

MEETING OF THE REDWOOD AREA SCHOOL DISTRICT #2897 BOARD OF EDUCATION

Monday, May 22, 2023

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Redwood Area School District Board Room

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MEETING OF THE REDWOOD AREA SCHOOL DISTRICT #2897 BOARD OF EDUCATION

Monday, May 22, 2023

6:00 p.m.

Redwood Area School District Board Room

AGENDA

1. Call to Order

2. Roll Call

Members Present:

Members Absent:

3. Open Forum

OPEN FORUM PROCEDURES

1. The open forum will be held at the beginning of the meeting.
2. Those wishing to speak should sign up and indicate the topic at the beginning of the meeting.
3. A maximum time of 20 minutes will be allowed for the open forum.
4. A basic guide of three people per topic with a maximum of five minutes per person.
5. Those speaking will state their name and address prior to speaking.
6. Statements should be limited to the issues only.
7. Apply the "Golden Rule" during presentations.
8. The board retains the right to respond or not, but may discuss the item.
9. Personal/Personnel issues will not be heard or discussed.

4. Recognition of Excellence

- Minnesota State FFA Convention Awards
- Impact Employees

ROUTINE

5. Approval of Agenda

A motion is necessary approving the proposed meeting agenda and any additional agenda items.

Motion _____ Second _____ Result _____

6. Consent Agenda

See consent agenda items shown at end of regular agenda. ([Exhibit #1](#)) A board member may choose to move any consent agenda items to the regular agenda for further discussion.

Motion _____ Second _____ Result _____

PRESENTATIONS

7. Presentation of 2023-2024 Activities Department Budget

Activities Director, Andy Ourada, met with the Activities Committee (board members Lueck and Woodford) to review, in detail, the proposed 2023-2024 Activities Budget. Executive Summary of the proposed 2023-2024 activities budget developed by the Activities Director, head coaches, directors and advisors will be presented at the school board meeting.

Following the presentation, a motion is recommended accepting the proposed budget.

Motion _____ Second _____ Result _____

8. Proposed Handbook Changes for Cardinal Kids’ Club, Junior Cardinal Care & Preschool Handbooks

Andy Ourada, Community Ed Director has submitted the proposed changes to the Cardinal Kids’ Club, Pre-School and SACC Handbooks.

[Exhibit #2](#) includes the proposed Cardinal Kids’ Club handbook changes prepared by Community Education Director, Andy Ourada in consultation with program leaders.

[Exhibit #3](#) includes the proposed Junior Cardinal Care handbook changes prepared by Community Education Director, Andy Ourada in consultation with program leaders.

[Exhibit #4](#) includes the proposed Pre-School handbook changes prepared by Community Education Director, Andy Ourada in consultation with program leaders.

Following discussion, a motion approving the proposed handbook changes to the Cardinal Kids’ Club, Junior Cardinal Care and Pre-School Handbooks is recommended.

Motion _____ Second _____ Result _____

9. Proposed Elementary School Handbook Changes, Schedule Changes and Program Proposals

[Exhibit #5](#) includes the proposed student handbook changes prepared by Elementary School Principal, Paul van der Hagen. Mr. van der Hagen will present the proposed changes to the handbook as well as any proposed program, curriculum and schedule changes. Following discussion, a motion accepting the student handbook changes is recommended.

Motion _____ Second _____ Result _____

10. Proposed Middle School Handbook Changes, Schedule Changes and Program Proposals

[Exhibit #6](#) includes the proposed student handbook changes prepared by Middle School Principal, Bobby Elwell. Mr. Elwell will present the proposed changes to the handbook as well as any proposed program, curriculum and schedule changes. Following discussion, a motion accepting the student handbook changes is recommended.

Motion _____ Second _____ Result _____

11. Proposed High School Handbook Changes, Schedule Changes and Program Proposals

[Exhibit #7](#) includes the proposed student handbook changes prepared by High School Principal, Rick Jorgenson. Mr. Jorgenson will present the proposed changes to the handbook as well as any proposed program, curriculum and schedule changes. Following discussion, a motion accepting the student handbook changes is recommended.

Motion _____ Second _____ Result _____

12. Presentation of 2022-2023 Annual Q-Comp Report Completed by the Q-Comp Advisory Committee and Request for School Board Authority to Submit the Annual Report to MDE

The agreed upon RASD 2022-2023 Q-Comp plan was implemented throughout the 2022-2023 school year. A requirement of the plan is that it is reviewed toward the end of the year and an Annual Report be submitted to the Minnesota Department of Education, providing review and comments of each of the five (5) components of the plan. The 2022-2023 Annual Report is shown as [Exhibit #8](#). The Report was prepared by the Q-Comp Advisory Committee. The committee members are:

Education Minnesota-Redwood Falls (EM-RF)

Kyle Hicks
Matt Lundeen
Molly Miller

Administration/School Board

Bobby Elwell
Karla Beck
Becky Cselovszki

As required by our Q-Comp plan, the Q-Comp Advisory Committee oversees all facets of the Q-Comp plan. In that regard, all Q-Comp leaders conduct an evaluation of each member of the Q-Comp Advisory Committee.

After school board members have had the chance to ask questions, the administration requests authorization to submit the Annual Report to MDE on behalf of the School District.

Motion _____ Second _____ Result _____

SCHOOL BUSINESS

13. Financial Planning Committee (FPC) Recommendations

A. Recommendation to Approve the Proposed 2023-2024 Capital Outlay Budget

[Exhibits #9 \(summary\) and #10 \(detail\)](#) represent the proposed capital outlay budget for the 2023-2024 fiscal year as recommended by the Financial Planning Committee (FPC). Originally, capital expenditure requests were gathered from building level staff members. The administration prioritized the requests and will be presenting them to the FPC for consideration on Monday, May 22, 2023. Meeting minutes will be shared at the school board meeting reflecting the FPC recommendation of the following:

1. Capital outlay – Priority #1 Items	\$ 243,033.44
2. Long Term Facility Maintenance Funds	\$ 441,200.00
3. Recommended to Foundation/Booster Club Boards	\$ 15,626.84

Following discussion, a motion is recommended accepting the FPC Capital Outlay Budget recommendation and approving 2023-2024 Capital Outlay Budget.

Motion _____ Second _____ Result _____

B. Review of Anticipated LTFM 10 Year Plan

[Exhibit #11](#) identifies the district’s overall current and future Long Term Facility Maintenance plans. The projects are listed in columns identified by potential funding streams.

This anticipated plan is intended at this time to be informational only.

14. Resolution Authorizing the Sale of \$26,630,000 General Obligation School Building Bonds, Series 2023A

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD TO ISSUE GENERAL OBLIGATION SCHOOL BUILDING BONDS, SERIES 2023A, IN THE AGGREGATE PRINCIPAL AMOUNT OF \$26,630,000; AND TAKING OTHER ACTIONS WITH RESPECT THERETO

BE IT RESOLVED by the School Board (the “Board”) of Independent School District No. 2897 (Redwood Area Schools), Redwood, Renville, and Yellow Medicine Counties, Minnesota (the “District”), as follows:

1. Background. It is hereby determined that:

(a) At a duly called and regularly held special election on April 11, 2023, the voters of the District approved the issuance and sale by the District of general obligation bonds for the acquisition and betterment of school sites and facilities in the maximum principal amount of \$46,630,000 pursuant to Minnesota Statutes, Chapter 475, as amended (the “Act”).

(b) The purpose of the bonds as approved by the voters is to provide financing for the acquisition and betterment of school sites and facilities, including the construction and equipping of a new Pre-K-4 elementary school; the decommissioning of the existing Reede Gray Elementary School site; the acquisition of land adjacent to that site for use in the construction of the new elementary school; and the construction of related site and grading improvements, concrete walkways, curbs, parking lots, and play surfaces (collectively, the “Projects”).

(c) It is necessary and expedient to the sound financial management of the affairs of the District to issue its General Obligation School Building Bonds, Series 2023A (the “Bonds”), in the original aggregate principal amount of approximately \$26,630,000, pursuant to the Act, to provide financing for the Projects.

2. Covenant as to State Credit Enhancement.

(a) The District hereby covenants and obligates itself to notify the Commissioner of Education (the “Commissioner”) of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 (the “Credit Enhancement Act”) to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the paying agent for the Bonds (the “Paying Agent”), or any successor paying agent, three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner that it will be unable to make all or a portion of that payment. The Paying Agent is authorized and directed to notify the Commissioner if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds on deposit with the Paying Agent to make that payment. The District understands that as a result of its covenant to be bound by the provisions of the Credit Enhancement Act, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Minnesota Departments of Management and Budget and Education pursuant to subdivision 2(c) of the Credit Enhancement Act and otherwise to take such actions as necessary to comply with that section. The Board Chair, Clerk, Treasurer, Superintendent, or Director of Finance and Support Services of the District are authorized to execute any applicable Minnesota Department of Education forms.

3. Sale of Bonds. The Board has retained Ehlers and Associates, Inc. (the “Municipal Advisor”), to serve as the District’s independent municipal advisor with respect to the offer and sale of the Bonds and, therefore, is authorized by Section 475.60, subdivision 2(9), of the Act to sell the Bonds other than pursuant to a competitive sale.

4. Acceptance of Proposal. The Board shall meet at the time specified in the Preliminary Official Statement or at such other time designated by the Board to receive and consider proposals for the purchase of the Bonds and take any other appropriate action with respect to the Bonds.

5. Authority of Municipal Advisor. The Municipal Advisor is authorized and directed to assist the District in the preparation and dissemination of a Preliminary Official Statement to be distributed to potential purchasers of the Bonds and to open, read, and tabulate the proposals for the purchase of the Bonds for presentation to the Board. The Municipal Advisor is further authorized and directed to assist the District in the award and sale of

the Bonds on behalf of the District after receipt of written proposals and to assist the District in the preparation and dissemination of a final Official Statement with respect to the Bonds.

6. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, is authorized to act as bond counsel for the District (“Bond Counsel”), and to assist in the preparation and review of necessary documents, certificates, and instruments related to the Bonds. The officers, employees, and agents of the District are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

7. Reimbursement from Bond Proceeds. The District may incur certain expenditures that may be financed temporarily from sources other than the Bonds and reimbursed from the proceeds of the Bonds. Treasury Regulation § 1.150-2 (the “Reimbursement Regulations”) provides that proceeds of tax-exempt bonds allocated to reimburse expenditures originally paid from a source other than the tax-exempt bonds will not be deemed expended unless certain requirements are met. In order to preserve its ability to reimburse certain costs from proceeds of the Bonds in accordance with the Reimbursement Regulations, the District hereby makes its declaration of official intent (the “Declaration”) described below to reimburse certain costs:

(a) Declaration of Intent. The District proposes to issue the Bonds to finance the costs of the Projects. The District may reimburse original expenditures made for certain costs of the Projects from the proceeds of the Bonds in an estimated principal amount of \$26,630,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

(b) Declaration Made Not Later Than 60 Days. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of the Bonds, except for the following expenditures: (a) costs of issuance of the Bonds; (b) costs in an amount not in excess of \$100,000 or five percent (5%) of the proceeds of the Bonds; or (c) “preliminary expenditures” up to an amount not in excess of twenty (20) percent of the aggregate issue price of the Bonds that finance or are reasonably expected by the District to finance the Projects for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of the Projects, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

(c) Reasonable Expectations; Official Intent. This Declaration is an expression of the reasonable expectations of the District based on the facts and circumstances known to the District as of the date hereof. The anticipated original expenditures for the Projects and the principal amount of the Bonds described in Section 7(a), above, are consistent with the District’s budgetary and financial circumstances. No sources other than proceeds of the Bonds to be issued by the District are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the District’s budget or financial policies to pay such original expenditures. This resolution is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

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

_____, and upon vote being taken

thereon, the following voted in favor thereof:

and the following voted against the same:

15. Recommendation to Adopt Resolution Approving Q-Comp Agreement for 2023-2024 School Year

EM-RF membership has overwhelmingly approved the Q-comp plan in each of nine years beginning in 2014 and continuing through the current year.

After the school board has reviewed [Exhibit #12](#) (the 2023-2024 Q comp plan) and the administration has answered any board member questions, the administration recommends the school board adopt the following resolution:

Member _____ introduced the following resolution and moved its approval

RESOLUTION APPROVING Q-COMP APPLICATION FOR AID

WHEREAS Education Minnesota-Redwood Falls and the Redwood Area School Board have worked collaboratively together since June of 2013 to develop the Q-Comp Application for Aid, and

WHEREAS a Q-Comp Application for Aid was originally made to the Minnesota Department of Education on August 27, 2014, and has been approved in all subsequent years to date, and

WHEREAS Education Minnesota-Redwood Falls held a membership vote on March 11, 2014, seeking initial approval of the Q-Comp Application for Aid, and

WHEREAS in the first vote taken on March 11, 2014, Education Minnesota-Redwood Falls’ membership approved the Q-Comp Application for Aid with 85 members voting “YES” and 4 members voting “NO”, declaring membership approval of the Application.

WHEREAS in the vote taken between May 1st and May 5th, 2022, Education Minnesota-Redwood Falls’ membership approved the proposed Q-Comp Application for Aid with 96% of staff approving the application.

THEREFORE, BE IT RESOLVED that the Redwood Area School Board hereby approves the Q-Comp Application for Aid at its regular School Board meeting held on May 23, 2022.

The motion for the adoption of the foregoing resolution was duly seconded board member _____, and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

And the following were absent:

Whereupon said resolution was declared duly passed and adopted.

16. Waiver of Staff Development Funds - Results of Education Minnesota - Redwood Falls Vote

MN Statute 122A.61, Subd. 1, states that a district may annually waive the requirement to reserve at least 2% of the basic foundation aid revenue for staff development if a majority vote of the licensed teachers in the district and a majority vote of the school board agree to waive the requirement.

For several years, Education Minnesota-Redwood Falls and the Redwood Area School Board have overwhelmingly voted to approve a staff development waiver. Essentially, the waiver provides flexibility to expend the staff development allocation as determined by the local district instead of being bound to an inflexible allocation prescribed by Statute.

From May 1st through May 5th, the licensed teachers were asked to consider approving a waiver of the statutory requirement. The final vote indicated that 96% voted in favor of the waiver.

Since EM-RF membership has voted to approve the “staff development waiver”, the administration recommends school board members take action on whether or not to agree to waive the staff development requirements for the 2023-2024 school year.

Motion _____ Second _____ Result _____

17. Recommendation to Adopt Resolution Relating to the Termination and Nonrenewal of Teaching Contract

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF JONATHAN CEPLECHA,
PROBATIONARY TEACHER.**

WHEREAS, Jonathan Ceplecha is a probationary teacher in Independent School District No. 2897.

