

**YELLOW MEDICINE EAST ISD 2190
REGULAR BOARD MEETING
JUNE 24, 2008 @ 7:00 PM
LOCATION: YME HIGH SCHOOL BOARD ROOM**

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 - C. Resignation - JH Football Coach - P. Scheffler
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YELLOW MEDICINE EAST PUBLIC SCHOOLS

Independent School District 2190

To: Members of the YME School Board
From: Denise Streich
Date: June 20, 2008
RE: June 24, 2008 Agenda Details

The agenda notes for the June 24, 2008 Board meeting are as follows. Supporting exhibits are posted on BoardBook. Please let me know if you will be unable to attend.

Item Description

1. Call to Order

2. Approval of Agenda

3. Approval of May 15, 2008 Meeting Minutes

4. Opportunities for Citizens to Speak

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

5. Reports

A. Special Reports

1. Sting Pride Committee Update

Mr. Orcutt will give an update on the Sting Pride Committee. The committee has met three times and Mr. Orcutt will be presenting the focus and/or direction of the committee. Please review the document that you received via e-mail and U.S. Mail prior to the meeting. The document is also posted on BoardBook. Please also be sure to check your YME e-mail account for possible correspondence from members of the Sting Pride Committee. Members of the committee may be in attendance to share their thoughts.

2. Focus Groups

Helen Blue-Redner & Karen Jacobson will be in attendance to present information on the recent focus group sessions that were held.

3. Afterschool Programming for the 2008-2009 School Year

Robin Henderson, Helen Blue-Redner, and Tim Knapper will be in attendance to review the afterschool programming for the 2008-2009 school year.

4. 2008-2009 Budget Report – L. Boushek

LeeAnn will walk you through the anticipated revenues and expenditures for the 2008-2009 budget. Later in the agenda, you will be asked to adopt the 2008-2009 budget.

B. Principal Reports

Principals Hinz and Norell will be in attendance to update you on their respective programs.

C. Finance Reports

1. Approval of Bills

2. Fund Balance Report

3. Enrollment Report

4. Food Service Report

D. Board & Committee Reports

1. Buildings & Grounds Committee

The Building and Grounds Committee met earlier this month. Concerns by committee members regarding our facilities were discussed at length.

6. Policy Updates

7. Personnel Items

8. Action Items

A. Approval of FY09 Budget

A copy of the 2008-2009 will be distributed and reviewed by LeeAnn on Tuesday evening. Following the review and discussion of the information, you will need to adopt the budget. During the course of the year, you will have an opportunity to adjust the budget as needed. *Recommend adoption of the budget for the 2008-2009 school year.*

B. Approval of Food Service Restructuring for the 2008-2009 School Year

Due to the closing of the H.A. Hagg site and the increase in reporting to MDE, and the restructuring of other personnel in the department, now is an opportune time to restructure the food service department. Our food service director may have been utilized in an improper manner. If she is to be the leader of the department, facilitator of training, etc. we need to use her in a different capacity, therefore, now is the time to streamline this department. *Recommend adding a 6 hour (average) per day position responsible for reporting, billing, and financial types of dealings having to do with the food service program.*

C. Approval to Charge Grades 5 & 6 Lunch at Secondary Levels

As Grades 5 & 6 eat lunch with Grade 7 & 8 it is necessary to increase the prices for their meals. *Recommend adjusting the lunch prices for Grades 5 & 6 from the elementary level (\$2.00) to the secondary level (\$2.25).*

D. Authorization to Transfer General Fund Monies to Cover Deficits in Food Service and Community Education

At the direction of our accountant, you need to approve a transfer from the general fund to the food service fund and community education fund to cover any deficit spending in these funds. A motion approving that transfer, if needed, is appropriate so that the 2008-2009 budget can be finalized. *Recommend approval of a transfer from the general fund to the food service and community education fund, if needed, to cover any deficit spending.*

E. Adopt 2008-2009 YME High School Handbook

Karen Norell will review the 2008-2009 high school handbook. A copy of the handbook is posted on BoardBook. *Recommend approval of the 2008-2009 high school handbook.*

F. Resolution to Hold Meetings on Columbus Day

In order for the Board or other school groups to meet on Monday, October 13, 2008 (Columbus Day) you will need to approve a resolution authorizing meetings on this holiday. *Recommend resolving to meet on Columbus Day, Monday, October 13, 2008.*

G. Construction Consulting Partners Facility Proposal

Randy Lutz, one of the principals with Construction Consulting Partners, was here to meet with the Building and Grounds Committee. Neither of the two members of the committee could attend, but he did meet with LeeAnn, Francis and Dick. His firm works with school districts to determine actual needs of the district concerning their facilities. He has taken one of the books that was prepared last year by the "Vision Group". His cover letter and proposal is posted on BoardBook.

H. Authorization to Purchase Services from MACCRAY

We have an opportunity to purchase 0.5 FTE instrumental music instruction services from the MACCRAY school district. MACCRAY will hold the teachers contract. *Recommend purchasing 0.5 FTE instrumental music instruction services from the MACCRAY school district.*

I. Authorize Staff Reassignment – T. Schulte

Trevor Schulte has been offered the 0.5 FTE Staff Development Coordinator position, therefore, should he accept, it will be necessary to reassign him from his 1.0 FTE English instruction position to a 0.5 FTE English position and a 0.5 FTE Staff Development Coordinator position.

J. Authorization to Continue to Contract with Schroeder Communications

The proposal received from Linda Schroeder to continue her services in the fall is posted on BoardBook. *If you choose to continue to contract with Schroeder Communications, an appropriate motion would be necessary.*

9. Consent Items

A. Designate School Depositories for the 2008-2009 School Year

A resolution designating official school depositories for the fiscal year as follows will need to be adopted: F&M Bank of Clarkfield for payroll; Granite Falls Bank of Granite Falls for the Board account, student programs and administrative account; and MN School District Liquid Asset Fund for receiving state aid and levy revenues; and to authorize the Granite Falls Bank to provide electronic fund transfers to allow for payroll direct deposit services. *Recommend approval of a resolution to designate school depositories as noted above.*

B. Authorize Financial Procedures and Personnel for the 2008-2009 School Year

A resolution designating LeeAnn Boushek, Finance Officer, Terri Peterson, Assistant Finance Officer, and Tara Miller, Payroll, to complete and authorize electronic fund transfers as necessary to pay Board bills and payroll and to complete investments for the District in secured accounts to yield the greatest amount of interest return is necessary. *Recommend authorization of financial procedures and personnel as noted above.*

C. Designate Official School Newspaper for the 2008-2009 School Year

An annual resolution designating the Advocate Tribune as the official school newspaper is necessary. *Recommend designating the Advocate Tribune as the official school newspaper for the 2008-2009 school year.*

D. Designate Legal Counsel for the 2008-2009 School Year

Annually you designate Ratwik, Roszak & Maloney, P.A. law firm, Kevin Rupp; Holmstrom & Kvam of Granite Falls; Gilbertson of Clarkfield; and to authorize the Superintendent and Board chairperson to contact counsel as needed. *Recommend designation of legal counsel for the 2008-2009 school year as noted above.*

E. Authorize Facsimile Use for Board Signatures for the 2008-2009 School Year

A yearly resolution to authorize facsimile of Board signatures for board bills and payroll checks is needed. *Recommend approval of a resolution authorizing facsimile use of Board signatures.*

F. MSBA Membership for the 2008-2009 School Year

Authorization to renew membership in the Minnesota School Boards Association for the 2008-2009 is also needed at this time. The total cost of membership is \$3,870. *Recommend renewal of our MSBA membership for the 2008-2009 school year.*

G. Authorization to Pay June/July Bills

Should we not have a July meeting, you will need to give your approval to pay bills as necessary to close out the 08 fiscal year and process July bills that need to be paid in a timely manner. A copy of the bills paid would be presented to you at the August meeting. *Recommend giving approval to the finance officer to pay bills as necessary to close out the 2008 fiscal year and July bills that need to be paid in a timely manner.*

H. MREA Membership for FY 08 & 09

Our membership dues with the Minnesota Rural Education Association are as follows: FY 08=\$2,193.00 & FY09=\$2075.00. *Recommend approval of our continued membership with MREA.*

I. Designation of Board Meetings for the 2008-2009 School Year

Dates for the regular Board meetings held each month will be according to the scheduled posted on BoardBook. Generally, this is the second Monday of the month at 7:00 pm in the YME Board Room. The motion would also reserve the fourth Tuesday of each month at 7:00 pm in the event a second meeting needs to be held. *Recommend approval of meeting dates as noted in the attached exhibit with any necessary changes noted following your discussion.*

J. MRVED Membership for the 2008-2009 School Year

An annual renewal of our Membership with the Minnesota River Valley Education District is necessary. *Recommend approval of our membership with the MRVED for the 2008-2009 school year.*

K. Authorize Contract with the MVCC for the 2008-2009 School Year

As is done on an annual basis, the Minnesota Valley Cooperative Center wishes to contract with YME for the following services: bookkeeping, payroll and secretarial services; technology coordination and training services; and staff development coordination and training services 2008-2009 school year. *Recommend approval of the contract with MVCC as noted above.*

L. Accept Bid for Milk and Milk Products

Bids received for milk and milk products will be opened at 1:00 on Tuesday, June 24. A recommendation will be presented to you at the Board meeting on Tuesday evening. *Recommend awarding the bread bid as per recommendation.*

M. Accept Bid for Bread and Bread Products

Bids for bread and bread products will also be opened on Tuesday afternoon. A recommendation will be presented to you at the Board meeting on Tuesday evening. *Recommend awarding the bread bid as per recommendation.*

N. Accept Bid for Construction Trades Class House

Bids for the student built construction trades house were opened on Thursday, June 19th. The high bid received was \$62,600 and was submitted by David Toov of Montevideo. *Recommend accepting the bid for the student built construction trades house submitted by David Toov for \$62,600.*

O. Approve Insurance Premium for 2008-2009

An insurance premium comparison is posted on BoardBook for your review. *Recommend approval of the renewal premium for coverage from July 1, 2008 – July 1, 2009, as presented.*

P. Attachment 99 – Health & Safety

The MN Department of Education requires, in order for Health & Safety funds to be released, the Board to review progress on identified issues. The Attachment 99 documents District action in these areas. The document will be posted to BoardBook as soon as it is completed. *Recommend approval of the Attachment 99 document for the 2008-2009 school year.*

10. Discussion Items

A. Coach/Advisor Handbook

A week or so ago, you received, via e-mail, a draft copy of the Coach & Advisor Handbook for you to review. Mr. Knapper will be at the meeting to field any questions and/or suggestions you have for this document. The handbook is also posted on BoardBook should you wish to review it again. Any suggestions and/or comments you have will be taken into consideration and the final product will be approved at the August meeting.

B. One-time Operating Capital Transfer to General Fund

2008 legislature recommends that we not designate monies from this fund to the general fund.

C. Donation to Summer School Program

A donation was received to help fund the upper level summer school program. The program is being taught by Denine Rutledge and runs from the first week of June to the second week of August.

11. Correspondence

- 12. Upcoming Events & Activities**
- 13. Adjourn**

**YELLOW MEDICINE EAST ISD #2190
SCHOOL BOARD MEETING MINUTES
May 15, 2008 – 7:00 P.M.
YME BOARD ROOM**

Board Members Present: Cheryl Eckhardt, Chad Fischer, Warren Formo, Rich Jepson, Art Rillo, Grant Velde, Elmo Volstad

Community / Staff Members Present: Kathy Anderson, LeeAnn Boushek, Stacy Hinz, Darcy Josephson, Jim Sopland, Francis Staab, Allen Stoeckman, Kathy Velde

Chairman Volstad called the meeting to order.

Chairman Volstad approved the agenda with additions.

Motion By Formo, second by Rillo and carried to approve the minutes from the April 14, 2008 regular meeting, and the April 21, April 22, and April 29, 2008 special meetings.

The opportunity for citizens to speak received no response

Darcy Josephson provided an update on staff development. She also informed the Board of the completion of state mandated testing.

Motion by Jepson, second by Formo and carried to approve the bills for payment in the amount of \$351,151.21, with checks numbered 9175 through 9313.

Fund Balance, Enrollment, and Food Service reports were submitted for the Board to review.

Motion by Formo, second by Rillo and carried to approve a three-year contract for Superintendent Allen Stoeckman.

Motion by Jepson, second by Formo and carried by roll call vote to approve the resolution placing Jean A. Anderson on unrequested leave of absence.

Motion by Formo, second by Fischer and carried by roll call vote to approve the resolution placing Karen Keeler-Gustafson on unrequested leave of absence.

Motion by Jepson, second by Velde and carried to approve the resignations of Irene Anderson, Pat Bursaw and Pat Hoyer.

Motion by Formo, second by Rillo and carried to approve the resignation of Student Council Co-Advisor, Barb Berg.

Motion by Rillo, second by Jepson and carried to approve the fall coaches and advisors.

Motion by Eckhardt, second by Jepson and carried to approve the sale of two excess vehicles.

Motion by Jepson, second by Velde and carried to approve the use of both gyms at the H.A. Hagg site for the 2008-09 school year.

Motion by Eckhardt, second by Jepson and carried to approve offering a voluntary vision insurance plan to employees, at no additional expense to the school district.

Motion by Rillo, second by Fischer and carried to approve an increase in the 2008-09 school lunch prices. Breakfast prices will be \$1.45 for students and \$2.10 for adults; Lunch prices will be Elementary \$2.00, Secondary \$2.25, and Adult \$3.35.

Motion by Jepson, second by Rillo and carried to approve advertising the sale of the Construction Trades house.

Motion by Formo, second by Eckhardt and carried to approve changing the date of the June meeting to June 24, 2008.

Motion by Formo, seconded by Jepson and carried to approve the waiver for staff development monies for 2008-09.

Motion by Formo, second by Fischer and carried to approve Mr. Orcutt as the LEA Representative for Federal Programs.

Motion by Formo, second by Rillo and carried to rescind the motion of the March 10, 2008 meeting regarding the election timetable. A Primary Election will not be held.

It was noted Homecoming should be listed as the week of September 22 to September 26 on the 2008-09 school calendar.

Upcoming Events & Activities:

Event	Date	Location	Time
HS Spring Choir Concert	May 16, 2008	Auditorium	7:30 PM
Dollars for Scholars Scholarship Tea	May 18, 2008	KCC	2:00 PM
Class of 2008 Baccalaureate	May 21, 2008	Auditorium	7:00 PM
Last Day of School	May 28, 2008		1:50 PM Dismissal
2008 Graduation Ceremonies	May 30, 2008	Espeland Gym	7:00 PM
Teacher Inservice	May 29, 2008		
Teacher Inservice	May 30, 2008		

Chairman Volstad adjourned the meeting.

Update on Progress of the YME Communications Committee

*Submitted to the Yellow Medicine East School Board
June 24, 2008*

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Updating on a “Work in Progress”

The Yellow Medicine East Communications Committee is pleased to present this report to the YME School Board, to provide board members with an update on what the committee has accomplished during its first three meetings.

The committee would like to caution the Board that this interim report is definitely a “work in progress.” Stated goals have not been finalized, nor has a communications plan been developed. In addition, the information shared in this report should be considered “raw data,” reflecting an “unvarnished look” at the committee’s initial thoughts, community perceptions, group brainstorming, and discussion about a number of communications-related issues.

This update should not in any way be considered a formal, “complete” report related to district communications needs and goals. It should instead be taken as an informal “snapshot” of the work of the committee to date. The primary goal of this interim document is to update Board members about the work of the committee, to assist them in making informed decisions about the continuation of these efforts.

Committee Participants

The Yellow Medicine East Communications Committee was created as an advisory committee to share thoughts and ideas about improving positive school district communications, to identify concerns related to communications, and to talk about ways in which we could do a better job of telling people—both district residents and non-district residents—about the work the district does on behalf of the children and young people of our communities.

The committee has met three times: May 1, May 22 and June 17. This report provides to the YME School Board an update on the progress of the committee after these first three meetings.

The majority of the 23 committee participants are community residents who, along with district staff members, have expressed an interest in improving district communications. Committee participants to date have included Debra Beckler, Cindy Cherveney, Jean Feldman, Peg Furshong, Tony Hagert, Mark Henderson, Stacy Hinz, Beth Jahn, Jennifer Kattevold, Sheila Koepke, Dustin McCaleb, Juliet Mortenson, Karen Norell, Olivia Opdahl, Dick Orcutt, Steve Petrich, Mary Quick, Dave Smiglewski, Allen Stoeckman, Rita Strand, Bev Tellefsen, Kathy Velde and Elmo Volstad. Committee support was provided by Liz DeBlicek, Denise Streich and facilitator Linda Schroeder.

In addition to these committee participants, 14 individuals have indicated strong interest in this process, even though they have been unable to actively participate in meetings this spring. These individuals have requested that they be kept informed of the process and dates for future meetings, and they have also been receiving copies of meeting summaries.

What the Committee Has Done So Far

The committee has met together three times, spending nearly eight hours discussing the committee's perceptions of the district and its communications efforts, community perceptions of the district, and goals related to improving communications.

- **At its first meeting**, Dick Orcutt shared the rationale for bringing this committee together, after which committee members shared initial thoughts on YME's past, present and future; what the district is doing right and what it could be doing better; public perceptions of YME (accurate and inaccurate); and how the district might communicate more effectively.

- **At the second meeting**, committee members focused on three questions:

1. What's so great about YME schools?
2. Whom do we need to be communicating with?
3. What's the best way to communicate with our district residents?

In addition, the committee discussed possible themes and key messages, as well as specific communications goals. The group also participated in an informal process of ranking these themes and goals.

- **At the committee's third meeting**, the group continued its discussion of communications goals, reviewed a possible approach to the beginnings of a communications plan, discussed next steps and the continuing role of the communications committee, and finalized the contents of the update report to the Board.

Committee Discussions and Observations To Date

Meeting summaries, which School Board members have received, provide details of committee discussions related to positives of the district, district-related concerns and perceptions, and goals related to focusing communications. Here is an overview of these committee discussions and observations:

Examples of positives of the YME School District

Committee members have identified many positive aspects of the district, including, among others:

- Excellent teachers, administrators and support staff
- Strong and highly regarded music and performing arts programs
- Superior technology resources and opportunities for students
- A strong program of elective courses, including hands-on learning opportunities
- A multi-city community education program
- Cultural and ethnic diversity
- A supportive and caring learning environment that makes students feel safe and comfortable
- A district whose size allows any and all students to participate and succeed
- Students who appear to be very proud of our school district
- Students who serve as positive "advocates" of the district and represent our district well

Examples of district-related concerns and perceptions

Committee members identified and discussed district-related concerns and perceptions, including those of committee members themselves, as well as committee members' sharing of reported concerns and perceptions of other community residents (recognizing that such concerns may be accurate or inaccurate). Concerns and perceptions included, among others, the following:

- The loss of students to open enrollment
- The loss of preschool families to other districts who are not aware that YME is their home district
- Not “telling the YME” story to realtors, businesses and others who can help to tell our story
- Not effectively sharing the good things about YME with district residents and those beyond our district
- The need to focus more on “building community” among various entities (“school and community”)
- Needing to do a better job of finding out why students leave YME, as well as why nonresidents attend YME
- The need to connect with parents of toddlers and preschoolers and develop a relationship with them
- The public perception of “trouble and controversy” at YME
- Rumors that get started and persist, regardless of any foundation in fact
- Long-standing misperceptions and rivalries that persist among communities; people “hanging on to history.”
- “Bad news travels faster than good news.”
- Some people focusing on the negative; that focus can also appear in news coverage.

Discussion of goals to focus communications

To date, the committee's discussions of communications needs, priorities and goals have preliminarily identified the following goals as high-priority focuses related to effective communication. These incomplete, work-in-progress goal statements provide an idea of the direction the group is taking as it seeks to create a strong sense of focus and purpose that will be the foundation for the development of a communications plan:

1. Identify and actively showcase ongoing “examples of excellence” at YME.
2. Strengthen/enhance/reinstate a strong sense of pride in YME as demonstrated by students, parents, staff and community.
3. Reach out to families with preschool children and introduce them to opportunities available at YME.
4. Rebuild/enhance positive perceptions of YME by district and non-district residents.
5. Take active steps to help retain *resident* students and families by effectively communicating the unique benefits of YME.
6. Focus on sharing positive news about YME students, staff, educational programs, extracurricular opportunities, and school/community partnerships.
7. Develop opportunities for residents and nonresidents to discover/rediscover the quality of our schools, including the quality of our students, staff, programs and opportunities, and student achievement.
8. Take active steps to acquaint *nonresident* students and families with the unique benefits of YME through effective communication in a variety of ways.

Next Steps

Developing a detailed communications plan and timeline

The committee's next steps would be expected to include further refining and prioritizing of goals, as well as devising specifics of a communications plan and timeline. These efforts would begin during the 2008-09 school year and reflect the committee's agreed-upon communications goals. The goal would be to develop a plan that has a positive effect on communications in various areas while also seeming to be "doable." An important part of that discussion would be determining how much could be accomplished with internal district resources, community resources, and/or outside expertise.

Based on initial discussions of the committee, such a plan might include the following kinds of initiatives:

- **Put in place a process for gathering "good news"** about students, staff and the district as a whole throughout the year, and disseminating that information in a variety of ways. This effort could culminate in an end-of-year publication that summarized all of the good things that happened in YME throughout the school year.
- **Develop and implement an ongoing process for identifying newborns** whose families live within the district, and devise a process for making initial contact with them and then following up with them on a regular basis at appropriate intervals.
- **Find out why residents students leave YME to attend other districts**, and find out why nonresident students who attend YME choose to do so.
- **Develop a simple flyer or brochure that focuses on all of the positive benefits** of the YME School District. Distribute this publication to realtors, businesses, the press, local government units, civic organizations, parents and parents-to-be (among others) to begin to "get the word out" about YME in an ongoing effort to build awareness of and appreciation for the YME schools.
- **Conduct an informal survey of district parents**, seeking their responses to a few questions and their perceptions about the district. Results could be used in developing information and "celebrating" the district.
- **Create a district information packet to include in "welcome wagon" baskets** that get distributed to new families moving into the area.
- **Create and distribute a districtwide mailing** that could include a one-page "refrigerator calendar" on one side, with important school dates, vacations and holidays, as well as contact information for each school and the district office. On the back, it could include a map of the school district, with enough detail (especially along the boundaries) to help residents confirm which district they reside in.

