

**DELANO PUBLIC SCHOOLS**  
**Independent School District #879**

**Regular School Board Meeting**  
**DHS Media Center**  
**Monday, December 17, 2018**  
**5:45 PM**

1. Call to order
2. Approval of Meeting Agenda  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
3. Work Session
4. Pledge of Allegiance
5. Program Review - Audit Presentation (Auditors - Bergan KDV) and Truth & Taxation Hearing (Mary Reeder) 4
6. Consent Agenda  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
  - A. School Board Minutes 16
  - B. Financial Affairs
    1. Current Budget Status with Year-to-Date Adjustments 22
    2. Investment Transactions 28
    3. Construction Bond Investment Transactions 29
    4. Wire Transfers 30
    5. Minnesota Liquid Asset Fund 31
    6. Cash Report 32
    7. Revenue Report by Fund 33
    8. Expense Report by Fund 34
    9. Expense Report by Program 35
    10. Expense Report by Object 38
    11. List of Bills Presented for Payment 48
7. Resolution for Acceptance of Gifts 60  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote:  
\_\_\_\_\_
8. Personnel Matters 61  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
9. Public Comment: School patrons are given the opportunity to address the school board regarding items that are not on the agenda. All patrons will be asked to state their name and address for the record.
10. Administrative Reports

A. Superintendent	
B. Principals:	
1. Mr. Voight	
2. Dr. Heil	
3. Mr. Schuler	
C. Business Manager	
D. Community Education Director	
11. Student Board Representatives Report	
12. Board Reports	
A. MAWSECO	62
B. Wright Technical Center	65
13. Old Business	
A. Second read of Policy 616 - School District System Accountability, due to substantive and legal reference changes	66
Motion: _____ Second: _____ Vote: _____	
B. Second read of Policy 603 - Curriculum Development, due to substantive and legal reference changes	72
Motion: _____ Second: _____ Vote: _____	
C. Second read of Policy 406 - Public and Private Personnel Data, due to substantive and legal reference changes	75
Motion: _____ Second: _____ Vote: _____	
D. Second read of Policy 104 - School District Mission Statement, due to substantive changes	86
Motion: _____ Second: _____ Vote: _____	
14. New Business	
A. Certify 2018 Pay 2019 Final Property Tax Levy	87
Motion: _____ Second: _____ Vote: _____	
B. Set date for January organizational meeting	
Motion: _____ Second: _____ Vote: _____	
C. Approve Resolution Designating Polling Places for the 2019 Calendar Year	88
Motion: _____ Second: _____ Roll Call Vote	
D. Approve Pay Equity Compliance Report	89
Motion: _____ Second: _____ Vote: _____	
E. Approve Resolution for Student Training Experience with St. Cloud State University	90
Motion: _____ Second: _____ Roll Call Vote	
F. First and only read of Policy 203 - Operation of the School Board - Governing Rules, and Policy 203.1 - School Board Procedures; Rules of Order, due to non-substantive and/or legal reference changes	94
Motion: _____ Second: _____ Vote: _____	

G. Approve 2018 through 2021 Transportation Contract 98  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

H. Approve PAC/Auditorium fees 106  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

15. Adjournment  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

# ***TRUTH IN TAXATION***

## **DELANO PUBLIC SCHOOLS, ISD 879**

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### ***Presented By:***

Mary Reeder, Business Manager

December 17, 2018 – 7:00 pm

# ***AGENDA***

- ❖ Levy Certification Recommendation
- ❖ 18 Pay 19 Levy Analysis
- ❖ 17 - 18 and 18 - 19 Budget Summaries
- ❖ Questions

## Delano Public Schools, ISD #879

### Comparison of Proposed Tax Levy Payable in 2019 to Actual Levy Payable in 2018

Fund	17 PAY 18	18 PAY 19	Increase/ (Decrease)
	Certified	Proposed	
<i>RMV Voter App</i>	966,921.89	966,783.29	( 138.60)
GenRMV Other	2,009,251.72	2,090,680.46	81,428.74
Gen. Other	1,631,846.03	1,440,426.47	(191,419.56)
<b>T. Gen. Fund</b>	<b>4,608,019.64</b>	<b>4,497,890.22</b>	<b>(110,129.42)</b>
Comm Ed	297,389.19	294,280.55	( 3,108.64)
<i>Debt Voter</i>	4,730,785.11	4,705,589.86	( 25,195.25)
<i>Alt Fac Bond</i>	232,233.18	214,140.13	( 18,093.05)
<b>TOTAL</b>	<b>9,868,427.12</b>	<b>9,711,900.76</b>	<b>(156,526.36)</b>

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# *Referendum Revenue Comparison*

- Voter-Approved Operating Levy Certified in Pay18 = \$655.10/student
- 7 • Voter-Approved/Board Approved Operating Levy Certified in Pay19 = \$657.07/student – increase due to inflation
- Estimated State Average for Operating Referendum = \$969/student

# *Voter Approved Tax Levies Referendum and Debt Service*

	<b><u>17 Pay 18</u></b>	<b><u>18 Pay 19</u></b>
➤ Referendum	\$ 970,381	\$ 988,870
➤ Referendum Adj.	(3,459)	(22,086)
➤ Debt Service	4,853,975	5,079,445
➤ Debt Excess Adj.	(136,507)	(388,526)
➤ Debt Abate. Adj.	<u>13,317</u>	<u>14,671</u>
<b><i>Total Voter Approved</i></b>	<b><u>\$ 5,697,707</u></b>	<b><u>\$ 5,672,374</u></b>

# **Other Debt Service**

***(Alternative and Capital Facility Bonds)***

	<b><u>17 Pay 18</u></b>	<b><u>18 Pay 19</u></b>
➤ Debt Service	\$ 243,044	\$ 244,213
➤ Debt Excess Adj.	<u>(10,811)</u>	<u>(30,073)</u>
<b><i>Total Other Debt Service</i></b>	<b><u>\$ 232,233</u></b>	<b><u>\$ 214,140</u></b>

# Other General Local Tax Levies

	<u>17 Pay 18</u>	<u>18 Pay 19</u>
➤ Local Optional	\$ 1,157,972	\$ 1,169,478
➤ Equity	372,817	414,186
➤ Board-Approved Referendum	478,462	507,016
➤ Operating Cap.	141,619	163,358
➤ Safe Schools	102,021	100,789
➤ LT Facilities	976,106	760,495
➤ Bldg./Land Lease	127,541	137,212
➤ Career Technical	35,850	35,685
➤ Re-employment	10,232	(2,967)
➤ Q-Comp	211,505	236,820
➤ TIF Adjustment	(29,600)	0
➤ Abatement Adj.	12,950	793
➤ Other Post Emp. Ben	43,623	8,241
<b>Total Other General</b>	<u>\$ 3,641,098</u>	<u>\$ 3,531,106</u>

# Community Service

	<u>17 Pay 18</u>	<u>18 Pay 19</u>
➤ Comm. Educ. (Gen)	\$ 64,579	\$ 64,579
➤ Youth Service	11,915	11,915
➤ After School	19,324	19,324
➤ Home Visit	833	864
➤ School Age Child.	150,545	149,044
➤ ECFE	49,269	48,568
➤ Abatement Adj.	<u>924</u>	<u>( 13)</u>
<b>Total Comm. Service</b>	<u>\$ 297,389</u>	<u>\$ 294,281</u>

# ***TRUTH IN TAXATION***

## **DELANO PUBLIC SCHOOLS, ISD 879**

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### **BUDGET**

17-18 Actual vs. 18-19 Budget

# ***BUDGET SUMMARY***

## ***FY 17-18 (Audited)***

	<b>Fund Bal.</b>	<b>Revenues</b>	<b>Expenditure</b>	<b>Fund Bal.</b>
<b>FUND</b>	<b>06-30-17</b>	<b>(Audited)</b>	<b>(Audited)</b>	<b>06-30-18</b>
General Fund	8,646,388*	27,841,212	26,797,798	9,689,802**
Food Service	258,089	1,051,845	1,016,606	293,328
Comm. Service	67,704	2,345,382	2,307,974	105,112
Construction	39,349,282	196,048	32,615,571	6,929,759
Debt Service	936,766	9,245,818	9,034,848	1,147,736
<b>TOTAL</b>	<b>49,258,229</b>	<b>40,680,305</b>	<b>71,772,797</b>	<b>18,165,737</b>

\* Unassigned = \$5,666,053 Assigned, committed, restricted & non-spendable = \$2,980,335

\*\* Unassigned = \$6,737,345 Assigned, committed, restricted & non-spendable = \$2,952,457

# **BUDGET SUMMARY**

## **FY 18-19**

	<b>Fund Bal.</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Fund Bal.</b>
<b>FUND</b>	<b>06-30-18</b>	<b>(Budgeted)</b>	<b>(Budgeted)</b>	<b>06-30-19</b>
General Fund	9,689,802*	28,443,213	29,866,870	8,266,145**
Food Service	293,328	1,070,849	1,123,067	241,110
Comm. Service	105,112	2,375,724	2,364,383	116,453
Construction	6,929,759	250,000	7,179,759	0
Debt Service	1,147,736	5,535,952	5,227,353	1,456,335
<b>TOTAL</b>	<b>18,165,737</b>	<b>36,133,812</b>	<b>70,054,762</b>	<b>15,337,279</b>

\* Unassigned = \$6,737,345 Assigned, committed, restricted & non-spendable = \$2,952,457

\*\* Unassigned = \$5,956,371 Assigned, committed, restricted & non-spendable = \$2,309,774

# *TRUTH IN TAXATION*

## Delano Public Schools, ISD 879

# QUESTIONS?



**SCHOOL BOARD MINUTES**  
Monday, Nov. 26, 2018, 5:45 p.m.  
**Delano Public Schools**  
Independent School District #879, Delano, Minnesota

**1. Call to order at 5:46 p.m.**

A. Record of members present or absent

Members present: A. Johnson, C. Black, A. Briesemeister, M. Larson and L. Seguin. R. Depa arrived at 5:47 p.m. C. Milano arrived at 5:58 p.m.

Members absent: None

**2. Approval of Meeting Agenda**

Upon motion by L. Seguin, seconded by A. Briesemeister, the Board of Education approved the meeting agenda. Motion passed 5-0.

**3. Work Session**

Superintendent Matt Schoen gave an update on the strategic planning process. An outline will be given to the board in December. The Panorama survey went out this week, which is the beginning of data collection. Internal listening sessions will start in 2019. Additional information will be available in December.

L. Seguin provided an update from the Project Oversight Committee. The most recent committee meeting was brief, as projects are winding down. Meetings are now providing a chance to ask questions and talk, but no significant decisions are being made. The committee is now meeting just once per month. A. Johnson said that she would be interested to see a map of how the locker rooms will be used for various activities throughout the campus, since she has heard some questions from DASA. She brought up football, girls hockey and soccer as activities that could use the space.

Business Manager Mary Reeder provided a budget update. Information on what fund balances were projected to be, what they actually were, and the difference between them was shared. Overall, M. Reeder said the budget was looking good. She said there was some over budgeting for benefits, which will not be paid out until January. A large amount of donated funds were received in June that also had not been budgeted for. Some of the high school and middle school funds were carried over into Fiscal Year 19 as well, which is not typical practice but which was done this year because of uncertainties related to construction. M. Reeder said that capital and food projections were close. M. Larson asked how salaries and benefits were underspent. M. Reeder explained that a contributing factor was that performance pay did not go out because Q Comp goals were not met. A number of staff members were out on leaves of absence as well. M. Reeder said Community Ed. was pretty close in revenues and expenditures, but the fund balance did increase from last year and is headed in the right direction. The construction fund balance came in at \$6.9 million in June 2018, and all will be spent in FY19.

Community Education Director Diane Johnson presented information on possible Performing Arts Center fees and comparative data from other districts. D. Johnson said Category 1 is all school and Community Ed. activities and volunteer groups that exist solely for the benefit of the district. Category 2 covers the bulk of user groups. Category 3 includes churches and some non-profits. Category 4 is for-profit groups that are not related to the district. Category 2 made up most of the rentals for the old auditorium. A. Johnson asked where community theater would fall. D. Johnson said the church and food shelf are on special contracts, and the same would probably be done for community theater. In looking at comparative data, D. Johnson said there is little alignment across districts, and fees vary widely. C. Milano asked what estimated revenue will be from fees. D. Johnson said fees generate several thousand dollars per year, but staff members spend a lot of time with facility management. M. Larson asked if it will be easier to manage the PAC and auditorium rather than scheduling basketball courts all over campus. D. Johnson said that would not necessarily be the case because of the types of events that will take place in the PAC and numerous variables. A. Johnson asked if there was a projection for how much it will cost to run the PAC in terms of utilities. D. Johnson said that since the PAC opened just two weeks ago, the costs were not known. M. Schoen said the challenge is that facilities are just coming online and a starting point for fees is needed even though historical data is not available, because requests for use were already coming in. The use and

fees can be monitored going forward and adjusted accordingly. A. Johnson said she understood the timing, but those types of questions about fees came up at the listening session and elsewhere. L. Seguin pointed out that the district is not charging fees to make a profit, but simply to cover at least some expenses. Tracking expenses allows the district to justify the fees that it does charge. She agreed with A. Johnson that more data would be needed than comparisons to other districts. The old auditorium was rarely rented out to Category 4 groups, but the new PAC might be more attractive and L. Seguin said she would not like to price some of those groups out in the first year. Board members commented on numerous small fees that are added to rental options and agreed with M. Schoen that it might be better to put together a few price groupings. L. Seguin suggested making rentals as simple and competitive as possible until more information indicates that increases are needed. M. Schoen said staff had more homework to do, but a starting point was needed to get the PAC and black box online. L. Seguin agreed that more short-term and long-term discussion was needed. C. Black and R. Depa supported starting low to get groups using the spaces, then adjusting if needed. It was decided to approve preliminary numbers in December or January to get started, and to monitor from there.

Board members briefly discussed the first board listening session. A. Johnson asked for a faster turnaround on notes taken at the session so the rest of the board members are familiar with the discussion. M. Larson said a more in-depth debrief could be held later since time was short in the current work session. A. Briesemeister suggested having representation from user groups in the next facilities workshops. Quarterly listening session dates for 2019 will be discussed in January, and M. Larson suggested handling two topics instead of three at future sessions.

M. Schoen explained that the city and school are still in dialogue on the intersection at County Road 30 and Tiger Drive. He suggested that pedestrians might be re-directed to cut across the front of the elementary and cross Tiger Drive at the ice arena to keep them away from the intersection. He also said area parents could do walking school buses to improve safety for student pedestrians.

Student School Board Representative Spencer Poll said he had learned about the new intermediate lockdown drill and the Run, Hide, Fight procedure. He said the delivery of the information may have scared some of the students. M. Schoen explained that a new concept is to raise awareness about options rather than simply hiding up in case of an emergency, though those options need to be presented in an age-appropriate manner. S. Poll said a number of students have expressed interest in an art club at the elementary and intermediate levels. Currently there is only an art club for the high school. In addition, some high school students would like to start a debate team.

A. Johnson reported that DASA is exploring having summer ice from June through mid-July. Lacrosse would still be able to use the space for six to eight weeks.

M. Schoen briefly outlined updates to four policies, explaining that changes were substantial in the written policies, but not in practice. M. Schoen explained that Policy 406 was changed to allow the sharing of employee contact information with other government agencies in the event of an emergency. Policy 603 requires the development of a local literacy plan by the end of third grade, which M. Schoen said the district began doing about four years ago. In Policy 616 references to No Child Left Behind were updated to “federal law.” Updates to Policy 802 relating to the disposition of obsolete equipment were also explained. A. Johnson asked if surplus computers were ever distributed to students whose families are in poverty, as allowed by the policy. Because district computers are used until they are worn out, it was explained that this has not been done.

Upon motion by C. Black, seconded by R. Depa, the Board of Education called the meeting to recess at 7 p.m. Motion passed 7-0.

Board Chair A. Johnson called the meeting out of recess and to order at 7:05 p.m.

#### **4. Pledge of Allegiance**

#### **5. Program Review**

Director of Teaching and Learning Joe Vieau presented information related to the World’s Best Workforce goals. This year, for the first time, none of the district’s five goals were met. The first goal was to increase the percentage of students enrolled in Tiger Kids Club and/or Wee Tiger Preschool who met proficiency on the Delano Kindergarten Entry Profile from 71.8 percent in 2017 to 73.8 percent in 2018. Only 66 percent of students

were proficient. The second goal was to increase the percentage of third-grade students earning proficient scores on the MCA reading assessment from 78.5 percent in 2017 to 79.7 percent in 2018. The actual number of proficient students was 75.5 percent. The third goal was to decrease the proficiency gap between special ed. and non-special ed. students in MCA reading from 35.2 percent in 2017 to 30 percent in 2018. Instead, the gap increased to 40.9 percent. The fourth goal was to increase the percent of students achieving career and college readiness (CCR) on the reading MCA from 59.8 percent in 2017 to 61 percent in 2018. The number for 2018 was 60.8 percent achieving CCR, just two students short of the goal. The final goal was for 100 percent of DHS seniors enrolled full time on campus to graduate. A total of 174 students graduated out of 175 in the class.

In response to those results, J. Vieau said actions were being taken to improve in the future. The Wee Tiger Preschool and Tiger Kids Club programs, for example, are getting information about the criteria for kindergarten. In regard to the achievement gap, a curriculum program to focus on the SPED population in grades 7-10 has been invested in. J. Vieau also pointed out that one reason the goals were not met may have been that last year the district recorded some of its highest reading scores ever. While the goal is always to have the trajectory go up, J. Vieau said that was a factor for board members to keep in mind. J. Vieau also noted that state scores were down this year overall. In addition, while the district didn't meet its own goals, each building was recognized for high performance in at least one area. The elementary was in the top 5 percent in the state in math progress. The middle school was in the top 5 percent for reading progress in three different categories. And the high school was recognized for being in the top 5 percent for both overall graduation rate and SPED graduation rate. J. Vieau said the district is ranked No. 9 in the state by SchoolDigger. As for ACT scores, J. Vieau said the district had been in the 24s for overall average scores, but that number has dropped once a higher percentage of students began taking the ACT in 2016. In 2018 Delano's average score was 22.6. In regard to FAST assessments, math results were generally slightly down, but reading scores were almost all up.

J. Vieau also presented five WBWF goals for 2018-19. The first goal is to increase the percentage of students enrolled in Wee Tiger Preschool and/or Tiger Kids Club who are proficient on the kindergarten entry profile from 66 percent in 2018 to 72.5 percent in 2019. The second is to increase the percentage of third-grade students performing at College Pathway on the spring FAST aReading Assessment from 85.9 percent as second-graders in 2018 to 86.9 percent on the spring assessment in 2019. The third goal is to decrease the proficiency achievement gap between SPED and non-SPED students on the reading MCA from 40.9 percent in 2018 to 33 percent in 2019 while increasing the proficiency rate of both groups. The fourth goal is to increase the percentage of students achieving CCR on the reading MCA from 57.9 percent in 2018 to 60 percent in 2019. The final goal is for 100 percent of DHS seniors enrolled full time on campus to graduate.

A. Briesemeister asked if FAST tests are administered in the fall and spring. J. Vieau said that is the case in some of the grades, but not all. R. Depa asked what is being done to get kids out of SPED early on. J. Vieau said an ADSIS grant has been used to get students more attention, and a reading interventionist has been put in place. Resources are being put in place for more pull-outs, and students who are flagged are getting help. The district is also looking at a K-3 or K-4 reading curriculum, and research-based strategies for the classroom are being examined for grades five and six.

## **6. Consent Agenda**

Upon motion by C. Milano, seconded by A. Briesemeister, the Board of Education approved the Consent Agenda. Motion passed 7-0.

### **A. School Board Minutes**

1. Oct. 22, 2018
2. Nov. 15, 2018 special meeting minutes

### **B. Financial Affairs**

1. Current Budget Status with Year-to-Date Adjustments
2. Investment Transactions
3. Construction Bond Investment Transactions
4. Wire Transfers
5. Minnesota Liquid Asset Fund
6. Cash Report

7. Revenue Report by Fund
8. Expense Report by Fund
9. Expense Report by Program
10. Expense Report by Object
11. List of Bills Presented for Payment

**7. Resolution for Acceptance of Gifts**

Upon motion by L. Seguin, seconded by A. Johnson, the Board of Education approved the Resolution for Acceptance of Gifts. Motion passed 7-0.

**8. Personnel Matters**

Upon motion by A. Johnson, seconded by A. Briesemeister, the Board of Education approved the consent portion of the Personnel Matters. Motion passed 7-0.

**9. Public Comment**

School patrons are given the opportunity to address the school board regarding items that are not on the agenda. All patrons will be asked to state their name and address for the record.

No comments.

**10. Administrative Reports**

**A. Superintendent**

M. Schoen said that by the end of December the last big portion of construction in the high school, the Tiger Activity Center locker rooms, would be complete. The district will be able to use the locker rooms after the turn of the year. M. Schoen said the main focus in the second half of the year would be strategic planning for the next five years. That process would include surveying students, staff and parents, not only for the strategic plan, but also to get a sense of the culture of the schools. The surveys would be administered in the upcoming weeks. In 2019 meetings with employee groups in the district would provide additional information. M. Schoen said it was hoped that quality feedback data could be gathered from each of those groups to help guide the strategic plan. M. Schoen outlined the planning process and timeline, with final approval of the strategic plan scheduled for this summer. While Delano is already a high-performing district, M. Schoen said the aim is to continue that performance and improve. He said that all three school sites are still in transition from the construction, some to a greater extent than others. The strategic plan, however, will provide end-game goals, along with and steps and beliefs to accomplish those goals.

**B. Principals**

**1. Mr. Voight**

Barry Voight provided an update on Zero Hour Wednesday and opportunities available during that time. Starting in December some of the sixth-graders would be going to the elementary to serve as project helpers, reading buddies, tutors and more to bridge the gap between the two schools. About 25 sixth-graders were expected to try that opportunity out. In addition, technology mapping has been done in order to create a logical plan to refresh the technology available. About 350 Chromebooks will be cycled out on a four- or five-year basis in order to create systematic sustainability. While there is not a one-to-one ratio of devices to students, B. Voight said the school is effectively saturated with adequate devices and it is important to take care of those resources. He also said donations have made technology upgrades available for The Grawl and History Day students. B. Voight also touched on the website, noting that there is a lot of outdated information due to the transition. Updates were beginning in the intermediate area of the website to make it a helpful resource to both current and prospective students and families.

**2. Dr. Heil**

Steve Heil said there was a great deal of positive talk about the fall play at sporting events, and said it was exciting to see that level of enthusiasm for a school production. He congratulated Director Joe Lawrence and the participating students for a job well done. S. Heil also said he heard lots of comments about the PAC and what it good investment it was. In other matters, S. Heil said the registration process has already begun at the high school, and winter sports were in full swing. He

noted that the boys swim team is now based out of Delano. Traffic flow was improving, but S. Heil cautioned drivers to take special care when traveling through campus in the winter on foot and by vehicle. S. Heil also invited board members to the Jingle Run on Dec. 21, and said participants donate a toy for the Toys for Tots campaign.

3. Mr. Schuler

Darren Schuler shared about the Positive Behavioral Intervention and Supports (PBIS) theme for November, which was gratitude. Students created a Gratitude Tree, where every student and staff member wrote down what they were thankful for and put the “leaf” on a tree. He also shared about Liberty Diversified Industries, which put together gratitude boxes to celebrate its 100<sup>th</sup> year and visited the school through a parent connection. More than 30 LDI employees did presentations. The boxes contained gratitude cards which students could use to write to special people in their lives. Each classroom also received a \$25 check to distribute as the students wished. Cards were sent to firefighters, police officers, those who were sick, and more. D. Schuler also shared about MnDOT’s Bridge in a Bag program. Third-graders built a bridge with help from two MnDOT engineers, who walked them through the design process. In the end, the bridge was strong enough to support up to 200 pounds. D. Schuler said it was a good extra STEM opportunity for students. In closing, D. Schuler said the upcoming Apex Fun Run would raise funds for the PIE group to help support technology in the elementary.

C. Business Manager

M. Reeder reported that the Truth in Taxation meeting would be held at 7 p.m. on Monday, Dec. 17, in the new high school media center. The audit presentation will take place that evening as well.

D. Community Education Director

D. Johnson said the 2019 summer concerts in the park are already planned, and a grant was received from the Delano Area Community Foundation. The Old Fashioned Christmas scheduled for the next Saturday would include a variety of high school music groups, and the parade would be new this year. D. Johnson said the ECFE holiday boutique, Scholastic book fair and a story time would also take place on Saturday alongside the other community events. Work was underway on the spring brochure. A cabin fever event is planned, and a grandparents day and family game night were also in the works. The Wee Tiger Preschool open house for next year is on Feb. 19. She said summer program registration and 2019-20 registration is already coming up. Community Ed. has contributed some funding for the new tumble track, which allows more training opportunities in gymnastics. D. Johnson said there would be three Destination Imagination teams this year, and the robotics team is preparing for the 2019 season, including a regional competition at the end of March. D. Johnson said there are currently 15 youth basketball teams, and pool use continues to increase. A new fitness instructor has been added, and the black box studio may be used for some fitness classes.

## 11. Student Board Representatives Report

S. Poll summarized his report given to board members in the workshop, and added that bullying is not seen as a problem by students overall.

## 12. Board Reports

A. MAWSECO

A. Johnson reported that recent staff development consisted of reading the “Five Voices” book on various forms of communication. She referred members to minutes of the standard meeting.

B. School board listening session

M. Larson said the first listening session was well attended, and thanked community members who came to share their thoughts. He said more examination of the listening session results would take place in the coming months, and that another session would likely be held in the first quarter of 2019. He said that in general board members felt the listening session was well worth their time.

C. Wright Technical Center

A. Briesemeister reported that the most recent meeting included a review of the budget. Board members also approved a support staff contract. Discussion was held about ways to increase the use of Wright Tech by

cooperating schools. The director plans to work with school counselors. M. Schoen said superintendents, principals and counselors were meeting there later in the week.

D. Professional Development

A. Briesemeister reported on preparations for the January workshop and preliminary organization for the February workshop. Discussion was also held about the re-licensure process.

**13. Old Business**

- A. Second read of Policy 102 – Equal Education Opportunity, due to substantive changes  
Upon motion by R. Depa, seconded by A. Briesemeister, the Board of Education approved the second read of Policy 102. Motion passed 7-0.
- B. Second read of Policy 802 – Disposition of Obsolete Equipment and Material, due to substantive and legal reference changes  
Upon motion by L. Seguin, seconded by C. Black, the Board of Education approved the second read of Policy 802. Motion passed 7-0.