BE IT RESOLVED, by the School Board of Independent School District No. 2897, that pursuant to Minnesota Statutes 122A.40, subdivision 5, that the teaching contract of Jonathan Ceplecha, a probationary teacher in Independent School District No. 2897, is hereby terminated at the close of the current 2022-2023 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his contract as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF TERMINATION
AND NON-RENEWAL**

Mr. Jonathan Ceplecha
37105 US HWY 71
Redwood Falls, MN 56283

Dear Mr. Ceplecha:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 2897 held on May 22, 2023, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2022-2023 school year. Said action of the board is taken pursuant to M.S. 122A40, Subd. 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract.

Yours very truly,

School Board of Independent School District No. 2897

Matt Tiffany
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by _____
and upon vote being taken thereon,
the following voted in favor thereof:
And the following voted against the same:
Whereupon said resolution was declared duly passed and adopted.

OTHER BUSINESS

18. Correspondence and Communication

19. Other Business That Should Properly Come Before the Board

20. Adjournment

REGULAR MEETING OF THE REDWOOD AREA SCHOOL DISTRICT #2897 BOARD OF
EDUCATION

Monday, May 22, 2023

6:00 p.m.

Redwood Area School District Board Room

CONSENT AGENDA

21. Consent Agenda

A board member may choose to move any consent agenda items to the regular agenda for further discussion.

A. Approval of Minutes

The minutes of the regular board meeting held on Monday, April 24, 2023 are submitted for your approval ([Exhibit A](#)). If there are no additions or corrections, your approval is recommended.

B. Payment of Bills and Claims

The bills and claims, which have been paid, are presented for your approval. [Exhibit B](#)

C. Resignations

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Exhibit</u>
Shannon Serbus	Cheer Coach	May 5, 2023	#13
Kristina Nissen	Kindergarten Teacher	End of 2022-23 School Yr	#14
Brandy Sussner	EC Preschool Asst.	May 18, 2023	#15
Jody Stoen	Jr. Cardinal Care Asst.	June 1, 2023	#16
Jennifer Anderson	ES Special Ed Teacher	June 2, 2023	#17
Marshall Hegg	Golf & Robotics Coach	End of 2022-23 School Yr.	#18
Emily Nelson	School Readiness Asst.	May 26, 2023	#19

D. Employment of Teachers

<u>Name</u>	<u>Position</u>	<u>Level</u>	<u>Salary</u>
Virgil Felt	0.0497 FTE College Speech Teacher		\$3,237.00
Keegan Titus	1.0 FTE HS Math Teacher	BA	\$43,500.00
Annetta Ewald	1.0 FTE 7-12 Science Teacher	MA+30	\$67,500.00
Morgan Kockelman	1.0 FTE 1 st Grade Teacher	BA	\$43,860.00
Bailey Nelson	1.0 FTE MS Band Teacher	BA	\$43,500.00
Shelby Meigs	1.0 FTE 3 rd Grade Teacher	BA	\$43,860.00
Lisa Krinke	1.0 FTE HS Special Ed Teacher	BA	\$43,500.00
Katherine McGill	1.0 FTE ES Setting 3 Special Ed Teacher	BA	\$43,500.00
Jasmine Jensen	1.0 FTE ES Special Ed Teacher	BA	\$43,500.00

E. Employment of Staff:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Rena Kramer	ES Spec. Ed / District Substitute Teacher	\$27,808 (retroactive from December, 2022)
Mary Sternberg	HS Paraprofessional	\$14.50 / hour
Lisa Eriksen	Title I Non Public Academic Support Para	\$19.31 / hour
Lori Allex	Summer Maintenance	\$13.77 / hour
Emmaly Spielmann	Summer Maintenance	\$13.25 / hour
Mark Dressen	Summer Maintenance	\$8,000.00 Stipend
Emily Raddatz	EC Teaching Asst.	\$13.77/hr
Jada Wellner	EC Teaching Asst.	\$13.25/hr
Emily Gass	Preschool Teacher	\$33,000
Maggie Regan	Preschool Teacher (rehire)	\$24.00/hr
Mary Sternberg	Jr. CC Asst.	\$13.25/hr

F. Employment of Coaches/Directors:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Caitlin Johnson	C-squad Girls Basketball	\$2,727.00
Morgan Kockelman	B-Squad Girls Basketball	\$3,524.00
Brandon Zimmer	Asst. Football	\$3,126.00
Jasmin Jensen	B-Squad Softball	\$3,329.00

G. Summer 2023-2024 ALP Employment of Teaching Personnel

The administration, together with appropriate representatives, recommends employing the individuals listed below in the positions indicated:

<u>Name</u>	<u>Position/Hours</u>
Nicole Berning	English Recovery / 160 hours teaching and prep time
Damian Dage	English Recovery / 160 hours teaching and prep time
Ally Carlson	Credit checks and exit meetings with students / 20 hours

H. Probationary Teachers Recommended for Tenure

Pursuant to Minnesota Statute, RASD administrators have conducted at least three formal evaluations on all probationary teachers/administrators who are completing their final year of probation as a teacher or administrator in the Redwood Area School District.

If a teacher has not been tenured in a Minnesota School District before, he/she must complete three full years of probation in one Minnesota School District before tenure can be awarded. If the teacher has been tenured in another Minnesota School District, then the teacher may be awarded tenure after one year in his/her new district. It is recommended that tenure be awarded to the following individuals at the beginning of the 2023-2024 school year:

<u>Name</u>	<u>School</u>	<u>Current Assignment</u>	<u>Year</u>	<u>Recommendation</u>
Lindy Kaden	ES	EC Special Ed Teacher	3	Tenure
Kelsi Limoges	ES	1 st Grade Teacher	3	Tenure
Hannah McDermott	ES	3 rd Grade Teacher	3	Tenure
Derek Bebeau	MS	Choir & General Music Teacher	3	Tenure
Shandra Bavier	MS	Social Worker	3	Tenure
Tyler Fish	MS/HS	MS/HS Health Teacher	1	Tenure

A motion awarding tenure to the teachers/administrators identified above is recommended.

I. Summer Hours Proposal

The 12-month secretaries and business office personnel request the school board consider approving the establishment of summer office hours as shown below.

Office hours during the school year are 7:00 a.m. to 4:00 p.m., Monday through Friday. The 12-month employees are requesting the summer hours be established as follows:

- Monday, June 5- Friday, August 11
 - 7:30 a.m. to 3:00 p.m., Monday through Thursday
 - 7:30 a.m. to 12:00 noon on Fridays

The employees are requesting the above hours be posted for the public; however, the employees would like the flexibility to work longer hours on days when needed to complete their duties.

J. Request to Declare Property as Surplus

The administration requests the following items be declared Surplus or Excess Property and properly discarded:

- Two (2) outdated Google Expedition kits, consisting of 50 headsets, 50 6.5" tablets, 2 10" tablets, and two Wi-Fi routers

K. Monthly Administrative Reports

[Exhibits #20 & #21](#) are the March Administrative Reports.

[Return to
Regular Agenda](#)

Cardinal Kids' Club

Learning through Play



Phone (507) 644-7128

www.redwoodareaschools.com



Parent Handbook

Effective: ~~June 7th, 2021~~ September 2023

Revised: May, 2023

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- This handbook is written on a per child basis, unless otherwise stated.
- CKC = Cardinal Kids Club

Welcome

Thank you for choosing to bring your child(ren) to the Cardinal Kids' Club program. You are welcome to come and visit any time! We encourage dialogue between staff and families and encourage you to reach out if you have any concerns for your child.

This parent Handbook is an opportunity to share information with you, to promote an understanding of our program and foster cooperation between families and our staff.

Vision Statement:

Support, Challenge, Learn, Achieve

Mission Statement:

Cardinal Kids' Club will provide an educational childcare experience which meets the physical, social, emotional and intellectual development of children 3 to 5 years of age, who participate in the Redwood Area School District Early Childhood program.

Nondiscrimination:

CKC does not discriminate on the basis of national origin, race or gender in the administration of its admission policies. Be it resolved, CKC will admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Parent Aware Rated

Our program is a 4-star parent aware rated program. Ratings are based on demonstrated use of research-based practices that prepare children for school and life. Each rating level builds on the previous level, helping families easily identify which practices the program is using. The rating scale is 1-4 stars.

Hours of operation:

Childcare: Monday-Friday 6:45am to 5:30pm

- Parents are always welcome in the classroom. Please talk with the coordinator to schedule a visit or a time for volunteering.

Adult to child Ratios: Based on MN Statute 245H

We are a license-exempt center. Our staff to child ratio is 1 staff per 10 children, not to exceed 20 children per activity, unless it is an exception. We maintain these ratios during all hours of operation, in the classrooms and other indoor settings, as well as in outdoor learning environments.

*Children will be supervised by sight and/or sound at all times

Registration:

~~A \$30 registration fee, per child, per calendar year, will be required at time of signing. This fee is nonrefundable.~~

~~*Families will pay registration fees prior to start date. Thereafter, registration fee will be billed in September and will be good until August of the following year.~~

Families will be responsible for a non-refundable registration fee of \$20.00 per child/school year and \$10.00 per child/summer. The registration fee is per child.

Admission Policies

In order to enroll in CKC, your child must: be 3-5 years old, toilet trained, and must be enrolled in: Friday ECFE Weekly Program, or a Redwood Area Preschool class:

Discovery Time: 3 yr. olds, offered Monday/Wednesday OR Tuesday/Thursday (8:15am -10:30am)

School Readiness: 4 & 5 yr. olds, offered Monday – Thursday (8:10am – 11:00am OR 12:00pm – 2:50pm)

Ready, Set, Grow: 3-5 yr. olds, offered Monday – Thursday (8:10am – 11:00am OR 12:00pm – 2:50pm)

*3 year olds will attend 3 days – Monday, Wednesday, and Thursday

In order to be a part of our Cardinal Kids' Club Program, a child must be toilet trained (no use of pull ups) . We will use parent's discretion as to establishing when, and if, your child is toilet trained and ready to attend our program. We will monitor toileting on a log and if your child has frequent accidents, we will begin to monitor progress. If insufficient progress is made, they may be asked to leave the program until they are better able to manage toileting procedures.

Enrollment Procedure:

A pre-admissions conference will be scheduled, by the coordinator, with the parent, to review the enrollment packet and discuss the services being offered at Cardinal Kids' Club. Parents will also receive a copy of the parent handbook.

1. Parents may enroll their children by submitting (1 per child):

Registration fee (~~\$30 per child/year~~) (\$20 per child/school year, \$10 per child/summer)

Attachment 1: Contract for services

Attachment 2: Emergency Contact information/Pick-up Authorization

Attachment 3: Immunization Form

***Please request:**

- Allergy ICCPP plan (if your child has any allergies)
- Medication form (if your child needs meds while in our care)

Re-enrollment

- o During re-enrollment, current families may re-enroll their children if they have met expectations for tuition, student attendance, and other areas of concern. Re-enrollment will take place in the fall and summer.

Other enrollment information:

- If your family had/has an outstanding bill that has been sent to collections, while enrolled in a Redwood Area District Program, you will need to set up pre-payment plans. If you are late on a pre-payment, your contract will be terminated immediately.

- If children do not come for a consistent two weeks, they will be automatically unenrolled in the program. To be reenrolled, a new enrollment fee and paperwork will need to be filled out, and a pre-payment plan must be made. If you are late on a pre-payment plan, your contract will be terminated immediately.
- Families must turn in a monthly calendar. Failure to submit a calendar by the due date will result in the higher hourly rate, each day, until a calendar is received.
- Every two weeks, families must submit a google form indicating the days and times the child will be attending via email. Google forms must be submitted by the indicated due date, in order to allow adequate time for scheduling staff. If google forms are not returned by the due date that child may not be able to attend for that two-week period, depending upon staff availability, and families will be charged \$4.00 per hour for the two-week period. If the parent cancels a time and/or a day, they will still be charged for the time indicated on the google form. If additional time needs to be added to the calendar after it has been submitted, please contact the coordinator to see if staffing is available. All additional time will be charged.
- We give enrollment priority to current families.

Tuition:

Parents will be required to complete a contract for services agreement (attachment #1).

Parents will not be charged for the time the child is attending preschool classes, and will pay the fee for the preschool classes separately. Calendars Google forms with the amount of time a child will be attending will be completed monthly bi-weekly. The minimum amount of time the parents will be charged is the amount indicated on the monthly calendar google form. Parents will be charged for the scheduled hours indicated, and any additional hours attended, outside the indicated hours. If the parent cancels time and/or a day of care, they will still be charged for the amount indicated on the calendar google form unless a minimum of one week notice is given. If the parent needs to add additional time to the calendar, and one week notice is not given, arrangements should be made with the coordinator, so staffing is available. If approved, you will be charged at the higher hourly rate. The minimum amount charged to families is 10 hours/week, including holiday weeks, and summer months.

- Tuition will be turned into the black 'money box' outside the coordinators office.

Rates (rounded to the half hour, each day):

~~\$3.35~~ \$3.50/hour – If calendar goggle form is turned in OR one-week notice is given

\$4.00/hour – If calendars google forms are not turned in by due date (2week charge at higher rate) OR change in schedule occurs

\$10/Day + higher hourly rate – Drop in rate

\$5 Calling Fee – If your child is scheduled and does not show up, we will call to check your child's schedule

**Rates will be reviewed on an annual basis with adjustments taking effect at the start of the school year.

Parents will be given a 30 day notice when rates are increased.

If Cardinal Kids' Club closes for any reason, you will not be billed for the hours that you indicated.

Invoicing procedure:

Billing cycles are bi-weekly. Invoices will be placed in the child's mailbox or emailed, and should be paid within 14 days. Email reminders will be sent out if you are one-billing cycle late.

Returned checks will require immediate attention. A penalty fee of \$30 for returned checks is required.

** Any payer requisition to re-enroll after previous bill have been sent to collections, will be required to pay on a pre-pay schedule. If a pre-payment is missed, the child's enrollment will be permanently terminated.

Absence:

Absences are subject to 100% charge, if child was scheduled to attend.

* If child is absent for any reason, one-week notice should be given or scheduled timing rates will apply.

TERMINATION/WITHDRAWAL

Cardinal Kids' Club requires a two-week **written** notice from parents before a child is withdrawn from our care, so arrangements can be made to fill that opening. Cardinal Kids' Club will give a two-week notice of termination of a child, in the event that the child presents a risk to the health or safety of other children, or staff, or if our services are not meeting with the needs of that child, except in the case of nonpayment. If a child is absent for two weeks without notice, they will be un-enrolled from the program.