Consideration of specific components of the plan would be expected to include the following:

- **Goal-oriented:** Whether the initiative helps to achieve the district's communications goals
- **Cost-effectiveness:** What the financial cost will be to initiate and maintain the initiative
- **Level of effort:** What the human resource cost will be to initiate and maintain the initiative
- **Scope of impact:** Whether the idea helps us get the most "bang for the buck"
- **Evaluation:** Whether it's possible to evaluate, in some way, the effectiveness of the initiative

Continued committee involvement

At its third meeting, the committee considered various options related to its continued role into the future. After discussing several options, the group agreed that it would like to:

- See the work of the communications committee continue.
- Participate directly in developing and finalizing a communications plan.
- Continue serving in an advisory role, meeting on a regular basis to provide ongoing perspective, guidance, input and evaluation of communications efforts and the plan as a whole.
- Continue to meet with the assistance of a facilitator, at least until the completion of a communications plan.

The group discussed the pros and cons of trying to meet again during the summer versus waiting until fall. After considering various dates, the committee agreed to set Thursday, September 18, as its next meeting (tentative, pending Board authorization), at which time the committee would continue its work to finalize goals and develop a communications plan.

Rationale for Continuation of the Process

Perspectives of the committee

Committee members restated their support of reviewing and improving district communications. Since the first meeting, individuals have shared their passion for public education and for the efforts of YME schools. They have also shared their concerns about the need to better publicize the successes of YME and to reinforce and further strengthen community pride in the district.

Committee members also talked about the role of effective communications, greater awareness of our schools, and active engagement of the community—within the district and beyond—in helping to ensure the strongest possible future for the district.

Without exception, committee members endorse continuing this process and working to enhance communications for the good of our students, the district, and the communities represented within the YME School District.

Perspective of Linda Schroeder, *communications specialist*

To date, 23 individuals have participated in this process focused on reviewing, discussing and improving district communications. In addition, more than a dozen people have indicated interest but have been unable to attend meetings this spring and early summer.

I commend the district for initiating this process, and I am impressed with the level of interest shown by so many individuals. This group has shared ideas, discussed concerns, listened to each other, and demonstrated a strong positive commitment to the district, its students, its reputation and its future.

This committee is a unique resource. I know of many districts that could not assemble this large a group to focus on communications (or any other issue, for that matter). This is particularly impressive considering that the group began meeting in May and is continuing to meet in June. Common sense suggests that this is not an optimum time to begin such a process. Continuing the work of this group in September should help to maintain and even increase the scope of interest among community residents and school staff.

I highly recommend that you continue the process of exploring ways to improve district communications, using these individuals in any way they see fit—short-term or long-term, advisory or hands-on, meeting regularly or meeting several times per year—to continue to offer their time and perspective. From the first meeting, these astute and thoughtful individuals have openly shared perspectives, raised concerns, proposed ideas, and asked questions that can only benefit the district in terms of self-awareness, priority-setting, school-community relations, and future district planning. Their willingness to be part of an effort to “celebrate our schools” and improve communications is an invaluable resource for this district.

The Board and the committee may want to explore various options for moving forward. These options may or may not include the ongoing assistance of a meeting facilitator. They may include direct involvement of a communications specialist in completing a communications plan, after which the plan could be implemented with or without outside assistance.

Whatever approach the Board may choose to take, I again commend the Board for its decision to engage the community in a process of improving district communications, and I encourage you to **recognize the significant value of this group in guiding, prioritizing and evaluating your future communications efforts.**

Thank You from the Committee

We have appreciated the opportunity to be involved in the beginnings of this important process. We look forward to the School Board’s consideration of our efforts to date. We also look forward to the possibility of continuing our work on behalf of the district.

We believe that there is much to be proud of regarding the YME School District. We also believe that a well-planned effort to enhance district communications can better showcase the positive benefits of our district; address community misperceptions, as well as misperceptions from outside our district; foster increased community pride in our schools; build stronger school/community partnerships; improve our ability to retain resident students; offer an attractive option for students and families who may be considering various “school choice” opportunities; and strengthen the long-term future of our schools and our communities.

Student Handbook



Yellow Medicine East High School
450 9th Ave., Granite Falls, MN 56241
Ph: 320-564-4083, ext. #5

~Draft 6-16-08~

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PRINCIPAL'S LETTER

YME Welcomes you to 2008-2009!

Proud to be YME! Thank you for choosing to attend Yellow Medicine East Schools. Our combined community offers you courses, activities, and opportunity second to none. Technology is important to your future and you will be exposed to and use technology at YME. Graduating with a YME diploma assures that you have met state requirements and college entry requirements. You will have the opportunity to be involved in 40+ co-curricular activities. Truly high school is an opportunity to discover who you are and what you want to become. Come every day. Develop a good work ethic. Treat people with dignity and respect. Open yourself to new experiences and new friendships. 2008-2009 will be a grrrrreat YME Year!

Karen A. Norell, HS Principal

DISTRICT MISSION STATEMENT

Create an environment where lifelong learning is valued, excellence is expected, and improvement is continuous.

NONDISCRIMINATION POLICY STATEMENT

The Yellow Medicine East School District is committed to a policy of nondiscrimination in relation to race, color, creed, age, religion, national origin, sex, marital status, status with regard to public assistance and/or disability. Violations should be reported to the High School Principal and/or Superintendent of Schools.

ACCESS TO SCHOOL RECORDS

Under the Family Educational Rights and Privacy Act (FERPA), parents or 18-year-old students have the right to review and inspect school records pertaining to the student. Requests should be made to the High School Principal who will arrange for the records to be reviewed.

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The district discloses directory information from student records. Directory information may include the following: name, address, phone number, date of birth, place of birth, participation in officially recognized school activities, weight, height, past statistics, and year in school of members of athletic teams, dates of attendance, awards received, previous schools attended, and names of parents and guardians. The district will also publish an honor roll. Parents or legal guardians may refuse to permit designation of any or all of the above categories as directory information. This refusal should be made in writing and be communicated to the high school principal by **September 15** of each year.

ADVISORY- SCHEDULE

ADVISORY will meet once per week and as needed throughout the year.

ATTENDANCE

Regular attendance at school is considered one of the most important educational issues for all students. YM East High School operates under the guidelines as stipulated by the State of Minnesota. State Compulsory Attendance Law requires regular school attendance by all persons under the age of sixteen and for those over 16 who have not officially withdrawn from school. Students between the ages of 16-18 must have a parent signature authorizing them to withdraw from school. Forms are available in the office. WE DO NOT ENCOURAGE ANY STUDENT TO DROP OUT-access other programs, seek assistance before you make a decision that will affect your entire life. Violation of the attendance law is "truancy" and will result in referral to the County Attorney for prosecution. **NCLB legislation calls for students to be in school 90% of the time.** YME has a very strict attendance policy in hopes of helping students be successful.

ATTENDANCE GUIDELINES

1. If a student must be absent from school, it is the parent's responsibility to report such absence with a **phone call** (320-564-4083 ext. 100) to the office.

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2. Upon return to school the student should bring a note to the high school office and secure an "Admit to Class". Students with excused absences will have 2 days to make up the work missed. **STUDENTS WILL NOT BE ADMITTED TO CLASS WITHOUT A WHITE SLIP!**

***Excused absences:**

Personal illness.
Doctor/Dentist
Family emergencies
School sponsored activities
Pre arranged appointments
Religious observations
Orders of the court

***Unexcused:**

Oversleep
Missed the bus
Personal appts. i.e. tanning,
Haircuts
No notes/parent verifications

*The Principal and/or designee reserve the right to determine an excused from an unexcused. Notes/Calls after 3 days will generally NOT be accepted and will be considered unexcused. Advisors will review attendance weekly with students. **AU's will need to be cleared weekly or will result in "grade deducts"**.

18 Year olds WILL NOT be allowed to write their own notes. ONLY Parent notes will be accepted for verification of absences. Our district adheres to the "reasonable set of rules to govern student s under 21".

ATTENDANCE PROCEDURES

***YM EAST believes that there is NEVER a reason for an unexcused absence, thus violations result in consequences. Rule 1: verify your absence!**

1. YME will adhere to the NCLB guidelines regarding 90% attendance. This means that **8 UNEXCUSED** absences (per quarter) will be grounds for NO CREDIT in a course. (A conference with the HS Principal will be held to determine denial of credit. AGAIN-no excuse for an unexcused absence!) 16 or more absences from a class regardless of excused or non-excused may result in denial of credit. A student will need to

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appeal to the attendance committee if they have extenuating circumstances that warrant re-instatement of the course credit. **Students that are absent for a prolonged period of time due to illness and/or family emergencies should contact the HS Principal and request tutorial assistance.*

2. Students with an unexcused absence are not entitled to receive credit for work missed. Students will make-up "unexcused" absences hour for hour OR have a grade deduct of 1/3 point per unexcused absence. i.e. C+ with 2 unexcused absences, grade will be C- unless time is made up. Work missed will not be made up. Saturday school is 30 minutes for each hour of unexcused time. Detention after school will be 45 minutes.

3. Students that have a pattern of unexcused absences and are not able to remedy the problem with school interventions will be referred to county officials for truancy. YME will make every effort to work with parents and students regarding extenuating circumstances. Keeping a child home without due cause and/or a child refusing to attend school is against the law. Law Enforcement and Family Services will be notified and YME will comply with court orders and/or out of home placement if warranted by the court.

Note that the State law regarding truancy provides that school officials are MANDATED reporters and must report patterns of absence that indicate issues of neglect and/or abuse. Minnesota has COMPULSORY ATTENDANCE meaning students are to be in school on a regular basis. Yellow Medicine County has CIRCLE sentencing meaning a student may be referred to the Circle before being referred to court. YME Social Workers will be working with students and parents regarding a referral to Circle.

4. Students unexcused from any hour in the school forfeit their participation in that day's co-curricular activity.

5. Students must be in attendance four (4) consecutive hours in order to participate in that day's activity. Pre-excused absences will allow participation.

6. Unexcused absences from advisory or study will require "hour for hour" detention in order for grades to be released. A

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student will have two weeks after each quarter to re-instate grades or grades will be recorded as NC [No Credit].

Students must have their passbook with them in the hallways/ NO SIGNED PASS-NO TRAVEL!

MAKE UP POLICY

- a. Any absences except unexcused absences will require a student to make up work missed.
- b. Daily work must be made up within 2 days of the students return.
- c. The student is responsible for making arrangements to initiate make up work.
- d. Previously announced projects or tasks are due upon return to school.**

*The school reserves the right to request verification on all calls and notes along with the authority to determine the classification of an absence as excused or unexcused

***YME uses a call back message machine each day to inform parents of attendance information.**

OUT OF BUILDING PASS: To leave the building during the school day, a student will need an out of the building pass (blue). Students should check out through the Principal's Office by bringing a note from their parent and signing out. Upon return from the appointment the student should check back in at the office.

ATTENDANCE APPEALS PROCESS: A student may appeal the attendance sanctions by filing a written appeals form (available in the office) with the HS Principal. A committee made up of administration, teachers, parents (when possible), and students will review the appeal data.

*We are what we repeatedly do.
Excellence, then, is not an act but a habit.
Aristotle*

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ATTENDANCE ON DAYS OF CO-CURRICULAR ACTIVITIES OR PRACTICES

NOTE: Students must be in school for four (4) consecutive periods in order to practice and/or participate in a co-curricular event. This includes drama, music, school-sponsored activities, and sports activities. Students that "skip" any portion of the day will not be allowed to practice or play. The four consecutive hours pertains to attendance day plus "excused" or prearranged absences. The MSHSL rules stipulate, "Students must be in compliance with school and community rules."

ACADEMIC REQUIREMENTS

Graduation Requirements:

Students eligible for graduation must have a minimum of **24 credits in grades 9-12. Each semester course is worth .5 credit.** The following requirements must be met:

- a. **8 semesters** of English and Social Studies (includes two semesters each of Am. History and Geography)
- b. **6 semesters** of Mathematics.
- c. **6 semesters** of Science
- d. **2 semesters** of Physical Education.
- e. **1 semester** of Health.
- f. **1 semester** of Computers 9. [**•Computer 9 meets .5 Media Arts. Student must take an additional .5 Arts (performing, visual or media.)**]
- g. Arts (1 semester) to meet State Standards.

7TH & 8TH GRADERS ARE REQUIRED TO PASS CORE CLASSES. Failing two or more core classes in semester two will result in RETENTION at grade level unless the Principal approves summer school.

*Regular attendance in special programs may be substituted when approved by the Bd. of Education.

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*Seniors must carry 6 credits in their senior year to be eligible for graduation (this is 6/7 class hours even though PSEO courses may carry a weight other than .5)

*HS students in PSEO programs must pass the equivalent of 40 qtr. hours or 24 sem. hours to meet a full year of H.S. requirement.

*Students must meet the standard in the BASIC SKILLS TESTS of Reading, Mathematics, and Writing (MCA II's begin with Class of 2010)

*YM East graduates will be held to the MN. Standards as determined by the Dept. of Education.

*Band and Choir credits apply towards graduation.

*NOTE: Students are required to take 6/7 classes per semester. They may opt for a 7th course. ALL students will have an assigned Advisor.

7th & 8th Graders will have quarter EXPLORE classes to introduce them to electives offered in high school. These are 9-week classes. 7th graders who need support instruction in Reading will be assigned READ 180 during the explore hour. 8th graders who need support in math will have Explore Math. These assignments are based on the Spring NWEA scores.

ACTIVITY TICKETS

Each student will have an opportunity to purchase an activity ticket in the Activities Office. This ticket admits students to all home athletic contests, except tournaments and playoffs. They cannot be used at away events nor do they include student dances or special events.

**Fees subject to change by School Board action.*

ACTIVITY FEES

Students participating in co-curriculars will be assessed a fee. WE THINK IT IS EXTREMELY IMPORTANT FOR STUDENTS TO PARTICIPATE IN ACTIVITIES-IF FEES ARE KEEPING YOU FROM PARTICIPATING, COME AND SEE MS. NORELL-we WILL work something out. Payment should be made in the ACTIVITY OFFICE. If you need information contact Mr. Knapper, Activities Director phone: 320-564-4084.

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ANNOUNCEMENTS

Student announcements are given each school day via the intercom. They are also posted throughout the building. Announcements will be made at other times during the day as determined by the HS Principal.

*"I know of no more encouraging fact than the unquestionable ability of man to elevate his life by conscious endeavor."
Henry David Thoreau*

BASIC SKILLS TESTING

Students are required to meet standard in the areas of READING, MATHEMATICS, and WRITING. This is in effect for Grade 12. Once students have met standard they do not test again. All other grades, after 2009, will meet standards in the MCA-II.

MCA-II TESTING

Students (Class of 2010 and beyond) are required to meet standard in the MCA-II Reading, Writing and Math. Writing is given in the 9th grade year, Reading in the 10th grade year, and Math in the 11th grade year.

BUS RULES

Students riding on buses are expected to conduct themselves in a mannerly fashion. The driver is in full charge of the bus and the students riding in it. The bus driver will handle any behavior issues happening on the bus. Serious misconduct will result in bus riding privileges being revoked and referral to the Principal for further disciplinary action. Remember: Riding the bus is a privilege!

CLASSROOM EXPECTATIONS

- A. Respect yourself and others.
- B. Be prepared.
- C. Use time wisely. Your planner should be with you at all times and you should be using it on a regular basis.

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- D. Be on time.
- E. Be responsible for yourself.

****Your planner must remain intact in order for you to use pass privileges. An incomplete planner is not an acceptable pass. Replacement planners will cost you \$5.***

COUNSELING & GUIDANCE

A Counselor is available to assist students with academic and personal needs. The office is located near the HS Principal's Office. Our Counselor is here part-time; please check with the office to access services.

WEATHER EMERGENCY INFO

In case of an emergency, such as school closing, late starts, canceled athletic events, etc, listen to the following radio stations:

KDMA-Montevideo	KDJS-Willmar	KKRC-Granite Falls
WCCO-Minneapolis	KMHL-Marshall	KLGR-Redwood

Give me time . . . for patience and understanding too. Anon

DISCIPLINE GUIDELINES

It is the position of the YM East High School that learning can best take place in an environment which is orderly, safe, stimulating, and which enables all students to develop their fullest potential. The following school board policies apply district wide:

I. RULES OF CONDUCT

Disciplinary action may be taken against students for any behavior, which is disruptive of good order or violates the rights of others.

- a. Truancy and Unauthorized Absences
- b. Damage to School or Personal Property
- c. Physical Assault
- d. Verbal Assault

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- e. Threats and Disruptions
- f. Dangerous, Harmful, and Nuisance Substances and Articles
- g. Failure to Identify One-self
- h. Violation of federal, state, and local law
- i. Willful conduct which disrupts others to an education.
- j. Willful conduct that endangers school employees, the pupil, or other pupils.
- k. Violation of bus or transportation rules.
- l. Violation of parking or school traffic rules.
- m. Distribution of slanderous, libelous, or pornographic material.
- n. Willful violation of any rule of conduct established in this discipline policy.
- o. Serious misconduct that interferes with the legal and personal right of others in the school or at related school activities.
- p. Insubordination.
- q. Falsification of records or signatures.

II. PROGRAM DISCIPLINARY PLAN

Disciplinary action may include but is not limited to:

- *Student Conference
- *Meeting with the Teacher, Counselor, or Principal
- *Parent contact by telephone or mail
- *Detention
- *Loss of school privileges
- *Parental conference with school staff
- *Modified school program or alternative programs
- *Removal from class
- *Out of School Suspension under Pupil Fair Dismissal
- *Exclusion under Pupil Fair Dismissal Act
- *Referral to in-school support services
- *Referral to community services or outside agency services
- *Referral to police or other law enforcement agencies for criminal action
- *Petition to County Court for juvenile delinquency adjudication
- *Any/All appropriate action, which is appropriate to the circumstances

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III. SEVERE BEHAVIORS:

Students displaying the behaviors below may incur expulsion from school and/or serious legal consequences:

- A. Possession of a firearm and/or other weapons
- B. Possession of drugs and/or drug paraphernalia
- C. Under the influence of alcohol or drugs
- D. Harassment
- E. Fighting
- F. Conduct, which threatens, or harms staff property or person
- G. Behavior that disrupts the learning environment

The police may be called to assist Administration in investigating allegations and/or charges for the above offenses. Minimum consequences will be suspension from school.

"We do want to take charge of ourselves." Descartes

DETENTION:

Detention in the high school can be assigned and supervised by classroom teachers as needed. Office assigned detention will be served after school on Tuesday/Thursday as determined by the Principal. It is assigned by the Principal and supervised by Staff. Detention will be AFTER SCHOOL 3:15-4:00 p.m. Students are responsible for their own transportation-sports/activity shuttle is not an option. Failure to serve assigned detention will result in suspension from school and/or in-school suspension.

SATURDAY SCHOOL:

Students will have the option of making up detention on Saturday morning as determined by the Principal. (8:00 a.m.-12:00 p.m.)

CHEATING:

Paper taken away. NO CREDIT given on assignment. Parent will be notified. Note: student's grade will be affected. Copying other people's work is plagiarism and is considered

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cheating. Students should make every effort to refrain from passing off others work as their own.

THEFT or VANDALISM:

Police will be notified and charges filed. Parent/Student are responsible for restitution. Student is subject to Fair Dismissal Act. Students that check out laptop computers are responsible for bringing them back in working order-students will be assessed fines and fees to cover damage.

HARASSMENT:

YM East practices NO TOLERANCE in regards to behaviors that result in acts that injure, degrade, or disgrace others. Students who engage in these types of behavior will have serious disciplinary actions invoked.

SAFETY:

YM East endeavors to create a safe environment. Weather emergency drills will be practiced along with lock down drills and safety evacuation drills. Students who endanger others subject themselves to the full disciplinary sanctions allowed under school policy and law enforcement. Routine and random searches will be conducted regarding contraband.

COMPUTER & TECHNOLOGY USE POLICY:

Yellow Medicine Schools have implemented a USE policy regarding student and staff use of computer technology and communications. Students and parents will review this policy at pre conferences in August. Proper use of equipment and access to appropriate sites is foremost in enforcing this policy. Students use privileges will be revoked for misuse. *(Check the Cyberbullying legislation regarding use of technology.)*

CYBERBULLYING: *New Policy 2006:

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teachers, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or

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images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

LOCKERS:

A hall locker will be assigned for books and outer clothing. Lockers remain the property of YM East Schools and are subject to periodic search. Students should not keep valuables in their lockers. YM East Schools assumes no liability for theft from lockers. Students are expected to use lockers properly. Report any damages to the office so repairs can be made promptly.

STUDY HALLS:

The purpose of study hall is to provide a supervised, structured atmosphere for students to study. Students may access the resource room for assistance but must secure prior permission to leave the study hall area. (504, Hispanic Students, and Native Students MUST have a pass to leave the study area for individual assistance with the Liaisons). Students on an IEP will receive resource credit and be assigned to a Special Needs Teacher. Students are expected to bring all study materials with them. Permission to use the library or computer labs must be secured before reporting to study hall. Students that have unexcused absences from study hall are expected to make up ALL of the time before grades will be released.

SMOKING and TOBACCO USE:

It is against the law for students to possess or use tobacco products. Students will be referred to the police via a written "police tag" if observed using. (Note School Staff are mandated reporters and must report violations to the police-tags will be issued.) If caught in possession or using on school grounds students, on the first violation, will be assigned detention time and will complete a health packet. Second/multiple violations will result in suspension from school. (Use of tobacco is a MSHSL violation and students in activities will forfeit their eligibility if caught using.)

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DRESS CODE

Students are expected to show good judgment in dress and grooming at all times. Students should practice good hygiene by showering and brushing their teeth regularly. Clothes should be clean and **FIT** properly. The following standards are expected:

*Hats, caps, hoods, and scarves are not allowed to be worn in the building

*Offensive clothing with lewd or suggestive logo (i.e. Big Johnson shirts) alcohol, tobacco, drug logos, gang related colors, etc. should not be worn.

*Clothing must cover the midriff, chest, shoulders & back, and buttocks when seated or standing (SLEEVES are highly suggested so as not to raise concern.)

***Undergarments should remain undergarments** bra straps, underwear, thongs, etc. need to be covered by an outer garment

*"Sagging" pants **should not** show or reveal undergarments and should be secured with a belt and/or drawstring.

*Students are to have footwear on at all times in compliance with state health rules

*Jewelry that presents a safety hazard to self and others should not be worn

(NOTE: when in the judgment of the administration a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process the student will be directed to make modifications or will be sent home for the day. Students will be directed to go home (unexcused absence) to change if student is not able to cover or change at school. CLOTHING at events where students are performing or part of a production must adhere to the dress codes.)