**14. New Business**

- A. First and only read of Policy 201 – Legal Status of the School Board, and Policy 404 – Employment Background Checks, due to non-substantive and legal reference changes  
Upon motion by A. Johnson, seconded by R. Depa, the Board of Education approved the first and only reads of Policy 201 and Policy 404. Motion passed 7-0.
- B. First read of Policy 104 – School District Mission Statement, due to substantive changes  
Upon motion by L. Seguin, seconded by A. Briesemeister, the Board of Education approved the first read of Policy 104. Motion passed 7-0.
- C. First read of Policy 406 – Public and Private Personnel Data, due to substantive and legal reference changes  
Upon motion by A. Johnson, seconded by C. Black, the Board of Education approved the first read of policy 406. Motion passed 7-0.
- D. First read of Policy 603 – Curriculum Development, due to substantive and legal reference changes  
Upon motion by L. Seguin, seconded by A. Johnson, the Board of Education approved the first read of Policy 603. Motion passed 7-0.
- E. First read of Policy 616 – School District System Accountability, due to substantive and legal reference changes  
Upon motion by R. Depa, seconded by C. Milano, the Board of Education approved the first read of Policy 616. Motion passed 7-0.
- F. Approve student trip to Germany  
Upon motion by C. Milano, seconded A. Briesemeister, the Board of Education approved the student trip to Germany. Motion passed 7-0.
- G. Resolution authorizing issuance of certificates of election  
Upon motion by R. Depa, seconded by A. Johnson, the Board of Education approved the resolution authorizing issuance of certificates of election. Motion passed 7-0.

**15. Adjournment**

Upon motion by L. Seguin, seconded by R. Depa, the meeting was adjourned at 8:09 p.m. Motion passed 7-0.

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CLERK

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RECORDER



# FINANCIAL

## Budget Report

FY 2018-2019

December 17, 2018

## CURRENT BUDGET STATUS

2018-2019

<i>FUND NAME</i>	<i>FINAL FUND BALANCE June 2018</i>	<i>INCOME BUDGET FY 18-19</i>	<i>EXPENSE BUDGET FY 18-19</i>	<i>PROJECTED NET CHANGE IN F/B FY 18-19</i>	<i>PROJECTED FUND BALANCE June 2019</i>
<b>GENERAL</b>					
Nonspendable Fund Balance	\$42,388	\$0	\$0	\$0	\$42,388
Committed for Severance Obligations	\$152,680	\$0	\$0	\$0	\$152,680
Restricted for Staff Dev      316	\$230,610	\$349,104	\$381,573	(\$32,469)	\$198,141
Restricted for ALC              303	\$14,334	\$86,000	\$84,468	\$1,532	\$15,866
Restricted for MA              372	\$7,097	\$25,000	\$2,150	\$22,850	\$29,947
Assigned for Donated Funds Carryover	\$298,130	\$114,587	\$389,767	(\$275,180)	\$22,950
Assigned for Student Activities Carryover	\$39,792	\$4,960	\$42,086	(\$37,126)	\$2,666
Assigned for QComp Carryover	\$340,463	\$650,303	\$757,672	(\$107,369)	\$233,094
Unassigned Fund Balance	\$6,737,346	\$25,228,313	\$26,004,328	(\$776,015)	\$5,961,331
<b>TOTAL GENERAL &amp; TRANSPORT.</b>	<b>\$7,862,840</b>	<b>\$26,458,267</b>	<b>\$27,662,044</b>	<b>(\$1,203,777)</b>	<b>\$6,659,063</b>
<b>CAPITAL (Finance/Program)</b>					
Nonspendable Fund Balance	\$2,630	\$0	\$0	\$0	\$2,630
Restricted for LTFM            865	\$645,200	\$1,250,394	\$1,233,240	\$17,154	\$662,354
Restricted for Oper Capita    302	\$1,179,132	\$782,994	\$1,015,068	(\$232,074)	\$947,058
<b>TOTAL CAPITAL</b>	<b>\$1,826,962</b>	<b>\$2,033,388</b>	<b>\$2,248,308</b>	<b>(\$214,920)</b>	<b>\$1,612,042</b>
<b>TOTAL ALL GENERAL</b>	<b>\$9,689,802</b>	<b>\$28,491,655</b>	<b>\$29,910,352</b>	<b>(\$1,418,697)</b>	<b>\$8,271,105</b>
<b>FOOD</b>					
Nonspendable Fund Balance	\$18,445	\$0	\$0	\$0	\$18,445
Restricted for Food Service	\$274,883	\$1,070,849	\$1,123,067	(\$52,218)	\$222,665
<b>TOTAL FOOD</b>	<b>\$293,328</b>	<b>\$1,070,849</b>	<b>\$1,123,067</b>	<b>(\$52,218)</b>	<b>\$241,110</b>
<b>COMMUNITY SERVICE (Finance)</b>					
Nonspendable Fund Balance	\$9,841	\$0	\$0	\$0	\$9,841
Restricted for ABE            322	\$966	\$9,181	\$9,181	\$0	\$966
Restricted for ECFE          325,328	\$0	\$137,907	\$138,192	(\$285)	(\$285)
Restricted for Comm Educ    321,332,362,798	\$93,158	\$2,127,816	\$2,113,640	\$14,176	\$107,334
Restricted for Schl Readin    344	\$0	\$51,144	\$51,106	\$38	\$38
Restricted Fund Balance    337,338,350-354	\$1,147	\$49,676	\$52,264	(\$2,588)	(\$1,441)
<b>TOTAL COMMUNITY SERVICE</b>	<b>\$105,112</b>	<b>\$2,375,724</b>	<b>\$2,364,383</b>	<b>\$11,341</b>	<b>\$116,453</b>
<b>CONSTRUCTION</b>	<b>\$6,929,759</b>	<b>\$250,000</b>	<b>\$7,179,759</b>	<b>(\$6,929,759)</b>	<b>\$0</b>
<b>DEBT SERVICE</b>	<b>\$1,147,736</b>	<b>\$5,535,952</b>	<b>\$5,227,353</b>	<b>\$308,599</b>	<b>\$1,456,335</b>
<b>TRUST</b>	<b>\$30,870</b>	<b>\$54,716</b>	<b>\$73,332</b>	<b>(\$18,616)</b>	<b>\$12,254</b>
<b>TOTAL ALL FUNDS</b>	<b>\$18,196,607</b>	<b>\$37,778,896</b>	<b>\$45,878,246</b>	<b>(\$8,099,350)</b>	<b>\$10,097,257</b>

## SUMMARY OF YTD BUDGET ADJUSTMENTS

*\*Denotes Specific School Board Approval*

GENERAL FUND ( INCLUDES TRANSPORTATION)	AMOUNT	DATE
<b>INCOME:</b>		
Initial Adopted Budget	\$26,330,949	* Jun-18
+Revenue - Donated Funds & General	8,242	* Oct-18
+Revenue - Donated Funds & General	114,116	* Dec-18

**NET CURRENT INCOME BUDGET**

\$26,453,307

GENERAL FUND ( INCLUDES TRANSPORTATION)		
<b>EXPENSE:</b>		
Initial Adopted Budget	\$27,211,808	* Jun-18
+Allocate Donated Fund Balances from Prior Year	277,477	* Sept-18
+Allocate Student Activities Fund Balances from Prior Year	37,126	* Sept-18
+Expense - Donated Funds & General	8,242	* Oct-18
+Expense - ADSIS	15,572	* Nov-18
+Expense - Donated Funds & General	111,819	* Dec-18

**NET CURRENT EXPENSE BUDGET**

\$27,662,044

## SUMMARY OF YTD BUDGET ADJUSTMENTS

*\*Denotes Specific School Board Approval*

### CAPITAL/LTFM EXPENDITURE SUB-FUND:

	AMOUNT	DATE
<b>INCOME:</b>		
Initial Adopted Budget	\$1,975,896	* Jun-18
+Revision - Capital	57,492	* Nov-18

<b>NET CURRENT INCOME BUDGET</b>	<u>\$2,033,388</u>
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<b>EXPENSE:</b>		
Initial Adopted Budget	\$2,130,453	* Jun-18
+Revision - Capital	117,855	* Nov-18

<b>NET CURRENT EXPENSE BUDGET</b>	<u>\$2,248,308</u>
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## SUMMARY OF YTD BUDGET ADJUSTMENTS

*\*Denotes Specific School Board Approval*

### FOOD SERVICE FUND:

	AMOUNT	DATE
<b>INCOME:</b>		
Initial Adopted Budget	\$1,070,849	* Jun-18

<b>NET CURRENT INCOME BUDGET</b>	<u>\$1,070,849</u>
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<b>EXPENSE:</b>		
Initial Adopted Budget	\$1,123,067	* Jun-18

<b>NET CURRENT EXPENSE BUDGET</b>	<u>\$1,123,067</u>
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**SUMMARY OF YTD BUDGET ADJUSTMENTS**

*\*Denotes Specific School Board Approval*

**COMMUNITY SERVICE FUND:**

	AMOUNT	DATE
<b>INCOME:</b>		
Initial Adopted Budget	\$2,375,724	* Jun-18

<b>NET CURRENT INCOME BUDGET</b>	<b>\$2,375,724</b>
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<b>EXPENSE:</b>		
Initial Adopted Budget	\$2,364,383	* Jun-18

<b>NET CURRENT EXPENSE BUDGET</b>	<b>\$2,364,383</b>
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**SUMMARY OF YTD BUDGET ADJUSTMENTS**

*\*Denotes Specific School Board Approval*

**CONSTRUCTION FUND:**

	AMOUNT	DATE
<b>INCOME:</b>		
Initial Adopted Budget	\$100,000	* Jun-18
+Revision	150,000	* Nov-18

<b>NET CURRENT INCOME BUDGET</b>	<b>\$250,000</b>
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<b>EXPENSE:</b>		
Initial Adopted Budget	\$7,366,482	* Jun-18
+Revision	(\$186,723)	* Nov-18

<b>NET CURRENT EXPENSE BUDGET</b>	<b>\$7,179,759</b>
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## SUMMARY OF YTD BUDGET ADJUSTMENTS

*\*Denotes Specific School Board Approval*

<b>DEBT SERVICE FUND:</b>		<b>AMOUNT</b>	<b>DATE</b>
<b>INCOME:</b>			
Initial Adopted Budget		\$5,342,020	* Jun-18
+Revision		193,932	* Nov-18
<b>NET CURRENT INCOME BUDGET</b>		<u>\$5,535,952</u>	
<b>EXPENSE:</b>			
Initial Adopted Budget		\$5,227,353	* Jun-18
<b>NET CURRENT EXPENSE BUDGET</b>		<u>\$5,227,353</u>	

## SUMMARY OF YTD BUDGET ADJUSTMENTS

*\*Denotes Specific School Board Approval*

<b>TRUST FUND:</b>		<b>AMOUNT</b>	<b>DATE</b>
<b>INCOME:</b>			
Initial Adopted Budget		\$1,000	* Jun-18
+Revision		\$28,200	* Aug-18
+Revision		25,516	* Nov-18
<b>NET CURRENT INCOME BUDGET</b>		<u>\$54,716</u>	
<b>EXPENSE:</b>			
Initial Adopted Budget		\$16,800	* Jun-18
+Revision		\$31,416	* Aug-18
+Revision		25,116	* Nov-18
<b>NET CURRENT EXPENSE BUDGET</b>		<u>\$73,332</u>	

**Investment Transactions 2018-2019  
As of November 30, 2018**

	<u>Purchased</u>	<u>Due</u>	<u>Cost Balance 7/1/18</u>	<u>Purchased</u>	<u>Interest Received</u>	<u>Realized Gain/Loss</u>	<u>Matured</u>	<u>Cost Balance 11/30/18</u>	<u>Fair Value 11/30/18</u>
<b>Fund 1:</b>									
<b>PMA (Operating Investments):</b>									
MN Trust Investment Shares Portfolio .69%								687,174.51	687,174.51
Affiliated Bank	7/27/2017	7/27/2018	246,800.00		3,109.68		246,800.00	0.00	0.00
MN Trust Term Series	8/25/2018	9/25/2018		4,000,000.00	7,224.12		4,007,224.12	0.00	0.00
MN Trust Term Series	9/25/2018	10/25/2018		4,000,000.00			4,006,969.86	0.00	0.00
MN Trust Term Series	11/26/2018	12/26/2018		4,000,000.00				4,000,000.00	4,000,000.00
Cornerstone Bank - 1.213%	6/1/2017	11/28/2018	245,500.00		4,446.48		249,946.48	0.00	0.00
Public Service Credit Union CD	12/18/2017	12/18/2018	246,000.00					246,000.00	246,000.00
Sonabank CD	12/18/2017	12/18/2018	245,900.00					245,900.00	245,900.00
Bank 7 - 1.212%	6/1/2017	1/28/2019	245,000.00					245,000.00	245,000.00
First Bank of Ohio - 1.202%	6/1/2017	1/28/2019	245,000.00					245,000.00	245,000.00
Mainstreet Bank	8/30/2017	1/28/2019	245,400.00					245,400.00	245,400.00
Industrial and Commercial Bank of China	8/30/2017	1/28/2019	245,400.00					245,400.00	245,400.00
American Express Centurion Bank CD	9/6/2017	3/6/2019	247,228.35					247,228.35	246,545.52
American Express Bank Fsb CD	9/6/2017	3/6/2019	247,228.35					247,228.35	246,545.52
Farmer's & Merchants Union Bank - 1.409%	6/1/2017	6/3/2019	242,900.00					242,900.00	242,900.00
Wells Fargo Bank CD - 1.502%	6/7/2017	6/7/2019	249,726.44		337.68			249,726.44	247,994.29
ELGA Credit Union	7/10/2018	1/28/2020		240,400.00				240,400.00	240,400.00
Village Bank & Trust - Wintrust	7/10/2018	1/28/2020		240,700.00				240,700.00	240,700.00
Schaumburg B&TC / Advantage Nat'l Bank	7/10/2018	1/28/2020		240,700.00				240,700.00	240,700.00
Corporate One Federal Credit Union	7/11/2018	1/28/2020		240,500.00				240,500.00	240,500.00
CFG Community Bank	10/29/2018	1/28/2020		241,700.00				241,700.00	241,700.00
Citadel FCU	10/29/2018	1/28/2020		241,800.00				241,800.00	241,800.00
Servisfirst Bank	10/29/2018	1/28/2020		241,600.00				241,600.00	241,600.00
Rockford B&TC	10/29/2018	1/28/2020		241,900.00				241,900.00	241,900.00
<b>PMA Total</b>								9,076,257.65	
<b>Minnesota School District Liquid Asset Fund:</b>									
Liquid Class .75%								3,963,009.25	
MAX Class .85%								2,783,765.01	
<b>TOTAL MNTRUST</b>			2,952,083.14	13,929,300.00	15,117.96	0.00	8,510,940.46	15,823,031.91	9,073,159.84

**Bonds 2016A MN Trust Investment Transactions 2018-2019  
As of November 30, 2018**

<u>Description</u>	<u>Purchased</u>	<u>Due</u>	<u>Cost Balance 07/01/18</u>	<u>Purchased</u>	<u>Interest Rec'd</u>	<u>Gain/Loss</u>	<u>Matured</u>	<u>Cost Balance 11/30/18</u>	<u>Fair Value 11/30/18</u>
MN Trust Investment Shares Portfolio 2.160%	02/18/16			131,515.39				131,515.39	131,515.39
Citibank (SDA) 2.150%	02/23/16			15.03				15.03	15.03
Federal Home Loan Mtg Corporation Note .870%	02/23/16	10/19/18	251,832.97		990.28		252,823.25	0.00	0.00
First National Bank 1.032%	02/18/16	10/23/18	243,100.00		6,724.52		249,824.52	0.00	0.00
Pacific Western Bank .910%	02/18/16	10/23/18	243,900.00		5,941.75		249,841.75	0.00	0.00
Luana Savings Bank CD .700%	05/18/16	07/06/18	246,300.00		3,679.66		249,979.66	0.00	0.00
Bridgewater Bank CD .811%	06/23/16	10/23/18	500,000.00		9,459.57		509,459.57	0.00	0.00
Bridgewater Bank CD .861%	06/23/16	11/27/18	1,000,000.00		20,911.17		1,020,911.17	0.00	0.00
Commerce Bank 0.946%	01/30/17	09/25/18	246,100.00		3,847.75		249,947.75	0.00	0.00
Bremer Bank 1.050%	01/30/17	12/21/18	245,000.00					245,000.00	245,000.00
Financial Federal Bank 0.950%	01/30/17	11/27/18	245,700.00		4,259.03		249,959.03	0.00	0.00
Enerbank USA 0.910%	01/30/17	09/25/18	246,000.00		3,698.30		249,698.30	0.00	0.00
CFG Community Bank 1.000%	02/24/17	07/24/18	246,500.00		3,478.89		249,978.89	0.00	0.00
Central MN Credit Union 0.930%	02/28/17	07/24/18	500,000.00		6,472.14		506,472.14	0.00	0.00
First Internet Bank of Indiana 1.042%	02/23/17	09/25/18	245,900.00		4,048.61		249,948.61	0.00	0.00
Fieldpoint Private Bank & Trust 1.041%	02/23/17	09/25/18	245,900.00		4,060.99		249,960.99	0.00	0.00
Cit Bank/Onewest Bank 1.109%	02/28/17	09/25/18	245,600.00		4,283.47		249,883.47	0.00	0.00
Central MN Credit Union 0.950%	02/28/17	09/25/18	504,400.00		7,500.05		511,900.05	0.00	0.00
Grand Ridge National Bank 1.126%	05/24/17	08/28/18	246,500.00		3,486.63		249,986.63	0.00	0.00
Private Bank - MI 1.271%	05/24/17	12/21/18	245,000.00					245,000.00	245,000.00
MN Trust Term Series 1.970%	06/25/18	07/25/18	4,800,000.00		7,969.32		4,807,969.32	0.00	0.00
MN Trust Term Series 2.050%	07/25/18	08/24/18		3,500,000.00	5,897.27		3,505,897.27	0.00	0.00
MN Trust Term Series 2.060%	08/24/18	09/25/18		1,500,000.00	2,709.05		1,502,709.05	0.00	0.00
MN Trust Term Series 2.120%	08/24/18	09/25/18		3,000,000.00	5,227.40		3,005,227.40	0.00	0.00
MN Trust Term Series 2.210%	10/25/18	11/26/18		2,500,000.00	4,843.84		2,504,843.84	0.00	0.00
MN Trust Term Series 2.230%	11/26/18	12/26/18		2,500,000.00				2,500,000.00	2,500,000.00
<b>TOTAL MN TRUST BOND ACCOUNT</b>			<u>10,747,732.97</u>	<u>13,131,530.42</u>	<u>119,489.69</u>	<u>0.00</u>	<u>20,877,222.66</u>	<u>3,121,530.42</u>	<u>3,121,530.42</u>

**WIRE TRANSFER SUMMARY**  
**Delano Public Schools**  
**Independent School District #879**  
**NOVEMBER 2018**

<b>DATE</b>	<b>FROM</b>	<b>TO</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
11/01/18	CorTrust Bank	Delta Dental	\$16,947.00	Dental Insurance
11/01/18	CorTrust Bank	Further	\$806.63	FSA
11/06/18	CorTrust Bank	BMO	\$59,373.88	P-Card
11/06/18	CorTrust Bank	MN Dept of Revenue	\$26,555.74	Payroll Tax
11/06/18	CorTrust Bank	IRS	\$155,724.95	Payroll Tax
11/07/18	CorTrust Bank	PERA	\$25,139.19	Payroll PERA
11/07/18	CorTrust Bank	MN Teachers Retirement	\$75,696.11	Payroll TRA
11/08/18	CorTrust Bank	Further	\$1,330.25	FSA
11/09/18	CorTrust Bank	Further	\$2,507.58	VEBA Deposit
11/09/18	CorTrust Bank	Further	\$23,155.78	VEBA Deposit
11/14/18	CorTrust Bank	MN Dept of Revenue	\$839.00	October Sales Tax
11/15/18	CorTrust Bank	Further	\$916.11	FSA
11/16/18	CorTrust Bank	MN UI Fund	\$3,532.10	Quarter 3 Unemployment
11/20/18	CorTrust Bank	IRS	\$155,087.76	Payroll Tax
11/21/18	CorTrust Bank	MN Dept of Revenue	\$26,639.81	Payroll Tax
11/21/18	CorTrust Bank	MN Teachers Retirement	\$73,220.49	Payroll TRA
11/21/18	CorTrust Bank	Ameriprise	\$15,494.68	403 (b) Retirement
11/21/18	CorTrust Bank	Valic	\$896.35	403 (b) Retirement
11/23/18	CorTrust Bank	PERA	\$28,563.94	Payroll PERA
11/23/18	CorTrust Bank	Horace Mann	\$4,154.64	403 (b) Retirement
11/23/18	CorTrust Bank	State of MN	\$13,449.14	507 Retirement
11/23/18	CorTrust Bank	AFLAC	\$591.24	Insurance
11/23/18	CorTrust Bank	Further	\$962.35	Admin Fees
11/23/18	CorTrust Bank	Further	\$1.54	FSA
11/26/18	CorTrust Bank	Further	\$1,362.51	HSA
11/29/18	CorTrust Bank	Further	\$917.75	FSA

**MINNESOTA LIQUID ASSET FUND**  
**DELANO PUBLIC SCHOOLS**

FOR MONTH ENDING: NOVEMBER, 2018

DATE	DESCRIPTION	FUND	CODE	MSDMAX (+ = Debit A104)	MAX BALANCE	MSLAF (+ = Debit A104)	LAF BALANCE
11/01/18	Beginning Balance				\$4,430,814.26		\$1,914,297.16
11/02/18	Hennepin County	1	R01-005-000-000-000-001		\$4,430,814.26	\$700,000.00	\$2,614,297.16
11/02/18	Wright County	1	R01-005-000-000-000-001		\$4,430,814.26	\$1,188,109.36	\$3,802,406.52
11/02/18	Wire - Max	1	A01-101-00	(\$800,000.00)	\$3,630,814.26		\$3,802,406.52
11/06/18	Wire - Liquid	1	A01-101-00		\$3,630,814.26	(\$350,000.00)	\$3,452,406.52
11/08/18	ELSA	4	R04-005-550-000-337-040		\$3,630,814.26	\$2,672.00	\$3,455,078.52
11/08/18	ELSA	4	R04-005-550-000-337-040		\$3,630,814.26	\$2,672.00	\$3,457,750.52
11/08/18	ELSA	4	R04-005-550-000-337-040		\$3,630,814.26	\$1,111.10	\$3,458,861.62
11/08/18	ELSA	4	R04-005-550-000-337-040		\$3,630,814.26	\$1,111.12	\$3,459,972.74
11/09/18	FY18 Concurrent Enroll	1	R01-005-000-000-000-370	\$5,241.02	\$3,636,055.28		\$3,459,972.74
11/13/18	State Special Milk	2	R02-005-770-000-703-300	\$502.80	\$3,636,558.08		\$3,459,972.74
11/13/18	State School Lunch	2	R02-005-770-000-701-300	\$169.59	\$3,636,727.67		\$3,459,972.74
11/13/18	Special Milk	2	R02-005-770-000-703-475	\$55.34	\$3,636,783.01		\$3,459,972.74
11/13/18	Free Reduced Lunch	2	R02-005-770-000-701-472	\$989.40	\$3,637,772.41		\$3,459,972.74
11/13/18	HHFKA Lunch	2	R02-005-770-000-701-471	\$68.16	\$3,637,840.57		\$3,459,972.74
11/13/18	Regular Lunch	2	R02-005-770-000-701-471	\$352.16	\$3,638,192.73		\$3,459,972.74
11/19/18	Wire - Max	1	A01-101-00	(\$1,000,000.00)	\$2,638,192.73		\$3,459,972.74
11/23/18	State Special Milk	2	R02-005-770-000-703-300		\$2,638,192.73	\$6,765.79	\$3,466,738.53
11/23/18	State Breakfast	2	R02-005-770-000-705-300		\$2,638,192.73	\$780.85	\$3,467,519.38
11/23/18	Regular Breakfast	2	R02-005-770-000-705-476		\$2,638,192.73	\$1,324.90	\$3,468,844.28
11/23/18	Regular Breakfast	2	R02-005-770-000-705-476		\$2,638,192.73	\$506.97	\$3,469,351.25
11/23/18	Free Reduced Lunch	2	R02-005-770-000-701-472		\$2,638,192.73	\$7,114.80	\$3,476,466.05
11/23/18	Free Reduced Lunch	2	R02-005-770-000-701-472		\$2,638,192.73	\$10,137.00	\$3,486,603.05
11/23/18	HHFKA Lunch	2	R02-005-770-000-701-471		\$2,638,192.73	\$1,789.98	\$3,488,393.03
11/23/18	HHFKA Lunch	2	R02-005-770-000-701-471		\$2,638,192.73	\$1,097.04	\$3,489,490.07
11/23/18	Regular Lunch	2	R02-005-770-000-701-471		\$2,638,192.73	\$9,248.23	\$3,498,738.30
11/23/18	Regular Lunch	2	R02-005-770-000-701-471		\$2,638,192.73	\$5,668.04	\$3,504,406.34
11/30/18	Wright County	1	R01-005-000-000-000-001		\$2,638,192.73	\$452,614.82	\$3,957,021.16
11/30/18	FY18 Alt Comp	1	A01-121-28	\$7.31	\$2,638,200.04		\$3,957,021.16
11/30/18	FY18 Gen Ed Aid	1	A01-121-01	\$627.85	\$2,638,827.89		\$3,957,021.16
11/30/18	FY19 Gen Ed Aid	1	R01-005-000-000-000-211	\$35,912.09	\$2,674,739.98		\$3,957,021.16
11/30/18	FY19 Nonpublic Pupil Aid	4	R04-005-000-000-350-301	\$20,195.86	\$2,694,935.84		\$3,957,021.16
11/30/18	FY19 Debt Svc Equaliz	7	R07-005-000-000-000-309	\$57,731.51	\$2,752,667.35		\$3,957,021.16
11/30/18	FY19 Agr Hstd Mkt Val Cr	7	R07-005-000-000-000-234	\$4,662.24	\$2,757,329.59		\$3,957,021.16
11/30/18	FY19 Sch Bldg Bond Ag Cr	7	R07-005-000-000-000-258	\$20,527.50	\$2,777,857.09		\$3,957,021.16
11/30/18	Accrual Income Div Rein	1	R01-005-000-000-000-092	\$5,907.92	\$2,783,765.01	\$5,988.09	\$3,963,009.25

## CASH REPORT FOR SCHOOL BOARD

### DELANO PUBLIC SCHOOLS

Independent School District # 879

for month: **November 2018**

#### 101 - CASH ACCOUNTS

	Beg Balance	Receipts	Checks	Adj	End Balance
General Fund	\$845,989	\$2,737,680	(\$2,399,431)		\$1,184,238
Food Service	(\$21,797)	\$94,039	(\$116,097)		(\$43,855)
Community Service	(\$102,035)	\$181,618	(\$200,220)		(\$120,637)
Capital Expenditure	(\$860,928)	\$4,596	(\$133,411)		(\$989,742)
Building Fund	\$135,760	\$1,321,385	(\$1,310,630)		\$146,515
Debt Service	(\$824)	\$0	\$0		(\$824)
Trust Fund	\$71,262	\$3,518	(\$3,960)		\$70,820
<b>TOTAL PER BOOKS</b>	<b>\$67,427</b>	<b>\$4,342,836</b>	<b>(\$5,397)</b>		<b>\$246,514</b>
				General Checking Account	\$246,514
				<b>TOTAL PER BANK</b>	<b>\$246,514</b>