*If a two-week notice isn't given, family will be responsible for payment for the last two weeks of care.

Dangerous Behavior

Under extreme circumstances, if a child's behavior threatens the safety of other children in the center, removal from the program, temporary or permanent, is under the discretion of the Coordinator. No refunds will be given.

Trial period:

Up to a two-week time period will be allotted as a "trial period," to see if our program is a good fit for your child and vice versa. Enrollment fees are non-refundable. We reserve the right to discontinue your child from our program for any reason. We will follow our non-discrimination policy when making this judgment call.

Drop off/Pick up Policy:

Parent must pick up/drop off child(ren) directly from CKC. Parents must sign their child in and out with a signature and time.

Children will only be released to a parent/adult who has been authorized by the parent – **in writing** (Attachment #2). Proof of ID will be required at time of pick-up. Parents are responsible for notifying CKC if there is a change in authorized pick-up personnel. The authorized pick-up form should be updated at least annually.

If an unauthorized person arrives to pick up a child, the parents will be contacted before the child is released. No child will be released to an incapacitated person. If the program staff deem the child's safety is in danger, by releasing the child, the program staff will call the emergency numbers listed on their registration forms, or call the police.

Early drop off/Late Pick Up Policy:

CKC opens at 6:45 am and closes **at** 5:30 pm. This means families are out of the building at 5:30pm. Families are expected to drop off/pick up their children in a timely manner every day. Emergencies may be an exception, in which case, alternative drop-off/pick-up arrangements are necessary and the center should be notified. Child Protection Services will be called if a child's parent or authorized pick-up personnel have not made an effort to contact CKC by 5:45 pm.

*A \$20 late fee, per child, will be assessed to families that are late. Chronic time abuse will be grounds for termination.

*If you are going to be late, please call, and give notice. A \$5 finder's fee will be assessed if your child is scheduled and does not show up or is not scheduled and shows up.

Parent-Provider Communication:

We believe parents are a child's most important teacher. An essential piece of learning for children, is communication and cooperation between school and home. When this is established, values and academics are reiterated for the child in both settings. CKC is eager to assist, encourage, and support you; we ask that you support and encourage our organization, as well.

Communication is achieved through many avenues. These may include but are not limited to: phone contact, email, CKC Facebook page, and face-to-face interactions. Daytime visits are encouraged!

There is a "turn in basket" outside the coordinators office on the locker top. If you have concerns, comments or praise for the coordinator or staff, you may turn them in here.

* A Parent or guardian is asked to contact the center as soon as possible, when your child will be absent. Any schedule changes can be communicated and approved (fees may apply). If your child is not in the care of CKC, and is scheduled, parent/guardian will be notified in a timely manner, and be assessed a \$5 calling fee.

* If you are calling about changes for the day of, you must call 507.644.7128.

* If your pick-up/drop-off time varies on a given day, for any reason, please let us know.

CLOSED:

- CKC reserves the right to close up to 2 calendar days throughout the year for staff development purposes. Sufficient notice will be given to families

Holidays

- New Year's Day (January)
- Good Friday (April)
- Memorial day (May)
- 19th of June (June)
- 4th of July (July)
- Labor day (September)
- Thanksgiving day and the day after (November)
- Christmas Eve & Christmas Day (December)

If a holiday falls on a Saturday, the center will be closed the preceding Friday. If a holiday falls on a Sunday, the center will be closed the following Monday.

Weather Related Days:

<u>If School is Announced:</u>	<u>Cardinal Kids Club is:</u>
Closed due to snow/road conditions	Closed
Closed due to cold	Open regular hours (6:45am-5:30pm)
2-Hour Late Start	Open regular hours (6:45am 8:00am-5:30pm)
2-Hour Late Start changes to closed	Will close 2 hours from stated closing time
Early Closing	Will close 2 hours from stated closing time

Grievance:

This parent handbook is designed to promote an understanding of the program offered by Cardinal Kids' Club and to promote a spirit of cooperation between parents/guardians and staff. Parents/guardians are encouraged to meet with Coordinator to discuss any issues or concerns they may have. If the issue cannot be resolved in a cooperative manner the following grievance procedure is in place to address these concerns.

Step 1: The Cardinal Kids' Club Coordinator should be notified directly and provided with a full description of the concern and desired outcome. A personal meeting is required, along with a written statement documenting the concern.

Step 2: The Cardinal Kids' Club Coordinator is expected to respond to this notification of concern within two (2) working days of the Center unless circumstances (illness, family emergency) exist, which call for a reasonable extension. The parent will be notified of the extension date.

Step 3: If the parent feels that their concern needs to be presented to the Administrator of the program, the Community Education Director, he/she will be notified and a special meeting will be called to address the parent's concern.

If at any point in time, you have a grievance about a specific scenario, please contact ckc@redwoodareaschools.com or by telephone @ 507.644.7128, directly. Please refrain from contacting staff members. If you are having issues with the coordinator, or the coordinator is unable to assist your need, please contact Andy Ourada, our Community Education director, to resolve the issue. He can be reached at aourada@redwoodareaschools.com or by telephone @ 507.644.8063.

Security and Safety:

The doors will be locked at all times. To enter the building, you must ring the doorbell and be granted access. Even though our doors are locked, we do have an open-door policy. You can come and interact with your child at any time.

Privacy policy

The data collected in enrollment and registration will be used for legal reasons: Information regarding health, safety and emergency contact procedures are required by MN Department of Human Services (DHS).

- (a) The registration information becomes part of the permanent file for each child and is accessed by teaching and administrative staff member of CKC. DHS licensors may review random children's files to verify compliance with licensing requirements and accreditation criteria
- (b) Parents or guardians may review their child's file upon request and if legally allowed
- (c) The "responsible authority" for collection, dissemination, and storage of all data, is the Coordinator at CKC

*Families may supply or refuse to supply data to our program. Refusal to supply information required by DHS may result in termination of enrollment opportunity.

Photographs and Public relations

Parent consent is needed if a child's photograph is used. We use photographs for a variety of things throughout the year.

Staff Qualifications

All staff that will be in contact with your children will submit to a background check procedure. This is to insure the safest possible atmosphere for your children, and all families involved at CKC. Staff are on a two-year rotation to maintain CPR, AED and First Aid certification.

Emergency Procedures:

CKC has an emergency evacuation and disaster plan. You will be notified about your child after warning or event is over. In an event, your child will not be released to you until deemed safe by professional personnel.

Injury Prevention:

Poisoning: All poisonous products will be inaccessible to children. The Poison Control Center number will be posted at all telephones (1-800-222-1222).

Choking: Children will play with age appropriate toys. Children will be supervised at all meal times and will be encouraged to chew all food well. Children will be required to sit on a chair by a table, when eating.

Suffocation: Staff will keep plastic bags out of reach of children.

Burns: Staff will use the microwave to heat foods.

Injuries: Staff will supervise children at all times. Pencils, scissors, staplers, etc. will all remain in the art area and will be used under adult supervision and always put back in their proper place with finished. Children will be taught the proper use of all toys which will include no throwing of toys or objects. Outdoor play will include safety rules of no running or jumping from the slide, no sliding on stomach or back while using the slide. Children may not climb the fence.

Traffic & Pedestrian Safety: There will be outside supervision at all times. Children will not be allowed to play in the parking area or street and will be instructed to use the sidewalk areas for walking around or near the building. Children will also be taught through active play how to read signs, obey traffic signals, looking both ways before crossing a street and parking lot.

Potential Hazards: Staff will review their work area and check for any potential hazards and resolve any issues that may be hazardous to children before they arrive on a daily basis.

Fire Procedures

Fire: There are multiple fire escape routes in the facility. The main evacuation route will be whichever is closest. We will perform quarterly fire drills throughout the year. During a drill or actual evacuation, a staff member will check for remaining children and exit the building promptly. Staff will check the class list to make sure all children have exited.

Natural Disaster Procedures

Tornado/Lock Down: Children will be kept indoors and brought to designated area. Designated area is the CKC bathroom/or small group room, for tornados. Designated area for lockdown is a locked classroom. Shelter in place drills will take place, quarterly, throughout the year. Staff will be responsible for checking the room they are working in, to make all children have evacuated to the proper shelter areas. There will be a radio and flashlight in emergency kit.

Blizzard: If winter storm warning is issued, parents will be notified. Staff shall remain with the children at all times until the storm has passed and provide food and shelter as needed.

Power Outage: If necessary, you will be notified to pick up your child. A flashlight will be in the emergency kit.

Missing person: All exits will immediately be closed, supervised and a designated staff member will gather all children. School office will be called and if child is not found in a timely fashion, 911 and parents will be notified.

Evacuation: Parents will be notified if evacuation of the building was necessary, and if pick-up of your child(ren) is needed.

Bomb Threat – Student Removal Request Form

Parents of students may request a “bomb threat removal form” from the coordinator if they want to be notified when a bomb threat occurs so that they may transport their child home. This only applies if a threat occurs and after thorough discussion, the administration determines that students will not be removed from the building.

Emergency shelter/Code Red: In the event that emergency shelter was needed all staff and children would proceed to the **library or** bathrooms and follow lockdown procedures.

Our center Evacuation/Relocations sites are as follows:

<p>Relocation – Location 1 First United Methodist Church 604 Veda Drive Redwood Falls, MN 56283 507.644.2000 Walking – Mode of Transport</p>

<p>Relocation – Location 2 River Valley Health and Rehabilitation 200 S Dekalb St, Redwood Falls, MN 56283 507.637.5711 Walking – Mode of Transport</p>
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Medical Emergency

If your child requires professional attention, emergency contacts will be notified. If staff is unable to reach the authorized contacts, staff will use best judgment in caring for your child. If staff is unable to perform satisfactory care, 911 will be called. All expenses to obtain emergency medical care will be at client/family expense.

Accident procedures

All accidents/Injuries/Incidents will be documented and discussed with parents. CKC will keep the original documentation, and a copy can be requested.

*All emergency, accident, or incident procedures will be reviewed on an annual basis.

A report will be completed immediately after the incident/accident/injury happens to any child enrolled at the center, a staff person, or visitor. The report will include the following information: name and age of the person involved, date and time, place of accident, injury, or incident, type of injury, action taken by staff, to whom the accident, injury, or incident was reported. This report must be signed by the parent and all reports will be kept on file. If an injury requires medical attention, proper measures will be taken to deter the incident from occurring again.

IMMUNIZATIONS/Health Care Summary

CKC requires an immunization record (Attachment #3) for each child, due before enrollment into the program can be completed. We will coordinate this documentation with your child’s preschool program.

Medications

Medication should be given at home as much as possible. If there is a medical need for your child to receive prescription medication during the day, please request a medication authorization form.

The following must be presented to school personnel:

- Please request a medication authorization form
- Written instructions signed by the parent/guardian;
- Prescription medications in a pharmacy or physician prepared bottle;
- Over-the-counter drugs in the original container.

Under no circumstances will a child be given medication without written and dated notification from parents/guardians. Parents are to bring their own supply of medications in original packaging. Medication will be inaccessible to children.

School personnel, other than the school nurse, school health aide, or a specific designated employee, are instructed **not** to assist students in the administering of any kind of medicine, unless it is an emergency (i.e. allergy or insect bites, diabetes). Controlled substance medication will not be sent home with children - Parents, or a designated adult, need to pick up the medication.

Medications for offsite school activities

Medication for offsite school activities may include field trips, activity days, or relocation for immediate safety concerns such as bomb threats or other off site school activities.

The school nurse will **not** plan to send medication from school for students involved in these activities. The parents/ guardians are to contact the school nurse if arrangements need to be made for safe medication administration. Medication required may include seizure medication, asthma medication, and epinephrine for allergic reactions.

Note: Medication is given to students in the supervised school setting to maintain student's health and meet the child's educational needs. Medication sent for offsite School activities need to follow school policy. (School must be aware of medication a student is taking).

CPR/First Aid

Our staff are all trained, in CPR/First aid/AED, and follow the necessary guidelines when performing care. If we are unable to perform satisfactory care, for the child in need, 911 will be called, at the families' expense. Staff will be required to wear gloves when handling blood, vomit, urine, or fecal matter, for protection. Staff will also wear gloves when cuts, cracked skin, or sores are present. In the event of a medical emergency first aid will be administered by a staff person and the parent or authorized adult will be notified immediately. During the school year, the school nursing staff may be notified of any medical needs.

*A first aid kit will be available within the building. This first aid kit will be taken with staff and children when they are outdoors or on field trips.

Illness

Healthy conditions at CKC, is a top priority. Children may not attend with symptoms of illness or a communicable disease. "Health" is the ability to participate in every day (regular) activities. If the child is not in a contagious period but still can't participate in regular activities, they must stay home. We ask that parents inform CKC within 24 hours if your child is diagnosed with a communicable disease. Sick care is not available. It is the parent's responsibility to make substitute arrangements, and *call* CKC that morning at 507.644.7128.

Profuse Bodily Discharge of any kind

Chicken Pox: Until 7 days from start of rash or sooner, if *all* blisters have dried into scabs

Diarrhea: 2 times since admission, can return when diarrhea stops for at least 24 hours

Eye Drainage: Must be taking medication for at least 24 hours

Fever: 100 Degrees or higher, before medication. Child must be fever free for 24 hours before returning, **without the use of medications**

Lice: Until after the first full treatment and no live lice or nits are seen

Mouth soars w/ drooling: Child must be cleared by a doctor before returning, **please bring note from doctor**

Undiagnosed Rash: Child must be cleared by a doctor before returning, **please bring note from doctor**

Respiratory Infections (Viral): Until child is fever free for 24 hours

Ringworm (Skin and scalp): Until 24 hours after treatment has started

Scabies: Until 24 hours after treatment has started

Streptococcal sore throat: Until 24 hours after treatment has started and child is fever free for 24 hours

Staph Infection: Child must be cleared by a doctor before returning, **please bring note from doctor**

Vomiting: Child must not have vomited for at least 24 hours before returning

* If your child becomes sick during the day, they can lay on a cot with a blanket until parents arrive (emergency contact will be called if parents can't be reached).

* Doctor notes must be in writing in order to return from a serious illness. A copy will be kept on file.

* State law requires that we notify families if child have been exposed to any communicable disease. This will be done through a "Notice" posting within CKC

***Parents should give written notice, as soon as possible, if emergency and/or health related information has changed (address, phone, new immunizations, etc.). Quarterly reminders will be sent throughout the year, but please be responsible and let us know as early as possible, of changes.