GANG RELATED PARAPHENALIA is strictly prohibited at YM East Schools. Students who put symbols or show colors will be sent to the office immediately for disciplinary intervention. Student will be directed to remove the clothing and/or colors or be sent home.

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Refusal to cooperate will result in removal from school pending parent conference to resolve the issue. Students who persist in "showing colors" or "presenting" will be referred to the police and will be suspended from school pending a parent conference. A police report will follow.

DROPPING & ADDING OF COURSES

Students (Grades 9-12) may request a schedule change within the first two weeks of a semester. Changes may be granted provided there is room in the class. A Drop/Add form must be filled out and returned to the Principals Office. Changes after the first two weeks may result in forfeiture of credit and a failing grade.

Advisors should approve 7th/8th grade schedule changes. Parents may request a schedule change by contacting the Advisor who will make contact with the Principal for suggested changes to the schedule.

GRADING SYSTEM

YM East High School operates on nine week marking and reporting periods. A special interim report is available at parent conferences, which will be held at midquarter of quarter one, two, and three. We anticipate the pre registration will be held during the third quarter conferences giving parents and students time to work with Advisors in selecting courses and verifying transcripts. Conferences are arena style held in the gym.

Parents will want to access the school web site going in to the teacher grade program regarding their student. This will keep you abreast of academic progress. Parents will also want to use the email system directly to teachers for inquires and concerns. For more information-call 564-4083 push 5.

PASS/NO CREDIT POLICY: Students in grades 9-12 may elect to take up to **ONE** class per semester on a Pass/No Credit basis. This option allows students to select courses they may wish to attempt without affecting their GPA while receiving credit

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towards graduation. The deadline for making a pass/no credit option decision is three weeks into the semester. Students that serve as aides will receive a Pass/No Credit. **We strongly suggest that students not use this option in required courses however it is a student's discretion on how they use the option.** Some colleges/universities will not accept a Pass/Fail option for required courses.

GRADUATION HONORS

Graduation honors will be based on cumulative grade point average (GPA). Senior honor students will be determined from the senior class at the end of the fourth quarter for graduation honors as follows:

Superior.....	4.00
Gold	3.70-3.99
Silver.....	3.40-3.69
White	3.00-3.39

*LIONS Honor Banquet is an invitation banquet held in the spring for academic excellence. Each Lions Club determines the number of students it wishes to invite.

*Student Speakers at Commencement will include the Class President, Valedictorian and Salutatorian.

International Exchange Students will be permitted to participate in the graduation exercises provided they have completed their program of study. If International Students meet the school/state requirements they will be issued an YME diploma otherwise they will receive a "Completion of Program" certificate.

Students will need to be properly dressed in order to participate in graduation. School dress code is in effect.

ALL REQUIREMENTS MUST BE MET IN ORDER FOR A SENIOR TO PARTICIPATE IN GRADUATION EXERCISES. This includes 24 credits, Basic Skills Tests, Mn. Standards, all attendance requirements, and payment of fines or fees. "Unlike a student's right to a diploma upon

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completion of graduation requirements, participating in the ceremony is a privilege.” [1988 Fed. Court]

GRADUATION HONORS

Students will wear the 'traditional' cap and gown as determined by the class. Honor cords will be worn for NHS membership and for academic achievement.

BACCALAUREATE

The role of school officials is one of neutrality. Student participation is strictly voluntary. (U.S. Department of Education 1998)

HEALTH SERVICES

If you feel ill during class, please notify your teacher before coming to the nurse's office. (Located in the High School Office.) The nurse will notify your parents if it is necessary for you to go home. Staying in the restroom will be considered a skip. Report to the office for assistance.

The law in Minnesota allows high school students to carry their own prescription medications and aspirin such as Tylenol. The HS office will give Tylenol to high school students provided there is a permission form on file. It is very important that the office be made aware of a student's health history so that we can offer first aid appropriately. In case of an emergency we will make every attempt to notify the parent (s) but will act in good faith by calling the ambulance and/or paramedics as deemed necessary.

ALL ACCIDENTS SHOULD BE REPORTED TO THE PRINCIPAL'S OFFICE IMMEDIATELY. School insurance does not cover student injuries. Proper first aid will be administered and students will be transported to the emergency room if deemed necessary.

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HONOR ROLL & ACADEMIC AWARDS

In order to qualify for the honor roll a student must earn a minimum of a 3.00 grade point average and be in compliance with attendance guidelines.

HONOR	GPA
Superior4.00
A.....	3.50-3.99
B.....	3.00-3.49

***The Faculty selects Student of the Week candidates for inclusion in the local newspaper and for bulletin board display. Students will receive a certificate of achievement.**

INCOMPLETES

Any student who has an incomplete grade in a class will have two weeks at the end of the marking period to complete the required work. If the incomplete work is not made up within the time period, the student will not have completed the course of study and therefore will fail the course.

LOST AND FOUND

All articles found should be taken to the Principal's Office. Upon identification, they will be given to the owner. All unclaimed property will be disposed of at the end of the year.

LUNCH

YM East High School has an OPEN LUNCH policy, which allows students in grades 9-12 to leave the high school property. Students are expected to practice SAFE DRIVING at all times. This is a privilege! Students have demonstrated mature use in the past. If trash is left in the lot, students use poor driving judgment, and/or discipline issues surface this privilege can and will be revoked.

Students in Grades 7-8 will have a CLOSED LUNCH hour supervised by high school staff.

Students in Grades 9-12 SHOULD REMAIN IN THE LOWER HALLWAY AND/OR THE HALLWAYS ADJOINING THE CAFETERIA. NO students and/or food items should be in the other wings of the building during the lunch period.

Students are to clean up after themselves and practice their good manners while using the lunch services. A "debit card" system is used for payment of lunch. Students can deposit in their accounts by leaving checks in the high school office or by giving them directly to the cashier in the lunchroom. Students on free/reduced lunch must pay for additional milk, seconds, and/or ala Carte items.

ELECTRONIC DEVICES

Electronic devices such as: ipods, headsets, headphones/earbuds, etc. are not to be brought to school. Teachers will confiscate the items and turn them into the high school office. Violation #1: Students may pick up the device at the end of the day. Violations thereafter: Parents must pick up the device.

MEDIA CENTER-LIBRARY

The library is a place for students to practice good utilization of their time whether it is informal study or research. The library is a place for "quiet" work. Study hall students wanting to use the library should secure a pass prior to reporting to study hall. Lost and/or damage to books or technology equipment are the personal and financial responsibility of the student.

PARKING OF STUDENT VEHICLES

Student parking is available in the east lot of the 1930 building and the new gym lot. Parking should be orderly. DO NOT block the driveways or sidewalks. DO NOT park in the restricted signed areas or the handicapped parking areas. Vehicles should be registered in the office. Vehicles illegally parked will be reported to the police. Students ARE NOT to be in the parking lot during the course of the school day unless they have a blue slip from the office or they are leaving/returning from lunch.

~Draft 6-16-08~

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POST-SECONDARY ENROLLMENT OPTIONS

Juniors and Seniors are eligible to participate in post secondary options programs. Check with your counselor or the high school principal for details. The purpose of this program is to provide a wider variety of rigorous academic challenges to high school students. To be eligible a student needs to be in the upper 35% of their class, have a minimum of 3.0 GPA, a 24 ACT score, and/or administrative recommendation.

The State of Minnesota will pay for CLEP test taken at college sites. These tests are "test-outs". Further information is available from your guidance counselor or your high school principal.

PSE COURSES-ON SITE

YM East High School provides Post Secondary Courses on site through collaboration with Southwest State University. Courses in computer, language arts, and psychology are available. Students should check with the counselor or high school principal when registering for courses to determine if they are eligible to take these courses. Many YM East students graduate from high school with multiple college credits having taken advantage of these on-site academic courses. Courses offered: Critical Writing (3), Essay (3), Computer (3), Psychology (3), Auto Body (6), French IV via ITV (6). CLEP preparation in Pre-Calculus and Calculus. Articulation in Business/Computer Science.

POST SECONDARY VISITS

Seniors are permitted two (2) days to visit post secondary institutions or be excused for job interviews provided they have prior permission by completing the appropriate forms through the guidance office. (Seniors with privs. have 3 days.)

Juniors are permitted one (1) day for post-secondary visits. The same procedures apply as for Seniors. Students will also have access to college & career fairs as determined by the guidance office.

~Draft 6-16-08~

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SENIOR PRIVILEGES

YM East rewards and encourages responsible citizenship through the granting of senior privileges. Senior privileges are earned not a guaranteed right! *Just as privileges are extended, they can be removed or denied.*

SENIORS ARE NOT ALLOWED TO WRITE THEIR OWN NOTES-make sure you verify absences with a parent note.

The following privileges are extended to seniors who meet the qualifications:

--Study halls are optional. Seniors with privs are not required to attend. Seniors must be in a designated area or may leave the campus. Attendance at lyceums is expected.

--Final exams: Seniors with privs are exempt from final exams. All projects and coursework need to be completed.

--Post Secondary: Seniors with privs may use a third day for post-secondary visits. ALL SENIORS have 2 days for post secondary visits.

--Early Release: An early release may be available depending on the number of days available at the end of the school year.

CRITERIA:

*A Review Committee will review academic progress, behavior, and attendance each quarter to determine privileges for the following quarter.

•JUNIORS

Student records from the junior year will be used to determine eligibility for senior privs in the first semester of the senior year.

•SENIORS

Students who enter the senior year will be eligible for privs as follows:

***Credits:** Must have 17 credits towards graduation to be considered a senior.

***Suspensions:** Any suspensions will result in loss of senior privs for the remainder of the semester or not less than 9 weeks.

~Draft 6-16-08~

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***Grades:** A failing grade in any class for any quarter will result in the loss of senior privs for a semester or the remainder of the semester (if the grade occurs at the end of the first or third grading period.) A minimum of 2.00 needs to be earned each quarter in order to maintain senior privs. NOTE: an "I" grade does not allow GPA to be calculated therefore privs will not be extended if a student carries an incomplete at the end of a quarter.

***Attendance:** Sr. privs will not be granted to juniors (first sem. seniors) IF a junior is in violation of the tardy policy. Seniors will have privs revoked if they violate the tardy policy. Juniors who violated the unexcused absence policy will not be granted sr. privs. Seniors who violate the unexcused policy will have their privs revoked!

***Discipline:** Seniors that have not had any major disciplinary problems will maintain sr. privs. Students that have major disciplinary problems will be grounds for revoking privs. REMOVAL FROM CLASS will be considered grounds for revoking privs.

***Tobacco/Chemical Violations:** Students who are reported for tobacco or chemical violations will have privs revoked. (No less than 9 weeks)

***Junior fines/fees:** Senior privs will not be granted to any student who did not complete junior checkout procedures.

*Privilege revocation, if imposed at the end of one semester, will continue in to the next semester to equal a minimum of 9 weeks loss of privileges. SENIORS must carry their plan book (intact) with them. SENIORS will be issued a PASS card each semester if privs are granted.

There can be no friendship without confidence, and no confidence without integrity. Samuel Johnson

SR. PRIVS ARE GRANTED IF

- 1. Start with and maintain a 2.00**
- 2. Follow the attendance rules.**
- 3. Be in strict compliance with behavior and eligibility rules**
- 4. Verify all appointments/notes by parent signature.**

~Draft 6-16-08~

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STUDENT PHONES

YME HIGH SCHOOL IS A NO CELL PHONE ZONE! YME will not allow use of cell phones during the school day-NOT IN CLASS and NOT IN THE BUILDING! Students are encouraged to leave their cell phones in their lockers, cars, or backpacks-IF PHONES ARE USED teachers have been instructed to confiscate the phone and turn it in to the high school office. Phones will be returned at the end of the day. A second/multiple violation will result in phone being confiscated and held for 3 days. CELL PHONES are not conducive to a safe, effective learning environment. The use of text messaging and the use of digital camera are violations of confidentiality and infringe on the educational atmosphere.

If there is an emergency please call the office and we will make sure that your student receives the message a.s.a.p. All rooms are accessible by telephone and/or the intercom and we will deliver the messages in a timely manner.

SOCIAL WORKERS

YM East High School is fortunate to have the services of School Social Workers. If a student is in need of social, emotional, or psychological services a referral will be made to a School Social Worker. Social Workers work closely with families to assist students in school success. To access the services of the Social Worker please call the HS Office.

VIOLATIONS REPORTED BY LAW ENFORCEMENT

Note: *State Law requires that law enforcement notify schools when students are issued chemical violation tags.*

YME provides support services for students who have issues pertaining to chemical use/abuse. YME also provides services to students in need of mental health support services. We will practice an inter-agency referral/response with Family Services and Mental Health Services.

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SUMMER SCHOOL

Summer school for making up deficit credit(s) is handled through the Alternative Learning Center. Credits are earned by completing independent learning study packets directed by the ALC staff. Students should talk with the HS Principal and/or Guidance Counselor if they need to make up credits. The ALC in Granite Falls meets on Monday and Tuesday from 3:30-5:00 p.m. Students may access the ALC during the academic school year by contacting the Director at 564-4653.

Summer school for students is held at the MNRVED in Montevideo. Students in grades 7 & 8 need to pass CORE courses to move to the next grade level. Generally failure in 2 or more CORE classes will be a recommendation to repeat the grade level. Students will have the opportunity to attend summer school—two classes may be made-up. The Principal will make a recommendation for a student to go to summer school in order to be promoted to the next grade. The Principal may also make a recommendation for students to go to summer school to work on their academic skills.

Students in grade 9-12 may re-take failed courses during the school year, go to summer school for make-up, and/or make up course work through independent study.

*YM East Schools have access to a day program for Alternative Learning-Area Learning Center. The center is located in Montevideo. Referral to the Area Learning Center is via the High School Principal.

VISITOR'S TO SCHOOL

Any persons other than YM students, staff, or Board of Education are regarded as visitors. These individuals must report to the Principal's Office before going ANYWHERE in the building. Visitors must wear a nametag and be signed in at the office.

Students may have a student visitor under the following guidelines:

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1. Parent notification 24 hours in advance.
2. Student visiting must not be missing his or her own school.
3. No visitors during finals or finals week.
4. No visitors on the day before or after a holiday break.

CO-CURRICULAR ELIGIBILITY

YM EAST High School is a member of the Minnesota High School League and adheres to the governance of the League. Participation in co-curricular activities is a privilege available to the student body.

STUDENTS MUST PASS THEIR CLASSES TO REMAIN ACTIVE IN THEIR ACTIVITY. A failing grade at mid-quarter is an indicator grade-a student will have one (1) week upon posting, to get to a passing grade or will be ineligible to participate until the grade is passing. (Eligibility slip to be signed - if still failing, ineligible until passing.) A failing grade at quarter time will result in **INELIGIBILITY for two games or two contests. You must then use the **BLUE SLIP** to verify that you are passing in order to resume participation. **NOTE:** Must be passing at mid-quarter and quarter to remain eligible.**

Grades 9-12:

F @ quarter is a two-game suspension from a competitive activity. MUST get a blue slip signed and be passing ALL classes in order to resume competition.

Grades 7-8:

F @ quarter is a one-game suspension and requires a signed blue slip that students is passing ALL classes before resuming competition.

BE PASSING or NO PLAYING! MSHSL requires that student be making progress towards graduation in order to retain eligibility-we interpret that to mean at grade level each year in order to maintain eligibility.

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General Guidelines:

BYLAW 100.00: A student participating in League sponsored activities shall be under 20 years of age.

BYLAW 102.00: Students shall be attending school and classes regularly; and be listed on the appropriate school records and not have been dropped because of irregular attendance, extended absence, or suspension from school.

BYLAW 107.00: Any student who intends to participate in high school interscholastic athletics, dance team, or cheerleading activities must have on file in the school, a record of a physical examination performed by a physician within the previous three years.

BYLAW 108.00: To be scholastically eligible, a student must be making satisfactory progress towards the school's requirement for graduation.

***NOTE: YM East maintains that students should be passing all courses in order to participate in co-curricular activities. Coaches will review the academic requirements with student-athletes and parents at the beginning of each season.**

BYLAW 110: No student may participate in any interscholastic activity after the eighth semester in grades 9-12 inclusive. All eight semesters must be consecutive.

BYLAW 202.00: It shall be a violation to assault an official.
*Penalty: any participant found guilty of assault shall be disqualified from participation for a minimum of 4 weeks.

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BYLAW 205.00: During the calendar year, regardless of quality, a student shall not:

- use a beverage containing alcohol
- use tobacco
- use or consume, have in possession, buy, sell, or give away any other controlled substance

BYLAW 209.00: During the school year, a student shall not engage in the sexual, racial, or religious harassment or sexual, racial, religious violence or hazing.

THE ABOVE ARE GENERAL GUIDELINES AND HIGHLIGHTS OF THE LEAGUE POLICY. A COMPLETE HANDBOOK IS AVAILABLE FOR REVIEW IN THE ACTIVITIES OFFICE and THE PRINCIPAL'S OFFICE.

(MR. KNAPPER) OR IN THE HIGH SCHOOL PRINCIPAL'S OFFICE (MS. NORELL).

NOTE: Students that violate chemical and/or eligibility guidelines during a season WILL NOT be eligible for team or conference awards.

YM EAST SPORTSMANSHIP

The STING will participate in the MSHSL Sportsmanship Program for 2008-2009. The program for this year is called TEAM UP. The following guidelines will be effect at all contests:

1. Cheer appropriately.
2. Sit in the assigned section as designated by the Activity Director both in our gym and at visiting sites.
3. Stand during the singing/playing of the National Anthem and either participate in the singing or remain quiet.
4. Stand during the playing of the visitor and STING school song.
5. DO NOT boo or heckle game officials or contestants in the competition.
6. NEVER throw anything on the playing court or field.

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YM East High School will be reading the Sportsmanship Code at the start of each contest.

ACTIVITY: Student Code of Responsibility

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the property of others.
- D. I will respect and obey the rules of my school and the laws of my community, state, and country.
- E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

*A student who is under penalty of exclusion, expulsion, or suspension or whose character violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal.

The guidelines applied by the Yellow Medicine East High School Principal provide for periods of ineligibility as follows:

- First violation: . suspension of two games
- Second: suspension of four games
- Third: removal from activity

**NOTE: "Student in Good Standing" applies to all activities governed by YM East High School both school sponsored and MSHSL sponsored.

***Students may ride home with their parents following contests. Students need to have a parent note signed by the High School Principal or the Activities Director. This needs to be given to the coach/advisor upon boarding the bus. NOTE: The HS Principal cannot authorize students to ride with students. Notes signed indicate that parents are authorizing "alternate" transportation.**

There are times when students will need to drive to events on their own due to appointments, etc. We would ask that students use school sponsored transportation as much as

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possible but if special circumstances come up we will allow students to drive themselves. NOTE we cannot give permission for students to transport other students.

Please check with the High School Office if you have any questions regarding policy.

AFTER SCHOOL TUTORIAL

Students that need "academic" support in the form of teacher assistance, a quiet place to study, use of the computer, and/or guidance from the media center should plan to use the MEDIA CENTER/LIBRARY after school. The library remains open until 4:00 p.m. Monday through Thursday. Most teachers are available until 3:40 p.m. in their classrooms. **ACADEMICS FIRST**-if you need help with schoolwork, get that first and then go to practice!

BEFORE SCHOOL ACADEMIC SUPPORT

Teachers are available in the a.m. before school starts to assist students. Make sure you work with your teacher regarding the times available. The library computer center can also be accessed before school.

VIDEOTAPING

At various times during the school year, we may videotape classes, students in the halls, or school activities. If you do not want your child to appear in these videotapes, send a written note ATTN: PRINCIPAL. If we do not receive a written note, we will assume permission is granted.

BOOKS & MATERIALS

MN Statute 120.74, subd.1 requires the school board to notify parents about its policy to charge fees for lost, damaged, or destroyed books. Teachers issue books at the beginning of the year/semester. A fee will be assessed for a damaged or lost text.

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IMMUNIZATION LAW

Minnesota law requires that all children attending public, private, or parochial schools be immunized against diphtheria, tetanus, polio, measles, mumps, rubella, and Hepatitis B. To comply with the law parents must submit appropriate documentation to the school. Students not properly immunized will not be allowed to attend school.

NOTE: Students going to college are required to be immunized for meningitis upon enrollment to their school.

www.mshsl.org MN State High School League governs co-curricular activities

www.isd2190.org YME Website

GUIDELINES FOR PROM DRIVE-UP:

1. REASONABLE, FUN, SAFE, LEGAL will be the guidelines.
2. NO students will be allowed to ride in the bed of a pickup.
3. NO oversized farm equipment will be allowed in the drive-up.
4. NO semi's (truck or trailer) will be allowed in the drive-up.
5. As golf carts and four-wheelers are not street equipment they are not to be used for drive-up.
6. Camper trailers (RV's) are not acceptable vehicles for drive-up. This includes watercraft.
7. Student drivers must have a valid driver's license. Shall be checked by police at the stop sign before student (s) are allowed to drive up to the main entrance.
8. No exhibition driving including excessive 'pipes' and 'engine revving'.
9. Stands to reason that any chemicals-tobacco, alcohol, or drugs-that are detected will result in law enforcement notification and the police will sanction students involved.

Prom Guidelines:

1. Students signed up for prom, either on-site or off-site, **will not** be allowed to leave the site until the event is over. No

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- student may leave, even with parent permission or parent pick-up. Once you are at site you will be required to stay.
2. Only students between the ages of 15-20 will be allowed to participate in YME Prom. A Junior or Senior may invite one guest to the Prom and they will also be between the 15-20 age ranges. Parent permission slips must be signed for all students attending the YME Prom.
 3. Guests to prom are under the SAME rules and regulations as YME students meaning they must stay to site as signed up and follow the same rules.
 4. Students that have a chemical violation (MSHSL) that has not been cleared will not be eligible for prom activities.
 5. Students that are not passing (nearest marking period to prom) will not be allowed to attend prom.
 6. Students that have un-resolved attendance issues will not be in good standing and will therefore not be allowed to attend. Student must meet the same requirement as co-curricular participation by being in school four consecutive hours the day before prom and all absences from that day must be pre-arranged and excused.
 7. Students signing up for the YME Prom are expected to attend the Parent Sponsored After-Prom. The parent permission slip for Prom also includes the Post Prom. If a parent absolutely does not want their child to participate in the post prom activities they will need to call the High School Principal and receive a waiver from participation.
 8. Post-Prom is a LOCK IN. Students should stay to the site from the check-in to the ending.
 9. As the school rule is "no cell phones" we will enforce that same policy during the prom activity. Phones will be confiscated and returned to students at the end of the activity.
 10. Yellow Medicine East reserves the right to have any student and/or adult removed from prom if behavior is inappropriate. Law Enforcement will be called as needed.