#### 104 - INVESTMENT ACCOUNTS

	Beg Balance	Deposits	Withdrawals	Adj	End Balance
General Fund	\$835,592	\$2,394,408	(\$2,150,000)		\$1,080,000
Food Service	\$338,210	\$46,571	\$0		\$384,781
Community Service	\$382,556	\$27,762	\$0		\$410,318
Capital Expenditure	\$1,905,009	\$0	\$0		\$1,905,009
Debt Service	\$2,883,745	\$82,921	\$0		\$2,966,667
MN Trust	\$4,430,165	\$257,009	(\$4,000,000)		\$687,175
Operating Investments	\$4,631,300	\$4,000,185	(\$245,500)		\$8,385,985
MN Trust - Construction	\$165,764	\$287	(\$34,535)		\$131,515
MN Trust - Construction Bonds	\$4,235,715	\$30,014	(\$1,275,714)		\$2,990,015
MN Trust - Debt Service	\$0	\$0	\$0		\$0
<b>TOTAL PER BOOKS</b>	<b>\$26,272,100</b>	<b>\$6,839,157</b>	<b>(\$7,705,749)</b>		<b>\$18,941,465</b>
				Liquid Asset - MAX Account	\$2,783,765
				Liquid Asset - Regular Account	\$3,963,009
				MN Trust	\$687,175
				Operating Investments	\$8,385,985
				Construction	\$3,121,530
				<b>TOTAL PER BANK</b>	<b>\$18,941,465</b>

#### CASH AND INVESTMENT BALANCE SUMMARY BY FUND

	Beg Balance	Deposits	Withdrawals	Adj	End Balance
General Fund	\$10,743,046	\$9,389,283	(\$8,794,931)		\$11,337,398
Food Service	\$316,412	\$140,610	(\$116,097)		\$340,926
Community Service	\$280,521	\$209,380	(\$200,220)		\$289,681
Capital Expenditure	\$1,044,081	\$4,596	(\$133,411)		\$915,267
Building Fund	\$4,537,239	\$1,351,686	(\$2,620,879)		\$3,268,046
Debt Service	\$2,882,922	\$82,921	\$0		\$2,965,843
Trust Fund	\$71,262	\$3,518	(\$3,960)		\$70,820
<b>TOTAL PER BOOKS</b>	<b>\$19,875,483</b>	<b>\$11,181,994</b>	<b>(\$11,869,497)</b>		<b>\$19,187,979</b>
				Cash	\$246,514
				Investments	\$18,941,465
				<b>TOTAL PER BANK</b>	<b>\$19,187,979</b>

ACCOUNT NUMBER	FUND	2018-19 Revised Budget	2018-19 FYTD Activity	Unexpended Balance	2018-19 FY %
01 - - - - -	GENERAL FUND	26,453,307.00	9,244,072	17,209,236.50	34.94
02 - - - - -	FOOD SERVICE	1,070,849.00	339,294	731,555.41	31.68
04 - - - - -	COMMUNITY SERVICES	2,375,724.00	844,968	1,530,757.98	35.57
05 - - - - -	CAPITAL OUTLAY	2,033,388.00	61,509	1,971,879.27	3.02
06 - - - - -	BUILDING FUND	250,000.00	212,546	37,454.16	85.02
07 - - - - -	DEBT SERVICE	5,535,952.00	414,606	5,121,345.78	7.49
08 - - - - -	TRUST FUND	54,716.00	57,234	-2,518.00	104.60
Grand Revenue Totals		37,773,936.00	11,174,229	26,599,711.10	29.58

Number of Accounts: 271

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

ACCOUNT NUMBER	FUND	2018-19 Revised Budget	2018-19 FYTD Activity	Unexpended Balance	2018-19 FY %
01 - - - - -	GENERAL FUND	27,662,044.00	8,921,071	18,741,026.67	32.25
02 - - - - -	FOOD SERVICE	1,123,067.00	365,983	757,084.46	32.59
04 - - - - -	COMMUNITY SERVICES	2,364,383.00	894,838	1,469,546.29	37.85
05 - - - - -	CAPITAL OUTLAY	2,248,308.00	1,001,368	1,246,942.74	44.54
06 - - - - -	BUILDING FUND	7,179,759.00	4,374,021	2,805,738.49	60.92
07 - - - - -	DEBT SERVICE	5,227,353.00	1,228,751	3,998,601.75	23.51
08 - - - - -	TRUST FUND	73,332.00	20,159	53,173.26	27.49
Grand Expense Totals		45,878,246.00	16,806,191	29,072,113.66	36.63

Number of Accounts: 3023

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

ACCOUNT NUMBER	PROGRAM	2016-17 FY Activity	2017-18 FY Activity	2018-19 Revised Budget	2018-19 FYTD Activity	2018-19 FYTD %
01 E --- 010 --- ---	BOARD OF EDUCATION	27,099	36,881	38,351	15,072	39.30
01 E --- 020 --- ---	SUPERINTENDENT	241,030	278,453	300,044	119,662	39.88
01 E --- 050 --- ---	PRINCIPAL'S OFFICE	823,405	872,477	1,010,597	353,547	34.98
01 E --- 105 --- ---	GEN ADMINISTRATIVE S	7,460	7,230	7,200	7,174	99.64
01 E --- 107 --- ---	OTHER ADMINISTRATIVE	46,755	38,948	41,097	16,628	40.46
01 E --- 108 --- ---	Administrative Techn	318,684	371,841	277,302	154,292	55.64
01 E --- 110 --- ---	BUSINESS SERVICES	453,209	468,112	498,266	219,520	44.06
01 E --- 130 --- ---	COMMUNITY RELATIONS	17,576	20,309	28,800	21,405	74.33
01 E --- 199 --- ---	SCHOOL ELECTIONS	765	0	1,100	1,086	98.81
01 E --- 200 --- ---	GENERAL ED	4,115	8,551	84,628	2,628	3.10
01 E --- 201 --- ---	KINDERGARTEN	593,687	548,709	584,252	171,992	29.44
01 E --- 203 --- ---	ELEMENTARY EDUCATION	4,016,313	4,170,520	4,385,301	1,213,845	27.68
01 E --- 204 --- ---	TI II TEACH/PRIN TRA	47,183	27,922	26,924	790	2.93
01 E --- 207 --- ---	TI V INNOV PROGR	3,485	3,917	2,165	1,703	78.67
01 E --- 208 --- ---	GENERAL EDUC - MIDDLE	317,552	364,023	280,281	73,136	26.09
01 E --- 211 --- ---	GENERAL EDUC SECONDA	506,559	508,556	745,482	174,139	23.36
01 E --- 212 --- ---	ART	163,080	175,128	249,987	77,155	30.86
01 E --- 215 --- ---	BUSINESS	96,161	100,418	104,099	29,261	28.11
01 E --- 216 --- ---	TITLE I EDUC DISADVA	51,022	47,557	47,536	16,546	34.81
01 E --- 217 --- ---	ASSURANCE OF MASTERY	130,481	108,400	202,937	30,677	15.12
01 E --- 218 --- ---	GIFTED & TALENTED	133,419	141,811	149,427	52,076	34.85
01 E --- 219 --- ---	LIMITED ENGLISH (2ND	40,004	47,934	51,398	15,647	30.45
01 E --- 220 --- ---	ENGLISH	878,463	896,063	927,504	294,122	31.71
01 E --- 222 --- ---	THEATER ARTS	0	0	500	0	0.00
01 E --- 230 --- ---	FOREIGN LANGUAGE	285,100	269,947	283,821	82,210	28.96
01 E --- 240 --- ---	HEALTH	737	878	800	157	19.64
01 E --- 241 --- ---	PHYSICAL EDUCATION	735,193	760,566	795,587	204,262	25.67
01 E --- 250 --- ---	FACS	70,847	73,935	75,687	25,831	34.13
01 E --- 255 --- ---	INDUSTRIAL EDUCATION	104,844	112,380	127,939	36,929	28.86
01 E --- 256 --- ---	MATHEMATICS	764,691	779,373	837,613	240,909	28.76
01 E --- 258 --- ---	INSTRUMENTAL MUSIC	204,818	214,207	236,672	71,504	30.21
01 E --- 259 --- ---	GENERAL/VOCAL MUSIC	326,191	330,581	341,443	101,916	29.85
01 E --- 260 --- ---	NATURAL SCIENCES	844,272	824,426	864,189	258,309	29.89
01 E --- 261 --- ---	BIOLOGY	1,701	1,644	2,000	1,261	63.05
01 E --- 262 --- ---	CHEMISTRY	4,293	5,302	4,000	3,571	89.28
01 E --- 263 --- ---	PHYSICS	933	2,732	2,500	482	19.30
01 E --- 264 --- ---	9TH GRADE SCIENCE	1,614	1,560	1,800	806	44.80
01 E --- 265 --- ---	7TH/8TH GR SCIENCE	0	0	6,022	344	5.72
01 E --- 270 --- ---	SOCIAL STUDIES	783,281	682,589	722,544	207,690	28.74
01 E --- 280 --- ---	OTHER REG. INSTR. SEC.	36,030	26,776	35,000	818	2.34
01 E --- 292 --- ---	BOYS/GIRLS ATHLETIC	345,630	425,891	492,565	134,131	27.23
01 E --- 294 --- ---	BOYS ATHLETICS	322,956	321,757	258,468	107,164	41.46
01 E --- 296 --- ---	GIRLS ATHLETICS	277,213	288,115	262,763	146,841	55.88
01 E --- 298 --- ---	EXTRA CURRICULAR AC	162,058	140,614	123,711	39,685	32.08
01 E --- 361 --- ---	TRADE & INDUSTRIAL E	96,949	99,739	104,097	29,378	28.22
01 E --- 380 --- ---	CAREER & TECHNICAL A	75,934	65,756	137,117	19,518	14.23
01 E --- 385 --- ---	WORK STUDY	62,073	628	361	714	197.78
01 E --- 399 --- ---	VOCATIONAL-GENERAL	131,430	134,247	140,000	67,806	48.43
01 E --- 400 --- ---	General Special Ed	39,263	78,715	48,150	5,297	11.00
01 E --- 401 --- ---	SPEECH IMPAIRED	528,236	553,606	616,764	178,573	28.95
01 E --- 402 --- ---	DCD MILD-MODERATE IM	435,338	302,074	533,808	122,757	23.00
01 E --- 404 --- ---	PHYSICALLY IMPAIRED	157,663	126,089	132,172	40,338	30.52
01 E --- 405 --- ---	DEAF/HARD OF HEARING	31,129	21,858	37,794	23,277	61.59
01 E --- 406 --- ---	VISION IMPAIRED	6,414	7,830	8,747	9,805	112.08
01 E --- 407 --- ---	LEARNING DISABLED	319,021	383,822	662,519	199,296	30.08
01 E --- 408 --- ---	EMOTIONAL/BEHAVIORAL	389,361	450,398	656,437	163,624	24.93
01 E --- 410 --- ---	OTHER HEALTH IMPAIRE	468,567	348,782	62,583	56,119	89.67
01 E --- 411 --- ---	AUTISTIC	498,602	767,409	499,645	140,938	28.21
01 E --- 412 --- ---	DEVELOPMENTALLY DELA	355,068	232,743	220,609	104,972	47.58
01 E --- 414 --- ---	TRAUMATIC BRAIN INJU	24,876	0	0	447	0.00
01 E --- 416 --- ---	SEVERELY MULTIPLE IM	63,181	77,386	70,060	17,701	25.27
01 E --- 420 --- ---	SPECIAL EDU-GENERAL	462,763	599,579	651,615	270,115	41.45
01 E --- 421 --- ---	SOCIAL WORKER	58	253	306	61	19.87
01 E --- 422 --- ---	ADSIIS-Sped w/o disab	154,182	248,243	295,283	83,998	28.45
01 E --- 605 --- ---	GEN. INSTR. SUPPORT	374,031	392,207	435,497	197,601	45.37
01 E --- 610 --- ---	CURRICULUM ADOPTION	26,299	31,094	36,693	5,417	14.76
01 E --- 611 --- ---	CURRICULUM DEVELOPME	160,964	160,960	233,342	72,673	31.14
01 E --- 620 --- ---	MEDIA CENTER	373,966	378,148	408,382	128,699	31.51
01 E --- 630 --- ---	Instructional-Relate	126,416	179,975	282,537	119,716	42.37
01 E --- 640 --- ---	STAFF DEVELOPMENT	189,343	155,363	241,244	56,362	23.36
01 E --- 641 --- ---	STAFF MENTORSHIP	6,004	6,931	15,460	0	0.00
01 E --- 643 --- ---	ACADEMY	943	1,908	3,479	175	5.00
01 E --- 710 --- ---	GUIDANCE	197,344	167,888	234,094	74,909	32.00
01 E --- 720 --- ---	HEALTH SERVICES	83,672	86,738	129,971	81,506	62.71
01 E --- 740 --- ---	SOCIAL WORKER	108,172	108,335	173,094	72,137	41.68
01 E --- 760 --- ---	PUPIL TRANSPORTATION	1,681,775	1,698,739	1,877,734	568,276	30.26
01 E --- 790 --- ---	PUPIL SUPPORT SERV.	18,372	19,106	21,600	0	0.00

ACCOUNT NUMBER	PROGRAM	2016-17 FY Activity	2017-18 FY Activity	2018-19 Revised Budget	2018-19 FYTD Activity	2018-19 FYTD %
01 E --- 791 --- ---	RETIREE BENEFITS	191,457	163,890	214,123	52,826	24.67
01 E --- 810 --- ---	OPERATIONS/MAINTENAN	1,813,656	2,102,919	2,533,823	957,111	37.77
01 E --- 850 --- ---	FACILITIES	286,965	296,724	292,602	168,662	57.64
01 E --- 940 --- ---	PROPERTY & OTH INS	103,182	109,373	130,000	103,344	79.50
01 E --- 950 --- ---	INTER FUND TRANSFER	2,406	0	0	0	0.00
01 - --- --- ---	GENERAL FUND	24,234,984	25,066,488	27,662,044	8,921,071	32.25
02 E --- 770 --- ---	FOOD SERVICES	1,017,797	1,016,607	1,123,067	365,983	32.59
02 - --- --- ---	FOOD SERVICE	1,017,797	1,016,607	1,123,067	365,983	32.59
04 E --- 505 --- ---	COMM ED OFFICE	70,593	75,958	101,343	123,250	121.62
04 E --- 510 --- ---	COMM ED CLASSES	218,504	223,090	185,087	87,418	47.23
04 E --- 520 --- ---	ADULT BASIC EDUCATIO	8,785	8,470	9,181	686	7.47
04 E --- 530 --- ---	SENIOR CITIZENS CENT	6,950	5,500	4,125	2,750	66.67
04 E --- 550 --- ---	PRESCHOOL	191,693	185,464	200,901	41,429	20.62
04 E --- 551 --- ---	TIGER KIDS CLUB	1,177,744	1,131,154	1,156,390	419,573	36.28
04 E --- 554 --- ---	MEAL PROGRAM	97,381	88,814	101,661	38,315	37.69
04 E --- 561 --- ---	ACTIVITY CENTER	189,868	198,263	197,383	70,960	35.95
04 E --- 563 --- ---	AQUATICS	76,590	41,128	44,048	2,770	6.29
04 E --- 564 --- ---	SUMMER RECREATION	16,417	13,790	17,409	9,389	53.93
04 E --- 570 --- ---	EXTENDED DAY PROGRAM	355	517	400	0	0.00
04 E --- 580 --- ---	EARLY CHILDHOOD FAMI	147,802	129,103	138,192	25,597	18.52
04 E --- 582 --- ---	SCHOOL READINESS	57,116	53,805	51,106	15,196	29.73
04 E --- 583 --- ---	PRESCHOOL SCREENING	9,311	5,665	9,488	2,220	23.40
04 E --- 585 --- ---	YOUTH DEVELOP	100,256	101,042	121,843	44,342	36.40
04 E --- 587 --- ---	DESTINATION IMAGINAT	17,960	10,892	5,150	395	7.66
04 E --- 589 --- ---	ROBOTICS	0	16,391	0	2,476	0.00
04 E --- 590 --- ---	OTHER COMM SERVICES	919	1,170	900	0	0.00
04 E --- 963 --- ---	HOMESCHOOL	0	0	0	695	0.00
04 E --- 964 --- ---	DeVrie Homeschool	0	0	348	0	0.00
04 E --- 965 --- ---	MAJOR HOMESCHOOL	340	0	0	0	0.00
04 E --- 966 --- ---	KORBA HOMESCHOOL	0	0	174	0	0.00
04 E --- 970 --- ---	NP - ST MAX KOLBE CA	9,624	10,493	12,734	7,029	55.20
04 E --- 972 --- ---	NP - MOUNT OLIVE LUT	6,109	6,795	5,757	0	0.00
04 E --- 977 --- ---	Pvt - RUSSEK HOME SC	0	481	763	0	0.00
04 E --- 993 --- ---	MEEHAN HOME SCHOOL	154	0	0	87	0.00
04 E --- 994 --- ---	ELSEN HOME SCHOOL	322	0	0	261	0.00
04 - --- --- ---	COMMUNITY SERVICES	2,404,793	2,307,985	2,364,383	894,838	37.85
05 E --- 020 --- ---	SUPERINTENDENT	0	413	0	0	0.00
05 E --- 050 --- ---	PRINCIPAL'S OFFICE	500	235	4,235	0	0.00
05 E --- 108 --- ---	Administrative Techn	199,711	247,574	339,400	331,306	97.62
05 E --- 110 --- ---	BUSINESS SERVICES	35,947	74,384	82,278	16,718	20.32
05 E --- 201 --- ---	KINDERGARTEN	16,214	0	0	0	0.00
05 E --- 203 --- ---	ELEMENTARY EDUCATION	34,349	57,680	24,021	20,143	83.85
05 E --- 208 --- ---	GENERAL EDUC - MIDDLE	6,101	6,622	12,400	935	7.54
05 E --- 211 --- ---	GENERAL EDUC SECONDA	9,939	19,179	46,145	40,292	87.32
05 E --- 212 --- ---	ART	6,258	0	292	292	100.04
05 E --- 215 --- ---	BUSINESS	0	63	0	0	0.00
05 E --- 219 --- ---	LIMITED ENGLISH (2ND	0	1,435	0	0	0.00
05 E --- 220 --- ---	ENGLISH	7,824	8,139	12,029	12,400	103.08
05 E --- 230 --- ---	FOREIGN LANGUAGE	0	0	7,080	6,997	98.82
05 E --- 240 --- ---	HEALTH	9,360	0	0	0	0.00
05 E --- 241 --- ---	PHYSICAL EDUCATION	675	0	0	0	0.00
05 E --- 256 --- ---	MATHEMATICS	24,794	33,434	25,937	25,937	100.00
05 E --- 258 --- ---	INSTRUMENTAL MUSIC	11,800	6,608	0	400	0.00
05 E --- 259 --- ---	GENERAL/VOCAL MUSIC	736	0	0	0	0.00
05 E --- 260 --- ---	NATURAL SCIENCES	6,257	12,390	13,444	12,870	95.73
05 E --- 270 --- ---	SOCIAL STUDIES	363	29,985	4,626	4,626	99.99
05 E --- 292 --- ---	BOYS/GIRLS ATHLETIC	43,702	24,283	43,052	33,187	77.09
05 E --- 294 --- ---	BOYS ATHLETICS	33,364	42,018	42,000	0	0.00
05 E --- 296 --- ---	GIRLS ATHLETICS	28,084	31,453	35,000	0	0.00
05 E --- 610 --- ---	CURRICULUM ADOPTION	7,117	377	0	0	0.00
05 E --- 611 --- ---	CURRICULUM DEVELOPME	0	0	44,199	0	0.00
05 E --- 620 --- ---	MEDIA CENTER	22,934	13,236	27,655	2,495	9.02
05 E --- 630 --- ---	Instructional-Relate	0	0	6,000	467	7.78
05 E --- 720 --- ---	HEALTH SERVICES	0	300	1,100	0	0.00
05 E --- 810 --- ---	OPERATIONS/MAINTENAN	-112,857	-113,517	50,000	7,270	14.54
05 E --- 850 --- ---	FACILITIES	91,227	245,394	194,175	132,767	68.38
05 E --- 865 --- ---	LONG-TERM FACILITIES	120,215	989,677	1,233,240	352,266	28.56
05 E --- 866 --- ---	LTFM > \$100k < \$2m	149,567	0	0	0	0.00
05 - --- --- ---	CAPITAL OUTLAY	754,181	1,731,362	2,248,308	1,001,368	44.54
06 E --- 870 --- ---	BUILD. CONSTRUCTION	24,092,648	32,615,574	7,179,759	4,374,021	60.92
06 - --- --- ---	BUILDING FUND	24,092,648	32,615,574	7,179,759	4,374,021	60.92
07 E --- 910 --- ---	DEBT REDEMPTION	5,266,144	9,034,848	5,227,353	1,228,751	23.51

ACCOUNT NUMBER	PROGRAM	2016-17 FY Activity	2017-18 FY Activity	2018-19 Revised Budget	2018-19 FYTD Activity	2018-19 FYTD %
07 - - - - -	DEBT SERVICE	5,266,144	9,034,848	5,227,353	1,228,751	23.51
08 E - - - 010 - - - - -	BOARD OF EDUCATION	1,000	1,000	1,000	0	0.00
08 E - - - 220 - - - - -	ENGLISH	500	500	500	0	0.00
08 E - - - 900 - - - - -	TRUST AND AGENCY	76,403	74,559	71,832	20,159	28.06
08 - - - - - - - - -	TRUST FUND	77,903	76,059	73,332	20,159	27.49
Grand Expense Totals		57,848,450	71,848,923	45,878,246	16,806,191	36.63

Number of Accounts: 3696

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

ACCOUNT NUMBER	OBJ	2016-17 FY Activity	2017-18 FY Activity	2018-19 Revised Budget	2018-19 FYTD Activity	2018-19 FYTD %
01 E --- --- --- --- 110	EXECUTIVE SALARY	959,780	1,117,390	1,173,167	507,421	43.25
01 E --- --- --- --- 113	LIBRARIANS SALARY	197,043	206,084	213,885	62,891	29.40
01 E --- --- --- --- 140	TEACHERS SALARY	7,999,504	8,159,533	8,672,813	2,507,846	28.92
01 E --- --- --- --- 141	PARAPROFESSIONAL SAL	79,229	84,262	102,195	28,538	27.93
01 E --- --- --- --- 143	LIC INSTR SUPPORT PE	108,803	186,962	188,707	61,889	32.80
01 E --- --- --- --- 145	SUBSTITUTE TEACHERS	93,091	55,864	78,589	22,005	28.00
01 E --- --- --- --- 146	SUBSTITUTE NON-LICEN	5,180	1,956	2,500	95	3.80
01 E --- --- --- --- 152	EDUCATIONAL SPEECH/L	373,823	365,496	403,878	124,586	30.85
01 E --- --- --- --- 154	SCHOOL NURSE	43,038	43,345	45,046	19,156	42.52
01 E --- --- --- --- 155	LICENSED NURSING SER	84,596	93,979	133,417	46,807	35.08
01 E --- --- --- --- 156	SCHOOL SOCIAL WORKER	148,103	164,792	173,569	49,675	28.62
01 E --- --- --- --- 161	PARAPROFESSIONAL	277,726	385,693	332,016	149,088	44.90
01 E --- --- --- --- 162	1-1 Para	622,748	507,864	644,840	120,061	18.62
01 E --- --- --- --- 163	FOREIGN LANG INTERPR	0	8	0	0	0.00
01 E --- --- --- --- 165	SCHOOL COUNSELOR	136,120	128,160	177,696	57,878	32.57
01 E --- --- --- --- 170	NON-CERTIFIED WAGES	1,207,424	1,328,717	1,606,506	588,872	36.66
01 E --- --- --- --- 171	SUB CUSTODIAN SALARY	8,387	6,190	9,802	4,915	50.14
01 E --- --- --- --- 174	DAPE	30,056	39,735	30,798	887	2.88
01 E --- --- --- --- 180	EVENT OFFICIALS	10,657	5,839	11,510	1,731	15.04
01 E --- --- --- --- 181	EVENT WORKERS	17,549	23,522	18,200	8,642	47.49
01 E --- --- --- --- 182	Admin Supervision	11,645	13,009	13,930	2,805	20.14
01 E --- --- --- --- 183	Discretionary Coach	13,472	12,593	58,493	3,628	6.20
01 E --- --- --- --- 184	STUDENT COACH	300	300	0	0	0.00
01 E --- --- --- --- 185	OTHER SALARIES	863,552	1,047,008	1,191,970	207,102	17.37
01 E --- --- --- --- 186	Non-Cert ESY	29,435	24,125	27,512	23,564	85.64
01 E --- --- --- --- 189	Booster Coach	22,281	17,221	1,224	1,224	99.98
01 E --- --- --- --- 195	SALARY CHARGE-BACKS	-29,841	-36,500	-36,500	0	0.00
01 E --- --- --- --- 1--		13,313,701	13,983,147	15,275,763	4,601,306	30.12
01 E --- --- --- --- 210	F I C A	964,585	1,034,160	1,172,744	338,569	28.87
01 E --- --- --- --- 214	P E R A	179,969	194,682	234,991	77,050	32.79
01 E --- --- --- --- 218	T R A	800,682	840,161	932,823	268,501	28.78
01 E --- --- --- --- 220	HOSPITAL INSURANCE	2,956,065	2,002,296	2,266,951	621,899	27.43
01 E --- --- --- --- 230	LIFE INSURANCE	21,314	21,835	22,750	8,027	35.24
01 E --- --- --- --- 235	DENTAL INSURANCE	88,546	88,623	95,385	34,157	35.81
01 E --- --- --- --- 240	L T D INSURANCE	32,874	34,513	37,895	12,940	34.15
01 E --- --- --- --- 250	TAX SHELTERED ANNUIT	147,787	144,618	165,674	49,282	29.74
01 E --- --- --- --- 251	EMPLOYER-SPONSORED H	30,150	1,007,386	1,103,775	329,546	29.86
01 E --- --- --- --- 270	WORKERS COMP INS	100,617	100,032	133,330	42,918	32.19
01 E --- --- --- --- 280	UNEMPLOYMENT INS	7,033	6,674	10,000	3,532	35.32
01 E --- --- --- --- 291	CONT EMPL RETIREE HL	191,457	163,890	214,123	52,826	24.67
01 E --- --- --- --- 295	FRINGE CHARGE BACKS	1,049	0	0	0	0.00
01 E --- --- --- --- 2--		5,522,128	5,638,870	6,390,441	1,839,247	28.78
01 E --- --- --- --- 303	Fed Sub Award<\$25,00	0	3,828	0	881	0.00
01 E --- --- --- --- 305	Consulting	154,606	162,011	159,249	44,516	27.95
01 E --- --- --- --- 307	SPEC ED CONTRACTED S	60,820	57,182	58,800	13,673	23.25
01 E --- --- --- --- 310	BCKGRND CKS	56	486	400	79	19.80
01 E --- --- --- --- 311	PROFESSIONAL SERVICE	139,254	173,398	152,607	87,092	57.07
01 E --- --- --- --- 312	LEGAL COSTS	24,074	22,983	18,000	2,773	15.41
01 E --- --- --- --- 313	AUDTIOR FEES	21,800	22,300	23,000	14,000	60.87
01 E --- --- --- --- 314	SERVICES FEES	8,425	9,581	6,500	5,412	83.26
01 E --- --- --- --- 315	REP/MAINT COMPUTERS/	16,426	24,093	25,000	21,981	87.92
01 E --- --- --- --- 319	OTHER TECHNICAL SERV	1,050	37,509	21,000	20,590	98.05
01 E --- --- --- --- 320	TELEPHONE	61,355	71,602	79,400	32,901	41.44
01 E --- --- --- --- 329	POSTAGE	11,655	9,567	12,275	4,477	36.48
01 E --- --- --- --- 330	WATER AND SEWAGE	58,059	73,732	91,000	31,632	34.76
01 E --- --- --- --- 331	ELECTRICITY	316,678	354,445	391,000	184,050	47.07
01 E --- --- --- --- 333	GARBAGE SERVICE	23,749	36,240	47,000	22,437	47.74
01 E --- --- --- --- 336	ADVERTISING EXPENSE	3,134	3,854	3,850	2,504	65.06
01 E --- --- --- --- 337	PRINTING & BINDING	12,989	14,652	14,000	7,528	53.77
01 E --- --- --- --- 340	PROPERTY INSURANCE	103,182	109,373	130,000	103,344	79.50
01 E --- --- --- --- 350	CONTRACTED REPAIR	41,193	43,062	82,385	13,188	16.01
01 E --- --- --- --- 351	LAWN MAINT	24,610	26,510	26,000	24,227	93.18
01 E --- --- --- --- 353	MAINTENANCE AGREEMEN	34,737	28,588	36,600	10,698	29.24
01 E --- --- --- --- 355	MAINTENANCE CHARGEBA	-51,900	-44,400	0	0	0.00
01 E --- --- --- --- 358	FOREIGN LANG INTERPR	0	92	0	130	0.00
01 E --- --- --- --- 360	BUS TRANSPORTATION	130,434	126,973	98,713	38,278	38.77
01 E --- --- --- --- 361	BUS ROUTE CONTRACTS	1,674,444	1,650,674	1,835,625	558,507	30.43
01 E --- --- --- --- 363	SNOW REMOVAL	18,868	22,910	20,000	4,740	23.70
01 E --- --- --- --- 365	TRANSPORTATION CHARG	1	0	0	0	0.00
01 E --- --- --- --- 366	TRAVEL/WORKSHOP COST	74,743	73,492	141,776	41,552	31.17
01 E --- --- --- --- 367	TRAVEL-PROF DEVELOP	100	504	22,075	0	0.00
01 E --- --- --- --- 369	ENTRY FEES/STUDENT T	82,579	86,087	23,782	17,065	71.76
01 E --- --- --- --- 370	RENTALS AND LEASES	30,948	30,460	7,665	6,095	79.51
01 E --- --- --- --- 390	PAYMENTS TO OTHER DI	159,738	112,480	153,450	18,640	12.15
01 E --- --- --- --- 391	PYMT MN SCHDIST (COS	212,112	172,201	220,235	96,910	44.00

