

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

**AGENDA**

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| 1. | <b>Call to Order</b>  | 3  |
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|    | A. October 13, 2008   | 7  |
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| 5. | <b>Opportunity for Citizens to Speak</b>                                  |    |
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|    | 1. Instruction and Curriculum Advisory                                    |    |
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|    | 3. Transportation Committee   |    |
| 7. | <b>Policy Updates</b>   |    |
|    | A. Series 600 - Education Programs  |    |
|    | B. Series 100 - School District, 200 - School Board, 300 - Administration |    |

8. **Personnel Items**
  - A. Health Services Coordinator Contract - J. Berends
  - B. Assistant Danceline Coach - D. Dreier
  - C. JH Girls Basketball Coach - J. Lalim
  - D. Resignation - Boys Basketball Coach - N. Dahlager
  - E. Boys Basketball Coach - B. Raymo
  - F. B-Squad Boys Basketball Coach - N. Dahlager
  - G. JH Wrestling Coach - N. Cole
  
9. **Action Items**
  - A. Board Member Resignation - W. Formo
  - B. Adopt 403(b) Resolution
  - C. Student Expulsion
  
10. **Consent Items**
  
11. **Discussion Items**
  
12. **Correspondence**
  
13. **Upcoming Events & Activities** 51
  
14. **Adjourn**

# YELLOW MEDICINE EAST PUBLIC SCHOOLS

## Independent School District 2190

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To: Members of the YME School Board  
From: Allen Stoeckman, Superintendent  
Date: November 7, 2008  
RE: November 10, 2008 Agenda Details

The agenda notes for the November 10, 2008 Board meeting are as follows. Supporting exhibits are posted on BoardBook. Please let Denise know if you will be unable to attend.

Item Description

1. **Call to Order**
2. **Oath of Office – G. Velde**
3. **Approval of Agenda**
4. **Approval of October 13, 2008 & November 6, 2008 Meeting Minutes**
5. **Opportunities for Citizens to Speak**  
At this time, no one has requested to address the Board.
6. **Reports**
  - A. **Special Reports**
    1. **Communications Committee Report – M. Quick, J. Kattvold, A. Stoeckman**  
Members of the Communications Committee will report on the progress of the committee.
    2. **403(b) Resolution – C. Goetke & T. Miller**  
Carla Goetke and Tara Miller will review our 403b plan.
    3. **Fall Activities Report – T. Knapper & Coaches**  
Mr. Knapper and the fall coaches will report on the recent season.
  - B. **Finance Reports**
    1. **Approval of Bills**
    2. **Fund Balance Report**
    3. **Enrollment Report**
    4. **Food Service Report**
  - C. **Student Council, Principal, Curriculum & Staff Development Reports**
    1. **High School Student Council Report**
    2. **High School Report – K. Norell**  
Karen will provide a written report.
    3. **Elementary Report – S. Hinz**  
Stacy's report is posted on BoardBook.
  - D. **Superintendent Report**  
Posted on BoardBook
  - E. **Board & Committee Reports**
    1. **Instruction and Curriculum Advisory Committee**

The committee met on October 21. Items discussed included: MCA results, curriculum review, upcoming assessments, parent involvement policy, and future meeting reports.

**2. Buildings & Grounds Committee**

The committee met on November 6. Items discussed included: safety upgrades, excess equipment, the Lutz facility report, and discussions with other districts.

**3. Transportation Committee** will meet Thursday, November 13 at 9:00 AM.

**7. Policy Updates**

**A. Series 600 - Education Programs**

Members of the Administrative Team have begun to review these policies and will present their recommendations to the Policy Committee in January 2009.

**B. Series 100 - School District, 200 - School Board, and 300 - Administration**

These three sets will be reviewed with the full board at a January 2009 work session.

**8. Personnel Items**

**A. Health Services Coordinator Contract – J. Berends**

Jana Berends is the new Health Services Coordinator for YME. *Recommend approval of contract with Jana Berends to provide health services for the District.*

**B. Assistant Danceline Coach – D. Dreier**

Mr. Knapper is recommending the employment of DeeDee Dreier as the assistant danceline coach for the 08-09 season. *Recommend approval of the employment of DeeDee Dreier, assistant danceline coach.*

**C. JH Girls Basketball Coach – J. Lalim**

Mr. Knapper is recommending the employment of Jeff Lalim as the junior high girls basketball coach for the 08-09 season. *Recommend approval of the employment of Jeff Lalim, junior high girls basketball coach.*

**D. Resignation – Boys Basketball Coach – N. Dahlager**

Nate Dahlager has resigned his position as boys basketball coach. *Recommend approval of the resignation of Nate Dahlager, boys basketball coach.*

**E. Boys Basketball Coach – B. Raymo**

Mr. Knapper is recommending the employment of Brandon Raymo as boys basketball coach for the 2008-2009 school year. *Recommend approval of the employment of Brandon Raymo, boys basketball coach.*

**F. B-Squad Boys Basketball Coach – N. Dahlager**

Mr. Knapper is recommending the employment of Nate Dahlager as b-squad boys basketball coach for the 2008-2009 school year. *Recommend approval of the employment of Nate Dahlager, b-squad boys basketball coach.*

**G. JH Wrestling Coach – N. Cole**

Mr. Knapper is recommending the employment of Nick Cole as junior high wrestling coach for the 2008-2009 season. His salary will be reimbursed by the YME Mat Club. His employment must be board approved. *Recommend the employment of Nick Cole as JH wrestling coach for the 2008-2009 season with his salary to be reimbursed by the YME Mat Club.*

**9. Action Items**

**A. Board Member Resignation – W. Formo**

Warren Formo is no longer a resident of the school district and has submitted a written resignation to be read at the meeting. *Recommend acceptance of resignation and words of thanks for his service.*

**B. Adopt 403b Resolution**

We are required by the IRS to develop and adopt a written plan for 403b tax deferred annuity programs. The resolution and plan provisions are posted to BoardBook. *Recommend adoption of written plan for 403b tax deferred annuity programs, as posted on BoardBook.*

**C. Expulsion of Student for the remainder of Semester One**

Karen Norell is recommending the expulsion of a student as the result of a weapons violation. The student made a wooden “spear” with a pocket knife; waved and threw the spear at other students. This was observed by students and parents the evening of a volleyball game on October 7. The parents of this student have waived their right to a hearing and are accepting the expulsion. The student is receiving educational services from the RCW School District and is eligible to return to YME January 20, 2008. *Recommend expulsion of student for the remainder of semester one.*

**10. Consent Items**

**11. Discussion Items**

**12. Correspondence**

**13. Upcoming Events & Activities**

**14. Adjourn**



**YELLOW MEDICINE EAST ISD #2190  
SCHOOL BOARD MEETING MINUTES  
OCTOBER 13, 2008 – 7:00 P.M.  
YME BOARD ROOM**

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

Board Members Absent: Warren Formo

Community / Staff Members Present: LeeAnn Boushek, Dorian Gatchell, Melanie Gatchell, Sheila Koepke, Zach Koepke, Karen Norell, Francis Staab, Allen Stoeckman, Denise Streich, Kathy Velde

Chairman Volstad called the meeting to order.

Chairman Volstad approved the agenda for the meeting.

Chairman Volstad approved the minutes from the September 8, 2008 meeting.

Parents of a student expressed their gratitude towards how a medical condition with their child has been handled by the school district and staff.

Randy Lutz & Beth Closner of Construction Consulting Partners, Inc., reviewed the facility audit conducted on the YME High School and Bert Raney Elementary buildings. Board members asked questions and discussed the report.

Motion by Rillo, second by Eckhardt and carried to approve bills for payment in the amount of \$520,169.08, with checks numbered 10064 through 10261 and to approve investments for the District.

Fund balance, enrollment and food service reports were submitted.

Sheila Koepke, student council advisor, and Zach Koepke, student council member, reported on the activities of the YME high school student council.

Principal Norell submitted a written report and fielded questions from the Board.

Principal Hinz submitted a written report.

The Transportation Committee met on October 9<sup>th</sup> and discussed any transportation issues thus far.

The Buildings & Grounds Committee will meet after the special Board meeting on Thursday, November 6, 2008 at 7:00 pm in the YME Board Room.

Motion by Rillo, second by Velde and carried to increase the contract of Karen Gustafson by 0.1 FTE, bringing her contract to 0.6 FTE, beginning September 29, 2008.

Motion by Eckhardt, second by Fischer and carried to approve the final seniority list, as presented, for the 2008-2009 school year.

Motion by Rillo, second by Jepson and carried to approve the Assurance of Compliance report, as presented.

Motion by Jepson, second by Fischer and carried to hold a special board meeting on Thursday, November 6, 2008 at 7:00 pm in the YME Board Room.

Motion by Velde, second by Jepson and carried to contract with Hildi, Inc. for actuarial consultant services.

Motion by Jepson, second by Eckhardt and carried to submit a grant application for student participation to the Minnesota State High School League foundation.

Motion by Eckhardt, second by Fischer and carried to adopt the School District General Records Retention Schedule, as presented.

The meeting was closed to discuss the possible expulsion of a student.

Motion by Eckhardt, second by Fischer with all members voting aye for the expulsion of a student for the remainder of the first semester. Student may return to YME for the second semester beginning January 20, 2009.

Upcoming Events & Activities:

| <b>Event</b>           | <b>Date</b>         | <b>Location</b>       | <b>Time</b>    |
|------------------------|---------------------|-----------------------|----------------|
| Early Out              | October 14, 2008    | District              | 1:14 PM        |
| Staff Inservice Day    | October 15, 2008    | District Office       |                |
| EM Break               | October 16-17, 2008 | District              |                |
| MREA Conference        | October 23-24, 2008 | Brainerd              |                |
| Election Day           | November 4, 2008    |                       |                |
| Special Board Meeting  | November 6, 2008    | YME Board Room        | 7:00 PM        |
| Bert Raney Conferences | November 6, 2008    | Bert Raney Elementary | 3:30 - 7:30 PM |
| Meet & Confer Session  | November 10, 2008   | YME Board Room        | 6:00 PM        |
| Board Meeting          | November 10, 2008   | YME Board Room        | 7:00 PM        |

The meeting was adjourned by Chairman Volstad.

**YELLOW MEDICINE EAST ISD #2190  
SCHOOL BOARD SPECIAL MEETING MINUTES  
NOVEMBER 6, 2008 – 7:00 P.M.  
YME BOARD ROOM**

Board Members Present: Chad Fischer, Rich Jepson, Grant Velde, Elmo Volstad

Community / Staff Members Present: LeeAnn Boushek, Karen Norell, Trevor Schulte, Francis Staab, Allen Stoeckman, Denise Streich

Chairman Volstad called the meeting to order.

Chairman Volstad approved the agenda for the meeting.

The opportunity for citizens to speak received no response.

Trevor Schulte reviewed the Bert Raney and YME District School Improvement Action Plan.

Motion by Jepson, second by Fischer and carried, with all voting in favor, to canvass the results of the November 4, 2008 YME School Board Special Election as follows:

Special Election – 2-Year Term – November 10, 2008 – January 3, 2011

| Candidate   | Votes Received |
|-------------|----------------|
| Grant Velde | 3255           |

Motion by Velde, second by Fischer and carried, with all voting in favor, to canvass the results of the November 4, 2008 YME School Board Special Election as follows:

General Election – 4-Year Term – January 2, 2006 – January 3, 2011

| Candidate      | Votes Received |
|----------------|----------------|
| Tim Opdahl     | 2588           |
| Jane Hagert    | 2037           |
| Larry Lee      | 1721           |
| Steven Zumhofe | 682            |

The meeting was adjourned by Chairman Volstad.

*Yellow Medicine East Public Schools*  
**YME Communications Plan**

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Developed and presented by  
the YME Communications Advisory Committee

Submitted to  
the Yellow Medicine East School Board  
*November 10, 2008*

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# SUMMARY OVERVIEW

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## **GOAL #1:** Create a strong sense of identity for the YME School District.

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**Rationale:** A clearer sense of identity for YME will provide a solid foundation for efforts to 1) build community awareness, positive perceptions and enhanced pride in the YME schools on the part of students, staff, parents, district residents, businesses and civic organizations, and 2) strengthen ongoing school/community relationships.

**Action step #1:** Create and distribute a district promotional piece.

**Action step #2:** Create and distribute a map of school district boundaries.

**Action step #3:** Create and place “Welcome to YME” signs.

**Action step #4:** Conduct a survey of interested district residents.

**Action step #5:** Identify a variety of components for district information packets.

**Action step #6:** Connect with newborns who qualify as “future YME graduates.”

**Action step #7:** Build and maintain relationships with toddlers and preschoolers who qualify as “future YME graduates.”

## **GOAL #2:** Create increased public awareness, enhanced positive perceptions, and a stronger sense of community pride in the YME Public Schools.

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**Rationale:** Increased public awareness, enhanced positive perceptions and a stronger sense of community pride in the YME Public Schools on the part of students, staff, parents, district residents, businesses and civic organizations will help to celebrate and reinforce the accomplishments of students, staff and the district as a whole; strengthen school/parent/community relationships and partnerships; and ensure the continued stability of our schools and our communities into the future.

**Action step #1:** Create and implement a process for the ongoing *gathering* of “good news” about students, staff, the YME School District, and school/community partnerships.

**Action step #2:** Create and implement a process for the ongoing *dissemination* of “good news” about students, staff, the YME School District, and school/community partnerships.

**Action step #3:** Strengthen school/community partnerships and communication, and explore opportunities to work together on both school and community initiatives.

## **GOAL #3:** Create a positive environment and strong foundation for supporting long-range future efforts to actively acquaint non-resident students and families with the YME School District.

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**Rationale:** “School choice” provides districts with additional opportunities to maintain existing student programs and opportunities and to strengthen long-term financial stability into the future.

**Action steps:** All action steps under Goals #1 and #2 also support Goal #3.

**Additional action step:** Survey families who exercise “school choice” to determine why resident families leave YME and why non-resident families attend YME.

# INTRODUCTION

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## The Need

The Yellow Medicine East (YME) Communications Advisory Committee was created to share thoughts and ideas about improving positive school district communications, to identify concerns related to communications, and to talk about ways in which YME 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 YME communities.

## The Committee

The YME Communications Advisory Committee was formed in April 2008. All interested parents, district residents and staff were invited to participate. Committee members represented students, parents, school staff and district residents.

The committee met three times last spring (May 1, May 22 and June 17) and three times this fall (September 18, October 2 and October 9). The committee spent more than 15 hours together, discussing district communications needs and goals, and developing this plan.

A total of 23 individuals participated last spring, including 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 DeBlieck, Denise Streich and facilitator Linda Schroeder.

The committee reconvened for three additional meetings in September and October, with continuing participants including Debra Beckler, Cindy Cherveney, Jennifer Kattevold, Sheila Koepke, Dustin McCaleb, Karen Norell, Olivia Opdahl, Mary Quick, Dave Smiglewski, Allen Stoeckman, Kathy Velde and Elmo Volstad.

In addition to these committee participants, 12 other individuals indicated strong interest in this process, even though they were unable to actively participate in the work of the committee. These individuals were kept informed of the process, and they received copies of meeting summaries.

## The Process

**Last spring**, committee discussions focused on positives of the YME schools, district-related concerns and perceptions, and possible goals and action steps related to enhancing district communications.