Child abuse and Neglect

Reporting Policy – Required

The legislature hereby declares that the public policy of this state is to protect children whose health or welfare may be jeopardized through physical abuse, neglect, or sexual abuse. While it is recognized that most parents want to keep their children safe, sometimes circumstances or conditions interfere with their ability to do so. When this occurs, the health and safety of the children must be of paramount concern. Intervention and prevention efforts must address immediate concerns for child safety and the ongoing risk of abuse or neglect and should engage the protective capacities of families. CKC will report all conditions it feels may endanger the health and welfare of any child, to the proper authorities. A staff member will call 911 if a child is in immediate danger.

Licensing Maltreatment intake line – 651.431.6600

Redwood County Sheriff's Department – 507.637.4005

Redwood County Human Services Department – 507.637.4050

DHS licensing (If no abuse, but involves possible violations of Statutes or Rules) – 651.431.2804

Americans with Disabilities Act:

The Americans with Disabilities Act requires that child care providers do not discriminate against persons with disabilities on the basis of the disability. Child care providers must provide children and parents with disabilities an equal opportunity to participate in the child care centers, programs and services. Centers have to make *reasonable* modifications to their policies and practices to integrate children, parents, and guardians with disabilities into their programs. Centers can't exclude children with disabilities from their programs unless their presence would pose a direct threat to the health or safety of others, or require a fundamental alteration to the program. Children with special needs will be accepted if our setting provides an adequate environment to meet those needs. Children with special needs may be enrolled after a consultation with parents, CKC coordinator, and community education director. *Note: we do not have the ability to provide one-on-one care at this time.

Each child brings their own uniqueness to the program. If your child receives services through special education, please notify the coordinator when registering. Cardinal Kids' Club will make every effort to accommodate children with special needs.

Behavior Guidance:

Staff at Cardinal Kids' Club will promote a positive, constructive and educational approach to managing the behavior of all children. We will strive to find a solution to the current situation; attempt to help the child process feelings, recognize consequences, explore alternative solutions and outcomes, and develop self-control; provide opportunities for the child to feel good about the guidance process in order to develop a positive self-concept; and staff will provide a positive model of acceptable behavior.

CKC will primarily use redirection, but will utilize separation, when necessary. **At CKC, we use a reset square for children to calm down and then talk about what happened and what they can do next time.** Physical punishment, psychological abuse, or coercion will never be used, when disciplining children. We will teach children acceptable alternatives to their behavior, and be sure they understand what displayed behavior was disliked.

Positive Behavior Techniques:

- *Prevention:* A well-designed and well-equipped classroom tailored to the developmental level of the children prevents frustration, interruption, and hazards.
- *Positive Redirection:* Emphasis on the positive is essential in guiding young children. The basic procedure used in all classrooms is positive redirection. Redirecting unacceptable behavior and affirming the acceptable alternative.
- *Modeling:* Teacher-modeled appropriate behavior and communication, as well as positive peer models are provided to help children learn responsibility for their actions.
- *Limit Setting:* All children need limits that are consistent to keep them safe and secure. We have a few clear, simple rules that vary according to the developmental level of the children.
- *Problem Solving:* We appeal to the preschooler's growing intellectual and moral reasoning by using natural and logical consequences and asking questions to encourage problem solving.
- *Logical Consequences:* We strive to exhaust all other positive behavior techniques before allowing logical consequences. This method allows children the understanding of an "if this, then that" scenario.

Persistent Unacceptable Behavior:

The child's behavior will be recorded, dated, and initialed by the staff member involved. The response of the staff to the behavior will also be recorded. The staff member and coordinator (when needed) will discuss the

behavior and develop a plan to meet the child's needs. The parents of the child will be called in for a conference to discuss this behavior plan and to enlist their cooperation and input. If needed, the child will be asked to leave the program. Re-admission may be considered after an agreed upon time period.

Daily Schedule (subject to change):

6:45-8:00	Welcome Arrivals, Free play
8:10	Dismiss Preschool children
8:20-8:50	Breakfast
8:50-9:20	Circle Time/Bathroom
9:20-11:00	Outside (Until 9:40)/Free play
11:00-12:00	Lunch (Bathroom Break)/Free play
12:00-1:00	Free Play/Bathroom/Story
1:00-3:00	Nap time/Table learning/Free play
3:00-4:00	Snack prep, Bathroom Break, Snack
4:00-5:00	Outside or movement activity
5:00-5:30	Teachers Choice Activity and departure

*Children will be in sight and/or hearing of a staff at all times.

Developmental Concerns

When program staff suspects that a child has a developmental delay or other needs, this will be communicated to families in a sensitive, supportive, and confidential manner. If parents have questions or concerns about how the assessment methods will meet their child's needs, they are free to ask. Teachers will provide documentation and explanation for the concern, suggest next steps and provide information about resources. Please, understand this information is given, not in judgment, but in the best interest of the child.

Napping:

Napping children will be provided a quiet area, with: a cot, blanket, and pillow. **If you would like to send a blanket from home, that is fine.** Nap time (sleeping children) will be no more than 2 hours, and rest time (non-sleeping children) will be no longer than 30 minutes. Children that are awake after the 30-minute rest time will be allowed to do a quiet activity on their mat. *Children will be supervised at all times

Meals:

School days – When school is in session, breakfast (8:20am), lunch (11:00-11:45am), and snack (3:00-3:30pm) will be served at school.

- Lunch can be purchased through the school district's hot lunch program, when school is in session, OR a child can bring their lunch from home. Milk can also be purchased.

No School days – When there is no school, families must provide their child with **breakfast, lunch, and snack.**

Summer days –

- Breakfast:** Children are welcome to bring breakfast (milk will not be provided) to have at approximately 8:15am or eat at the Summer Food & Nutrition program *(if available)*.
- Lunch:** All children must bring their own lunch (Refrigeration is available) or eat at the Summer Food & Nutrition program *(if available)*.
- Afternoon Snack:** Children must bring an afternoon snack.

**If purchasing lunch, you will have a separate payment account.

Special Diet:

If your child requires a special diet, please contact the coordinator so arrangements can be made. Special diet requirements must be in written order from your doctor, or allergy related.

Allergies

Redwood Area School District is an Allergy Aware district. This means that, upon notification from parent/guardian that an allergy concern exists, we will formulate a plan (ex: 504 or student health plan) to address the concerns identified and minimize the educational disruptions due to the allergy. Contact the health office for more information. For student with special health concerns, contact the health office to create a safe plan for your student.

Birthday Treats:

We allow children to bring treats to celebrate birthdays, but we ask that they are store bought, and remain in original packaging until it is served. Please avoid bringing food with nuts, and no homemade food is allowed. This is to ensure allergy prevention. Thank you for understanding.

Sanitation:

Handwashing procedure

- Hands come in frequent contact with germs and can cause communicable illnesses. Child habits (sucking thumbs, putting things in their mouths, rubbing eyes, etc.) can spread disease, but good hand-washing is the easiest preventative measure.
- Proper cleaning and sanitizing practices will be followed routinely, not only when items appear dirty and when children appear to be ill. The program cannot be made germ-free but the effects of germs can be lessened by keeping their numbers at low levels and that can be accomplished by frequent hand washing, cleaning and sanitizing of objects that come in contact with children, and proper handling and disposal of contaminated items.
- Surfaces that are contaminated with blood and body fluids (stool, urine, vomit) will be cleaned and sanitized immediately. Gloves will be worn by staff at times when cleaning a contaminated area or when handling blood (nosebleeds, cuts, etc.) or items, surfaces, or clothing soiled by blood or bloody fluids. Staff will use single service disposable paper towels and discard in a plastic lined container along with the gloves that are worn for each episode.

Staff and Students must wash their hands:

- **When arriving to school**
- Before and after, food prep, setting the table, and eating
- After using the toilet or assisting toileting
- After handling soiled items
- After coughing, sneezing, or blowing nose
- After playing outside
- After communal water table or moist items (playdough, etc.)
- After handling garbage
- Before going home
- Whenever hands look, feel or smell unclean

Outside Play

We go outside, daily, unless it is raining, or the temperature/wind chill is below -10 degrees or above 100 degrees. It is our policy that children who are well enough to come to the program are well enough to go outdoors. Children will not be excused from this portion of the program without a doctor's written statement describing the illness or condition preventing the child from playing outdoors. If children are dressed properly, the weather should not pose any health risk.

***Always send appropriate seasonal clothing (i.e. coats that zip, snow pants, boots, hats, and mittens are required for winter play), as we never know what the day will bring. We will be indoors and outdoors daily.

- Shaded areas will be available on the playground, but staff will apply sunscreen when necessary, if given authorized consent.
- A communal Sunscreen will be provided by CKC, but families will be asked to pay a fee of \$2/child/month. Written permission will be obtained to apply sunscreen.
- When a weather or health related advisory has been issued by local officials, the children will be kept indoors.

Communal water play

When water is used in the sensory table, precautions will be taken to ensure there is no spread of infectious disease: 1.) No child will be allowed to drink water 2.) Children with sores on their hands are not permitted to participate 3.) Fresh water is used and changed daily 4.) Children will wash hands before and after use

Personal Items:

CKC is not responsible for any lost, stolen, or damaged items.

* Your name must be on anything your child brings

* Please leave an extra set of clothing (Shirt, pants/shorts, underwear, socks) in your child's bag in case a need arises

* No "Home" toys allowed, if found, toys will be kept in the office until pick up time.

Field Trips:

Parents will be informed of hours, mode of transportation, purpose and destination of the field trip. A field trip form must be filled out, in advance, in order for child (ren) to participate.

Staff will take emergency contact information along with a first aid kit on all field trips.

***Written parental consent will be needed for children to attend field trips. Please see field trip authorization form (Attachment #1).**

Other Information:

CKC is a smoke-free campus. There is no smoking, anytime, allowed on school grounds.

Pets

No pets will be allowed.

Concealed weapons

No concealed weapons are allowed on CKC property.

Preventative Safety

With living in Minnesota, we endure all sorts of weather patterns. CKC will do their best to free our campus of hazards and make you aware of any known hazards. Your awareness of such hazards (example: ice patches in the winter) is ultimately your responsibility.

Parent handbook

The parent handbook (program plan) will be developed and evaluated in writing, annually, by a qualified staff. The parent handbook will be available for parents upon request. We reserve the right to change our handbook at any time.

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Junior Cardinal Care

Redwood Area School District Junior Cardinal Care Handbook

Updated ~~3/2022~~ 5/2023

Effective start of School Year ~~2022~~ 2023

Operations

Welcome

Thank you for choosing Junior Cardinal Care for your child care needs. Junior Cardinal Care provides care for children in Kindergarten through 4th grade, before and after school, on non-school days and in the summer (children who just completed 4th grade are not eligible). Kindergarten students can begin attending on their first full day of Kindergarten. Children attending Junior Cardinal Care must be enrolled at Reede Gray.

The program provides opportunities to create nurturing relationships, offer meaningful learning opportunities and create a safe atmosphere for school age children.

Each child brings their own uniqueness to the program. We will consider the registration of any child enrolled in the Redwood Area School District. If a child receives services through special education, parents should notify the coordinator when registering. Junior Cardinal Care will make every effort to accommodate children with special needs.

Funding

Junior Cardinal Care is a fee-based program. It is funded by tuition, paid by the parents/guardians who choose to use our services.

Program Hours

The program hours of operation are from 6:45am-5:30pm, Monday-Friday, based on enrollment needs.

Summer and Non-School Days: 6:45am-5:30pm
School Days: 6:45am-8:00am 7:50 am & 2:56pm-
3:04pm-5:30pm

Junior Cardinal Care closes at 5:30 daily. All families need to be out of the building by 5:30. A late fee of \$20.00 per child will be added to your bill every time there is a late pick up. Your child will be dismissed from the program after 3 late pick-ups.

Junior Cardinal Care will be closed in observance of the following holidays: New Year's Day, Good Friday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day and Christmas Day. If the holiday occurs over the weekend, Junior Cardinal Care will be closed on the preceding or following day. Junior Cardinal Care may be closed on Staff Development days during the school year. Junior Cardinal Care is also closed one full week prior to the first day of school and a minimum of three business days following the last day of school to allow for transition and professional development time. Junior Cardinal Care reserves the right to close on a non-school day when enrollment is less than 15. Advance notice will be given in those situations.

Location

Please use the cafeteria/playground doors when dropping off and picking up children between 6:45 am - 5:30 pm. The doors are locked at all times, please use the buzz in system.

Throughout the year, Junior Cardinal Care is held in the Reede Gray Elementary School cafeteria. Junior Cardinal Care students and staff use the gyms, playground, other classrooms and outside spaces as well. Staff will make every effort to post where the students are located, on the bulletin board outside the cafeteria.

Registration

Registrations are taken throughout the year, however, registration prior to the start of the school year and summer is encouraged. **Online registration for Junior Cardinal Care is available at the following link:**
<https://redwood.cr3.rschooltoday.com/public/home/>

Once, Junior Cardinal Care has reached its capacity, you will be put on the wait list. **The non-refundable registration fee is \$20.00 per school calendar year and \$10.00 per summer.**

Tuition/Payment

The cost per hour of care is ~~\$3.35~~ \$3.50. All hours will be rounded daily to the half hour. **If Junior Cardinal Care closes for any reason, you will not be billed for the hours that you indicated.** Parents will be billed every two weeks. The minimum amount of contract time per week the parent will be charged is 3 hours per week during the school year and 10 hours per week during the summer months. Paper invoices will be placed in the Junior Cardinal Care mailboxes located in the cafeteria/playground entrance area. Electronic copies of the invoices are also available based on request.

A check that is returned for NSF (Not Sufficient Funds) will require immediate attention with a penalty fee of \$30 or the child's enrollment will be terminated by 7:00 am the following day. Any payer requesting to re-enroll after previous bills have been sent to collections, will be required to pay on a pre-pay schedule. If a pre-payment is missed, the child's enrollment will be permanently terminated.

Receipts for payments are available upon request. An end-of-year tax statement will be sent out to all families in January. When filling out tax forms, use Federal Tax ID #41-1812909.

Tuition rates will be reviewed on an annual basis with adjustments in rates being done by June 1st of each year. Parents will be given a 30 day notice if the rates are increased.

Calendars

Every two weeks, parents will submit a google form indicating the days and times the child will be attending via email. Google forms must be submitted by the indicated due date, in order to allow adequate time for scheduling staff. If google forms are not returned by the due date that child may not be able to attend for that two-week period, depending upon staff availability, and families will be charged \$4.00 per hour for the two-week period. If the parent cancels a time and/or a day, they will still be charged for the time indicated on the google form. If additional time needs to be added to the calendar after it has been submitted,

please contact the coordinator to see if staffing is available. All additional time will be charged.