ACCOUNT NUMBER	OBJ	2016-17 FY Activity	2017-18 FY Activity	2018-19 Revised Budget	2018-19 FYTD Activity	2018-19 FYTD %
01 E --- --- --- --- 393	SPEC ED CONTRACTED S	28,297	23,745	30,500	0	0.00
01 E --- --- --- --- 394	PYMTS ED PURP OTHR A	0	2,473	0	0	0.00
01 E --- --- --- --- 396	SPEC ED SAL PURCH FR	147,798	145,864	172,000	135,626	78.85
01 E --- --- --- --- 397	SPEC ED BEN PURCH AN	22,184	19,491	23,600	22,255	94.30
01 E --- --- --- --- 398	CHARGEBACK OF EXPENS	9,176	7,046	9,546	0	0.00
01 E --- --- --- --- 399	SPEC ED CONTRACTED S	17,337	19,249	19,000	14,768	77.73
01 E --- --- --- --- 3--		3,674,711	3,734,337	4,156,033	1,602,549	38.62
01 E --- --- --- --- 401	GENERAL SUPPLIES	253,285	204,125	180,870	103,767	57.46
01 E --- --- --- --- 402	PRINTER SUPPLIES	6,874	5,950	4,400	3,304	80.56
01 E --- --- --- --- 403	Field & Maintenance	3,915	2,176	1,500	205	13.63
01 E --- --- --- --- 404	LAMINATING SUPPLIES	459	0	0	0	0.00
01 E --- --- --- --- 405	Non-Instr Software &	68,548	78,360	111,845	97,808	87.45
01 E --- --- --- --- 406	Instructional Softw	0	3,200	3,453	17,669	511.69
01 E --- --- --- --- 409	Letter & Team Awards	2,312	1,500	1,500	1,191	79.41
01 E --- --- --- --- 410	CUSTODIAL CLEANING S	26,371	26,904	39,000	14,467	37.09
01 E --- --- --- --- 411	CUSTODIAL PAPER PROD	46,097	31,156	46,000	32,423	70.49
01 E --- --- --- --- 412	POOL OPERATION SUPPL	4,896	6,307	6,000	8,935	148.91
01 E --- --- --- --- 413	VEHICLE OPERATION EX	1,874	6,124	6,000	2,098	34.96
01 E --- --- --- --- 415	LAWN FERTILIZER	0	1,684	3,000	558	18.60
01 E --- --- --- --- 420	REPAIR PARTS AND SUP	23,455	44,334	47,500	34,443	72.51
01 E --- --- --- --- 430	INSTRUCTIONAL SUPPLY	100,226	106,870	134,077	64,995	49.61
01 E --- --- --- --- 431	CLASSROOM MAGAZINES/	327	327	0	0	0.00
01 E --- --- --- --- 432	COPIER SUPPLIES	18,256	17,972	17,350	19,595	112.93
01 E --- --- --- --- 433	SUPPLIES AND MAT IND	45,258	45,912	88,866	69,530	78.03
01 E --- --- --- --- 434	DONATED FUNDS	159,980	176,477	282,299	49,037	19.88
01 E --- --- --- --- 435	UNIFORM PURCHASES	8,592	2,333	3,000	2,936	97.88
01 E --- --- --- --- 436	ITEMS PURCHASED FOR	7,343	5,143	1,903	1,041	54.71
01 E --- --- --- --- 440	FUEL FOR BUILDINGS	123,725	141,860	170,000	37,541	22.08
01 E --- --- --- --- 455	NON-INSTR TECH SUPPL	7,283	9,926	8,200	4,839	59.02
01 E --- --- --- --- 456	INSTRUCTIONAL TECH S	0	1,059	500	0	0.00
01 E --- --- --- --- 460	TEXTBOOKS/WORKBOOKS	20,052	8,815	6,762	5,860	86.65
01 E --- --- --- --- 461	STANDARDIZED TESTS	31,993	28,260	13,975	11,376	81.40
01 E --- --- --- --- 465	NON-INSTR TECH DEVIC	0	414	0	681	0.00
01 E --- --- --- --- 466	INSTRUCTIONAL TECH D	0	77	0	0	0.00
01 E --- --- --- --- 470	LIBRARY BOOKS	6,609	4,424	5,000	4,672	93.44
01 E --- --- --- --- 480	A V AIDS AND MATERIA	2,767	2,194	2,700	1,481	54.85
01 E --- --- --- --- 489	NEWSPAPERS AND MAGAZ	416	304	650	135	20.77
01 E --- --- --- --- 490	FOOD	4,914	15,523	6,722	4,626	68.81
01 E --- --- --- --- 4--		975,827	979,710	1,193,072	595,213	50.63
01 E --- --- --- --- 522	BUILDING IMPROVEMENT	0	0	6,450	6,445	99.92
01 E --- --- --- --- 530	EQUIPMENT	39,583	58,358	32,041	29,166	94.55
01 E --- --- --- --- 545	OPERATING CAPITAL CH	112,857	114,126	0	0	0.00
01 E --- --- --- --- 555	TECHNOLOGY EQUIPMENT	126,117	114,288	104,931	75,359	87.72
01 E --- --- --- --- 556	TECHNOLOGY EQUIP-SPE	190	798	0	0	0.00
01 E --- --- --- --- 580	LEASE PRINCIPAL	219,576	233,820	218,238	98,110	44.96
01 E --- --- --- --- 581	LEASE INTEREST	63,506	49,262	64,844	19,840	30.60
01 E --- --- --- --- 5--		561,829	570,652	426,504	228,920	57.85
01 E --- --- --- --- 820	DUES-MEMBERSHIP	49,459	54,403	52,485	45,027	85.79
01 E --- --- --- --- 891	TRA Special Funding	81,271	80,825	83,000	0	0.00
01 E --- --- --- --- 895	FEDERAL INDIRECT COS	-788	-846	-942	0	0.00
01 E --- --- --- --- 896	TAXES AND SPECIAL AS	14,644	1,417	1,500	1,553	103.51
01 E --- --- --- --- 897	TOURNAMENT EXPENSES	12,679	11,723	5,000	3,538	70.77
01 E --- --- --- --- 898	AWARDS AND SCHOLARSH	27,117	12,250	25,000	0	0.00
01 E --- --- --- --- 8--		184,382	159,772	166,043	50,118	30.18
01 E --- --- --- --- 900	BUDGETED EMERGENCY R	0	0	54,188	3,718	6.86
01 E --- --- --- --- 910	INTER FUND TRANSFER	2,406	0	0	0	0.00
01 E --- --- --- --- 9--	BUDGETED EMERGENCY R	2,406	0	54,188	3,718	6.86
01 - --- --- --- --- ---	GENERAL FUND	24,234,984	25,066,488	27,662,044	8,921,071	32.36

ACCOUNT NUMBER	OBJ	2016-17 FY Activity	2017-18 FY Activity	2018-19 Revised Budget	2018-19 FYTD Activity	2018-19 FYTD %
02 E --- --- --- --- 110	EXECUTIVE SALARY	7,784	8,002	8,322	3,434	41.27
02 E --- --- --- --- 170	NON-CERTIFIED WAGES	327,866	336,649	409,962	123,375	30.09
02 E --- --- --- --- 195	SALARY CHARGE-BACKS	36,500	36,500	36,500	0	0.00
02 E --- --- --- --- 1--		372,150	381,151	454,784	126,809	27.88
02 E --- --- --- --- 210	F I C A	22,418	25,045	31,998	9,363	29.26
02 E --- --- --- --- 214	P E R A	24,658	25,099	31,283	9,369	29.95
02 E --- --- --- --- 218	T R A	0	0	20	20	100.25
02 E --- --- --- --- 220	HOSPITAL INSURANCE	94,976	59,905	44,609	19,221	43.09
02 E --- --- --- --- 230	LIFE INSURANCE	127	109	105	46	43.39
02 E --- --- --- --- 235	DENTAL INSURANCE	83	83	83	35	41.87
02 E --- --- --- --- 240	L T D INSURANCE	144	127	133	51	38.35
02 E --- --- --- --- 250	TAX SHELTERED ANNUIT	3,863	3,795	3,332	1,028	30.86
02 E --- --- --- --- 251	EMPLOYER-SPONSORED H	0	30,841	22,740	8,690	38.21
02 E --- --- --- --- 270	WORKERS COMP INS	8,646	12,601	18,830	5,467	29.03
02 E --- --- --- --- 2--		154,915	157,605	153,133	53,290	34.80
02 E --- --- --- --- 311	PROFESSIONAL SERVICE	0	300	400	350	87.50
02 E --- --- --- --- 314	SERVICES FEES	19,440	21,725	19,000	6,662	35.06
02 E --- --- --- --- 320	TELEPHONE	0	600	600	150	25.00
02 E --- --- --- --- 350	CONTRACTED REPAIR	2,054	4,239	8,000	10,084	126.05
02 E --- --- --- --- 355	MAINTENANCE CHARGEBA	11,000	11,000	11,000	0	0.00
02 E --- --- --- --- 366	TRAVEL/WORKSHOP COST	2,172	1,150	3,000	1,247	41.55
02 E --- --- --- --- 398	CHARGEBACK OF EXPENS	2,500	2,500	0	0	0.00
02 E --- --- --- --- 3--		37,166	41,514	42,000	18,493	44.03
02 E --- --- --- --- 401	GENERAL SUPPLIES	11,390	17,372	20,000	13,102	65.51
02 E --- --- --- --- 405	Non-Instr Software &	5,147	3,228	4,000	3,351	83.78
02 E --- --- --- --- 420	REPAIR PARTS AND SUP	0	118	1,500	0	0.00
02 E --- --- --- --- 435	UNIFORM PURCHASES	1,938	1,926	3,000	2,216	73.88
02 E --- --- --- --- 490	FOOD	293,952	295,874	303,500	130,012	42.84
02 E --- --- --- --- 491	COMMODITIES	77,535	59,002	75,000	0	0.00
02 E --- --- --- --- 495	MILK	61,620	55,285	63,150	15,988	25.32
02 E --- --- --- --- 4--		451,582	432,805	470,150	164,669	35.02
02 E --- --- --- --- 530	EQUIPMENT	0	544	0	0	0.00
02 E --- --- --- --- 5--		0	544	0	0	0.00
02 E --- --- --- --- 820	DUES-MEMBERSHIP	1,984	2,777	3,000	2,722	90.73
02 E --- --- --- --- 891	TRA Special Funding	0	211	0	0	0.00
02 E --- --- --- --- 8--		1,984	2,988	3,000	2,722	90.73
02 - --- --- --- --- ---	FOOD SERVICE	1,017,797	1,016,607	1,123,067	365,983	32.59

ACCOUNT NUMBER	OBJ	2016-17 FY Activity	2017-18 FY Activity	2018-19 Revised Budget	2018-19 FYTD Activity	2018-19 FYTD %
04 E --- --- --- --- 110	EXECUTIVE SALARY	2,468	9,712	4,242	3,017	71.14
04 E --- --- --- --- 111	NURSES SALARY	1,740	1,365	1,890	717	37.93
04 E --- --- --- --- 114	DIRECTOR/SUPERVISOR	75,500	77,250	79,936	32,831	41.07
04 E --- --- --- --- 120	ECFE ADMIN/SUPERVISI	54,798	49,273	47,200	20,559	43.56
04 E --- --- --- --- 121	COORDINATOR	80,877	82,362	85,166	35,459	41.63
04 E --- --- --- --- 140	TEACHERS SALARY	164,903	163,226	196,620	47,804	24.31
04 E --- --- --- --- 154	SCHOOL NURSE	5,885	6,995	7,382	0	0.00
04 E --- --- --- --- 160	AQUATICS MANAGER/COO	4,187	3,211	2,500	0	0.00
04 E --- --- --- --- 161	AQUATICS INSTRUCTOR	26,280	14,980	15,000	67	0.45
04 E --- --- --- --- 162	AQUATICS LIFEGUARD	12,757	6,049	6,500	1,389	21.36
04 E --- --- --- --- 165	SCHOOL COUNSELOR	0	221	230	0	0.00
04 E --- --- --- --- 170	NON-CERTIFIED WAGES	949,175	901,142	918,314	355,652	38.73
04 E --- --- --- --- 171	CUSTODIAN SALARY	0	24,381	41,170	15,375	37.35
04 E --- --- --- --- 172	CUSTODIAL - EVENT RE	11,042	11,542	11,500	4,259	37.04
04 E --- --- --- --- 175	STUDENT WORKERS	87,749	79,637	82,750	27,691	33.46
04 E --- --- --- --- 185	OTHER SALARIES	44,822	39,494	40,400	18,794	46.52
04 E --- --- --- --- 195	SALARY CHARGE-BACKS	-6,659	0	0	0	0.00
04 E --- --- --- --- 1--		1,515,524	1,470,840	1,540,800	563,614	36.58
04 E --- --- --- --- 210	F I C A	105,796	103,396	111,046	40,361	36.35
04 E --- --- --- --- 214	P E R A	78,464	74,247	79,836	30,121	37.73
04 E --- --- --- --- 218	T R A	21,825	22,264	24,352	8,432	34.62
04 E --- --- --- --- 220	HOSPITAL INSURANCE	148,826	91,577	93,319	32,395	34.71
04 E --- --- --- --- 230	LIFE INSURANCE	655	753	782	332	42.47
04 E --- --- --- --- 235	DENTAL INSURANCE	2,056	2,423	2,323	987	42.48
04 E --- --- --- --- 240	L T D INSURANCE	775	960	986	412	41.84
04 E --- --- --- --- 250	TAX SHELTERED ANNUIT	8,142	10,722	11,013	4,728	42.92
04 E --- --- --- --- 251	EMPLOYER-SPONSORED H	100	56,058	53,300	21,583	40.49
04 E --- --- --- --- 270	WORKERS COMP INS	8,141	9,357	12,217	4,601	37.67
04 E --- --- --- --- 291	CONT EMPL RETIREE HL	0	0	15,126	6,149	40.65
04 E --- --- --- --- 295	FRINGE CHARGE BACKS	-1,049	0	0	0	0.00
04 E --- --- --- --- 2--		373,731	371,757	404,300	150,101	37.13
04 E --- --- --- --- 305	CLEANING CONSULTANT	47,659	16,302	0	0	0.00
04 E --- --- --- --- 310	BCKGRND CKS	30	462	200	198	98.98
04 E --- --- --- --- 311	PROFESSIONAL SERVICE	84,605	74,334	60,725	27,020	44.50
04 E --- --- --- --- 314	SERVICES FEES	56,721	55,564	50,630	26,564	52.47
04 E --- --- --- --- 320	TELEPHONE	4,245	4,493	5,700	2,211	38.79
04 E --- --- --- --- 329	POSTAGE	4,639	4,414	4,440	707	15.92
04 E --- --- --- --- 330	WATER AND SEWAGE	6,332	6,017	6,000	1,684	28.06
04 E --- --- --- --- 331	ELECTRICITY	13,362	14,682	12,000	5,606	46.72
04 E --- --- --- --- 333	GARBAGE SERVICE	3,994	4,627	4,000	2,149	53.72
04 E --- --- --- --- 336	ADVERTISING EXPENSE	1,717	1,559	2,050	290	14.15
04 E --- --- --- --- 337	PRINTING & BINDING	12,087	10,529	11,550	3,755	32.52
04 E --- --- --- --- 350	CONTRACTED REPAIR	2,127	2,209	8,000	822	10.28
04 E --- --- --- --- 353	MAINTENANCE AGREEMEN	1,838	1,760	100	1,217	1,217.07
04 E --- --- --- --- 355	MAINTENANCE CHARGEBA	40,900	33,400	33,400	0	0.00
04 E --- --- --- --- 360	BUS TRANSPORTATION	15,835	15,439	15,200	6,494	42.73
04 E --- --- --- --- 366	TRAVEL/WORKSHOP COST	2,192	813	1,865	120	6.41
04 E --- --- --- --- 369	ENTRY FEES/STUDENT T	26,463	24,527	29,500	15,617	52.94
04 E --- --- --- --- 370	RENTALS AND LEASES	5,889	9,784	8,865	3,526	39.77
04 E --- --- --- --- 380	COMPUTER TECH-RELTD	0	0	0	290	0.00
04 E --- --- --- --- 398	CHARGEBACK OF EXPENS	-12,701	-9,546	-9,546	0	0.00
04 E --- --- --- --- 3--		317,934	271,369	244,679	98,270	40.16
04 E --- --- --- --- 401	GENERAL SUPPLIES	36,645	48,065	35,650	27,275	77.25
04 E --- --- --- --- 405	Non-Instr Software &	0	0	0	368	0.00
04 E --- --- --- --- 410	CUSTODIAL CLEANING S	8,622	5,454	8,500	3,661	43.07
04 E --- --- --- --- 413	VEHICLE OPERATION EX	437	418	180	0	0.00
04 E --- --- --- --- 420	REPAIR PARTS AND SUP	467	455	1,000	2,013	201.31
04 E --- --- --- --- 430	INSTRUCTIONAL SUPPLY	17,270	11,676	15,850	3,613	22.79
04 E --- --- --- --- 432	COPIER SUPPLIES	4,033	3,580	4,200	2,084	49.61
04 E --- --- --- --- 434	DONATED FUNDS	15,286	16,260	0	2,969	0.00
04 E --- --- --- --- 440	FUEL FOR BUILDINGS	15,325	17,029	15,000	2,135	14.23
04 E --- --- --- --- 460	TEXTBOOKS/WORKBOOKS	8,940	8,570	9,999	8,072	80.84
04 E --- --- --- --- 490	FOOD	49,541	43,998	51,700	21,762	42.09
04 E --- --- --- --- 495	MILK	6,246	5,177	7,000	1,311	18.72
04 E --- --- --- --- 4--		162,812	160,682	149,079	75,263	50.67
04 E --- --- --- --- 522	BUILDING IMPROVEMENT	493	0	0	0	0.00
04 E --- --- --- --- 530	EQUIPMENT	9,900	7,643	12,523	5,888	47.02
04 E --- --- --- --- 5--		10,393	7,643	12,523	5,888	47.02
04 E --- --- --- --- 820	DUES-MEMBERSHIP	1,618	2,030	2,160	1,702	78.70
04 E --- --- --- --- 891	TRA Special Funding	2,073	2,721	2,100	0	0.00
04 E --- --- --- --- 895	FEDERAL INDIRECT COS	788	846	942	0	0.00
04 E --- --- --- --- 897	TOURNAMENT EXPENSES	2,425	1,275	1,800	0	0.00

ACCOUNT NUMBER	OBJ	2016-17 FY Activity	2017-18 FY Activity	2018-19 Revised Budget	2018-19 FYTD Activity	2018-19 FYTD %
04 E --- --- --- --- 898	SCHOLARSHIP EXP.	17,495	18,822	6,000	0	0.00
04 E --- --- --- --- 8--		24,399	25,694	13,002	1,702	13.07
04 - --- --- --- --- ---	COMMUNITY SERVICES	2,404,793	2,307,985	2,364,383	894,838	37.86

ACCOUNT NUMBER	OBJ	2016-17 FY Activity	2017-18 FY Activity	2018-19 Revised Budget	2018-19 FYTD Activity	2018-19 FYTD %
05 E --- --- --- --- 110	EXECUTIVE SALARY	4,945	14,740	16,845	4,882	28.98
05 E --- --- --- --- 154	SCHOOL NURSE	2,413	2,139	2,615	911	34.83
05 E --- --- --- --- 170	NON-CERTIFIED WAGES	8,008	979	0	0	0.00
05 E --- --- --- --- 185	OTHER SALARIES	0	465	150	150	100.00
05 E --- --- --- --- 1--		15,366	18,323	19,610	5,943	30.31
05 E --- --- --- --- 210	F I C A	1,137	1,404	1,489	458	30.78
05 E --- --- --- --- 214	P E R A	971	1,146	1,263	366	28.99
05 E --- --- --- --- 218	T R A	181	195	202	82	40.49
05 E --- --- --- --- 220	HOSPITAL INSURANCE	3,599	2,793	3,465	738	21.30
05 E --- --- --- --- 230	LIFE INSURANCE	27	33	41	12	28.68
05 E --- --- --- --- 235	DENTAL INSURANCE	134	304	311	104	33.29
05 E --- --- --- --- 240	L T D INSURANCE	43	50	55	18	33.38
05 E --- --- --- --- 250	TAX SHELTERED ANNUIT	444	392	425	106	25.00
05 E --- --- --- --- 251	EMPLOYER-SPONSORED H	0	1,619	2,000	450	22.50
05 E --- --- --- --- 270	WORKERS COMP INS	444	607	629	184	29.31
05 E --- --- --- --- 2--		6,980	8,543	9,880	2,518	25.49
05 E --- --- --- --- 305	Consulting	265	126	126	126	100.00
05 E --- --- --- --- 311	PROFESSIONAL SERVICE	249,876	244,306	271,337	176,088	66.46
05 E --- --- --- --- 350	CONTRACTED REPAIR	6,979	73,736	817,769	273,577	51.76
05 E --- --- --- --- 366	TRAVEL/WORKSHOP COST	563	346	300	300	100.00
05 E --- --- --- --- 370	RENTALS AND LEASES	151,583	167,866	184,170	53,010	28.78
05 E --- --- --- --- 390	PAYMENTS TO OTHER DI	0	12,528	12,240	6,120	50.00
05 E --- --- --- --- 3--		409,266	498,908	1,285,942	509,221	51.57
05 E --- --- --- --- 401	GENERAL SUPPLIES	585	8,083	16,635	1,781	10.70
05 E --- --- --- --- 405	Non-Instr Software &	0	1,294	0	0	0.00
05 E --- --- --- --- 460	TEXTBOOKS/WORKBOOKS	95,473	100,559	184,629	119,273	83.91
05 E --- --- --- --- 470	LIBRARY BOOKS	12,637	10,293	18,285	1,857	10.15
05 E --- --- --- --- 4--		108,695	120,229	219,549	122,911	72.22
05 E --- --- --- --- 505	CAPIT NON-INST TECH	0	850	0	0	0.00
05 E --- --- --- --- 520	BLDG CONSTRUCTION/RE	0	621,600	0	0	0.00
05 E --- --- --- --- 530	EQUIPMENT	78,958	292,265	433,637	118,097	37.99
05 E --- --- --- --- 545	OPERATING CAPITAL CH	-112,857	-114,126	0	0	0.00
05 E --- --- --- --- 555	TECHNOLOGY EQUIPMENT	215,395	257,475	254,270	237,410	93.37
05 E --- --- --- --- 556	TECHNOLOGY EQUIP-SPE	0	1,249	0	0	0.00
05 E --- --- --- --- 561	A.V. EQUIPMENT	4,380	2,720	6,100	638	10.45
05 E --- --- --- --- 580	LEASE PRINCIPAL	14,325	10,347	1,500	0	0.00
05 E --- --- --- --- 581	LEASE INTEREST	1,071	605	1,500	0	0.00
05 E --- --- --- --- 5--		201,272	1,072,985	697,007	356,145	57.79
05 E --- --- --- --- 820	DUES-MEMBERSHIP	0	0	300	300	100.00
05 E --- --- --- --- 896	TAXES AND SPECIAL AS	12,602	12,374	16,020	4,330	27.03
05 E --- --- --- --- 8--		12,602	12,374	16,320	4,630	28.37
05 - --- --- --- --- ---	CAPITAL OUTLAY	754,181	1,731,362	2,248,308	1,001,368	55.05