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Post Prom:

1. Post Prom is a parent-sponsored activity promoting safe, fun activities following prom.
2. The parent permission slip allowing students to participate in prom is also the parent permission slip for Post Prom.
3. NO alcohol, tobacco, or drugs allowed-law enforcement would be notified if detected.
4. Students are to stay at post prom until the event ends-if a student leaves early, parents will be called. For all practical purposes, Post-Prom is a Lock-in.
5. Students are under the same rules and regulations as school and are encouraged to be on their very best behavior.
6. Only Juniors/Seniors and their guest are allowed at post prom.
7. Students DO NOT have to attend prom to attend post prom. They are required to have parent permission slips signed and fees paid.

"Bullying implies an imbalance of power or strength. The student who is bullied has difficulty defending himself/herself."

Yellow Medicine East 2008-2009 Calendar

August 25-28Inservice Days
September 2First Day of School
September 22Late Start
September 22-26Homecoming Week
October 14.....Early Out
October 15.....Inservice Day
October 16 & 17EM Break
October 31.....End of 1 st Quarter – 41 Days
November 3Late Start
November 26Inservice Day
November 27 & 28.....Thanksgiving Break
Dec. 24 – Jan. 2Christmas Break
January 16.....End of 2 nd Quarter – 44 Days
January 19.....Inservice Day
January 20.....Late Start
February 11Early Out
February 12Inservice Day
February 13Comp Day – No School
February 16Presidents Day
March 20Early Out
March 27End of 3 rd Quarter – 46 Days
April 8Early Out
April 9Inservice Day
April 10-13Easter Break
May 1.....Early Out
May 2.....Prom
May 25Memorial Day
May 28.....End of 4 th Quarter – 40 Days
Early Out
May 29.....Inservice Day
Graduation
June 1.....Inservice Day
	171 Student Contact Days



Board Approved 2-11-08

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Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
9353	CENEX CREDIT CARD	06/12/2008	1		0	1,469.73	2,069.73
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		1,469.73	
			2		0	600.00	
04 E 500 505 548 321 442				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GAS & O		600.00	
9354	CITY OF GRANITE FALLS	06/12/2008	2	elec	0	4,945.84	6,549.52
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		4,945.84	
			3	GARAGE	0	68.88	
01 E 005 810 191 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/OUTSIDE MA		68.88	
			4	CARPENTRY	0	10.20	
01 E 300 361 000 830 330				CARPENTRY/VOCATIONAL PROGRAMS/UTILITY SERVICES/		10.20	
			swr/wtr		0	1,524.60	
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		1,524.60	
9355	EMBARQ	06/12/2008	1		0	231.55	245.24
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		231.55	
			2		0	13.69	
01 E 610 050 000 000 320				PRINCIPAL'S OFFICE//COMMUNICATIONAL SERVICES/		13.69	
9356	FARMERS UNION OIL CO.	06/12/2008	1	GAS CARDS FOR PRIZES	0	50.00	656.26
01 E 005 790 722 000 401				OTHER PUPIL SUPPORT SERVICES//GENERAL SUPPLIES/SHARE LI		50.00	
			3		0	29.86	
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		29.86	
			46477	POTASH	0	576.40	
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		576.40	
9357	FRONTIER TELEPHONE	06/12/2008	10		0	338.39	338.39
01 E 025 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		338.39	
9358	GREAT PLAINS NATURAL GAS CO	06/12/2008	1		0	2,432.74	2,461.62
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		2,432.74	
			2		0	28.88	
01 E 025 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		28.88	
9359	STUDY ISLAND	06/12/2008	83502-507-463	FY 09 RENEWAL	3	2,722.50	2,722.50
01 A 131 00				GENERAL FUND/PREPAID EXPENSE		2,722.50	
9360	GRANITE FALLS SUPER MOTEL	06/12/2008	6093		0	74.44	74.44
01 E 005 790 722 000 366				OTHER PUPIL SUPPORT SERVICES//TRAVEL-SCHOOL BUSINESS/SH		74.44	
9361	VISA	06/12/2008	1	HERMITAGARF. COM.	0	49.78	297.67
01 E 300 211 165 000 899				SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/GRAD		49.78	
			2	NAESP	0	179.55	
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		179.55	
			3	KEMPS TOPS	0	68.34	
01 L 230 36				GENERAL FUND/DEFERRED REVENUE/MUSIC-BERT RANEY		68.34	
			9	Computer			
				Check(s) For a Total of			15,415.37

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	9	Computer	Checks For a Total of	15,415.37
Total For	9	Manual, Wire Transfer & Computer	Checks	15,415.37
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	15,415.37

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	2,790.84	0.00	12,024.53	14,815.37
04	COMMUNITY SERVICE	0.00	0.00	600.00	600.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
9393	ACT	06/24/2008	30177930		348	250.00	250.00
01 E 300 710 000 000 401				COUNSELING/GUIDANCE//GENERAL SUPPLIES/		250.00	
9394	ADVOCATE TRIBUNE	06/24/2008	1	comm ed	0	150.00	1,110.10
04 E 500 505 000 321 380				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PRINTIN		150.00	
			2	LEGALS	0	248.90	
01 E 005 010 000 000 380				BOARD OF EDUCATION//PRINTING/ADVERTISING/		248.90	
			3		0	24.00	
01 E 005 010 000 000 380				BOARD OF EDUCATION//PRINTING/ADVERTISING/		24.00	
			4	ADS	0	295.20	
01 E 300 361 000 830 433				CARPENTRY/VOCATIONAL PROGRAMS/INDIVIDUAL INST SUPPLIES/		295.20	
			5	EASTSIDE STORIES	0	392.00	
01 E 300 298 205 000 401				EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/NEWSPAPER		392.00	
9395	AMERICAN WELDING SUPPLIES	06/24/2008	1		418	318.00	318.00
01 E 300 255 000 000 430				INDUSTRIAL EDUCATION//SUPPLIES/		318.00	
9396	HEATHER ANDERSON	06/24/2008	1	6 + 1 TRAITS	0	137.48	137.48
01 E 300 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		137.48	
9397	ANDERSON IT'S ELEMENTARY	06/24/2008	4713989		0	127.17	127.17
01 E 100 218 000 388 401				GIFTED & TALENTED/TAG (06)/GENERAL SUPPLIES/		127.17	
9398	ANDERSON, RITA	06/24/2008	1	MILEAGE	0	97.17	97.17
01 E 200 219 000 317 366				LEP/COMPENSATORY/TRAVEL-SCHOOL BUSINESS/		97.17	
9399	APPERT FOODS	06/24/2008	1		0	2,573.86	2,573.86
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		2,455.82	
02 E 005 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK/		10.94	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		107.10	
9400	APPLE FINANCIAL SERVICES	06/24/2008	13971726	student lease	0	46,456.92	46,456.92
01 A 131 00				GENERAL FUND/PREPAID EXPENSE		46,456.92	
9401	APPLE COMPUTER, INC.	06/24/2008	9280321382	IMAC	110	1,399.00	1,399.00
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/		1,399.00	
9402	ASSET RECOVERY CORPORATION	06/24/2008	6514512	ELECTRONICS	0	914.77	914.77
				DISPOSAL			
01 E 005 860 000 347 305				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/PROFESSIO		914.77	
9403	BANDMAN'S COMPANY	06/24/2008	08-18930		417	269.30	269.30
01 E 300 258 233 000 450				MUSIC//MATERIALS PURCH FOR RESALE/INSTRUMENTAL MUSIC		269.30	
9404	Vendor Continued Void	06/24/2008					0.00
9405	Vendor Continued Void	06/24/2008					0.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
9406	BENNETT & BENNETT INC.	06/24/2008	1	FUEL	0	5,977.76	34,057.64
01 E 005 760 000 720 361				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CON		5,977.76	
			11	FIELD TRIPS	0	3,546.09	
01 E 100 203 000 733 361				ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/BU		3,546.09	
			12	FT HAGG	0	951.49	
01 E 150 203 000 733 361				ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/BU		951.49	
			13	F TRIPS	0	1,618.99	
01 E 300 211 000 733 361				SECONDARY EDUCATION GENERAL/TRANSPORTATION/NON-AUTHORIZ		1,618.99	
			14	BAND	0	127.54	
01 E 300 258 233 733 361				MUSIC/TRANSPORTATION/NON-AUTHORIZED/BUS CONTRACT (XWK T		127.54	
			15	TRACK	0	1,371.41	
01 E 300 292 219 733 361				BOYS/GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS		1,371.41	
			16	GOLF	0	650.23	
01 E 300 292 225 733 361				BOYS/GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS		650.23	
			17	BOYS TENNIS	0	1,297.88	
01 E 300 294 224 733 361				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTRA		1,297.88	
			18	BASEBALL	0	1,157.23	
01 E 300 294 215 733 361				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTRA		1,157.23	
			19	SOFTBALL	0	1,701.09	
01 E 300 296 210 733 361				GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTR		1,701.09	
			2	CLKFD. SHUTTLE	0	2,540.16	
01 E 005 760 000 720 361				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CON		2,540.16	
			20	BAND	0	124.16	
01 E 005 760 000 725 361				PUPIL TRANSPORTATION/BETWEEN SCHOOLS/BUS CONTRACT (XWK		124.16	
			3	OUT OF DISTRICT	0	3,810.24	
01 E 005 760 000 713 361				PUPIL TRANSPORTATION/OPEN ENROLLMENT/BUS CONTRACT (XWK		3,810.24	
			4	ATHLETIC SHUTTLE	0	304.56	
01 E 005 760 000 717 361				PUPIL TRANSPORTATION/LATE ACTIVITY BUS/BUS CONTRACT (XW		304.56	
			5	SPECIAL NEEDS	0	8,526.55	
01 E 005 760 000 723 361				PUPIL TRANSPORTATION/HANDICAPPED/BUS CONTRACT (XWK TO 3		8,526.55	
			6	READY SET LEARN	0	70.62	
04 E 500 582 000 344 361				LEARNING READINESS/LEARNING READINESS/BUS CONTRACT (XWK		70.62	
			7	BAND RENT	0	30.00	
01 E 300 258 233 000 370				MUSIC//RENTALS AND LEASES/INSTRUMENTAL MUSIC		30.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			8	AFS	0	251.64	
01 E 005 760 000 717 361				PUPIL TRANSPORTATION/LATE ACTIVITY BUS/BUS CONTRACT (XW		251.64	
	9407 BEST BUSINESS PRODUCTS	06/24/2008	885270		0	57.23	137.11
04 E 500 590 000 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		57.23	
			885685		0	79.88	
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		79.88	
	9408 BILL'S ELECTRIC	06/24/2008	3993	HOUSE	0	5,475.00	5,475.00
01 E 300 361 000 830 433				CARPENTRY/VOCATIONAL PROGRAMS/INDIVIDUAL INST SUPPLIES/		5,475.00	
	9409 BILL'S REPAIR	06/24/2008	1	MOWER REPAIR	0	39.99	39.99
01 E 005 810 191 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		39.99	
	9410 HELEN M BLUE-REDNER	06/24/2008	1		0	32.83	44.39
01 E 100 203 000 000 366				ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS/		32.83	
			2		0	11.56	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		11.56	
	9411 BOUSHEK LEEANN	06/24/2008	1	HEALTH INS.	0	24.30	24.30
01 E 005 110 000 000 366				MEETING			
				ACCOUNTING OFFICE//TRAVEL-SCHOOL BUSINESS/		24.30	
	9412 CARL'S BAKERY	06/24/2008	1		0	102.60	137.10
02 E 025 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		102.60	
			3851		406	34.50	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		34.50	
	9413 CASEY'S	06/24/2008	1	1	414	67.44	145.26
01 E 300 361 000 830 433				CARPENTRY/VOCATIONAL PROGRAMS/INDIVIDUAL INST SUPPLIES/		67.44	
			2		412	77.82	
01 E 100 620 000 000 401				EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES/		77.82	
	9414 CDW GOVERNMENT, INC.	06/24/2008	KLS8845		111	116.10	623.37
01 E 005 610 375 308 401				CURRICULUM CONSULTANT & DEVLOP/STAFF DEV. 25% DIST. WID		116.10	
			KRT1507		427	507.27	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		507.27	
	9415 CHILDCRAFT ED CORP	06/24/2008	302700013227		0	344.93	344.93
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		344.93	
	9416 CLAYMAN ENTERPRISES	06/24/2008	401953		400	27.56	27.56
01 E 100 203 403 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/3RD GRADE		27.56	
	9417 COMPANION CORP.	06/24/2008	618221		440	170.00	170.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 620 000 000 401				EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES/		170.00	
9418	CONSUMERS COOPERATIVE OIL CO.	06/24/2008	1		0	343.22	343.22
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		343.22	
9419	COUNTRY FLORAL	06/24/2008	1	graduation	0	487.50	487.50
01 E 300 211 165 000 899				SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/GRAD		487.50	
9420	COUNTRYSIDE PUBLIC HEALTH	06/24/2008	1		0	206.25	206.25
01 E 200 720 000 000 311				HEALTH SERVICES/NURSE//PROFESSIONAL/TECHNICAL SVCS/		206.25	
9421	COUNTRY INNS & SUITES	06/24/2008	5019/20/21		0	674.10	674.10
01 E 300 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		674.10	
9422	CROWN AWARDS	06/24/2008	30739070		0	100.95	100.95
01 E 300 294 224 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/TENNIS		100.95	
9423	CULLIGAN	06/24/2008	1	COOLER RENT	0	22.73	32.75
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		22.73	
			2	COOLER RENT	0	10.02	
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		10.02	
9424	DAVE'S ELECTRIC CO	06/24/2008	82123	drive/drill	82123	599.98	647.23
01 E 300 211 000 302 530				(Perkins) SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/EQUIPMENT PU		599.98	
			82250		0	47.25	
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		47.25	
9425	DEAN FOODS NORTH CENTRAL, INC.	06/24/2008	1		0	2,605.01	2,919.03
02 E 005 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK/		2,000.00	
02 E 005 770 000 705 495				FOOD SERVICES/BREAKFAST/MILK/		408.66	
02 E 005 770 000 707 495				FOOD SERVICES/ALA CARTE/OTHER/MILK/		196.35	
			10		0	314.02	
02 E 025 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK/		141.94	
02 E 025 770 000 705 495				FOOD SERVICES/BREAKFAST/MILK/		97.03	
02 E 025 770 000 707 495				FOOD SERVICES/ALA CARTE/OTHER/MILK/		75.05	
9426	DIAMOND VOGEL PAINT	06/24/2008	6809606		0	43.56	43.56
01 E 300 361 000 830 433				CARPENTRY/VOCATIONAL PROGRAMS/INDIVIDUAL INST SUPPLIES/		43.56	
9427	DITTERICH, MARY	06/24/2008	1		0	21.06	21.06
02 E 005 770 000 701 366				FOOD SERVICES/SCHOOL LUNCH/TRAVEL-SCHOOL BUSINESS/		21.06	
9428	DOLLAR STOP	06/24/2008	1		113	6.00	6.00
01 L 230 10				GENERAL FUND/DEFERRED REVENUE/SUPT POP FUND		6.00	
9429	DOOM & CUYPERS CONSTRUCTION	06/24/2008	1		0	35.15	35.15

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		35.15	
9430 DU-MART		06/24/2008	1		424	87.95	87.95
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES//OTHER GRANTS/GENERAL SUPPL		87.95	
9431 ECOLAB		06/24/2008	6104211		0	196.16	343.16
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		196.16	
			8444424		0	147.00	
01 E 025 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		147.00	
9432 Vendor Continued Void		06/24/2008					0.00
9433 Vendor Continued Void		06/24/2008					0.00
9434 ECONOMART		06/24/2008	10027		0	22.05	2,187.09
01 L 230 43				GENERAL FUND/DEFERRED REVENUE/SR HIGH PROJECTS		22.05	
			10005	SCIENCE	0	7.11	
01 E 300 260 000 000 430				NATURAL SCIENCES//SUPPLIES/		7.11	
			10027		397	51.49	
01 E 100 203 399 000 401				ELEMENTARY GENERAL ED.//GENERAL SUPPLIES/INTERGENERATIO		51.49	
			10058		400	48.15	
01 E 300 211 165 000 899				SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/GRAD		48.15	
			10083		0	81.58	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES//OTHER GRANTS/GENERAL SUPPL		81.58	
			10107		0	47.98	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES//OTHER GRANTS/GENERAL SUPPL		47.98	
			10112		403	6.96	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES//OTHER GRANTS/GENERAL SUPPL		6.96	
			10125		106	14.26	
01 E 005 010 000 000 899				BOARD OF EDUCATION//MISCELLANEOUS EXPENSE/		14.26	
			10155		114	21.95	
01 E 005 010 000 000 899				BOARD OF EDUCATION//MISCELLANEOUS EXPENSE/		21.95	
			10197		403	18.06	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES//OTHER GRANTS/GENERAL SUPPL		18.06	
			2	HOME EC SUPPLIES	0	1,055.07	
01 E 300 331 000 830 433				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/INDIVIDUAL INST		1,055.07	
			20005	BRE SNACKS	0	92.47	
01 E 100 203 362 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/ELEM SNAC		92.47	
			20005-	CAKES RETURNED	0	-79.98	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E	005 010 000 000 899			BOARD OF EDUCATION//MISCELLANEOUS EXPENSE/		-79.98	
			20053		416	22.52	
01 E	005 790 722 000 401			OTHER PUPIL SUPPORT SERVICES//GENERAL SUPPLIES/SHARE LI		22.52	
			30006		0	202.95	
01 E	005 010 000 000 899			BOARD OF EDUCATION//MISCELLANEOUS EXPENSE/		202.95	
			30017	AMBER	0	50.23	
01 L	230 43			GENERAL FUND/DEFERRED REVENUE/SR HIGH PROJECTS		50.23	
			4	FOOD SERVICE	0	4.95	
02 E	005 770 000 701 490			FOOD SERVICES/SCHOOL LUNCH/FOOD/		4.95	
			5	SNACK STORE	0	494.00	
01 E	300 331 000 830 450			VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH		494.00	
			6		0	25.29	
01 L	230 43			GENERAL FUND/DEFERRED REVENUE/SR HIGH PROJECTS		25.29	
	9435 FAMILY FOODS	06/24/2008	1		0	13.66	13.66
02 E	025 770 000 701 490			FOOD SERVICES/SCHOOL LUNCH/FOOD/		13.66	
	9436 FOOD ALLERGY & ANAPHYLAXIS	06/24/2008	117		117	165.00	165.00
02 E	005 770 000 701 401			FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		165.00	
	9437 FRAN DEBAERE	06/24/2008	4318		0	173.06	373.06
01 E	025 810 000 000 350			OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		173.06	
			8660	4 telephones	0	200.00	
01 E	005 810 000 000 410			OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		200.00	
	9438 FRONTIER TELEPHONE	06/24/2008	1		0	49.44	49.44
04 E	500 560 000 321 320			RECREATION-SWIM POOL/COMMUNITY EDUCATION/COMMUNICATIONA		49.44	
	9439 FRONTLINE	06/24/2008	08-05-11986	MAY 08	0	343.55	3,188.99
01 E	005 010 000 000 899			BOARD OF EDUCATION//MISCELLANEOUS EXPENSE/		343.55	
			AB-11986	SUB SYSTEM	0	2,845.44	
01 A	131 00			GENERAL FUND/PREPAID EXPENSE		2,845.44	
	9440 FTC PUBLISHING	06/24/2008	18349		112	47.95	47.95
01 E	200 612 199 000 401			TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		47.95	
	9441 G & K SERVICES	06/24/2008	1		0	128.05	128.05
01 E	025 810 000 000 382			OPERATIONS AND MAINTENANCE//LAUNDRY AND DRY CLEANING/		128.05	
	9442 GAFFANEY MIKE	06/24/2008	1	SECTION FOOTBALL	0	32.36	32.36
				MILEAGE			
01 E	300 298 000 000 366			EXTRACURRICULAR ACTIVITIES//TRAVEL-SCHOOL BUSINESS/		32.36	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
9443	GRANITE FALLS AUTO PARTS	06/24/2008	1		0	9.96	173.99
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		9.96	
			2		0	164.03	
01 E 005 810 193 000 401				OPERATIONS AND MAINTENANCE//GENERAL SUPPLIES/CAR EXPENS		164.03	
9444	GRANITE FLORAL & GREENHOUSE	06/24/2008	1		405	66.83	117.25
01 E 100 203 399 000 401				ELEMENTARY GENERAL ED.//GENERAL SUPPLIES/INTERGENERATIO		66.83	
			2		0	-20.75	
01 E 005 110 000 000 899				ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE/		-20.75	
			75022		405	71.17	
01 E 100 203 399 000 401				ELEMENTARY GENERAL ED.//GENERAL SUPPLIES/INTERGENERATIO		71.17	
9445	GREAT PLAINS NATURAL GAS CO	06/24/2008	1		0	2,874.62	2,874.62
01 E 025 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		2,874.62	
9446	GREAT PLAINS SPORTS	06/24/2008	700494		0	163.15	440.55
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/		163.15	
			700592		0	72.14	
01 E 300 292 219 000 899				BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/TRACK		72.14	
			700601		0	73.93	
01 E 300 292 225 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/GOLF		73.93	
			700634		0	55.80	
01 E 300 294 215 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/BASEBALL		55.80	
			700767		0	75.53	
01 E 300 296 210 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/SOFTBALL		75.53	
9447	GREY, MARY	06/24/2008	1		0	39.39	39.39
01 E 150 203 169 000 366				ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS/TRAVEL B		39.39	
9448	GUERTIN, DAVID	06/24/2008	1	state golf	0	105.44	136.72
01 E 300 292 225 000 898				BOYS/GIRLS ATHLETICS//STATE EXPENSE/GOLF		105.44	
			10	SEC. 3AA GOLF FEES	0	31.28	
01 E 300 292 225 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/GOLF		31.28	
9449	HENDERSON, ROBIN	06/24/2008	1		0	784.50	800.70
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		784.50	
			2		0	16.20	
01 E 005 790 722 000 401				OTHER PUPIL SUPPORT SERVICES//GENERAL SUPPLIES/SHARE LI		16.20	
9450	HILLYARD/HUTCHINSON	06/24/2008	2468735		0	637.37	859.73

