

# Yellow Medicine East ISD 2190 School Board Meeting Agenda



Monday, May 14, 2018 at 5:00 PM  
Regular Meeting  
YME Board Room - # 113

*Our Mission is: To provide a caring environment of high expectations that prepares every student for a successful future and instills the value of learning.*

---

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Roll Call of Board Members
4. Approval of Agenda
5. Reading of the YME Mission Statement
6. Public Address to the Board of Education
7. Consent Agenda - Action
  1. Regular Business
    1. Approval of Special Meeting Minutes - April 30, 2018 4
    2. Approval of Payment for Claims 5
    3. Approval of Finance Report 25
    4. Approval of Enrollment Report 26
    5. Approval of Statement of Compliance - Carl D. Perkins Career and Technical Education Statement of Assurances and Certifications 27
    6. Direct the Administration to Develop Request for Proposals (RFP) for Copiers/Printers and Seek Bids - Current Contract will Expire
    7. Declare the Listed Technology Items as Surplus Property and Discard Same 29
    8. Memorandum of Agreement - Site Supervisor's for Student Training Experience/Internship 31
  2. Personnel Items
    1. Resignation/Retirement - Industrial Technology Instructor - Barry Weidauer 35
    2. Resignation/Retirement - Elementary Instructor - Steve Koetter 36
    3. Resignation/Retirement - Elementary Instructor - Pete Scheffler 37
    4. Resignation/Retirement - MS/HS Physical Education - Mike Gaffaney 38

5. Resignation/Retirement - Food Service - Vicki Marthaler	39
6. Leave of Absence Request - MS/HS English Instructor - Kim Hoefer	40
7. Employment - Head Wrestling Coach - Justin Tongen	
8. Resignation - Head Girls Basketball Coach - Randy Haakenson	41
9. Resignation - Food Service Director - Marlys Lacriox	42
10. Temporary Employment - Elementary Special Education Paraprofessional - Deb Posch	
11. Temporary Employment - Elementary Special Education Paraprofessional - Tiffani Juarez	
<b>8. Reports</b>	
1. District - Dr. Rick Clark, Superintendent	
2. Bert Raney Elementary - Lisa Hansen, Principal	
3. YME Middle/High School - Ryan Luft, Principal	43
4. Written Reports Submitted	
1. MVCC Meeting Minutes - April 9, 2018	46
2. MVCC Meeting Minutes - April 30, 2018	47
<b>9. Old Business</b>	
1. Snow Day Make-Up for Teachers	48
2. Second Reading & Adoption - Policy 534 - Unpaid Meal Charges	49
3. Second Reading & Adoption - Policy 721 - Uniform Grant Policy Regarding Federal Revenue Sources	52
4. Approval of YME Superintendent Application Brochure	70
<b>10. New Business</b>	
1. Approve Contract to Provide Payroll and Accounting Services to the Minnesota Valley Cooperative Center for the 2018-2019 School Year	73
2. Approve Contract to Purchase Special Education Services from the Minnesota Valley Cooperative Center for the 2018-2019 School Year	74
3. Approval of YME Administrators Association Agreement for 2017-2019	76
4. Set Special Board Meeting Dates - Superintendent Candidate Interviews	91
1. Set Special Board Meeting for June 4, 2018 at 5:30 pm for the Purpose of Determining Superintendent Candidates	
2. Set Special Board Meetings for June 13 & 14, 2018 at 4:30 pm to Conduct Superintendent Interviews	
3. Set Special Board Meeting for June 18, 2018 at 4:30 pm for the Purpose of Superintendent Second Round Interviews and Finalist Selection	
4. Set Special Board Meeting for June 25, 2018 at 4:30 pm for the Purpose of Approving Employment Contract with New Superintendent	

5. Resolution Calling for the Election of Three (3) School Board Members and Setting Date/Time in Conjunction with the General Election on Tuesday, November 6, 2018	92
6. Discussion - Athletic Training Proposal	95
11. Correspondence	
1. Summer Food Service Program Schedule - 2018	96
2. Fair-Share Fee Collection - Letter from Education Minnesota	97
3. Prairie Five Senior Nutrition - Senior Center Meal Site	98
12. Upcoming Events	
1. Early Dismissal - Staff Development - May 16, 2018 - 2:30 pm	
2. Policy Committee Meeting - May 22, 2018 - YME Board Room - 6:00 pm	
3. No School - Memorial Day - May 28, 2018	
4. Last Day of the 2017-2018 School Year - June 1, 2018 - 2-Hour Early Dismissal	
5. Commencement - Class of 2018 - Espeland Gym - June 1, 2018 - 7:00 pm	
6. Board Meeting - June 11, 2018 - YME Board Room - 6:00 pm	
13. Adjourn the Meeting	

**YELLOW MEDICINE EAST ISD #2190  
SPECIAL SCHOOL BOARD MEETING MINUTES  
MONDAY, APRIL 30, 2018 – 5:30 PM  
YME BOARD ROOM**

Chair Dawn Odegard called the meeting to order at 5:30 pm.

Roll Call of Board Members Present: Susan Bones, Jeremy Corner, Amanda Lecy, Dawn Odegard, Sonja Pederson, Sharon Rupp

Absent: Steve Rupp, Excused

The Pledge of Allegiance was recited.

Chair Dawn Odegard read the district Mission Statement

Motion by Jeremy Corner, second by Sharon Rupp and carried to approve the agenda as presented.

Motion by Sharon Rupp, second by Susan Bones and carried to approve the consent agenda as follows:  
-approval of the April 23, 2018 special meeting minutes.

Dr. Clark introduced Sandy Gundlach from the Minnesota School Boards Association.

A three ring binder was distributed which contained numerous items of law and ethical practices of the interview process. Information was shared concerning the difference between public data and private data. Policies 401 – Equal Employment Opportunity and 406 – Public and Private Personnel Data should be reviewed prior to interviews.

Members were reminded the search for a superintendent is required to comply with the open meeting laws.

A PowerPoint presentation was used to help board members determine the characteristics of the superintendent which will be used in the advertisement brochure.

Advertisements will be posted on May 1, 2018 with a closing date of May 28, 2018.

A special board meeting is scheduled for June 4, 2018 at 5:30 pm for the purpose of selecting candidates. The meeting will take place in the YME Board Room.

MSBA will call and set appointments for first round interviews and the board will arrange second round interviews.

Ms. Gundlach will update the timeline/schedule and send to Dr. Clark on May 1, 2018.

The meeting was adjourned at 7:40 pm.

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20565	A&B BUSINESS SOLUTIONS	05/14/2018	501945	Copier Lease	0	1,492.50	2,138.70
01 E 005 020 290 302 580				SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/CAPITAL LEASE PR		200.00	
01 E 100 203 290 302 580				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI		450.00	
01 E 300 211 290 302 580				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS		561.67	
01 E 350 211 290 302 580				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS		280.83	
			501945-	copier maintenance	0	847.35	
01 E 005 020 290 000 350				SUPERINTENDENT'S OFFICE/DISTRICT WIDE/REPAIRS AND MAINT		127.00	
01 E 100 203 290 000 350				ELEMENTARY GENERAL ED./DISTRICT WIDE/REPAIRS AND MAINT		254.00	
01 E 300 211 290 000 350				SECONDARY EDUCATION GENERAL/DISTRICT WIDE/REPAIRS AND M		286.85	
01 E 350 211 290 000 350				SECONDARY EDUCATION GENERAL/DISTRICT WIDE/REPAIRS AND M		179.50	
			IN458258	CREDIT	0	-201.15	
01 E 300 211 000 000 433				SECONDARY EDUCATION GENERAL/DISTRICT WIDE/INDIVIDUAL IN		-201.15	
20566	ADVOCATE TRIBUNE	05/14/2018	1	SUMMER BROCHURE	0	1,377.50	2,212.63
				CODES			
04 E 500 505 000 321 380				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PRINTIN		1,377.50	
			10	CERTIFICATES	0	202.50	
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/MISCELLANEOUS EXPENS		202.50	
			11	LEGALS	0	510.83	
01 E 005 010 000 000 380				BOARD OF EDUCATION/DISTRICT WIDE/PRINTING/ADVERTISING/D		510.83	
			2	ADS	0	121.80	
04 E 500 505 000 321 380				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PRINTIN		121.80	
20567	BRUCE ALBERTSON	05/14/2018	1	house	0	5,685.00	5,685.00
01 R 300 361 000 000 619				VOCATIONAL WEIDAUER/DISTRICT WIDE/HOUSE EXPENSES-CONTRA		5,685.00	
20568	ALMICH'S MARKET	05/14/2018	1		0	1,840.21	1,840.21
01 E 300 260 000 000 430				NATURAL SCIENCES/DISTRICT WIDE/SUPPLIES/DISTRICT WIDE		5.54	
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		37.10	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/DISTRICT WIDE		96.11	
04 E 500 590 157 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		11.52	
09 L 230 27				TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY		33.09	
04 E 500 582 000 344 490				LEARNING READINESS/LEARNING READINESS/FOOD/DISTRICT WID		262.65	
01 E 300 331 000 830 490				FAMILY LIFE SCIENCE (VOC)/VOCATIONAL PROGRAMS/FOOD/DIST		1,394.20	
20569	ALPHA WIRELESS INC.	05/14/2018	1		0	92.55	92.55
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		92.55	
20570	AMERICAN WELDING AND GAS, INC.	05/14/2018	1		0	546.55	546.55
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		546.55	
20571	EMILY BALFANY	05/14/2018	1	mnafee conf.	0	223.00	223.00
04 E 500 580 000 325 366				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		223.00	
20572	ANGELA BECKLER	05/14/2018	1	art day	0	28.07	28.07
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		28.07	
20573	Vendor Continued Void	05/14/2018					0.00
20574	Vendor Continued Void	05/14/2018					0.00
20575	Vendor Continued Void	05/14/2018					0.00
20576	BENNETT & BENNETT INC.	05/14/2018	1	REG ROUTES	0	56,077.14	76,555.78
01 E 005 760 000 720 360				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/TRANSP		56,077.14	
			10	BOWLING	0	30.00	
01 E 005 760 000 725 360				PUPIL TRANSPORTATION/BETWEEN SCHOOLS/TRANSPORTATION CON		30.00	
			15179	TRACK	0	191.44	
01 E 300 292 219 733 360				BOYS/GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRAN		191.44	
			15181	BAND & CHOIR	0	38.92	
01 E 300 258 233 733 360				MUSIC/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTATION CONT		38.92	
			15181-	BAND & CHOIR	0	38.92	
01 E 300 258 231 733 360				MUSIC/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTATION CONT		38.92	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 294 224 733 360			15187	TENNIS BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTA	0 203.14	203.14	203.14
01 E 005 760 000 714 360			15188	ART DAY PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION	0 176.30	176.30	176.30
01 E 100 218 000 733 360			15189	SMSU GIFTED & TALENTED/TRANSPORTATION/NON-AUTHORIZED/TRANSP	0 172.42	172.42	172.42
01 E 005 760 000 720 360			2	fuel PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/TRANSP	0 2,959.21	2,959.21	2,959.21
01 E 005 760 000 723 360			20	BELVIEW RUN #2 PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0 350.00	350.00	350.00
01 E 300 331 000 830 360			21	CULINARY TRIP 4-18 FAMILY LIFE SCIENCE (VOC)/VOCATIONAL PROGRAMS/TRANSPORT	0 193.39	193.39	193.39
01 E 005 760 000 720 360			3	clkfd shuttle PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/TRANSP	0 1,249.92	1,249.92	1,249.92
01 E 100 203 000 733 360			31	2ND GRADE FIELD TRIP ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR	0 25.36	25.36	25.36
01 E 100 203 000 733 360			32	4TH GRADE TRIP ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR	0 246.56	246.56	246.56
01 E 005 760 000 714 360			33	9TH GRADE CANBY PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION	0 182.63	182.63	182.63
01 E 005 760 000 713 360			4	OUT OF DISTRICT PUPIL TRANSPORTATION/OPEN ENROLLMENT/TRANSPORTATION CON	0 3,084.30	3,084.30	3,084.30
01 E 005 760 000 723 360			5	special needs PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0 4,772.53	4,772.53	4,772.53
01 E 005 760 000 723 360			6	GF MIDDAY PS/RSL PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0 123.60	123.60	123.60
01 E 005 760 000 723 360			7	BELVIEW PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0 1,960.00	1,960.00	1,960.00
01 E 005 760 000 723 360			8	SACRED RUN PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0 2,520.00	2,520.00	2,520.00
01 E 005 760 000 723 360			9	SACRED SHUTTLE 2 PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0 1,960.00	1,960.00	1,960.00
20577 DENNIS BENSON		05/14/2018	1		0 95.00	95.00	95.00
01 E 300 258 231 000 350				MUSIC/DISTRICT WIDE/REPAIRS AND MAINTENANCE SVCS/VOCAL		95.00	95.00
20578 BENSON LAUNDRY		05/14/2018	1		0 35.78	35.78	35.78
02 E 005 770 000 701 382				FOOD SERVICES/SCHOOL LUNCH/LAUNDRY AND DRY CLEANING/DIS		35.78	35.78
20579 BJERKESET ROBERTA		05/14/2018	1	books-kdg. kickoff	0 110.35	110.35	110.35
01 E 100 203 000 320 430				ELEMENTARY GENERAL ED./SUCCESS GRANT (INDIAN ED.)/SUPPL		110.35	110.35
20580 BLICK ART MATERIALS		05/14/2018	9273409		0 334.89	334.89	334.89
01 E 300 790 153 000 401				OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/GENERAL SUPP		334.89	334.89
20581 BOUNCE AROUND INFLATABLES LLC		05/14/2018	11015		0 1,500.00	1,500.00	1,500.00
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		1,500.00	1,500.00
20582 CAMPUS GRILL LLC		05/14/2018	1	career day	0 448.45	448.45	448.45
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		448.45	448.45
20583 CARL'S BAKERY		05/14/2018	3-27-18	sr center	0 12.30	12.30	75.29