ACCOUNT NUMBER	OBJ	2016-17 FY Activity	2017-18 FY Activity	2018-19 Revised Budget	2018-19 FYTD Activity	2018-19 FYTD %
06 E --- --- --- --- 170	NON-CERTIFIED WAGES	0	3,392	0	0	0.00
06 E --- --- --- --- 185	OTHER SALARIES	0	8,260	0	0	0.00
06 E --- --- --- --- 1--		0	11,652	0	0	0.00
06 E --- --- --- --- 210	F I C A	0	882	0	0	0.00
06 E --- --- --- --- 214	P E R A	0	254	0	0	0.00
06 E --- --- --- --- 218	T R A	0	620	0	0	0.00
06 E --- --- --- --- 270	WORKERS COMP INS	0	219	0	0	0.00
06 E --- --- --- --- 2--		0	1,975	0	0	0.00
06 E --- --- --- --- 311	PROFESSIONAL SERVICE	2,754,181	1,803,221	378,725	324,585	85.70
06 E --- --- --- --- 312	LEGAL COSTS	3,017	0	0	0	0.00
06 E --- --- --- --- 336	ADVERTISING EXPENSE	203	0	0	0	0.00
06 E --- --- --- --- 340	PROPERTY INSURANCE	69,135	0	20,659	20,659	100.00
06 E --- --- --- --- 350	CONTRACTED REPAIR	1,352	413	0	0	0.00
06 E --- --- --- --- 3--		2,827,888	1,803,634	399,384	345,244	86.44
06 E --- --- --- --- 401	GENERAL SUPPLIES	4,297	8,117	0	0	0.00
06 E --- --- --- --- 4--		4,297	8,117	0	0	0.00
06 E --- --- --- --- 520	BLDG CONSTRUCTION/RE	21,260,463	29,865,912	5,529,557	2,900,918	52.46
06 E --- --- --- --- 522	BUILDING IMPROVEMENT	0	68,444	0	0	0.00
06 E --- --- --- --- 530	EQUIPMENT	0	654,079	869,607	746,648	100.72
06 E --- --- --- --- 555	TECHNOLOGY EQUIPMENT	0	201,761	381,211	381,211	100.00
06 E --- --- --- --- 5--		21,260,463	30,790,196	6,780,375	4,028,777	61.32
06 - --- --- --- --- ---	BUILDING FUND	24,092,648	32,615,574	7,179,759	4,374,021	62.72

ACCOUNT NUMBER	OBJ	2016-17 FY Activity	2017-18 FY Activity	2018-19 Revised Budget	2018-19 FYTD Activity	2018-19 FYTD %
07 E --- --- --- --- 710	BOND PRINCIPAL	2,605,000	2,835,000	2,765,000	0	0.00
07 E --- --- --- --- 720	BOND INTEREST	2,655,169	2,595,246	2,455,853	1,227,926	50.00
07 E --- --- --- --- 790	OTHER DEBT SERVICE	5,975	68,861	6,500	825	12.69
07 E --- --- --- --- 7--		5,266,144	5,499,107	5,227,353	1,228,751	23.51
07 E --- --- --- --- 920	BOND REFUNDING PAYME	0	3,535,741	0	0	0.00
07 E --- --- --- --- 9--	BUDGETED EMERGENCY R	0	3,535,741	0	0	0.00
07 - --- --- --- --- ---	DEBT SERVICE	5,266,144	9,034,848	5,227,353	1,228,751	23.51

ACCOUNT NUMBER	OBJ	2016-17 FY Activity	2017-18 FY Activity	2018-19 Revised Budget	2018-19 FYTD Activity	2018-19 FYTD %
08 E --- --- --- --- 170	NON-CERTIFIED WAGES	249	0	0	0	0.00
08 E --- --- --- --- 1--		249	0	0	0	0.00
08 E --- --- --- --- 210	F I C A	19	0	0	0	0.00
08 E --- --- --- --- 214	P E R A	19	0	0	0	0.00
08 E --- --- --- --- 270	WORKERS COMP INS	1	0	0	0	0.00
08 E --- --- --- --- 2--		39	0	0	0	0.00
08 E --- --- --- --- 311	PROFESSIONAL SERVICE	55,622	49,325	30,472	15,482	50.81
08 E --- --- --- --- 320	TELEPHONE	720	720	1,000	360	36.00
08 E --- --- --- --- 329	POSTAGE	265	170	200	60	30.00
08 E --- --- --- --- 336	ADVERTISING EXPENSE	60	514	360	360	100.00
08 E --- --- --- --- 366	TRAVEL/WORKSHOP COST	437	1,122	800	286	35.70
08 E --- --- --- --- 370	RENTALS AND LEASES	0	750	0	0	0.00
08 E --- --- --- --- 398	CHARGEBACK OF EXPENS	1,025	0	0	0	0.00
08 E --- --- --- --- 3--		58,129	52,601	32,832	16,548	50.40
08 E --- --- --- --- 401	GENERAL SUPPLIES	16,001	14,434	36,000	3,611	10.03
08 E --- --- --- --- 490	FOOD	21	0	0	0	0.00
08 E --- --- --- --- 4--		16,022	14,434	36,000	3,611	10.03
08 E --- --- --- --- 898	AWARDS AND SCHOLARSH	1,500	4,200	4,500	0	0.00
08 E --- --- --- --- 899	MISC EXPENSE	1,964	4,824	0	0	0.00
08 E --- --- --- --- 8--		3,464	9,024	4,500	0	0.00
08 - --- --- --- --- ---	TRUST FUND	77,903	76,059	73,332	20,159	27.49

ACCOUNT NUMBER	OBJ	2016-17 FY Activity	2017-18 FY Activity	2018-19 Revised Budget	2018-19 FYTD Activity	2018-19 FYTD %
Grand Expense Totals		57,848,450	71,848,923	45,878,246	16,806,191	37.49

Number of Accounts: 3696

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POST MONTH	POST YEAR	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	CHECK DATE	INVOICE NUMBER	AMOUNT
November	2018	110838	BRIGHTHOUSE LIFE INS	Payroll accrual	11/21/2018	20181105AD	592.00
November	2018	110838	BRIGHTHOUSE LIFE INS	Payroll accrual	11/21/2018	20181120AD	592.00
November	2018	110838	BRIGHTHOUSE LIFE INS	Payroll accrual	11/21/2018	20181120AF	361.50
					Totals for 110838		1,545.50
November	2018	110839	DELANO LORETTO AREA	Payroll accrual	11/21/2018	20181105AD	291.75
November	2018	110839	DELANO LORETTO AREA	Payroll accrual	11/21/2018	20181120AD	291.75
					Totals for 110839		583.50
November	2018	110840	DELANO TEACHERS ASSN	Payroll accrual	11/21/2018	20181120AD	14,709.79
					Totals for 110840		14,709.79
November	2018	110841	EDUCATION MINNESOTA/	Payroll accrual	11/21/2018	20181105AD	236.67
November	2018	110841	EDUCATION MINNESOTA/	Payroll accrual	11/21/2018	20181120AD	236.67
November	2018	110841	EDUCATION MINNESOTA/	Payroll accrual	11/21/2018	20181120AF	450.00
					Totals for 110841		923.34
November	2018	110842	AXA EQUITABLE-UNIT A		11/21/2018		0.00
					Totals for 110842		0.00
November	2018	110843	AXA EQUITABLE-UNIT A	Payroll accrual	11/21/2018	20181105AD	890.00
November	2018	110843	AXA EQUITABLE-UNIT A	Payroll accrual	11/21/2018	20181105AD	2,140.11
November	2018	110843	AXA EQUITABLE-UNIT A	Payroll accrual	11/21/2018	20181105AD	532.23
November	2018	110843	AXA EQUITABLE-UNIT A	Payroll accrual	11/21/2018	20181120AD	890.00
November	2018	110843	AXA EQUITABLE-UNIT A	Payroll accrual	11/21/2018	20181120AD	2,140.11
November	2018	110843	AXA EQUITABLE-UNIT A	Payroll accrual	11/21/2018	20181120AD	532.23
November	2018	110843	AXA EQUITABLE-UNIT A	Payroll accrual	11/21/2018	20181120AF	2,366.47
					Totals for 110843		9,491.15
November	2018	110844	ING RELIASTAR LIFE I	Payroll accrual	11/21/2018	20181105AD	93.75
November	2018	110844	ING RELIASTAR LIFE I	Payroll accrual	11/21/2018	20181105AD	85.00
November	2018	110844	ING RELIASTAR LIFE I	Payroll accrual	11/21/2018	20181105AD	154.10
November	2018	110844	ING RELIASTAR LIFE I	Payroll accrual	11/21/2018	20181120AD	93.75
November	2018	110844	ING RELIASTAR LIFE I	Payroll accrual	11/21/2018	20181120AD	85.00
November	2018	110844	ING RELIASTAR LIFE I	Payroll accrual	11/21/2018	20181120AD	154.10
					Totals for 110844		665.70
November	2018	110845	LEGALSHIELD	Payroll accrual	11/21/2018	20181105AD	233.70
November	2018	110845	LEGALSHIELD	Payroll accrual	11/21/2018	20181120AD	233.70
					Totals for 110845		467.40
November	2018	110846	MN PEIP	Payroll accrual	11/21/2018	20181105AD	12,837.94
November	2018	110846	MN PEIP	Payroll accrual	11/21/2018	20181105AF	3,124.98
November	2018	110846	MN PEIP	Payroll accrual	11/21/2018	20181120AD	13,074.40
November	2018	110846	MN PEIP	Payroll accrual	11/21/2018	20181120AF	212,226.44
					Totals for 110846		241,263.76
November	2018	110847	RELIASTAR LIFE INS C	Payroll accrual	11/21/2018	20181105AD	154.10
November	2018	110847	RELIASTAR LIFE INS C	Payroll accrual	11/21/2018	20181105AD	1,132.50
November	2018	110847	RELIASTAR LIFE INS C	Payroll accrual	11/21/2018	20181120AD	154.10
November	2018	110847	RELIASTAR LIFE INS C	Payroll accrual	11/21/2018	20181120AD	1,132.50
November	2018	110847	RELIASTAR LIFE INS C	Payroll accrual	11/21/2018	20181120AF	985.00
					Totals for 110847		3,558.20
November	2018	110848	SCHOOL SERVICE EMP L	Payroll accrual	11/21/2018	20181120AD	893.88
					Totals for 110848		893.88
November	2018	110849	THRIVENT MUTUAL FUND	Payroll accrual	11/21/2018	20181105AD	276.96
November	2018	110849	THRIVENT MUTUAL FUND	Payroll accrual	11/21/2018	20181120AD	276.96
November	2018	110849	THRIVENT MUTUAL FUND	Payroll accrual	11/21/2018	20181120AF	574.09
					Totals for 110849		1,128.01
November	2018	110850	THRIVENT FINANCIAL	Payroll accrual	11/21/2018	20181105AD	305.00
November	2018	110850	THRIVENT FINANCIAL	Payroll accrual	11/21/2018	20181120AD	305.00
November	2018	110850	THRIVENT FINANCIAL	Payroll accrual	11/21/2018	20181120AF	411.67
					Totals for 110850		1,021.67
November	2018	110851	UNITED STATES TREASU	LEVY PROCEEDS	11/21/2018	20181120AD	179.81
					Totals for 110851		179.81
November	2018	110852	WADDELL & REED INC	Payroll accrual	11/21/2018	20181105AD	766.73
November	2018	110852	WADDELL & REED INC	Payroll accrual	11/21/2018	20181120AD	766.73
November	2018	110852	WADDELL & REED INC	Payroll accrual	11/21/2018	20181120AF	1,103.93
					Totals for 110852		2,637.39
November	2018	110853	ACTIVE NETWORK, LLC	Monthly Installment December 2018 Cust #1649017 Service Contact #SC4100036421-2	11/28/2018	4100163223	441.00
					Totals for 110853		441.00
November	2018	110854	AFFINETY SOLUTIONS,	Registration Transaction Fee	11/28/2018	11614	450.00
					Totals for 110854		450.00
November	2018	110855	ALGAARD, JULIE	Reimbursement for Diet Coke and Grinch Tickets	11/28/2018	11.12.2018	202.26
					Totals for 110855		202.26
November	2018	110856	AWKER, NICHOLE	Supplies Reimbursement	11/28/2018	11.15.2018	34.06
					Totals for 110856		34.06
November	2018	110857	BOISJOLIE, TIMOTHY	Girls JV/V Hockey Official 11/24/2018	11/28/2018	11.24.2018	126.00
					Totals for 110857		126.00
November	2018	110858	BOLLANT, JOSEPH	Girls JV/V Basketball Official 11/21/2018	11/28/2018	11.21.2018	117.00

POST MONTH	POST YEAR	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	CHECK DATE	INVOICE NUMBER	AMOUNT
November	2018	110859	CCP INDUSTRIES INC	Cust Acct No 15455 Order No. SL02367982	11/28/2018	Totals for 110858 IN02207974	117.00 2,479.95
November	2018	110860	CENTRAL MN MENTAL HE	Delano Chemical Health Services - October 8.0 Hours	11/28/2018	Totals for 110859 11.09.2018	2,479.95 480.00
November	2018	110860	CENTRAL MN MENTAL HE	Delano Chemical Health Services - September 4.0 Hours	11/28/2018	11.28.2018	210.00
November	2018	110861	COLE PAPERS INC	Cust No. 18702500 Order #2335538	11/28/2018	Totals for 110860 9490754	690.00 1,051.68
November	2018	110862	COOK, ANDREW	Girls JV/V Basketball Official 11/21/2018	11/28/2018	Totals for 110861 11.21.2018	1,051.68 117.00
November	2018	110863	EARTHGRAINS BAKING C	Invoice Nos. 52177724479/52177724414/52177724480/52177724415	11/28/2018	Totals for 110862 34884	117.00 267.80
November	2018	110864	ECOLAB FOOD SAFETY S	Packing List #86042111 SO #4982448 Cust No. 2659211	11/28/2018	Totals for 110863 95576589	267.80 69.81
November	2018	110865	FITZER, JOHN	Lunch and Mileage Reimbursement - CIS Workshop	11/28/2018	Totals for 110864 11.18.2018	69.81 43.70
November	2018	110866	FIVE TECHNOLOGY	Task #16558 - Restore ms. Langton's Class	11/28/2018	Totals for 110865 P304-16	43.70 60.00
November	2018	110867	FRONTIER	Acct No. 763-972-1016-011218-2	11/28/2018	Totals for 110866 11.12.2018	60.00 194.84
November	2018	110868	GEDNEY, DARRELL	Girls JV/V Hockey Official 11/20/2018	11/28/2018	Totals for 110867 11.20.2018	194.84 126.00
November	2018	110869	GENERAL PARTS LLC	Order Number 1948279	11/28/2018	Totals for 110868 1698158	126.00 817.58
November	2018	110870	GRAINGER INC	Acct #806535100 Order #1335567751	11/28/2018	Totals for 110869 9013420857	817.58 293.28
November	2018	110870	GRAINGER INC	Acct #806535100 Order #1335714810	11/28/2018	9014691829	227.72
November	2018	110871	GROSKREUTZ, JACKSON	School Board Meeting Tech Support 11/26/2018	11/28/2018	Totals for 110870 11.26.2018	521.00 60.00
November	2018	110872	INNOVATIVE OFFICE SO	Items for HS Office - Marie Thomas	11/28/2018	Totals for 110871 IN2290301	60.00 28.51
November	2018	110872	INNOVATIVE OFFICE SO	Toner for Journalism Dept - Amy Poppl	11/28/2018	IN2290317	56.42
November	2018	110873	JTM PROVISIONS CO	Order #662297 Customer #MN004059	11/28/2018	Totals for 110872 487377	84.93 448.04
November	2018	110874	KEMPS	Invoice Nos. 740660/740631/740659/740633/740658/740632	11/28/2018	Totals for 110873 w/e 11.17.	448.04 979.81
November	2018	110875	KINECT ENERGY GROUP	Acct #51-6683190 October Paid in November 2018	11/28/2018	Totals for 110874 283930	979.81 15,357.61
November	2018	110876	KIRSHBAUM, STEVEN	Girls JV/V Hockey Official 11/20/2018	11/28/2018	Totals for 110875 11.20.2018	15,357.61 126.00
November	2018	110877	LABEAU, MATTHEW	Conference Mileage Reimbursement / Monthly Cell Phone Stipend	11/28/2018	Totals for 110876 11.13.2018	126.00 96.33
November	2018	110878	LADUKE, ROBERT	Girls JV/V Basketball Official 11/21/2018	11/28/2018	Totals for 110877 11.21.2018	96.33 117.00
November	2018	110879	LITCHFIELD MIDDLE SC	Wrestling Invitational	11/28/2018	Totals for 110878 11.30.2018	117.00 60.00
November	2018	110880	LITFIN, GERALD	5 Referee Shirts	11/28/2018	Totals for 110879 11.20.2018	60.00 75.00
November	2018	110881	LOFFLER COMPANIES -	Account No. I803 Contract No. NC12007-01	11/28/2018	Totals for 110880 2967528	75.00 44.16

POST MONTH	POST YEAR	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	CHECK DATE	INVOICE NUMBER	AMOUNT
November	2018	110881	LOFFLER COMPANIES -	Account No. I803 Contract No. I6555I-SKA10092-01	11/28/2018	2967529	2,745.41
						Totals for 110881	2,789.57
November	2018	110882	MANTHEI, JOHN	Girls JV/V Hockey Official 11/20/2018	11/28/2018	11.20.2018	126.00
						Totals for 110882	126.00
November	2018	110883	MATH MASTERS OF MN	Early Bird Registration - Delano Red Math Masters	11/28/2018	04.25.2019	255.00
						Totals for 110883	255.00
November	2018	110884	MAX, MARGARET	Mileage Reimbursement - Healthy Snack	11/28/2018	11.27.2018	27.25
						Totals for 110884	27.25
November	2018	110885	THE MCDOWELL AGENCY	Background Screening	11/28/2018	109270	53.85
						Totals for 110885	53.85
November	2018	110886	MENARD'S	Account #32030251 Transaction #8994	11/28/2018	84434	8.37
November	2018	110886	MENARD'S	Account #32030251 Transaction #6768	11/28/2018	85186	103.44
November	2018	110886	MENARD'S	Account #32030251 Transaction #782	11/28/2018	85571	-3.39
November	2018	110886	MENARD'S	Account #32030251 Transaction #9223	11/28/2018	85573	11.77
						Totals for 110886	120.19
November	2018	110887	NAPA (DELANO AUTO PA	#1950 Delano High School	11/28/2018	161628	334.94
						Totals for 110887	334.94
November	2018	110888	OLSON, ANNIKA	Polite Kids Training	11/28/2018	11.21.2018	540.00
						Totals for 110888	540.00
November	2018	110889	PNC EQUIPMENT FINANC	Contract No. 137021000	11/28/2018	256989	23,590.17
						Totals for 110889	23,590.17
November	2018	110890	POWER, JENNIFER	Mileage Reimbursement - MRC St. Cloud	11/28/2018	11.20.2018	120.99
						Totals for 110890	120.99
November	2018	110891	PROFORMA	Customer Acct C047900224	11/28/2018	9047901782	41.95
						Totals for 110891	41.95
November	2018	110892	RANDY'S ENVIRONMENTA	Customer #1-145-0	11/28/2018	11.30.2018	5,740.84
						Totals for 110892	5,740.84
November	2018	110893	RASSIER, RICK	Teamwork Motivation Training 11/30/2018	11/28/2018	11.30.2018	353.00
						Totals for 110893	353.00
November	2018	110894	REINHART FOOD SERVIC	Acct #3423	11/28/2018	520589	814.81
						Totals for 110894	814.81
November	2018	110895	RIGGS, BROOKLYN	Reimbursement for MS Play	11/28/2018	11.21.2018	251.49
						Totals for 110895	251.49
November	2018	110896	RILEY BUS SERVICE, I	Delano Hockey - 12/29/2018	11/28/2018	11770	2,320.00
						Totals for 110896	2,320.00
November	2018	110897	SAUK CENTRE WEB PRIN	10/24/2018 Tiger Stripes	11/28/2018	32555	234.50
						Totals for 110897	234.50
November	2018	110898	SHIFFLER	Acct #216330	11/28/2018	1832003400	222.68
						Totals for 110898	222.68
November	2018	110899	SODERBERG, MELODY	Parking / Mileage NAGC Conference	11/28/2018	11.20.2018	42.35
						Totals for 110899	42.35
November	2018	110900	ST. MAXIMILIAN KOBE	Overpaid for Mostaccioli Dinner Upper Lakes Invoice	11/28/2018	11.28.2018	1.55
						Totals for 110900	1.55
November	2018	110901	STOUDT, MICHAEL	Reimbursement for Fall Play - Set Supplies	11/28/2018	11.20.2018	257.31
						Totals for 110901	257.31
November	2018	110902	STREACHEK, SAMSON	Reimbursement for Items Purchased for Fire Department Gift Bags	11/28/2018	11.20.2018	650.00
						Totals for 110902	650.00
November	2018	110903	TEACHERS ON CALL	Account No. 20214	11/28/2018	96795	6,862.95
						Totals for 110903	6,862.95
November	2018	110904	TNT AUDIO	Professional Sound Services - Delano Dance Invitational	11/28/2018	11.17.2018	700.00
						Totals for 110904	700.00
November	2018	110905	TRAINER'S WAREHOUSE	Sped supplies	11/28/2018	557372A	148.50
						Totals for 110905	148.50
November	2018	110906	TRIARCO	DHS - DCD Classroom Supplies	11/28/2018	205031	36.38
						Totals for 110906	36.38
November	2018	110907	TURBETT, CALEB	Girls JV/V Hockey Official 11/24/2018	11/28/2018	11.24.2018	126.00
						Totals for 110907	126.00
November	2018	110908	UPPER LAKES FOODS IN	Acct #309836 St Max Mostaccioli Dinner	11/28/2018	368137-00	426.78

POST MONTH	POST YEAR	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	CHECK DATE	INVOICE NUMBER	AMOUNT
November	2018	110908	UPPER LAKES FOODS IN	Acct #312772	11/28/2018	371578-00	14.56
November	2018	110908	UPPER LAKES FOODS IN	Acct #309836	11/28/2018	376186-00	1,033.92
November	2018	110908	UPPER LAKES FOODS IN	Acct #312772	11/28/2018	377310-00	693.42
November	2018	110908	UPPER LAKES FOODS IN	Acct #309838	11/28/2018	378566-00	393.19
November	2018	110908	UPPER LAKES FOODS IN	Acct #312772	11/28/2018	379031-00	607.32
						Totals for 110908	3,169.19
November	2018	110909	VITAL SIGNS	TAC Signage	11/28/2018	V-181047	449.00
						Totals for 110909	449.00
November	2018	110910	VOIGHT, BARRY	Monthly Cell Phone Stipend: July - November 2018	11/28/2018	11.20.2018	250.00
						Totals for 110910	250.00
November	2018	110911	WALT, BRYCE	Girls JV/V Hockey Official 11/24/2018	11/28/2018	11.24.2018	126.00
						Totals for 110911	126.00
November	2018	110912	WRIGHT TECHNICAL CEN	Customer 1015 WLCBS	11/28/2018	3953	1,148.63
						Totals for 110912	1,148.63
December	2018	110913	ACTIVE NETWORK, LLC	Cust #1649017 Monthly Installment for 1/2019	12/05/2018	4-10016342	441.00
						Totals for 110913	441.00
December	2018	110914	B&B SHEET METAL & RO	Delano Schools Press Box Project No. 9002019058	12/05/2018	30212	27,035.00
						Totals for 110914	27,035.00
December	2018	110915	BARTA, SCOTT	Girls JV/V Hockey Official 11/30/2018	12/05/2018	11.30.2018	149.00
						Totals for 110915	149.00
December	2018	110916	BEST WESTERN PLUS SH	Delano Girls Hockey	12/05/2018	12.26.2018	2,887.41
						Totals for 110916	2,887.41
December	2018	110917	BISSONETTE, ROBERT	Boys V Basketball Official 12/04/2018	12/05/2018	12.04.2018	82.00
						Totals for 110917	82.00
December	2018	110918	CASEY, BRADLEY	Boys V Basketball Official 12/04/2018	12/05/2018	12.04.2018	82.00
						Totals for 110918	82.00
December	2018	110919	CHILDERS, DAVID	Girls JV/V Hockey Official 11/30/2018	12/05/2018	11.30.2018	80.00
						Totals for 110919	80.00
December	2018	110920	CITY OF LORETTO	Two Election Judges	12/05/2018	2018-20	280.00
						Totals for 110920	280.00
December	2018	110921	CLIMATE MAKERS	Acct # DELA02 / DELANO ELE	12/05/2018	60623	996.93
						Totals for 110921	996.93
December	2018	110922	DAHL, ANTHONY	Boys V Basketball Official 12/04/2018	12/05/2018	12.04.2018	82.00
						Totals for 110922	82.00
December	2018	110923	DALCO	Customer #1/0001013365 Order #8V5WF/00	12/05/2018	3389045	200.24
						Totals for 110923	200.24
December	2018	110924	DIVERSIFIED SNACK DI	Customer ID de	12/05/2018	148750	288.00
						Totals for 110924	288.00
December	2018	110925	DUBERSTEIN, SUSAN	18/19 Claim #1 - FRC	12/05/2018	11.28.2018	2,306.84
						Totals for 110925	2,306.84
December	2018	110926	EARTHGRAINS BAKING C	Customer #99-46039-9999-99 Invoice Nos. 52177724654/52177724653/521777 24655	12/05/2018	34963	140.30
						Totals for 110926	140.30
December	2018	110927	ECKROTH MUSIC	Acct #201429 Items for Band - Jason Koets	12/05/2018	3225599	93.75
December	2018	110927	ECKROTH MUSIC	Acct #201429 Items for Band - Jason Koets	12/05/2018	3225600	4.28
						Totals for 110927	98.03
December	2018	110928	FIVE TECHNOLOGY	Monthly Managed Service Fee	12/05/2018	11218-29	125.00
						Totals for 110928	125.00
December	2018	110929	FLINN SCIENTIFIC INC	Live item for Biologyb - Jessie Bahe	12/05/2018	2294023	24.60
						Totals for 110929	24.60
December	2018	110930	GERTENS	Cust No. 601058 Reference #11/29 WC Holiday Arrangements	12/05/2018	9409/W	125.15
						Totals for 110930	125.15
December	2018	110931	GRAINGER INC	Acct #806535100 Order #1337557835	12/05/2018	9016785173	440.48
December	2018	110931	GRAINGER INC	Acct #806535100 Order #1337815575	12/05/2018	9019169672	77.00
						Totals for 110931	517.48
December	2018	110932	HALDEMAN-HOMME, INC.	Contract 63330 Porter Curtain Repair	12/05/2018	174336	76.00