**Committee members 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

**Communications-related needs**, as observed and reported by committee members, focused on such concerns as the following:

- Not effectively sharing the good things about YME with district residents and those beyond our district
- Not “telling the YME story” to realtors, businesses and others who can help to share our story
- The need to connect with parents of infants, toddlers and preschoolers and develop a relationship with them
- The loss of preschool families to other districts who are not aware that YME is their home district
- The need to focus more on “building community” among various entities (“school and community”)
- The loss of students to open enrollment
- Needing to do a better job of finding out why students leave YME, and why non-residents attend YME
- From time to time, a 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”
- The recognition that “bad news travels faster than good news”
- Recognizing that some people focus on the negative; that focus can also appear in regional news coverage

The committee presented a detailed interim progress report to the School Board in June. The Board approved the committee’s request to reconvene in the fall.

**This fall**, the committee reconvened to begin refining goals and action steps for a communications plan. Committee discussions focused on combining and prioritizing proposed goals and action steps, and on identifying a realistic scope and timeline for a plan that could be implemented during the 2008-09 school year.

# PLAN OVERVIEW

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## Assumptions

The committee’s 15 hours of discussion resulted in several common understandings or assumptions that helped guide the creation, scope and priorities of the final plan:

**1. The scope of the plan is designed to guide initial communications initiatives for the 2008-09 school year**, with efforts to share the concept of the plan occurring in November and December 2008, followed by formal consideration by the School Board in early 2009.

**2. The plan was designed to be realistic, reasonable and “doable”**—while also providing enough flexibility to offer options for working toward goals—so that initial efforts in selected plan areas could take place before the end of the 2008-09 school year.

**3. This partial-year effort will offer an opportunity** to assess staff and community support for—and ownership of—components of the plan in early 2009 and help guide decisions related to further implementation of the plan for the 2009-10 school year and beyond.

**4. Depending on available time, funding and human resources,** it may not be possible to make progress on all of the action steps presented in the plan. In that respect, the plan offers a menu of opportunities for beginning to work toward the goals of the plan.

**5. District funds available for communications efforts are limited.** While the plan is not “cost-free,” the focus is on achieving communications goals as cost-effectively as possible.

**6. The plan depends on the leadership, ownership and active involvement of individuals within the district,** including school staff, YME students, and interested parents and district residents. It is not designed to depend on professional expertise and oversight from outside the district, unless the committee were to see the need for periodic professional advice on particular questions or concerns from time to time.

**7. The goals and action steps in this plan address school/community communications.** They do not address internal district staff communications. While this area is recognized to be of critical importance, it is beyond the scope of this committee’s school/community plan.

**8. While formal evaluation of communications can be challenging,** this plan does recognize the value of seeking to evaluate components of the plan when possible.

## Structure of the Plan

- The foundation of the plan is based on three primary communications goals.
- Each of the three goals is supported by a number of specific action steps designed to help achieve that goal.
- Each action step includes a brief **description** of the action step and how it relates to the goal, as well as an assessment of the scope of **impact** of the action step.
- Each action step also includes a brief review of pertinent **considerations** related to time needs, funding needs, human resource needs, and evaluation of the effort. These four considerations should help guide future discussions related to planning and prioritizing communications efforts, the scope of which is likely to be affected by available time, funding and human resources.
- In addition, the fourth consideration—evaluation—will help focus discussions on how best to assess and evaluate the results of any action step. Asking the question “How will we know if this activity is making a difference?” doesn’t always mean that it can be definitively answered. In many instances, formal evaluation techniques can be difficult, time-consuming and costly. Nevertheless, asking this question does help ensure that the concept of assessing outcomes—“How did we do?”—will continue to be an important priority related to any activity.

# Overview of the Three Goals

**GOAL #1:** Create a strong sense of identity for the YME School District.

**Rationale:** A clearer sense of identity for YME will provide a solid foundation for efforts to 1) build community awareness, positive perceptions and enhanced pride in the YME schools on the part of students, staff, parents, district residents, businesses and civic organizations, and 2) strengthen ongoing school/community relationships.

**GOAL #2:** Create increased public awareness, enhanced positive perceptions, and a stronger sense of community pride in the YME Public Schools.

**Rationale:** Increased public awareness, enhanced positive perceptions and a stronger sense of community pride in the YME Public Schools on the part of students, staff, parents, district residents, businesses and civic organizations will help to celebrate and reinforce the accomplishments of students, staff and the district as a whole; strengthen school/parent/community relationships and partnerships; and ensure the continued stability of our schools and our communities into the future.

**GOAL #3:** Create a positive environment and strong foundation for supporting long-range future efforts to actively acquaint non-resident students and families with the YME School District.

**Rationale:** “School choice” provides districts with additional opportunities to maintain existing student programs and opportunities and to strengthen long-term financial stability into the future.

## DETAILS OF THE PLAN

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### GOAL #1:

Create a strong sense of identity for the YME School District.

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#### **Rationale:**

A clearer sense of identity for YME will provide a solid foundation for efforts to 1) build community awareness, positive perceptions and enhanced pride in the YME schools on the part of students, staff, parents, district residents, businesses and civic organizations, and 2) strengthen ongoing school/community relationships.

#### **Action step #1: Create and distribute a district promotional piece.**

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**Description:** Develop a simple promotional piece that highlights the positives of the YME School District. Would serve as the centerpiece of district promotions, for use as a handout at schools and events, and available to new families, realtors, businesses, civic organizations and the press. May be used as a mailer for all district residents. Captures the primary message as to “who we are” and what we offer to students.

**Impact:** Immediate, once brochure or packet is completed. Scope of impact limited only by scope of distribution.

### Considerations:

- **Time:** Significant initial time to develop; additional time needed to develop plan and timeline for distribution.
- **Funding:** Printing costs could be minimized by choice of format (purchased pocket folders and photocopied insert sheets could avoid professional printing costs, for example).
- **Human resources:** School staff (most likely) to review various options for creating promotional piece; and to write and format contents of brochure or packet. Advisory committee or community volunteers to develop initial and ongoing plans for distribution.
- **Evaluation:** Evaluate effectiveness through incidental face-to-face feedback, informal focus groups, or more formal survey follow-up with parents and/or community after distribution.

### **Action step #2: Create and distribute a map of school district boundaries.**

---

**Description:** Develop a simple district map, focusing on recognizable boundaries of the district. Perhaps include, on the back, basic contact information for the district. For use as a handout at schools and events, and available to new families, realtors and businesses hiring new employees. For use in conjunction with district promotional piece, in some instances, and in conjunction with efforts to connect with families of newborns, toddlers and preschoolers.

**Impact:** Immediate, once map is completed and distributed. Scope of impact limited only by scope of distribution.

### Considerations:

- **Time:** A small amount of initial time to research specific details and to develop; additional time to develop a basic plan for distribution.
- **Funding:** Minimal expense would include only photocopying on colorful paper on an as-needed basis.
- **Human resources:** School staff or community volunteers to research, create and finalize the map; and to create general plan for distribution.
- **Evaluation:** Evaluate effectiveness through incidental face-to-face feedback, informal focus groups (as part of securing feedback on several initiatives, perhaps), or more formal survey follow-up with parents and/or community after distribution.

### **Action step #3: Create and place “Welcome to YME” signs.**

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**Description:** Develop and place identifying signage at strategic points along district borders, to help raise public awareness of the location and boundaries of the YME School District. (Note: The committee also discussed the possibility of working with billboard companies to pursue filling “empty” billboard space with district messages for low—or, preferably, no—cost.)

**Impact:** Immediate and widespread. Would capture the attention of anyone driving past the signs.

### Considerations:

- **Time:** A small amount of initial time to research options and legal restrictions related to erecting signs; also time needed to determine wording (slogan) for signs; and time needed to determine locations and place signs. No ongoing time commitment once signs are in place.
- **Funding:** Upfront costs related to creating/building signs.
- **Human resources:** Consider involving high school students in helping create slogans for the signs. Students and adults could explore legalities/possibilities, as well as erect signs.
- **Evaluation:** Explore word-of-mouth feedback; consider including an awareness-confirming question as part of a community or school survey in the future.

### **Action step #4: Conduct a survey of interested district residents.**

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**Description:** Conduct an informal survey (probably online, with an alternative for those who prefer it) of parents and district residents, seeking their responses to selected questions about the district and their perceptions. Results could be used in prioritizing communications plan activities; open-ended responses could be used as quotes in promotional information, on signage, and for other purposes.

**Impact:** Some minimal public awareness would result from the conducting of the survey itself. Beyond that, the impact would directly result from the district’s handling of—and distribution of—the results of the survey. Results could be shared in district publications, at district events, and in press releases or formal news articles.

### Considerations:

- **Time:** Significant time involved in identifying specific goals and scope of the survey, developing survey questions, finalizing the survey, setting up the online survey format, determining how to invite parent and community involvement, gathering results, and analyzing, synthesizing and disseminating results.
- **Funding:** Very little. Online survey software is low cost. Unless professional input or review is desired, costs should be minimal.
- **Human resources:** A combination of school staff and community volunteers could assist with this valuable but time-intensive project.
- **Evaluation:** Track levels of interest and participation; perhaps establish expectations for involvement before the process begins and then evaluate at the end; consider a follow-up survey in the future.

### **Action step #5: Identify a variety of components for district information packets.**

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**Description:** This initiative is an expansion of Action step #1. Explore existing written district resources that could be used, in conjunction with the district promotional piece, to make up several different “information packets” for various audiences and various uses. Existing information pieces could include the most recent Community Education brochure, course offering booklets, school calendars, letters from school principals, a refrigerator magnet with basic school contact information, the district map, school events listings, and so forth. Create ideas for various packets (examples: a packet for walk-ins interested in registering; a packet for realtors; a packet for “welcome wagon” baskets; and a packet for senior citizens and other non-parents, focusing on school-related opportunities and events of particular interest to them).

**Impact:** Creates opportunities to “think outside the box” and create new audiences for information related to the district; impact is focused on particular groups and is limited only by scope of distribution.

**Considerations:**

- **Time:** Some initial time needed to identify potential audiences and craft customized lists of inclusions for each particular audience packet. Also, ongoing time to design a distribution plan for getting these packets out to identified audiences.
- **Funding:** Minimal. Consider purchasing ready-made folders to serve as packets; most inclusions should already exist.
- **Human resources:** A combination of school staff and community volunteers could be responsible for this initiative.
- **Evaluation:** Consider following up with recipients after distribution to secure informal feedback.

**Action step #6: Connect with newborns who qualify as “future YME graduates.”**

**Description:** Develop and implement an ongoing process for identifying newborns whose families live within the district, which includes making initial contact with them soon after birth and then following up with them on a regular basis at appropriate intervals.

**Impact:** Impact limited to those newborn families contacted, but creates early connection with YME district and builds awareness of YME as “home district” for those young families, as well as awareness of a variety of services available to young families through Early Childhood Family Education and other district programs.

**Considerations:**

- **Time:** Significant upfront time needed to research possibilities and set up a process for identifying and making contact with appropriate newborns. Time is also needed to explore and decide on appropriate contact “tools” (welcome letter? Baby YME T-shirt? Baby’s first book?). Finally, initial time is needed to determine when and how often to maintain contact after birth (birthday card and maybe a book every year?).

Ongoing time needed to regularly identify and make first-time contact with the families of newborns from month to month, and to conduct follow-ups at agreed-upon times.

- **Funding:** Cost for purchase of newborn welcome gifts. Perhaps a cost for the individual (or individuals) coordinating this process (if volunteers don’t come forward). A cost-benefit analysis (cost for services offset by the revenues received for any new children who come into YME pre-school programs or kindergarten) may rationalize a budget for this initiative.
- **Human resources:** School staff, community volunteers, or community members working for a stipend or hourly rate.
- **Evaluation:** Gather baseline information on district “capture rates” of resident newborns and preschoolers, and track capture rates over time. Also, consider sending out an informal questionnaire to newborn families periodically (assuming more than one contact with them) to assess perceptions of YME and its services.

## **Action step #7: Build and maintain relationships with toddlers and preschoolers who qualify as “future YME graduates.”**

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**Description:** Develop and implement a continuing process for maintaining contact with families of toddlers and preschoolers who live within the district. Develop a schedule that triggers communication with those families well before such critical dates as preschool screening, to ensure that they identify YME as their home district.

**Impact:** Impact limited to those toddler and pre-school families contacted, but creates early connection with YME district and builds awareness of YME as “home district” for those young families.

### **Considerations:**

- **Time:** Significant upfront time needed to research possibilities and set up a process for identifying and making contact with appropriate toddlers and preschoolers, including time needed to set up logical “trigger dates” for contacting children. Ongoing efforts include time needed to set up a system for efficiently tracking these trigger dates for all of the toddlers and preschoolers within the district and making appropriate contacts at the appropriate times.
- **Funding:** No “product costs,” unless it is decided to continue birthday cards or birthday books as an ongoing contact mechanism. Perhaps a cost for the individual (or individuals) coordinating this process (if volunteers don’t come forward). A cost-benefit analysis (cost for services offset by the revenues received for any new children who come into YME pre-school programs or kindergarten) may rationalize a budget for this initiative.
- **Human resources:** School staff, community volunteers, or community members working for a stipend or hourly rate.
- **Evaluation:** Gather baseline information on district “capture rates” of resident toddlers and preschoolers, and track capture rates over time. Also, consider sending out an informal questionnaire to preschool families periodically (assuming more than one contact with them) to assess perceptions of YME and its services.

## **GOAL #2:**

Create increased public awareness, enhanced positive perceptions, and a stronger sense of community pride in the YME Public Schools.

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### **Rationale:**

Increased public awareness, enhanced positive perceptions and a stronger sense of community pride in the YME Public Schools on the part of students, staff, parents, district residents, businesses and civic organizations will help to celebrate and reinforce the accomplishments of students, staff and the district as a whole; strengthen school/parent/community relationships and partnerships; and ensure the continued stability of our schools and our communities into the future.

## **Action step #1: Create and implement a process for the ongoing *gathering* of “good news” about students, staff, the YME School District, and school/community partnerships.**

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**Description:** Develop and implement a continuing process for **identifying and gathering** “examples of excellence” involving students, staff, educational programs, extracurricular opportunities, student initiatives and achievement, district accomplishments, and school/community partnerships.

**Impact:** None, until information is organized and effectively disseminated among students and staff, and then throughout the community (and beyond).

**Considerations:**

- **Time:** Significant upfront time needed to set up procedures within staff for gathering information; time needed to train and reinforce all staff as to what qualifies as good news and how information needs to be prepared for submission. Additional time is needed by individuals committed to (and capable of) reviewing, coordinating, confirming accuracy (as needed) and organizing information into a usable format for dissemination to students, staff and the community. Finally, time will be needed to format and copyfit information, on a regular basis, into an efficient but readable layout, if information is to be disseminated in written form.
- **Funding:** Having staff assume responsibility for gathering and submitting information bits should have no cost. Managing and organizing the information will require a competent community volunteer or staff member, which may or may not involve a stipend of some sort.
- **Human resources:** School staff, along with coordinated services of a staff member or community member.
- **Evaluation:** Initially, internal evaluation can be based on the number and quality of staff submissions from month to month (or whatever time cycle is appropriate).