If a child is NOT able to attend due to illness, schedule changes or other reasons, parents must notify Junior Cardinal Care as soon as possible. If a child does not arrive on a day they are scheduled, staff will contact the parents, the child's emergency contacts and if necessary, the police and a \$5.00 "finder's fee" will be charged. Each child is accounted for at all times, based on the google forms submitted.

If a child arrives and they are not scheduled, it will result in a \$5.00 "finder's fee" per child and the parents will be notified. Children who arrive that are not scheduled are able to stay only if enough staff is available.

If a child is absent for two weeks without notice, they will be un-enrolled from the program.

Messages

Messages regarding absences, illnesses, emergencies, etc. can be called in at any time to the Junior Cardinal Care room at 507-644-7171. **The Reede Gray Elementary Office does NOT forward messages to Junior Cardinal Care.** If you need to talk to someone and cannot reach Junior Cardinal Care, please call Community Education at 507-644-3531.

Staff Credentials

All Junior Cardinal Care staff are required to have a background check and go through the district interview process. Our staff includes licensed teachers, paraprofessionals and individuals with experience working with children or in education. All staff are on a two-year rotation to maintain CPR, AED and First Aid certification. Our staff strives to provide a safe and caring environment for your child. There may be instances when substitutes are called to fill in during a period of time (ie. Professional development days, etc.)

Behavior Policy

Junior Cardinal Care follows the Reede Gray Elementary School "Cardinal Code." The Cardinal Code expects all students to Be Safe, Be Respectful and Be Responsible. Children are expected to treat each other with respect and take

responsibility for their choices. Together we are building a safe and positive school program for all. Expectations during Junior Cardinal Care are as follows:

Respect: Quiet when asked, hands and feet to self, include everyone, listen to adults, share equipment and take turns, say “please” and “thank you”, use good manners, wait your turn, follow rules, respect personal space, be kind, use inside voice when appropriate, stay in line and give others privacy

Responsible: Hands off the wall, take care of equipment, put toys and materials away properly, use computers properly, take care of books, take care of your possessions, be prepared, keep walls and floor clean and stay in straight line when asked

Safe: Walk in line on right side of hallway, use equipment properly, stay seated at table, walk, use materials properly, wash hands, and pay attention

When students forget to follow the Cardinal Code, every staff member has the responsibility to remind the child of the Code and how they are not following it. If a staff member observes problem behaviors, the first step to correcting the behavior is determining whether behavior is minor or major.

Examples of **MINOR** behaviors include: After being reminded, the child is not doing what he/she is told, the child still uses inappropriate words and actions, continues to disrupt self-learning, verbal arguments, lying/cheating (staff to determine severity), writing on tables, throwing books, writing in books, slamming desks intentionally, taking something that is not yours (staff to determine severity) and unsafe physical action (staff to determine severity).

Examples of **MAJOR** behaviors include: Complete refusal to follow instructions, swearing, inappropriate language, inappropriate nonverbal gestures, after being reminded the child still continues to disrupt others’ learning, physical contact, lying/cheating (staff to determine severity), intimidation, purposeful behavior, anything that requires custodial

assistance, taking something that is not yours (staff to determine severity) and unsafe physical action (staff to determine severity).

Procedures for correcting behaviors:

When children do not follow the Cardinal Code, are disrupting frequently or overall creating a stressful environment, they will be given warnings. When necessary, a note will be filled out, one copy will be given to the parent and one copy will be kept on file. If the behavior continues to occur, the Junior Cardinal Care Coordinator may call a conference with the parent or guardian immediately and a suspension may be necessary for a specified number of days. If the inappropriate behavior is still a problem after the child returns to Junior Cardinal Care, parents will be asked to remove the child from the program. If you have any questions or concerns about this policy please call the Community Education Director at 644-3531.

Security and Safety

Emergency Forms

Parents are responsible for keeping emergency information up-to-date. Reede Gray Elementary School does not share information with Junior Cardinal Care. Registration forms must be updated when family situations change.

Signing In and Out

For the safety of each child, parents need to **walk their child to the Junior Cardinal Care room daily** and are responsible for signing their child in and out. If a child arrives when there is an activity out of the main site, the parent is responsible to escort the child to join the group.

Release of Children

Children will be released only to the individuals listed on the emergency form unless staff has been notified in writing. In an emergency situation, a parent must call to inform the staff if someone other than the authorized person(s) will pick up the child. A description and driver's license may be requested for verification.

If a child is not picked up by closing time (5:30), the parents and emergency contacts will be notified. If parents and emergency contacts cannot be reached by

5:45 pm, Child Protection Services will be contacted. The parent will be responsible for all additional hourly charges based on their contracted rate.

Activities

Before and after school programming is focused on open play. On non-school days, we will make every effort to provide a variety of activities including arts, crafts, table games, sports, organized games, gym activities, technology-based activities, outdoor recreation, etc. Parents will be notified by a note or posting at the site, regarding field trip plans. Signed permission slips may be required to participate.

Transportation

During the school year, parents are responsible for transportation to and from the child care site. An authorized adult must come and sign their child in and out each day.

During summer months, Junior Cardinal Care will provide transportation to and from swimming lessons, T-ball, softball and baseball. There will be no other transportation available. **Junior Cardinal Care will only pick up children from the listed activities if we have transported them to the activity.** Children need to arrive at Junior Cardinal Care 30 minutes prior to the scheduled activity. If a child arrives after the vehicle has left the school grounds, they will not be taken to the activity. We strongly encourage that the children do not participate in back to back activities. This will make transportation and transitions during the summer months much easier for staff and children. **A one-time fee of \$30 per child will be assessed for transporting children to activities. Families will be charged the hourly rate while they are attending the activity.**

Affirmative Action

It is the practice of Redwood Area Schools not to discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, age, status with regard to public assistance or disability in its education programs, activities or employment policies as required by Title IX.

Child Abuse/Neglect

Minnesota State statute requires all staff working directly with children to report any evidence or suspicion of child abuse or neglect.

Health Services

A parent or an emergency contact person will be called to arrange transportation if a child needs to leave Junior Cardinal Care due to illness. (within one hour)
Criteria for having to leave Junior Cardinal Care are: a temperature of 100 degrees F or higher, diarrhea, vomiting, a spreading skin rash, an eye with copious drainage, or live head lice. Until the parent arrives, the child will be provided a quiet area, excluded from activities with other children. Parents are to keep their child home from **Junior Cardinal Care 24 hours** after a contagious illness or a fever. The child needs to be fever free for 24 hours without the use of a fever reducer like Tylenol or ibuprofen.

1. Profuse Bodily Discharge of any kind
2. Chicken Pox: until 7 days from start of rash or sooner, if all blisters have dried into scabs
3. Diarrhea: 2 times since admission, can return when diarrhea stops for at least 24 hours
4. Eye Drainage: Must be taking medication for at least 24 hours
5. Fever: 100 degrees or higher, before medication. Child must be fever free for 24 hours before returning without the help of medication.
6. Lice: Until after the first full treatment and no live lice or nits are seen.
7. Mouth soars with drooling: Child must be cleared by a doctor before returning.
8. Undiagnosed Rash: Child must be cleared by a doctor before returning.
9. Respiratory Infections (Viral): Until child is fever free for 24 hours
10. Ringworm (Skin and scalp): Until 24 hours after treatment has started
11. Scabies: Until 24 hours after treatment has started
12. Streptococcal sore throat: Until 24 hours after treatment has started and child is fever free for 24 hours

13. Staph Infection: Child must be cleared by a doctor before returning.
14. Vomiting: Child must not have vomited for at least 24 hours before returning.

Allergies

Redwood Area School District is an Allergy Aware district. This means that, upon notification from parent/guardian that an allergy concern exists, we will formulate a plan (ex: 504 or Student Health Plan) to address the concerns identified and minimize the educational disruptions due to the allergy. Contact the Health Office for more information. For students with special health concerns, contact the Health Office to create a safe plan for your student.

Due to Junior Cardinal Care population, we have the potential of having peanut allergy kids. We would appreciate it if you would refrain from sending peanut products.

Use of Medication

Please report all health conditions to the Junior Cardinal Care Coordinator. Staff is only authorized to administer over-the-counter or prescription medication, if a Medication Authorization Form is filled out. For prescription medications, a signed note from the doctor is also required. ~~The Medication Authorization Form also needs to be filled out by a parent/guardian in order for the child to use sunscreen or any other types of lotion while at Junior Cardinal Care.~~ During the summer months, parents will need to authorize sunscreen use on their registration form in order for staff to administer sunscreen on their child. Medications and sunscreens will be checked by a school or registered nurse.

Emergency Procedures

In an emergency, if immediate attention is needed, 911 will be called. The staff will then contact the parents or others listed on the child's emergency information form.

Winter Weather Related Days

In order to plan staff, parents must indicate on the ~~severe weather~~ **Junior Cardinal Care school year** registration form whether they would like their child to attend Junior Cardinal Care or not, on a late start or early dismissal due to weather. If children are registered on an early closing and the child does not come, a \$5 “finder’s fee” will be issued. Children who are not pre-registered for the early closing days and just show up, will be required to pay the \$5 “finder’s fee” as well as the parent will be contacted.

<u>If School is Announced:</u>	<u>Junior Cardinal Care is:</u>
CLOSED	CLOSED
2 Hour Late Start	Open Regular Hours (6:45 8:00 am -10:00am, 3:04pm -5:30pm)
2 Hour Late Start to CLOSED	Will close in 2 hours from stated closing time
Early Closing	Will close in 2 hours from stated closing time

**Community Education reserves the right to close Junior Cardinal Care early in the event of deteriorating or severe weather.

Other Important Information

Breakfast/Lunch/Snack

School days – During the school year, families are responsible in sending breakfast, lunch and afternoon snack.

Summer days –

Morning Snack: Children are welcome to bring a morning snack to have at approximately 8:30 am or eat at the Summer Food & Nutrition program (if available). Milk **is not** provided at morning snack.

Lunch: All children must bring their own lunch or eat at the Summer Food & Nutrition program (if available). Refrigeration not available, so coolers are strongly encouraged for sack lunches.

Afternoon Snack: Children must bring an afternoon snack.

Junior Cardinal Care provides napkins, forks and spoons. Please do not send sharp utensils to school with the children.

Birthday Treats

If a child wants to bring treats for the other children in the program, state law requires all treats to be individually wrapped and commercially produced. Refer back to Health Services for allergy information.

In planning for your child's home birthday party, please do not ask Junior Cardinal Care to supply you with addresses and telephone numbers of children. Data privacy laws do not allow for the school to give out this information.

Dress

Children must be adequately dressed for indoor and outdoor play. Junior Cardinal Care children should always bring a coat, tennis shoes and an extra set of clothing is recommended as well. If a child does not bring tennis shoes on a day we are using the gym, they may not be able to participate.

Electronics/Toys/Valuables

All valuables, electronic devices, toys, cards and games should remain at home unless Junior Cardinal Care allows it under certain circumstances. (Examples: special days, pandemics)

We are excited to have your child participating in our Junior Cardinal Care program.

Please do not hesitate to contact us with questions.

Phone: 507-644-7171

Email: juniorcc@redwoodareaschools.com

Website: <http://www.redwoodareaschools.com/page/2546>

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Dear Families,

Welcome to Preschool! We are honored to have the privilege of teaching your child this year. At Redwood Area Preschool children are encouraged to question, discover, learn and achieve. Our main focus is to provide children opportunities to learn about the world around them through play, exploration and curiosity that fosters social, emotional, and cognitive development. We are excited for this year and hope you are as well! Please feel free to stop in to ask questions, take a tour, or meet the staff at any time.

Thank you,

Kara Kuehn
Redwood Area Early Childhood Coordinator
507-644-8939
kkuehn@redwoodareaschools.com

TEACHER	CLASS	PHONE	EMAIL
Connie Bentson	School Readiness	507-644-7180	cbentson@redwoodareaschools.com
Cindy Gunderson	School Readiness	507-644-7109	cgunderson@redwoodareaschools.com
Emily Gass	Ready, Set, Grow / School Readiness	507-644-7181	egass@redwoodareaschools.com
Maggie Regan	Discovery Time/ Ready Set Grow	507-644-7108	mregan@redwoodareaschools.com
?	Early Childhood Special Education	507-644-7185	
Lindy Kaden	Early Childhood Special Education	507-644-7186	lkaden@redwoodareaschools.com

Preparing for School

ADMISSION REQUIREMENTS:

- Children are eligible to enroll in preschool when they are 3 by September 1st of the current year
- Registration needs to be received in our Early Childhood office before your child can be officially registered and placed in a class.
- Immunizations must be up to date.

CLASS TIMES/SCHEDULES:

- School Readiness 4's (M-TH) 8:10-11:00 and 12:00-2:50
- School Readiness 4's Full Day (M-TH) 8:10-2:50
- Ready, Set, Grow 3-5's (M-TH) 8:10-11:00 and 12:00-2:50
- Discovery Time 3's (M/W or T/TH) 8:15-10:30

We follow the Redwood Area School District for holiday breaks and professional development.

WEATHER ANNOUNCEMENTS:

All weather announcements will be communicated with a call from the district and on KLGR am. When the Redwood Area School District announces a two hour late start, we will not have AM Preschool. If Redwood Area School District announces an early release before noon, we will not have PM Preschool. In the event that weather conditions become hazardous while your child is at school, we encourage you to come and pick up your child early.

Five "snow days" are built into the school calendar and will not be rescheduled. We will try to reschedule any additional days that is respectful to families and staff.

ARRIVAL/DEPARTURE:

- During student drop-off, parents should walk their child to the North Door in front of the Elementary School for **School Readiness Full Day** and **Discovery Time** starting at 8:00am. For **School Readiness AM/PM** and **Ready Set Grow** parents will use the Early Childhood Doors. Please walk your child to the door. A teacher or assistant teacher will be at the door welcoming the children
- If your child is riding the bus, an assistant will be outside to greet them as they get off the bus.
- Outside doors are locked. For your convenience during drop-off times, a staff member will be at the doors to let you in. **If arriving late please call your child's classroom phone and someone will let you in.**
- Parents of **Discovery Time, Ready, Set, Grow** and **School Readiness** students who will be picking their child up after school will park on Cook St. (Between McPhail Dr. and Schmahl Dr.) and the teachers will walk the students out to them.

- Parents must indicate who will be picking up the student each day. If this changes during the class time, a phone call must be made to the child's teacher. I.D. may be required if the person picking up the child is unknown to the teacher.

BUS/TRANSPORTATION INFORMATION:

- Transportation is an option for **4-5 year olds**. They are able to ride the main school bus from the bus stops in the morning and after school for no additional cost to Preschool. There will be special transportation offered **within the city of Redwood Falls** during the middle of the day at a cost of **\$40.00 per month**. Transportation is offered on a first come first serve basis until the bus is full. Preschool student must have a responsible sibling/older student that rides with them.