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
04 E	500 590 157 321 401			OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		12.30	
09 L	230 27	4-12-18		health fair	0	62.99	
				TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY		62.99	
20584	CASEY'S IN CANBY	05/14/2018	1		0	590.00	590.00
01 E	005 790 000 313 430			OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		590.00	
20585	CENEX CREDIT CARD	05/14/2018	1		0	336.52	641.42
01 E	005 810 000 000 442			OPERATIONS AND MAINTENANCE/DISTRICT WIDE/GAS & OIL/DIST		336.52	
01 E	005 810 191 000 442			2 OPERATIONS AND MAINTENANCE/DISTRICT WIDE/GAS & OIL/OUTS	0	304.90	304.90
20586	CENTURY LINK	05/14/2018	1		0	1,236.88	1,236.88
01 E	005 810 000 000 320			OPERATIONS AND MAINTENANCE/DISTRICT WIDE/COMMUNICATIONA		1,236.88	
20587	Vendor Continued Void	05/14/2018					0.00
20588	Vendor Continued Void	05/14/2018					0.00
20589	CITIZENS ALLIANCE BANK	05/14/2018	1	towel depot	0	227.45	1,845.97
01 E	300 292 000 000 382			BOYS/GIRLS ATHLETICS/DISTRICT WIDE/LAUNDRY AND DRY CLEA		227.45	
01 E	005 020 000 000 401			10 amazon SUPERINTENDENT'S OFFICE/DISTRICT WIDE/GENERAL SUPPLIES/	0	60.47	60.47
01 E	300 301 501 830 433			11 midwest tech AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA	0	45.50	45.50
01 E	100 640 000 316 366			14 clubhouse STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-SCHOOL BUSIN	0	309.80	309.80
01 E	300 211 000 000 433			16 vistaprint SECONDARY EDUCATION GENERAL/DISTRICT WIDE/INDIVIDUAL IN	0	277.98	277.98
01 E	300 211 000 000 433			17 boomerang SECONDARY EDUCATION GENERAL/DISTRICT WIDE/INDIVIDUAL IN	0	149.99	149.99
01 E	100 203 000 000 430			2 walmart.com ELEMENTARY GENERAL ED./DISTRICT WIDE/SUPPLIES/DISTRICT	0	25.92	25.92
01 E	300 298 231 000 401			23 inst. award EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/GENERAL SUPPLI	0	14.50	14.50
01 E	005 010 000 000 305			24 survey monkey BOARD OF EDUCATION/DISTRICT WIDE/PROFESSIONAL FEES/DIST	0	37.00	37.00
01 E	100 216 667 401 433			30 amazon TITLE I - PART A/TITLE I/INDIVIDUAL INST SUPPLIES/CURRE	0	85.93	85.93
01 E	300 292 000 000 899			32 epic sports BOYS/GIRLS ATHLETICS/DISTRICT WIDE/MISCELLANEOUS EXPENS	0	157.43	157.43
01 E	300 292 000 000 899			34 amazon BOYS/GIRLS ATHLETICS/DISTRICT WIDE/MISCELLANEOUS EXPENS	0	27.08	27.08
01 E	005 110 000 000 899			37 interest ACCOUNTING OFFICE/DISTRICT WIDE/MISCELLANEOUS EXPENSE/D	0	132.72	132.72
01 E	100 216 667 401 401			4 amazon TITLE I - PART A/TITLE I/GENERAL SUPPLIES/CURRENT SCHL	0	140.45	140.45
01 E	100 620 000 000 401			6 colorful images EDUCATIONAL MEDIA/LIBRARY/DISTRICT WIDE/GENERAL SUPPLIE	0	29.97	29.97
01 E	200 720 000 000 401			7 school health HEALTH SERVICES/NURSE/DISTRICT WIDE/GENERAL SUPPLIES/DI	0	123.78	123.78
20590	Vendor Continued Void	05/14/2018					0.00
20591	CITY OF GRANITE FALLS	05/14/2018	1	BR WATER	0	760.19	11,077.56
01 E	005 810 183 000 330			OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC		760.19	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 810 184 000 330			2	BR ELECTRICITY OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC	0	2,427.45	2,427.45
01 E 005 810 183 000 330			3	HS WATER-SEWER OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC	0	739.70	739.70
01 E 005 810 184 000 330			4	HS ELECTRICITY OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC	0	6,670.08	6,670.08
01 E 005 810 184 000 330			5	TRACK OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC	0	15.25	15.25
01 E 300 361 000 000 330			6	CARPENTRY VOCATIONAL WEIDAUER/DISTRICT WIDE/UTILITY SERVICES/DIST	0	15.79	15.79
01 E 005 810 191 000 330			7	om OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC	0	449.10	449.10
20592 CITY OF GRANITE FALLS		05/14/2018	5909	SRO-April	0	3,863.10	3,863.10
01 E 005 790 600 342 305				OTHER PUPIL SUPPORT SERVICES/SAFE SCHOOLS/PROFESSIONAL		2,666.67	
01 E 005 790 600 000 305				OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/PROFESSIONAL		1,196.43	
20593 COUNTRYSIDE PUBLIC HEALTH		05/14/2018	1	7/1/18 TO 6/30/19	0	420.00	630.00
01 E 005 865 000 347 305				HS LONG TERM FACILITY MAINT./PHYSICAL HAZARD CONTROL/PROFE		420.00	
01 E 005 865 000 347 305			2	7/1/18 TO 6/30/19 ELEM LONG TERM FACILITY MAINT./PHYSICAL HAZARD CONTROL/PROFE	0	210.00	210.00
20594 DAVE'S ELECTRIC MOTOR CO.		05/14/2018	1	SAW BLADE	0	145.99	153.24
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		145.99	
02 E 005 770 000 701 490			11	REG FOOD FOOD SERVICES/SCHOOL LUNCH/FOOD/DISTRICT WIDE	0	7.25	7.25
20595 DAWSON-BOYD SCHOOL #378		05/14/2018	1231	FOOD SERVICE- STAFF DEV. ON 3-29	0	306.00	1,064.50
01 E 005 640 000 316 366				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-SCHOOL BUSIN		306.00	
01 E 005 790 000 313 430			1234	FOOD SERVICE ART DAY ON 4-18	0	758.50	758.50
20596 DEAN FOODS NORTH CENTRAL, INC.		05/14/2018	1		0	2,422.18	2,422.18
02 E 005 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK/DISTRICT WIDE		1,492.29	
02 E 005 770 000 705 495				FOOD SERVICES/BREAKFAST/MILK/DISTRICT WIDE		550.80	
02 E 005 770 104 707 495				FOOD SERVICES/ALA CARTE/OTHER/MILK/FOOD ORDERED ONLY/CA		252.49	
02 E 005 770 000 703 495				FOOD SERVICES/SPECIAL MILK/MILK/DISTRICT WIDE		126.60	
20597 CINDY DEMERS		05/14/2018	1	ART DAY	0	28.85	28.85
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		28.85	
20598 FARM & HOME PUBLISHERS, LTD		05/14/2018	1	REDWOOD	0	53.90	53.90
01 E 005 110 000 000 401				ACCOUNTING OFFICE/DISTRICT WIDE/GENERAL SUPPLIES/DISTRI		53.90	
20599 FARMERS UNION OIL CO.		05/14/2018	1	TIRES	0	25.00	25.00
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		25.00	
20600 GREG FRANK		05/14/2018	1	APRIL TKD	0	161.50	297.50
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		161.50	
04 E 500 505 000 321 450			2	TKD- MARCH COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	136.00	136.00
20601 GRANITE FALLS AUTO PARTS		05/14/2018	1		0	46.13	119.77
01 E 300 255 000 000 350				INDUSTRIAL EDUCATION/DISTRICT WIDE/REPAIRS AND MAINTENA		46.13	
			2		0	63.66	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		63.66	
			3		0 9.98		
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		9.98	
20602 GRANITE RUN GOLF CLUB		05/14/2018	1921	2018 GOLF FEE	0	525.00	525.00
01 E 300 292 225 000 370				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/RENTALS AND LEASES/G		525.00	
20603 GREAT PLAINS NATURAL GAS CO		05/14/2018	1	BRE	0	1,513.34	5,088.99
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/FUEL FOR BUILD		1,513.34	
			2	HIGH SCHOOL	0 3,491.24		
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/FUEL FOR BUILD		3,491.24	
			3	MAINTENANCE	0 84.41		
01 E 005 810 191 000 440				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/FUEL FOR BUILD		84.41	
20604 ELAINE K HALVERSON		05/14/2018	1		0	41.92	41.92
01 E 100 218 000 388 401				GIFTED & TALENTED/TAG (06)/GENERAL SUPPLIES/DISTRICT WI		41.92	
20605 HANSEN ADVERTISING		05/14/2018	38605		0	484.12	484.12
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		484.12	
20606 HENDERSON, ROBIN		05/14/2018	ART DAY	ART DAY	0	225.00	225.00
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		225.00	
20607 HILLYARD/HUTCHINSON		05/14/2018	602921787		0	876.46	5,229.79
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		876.46	
			6029471138	CREDIT	0 -20.00		
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		-20.00	
			602947137		0 2,498.33		
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		2,498.33	
			602947138	VACUUM/SCRUBBER	0 1,875.00		
01 E 005 810 000 302 530				OPERATIONS AND MAINTENANCE/CAPITAL OUTLAY/EQUIPMENT PUR		1,875.00	
20608 TAMMY HYDE		05/14/2018	1	DOG OBEDIENCE	0	268.00	268.00
04 E 500 505 000 321 305				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS		268.00	
20609 IMS PLUMBING		05/14/2018	2018-289	repair toilets	0	551.37	551.37
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/REPAIRS AND MA		551.37	
20610 Vendor Continued Void		05/14/2018					0.00
20611 INNOVATIVE OFFICE SOLUTIONS LL		05/14/2018	1992647		0	173.16	828.61
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED./DISTRICT WIDE/SUPPLIES/DISTRICT		173.16	
			1999592	paper	0 173.95		
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED./DISTRICT WIDE/SUPPLIES/DISTRICT		173.95	
			1999592-	paper	0 173.95		
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL/DISTRICT WIDE/SUPPLIES/DIST		173.95	
			2010446		0 34.49		
01 E 300 211 000 000 433				SECONDARY EDUCATION GENERAL/DISTRICT WIDE/INDIVIDUAL IN		34.49	
			2010446-		0 57.46		
01 E 300 260 000 000 430				NATURAL SCIENCES/DISTRICT WIDE/SUPPLIES/DISTRICT WIDE		57.46	
			2028673		0 210.00		
01 E 100 216 667 401 433				TITLE I - PART A/TITLE I/INDIVIDUAL INST SUPPLIES/CURRE		210.00	
			2028673-		0 5.60		
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED./DISTRICT WIDE/SUPPLIES/DISTRICT		5.60	
20612 ISCORP		05/14/2018	691881	SKYWARD FINANCE	0	195.50	195.50
01 E 005 110 000 000 350				ACCOUNTING OFFICE/DISTRICT WIDE/REPAIRS AND MAINTENANCE		195.50	
20613 JEFFREY IVERSON		05/14/2018	4-16-18	NY trip tickets	0	894.00	899.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		894.00	
		4-17-18		spring concert tickets	0	5.50	
01 E 300 258 231 000 430				MUSIC/DISTRICT WIDE/SUPPLIES/VOCAL MUSIC		5.50	
20614 JULIE JAENISCH		05/14/2018	1		0	99.75	99.75
04 E 500 582 000 344 490				LEARNING READINESS/LEARNING READINESS/FOOD/DISTRICT WID		99.75	
20615 JIM'S MARKET		05/14/2018	ART DAY	ART DAY	0	376.59	376.59
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		376.59	
20616 JIM'S CLOTHING & SPORTING GOOD		05/14/2018	104241	PICKLEBALL	0	35.00	246.25
04 E 500 505 000 321 401				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL		35.00	
			111885	GOLF MEDALS	0	211.25	
01 E 300 292 225 000 401				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/GENERAL SUPPLIES/GOL		211.25	
20617 JOSTEN'S		05/14/2018	21374483	diplomas	84	670.42	670.42
01 E 300 211 165 000 899				SECONDARY EDUCATION GENERAL/DISTRICT WIDE/MISCELLANEOUS		670.42	
20618 JOSTEN'S		05/14/2018	21633460	cords	175	558.02	596.08
01 E 300 211 165 000 899				SECONDARY EDUCATION GENERAL/DISTRICT WIDE/MISCELLANEOUS		558.02	
			715108	medals	175	38.06	
01 E 300 211 165 000 899				SECONDARY EDUCATION GENERAL/DISTRICT WIDE/MISCELLANEOUS		38.06	
20619 KAPLAN SCHOOL SUPPLY CORP		05/14/2018	4749910		0	475.63	475.63
01 E 100 203 000 302 460				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/BOOKS/WORKBOOKS/D		475.63	
20620 KILOWATT COMMUNITY CENTER		05/14/2018	1	PRE SCHOOL SCREENING	0	130.00	980.00
04 E 500 583 000 354 370				PRE-SCHOOL SCREENING/EARLY CHILDHOOD SCREENING/RENTALS		130.00	
			2	BASEBALL	0	700.00	
01 E 300 292 000 000 370				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/RENTALS AND LEASES/D		700.00	
			3	SOFTBALL	0	150.00	
01 E 300 292 000 000 370				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/RENTALS AND LEASES/D		150.00	
20621 KMS		05/14/2018	ITV	FRENCH 1	0	2,131.92	2,131.92
01 E 300 230 129 310 391				FOREIGN/NATIVE LANGUAGES/COOPERATIVE/MN SCH DIST - REIM		2,131.92	
20622 KNAPPER, TIMOTHY		05/14/2018	1	MNIAAA CONF	0	287.19	287.19
01 E 300 292 000 316 367				BOYS/GIRLS ATHLETICS/STAFF DEVELOPMENT/TRAVEL-PROFESS D		287.19	
20623 KORTHUIS JEWELRY		05/14/2018	1	TROPHIES DANCE	0	100.00	100.00
01 E 300 296 228 000 899				GIRLS ATHLETICS/DISTRICT WIDE/MISCELLANEOUS EXPENSE/DAN		100.00	
20624 LEE'S AUTO & DIESEL INC.		05/14/2018	40021	CARAVAN	0	626.58	626.58
01 E 005 810 193 000 350				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/REPAIRS AND MA		626.58	
20625 JOAN LUNDELL		05/14/2018	17-18	PIANIST	0	550.00	550.00
01 E 300 258 231 000 305				MUSIC/DISTRICT WIDE/PROFESSIONAL FEES/VOCAL MUSIC		550.00	
20626 MACCRAY SCHOOLS		05/14/2018	ITV	ITV SPANISH	0	14,440.47	14,440.47
01 E 300 230 129 310 391				FOREIGN/NATIVE LANGUAGES/COOPERATIVE/MN SCH DIST - REIM		14,440.47	
20627 MACKIN ED RESOURCES		05/14/2018	531851		0	183.56	503.82
01 E 100 790 162 000 530				OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/EQUIPMENT PU		183.56	
			534636		0	272.52	
01 E 100 790 162 000 530				OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/EQUIPMENT PU		272.52	
			536306		0	47.74	
01 E 100 790 162 000 530				OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/EQUIPMENT PU		47.74	
20628 MILLER EQUIPMENT & MFG, INC		05/14/2018	11214	toro mower	0	162.00	162.00
01 E 005 810 191 000 350				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/REPAIRS AND MA		162.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20629	MINNESOTA ELEVATOR TOTAL ELEVA	05/14/2018	747941	REPAIR	0	268.00	634.13
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/REPAIRS AND MA		268.00	
			749542	INSPECTION	0	366.13	
01 E 005 865 000 347 305				LONG TERM FACILITY MAINT./PHYSICAL HAZARD CONTROL/PROFE		366.13	
20630	MUSIC STREET	05/14/2018	71157		0	20.00	48.55
01 E 300 258 233 000 350				MUSIC/DISTRICT WIDE/REPAIRS AND MAINTENANCE SVCS/INSTRU		20.00	
			71627		0	12.00	
01 E 300 258 233 000 430				MUSIC/DISTRICT WIDE/SUPPLIES/INSTRUMENTAL MUSIC		12.00	
			71747		0	16.55	
01 E 300 258 233 000 450				MUSIC/DISTRICT WIDE/MATERIALS PURCH FOR RESALE/INSTRUME		16.55	
20631	MVCC	05/14/2018	17-18	spec ed contract	0	154,983.35	154,983.35
01 E 200 420 978 740 396				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE		154,983.35	
20632	ND CENTER FOR FOR DISTANCE EDU	05/14/2018	202566		0	250.00	250.00
01 E 300 200 000 000 394				PSEO/ONLINE/DISTRICT WIDE/PAYMENTS TO OTHER AGENCIES/DI		250.00	
20633	NEW LONDON SPICER SCHOOL	05/14/2018	ITV	GERMAN 1 ITV	0	1,959.51	1,959.51
01 E 300 230 129 310 391				FOREIGN/NATIVE LANGUAGES/COOPERATIVE/MN SCH DIST - REIM		1,959.51	
20634	OLSON SANITATION INC.	05/14/2018	2097		0	877.50	877.50
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC		877.50	
20635	PAAPE ENERGY INC.	05/14/2018	5798	Not reading graphics	0	475.00	475.00
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/REPAIRS AND MA		475.00	
20636	PAN-O-GOLD BAKING CO.	05/14/2018	1		0	665.24	665.24
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/DISTRICT WIDE		665.24	
20637	PINE TECH COLLEGE	05/14/2018	42197	SIGN LANGUAGE	0	399.00	399.00
01 E 300 200 000 000 394				PSEO/ONLINE/DISTRICT WIDE/PAYMENTS TO OTHER AGENCIES/DI		399.00	
20638	PITNEY BOWES	05/14/2018	1007083588	RED INK	0	140.03	140.03
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE/DISTRICT WIDE/GENERAL SUPPLIES/		140.03	
20639	PLUMBING & HEATING OF WILLMAR	05/14/2018	24188	MOVE ICE MAKER	0	478.35	507.79
01 E 005 810 000 000 899				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/MISCELLANEOUS		478.35	
			24303	WATER COOLER	0	29.44	
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/REPAIRS AND MA		29.44	
20640	PURCHASE POWER	05/14/2018	1	POSTAGE	0	3,000.00	3,000.00
01 E 005 020 000 000 329				SUPERINTENDENT'S OFFICE/DISTRICT WIDE/POSTAGE AND EXPRE		1,100.00	
01 E 100 050 000 000 329				PRINCIPAL'S OFFICE/DISTRICT WIDE/POSTAGE AND EXPRESS/DI		200.00	
01 E 100 203 000 000 329				ELEMENTARY GENERAL ED./DISTRICT WIDE/POSTAGE AND EXPRES		300.00	
01 E 300 050 000 000 329				PRINCIPAL'S OFFICE/DISTRICT WIDE/POSTAGE AND EXPRESS/DI		200.00	
01 E 300 211 000 000 329				SECONDARY EDUCATION GENERAL/DISTRICT WIDE/POSTAGE AND E		300.00	
01 E 300 298 000 000 329				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/POSTAGE AND EX		200.00	
02 E 005 770 000 701 329				FOOD SERVICES/SCHOOL LUNCH/POSTAGE AND EXPRESS/DISTRICT		500.00	
04 E 500 505 000 321 329				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/POSTAGE		200.00	
20641	REINHART INST FOODS	05/14/2018	1		0	15,619.05	15,619.05
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/DISTRICT WI		908.54	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/DISTRICT WIDE		9,899.61	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/DISTRICT WIDE		3,118.84	
02 E 005 770 104 707 490				FOOD SERVICES/ALA CARTE/OTHER/FOOD/FOOD ORDERED ONLY/CA		1,374.12	
02 E 005 770 000 702 490				FOOD SERVICES/AFTER SCHOOL SNACKS/FOOD/DISTRICT WIDE		317.94	
20642	AL RESZEL	05/14/2018	1	SUPPLIES	0	124.81	124.81
01 E 350 211 379 000 430				SECONDARY EDUCATION GENERAL/DISTRICT WIDE/SUPPLIES/TARG		124.81	
20643	RILEY BUS SERVICE, INC.	05/14/2018	11373	DAYTRIPPERS	0	890.00	2,840.00
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		890.00	
			11446	TARGET CENTER	0	1,950.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 296 228 733 360				GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORT		1,950.00	
20644	RIVARD'S TURF & FORAGE	05/14/2018	32708	seed	0	1,533.56	1,533.56
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		1,533.56	
20645	RTS	05/14/2018	1		0	133.18	133.18
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/COMMUNICATIONA		133.18	
20646	RUPP, ANDERSON, SQUIRES & WALDS	05/14/2018	7165	LEGAL	0	992.50	992.50
01 E 005 110 116 000 305				ACCOUNTING OFFICE/DISTRICT WIDE/PROFESSIONAL FEES/ATTOR		992.50	
20647	SCHOLASTIC EQUIPMENT CO	05/14/2018	11857	CAFETERIA BENCH	0	742.50	742.50
01 E 005 770 000 302 530				REPLACEMENTS FOOD SERVICES/CAPITAL OUTLAY/EQUIPMENT PURCHASES/DISTRI		742.50	
20648	SCHOLASTIC BOOK CLUBS INC.	05/14/2018	T45869394	BOOKS	0	50.00	50.00
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		50.00	
20649	SCHOOL NURSE ORGANIZATION	05/14/2018	1	CASSIE	0	160.00	160.00
01 E 005 640 000 316 366				SUTER-SEMINAR REGISTRATION STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-SCHOOL BUSIN		160.00	
20650	SCHOOL-TECH, INC.	05/14/2018	625407	TRACK	0	83.46	83.46
01 E 300 292 219 000 401				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/GENERAL SUPPLIES/TRA		83.46	
20651	SCHWICKERT'S	05/14/2018	S510032353	ROOF REPAIRS	0	1,503.00	1,503.00
01 E 005 865 000 383 305				LONG TERM FACILITY MAINT./LTFM ROOFS/PROFESSIONAL FEES/		1,503.00	
20652	SIERRA SALES	05/14/2018	389991	CABINETS	0	5,062.55	5,062.55
01 R 300 361 000 000 619				VOCATIONAL WEIDAUER/DISTRICT WIDE/HOUSE EXPENSES-CONTRA		5,062.55	
20653	MARIAH SKJEFTE	05/14/2018	1	5/6 VOLLEYBALL	0	390.52	390.52
04 E 500 505 000 321 305				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS		390.52	
20654	STUDIO E ARCHITECTS	05/14/2018	SE1709.2	GUARD RAIL	0	5,525.00	5,525.00
01 E 005 010 990 000 305				BOARD OF EDUCATION/DISTRICT WIDE/PROFESSIONAL FEES/ONE		5,525.00	
20655	SW/WC SERVICE COOP - MARSHALL	05/14/2018	1	TECH SUPPORT	0	6,813.45	7,455.45
01 E 005 108 000 000 305				TECHNOLOGY ADMINISTRATIVE/DISTRICT WIDE/PROFESSIONAL FE		681.35	
01 E 005 630 000 000 305				TECHNOLOGY INSTRUCTIONAL/DISTRICT WIDE/PROFESSIONAL FEE		6,132.10	
01 E 300 250 000 000 430				57172 culinary FAMILY CONSUMER SCIENCE/DISTRICT WIDE/SUPPLIES/DISTRICT	0	210.00	210.00
01 E 300 640 000 316 367				57188 digital workshop STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE	0	120.00	120.00
01 E 005 760 000 720 305				57334 robotics PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/PROFESS	0	12.00	12.00
01 E 100 640 000 316 366				57420 beh. conf. STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-SCHOOL BUSIN	0	300.00	300.00
20656	TAYLOR PUBLISHING	05/14/2018	177660	YEARBOOK	0	1,665.00	1,665.00
01 L 230 88				GENERAL FUND/DEFERRED REVENUE/YEARBOOK-HIGH SCHOOL		1,665.00	
20657	TIERNEY BROTHERS INC	05/14/2018	766875-897-		0	180.00	614.95
01 E 300 260 000 000 433				NATURAL SCIENCES/DISTRICT WIDE/INDIVIDUAL INST SUPPLIES		180.00	
01 E 300 211 000 000 433				766875/897 SECONDARY EDUCATION GENERAL/DISTRICT WIDE/INDIVIDUAL IN	0	434.95	434.95
20658	Vendor Continued Void	05/14/2018					0.00
20659	TRUE VALUE-GF/MONTE	05/14/2018	1	DOG OBEDIENCE	0	15.99	273.20
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		15.99	
01 E 300 301 501 830 433				10 AG AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA	0	113.70	113.70