**Action step #2: Create and implement a process for the ongoing *dissemination* of “good news” about students, staff, the YME School District, and school/community partnerships.**

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**Description:** Develop and implement a variety of approaches to effectively **disseminating** “examples of excellence” involving students, staff, educational programs, extracurricular opportunities, student initiatives and achievement, district accomplishments, and school/community partnerships.

**Examples:**

- Publishing monthly (or bimonthly) two-sided (or four-page) flyers featuring good news for the time period. Can be mailed districtwide, handed out at area businesses, and/or sent home with children to parents. Can also be included on the district website.
- Pulling information together for the entire year in an end-of-school publication for dissemination at graduation or other end-of-year activities.
- Submitting information bits to area newspapers as mini-“information leads” for reporters to consider pursuing.
- Considering a process to encourage high school students to use these mini-information leads as the basis for writing news articles and submitting them to the newspaper. Could be a joint educational partnership between the district and area newspapers.
- Creating a simple monthly “Wall of Fame” made of construction paper “plaques,” commemorating accomplishments for the month. Post it on a wall near the varsity/performance gym or in a front lobby, commons area, or cafeteria.

- Developing a master event calendar from January to June 2009 (recognizing that formal information-sharing activities will likely not begin until later in this time period), indicating which school events lend themselves to handouts of “good news” flyers, or presentation boards on easels (such as in the lobby area before a school performance or in the waiting area during conferences, or at school open houses) featuring accomplishments, good news, or great positive quotes from students, parents and community members.
- Developing a master calendar of non-school events and non-school locations (banks, city halls, doctor and dentist offices, other area businesses) where dissemination of information or good news displays would receive community attention.

**Impact:** Widespread impact among students and staff, and districtwide (depending on dissemination efforts)

**Considerations:**

- **Time:** With the process in place for gathering information and formatting it (Action step #1), time is only needed for exploring and prioritizing opportunities to repackage and disseminate the information to the entire community (or to groups within the community).
- **Funding:** Printing or photocopying of good news updates will incur a cost. Mailing would incur a cost (unless distribution can piggy-back with other scheduled mailings). Beyond that, funding needs will be limited to materials needed to create poster boards for easels, Wall of Fame paper “plaques,” or other similar presentation materials.
- **Human resources:** School staff or community members could organize, schedule, coordinate and oversee these dissemination activities.
- **Evaluation:** Informal word-of-mouth, questions included in a focus group setting, or an informal pre/post surveys to assess awareness, perceptions and pride related to YME schools.

**Action step #3: Strengthen school/community partnerships and communication, and explore opportunities to work together on both school and community initiatives.**

**Description:** Actively explore opportunities to strengthen school/community partnerships, and to work together on both school and community initiatives. Build relationships with businesses, civic organizations, city and county governments, and other entities for whom such efforts may benefit YME, the partnering entity itself, and/or the community as a whole.

**Examples:**

- Consider creating a “locally based” school fundraiser, where students sell a product purchased from an area merchant, resulting in a benefit to both the merchant and the district.
- Create a list of community partners and send them periodic updates from the district (such as the good news flyers or copies of press releases).
- Proactively thank business and civic groups in public for the many specific contributions they make to the YME School District.

**Impact:** Widespread, based on scope of activities and partnership initiatives.

**Considerations:**

- **Time:** Time needed to focus on possibilities and initiatives, and to pursue them.
- **Funding:** None
- **Human resources:** School staff and community partners
- **Evaluation:** Track community/school initiatives over time to assess increased coordination of efforts.

## **GOAL #3:**

Create a positive environment and strong foundation for supporting long-range future efforts to actively acquaint non-resident students and families with the YME School District.

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**Rationale:**

“School choice” provides districts with additional opportunities to maintain existing student programs and opportunities and to strengthen long-term financial stability into the future.

**Action steps:** All action steps under Goals #1 and #2 also support Goal #3.

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**Additional action step: Survey families who exercise “school choice” to determine why resident families leave YME and why non-resident families attend YME.**

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**Description:** Create and implement an informal (or formal) survey instrument to gather information about why residents families leave YME and why non-resident families attend YME. This is a longer-range initiative that the district may choose to undertake either in conjunction with action steps under Goals #1 and #2, or at a later date.

**Impact:** May provide insights for YME as to the reasons for families and students exercising school choice. This information may be of value to the district in assessing the perceptions (accurate or inaccurate) of school-choice families related to the strengths and weaknesses of the YME School District.

**Considerations:**

- **Time:** Significant upfront time needed to create, implement and gather results from a survey vehicle
- **Funding:** Minimal, if any
- **Human resources:** School staff and/or community volunteer
- **Evaluation:** Evaluation could include re-surveying periodically (every two years, perhaps) and comparing results

# **Continuing Role of the Communications Advisory Committee**

Throughout this planning process, beginning last May, the YME Communications Advisory Committee has demonstrated its enthusiasm and passion for developing and implementing a long-range communications plan.

Committee members have indicated strong interest in and support for continuing to participate in ongoing opportunities related to implementing this communications plan. Opportunities for involvement could include providing advisory support, assisting with evaluation of various activities, and being actively engaged in setting up and carrying out specific activities related to the goals of the plan.

The committee feels confident that the process can continue without the assistance of a meeting facilitator. Committee members or appropriate district staff can effectively take over the role of coordinating the ongoing work of the advisory committee.

## **Next Steps**

The committee recommends that the communications plan be presented to current School Board members on November 10. This informal presentation will serve as an introduction of the plan and its goals to both the existing Board and the public.

During November and December, Superintendent Allen Stoeckman will begin to acquaint school staff and community groups with the vision and goals of the communications plan. These opportunities will be critical to helping build awareness and ownership of the plan on the part of staff and the community. This communications plan will provide the foundation for broader discussions—a “community conversation”—about the value of such a plan and its potential role in strengthening the future of the YME Public Schools.

In January 2009, with the convening of the newly elected School Board, the plan will be formally presented to the 2009 School Board for its consideration.

If the Board endorses the plan in early 2009, Superintendent Stoeckman, with assistance from advisory committee members, will determine appropriate timelines for continuing to involve staff and community in discussions of the plan, and for beginning to prioritize and set the stage for initiating specific activities related to the goals of the plan. These initial efforts will also focus on identifying benchmarks for evaluating the effectiveness of specific communications activities over time.

A definitive timeline will also include identifying when the superintendent and committee should report back to the Board regarding staff and community feedback, initial progress made on the communications plan, and recommendations for continuation of the plan in 2009-2010.

# In Closing: From the Committee

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**Since our first meeting, we have shared our support of public education** and our appreciation of the efforts of the YME School District. We have also shared our concerns about the need to better publicize the successes of YME and to reinforce and further strengthen community pride in our district.

**We have talked at length 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 YME School District.

**We have appreciated the opportunity to be involved in the beginnings of this important process**, and many of us look forward to the possibility of continuing to 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.

**As a committee, we are passionate about this plan;** we are passionate about the need for this plan; and we are confident of its significant, positive long-term impact on our students, our parents, our school district and our entire community.

**At this time, we understand that our communications plan is only a recommended school/community vision of a stronger future for our YME School District.** We encourage the Board to embrace and endorse this plan, so that the next phase of our communications effort—involving staff and community stakeholders in the specifics of the plan—can begin.

**RESOLUTION FOR A 501(c)(3) ORGANIZATION TO ADOPT A WRITTEN PLAN FOR ITS 403(b) TAX DEFERRED ANNUITY PROGRAMS**

WHEREAS, Yellow Medicine East ISD 2190 has established a retirement plan (the “plan”) under Section 403(b) of the Internal Revenue Code of 1986, as amended (the “Code”);

WHEREAS, Yellow Medicine East ISD 2190 has been determined to be a tax-exempt entity under Section 501(c)(3) of the Code;

WHEREAS, Yellow Medicine East ISD 2190 is neither a governmental entity nor a church/church-controlled organization in accordance with Section 3121(w)(3) of the Code;

WHEREAS, the Internal Revenue Service has issued final regulations under Section 403(b) of the Code that would, in relevant part, require Yellow Medicine East ISD 2190 to adopt a written plan to ensure compliance with Section 403(b) of the Code and the regulations thereunder;

BE IT RESOLVED THAT: Effective November 10, 2008, the Board of Yellow Medicine East ISD 2190 (the “Board”) authorizes Yellow Medicine East ISD 2190 to adopt the Yellow Medicine East ISD 2190 403(b) Plan for A 501(c)(3) Organization attached hereto.

BE IT FURTHER RESOLVED THAT: the Board authorizes the following individual(s) on behalf of Yellow Medicine East ISD 2190 to execute the Yellow Medicine East ISD 2190 403(b) Plan for A 501(c)(3) Organization attached hereto: The District Finance Officer and the District Payroll Accountant.

**403(b) Plan Provisions**  
for  
**Yellow Medicine East ISD 2190**  
**450 9<sup>th</sup> Avenue**  
**Granite Falls, MN 56241**

Employer contact: Tara Miller  
Contact telephone number: 320-564-4081 ext. 112  
Contact email address: [taram@yme.k12.mn.us](mailto:taram@yme.k12.mn.us)

Plan Name: Yellow Medicine East ISD 2190 403(b) Plan  
Plan effective date: November 10, 2008  
State where Employer is located: Minnesota

Plan With Ease will perform the administrative functions for the plan such as providing annual notices to eligible employee's, online salary reduction agreements, contribution limit monitoring, and review loans, hardships and other withdrawal requests. ING Common Remitter service will be used to process contributions.

The Valuation Date shall be each business day.

The Funding Vehicles that are authorized to receive Elective Deferrals, Roth 403(b) Contributions, and Employer Contributions to the extent that the company allows it under the Plan, including Annuity Contracts and Custodial Accounts offered by:

- ING Life Insurance and Annuity Company
- Ameriprise
- ESI Services-Education Minnesota
- Metropolitan Life Insurance Company
- Thrivent Financial
- Variable Annuity Life Insurance Company

The above listed companies may also receive Contract Exchanges.

Roth 403(b) contributions shall be permitted under the Plan to the extent that the provider allows it.

Employer Discretionary Contributions shall not be permitted under the Plan.

Employer Matching Contributions shall be permitted under the Plan. The matching contributions shall match a Participant's elective deferrals. The amount of employer matching contributions for each plan year shall be governed by their contract.

If at any time, there are no active employees sending contributions to one of the companies in our Plan, that company may be removed from the Plan.

Upon adoption of this plan document, the Plan Provisions Section will be completed and sent to ING at the following address:

ING  
ATTN: Claudia Bateman, A3N  
One Orange Way  
Windsor, CT 06095-4774

By doing so, ING will provide future updates to this plan document as they become available.

IN WITNESS WHEREOF, the undersigned individual, as authorized by the Employer, has caused this Plan to be executed this 10th day of November, 2008.

Employer: Yellow Medicine East ISD 2190

By: \_\_\_\_\_  
Title: Superintendent

| Check Nbr                | Vendor Name               | Check Date | Invoice Number | Invoice Desc  | PO Number | Invoice Amount | Check Amount |
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| 10298                    | AMERICAN WELDING SUPPLIES | 11/10/2008 | 1              |   | 0         | 63.00          | 63.00        |
| 01 E 300 301 501 830 433 |                           |            |                | AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA |           | 63.00          |              |
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| 02 E 005 770 000 701 490 |                           |            |                | FOOD SERVICES/SCHOOL LUNCH/FOOD/                        |           | 6,751.14       |              |
| 02 E 005 770 000 701 495 |                           |            |                | FOOD SERVICES/SCHOOL LUNCH/MILK/                        |           | 22.12          |              |
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| 04 E 500 505 000 332 361             |             |            | 28             | AFTER SCHOOL  | 0         | 205.35         |              |
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| 01 E 025 810 000 000 410             |             |            |                | OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/       |           | 175.30         |              |
| 01 E 025 810 000 000 350             |             |            | 4120           |   | 0         | 60.00          |              |
|                                      |             |            |                | OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC |           | 60.00          |              |
| 10309 BREMMER CONSTRUCTION           |             | 11/10/2008 | 1              |   | 0         | 1,673.81       | 1,673.81     |
| 01 E 100 411 000 419 530             |             |            |                | TIMEOUT ROOM  |           | 1,673.81       |              |
|                                      |             |            |                | AUTISTIC/94-142 FEDERAL/EQUIPMENT PURCHASES/            |           |                |              |
| 10310 BROOKLYN PUBLISHERS            |             | 11/10/2008 | 32849          |   | 112       | 8.93           | 8.93         |
| 01 E 300 298 236 000 899             |             |            |                | EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN |           | 8.93           |              |
| 10311 BRUFLAT PLUMBING & HEATING INC |             | 11/10/2008 | 4312           |   | 0         | 478.08         | 478.08       |
| 01 E 005 810 000 000 350             |             |            |                | OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC |           | 478.08         |              |
| 10312 CARL'S BAKERY                  |             | 11/10/2008 | 2489           |   | 0         | 17.48          | 52.13        |
| 02 E 005 770 000 701 490             |             |            |                | FOOD SERVICES/SCHOOL LUNCH/FOOD/                        |           | 17.48          |              |
| 01 E 100 203 399 000 401             |             |            | 2490           |   | 219       | 34.65          |              |
|                                      |             |            |                | ELEMENTARY GENERAL ED./GENERAL SUPPLIES/INTERGENERATIO  |           | 34.65          |              |
| 10313 CDW GOVERNMENT, INC.           |             | 11/10/2008 | LZX6476        |   | 37        | 67.68          | 366.68       |
| 01 E 200 612 199 000 401             |             |            |                | MINI HUBS   |           | 67.68          |              |
|                                      |             |            |                | TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY                |           | 67.68          |              |
|                                      |             |            | MBK9586        |   | 206       | 91.08          |              |
|                                      |             |            |                | ADAPTER   |           | 91.08          |              |