Please Note:

- Busing is not an option on days when there is no Preschool. This includes field trip days, and days when morning and afternoon preschool is canceled.
- Children enrolled in Cardinal Kids Club cannot ride the bus to or from Cardinal Kids Club

TUITION:

Tuition payments should be made at the beginning of each month unless other arrangements have been made with the Early Childhood Coordinator. Tuition is not based on how many hours/days per month; it is based on a yearly fee and divided into 9 equal payments for your convenience. A statement from the District Office will be put in your child's backpack or sent by email every month with information about your account. Checks should be made payable to ISD #2897 and given to the classroom teacher. If you need tuition assistance please contact your classroom teacher or the Early Childhood Coordinator.

ATTENDANCE:

Students benefit the most from Preschool if they attend class regularly. If your child must be absent, please notify the teacher in advance.

WITHDRAWAL:

Preschool requests a two week notice of a student's withdrawal from the program. This gives us time to wrap things up, gather student work, and say goodbye to the student.

ILLNESS:

If your child is sick, please call and let us know if he/she is not coming to school. We worry about the children and wonder where they are if they do not come to school. When your child has fever 100 degrees or higher, is vomiting, diarrhea, congested and has other symptoms of something that may be contagious, please keep him/her home for the day! They should be symptom free for 24 hours before returning to school or treatment has been started. If your child becomes sick at school, we will call you to come and pick up your child.

State law requires notification if children who are exposed to certain contagious diseases and parasitic infections and this will be done through a note sent home.

MEDICATIONS:

Medications should be given at home unless they are needed during class time (epipens, inhalers, etc.) The school district nurse is available throughout the day for emergencies and our staff is trained with basic first aid.

INJURIES:

Minor injuries will be documented with the nurse at school and parents will be notified. A serious injury or accident will require the use of emergency medical services and all measures will be taken to locate parents as soon as possible. The school nurse will be consulted or 911 will be used if needed.

FIRE DRILLS:

Fire drills are conducted throughout the school year along with the elementary school

CODE RED DRILLS:

Code Red Drills are conducted throughout the school year along with the elementary school. These drills are used to help protect students in case of an intruder or similar threat. District procedures are followed.

BOMB THREAT:

If a bomb threat occurs and school is evacuated, students will be taken to the Methodist Church for safety.

MISSING CHILDREN:

Staff has constant supervision of all children, however, if a child is determined missing, police and parents will be immediately notified and search will be conducted.

MANDATED REPORTING/CHILD ABUSE

All preschool staff are mandated reporters and by law, must report any suspected incidents of possible child abuse or neglect.

SNACK:

A light snack will be provided at school for your child. There will be a time when each child will be able to bring snack to school. Please refer to the healthy suggestions when providing a snack. No homemade treats are allowed. Water will be the beverage served at snack time. Your child's birthday will be noted on the newsletter and your child will be able to bring the snack on that day. If your child's birthday does not fall

during the school year, we will celebrate it at another time during the school year. Please share any special dietary requirements/restrictions with your child's teacher.

Redwood Area School District is an Allergy Aware district. This means that, upon notification from parent/guardian that an allergy concern exists, we will formulate a plan (ex: 504 or Student Health Plan) to address the concerns identified and minimize the educational disruptions due to the allergy. Contact the Health Office for more information. For students with special health concerns, contact the Health Office to create a safe plan for your student.

CLOTHING:

Please have your child wear comfortable clothing to school. Although we wear paint shirts to paint, we cannot guarantee keeping clothes free of paint, glue or other fun things. Tennis shoes are very good for the playground and the gym. Flip-flops, dress shoes or loose sandals do not work well on the playground, especially with climbing ladders, so we ask that you do not dress your child in these. We also ask that you mark names in coats, hats and backpacks. It is easy to get these items mixed up with others. Also, send along a change of underwear, pants and socks in a zipped bag marked with your child's name, just in case your child doesn't make it to the bathroom on time. If your child is wearing pull-ups, please send a few extra. We strongly encourage you to have your child toilet trained before entering preschool, but it is not required. Please realize that we do not have the staff to change your child during class on a regular basis. We also know that accidents do happen.

SPECIAL PROGRAMS:

Special Education services are provided to students with Individual Education Plans within our preschool classrooms.

FIELD TRIPS:

Preschool classes do take a number of field trips throughout the year. We try to provide transportation during field trips, but may ask that you drop off and pick up at a different site for the day. Walking field trips are also used during the year.

CONFERENCES:

Fall and spring conferences will be offered each year. The purpose of the parent-teacher conference is to provide an opportunity for both the teacher and the parent to share information about the child. Please make every effort to attend as it is beneficial to the growth and development of your child. Parents or teachers may request additional conferences if needed throughout the year.

PARENT INVOLVEMENT:

Parent involvement is an important and mandated part of the Preschool Program. Please help us make this year of preschool the best it can be for your child and his/her classmates. Listed below are some simple ways you can contribute to your child's education. Contact your child's teacher to volunteer or donate.

- Donate classroom supplies (see teacher's wish list)
- Volunteer in the classroom. Play games, read books, share a job skill, sing or play an instrument.
- Help with Field Trips. We cannot go on field trips without parent help. Some of the trips include "Camping" at Ramsey Park, a Grocery Store visit, Ice Skating, and a Hospital Tour. Each preschool classroom participates in different field trips.
- Attend Parent/Teacher Conferences in November and March.
- Attend Kindergarten Connection in the spring for those students that will be entering Kindergarten.
- Provide Transportation to and from school for another student.
- Read to your child. Help your child read books sent home from our classroom library.

SEPARATION ANXIETY:

For some children this will be the first time they have been separated from you for any length of time. This may be a stressful time for you and your child. Try to establish a routine of saying goodbye with your child. Making it fairly quick and not drawing it out will make it easier for both you and your child. If you have a problem, please alert a teacher for help. Usually, if there are tears when you leave, they clear up quickly right after you leave. Please feel free to call us if you wonder how your child is adjusting. We hope to make the transitions and separation as easy as possible for both of you.

COMMUNICATION:

Communication is important to us. Newsletters will be distributed at the beginning of each month to inform parents of the classroom themes and activities, as well as upcoming events. Some teachers also use the REMIND text messaging option. Please contact your classroom teacher for their code.

TOYS:

Your child's teacher will notify you about times to bring toys for sharing. Comfort toys such as a blanket or stuffed animal are permitted. Please leave all other toys at home, as they might get broken or lost at school.

BEHAVIORS:

Parents often question about our discipline procedures. We practice preventive discipline as much as possible, by carefully planning class time, adhering to a predictable schedule and redirecting inappropriate behavior. We believe very strongly in specific, positive reinforcement – catching them being good. Our activities are developmentally appropriate and everything in the classroom is made for children to use. We do have a few rules which we develop with the children, such as walking instead of running, keeping hands to

yourself, etc. We use warnings and choices, and as a last resort, we do use “taking a break” (usually 1-2 min). We then talk with the child to make sure he/she understands what to do and why. The classroom is often humming with activity, and we may need to quickly get a child’s attention if he/she is putting him/herself or another child in danger so we may need to raise our voice.

PLEASE KEEP US INFORMED:

Keep us informed of a change in your child’s health, address, phone number or family situation. We also need to know about any diagnosed allergies your child may have to things such as food, medicine or animals.

Children like to share enjoyable family events, such as a trip, wedding, or visit to grandma, etc. Let us know, so that we can help him/her share it at circle time. Also, stressful times such as a death or illness in the family or even a difficult morning can be distressing to your child. Let us know, so that we can give a little extra tender, loving care that day.

SCHOLASTIC READING CLUB ORDERS:

Throughout the school year we will offer Scholastic Reading Club Orders. Please return book order forms with a check payable to Scholastic Reading Clubs by the date specified on the slip of paper attached to the order form. This is an optional program.

ANY CONCERNS:

Most of all, please talk to us with any questions or concerns. Even if it seems minor, if your child shares a concern with you, please let us know. We can’t always see everything that goes on in the classroom every second. We want to be aware of any concerns you may have. You may contact the classroom teacher or Kara Kuehn, Early Childhood Coordinator at (507)644-8939 or by email at kkuehn@redwoodareaschools.com.

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*Independent School
District 2897
Redwood Area School District
Reede Gray Elementary
201 McPhail Drive
Redwood Falls, MN 56283*

To: Becky Cselovszki
From: Paul van der Hagen
Subject: 2023-2024 Proposed Handbook Changes
Date: May 18, 2023

General Change (several places throughout handbook)

Current Language:

Parent

Proposed Language:

Parent/**Guardian**

Food Service (Page 16)

Current Language:

Redwood Area Schools participates in the National Lunch Program. The nutritional goal for our school lunches is to provide approximately $\frac{1}{3}$ of the recommended dietary allowances on an average of a week. Food Service will try not to serve high allergen products such as items containing peanuts/nuts, etc. because of the possible life threatening allergic response.

The lunch program offers a variety of choices, Food 4 Life Recipes, fresh fruit & vegetable bar, and nutritional foods, which make up a well-balanced lunch daily.

If you have a child that is lactose intolerant, you need to send a note stating they are lactose intolerant. The food service staff will substitute it with lactose free milk (Dairy Ease). **Juice is not considered a substitute for milk.**

Our menu style is “**offer versus serve.**” The student is offered a **TYPE A** lunch. He/She is required to take three of the five food items to receive the reimbursement rate. Otherwise, they will be charged ala carte prices.

Breakfast is available to all students at “NO COST.”
Lunch is available for \$3.00 per meal.

Proposed Language:

Redwood Area Schools participates in the National Lunch Program. The nutritional goal for our school lunches is to provide approximately $\frac{1}{3}$ of the recommended dietary allowances on an average of a week. Food Service will try not to serve high allergen products such as items containing peanuts/nuts, etc. because of the possible life threatening allergic response.

The lunch program offers a variety of choices, Food 4 Life Recipes, fresh fruit & vegetable bar, and nutritional foods, which make up a well-balanced lunch daily.

If you have a child that is lactose intolerant, you need to send a note stating they are lactose intolerant. The food service staff will substitute it with lactose free milk (Dairy Ease). **Juice is not considered a substitute for milk.**

Our menu style is “**offer versus serve.**” The student is offered a **TYPE A** lunch. He/She is required to take three of the five food items to receive the reimbursement rate. Otherwise, they will be charged ala carte prices.

Breakfast and lunch are available at no cost to the students.

Rationale:

The 2023 Legislature passed a bill providing free school meals to all students.

[Return to Agenda](#)



Independent School District 2897

Redwood Area School District

Redwood Valley Middle School

100 George Ramseth Drive

Redwood Falls, MN 56283

Support. Challenge. Learn. Achieve.

To: Becky Cselovszki
From: Bobby Elwell
Subject: 2022-2023 Proposed Handbook Changes
Date: May 9, 2022

Page 16: Lunch & Breakfast Prices

Current Language:

Redwood Area Schools participates in the National Lunch Program. We offer a variety of choices, Food 4 Life recipes, fresh fruit and vegetable bar, and nutritional foods, which make up a well-balanced lunch daily. Our menu style is offer versus serve. The student is offered a TYPE A lunch where he/she is required to take three of the five food items (one of the items needs to be a full serving of fruit or vegetables) to receive the reimbursement rate; otherwise they will be charged ala carte prices. Prices are as follows:

Student Breakfast - \$1.70, Student Lunch - \$3.10

Adult Breakfast - \$2.25, Adult Lunch - \$4.95

Proposed Language:

Redwood Area Schools participates in the National Lunch Program. We offer a variety of choices, Food 4 Life recipes, fresh fruit and vegetable bar, and nutritional foods, which make up a well-balanced lunch daily. Our menu style is offer versus serve. The student is offered a TYPE A lunch where he/she is required to take three of the five food items (one of the items needs to be a full serving of fruit or vegetables) to receive the reimbursement rate; otherwise they will be charged ala carte prices. Prices are as follows:

~~Student Breakfast - \$1.70, Student Lunch - \$3.10~~

~~Adult Breakfast - \$2.25, Adult Lunch - \$4.95~~

Rationale:

Updated legislation removed cost of meals. Language may need to be adjusted based off final reading of approved legislation.

Page 23: Attendance for Religious Observation

Current Language:

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

Proposed Language:

Reasonable efforts ~~will~~ **must** be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

Rationale:

Statutory language change.

Page TBD (Currently Pg. 7): Grading

Current Language:

Redwood Area School District is a Standards Based Grading and Learning district. The focus of Standards Based Grading is making sure students are learning the standards, as dictated by the Minnesota Department of Education. To ensure students are learning the required materials and standards, students are assessed in a number of different ways (tests, worksheets, projects, demonstrations, etc.). The grades assigned for such work will be as follows:

- 4 – Exceeds the Standards
- 3 - Meets the Standards
- 2 – Partially Meets the Standards
- 1 – Does Not Meet the Standards (quality is not at an acceptable level of achievement)
- NE - No Evidence - Student has not provided evidence which can be used to make a decision about the students understanding of what is asked in the grade level content and skills.
- IP - Incomplete. The teacher has determined that specific reasons exist for a student to be given more time to complete the assignments. Work will be required to be made up in a timely manner at the teacher's level of acceptance.

If a student receives an “IP” on any assignment, it is the middle school policy that immediate plans are made for the student to complete the work at a passing level. Students with missing assignments or turning in below average work will be placed on the ICU list (page 10). Students are encouraged to seek extra help from their classroom teachers for purposes of makeup work.

Following the end of each quarter, teachers will contact the parents of each student who has an 'IP' to notify them of work that needs to be made up and deadlines for the work. A standard practice of notifying students of progress on assignments and placement on the ICU list is to

place their name on the board; parents are asked to notify the middle school office if they prefer to not have teachers use this technique.

More information about Standards Based Grading and Learning can be found on our district website and through our Parent/Student Standards Based Grading and Learning Handbook.

Proposed Language:

Redwood Area School District is a Standards Based Grading and Learning district. The focus of Standards Based Grading is making sure students are learning the standards, as dictated by the Minnesota Department of Education. To ensure students are learning the required materials and standards, students are assessed in a number of different ways (tests, worksheets, projects, demonstrations, etc.). The grades assigned for such work will be as follows:

- 4 – Exceeds the Standards
- 3 - Meets the Standards
- 2 – Partially Meets the Standards
- 1 – Does Not Meet the Standards (quality is not at an acceptable level of achievement)
- NE - No Evidence - Student has not provided evidence which can be used to make a decision about the students understanding of what is asked in the grade level content and skills.
- IP - Incomplete. The teacher has determined that specific reasons exist for a student to be given more time to complete the assignments. Work will be required to be made up in a timely manner at the teacher's level of acceptance.