POST MONTH	POST YEAR	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	CHECK DATE	INVOICE NUMBER	AMOUNT
					Totals for 110932		76.00
December	2018	110933	HEINEMANN	ADSIIS Curriculum	12/05/2018	7009480	25.30
					Totals for 110933		25.30
December	2018	110934	HENNEPIN COUNTY TREA	2019 Truth in Taxation Notices	12/05/2018	11.30.2018	321.72
					Totals for 110934		321.72
December	2018	110935	HERITAGE EMBROIDERY	S.O. No. 30036	12/05/2018	30368	1,966.60
					Totals for 110935		1,966.60
December	2018	110936	HICKS, WILLIAM	Girls JV/V Basketball Official 12/1/2018	12/05/2018	12.01.2018	117.00
					Totals for 110936		117.00
December	2018	110937	HILLYARD/HUTCHINSON	Cust No. 201908 S/O #3000205523	12/05/2018	603238535	295.79
					Totals for 110937		295.79
December	2018	110938	HORIZON COMMERCIAL P	Cust ID DEL04	12/05/2018	181102015	87.16
					Totals for 110938		87.16
December	2018	110939	INNOVATIVE OFFICE SO	Toner to have on hand/spare - Marie Thomas/HS Office	12/05/2018	IN2304300	172.13
					Totals for 110939		172.13
December	2018	110940	INTEGRATED SYSTEMS C	Delano SD Skyward Hosting Services 1/2019	12/05/2018	0696079	650.00
					Totals for 110940		650.00
December	2018	110941	JENCO PROPERTY MAINT	Parking Lot Salting/Sanding/Plowing	12/05/2018	2546	4,740.00
					Totals for 110941		4,740.00
December	2018	110942	JOHNSON, RICHARD	Girls 8th Grade Basketball Official 11/29/18, 12/04/18	12/05/2018	12.04.2018	140.00
					Totals for 110942		140.00
December	2018	110943	J W PEPPER	Items for Choir - Eric Conway	12/05/2018	11E20643	365.99
					Totals for 110943		365.99
December	2018	110944	KALTHOFF, ANGELA	Reimbursement for Nat'l Gifted Conference	12/05/2018	11.19.2018	99.97
					Totals for 110944		99.97
December	2018	110945	KANTROVICH, LYLE	Envleopes Purchased for NHS Fruit Sales	12/05/2018	11.18.2018	30.14
					Totals for 110945		30.14
December	2018	110946	KARLSBURGER FOODS IN	Acct No. 50290	12/05/2018	483694	290.40
					Totals for 110946		290.40
December	2018	110947	KEMPS	Invoice Nos. 740635/740797/740742/740637/740724/740740/740638/740636/740796/740741/740639	12/05/2018	w/e 11.24.	1,502.08
					Totals for 110947		1,502.08
December	2018	110948	LUCE LINE ORCHARDS	6 Bushels of Apples	12/05/2018	11.30.2018	180.00
					Totals for 110948		180.00
December	2018	110949	MEI TOTAL ELEVATOR S	Contract 752655 Dec - Feb Quarterly Service	12/05/2018	778666	310.00
					Totals for 110949		310.00
December	2018	110950	MIC WRIGHT SPECIALTY	Insured Direct Monthly Billing 8502WSI040406-1 / 1002WSI04040701 / 3602WSKI40408-1 / 4602WSI040409-1	12/05/2018	12.20.2018	30,230.50
					Totals for 110950		30,230.50
December	2018	110951	MILLER, MELINDA	Reimbursement for Fall Play	12/05/2018	12.04.2018	453.93
					Totals for 110951		453.93
December	2018	110952	MUGFORD, JOHN	Girls JV/V Basketball Official 12/1/2018	12/05/2018	12.01.2018	117.00
					Totals for 110952		117.00
December	2018	110953	NOHNER, MATTHEW	Reimbursement for Quizlet	12/05/2018	11.28.2018	17.99
					Totals for 110953		17.99
December	2018	110954	NORTH STAR AWARDS &	End of Season Awards	12/05/2018	8834	6.25
					Totals for 110954		6.25
December	2018	110955	OLSON, JACOB	Supplies Reimbursment	12/05/2018	11.19.2018	14.61
					Totals for 110955		14.61
December	2018	110956	PODRATZ, JERRY	Boys JV/V Basketball Official	12/05/2018	12.04.2018	61.00
					Totals for 110956		61.00
December	2018	110957	RANDY'S ENVIRONMENTA	customer No. 1 - 297139 - 5	12/05/2018	11.30.2018	555.36
					Totals for 110957		555.36
December	2018	110958	RUPP,ANDERSON,SQUIRE	Statement No. 8148 Statement as of 8/31/2018	12/05/2018	8148	1,035.50
					Totals for 110958		1,035.50
December	2018	110959	REEDER, MARY	Supplies Reimbursement	12/05/2018	11.28.2018	2.79
					Totals for 110959		2.79
December	2018	110960	REKSTAD, JONAH	Girls JV/V Hockey Official 11/30/2018	12/05/2018	11.30.2018	149.00

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					Totals for 110960		149.00
December	2018	110961	SECURITY LOCKSMITHS,	Key Machine	12/05/2018	55007	2,023.75
December	2018	110961	SECURITY LOCKSMITHS,	Locks	12/05/2018	55008	40.00
December	2018	110961	SECURITY LOCKSMITHS,	Locks	12/05/2018	55009	651.25
December	2018	110961	SECURITY LOCKSMITHS,	Locks	12/05/2018	55088	302.00
					Totals for 110961		3,017.00
December	2018	110962	SEIBERLICH, REBECCA	Mileage Reimbursement	12/05/2018	11.28.2018	13.63
					Totals for 110962		13.63
December	2018	110963	SEVIGNY, BRIAN	18/19 Claim #2 - FRC	12/05/2018	11.28.2018	169.00
					Totals for 110963		169.00
December	2018	110964	SFM	Policy No. 53292.207	12/05/2018	2029635	31,706.00
					Totals for 110964		31,706.00
December	2018	110965	SPERR, MICHAEL	Boys JV/V Basketball Official	12/05/2018	12.04.2018	61.00
					Totals for 110965		61.00
December	2018	110966	STAHLKE BUS SERVICE	Bus Services November 2018	12/05/2018	11.30.2018	178,858.67
					Totals for 110966		178,858.67
December	2018	110967	STURGES, SHANE	Girls JV/V Basketball Official 12/1/2018	12/05/2018	12.01.2018	117.00
					Totals for 110967		117.00
December	2018	110968	TEACHERS ON CALL	Account No. 20214	12/05/2018	97100	2,351.70
					Totals for 110968		2,351.70
December	2018	110969	TEXTBOOK WAREHOUSE,	7TH GRADE NOVELS - CURRICULUM	12/05/2018	SI0607625	1,105.80
December	2018	110969	TEXTBOOK WAREHOUSE,	7TH GRADE NOVELS - CURRICULUM	12/05/2018	SI0608599	27.40
					Totals for 110969		1,133.20
December	2018	110970	TRIARCO	Order No. 27-5815-0 Items for Art - Ray Cordes	12/05/2018	214334	978.25
December	2018	110970	TRIARCO	Items for Art - Ray Cordes	12/05/2018	216856	569.67
					Totals for 110970		1,547.92
December	2018	110971	UNIQUE SOFTWARE	Chromebooks - IS PIE	12/05/2018	245737	13,485.60
					Totals for 110971		13,485.60
December	2018	110972	UPPER LAKES FOODS IN		12/05/2018		0.00
					Totals for 110972		0.00
December	2018	110973	UPPER LAKES FOODS IN		12/05/2018		0.00
					Totals for 110973		0.00
December	2018	110974	UPPER LAKES FOODS IN		12/05/2018		0.00
					Totals for 110974		0.00
December	2018	110975	UPPER LAKES FOODS IN	Acct #312772 Customer P/U	12/05/2018	060318-PU	0.00
December	2018	110975	UPPER LAKES FOODS IN	Acct #312772	12/05/2018	373088-0A	-366.70
December	2018	110975	UPPER LAKES FOODS IN	Acct #312772 Credit	12/05/2018	377310-0A	-44.22
December	2018	110975	UPPER LAKES FOODS IN	Acct #309836	12/05/2018	380689-00	12.50
December	2018	110975	UPPER LAKES FOODS IN	Acct #312772	12/05/2018	380692-00	5.00
December	2018	110975	UPPER LAKES FOODS IN	Acct #309838	12/05/2018	380695-00	6.25
December	2018	110975	UPPER LAKES FOODS IN	Acct #309836	12/05/2018	380699-00	41.60
December	2018	110975	UPPER LAKES FOODS IN	Acct #312772	12/05/2018	380702-00	16.64
December	2018	110975	UPPER LAKES FOODS IN	Acct #309838	12/05/2018	380704-00	18.72
December	2018	110975	UPPER LAKES FOODS IN	Acct #312772	12/05/2018	381180-00	1,048.83
December	2018	110975	UPPER LAKES FOODS IN	Acct #309838	12/05/2018	381188-00	1,407.04
December	2018	110975	UPPER LAKES FOODS IN	Acct #309836	12/05/2018	382768-00	84.24
December	2018	110975	UPPER LAKES FOODS IN	Acct #309836	12/05/2018	384055-00	1,728.79
December	2018	110975	UPPER LAKES FOODS IN	Acct #309838	12/05/2018	384073-00	935.09
December	2018	110975	UPPER LAKES FOODS IN	Acct #309840	12/05/2018	384462-00	563.18
December	2018	110975	UPPER LAKES FOODS IN	Acct #312772	12/05/2018	384512-00	1,125.72
December	2018	110975	UPPER LAKES FOODS IN	Acct #312772	12/05/2018	384512-0A	-293.36
December	2018	110975	UPPER LAKES FOODS IN	Acct #309836	12/05/2018	385892-00	23.75
December	2018	110975	UPPER LAKES FOODS IN	Acct #312772	12/05/2018	386357-00	202.76
December	2018	110975	UPPER LAKES FOODS IN	Acct #312772	12/05/2018	386359-00	253.45
December	2018	110975	UPPER LAKES FOODS IN	Acct #309836	12/05/2018	386663-00	2,384.60
					Totals for 110975		9,153.88
December	2018	110976	UPS	Shipper Number 64790F Control ID R912	12/05/2018	64790F478	41.16
					Totals for 110976		41.16
December	2018	110977	VANCO SERVICES, LLC	eCheck Fees - November 2018	12/05/2018	9319226	17.50
					Totals for 110977		17.50
December	2018	110978	VERIZON WIRELESS	Acct #942070919-00001	12/05/2018	9819060051	39.43
					Totals for 110978		39.43
December	2018	110979	WELLS FARGO FINANCIA	Acct No. 603-01526652-000	12/05/2018	5005553159	346.76
					Totals for 110979		346.76
December	2018	110980	WRIGHT COUNTY JOURNA	Stadium Rock - Full	12/05/2018	6119737	198.76
					Totals for 110980		198.76
December	2018	110981	MADISON NATL LIFE IN	Payroll accrual	12/06/2018	20181205AD	156.75
December	2018	110981	MADISON NATL LIFE IN	Payroll accrual	12/06/2018	20181205AF	2,031.29
December	2018	110981	MADISON NATL LIFE IN	Payroll accrual	12/06/2018	20181205AF	3,017.33
					Totals for 110981		5,205.37
December	2018	110982	NATIONAL INS SVS OF	Payroll accrual	12/06/2018	20181205AD	48.00
					Totals for 110982		48.00
December	2018	110983	136211-NCPERS GROUP	Payroll accrual	12/06/2018	20181205AD	176.00

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					Totals for 110983		176.00
December	2018	110984	SCHOOL SERVICE EMP L	Payroll accrual	12/06/2018	20181205AD	1,750.70
December	2018	110984	SCHOOL SERVICE EMP L	Payroll accrual	12/06/2018	20181205AD	900.47
					Totals for 110984		2,651.17
December	2018	110985	UNITED STATES TREASU	LEVY PROCEEDS	12/06/2018	20181205AD	183.40
					Totals for 110985		183.40
December	2018	110986	AFFINETY SOLUTIONS,	Registration Transaction Fee	12/12/2018	11656	450.00
					Totals for 110986		450.00
December	2018	110987	ALGAARD, JULIE	LaCroix Water for DCD Beverage Service	12/12/2018	11.28.2018	9.99
December	2018	110987	ALGAARD, JULIE	Beverages for DCD Beverage Service	12/12/2018	12.04.2018	85.38
					Totals for 110987		95.37
December	2018	110988	ANNANDALE HIGH SCHOO	Gymnastics Holiday Invitational	12/12/2018	12.15.2018	170.00
					Totals for 110988		170.00
December	2018	110989	APPLE TREE-O ORCHARD	240 Pounds Apples	12/12/2018	101	180.00
					Totals for 110989		180.00
December	2018	110990	ARTS PEOPLE	Delano Public Schools	12/12/2018	dps-248334	66.75
					Totals for 110990		66.75
December	2018	110991	AWARDS BY BARB	Engraved Plate	12/12/2018	244	10.00
					Totals for 110991		10.00
December	2018	110992	BAUCK, JAMES	Coaching Sessions	12/12/2018	Delano 05	365.00
					Totals for 110992		365.00
December	2018	110993	BOLDEN, DARRYL	Girls 8 Basketball Official - 12/11/18	12/12/2018	12.11.2018	85.00
					Totals for 110993		85.00
December	2018	110994	BREITBACH CONSTRUCTI	Pay Application No. 23	12/12/2018	23	476,037.45
					Totals for 110994		476,037.45
December	2018	110995	BURCH, MARK	JV/V Hockey Official - 12/11/18	12/12/2018	12.11.2018	126.00
					Totals for 110995		126.00
December	2018	110996	BURT, ROBERT JR	JV/V Girls Basketball Official 12/6/18	12/12/2018	12.06.2018	117.00
					Totals for 110996		117.00
December	2018	110997	BUSCH, ANNA	TAC Membership Reimbursement	12/12/2018	12.10.2018	135.00
					Totals for 110997		135.00
December	2018	110998	CB PRODUCTIONS	Costume Rental - Once Upon a Broomstick	12/12/2018	20181114	40.00
					Totals for 110998		40.00
December	2018	110999	CODDINGTON, MICHAEL	JV/V Wrestling Official 12/8/18	12/12/2018	12.08.2018	230.00
					Totals for 110999		230.00
December	2018	111000	COLE PAPERS INC	Customer No. 18702500	12/12/2018	9494726	2,691.88
December	2018	111000	COLE PAPERS INC	Customer No. 18702500 CREDIT MEMO	12/12/2018	9495443	-1,051.68
December	2018	111000	COLE PAPERS INC	Customer No. 18702500 CREDIT MEMO	12/12/2018	9495454	-250.40
December	2018	111000	COLE PAPERS INC	Customer No. 18702500 CREDIT MEMO	12/12/2018	9495455	-1,452.32
December	2018	111000	COLE PAPERS INC	Customer No. 18702500	12/12/2018	9495698	206.26
					Totals for 111000		143.74
December	2018	111001	COOGAN-BURKE, MARY	Gymnastics Judge 12/10/2018	12/12/2018	12.10.2018	132.00
					Totals for 111001		132.00
December	2018	111002	CULHANE, DAN	Boys JV/V Hockey Official - 12/4/18	12/12/2018	12.04.2018	80.00
					Totals for 111002		80.00
December	2018	111003	CULVINER, KATIE	Supplies Reimbursement	12/12/2018	12.06.2018	63.66
					Totals for 111003		63.66
December	2018	111004	DELANO PRINTING	Poster for Fall Play	12/12/2018	3519	72.00
					Totals for 111004		72.00
December	2018	111005	DELANO TRUE VALUE HA	Account #31570	12/12/2018	11.30.2018	1,208.86
					Totals for 111005		1,208.86
December	2018	111006	DITTER, JACK	JV/V Wrestling Official 12/8/18	12/12/2018	12.08.2018	230.00
					Totals for 111006		230.00
December	2018	111007	DVM PIZZA, INC.	Pizzas	12/12/2018	5419	855.50
					Totals for 111007		855.50
December	2018	111008	EARTHGRAINS BAKING C	Invoice #'s: 52177724789/52177724787/52177724827	12/12/2018	34993	253.90
					Totals for 111008		253.90
December	2018	111009	ECOLAB	Acct No. 016684573	12/12/2018	1707684	130.69
December	2018	111009	ECOLAB	Acct No. 010869001	12/12/2018	1708177	134.40
					Totals for 111009		265.09
December	2018	111010	ELECTRIC MOTOR REPAI	051070 BG 169035 Replacement	12/12/2018	447096	537.07

POST MONTH	POST YEAR	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	CHECK DATE	INVOICE NUMBER	AMOUNT
December	2018	111011	ELWOOD, SHAUNA	Rehearsal and Concert Accompanist	Totals for 111010	12/12/2018 12.06.2018	537.07
							145.00
December	2018	111012	FEDIE, STEVEN	Executive Secreatry Compensation/Phone/Internet/Po stage/Mileage	Totals for 111011	12/12/2018 12.08.2018	145.00
							2,574.70
December	2018	111013	FRONTIER	Account #763-972-3365-091376-2	Totals for 111012	12/12/2018 12.04.2018	2,574.70
							2,738.66
December	2018	111013	FRONTIER	Account #763-972-2636-091508-2	Totals for 111012	12/12/2018 12.04.2018	336.92
							143.90
December	2018	111013	FRONTIER	Account #763-972-6803-073102-2	Totals for 111012	12/12/2018 12.04.2018	1,310.81
							4,530.29
December	2018	111014	GEARMAN, MIKE	JV/V Girls Basketball Official 12/6/18	Totals for 111013	12/12/2018 12.06.2018	117.00
							117.00
December	2018	111015	GENERAL PARTS, LLC	Contract #C016919 December 2018 Cooking and Refrigeration PM Billing	Totals for 111014	12/12/2018 6017209	2,120.00
December	2018	111015	GENERAL PARTS, LLC	S/O #E38115	Totals for 111015	12/12/2018 6017663	881.81
							3,001.81
December	2018	111016	GERTENS	Cust No. 601058 Order 24478 Holiday - Prom Committee	Totals for 111015	12/12/2018 9338 / W	2,674.25
December	2018	111017	GREAT AMERICA FINANC	Agreement Number 013-0826194-000	Totals for 111016	12/12/2018 23813503	2,674.25
							1,712.58
December	2018	111018	HANSOLINE INC	Customer Acct ID DEL02	Totals for 111017	12/12/2018 11.30.2018	1,712.58
							274.05
December	2018	111019	HARRIS, JOHN	JV/V Wrestling Official 12/8/18	Totals for 111018	12/12/2018 12.08.2018	274.05
							230.00
December	2018	111020	HEMINGWAY, MARK	Rehearsal and Concert Accompanist	Totals for 111019	12/12/2018 12.04.2018	230.00
							145.00
December	2018	111021	HENNEPIN COUNTY ELEC	ISD No. 879 Delano AutoMARK / General Ballots	Totals for 111020	12/12/2018 1218-1	145.00
							293.39
December	2018	111022	HERALD JOURNAL PUBLI	Armadillos / Board Minutes 10-22/ R&E Report / Music Programs	Totals for 111021	12/12/2018 11.30.2018	293.39
							534.40
December	2018	111022	HERALD JOURNAL PUBLI	Multiple Employment Positions	Totals for 111022	12/12/2018 11.30.2018	174.38
							708.78
December	2018	111023	HILGERS, DAWN	Mileage Reimbursement	Totals for 111023	12/12/2018 11.30.2018	13.63
December	2018	111023	HILGERS, DAWN	Supplies Reimbursement	Totals for 111023	12/12/2018 12.05.2018	32.75
							46.38
December	2018	111024	HOLMES, RACHEL	Mileage Reimbursement - MCTE Conference	Totals for 111024	12/12/2018 12.04.2018	22.89
December	2018	111025	HOUGHTON MIFFLIN COM	Read 180	Totals for 111025	12/12/2018 710135903	22.89
							2,950.00
December	2018	111026	ICS CONSULTING INC.	Project 5102	Totals for 111026	12/12/2018 4719	2,950.00
December	2018	111026	ICS CONSULTING INC.	Project 0005102 Progress Billing Through 11/30/18	Totals for 111026	12/12/2018 4774	6,710.70
							5,425.64
							12,136.34
December	2018	111027	INNOVATIVE OFFICE SO	Office supplies	Totals for 111027	12/12/2018 IN2308786	24.91
December	2018	111027	INNOVATIVE OFFICE SO	Toner for Office Copy Machine - Marie Thomas	Totals for 111027	12/12/2018 IN2313135	69.30
December	2018	111027	INNOVATIVE OFFICE SO	Items for Office-Marie Thomas	Totals for 111027	12/12/2018 IN2315640	76.41
							170.62
December	2018	111028	JOHNSON, ASHLEY	Mileage Reimbursement - MinneTESOL Conference	Totals for 111028	12/12/2018 12.04.2018	33.14
December	2018	111029	JOHNSON, DIANE	Mileage Reimbursement	Totals for 111029	12/12/2018 12.11.2018	33.14
							55.05
December	2018	111030	J W PEPPER	Music for Band - Jason Koets	Totals for 111030	12/12/2018 11E15535	55.05
							107.00
December	2018	111031	KELLERMAN, RICHARD	JV/V Girls Basketball Official 12/6/18	Totals for 111031	12/12/2018 12.06.2018	107.00
							117.00
December	2018	111032	KEMPS	Invoice Nos. 740746/740769/740747/740770/74	Totals for 111032	12/12/2018 w/e 12.01.	117.00
							1,086.92

POST MONTH	POST YEAR	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	CHECK DATE	INVOICE NUMBER	AMOUNT
				0743/740774/740748/740771/740745/740772			
				Totals for 111032			1,086.92
December	2018	111033	KOBE, KYLE	Boys JV/V Hockey Official - 12/4/18	12/12/2018	12.04.2018	149.00
December	2018	111033	KOBE, KYLE	JV/V Hockey Official - 12/11/18	12/12/2018	12.11.2018	126.00
				Totals for 111033			275.00
December	2018	111034	KRITZ, KEVIN	JV/V Girls Hockey Official - 12/8/18	12/12/2018	12.08.2018	149.00
				Totals for 111034			149.00
December	2018	111035	KULAVIK, SHAWN	Girls 8 Basketball Official - 12/11/18	12/12/2018	12.11.2018	61.00
				Totals for 111035			61.00
December	2018	111036	LAIRD, CRAIG	JV/V Boys Basketball Official - 12/7/18	12/12/2018	12.07.2018	117.00
				Totals for 111036			117.00
December	2018	111037	LARSON, KRIS	Mileage Reimbursement for UL Meeting	12/12/2018	12.07.2018	28.34
December	2018	111037	LARSON, KRIS	Monthly Cell Phone Stipend: Oct - Dec 2018	12/12/2018	12.12.2018	150.00
				Totals for 111037			178.34
December	2018	111038	LEVIN, AARON	JV/V Girls Hockey Official - 12/8/18	12/12/2018	12.08.2018	80.00
				Totals for 111038			80.00
December	2018	111039	LOKEN, CHRIS	Boys JV/V Hockey Official - 12/4/18	12/12/2018	12.04.2018	149.00
				Totals for 111039			149.00
December	2018	111040	LORENTZ, JENNIFER	Mileage / Lunch / Parking Reimbursement - CLE Class	12/12/2018	12.06.2018	58.98
				Totals for 111040			58.98
December	2018	111041	MARIA FELGER RAMOS,	Student & Families + Mileage	12/12/2018	2018112	72.00
				Totals for 111041			72.00
December	2018	111042	MN ASSOC OF SEC SCH	29109 Winter Conference - Heil & Baughman	12/12/2018	01.30.2019	1,070.00
				Totals for 111042			1,070.00
December	2018	111043	THE MCDOWELL AGENCY	Background Screenings	12/12/2018	109785	12.00
				Totals for 111043			12.00
December	2018	111044	MCEA	2019 MCEA Membership 1/1/2019 - 12/31/2019	12/12/2018	12.11.2018	723.00
December	2018	111044	MCEA	Pro Dev Workshop	12/12/2018	5732	225.00
				Totals for 111044			948.00
December	2018	111045	MILLETTE, JOSEPH	JV/V Hockey Official - 12/11/18	12/12/2018	12.11.2018	126.00
				Totals for 111045			126.00
December	2018	111046	MINNTEX CITRUS, INC.	Customer PO# O-001213 NHS Fruit Sales	12/12/2018	10458	9,672.35
				Totals for 111046			9,672.35
December	2018	111047	MN DEPT OF HEALTH	2019 License Renewal Application License No. FBL-15866-17577	12/12/2018	12.07.2018	1,255.00
				Totals for 111047			1,255.00
December	2018	111048	NAPA (DELANO AUTO PA	#1950 Filter	12/12/2018	161416	49.49
				Totals for 111048			49.49
December	2018	111049	NELSON, PAUL	JV/V Girls Hockey Official - 12/8/18	12/12/2018	12.08.2018	149.00
				Totals for 111049			149.00
December	2018	111050	NEVEAUX, JACK	Fall Play Reimbursement	12/12/2018	12.06.2018	587.77
				Totals for 111050			587.77
December	2018	111051	NORTH STAR AWARDS &	Trophies/Medals/Plaques	12/12/2018	8846	437.00
				Totals for 111051			437.00
December	2018	111052	PANNING, BRADLEY	JV/V Boys Basketball Official - 12/7/18	12/12/2018	12.07.2018	117.00
				Totals for 111052			117.00
December	2018	111053	PATTERSON, MICHAEL	Monthly Cell Phone Stipend	12/12/2018	12.10.2018	50.00
				Totals for 111053			50.00
December	2018	111054	RACH, PATRICK	Girls 8 Basketball Official - 12/11/18	12/12/2018	12.11.2018	61.00
				Totals for 111054			61.00
December	2018	111055	RAPTOR TECHNOLOGIES	Renewal - Begins 2/1/2019	12/12/2018	52883	2,160.00
				Totals for 111055			2,160.00
December	2018	111056	REINHART FOOD SERVIC	Acct No. 3702	12/12/2018	540501	851.32
				Totals for 111056			851.32
December	2018	111057	SANDERS, CRAIG	JV/V Wrestling Official 12/8/18	12/12/2018	12.08.2018	270.00
				Totals for 111057			270.00