| Check Nbr                            | Vendor Name | Check Date | Invoice Number | Invoice Desc  | PO Number | Invoice Amount | Check Amount |
|--------------------------------------|-------------|------------|----------------|---|-----------|----------------|--------------|
| 01 E 100 203 500 000 430             |             |            |                | ELEMENTARY GENERAL ED.//SUPPLIES/DONATIONED \$ FY09     |           | 91.08          |              |
|                                      |             |            | MBV3139        |   | 0         | 72.56          |              |
| 01 E 005 020 000 000 401             |             |            |                | SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/              |           | 72.56          |              |
|                                      |             |            | MCL3502        | MINI HUBS   | 41        | 135.36         |              |
| 01 E 200 612 199 000 401             |             |            |                | TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY                |           | 135.36         |              |
| 10314 CENEX CREDIT CARD              |             | 11/10/2008 | 1              |   | 0         | 1,276.23       | 1,276.23     |
| 01 E 005 810 193 000 442             |             |            |                | OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES      |           | 1,276.23       |              |
| 10315 CHILDCRAFT ED CORP             |             | 11/10/2008 | 202700222910   |   | 82        | 179.95         | 359.90       |
| 01 E 100 203 000 302 530             |             |            |                | ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS |           | 179.95         |              |
|                                      |             |            | 202700222947   | MATH BAG KIT  | 0         | 179.95         |              |
| 01 E 100 203 000 302 530             |             |            |                | ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS |           | 179.95         |              |
| 10316 CITY OF GRANITE FALLS          |             | 11/10/2008 | 1              | SWR/WTR   | 0         | 2,085.85       | 10,610.04    |
| 01 E 005 810 183 000 330             |             |            |                | OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE |           | 2,085.85       |              |
|                                      |             |            | 2              | ELECTRICITY   | 0         | 8,443.19       |              |
| 01 E 005 810 184 000 330             |             |            |                | OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT |           | 8,443.19       |              |
|                                      |             |            | 3              | GARAGE  | 0         | 71.00          |              |
| 01 E 005 810 191 000 330             |             |            |                | OPERATIONS AND MAINTENANCE//UTILITY SERVICES/OUTSIDE MA |           | 71.00          |              |
|                                      |             |            | 4              | CARPENTRY   | 0         | 10.00          |              |
| 01 E 300 361 000 830 330             |             |            |                | CARPENTRY/VOCATIONAL PROGRAMS/UTILITY SERVICES/         |           | 10.00          |              |
| 10317 CLASSROOM DIRECT/REPRINT       |             | 11/10/2008 | 206700455430   |   | 0         | 51.45          | 51.45        |
| 01 E 100 203 403 000 430             |             |            |                | ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE              |           | 51.45          |              |
| 10318 COMPVIEW                       |             | 11/10/2008 | 0162706        | smartboards   | 0         | 4,639.00       | 4,996.00     |
| 01 E 100 203 500 000 430             |             |            |                | ELEMENTARY GENERAL ED.//SUPPLIES/DONATIONED \$ FY09     |           | 4,639.00       |              |
|                                      |             |            | 016933         |   | 79        | 357.00         |              |
| 01 E 100 203 000 000 430             |             |            |                | ELEMENTARY GENERAL ED.//SUPPLIES/                       |           | 357.00         |              |
| 10319 CONSTRUCTION CONSULTING PARTNE |             | 11/10/2008 | 728            | FACILITIES STUDY  | 0         | 5,355.00       | 5,355.00     |
| 01 E 005 010 000 000 305             |             |            |                | BOARD OF EDUCATION//PROFESSIONAL FEES/                  |           | 5,355.00       |              |
| 10320 CONTINENTAL WESTERN GROUP      |             | 11/10/2008 | 07-08          | FY08 WC AUDIT   | 0         | 363.00         | 363.00       |
| 01 E 100 203 000 000 270             |             |            |                | ELEMENTARY GENERAL ED.//WORKERS COMPENSATION/           |           | 181.50         |              |
| 01 E 300 211 000 000 270             |             |            |                | SECONDARY EDUCATION GENERAL//WORKERS COMPENSATION/      |           | 181.50         |              |
| 10321 COTTON CANDY CLIP ART          |             | 11/10/2008 | 1              |   | 0         | 42.00          | 42.00        |
| 02 E 005 770 000 701 401             |             |            |                | FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/            |           | 42.00          |              |
| 10322 COUNTRYSIDE PUBLIC HEALTH      |             | 11/10/2008 | 1              |   | 0         | 750.00         | 750.00       |
| 01 E 200 720 000 000 311             |             |            |                | HEALTH SERVICES/NURSE//PROFESSIONAL/TECHNICAL SVCS/     |           | 750.00         |              |
| 10323 CULLIGAN                       |             | 11/10/2008 | 1              |   | 0         | 22.73          | 22.73        |
| 01 E 025 810 183 000 330             |             |            |                | OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE |           | 22.73          |              |
| 10324 DAVE'S ELECTRIC CO             |             | 11/10/2008 | 1              |   | 0         | 34.25          | 148.25       |
| 02 E 005 770 000 701 490             |             |            |                | FOOD SERVICES/SCHOOL LUNCH/FOOD/                        |           | 34.25          |              |
|                                      |             |            | 2              |   | 0         | 12.25          |              |
| 01 L 230 16                          |             |            |                | GENERAL FUND/DEFERRED REVENUE/BERT RANEY-WATER          |           | 12.25          |              |
|                                      |             |            | 3              |   | 0         | 16.36          |              |
| 04 E 500 590 156 321 401             |             |            |                | OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU |           | 16.36          |              |
|                                      |             |            | 4              |   | 0         | 85.39          |              |
| 01 E 005 810 000 000 410             |             |            |                | OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/       |           | 85.39          |              |
| 10325 DAYDOTS                        |             | 11/10/2008 | 91560915       |   | 0         | 149.99         | 149.99       |
| 02 E 005 770 000 701 401             |             |            |                | FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/            |           | 149.99         |              |
| 10326 DEAN FOODS NORTH CENTRAL, INC. |             | 11/10/2008 | 1              |   | 0         | 3,326.99       | 3,587.79     |

| Check Nbr                            | Vendor Name | Check Date | Invoice Number | Invoice Desc   | PO Number | Invoice Amount | Check Amount |
|--------------------------------------|-------------|------------|----------------|--|-----------|----------------|--------------|
| 02 E 005 770 000 701 495             |             |            |                | FOOD SERVICES/SCHOOL LUNCH/MILK/                         |           | 2,213.43       |              |
| 02 E 005 770 000 705 495             |             |            |                | FOOD SERVICES/BREAKFAST/MILK/                            |           | 776.36         |              |
| 02 E 005 770 000 707 495             |             |            |                | FOOD SERVICES/ALA CARTE/OTHER/MILK/                      |           | 337.20         |              |
|                                      |             |            | 10             |  | 0         | 260.80         |              |
| 02 E 005 770 000 701 495             |             |            |                | FOOD SERVICES/SCHOOL LUNCH/MILK/                         |           | 260.80         |              |
| 10327 DOLLAR STOP                    |             | 11/10/2008 | 1              |  | 10        | 3.00           | 3.00         |
| 09 L 230 28                          |             |            |                | TRUST FUND/DEFERRED REVENUE/SENIOR CITIZENS CARD PROJEC  |           | 3.00           |              |
| 10328 DU-MART                        |             | 11/10/2008 | 303486         |  | 14        | 16.27          | 108.91       |
| 04 E 500 580 000 325 430             |             |            |                | EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E  |           | 16.27          |              |
|                                      |             |            | 303500         |  | 0         | 45.78          |              |
| 01 E 300 790 388 000 899             |             |            |                | OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID  |           | 45.78          |              |
|                                      |             |            | 401951         |  | 231       | 46.86          |              |
| 01 E 100 790 308 799 401             |             |            |                | OTHER PUPIL SUPPORT SERVICES//OTHER GRANTS/GENERAL SUPPL |           | 46.86          |              |
| 10329 Vendor Continued Void          |             | 11/10/2008 |                |  |           |                | 0.00         |
| 10330 ECONOMART                      |             | 11/10/2008 | 1              |  | 0         | 664.59         | 664.59       |
| 01 E 005 010 000 000 899             |             |            |                | BOARD OF EDUCATION//MISCELLANEOUS EXPENSE/               |           | 43.70          |              |
| 01 E 005 110 000 000 899             |             |            |                | ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE/                |           | -52.07         |              |
| 01 E 100 203 000 000 401             |             |            |                | ELEMENTARY GENERAL ED.//GENERAL SUPPLIES/                |           | 16.00          |              |
| 01 E 100 203 000 000 899             |             |            |                | ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/           |           | 27.97          |              |
| 01 E 100 203 405 000 430             |             |            |                | ELEMENTARY GENERAL ED.//SUPPLIES/5TH GRADE               |           | 10.60          |              |
| 01 E 100 216 000 401 401             |             |            |                | TITLE I - PART A/TITLE I/GENERAL SUPPLIES/               |           | 4.99           |              |
| 01 E 300 260 000 000 430             |             |            |                | NATURAL SCIENCES//SUPPLIES/                              |           | 33.91          |              |
| 01 E 300 331 000 830 433             |             |            |                | VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/INDIVIDUAL INST   |           | 387.91         |              |
| 02 E 005 770 000 701 490             |             |            |                | FOOD SERVICES/SCHOOL LUNCH/FOOD/                         |           | 32.12          |              |
| 04 E 500 590 157 321 401             |             |            |                | OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU  |           | 6.20           |              |
| 01 E 100 790 308 799 401             |             |            |                | OTHER PUPIL SUPPORT SERVICES//OTHER GRANTS/GENERAL SUPPL |           | 89.64          |              |
| 01 E 100 203 362 000 899             |             |            |                | ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/ELEM SNAC  |           | 63.62          |              |
|                                      |             |            | 10             | title III  | 0         | -27.97         |              |
| 01 E 100 203 000 000 899             |             |            |                | ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/           |           | -27.97         |              |
|                                      |             |            | 2              | title III  | 0         | 27.97          |              |
| 01 E 200 205 000 417 401             |             |            |                | LEP TITLE III PART A/LEP PROFICIENCY/GENERAL SUPPLIES/   |           | 27.97          |              |
|                                      |             |            | 21             |  | 0         | 15.16          |              |
| 04 E 500 590 156 321 401             |             |            |                | OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU  |           | 15.16          |              |
|                                      |             |            | 25             |  | 0         | -15.16         |              |
| 01 E 005 010 000 000 899             |             |            |                | BOARD OF EDUCATION//MISCELLANEOUS EXPENSE/               |           | -15.16         |              |
| 10331 ELMORE ACADEMY - YOUTH SERV. I |             | 11/10/2008 | SEPT 08        |  | 0         | 1,722.00       | 1,722.00     |
| 01 E 998 408 000 740 390             |             |            |                | EMOTION/BEHAVIORAL DISORDER/STATE FUNDED SPECIAL ED/TUI  |           | 1,722.00       |              |
| 10332 EPA AUDIO VISUAL               |             | 11/10/2008 | 60023174       |  | 0         | 310.10         | 310.10       |
| 01 E 200 612 199 000 401             |             |            |                | TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY                 |           | 310.10         |              |
| 10333 FORMO, WARREN                  |             | 11/10/2008 | 1              | MILEAGE  | 0         | 21.83          | 21.83        |
| 01 E 005 010 000 000 366             |             |            |                | BOARD OF EDUCATION//TRAVEL-SCHOOL BUSINESS/              |           | 21.83          |              |
| 10334 G.C. PETERSON MACHINERY CO INC |             | 11/10/2008 | 080897-00      | 2 SAWS   | 0         | 8,908.00       | 8,908.00     |
| 01 E 005 860 000 347 530             |             |            |                | HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/EQUIPMENT  |           | 8,908.00       |              |
| 10335 GILLUND ENTERPRISES            |             | 11/10/2008 | 690804         |  | 0         | 162.16         | 162.16       |
| 01 E 005 810 193 000 401             |             |            |                | OPERATIONS AND MAINTENANCE//GENERAL SUPPLIES/CAR EXPENS  |           | 162.16         |              |
| 10336 GRANITE FALLS AUTO PARTS       |             | 11/10/2008 | 1              |  | 0         | 26.55          | 364.23       |
| 01 E 300 301 501 830 433             |             |            |                | AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA  |           | 26.55          |              |
|                                      |             |            | 2              |  | 0         | 333.89         |              |
| 01 E 005 810 193 000 401             |             |            |                | OPERATIONS AND MAINTENANCE//GENERAL SUPPLIES/CAR EXPENS  |           | 333.89         |              |
|                                      |             |            | 3              |  | 0         | 3.79           |              |
| 01 E 005 810 000 000 410             |             |            |                | OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/        |           | 3.79           |              |

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| 10337                    | GRANITE FALLS OFFICIALS ASSOC. | 11/10/2008 | 1              | FALL 08  | 0         | 1,400.00       | 1,400.00     |
| 01 E 300 294 211 000 319 |                                |            |                | BOYS ATHLETICS//OTHER PERSONAL SERVICES/FOOTBALL           |           | 1,400.00       |              |
| 10338                    | GRANITE FLORAL & GREENHOUSE    | 11/10/2008 | 76258          |  | 0         | 30.74          | 83.24        |
| 01 E 300 301 501 830 433 |                                |            |                | AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA    |           | 30.74          |              |
| 01 E 300 294 211 000 401 |                                |            | 76299          | BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL                  | 0         | 52.50          | 52.50        |
| 10339                    | GREAT PLAINS NATURAL GAS CO    | 11/10/2008 | 1              |  | 0         | 693.36         | 3,126.29     |
| 01 E 005 810 000 000 440 |                                |            |                | OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/            |           | 693.36         |              |
| 01 E 005 810 000 000 410 |                                |            | 10             | OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/          | 0         | 2,001.30       | 2,001.30     |
| 01 E 025 810 000 000 440 |                                |            | 2              | OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/            | 0         | 431.63         | 431.63       |
| 10340                    | GREAT PLAINS SPORTS            | 11/10/2008 | 1              | SINGLET'S  | 0         | 1,672.00       | 1,847.48     |
| 01 E 300 294 227 000 401 |                                |            |                | BOYS ATHLETICS//GENERAL SUPPLIES/UNIFORMS                  |           | 1,672.00       |              |
| 01 E 300 296 209 000 401 |                                |            | 702037         | VB<br>GIRLS ATHLETICS//GENERAL SUPPLIES/VOLLEYBALL         | 0         | 84.00          | 84.00        |
| 01 E 300 292 226 000 401 |                                |            | 702124         | CC<br>BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/CROSS COUNTRY | 0         | 91.48          | 91.48        |
| 10341                    | GUSTAFSON, KAREN               | 11/10/2008 | 1              | BOOKS  | 0         | 96.64          | 153.54       |
| 01 E 300 620 000 302 560 |                                |            |                | EDUCATIONAL MEDIA/LIBRARY/CAPITAL OUTLAY/TEXTBOOK/LIBRA    |           | 96.64          |              |
| 01 E 300 620 000 000 401 |                                |            | 2              | DVD'S<br>EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES/      | 0         | 56.90          | 56.90        |
| 10342                    | H & H CONST. INC               | 11/10/2008 | 1              | DIRT   | 0         | 270.00         | 270.00       |
| 01 E 005 810 191 000 410 |                                |            |                | OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID    |           | 270.00         |              |
| 10343                    | HAAN CRAFTS                    | 11/10/2008 | 109374         |  | 57        | 114.05         | 114.05       |
| 01 E 300 250 000 000 433 |                                |            |                | HOME ECONOMICS//INDIVIDUAL INST SUPPLIES/                  |           | 114.05         |              |
| 10344                    | HARCOURT ACHIEVE               | 11/10/2008 | 76454464       |  | 181       | 729.08         | 763.95       |
| 01 E 100 203 500 000 430 |                                |            |                | ELEMENTARY GENERAL ED.//SUPPLIES/DONATIONED \$ FY09        |           | 729.08         |              |
| 01 E 100 203 500 000 430 |                                |            | 76575467       | ELEMENTARY GENERAL ED.//SUPPLIES/DONATIONED \$ FY09        | 183       | 34.87          | 34.87        |
| 10345                    | HAWTHORN INN & SUITES          | 11/10/2008 | 61693-87-90    |  | 0         | 390.00         | 390.00       |
| 01 E 100 216 000 401 366 |                                |            |                | TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/           |           | 390.00         |              |
| 10346                    | HENDERSON, ROBIN               | 11/10/2008 | 1              |  | 0         | 59.86          | 138.77       |
| 01 E 100 203 399 000 401 |                                |            |                | ELEMENTARY GENERAL ED.//GENERAL SUPPLIES/INTERGENERATIO    |           | 59.86          |              |
| 01 E 100 790 308 799 401 |                                |            | 2              | OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL    | 0         | 78.91          | 78.91        |
| 10347                    | XIONG HERR                     | 11/10/2008 | 1              | TRANSLATING  | 0         | 241.43         | 241.43       |
| 01 E 200 420 000 419 305 |                                |            |                | SPECIAL EDUCATIONAL GENERAL/94-142 FEDERAL/PROFESSIONAL    |           | 241.43         |              |
| 10348                    | HILLYARD/HUTCHINSON            | 11/10/2008 | 2668780        |  | 0         | 1,135.27       | 1,135.27     |
| 01 E 005 810 000 000 410 |                                |            |                | OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/          |           | 1,135.27       |              |
| 10349                    | HINZ, STACY                    | 11/10/2008 | 1              | BRAINERD MILEAGE   | 0         | 298.61         | 298.61       |
| 01 E 100 216 000 401 366 |                                |            |                | TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/           |           | 298.61         |              |
| 10350                    | HOLM, KRIS                     | 11/10/2008 | 1              | PHOTO PACKET   | 0         | 19.99          | 19.99        |
| 01 E 300 790 388 000 899 |                                |            |                | OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID    |           | 19.99          |              |
| 10351                    | HOMWOOD SUITES                 | 11/10/2008 | 86757931       | PEGGY KVAM   | 0         | 190.89         | 190.89       |
| 01 E 100 204 000 414 366 |                                |            |                | TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINES    |           | 190.89         |              |
| 10352                    | IKON FINANCIAL SERVICES        | 11/10/2008 | 1              |  | 0         | 1,252.00       | 1,252.00     |