If a student receives an “IP” on any assignment, it is the middle school policy that immediate plans are made for the student to complete the work at a passing level. Students with missing assignments or turning in below average work will be placed on the ICU list (page 10). Students are encouraged to seek extra help from their classroom teachers for purposes of makeup work.

Following the end of each quarter, teachers will contact the parents of each student who has an 'IP' to notify them of work that needs to be made up and deadlines for the work. A standard practice of notifying students of progress on assignments and placement on the ICU list is to place their name on the board; parents are asked to notify the middle school office if they prefer to not have teachers use this technique.

For students in 5th & 6th Grade, quarter and summative grades will be reported in a standards based grading format with all reported strands receiving a summative grade using the 4-point scale explained above.

For students in 7th & 8th Grade, quarter and summative grades will be reported in a A-F scale. Assessments will still be assessed using the 4-point scale explained above but all reported strands will be averaged to determine a letter grade for each course. The table below will be used in determining letter grades for courses. We will not be calculating a cumulative GPA, unless needed for a specific reason (ie. MSHSL awards, academic awards, etc.).

Average Proficiency Scale Score	Letter Grade
3.70 - 4.00	A
3.31 - 3.69	A-
3.01 - 3.30	B+
2.71 - 3.00	B
2.31 - 2.70	B-
2.01 - 2.30	C+
1.71 - 2.00	C
1.31 - 1.70	C-
1.00 - 1.30	D
Below 1.00	F

More information about Standards Based Grading and Learning can be found on our district website and through our Parent/Student Standards Based Grading and Learning Handbook.

Rationale:

We have had continuous conversations regarding helping our 8th Grade students with their transition into high school and how to best communicate academic achievement with our families. Implementing a conversion system with our 7th & 8th Grade students accomplishes both of these goals while still maintaining the principles of standards based grading that we feel best communicate students progress towards grade level standards. This system will help students understand the meaning of letter grades as they prepare to transition to high school. Our hope is also that this will help “open a door” for families to engage in discussion with teachers about academic performance as the grade letter system is better understood by families.

Page TBD: Academic Honors

Current Language:

All of the subjects offered in the middle school are important to developing a well-rounded student. It is our intention to recognize and acknowledge the academic accomplishments of RVMS students, as well as those who consistently display our expectations of our district’s Life Skills.

Students will be awarded academic honors based on their academic scores and awarded behavior honors based on the Life Skills rubric. To be acknowledged for academic honor roll a student must receive 3’s and 4’s on 90% of reported strands on the academic quarterly report cards. To be acknowledged for the behavior honor roll a student must receive all 3’s on the Life Skills rubrics for each reporting course on the academic quarterly report card.

Students who receive 4's on 90% of reported strands on their academic scores and all 3's on their behavior scores on the academic quarterly report card will receive Distinguished Honors.

Proposed Language:

All of the subjects offered in the middle school are important to developing a well-rounded student. It is our intention to recognize and acknowledge the academic accomplishments of RVMS students, as well as those who consistently display our expectations of our district's Life Skills.

5th & 6th Grade Academic Honors

Students will be awarded academic honors based on their academic scores and awarded behavior honors based on the Life Skills rubric. To be acknowledged for academic honor roll a student must receive 3's and 4's on 90% of reported strands on the academic quarterly report cards. To be acknowledged for the behavior honor roll a student must receive all 3's on the Life Skills rubrics for each reporting course on the academic quarterly report card.

~~Students who receive 4's on 90% of reported strands on their academic scores and all 3's on their behavior scores on the academic quarterly report card will receive Distinguished Honors.~~

7th & 8th Grade Academic Honors

"A" Honor Roll: Any student having an average above 3.6 in all recorded classes qualifies for the "A" honor roll. No one with a grade below 1.6 in any subject is eligible for the honor roll.

"B" Honor Roll: Any student having an average of 2.7 or higher in all recorded classes qualifies for the "B" honor roll. No one with a grade below 1.6 in any subject is eligible for the honor roll.

President's Award for Educational Excellence: Students must meet two criteria - GPA = Students are to earn a grade point average of 90 or higher. When computing grade point averages, only the years at that level are to be included through the fall semester of 8th Grade, & High Achievement = determined by performing above grade level on MCA Reading or Math tests in either the 7th and 8th Grade year. If the student elects to not take the MCA tests, achievement will be determined by performance on FAST Reading or Math.

Rationale:

The change to a letter grade conversion in 7th & 8th grade requires an adjustment in identifying students qualifying for academic honors. This language mirrors what is used in High School to further support student transition to the High School.

Page TBD: Cell Phone & Headphone Use

Current Language:

No current language.

Proposed Language:

During the school day, use of cell phones or headphones of any kind will not be allowed unless direct approval is received by a staff member during any organized class time. This includes all core content classes (Language Arts, Math, Science, Social Studies), Homebase, Specialists, Flex Time, WIN, and Music. If a student is found to be on their cell phone or using headphones, staff will redirect students using the following progression:

1. Request the student put away their device(s).
2. If students refuse to put away their device(s) or are found to be on them again after the initial request, students will be directed to turn in their device(s) to the teacher or the RVMS Office. Devices will be returned to students at the end of the day.
3. If the student continues to refuse, they will be reported to the RVMS Office and it will be treated as Willful Disobedience (see pg. #).

Students will be allowed to use their cell phones and/or headphones prior to the start of class at 8:20, during passing time between classes, and lunch/recess. Understand that at these times staff still reserve the right to remove devices if it is deemed necessary.

Rationale:

This has been our procedure regarding cell phones for multiple years and it has been successful in limiting phone usage during academic times. By adding it to our handbook it ensures that students are understanding of what expectations are without question. We are adding headphones to this same procedure as we have continued to see an increase in students having headphones in during class, specifically bluetooth style headphones.

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***Independent School
District 2897
Redwood Area School District
Redwood Valley High School
100 George Ramseth Drive
Redwood Falls, MN 56283***

Support. Challenge. Learn. Achieve.

Handbook Changes for 2023-2024

1. Page 5: Graduation Requirements

Current Language:

Students enrolled in 9th grade in the 2017-2018 school year must pass the Social Studies test requirements. Credit Requirements include a requirement to complete four credits of English, four credits in social studies, three credits in math, three credits in science, one credit each in speech, the arts, health, Freshman Academy, and physical education. Students will also be required to pass the mandated state testing. The remaining credits are electives and may be selected from various fields of science, mathematics, world and indigenous languages, fine arts, chorus, band, and vocational education. One credit per year will be granted for senior high choir and one credit per year for senior high band. *Note: Graduation requirements are subject to change upon evaluation of administration and staff.

Proposed Language:

Students enrolled in 9th grade in the 2017-2018 school year must pass the Social Studies test requirements. Credit Requirements include a requirement to complete four credits of English, four credits in social studies, three credits in math, three credits in science, one credit each in ~~speech~~, **Workplace Communication**, the arts, health, Freshman Academy, and physical education. Students will also be required to pass the mandated state testing. The remaining credits are electives and may be selected from various fields of science, mathematics, world and indigenous languages, fine arts, chorus, band, and vocational education. One credit per year will be granted for senior high choir and one credit per year for senior high band. *Note: Graduation requirements are subject to change upon evaluation of administration and staff.

Rationale:

Workplace Communication is the replacement course for Speech. Students who are in College Speech will also take one quarter credit in Workplace Communication.

2. Page 5: Credits/Placement of Students

Current Language:

The following student classifications apply: A sophomore must have earned a minimum of 6.5 credits their freshman year; a junior must have earned a minimum of 14 credits during grades 9 & 10; a senior must have earned a minimum of 21 credits during grades 9, 10 & 11. To receive a class rank, students must have earned a passing grade in the following core courses:

4 credits of Social Studies	3 credits of Math
4 credits of Language Arts	1 credit of Art
2 credits of Health/PE	1 credit of Speech
3 credits of Science	1 credit of Freshman Academy

Proposed Language:

The following student classifications apply: A sophomore must have earned a minimum of 6.5 credits their freshman year; a junior must have earned a minimum of 14 credits during grades 9 & 10; a senior must have earned a minimum of 21 credits during grades 9, 10 & 11. To receive a class rank, students must have earned a passing grade in the following core courses:

4 credits of Social Studies	3 credits of Math
4 credits of Language Arts	1 credit of Art
2 credits of Health/PE	1 credit of Speech Workplace Communication
3 credits of Science	1 credit of Freshman Academy

Rationale:

Workplace Communication is the replacement course for Speech. Students who are in College Speech will also take one quarter credit in Workplace Communication.

3. Page 7-9: Health Services

Current Language:

The Health Office is located in the middle school office area, and is staffed by a R.N., L.P.N., or a designated school employee. The Health Office provides services including medication administration, immunization review, hearing, vision and scoliosis screenings, health counseling, growth and development education and gives referrals as necessary. First aid and emergency care is also provided.

Any student who becomes ill during the school day must report to the Health Office with a pass from the classroom teacher. Students are **not** to report to the health office between classes. A student leaving the building “sick” without stopping at the Health Office will be unexcused. Parents or an emergency contact person will be called by the Health Office to arrange transportation if a student needs to leave school due to illness. Parents are to keep their child home from school for 24 hours after a contagious illness or fever. The student needs to be fever free for 24 hours without the use of a fever reducer like Tylenol or Ibuprofen. Communicable diseases should be reported to the school as soon as possible. Pertussis (whooping cough) requires the student to be on antibiotics for 5 days at home and can return on the 6th day. Strep throat requires the student to be on antibiotics for 24 hours before returning to school.

Medication should be given at home whenever possible. Parents are encouraged to give medications at home: Before school, after school, or at bedtime. If, however, there is a medical need for your child to receive prescription medication during the school day, a Medication Authorization Form (MAF) needs to be turned into the Health Office. The MAF needs to be signed by a Doctor/Primary Care Provider (PCP) and a parent. You may obtain a MAF directly from the Health Office, or on the school website under “Nurse’s Corner.”

Prescription medicines must be provided in a pharmacy or physician prepared bottle. Controlled substances need to be brought to the Health Office by a parent and need to be picked up by a parent at the end of the school year. Non prescription medications (over-the-counter /OTC) must be in the original container, have a MAF signed by the parent and submitted to the Health Office. OTC medications will be stored in the Health Office. Please contact the Health Office if your child needs alternative arrangements. The Health Office will **not** plan to send medication with a student on school field trips or activity day(s). If the student requires medication, please contact the Health Office a week before the event to make arrangements for safe medication administration.

Minnesota’s immunization law is enforced: Immunization records need to be up to date. If your student is missing immunizations or their record is not complete, they will not be allowed at school. Remember to update the Health Office after the student receives any new shots like meningococcal or Tdap. Please contact the Health office for more information on how to get free or low cost shots. If there are any objections because of personal, religious, or medical reasons, a notarized form is required. Please notify the school to obtain or print one from the school website under “nurse’s corner.”

ASTHMA INFORMATION

1. Minnesota state law allows students to carry asthma medication (inhalers) with them in school. The school medication policy still needs to be followed indicating that all prescription medication **REQUIRES** a physician and parental signature (Medical Authorization Form).

2. Student's carrying an inhaler need to know the importance of actually having the inhaler on them. If the inhaler is in a locker, it will not be accessible so either leave an extra inhaler in the Health Office (during school hours) or with a coach when
 3. participating in sports.
 3. The nurse can help to monitor if the student's knowledge and skills are safe to carry and use the inhaler independently in school.
 4. The Health Office **REQUIRES** an **Asthma Action Plan** (completed by physician). This form is available at the Health Office or at most clinics.
- Please contact the Health Office to create a safe plan for your child. Remember to notify your child's sports coach of health conditions, like asthma. If an asthma plan is in place, please keep the Health Office informed of any changes.

ALLERGY INFORMATION

1. Please notify the Health Office if your child has a severe allergy that may
2. predispose them to an anaphylactic reaction or if they have had an anaphylactic reaction.
3. Please submit a completed MAF to the Health Office and send a supply of medication if the student has epinephrine. Please inquire about coupons for free or Low cost additional supplies of epinephrine.
4. If your child has a severe allergy, please have your child's doctor complete an Allergy or Anaphylaxis Action Plan and submit it to the Health Office.

We are an Allergy Aware School. This means that, upon notification from parent/guardian that an allergy concern exists, we will formulate a plan (ex: 504 or Student Health Plan) to address the concerns identified and minimize the educational disruptions due to the allergy. Contact the Health Office for more information.

For students with special health concerns, contact the Health Office to create a safe plan for your student. Contact the Health Office with questions/concerns.

Proposed Language:

The Health Office is located in the middle school office area, and is staffed by a R.N., L.P.N., or a designated school employee. The Health Office provides services including medication administration, immunization review, hearing-~~and~~ vision ~~and scoliosis~~ screenings, health counseling, growth and development education and ~~gives~~ **provides** referrals as necessary. First aid and emergency care is also provided.

Any student who becomes ill during the school day must report to the Health Office with a pass from the classroom teacher. Students are **not** to report to the health office between classes. A student leaving the building "sick" without stopping at the Health Office will be unexcused. Parents or an emergency contact person will be called by the Health Office to arrange transportation if a student needs to leave school due to illness. Parents are to keep their child home from school for 24 hours after a contagious illness or fever. The student needs to be fever free for 24 hours without the use of a fever reducer like Tylenol or Ibuprofen. Communicable diseases should be reported to the school as soon as possible. Pertussis (whooping cough) requires the student to be on antibiotics for 5 days at home and can return on the 6th day. Strep throat requires the student to be on antibiotics for 24 hours before returning to school.

Medication should be given at home whenever possible. Parents/~~guardians~~ are encouraged to give medications at home: Before school, after school, or at bedtime. If, however, there is a medical need for your child to receive prescription medication during the school day, a Medication Authorization Form (MAF) needs to be turned into the Health Office. The MAF needs to be signed by a Doctor/Primary Care Provider (PCP) and a parent/~~guardian~~. You may obtain a MAF directly from the Health Office, or on the school website under "Nurse's Corner."

Prescription medicines must be provided in a **pharmacy or physician prepared bottle**. Controlled substances need to be brought to the Health Office by a parent and need to be picked up by a parent at the end of the school year. Non prescription medications (over-the-counter /OTC) must be in the original container, have a MAF signed by the parent/~~guardian~~ and submitted to the Health Office. OTC medications will be stored in the Health Office. Please contact the Health Office if your child needs alternative arrangements. The Health Office will **not** plan to send medication with a student on school field trips or activity day(s). If the student requires medication, please contact the Health Office a week before the event to make arrangements for safe medication administration.