POST MONTH	POST YEAR	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	CHECK DATE	INVOICE NUMBER	AMOUNT
December	2018	111058	SCHUELKE, GINNY	VA Clothing Drive	12/12/2018	12.10.2018	25.00
						Totals for 111058	25.00
December	2018	111059	SEIBERLICH, REBECCA	Supplies Reimbursement	12/12/2018	12.10.2018	18.65
						Totals for 111059	18.65
December	2018	111060	SERIGRAPHICS SIGN SY	Dedication Plaques - Construction FF & E	12/12/2018	61821	3,006.00
						Totals for 111060	3,006.00
December	2018	111061	SHANAHAN, KELLY	JV/V Wrestling Official 12/8/18	12/12/2018	12.08.2018	270.00
						Totals for 111061	270.00
December	2018	111062	SHRODE, AVERI	Gymnastics Judge 12/10/2018	12/12/2018	12.10.2018	132.00
						Totals for 111062	132.00
December	2018	111063	SOUTHWEST MN STATE U	Customer ID: 90015294 CIS Chem/Calc	12/12/2018	206322	12,340.00
						Totals for 111063	12,340.00
December	2018	111064	SPENCER, RICKY	JV/V Boys Basketball Official - 12/7/18	12/12/2018	12.07.2018	117.00
						Totals for 111064	117.00
December	2018	111065	STEVENS, LAURA	1/2 Yearly Stipend for WCC Finances	12/12/2018	12.08.2018	299.99
						Totals for 111065	299.99
December	2018	111066	SYMANITZ, DAVID	JV/V Wrestling Official 12/8/18	12/12/2018	12.08.2018	230.00
						Totals for 111066	230.00
December	2018	111067	TAGGATZ, ELAINE	Gymnastics Judge 12/10/2018	12/12/2018	12.10.2018	132.00
						Totals for 111067	132.00
December	2018	111068	TAPES PLUS ADVERTISI	Delano CE	12/12/2018	TP012149	290.00
						Totals for 111068	290.00
December	2018	111069	TEACHERS ON CALL	Acct No. 20214	12/12/2018	97393	5,792.85
						Totals for 111069	5,792.85
December	2018	111070	TRIO SUPPLY COMPANY	Cust No. 0366446	12/12/2018	498583-00	455.13
						Totals for 111070	455.13
December	2018	111071	TURCOTTE, AMBER	Gymnastics Judge 12/10/2018	12/12/2018	12.10.2018	132.00
						Totals for 111071	132.00
December	2018	111072	TWINSOURCE	Charcoal Mat	12/12/2018	470297	2,004.70
						Totals for 111072	2,004.70
December	2018	111073	UPPER LAKES FOODS IN		12/12/2018		0.00
						Totals for 111073	0.00
December	2018	111074	UPPER LAKES FOODS IN	Acct #309840	12/12/2018	382816-00	1,048.58
December	2018	111074	UPPER LAKES FOODS IN	Acct #309836	12/12/2018	384523-00	39.52
December	2018	111074	UPPER LAKES FOODS IN	Acct #312772	12/12/2018	384524-00	16.64
December	2018	111074	UPPER LAKES FOODS IN	Acct #309838	12/12/2018	384529-00	16.64
December	2018	111074	UPPER LAKES FOODS IN	Acct #312772	12/12/2018	385248-00	689.96
December	2018	111074	UPPER LAKES FOODS IN	Acct #309838	12/12/2018	385790-00	1,223.20
December	2018	111074	UPPER LAKES FOODS IN	Acct #312772	12/12/2018	385893-00	7.50
December	2018	111074	UPPER LAKES FOODS IN	Acct #309838	12/12/2018	385898-00	8.75
December	2018	111074	UPPER LAKES FOODS IN	Acct #309838	12/12/2018	388216-00	613.78
December	2018	111074	UPPER LAKES FOODS IN	Acct #309836	12/12/2018	388502-00	1,825.39
December	2018	111074	UPPER LAKES FOODS IN	Acct #312772	12/12/2018	388662-00	703.82
						Totals for 111074	6,193.78
December	2018	111075	US AWARDS INC	Customer ID Delano - MN -01	12/12/2018	INV56207	750.15
						Totals for 111075	750.15
December	2018	111076	VITAL SIGNS	One Sided Renderings	12/12/2018	V-181027	275.00
December	2018	111076	VITAL SIGNS	Recycle Signs	12/12/2018	V-181100	96.00
December	2018	111076	VITAL SIGNS	Sign for Diving Well - Constr FF & E	12/12/2018	V-18464	2,200.00
December	2018	111076	VITAL SIGNS	Construction FF & E - DIS exterior door signs	12/12/2018	V-18465 -	192.50
December	2018	111076	VITAL SIGNS	ADA Signage	12/12/2018	V-18592	5,325.00
						Totals for 111076	8,088.50
December	2018	111077	VOYAGER SOPRIS LEARN	DIS SLD	12/12/2018	2054741	279.40
						Totals for 111077	279.40
December	2018	111078	WHITE, TERRENCE	JV/V Wrestling Official 12/8/18	12/12/2018	12.08.2018	270.00
						Totals for 111078	270.00
December	2018	111079	WORLDSTRIDES	Delano Public Schools First Student Fundraising Check	12/12/2018	12.04.2018	1,332.46
						Totals for 111079	1,332.46
December	2018	111080	WRIGHT COUNTY AUDITO	2019 Truth in Taxation Notices	12/12/2018	2019 TNT	600.69
						Totals for 111080	600.69
December	2018	111081	WRIGHT TECHNICAL CEN	Customer 1 1015 Delano Schools WTCA / BA09 / LTFM / CTE L	12/12/2018	3968	14,348.00
						Totals for 111081	14,348.00
December	2018	111082	XCEL ENERGY	Acct No. 51-0011975735-7	12/12/2018	617148195	220.77

<u>POST MONTH</u>	<u>POST YEAR</u>	<u>CHECK NUMBER</u>	<u>CHECK VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK DATE</u>	<u>INVOICE NUMBER</u>	<u>AMOUNT</u>
December	2018	111082	XCEL ENERGY	Acct No. 51-0012249050-1	12/12/2018	617489475	5,150.19
						Totals for 111082	5,370.96
						Totals for checks	1,283,183.02

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	295,440.70	25.00	390,695.66	686,161.36
02	FOOD SERVICE	7,011.28	1.55	28,994.47	36,007.30
04	COMMUNITY SERVICES	10,651.15	135.00	12,472.71	23,258.86
05	CAPITAL OUTLAY	380.36	0.00	35,214.19	35,594.55
06	BUILDING FUND	0.00	0.00	499,286.26	499,286.26
08	TRUST FUND	0.00	0.00	2,874.69	2,874.69
*** Fund Summary Totals ***		313,483.49	161.55	969,537.98	1,283,183.02

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

Resolution # 12-17-18-21

Resolution for Acceptance of Gifts

Member \_\_\_\_\_ introduced the following resolution and

Member \_\_\_\_\_ moved for its adoption:

WHEREAS DPIE - \$4,445.00 for Glass in Black Box; and Delano Tiger Activity Booster Club - \$1,000.00 for Girls Soccer Coach

have generously offered to donate to the Delano Public School District.

WHEREAS the conditions on these gifts are for the programs noted above.

THEREFORE, BE IT RESOLVED by the Delano School Board to gratefully accept the gifts.

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

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

and the following voted against the same: None

The foregoing resolution was approved this 17<sup>th</sup> day of December, 2018.

# **SCHOOL BOARD PERSONNEL ITEMS**

## *December 17, 2018*

### **Retirements/Resignations/Terminations**

1. Liljequist, Ryan: DHS Night Custodian, resigned effective November 28, 2018.

### **Recommendations for Employment**

1. Kangas, Kaitlyn: Student Gymnastics Coach, effective November 15, 2018.
2. Kern, Melanie: Boys Swimming Strength Coach, new position, effective November 26, 2018.
3. Nelson, Callie: TAC Supervisor, replacing Karen Hoffman, effective November 7, 2018.
4. Nelson, Debra: DIS Paraprofessional, new position, effective December 10, 2018.
5. Neveaux, Jack: One Act Play Set Design, replacing Richard Roy, effective January 3, 2019.
6. Rousu, Anna: C Team Gymnastics Coach, split position, effective November 20, 2018.
7. Swedberg, Leslie: Community Education Fitness Instructor, effective December 3, 2018.
8. Vanderlinde, Haley: C Team Gymnastics Coach, split position, effective November 20, 2018.
9. Westphal, Lindsey: Assistant Varsity Softball Coach, replacing Craig Sinkel, effective March 11, 2019.

### **Contract Changes/Approvals/Position Changes**

1. 2018-2020 Administrative Assistant Contract
2. 2018-2020 Paraprofessional Contract
3. Gregor, Jayson: Moving from a HS Night Custodian to the HS Night Lead Custodian, replacing Jeff Lynch, effective December 6, 2018.

### **Leaves of Absence**

1. Culviner, Katie: DIS Teacher, requesting 1 year Leave of Absence for the 2019-2020 school year.

Unofficial

**MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE**

**Board Meeting - Joint Powers Board #0938**

**Tuesday, November 27, 2018**

**MAWSECO Education Center, 720 9th Avenue, Howard Lake, MN 55349**

PRESENT: Irene Bender, Amy Johnson, Jessica Johnson, Rick Thomas, Jamie Wiech and Paul Zabinski.

ABSENT: Julie Rae Pennertz

OTHERS PRESENT: Janell Bullard and Mary Plante.

**MINUTES**

- I. Call to Order. The meeting was called to order at 7:03 p.m.
- II. Pledge of Allegiance
- III. Acceptance of Agenda  
Motion to accept the agenda as presented was made by Rick Thomas, seconded by Irene Bender. Carried unanimously.
- IV. Minutes of Previous Meeting  
Motion to approve the minutes of the October meeting was made by Jessica Johnson, seconded by Rick Thomas. Carried unanimously.
- V. FY18 Audit Report  
Kari Steinbeisser and Eric Holt, Conway, Deuth and Schmiesing presented the 2018 audit report. Motion to accept the report was made by Paul Zabinski, seconded by Irene Bender. Carried unanimously.
- VI. Bills for Payment and other financial reports as attached  
Motion to approve the bills for payment and other financial reports was made by Amy Johnson, seconded by Jessica Johnson. Carried unanimously.
- VII. Acknowledgements - American Education Week, November 12-16, 2018  
“An educational week....observed in all communities annually for the purpose of information the public of the accomplishments and needs of the public schools and to secure the cooperation and support of the public in meeting those needs.”

The Board thanked Mary Plante for her services by improving and changing processes and supporting MAWSECO as the business manager.

## VIII. Reports

Director Report – Janell Bullard reported on cooperative finance, federal allocations have been finalized, staffing/program information and a reminder of the MAWSECO Way.

Business Manager Report – Mary Plante explained the reasoning behind the two action items related to the Central Office/Program support position.

## IX. Old Business

Policy 704 - Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System

Motion to approve revised Policy 704 was made by Irene Bender, seconded by Jessica Johnson. Carried unanimously.

## XI. New Business

### A. Personnel

1. Resignation: Alice Yanta, 1-1 Paraprofessional (Journeys Program) effective October 23, 2018.
2. Employment: Alice Yanta, Paraprofessional (Journeys Program), 141 days up to 36 hours/week at Step 0 effective October 24, 2018 - June 5, 2019.
3. Employment: Patrice Ertl, Paraprofessional (Trek Program), 136 days up to 36 hours/week at Step 2 effective October 31, 2018 - June 5, 2018.
4. Employment: Ashley Haavisto, Student Worker-Food Service, up to 4 hours/week effective November 6, 2018 - May 31, 2019.
5. Resignation: Debra Aulwes, Paraprofessional (Westside Alternative Program) effective November 21, 2018.
6. Employment: Anna Carlson, 1-1 Paraprofessional (Journeys Program), up to 32.50 hours/week up to 129 days at Step 1 effective November 12, 2018 - June 5, 2019.
7. Authorization: Increase Central Office/Howard Lake Programs/B-3 Program Administrative Assistant position up to 8 hours per day 210 days per year PLUS up to 4.5 hours per day 50 days per year.
8. Employment: Michelle Montgomery, Administrative Assistant (Central Office/Howard Lake Programs/B-3 Program) effective December 3, 2018, up to 8 hours per day 210 days per year PLUS up to 4.5 hours per day 50 days per year.
9. Resignation: Brian Johnson, Program Site Coordinator (Cornerstones Program/Eastern Wright Program) effective December 21, 2018.
10. Employment: Brian Johnson, School Social Worker (Eastern Wright Program), 103 days at MA+45, SCI 15, effective January 2, 2019 - June 5, 2019.
11. Resignation: Sarah Thompson, Administrative Assistant, effective January 10, 2019.

12. Employment: Stacey Greenhagen, Paraprofessional (Westside Alternative Program), up to 122 days, up to 20 hours/week, at Step 0 effective November 20, 2018 - June 5, 2019.

13. Resignation: Mary Plante, Business Manager, effective January 18, 2019.

Motion to approve the above personnel items as presented was made by Paul Zabinski, seconded by Irene Bender. Carried unanimously.

B. Fund Balance Policy 714 Annual Review  
Information item. This does not require action.

C. New Policy 721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources  
The Board had the first reading of new Policy 721 and will have the second reading at the December 18, 2018 meeting.

D. New Policy 722 - Public Data Requests  
The Board had the first reading of new Policy 722 and will have the second reading at the December 18, 2018.

XII. Executive Director 2018-2021 Work Agreement

Motion to approve the 2018-2021 Work Agreement for Janell Bullard, Executive Director was made by Irene Bender, seconded by Paul Zabinski. Yay: Irene Bender, Paul Zabinski, Amy Johnson, Jessica Johnson and Jamie Wiech. Nay: Rick Thomas. Motion carried.

XIII. Future Board Meetings

December 18, 2018, 7:00 p.m., MAWSECO Education Center, Howard Lake  
January 22, 2019, 7:00 p.m., MAWSECO Education Center, Howard Lake  
February 26, 2019, 7:00 p.m., MAWSECO Education Center, Howard Lake

XIV. Future Committee Meetings

A. Meet and Confer, December 11, 2018, 3:30 p.m., MAWSECO Education Center

XV. Adjournment

Motion to adjourn the meeting was made by Rick Thomas, seconded by Irene Bender. Carried unanimously at 7:57 p.m.

Submitted by,

Janell Bullard  
Executive Secretary

*This document is available in the following formats upon request: Braille, Large Print, Audio MP3 file, Computer Disk. Please call (320) 543-1122 for more information or to request a copy.*

## **WRIGHT TECHNICAL CENTER School District 966**

The meeting of the Governing Board of Wright Technical Center, School District 966, was held on Tuesday December 4, 2018 at 1405 3rd Ave. NE, Buffalo, Minnesota 55313.

Members Present: Curtis, Lee, McAlpine, Briesemeister, Mealey, Diers.

Others Present: Brian Koslofsky-Executive Director, Shaun Karson-Principal, Kathy Miller-Finance Officer, Craig Hagberg-Staff Representative, Dana Watters-Administrative Assistant, Auditing Firm bergan KDV- Janel Bitzan.

The meeting was called to order by Member Diers at 6:30pm. followed by the Pledge of Allegiance.

### **Agenda Review**

On motion by Member Mealey, second by Member McAlpine, to approve the agenda as presented. Motion carried by unanimous vote.

### **Consent Agenda**

On motion by Member Lee, second by Member Briesemeister, to approve consent agenda as presented. Motion carried by unanimous vote. 5.1 November 13 regular meeting, 5.2 Bills for Payment, 5.3 Resignation from Lead Maintenance, 5.4 Agreement with Rob Stromme Consulting, 5.5 Agreement with Eric Sietsema, 5.6 Work with Paumen Computer Services.

### **Financial Report**

Auditor Bitzan, of bergan KDV, expressed an unmodified opinion on the basic financial statements of WTC. On motion by Member McAlpine, second by Member Mealey, to approve the 2018 Audit as presented. Motion carried by unanimous vote.

### **Principal Report**

Principal Karson reported on meetings and events, field trips, 2019-20 registration, Memorial Blood Drive, WTC 10th grade presentations and tours, program and technology updates, student activities, current enrollment and a MN student survey.

### **Director's Report**

Director Koslofsky reported on meetings, social media, technology assessment, tours, and facility updates.

### **New Business**

On motion by Member McAlpine, second by Member Lee to approve the Resolution directing administration to make recommendations for reductions in programs and positions and reasons therefor, as presented. Motion carried by unanimous vote.

On motion by Member Mealey, second by Member McAlpine for adjournment. Motion carried by unanimous vote. Meeting was adjourned at 7:19pm.

Adopted: 1997  
Revised: January 25, 2010  
Revised: November 18, 2013  
Revised: November 28, 2016  
Revised: December 17, 2018

Reviewed: August 24, 2015

## **616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY**

*[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]*

### **I. PURPOSE**

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

### **II. GENERAL STATEMENT OF POLICY**

Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

### **III. DEFINITIONS**

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college

readiness before graduating from high school; and have all students graduate from high school.

#### **IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION; AND REPORTING**

##### **A. School District Goals**

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Advisory Committee).
2. The improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

##### **B. System for Reviewing All Instruction and Curriculum**. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

##### **C. Implementation of Graduation Requirements**

1. The school board shall appoint a Graduation Standards Implementation Committee which shall advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of this committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually. The Graduation Standards Implementation Committee *[will/will not]* be comprised of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.

***(NOTE: The Graduation Standard Implementation Committee may be comprised of an existing committee such as the Advisory Committee for Comprehensive Continuous Improvement of Student Achievements. Regardless of whether a new committee or an existing committee is***

*utilized, the committee should be comprised of representatives of the community, including equal representation from school board members, students, parents, teachers, representatives of local businesses and representatives of the community at large. Among these members should be individuals who are able to represent the needs of students throughout the district including students with special needs.)*

2. The school board shall annually review and determine if student achievement levels at each school site meet state expectations. If the school board determines that student achievement levels at a school site do not meet state expectations and the site has not made adequate yearly progress for two consecutive school years, the Graduation Standards Implementation Committee shall work with the school site to adopt a plan to raise student achievement levels to meet state and local expectations. The Graduation Standards Implementation Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (the commissioner) in developing a plan which must include parental involvement components.

D. Advisory Committee for Comprehensive Continuous Improvement of Student Achievement

1. By June of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Advisory Committee, working in cooperation with other committees of the school district [such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.,] will provide active community participation in:
  - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards;
  - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
  - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
  - d. Advising the school board about development of the annual budget.
3. The Advisory Committee shall meet the following criteria:

- a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting graduation standards.
  - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
  - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
  - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards as well as program evaluation data for use by the advisory committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:
- a. The Director of Curriculum (or similar educational leader)
  - b. Principal
  - c. School Board Member
  - d. Student Representative
  - e. One teacher from each building or instructional level
  - f. Two parents from each building or instructional level
  - g. Two residents without school-aged children, non-representative of local business or industry
  - h. Two resident representative of local business or industry
  - i. District Assessment Coordinator (if different from "a." above)

*[Note: This Advisory Committee composition is a model only.]*

- 5. Translation services should be provided to the extent appropriate and practicable.
- 6. The Advisory Committee shall meet the following timeline each year:
  - Month: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

Month(s): Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

Month(s): Review evaluation results and prepare recommendations.

Month: Present recommendations to the school board for its input and approval.

- E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.
- F. Reporting. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish the report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.35 (Student Achievement Levels)  
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)  
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.04 (Site Decision Making Agreement)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

***Cross References:***

MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 619 (Staff Development for Standards)  
MSBA/MASA Model Policy 620 (Credit for Learning)

Adopted: 1995-96  
Revised: 2004  
Revised: September 27, 2010  
Revised: May 21, 2012  
Revised: August 26, 2013  
Revised: February 24, 2014  
Revised: May 18, 2015  
Revised: December 17, 2018

## **603 CURRICULUM DEVELOPMENT**

*[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]*

### **I. PURPOSE**

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

### **II. GENERAL STATEMENT OF POLICY**

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

### **III. RESPONSIBILITY**

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and to the extent possible, shall reflect the diversity of the district and its school sites, and shall have parent, teacher, support staff, student, community residents and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.

- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
1. Provide for articulation of courses of study from kindergarten through grade twelve.
  2. Identify minimum objectives for each course and at each elementary grade level.
  3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
  4. Provide a program for ongoing monitoring of student progress.
  5. Provide for specific, particular and special needs of all members of the student community.
  6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
  7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
  8. Meet all applicable requirements of the Minnesota Department of Education and federal law.
- D. The superintendent shall be responsible for keeping the school board informed of all state mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
- E. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

**Legal References:** Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)  
Minn. Rules Part 3500.0550 (Inclusive Education Program)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rule Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art 2, § 22)

Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

***Cross References:***

MSBA/MASA Model Policy 604 (Instructional Curriculum)

MSBA/MASA Model Policy 605 (Alternative Programs)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing, Accommodations, Modifications, and Exemptions for IEP's, Section 504 Plans and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)

MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

MSBA/MASA Model Policy 619 (Staff Development for Standards)

MSBA/MASA Model Policy 620 (Credit for Learning)

MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

Adopted: 1995-96

Revised: April 1998

Revised: March 2004

Revised: July 26, 2010

Revised: October 28, 2013

Revised: August 25, 2014

Revised: May 18, 2015

Revised: May 23, 2016

Revised: December 17, 2018

## **406 PUBLIC AND PRIVATE PERSONNEL DATA**

*[NOTE: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]*

### **I. PURPOSE**

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

### **II. GENERAL STATEMENT OF POLICY**

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

### **III. DEFINITIONS**

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means data on individuals collected because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or a member of or applicants for an advisory board or commission. Personnel data include data submitted to the school

district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- F. Finalist" means an individual who is selected to be interviewed by the school board for a position.
- G. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.
- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents, and principals.

#### **IV. PUBLIC PERSONNEL DATA**

- A. The following information on employees, including volunteer and independent contractors, is public:
  - 1. name;
  - 2. employee identification number, which may not be the employee's social security number;
  - 3. actual gross salary;
  - 4. salary range;
  - 5. terms and conditions of employment relationship;
  - 6. contract fees;
  - 7. actual gross pension;
  - 8. the value and nature of employer-paid fringe benefits;
  - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
  - 10. job title;
  - 11. bargaining unit;

12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn., Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data; and

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;

4. job history;
  5. education and training; and
  6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
    - a. name;
    - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
    - c. education and training;
    - d. employment history;
    - e. volunteer work;
    - f. awards and honors;
    - g. prior government service;
    - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
    - i. veteran status;
  2. Once an individual is appointed to a public body, the following additional items of data are public:
    - a. residential address;
    - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
    - c. first and last dates of service on the public body;
    - d. the existence and status of any complaints or charges against an appointee; and

- e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
- 3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by the public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

## **V. PRIVATE PERSONNEL DATA**

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.

- H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
1. The person who may be harmed and to the attorney representing the persons when the data are relevant to obtaining a restraining order;
  2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
  3. A court, law enforcement agency or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to the data would:
1. threaten the personal safety of the complainant or a witness; or
  2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district shall make any report to the Minnesota Professional Educator Licensing and Standards Board or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- M. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the reemployment insurance program under Minn. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.

Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.
- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant

information to enable the Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

## **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals are classified as both private and confidential by Minn. State. Ch. 13, or any other state or federal law, the data are private.

## **VII. CHANGE IN CLASSIFICATIONS**

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

## **VIII. RESPONSIBLE AUTHORITY**

The school district has designated the Superintendent of Delano Public Schools, 763-972-3365 x1901 as the authority responsible for personnel data. For HIPAA related information contact the Business Manager at 763-972-3365 x1951. If you have any questions, contact the Superintendent.

## **IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is included as an addendum to this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 13.39 (Civil Investigation Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)  
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)  
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)  
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)  
P.L. 104-191 (HIPAA)

45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

***Cross References:*** MSBA Model Policy 206 (Public Participation in School Board Meetings/  
Complaints about Persons at School Board Meetings and Data Privacy  
Considerations)  
MSBA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records-  
Privacy-Access to Data)

Adopted: March, 2004

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

#### **406.p PROCEDURES FOR CARRYING OUT HIPAA REGULATIONS**

##### Privacy Rights Regarding Use and Disclosure of Protected Health Information:

The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) privacy rules require an employer to guard against misuse of an individual’s identifiable health information, and to limit the sharing of such information. To comply with these regulations Delano Public Schools #879 has taken the following steps:

- Designated Delano Public Schools #879, Director of Business Affairs, to see that HIPAA privacy procedures are adopted and followed.
- Developed this HIPAA privacy rights, which limits access to health information to those employees who manage the flexible benefits program or process flex claims, who manage or process First Report of Injury forms, who manage or process health insurance enrollment and health history forms. These rights also allow flexible benefits participants to see and amend their health-related records (typically this refers to claim forms and the third party statements submitted with claim forms). These rights do not affect the flex plan rules for modifying flex elections.
- Notified affected employees of the HIPAA privacy rights through distribution of these rights.
- Developed criteria to limit requests for disclosure of health information to the minimum needed for the purpose of the request; and review each request in accordance with those criteria. Requests for disclosure of health information may be needed for processing of flex claims. We must be able to determine the date the expense was incurred, for whom it was incurred, and the nature of the expense. Request for disclosure of health information may also be needed for processing health insurance enrollment, which may include health history data.
- Trained employees who handle health information so they understand the privacy procedures and prevent use of that information in employment decisions.
- Secured health information so that it is not readily available to persons who do not need to see it.

## Consent to Release Data – Request from an Individual

*An individual asks the government entity to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual's written informed consent.*

### Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to

\_\_\_\_\_ before you sign it.  
[entity contact person name and contact information]

I, \_\_\_\_\_, give my permission for \_\_\_\_\_  
[name of individual data subject] [name of government entity]

to release data about me to \_\_\_\_\_ as described on this form.  
[name of other entity or person]

1. The specific data I want \_\_\_\_\_ to release \_\_\_\_\_.  
[name of government entity] [explanation of data]
2. I understand that I have asked \_\_\_\_\_ to release the data.  
[name of government entity]
3. I understand that although the data are classified as private at \_\_\_\_\_,  
[name of government entity]  
the classification/treatment of the data at \_\_\_\_\_ depends on laws or  
[name of other entity or person]  
policies that apply to \_\_\_\_\_.  
[name of other entity or person]

This authorization to release expires \_\_\_\_\_.  
[date/time of expiration]

Individual data subject's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian's signature [if needed] \_\_\_\_\_ Date \_\_\_\_\_

*Adopted: October 27, 1997*

*Revised: March 22, 2010*

*Revised: March 28, 2016*

*Revised: December 17, 2018*

## **104 SCHOOL DISTRICT MISSION STATEMENT**

### **I. PURPOSE**

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

### **II. GENERAL STATEMENT OF POLICY**

The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

### **III. MISSION STATEMENT**

*Systemic growth to promote educational excellence and continuous improvement for every learner in a digital society.*

### **IV. REVIEW**

The school board will review the school district's mission every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

**Legal References:** Minn. Stat § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)  
Minn. Rule Parts 3501.0010 to 3501.0180  
Minn. Rule Parts 3501.0200-3501.0270

**Cross Reference:**

**MINNESOTA DEPARTMENT OF EDUCATION  
LEVY LIMITATION AND CERTIFICATION - DELANO ISD #879  
LEVY DATA FY 17-18 AND FY 18-19**

LEVY CATEGORY		FINAL LEVY 17 Pay 18	PROPOSED 18 Pay 19	LEVY BREAKDOWN				MAX LEVY LIMITATIONS
				Voter Approved Operating Referendum includes:				
				Dollars	Pupil Units	Equal Factor	Total	
1) GENERAL - RMV (Referendum Market Value) Voter Approved	1st Tier	0.00	0.00					
	2nd Tier	970,381.47	988,869.66					
		(3,459.58)	(22,086.37)					
		<u>966,921.89</u>	<u>966,783.29</u>					
2) GENERAL - RMV Other Jobz Exempt		1,158,664.44	1,174,225.60	2012 Renewed Author	2.03	2,769.40	1.00000000	5,621.88
		372,065.73	405,717.10	2012 New Authority	355.04	2,769.40	1.00000000	983,247.78
		475,117.00	506,345.69	1st & 2nd Tier Adj				
		3,404.55	4,392.07					
		<u>2,009,251.72</u>	<u>2,090,680.46</u>	Local Optional	424.00	2,769.40	1.00000000	1,174,225.60
3) GENERAL-NTC Other Jobz Exempt		141,619.04	163,358.80	Equity Levy				
		211,504.95	236,819.88	1st Tier Board-App	300.00	2,769.40	0.60945294	506,345.69
		10,231.97	(2,966.97)	Adjustments				
		102,021.12	100,789.56	Operating Capital				
		35,849.65	35,685.22	Alt. Teacher Comp.				
		43,623.00	8,240.52	Re-Employment				
		(0.17)	0.00	Safe Schools				
		416,893.29	383,682.03	Career Technical				
		559,211.59	376,813.05	Annual OPEB				
		127,541.51	137,211.83	Deferred Maint.				
		(29,600.08)	0.00	LT Facilities-Equalized				
		1,440.41	6,473.91	LT Facilities-Unequalized				
		11,509.75	(5,681.36)	Building Land Lease				
		<u>1,631,846.03</u>	<u>1,440,426.47</u>	TIF Adjustment				
	4) COMMUNITY SERVICE - OTHER JOBZ EXEMPT		95,817.75	95,817.75	Abatement Adj			
		49,268.88	48,567.93	Advance Abatement Adj				
		833.06	864.42	Basic Comm. Ed.				
		150,545.04	149,043.70	ECFE				
		135.22	468.11	Home Visiting				
		789.24	(481.36)	School Age Childcare				
		<u>297,389.19</u>	<u>294,280.55</u>	Abatement Adj				
5) GEN DEBT SERVICE - VOTER JOBZ EXEMPT		4,853,974.94	5,079,445.04	Advance Abatement Adj				
		(136,506.69)	(388,525.72)	Debt Service-Aid Eligible				
		2,482.01	16,644.50	Reduct for Debt Excess				
		10,834.85	(1,973.96)	Abatement Adj				
		<u>4,730,785.11</u>	<u>4,705,589.86</u>	Advance Abatement Adj				
6) GEN DEBT SERV - OTHER JOBZ NONEXEMPT		243,044.65	244,213.60	LT Facilities Debt Service				
		(10,811.47)	(30,073.47)	Reduct for Debt Excess				
		<u>232,233.18</u>	<u>214,140.13</u>					
<b>TOTAL LEVY</b>		<b><u>\$9,868,427.12</u></b>	<b><u>\$9,711,900.76</u></b>					

	17 PAY 18 FINAL CERTIFIED LEVY	Proposed 18 PAY 19 LEVY		
	17 PAY 18	18 PAY 19	Inc/Decr.	% Change
General	4,608,019.64	4,497,890.22	(110,129.42)	-2.39%
Comm Serv	297,389.19	294,280.55	(3,108.64)	-1.05%
Debt Serv	4,963,018.29	4,919,729.99	(43,288.30)	-0.87%
<b>TOTAL</b>	<b>9,868,427.12</b>	<b>9,711,900.76</b>	<b>(156,526.36)</b>	<b>-1.59%</b>

INDEPENDENT SCHOOL DISTRICT NO. 879  
RESOLUTION DESIGNATING POLLING PLACES  
FOR THE 2019 CALENDAR YEAR

WHEREAS, Minnesota Statute § 204B.16 Subd. 1 was amended by the Minnesota State Legislature during its 2017 regular session to require school districts to annually designate a polling place by December 31 of each year for the following calendar year;

WHEREAS, the Independent School District No. 879 designates the following polling place locations as the polling place for the named precincts:

City of Delano:                      Delano City Hall, 234 2<sup>nd</sup> St N, Delano, MN 55328  
City of Independence:            Independence City Hall, 1920 Cty Rd 90, Independence, MN 55390

THEREFORE BE IT RESOLVED, that the Independent School District No. 879 designates the polling place locations noted above as the polling place for precincts named above for the 2019 calendar year.