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 255 000 000 430		11	BW		0	19.41	
				INDUSTRIAL EDUCATION/DISTRICT WIDE/SUPPLIES/DISTRICT WI			19.41
01 E 005 810 000 000 410		2	IM		0	18.98	
				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU			18.98
01 E 005 810 191 000 410		3	OM		0	75.36	
				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU			75.36
01 R 300 361 000 000 619		4	CARPENTRY		0	17.28	
				VOCATIONAL WEIDAUER/DISTRICT WIDE/HOUSE EXPENSES-CONTRA			17.28
01 E 300 255 000 000 430		5	9-12 IT		0	12.48	
				INDUSTRIAL EDUCATION/DISTRICT WIDE/SUPPLIES/DISTRICT WI			12.48
20660 TRUE VALUE-GF/MONTE		05/14/2018	399610		0	28.98	28.98
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU			28.98
20661 WEST CENTRAL TROPHIES		05/14/2018	4186	GBB Plaques	0	104.51	104.51
01 E 300 296 213 000 401				GIRLS ATHLETICS/DISTRICT WIDE/GENERAL SUPPLIES/BASKETBA			104.51
20662 XCEL ENERGY		05/14/2018	588818571	clarkfield	0	12.09	20.40
04 E 500 560 000 321 330				RECREATION-SWIM POOL/COMMUNITY EDUCATION/UTILITY SERVIC			12.09
04 E 500 560 000 321 330			589108069	clarkfield	0	8.31	
				RECREATION-SWIM POOL/COMMUNITY EDUCATION/UTILITY SERVIC			8.31
20663 YME COMMUNITY EDUCATION		05/14/2018	1	FOOTBALL CAMP	0	20.00	120.00
01 E 300 790 388 000 899				OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/MISCELLANEOU			20.00
01 E 100 790 388 000 899			10	fb camp (3)	0	60.00	
				OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/MISCELLANEOU			60.00
01 E 100 790 388 000 899			2	summer rec baseball	0	40.00	
				OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/MISCELLANEOU			40.00
20664 YME SCHOOL ACTIVITY ACCOUNT		05/14/2018	1	water bottles ffa	0	108.00	108.00
01 L 230 21				GENERAL FUND/DEFERRED REVENUE/CONCESSIONS			108.00
20665 Vendor Continued Void		05/14/2018					0.00
20666 Vendor Continued Void		05/14/2018					0.00
20667 Vendor Continued Void		05/14/2018					0.00
20668 Vendor Continued Void		05/14/2018					0.00
20669 Vendor Continued Void		05/14/2018					0.00
20670 Vendor Continued Void		05/14/2018					0.00
20671 Vendor Continued Void		05/14/2018					0.00
20672 Vendor Continued Void		05/14/2018					0.00
20673 Vendor Continued Void		05/14/2018					0.00
20674 Vendor Continued Void		05/14/2018					0.00
20675 YME SCHOOLS-ADM		05/14/2018	1	INTEREST	0	-1.58	11,558.21
01 R 005 000 000 000 092				DISTRICT WIDE/DISTRICT WIDE/INVESTMENT EARNINGS/DISTRIC			-1.58
04 R 500 000 000 321 050			7417	JOE KRAGH	0	45.00	
				DISTRICT WIDE/COMMUNITY EDUCATION/FEES FROM PATRONS/DIS			45.00
01 L 230 33			7418	LIFETOUCH YEARBOOKS	0	71.79	
				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU			71.79
01 E 005 790 000 313 430			7419	UNHINGED PIZZA	0	620.00	
				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION			620.00
01 E 005 790 000 313 430			7420	AMANDA BECKLER	0	260.00	
				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION			260.00
01 E 005 790 000 313 430			7421	OAK KELSEY	0	270.00	
				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION			270.00
			7422	EMILY PETERSON	0	250.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		250.00	
			7423	GENE STUKEL	0	150.00	
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		150.00	
			7424	CLAYTON HUBERT	0	205.00	
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		205.00	
			7425	DAVE BASSETT	0	190.00	
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		190.00	
			7426	BRAD HALL	0	250.00	
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		250.00	
			7427	PAUL TUSZYNSKI	0	225.00	
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		225.00	
			7428	JOHN STERNER	0	225.00	
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		225.00	
			7429	SCOTT HANSEN	0	200.00	
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		200.00	
			7430	TIM GERRILY	0	290.43	
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		290.43	
			7431	JAYME WIERTIMA	0	413.10	
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		413.10	
			7432	JENNIFER UFKIN	0	254.66	
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		254.66	
			7433	JENNIFER UFKIN	0	46.80	
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		46.80	
			7434	TAMMY ISFLED	0	60.00	
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		60.00	
			7435	DAY TRIPPERS	0	1,033.50	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		1,033.50	
			7436	DARREL REFSLAND	0	285.00	
01 E 300 298 501 000 339				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/STATE EXPENSES		285.00	
			7437	CHANHASSEN	0	330.00	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		330.00	
			7438	GARY SIMS	0	150.00	
01 E 300 292 219 000 305				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/TR		150.00	
			7439	COLLEN FORD	0	40.00	
01 E 300 292 219 000 188				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/NON CERT EVENT WORKE		40.00	
			7440	CHAR LUND	0	30.00	
01 E 300 292 219 000 188				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/NON CERT EVENT WORKE		30.00	
			7441	CHY SAND	0	30.00	
01 E 300 292 219 000 188				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/NON CERT EVENT WORKE		30.00	
			7442	MARK JENSEN	0	30.00	
01 E 300 292 219 000 188				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/NON CERT EVENT WORKE		30.00	
			7443	MACCRAY	0	80.00	
01 E 300 292 219 000 369				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/PARTICIPATION FEES/T		80.00	
			7444	BOB DOLAN	0	175.00	
01 E 300 294 215 000 305				BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL		175.00	
			7445	JERRY GLADIS	0	175.00	
01 E 300 294 215 000 305				BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL		175.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 296 210 000 305		7446		SCOTT MONSON GIRLS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/SOFTBAL	0	105.00	105.00
01 E 300 296 210 000 305		7447		MIKE SWAN GIRLS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/SOFTBAL	0	105.00	105.00
01 E 005 790 000 320 366		7448		BERTA BJERKESET OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)	0	918.00	918.00
01 E 005 790 000 320 366		7449		DAKOTA REGISTRATION OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)	0	200.00	200.00
01 E 300 294 215 000 305		7450		MIKE GORT BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL	0	105.00	105.00
01 E 300 294 215 000 305		7451		CRAIG LOUWAGIE BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL	0	105.00	105.00
01 E 300 292 219 000 369		7452		BENSON HS BOYS/GIRLS ATHLETICS/DISTRICT WIDE/PARTICIPATION FEES/T	0	125.00	125.00
01 E 300 296 210 000 305		7453		TIM BESEMAN GIRLS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/SOFTBAL	0	175.00	175.00
01 E 300 296 210 000 305		7454		MARK NAVARRO GIRLS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/SOFTBAL	0	175.00	175.00
01 E 300 296 210 000 305		7455		MIKE GORT GIRLS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/SOFTBAL	0	175.00	175.00
01 E 300 296 210 000 305		7456		SCOTT BEEKMAN GIRLS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/SOFTBAL	0	175.00	175.00
01 E 300 292 225 000 369		7457		MINNEOTA HS BOYS/GIRLS ATHLETICS/DISTRICT WIDE/PARTICIPATION FEES/G	0	75.00	75.00
01 E 300 292 225 000 369		7458		LAKEVIEW HS BOYS/GIRLS ATHLETICS/DISTRICT WIDE/PARTICIPATION FEES/G	0	75.00	75.00
04 E 500 505 000 321 329		7459		POST MASTER COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/POSTAGE	0	342.51	342.51
01 E 100 203 000 000 369		7460		HERITAGE VILLAGE ELEMENTARY GENERAL ED./DISTRICT WIDE/PARTICIPATION FEES	0	340.00	340.00
01 E 300 294 215 000 305		7461		MARK TORGERSON BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL	0	105.00	105.00
01 E 300 294 215 000 305		7462		TIM BESEMAN BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL	0	105.00	105.00
01 E 300 292 225 000 369		7465		BENSON HS BOYS/GIRLS ATHLETICS/DISTRICT WIDE/PARTICIPATION FEES/G	0	75.00	75.00
01 E 300 296 210 000 305		7466		MIKE SWAN GIRLS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/SOFTBAL	0	175.00	175.00
01 E 300 296 210 000 305		7467		STEVE JOHNSON GIRLS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/SOFTBAL	0	175.00	175.00
01 E 300 296 210 000 305		7468		MIKE SWAN GIRLS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/SOFTBAL	0	175.00	175.00
01 E 300 296 210 000 305		7469		STEVE JOHNSON GIRLS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/SOFTBAL	0	175.00	175.00
01 E 350 292 219 000 369		7470		MACCRAY JH BOYS/GIRLS ATHLETICS/DISTRICT WIDE/PARTICIPATION FEES/T	0	60.00	60.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 L	230 33		7471	JIMMYS PIZZA	0	34.00	
				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU			34.00
01 E	300 292 219 000 188		7472	SCOTT RASMUSSON	0	30.00	
				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/NON CERT EVENT WORKE			30.00
01 E	300 292 219 000 188		7473	BETTY LECY	0	30.00	
				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/NON CERT EVENT WORKE			30.00
01 E	300 292 219 000 188		7474	MAGGIE SCHEFFLER	0	30.00	
				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/NON CERT EVENT WORKE			30.00
01 E	300 292 219 000 188		7475	CHY SAND	0	30.00	
				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/NON CERT EVENT WORKE			30.00
01 E	300 292 219 000 188		7476	MARK HENDERSON	0	35.00	
				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/NON CERT EVENT WORKE			35.00
01 E	300 292 219 000 188		7477	KAREN BAKER	0	35.00	
				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/NON CERT EVENT WORKE			35.00
01 E	300 292 219 000 188		7478	COLLEN FORD	0	40.00	
				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/NON CERT EVENT WORKE			40.00
01 E	300 292 219 000 188		7479	MARK JENSEN	0	30.00	
				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/NON CERT EVENT WORKE			30.00
01 E	300 292 219 000 305		7480	RICH MCCLAIN	0	160.00	
				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/TR			160.00
01 E	300 294 215 000 305		7481	hal meyer	0	105.00	
				BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL			105.00
01 E	300 294 215 000 305		7482	chris baumberger	0	105.00	
				BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL			105.00
01 E	350 294 215 000 305		7483	dylan lindstrom	0	70.00	
				BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL			70.00
01 E	350 294 215 000 305		7484	brandon grund	0	100.00	
				BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL			100.00
01 E	300 294 215 000 305		7485		0	100.00	
				BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL			100.00
20676	Vendor Continued Void	05/14/2018					0.00
20677	Vendor Continued Void	05/14/2018					0.00
20678	YME-FOOD SERVICE	05/14/2018	1	PRE-K LUNCHES	0	174.05	3,349.62
04 E	500 582 000 344 490			LEARNING READINESS/LEARNING READINESS/FOOD/DISTRICT WID			174.05
01 L	230 33		10	bre testing	0	488.36	
				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU			488.36
01 E	100 203 000 000 899		2	NL	0	26.95	
				ELEMENTARY GENERAL ED./DISTRICT WIDE/MISCELLANEOUS EXPE			26.95
01 E	005 790 000 313 430		22	integration	0	11.79	
				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION			11.79
01 E	100 203 362 000 899		3	april bre after school snacks	0	36.38	
				ELEMENTARY GENERAL ED./DISTRICT WIDE/MISCELLANEOUS EXPE			36.38
04 E	500 582 000 344 490		4	MILK	0	77.41	
				LEARNING READINESS/LEARNING READINESS/FOOD/DISTRICT WID			77.41
04 E	500 582 000 344 490		5	LUNCH	0	443.10	
				LEARNING READINESS/LEARNING READINESS/FOOD/DISTRICT WID			443.10
			6	bre AFTER SCHOOL	0	59.27	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				SNACKS			
01 E 100 203 362 000 899				ELEMENTARY GENERAL ED./DISTRICT WIDE/MISCELLANEOUS EXPE		59.27	
				60 ms/hs testing	0	136.42	
01 L 230 43				GENERAL FUND/DEFERRED REVENUE/TARGET \$ MS/HS		136.42	
				APRIL BIRTHDAY TREATS	0	18.83	
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED./DISTRICT WIDE/MISCELLANEOUS EXPE		18.83	
				april 2 ms hs after school snacks	0	66.44	
01 E 350 790 362 000 899				OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/MISCELLANEOU		66.44	
				april 3 bre snacks	0	983.90	
01 E 100 203 362 000 899				ELEMENTARY GENERAL ED./DISTRICT WIDE/MISCELLANEOUS EXPE		983.90	
				CHANCE BRKFST APRIL	0	223.98	
01 E 350 790 149 000 899				OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/MISCELLANEOU		223.98	
				FEB/MARCH SNACKS	0	602.74	
01 E 350 790 362 000 899				OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/MISCELLANEOU		602.74	
20679 ZEP MANUFACTURING CO		05/14/2018	9003357584		0	561.27	561.27
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		561.27	
			115	Computer Check(s) For a Total of		377,116.44	

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	
115	Computer	Checks For a Total of	377,116.44	
Total For	115	Manual, Wire Tran, ACH & Computer Checks	377,116.44	
Less	0	Voided	Checks For a Total of	0.00
		Net Amount	377,116.44	

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	4,537.69	10,763.25	334,678.31	349,979.25
02	FOOD SERVICE	0.00	0.00	19,345.61	19,345.61
04	COMMUNITY SERVICE	0.00	45.00	7,650.50	7,695.50
09	TRUST FUND	96.08	0.00	0.00	96.08

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20680	CENTURY LINK	05/14/2018	1		0	1,237.24	1,237.24
01 E	005 810 000 000 320			OPERATIONS AND MAINTENANCE/DISTRICT WIDE/COMMUNICATIONA		1,237.24	
20681	GRANITE FALLS OFFICIALS ASSOC.	05/14/2018	SPRING 2018		0	1,290.00	1,290.00
01 E	300 294 215 000 305			BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL		180.00	
01 E	300 296 210 000 305			GIRLS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/SOFTBAL		230.00	
01 E	350 294 215 000 305			BOYS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/BASEBALL		380.00	
01 E	350 296 210 000 305			GIRLS ATHLETICS/DISTRICT WIDE/PROFESSIONAL FEES/SOFTBAL		500.00	
20682	RYAN C LUFT	05/14/2018	LUNCHES		0	63.97	168.37
01 L	230 89			GENERAL FUND/DEFERRED REVENUE/YEARBOOK-MIDDLE SCHOOL		63.97	
				TRAVEL	0	104.40	
01 E	300 050 000 000 366			PRINCIPAL'S OFFICE/DISTRICT WIDE/TRAVEL-SCHOOL BUSINESS		66.12	
01 E	300 640 000 316 367			STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE		38.28	
20683	PURCHASE POWER	05/14/2018	STATEMENT BALANCE		0	25.00	25.00
01 E	005 020 000 000 320			SUPERINTENDENT'S OFFICE/DISTRICT WIDE/COMMUNICATIONAL S		25.00	
			4	Computer		Check(s) For a Total of	2,720.61

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
4	Computer	Checks For a Total of	2,720.61
Total For 4	Manual, Wire Tran, ACH & Computer	Checks	2,720.61
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	2,720.61

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	63.97	0.00	2,656.64	2,720.61

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
20554	AMERICAN FAMILY LIFE ASSURANCE	04/23/2018	635.13
20555	AMERITAS LIFE INSURANCE CORP.	04/23/2018	535.88
20556	DELTA DENTAL	04/23/2018	6,056.90
20557	HIRE IMAGE LLC	04/23/2018	51.00
20558	MADISON NATIONAL LIFE	04/23/2018	2,052.65
20559	MSEA	04/23/2018	1,309.38
20560	154200 NCPERS MN	04/23/2018	64.00
20561	SCHULTE, TREVOR	04/23/2018	400.00
20562	SELECT ACCOUNT	04/23/2018	5,293.60
20563	EDUCATION MINNESOTA YME	04/23/2018	3,325.32
20564	VISA	04/27/2018	1,480.40
20565	A&B BUSINESS SOLUTIONS	05/14/2018	2,138.70
20566	ADVOCATE TRIBUNE	05/14/2018	2,212.63
20567	BRUCE ALBERTSON	05/14/2018	5,685.00
20568	ALMICH'S MARKET	05/14/2018	1,840.21
20569	ALPHA WIRELESS INC.	05/14/2018	92.55
20570	AMERICAN WELDING AND GAS, INC.	05/14/2018	546.55
20571	BALFANY, EMILY	05/14/2018	223.00
20572	ANGELA BECKLER	05/14/2018	28.07
20576	BENNETT & BENNETT INC.	05/14/2018	76,555.78
20577	BENSON, DENNIS	05/14/2018	95.00
20578	BENSON LAUNDRY	05/14/2018	35.78
20579	BJERKESET ROBERTA	05/14/2018	110.35
20580	BLICK ART MATERIALS	05/14/2018	334.89
20581	BOUNCE AROUND INFLATABLES LLC	05/14/2018	1,500.00
20582	CAMPUS GRILL LLC	05/14/2018	448.45
20583	CARL'S BAKERY	05/14/2018	75.29
20584	CASEY'S IN CANBY	05/14/2018	590.00
20585	CENEX CREDIT CARD	05/14/2018	641.42
20586	CENTURY LINK	05/14/2018	1,236.88
20589	CITIZENS ALLIANCE BANK	05/14/2018	1,845.97
20591	CITY OF GRANITE FALLS	05/14/2018	11,077.56
20592	CITY OF GRANITE FALLS	05/14/2018	3,863.10
20593	COUNTRYSIDE PUBLIC HEALTH	05/14/2018	630.00
20594	DAVE'S ELECTRIC MOTOR CO.	05/14/2018	153.24
20595	DAWSON-BOYD SCHOOL #378	05/14/2018	1,064.50
20596	DEAN FOODS NORTH CENTRAL, INC.	05/14/2018	2,422.18
20597	DEMERS, CINDY	05/14/2018	28.85
20598	FARM & HOME PUBLISHERS, LTD	05/14/2018	53.90
20599	FARMERS UNION OIL CO.	05/14/2018	25.00
20600	FRANK, GREG	05/14/2018	297.50
20601	GRANITE FALLS AUTO PARTS	05/14/2018	119.77
20602	GRANITE RUN GOLF CLUB	05/14/2018	525.00
20603	GREAT PLAINS NATURAL GAS CO	05/14/2018	5,088.99
20604	HALVERSON, ELAINE	05/14/2018	41.92
20605	HANSEN ADVERTISING	05/14/2018	484.12
20606	HENDERSON, ROBIN	05/14/2018	225.00
20607	HILLYARD/HUTCHINSON	05/14/2018	5,229.79
20608	HYDE, TAMMY	05/14/2018	268.00
20609	IMS PLUMBING	05/14/2018	551.37
20611	INNOVATIVE OFFICE SOLUTIONS LLC	05/14/2018	828.61
20612	ISCORP	05/14/2018	195.50
20613	IVERSON, JEFFREY	05/14/2018	899.50
20614	JAENISCH, JULIE	05/14/2018	99.75
20615	JIM'S MARKET	05/14/2018	376.59
20616	JIM'S CLOTHING & SPORTING GOOD	05/14/2018	246.25

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
20617	JOSTEN'S	05/14/2018	670.42
20618	JOSTEN'S	05/14/2018	596.08
20619	KAPLAN SCHOOL SUPPLY CORP	05/14/2018	475.63
20620	KILOWATT COMMUNITY CENTER	05/14/2018	980.00
20621	KMS	05/14/2018	2,131.92
20622	KNAPPER, TIMOTHY	05/14/2018	287.19
20623	KORTHUIS JEWELRY	05/14/2018	100.00
20624	LEE'S AUTO & DIESEL INC.	05/14/2018	626.58
20625	LUNDELL, JOAN	05/14/2018	550.00
20626	MACCRAY SCHOOLS	05/14/2018	14,440.47
20627	MACKIN ED RESOURCES	05/14/2018	503.82
20628	MILLER EQUIPMENT & MFG, INC	05/14/2018	162.00
20629	MINNESOTA ELEVATOR TOTAL ELEVATOR SOLUTIONS	05/14/2018	634.13
20630	MUSIC STREET	05/14/2018	48.55
20631	MVCC	05/14/2018	154,983.35
20632	ND CENTER FOR FOR DISTANCE EDUCATION	05/14/2018	250.00
20633	NEW LONDON SPICER SCHOOL	05/14/2018	1,959.51
20634	OLSON SANITATION INC.	05/14/2018	877.50
20635	PAAPE ENERGY INC.	05/14/2018	475.00
20636	PAN-O-GOLD BAKING CO.	05/14/2018	665.24
20637	PINE TECH COLLEGE	05/14/2018	399.00
20638	PITNEY BOWES	05/14/2018	140.03
20639	PLUMBING & HEATING OF WILLMAR	05/14/2018	507.79
20640	PURCHASE POWER	05/14/2018	3,000.00
20641	REINHART INST FOODS	05/14/2018	15,619.05
20642	RESZEL, AL	05/14/2018	124.81
20643	RILEY BUS SERVICE, INC.	05/14/2018	2,840.00
20644	RIVARD'S TURF & FORAGE	05/14/2018	1,533.56
20645	RTS	05/14/2018	133.18
20646	RUPP, ANDERSON, SQUIRES & WALDSPURGER, P.A.	05/14/2018	992.50
20647	SCHOLASTIC EQUIPMENT CO	05/14/2018	742.50
20648	SCHOLASTIC BOOK CLUBS INC.	05/14/2018	50.00
20649	SCHOOL NURSE ORGANIZATION	05/14/2018	160.00
20650	SCHOOL-TECH, INC.	05/14/2018	83.46
20651	SCHWICKERT'S	05/14/2018	1,503.00
20652	SIERRA SALES	05/14/2018	5,062.55
20653	SKJEFTE, MARIAH	05/14/2018	390.52
20654	STUDIO E ARCHITECTS	05/14/2018	5,525.00
20655	SW/WC SERVICE COOP - MARSHALL	05/14/2018	7,455.45
20656	TAYLOR PUBLISHING	05/14/2018	1,665.00
20657	TIERNEY BROTHERS INC	05/14/2018	614.95
20659	TRUE VALUE-GF/MONTE	05/14/2018	273.20
20660	TRUE VALUE-GF/MONTE	05/14/2018	28.98
20661	WEST CENTRAL TROPHIES	05/14/2018	104.51
20662	XCEL ENERGY	05/14/2018	20.40
20663	YME COMMUNITY EDUCATION	05/14/2018	120.00
20664	YME SCHOOL ACTIVITY ACCOUNT	05/14/2018	108.00
20675	YME SCHOOLS-ADM	05/14/2018	11,558.21
20678	YME-FOOD SERVICE	05/14/2018	3,349.62
20679	ZEP MANUFACTURING CO	05/14/2018	561.27
20680	CENTURY LINK	05/14/2018	1,237.24
20681	GRANITE FALLS OFFICIALS ASSOC.	05/14/2018	1,290.00
20682	LUFT, RYAN	05/14/2018	168.37
20683	PURCHASE POWER	05/14/2018	25.00
201700126	FEDERAL TAX WITHHOLDING	04/20/2018	88,134.07
201700127	MN TEACHERS RETIREMENT ASSOC.	04/20/2018	39,612.68