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| 01 E 005 020 000 302 580             |             |            |                | SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/CAPITAL LEASE PR |           | 255.00         |              |
| 01 E 100 203 000 302 580             |             |            |                | ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI |           | 548.00         |              |
| 01 E 300 211 000 302 580             |             |            |                | SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS |           | 274.00         |              |
| 01 E 300 620 000 302 580             |             |            |                | EDUCATIONAL MEDIA/LIBRARY/CAPITAL OUTLAY/CAPITAL LEASE  |           | 175.00         |              |
| 10353 IKON OFFICE SOLUTIONS          |             | 11/10/2008 | 5009626591     | RICOH MAINT.  | 0         | 593.57         | 593.57       |
| 01 E 300 211 000 000 350             |             |            |                | SECONDARY EDUCATION GENERAL//REPAIRS AND MAINTENANCE SV |           | 593.57         |              |
| 10354 IMAGESTUFF.COM                 |             | 11/10/2008 | 68357          |   | 0         | 78.23          | 139.23       |
| 01 E 100 203 000 000 899             |             |            |                | ELEMENTARY GENERAL ED./MISCELLANEOUS EXPENSE/           |           | 78.23          |              |
|                                      |             |            | 68684          |   | 0         | 61.00          |              |
| 01 E 100 203 000 000 899             |             |            |                | ELEMENTARY GENERAL ED./MISCELLANEOUS EXPENSE/           |           | 61.00          |              |
| 10355 Vendor Continued Void          |             | 11/10/2008 |                |   |           |                | 0.00         |
| 10356 INNOVATIVE OFFICE SOLUTIONS    |             | 11/10/2008 | 123926-1       |   | 0         | 66.52          | 474.27       |
| 01 E 300 292 000 000 899             |             |            |                | BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/            |           | 66.52          |              |
|                                      |             |            | 124948-1       |   | 122       | 33.85          |              |
| 01 E 005 110 000 000 401             |             |            |                | ACCOUNTING OFFICE//GENERAL SUPPLIES/                    |           | 33.85          |              |
|                                      |             |            | 5372997-1      |   | 222       | 12.98          |              |
| 01 E 100 201 000 000 430             |             |            |                | KINDERGARTEN//SUPPLIES/                                 |           | 12.98          |              |
|                                      |             |            | 5412595-1      |   | 226       | 23.98          |              |
| 01 E 100 203 403 000 430             |             |            |                | ELEMENTARY GENERAL ED./SUPPLIES/3RD GRADE               |           | 23.98          |              |
|                                      |             |            | pa-oe-117524-1 |   | 123       | -25.20         |              |
| 01 E 100 203 000 000 430             |             |            |                | ELEMENTARY GENERAL ED./SUPPLIES/                        |           | -25.20         |              |
|                                      |             |            | wo-5126975-1   |   | 199       | 27.98          |              |
| 01 E 100 203 404 000 430             |             |            |                | ELEMENTARY GENERAL ED./SUPPLIES/4TH GRADE               |           | 27.98          |              |
|                                      |             |            | wo5198183-1    |   | 103       | 334.16         |              |
| 01 E 300 050 000 000 401             |             |            |                | PRINCIPAL'S OFFICE//GENERAL SUPPLIES/                   |           | 334.16         |              |
| 10357 JEFFREY IVERSON                |             | 11/10/2008 | 1              | musical supplies  | 0         | 151.42         | 151.42       |
| 01 E 300 298 236 000 899             |             |            |                | EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN |           | 151.42         |              |
| 10358 JIM'S CLOTHING & SPORTING GOOD |             | 11/10/2008 | 81524          | PR MAGNETS  | 69        | 176.07         | 176.07       |
| 01 L 230 10                          |             |            |                | GENERAL FUND/DEFERRED REVENUE/DISTRICT POP FUND         |           | 176.07         |              |
| 10359 JOHNSON TED                    |             | 11/10/2008 | 977784         | it  | 0         | 45.00          | 45.00        |
| 01 E 300 255 000 000 430             |             |            |                | INDUSTRIAL EDUCATION//SUPPLIES/                         |           | 45.00          |              |
| 10360 JOSTEN'S                       |             | 11/10/2008 | 13335018       | DIPLOMA COVERS  | 78        | 565.14         | 565.14       |
| 01 E 300 211 165 000 899             |             |            |                | SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/GRAD |           | 565.14         |              |
| 10361 KASEL GORDON                   |             | 11/10/2008 | 1              | state   | 0         | 22.97          | 22.97        |
| 01 E 300 296 224 000 897             |             |            |                | GIRLS ATHLETICS//STATE TOURNY EXPENSE/TENNIS            |           | 22.97          |              |
| 10362 KILOWATT COMMUNITY CENTER      |             | 11/10/2008 | 1              | ASP   | 0         | 66.00          | 318.00       |
| 01 E 100 203 000 000 370             |             |            |                | ELEMENTARY GENERAL ED./RENTALS AND LEASES/              |           | 66.00          |              |
|                                      |             |            | 2              | VAL S.  | 0         | 75.00          |              |
| 01 E 300 211 000 000 370             |             |            |                | SECONDARY EDUCATION GENERAL//RENTALS AND LEASES/        |           | 75.00          |              |
|                                      |             |            | 3              | ROBIN H   | 0         | 150.00         |              |
| 01 E 100 203 000 000 370             |             |            |                | ELEMENTARY GENERAL ED./RENTALS AND LEASES/              |           | 150.00         |              |
|                                      |             |            | 4              | VB  | 0         | 27.00          |              |
| 01 E 300 298 000 000 370             |             |            |                | EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/         |           | 27.00          |              |
| 10363 KIWANIS CLUB OF GRANITE FALLS  |             | 11/10/2008 | 1              | 07-08 DJ  | 0         | 55.00          | 55.00        |
| 01 E 005 610 375 308 820             |             |            |                | CURRICULUM CONSULTANT & DEVLOP/STAFF DEV. 25% DIST. WID |           | 55.00          |              |
| 10364 KLOCKIT                        |             | 11/10/2008 | 599805         |   | 87        | 43.74          | 51.03        |
| 01 E 300 255 000 000 450             |             |            |                | INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE/       |           | 43.74          |              |
|                                      |             |            | 600726         |   | 87        | 7.29           |              |

| Check Nbr                | Vendor Name                   | Check Date | Invoice Number | Invoice Desc  | PO Number | Invoice Amount | Check Amount |
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| 01 E 300 255 000 000 450 |                               |            |                | INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE/           |           | 7.29           |              |
| 10365                    | KVAM, PEGGY                   | 11/10/2008 | 1              |   | 0         | 58.30          | 179.55       |
| 01 E 100 204 000 414 366 |                               |            |                | TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINES     |           | 58.30          |              |
|                          |                               |            | 2              | mileage   | 0         | 121.25         |              |
| 01 E 100 204 000 414 366 |                               |            |                | TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINES     |           | 121.25         |              |
| 10366                    | LADNER'S HARDWARE             | 11/10/2008 | 1              |   | 0         | 757.72         | 757.72       |
| 01 E 005 810 000 000 410 |                               |            |                | OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/           |           | 215.31         |              |
| 01 E 005 810 191 000 410 |                               |            |                | OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID     |           | 356.19         |              |
| 01 E 300 255 000 000 430 |                               |            |                | INDUSTRIAL EDUCATION//SUPPLIES/                             |           | 22.61          |              |
| 01 E 300 296 209 000 401 |                               |            |                | GIRLS ATHLETICS//GENERAL SUPPLIES/VOLLEYBALL                |           | 4.65           |              |
| 01 E 300 301 501 830 433 |                               |            |                | AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA     |           | 56.31          |              |
| 01 E 300 298 236 000 899 |                               |            |                | EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN     |           | 102.65         |              |
| 10367                    | MELISSA LARSON                | 11/10/2008 | 1              | TITLE iii   | 0         | 303.28         | 303.28       |
| 01 E 200 205 000 417 401 |                               |            |                | LEP TITLE III PART A/LEP PROFICIENCY/GENERAL SUPPLIES/      |           | 303.28         |              |
| 10368                    | LEN WORSECH & CO              | 11/10/2008 | 9047           | FALL 08   | 0         | 538.37         | 538.37       |
| 01 E 300 292 000 000 899 |                               |            |                | BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/                |           | 538.37         |              |
| 10369                    | LUNCHBYTE SYSTEMS, INC        | 11/10/2008 | 1              |   | 0         | 360.00         | 360.00       |
| 02 E 005 770 000 701 401 |                               |            |                | FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/                |           | 360.00         |              |
| 10370                    | MAXWELL MEDALS & AWARDS       | 11/10/2008 | 3052638-IN     |   | 0         | 36.15          | 36.15        |
| 01 E 300 292 226 000 401 |                               |            |                | BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/CROSS COUNTRY        |           | 36.15          |              |
| 10371                    | MCCOY, KAREN                  | 11/10/2008 | 1              |   | 0         | 68.87          | 68.87        |
| 01 E 200 612 199 000 366 |                               |            |                | TECHNOLOGY//TRAVEL-SCHOOL BUSINESS/KAREN MCCOY              |           | 68.87          |              |
| 10372                    | MEDCO SUPPLY COMPANY          | 11/10/2008 | 40911224       |   | 217       | 126.29         | 126.29       |
| 01 E 200 720 000 000 401 |                               |            |                | HEALTH SERVICES/NURSE//GENERAL SUPPLIES/                    |           | 126.29         |              |
| 10373                    | MILLER EQUIPMENT & MFG, INC   | 11/10/2008 | 7135           | HANDICAP ACCESS.  | 0         | 373.25         | 373.25       |
| 01 E 005 850 000 302 511 |                               |            |                | @ FB<br>FACILITIES/CAPITAL OUTLAY/SITE/GROUNDS IMPROVEMENT/ |           | 373.25         |              |
| 10374                    | MN DEPARTMENT OF LABOR & IND. | 11/10/2008 | 1              | HAGG  | 0         | 40.00          | 150.00       |
| 01 E 025 810 000 000 350 |                               |            |                | OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC     |           | 40.00          |              |
|                          |                               |            | 2              | BERT RANEY  | 0         | 40.00          |              |
| 01 E 005 810 000 000 350 |                               |            |                | OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC     |           | 40.00          |              |
|                          |                               |            |                | B42351R146991I BOILER REG.                                  | 0         | 70.00          |              |
| 01 E 005 810 000 000 899 |                               |            |                | OPERATIONS AND MAINTENANCE//MISCELLANEOUS EXPENSE/          |           | 70.00          |              |
| 10375                    | MINNESOTA ELEVATOR, INC.      | 11/10/2008 | 149987         |   | 0         | 316.84         | 316.84       |
| 01 E 005 860 000 347 590 |                               |            |                | HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/OTHER CAP     |           | 316.84         |              |
| 10376                    | MN WEST COMM.& TECH. COLL     | 11/10/2008 | 103788         | BOOKS   | 0         | 210.25         | 210.25       |
| 01 E 300 200 000 000 433 |                               |            |                | POST SECONDARY OPTIONS ENROLL//INDIVIDUAL INST SUPPLIES     |           | 210.25         |              |
| 10377                    | Vendor Continued Void         | 11/10/2008 |                |   |           |                | 0.00         |
| 10378                    | MUSIC MART                    | 11/10/2008 | 1              |   | 0         | 74.41          | 120.24       |
| 01 E 300 258 233 000 350 |                               |            |                | MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC      |           | 74.41          |              |
|                          |                               |            | 3              |   | 0         | 2.38           |              |
| 01 E 005 110 000 000 899 |                               |            |                | ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE/                   |           | 2.38           |              |
|                          |                               |            | 575331         | JEFF PD. ON HIS OWN   | 0         | -23.80         |              |
| 01 E 300 258 233 000 350 |                               |            |                | MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC      |           | -23.80         |              |
|                          |                               |            | 578560         |   | 0         | 1.00           |              |
| 01 E 300 258 233 000 350 |                               |            |                | MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC      |           | 1.00           |              |
|                          |                               |            | 578644         |   | 95        | 25.00          |              |
| 01 E 300 258 233 000 450 |                               |            |                | MUSIC//MATERIALS PURCH FOR RESALE/INSTRUMENTAL MUSIC        |           | 25.00          |              |