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9478	MELISSA LARSON	06/24/2008	1		0	51.22	51.22
01 E 200 219 000 317 366				LEP/COMPENSATORY/TRAVEL-SCHOOL BUSINESS/		51.22	
9479	LEASE FINANCE GROUP	06/24/2008	fy09	FY09 PAYMENT	0	11,571.22	11,571.22
01 A 131 00				GENERAL FUND/PREPAID EXPENSE		11,571.22	
9480	LEE'S AUTO & DIESEL	06/24/2008	13814		0	117.57	117.57
01 E 005 810 193 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		117.57	
9481	LEN WORSECH & CO	06/24/2008	4891		0	489.65	489.65
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/		489.65	
9482	LISTUL, DARLYS	06/24/2008	2		0	523.41	664.57
01 E 300 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		97.20	
01 E 150 203 169 000 366				ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS/TRAVEL B		426.21	
			3		0	141.16	
01 E 300 257 000 000 433				COMPUTER TECHNOLOGY//INDIVIDUAL INST SUPPLIES/		141.16	
9483	MACKIN LIBRARY MEDIA	06/24/2008	214585		0	158.49	158.49
01 E 300 620 000 000 470				EDUCATIONAL MEDIA/LIBRARY//LIBRARY BOOKS/		158.49	
9484	AMANDA MACZIEWSKI	06/24/2008	1		0	-342.30	85.35
01 E 100 203 169 000 366				ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS/TRAVEL B		-342.30	
			2		0	342.30	
01 E 100 216 000 401 366				TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/		342.30	
			3		0	85.35	
01 E 100 216 000 401 366				TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/		85.35	
9485	MAXWELL MEDALS & AWARDS	06/24/2008	3049873-IN		0	103.55	103.55
01 E 300 298 000 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/		103.55	
9486	DAVID MCCORMICK	06/24/2008	1		0	176.68	176.68
01 E 150 203 169 000 366				ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS/TRAVEL B		176.68	
9487	MCCORMICK'S ENTERPRISE INC.	06/24/2008	117067		438	19.70	19.70
01 E 300 258 233 000 430				MUSIC//SUPPLIES/INSTRUMENTAL MUSIC		19.70	
9488	MCCOY, KAREN	06/24/2008	1		0	42.93	42.93
01 E 200 612 199 000 366				TECHNOLOGY//TRAVEL-SCHOOL BUSINESS/KAREN MCCOY		42.93	
9489	MEDICAL TECHNOLOGIES, INC.	06/24/2008	0805523IN	CAL CHECK	0	100.00	100.00
01 E 200 720 000 000 311				HEALTH SERVICES/NURSE//PROFESSIONAL/TECHNICAL SVCS/		100.00	
9490	MIDWEST TECHNOLOGY	06/24/2008	2001834-00	PERKINS	416	901.76	1,713.50
01 E 300 211 000 302 530				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/EQUIPMENT PU		901.76	
			2001834-1	perkins	0	372.30	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 211 000 302 530				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/EQUIPMENT PU		372.30	
			2002058-00	PERKINS	428	439.44	
01 E 300 211 000 302 530				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/EQUIPMENT PU		439.44	
9491 MINNESOTA ELEVATOR, INC.		06/24/2008	140194		0	123.08	511.32
01 E 025 860 000 347 590				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/OTHER CAP		123.08	
			141051		0	316.84	
01 E 005 860 000 347 590				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/OTHER CAP		316.84	
			141149		0	35.70	
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		35.70	
			141150		0	17.85	
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		17.85	
			141151		0	17.85	
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		17.85	
9492 MTI DISTRIBUTING CO.		06/24/2008	621989		1	155.48	375.17
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		155.48	
			621989-01		0	219.69	
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		219.69	
9493 MUSIC MART		06/24/2008	561775		439	8.75	101.25
01 E 300 258 233 000 450				MUSIC//MATERIALS PURCH FOR RESALE/INSTRUMENTAL MUSIC		8.75	
			563512		0	41.30	
01 E 300 258 233 000 350				MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC		41.30	
			564126		0	51.20	
01 E 300 258 233 000 350				MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC		51.20	
9494 MUSSER ENVIRONMENTAL		06/24/2008	08-09 H&S	08-09 HEALTH & SAFETY	0	2,362.47	2,362.47
01 A 131 00				GENERAL FUND/PREPAID EXPENSE		2,362.47	
9495 MVCC		06/24/2008	07/08-9	MONTHLY PAYMENT	0	142,632.44	142,632.44
01 E 200 420 000 740 396				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE		142,632.44	
9496 MVTV		06/24/2008	1		0	200.00	200.00
01 E 005 810 000 311 320				OPERATIONS AND MAINTENANCE/TELECOMMUNICATIONS GRANT/COM		200.00	
9497 NELSEN'S CLEANERS & LAUNDERERS		06/24/2008	1		0	33.60	33.60
02 E 005 770 000 701 382				FOOD SERVICES/SCHOOL LUNCH/LAUNDRY AND DRY CLEANING/		33.60	
9498 NORTHWEST EVALUATION ASSOC.		06/24/2008	16248	08-09 RENEWAL	0	8,702.50	8,702.50
01 A 131 00				GENERAL FUND/PREPAID EXPENSE		8,702.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
9499	OFFICE SYSTEMS	06/24/2008	325415-0		0	30.61	100.22
01 L	230 56			GENERAL FUND/DEFERRED REVENUE/HAGG ELEMENTARY SCHOOL AC		30.61	
			325415-1		0	59.00	
01 L	230 56			GENERAL FUND/DEFERRED REVENUE/HAGG ELEMENTARY SCHOOL AC		59.00	
			326837-0		0	10.61	
01 L	230 56			GENERAL FUND/DEFERRED REVENUE/HAGG ELEMENTARY SCHOOL AC		10.61	
9500	OHIO STATE UNIVERSITY	06/24/2008	26186	SITE VISIT	0	1,350.44	1,350.44
01 E	100 204 000 414 366			TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINES		1,350.44	
9501	OPTIONS PUBLISHING	06/24/2008	IV415969		0	10.00	572.00
01 E	300 256 000 000 430			MATHETMATICS//SUPPLIES/		10.00	
			IV416107		444	562.00	
01 E	300 256 000 000 430			MATHETMATICS//SUPPLIES/		562.00	
9502	RICHARD D ORCUTT	06/24/2008	1	15 DAYS @ \$75	0	1,125.00	1,146.06
01 E	005 020 000 000 366			SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/		1,125.00	
			2	SHARE MTG	0	21.06	
01 E	005 020 000 000 366			SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/		21.06	
9503	PACT 4 FAMILIES COLLABORATIVE	06/24/2008	1	D. STRONG	0	13,608.82	13,608.82
01 E	200 420 000 740 305			SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/PRO		13,608.82	
9504	PAN-O-GOLD BAKING CO.	06/24/2008	1		0	674.16	708.48
02 E	005 770 000 701 490			FOOD SERVICES/SCHOOL LUNCH/FOOD/		600.00	
02 E	005 770 000 705 490			FOOD SERVICES/BREAKFAST/FOOD/		74.16	
			10		0	34.32	
02 E	025 770 000 701 490			FOOD SERVICES/SCHOOL LUNCH/FOOD/		34.32	
9505	J.W. PEPPER & SON INC.	06/24/2008	11496233		0	30.00	30.00
01 E	300 640 000 306 367			STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		30.00	
9506	PIONEER REVERE	06/24/2008	298523		0	520.50	520.50
01 E	005 810 000 000 410			OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		520.50	
9507	PITNEY BOWES	06/24/2008	454116-MY08		0	254.00	254.00
01 E	005 020 000 000 370			SUPERINTENDENT'S OFFICE//RENTALS AND LEASES/		254.00	
9508	PRAIRIE PALETTE	06/24/2008	286		401	188.08	188.08
01 E	100 203 399 000 401			ELEMENTARY GENERAL ED.//GENERAL SUPPLIES/INTERGENERATIO		188.08	
9509	PUBLIC BROADCASTING SERVICE	06/24/2008	7143913		0	76.90	76.90
01 E	300 270 000 000 430			SOCIAL STUDIES-SCIENCES//SUPPLIES/		76.90	
9510	MELISSA RASMUSSON	06/24/2008	1	DANCE EXPLOSION	0	90.00	157.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 810 000 000 410			2	MAINT. OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	3.89 3.89	
01 E 300 255 000 000 430			3	IT INDUSTRIAL EDUCATION//SUPPLIES/	0	16.47 16.47	
01 E 005 850 000 302 511	9521 SCHOEP CONTRACTING, LLC	06/24/2008	2655	FOOTBALL GRAVEL FACILITIES/CAPITAL OUTLAY/SITE/GROUNDS IMPROVEMENT/	0	319.60 319.60	319.60
01 E 100 790 308 799 401	9522 SCHOLASTIC INC	06/24/2008	1	18306154 OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL	421	444.75 444.75	444.75
01 E 100 790 308 799 401	9523 SCHOLASTIC MAGAZINES	06/24/2008	18306160	OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL	422	108.75 108.75	126.65
01 E 100 790 308 799 401			18306164	OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL	423	17.90 17.90	
01 E 005 010 000 000 305	9524 SCHROEDER COMMUNICATION	06/24/2008	2813	BOARD OF EDUCATION//PROFESSIONAL FEES/	0	2,967.15 2,967.15	2,967.15
01 E 005 850 000 302 522	9525 SCHWICKERT'S	06/24/2008	s1c020436	FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/	0	1,369.68 1,369.68	2,382.73
01 E 005 850 000 302 522			SIC021591	ROOF REPAIR FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/	0	1,013.05 1,013.05	
01 E 005 860 000 363 305	9526 SIMPLEXGRINNELL	06/24/2008	39946457	HEALTH & SAFETY EQUIP/FIRE SAFETY/PROFESSIONAL FEES/	0	3,514.28 3,514.28	3,514.28
01 E 300 270 000 000 430	9527 SOCIAL STUDIES SCHOOL SERVICE	06/24/2008	9923-67	SOCIAL STUDIES-SCIENCES//SUPPLIES/	443	159.04 159.04	159.04
02 E 025 770 000 701 490	9528 SOUTHWEST WHOLESALE	06/24/2008	1	FOOD SERVICES/SCHOOL LUNCH/FOOD/	0	645.57 485.82	4,259.96
02 E 025 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		159.75	
02 E 005 770 000 701 401			2	REGULAR SUPPLIES FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/	0	294.37 294.37	
02 E 005 770 000 701 490			20	FOOD SERVICES/SCHOOL LUNCH/FOOD/	0	2,233.45 2,233.45	
02 E 005 770 000 701 490			3	\$'S FOR SCHOLARS FOOD SERVICES/SCHOOL LUNCH/FOOD/	0	317.83 317.83	
02 E 005 770 000 705 490			4	FOOD SERVICES/BREAKFAST/FOOD/	0	768.74 768.74	
9529 STUKEL HELEN		06/24/2008	1	EC CONF.	0	285.52	285.52

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
04 E	500 580 000 325 366			EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		285.52	
	9530 SUBWAY	06/24/2008	122		0	39.83	39.83
01 E	100 216 000 401 401			TITLE I - PART A/TITLE I/GENERAL SUPPLIES/		39.83	
	9531 SUPER AMERICA	06/24/2008	1		410	50.00	50.00
01 E	005 790 722 000 401			OTHER PUPIL SUPPORT SERVICES//GENERAL SUPPLIES/SHARE LI		50.00	
	9532 SW/WC SERVICE COOP - MARSHALL	06/24/2008	21755	YEAR END WORKSHOP	0	25.00	330.00
01 E	005 110 000 000 366			ACCOUNTING OFFICE//TRAVEL-SCHOOL BUSINESS/		25.00	
			21755	YEAR END WORKSHOP	0	25.00	
01 E	100 050 000 000 366			PRINCIPAL'S OFFICE//TRAVEL-SCHOOL BUSINESS/		25.00	
			21755	YEAR END WORKSHOP	0	25.00	
01 E	300 050 000 000 366			PRINCIPAL'S OFFICE//TRAVEL-SCHOOL BUSINESS/		25.00	
			21798	WRITERS	0	10.00	
01 E	100 218 000 388 401			GIFTED & TALENTED/TAG (06)/GENERAL SUPPLIES/		10.00	
			21881	TECH WORKSHOP	0	45.00	
01 E	200 612 199 000 366			TECHNOLOGY//TRAVEL-SCHOOL BUSINESS/KAREN MCCOY		45.00	
			21941	SMART BOARD	0	200.00	
				TRAINING			
01 E	100 640 000 306 367			STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		200.00	
	9533 TECH CHECK	06/24/2008	10822-IN	08-09 TECH	0	5,000.00	5,000.00
				SERVICES			
01 A	131 00			GENERAL FUND/PREPAID EXPENSE		5,000.00	
	9534 UNIVERSITY OF SOUTH DAKOTA	06/24/2008	2008-101		0	1,803.76	1,803.76
01 E	100 203 113 317 305			ELEMENTARY GENERAL ED./COMPENSATORY/PROFESSIONAL FEES/R		1,803.76	
	9535 US TOY COMPANY	06/24/2008	5097838401		0	183.07	183.07
04 E	500 580 000 325 430			EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		183.07	
	9536 CINDY VELDE	06/24/2008	1		0	43.39	52.84
04 E	500 590 157 321 366			OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/TRAVEL-SCH		43.39	
			2		0	9.45	
09 L	230 26			TRUST FUND/DEFERRED REVENUE/SR CITIZENS CENTER		9.45	
	9537 NISSA WASHBURN	06/24/2008	1	recording grad.	0	25.00	25.00
01 E	300 211 165 000 899			SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/GRAD		25.00	
	9538 XCEL ENERGY	06/24/2008	1		0	23.33	23.33
01 E	025 810 184 000 330			OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		23.33	
	9539 YMC FAMILY SERVICE CENTER	06/24/2008	1	SR. NEWSLETTER	0	35.00	126.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				PAPER			
04 E	500 590 000 321 401			OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		35.00	
			2	HANLEY SINK	0	91.00	
				INSTALLATION			
04 E	500 590 158 321 401			OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		91.00	
9540 YME	COMMUNITY EDUCATION	06/24/2008	1	ECFE FY08	0	430.00	430.00
01 E	100 412 000 740 393			ECSE SPEC ED/STATE FUNDED SPECIAL ED/SPECIAL ED CONTRAC		430.00	
9541 YME	SCHOOL ACTIVITY ACCOUNT	06/24/2008	1	POP PROFIT	0	5,024.98	7,823.72
01 L	230 15			GENERAL FUND/DEFERRED REVENUE/STUDENT COUNCIL		5,024.98	
			10	granite floral	0	20.75	
				c/c			
01 E	005 110 000 000 899			ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE/		20.75	
			2	POP PROFIT	0	907.99	
01 L	230 39			GENERAL FUND/DEFERRED REVENUE/BERT RANEY JUICE MACHNINE		907.99	
			3	YEARBOOK- REVTRAK	0	1,845.00	
01 R	005 000 000 000 099			MISCELLANEOUS LOCAL REVENUE/		1,845.00	
			4	PRAIRIE WOODS	0	25.00	
01 E	100 790 388 000 899			OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID		25.00	
9542 Vendor	Continued Void	06/24/2008					0.00
9543 Vendor	Continued Void	06/24/2008					0.00
9544 Vendor	Continued Void	06/24/2008					0.00
9545 Vendor	Continued Void	06/24/2008					0.00
9546 Vendor	Continued Void	06/24/2008					0.00
9547 Vendor	Continued Void	06/24/2008					0.00
9548 Vendor	Continued Void	06/24/2008					0.00
9549 Vendor	Continued Void	06/24/2008					0.00
9550 Vendor	Continued Void	06/24/2008					0.00
9551 Vendor	Continued Void	06/24/2008					0.00
9552 Vendor	Continued Void	06/24/2008					0.00
9553 Vendor	Continued Void	06/24/2008					0.00
9554 Vendor	Continued Void	06/24/2008					0.00
9555 YME	SCHOOLS-ADM	06/24/2008	1	INTEREST	0	-42.35	15,352.46
01 R	005 000 000 000 092			INVESTMENT EARNINGS/		-42.35	
			12389	VOID BOB	0	-210.00	
				LAUFENBERGER			
01 E	300 296 210 000 319			GIRLS ATHLETICS//OTHER PERSONAL SERVICES/SOFTBALL		-210.00	
			12422	TANYA HUNTER	0	25.00	
04 R	500 000 000 321 050			COMMUNITY EDUCATION/FEES FROM PATRONS/		25.00	
			12423	ORTONVILLE GOLF	0	100.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				COURSE			
01 E	300 292 225 000 899			BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/GOLF		100.00	
			12426	KEN VUE	0	123.00	
01 E	005 810 000 000 170			OPERATIONS AND MAINTENANCE//SECRETARIAL,CLERICAL,OTHER/		123.00	
			12427	BOBBI JO ENSTAD	0	25.00	
04 R	500 000 000 321 050			COMMUNITY EDUCATION/FEES FROM PATRONS/		25.00	
			12429	MIKE SWAM	0	250.00	
01 E	300 294 215 000 319			BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASEBALL		250.00	
			12430	STEVE JOHNSON	0	250.00	
01 E	300 296 210 000 319			GIRLS ATHLETICS//OTHER PERSONAL SERVICES/SOFTBALL		250.00	
			12431	BARB BERG	0	300.00	
04 R	500 505 548 321 050			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/FEES FR		300.00	
			12432	ROBIN HENDERSON	0	207.59	
01 E	100 203 399 000 401			ELEMENTARY GENERAL ED.//GENERAL SUPPLIES/INTERGENERATIO		207.59	
			12433	TIM RACH	0	150.00	
01 E	300 294 215 000 319			BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASEBALL		150.00	
			12434	WILLIE HOLMES	0	150.00	
01 E	300 294 215 000 319			BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASEBALL		150.00	
			12435	WARREN COOK	0	150.00	
01 E	300 294 215 000 319			BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASEBALL		150.00	
			12437	CASEY LUEPKE	0	25.00	
01 E	300 292 219 000 186			BOYS/GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/TRACK		25.00	
			12438	MICHELLE MILLER	0	25.00	
01 E	300 292 219 000 186			BOYS/GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/TRACK		25.00	
			12439	SAMI PEYTON	0	25.00	
01 E	300 292 219 000 186			BOYS/GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/TRACK		25.00	
			12440	TOM JACOBSON	0	25.00	
01 E	300 292 219 000 186			BOYS/GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/TRACK		25.00	
			12441	GARY SIMS	0	125.00	
01 E	300 292 219 000 319			BOYS/GIRLS ATHLETICS//OTHER PERSONAL SERVICES/TRACK		125.00	
			12442	WAL MART	0	250.00	
01 E	005 790 000 799 899			OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/MISCELLANEOUS		250.00	
			12443	caseys	0	250.00	
01 E	005 790 000 799 899			OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/MISCELLANEOUS		250.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			12444	EAGLE CREEK GOLF COURSE	0	80.00	
01 E 300 292 225 000 369				BOYS/GIRLS ATHLETICS//PARTICIPATION FEES/GOLF		80.00	
			12445	DEREK DEPDAHL	0	26.00	
01 E 300 331 000 830 450				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH		26.00	
			12446	MANUEL MORENO	0	26.00	
01 E 300 331 000 830 450				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH		26.00	
			12447	DYLAN LINDQUIST	0	26.00	
01 E 300 331 000 830 450				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH		26.00	
			12448	TAYLOR BRUFLAT	0	26.00	
01 E 300 331 000 830 450				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH		26.00	
			12449	ELIZABETH HALVERSON	0	26.00	
01 E 300 331 000 830 450				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH		26.00	
			12450	BRIANA YERIGAN	0	26.00	
01 E 300 331 000 830 450				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH		26.00	
			12451	ALISSA PUTNAM	0	26.00	
01 E 300 331 000 830 450				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH		26.00	
			12452	JOSH PETERSON	0	26.00	
01 E 300 331 000 830 450				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH		26.00	
			12453	STEPH LARSON	0	26.00	
01 E 300 331 000 830 450				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH		26.00	
			12454	TAYLOR LEE	0	26.00	
01 E 300 331 000 830 450				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH		26.00	
			12455	AUTUMN LABATTE	0	26.00	
01 E 300 331 000 830 450				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH		26.00	
			12456	BREE LESKE	0	26.00	
01 E 300 331 000 830 450				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH		26.00	
			12457	JESS HEISELMAN	0	26.00	
01 E 300 331 000 830 450				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH		26.00	
			12458	JUSTIN STOCK	0	26.00	
01 E 300 331 000 830 450				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH		26.00	
			12459	CODY HAKUS	0	26.00	
01 E 300 331 000 830 450				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH		26.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 331 000 830 450			12460	ALEX VIERGUTZ VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH	0	26.00	26.00
01 E 300 331 000 830 450			12461	QUENTIN KNUTSON VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH	0	26.00	26.00
01 E 300 331 000 830 450			12462	LACEY LOBDELL VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH	0	26.00	26.00
01 E 300 331 000 830 450			12463	MARIBEL MEDRANO VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/MATERIALS PURCH	0	26.00	26.00
01 E 300 292 219 000 186			12464	MONICA KASEL BOYS/GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/TRACK	0	28.00	28.00
01 E 300 292 219 000 186			12465	MARK HENDERSON BOYS/GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/TRACK	0	24.00	24.00
01 E 300 292 219 000 186			12466	DAVE BROKKE BOYS/GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/TRACK	0	24.00	24.00
01 E 300 292 219 000 186			12467	REMY KHALI BOYS/GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/TRACK	0	28.00	28.00
01 E 300 292 219 000 186			12468	WENDY SCHEFFLER BOYS/GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/TRACK	0	28.00	28.00
01 E 300 292 219 000 186			12469	KAREN JACOBSON BOYS/GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/TRACK	0	32.00	32.00
01 E 300 292 219 000 369			12470	TMB SCHOOLS BOYS/GIRLS ATHLETICS//PARTICIPATION FEES/TRACK	0	50.00	50.00
01 E 300 640 000 306 367			12471	MDE STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE	0	300.00	300.00
01 L 230 33			12472	BRAMBLE PARK ZOO GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU	0	295.00	295.00
04 E 500 590 000 321 329			12473	POSTMASTER OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/POSTAGE AN	0	118.57	118.57
01 E 300 211 000 000 899			12474	MATT OLSON SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/	0	50.00	50.00
01 E 100 620 000 000 470			12475	ROBERTO JIMINEZ EDUCATIONAL MEDIA/LIBRARY//LIBRARY BOOKS/	0	10.00	10.00
02 R 005 000 000 701 601			12477	TRESSA ERICKSON SCHOOL LUNCH/SALES TO PUPILS/	0	50.65	50.65