CHECK		CHECK	
NUMBER	VENDOR	DATE	AMOUNT
201700128	PUBLIC EMPLOYEES RETIREMENT	04/20/2018	18,683.11
201700129	STATE TAX WITHHOLDING	04/20/2018	14,332.27
201700130	SW/WC SVC. COOP - HEALTH INS.	04/20/2018	43,842.34
201700131	VOYA INSTITUTIONAL TRUST	04/20/2018	16,249.74
201700132	SW/WC SVC. COOP - HEALTH INS.	04/20/2018	7,079.50
201700133	SW/WC SVC. COOP - HEALTH INS.	04/20/2018	14,937.66
201700134	SW/WC SVC. COOP - HEALTH INS.	04/20/2018	512.00
201700135	SW/WC SVC. COOP - HEALTH INS.	04/23/2018	-1,320.00
Totals for BNK02			643,104.68
Totals for checks			643,104.68

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	238,847.21	10,763.25	339,401.52	589,011.98
02	FOOD SERVICE	7,780.53	0.00	19,345.61	27,126.14
04	COMMUNITY SERVICE	9,643.33	45.00	7,650.50	17,338.83
09	TRUST FUND	96.08	0.00	0.00	96.08
25	REVOCABLE TRUST (FY10)	0.00	0.00	9,531.65	9,531.65
***	Fund Summary Totals ***	256,367.15	10,808.25	375,929.28	643,104.68

\*\*\*\*\* End of report \*\*\*\*\*

**Yellow Medicine East #2190**

**Board Report  
May 14, 2018**

Ending  
5/11/2018

2017-18 By Fund	Original 2017-18	Year to Date Expenditures	Budget Balance	Percent Expended	For Comparison
					2016-17 YTD Expended
General	10,114,437	7,982,723	2,131,714	78.92%	78.31%
Food Service	448,378	338,380	109,998	75.47%	84.46%
Community Service	431,010	281,498	149,512	65.31%	82.97%
Debt Red.	1,191,813	1,190,453	1,361	99.89%	99.89%
OPEB Trust	225,729	97,940	127,789	43.39%	43.91%
OPEB Debt Service	192,308	191,758	551	99.71%	99.71%
<b>Total</b>	<b>12,603,675</b>	<b>10,082,753</b>	<b>2,520,922</b>	<b>80.00%</b>	80.51%

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

Salaries % expended to date (approximately)

Contracted July-June	Supt/Finance/Maint/Comm Ed	83.33%
Contracted August-July	Principals/Fd Svc Director	75.00%
Contracted Sept-August	Teachers/Nurse	66.67%
12 Month Non-certified	Administrative Assistants	83.33%
12 Month Non-certified	Custodians	77.00%
9 Month non-Certified	Assistants/Cooks	81.00%

**Liquid Asset Fund**

Month End Cash Invested \$3,393,441.16 General Closing Market Value  
4/30/2018

**Electronic Fund Transfers/ACH Transfers/LAF Checks**

		From	To
4-5 & 4-6-18	\$ 402.53	rSchool Fees	LAF rSchool
4/11/2018	\$ 325,000.00	Board Accounts Payable	LAF Citizen's Alliance Bai
	\$ -	Board Accounts Payable	LAF Citizen's Alliance Bai
4/20/2018	\$ -	Payroll (F&M Bank)	LAF F&M Bank
4/20/2018	\$ 279,607.63	Payroll ( Direct Deposit)	LAF Granite Falls Bank
	\$ -	Board Accounts Payable	LAF Citizen's Alliance Bai
4/17/2018	\$ 128.00	Sales Tax	LAF Mn. Dept. of Revenu
	\$ -	PERA Trust (OPEB)	OPEB Trust LAF

Trust Fund (PERA) OPEB \$554,250.73 Ending **4/30/2018**

## YELLOW MEDICINE EAST ENROLLMENT REPORT 2017-2018

	SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER			JANUARY		
	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR
Kindergarten	48			46			47			47			46		
First Grade	43			43			43			43			42		
Second Grade	57			58			59			58			58		
Third Grade	53			53			54			53			53		
Fourth Grade	65			64			65			65			63		
Fifth Grade	51			52			53			53			53		
	317			316			321			319			315		
Sixth Grade		52			54			54			54			54	
Seventh Grade		69			65			63			63			64	
Eighth Grade		64			63			62			62			63	
Ninth Grade		56			59			60			60			60	
Tenth Grade		48			49			48			46			47	
Eleventh Grade		58			57			53			51			52	
Twelfth Grade		68			63			62			62			62	
		415			410			402			398			402	
K-12 TOTAL		732			726			723			717			717	

	FEBRUARY			MARCH			APRIL			MAY			END OF THE YEAR		
	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR
Kindergarten	46			47			47			47					
First Grade	42			42			43			44					
Second Grade	59			59			59			59					
Third Grade	52			52			53			52					
Fourth Grade	63			63			63			62					
Fifth Grade	54			54			54			54					
	316			317			319			318					
Sixth Grade		53			50			49			50				
Seventh Grade		64			63			62			63				
Eighth Grade		64			63			62			62				
Ninth Grade		60			53			53			53				
Tenth Grade		47			47			47			46				
Eleventh Grade		54			55			55			54				
Twelfth Grade		60			59			59			59				
		402			390			387			387				
K-12 TOTAL			718			707			706			705			

(Updated May 8, 2018)



# Statement of Assurances & Certifications

---

1. The eligible sub-recipient shall make this application and Personnel Activity Reports (PAR) available for review and comment by all appropriate parties as outlined in the Carl D. Perkins Career and Technical Education Act of 2006.
2. None of the funds expended under this Act shall be used to purchase equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.
3. Funds made available under this Act cannot be used: (1) to require any secondary school student to choose or pursue a specific career path or major; or (2) to mandate that any individual participate in a career and technical education program, including a career and technical education program that requires the attainment of a federally funded skill level, standard, or certificate of mastery.
4. Federal career and technical education funds shall be used to supplement state and local funds for career and technical education, and in no case to supplant (replace) such state or local funds.
5. The eligible sub-recipient shall comply with all requirements imposed by the grantor agency concerning special legal requirements, program requirements, and other administrative requirements including the completion of Personnel Activity Reports.
6. The eligible sub-recipient shall comply with all regulations, policies, guidelines, and requirements included in the Education Division General Administrative Regulations (EDGAR) as they relate to the application, acceptance and use of federal funds for this project.
7. The eligible sub-recipient shall comply with the Vocational Education Guidelines for eliminating discrimination and denial of services on the basis of race, color, national origin, sex and handicap (45 CFR, Part 80) issued by the Bureau of Occupational and Adult Education, Department of Education and the Office of Civil Rights, March 21, 1979.
8. The eligible sub-recipient shall comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal land federally assisted programs.
9. The eligible sub-recipient shall comply with the minimum wage and maximum hour provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of state and local governments.
10. The eligible sub-recipient shall establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
11. The eligible sub-recipient shall give the grantor agency or the Comptroller General through any responsible authority access and the right to examine all records, books, papers, or documents related to the awarding of these funds.
12. The eligible sub-recipient shall comply with all requirements imposed by the grantor agency concerning

program size, scope and quality.

13. The consortium district and college administration assure that programs of study have been designed according to the process and document requirements and will serve all populations of learners.

I/we hereby certify that the information provided in this local application is true and correct to the best of my/our knowledge, information, and belief, and that the required assurances are given. All approved programs, services, and activities shall be conducted in accordance with state and federal laws, rules and regulations; and in accordance with the Minnesota Department of Education and the Minnesota State polices and program standards.

**ALL STATEMENT OF ASSURANCES AND CERTIFICATIONS MUST BE SIGNED:**

Consortium Name Minnesota West

College President Name - Print \_\_\_\_\_

Postsecondary Signature - College President \_\_\_\_\_

Date \_\_\_\_\_

College President E-mail - Print \_\_\_\_\_

President Phone \_\_\_\_\_

Rick Clark  
Superintendent Name- Print \_\_\_\_\_

01-2190  
District Number/Type \_\_\_\_\_

Yellow Medicine East  
District Name - Print \_\_\_\_\_

RH Clark  
Secondary Signature - School Superintendent \_\_\_\_\_

4/30/18  
Date \_\_\_\_\_

Superintendent E-mail - Print rclark@lsm2190.org

Superintendent Phone 320 564-4081

[Duplicate as needed]

Model	Serial #
IPAD 1	HW052CFZZ39
IPAD 1	GB046LMWZ39
IPAD 1	GB045FPTZ39
IPAD 1	GB101335Z39
IPAD 1	HW048279Z39
IPAD 1	HW04801DZ39
IPAD 1	HW10278BZ39
IPAD 1	HW051MDTZ39
IPAD 1	HW0460X7Z39
IPAD 1	V5052QGQZ39
IPAD 1	GB039KSHZ39
IPAD 1	HW10196XZ39
IPAD 1	GB046XQNZ39
IPAD 1	GB033YYSZ39
IPAD 1	GB101163Z39
IPAD 1	GB1017EEZ39
IPAD 1	GB102HDXZ39
IPAD 1	GB045S6DZ39
IPAD 1	J30468P1Z39
IPAD 1	GB101277Z39
IPAD 1	GB102H74Z39
IPAD 1	HW0474HZZ39
IPAD 1	GB102H4UZ39
IPAD 1	GB039UOMZ39
IPAD 1	HW04812YZ39
IPAD 1	HW0462M6Z39
IPAD 1	GB101373Z39
IPAD 1	J3052G5TZ39
IPAD 1	HW0502J2Z39
IPAD 1	HW051L62Z39
IPAD 1	HW051FVDZ39
IPAD 1	HW0493YKZ39
IPAD 1	HW051FZKZ39
IPAD 1	HW1027BNZ39
IPAD 1	V505170MZ39
IPAD 1	GB047JAZ2Z39
IPAD 1	J30469JNZ39
IPAD 1	HW10258WZ39
IPAD 1	V50447T0Z39
IPAD 1	GB1011GQZ39
IPAD 1	GB05SNZGZ39
IPAD 1	HW04623YZ39

IPAD 1	HW051JHPZ39
IPAD 1	HW1021SUZ39
IPAD 1	HW04745MZ39
IPAD 1	HW0517Y8Z39
IPAD 1	HW0481R5Z39
IPAD 1	GB044PHEZ39
IPAD 1	GB045URMZ39
IPAD 1	HW051GM4Z9
IPAD 1	HW102PMPZ39
IPAD 1	HW052BWL39
IPAD 1	V50521FZZ39
IPAD 1	HW0490TPZ39`
IPAD 1	HW1023RFZ39
IPAD 1	V504445UZ39
iMac A1195	W870304GWRQ
iMac A1195	W8703047WRQ
iMac A1195	QP712096VUY
iMac A1195	QP7120SIVUY
iMac A1195	W87050GTWRQ
iMac A1195	W87030CBWRQ
iMac A1195	W87050F2WRQ
iMac A1195	W8703048WRQ
iMac A1195	W8734088WRQ
iMac A1195	W870309BWRQ
iMac A1195	W86480NWWWRQ
iMac A1195	W87030BWWRQ
iMac A1195	W870304BWRQ
iMac A1195	W86480M2WRQ
iMac A1195	W8734092WRQ
iMac A1195	W8733004WRQ
iMac A1195	W870303YWRQ
iMac A1195	W873300DWRQ
iMac A1195	QP712036VUY
iMac A1195	W87320AGWRQ
iMac A1195	W873300EWRQ
iMac A1195	w85210czsdx

STATE OF MINNESOTA  
MINNESOTA STATE  
*Minnesota State University Moorhead*  
MEMORANDUM OF AGREEMENT  
FOR SITE SUPERVISOR'S FOR STUDENT TRAINING  
EXPERIENCE/INTERNSHIP

This Agreement is made between the State of Minnesota acting through its Board of Trustees of Minnesota State, on behalf of Minnesota State University Moorhead, Moorhead, Minnesota ("the College/University") and ISD 2190 Yellow Medicine East School District, Granite Falls, Mn ("the Facility"). This Agreement, and any written changes and additions to it, shall be interpreted according to the Laws of the State of Minnesota

*The purpose of this Memorandum of Agreement is to outline the terms of the training/internship experience for the student of the College/University and to identify the responsibilities of the College/University and the Facility.*

A. THE PARTIES UNDERSTAND THAT:

1. The College/University has a(n) Student Teaching/Internship Education Program (the "Program") for qualified students enrolled in the College/University; and
2. The College/University has been given authority to enter into Agreements regarding academic programs; and
3. The Facility has facilities for providing a suitable training experience that meets the educational needs of students enrolled in the Program of the College/University; and
4. It is in the general interest of the Facility to provide a training site where College/University students can learn and develop skills and qualifications needed to achieve the student's occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs; and
5. The College/University and the Facility want to cooperate to furnish a training experience at the Facility for students of the College/University enrolled in the Program.

B. RESPONSIBILITIES OF EACH PARTY

1. The College/University agrees to:
  - a. make arrangements with the Facility for a training experience at the Facility that will support the student's occupational goals and meet any applicable Program requirements
  - b. make periodic visits to the Facility's training site to observe the student or receive periodic reports from the Facility and/or the student, and discuss the student's performance and progress with the student and any site supervisor at

- c. discuss with the Facility any problems or concerns arising from the student's participation.
  - d. notify the Facility in the event the student is no longer enrolled in the Program at the College/University.
  - e. keep any necessary attendance and progress records as set forth in the College/University attendance policy.
  - f. assist in the evaluation of the student's performance in the training experience.
2. The Facility agrees to:
- a. cooperate with the College/University in providing a mutually agreeable training experience at the Facility that supports the student's educational and occupational goals.
  - b. consult with the College/University about any difficulties arising at the Facility's training site that may affect the student's participation.
  - c. assist in the evaluation of the student's performance and provide time for consultation with the College/University concerning the student, as needed.
  - d. sign the weekly work report to verify the student's attendance.

3. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The College/University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 *et seq.*, and other applicable law.

4. TERM OF AGREEMENT

This Agreement is in effect from 08/01/2018 or when fully executed, and shall remain in effect until 08/01/2023. This Agreement may be terminated by giving at least seven (7) days' advance oral notice to the other parties, with a follow up letter confirming termination delivered to the other party on or before the actual termination date.

5. FINANCIAL CONSIDERATION

The College/University will pay to the school or cooperating teacher an amount not to exceed \$154 for each full-time student placed in the school.

6. CHANGES OR ADDITIONS TO THE AGREEMENT

Any changes or additions to this Agreement must be in writing and signed by authorized representatives of each party.

7. ASSIGNMENT

Neither the College/University nor the Facility shall assign or transfer any rights or obligations under this Agreement without first obtaining the written consent of the other party.

8. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated to the Act. The College/University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

9. MINNESOTA GOVERNMENT DATA PRACTICES ACT

The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 ["the Act"]) that classify the College/University's written and electronic information as public, private or confidential. Except as otherwise provided in law or College/University policy, data on students is private and may not be shared with any other party. If the Facility receives a request from a third party for any data provided to the Facility by the College/University, the Facility agrees to immediately notify the College/University. The College/University will give the FACILITY instructions concerning the release of the data to the requesting party before the data is released and the Facility agrees to follow those instructions.

10. STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT

The student assigned to a training experience/internship at the Facility shall be required to sign a Student Training Experience/Internship Agreement (see Attachment A attached to this Agreement and made part of it) before the student begins the training experience/internship at the Facility.

11. NON-DISCRIMINATION

The Facility recognizes that it is the policy of the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement

*In signing this Memorandum of Agreement, we agree to work together to assist the student in learning and/or applying the tasks and skills identified. We understand that the Individualized Training Plan for the student can be modified or dissolved at any time upon the mutual agreement of the Facility and College/University.*

FACILITY

Minnesota State  
Minnesota State University Moorhead

Name: \_\_\_\_\_  
Authorized Facility Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dean: \_\_\_\_\_

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

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

AS TO FORM AND EXECUTION

\_\_\_\_\_  
By: (authorized College/University signature)

Title: \_\_\_\_\_

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

April 25, 2018

Rec 4/25/18  
AC


Dawn Odegard  
4621 260<sup>th</sup> Avenue  
Clarkfield, MN 56223

Dear Mrs. Dawn Odegard;

I am writing to inform you that I will be retiring from teaching at YME effective on June 4, 2018 contingent upon receiving the retirement benefits in Article XI of the Master Agreement.

I would like to thank the Yellow Medicine East school district for the opportunity to have spent the last 21 years of my teaching career with the staff and students that make up the Yellow Medicine East school district. I can honestly say that I have had fun going to work almost every day of my career.

Sincerely,

  
Barry Weidauer

C: Dr. Rick Clark, Superintendent

Received 4/25/18  
dms

April 25, 2018

Dear YME Board of Directors:

I respectfully submit my letter of resignation from ISD #2190 - YME district - effective June 6, 2018. It was an honor to work as an elementary school teacher for over 30 years. I admire the teaching profession and especially the way my fellow colleagues strive to perform the impossible task on a daily basis. May God bless them and the work they do here at YME.

Sincerely,

A handwritten signature in black ink that reads "Steve Koetter". The signature is written in a cursive style with a large initial "S" and "K".

Steve Koetter

April 26, 2018


Received  
April 26, 2018  
cdms

Dr. Rick Clark  
Superintendent of Schools  
Yellow Medicine East School District

Yellow Medicine East Board of Education,

This letter is to inform you of my intention to retire from my elementary teaching position at Yellow Medicine East at the conclusion of the 2017 - 2018 school year. I have taught the past 34 years in this school district and have greatly enjoyed my career. It has been a privilege working with the administration, staff, and especially the students of Yellow Medicine East, and I hope that I have made a positive difference.