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| 01 E 300 258 233 000 450             |             |            | 578696  |               | 0         | 6.25           |              |
|                                      |             |            | MUSIC//MATERIALS PURCH FOR RESALE/INSTRUMENTAL MUSIC    |               |           | 6.25           |              |
| 01 E 300 258 233 000 350             |             |            | 579125  |               | 93        | 35.00          |              |
|                                      |             |            | MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC  |               |           | 35.00          |              |
| 10379 MUSIC STREET                   |             | 11/10/2008 | 1   |               | 0         | 109.00         | 109.00       |
| 01 E 300 258 233 000 430             |             |            | MUSIC//SUPPLIES/INSTRUMENTAL MUSIC                      |               |           | 109.00         |              |
| 10380 MVCC                           |             | 11/10/2008 | 3 OF 10   |               | 0         | 150,041.50     | 150,041.50   |
| 01 E 200 420 000 740 396             |             |            | SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE |               |           | 150,041.50     |              |
| 10381 NELSEN'S CLEANERS & LAUNDERERS |             | 11/10/2008 | 1   |               | 0         | 22.19          | 22.19        |
| 02 E 005 770 000 701 382             |             |            | FOOD SERVICES/SCHOOL LUNCH/LAUNDRY AND DRY CLEANING/    |               |           | 22.19          |              |
| 10382 NIMCO, INC.                    |             | 11/10/2008 | 1   |               | 119       | 114.97         | 114.97       |
| 01 L 230 82                          |             |            | GENERAL FUND/DEFERRED REVENUE/YOUTH GRANTS (COUNTRYSIDE |               |           | 114.97         |              |
| 10383 NORCOSTCO, INC.                |             | 11/10/2008 | 99024   |               | 116       | 163.06         | 163.06       |
| 01 E 005 810 000 000 410             |             |            | OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/       |               |           | 163.06         |              |
| 10384 NORTHWEST REGIONAL EDUCATIONAL |             | 11/10/2008 | 14326   | WEE CAN WRITE | 33        | 360.44         | 418.94       |
| 01 E 005 610 375 308 401             |             |            | CURRICULUM CONSULTANT & DEVLOP/STAFF DEV. 25% DIST. WID |               |           | 360.44         |              |
| 01 E 100 201 000 000 430             |             |            | 14510   |               | 208       | 58.50          |              |
|                                      |             |            | KINDERGARTEN//SUPPLIES/                                 |               |           | 58.50          |              |
| 10385 OFFICE MAX CONTRACT INC.       |             | 11/10/2008 | 614290  |               | 40        | 23.04          | 23.04        |
| 01 E 005 020 000 000 401             |             |            | SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/              |               |           | 23.04          |              |
| 10386 OHIO STATE UNIVERSITY          |             | 11/10/2008 | 27652   |               | 0         | 13,500.00      | 13,500.00    |
| 01 E 100 204 000 414 366             |             |            | TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINES |               |           | 5,660.00       |              |
| 01 E 100 216 000 401 366             |             |            | TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/        |               |           | 3,288.00       |              |
| 01 E 100 216 000 401 430             |             |            | TITLE I - PART A/TITLE I/SUPPLIES/                      |               |           | 4,552.00       |              |
| 10387 PACT 4 FAMILIES COLLABORATIVE  |             | 11/10/2008 | 285 YME   |               | 0         | 10.00          | 10.00        |
| 01 E 005 020 000 000 366             |             |            | SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/        |               |           | 5.00           |              |
| 01 E 300 050 000 000 366             |             |            | PRINCIPAL'S OFFICE//TRAVEL-SCHOOL BUSINESS/             |               |           | 5.00           |              |
| 10388 PAN-O-GOLD BAKING CO.          |             | 11/10/2008 | 1   |               | 0         | 715.60         | 715.60       |
| 02 E 005 770 000 701 490             |             |            | FOOD SERVICES/SCHOOL LUNCH/FOOD/                        |               |           | 655.60         |              |
| 02 E 005 770 000 705 490             |             |            | FOOD SERVICES/BREAKFAST/FOOD/                           |               |           | 60.00          |              |
| 10389 PEARSON EDUCATION              |             | 11/10/2008 | 4017756092  | 7TH SPELLING  | 0         | 479.97         | 479.97       |
| 01 E 300 220 000 000 430             |             |            | ENGLISH//SUPPLIES/                                      |               |           | 479.97         |              |
| 10390 J.W. PEPPER & SON INC.         |             | 11/10/2008 | 11509139  |               | 0         | 29.89          | 88.98        |
| 01 E 300 258 231 000 430             |             |            | MUSIC//SUPPLIES/VOCAL MUSIC                             |               |           | 29.89          |              |
| 01 E 300 258 233 000 430             |             |            | 11528401  |               | 0         | 50.00          |              |
|                                      |             |            | MUSIC//SUPPLIES/INSTRUMENTAL MUSIC                      |               |           | 50.00          |              |
| 01 E 300 258 231 000 430             |             |            | 11532109  |               | 105       | 7.69           |              |
|                                      |             |            | MUSIC//SUPPLIES/VOCAL MUSIC                             |               |           | 7.69           |              |
| 01 E 300 258 231 000 430             |             |            | 11536104  |               | 0         | 1.40           |              |
|                                      |             |            | MUSIC//SUPPLIES/VOCAL MUSIC                             |               |           | 1.40           |              |
| 10391 PERIPOLE BERGERAULT            |             | 11/10/2008 | 92302   |               | 198       | 162.10         | 162.10       |
| 01 L 230 36                          |             |            | GENERAL FUND/DEFERRED REVENUE/MUSIC-BERT RANEY          |               |           | 162.10         |              |
| 10392 PITNEY BOWES                   |             | 11/10/2008 | 0454116-0708  |               | 0         | 254.00         | 254.00       |
| 01 E 005 020 000 000 370             |             |            | SUPERINTENDENT'S OFFICE//RENTALS AND LEASES/            |               |           | 254.00         |              |
| 10393 PLAYSRIPTS                     |             | 11/10/2008 | 841616  | ONE ACT PLAY  | 111       | 12.45          | 12.45        |
| 01 E 300 298 236 000 899             |             |            | EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN |               |           | 12.45          |              |
| 10394 PURCHASE POWER                 |             | 11/10/2008 | 1   | POSTAGE       | 0         | 950.00         | 2,950.00     |
| 01 E 100 050 000 000 329             |             |            | PRINCIPAL'S OFFICE//POSTAGE AND EXPRESS/                |               |           | 950.00         |              |

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| 01 E 300 050 000 000 329  |             |            | 2              | POSTAGE<br>PRINCIPAL'S OFFICE//POSTAGE AND EXPRESS/   | 0         | 1,000.00<br>1,000.00                       |              |
| 01 E 300 211 000 000 329  |             |            | 3              | POSTAGE<br>SECONDARY EDUCATION GENERAL//POSTAGE AND EXPRESS/  | 0         | 1,000.00<br>1,000.00                       |              |
| 10395 QUILL CORPORATION<br>04 E 500 590 158 321 401   |             | 11/10/2008 | 2075854        | OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU   | 0         | 17.12<br>17.12                             | 88.88        |
| 04 E 500 590 158 321 401  |             |            | 2084761        | OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU   | 12        | 71.76<br>71.76                             |              |
| 10396 RADISSON SUITE HOTEL ST. CLOUD<br>01 E 200 206 000 433 366  |             | 11/10/2008 | 1586           | DRUG FREE \$ FED./DRUG F SCH/TRAVEL-SCHOOL BUSINESS/  | 0         | 105.28<br>105.28                           | 105.28       |
| 10397 RAUTH, CHIP<br>01 E 300 296 228 000 401   |             | 11/10/2008 | 105016         | GIRLS ATHLETICS//GENERAL SUPPLIES/DANCELINE   | 0         | 245.00<br>245.00                           | 245.00       |
| 10398 READING RECOVERY PRO/COUNCIL<br>01 E 100 204 000 414 366  |             | 11/10/2008 | 1              | JANS, RICHTER,<br>HOERNEMANN<br>TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINES                           | 0         | 1,665.00<br>1,665.00                       | 1,665.00     |
| 10399 REINHART INST FOODS<br>02 E 005 770 000 701 401<br>02 E 005 770 000 701 490<br>02 E 005 770 000 705 490 |             | 11/10/2008 | 1              | FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/<br>FOOD SERVICES/SCHOOL LUNCH/FOOD/<br>FOOD SERVICES/BREAKFAST/FOOD/ | 0         | 5,037.29<br>1,173.87<br>3,027.12<br>836.30 | 5,037.29     |
| 10400 RILEY BUS SERVICE, INC.<br>01 E 300 294 211 733 361   |             | 11/10/2008 | 7129           | LONG PRAIRIE<br>BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTR.   | 0         | 316.20<br>316.20                           | 316.20       |
| 10401 ROCKLER<br>01 E 300 255 000 000 430   |             | 11/10/2008 | 31633705       | CUTTER/BIT SET<br>INDUSTRIAL EDUCATION//SUPPLIES/   | 99        | 514.75<br>514.75                           | 514.75       |
| 10402 RTS<br>01 E 005 810 000 000 320   |             | 11/10/2008 | 1              | OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/   | 0         | 199.47<br>199.47                           | 200.43       |
| 01 E 025 810 000 000 320  |             |            | 2              | OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/   | 0         | 0.96<br>0.96                               |              |
| 10403 RUTLEDGE DENINE<br>01 E 300 211 130 317 366   |             | 11/10/2008 | 1              | SECONDARY EDUCATION GENERAL/COMPENSATORY/TRAVEL-SCHOOL  | 0         | 186.74<br>186.74                           | 186.74       |
| 10404 SAWMILL<br>01 E 300 298 236 000 899   |             | 11/10/2008 | 1              | MUSICAL<br>EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN  | 0         | 115.01<br>115.01                           | 1,630.29     |
| 01 E 300 331 000 830 433  |             |            | 10             | VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/INDIVIDUAL INST  | 0         | 4.99<br>4.99                               |              |
| 01 E 300 331 000 830 433  |             |            | 2              | CARPENTRY<br>VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/INDIVIDUAL INST   | 0         | 1,312.19<br>1,312.19                       |              |
| 01 E 005 850 000 302 522  |             |            | 3              | LIB.<br>FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/  | 0         | 105.86<br>105.86                           |              |
| 01 E 300 255 000 000 430  |             |            | 4              | IT<br>INDUSTRIAL EDUCATION//SUPPLIES/   | 0         | 72.59<br>72.59                             |              |
| 01 E 005 810 000 000 410  |             |            | 5              | BRE<br>OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/  | 0         | 19.65<br>19.65                             |              |
| 10405 SCHOOL NURSE SUPPLY, INC.<br>01 E 200 720 000 000 401   |             | 11/10/2008 | 253847         | HEALTH SERVICES/NURSE//GENERAL SUPPLIES/  | 223       | 100.15<br>100.15                           | 100.15       |
| 10406 SCHROEDER COMMUNICATION<br>01 E 005 010 000 000 305   |             | 11/10/2008 | 10-9           | BOARD OF EDUCATION//PROFESSIONAL FEES/  | 0         | 1,583.28<br>1,583.28                       | 1,583.28     |
| 10407 VICKIE SCHULZ<br>01 E 300 258 233 000 430   |             | 11/10/2008 | 1              | MUSIC//SUPPLIES/INSTRUMENTAL MUSIC  | 0         | 86.48<br>86.48                             | 86.48        |
| 10408 SCHWICKERT'S  |             | 11/10/2008 | SIC026001      | BERT RANEY  | 0         | 1,636.18                                   | 1,636.18     |

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| 01 E 005 850 000 302 522            |             |            |                | FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/        |           | 1,636.18       |              |
| 10409 SHERATON COMMANDER HOTEL      |             | 11/10/2008 | 1              |   | 0         | 539.76         | 539.76       |
| 01 E 100 204 000 414 366            |             |            |                | TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINES |           | 539.76         |              |
| 10410 SKATETIME SCHOOL PROGRAMS     |             | 11/10/2008 | 5926           |   | 0         | 2,610.00       | 2,610.00     |
| 01 L 230 33                         |             |            |                | GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU |           | 2,610.00       |              |
| 10411 SOUTHWEST MN STATE UNIVERSITY |             | 11/10/2008 | 75074          | SPEECH  | 0         | 5,600.00       | 5,600.00     |
| 01 E 300 200 000 000 433            |             |            |                | POST SECONDARY OPTIONS ENROLL//INDIVIDUAL INST SUPPLIES |           | 5,600.00       |              |
| 10412 SOUTHWEST WHOLESALE           |             | 11/10/2008 | 1              |   | 0         | 9,215.59       | 9,215.59     |
| 02 E 005 770 000 701 401            |             |            |                | FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/            |           | 180.20         |              |
| 02 E 005 770 000 701 490            |             |            |                | FOOD SERVICES/SCHOOL LUNCH/FOOD/                        |           | 7,728.31       |              |
| 02 E 005 770 000 705 490            |             |            |                | FOOD SERVICES/BREAKFAST/FOOD/                           |           | 1,307.08       |              |
| 10413 STATE OF MN PUBLIC SAFETY     |             | 11/10/2008 | 8701200062005  | M-19772   | 0         | 25.00          | 50.00        |
| 01 E 025 810 000 000 350            |             |            |                | OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC |           | 25.00          |              |
|                                     |             |            | 87012100062007 | M23198  | 0         | 25.00          |              |
| 01 E 025 810 000 000 350            |             |            |                | OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC |           | 25.00          |              |
| 10414 STEIN'S, INC                  |             | 11/10/2008 | 537015         |   | 0         | 1,133.74       | 1,133.74     |
| 01 E 005 810 000 000 410            |             |            |                | OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/       |           | 1,133.74       |              |
| 10415 ALLEN L STOECKMAN             |             | 11/10/2008 | 1              |   | 0         | 275.00         | 275.00       |
| 01 E 005 020 000 000 366            |             |            |                | SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/        |           | 275.00         |              |
| 10416 SUBWAY                        |             | 11/10/2008 | 1              |   | 212       | 53.81          | 53.81        |
| 01 E 100 216 000 401 401            |             |            |                | TITLE I - PART A/TITLE I/GENERAL SUPPLIES/              |           | 53.81          |              |
| 10417 SW MN ARTS & HUMANITIES       |             | 11/10/2008 | 1              | 08-09   | 0         | 100.00         | 100.00       |
| 01 E 005 010 000 000 899            |             |            |                | BOARD OF EDUCATION//MISCELLANEOUS EXPENSE/              |           | 100.00         |              |
| 10418 Vendor Continued Void         |             | 11/10/2008 |                |   |           |                | 0.00         |
| 10419 SW/WC SERVICE COOP - MARSHALL |             | 11/10/2008 | 1              | TYPE iii TRAINING                                       | 0         | 35.00          | 1,040.10     |
| 01 E 005 760 000 720 899            |             |            |                | PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/MISCELL |           | 35.00          |              |
|                                     |             |            | 10             | SMARTBOARD TRAINING                                     | 0         | 100.00         |              |
| 01 E 300 640 000 306 367            |             |            |                | STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE |           | 100.00         |              |
|                                     |             |            | 11             | SMARTBOARD TRAINING                                     | 0         | 100.00         |              |
| 01 E 200 612 199 000 366            |             |            |                | TECHNOLOGY//TRAVEL-SCHOOL BUSINESS/KAREN MCCOY          |           | 100.00         |              |
|                                     |             |            | 2              | YOUNG ARTIST  | 0         | 35.00          |              |
| 01 E 100 218 000 388 401            |             |            |                | GIFTED & TALENTED/TAG (06)/GENERAL SUPPLIES/            |           | 35.00          |              |
|                                     |             |            | 3              |   | 0         | -740.00        |              |
| 01 E 200 420 000 740 390            |             |            |                | SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/TUI |           | -740.00        |              |
|                                     |             |            | 4              | TEACHING & LEARNING                                     | 0         | 90.00          |              |
| 01 E 100 640 000 306 367            |             |            |                | STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE |           | 90.00          |              |
|                                     |             |            | 5              |   | 0         | 1,000.00       |              |
| 01 E 300 640 000 306 367            |             |            |                | STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE |           | 1,000.00       |              |
|                                     |             |            | 6              |   | 0         | 60.00          |              |
| 01 E 200 420 640 419 367            |             |            |                | SPECIAL EDUCATIONAL GENERAL/94-142 FEDERAL/TRAVEL-PROFE |           | 60.00          |              |
|                                     |             |            | 7              | SMARTBOARD TRAINING                                     | 0         | 360.10         |              |
| 01 E 100 640 000 306 367            |             |            |                | STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE |           | 360.10         |              |
| 10420 TECH CHECK                    |             | 11/10/2008 | 11691          |   | 0         | 1,542.58       | 1,542.58     |
| 01 E 200 612 000 302 555            |             |            |                | TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/         |           | 1,542.58       |              |
| 10421 TEXAS ASSOC. OF SCHOOL BOARDS |             | 11/10/2008 | 1              | BOARD BOOK  | 0         | 2,000.00       | 2,000.00     |