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 620 000 000 470			12478	MARTHA ARRIAS EDUCATIONAL MEDIA/LIBRARY//LIBRARY BOOKS/	0	15.00 15.00	
01 E 300 294 215 000 319			12479	nick richter BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASEBALL	0	350.00 350.00	
01 E 300 294 215 000 319			12480	BRUCE ANDERSON BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASEBALL	0	100.00 100.00	
01 E 300 294 215 000 319			12481	BRANDON MENSINK BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASEBALL	0	50.00 50.00	
01 E 300 294 215 000 319			12482	COREY FIELD BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASEBALL	0	50.00 50.00	
01 E 300 292 225 000 898			12483	DAVE GUERTIN BOYS/GIRLS ATHLETICS//STATE EXPENSE/GOLF	0	262.50 262.50	
01 E 005 110 000 000 899			12484	CAPITAL ONE ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE/	0	39.00 39.00	
01 E 300 292 219 000 369			12485	LQPV BOYS/GIRLS ATHLETICS//PARTICIPATION FEES/TRACK	0	50.00 50.00	
01 E 005 020 000 000 329			12486	POSTMASTER SUPERINTENDENT'S OFFICE//POSTAGE AND EXPRESS/	0	19.45 19.45	
01 E 300 361 000 830 433			12487	MN DEPT. OF LABOR & IND. CARPENTRY/VOCATIONAL PROGRAMS/INDIVIDUAL INST SUPPLIES/	0	30.00 30.00	
01 E 005 130 000 333 329			12488	POSTMASTER COMMUNITY RELATIONS-SCHOOL NEW/PARENTAL INVOLVEMENT/POS	0	329.03 329.03	
01 R 005 000 000 000 099			12489	MARY VIRNIG MISCELLANEOUS LOCAL REVENUE/	0	90.00 90.00	
01 E 100 640 000 306 367			12490	MDE STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE	0	200.00 200.00	
01 E 300 298 216 000 899			12491	REGION 3A EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FLO-T	0	7,248.00 7,248.00	
04 E 500 505 000 321 450			12492	MARK BAKKEN COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	320.00 320.00	
01 R 300 296 000 000 050			12494	YME ACTIVITY GIRLS ATHLETICS//FEES FROM PATRONS/	0	45.00 25.00	
01 R 300 240 000 000 099				HEALTH/PHY ED/RECREATION//MISCELLANEOUS LOCAL REVENUE/		20.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			12495	ANNETTE HENDRICKX DEROIN	0	495.00	
02 E	025 770 000 701 366			FOOD SERVICES/SCHOOL LUNCH/TRAVEL-SCHOOL BUSINESS/		495.00	
			12496	M PREC	0	10.00	
01 E	200 206 000 433 430			DRUG FREE \$ FED./DRUG F SCH/SUPPLIES/		10.00	
			12497	WADE FORMO	0	24.00	
01 E	300 298 216 000 899			EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FLO-T		24.00	
			12498	KENTON JOHNSON	0	24.00	
01 E	300 298 216 000 899			EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FLO-T		24.00	
			12499	CLINT SCHILLER	0	24.00	
01 E	300 298 216 000 899			EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FLO-T		24.00	
			12500	DAVE GUERTIN	0	36.00	
01 E	300 298 216 000 899			EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FLO-T		36.00	
			12501	MIKE GAFFANEY	0	36.00	
01 E	300 298 216 000 899			EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FLO-T		36.00	
			12502	REDLIN ART CENTER	0	33.00	
04 E	500 505 000 321 450			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		33.00	
			12504	BRAMBLE PARK	0	215.00	
04 E	500 505 000 321 450			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		215.00	
			12505	MELLETTTE HOUSE	0	50.00	
04 E	500 505 000 321 450			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		50.00	
			12506	MR T'S	0	440.39	
04 E	500 505 000 321 450			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		440.39	
			12507	KEN VUE	0	107.63	
01 E	005 810 000 000 170			OPERATIONS AND MAINTENANCE//SECRETARIAL,CLERICAL,OTHER/		107.63	
			12508	KRISTY RASMUSSEN	0	52.00	
01 E	300 292 219 000 186			BOYS/GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/TRACK		52.00	
			12509	STEPH FREIBORG	0	24.00	
01 E	300 292 219 000 186			BOYS/GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/TRACK		24.00	
			12510	OLD LOG THEATER	0	248.00	
04 E	500 505 000 321 450			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		248.00	
			12511	LEROY SIK	0	300.00	
04 R	500 505 548 321 050			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/FEES FR		300.00	
			12512	AARP	0	220.00	

Check Summary

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	167	Computer	Checks For a Total of	381,111.36
Total For	167	Manual, Wire Tran, ACH & Computer	Checks	381,111.36
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	381,111.36

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	95,054.72	1,937.65	264,073.36	361,065.73
02	FOOD SERVICE	0.00	50.65	13,825.03	13,875.68
04	COMMUNITY SERVICE	0.00	650.00	5,510.50	6,160.50
09	TRUST FUND	9.45	0.00	0.00	9.45

**Yellow Medicine East #2190
Board Report
June 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	9,174,542	1,021,853	89.98%	86.01%
Food Service	427,015	389,091	37,924	91.12%	94.97%
Community Service	321,576	258,496	63,080	80.38%	91.04%
Debt Redemption	84,430	83,860	570	99.32%	99.18%
Trust Fund	0		0	0.00%	0.00%
Total	11,029,416	9,905,989	1,123,427	89.81%	86.68%

Year to date amounts include current month's accounts payables plus previous month's payroll.
This report includes the June (current) payroll also because of the date of the board meeting.

Salaries % expended to date (approximately)

Contracted July-June	Supt/Finance/Maint/Comm Ed	100.00%
Contracted August-July	Principals	91.67%
Contracted Sept-August	Teachers/Fd Svc Supv/Nurses	83.33%
12 Month Non-certified	Secretaries	100.00%
12 Month Non-certified	Custodians	94.00%
9 Month Non-certified	Assistants/Cooks	100.00%

Liquid Asset Fund (Investments)

Month End Cash Invested \$1,624,340.12

Electronic Fund Transfers/LAF Checks

			From	To
5/5/2008	\$	2,190.78	Xcel Energy	F&M Xcel Energy
5/22/2008	\$	200,000.00	Board Accounts Payable	LAF GF Bank
5/22/2008	\$	5,000.00	Payroll (F&M checks)	LAF F&M Bank
5/22/2008	\$	301,304.78	Payroll (GF Bank direct deposits)	LAF GF Bank
5/27/2008	\$	150,000.00	Payroll Accounts Payable	LAF GF Bank
5/28/2008	\$	150,000.00	Board Accounts Payable	LAF GF Bank
5/13/2008	\$	136.64	RevTrak Fees	LAF RevTrak
5/23/2008	\$	101,392.57	Federal Tax (Payroll)	LAF IRS
5/23/2008	\$	15,864.01	State Taxes (Payroll)	LAF State
5/27/2008	\$	10,121.97	ING (403B Payroll)	LAF ING
5/27/2008	\$	1,109.71	Valic (403B Payroll)	LAF Valic

YELLOW MEDICINE EAST ENROLLMENT UPDATE 2007-2008

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

79

	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	52	7		59	53	7		60	53	7		60
First	50	8		58	51	7		58	51	7		58	51	7		58	51	7		58
Second	73	6		79	73	6		79	71	6		77	73	6		79	75	6		81
Third	50	6		56	50	6		56	50	6		56	50	6		56	50	6		56
Fourth	49	10		59	49	10		59	49	10		59	49	10		59	49	10		59
Fifth	65	8		73	66	8		74	65	9		74	65	9		74	64	9		73
Sixth	61			61	61			61	60			60	61			61	60			60
	399	45		444	403	44		447	398	45		443	402	45		447	402	45		447
Seventh			75				76				77				78				77	
Eighth			73				74				74				75				75	
Ninth			79				79				75				75				75	
Tenth			84				84				85				85				85	
Eleventh			71				72				72				70				70	
Twelfth			91				89				89				89				89	
				473				474				472				472				471
K-12 ENROLLMENT TOTAL				917				921				915				919				918

Food Service Report for May , 2008

Granite Falls Site

Meals	Free	Reduced	Full Pay	Totals
Breakfast H-6	1082	304	348	1752
Breakfast 7-12	618	341	1014	1973
Lunch H-6	2232	1171	3040	6756
Lunch 7-12	1126	769	2999	5030
# students Approved	243	142	517	902

Clarkfield Site

Meals	Free	Reduced	Full Pay	Totals
Breakfast	304	40	160	508
Lunch	433	55	370	937
# students Approved	31	4	24	59

Food Service Report

2007-2008 School Year

Number of Meals Served: Clarkfield Site

Breakfast:

Grade K-6

Free: 3,390
Reduced: 389
Full Pay: 1362

Adult: 121
Total: 5,262

Lunch:

Grade K-6

Free: 4,520
Reduced: 551
Full Pay: 3,590

Adult: 812
Total: 9,473

Number of Meals Served: Granite Falls Site

Breakfast:

Grade K-6

Free: 10,060
Reduced: 2,577
Full Pay: 2,844

Adult: 454
Total: 15,935

Lunch:

Grade K-6

Free: 23,001
Reduced: 10,921
Full Pay: 28,601

Adult: 2,950
Total: 65,473

Breakfast:

Grade 7-12

Free: 4,492
Reduced: 2,659
Full Pay: 7,052

Adult: 3
Total: 14,206

Lunch:

Grade 7-12

Free: 10,401
Reduced: 7,325
Full Pay: 29,503

Adult: 1,020
Total: 48,249

YELLOW MEDICINE EAST FOOD SERVICE COMPARISONS OF MEALS SERVED

BREAKFAST CLARKFIELD (K-6)	FREE	REDUCED	FULL PAY	ADULTS	TOTAL MEALS
2005-2006	4646	3787	1934	201	10,568
2006-2007	4644	2822	1283	351	9,100
2007-2008	3390	389	1362	121	5,262
LUNCH CLARKFIELD (K-6)	FREE	REDUCED	FULL PAY	ADULTS	TOTAL MEALS
2005-2006	6919	6166	7239	1004	21,328
2006-2007	7122	5407	6788	797	20,114
2007-2008	4520	551	3590	812	9,473
# OF STUDENTS CLARKFIELD	FREE	REDUCED	FULL PAY		TOTAL STUDENTS
2005-2006	51	39	48		138
2006-2007	49	35	45		129
2007-2008	31	4	24		59
BREAKFAST GRANITE FALLS (K-12)	FREE	REDUCED	FULL PAY	ADULTS	TOTAL MEALS
2005-2006	11,590	6741	6584	316	24,231
2006-2007	14,770	5027	9597	411	29,805
2007-2008	14,552	5236	9896	457	30,141
LUNCH GRANITE FALLS (K-12)	FREE	REDUCED	FULL PAY	ADULTS	TOTAL MEALS
2005-2006	33,340	19,546	62,354	3658	118,838
2006-2007	38,319	15,584	63,162	4111	121,176
2007-2008	33,042	18,246	58,104	3970	113,722
# OF STUDENTS GRANITE FALLS	FREE	REDUCED	FULL PAY		TOTAL STUDENTS
2005-2006	256	141	569		966
2006-2007	290	116	675		1081
2007-2008	243	142	517		902

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING SCHOOL TO BE HELD ON OCTOBER 13, 2008

Whereas the School Board does not recognize October 13, 2008, Columbus Day, as a holiday,

Be it resolved, by the School Board of Independent School District No. 2190, as follows:

*That the School District intends to conduct school, hold School Board meetings,
and other such business on this date.*

The motion for the adoption of the foregoing resolution was duly seconded by Member _____

and upon vote being taken thereon, the following voted in favor thereof: _____

and the following voted against the same: _____

Whereupon said resolution was declared (duly passed and adopted.)



PO Box 200
Northfield, MN 55057
507.664.0202 (T)
507.664.0404 (F)

June 19, 2008

Richard Orcutt, Interim Superintendent
LeeAnn Boushek, Chief Financial Officer
Francis Staab, Maintenance Supervisor
Yellow Medicine East School District 2190
450 9th Avenue
Granite Falls, MN 56241

Re: Deferred Maintenance Plan Proposal

Dear Mr. Orcutt, Ms Boushek, and Mr. Staab:

Thank you for meeting with me on Tuesday, June 17th, and discussing facility condition issues which the District is facing. As we all are too well aware, facilities throughout the state have fallen victim to limited maintenance dollars, and deferred maintenance has become a serious issue for all districts.

In 2007, the District engaged Knutson Construction Company to conduct a facility review. As we understand, this review was primarily tied to a Vision Committee process to assess the existing facilities in their performance and service related to educational programs. Knutson reviewed the interiors of the buildings for space needs, and physical condition. The report does not appear to address fundamental infrastructure elements, the envelope, site, or current maintenance efforts. We have a copy for review.

Recently, the District commissioned Karr Tuckpointing to evaluate the exterior masonry and offer estimated costs for remediation. The District has just recently received the report and is now conducting its review.

The primary purpose of our visit was to discuss a mechanism to assist the District in developing a plan, both by task and by cost, to begin a logical, systematic "workdown" of the deferred maintenance. It was hoped that the Knutson Report would be a solid foundation for this plan, which would reduce the cost of our services. However, based upon a brief overview of the report (as noted above), the Knutson Report does not look closely at the infrastructure; rather, it has just applied a generous estimate for replacement/upgrade. While the report will be helpful, it will not provide all of the information needed to assemble a solid plan.

We understand that there are very limited funds within the District to perform deferred maintenance, and even fewer funds for consultants. We have tried to keep our costs as low as practicable, yet still provide a reasonable, workable plan for the District. From the attachment, based upon the scope defined, **we propose to conduct a study and provide a deferred maintenance plan for the two YME buildings on the Granite Falls campus for a fee of Not-To-Exceed \$9,860, plus reimbursables of \$815.00.** This is a Not-To-Exceed proposal, meaning you will only pay the actual costs, up to this amount. If we consume less hours, you will only be billed for the time used. If we exceed the estimated cost, you will not be billed over this amount.

We are, and have always been, Owner advocates. We want to help you spend money wisely, and only as appropriate. You possess two substantial structures which will need to serve the District effectively for many years. Your buildings need attention, and the best way to begin addressing these issues is to identify the needs, the costs, and the logical timeframes to perform them. We believe that we can assist you in accomplishing this task.

We are ready to proceed at once, and would be happy to further discuss this matter with you and other District representatives.

Thanks you again for meeting with me. We look forward to working with you.

Sincerely,

Randy Lutz, PE



**Yellow Medicine East School District 2190
Deferred Maintenance Plan Fee Proposal**

TASK	HOURS	RATE	TOTAL
Review Knutson Manual	4.0	\$100.00	\$400.00
Building Condition Review/Inventory	12.0	\$100.00	\$1,200.00
Assemble Deferred Maintenance Plan	20.0	\$100.00	\$2,000.00
Assemble Cost Estimates for Plan	12.0	\$100.00	\$1,200.00
Generate Report	16.0	\$100.00	\$1,600.00
Meetings With YME Staff/BOE	8.0	\$100.00	\$800.00
Travel	20.0	\$100.00	\$2,000.00
Clerical/Data Entry	12.0	\$55.00	\$660.00
SUB-TOTAL			\$9,860.00
Reimbursables (Mileage, Reproduction, Etc)			\$812.50
TOTAL			\$10,672.50

NOTES:

This report will be a deferred maintenance plan
 Two people will conduct site building conditions to expedite effort
 Existing Knutson Report will be used as a resource for the plan, but is not the foundation of the plan
 Karr Tuckpointing Report will be used as a resource
 We have allowed for several meetings with District personnel and BOE as required
 Travel is based upon service from the Twin Cities, rather than Northfield (reduces your cost by 1/3)

Finalizing the Process of Creating a Communications Plan for the Yellow Medicine East Public Schools

Linda Schroeder
Schroeder Communications

June 20, 2008

For purposes of this proposal, I am representing professional services related to helping the Yellow Medicine East School District develop a communications plan as a three-part process.

Part 1

Part 1 focuses on guiding the process of determining how to proceed in securing community interest and ownership. Includes helping identify appropriate individuals to contact, determining how best to “open up” the process for all who wish to be involved, creating written documents (invitation letter, news release, newspaper ad) to inform community residents of the opportunity, and developing meeting dates and timelines that ensure the best possible chance of securing community involvement.

Part 1 also includes bringing interested individuals together for the first several meetings, developing a plan of action for encouraging them to share their thoughts openly and comfortably, and guiding them through a process of constructively reviewing district positives, concerns and misperceptions; assessing district needs related to communications; and identifying and ranking communications goals. The primary goal of Part 1 is to help the group identify, discuss and confirm 1) the need for developing approaches to improve communications and 2) the value of putting them together in the form of a plan of action.

The goal of Part 1 is to guide a diverse group of interested community members and staff toward working together cohesively and constructively as they develop a sense of need, commitment and ownership about the process of creating a communications plan.

Part 1 has been completed during the first three meetings of the committee.

Part 2

Part 2 focuses on bringing the committee to agreement on finalizing and prioritizing communications needs and goals, and then assisting the committee in creating an effective and realistic plan for addressing some of the district’s communications needs. **Assisting with Part 2 is the basis of this proposal.**

Part 3

Part 3 focuses on implementation of the specifics of the plan, as well as an approach to monitoring and evaluating plan components. Part 3 may or may not benefit from assistance of a communications specialist. This proposal does not address my potential future assistance in Part 3 activities.

Proposal To Assist with Part 2

I propose to continue assisting the committee with finalizing and prioritizing communications needs and goals, and helping the committee devise, discuss, revise and finalize an effective and realistic plan for addressing communications needs. The focus of this effort would be a detailed one-year plan for improving district communications, including consideration of specific components in light of meeting stated goals, cost-effectiveness, level of effort needed, potential scope of impact, and the opportunity for evaluating results.

I expect that completion of a plan would require two or three additional meetings with the committee this fall. While I work as efficiently as possible to “pre-draft” information for the committee’s review and discussion (based on careful listening and synthesis of what I hear), this pre-drafting process does need to reflect significant discussion and input from the committee, to assure that it accurately represents the committee’s active involvement in and ownership of the final plan. I encourage efficiency of effort without “forcing” the process to move forward at a pace that is not comfortable to the committee.

Estimated time commitment

Facilitating two or three meetings to finalize goals, discuss and develop a plan, create timelines and refine priorities, and finalize a plan. Includes meeting preparation, facilitating, and creating meeting summaries (<i>estimated 6-7 hours per meeting, or estimated 18-21 hours for three meetings</i>)	\$1,980 to \$2,310
---	--------------------

Developing a written communications plan, including writing original draft, securing ongoing committee input, revising and incorporating changes, providing adequate detail to guide implementation and evaluation of the plan and its timelines, and finalizing the report for submission to the School Board (<i>estimated 15-20 hours</i>)	\$1,650 to \$2,200
---	--------------------

Estimated total for Part 2 assistance (<i>while not a guarantee, this range reflects a “dependable estimate”</i>)	\$3,630 to \$4,510
---	---------------------------

Expenses: Travel costs (mileage and travel time) = \$328.59 per trip

I have appreciated the opportunity to work with the YME Communications Committee this spring, and I look forward to the possibility of assisting them in finalizing a district communications plan.



Yellow Medicine East School Board Meeting Dates 2008-2009



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

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

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

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

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

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

No July 2008 Meeting

August 11, 2008

September 8, 2008

October 13, 2008

November 10, 2008

December 8, 2008

January 12, 2009

February 9, 2009

March 9, 2009

April 13, 2009

May 11, 2009

June 8, 2009

January 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2009						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2009						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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

PREMIUM COMPARISON

Insured: ISD #2190 Yellow Medicine East
Insurer: Continental Western Group
Policy Term: 07/01/08 to 07/01/09
Company Rating: A+ X

COVERAGE	EXPIRING PREMIUM	RENEWAL PREMIUM
Property	\$34,955	\$30,247
Business Income	Included	Included
Equipment Breakdown	Included	Included
Inland Marine	\$517	\$540
General Liability	\$4,294	\$3,770
Commercial Crime	\$110	\$266
Business Auto	\$4,380	\$3,408
Garage Liability	No Coverage	No Coverage
Excess Liability	\$3,147	\$672
Workers Compensation	\$45,396	\$37,727
Directors, Officers/School Leaders E&O Liability	\$3,780	\$3,250
Employment Practices Liability	Included	Included
Fiduciary	No Coverage	No Coverage
Total	\$96,579	\$79,880
Optional Terrorism	Excluded	Excluded

***Please review all billing notices for accuracy. Brown & Brown does NOT receive a copy
 of the company's direct billing notices***

Attachment 99 Performance Criteria due at MDE 7/25/2008

General Comments

- School district personnel shall be involved in the process of completing this section. This section cannot be completed as a “turnkey” process.
- Responsibility for Health and Safety belongs at the district level. The task can, in certain circumstances, be delegated to employees or contractors, but not the responsibility.
- There must be a key district person responsible for each Health and Safety topic. This person is responsible for understanding Attachments 4 and 99 information.
- Attachment 99 replaces Attachment 4 as a reporting requirement. Only Attachment 99 and not Attachment 4 shall be reported to MDE. Attachment 4 should be used by your district to internally review all Health and Safety programs. MDE is phasing in topics a portion each year until they are all entirely included. For 2008 Pay 2009, the topics are limited to Indoor Air Quality, Safety Committees, Laboratory Safety, Confined Spaces and Employee Right-To-Know. Specific performance criteria are described and the district must either verify they will meet MDE’s criteria or provide their own. Either way, districts will be held to their board-adopted performance criteria. Substituted criteria which is not performance based is an unacceptable report.
- Districts are required to follow the directions shown below and return the completed, board-certified Attachment 99 in order to receive H&S funding for 2008 Pay 2009. All H&S new funding will be delayed until Attachment 99 is received and verified.
- H&S Management Assistance professionals will key their reporting to the elements in this Attachment. This is part of MDE’s plan to verify that the district is meeting its performance criteria commitment and has conducted a hazard assessment and adopted plans for hazard removal, per page 57 of this Attachment. A district may not refuse access by a Management Assistance professional to accomplish this task and the MDE will not process requests for funding approval without a properly completed Attachment 99. See Attachment 9 for MDE involvement with the Management Assistance program.