Sincerely,



Pete Scheffler

Received  
April 27-2018  
vdms

4-27-18

Yellow Medicine East School Board Members:

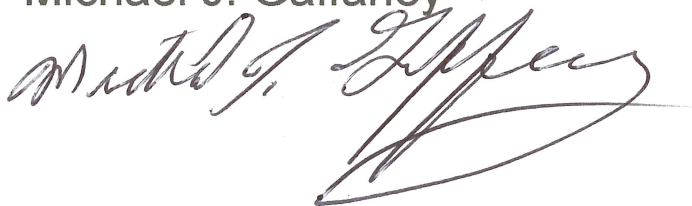
Please consider this my official resignation letter from my teaching position at Yellow Medicine East Public Schools #2190. My last day of employment will be after the 2017/2018 school year is done. (June 4th, 2018.)

I have enjoyed my 34 years here at Granite Falls, Granite Falls/Clarkfield, Granite Falls/Clarkfield/Echo, and Yellow Medicine East.

If I can be of any assistance in the future of our school district please do not hesitate to ask for any help that I can give.

Sincerely,

Michael J. Gaffaney

A handwritten signature in black ink, appearing to read "Michael J. Gaffaney", with a large, stylized flourish at the end.

Date: 4/30/2018

Dear YME Board Members:

I am writing to inform you of my intentions to utilize leave under the Family and Medical Leave Act. I would like to use any available sick leave for whatever contract days I can upon the birth of my child. These leaves will be taken in accordance with the Master Contract Agreement.

My due date is November 20th 2018. My intention is to work up until the actual date of delivery with my sick leave to begin on that day. I intend to take 2 months as my leave and return in the beginning of February.

Please let me know if you need additional information. Thank you.

Sincerely,

Kim Hoefler

4-25-18

To whom it may concern  
at the end of the  
school year I terminate  
my position with YME  
school district

Thank you  
Vicki Mathala

Received 4/30/2018  
ams

Date: 4/30/2018

Dear YME Board Members:

I am writing to inform you of my intentions to utilize leave under the Family and Medical Leave Act. I would like to use any available sick leave for whatever contract days I can upon the birth of my child. These leaves will be taken in accordance with the Master Contract Agreement.

My due date is November 20th 2018. My intention is to work up until the actual date of delivery with my sick leave to begin on that day. I intend to take 2 months as my leave and return in the beginning of February.

Please let me know if you need additional information. Thank you.

Sincerely,

Kim Hoefler

*Received  
May 8, 2018*

Mr. Knapper,

It is with reservation that I have decided to resign my position as Head Girls Basketball Coach at YME effective immediately. I want to thank you for the opportunity that was given to me in representing YME. While I am appreciative of the support that I received administratively, there is a larger part of me that says it's time to go. After careful consideration and long reflection, I am of firm belief that I am doing what is right. Even though each individual coach embeds a unique trademark upon his/her athletes, I have shared with you many times that all of our programs are not about us. We teach and encourage many facets of which, in its' entirety, we succinctly refer to as life. Given the issue and circumstance that has surrounded me the last few weeks, I am not so sure that I am the role model YME deserves. I did my best and hope that all of our sports programs eventually achieve some semblance of success. Go Sting!

Sincerely,

Randy Haakenson

Marlys Lacroix  
PO Box 332  
Marshall, MN 56258

Received  
5/9/18  
RC

May 9<sup>th</sup>, 2018

Dr. Rick Clark  
Yellow Medicine East Schools  
450 9<sup>th</sup> Avenue  
Granite Falls, MN 56241

Dear Dr. Clark,

Please accept this letter as a formal notice that I am resigning from the position of Food Service Director. I have accepted a new position with another company. My last day of employment will be May 30<sup>th</sup>, 2018, which provides you with three weeks notice.

I appreciate the opportunities that you have given me over the years. I wish Yellow Medicine East continued success and hope that we can maintain a professional relationship.

Please let me know what I can do to assist with the transfer of my responsibilities before I leave. I would like to thank you for having me as part of your team. I wish you all the best for the future.

Sincerely,



Marlys Lacroix

# YME Middle/High School Board Report

## May 2017 ~ 2018

### Goals for the MS/HS for 2017/2018

- SMART Goal: The percentage of students in grades 6-10 at grade level on the Star Reading assessment, will increase 5% from spring 2017 to spring 2018.
- SMART Goal: The percentage of students in grades 6-10 at grade level on the Star Math assessment, will increase 3% from spring 2017 to spring 2018.

### Areas of Focus

- Best Practice Instruction: Effective use of technology in your classroom or subject area
  - “By the start of the 2018-19, all K-12 YME students will have access to appropriate technology.”
  - “By the start of the 2018-19, all 6-12 YME students will have a 1-to-1 device for all coursework.”
- Reading and Writing Strategies: Reading and writing strategies used across the curriculum/content area
- SMART Goal ~ 100 percent of staff will complete one curriculum map for one class by the end of the school year

**MCA and STARS Oh My!** ~ I have been very pleased with the effort our students and staff have put forth towards the standardized tests this spring. Over the past couple of weeks I have been in the computer labs watching the students, and in my opinion, they are putting in the time and effort to be successful. We will see at the end of May whether our efforts were successful. As we continue into next year, the implementation and continuing training with what the Renaissance Suite can offer our teachers is going to be exciting to watch for our students. I will be able to share our STAR Math and Reading in May, but the MCA data is embargoed until August.

**End of the Year Awards Ceremony** ~ this year we will be hosting the 4th annual End of the Year Awards Ceremony on June 1st, 2018 at 10:00 a.m. We will be recognizing the graduating class with Honor Cords and will unveil the Valedictorian and Salutatorian as well as the Perfect Attendance and Most Outstanding Student Awards for students in grades 6-12. I invite you to attend this wonderful event.

**Graduation Ceremony** ~ All Board members are cordially invited to attend the ceremony; there will be chairs on the floor for all of you. I will need 2 or 3 Board members to hand out diplomas on Friday, June 1st, during the commencement program which starts at 7:00 p.m. Please be at the school between 6:30-6:45 p.m. to get a flower before the start of the program, meet in the old high school office.

**Middle-Level Summer School** ~ YME, along with RCW, will be offering summer school opportunities for students in current grades 6 ~ 12 during June and July. Students in grades 9 ~ 12 will work on credit recovery. Students in grades 6 ~ 8 who need assistance will be working on Math and Reading during June and transition to a STEM Academy in July. For the second year in a row is the expansion of the STEM Academy starting in June. The June and July sessions will be an Integration collaboration with Canby, Lakeview, RCW, MN West and YME. Funding for these programs come through Integration and Targeted Services. I have added the descriptions below for the STEM Academy 2018.

## **Summer STEM Academy 2018 ~ Ages: Grade 6-8 (2016-2017 School Year)**

STEM (Science, Technology, Engineering, and Mathematics) is all about creating, building, and making things better! So what does it take to be an engineer? If you like math and science, you are off to a great start. If you enjoy discovering new things, solving problems, and learning how things work - even better! Creativity, persistence, and the desire to make the world a better place are also important qualities. Our summer program will be a great start to your career in science and engineering.

Summer STEM Academy attendees engage in project-based modules and hands-on design activities. This program will bring the latest in technological advances to the classroom and lab sessions with topics such as Aerospace and Aviation, Photography Simulation and Modeling, Applied Physics, Science and the Environment, and much more. Transportation to and from each event is free to students.

### **June 12th ~ 14th**

#### **CADD project ~ Dan Hoffman ~ Lakeview**

Students will enter and learn about the elements of design. They will have the opportunity to experiment with the elements of electronic design and production.

### **June 19th ~ 21st**

#### **Fired-Up ~ Tamara Isfeld YME ~ Yellow Medicine East**

Fire ignites and will be the focus of a week of learning that incorporates ceramic methods using (STEAM) linking art to concepts in science, technology, engineering, and math. Students will sculpt dragons, mix their own glazes and fire them in an electric kiln. Create Japanese tea bowls using a Raku kiln followed by a Japanese tea ceremony. Using a smudge ceramic method create ancestral Pueblo pottery called Black and White. Lots of fun but wear old clothes!

### **June 26th ~ 28th**

#### **GPS and STEM ~ Yellow Medicine East**

Yellow Medicine East is offering Geocaching at Lac Qui Parle and Upper Sioux State Parks and visit the Science Museum. Students will have a hands-on activities at two of our local state parks to enjoy Geocaching as well as other activities. The final day we will head to the Minnesota Science Museum in St. Paul to get up close and personal look at the interesting topics in Science.

### **July 10th ~ 12th ~ Canby Aerospace/Drone Flight ~ Intro to RC Plane Building**

Canby Public High School will be offering a summer RC building class. The class will focus on building and then fly an RC plane from Flitetest.com. Students will be expected to follow along with a self-paced tutorial to complete the task. Students learn aviation terminology, cooperation, and foam construction skills. This course is hands-on, and students are expected to participate with a partner to complete the plane.

### **July 17th ~ 19th**

#### **Lego Robotics ~ Yellow Medicine East**

Students will have the opportunity to compete and design in the exciting world of robotics. Students will understand the basic outcomes of design, programming, and competition.

## July 24th ~ 26th

### Digital Photography ~ RCW

Students will discover amazing ways to transform the many wonderful pictures they will be taking. They will be able to start their own portfolio to save their photo masterpieces in.

Upcoming Events: Be sure to check the YME High School homepage for up-to-the-minute changes

- 5/8/18 1:30 PM Ms. Maryott & Students to Fagen Museum.
- 5/9/18 7:00 PM Granite Falls/Clarkfield Lions Club Honors Banquet for selected students.
- 5/10/18 9:55 AM Meeting with Senior Class on graduation items.
- 5/11/18 12:30 PM Middle School Reward Day grades 6-7-8
- 5/12/18 8:00 AM SWMBDA at Wabasso.
- 5/14/18 FFA Week - activities planned for students.
- 5/14/18 5:00 PM School Board Meeting-Regular Monthly
- 5/14/18 7:00 PM Band Concert grades 7-12
- 5/15/18 7:00 PM Choir Concert grades 7-12
- 5/15/18 12:00 PM Wallin Partnership/Bush Scholarship Luncheon for selected students
- 5/16/18 2:30 PM Early release at 2:30 for students. Staff Development Day.
- 5/16/18 YME will be hosting the Birch Coulee Industrial Technology Craftsman Fair in 2018. Starting the afternoon of Wednesday, May 16, Open House all day May 17 and project pickup the morning of May 18.
- 5/17/18 8:00AM Birch Coulee Industrial Technology Craftsman Fair 2018 Open House Hosted by YME
- 5/20/18 2:00 PM Scholarship YME Awards Ceremony at the KCC for selected students.
- 5/21/18 6:00 PM 6th Grade Band and Choir Concert
- 5/23/18 9:55 AM Scholarship presentations to seniors - non-SYME awards.
- 5/24/18 8:15 AM MN State Capitol Field Trip-6th Grade
- 5/28/18 No School for Students-Holiday Break
- 5/30/18 5:00 PM MS/HS Music Banquet
- 6/1/18 8:15 AM All Seniors are to report to the cafeteria at 8:15 am for their formal class picture and commencement ceremony practice
  - ***All Seniors are required to attend this practice. Failure to show will result in your child not participating in Commencement Ceremony.***
- 6/1/18 10:00 AM Awards day for students.
- 6/1/18 End of Quarter 4-Last Day of School~Early release for students at 12:57 PM
- 6/1/18 6:15 PM Seniors report to Little Theater by 6:15 p.m.
- 6/1/18 7:00 PM Class of 2018 Commencement Espeland Gym.
- 6/4/18 YME Staff Development Day - Quarter 4 Grades are due
- 6/11/18 School Board Meeting-Regular Monthly

**MINNESOTA VALLEY COOPERATIVE CENTER  
REGULAR BOARD MEETING  
MONDAY, APRIL 9, 2018  
TIME 5:15 P.M.**

**MINUTES**

The meeting was called to order with the following members present: Rupp, Lecy, Odegard, Alex, Fagen.

Dawn Odegard was unanimously elected as Board Chair.

Carnie Alex was unanimously elected as Board Vice-Chair.

Sharon Rupp was unanimously elected as Board Clerk.

Amanda Lecy was unanimously elected as Board Treasurer.

Motion by Alex, second by Fagen, and carried to approve the minutes of the November 13, 2017 regular board meeting.

Motion by Alex, second by Fagen, and carried to approve monthly bills for payment for 11/14/17 – 4/09/18 in the amount of \$625,522.37 with checks numbered 19620 through 19769 and payroll wire transfers 201700059 through 201700083.

Motion by Rupp, second by Fagen, and carried to approve the resignation of Jennifer Luepke, MVCC Special Education paraprofessional.

Motion by Fagen, second by Lecy, and carried to authorize the Director to research school service needs for the 2018-2019 school year, and to recommend program and staff reductions as necessary.

Motion by Alex, second by Rupp, and carried to approve the termination of employment of Kelly Barager, MVCC Special Education paraprofessional.

Motion by Fagen, second by Lecy, and carried to approve the employment of Kayla Hegna, MVCC School Psychologist.

Motion by Rupp, second by Fagen, and carried to approve the 2018-2019 MVCC Preliminary Revenue & Expenditure Budget.

Discussion items included: Negotiations Update.

**MINNESOTA VALLEY COOPERATIVE CENTER  
REGULAR BOARD MEETING  
MONDAY, APRIL 30, 2018  
TIME 5:15 P.M.**

**MINUTES**

The meeting was called to order with the following members present: Rupp, Lecy, Odegard.

Motion by Rupp, second by Lecy, and carried to approve the minutes of the April 9, 2018 regular board meeting.

Motion by Rupp, second by Lecy, and carried to approve monthly bills for payment for 04/10/18 – 4/30/18 in the amount of \$141,990.16 with checks numbered 19770 through 19799 and payroll wire transfers 201700084 through 201700088.

Motion by Lecy, second by Rupp, and carried to approve the resignation of Sheila Koepke, MVCC Special Education teacher.

Motion by Rupp, second by Lecy, and carried to approve the resignation of Zach Koepke, MVCC Special Education teacher.

Motion by Lecy, second by Rupp, and carried to approve the resignation of Chris Poyzer, MVCC School Social Worker.

Motion by Lecy, second by Rupp, and carried to approve the 2017-2019 Certified Master contract agreement with Education Minnesota-Yellow Medicine East.

Discussion items included:



# Yellow Medicine East, ISD 2190

## ISD 2190 – BOARD OF DIRECTORS' AGENDA ANALYSIS

**AGENDA ITEM:** 9.1  
**MEETING DATE:** May 14, 2018  
**SUBJECT:** Snow Day Makeup for Teachers

### BOARD ACTION

Required X  
Information  
Scheduled Report

### BACKGROUND/RATIONALE

Due to the snow days, which caused cancellation of school this winter, the teachers are required to have their last makeup date on Monday, June 4, 2018.

There has been a request by the principals to have the final makeup date of June 4<sup>th</sup> changed to flexibility of work hours. The teacher work would consist of school closeout activities and check out during the time span of Saturday, June 2<sup>nd</sup> to Friday, June 8<sup>th</sup>.

As the principals have made the request their plans would allow for yearend activities/sign out to be accomplished within an extended time span.

### PRESENTER (S)

Principals

### COMMITTEE

### SUPERINTENDENT RECOMMENDATION

No objections from the superintendent.

Adopted: \_\_\_\_\_ MSBA/MASA Model Policy 534  
Orig. 2017  
Revised: \_\_\_\_\_

## 534 UNPAID MEAL CHARGES

*[Note: United States Department of Agriculture (USDA) Policy Memorandum SP 46-2016 requires all School Food Authorities (i.e., school districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP 23-2017 clarified that school districts could adopt a “policy” or “standard practice.” Although this document is styled as a “policy,” school districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the school district will handle situations where students eligible to receive reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the school district.]*

*[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid meal charges.]*

### I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

### II. PAYMENT OF MEALS

*[Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]*

## *Yellow Medicine East School District* **Food & Nutrition Services**

**TITLE: Meal Charging Policy**

**POLICY:** It is the policy of the Yellow Medicine East School District to provide nutritious meals to students, staff and visitors. To effectively manage the accounting and assure payment of meals, family account balances must be maintained with a positive

balance. The following procedure will be followed consistently for all food service accounts.

**PROCEDURE:**

1. Food service family account low balance amount is \$10 per account member to Family accounts.
2. When accounts fall below \$10 per account member the Food Service Department will send out a low balance notice by letter or email and a phone message, at which time payment should be made to keep the account in a positive status.
3. Negative account balances that remain for 30 days with no payment or response will be contacted by telephone by a school designee and reminded of the households' responsibility to pay for their children's meals. The school social worker will also be notified to contact the household.
4. Negative account balances over \$50 that remain for 60 days will be turned over to a collection agency of the districts determination.

**Reminder:** Applications for Meal Benefits are sent out to all households with the annual school packet. Please fill out and return your application as soon as possible; your family may qualify for free or reduced school meals. Applications for Meal Benefits may be obtained anytime during the school year by contacting the school offices, food service office, or by visiting the school website [www.isd2190.org](http://www.isd2190.org). A new application is required each year, even if you have qualified in previous years.

Updated: 8/14/2012  
11/12/17

- A. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- B. When a student has a negative account balance, the student will not be allowed to charge a snack item or ala carte or an additional entrée.

**III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION**

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below \$10.00 per family.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches a negative \$50.00. Families will be notified of low balance by automated calling and automated email.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

#### IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than a **negative \$50.00** not paid prior **60 days from notice of negative \$50** will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

#### V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing via school website at <https://isd2190.org>:
  - 1. to all households at or before the start of each school year;
  - 2. to students and families who transfer into the school district, at the time of enrollment; and
  - 3. to all school district personnel who are responsible for enforcing this policy.

**References:** Minn. Stat. § 124D.111, Subd. 4  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)  
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)  
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)  
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 721  
Orig. 2016

Revised: \_\_\_\_\_

## 721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

*[Note: School districts are required by the federal Uniform Grant Guidance regulations, 2 C.F.R. Part 200, to have the policies which establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. The United States Office of Management and Budget published the final regulations December 26, 2013. The Uniform Grant Guidance is effective for new and continuation federal grant awards issued on or after December 26, 2014. The regulations do not affect grant funds awarded prior to December 26, 2014, unless funds made available under those grants are carried forward into a new federal fiscal year or a continuation grant. 2 C.F.R. § 200.110.]*

### I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

### II. DEFINITIONS

#### A. A. Grants

1. 1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
1. 2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

*[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]*

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1. 1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
  1. b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
  1. 2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
  1. 3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. 1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$3,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
  1. 2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$150,000 (periodically adjusted for inflation).
  1. 3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
  1. 4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed

bids.

1. 5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### **III. CONFLICT OF INTEREST**

- A. A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a

contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

- A. B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- A. C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

#### IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- A. B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- A. C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- A.
- B.
- C. D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- A. E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- A. F. The school district alone must be responsible, in accordance with good

administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

- A. G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
  
- A. H. Methods of Procurement. The school district must use one of the following methods of procurement:
  - 1. 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
  
  - 1. 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
  
  - 1. 3. Procurement by sealed bids (formal advertising).
  
  - 1. 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
    - a. a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
  
    - a. b. Proposals must be solicited from an adequate number of qualified sources;
  
    - b. c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
  
    - c. d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  
    - a. e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection

factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

1. 5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
  - a. a. The item is available only from a single source;
  - a. b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - a. c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
  - a. d. After solicitation of a number of sources, competition is determined inadequate.
- a. I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
  1. 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
  1. 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
1. J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
1. K. Non-federal entities are prohibited from contracting with or

making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.

1. L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

## V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

- a. A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

- a. B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

- a. 1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
- a. 2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- a. 3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
- a. 4. Adequate maintenance procedures must be developed to keep property in good condition.
- a. 5. If the school district is authorized or required to sell the property,

proper sales procedures must be established to ensure the highest possible return.