| Check Nbr                       | Vendor Name | Check Date | Invoice Number | Invoice Desc  | PO Number | Invoice Amount | Check Amount |
|---------------------------------|-------------|------------|----------------|---|-----------|----------------|--------------|
| 01 E 005 010 000 000 401        |             |            |                | BOARD OF EDUCATION//GENERAL SUPPLIES/                   |           | 2,000.00       |              |
| 10422 THEATRE HOUSE             |             | 11/10/2008 | 377947         |   | 0         | 44.90          | 50.85        |
| 01 E 300 258 231 000 430        |             |            |                | MUSIC//SUPPLIES/VOCAL MUSIC                             |           | 44.90          |              |
|                                 |             |            | 377947-        |   | 0         | 5.95           |              |
| 01 E 300 298 236 000 899        |             |            |                | EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN |           | 5.95           |              |
| 10423 TJSVOLD EQUIPMENT         |             | 11/10/2008 | 1              |   | 0         | 75.60          | 75.60        |
| 01 E 005 810 191 000 410        |             |            |                | OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID |           | 75.60          |              |
| 10424 TLC LESSONS               |             | 11/10/2008 | 5972           |   | 209       | 86.00          | 132.00       |
| 01 E 100 201 000 000 430        |             |            |                | KINDERGARTEN//SUPPLIES/                                 |           | 86.00          |              |
|                                 |             |            | 5982           |   | 0         | 46.00          |              |
| 01 E 100 201 000 000 430        |             |            |                | KINDERGARTEN//SUPPLIES/                                 |           | 46.00          |              |
| 10425 VALLEY NAT'L GASES-LOC 91 |             | 11/10/2008 | 1              |   | 0         | 7.75           | 7.75         |
| 01 E 300 301 501 830 433        |             |            |                | AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA |           | 7.75           |              |
| 10426 VELDE SANITATION          |             | 11/10/2008 | 2              |   | 0         | 658.24         | 958.24       |
| 01 E 005 810 000 000 330        |             |            |                | OPERATIONS AND MAINTENANCE//UTILITY SERVICES/           |           | 658.24         |              |
|                                 |             |            | 46186          |   | 0         | 300.00         |              |
| 01 E 025 810 000 000 330        |             |            |                | OPERATIONS AND MAINTENANCE//UTILITY SERVICES/           |           | 300.00         |              |
| 10427 Vendor Continued Void     |             | 11/10/2008 |                |   |           |                | 0.00         |
| 10428 VISA                      |             | 11/10/2008 | 1              | BARNES & NOBLE  | 97        | 109.90         | 1,329.92     |
| 01 E 300 211 000 000 899        |             |            |                | SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/     |           | 109.90         |              |
|                                 |             |            | 10             | SURVEY MONKEY   | 0         | 200.00         |              |
| 01 E 200 612 000 302 555        |             |            |                | TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/         |           | 200.00         |              |
|                                 |             |            | 2              | AMAZON.COM  | 0         | 274.54         |              |
| 01 E 300 211 000 000 899        |             |            |                | SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/     |           | 274.54         |              |
|                                 |             |            | 20             | UPS   | 0         | 7.49           |              |
| 01 E 200 612 199 000 401        |             |            |                | TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY                |           | 7.49           |              |
|                                 |             |            | 22             | UPS   | 0         | 8.66           |              |
| 01 E 300 298 000 000 899        |             |            |                | EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/      |           | 8.66           |              |
|                                 |             |            | 23             | UPS   | 0         | 49.46          |              |
| 01 E 100 203 000 000 329        |             |            |                | ELEMENTARY GENERAL ED.//POSTAGE AND EXPRESS/            |           | 49.46          |              |
|                                 |             |            | 24             | CYBER DEFENDER  | 0         | 79.90          |              |
| 01 E 200 612 000 302 555        |             |            |                | TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/         |           | 79.90          |              |
|                                 |             |            | 25             |   | 0         | 15.00          |              |
| 01 E 005 110 000 000 899        |             |            |                | ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE/               |           | 15.00          |              |
|                                 |             |            | 26             | NORTHLAND   | 0         | 435.21         |              |
| 01 E 100 216 000 401 366        |             |            |                | TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/        |           | 435.21         |              |
|                                 |             |            | 28             | ALIBRIS BOOKS   | 0         | 81.86          |              |
| 01 E 300 211 000 000 899        |             |            |                | SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/     |           | 81.86          |              |
|                                 |             |            | 3              | AMAZON  | 86        | 67.90          |              |
| 01 E 300 620 106 000 460        |             |            |                | EDUCATIONAL MEDIA/LIBRARY//BOOKS/WORKBOOKS/DAKOTA LANGU |           | 67.90          |              |
| 10429 VOLSTAD ELMO              |             | 11/10/2008 | 1              | 8-4 TO 10-31-08   | 0         | 138.71         | 138.71       |
| 01 E 005 010 000 000 366        |             |            |                | MILEAGE   |           |                |              |
|                                 |             |            |                | BOARD OF EDUCATION//TRAVEL-SCHOOL BUSINESS/             |           | 138.71         |              |
| 10430 WEIDAUER, BARRY           |             | 11/10/2008 | 1              | ENGINE  | 0         | 150.00         | 150.00       |
| 01 E 300 301 501 830 433        |             |            |                | AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA |           | 150.00         |              |
| 10431 WEST CENTRAL TAE KWON DO  |             | 11/10/2008 | 1              |   | 0         | 552.00         | 552.00       |
| 04 E 500 505 000 321 305        |             |            |                | COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS |           | 552.00         |              |

| Check Nbr | Vendor Name                 | Check Date | Invoice Number | Invoice Desc   | PO Number | Invoice Amount | Check Amount |
|-----------|-----------------------------|------------|----------------|--|-----------|----------------|--------------|
| 10432     | XCEL ENERGY                 | 11/10/2008 | 1              |  | 0         | 17.99          | 17.99        |
| 01 E      | 025 810 184 000 330         |            |                | OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT                          |           | 17.99          |              |
| 10433     | YMC EXTENSION               | 11/10/2008 | 1              |  | 0         | 96.00          | 96.00        |
| 01 E      | 100 790 308 799 305         |            |                | OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/PROFESSIONAL                           |           | 96.00          |              |
| 10434     | YME SCHOOL ACTIVITY ACCOUNT | 11/10/2008 | 1              | FB CAMP BALANCE  | 0         | 1,080.00       | 680.00       |
| 04 R      | 500 000 000 321 050         |            |                | COMMUNITY EDUCATION/FEES FROM PATRONS/   |           | 1,080.00       |              |
| 01 E      | 300 294 211 000 186         |            | 2              | 07-08 CM<br>BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/FOOTBALL                    | 0         | -400.00        | -400.00      |
| 10435     | Vendor Continued Void       | 11/10/2008 |                |  |           |                | 0.00         |
| 10436     | Vendor Continued Void       | 11/10/2008 |                |  |           |                | 0.00         |
| 10437     | Vendor Continued Void       | 11/10/2008 |                |  |           |                | 0.00         |
| 10438     | Vendor Continued Void       | 11/10/2008 |                |  |           |                | 0.00         |
| 10439     | YME SCHOOLS-ADM             | 11/10/2008 | 12208VOID      | STEVE ASHBURN<br>VOID  | 0         | -42.25         | 9,290.20     |
| 02 R      | 005 000 000 701 601         |            |                | SCHOOL LUNCH/SALES TO PUPILS/  |           | -42.25         |              |
| 01 E      | 300 298 000 000 899         |            | 12228VOID      | KMS BB FY08 VOID<br>EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/           | 0         | -80.00         | -80.00       |
| 01 E      | 300 296 224 000 369         |            | 12638          | LQPV SCHOOLS<br>GIRLS ATHLETICS//PARTICIPATION FEES/TENNIS                       | 0         | 30.00          | 30.00        |
| 01 E      | 300 298 216 000 899         |            | 12639          | GF BANK CHANGE<br>EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FLO-T        | 0         | 600.00         | 600.00       |
| 01 E      | 005 810 000 000 170         |            | 12640          | KEN VUE<br>OPERATIONS AND MAINTENANCE//SECRETARIAL, CLERICAL, OTHER/             | 0         | 99.38          | 99.38        |
| 01 E      | 300 710 000 000 401         |            | 12642          | PSAT/NMSQT<br>COUNSELING/GUIDANCE//GENERAL SUPPLIES/                             | 0         | 200.00         | 200.00       |
| 01 E      | 300 296 224 000 898         |            | 12643          | HOLIDAY INN<br>GIRLS ATHLETICS//SCHOLARSHIPS/TENNIS                              | 0         | 145.80         | 145.80       |
| 01 E      | 300 296 224 000 898         |            | 12644          | HOLIDAY INN<br>GIRLS ATHLETICS//SCHOLARSHIPS/TENNIS                              | 0         | 145.80         | 145.80       |
| 01 E      | 300 296 224 000 898         |            | 12645          | STEVE BARBER<br>GIRLS ATHLETICS//SCHOLARSHIPS/TENNIS                             | 0         | 48.00          | 48.00        |
| 01 E      | 005 940 000 000 340         |            | 12646          | CONT. WESTERN<br>GROUP<br>PROPERTY AND OTHER INSURANCE//INSURANCE/               | 0         | 363.00         | 363.00       |
| 04 E      | 500 560 000 321 320         |            | 12647          | FRONTIER<br>RECREATION-SWIM POOL/COMMUNITY EDUCATION/COMMUNICATIONA              | 0         | 49.50          | 49.50        |
| 01 E      | 300 211 000 000 370         |            | 12649          | IKON FINANCIAL<br>SECONDARY EDUCATION GENERAL//RENTALS AND LEASES/               | 0         | 564.00         | 564.00       |
| 01 E      | 100 203 000 000 899         |            | 12650          | HEARTLAND EXPRESS<br>ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/              | 0         | 20.00          | 20.00        |
| 01 E      | 300 211 000 000 899         |            | 12651          | GF CHAMBER OF<br>COMMERCE<br>SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/ | 0         | 260.00         | 260.00       |
| 01 E      | 100 790 388 000 899         |            | 12652          | HEARTLAND EXPRESS<br>OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID     | 0         | 28.00          | 28.00        |
| 01 E      | 300 790 388 000 899         |            | 12653          | MARGARET KHALI<br>OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID        | 0         | 75.00          | 75.00        |
| 01 E      | 300 292 226 000 186         |            | 12654          | MARK HENDERSON<br>BOYS/GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/CROSS CO        | 0         | 16.00          | 16.00        |

| Check Nbr  | Vendor Name | Check Date | Invoice Number | Invoice Desc   | PO Number | Invoice Amount | Check Amount |
|--|-------------|------------|----------------|--|-----------|----------------|--------------|
| 01 E 300 294 211 000 186                               |             |            | 12655          | DICK JEPSON<br>BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/FOOTBALL             | 0         | 96.00          | 96.00        |
| 01 E 300 296 209 000 186                               |             |            | 12656          | ZACH KOEPKE<br>GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/VOLLEYBALL          | 0         | 48.00          | 48.00        |
| 01 E 300 296 209 000 186                               |             |            | 12657          | NICOLE RUFF-MULLIGAN<br>GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/VOLLEYBALL | 0         | 160.00         | 160.00       |
| 01 E 300 294 211 000 186                               |             |            | 12658          | JOAN TAYLOR<br>BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/FOOTBALL             | 0         | 48.00          | 48.00        |
| 01 E 300 294 211 000 186                               |             |            | 12659          | WARREN VELDE<br>BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/FOOTBALL            | 0         | 96.00          | 96.00        |
| 01 E 300 200 000 000 433                               |             |            | 12660          | MN REVENUE<br>POST SECONDARY OPTIONS ENROLL//INDIVIDUAL INST SUPPLIES        | 0         | 1,262.41       | 1,262.41     |
| 01 E 100 620 000 000 470                               |             |            | 12661          | SCHOLASTIC BOOKS<br>EDUCATIONAL MEDIA/LIBRARY//LIBRARY BOOKS/                | 0         | 42.00          | 42.00        |
| 01 E 300 298 216 000 899                               |             |            | 12662          | REGION iiiA<br>EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FLO-T       | 0         | 2,998.00       | 2,998.00     |
| 01 E 005 130 000 333 329                               |             |            | 12663          | POSTMASTER<br>COMMUNITY RELATIONS-SCHOOL NEW/PARENTAL INVOLVEMENT/POS        | 0         | 307.61         | 307.61       |
| 04 E 500 505 000 321 450                               |             |            | 12664          | TARGET CENTER<br>COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA     | 0         | 1,440.00       | 1,440.00     |
| 01 E 100 620 000 000 470                               |             |            | 12665          | BOBBIE O'BRIEN<br>EDUCATIONAL MEDIA/LIBRARY//LIBRARY BOOKS/                  | 0         | 4.00           | 4.00         |
| 01 E 100 203 000 000 899                               |             |            | 12666          | AMERICAN LEGACY PUB.<br>ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/       | 0         | 14.95          | 14.95        |
| 01 E 300 790 388 000 899                               |             |            | 12667          | KCC<br>OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID               | 0         | 61.00          | 61.00        |
| 01 E 005 020 000 000 366                               |             |            | 12668          | ADMIN-IPA<br>SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/                | 0         | 190.00         | 190.00       |
| 10440 ZEP MANUFACTURING CO<br>01 E 005 810 000 000 410 |             | 11/10/2008 | 57321144       | OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/                            | 0         | 91.45          | 91.45        |

147 Computer Check(s) For a Total of 404,007.84

|           |     |                                   |                       |            |
|-----------|-----|-----------------------------------|-----------------------|------------|
|           | 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       |
|           | 147 | Computer                          | Checks For a Total of | 404,007.84 |
| Total For | 147 | Manual, Wire Tran, ACH & Computer | Checks                | 404,007.84 |
| Less      | 0   | Voided                            | Checks For a Total of | 0.00       |
|           |     |                                   | Net Amount            | 404,007.84 |

FUND SUMMARY

| Fund | Description       | Balance Sheet | Revenue  | Expense    | Total      |
|------|-------------------|---------------|----------|------------|------------|
| 01   | GENERAL FUND      | 3,075.39      | 0.00     | 369,586.81 | 372,662.20 |
| 02   | FOOD SERVICE      | 0.00          | -42.25   | 27,135.99  | 27,093.74  |
| 04   | COMMUNITY SERVICE | 0.00          | 1,080.00 | 3,168.90   | 4,248.90   |
| 09   | TRUST FUND        | 3.00          | 0.00     | 0.00       | 3.00       |

