school districts communicate—both internally and externally—more effectively.

I would welcome the opportunity to meet informally with you or your school board—for 30 minutes or for several hours—to find out more about your communications challenges, to describe the scope of services I provide, and to answer the kinds of questions that can help a district determine whether my assistance would be of value.

I look forward to the opportunity to talk with you further about your district's communications needs.

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Client Listing (School Districts)

Schroeder Communications has assisted the following Minnesota school districts with referendum communications, long-range strategic planning, group decision-making, and development of promotional materials. (Asterisks indicate multiple projects over time or ongoing working relationships.)

Alexandria*	Inver Grove Heights*	Osseo*
Atwater-Cosmos-Grove City	Ivanhoe*	Pine City
Belgrade-Brooten-Elrosa*	Jackson County Central*	Pipestone-Jasper*
Belle Plaine*	Jamestown (North Dakota)	Princeton
Big Lake*	Janesville-Waldorf-Pemberton	Redwood Falls
Blooming Prairie	Kasson-Mantorville	Rockford*
BOLD	Lake Benton	St. Anthony-New Brighton*
Braham	Lake Superior	St. Charles*
Brooklyn Center*	Lakeview	St. James
Buffalo*	Le Sueur-Henderson*	St. Michael-Albertville*
Caledonia*	Litchfield	Sartell-St. Stephen*
Canby-Minneota	Little Falls*	Stillwater*
Chisago Lakes*	MACCRA Y*	United South Central
Delano*	Mahtomedi	Wabasso
East Central	Mankato*	Waconia*
Elk River*	Marshall*	Walker-Hackensack-Akeley
Hendricks*	McLeod West*	Watertown-Mayer
Heron Lake-Okabena*	Montevideo	Willmar*
Hinckley-Finlayson	Monticello	Windom*
Howard Lake-Waverly-Winsted*	New London-Spicer	Worthington*
Hudson (Wisconsin)*	North St. Paul	Zumbrota-Mazeppa
International Falls*	Onamia	

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Proposed Salary Increase
FY 09 - 10

Non-Non Group		Current 07-08 Salary	Adjustment	Proposed 08-09 Salary	Adjustment	Proposed 09-10 Salary
Am. Indian Liaison	Bjerkeset, R.	18.01		18.69		19.39
Am. Indian Liaison	Blue-Redner, H.	18.01		18.69		19.39
Gifted and Talented	Halverson, E.	8569.73		8895.38		9224.51
Intergeneration Coor	Henderson, R.	19.32		20.05		20.80
Athletic/Laundry	Morris, C.	13155.87		13655.79		14161.06
ECFE Assistant	Wendinger, K.	11.98		12.44		12.90
Nurse	Pederson, S.	23995.24		24907.06		25828.62
504 Coordinator	Denine, R.	16.86	0.50	18.00	0.50	19.17
Sr. Citizens' Coor.	Velde, C.	13.40		13.91		14.42

08-09 Increase
09-10 Increase

2/29/2008

Yellow Medicine East Public Schools

Superintendent Search Timeline

March:

- 10-13 Provide direction/input as to the type of superintendent wanted
- 10-24 Establishment of Questions
- 10-27 Agreement on questions for applicants

April:

- 7-11 Screen applicants against profile
- 14-15 Invite applicants to interview
- 21-22 Interview semi-finalists
- 24 Interview finalist(s) (if needed)
- 28-30 Site visits (if needed)

May:

- 1 Superintendent appointment

Superintendent Search For Yellow Medicine East Schools

Applications received as of 7 MAR 08: **11**

Due date for applications: 14 APR 08

District is large enough to support a full-time administrator

- Need to determine the type of superintendent you want for the district.
 1. Financial expertise as priority
 2. Curricular focus priority
 3. New superintendent or “seasoned”
 4. etc.
- Is sharing with a neighboring school district an option?
- Expectations of a part-time superintendent (shared)
- Goals of the two districts – are they compatible?
- Timelines need to be established
 1. Overview of pool
 2. Process for interviews
 3. Participants in the interview process*
 - *Board is the ultimate body for choosing
 4. Selection of superintendent
 5. Site visits
 6. etc.

Upcoming Events and Activities

Event	Date	Location	Time
Early Out	March 19, 2008	District	1:11 PM
Teacher Inservice	March 20, 2008	District	
Easter Break	March 21 - 24, 2008	District	
Special Board Meeting	March 27, 2008	YME Board Room	7:00 PM