## **VI. FINANCIAL MANAGEMENT REQUIREMENTS**

A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

a. B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

a. C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

## VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

1. A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
1. B. Definitions
  1. 1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
  1. 2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
  1. 3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
  1. 4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
1. C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:
  1. 1. Advisory councils;
  1. 2. Audit costs and related services;
  1. 3. Bonding costs;

1. 4. Communication costs;
  1. 5. Compensation for personal services;
  1. 6. Depreciation and use allowances;
  1. 7. Employee morale, health, and welfare costs;
  1. 8. Equipment and other capital expenditures;
  1. 9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
  1. 10. Insurance and indemnification;
  1. 11. Maintenance, operations, and repairs;
  1. 12. Materials and supplies costs;
  1. 13. Meetings and conferences;
  1. 14. Memberships, subscriptions, and professional activity costs;
  1. 15. Security costs;
  1. 16. Professional service costs;
  1. 17. Proposal costs;
  1. 18. Publication and printing costs;
  1. 19. Rearrangement and alteration costs;
  1. 20. Rental costs of building and equipment;
  1. 21. Training costs; and
  1. 22. Travel costs.
1. D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. 1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
1. 2. Alcoholic beverages;
1. 3. Bad debts;
1. 4. Contingency provisions (with limited exceptions);
1. 5. Fundraising and investment management costs (with limited exceptions);
1. 6. Donations;
1. 7. Contributions;
1. 8. Entertainment (amusement, diversion, and social activities and any associated costs);
1. 9. Fines and penalties;
1. 10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
1. 11. Goods or services for personal use;
1. 12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
1. 13. Religious use;
1. 14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
1. 15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
1. 16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.
1. E. Program Allowability
  1. 1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.

1. 2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
1. 3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

**1. F. Federal Cost Principles**

1. 1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
  - a. a. Necessary for the proper and efficient performance or administration of the program.
  - a. b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
  - a. c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
  - a. d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
  - a. e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.
- a. G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be

paid with federal funds.

1. 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.

1. 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).

1. 3. Auditors generally presume supplanting has occurred in three situations:

a. a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.

a. b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.

a. c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.

1. 4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

**1. H. Approved Plans, Budgets, and Special Conditions**

1. 1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.

1. 2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district’s grants.

1. I. Training
  1. 1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
  1. 2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.
1. J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

## VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

### a. A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. 1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
1. 2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

### B. Compensation – Fringe Benefits

1. 1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. a. They are provided under established written leave policies;
- a. b. The costs are equitably allocated to all related activities, including federal awards; and



3. Consistent with the school district’s cost accounting practices and school district policy; and
  4. Meeting the definition of “direct cost” in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district’s reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district’s non-federally funded activities and in accordance with the school district’s reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district’s written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

- a. 1. Participation of the individual is necessary to the federal award; and
- a. 2. The costs are reasonable and consistent with the school district’s established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

- a. 1. A direct result of the individual’s travel for the federal award;
- a. 2. Consistent with the school district’s documented travel policy for all school district travel; and
- a. 3. Only temporary during the travel period.

***[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments***

*pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]*

**Legal References:** 2 C.F.R. § 200.12 (Capital Assets)  
2 C.F.R. § 200.112 (Conflict of Interest)  
2 C.F.R. § 200.113 (Mandatory Disclosures)  
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)  
2 C.F.R. § 200.212 (Suspension and Debarment)  
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)  
2 C.F.R. § 200.302 (Financial Management)  
2 C.F.R. § 200.303 (Internal Controls)  
2 C.F.R. § 200.305(b)(1) (Payment)  
2 C.F.R. § 200.310 (Insurance Coverage)  
2 C.F.R. § 200.311 (Real Property)  
2 C.F.R. § 200.313(d) (Equipment)  
2 C.F.R. § 200.314 (Supplies)  
2 C.F.R. § 200.315 (Intangible Property)  
2 C.F.R. § 200.318 (General Procurement Standards)  
2 C.F.R. § 200.319(c) (Competition)  
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)  
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms)  
2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)  
2 C.F.R. § 200.338 (Remedies for Noncompliance)  
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)  
2 C.F.R. § 200.430 (Compensation – Personal Services)  
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)  
2 C.F.R. § 200.447 (Insurance and Indemnification)  
2 C.F.R. § 200.463 (Recruiting Costs)  
2 C.F.R. § 200.464 (Relocation Costs of Employees)  
2 C.F.R. § 200.473 (Transportation Costs)  
2 C.F.R. § 200.474 (Travel Costs)

**Cross References:** MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)  
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)

MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

MSBA/MASA Model Policy 701.1 (Modification of School District Budget)

MSBA/MASA Model Policy 702 (Accounting)

MSBA/MASA Model Policy 703 (Annual Audit)



---

# Yellow Medicine East, ISD 2190

## ISD 2190 – BOARD OF DIRECTORS' AGENDA ANALYSIS

**AGENDA ITEM:** 9.6  
**MEETING DATE:** May 14, 2018  
**SUBJECT:** Approval of Superintendent Search Brochure

### BOARD ACTION

Required X  
Information  
Scheduled Report

### BACKGROUND/RATIONALE

Members participated in the general oversight of the brochure as a matter of discussion on April 30th. Sandy Gundlach composed the template, some word crafting has been completed and a draft copy has been sent to members for your reading and comments.

The brochure that the board will review and vote on will be the official document for MSBA to use in their advertisement(s). It is protocol for the board to approve the brochure before it is published. The publishing date is planned for Tuesday, May 15, 2018.

### PRESENTER (S)

Dr. Clark

### COMMITTEE

Board of Education

### SUPERINTENDENT RECOMMENDATION

# **Yellow Medicine East Schools Superintendent Application Deadline: May 28, 2018**

**THE SEARCH:** The Yellow Medicine East School Board is seeking qualified applicants for the position of superintendent.

**ABOUT THE SCHOOL DISTRICT:** The Yellow Medicine East school district office is located in Granite Falls. The school district has a student enrollment of 706. The school district maintains two school buildings in Granite Falls: Bert Raney Elementary School and Yellow Medicine East Middle/High School, which are adjacent to each other.

Yellow Medicine East Schools employs 70 licensed staff, 78 non-licensed staff, and 2 principals. The district office is comprised of a full-time superintendent, a finance officer, a human resources/payroll person, and an administrative assistant. The school district operates its own food service program. The school district's transportation service program is owned and operated by a private contracted company. Special education director services are provided by the Minnesota Valley Cooperative Center, which is located in the Yellow Medicine East office and serves 8 school districts.

## **SCHOOL DISTRICT POINTS OF PRIDE**

- The school district offers a wide range of academic, arts, and co-curricular activities for its students, including early childhood readiness programming.
- The Yellow Medicine East Agriculture and Science Research Facility is an on-campus, state-of-the-art, climate-controlled greenhouse recognized by Minnesota Rural Education Association's Profile of Excellence Award (2018).
- The school district employs a mix of veteran and new teachers.
- A strong integration and careers program, as well as college readiness programming, is in place.
- Planned implementation of phase 2 of 1:1 technology initiative in the 2018-2019 school year.

**ABOUT THE COMMUNITY:** Yellow Medicine East Schools is located in west-central Minnesota and serves the communities of Clarkfield, Echo, Granite Falls, Hanley Falls, Hazel Run, and Upper Sioux Community. The major economy is farming and agribusiness. There are numerous recreational opportunities in the area.

**LEADERSHIP PROFILE:** The Yellow Medicine East School Board is seeking a candidate with strong leadership skills and the desire to assume the role of chief executive officer of a small, rural school district. The School Board is seeking an ideal candidate who:

- acts with honesty and in an ethical manner in dealing with the School Board, staff, and community;
- has a thorough knowledge of and successful experience in school finance;
- has experience and thorough knowledge of negotiations and the collective bargaining process;
- has a record of visibility in the school district and accessibility to the School Board, staff, students, parents, and community;
- has a strong academic background with successful experience in curriculum;
- has ability to develop and direct an effective leadership team; and
- has knowledge of technology and web-based education curricula.

**SCHOOL BOARD:** The Yellow Medicine East School Board is comprised of citizens dedicated to providing the best education possible for every student — Dawn Odegard, Chair (8 years), Susan Bones (2 years), Jeremy Corner (2 years), Amanda Lecy (2 years), Sonja Pederson (2 years), Sharon Rupp (4 years), and Steve Rupp (8 years).

**2017-2018 PROJECTED FINANCIAL HIGHLIGHTS\***

General Fund Revenue	\$9,574,250
General Total Expenditures	\$10,114,437
Unreserved Fund Balance	\$2,217,840
Total General Fund Balance	\$2,378,083

\* *Based on Original Budget*



**SUPERINTENDENT SEARCH TIMELINE**

Announce vacancy	May 1, 2018
Application deadline	May 28, 2018
Screening	June 4, 2018
First round interviews begin	June 13, 2018
Second round interviews begin	June 18, 2018
Approve contract	June 25, 2018
Superintendent begins	July 1, 2018, or as soon as possible thereafter

**SALARY AND CONTRACT:** The school district’s most recent full-time superintendent’s salary for the 2014-2015 school year was \$111,000. The current superintendent is part-time. A competitive compensation package will be negotiated commensurate with experience and qualifications. The contract length is negotiable as provided in Minnesota statute.

**SCREENING TEAM:** A team from the Minnesota School Boards Association (MSBA) has been selected to assist the School Board in securing and screening applicants. The screening team will be facilitated by Sandy Gundlach, MSBA Director of School Board Services.

**APPLICATION PROCEDURE:** MSBA uses an online application process. Applicants begin the application process at [www.applitrack.com/msba/onlineapp](http://www.applitrack.com/msba/onlineapp). Applicants will need to establish a user name and password to log on. To be considered for this position, an applicant’s completed file must be received by the MSBA office by 11:59 p.m. on May 28, 2018, and must include the completed online application and the following uploaded documents:

- A cover letter indicating a desire to be a candidate for the Yellow Medicine East ISD 2190 superintendent;
- Legal proof or other evidence (i.e., certificate/license) showing the candidate’s qualification to be a superintendent in the state of Minnesota; and
- A set of up-to-date credentials, which includes a current resume, at least three letters of recommendation, and a copy of the candidate’s official transcript(s). (Upon hire, originals must be submitted to the school district.)

Contact **Sandy Gundlach** at **507-934-2450, ext. 128**, or [sgundlach@mnmsba.org](mailto:sgundlach@mnmsba.org) with any questions. Please mark any correspondence and/or envelopes “Yellow Medicine East Superintendent Search.”

Applicants are requested to not contact School Board members unless called for an interview. Yellow Medicine East Schools is an equal opportunity employer and the Minnesota School Boards Association is an equal opportunity search agency.

**2018-2019  
CONTRACT FOR PURCHASE OF  
ACCOUNTING AND PAYROLL SERVICES**

THIS CONTRACT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018, between the Minnesota Valley Cooperative Center, District #978, and the Yellow Medicine East Schools, District #2190, located at Granite Falls, Minnesota:

WITNESSETH:

That for a good and valuable consideration of the premises, mutual terms, covenants, provisions and conditions hereinafter set forth, it is agreed by and between the parties as follows:

- 1) The Yellow Medicine East Public Schools (District #2190) shall provide, to the Minnesota Valley Cooperative Center (District #978) expertise and technical assistance to perform the required payroll and accounting functions of the Minnesota Valley Cooperative Center. Such assistance shall be in the form of personnel services of the accountant and finance officer as well as the use of the district hardware to perform the needed accounting and payroll functions.
- 2) That the Minnesota Valley Cooperative Center (District #978) furnish all necessary forms, checks and other such materials which may be required. In addition, the Minnesota Valley Cooperative Center shall be responsible for state required audits and the cost of such audits, except that the accountant and/or finance officer shall assist the auditors in securing and compiling such data as shall be required by the auditors to perform their work.

For these services the Minnesota Valley Cooperative Center (District #978) shall pay the Yellow Medicine East School District (District #2190) a sum of \_\_\$30,000\_\_ for the 2018-2019 school year. Payment may be made in any way except that all payments due to the Yellow Medicine East School (District #2190), shall be paid prior to June 30, 2019.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day, month, and year indicated.

**SCHOOL DISTRICT #978  
MINNESOTA VALLEY COOPERATIVE CENTER  
Granite Falls, MN 56241**

**SCHOOL DISTRICT #2190  
YELLOW MEDICINE EAST SHOOOLS  
Granite Falls, MN 56241**

By \_\_\_\_\_  
Chairperson

By \_\_\_\_\_  
Chairperson

By \_\_\_\_\_  
Clerk

By \_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CONTRACT FOR SCHOOL DISTRICT USE IN CONTRACTING WITH THE  
MINNESOTA VALLEY COOPERATIVE CENTER FOR THE PURCHASE OF  
SERVICES**

THIS CONTRACT, entered into this 15th day of August, 2018, by and between School District #2190, Yellow Medicine East, Granite Falls, Minnesota, (hereinafter referred to as the SCHOOL DISTRICT) and Minnesota Valley Cooperative Center, 450 9<sup>th</sup> Avenue, Granite Falls, Minnesota, 56241 (hereinafter referred to as the MVCC) witnesses that:

WHEREAS, the Board of Education of Yellow Medicine East, District #2190 is concerned with providing Special Education for youth and adults, and

WHEREAS, cooperation with neighboring districts will result in the greatest efficiency in providing a variety of Special Education programs,

THEREFORE, BE IT RESOLVED: that the Board of Education of Yellow Medicine East, District #2190, desires to purchase Special Education services from the Minnesota Valley Cooperative Center for the 2018-2019 school year.

1. The MVCC shall provide the following services:

A licensed Director of Special Education/Administrative Assistant to work for the Yellow Medicine East School. The Director/Administrative Assistant will provide services in the areas of fiscal management, third party billing, completing applications for State and Federal laws regarding the provision of Special Education services, to insure that Due Process Laws are followed in order to meet compliance with the Office of Monitoring & Compliance, to comply with legal mandates in regard to the Early Intervention Interagency Committee and the Interagency Transition Committee, and to complete other responsibilities as outlined in the Director's Job Description.

Licensed Special Education Instructors/therapists to provide services as determined by identified student needs.

Non-certified paraprofessional staff to provide services as determined by identified student needs.

2. The MVCC shall perform these services at the Yellow Medicine East Schools and out of the MVCC offices housed in Granite Falls.
3. The date the service will begin is August 2018, and shall continue until June 2019, for an estimated cost of \$1,826,903.05. This cost is a budget estimate and may be adjusted at the end of the school year if necessary.
4. The Yellow Medicine East School District shall make payments for the services rendered to MVCC as follows:

The Yellow Medicine East School District will be billed for the cost of Special Education programs through invoices, with total payments equaling no more than \$1,826,903.05.

5. The SCHOOL DISTRICT shall monitor the services which the MVCC provides as follows:

To insure that services are being provided on a regular weekly and timely basis. The MVCC will be notified of any deviations in the time allotment.

6. Either party may terminate this Agreement as follows:

Notice must be given to the MVCC and visa versa by March 15<sup>th</sup> to terminate such service provision.

Signed

YELLOW MEDICINE EAST #2190

By: \_\_\_\_\_, Chairman

Date: \_\_\_\_\_, 2018

MINNESOTA VALLEY COOPERATIVE CENTER  
450 9<sup>TH</sup> AVENUE  
GRANITE FALLS, MN 56241

By: \_\_\_\_\_, Chairman

Date: \_\_\_\_\_, 2018



---

## Yellow Medicine East, ISD 2190

### ISD 2190 – BOARD OF DIRECTORS' AGENDA ANALYSIS

**AGENDA ITEM:** 10.3  
**MEETING DATE:** May 14, 2018  
**SUBJECT:** YME Administrators Negotiated Agreement

#### **BOARD ACTION**

Required X  
Information  
Scheduled Report

#### **BACKGROUND/RATIONALE**

Members have received copies of the Master Agreement for the years 2017-2019. There are two changes in the agreement, both of which are in red.

#### **PRESENTER (S)**

Dr. Clark

#### **COMMITTEE**

Negotiations

#### **SUPERINTENDENT RECOMMENDATION**

Recommend support

1 **YME Administrators Association 2017-2019**

2  
3 **ARTICLE I. PURPOSE**

4 This Agreement is entered into between Independent School District No. 2190, Yellow Medicine  
5 East, hereinafter referred to as the School District, and Yellow Medicine East Administrators  
6 Association, hereinafter referred to as the Association, pursuant to and in compliance with the Public  
7 Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the PELRA, to  
8 provide the terms and conditions of employment for principals during the duration of this Agreement  
9

10 **ARTICLE II. RECOGNITION**

11  
12 **Section 1. Appropriate Unit:** In accordance with the Public Employment Labor Relations Act  
13 (PELRA), the Board recognizes the Association as the exclusive representatives of all Principals  
14 included in the bargaining unit certified by the Bureau of Mediation Services.  
15

16 **ARTICLE III. DEFINITIONS**

17  
18 **Section 1. PERLA:** of 1971 shall mean the Public Employment Labor Relations Act of 1971, as  
19 amended.  
20

21 **Section 2. Superintendent:** shall mean the Superintendent of Schools of Independent School  
22 District of No. 2190 or a designated representative.  
23

24 **Section 3. Board:** shall mean the Board of Education of Independent School District No. 2190 or  
25 its designated representative.  
26

27 **Section 4. Principals:** shall mean the Principals covered by this agreement  
28

29 **Section 5. Association:** shall mean the Yellow Medicine East Administrative Group or its  
30 designated representative.  
31

32 **Section 6. Parties:** shall mean the Board and the Association  
33

34 **Section 7. Other Terms:** not defined in this agreement shall have those meanings as defined by  
35 PERLA  
36

37 **ARTICLE IV. SCHOOL DISTRICT RIGHTS**

38  
39 **Section 1. Inherent Managerial Rights:** The Association recognizes that the School District is not  
40 required to meet and negotiate on matters of inherent managerial policy, which include, but are not  
41 limited to, such areas of discretion or policy as the functions and programs of the School District, its  
42 overall budget, utilization of technology, the organizational structure, and selection, direction, and  
43 number of personnel.  
44

45 **Section 2. Reservation of Managerial Rights:** The foregoing enumeration of rights and duties  
46 shall not be deemed to exclude other inherent managerial rights and functions not expressly  
47 reserved, and all managerial rights and functions not expressly delegated in this Agreement are  
48 reserved to the School District.  
49

50 **Section 3. Laws, Rules and Regulations:** The parties agree to abide by applicable State and  
51 Federal rules, rules established by the Minnesota State Department of Education, and rules and  
52 regulations established by the Board. The Association also recognizes the right, obligations and duty  
53 of the Board and its duly designated officials to promulgate rules, regulations, directives and orders  
54 from time to time as deemed necessary by the Board insofar as such rules, regulations, directives and  
55 orders are not inconsistent with the terms of this agreement. The Association also recognizes the  
56 Board, all State of Minnesota laws, Federal laws, rules and regulations of the Minnesota State Board  
57 of Education, and valid rules, regulations and orders of State and Federal governmental  
58 agencies. Any provisions of this agreement found to be in violation of such laws, rules, regulation,  
59 directives or orders shall be null and void without force and effect and shall not sever other terms  
60 and conditions of the agreement.

## 61 62 **ARTICLE V. ASSOCIATION RIGHTS**

63  
64 **Section 1. Right to Views:** Pursuant to the Minnesota State Law, nothing contained in this  
65 Agreement shall be construed to limit, impair, or affect the right of any Principal or the Principal's  
66 representative to the expression or communication of a view, grievance, complaint, or opinion on  
67 any matter related to the conditions or compensation of public employment or their betterment, so  
68 long as the same is not designed to and does not interfere with the full, faithful, and proper  
69 performance of the duties of employment or circumvent the rights of the Association,  
70

71 **Section 2. Right to Join:** Employees shall have the right to form and join union or such employee  
72 organizations, and shall have the right not to form and join such organizations.  
73

74 **Section 3. Personnel Files:** Pursuant to Minnesota State Law, all evaluations and files generated in  
75 the School District relating to each individual principal shall be available during regular School  
76 District business hours to each individual principal upon his/her written request. Prior to the  
77 entering of either evaluative or disciplinary material into the principal's file or files, the principal  
78 shall be given a copy of such material and shall sign a statement indicating that he or she has  
79 reviewed a copy of the material. The principal shall have the right to reproduce any of the contents  
80 of the files at the principal's expense and to submit for inclusion in the file written information in  
81 response to any material contained in it. However, the School District may destroy such files as  
82 provided by law. Principal's personnel files will be administered and access provided in accordance  
83 with Minnesota Statutes that govern such.  
84

85 **Section 4. Meet and Confer:** Under PELRA, the Board shall have the right to meet and confer  
86 with the Association regarding policies and matters other than terms and conditions of  
87 employment. Upon written request of the Association, the School District agrees to meet and confer  
88 meetings at the mutual convenience of the parties.  
89

90 **Section 5. Principal's Rights:** Nothing contained herein shall be construed to deny or restrict  
91 Principal's rights they may have under Minnesota School Law or other applicable laws.  
92

## 93 **ARTICLE VI. LEAVES OF ABSENCE**

### 94 95 **Section 1. Disability Leave:**

96  
97 **Subd. 1.** All full-time principals shall earn disability leave at the rate of 15 days per contract  
98 year. Part-time principals will accrue and be charged disability leave on a prorated basis.