Member \_\_\_\_\_ moved for its adoption. The motion for adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_

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

and the following voted against the same:

The foregoing resolution was approved this 17<sup>th</sup> day of December, 2018.

## Compliance Report

Jurisdiction: ISD No. 879 - Delano  
700 Elm Avenue East

Report Year: 2019  
Case: 2 - 2019 DATA (Shared (Jur and MMB))

Delano MN 55328

Contact: Mary Reeder

Phone: (763) 972-3365

E-Mail: mary.reeder@delanoschools.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

### I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	13	30	2	45
# Employees	39	286	6	331
Avg. Max Monthly Pay per employee	7,141.92	8,443.16		8,190.61

### II. STATISTICAL ANALYSIS TEST

**A. Underpayment Ratio = 100.96 \***

	Male Classes	Female Classes
a. # At or above Predicted Pay	6	14
b. # Below Predicted Pay	7	16
c. TOTAL	13	30
d. % Below Predicted Pay (b divided by c = d)	53.85	53.33

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

#### B. T-test Results

Degrees of Freedom (DF) = 323	Value of T = -2.277
-------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = (\$3)

b. Avg. diff. in pay from predicted pay for female jobs = \$502

### III. SALARY RANGE TEST = 113.41 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 10.33

B. Avg. # of years to max salary for female jobs = 9.11

### IV. EXCEPTIONAL SERVICE PAY TEST = 96.30 (Result is B divided by A)

A. % of male classes receiving ESP 69.23 \*

B. % of female classes receiving ESP 66.67

\*(If 20% or less, test result will be 0.00)

**STATE OF MINNESOTA  
MINNESOTA STATE COLLEGES AND UNIVERSITIES  
*St. Cloud State University***

**MEMORANDUM OF AGREEMENT  
FOR STUDENT TRAINING EXPERIENCE**

This Agreement is made between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of St. Cloud State University, St. Cloud, Minnesota and Delano Public Schools District. 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 experiences for the student of the University and to identify the responsibilities of the University and the Site.*

**A. THE PARTIES UNDERSTAND THAT:**

1. The University has Teacher Preparation and other Professional Clinical Programs (the "Program") for qualified students enrolled in the University; and
2. The University has been given authority to enter into Agreements regarding academic programs; and
3. The Site has facilities for providing a suitable training experience that meets the educational needs of students enrolled in the Program of the University; and
4. It is in the general interest of the Site to provide opportunities for University students to 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 University and the Site want to cooperate to furnish a training experience at the Site for students of the University enrolled in the Program; and
6. Participation in the activities outlined in this agreement do not make University faculty and students employees of the Site. An employment relationship may exist if independently created between the individual and the Site/University.

**B. RESPONSIBILITIES OF EACH PARTY**

**1. The University agrees to:**

- a. make arrangements with the Site for a training experience at the Site that will support and meet any applicable Program requirements.
- b. provide a list of student placements prior to the start of the experience (student name, licensure, experience dates, name of school and cooperating teacher assigned to).
- c. make periodic visits to the Site's training site to observe the student or receive periodic reports from the Site and/or the student, and discuss the student's performance and progress with the student and any site supervisor at the Site, as needed.
- d. discuss with the Site any problems or concerns arising from the student's participation.
- e. notify the Site in the event the student is no longer enrolled in the Program at the University.
- f. assist in the evaluation of the student's performance in the training experience.

**2. The Site agrees to:**

- a. cooperate with the University in providing a mutually agreeable training experience at the Site that supports the student's educational goals.
- b. supply to the student so placed by the university an opportunity to work in a teaching-learning situation under the supervision of a practicing teacher/professional who holds a continuing license and has; at least three years total teaching experience.
- c. conduct any required background checks if required by the Site
- d. consult with the University about any difficulties arising at the Site that may effect the student's participation.
- e. assist in the written and verbal evaluation of the student's performance, and provide time for consultation with the University concerning the student, as needed.
- f. permit students from the University to devote a reasonable amount of time in observation, participation and student teaching in the school. Student teaching and field experiences shall be under the direction of the Superintendent/Director of the School, in accordance with the policy, procedures and regulations determined by the parties, and as governed by the licensure rules of Minnesota.
- g. not replace any of its employees nor fill any vacancies normally filled by an employee with a student teacher assigned under this agreement. Therefore, a student teacher shall not act as a substitute teacher.

**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 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 January 1, 2019 or when fully executed, and shall remain in effect for five years from the date of this contract. 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**

- a. The University and the Site each agree to bear their own costs associated with this Agreement.
- b. Honorarium: In consideration of the above, the University will pay an honorarium to the Site OR to the cooperating teacher, for each student assigned as a student teacher. The amount and distribution of these funds will be determined by current Site and MnSCU policies and procedures. Distribution will be made by the Site, unless District policy requires another arrangement.

**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 University nor the Site 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 Site agrees that in fulfilling the duties of this Agreement, the Site 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 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 University’s written and electronic information as public, private or confidential. The Site may use data about students only for purposes authorized under this Agreement. Except as otherwise provided in law or University policy, data on students is private and may not be shared with any other party. If the Site receives a request from a third party for any data provided to the Site by the University, the Site agrees to immediately notify the University. The University will give the SITE instructions concerning the release of the data to the requesting party before the data is released and the Site agrees to follow those instructions.

**10. STUDENT TRAINING EXPERIENCE AGREEMENT/CONTRACT**

The student assigned to a training experience at the Site shall be required to sign a Student Training Experience contract before the student begins the training experience at the Site.

*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.*

**SITE**

**St. Cloud State University**

\_\_\_\_\_  
Authorized Site Representative

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

Title \_\_\_\_\_

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

Date \_\_\_\_\_

**AS TO FORM AND EXECUTION**

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

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

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

St. Cloud State University, part of the Minnesota State Colleges and Universities system, is an Equal Opportunity employer and educator.

RESOLUTION OF SCHOOL DISTRICT

Member \_\_\_\_\_ introduced the following resolution and  
Member \_\_\_\_\_ moved for its adoption:

Be it resolved, that this school district enters into an agreement with the State of Minnesota, State MNSCU Board of Trustees (St. Cloud State University), for the purpose of providing supervisory services for students from St. Cloud State University.

Be it further resolved, that the chairperson and clerk be, and they hereby are, authorized to execute such agreement.

The motion for adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same: None

The foregoing resolution was approved this 17<sup>th</sup> day of December, 2018

CERTIFICATION

STATE OF MINNESOTA  
COUNTY OF WRIGHT

I hereby certify that the foregoing resolution is a true and correct copy of resolution adopted by the Board of Delano Public School District No. 879 at a duly authorized meeting thereof held on the 17<sup>th</sup> day of December, 2018, as shown by the minutes of said meeting.

\_\_\_\_\_  
Clerk

Adopted: 1995-96

Revised: 1999

Revised: March 22, 2010

Revised: November 22, 2010

Revised: December 17, 2018

## **203 OPERATION OF THE SCHOOL BOARD — GOVERNING RULES**

### **I. PURPOSE**

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

### **II. GENERAL STATEMENT OF POLICY**

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

### **III. RULES OF ORDER**

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order, Revised* (latest edition) where not inconsistent with A and B above.

***[Note: The editions of Robert's Rules of Order differ, so specifying the edition used is important.]***

**Legal References:** Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 123B.09, Subds. 6, 7 and 10 (School Board Matters)  
Minn. Stat. § 123B.14 (Officers)

**Cross References:**

Adopted: 1997

Revised: March 22, 2010

Revised: December 17, 2018

## **203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER**

### **I. PURPOSE**

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

### **II. GENERAL STATEMENT OF POLICY**

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To ensure that members of the school board have the necessary information to make decisions on substantive issues and to ensure adequate discussion of decisions to be made; and
- D. To ensure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

### **III. RULES OF ORDER**

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to

an issue after the member is recognized by the chair.

- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.

***[Note: The school board may choose to include in the policy a method of calling the roll.]***

- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time to which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

***[Note: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]***

***Legal References:*** Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)  
Minn. Stat. § 122A.40 (Employment Contracts, Termination)  
Minn. Stat. § 123B.09 Subds. 6 and 7 (School Board Powers)  
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)  
Minn Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)  
Minn Stat. § 331A.04, Subd. 6 (Newspapers: Exception to Designation Priority)  
Minn. Stat. § 471.88 (Exceptions)

***Cross Reference:*** MSBA/MASA Model Policy 203 (Operation of the School Board -

Governing Rules)

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

MSBA/MASA Model 207 (Public Hearings)

**Delano Public Schools  
Independent School District #879  
Delano, Minnesota**

**BUS TRANSPORTATION CONDITIONS AND SPECIFICATIONS**

For Fiscal Years 2018-2019, 2019-2020 and 2020-2021

DURATION: The pupil transportation services shall be for the 2018-2019 through 2020-2021 school years. The school district reserves the option to renew for an additional two years. Contract for regular routes shall be for a minimum of 170 and a maximum of 174 transportation days.

SERVICE TO BE PROVIDED: Contractor shall furnish equipment and personnel sufficient to provide the safe daily transportation of pupils to various instructional or activity sites according to a time schedule and on routes determined by the school district.

SCHOOL DISTRICT AGENTS: For purposes of communications with the school district regarding areas of transportation contractor shall communicate with:

Contractual concerns	Business Manager or Superintendent
Regular routes	Business Manager or Superintendent
Handicapped routes	Special Education Coordinator
Late Activity routes	Activities Administrator
Activities trips	Activities Administrator
Student discipline	Building Principals
Field trips	Building Principals
Care and Treatment routes	Business Manager

VEHICLES: School buses and vans shall at all times meet or exceed the minimum standards for conventional school transportation as established by the Minnesota Department of Education, the Minnesota Department of Public Safety, and the legal requirements of all other related federal and state laws and regulations during this contractual period. Contractor shall submit each year a list of all vehicles stating; vehicle number, year of manufacturer, chassis and body manufacturers, body style, current speedometer mileage, student maximum capacity size, intended use of vehicle (route or spare). The average age of the fleet should not exceed ten years. All vehicles are to be maintained in safe operating condition and exterior and interior cleanliness must be maintained. All vehicles used to transport students and/or staff shall pass inspection annually.

INSPECTION: On any school day, the District may require that a bus be brought to the District Office for purpose of review and inspection. This notice may be as short as 15 minutes between the hours of 9:30 a.m. and 1:30 p.m.

SPECIAL EQUIPMENT: Additional equipment identified as necessary by the school district to meet the needs of an individual student shall be provided by the Contractor as an amendment to the contract upon mutually agreeable terms.

DRIVERS: Contractor shall provide only licensed and qualified drivers. Drivers must meet all pre-employment checks and annual checks as required by law. Contractor shall provide the District, upon request, a list of the names, addresses, and a copy of license checks of all drivers and substitute drivers. The District shall submit a list of employees they have approved as drivers for contractor-owned vehicles. A

driver license check shall be done on these District employees at the District's expense. District drivers are limited to transporting the maximum number of passengers for which the vehicle is certified.

APPLICABILITY OF LAWS AND MISCELLANEOUS PROVISIONS: Contractor agrees to comply with all rules and regulations relating to school transportation adopted by the Minnesota Department of Public Safety and the policies of the Delano Board of Education. No portion of this contract shall negate any state law or regulation.

SCHOOL START TIMES: All school buildings shall maintain a uniform clock time. Start and dismissal times shall be as follows unless changed by mutual agreement of the parties to this contract:

Elementary School	8:10 a.m. – 2:45 p.m.
Intermediate School	8:00 a.m. – 2:50 p.m.
High School	8:02 a.m. – 2:50 p.m.

Contractor shall not drop off students at any building prior to 7:40 a.m.

ROUTING: Contractor shall design and submit to the District a proposal of routing prior to July 15 of each year subject to the following criteria:

- a) All routes and order of pickup are subject to the approval of the District. Any additional routes from the prior year shall require approval by the Business Manager or the Superintendent.
- b) Students residing within the District shall not be required to ride more than 110 minutes per day (excluding shuttle and transfer times) with the earliest pickup time to be 7:05 a.m. (except where specifically waived by District approval).
- c) Contractor shall be required to respond to an early dismissal call for all routes within one (1) hour of the decision to close school in the event of an emergency or inclement weather and a late start of up to two (2) hours.
- d) A map shall be provided to the District prior to July 15 of each year showing each of the proposed regular routes for the upcoming year, the bus number assigned and first pickup time for each of these routes. Combined bus stops are to be indicated on such map.
- e) District reserves the right to change or alter routes of travel by giving notice to the Contractor.
- f) District reserves the right to reduce the number of routes during the school year with 30 days notice to the Contractor or by August 1 before the start of the school year.
- g) Contractor shall not be required to traverse any private roads unless mutually agreed upon by the Superintendent or Business Manager and the Contractor.
- h) Contractor shall not be required to travel outside of District boundaries to transport non-resident students unless mutually agreed upon by the Superintendent or Business Manager and the Contractor.
- i) Daily student pick-up/drop-off options shall be limited to the following options:
  - 1 – Student picked-up and dropped-off at student's home daily
  - 2 – Student picked-up and dropped-off at a day care facility as determined by parent (riding eligibility shall remain as determined by the student's home location.)
  - 3 – Student may be picked-up at home and dropped-off at a day care (or vice-versa). Riding eligibility shall remain as determined by the student's home location.
- j) Students will not be allowed to switch bus routes without 24 advance written notice to the Contractor.
- k) Students will not be transported to or from job sites unless directed in the student's IEP.

STUDENT DISCIPLINE: Per Minnesota School Bus Driver Safe Driving Curriculum and School Board Policy, the Contractor shall provide a minimum of three security cameras to be routed among the buses.

INSURANCE: Contractor shall provide and keep in force during the terms of this contract, liability and workers' compensation insurance protecting pupils, public, employees and naming the School District as an "additional insured." The limits of the liability insurance shall be \$500,000 per individual, plus \$5,000,000 (umbrella) excess liability coverage. Copies of insurance policies showing insurance in force are to be provided to the District at the start of the contract year.

INFORMATION: Information relating to buses, drivers, vehicles, equipment, routes, route maps, route rosters, or student data, etc. shall be made available to the District when requested within a reasonable amount of time. District is required to provide Contractor the medical information for any unique students, as well as for Special Education students.

PUPIL TRANSPORTATION CRITERIA: The District will pay for the transportation of students to and from school that are over one mile from school or in an area having been designated by the District as hazardous. The Contractor shall not transport ineligible students unless express authorization to transport is granted in writing by an approved agent of the District as defined in this contract.

OTHER PROVISIONS:

District will assist with supervision of students during loading and unloading times while at the public school site and shall assist with traffic control. The Contractor will notify families of pickup times, drop off times, and bus stop locations by August 20.

District shall include student bus riding handbooks within each school's handbook, subject to School Board approval. Contractor shall provide District with materials to be included in student handbooks relating to student bus ridership by the first week in August of each year. Contractor agrees to provide a minimum of three school buses upon the earliest regular afternoon dismissal for use for extra-curricular or field trips as determined by the District. Additional buses shall become available as soon as the buses return from their regularly assigned routes (est. 3:25 p.m.).

Contractor shall be responsible for all safety training of drivers and shall provide vehicles for student training. Contractor shall not schedule buses for field trips or other special events without a Completed "Request for Transportation" form approved by: Principal, Special Education Coordinator, Activities Administrator, Tiger Kids Club Coordinator, Early Childhood Programs Coordinator or Community Ed Director.

Contractor is to advise the District before 5:30 a.m. as to the advisability of school cancellation on days of threatening weather or road conditions.

Contractor is required to maintain a school bus terminal at a location within the school district.

BILLING: District to be billed the 5<sup>th</sup> of each month for the activity of the previous month. A check shall be issued to Contractor within 5 working days. The format of the monthly bill will be determined by the District. Regular to and from payments will be divided into 9 monthly payments. If needed, the District will advance a \$50,000 payment to Stahlke Bus Service, Inc. by September 15<sup>th</sup> each year. Stahlke Bus Service, Inc. will give a \$2,500 discount on the September billing (5% of \$50,000).

**TRANSPORTATION SERVICE FEES  
2018-2019**

**Section 1: Regular To and From Routes**

Daily rate per bus \$ 272.68

**Section 2: Wright Technical Center, Buffalo**

One round trip per day (20 -59 passenger bus). Per route cost. \$ 124.26

**Section 3: Special Education**

All long-term sped – per route \$ 153.00

Care & Treatment/Spec Ed 1 day to 8 weeks – per hour \$ 75.00

Mid-day Early Childhood Special Education:

A.M. cost per route \$ 87.44

P.M. cost per route \$ 87.44

Delano In-Town:

Lift/mini bus – per hour \$ 71.35

**Section 4: Summer School**

Lift/mini bus/bus - per route \$ 153.00

Van – per route \$ 75.00

**Section 5: Activity Trips**

Driver - per hour rate \$ 21.37

Mini bus/bus - per mile rate \$ 1.68

Van - per mile rate. \$ 1.27

Trailer use \$ 55.00

Minimum trip rate \$ 55.00

**Section 6: Other**

Contractor acknowledges fuel clause at 50/50 split for prices over \$1.85 per gallon of diesel fuel purchased and gasoline used.

Cancellation/Pullout Policy: Failure to notify contractor of the cancellation of a scheduled bus or van shuttle trip will incur a minimum set-up cost of \$ 75.00

Non-rider surcharge. If the District authorizes a student within the “in-eligible” riding area for transportation the Contractor may charge an additional per month charge of \$ 22.18

**TRANSPORTATION SERVICE FEES  
2019-2020**

**Section 1: Regular To and From Routes**

Daily rate per bus \$ 278.13

**Section 2: Wright Technical Center, Buffalo**

One round trip per day (20 -59 passenger bus). Per route cost. \$ 124.26

**Section 3: Special Education**

All long-term sped – per route \$ 153.00

Care & Treatment/Spec Ed 1 day to 8 weeks – per hour \$ 75.00

Mid-day Early Childhood Special Education:

A.M. cost per route \$ 87.44

P.M. cost per route \$ 87.44

Delano In-Town:

Lift/mini bus – per hour \$ 71.35

**Section 4: Summer School**

Lift/mini bus/bus - per route \$ 153.00

Van – per route \$ 75.00

**Section 5: Activity Trips**

Driver - per hour rate \$ 21.80

Mini bus/bus - per mile rate \$ 1.68

Van - per mile rate. \$ 1.27

Trailer use \$ 55.00

Minimum trip rate \$ 55.00

**Section 6: Other**

Contractor acknowledges fuel clause at 50/50 split for prices over \$1.85 per gallon of diesel fuel purchased and gasoline used.

Cancellation/Pullout Policy: Failure to notify contractor of the cancellation of a scheduled bus or van shuttle trip will incur a minimum set-up cost of \$ 75.00

Non-rider surcharge. If the District authorizes a student within the “in-eligible” riding area for transportation the Contractor may charge an additional per month charge of \$ 22.18

**TRANSPORTATION SERVICE FEES  
2020-2021**

**Section 1: Regular To and From Routes**

Daily rate per bus \$ 280.91

**Section 2: Wright Technical Center, Buffalo**

One round trip per day (20 -59 passenger bus). Per route cost. \$ 125.50

**Section 3: Special Education**

All long-term sped – per route \$ 154.53

Care & Treatment/Spec Ed 1 day to 8 weeks – per hour \$ 75.00

Mid-day Early Childhood Special Education:

A.M. cost per route \$ 87.44

P.M. cost per route \$ 87.44

Delano In-Town:

Lift/mini bus – per hour \$ 72.06

**Section 4: Summer School**

Lift/mini bus/bus - per route \$ 154.53

Van – per route \$ 75.00

**Section 5: Activity Trips**

Driver - per hour rate \$ 22.02

Mini bus/bus - per mile rate \$ 1.69

Van - per mile rate. \$ 1.28

Trailer use \$ 55.00

Minimum trip rate \$ 55.00

**Section 6: Other**

Contractor acknowledges fuel clause at 50/50 split for prices over \$1.85 per gallon of diesel fuel purchased and gasoline used.

Cancellation/Pullout Policy: Failure to notify contractor of the cancellation of a scheduled bus or van shuttle trip will incur a minimum set-up cost of \$ 75.00

Non-rider surcharge. If the District authorizes a student within the “in-eligible” riding area for transportation the Contractor may charge an additional per month charge of \$ 22.18

**Type III School Bus**  
Effective September 1, 2013

Type III driver:

- Driver to watch video on internet and take corresponding quiz (this is in place of the 8 hours of training and driving evaluation)
- Criminal background check
- Yearly driver's license check (for moving violations)

Contractor will manage driver's files for the school for a fee of \$50 per driver, per year.

Contractor will coordinate the training video and quiz, the yearly license check and training for the Type III endorsement.

\*The Driver/teacher must be present at the Contractor's place of business for the random drug testing. The District will notify the teacher that they must be present at the Contractor's place of business during a certain time period. (Typically it is between the hours of 7 a.m. -9 a.m. and 2 p.m. to 4 p.m.) The law requires random testing 4 times per year.

**Special Education Students with Paraprofessionals on Regular Routes**

If both Stahlke Bus Service, Inc. and the District are mutually agreeable under the following conditions, special education students may be placed on regular routes:

1. Paras would need to be at the bus garage to leave with the bus in the morning and afternoon.
2. Regular discipline rules apply to the special education student.
3. Stahlke Bus Service, Inc. will not make phone calls in the morning to see if the student is going to school if the student is not at the bus stop.
4. Pick up and drop off will be at the normal spot. The bus will not travel to the door.
5. Stahlke Bus Service, Inc. will not wait for students if the students are not ready and will not go back to pick up.
6. It is understood that all ages of students ride the bus and all rules and conditions apply to all students.
7. The presence of the student and para cannot cause overloading of the bus.
8. Seat belts and car seats are not available on regular buses and won't be installed for special circumstances.

Agreed Upon this date:

Stahlke Bus Service, Inc.  
PO Box 166  
Delano, MN 55328

Delano School District #879  
700 Elm Ave E  
Delano, MN 55328

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Proposed Fees for PAC, Auditorium, and Black Box - December 2018**

	<b>Category 2</b>	<b>Category 3</b>	<b>Category 4</b>
<b>PAC</b>	\$50/hr	\$100/hr	\$200/hr
<b>PAC daily rate</b>	\$250/day	\$500/day	-
<b>Auditorium</b>	\$25/hr	\$50/hr	\$100/hr
<b>Auditorium daily rate</b>	\$125/day	\$250/day	\$500/day
<b>Black Box</b>	\$10/hr	\$20/hr	\$40/hr
<b>Black Box daily rate</b>	\$50/day	\$100/day	\$200/day
<b>Makeup / Dressing Rooms</b>	custodial cleaning charge if needed		

*MN sales tax will be charged when applicable for these facilities. Tax-exempt organizations must provide their MN ST3 form.*

**The rates above include:**

Sound board, light board, microphones, projection systems, studio piano

**Other Charges:**

Permit Fee	per existing fee schedule		
Capital fee	included in hourly rate for the PAC, Auditorium, and Black Box		
Grand piano	\$150 / use (existing fee)		
Piano tuning	At actual cost (existing fee)		
PAC Orchestra Shell	\$100 + custodial time		
Old "portable" acoustical shell	\$50 plus custodial time (existing fee)		
Choir and band risers	\$50 plus custodial time (existing fee)		
Pit cover removal (auditorium)	custodial time		

**Staffing Charges**

**District technician required for PAC and Auditorium**

Adult technician	\$25/hr	(overtime may apply)
Student Technician	\$15/hr	(overtime may apply)

Other staffing charges for supervisors, custodians, food service personnel per current facility use fee schedule

All staffing fees are at the current hourly rate, plus applicable overtime. Staffing fees are subject to change without notice due to contractual obligations.

**Category Definitions**

Category 2	Non-profit community groups or organizations based within the school district and composed of 75% or more district residents unless sponsoring a fundraising activity (i.e. political functions, youth athletic associations, scouts and faith-based organizations for social or recreational use).
Category 3	<ul style="list-style-type: none"> <li>• Non-profit groups or organizations with some, but less than 75%, of the participants from District 879.</li> <li>• Non-profit organizations and faith-based organizations based in District 879 that use the facilities for fundraising activities, collecting offerings or charging an admission fee.</li> <li>• For-profit businesses located in District 879 that use the facilities for recreational or educational, non-revenue producing activities.</li> </ul>
Category 4	<ul style="list-style-type: none"> <li>• Non-profit groups or organizations not headquartered in District 879 and with 0% participants from District 879.</li> <li>• Colleges and universities and non-profit educational organizations.</li> <li>• Individuals, for profit groups, organizations, private agencies or companies that use the facilities for commercial purposes or personal profit.</li> </ul>