Completion Steps for Attachment 99

- District reviews its health and safety hazards, plans/programs to manage them, and this letter and attachments.
- District reviews Attachment 99, affirms each element by highlighting or otherwise indicating, and completes all forms accurately. The attachment is designed to be a “turn-around document.”
- School board validates the information on Attachment 99, certifying that the information in the completed Attachment 99 H&S Performance Criteria will be implemented during school year 2008-2009. In this manner the board, as the policy-setting authority, recognizes and accepts its responsibility for Health and Safety in a manner satisfactory to MDE. A copy of the board-approved minutes and agenda must be attached.
- District returns Attachment 99 in time to arrive at MDE, attn Audrey Bomstad, or **alternatively each region Management Assistance professional**, no later than July 25, 2008. Late submissions are strongly discouraged.
- Electronic submission is acceptable and is preferred. Otherwise, provide two paper copies with visible highlighting. Don’t forget to maintain a copy in district files, and to highlight adopted language.

Begin board-certifying here - General Requirements

- The H&S written plans include policies for managing the hazard, assessing for the hazard, training, and record keeping.
- There is a key district person responsible for each Health and Safety topic. This person is responsible for understanding Attachments 4 and 99 information and the information in the written plans.
- The written plans are current, complete and accurate. They are concise and well organized. They do not make references to other districts or states, or persons not currently with the district.
- In particular, the documentation of training and required reporting is accurate and complete. Training includes an adequate roster of trainees, is dated, and a syllabus of the training, giving information on what trainees can be reasonably expected to know or do.

- The practice of re-photocopying required reports shall not be allowed. Each report shall have a fresh printout with fresh signatures and dates.
- The district has contracted for a Management Assistance professional (or not). His/her name is:

N/A

Part I Attachment 99 Performance Criteria – IAQ Management Plan

A. IAQ Coordinator – required in plan

- A person meeting criteria in Attachments 3 and 7 has been appointed as the districts IAQ coordinator.
- Communication pathway has been established to notify district staff, parents, and students, who the IAQ Coordinator is and how to contact him/her.
- IAQ coordinator's role and authority shall be clearly defined and understood by district employees, such that he/she can operate effectively.
- The IAQ Coordinator's name and certificate number are: Francis Staab – IO638.

B. Walk-through performed (required in plan)– Walkthroughs shall be performed at least annually on all school buildings in the district that houses students and/or employees and shall evaluate the following:

- obvious water intrusion problems (interior and exterior);
- obvious ventilation failures and/or problems;
- obvious building/structural failures and/or problems;
- overall cleanliness of buildings and classrooms; and
- assess the need for O&M programs (e.g. ventilation, carpet, building compounds).

C. Evaluation of key building systems- required in plan

- District shall evaluate all classrooms using equivalent* to the EPA's Tools For Schools Teacher's Checklist at least annually.
- District shall evaluate ventilation systems using equivalent* to the EPA's Tools For Schools Ventilation Checklist at least annually. Activity 22 may be excluded here.
- District shall evaluate all building maintenance issues using equivalent* to the EPA's Tools For Schools maintenance checklist at least annually.

* **Equivalent means that each element of each topic is included to the depth described in TFS. If there is a significant departure, an explanation shall accompany the plan.**

D. IAQ Management Plan (required in plan) - District shall develop and implement an effective **district specific** IAQ management plan that shall at a minimum have the following elements:

- identification of IAQ Coordinator;
- communication plan/policy that is specific to the district;
- complaint plan/policy that is district specific;
- plan/policy to address district IAQ issues observed and/or noted during the walk through or through the building systems evaluation process;
- implementation schedule that prioritizes and allocates expenditures to remediate known IAQ issues such as deferred maintenance items (e.g. roof leaks);
- operations and maintenance plan to maintain building components and mechanical systems;
- district policies that are established that affect air quality (animals, cleaning, renovation projects, pest management, chemical use, etc.); and
- annual review of district IAQ Management Plan by IAQ Coordinator and/or IAQ Committee, and school board. This includes a review of all documentation to ensure the plan is indeed district specific and current.

E. District responses to parental concerns--required in plan

- Parents know where to go to find answers to their IAQ questions.
- Parents can obtain checklists or self help information so they can properly evaluate their child's home or other out of school situation.
- Parents can obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, pesticides and herbicides and the like to determine the extent to which school activities

contribute to a child's symptoms.

- Parents can obtain information on what a parent can do – how they can effect change – upon discovering questionable activities occurring within schools.

***F. Mechanical Ventilation improvements if funded under either H&S or Alternative Facilities Bonding and Levy programs**

- All mechanical ventilation improvements shall result in demonstrated current performance criteria as found in state law, statute or rule, to include proper amount of ventilation rate over a specified outside temperature range, proper filtration, and ability to measure ventilation rate.
- Any commissioning resulting from mechanical ventilation improvements shall be done and validated by a Systems Inspector per M.S. 123B.72 that has adequate errors and omissions insurance.
- Mechanical ventilation improvement work funded under H&S shall remain under warranty by the outside party until a full range of seasons has occurred, allowing any deficiencies to become manifest and be corrected.

***G. M.S. 123B.57 responsibility to "...monitor and improve the quality of indoor air..."**

- The district shall determine the mechanical ventilation rate of each occupied space and plan and implement its improvement in a timely manner where found to be inadequate. Use of outside air intake flow hood for unit ventilators or CO2 or thermal-based calculations found in ASHRAE 62-1989 with controls set to minimal outside air settings are adequate. Intended to satisfy TFS Ventilation Checklist Activity 22. This activity does not have to be done to receive HS & funding.
- The district shall determine if there is mold or water intrusion for each occupied space and plan and implement its remediation in a timely manner where found to exist. Visual inspections are adequate.
- The district shall determine the quality of air entering the building and make improvement where needed. Use of human senses is adequate.
- The district shall monitor the use of chemicals, cleaning materials, carpet maintenance (if applicable) pesticides and general housekeeping to ensure proper indoor air quality. Use of human senses is adequate.

Note: Starred paragraphs are not mandatory for inclusion in the district's IAQ program for H&S funding.

Attachment 99 Performance Criteria – Safety Committees

- A district safety committee shall be established where the district exceeds 25 employees or is experiencing excessive lost workdays or accident/incident rates.
- Written statements shall be developed describing safety committee role, responsibilities, activities and administrative support.
- Role of safety committee shall be stated, and shall include consideration of the following.
 - ✓ Review high hazard areas of health and safety for adequacy of program protection.
 - ✓ Monitor the effectiveness of the safety and health program. Assist administrators, H&S coordinators and supervisors on district/school H&S issues. Bring committee recommendations to school board.
 - ✓ Everyone in district needs to know they should contact members of safety committee FIRST for H&S issues.
- There shall be greater employee representation than management, with each bargain unit represented. The safety committee member list shall be posted.
- The number of employee representatives on the committee shall equal or exceed the number of management representatives. The safety committee members shall be made known to all district staff.
- The safety committee shall meet at least quarterly.
- An agenda shall be established prior to meeting. Attendance and minutes shall be recorded. A report of activities shall be posted where all employees have access to it.
- The chair shall be elected by the committee and identified by name.
- Training shall be provided to safety committee members as to their roles and responsibilities.
- Meeting activities shall include consideration of these activities.
 - ✓ Establish annual safety goals and objectives for meeting those goals.
 - ✓ Conduct and/or review safety inspections.
 - ✓ Assist in accident investigation.

- ✓ Review accident reports and OSHA 300 logs.
 - ✓ Accept and evaluate employee suggestions. Make reporting uncomplicated, keeping reporters at ease.
 - ✓ Review job procedures and recommend improvements.
 - ✓ Monitor safety program effectiveness.
 - ✓ Publicize and promote safety and health.
- School board shall review the program annually.

Attachment 99 Performance Criteria – Laboratory Safety Standard and Chemical Hygiene Plan

- There shall be a written and current Chemical Hygiene Plan for all laboratories, per OSHA Laboratory Safety Standard 29 CFR 1910.1450.
- The Chemical Hygiene Officer (CHO) shall be identified for each laboratory. His or her names are: Steven Petrich
- The CHO shall be responsible for developing and reviewing at least annually chemical handling, storage labeling and disposal procedures (SOPs).
- The CHO shall be responsible for reviewing at least annually lab activities to ensure safe procedures are used.
- The CHO shall review stored chemicals annually and remove unused or excess amounts.
- The CHO shall be responsible for developing and reviewing at least annually engineering controls (e.g. ventilation, chemical storage, fume hoods, gas lines and shutoff, fire prevention, eye-wash and deluge shower)
- The CHO shall be responsible for developing and reviewing at least annually personal protective equipment (PPE) needs (e.g. eye protection, gloves, splash guards, gowns). Included are ensuring students do not wear dangerous clothing (e.g. rings, chains, unsafe shoes, un-bound hair).
- The CHO shall be responsible for developing and reviewing at least annually necessary training for lab employees and ensure that safety is adequately included in curriculum.
- The CHO shall be responsible for developing and reviewing at least annually record keeping practices and procedures, to include chemical inventory, MSDS sheets, monthly checks of safety equipment and implementing MDE and other safety checklists.

Attachment 99 Performance Criteria – Lockout/Tagout (LO/TO)

- District shall develop and implement a Written Management Plan for Lockout/Tagout, encompassing OSHA standard 29 CFR 1910.147, explaining procedures for implementing Lockout/Tagout for each area for each building where LO/TO hazards exist.
 - The district administration shall identify school district Contact Person(s) for Lockout/Tagout zones.
 - The district administration shall survey the facility at least annually to identify energy potential physical hazards that require Lockout/Tagout.
 - The district administration shall train affected employees on proper Lockout/Tagout methods and techniques at least annually.
 - The district administration shall identify and procure Lockout/Tagout locks, tags and other devices. (List locations of equipment)
 - The district administration shall evaluate Lockout/Tagout record keeping practices and procedures at least annually.
 - Procedures are in place to inform contractors of Lockout/Tagout requirements
 - Specific energy controls are developed when required.
 - The district administration shall evaluate current Lockout/Tagout procedures at least annually.
- The district administration shall survey the facility at least annually to identify Confined Spaces physical hazards per the standard that require Confined Space entry procedures, using the criteria found at http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9797 http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9804

Attachment 99 Performance Criteria – Confined Spaces

Review program and obtain school board approval at least annually.

Confined Space Standard

- District shall develop and implement a Written Management Plan for Confined Spaces, encompassing OSHA standard 29 CFR 1910.146, explaining procedures for implementing Confined Spaces for each area for each building where Confined Spaces hazards exist.
- The district administration shall identify school district Contact Person(s) for Confined Spaces permit and non-permit zones.
- The district administration shall survey the facility at least annually to identify Confined Spaces physical hazards per the standard that require Confined Space entry procedures, using the criteria found at http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9797
- The district shall determine the location of all Confined Spaces, and which are Permit Required Confined Spaces using the criteria found in Attachment A of the standard.
- Using the criteria found in 1910.146(c)(5), the district shall determine which Permit Required spaces need comply with paragraphs (d) through (f) and (h) through (k) of the standard.
- For Permit Required spaces that need not comply with paragraphs (d) through (f) and (h) through (k) of the standard, the district shall establish and maintain monitoring and inspection data that will demonstrate that continuous forced air ventilation alone is sufficient.
- For Permit Required spaces where the district has not established and maintained monitoring and inspection data that will demonstrate that continuous forced air ventilation alone is sufficient, the district shall implement paragraphs (d) through (f) and (h) through (k) of the standard.
- The district shall establish a properly trained and provisioned Permit Required Confined Space rescue and emergency service, that will become activated whenever a person enters a Permit Required Confined Space.
- The district shall carry out practice Permit Required Confined Spaces rescues at least once every 12 month, as called for under paragraph (K) of the standard.
- District shall inform Confined Spaces entrants information called for in the standard, how they may communicate with persons outside the Confined Spaces and what steps they should take if they should develop a medical emergency while in the Confined Spaces (e.g. heat stress, electrocution, burns, heart attack).
- The district shall inform any outside contractor doing work in a Confined Space that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program per 1910.143.

Attachment 99 Performance Criteria – Employee Right-To-Know (ERTK)

Employee-Right to Know - Hazard Communication. The program shall:

- Develop and implement a Written Management Plan for Minnesota Employee Right To Know, in compliance with Minnesota Rule 5206.
- Identify school district Contact Person(s) for MN ERTK.
- Review Written Plan as needed, and update (at least annually).
- Identify Hazard communications functional areas (e.g. kitchen, shops, art, maintenance).
- Survey the facility to identify chemical, heat, noise, radiation and infectious agents hazards.
- Manage Material Safety Data Sheet (MSDS) acquisition, compilation and distribution. Ideally, MSDS would be available in functional area.
- Perform Chemical Inventory. Update at least annually. Ideally, chemical inventory would be available with MSDSs in functional area.
- Monitor use and markings on Secondary Use Containers.
- Ensure placement of ERTK Minnesota-approved posters.
- Perform initial and annual functional area training.
- Provide all record keeping activities and procedures.
- Respond to regulatory agency correspondence, guidelines and recommendations, guidelines and recommendations.
- Monitor or provide updates on regulatory changes and new developments.
- Review program and obtain school board approval at least annually.

Individual Hazards Identified In H&S Management Assistance Reports

Location	Equipment	Brief Description of Hazard	Work to be accomplished	Anticipated Completion
Custodial area	Eye & face protection	No p.p.e. on cart	Have eye & face p.p.e. on cart	11-30-2007
Metal shop	Metal shear	Appropriate guards not on machine	Install guards	Machine was removed
FACS Room	Refrigerator	Not grounded (outlet)	Fix outlet	11-28-2007
Custodial area	Battery charging	No eyewash (chemical)	Install eyewash	12/11/2007
Kitchen	Dishwasher	No eyewash (chemical)	Install eyewash	12/11/2007
Boiler room (Clarkfield)	Railings along steps	No railings	Install railings	12/18/2007

Date: June 24, 2008

School District: Yellow Medicine East – ISD 2190

Person Affirming: Richard Orcutt, Interim Superintendent

Signature: _____

Telephone with ext. 320-564-4081 - Ext. 106

I affirm that the following is an accurate, board-approved summary of this school district's current Health and Safety program, submitted in accordance with Minn. Stat. § 123B.57 regardless of whether or not funding is requested. **A copy of the school board minutes is attached.**
Additional comments:



Yellow Medicine East Schools

**Coach and Advisor Procedure
and Policy Guide**

Created 2/2008

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I. The Administration of Interscholastic Athletics

Philosophy

Participation in extra curricular programs is a privilege available to students as an extension of the academic programs of the Yellow Medicine East Public Schools. It is recognized that these activities are secondary to the academic programs but they are also contributing factors towards academic achievement and success in later life. The extra curricular programs are to be designed as an effort to develop in each student participant, characteristics of: leadership, initiative, integrity, good conduct, cooperation, responsibility, perseverance, self-sacrifice and competitiveness. Participants should be expected to abide by all established rules and will be expected to learn how to work with a variety of personalities. In addition, students will learn to accept a code of ethics which provides for winning and losing without forgetting the real purpose for which these activities are provided. Program emphasis at the pre-senior high level will be designed in such a way that student participation is a primary concern. Emphasis on the senior high level will be more in the direction of inter school competition and skill development which may at times limit participation and relate more directly to actual conditions in a highly competitive society.

Ethics as Set Forth by the MSHSL

1. I will be aware of my influence on the education of the student athlete and will not place the value of winning above the teaching of ethical values.
2. I will respect the student athletes' responsibilities to their academics and other school, community and family activities.
3. I will model the moral value of honesty to my student athletes and expect them to play within the spirit and intent of the rules.
4. I will exhibit complete respect for all and will observe the rules of our sport to ensure a positive sports contest and atmosphere for competition.
5. I will be knowledgeable about the rules, which govern the eligibility of our student athletes and will apply them as intended.
6. I will teach our student athletes that it is always wrong to intentionally violate the rules to gain an advantage; that cheating denies their promise to follow the rules and destroys the positive sports contest.
7. I will coach within the letter and spirit of the rules and will not engage in gamesmanship (pushing rules to the limit) or use unethical means to achieve my self-interests.
8. I will work within the established process to change rules and policies.
9. I will set an example of the highest ethical and moral conduct in all personal contact with the student athletes, officials, school administration, media, and the public.
10. I will keep the competitive nature of the sport in perspective by remembering the priorities of students are to learn new skills, be able to play and have fun.
11. I will coach the letter and spirit of the rules and will not use a strategy, which includes intimidation and unethical conduct to gain an advantage. I understand such acts can lead to violent response when opponents believe such actions are unfair.

12. I will recognize the positive sports performance of all deserving participants on our team, on the opposing team & officials.

13. I will exhibit for contest officials and will not engage in any conduct, which reflects disrespect for the officials or their decisions.

14. I will teach our athletes to accept officials' decisions and not to indicate any inappropriate displeasure, verbally or nonverbally.

15. I will consider public criticism of officials or another team's coaches or players as unethical and will take steps to prevent such actions.

16. I will demonstrate disapproval of and will take steps to prevent any acts intended to disrupt or detract from the performance of our opponents.

17. I will exhibit ordinary courtesy and politeness.

Specific Purposes of Extra Curricular Activities

To provide activities that will help students to develop their maximum potential in activities that are non-classroom and competitive in nature.

To develop personal character traits which will assist individual students to function in society and to ensure their success in later life.

To teach the value of establishing goals, working hard to achieve them and the rewards of these efforts.

To recognize personal potential and the effort needed to maximize this potential.

To expose students to the process of getting along with others even though they may not necessarily like someone personally or agree entirely with their opinions or actions.

To see success and winning as the product of effort, dedication and commitment to excellence on the part of all involved.

To see losing as humiliating and degrading only if it occurs as a result of lack of effort, lack of dedication, selfishness and/or dissension.

To learn to win graciously and to lose honorably.

To teach participants that the ultimate value of extra curricular activities is in its ability to promote lifelong educational experiences, exposure to the competitive society and lifelong entertainment value.

Mandatory Background Checks For All Coaches

All coaches/advisors, including volunteers will be subject to a background check pursuant to Minnesota Statute 123B.03 before being hired. The cost of the background check will be picked up by district #2190.

II. Job Descriptions

What an Activities Director Expects of Coaches/Advisors

1. A coach or advisor must early on develop a good rapport with many different groups of people: with team personnel, the student body, the community as a whole, spectator and support constituents, media, contest officials, corresponding coaches of the league and district the school is a part of. There is no denying the value of good public relations where success and failure are concerned. Good community relations are invaluable.
2. Coaches/advisors must stand tall; diligence, enthusiasm, and enjoyment-all are a part of a professional pride that should be exhibited by any coach or advisor. Personal appearance, and dress should all be exemplary. A coach/advisor should be in control at all times. Language, actions, emotional displays come under close scrutiny both in practice and in scheduled contests. Individually, the coach/advisor becomes a model of all that the program represents-neatness, image, training rules, rules of the game, good sportsmanship, observation of school codes, and behavior of participants throughout the season, both home and away. Desire to do well, to win well, and to lose well should be emphasized. The quality of leadership provided makes all the difference.
3. Coaches and advisors must work hand in hand with all coaches and advisors, with the activities director, the principal, and other members of the school staff.
4. A coach or advisor must constantly take advantage of opportunities presented for self-improvement. Attendance at conference and section meetings, staff meetings, rules clinics, clinics, and similar in service training programs is strongly recommended. Keeping up to date with current literature in professional journals, newspapers, and magazines and utilizing enrichment material available in other media forms is also to be expected. Changes should constantly be made to keep up and move ahead.
5. The coach/advisor should keep the activities director, assistant coaches, student managers, and statisticians well informed as to what is expected. The coach/advisor must cooperate with maintenance staff, transportation people, and other similarly involved with the overall program.
6. The coaches/advisors must be thoroughly familiar with all objectives, policies, and guidelines of our school and District #2190 as they pertain to our activities program.
7. The coaches and advisors are expected to work with a spirit of teamwork and cooperation with their fellow coaches and advisors, the Activities Director, and School Administration.

Activities Director's Responsibilities

The Activities Director is the chief administrative officer of the interscholastic activities programs and is directly responsible for the carrying out all of school policies pertaining to athletics and activities. The Activities Director shall promote a well-planned activities program having a long-range policy with continuity and coordination in all sports. The Athletic Director will report directly to the building principal and the superintendent of schools. The Athletic Director's performance responsibilities are as follows:

1. Be responsible for the administration and supervision of the athletic program and the athletic staff of the secondary schools in the school district.

2. With recommendations from the coaches/advisors, submit bids for all equipment and capital purchases concerning athletics/activities.
3. Be responsible for purchasing all athletics/activities equipment as needed with the approval of the superintendent.
4. Be responsible for scheduling all contests, scrimmages, and tournaments for all teams from the junior high to varsity level, and hiring officials and supervisors for these contests.
5. Confer with the head coach/advisor, principal, and superintendent regarding the filling of athletic and activities vacancies.
6. Taking the initiative in developing policies for athletics and activities for the school district.
7. Along with the superintendent or principal, represent the school district and athletic staff at conference, district, region, and MSHSL meetings and shall communicate the business conducted at these meetings to the coaching staff.
8. Be responsible for arranging for practice areas not owned by the school district.
9. Be responsible for the care of activity equipment and may delegate the responsibility to the head coaches.
10. Work with maintenance staff to prepare activity sites for contest use.
11. Serve as a consultant when new facilities and athletic fields are being planned.
12. With assistance from the principal, shall be responsible for sending in all eligibility reports and other reports to the MSHSL.
13. Observe activity personnel and make recommendations concerning their job performance to the superintendent and principal.
14. Work with activity personnel to improve their coaching/advising skills and advise them in promoting their program.
15. Work with all coaches to encourage the participation of all interested students in the program

Head Coaches/Advisors Duties and Responsibilities

Any coach/advisor in charge of athletics/activities at any level and in any sport or activity will be expected to maintain a high degree of integrity for carrying out their duties and responsibilities. Be an example for your student's language and behavior (profanity should not be used). Listed below are responsibilities most often encountered:

General:

1. Assign competent managers and their duties

2. Be the first to arrive and the last to leave
3. Be sure that all athletes have the permit to practice before they are allowed to practice.
4. Check all players' eligibility at the principal's office.
5. Prepare a policy book for your sport that includes all rules and regulations, attendance requirements, discipline, and other pertinent info.
6. Prepare a complete roster and necessary information at least one week prior to the first contest so that certified eligibility lists can be sent to the MSHSL, rosters can be sent to opposing schools and programs can be permitted. A copy should also be turned in to the Athletic Director.
7. Is responsible for keeping emergency phone numbers easily accessible. Must have first aid equipment and medical information available at all times and a plan of action for serious injury.
8. Always have supervision in the locker room area and on the field or court when possible. Make sure all athletes/participants have left the locker room before leaving it unsupervised.
9. Have a written practice plan for all practices
10. Have a sequence of learning for your program
11. Is responsible for teaching the skills and techniques of the sport according to the guidelines set by the head coach.
12. Is responsible for seeing that all participants have a ride home after returning from road trips. A coach/advisor should be the last person to leave, check to see that all doors are locked and lights are off.
13. Is responsible for making sure that locker rooms, shower rooms, practice and game areas are safe and clean and supervised until all athletes have left the area.
14. Is responsible for teaching good sportsmanship and developing good public relations in the school and community.
15. Is responsible for "coaching up" the student athletes, rewarding hard work and improvement.
16. Is responsible for calling in contest scores to local media.