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

| 2008-09 Expenditures | Original Budget   | Year to Date     | Budget Balance   | Percent       | % Exp.        |
|----------------------|-------------------|------------------|------------------|---------------|---------------|
| By Fund              | 2008-09           | Expenditures     |                  | Expended      | 2007-08%      |
| General              | 9,369,272         | 2,635,305        | 6,733,967        | 28.13%        | 29.08%        |
| Food Service         | 403,003           | 106,840          | 296,163          | 26.51%        | 21.69%        |
| Community Service    | 317,547           | 88,119           | 229,428          | 27.75%        | 26.56%        |
| Debt Redemption      | 75,390            | 75,390           | 0                | 100.00%       | 21.16%        |
| Trust Fund           | 0                 |                  | 0                | 0.00%         | 0.00%         |
| <b>Total</b>         | <b>10,165,212</b> | <b>2,905,654</b> | <b>7,259,558</b> | <b>28.58%</b> | <b>28.66%</b> |

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

Salaries % expended to date (approximately)

|                        |                             |        |
|------------------------|-----------------------------|--------|
| Contracted July-June   | Supt/Finance/Maint/Comm Ed  | 33.33% |
| Contracted August-July | Principals                  | 25.00% |
| Contracted Sept-August | Teachers/Fd Svc Supv/Nurses | 16.67% |
| 12 Month Non-certified | Secretaries                 | 33.33% |
| 12 Month Non-certified | Custodians                  | 27.50% |
| 9 Month Non-certified  | Assistants/Cooks            | 15.00% |

\*\*\*\*\*  
**Liquid Asset Fund (Investments)**

Month End Cash Invested \$1,570,649.49

\*\*\*\*\*  
**Electronic Fund Transfers/LAF Checks**

|            |    |            | From                              | To          |
|------------|----|------------|-----------------------------------|-------------|
| 10/14/2008 | \$ | 300,000.00 | Board Accounts Payable            | LAF GF Bank |
| 10/21/2008 | \$ | 5,000.00   | Payroll (F&M Bank)                | LAF GF Bank |
| 10/22/2008 | \$ | 290,174.06 | Payroll (GF Bank direct deposits) | LAF GF Bank |
| 10/24/2008 | \$ | 100,000.00 | Payroll Accounts Payable          | LAF GF Bank |
| 10/15/2008 | \$ | 73.13      | RevTrak Fees                      | LAF RevTrak |
| 10/23/2008 | \$ | 100,640.90 | Federal Tax (Payroll)             | LAF IRS     |
| 10/21/2008 | \$ | 15,896.88  | State Taxes (Payroll)             | LAF State   |
| 10/27/2008 | \$ | 7,490.31   | ING (403B Payroll)                | LAF ING     |
| 10/27/2008 | \$ | 1,386.38   | Valic (403B Payroll)              | LAF Valic   |



## Food Service Report October - 2008

|                         | <b>Free</b> | <b>Reduced</b> | <b>Full Pay</b> | <b>Adult</b> | <b>Total Meals</b> |
|-------------------------|-------------|----------------|-----------------|--------------|--------------------|
| Breakfast K-4           | 1190        | 214            | 175             | 39           | 1618               |
| Breakfast 5-6           | 326         | 115            | 112             |              | 553                |
| Breakfast 7-12          | 611         | 358            | 715             | 0            | 1684               |
| <b>Total Breakfasts</b> |             |                |                 |              | <b>3855</b>        |
| Lunch K-4               | 2012        | 965            | 2517            | 386          | 5880               |
| Lunch 5-6               | 762         | 486            | 1205            | 0            | 2453               |
| Lunch 7-12              | 1354        | 806            | 3450            | 0            | 5699               |
| <b>Total Lunches</b>    |             |                |                 |              | <b>14,032</b>      |

| <b>Site</b>   | <b>Approved Free Students</b> | <b>Approved Reduced Students</b> | <b>Full Pay Students</b> |
|---------------|-------------------------------|----------------------------------|--------------------------|
| Elem K-4      | 107                           | 53                               | 160                      |
| Grade 5 - 6   | 41                            | 28                               | 67                       |
| Grade 7-12    | 92                            | 59                               | 297                      |
| <b>Totals</b> | <b>240</b>                    | <b>140</b>                       | <b>524</b>               |



Home of the 'Sting'

# YELLOW MEDICINE EAST

Independent School District 2190

Success For All Learners

## Bert Raney Elementary

Stacy Hinz, Principal  
555 7<sup>th</sup> Avenue  
Granite Falls, MN 56241  
320-564-4082 - Phone  
320-564-4427 - Fax  
shinz@yme.k12.mn.us

## Visit us on the web at:

<http://isd2190.org>

TO: YME School Board  
FROM: Stacy Hinz

Re: November Board Report

It is hard to believe we are in the month of November! There are a few items I would like to highlight from the elementary.

1. S.M.A.R.T. – I have attached a letter that briefly explains our SMART program. You may have seen an article in the paper recently as well. Keisha Louwagie and Bernadette Carstenson have done a tremendous job in program implementation and training of other staff members.
2. L.L.I. – Leveled Literacy Intervention. Mary Jensen, Angie Jans, Beth Kesteloot, Amy Stewart, Mel Schulte and myself are attending 6 days of professional development throughout the school year in this literacy intervention. We will be working with children selected that are below grade level to supplement the classroom instruction in literacy.
3. Parent AYP/MCA II Sessions – I have offered 4 parent sessions each night of conferences on Nov. 6 & 11 to explain the MCA II assessments and their impact on our AYP (Adequate Yearly Progress) status. A unique Pearson Perspective/MDE website will be shared with parents that allow them to work with their child at home. Our partnership is vital and I appreciated the open conversations with the families.
4. Fagen Foundation Donation – The primary staff is thrilled with their classroom set of leveled texts. Karen McCoy and Francis Staab install three SMARTBOARDS in Mary Jensen, Beth Kesteloot and Mary Austgen's room on November 3<sup>rd</sup>. We are thankful for that generous donation. Unfortunately we aren't able to fill our elementary Spanish teaching position at this time. We received minimal interest and those individuals aren't properly licensed.
5. Invitation – As always you are invited to come to school and visit our classrooms. The next Reading Recovery Professional Development sessions with live lessons is scheduled for Nov. 18<sup>th</sup> at 12:45. Feel free to contact me if you are interested in visiting the school



Home of the 'Sting'

# YELLOW MEDICINE EAST

Independent School District 2190

Success For All Learners

## Bert Raney Elementary

Stacy Hinz, Principal  
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## Visit us on the web at:

<http://isd2190.org>

Greetings,

The S.M.A.R.T. or Stimulating Maturity through Accelerated Readiness Training curriculum has been introduced to our K/1 students as well as selected students in grades 2-4. The S.M.A.R.T. curriculum is intended to help students develop the readiness skills they need for academic success. Along with building readiness skills, S.M.A.R.T. assists in an increase in reading performance. S.M.A.R.T. curriculum can be embedded in the regular education curriculum and provide strategies to enhance learning. Age-appropriate activities are used to stimulate the brain.

The S.M.A.R.T. program helps with the development of Language, Early Reading, Early Math, Pre-Writing, Physiological Readiness, Coordination and Attention. S.M.A.R.T. activities activate the brain stem where learning readiness skills are developed and incorporate Reflex activities, Sensory activities, Auditory and Vision activities.

During the "SMART time", students will do fine motor and gross motor movements. Some gross motor activities have included The Alligator Crawl, Pencil Roll, Rebounder (small trampoline), Balance Beam and the Creep Track. Some fine motor activities have included putting small pom poms in a small bottle, rainbow tracing lines and letters, and using small tweezers to manipulate small objects. We have also included Vision activities as the Sliding Bead and Wagon Wheels (tracing designs with finger). Some Auditory activities have briefly been introduced and will continue to introduce new activities occasionally.

The balance, vestibular, and vision systems support one another and learn from one another. The S.M.A.R.T. activities provide the stress and stimulation that all of these systems need to mature. The "S.M.A.R.T. Team" hopes to make teachers and parents aware of the correlation between the central nervous system and instruction.

Students have shown a great interest and enjoy the activities. They are excited about coming to S.M.A.R.T. time. Our S.M.A.R.T. time consists of 9 stations in which each student spends 2 minutes working at and then rotates to the next. We have seen great participation and enthusiasm from the students and hope to see the excitement continue as we introduce more activities.

Sincerely,

Keisha Louwagie and Bernadette Carstenson  
S.M.A.R.T. Program Trained Personnel

Stacy Hinz  
Bert Raney Elementary Principal

## YELLOW MEDICINE EAST – ISD 2190



### Superintendent Report      November 10, 2008

- On October 22 and 23, two doctoral students and their advisor from Thailand met with the Administrative Team and observed classes as part of their university school administration program. This was done in coordination with Southwest Minnesota State University.
- Attended the Minnesota Rural Education Association Fall Conference October 23 and 24. Governor Pawlenty and Representative Greiling spoke about state funding.
- YME is the sponsor of the ECHO Charter School. Sponsorship is for a 3 year period. I will be working with Larry Schuler, Director, to complete a required evaluation for Minnesota Department of Education.
- Meeting on November 13 with representatives from Canby, Dawson-Boyd, Lakeview, and YME to begin planning multi-district activities using integration dollars resulting from YME's identification as "Racially Isolated".
- Have attended and planning to attend Food Service, Custodial, Support Staff, Faculty, and Student Council meetings to share and gather information.
- Serve as the Superintendent representative to the Board of the Minnesota River Valley Education District.
- Serve as a member of the Superintendent Advisory Council for the Southwest/West Central Cooperative.
- Will be attending seminars on Data Practices and Strategic Planning.
- Please complete a mid-year superintendent evaluation.

## Systems Check for Administrative Leadership Qualities Questionnaire Regarding Superintendent Performance

Please rate the superintendent, as you perceive the demonstration of the leadership skills and characteristics listed below using the following scale:

3 – Exceeds Expectations    2 – Meets Expectations    1 – Area Needing Improvement    0 – Area Not Apparent or Applicable

The bulleted items are meant to help define and clarify the characteristics to be rated. Please indicate, in the blank by the bulleted items, issues of particular strength (S) or areas for improvement (I) that helped determine the overall performance scale.

3  2  1  0     **Problem Analysis:** The ability to seek out relevant data and analyze information.

- \_\_\_\_\_ •secures relevant information in the decision-making process
- \_\_\_\_\_ •identifies possible causes of issues
- \_\_\_\_\_ •determines criteria that will indicate resolution to an issue or concern
- \_\_\_\_\_ •evaluates information to insure that essential criteria are met

Comments:

3  2  1  0     **Judgment:** The ability to reach logical conclusions and make high quality decisions.

- \_\_\_\_\_ •identifies criteria for situation and determines which are most important
- \_\_\_\_\_ •analyzes the problem and evaluates the facts
- \_\_\_\_\_ •makes decisions and tests the decisions against that selected criteria

Comments:

3  2  1  0     **Organizational Ability:** The ability to plan or schedule.

- \_\_\_\_\_ •skill in using resources in an optimal fashion
- \_\_\_\_\_ •ability to deal with heavy demands on time
- \_\_\_\_\_ •sets priorities of tasks for self and others
- \_\_\_\_\_ •delegates tasks to others in appropriate manner

Comments:

3  2  1  0     **Decisiveness:** The ability to recognize when a decision is required and to act quickly.

- \_\_\_\_\_ •recognizes when a decision is required by anticipating consequences of decisions
- \_\_\_\_\_ •communicates all necessary information to appropriate persons
- \_\_\_\_\_ •considers all implications

Comments:

3  2  1  0  **Leadership:** The ability to get others involved in solving problems.

- \_\_\_\_\_ •sets and maintains direction for group or project
- \_\_\_\_\_ •encourages people to act on suggestions through participation, delegation or follow-up
- \_\_\_\_\_ •integrates own suggestions and those of others in setting directions
- \_\_\_\_\_ •monitors and communicates progress toward district goals

Comments:

3  2  1  0  **Sensitivity:** The ability to perceive the needs, concerns, and personal problems of others.

- \_\_\_\_\_ •skill in resolving conflict
- \_\_\_\_\_ •tact in dealing with persons from different backgrounds
- \_\_\_\_\_ •expresses and understands the point of view of others
- \_\_\_\_\_ •elicits concerns of others
- \_\_\_\_\_ •motivates staff to focus on continual improvement
- \_\_\_\_\_ •creates an environment that enables staff to reach their goals and potential

Comments:

3  2  1  0  **Communicative:** The ability to communicate with a variety of audiences.

- \_\_\_\_\_ •able to make a clear oral presentation of facts or ideas
- \_\_\_\_\_ •able to express ideas clearly in writing
- \_\_\_\_\_ •able to write for a variety of audiences
- \_\_\_\_\_ •is sensitive to how community people feel about their school
- \_\_\_\_\_ •seeks to inform the community about school programs, procedures and other events
- \_\_\_\_\_ •works to build positive relationships with the customers of the district

Comments:

3  2  1  0  **Personal Motivation:** Shows evidence that work is important to personal satisfaction.

- \_\_\_\_\_ •ability to be self-policing
- \_\_\_\_\_ •finds satisfaction in being an administrator
- \_\_\_\_\_ •takes the time necessary to be an educational leader
- \_\_\_\_\_ •seems to continually think about school matters
- \_\_\_\_\_ •establishes the expectation of continual efforts for improvement

Comments:

3  2  1  0  **Instructional Leadership:** Offers support for instruction.

- \_\_\_\_\_ •demonstrates an understanding of classroom instructional practices
- \_\_\_\_\_ •supports classroom instructional practices
- \_\_\_\_\_ •encourages innovation and creativity
- \_\_\_\_\_ •works to meet classroom instructional needs
- \_\_\_\_\_ •supports classroom policies, procedures and expectations
- \_\_\_\_\_ •provides appropriate instructional feedback

Comments:

3  2  1  0  **Participatory:** Involves others in the decision-making process.

- \_\_\_\_\_ •receptive to feedback offered by others
- \_\_\_\_\_ •provides opportunity for individual feedback
- \_\_\_\_\_ •consults with other members of the staff
- \_\_\_\_\_ •assumes appropriate tasks and responsibilities
- \_\_\_\_\_ •shares or delegates appropriate tasks and responsibilities

Comments:

3  2  1  0  **Commitment to Excellence:** Enhances quality education through commitment and cooperation.

- \_\_\_\_\_ •willingness to change and a sense of adaptability
- \_\_\_\_\_ •commitment to professional growth and self-assessment
- \_\_\_\_\_ •creates an environment consistent with the goals of the district

Comments:

## Upcoming Events and Activities

| Event                            | Date                 | Location        | Time         |
|----------------------------------|----------------------|-----------------|--------------|
| Transportation Committee Meeting | November 13, 2008    | YME Board Room  | 9:00 AM      |
| Racially Isolated Meeting        | November 13, 2008    | YME Board Room  | 5:00 PM      |
| School Board Orientation         | November 25, 2008    | YME Board Room  | 6:30 PM      |
| Inservice Day - No School        | November 26, 2008    | District        |              |
| Thanksgiving Holiday - No School | November 27-28, 2008 | District        |              |
| MSBA Phase I Orientation         | December 4, 2008     | Marshall, MN    | 6:30 PM      |
| YME High School Conferences      | December 8, 2008     | YME High School | 3:30-9:00 PM |
| School Board Meeting             | December 8, 2008     | YME Board Room  | 7:00 PM      |
| MSBA Phase II Orientation        | December 13, 2008    | St. Cloud, MN   |              |