99 **Subd. 2.** Unused disability leave may accumulate to a maximum credit of 100 days of disability  
100 leave per principal.  
101

102 **Subd. 3.** Disability leave with pay will be allowed by the School Board whenever a principal's  
103 absence is due to illness which prevented his/her attendance at school and performance of duties on  
104 that day or days during the regular school year, provided that the principal has unused sick leave at  
105 the time of such absence. Disability leave may also be used according to Minnesota Statute  
106 181.9413.  
107

108 **Subd. 4.** The School District may require a principal to furnish a medical certificate from a  
109 qualified physician as evidence of illness indicating such absence was due to illness in order to  
110 qualify for disability leave pay.  
111

112 **Subd. 5.** In the event that a medical certificate will be required, the principal will be so advised in  
113 writing.  
114

115 **Subd. 6.** Disability leave allowed shall be deducted from the accrued disability leave days earned by  
116 the principal.  
117

118 **Subd. 7.** Disability leave pay shall be approved only upon submission of a signed request upon the  
119 record of principal absence form.  
120

121 **Subd. 8.** Any final determination as to the eligibility of a principal for disability leave is reserved to  
122 the School Board.  
123

124 **Subd. 9.** The School District will not reimburse disability days in excess of the maximum  
125 accumulation of 100 days or the principal's accumulated disability leave days, whichever is less.  
126

127 **Section 2. Personal Leave:**  
128

129 **Subd. 1.** A full-time principal may be granted a paid leave of absence of no more than three (3)  
130 days per year. Personal leave days shall only be used for situations that arise requiring the  
131 principal's personal attention which cannot be attended to when school is not in session and which  
132 are not covered under other provisions of this Agreement. A principal may carryover personal leave  
133 days from the previous year, but not to exceed an accumulated balance of five (5) days in any year.  
134

135 **Subd. 2.** A principal planning on using a personal leave day must notify the Superintendent in  
136 writing on the form provided at least two (2) days in advance. In the event that a principal has not  
137 complied with the two (2) day advanced notice and an emergency arises forcing a principal to miss a  
138 day, the principal may appeal for emergency consideration to the Superintendent who will make a  
139 decision whether or not to grant the personal leave.  
140

141 **Subd. 3.** Principals shall not lose regular pay or accumulated disability leave time when using  
142 personal leave days. The principal must give the reason for any personal leave requested. Personal  
143 leave will not be granted if other administrators covered in this agreement are to be gone. The  
144 principal may appeal to the Superintendent for special consideration to use a personal day on a day  
145 for which the request would normally be denied.  
146

147 **Subd. 4.** Written requests for personal leave without pay must be made to the Superintendent at  
148 least two (2) days in advance. Personal leave without pay shall not exceed four (4) days per school

149 year. Additional days may be requested through a written request to the Superintendent. Denial of  
150 requests for unpaid personal leave shall not be grievable beyond the School Board level.  
151

152 **Section 3. Other Personal Leave:**  
153

154 **Subd. 1.** For absence because of serious illness or death in the immediate family (“serious illness”  
155 is defined as illness requiring the attention of a physician or hospitalization), the principal shall  
156 receive a maximum of two (2) days per year (non-accumulative) without loss of regular pay. If  
157 additional time is required, the principal will receive a maximum of two (2) additional days per year,  
158 which will be deducted from his/her accumulated disability leave. The “immediate family” shall be  
159 understood to include the principal’s spouse, son-in-law, daughter-in-law, child, brother, sister,  
160 parent, guardian, mother-in-law, father-in-law, grandchildren, and grandparents. In severe hardship  
161 cases, additional leave may be allowed subject to the discretion of the Superintendent.  
162

163 **Subd. 2.** For absence because of serious illness or death of friends or relatives outside the  
164 immediate family, the principal shall be permitted to deduct up to a maximum of two (2) days per  
165 year from accumulated disability leave without loss of pay.  
166

167 **Subd. 3.** Principals may, without deduction from pay or leave, attend local funerals when such  
168 absences involve only an hour or so with written approval from the Superintendent.  
169

170 **Section 4. Professional/Exclusive Representative Leave:**  
171

172 **Subd. 1.** Upon the prior, written approval of the Superintendent or his/her designee, a principal may  
173 be granted time off with pay to attend professional meetings which are related to the principal duties  
174 and are designed to improve the principal’s performance. In addition, upon the prior, written  
175 approval of the Superintendent or his/her designee, a principal may be granted time off without pay  
176 to attend professional meetings which are related to the principal’s duties but are not designed to  
177 improve the principal’s performance as an administrator.  
178

179 **Sub. 2.** In the event a principal is elected to a local, state, or national association committee or board  
180 in which they are a member of, the School District agrees to provide the time and resources for the  
181 principal to carry out their elected duties.  
182

183 **Section 5. Child Care Leave:**  
184

185 **Subd. 1.** A child care leave shall be granted by the School District subject to the provisions of this  
186 section, to one (1) principal-parent of a natural or adopted child, provided such parent is caring for  
187 the child on a full-time basis.  
188

189 **Subd. 2.** A principal making application for child care leave shall inform the Superintendent in  
190 writing of his/her intention to take the leave at least three (3) calendar months before commencement  
191 of the intended leave. In the case of an adoption, the leave application should include all necessary  
192 meetings to fulfill the requirements of the adoption process.  
193

194 **Subd. 3.** If the reason for the childcare leave is occasioned by pregnancy, a principal may utilize  
195 disability leave pursuant to the disability leave provisions of the Agreement during a period of  
196 physical disability. However, a principal shall not be eligible for disability leave during a period of  
197 time covered by a childcare leave. A pregnant principal will also provide, at the time of the leave  
198 application, a statement from her physician indicating the expected date of delivery.

199 **Subd. 4.** The School District may adjust the proposed beginning or ending date of a childcare leave  
200 so that the dates of the leave coincide with some natural break in the school year (i.e., winter  
201 vacation, spring vacation, semester break or quarter break, end of a grading period, end of the school  
202 year, or the like).

203  
204 **Subd. 5.** In making a determination concerning the commencement and duration of a childcare  
205 leave, the School Board shall not in any event, be required to:

- 206 1. grant any leave of more than twelve (12) months in duration;
- 207 2. permit the principal to return to his or her employment prior to the date designated in the  
208 request for childcare leave.

209  
210 **Subd. 6.** A principal returning from childcare leave shall be reemployed in a position for which he  
211 or she is licensed unless previously discharged or placed on unrequested leave of absence.

212  
213 **Subd. 7.** Failure of the principal to return pursuant to the date determined under this section shall  
214 constitute grounds for termination unless the School District and the principal mutually agree to an  
215 extension of the leave.

216  
217 **Subd. 8.** A principal who returns from childcare leave within the provisions of this section shall  
218 retain all previous experience credit and any unused leave time accumulated under the provisions of  
219 this Agreement at the commencement of the beginning of the leave.

220  
221 **Subd. 9.** A principal on child care leave is eligible to participate in group insurance programs if  
222 permitted under the insurance policy provisions but shall pay the entire premium to the School  
223 District for such programs as the principal wishes to retain, commencing with the beginning of the  
224 childcare leave.

225  
226 **Subd. 10.** Leave under this section shall be without pay or fringe benefits.

227  
228 **Subd. 11.** A principal who adopts a child shall receive, upon request, a leave of absence with pay of  
229 not more than 10 contract days, which shall be deducted from accumulated disability leave. This  
230 leave includes all necessary meetings to fulfill the requirements of the adoption process and provide  
231 parental care for the child or children for an established period of time. Paid leave days are counted  
232 on a per-case basis (not per-child basis or per-fiscal-year basis). Requested childcare leave begins  
233 after adoption leave paid days have been utilized.

234  
235 **Section 6. Family and Medical Leave:**

236  
237 **Subd. 1.** Pursuant to the Family and Medical Leave Act (FMLA), an eligible principal shall be  
238 granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with  
239 the following:

- 240 • the birth and first-year care of his/her child;
- 241 • the adoption or foster placement of his/her child;
- 242 • the serious health condition of the principal's spouse, child, or parent; and
- 243 • the principal's own serious health condition.

244  
245 **Subd. 2.** Such leave shall be unpaid, except an eligible principal, during such leave, shall be eligible  
246 for regular School District group health insurance contributions as provided in this Agreement for

247 the period of the leave, but not to exceed 12 weeks per year, notwithstanding any other provisions of  
248 this Agreement.

249  
250 **Subd. 3.** To be eligible for the benefits of this section and insurance contribution, a principal must  
251 have been employed by the School District for the previous 12 months.

252  
253 **Subd. 4.** While on FMLA leaves, except for eligible insurance contributions as provided in Subd. 2.  
254 above, insurance benefits are unpaid. Nothing in this section shall preclude a principal from utilizing  
255 paid leave otherwise provided in this Agreement, provided the principal qualifies for the paid leave  
256 (i.e., disability leave or personal leave, pursuant to the provisions of this Agreement governing such  
257 leaves). Moreover, nothing in this Agreement shall be construed to require the School District to  
258 combine leaves for a period of time that exceeds the leave provided by this section or the period of  
259 time for leaves provided in other sections of this Agreement.

260  
261 **Subd. 5.** The principal will provide at least 30 days written notice of request for leave when the  
262 reason for the leave is foreseeable. The principal shall further make reasonable efforts to schedule  
263 any treatment so as to minimize disruption of the work of the School District.

264  
265 **Section 7. Sabbatical Leave:**

266  
267 **Subd. 1.** A sabbatical leave may be granted to full-time principals for the purpose of professional  
268 improvement subject to the conditions established by the School Board and subject and pursuant to  
269 Minnesota Statute. Sabbatical leave is not a right but a privilege which may be granted by the  
270 School Board. Sabbatical leave may be granted to principals who have demonstrated, by their  
271 performance and their application for sabbatical leave, that such experience would enable them to  
272 make a contribution to the improvement of the instructional program of the School District.

273  
274 **Subd. 2.** To be eligible for sabbatical leave, a principal must have been continuously employed as a  
275 principal for at least 6 years.

276  
277 **Subd. 3.** Sabbatical leave for study shall be limited to the principal entering study in their duty area  
278 in the School District and shall not be used for retraining in a new area unless at the request of the  
279 School Board.

280  
281 **Subd. 4.** The proposed program of study must be approved in writing and in advance by the  
282 Superintendent.

283  
284 **Subd. 5.** Applications for sabbatical leave must be submitted in writing to the Superintendent no  
285 later than February 15 of the year preceding the school year in which the leave is sought.

286  
287 **Subd. 6.** The granting of sabbatical leave is purely within the discretion of the School Board, and  
288 the School Board reserves the right to refuse to grant any and all sabbatical leaves if, in the judgment  
289 of the School Board, such leave should not be granted. Not more than 1 principal in any school year  
290 shall be granted sabbatical leave.

291  
292 **Subd. 7.** The salary granted to a principal on sabbatical leave shall be one-half (½) of the principal's  
293 individual employment contract salary (not including any extra pay) for the school term for which  
294 the application for the sabbatical leave is made. Existing School District contributions toward  
295 premiums for fringe benefits shall be maintained.

296

297 **Subd. 8.** A principal receiving a sabbatical leave of absence must agree in writing to return to the  
298 School District for at least two (2) consecutive years of administrative service after completion of  
299 the sabbatical leave. A principal who has received a sabbatical leave and who fails to complete two  
300 (2) years of administrative service with the School District shall refund, on a prorated basis, the  
301 salary received from the School District for sabbatical leave, and said repayment shall be due and  
302 payable forthwith upon the cessation of employment in the School District.  
303

304 **Subd. 9.** The application for a sabbatical leave shall contain a detailed description of the intended  
305 activity and expected benefit to the School District, including, but not limited to, the institution  
306 where study will take place, courses and number of credits to be carried, and all other details  
307 surrounding the program.  
308

309 **Subd. 10.** The School Board may grant a sabbatical leave contingent upon the ability of the School  
310 District to secure a satisfactory substitute.  
311

312 **Subd. 11.** Sabbatical leave shall not exceed one (1) school year and shall be awarded not more than  
313 once to any principal in the School District.  
314

315 **Subd. 12.** The School Board reserves the right to rescind an approved sabbatical leave in the event  
316 of an emergency as solely determined by the School Board.  
317

318 **Subd. 13.** Upon satisfactory completion of a sabbatical leave, the principal shall be assigned an  
319 equivalent administrative position unless previously discharged or placed on unrequested leave of  
320 absence.  
321

322 **Subd. 14.** An administrator on sabbatical leave shall retain such amount of disability leave days and  
323 other accrued benefits which he/she had accrued, if any, at the time he/she went on sabbatical leave  
324 for use upon his/her return. No additional leave shall accrue for the period of time that an  
325 administrator is on sabbatical leave.  
326

327 **Subd. 15.** A principal who returns from sabbatical leave shall be continued the salary as if he/she  
328 had served in the School District during such period. He/she shall maintain tenure, insurance  
329 benefits, accumulated disability leave, and all other accrued benefits, including seniority as provided  
330 in this Agreement.  
331

### 332 **Section 8. Jury Service:**

333

334 A principal who serves on jury duty shall be granted the days necessary, as stipulated by the court, to  
335 discharge this responsibility without any salary deduction or loss of leave allowance. The  
336 compensation (other than expense reimbursement) received for jury duty service shall, however, be  
337 remitted to the School District.  
338

### 339 **Section 9. Workers' Compensation:**

340

341 Pursuant to Minnesota Statutes, a principal injured on the job in the service of the School District  
342 and collecting workers' compensation insurance may draw disability leave and receive full salary  
343 from the School District. However, that principal's salary will be reduced by an amount equal to the  
344 insurance payments, and only that fraction of the days not covered by insurance will be deducted  
345 from disability leave.  
346

347 **Section 10. Military Leave:**  
348 Military Leave shall be granted pursuant to applicable law.  
349

350 **ARTICLE VII. LENGTH OF CONTRACT AND YEAR**  
351

352 **Section 1. Principal Duty Days:** The School Board shall establish the number of school days for  
353 each school year, and each principal shall perform services on those days as determined by the  
354 School Board, including those legal holidays on which the School Board is authorized to conduct  
355 school and, pursuant to such authority, has determined to conduct school.  
356

357 **Section 2. Length of Contract Year:** The length of each contract year during the term of this  
358 Agreement will not be more than 230 days; beginning August 1 each year.  
359

360 Subd. 1 The principals may request or be assigned work days above 230 contract days. These days  
361 may be granted with prior written approval from the Superintendent and be paid out at the  
362 principal's daily rate of pay.  
363

364 **Section 3. Modifications in Calendar, Length of School Day:**  
365

366 **Subd. 1.** In the event of energy shortage, severe weather, or other emergency, the School District  
367 reserves the right to modify the school calendar, and, if school is closed on a normal duty day(s), the  
368 principal shall perform duties on such other day(s) in lieu thereof as the School District shall  
369 determine.  
370

371 **Subd. 2.** In the event of an energy shortage, severe weather, or other exigency, the School District  
372 further reserves the right to modify the length of the school day as the School District shall  
373 determine but with the understanding that the total number of hours shall not be increased.  
374

375 **Subd. 3.** Prior to modifying the scheduled length of the school day pursuant to Subd. 2 above, or  
376 scheduling more than two (2) make-up days pursuant to Subd. 1 above, the School District shall  
377 afford to the Association the opportunity to meet and confer on such matter.  
378

379 **Subd. 4.** When emergency closings occur, principals may leave after student busses have reported  
380 the discharge of all students. Principals shall not suffer any loss of salary, benefits, seniority, and  
381 other advantages because of the closing. Principals shall not be required to make up the time.  
382

383 **Section 4. Holidays:** Each Principal covered under this Agreement shall be entitled to legal  
384 holidays including Christmas Day, New Year's Day, Good Friday, Memorial Day, July 4, Labor  
385 Day, and Thanksgiving Day. These days are not included in the total number of working days under  
386 Section 2 of this article and are non-duty days.  
387

388 **Section 5. Work Stoppage:**  
389

390 **Sub. 1.** The Principals covered under this agreement, in the event of a strike or work stoppage by  
391 other groups of employees will be on duty for the purpose of carrying out the Board Policy and  
392 insuring the safety of personnel and property.  
393

394 **Sub. 2.** In no event will compensation for Principals covered under this agreement be halted or  
395 suspended due to strikes or work stoppages of other Board employees.  
396

397 **Sub. 3.** The Association agrees that during the term of this agreement, neither the Association nor  
398 any Principal shall engage in any strike or unfair labor practice as defined by the PELRA.  
399

## 400 **ARTICLE VIII . GRIEVANCE PROCEDURES**

401  
402 **Section 1. Grievance:** A “grievance” is a claim by a principal or the Exclusive Representative that  
403 a violation, misinterpretation, or misapplication of any provision of this Agreement has occurred and  
404 may be processed as a grievance as provided below.  
405

406 **Section 2. Representative:** The Exclusive Representative, the grievant, the Superintendent, or the  
407 School Board may be represented during any step of the procedure by any person or agent  
408 designated by such party to act on the party’s behalf.  
409

### 410 **Section 3. Definitions and Interpretations:**

411  
412 **Subd. 1.** The parties, by mutual, written agreement, may waive any step and extend any time limits  
413 in this grievance procedure.  
414

415 **Subd. 2.** Reference to “days” regarding time periods in this procedure shall refer to “working days,”  
416 unless otherwise indicated. A “working day is” defined as all weekdays not designated as holidays  
417 by state law.  
418

419 **Subd. 3.** The filing or service of any notice or document required by this Agreement shall be timely  
420 if it bears a postmark of the United States mail within the time period.  
421

422 **Section 4. Time Limitation and Waiver:** Grievances shall not be valid for consideration unless the  
423 grievance is submitted in writing to the Superintendent, setting forth the facts and the specific  
424 provision(s) of the Agreement allegedly violated and the particular relief sought within 40 days after  
425 the date the event giving rise to the grievance occurred. Failure to file any grievance within such  
426 period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another  
427 within the time periods provided below shall constitute a waiver of the grievance.  
428

### 429 **Section 5. Adjustment of Grievance:**

430  
431 **Subd. 1.** In the event that a principal believes a basis for a grievance exists, the principal shall first  
432 discuss the alleged grievance with his/her supervisor either personally or accompanied by a  
433 representative of the Exclusive Representative.  
434

435 **Subd. 2.** If, as a result of the informal discussion with the supervisor, a grievance still exists, the  
436 grievant may invoke the formal grievance procedure in writing. A copy of the grievance shall be  
437 delivered to the Superintendent. Within five (5) days of receipt of the grievance, the Superintendent  
438 shall meet with the Exclusive Representative in an effort to resolve the grievance. The  
439 Superintendent shall give an answer to the grievance, in writing, within five (5) days of such meeting  
440 and shall furnish a copy to the Exclusive Representative.  
441

442 **Subd. 3.** If the grievant is not satisfied with the answer to the grievance or if no answer has been  
443 given within five (5) days of such meeting, or 10 days from the date of filing, whichever shall be  
444 later, the grievance shall be transmitted to Appeal.  
445