Responsibilities On Trips:

1. Bus schedules need to be submitted to the Athletic Director for all regular season contests, and arrangements must be made with the Athletic Director for all post-season tournaments.
2. Upon arriving home, make sure all players have a ride home. Any injured player must be turned over to parents or to the doctor.
3. The coach/advisor should check locker rooms, hotel rooms, restaurant, and bus to make sure nothing is left and that everything is picked up, and that no damage has been done.

4. Inform athletes/participants of uniforms to wear, time of departure, approximate time of return, what town the event will be played in, and other particulars of the trip. Players should inform parents of these facts. This should be done in writing for special trips such as state meets or overnight trips. Include addresses and phone numbers of hotels.

5. Coaches/advisors should discuss with team members appropriate conduct when using opponents dressing rooms. The condition of the facility should be noted upon arrival and before leaving to protect against vandalism.

Assistant Coaches/Advisors Duties and Responsibilities

The assistant advisor or coach is responsible to the head advisor or head coach, the activities director, and the building principal. In addition, he/she is expected to cooperate with the head advisor or coach and to perform the duties outlined for his/her position by the head advisor or coaching including:

1. Promoting and encouraging a maximum number of students participating at their level.
2. Development of skill consistent with the program plan for that activity or sport.
3. Perform the public relations duties necessary to promote that activity or sport within the community. This includes submitting information to local newspapers, giving announcements on team results and practices.
4. Be in control of the conduct of his or her students while they are under his/her responsibility, either in practice or play, in the locker room, or before they load the activity bus.
5. Work out all other duties with the head advisor or coach at the pre-season meeting.
6. Have an understanding of the rules and regulations regarding the sport or activity as presented in the MSHSL Athletic and Activities Rules and Policy Book.
7. Arriving early and being in attendance at all practices and contests.
8. Complete post-season evaluations and conduct one-on-one conferences as directed by head coach.
9. Additional responsibilities as assigned by head coach may include: scouting, training, equipment, filming, and publicity.

III. General Regulations for All Coaches/Advisors

MSHSL Rules and Rules Meetings

1. Head Coaches attendance is mandatory at the interpretation meeting in his/her activity that is sponsored by the Minnesota State High School League. He/she is responsible for keeping their entire staff informed of rule changes.
2. Each coach/advisor should be very knowledgeable in the rules of their respective sport or activity. Rule and Casebooks are available in the Activities Director's office and on the MSHSL website.

MSHSL Eligibility & Health Questionnaires and Physical Records

1. Each student will need to have signed MSHSL Eligibility and Health Questionnaire on file in the Activities Office
2. Physicals must be updated and on file every three years.
3. Activity fees are required for participation in school activities.
4. Physical Form and MSHSL Form Questionnaire **MUST** be turned into the activities office **BEFORE** a student is allowed to practice or compete.
5. All **FEES** need to be turned into the office by the first contest or scrimmage or the student **WILL NOT** be allowed to compete.

Eligibility List

A list of all participants should be turned into the A.D. secretary as soon as possible at the beginning of the season.

Academic Eligibility Requirements

Grades 9-12

F at quarter is a two-game suspension from a competitive activity. Athletes **MUST** get a blue slip signed and be passing **ALL** classes in order to resume competition.

Grades 7-8

F at quarter is a one-game suspension from a competitive activity. Athletes **MUST** get a blue slip signed and be passing **ALL** classes in order to resume competition.

Letter Winning Criteria

Each advisor/coach will outline specific letter-winning criteria prior to the start of each season for their respective sport or activity.

Student Supervision

Coaches liability is always an issue with coaching staffs. Therefore, it is important that we supervise our student at all times. Please follow the guidelines listed below:

- -Be at practice sites/locker room prior to practice as soon as possible
- -Never leave students alone on the practice site or locker room
- -Ensure that all students have gotten on the bus at the site of origin and for the return trip
- -Never leave the school until all students have left the building

Discipline

1. Any students receiving Out of School Suspension will be ineligible for after school activities during the duration of the suspension.

MSHSL Penalties

1. First Violation: After confirmation of the first violation, the student shall lose eligibility in that sport for the next two consecutive contests or two weeks of that season, whichever is greater. If there are fewer than two events remaining in that sport, the loss of eligibility will continue into the next season in that sport. Note: This means that a senior who violates the bylaws at the end of one sport season will lose eligibility for two games in the next sport season in which the student participates.

2. Second Violation: After confirmation of the second violation, the student shall lose eligibility in that sport for the next six consecutive interscholastic contests or three weeks, whichever is greater.

3. Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next twelve consecutive interscholastic contests or four weeks, whichever is greater.

4. Consecutive Penalties: Penalties shall be consecutive beginning with the student's first participation in a League activity and continuing through the student's high school career.

Booster Funding & Fundraising Guidelines

1. All fundraisers must be approved in advance by the YME Activities Director.
2. A Fundraiser Report should be submitted to the Activities Director after each fundraiser; this should include a description of the fundraiser, revenues, expenses, and total profits.
3. Clubs are encouraged to schedule fundraisers so they do not conflict with all-school fundraisers.

Attendance on Days of Co-Curricular Activities or Practices

Students must be in school for four consecutive periods in order to practice and/or participate in extra curricular activities. This includes drama, music, school-sponsored activities, and sports activities. Students that “skip” any portion of the day will not be allowed to practice or play.

*Exception: Prearranged absences that have been made with the Principal and/or Activities Director.

Coaching/Clinics Outside of Season/State Tournaments

Coaching Outside of Season

Coaches who plan to work with his/her athletes during the off-season or conduct or work at a clinic, in which his/her athletes may participate, must sign a waiver. These are available in the A.D.’s office. This period runs from the Sat. following the fourth Friday in May through July 31st. Playoffs and state tournaments are the exception.

Clinics

Head coaches may submit requests for themselves, and up to two assistants to attend a coaching clinic. The district will provide substitutes, up to \$200 in clinic fees, 1 hotel room, and a school vehicle.

State Tournaments

- **Head Coaches:** will be allowed up to two days without deduction in pay. The district will pay for substitutes, parking, and state tournament tickets. Turn your stubs in. (One day for one day tournaments)
- **H.S. Assistants:** (Max. 2 per sport) will be allowed one day off without deduction in pay. The district will pay for substitutes, parking, and state tournament tickets. Turn your stubs in.

Moving Students “Up”

The following guidelines should be considered before a student is moved from their normal level of participation to a “higher” level.

Junior & Senior High Students (7-12)

1. Maturity level-are they physically able?
2. Social maturity and social acceptance.

3. Necessity to move up, due to injuries, lack of numbers, etc. Explanations should be given to teammates as to the necessity of the move.
4. Skill development. Will the individuals' skills be improved by playing "up"?
5. If moved up, they should get ample playing time.
6. The move must be discussed with the parent and student and they should agree to the move.
7. Individuals should possess the skill level necessary to participate at the upper level.

Dismissal From School for Contests

The advisor should give the Activities Director, the attendance secretary, and all teachers a list of players going to the contest in advance of the contest. This should include managers and stat person.

IV. Business Policies

Budgeting and Purchasing

1. Uniforms for each sport will be replaced on a five-year rotation basis.
2. All purchasing will be the responsibility of the Activities Director, subject to the approval of the superintendent's office.
3. Head coaches are responsible for submitting requests for purchases of equipment and capital items one month following the season.

Purchase Orders

Purchase orders must be filled out and submitted by coaches/advisors and returned by the Activities Director before orders can be placed. You can fill them out electronically by opening First Class, choosing Message, New Message Special, and dragging down to YME Requisition Form. Include company information, quantity, description and prices.

Activities Account Management

All fund raising monies raised by students will be deposited into the designated sport/activity account. Purchases using money from these accounts will benefit students. Any equipment purchased will be considered property of ISD #2190. Accounts must remain in the black; there will be no purchases from the activity account unless sufficient funds are available.

Nike Contract Information

All team apparel orders using “School Funds” will be placed through Gene’s Sporting Goods as per our agreement. The agreement is in effect from 2007 through 2010, at which time we will meet and decide if it is something we want to continue with. YME will receive 30% off SRP on all Nike footwear and equipment and 35% off SRP of all Nike apparel.

Athletic Participation Fees

Grades 9-12: There will be a \$70 participation fee per activity. A towel fee is included for each activity.

Grades 7&8: There will be \$50 participation fee per activity. A towel fee is included for each activity.

The family maximum, including students in grades 7-12, is \$250.

Banquets

Each activity or sport should hold an awards banquet at the conclusion of his or her season. Team and individual awards, letters, and all conference awards should be handed out at this time. The athletic department will pay for standard awards. **Students who violate MSHSL rules during that season are not eligible for all conference, honorable mention, or state honors.**

V. General Activity Policies

Teams That Qualify for the State Competition

Meal Money: Student participants in State Tournament events will be given \$4 per meal. Participating coaches meals will be covered. Those coaches are responsible for turning meal receipts into the Activities Director upon return from the State Tournament.

Hotel Rooms: Student participants in State Tournament events will stay 4 to a room. Coaches will stay 2 to a room, provided gender is not an issue. If the team/participants need to be at the tournament before 11:00am. they will go down the night before, otherwise we will send them the day of the event. Teams/participants will drive home the day they have been eliminated from competition.

Buses: School buses will be used. Booster clubs or money from activity accounts may be used to pay the difference between a school bus and a coach bus.

Transportation

Students are NOT allowed to drive themselves to any school sponsored activity on which they are participating. It is the philosophy of the YME Activities Department that all student athletes should ride home from the games with the team. Many times on the bus ride home is where strong team building relationships start to form. There are necessary times when students must ride home with parents. Due to liability concerns, no one other than your child can ride home with you unless prior written consent has been received by the parent or driver contacting the activities director and has notified the coach. Also, under no circumstances can a student ride home from any away game with anyone other than their parents.

Post-Season Practice Fees

The participating team will pay for **all** practice fees for Sub-Section, Section, and State Tournament competition from their student activity account.

Yellow Medicine East High Schools will not pay for individuals or teams to rent practice facilities, pay for practice rounds or practice balls for any post-season competition.

It is the responsibility of the teams to anticipate these needs and prepare for this through the use of a fundraiser.

Activities Injuries

1. Call the hospital or doctor and make arrangements before taking the injured person for medical treatment.
2. If the injured person is suspected of having a head, neck, or back injury, or an injury that by moving them might possibly injure them further, an ambulance should be called.
3. Call and inform the parents of the injury.
4. Send an advisor, coach, or parent along with the injured student to the doctor or hospital. The advisor or coach should stay with the injured student until the parents arrive.
5. Coach/Advisor should inform the Activities Director of any incidents ASAP.
6. The student gets a release from a doctor before being allowed to return to practice or game.

Grievance Procedure

In any athletic program, no matter how well organized and no matter how well meaning the intentions of the staff and administration, problems can still arise. In many cases, these problems are simply due to poor communication. In other situations, the problems may be more serious. For these reasons, it is necessary to have a well defined chain of command that must be made known to students and to parents so that the proper connections can be made and problems taken care of as efficiently and quickly as possible. For School District #2190, the chain of command will be as follows:

1. Assistant Coach/Assistant Advisor (if appropriate)
2. Head Coach/Head Advisor
3. Activities Director
4. Principal
5. Superintendent of Schools
6. Board of Education

In the case of any grievance, callers should be referred to the first people in the chain of command for satisfaction and then proceed from there. It is essential that the people who are working directly with the student be informed of the problem as soon as possible so that corrections can be made. This must be done by direct contact in person or by telephone. Any person not receiving satisfaction with a problem has the right to a hearing.

Calling Off Practice

1. When conditions are considered dangerous, coaches should call off practice.
2. If you feel that you need to cancel practice, keep the Activities Director informed.
3. There will be no practice on days when school is closed or dismissed early because of weather.
4. Coaches need to inform players when and where practices are going to be. Daily announcements are a good place to post changes in practice arrangements.

Captain's Practice & Supervision

It has been common practice at Yellow Medicine East High School and other MSHSL member schools to allow teams to hold Captain's Practice prior to a season starting. This practice is governed by the MSHSL as outlined below:

Participation in Captain's Practice: Captain's Practice is primarily for the purpose of physical conditioning organized and conducted by the students. Students may participate in Captain's Practice provided that salaried or non-salaried school personnel are not involved in any capacity. It is the responsibility of school officials to become aware of the preseason activities in their district and to insure the spirit and intent of the League rules are observed.

In order to comply with this policy, coaches cannot be present at or attend any portion of these practices. Coaches cannot issue any equipment, open any facilities or provide access to practice facilities to students.

Rather than holding Captain's Practices, a coach may want to hold an Open Gym. Open Gyms are defined and regulated by the MSHSL as follows:

Participation in Open Gym: Open Gym refers to the use of school facilities for recreational activities. Students may participate in open gym if all of these conditions are met:

- The school facilities are available for students to participate in a number of activities.
- The recreation activities are open to all students.
- There is no coaching of the skills and techniques of activities provided in the school interscholastic athletic program.
- There is no requirement for students to attend open gym activities as a prerequisite for membership on a high school team.

Squad Size

1. It is our hope that at YME we do not limit the size of squads by cutting students. Sometimes this cannot be avoided.

2. If a shortage of uniforms due to large numbers mandates a decision to be made on which students will be cut; it is up to the coach to provide an adequate trial period in which to determine this. The coach must also communicate to each athlete the reason or reasons for not.

Care of Equipment

1. Each advisor or coach is responsible for the care of all equipment used in his or her activity.

2. Each advisor or coach must be able to account for all items at the conclusion of each season. Coaches must work with the Equipment Manager to maintain an accurate inventory.

3. Each advisor or coach must keep track of the equipment issued to each individual and keep an equipment roster for that equipment.

4. An inventory is to be filed at the conclusion of each season and sent to the Activities Director. The A.D. will provide the inventory sheet forms. Coaches will work with Equipment Manager to make sure inventory is completed at the end of each season.

- -In the inventory, the number of items, the description of the equipment and the condition of the equipment should be listed.
- -Equipment should be stored in the storage room after each season. Proper storage should be available for each sport.
- -Each advisor or coach should recommend the amount of additional equipment that will be needed for the next year.

5. If any items are lost, damaged or destroyed please inform the Equipment Manager so that the proper assessments of liability can be issued or the items replaced. Report cards and other student records can and will be withheld in the case of non-payment for items lost, stolen, or damaged. Please keep the Equipment Manager informed of any incidents.

Locker Room Rules

1. Do not permit students and players to enter equipment and storage rooms without immediate supervision.
2. Upon arrival at a visiting school, each advisor or coach should inspect the locker room or area assigned to see if there are any damages to the facility. The advisor or coach should then check the locker room area assigned after the students leave to see if any damages have occurred. If the area has been damaged in any way, contact the activities director of the school and report what damage has occurred. Report the incident to the activities director as soon as you arrive home.
3. Visiting locker rooms or area assigned should be left neat and clean. The advisor or coach should be the last one to walk out of the locker room. Each coaching staff is responsible for adequate locker area supervision.
4. Students are not allowed to be in the coaches' locker room area. Managers and authorized student helpers are the exception.
5. A reasonable guideline on cell phones is that coaches should use good judgment regarding when and if they should allow cell phone use. **Use of cell phones in locker rooms is not allowed.**
6. Keep all doors to the coach's office closed and locked when they are not occupied.
7. Emphasize each student's responsibility to secure his or her belongings. Most losses occur from **unlocked lockers.**

Keys

Each advisor or coach should have a key to his/her respective locker rooms and a key to gain entrance into the building. See the A.D. or a custodian if you need one.

A coach or advisor should never give his/her keys to any student for any length of time. Lost or stolen keys/security passes must be reported to the District Office immediately. This prevents unauthorized access to the building that could result in lost or damaged property/equipment. No student should be allowed in the gymnasium or on practice facilities without adult supervision.

Appendixes

To be copied and turned into A.D. when appropriate

1. Pre Season Checklist
2. Post Season Checklist
3. End of Season Report
4. Summer Coaching Request Waiver
5. YME Coaching Responsibilities Agreement
6. YME Activity Expense Sheet



YELLOW MEDICINE EAST

High School Activities Department
450 9th Avenue, Granite Falls MN 56241
(320) 564-4081 Ext. 110- Tim ; Ext. 111 - Jean
Tim Knapper, Activities Director

Appendix A

Pre-Season Checklist

- 1.) _____ Complete pre-season planning well in advance of starting date
- 2.) _____ Meet with assistant coaches/advisors and let them know what is expected
- 3.) _____ Make sure practice area and equipment are safe and ready to use
- 4.) _____ Purchase equipment . . . initiate in AD's office
- 5.) _____ Make sure athletes have green slips
- 6.) _____ Submit an accurate list of participants to the AD's office (inform Jean of any additions or deletions)
- 7.) _____ Conduct a pre-season players/parents meeting to discuss expectations
- 8.) _____ Submit transportation requests to bus garage/AD's office.



YELLOW MEDICINE EAST

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Tim Knapper, Activities Director

Appendix B

Post-Season Checklist

Please complete and turn into the Activities Director's office at the completion of your season.

- 1.) _____ Help collect and inventory, repair, or replace all equipment
- 2.) _____ Help coordinate and conduct an awards banquet
- 3.) _____ Complete a list of varsity letter winners
- 4.) _____ Complete a cumulative statistic sheet for the season
- 5.) _____ Turn in end of season report to AD
- 6.) _____ Present/submit a season recap at board meeting
- 7.) _____ Complete data entries into JMC for student records



YELLOW MEDICINE EAST

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 Tim Knapper, Activities Director

Appendix C

End of Season Report

Year: _____ Sport: _____ Head Coach/Advisor: _____

Assistants:

1. _____ 3. _____ 5. _____
 2. _____ 4. _____ 6. _____

Season Record: _____ Conference Record _____ Standing: _____

List any team honors:

List any individual honors:

Season Recap/Highlights:

Capital Requests: (include approximate cost)

Supplies List for next year: (include approximate cost)

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

****Please Attach:**

1. List of games played & results
2. A roster with varsity letter winners identified
3. A copy of cumulative statistics for the year.

Appendix D
Summer Coaching Request Waiver

Please check the applicable activity(ies).

 INDIVIDUAL OR TEAM SPORT

I understand that MSHSL Bylaws permit me to coach students from my school who have participated at the varsity, junior varsity, sophomore or B-squad level **from the day following the fourth Friday in May through July 31 of the same calendar year**. I further understand that I may continue to coach these students through Labor Day if said coaching is a natural extension of the summer team season and if my athletic director has approved that coaching extension.

I understand that I may not require students from my school to participate as an individual or as a member of a non-school team and that my doing so or implying that they must do so may be considered to be Undue Influence and that my school may be fined up to \$1,000 for such an action.

I affirm that I am not violating the above. I am asking my school for a waiver to coach students from my school on non-school teams, under the terms identified above, in the following sports:

1. _____ 2. _____ 3. _____ 4. _____

 SUMMER CAMP OR CLINIC

I understand that MSHSL Bylaws permit me to coach students from my school who have participated at the varsity, junior varsity, B-squad or sophomore level **from the day following the fourth Friday in May through July 31**.

Further, I understand that I may not require students from my school to attend a camp or clinic with me or other coaches from my school. I understand that doing so will cause me to violate the Undue Influence bylaw and that my school may be fined up to \$1,000 for such a violation. I affirm that I am not violating the above.

I am asking my school for a waiver to coach students from my school at camps or clinics in the following sports:

1. _____ 2. _____ 3. _____ 4. _____

Coach's Signature & Date



YELLOW MEDICINE EAST

High School Activities Department
450 9th Avenue, Granite Falls MN 56241
(320) 564-4081 Ext. 110- Tim ; Ext. 111 - Jean
Tim Knapper, Activities Director

YME Coaching Responsibility Agreement

Sport: _____ Phone: _____

Coach Name: _____ Email: _____

Address: _____ SSN: _____

As a coach employed by the Yellow Medicine East ISD #2190, I will report to Tim Knapper, Athletic Director of Yellow Medicine East and hereby reach an understanding between athletes of the following sport: _____, and the School District staff according to the following:

1. I will abide by all policies and procedures set forth by the Yellow Medicine East Activities Program and the Minnesota State High School League, and will be responsible for making myself aware of all policies including, but not limited to those policies found in the *MSHSL Handbook*.
2. I understand that I represent the Yellow Medicine East Activities Program, District #2190, as well as the Minnesota State High School League.
3. I will agree to attend all mandatory coaches meetings set by the Activities Program for the duration of my contract. These meetings will be scheduled prior to the start of each season.
4. I understand that as an employee of Yellow Medicine East and the Minnesota State High School League, I will hold myself to the standards of sportsmanship required by the MSHSL in regards to all opposing players, coaches, league administrators, and officials.
5. I understand and agree to refrain from any form of physical, mental, or emotional hazing of my players, consistent with the guidelines and standards set by the Minnesota State High School League.
6. Any contract agreement renewal is contingent upon approval from the Activities Director and the Yellow Medicine East School Board. Automatic renewal of this agreement is neither implied nor guaranteed.

I understand that Yellow Medicine East ISD #2190 may terminate this agreement at any time. If terminated or if position is vacated*, payment of any unpaid salary is contingent upon the approval of the Activities Director and the School Board.

**Two weeks notice is requested*

Head Coach	Date	Activities Director	Date
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Assistant Coach	Date	Superintendent of Schools	Date
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YELLOW MEDICINE EAST I.S.D. #2190

Athletics Department
450 9th Avenue
Granite Falls MN 56241

Expense Sheet

To _____ Date _____

Date	Description	Amount
Total Spent		

In accordance with Minnesota Statutes, Section 471.38, no claim against a school district can be paid until the same has been presented in writing, itemized and verified by the person making the claim, or his agent. Law cited above requires the verification below.

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.

Date _____

Signed _____

Approved by _____

Athletic Director/Principal Account # _____

Upcoming Events and Activities

Event	Date	Location	Time
School Board Meeting	August 11, 2008	YME Board Room	7:00 PM