446 **Section 6. Appeal:** If the grievant is not satisfied with the answer to the grievance by the  
447 Superintendent or his/her designee, or if no answer has been given within five (5) days of meeting  
448 with the Superintendent or his/her designee or 10 days from the date of filing the grievance with the  
449 Superintendent, the grievant may appeal the grievance to the School Board by filing a written copy  
450 of it with the clerk or other designee of the School Board within five (5) days. The School Board,  
451 upon receipt of the grievance, but no later than its next regular meeting or two (2) calendar weeks,  
452 whichever shall be later, shall meet with the grievant on the grievance. A written response to the  
453 grievance by the School Board shall be made no later than seven (7) calendar days after said  
454 meeting. A copy of the School Board's answer shall be furnished to the Exclusive Representative.  
455

456 **Section 7. School Board Review:** The School Board or its designee reserves the right to review  
457 any decision issued above, provided the School Board or its representative notifies the Exclusive  
458 Representative, in writing, of the intention to review within five (5) days after the decision has been  
459 rendered. In the event the school Board reviews a grievance under this section, the School Board  
460 reserves the right to reverse or modify such decision. If the School Board chooses to review a  
461 decision, it must do so no later than its next regular meeting or two (2) calendar weeks from the date  
462 of the decision made above, whichever shall be later. A written response to the grievance by the  
463 School Board must be made no later than seven (7) calendar days thereafter. A copy of such  
464 response shall be furnished to the Exclusive Representative. If the grievant is not satisfied with the  
465 School Board's response to the grievance or if no answer has been given within the period provided,  
466 the grievance may be submitted to arbitration before an impartial arbitrator as provided in Section 8  
467 below.  
468

469 **Section 8. Arbitration Procedures:** If the Exclusive Representative is not satisfied with the  
470 response to the grievance by the School Board or if no answer has been given within the period  
471 above provided, the grievance may be submitted, within five (5) days, to arbitration before an  
472 impartial arbitrator. If the parties cannot agree as to the arbitrator within five (5) days from the  
473 notification date that arbitration will be pursued, the arbitrator shall be selected according to the  
474 PELRA. Both parties will have the opportunity to submit evidence, offer testimony, and make oral  
475 or written arguments relating to the issue to be arbitrated. The arbitrator shall have no power to  
476 alter, add to, or subtract from the express terms of this Agreement. The proceeding before the  
477 arbitrator is subject to the limitations of arbitration decisions as provided by the PELRA. The fees  
478 and expenses of the arbitrator shall be shared equally by both parties.  
479

480 **Subd. 1.** In the event a grievance is filed after May 15 of any year and strict adherence to the time  
481 limits may result in hardship to any party, the School District shall attempt to process such grievance  
482 prior to the end of the school term or soon thereafter.  
483

484 **Subd. 2.** Notwithstanding the expiration of this Agreement, any claim or grievance arising under it  
485 may be processed through the grievance procedure until resolution.  
486

487 **Section 9. Reprisals:** No reprisals of any kind will be taken by the School Board against any  
488 grievant because of the grievant's participation in this grievance procedure.  
489

490 **Section 10. Election of Remedies and Waiver:** A grievant instituting any action, proceeding, or  
491 complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state  
492 agency, or seeking relief through any statutory process for which relief may be granted, the subject  
493 matter of which may also constitute a grievance under this Agreement, shall immediately be deemed  
494 to have waived any and all rights to pursue a grievance under this article. Upon instituting and

495 proceeding in another forum as noted above, the grievant shall be deemed to waive the right to  
496 initiate a grievance pursuant to this article or, if the grievance is already pending, the right to pursue  
497 it further. This section shall not apply to actions to compel arbitration or to enforce the award of an  
498 arbitrator.  
499

500 **ARTICLE IX. UNREQUESTED LEAVE OF ABSENCE (ULA) AND SENIORITY**

501  
502 **Section 1.** The placement of any principal on unrequested leave, shall comply with appropriate  
503 Minnesota Statutes.  
504

505 **ARTICLE X: DEFERRED COMPENSATION**

506 **Section 1. Deferred Compensation (403b Match Schedule):**

507  
508 **Subd. 1.** District Annual Match. Principals will be eligible to for a 403b match for School District  
509 2190. The District annual match will be prorated for part-time employees based on their individual  
510 contract each school year. The School District annual match will be a maximum of \$1,500 per year  
511

512 **Subd. 2.** Plan Year. The plan year begins August 1 each year.  
513

514 **ARTICLE XI. GROUP INSURANCE**

515  
516 **Section 1. Selection:** The selection of the insurance carrier and policy shall be made by the School  
517 District as provided by law.  
518

519 **Section 2. School District Approved Insurance Plans:**

520 **Subd. 1.** Long Term Disability Coverage: The School District principal who qualifies for and is  
521 enrolled in the School District long-term disability plan (LTD) will pay the LTD premium  
522 amount. The School District contribution will be the LTD premium amount added to each  
523 principal's salary.  
524

525 **Subd. 2.** Health and Hospitalization Coverage: The School District shall contribute up to **\$8,000**  
526 **(\$666.67 per month) for single coverage \$15,033(2015-2016) and or \$16,085 (2016-2017)** for  
527 dependent coverage for each full-time principal employed by the School District who qualifies for  
528 and is enrolled in the School District group health and hospitalization plan during the school  
529 year. Any additional cost of the premium shall be borne by the principal and paid by payroll  
530 deduction. District contributions will be prorated for part-time principals. **Any remaining district**  
531 **contribution not used towards the premium will be deposited into a district approve Health Savings**  
532 **Account (HAS) pursuant to current laws. The HSA contribution will not exceed \$125 per month or**  
533 **\$1,500 annually. health and hospitalization payments to the administrator that exceed the premium**  
534 **cost will be placed into an approved health savings account.**  
535

536 **Subd. 3.** Short Term Disability Coverage: If there is an incident during or related to work that  
537 should cause injury where the principal misses school time that exceeds the number of disability  
538 leave days allowed and exceeds workers compensation days paid, the School District agrees to pay  
539 the full daily rate of pay for the days not covered under disability leave and workers compensation  
540 benefits, until such time as long term disability benefits take effect. Days are not to exceed that  
541 school year. If the principal's claim is denied by workers compensation, covered injuries will be  
542 based on the same qualifications as for long term disability coverage. The Superintendent will  
543 determine eligibility for short term disability coverage with a written submission by the principal

544 after accrued disability benefits and workers compensation benefits have been exhausted. Final  
545 determination as to the eligibility of a principal for short term disability coverage is reserved to the  
546 School Board.  
547

548 **Subd. 4.** Life Insurance Coverage: The School District shall contribute a sum of up to \$108 per year  
549 toward the premium for individual or dependent basic term life insurance coverage for each full-time  
550 principal employed by the School District who qualifies for and is enrolled in the School District  
551 basic term life insurance program. Any additional cost of the premium shall be borne by the  
552 principal and paid by payroll deduction. District contributions will be prorated for part-time  
553 principals.  
554

555 **Subd. 5.** Dental Insurance Coverage: The School District shall contribute a sum of up to \$1,175 per  
556 year toward the premium for individual and dependent coverage for each full-time principal  
557 employed by the School District who qualifies for and is enrolled in the School District dental  
558 plan. Any additional cost of the premium shall be borne by the principal and paid by payroll  
559 deduction. District contributions will be prorated for part-time principals.  
560

561 **Section 3. Claims Against the School District:** The School District's only obligation is to  
562 purchase these insurance policies and pay such amounts as agreed to in this Agreement, and no  
563 claim shall be made against the School District as a result of a denial of insurance benefits by an  
564 insurance carrier.  
565

566 **Section 4. Duration of Insurance Contribution:** A principal is eligible for School District  
567 contributions as provided in this article as long as the principal is employed by the School District.  
568

569 **Section 5. General Liability:** The School District shall carry a general liability insurance policy as  
570 required by Minnesota State Statutes.  
571

## 572 **ARTICLE XIII. PRINCIPAL DISCIPLINE**

573

574 **Section 1. Definition:** A principal may be disciplined only for just cause. Disciplinary action may  
575 include the following:

- 576 1. oral reprimand,
- 577 2. written reprimand,
- 578 3. suspension with or without pay,
- 579 4. withholding of a scheduled salary increase, and/or
- 580 5. discharge.  
581

582 **Section 2. Severity:** The severity of the disciplinary action chosen by the School District shall be  
583 commensurate to the seriousness of the principal's misconduct or failure to act, in the sole judgment  
584 of the School District. The School District is not required to follow progressive discipline.  
585

586 **Section 3. Review:** Disciplinary action is subject to review through the grievance procedure, subject  
587 to the provisions of Minnesota Statutes.  
588

589 **Section 4. Suspension:** The School District shall not propose suspension of any principal without  
590 just cause. The Exclusive Representative, with the consent of the affected principal, shall have the  
591 right to take up the suspension at the Superintendent's level of the grievance procedure, and the

592 matter shall be handled in accordance with this procedure if so requested by the Exclusive  
593 Representative.

594  
595  
596  
597

598 **ARTICLE XIV. COMPENSATION**

599

600 **Section 1. Salary Schedules:** The wages and salaries reflected in the schedules that follow shall  
601 be a part of the Agreement for July 1, 2015 through June 30 2017.

	2016 -17	2017-18	2018-19
602 Elementary Principal	\$86,991.75	91,731.59	96,232.47
603 Middle/High School Principal	\$91,404.38	93,566.23	98,157.12

604  
605

606 **Section 2. Professional Dues:** The School Board shall pay dues for each Principal's membership in  
607 regional, state and professional associations, up to \$1,500 per year. Paid membership in other  
608 organizations which the Principals may wish to join shall have written approval of the  
609 Superintendent.

610

611 **Section 3. Vandalism:** Compensation of personal property, up to \$500 per incident, for property  
612 damage caused by students as it relates to positions responsibilities.

613

614 **Section 4. Shared/Part-time Superintendent:** If at any time at the beginning of or during the  
615 school year the Yellow Medicine East District Superintendent position is less than a 1.0 FTE, the  
616 principals will be paid \$3,500 due to the assumption of some duties associated with the part-time  
617 Superintendent position. Payment each year will be prorated based on the number of weeks the  
618 Superintendent's position is part-time and will be paid in monthly installments to the principal.

619

620 **Section 5. Longevity:** To reward longevity, Mrs. Hansen and Mr. Luft will receive a one-time  
621 \$3,000 increase to his/her base salary, if he/she renews his/her contract for the 2017-2018 school  
622 year and beyond.

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

FOR:  
The YME Administrators Association

FOR:  
The School District

\_\_\_\_\_  
Lisa Hansen, Bert Raney Elementary Principal

\_\_\_\_\_  
Dawn Odegard, School Board Chair

\_\_\_\_\_  
Ryan Luft, YME MS/HS Principal

\_\_\_\_\_  
~~Steve Rupp~~ ~~Tim Opdahl~~, School Board Clerk

Dated this \_\_\_\_ day of \_\_\_\_\_, 2016

Dated this \_\_\_\_ day of \_\_\_\_\_, 2016



---

# Yellow Medicine East, ISD 2190

## ISD 2190 – BOARD OF DIRECTORS' AGENDA ANALYSIS

**AGENDA ITEM:** 10.4 Set Special Board Meeting Dates – Superintendent Candidate Interviews  
**MEETING DATE:** May 14, 2018  
**SUBJECT:** Setting Board Dates for Superintendent Search

### BOARD ACTION

Required	X
Information	
Scheduled Report	

### BACKGROUND/RATIONALE

The dates for specific actions associated with the Superintendent Search were discussed at the Special Board Meeting on April 30, 2018. After reading the notes taken at the meeting there was not specific motions to adopt the schedule of special meeting dates. For clarity and accuracy the dates discussed are listed in the Consent Agenda format so that a single action will establish the five (5) dates for board meetings.

### PRESENTER (S)

Dr. Clark

### COMMITTEE

Board of Education

### SUPERINTENDENT RECOMMENDATION

Recommend Support

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS  
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No 2190, State of Minnesota as follows:

(a) 1. It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held in conjunction with the state general election on Tuesday, the 6<sup>th</sup> day of November, 2018.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election.

The clerk is hereby authorized and directed to cause notice of said election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as many be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.


**GENERAL ELECTION BALLOT**

INDEPENDENT SCHOOL DISTRICT NO. 2190  
YELLOW MEDICINE EAST

NOVEMBER 6, 2018

---

**INSTRUCTIONS TO VOTERS**

To vote, completely fill in the ovals(s) next to your choice(s) like this: 

---

SCHOOL BOARD MEMBER  
VOTE FOR UP TO THREE

---

- CANDIDATE U
  - CANDIDATE V
  - CANDIDATE W
  - \_\_\_\_\_  
Write-in, if any
  - \_\_\_\_\_  
Write-in, if any
  - \_\_\_\_\_  
Write-in, if any
- 

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines

for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota statutes, Section 204D.04, a sufficient, bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for any other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

10. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

Dated: May 14, 2018

BY ORDER OF THE SCHOOL BOARD  
Steve Rupp, School District Clerk

---

Denise Streich  
School District Election Official  
May 14, 2018



# YELLOW MEDICINE EAST

## HIGH SCHOOL ACTIVITIES DEPARTMENT

450 9<sup>th</sup> Avenue - Granite Falls, MN 56241

Phone: 320-564-4083

Tim Knapper, Activities Director --- Ext. 110

Alvssa Johnson, Assistant --- Ext. 111

---

To: YME School Board  
From: Tim Knapper, Activities Director  
Re: Athletic Trainer Proposal  
Date: May 10, 2018

**Meeting Date:** Wednesday, May 9, 2018

**Present:** Tom Kooiman & Wendy Scheffler from GF Health, Nic Doeling from Big Stone Therapies, and Amber Crowley from Avera Medical Group.

### **Proposal:**

Avera and Granite Falls Health propose to contract with Big Stone Therapies to provide a certified athletic trainer at all home football games, and most other YME home athletic events beginning the fall of 2018. They would also like to schedule the trainer for 2-3 afternoons a week to be on campus to work with coaches and athletes.

### **Cost to YME:**

There is no contracted cost to YME for the service.

### **Expectations of YME:**

- Recognition at home events (pregame announcement, program note acknowledging who is providing training services at the contest)
- Designated space for trainer to assist athletes during the week. (Cage)
- School is responsible for supplies (Tape, etc.)

My recommendation would be to accept the offer. They have offered this same service to a number of schools in our area the past few years and it has been well received. Those schools include Marshall, Wabasso, RTR, Minneota and Lakeview.

I will try to get the board meeting Monday night to try to answer any questions, but it will be after the JH Baseball game. You can email any questions and I can respond to all if that works better.

Tim



Rick Clark &lt;rclark@isd2190.org&gt;

---

## 2018 Summer Program

1 message

---

**Marlys Lacroix** <mlacroix@isd2190.org>

Fri, Apr 13, 2018 at 7:51 AM

To: Lisa Hansen &lt;lhansen@isd2190.org&gt;, Ryan Luft &lt;rluft@isd2190.org&gt;, Rick Clark &lt;rclark@isd2190.org&gt;

Good Morning,

Here is the information for the summer program.

June will be open on these days.

June 12th-14th

June 19th-21st

June 26th-28th

Tuesday, Wednesday & Thursday

Hours of service:

Breakfast from 8:30-9:30

Lunch from 11:30-12:30

July will be closed. I will be preparing sack lunches & breakfast for field trips for the summer program at the Middle/High School per Ryan's request.

August will be open on these days.

August 6th-9th

August 13th-16th

Monday through Thursday

Hours of service:

We will not be open for Breakfast

Lunch from 11:30-12:30

I will be emailing Alyssa the information this morning, so it can go in the summer booklet.

If you have any questions or concerns let me know.

Thank you,

**Marlys Lacroix**  
**Food Service Director**

Yellow Medicine East School District #2190

450 9th Avenue

Granite Falls, MN 56241

Phone: 320-564-4081 ext.174

Email: mlacroix@isd2190.org

Denise Specht  
President

Paul Mueller  
Vice President

Rodney Rowe  
Secretary-Treasurer

April 23, 2018

Superintendent Rick Clark  
Yellow Medicine East  
450 9th Ave  
Granite Falls, MN 56241-1399

RE: URGENT – Fair-Share Fee Collection

Dear Superintendent Clark,

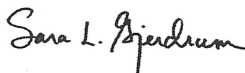
As you may know, the U.S. Supreme Court will be issuing a decision soon in a case called *Janus v. AFSCME*, addressing whether state fair-share fee laws are constitutional. The decision is expected sometime before June 30, 2018 and, depending upon the result, will affect all public-sector employers who are implementing fair-share fee collection.

The decision is effective the day it is issued. Therefore, if the ruling prohibits the collection of fair-share fees as expected, employers must immediately stop deducting any fair-share fees from the paychecks of employees who are fee payers. If there is a payroll in progress which includes fair-share fee deductions that cannot be changed prior to disbursement, the school district and Education Minnesota will need to work together on how to resolve collection. There are several options available and both employers and unions are responsible for compliance with the decision. Note that *Janus v. AFSCME* will only impact the deduction of fair-share fees and does not impact the collection of union dues from union members.

Education Minnesota is prepared to assist school employers to make certain all aspects of the *Janus v. AFSCME* decision are properly implemented in a timely manner. We will work together with you to ensure compliance with any directives of the U.S. Supreme Court and limit the legal exposures of our respective entities. We cannot emphasize enough the importance of your preparation for compliance with any decision that strikes down the collection of fair-share fees. Please watch for and respond to follow-up correspondence from Education Minnesota and its affiliate locals regarding your payroll systems.

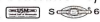
Please feel free to share this letter with your school board members, solicitors and any other persons who will be involved in ensuring a quick and correct response to the decision in *Janus v. AFSCME*. We will continue to correspond with you on this topic and provide any updates and recommendations. Please contact us with any questions you might have. Thank you.

Sincerely,



Sara Gjerdrum  
Executive Director  
Education Minnesota

41 Sherburne Ave., St. Paul, MN 55103  
651-227-9541 800-652-9073 Fax 651-292-4802  
www.educationminnesota.org

Education Minnesota is an affiliate of the American Federation of Teachers,  
the National Education Association and AFL-CIO. 



THE VOICE FOR PROFESSIONAL  
EDUCATORS AND STUDENTS

# PRAIRIE FIVE COMMUNITY ACTION COUNCIL, INC.

**Main Office**  
7th St. & Washington Ave  
Suite 302  
P.O. Box 159  
Montevideo, MN 56265-0159

Phone: 320/269-6578  
FAX: 320/269-6570  
TDD: 320/269-6988  
www.prairiefive.com  
E-mail prairiefive@prairiefive.org

**Branch Offices**  
Benson  
Canby  
Ortonville  
Madison



**Mission Statement:** Working together to strengthen the quality of life in our communities.

Granite Falls Community Education  
450 9<sup>th</sup> Ave  
Granite Falls MN, 56241

Dear Tim Knapper,

Prairie Five Community Action Agency has a long history of working with communities and groups to serve the needs of people. Prairie Five Senior Nutrition is no different in working with partners that support their mission of providing a hot nutritious meal to people over the age of 60.

For years, Granite Falls Community Education has played an important part in senior dining in Granite Falls. Prairie Five Senior Nutrition received notice of reduced funds for 2018 and to be prepared for decreased funding in 2019. Minnesota River Area Agency on Aging has required that we complete different objectives to secure funding for 2018. One of the requirements is that we analyze all of our meal sites in each community. With the uncertainty of funding, Prairie Five will be implementing changes throughout the program. We need to adapt our program to the changing landscape of funding and utilization. Our commitment is to support local communities and participants by reducing hospitalization, assess for other services, compliment clinics and provide the opportunity for the participants to stay in their home longer. The senior nutrition program is a safety net for seniors

It is with sadness that Prairie Five Senior Nutrition is submitting their thirty-day notice of using the senior center at 155 7<sup>th</sup> Avenue. Our last day of meals at the meal site will be Friday, June 29, 2018. The participants will have the opportunity to participate at Henry Hill Apartment, beginning on July 2, 2018.

Thank you for your support during these difficult times.

Erick Hedman  
Prairie Five Senior Nutrition