Minnesota's immunization law is enforced: Immunization records need to be up to date. If your student is missing immunizations or their record is not complete, they will not be allowed at school. Remember to update the Health Office after the student receives any new shots like meningococcal or Tdap. Please contact the Health office for more information on how to get free or low cost shots. If there are any objections because of personal, religious, or medical reasons, a notarized form is required. Please notify the school to obtain or print one from the school website under "nurse's corner."

ASTHMA INFORMATION

1. Minnesota state law allows students to carry asthma medication (inhalers) with them in school. The school medication policy still needs to be followed indicating that all prescription medication **REQUIRES** a physician and parental signature (Medical Authorization Form).
2. Student's carrying an inhaler need to know the importance of actually having the inhaler on them. If the inhaler is in a locker, it will not be accessible so either leave an extra inhaler in the Health Office (during school hours) or with a coach when
3. Participating in sports.
- ~~3.4.~~ The nurse can help to monitor if the student's knowledge and skills are safe to carry and use the inhaler independently in school.
- ~~4.~~ ~~5.~~ The Health Office **REQUIRES** an **Asthma Action Plan** (completed by physician). This form is available at the Health Office or at most clinics. Please contact the Health Office to create a safe plan for your child. Remember to notify your child's sports coach of health conditions, like asthma. If an asthma plan is in place, please keep the Health Office informed of any changes.

ALLERGY INFORMATION

1. Please notify the Health Office if your child has a severe allergy that may predispose them to an anaphylactic reaction or if they have had an anaphylactic reaction.
2. Please submit a completed MAF to the Health Office and send a supply of medication if the student has epinephrine. Please inquire about coupons for free or Low cost additional supplies of epinephrine.
3. If your child has a severe allergy, please have your child's doctor complete an Allergy or Anaphylaxis Action Plan and submit it to the Health Office.

We are an Allergy Aware School. This means that, upon notification from parent/guardian that an allergy concern exists, we will formulate a plan (ex: 504 or Student Health Plan) to address the concerns identified and minimize the educational disruptions due to the allergy. Contact the Health Office for more information. For students with special health concerns, contact the Health Office to create a safe plan for your student. Contact the Health Office with questions/concerns.

Rationale:

Clean up language and formatting.

4. Page 9: Hot Lunch Program

Current Language:

Redwood Area Schools participates in the National Lunch Program. We offer a variety of choices, Food 4 Life recipes, fresh fruit and vegetable bar, and nutritional foods, which make up a well-balanced lunch daily. Our menu style is offer versus serve. The student is offered a TYPE A lunch. He/she is required to take three of the five food items (one of the items needs to be a full serving of fruit or vegetables) to receive the reimbursement rate, otherwise they will be charged ala carte prices. Breakfast is available for \$2.10 (adult) and lunch for \$3.95 (adult). Milk is available for \$.50.

Proposed Language:

Redwood Area Schools participates in the National Lunch Program. We offer a variety of choices, Food 4 Life recipes, fresh fruit and vegetable bar, and nutritional foods, which make up a well-balanced lunch daily. Our menu style is offer versus serve. The student is offered a TYPE A lunch. He/she is required to

take three of the five food items (one of the items needs to be a full serving of fruit or vegetables) to receive the reimbursement rate, otherwise they will be charged ala carte prices.

~~Breakfast is available for \$2.10 (adult) and lunch for \$3.95 (adult). Milk is available for \$.50.~~

Rationale:

The 2023 Legislature passed a bill providing free school meals.

5. Page 15: Distance Learning

Current Language:

In the event of an Executive Order by the Governor, if schools are ordered to be closed and instruction will be through Distance Learning, procedures will be posted on the school website. Instruction will primarily be accomplished through the use of online tools and District-issued devices, such as iPads and Chromebooks. Distance Learning will count toward instructional hours. In some cases, instructional packets will be made available to students to be picked up at school or at a lunch distribution site or may be delivered to the student home. Distance Learning will require the full cooperation of students, teachers and parents to make this instruction meaningful and in compliance with the full expectations of Minnesota statutes.

Proposed Language:

~~In the event of an Executive Order by the Governor, if schools are ordered to be closed and instruction will be through Distance Learning, procedures will be posted on the school website. Instruction will primarily be accomplished through the use of online tools and District-issued devices, such as iPads and Chromebooks. Distance Learning will count toward instructional hours. In some cases, instructional packets will be made available to students to be picked up at school or at a lunch distribution site or may be delivered to the student home. Distance Learning will require the full cooperation of students, teachers and parents to make this instruction meaningful and in compliance with the full expectations of Minnesota statutes.~~

Rationale:

Distance Learning is no longer in place due to COVID-19.

6. Page 15: Dress Code

Current Language:

Pleasant appearance develops pride and respect in each student. It builds better understanding and relations between students and teachers. It can even result in better educational experience. Students are expected to be neat and clean at all times. Use mature judgment when choosing your school clothes. Students have the right to choose their manner of dress and personal grooming unless it represents a clear danger to the student's health and safety, causes a substantial disruption with work or creates classroom or school disorder. Obscene, profane, or suggestive clothing will not be allowed. Students are not to wear clothing that promotes alcohol products or their use, drugs or their use, tobacco products or their use, contains racial or ethnic slurs, uses sexual innuendoes or expressions or implies personal promiscuity. Administrative judgment will be in effect in determining appropriate dress. Hats/hoods may not be worn in classrooms during the school day, and must be removed at any time when requested by a staff member, or if classroom rules prohibit the wearing of these items.

Proposed Language:

Pleasant appearance develops pride and respect in each student. It builds better understanding and relations between students and teachers. It can even result in better educational experience. Students are expected to be neat and clean at all times. Use mature judgment when choosing your school clothes. Students have the right to choose their manner of dress and personal grooming unless it represents a clear danger to the student's health and safety, causes a substantial disruption with work or creates classroom or

school disorder. Obscene, profane, or suggestive clothing will not be allowed. Students are not to wear clothing that promotes alcohol products or their use, drugs or their use, tobacco products or their use, contains racial or ethnic slurs, uses sexual innuendoes or expressions or implies personal promiscuity. Administrative judgment will be in effect in determining appropriate dress. **Hats, hoods, and caps should not be worn during the school day (8:20 a.m. to 3:15 p.m.)**

Rationale:

Hoods have become an issue with students hiding earbuds, or with difficulty of identifying students.

7. Page 16-17: Attendance

Current Language:

Privileges: RVHS is creating a school culture that moves from punishment as a consequence of irresponsible behavior to earning privileges for responsible behavior. The following privileges will be established for the 2016-2017 school year, but others will be added throughout this year and in the future.

a. Lunch Privileges: Students with Zero Unexcused Absences and/or Zero tardies in a weekly period will be dismissed for lunch at 11:25 (9th-12th grades) and have off-campus privileges (11th-12 grade only)

b. Friday Seminar Privileges: At certain times during the year, students who have a 95% attendance rate, zero unexcused absences, zero tardies, and zero disciplinary will be eligible to participate in a Friday Seminar. Periods of attendance for each Friday Seminar will be determined at the beginning of the year. Topics and locations will vary and be determined throughout the year.

c. Senior Fast Track Day Privilege: Students who have completed a minimum of 24 credits by the end of the junior year, have a 95% attendance rate (cumulative), zero unexcused absences or tardies in their junior year, and zero disciplinary referrals in the junior year, are eligible to take seven credits their senior year, rather than eight, which is currently required of all students.

d. Reimbursement of Participation/Parking Fee Privilege: Students who have a 95% attendance rate, zero tardies and zero disciplinary referrals (all per semester) are eligible to a 50% refund in parking fees. Students who have a 95% attendance rate, fewer than three tardies, and zero disciplinary referrals (all per season) are eligible to a refund of \$40.00 per semester, or a prorated amount based on the total family participation cost for the year (Appendix B).

e. Senior Privileges: 12th grade students with zero unexcused absences or tardies (weekly), no grade lower than a C, and zero disciplinary referrals in the past week are eligible for senior privileges, which means they do not need to attend homeroom on Friday's (starting at a predetermined time).

Activities: To encourage the development of responsibility, it is important to understand that extracurricular and co-curricular activities are privileges, not rights, and while all students begin the year with the opportunity to participate in these privileges, they can be revoked as a result of irresponsible behavior, irresponsible attendance, or irresponsible punctuality. Privileges that may be revoked include:

- a. 1 Unexcused Absence (1 Period or More): The student will be ineligible to practice, compete, or perform that day
- b. 3 or more tardies in One Week: The student will be ineligible to practice, compete, or perform the day he/she hits this number. Each succeeding tardy will result in another day of ineligibility. One time per season, students may petition the principal to substitute completing a one (1) hour community service project to regain eligibility for a practice, event, or game. The petition must be preapproved by the HS Principal. (Appendix C)

Diversions/Interventions: The High School Principal and Attendance Team will meet weekly to discuss individual students with attendance issues, both excused and unexcused. Diversion meetings will be scheduled as needed. Individual circumstances (major health issues, family concerns, etc.) will be considered by the High School Principal and Social Worker. Possible actions taken may include, but are not limited to, attendance contracts, requirement of doctor's notes or consultation with school nurse, parent meetings, loss of the privilege to participate in homecoming, prom, school dances, school functions, and non-curricular field trips, loss of eligibility for teacher reference letters or Dollars for Scholars Scholarships, and loss of passing time.

Absences for Religious Observations: Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

Proposed Language:

Privileges: RVHS is creating a school culture that moves from punishment as a consequence of irresponsible behavior to earning privileges for responsible behavior. The following privileges will be established for the 2016-2017 school year, but others will be added throughout this year and in the future.

a. Lunch Privileges: Students with Zero Unexcused Absences and/or Zero tardies in a weekly period will be dismissed for lunch at 11:25 (9th-12th grades) and have off-campus privileges (11th-12 grade only)

b. Friday Seminar Privileges: At certain times during the year, students who have a 95% attendance rate, zero unexcused absences, zero tardies, and zero disciplinary will be eligible to participate in a Friday Seminar. Periods of attendance for each Friday Seminar will be determined at the beginning of the year. Topics and locations will vary and be determined throughout the year.

c. Senior Fast Track Day Privilege: Students who have completed a minimum of 24 credits by the end of the junior year, have a 95% attendance rate (cumulative), zero unexcused absences or tardies in their junior year, and zero disciplinary referrals in the junior year, are eligible to take seven credits their senior year, rather than eight, which is currently required of all students.

d. Reimbursement of ~~Participation~~/Parking Fee Privilege: Students who have a 95% attendance rate, zero tardies and zero disciplinary referrals (all per semester) are eligible to a 50% refund in parking fees. ~~Students who have a 95% attendance rate, fewer than three tardies, and zero disciplinary referrals (all per season) are eligible to a refund of \$40.00 per semester, or a prorated amount based on the total family participation cost for the year (Appendix B).~~

e. Senior Privileges: 12th grade students with zero unexcused absences or tardies (weekly), no grade lower than a C, and zero disciplinary referrals in the past week are eligible for senior privileges, which means they do not need to attend homeroom on Friday's (starting at a predetermined time).

Activities: To encourage the development of responsibility, it is important to understand that extracurricular and co-curricular activities are privileges, not rights, and while all students begin the year with the opportunity to participate in these privileges, they can be revoked as a result of irresponsible behavior, irresponsible attendance, or irresponsible punctuality. Privileges that may be revoked include:

a. Unexcused Absence (1 Period or More): The student will be ineligible to practice, compete, or perform that day

b. 3 or more tardies in One Week: The student will be ineligible to practice, compete, or perform the day he/she hits this number. Each succeeding tardy will result in another day of ineligibility.

One time per season, students may petition the principal to substitute completing a one (1) hour community service project to regain eligibility for a practice, event, or game. The petition must be preapproved by the HS Principal. (Appendix C)

Diversions/Interventions: The High School Principal and Attendance Team will meet weekly to discuss individual students with attendance issues, both excused and unexcused. Diversion meetings will be scheduled as needed. Individual circumstances (major health issues, family concerns, etc.) will be considered by the High School Principal and Social Worker. Possible actions taken may include, but are not limited to, attendance contracts, requirement of doctor's notes or consultation with school nurse, parent meetings, loss of the privilege to participate in homecoming, prom, school dances, school functions, and non-curricular field trips, loss of eligibility for teacher reference letters or Dollars for Scholars Scholarships, and loss of passing time.

Absences for Religious Observations: Reasonable efforts ~~will~~ **must** be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

Rationale:

The change in participation fee reimbursement is due students no longer being charged participation fees.

The change in religious observations is a statutory change.

8. Page 19: Attendance Appeals Committee**Current Language:**

A committee of four (4) teachers, the student's counselor, and an administrator will consider the challenges regarding the attendance policy. A minimum of four (4) members must be present at each hearing.

Proposed Language:

A committee of **a minimum of** four (4) teachers, the student's counselor, **other staff**, and an administrator will consider the challenges regarding the attendance policy. A minimum of four (4) members must be present at each hearing.

Rationale:

Our appeals committee has increased in size and this is updating the language.

9. Page 20: Visitors and Security**Current Language:**

All doors except the main entrance to the building will be locked during school hours. Signs will be posted asking visitors to use the main entrance and register. All Visitors will be required to check-in to the district office upon arrival and state their business at the school. A 'Visitors' badge will then be issued to indicate their registration.

Proposed Language:

All doors **except the main entrance to the building** will be locked during school hours. Signs will be posted asking visitors to use the main entrance and register. All Visitors will be required to check-in to the district office upon arrival and state their business at the school. A 'Visitors' badge will then be issued to indicate their registration.

Rationale:

Addition of a secure front entrance in summer 2023.

10. Page 20: Withdrawal from School**Current Language:**

Students planning to withdraw from school for any reason must bring a written statement from the parents or guardians to the principal's office. You will then be given a withdrawal form. This form must be signed by all the student's teachers, the librarian, counselor, and equipment manager before being returned to the office. Refunds and unpaid fines or fees will be considered at this time.

Proposed Language:

Students planning to withdraw from school for any reason must bring a written statement from the parents or guardians to the principal's office. You will then be given a withdrawal form. This form must be signed by all the student's teachers, the librarian, counselor, and equipment manager before being returned to the office. Refunds and unpaid fines or fees will be considered at this time. **Any student who is 17 years old**

and seeks to withdraw must attend a meeting with school personnel to discussed educational opportunities, including alternate educational opportunities, and sign a written election to withdraw from school.

Rationale:

Statutory change

11. Page 23: Junior/Senior Prom and Dances

Current Language:

Middle school and ninth grade students are not permitted to participate in these events, and sophomore students are encouraged not to participate. **Guests attending prom or other dances may not be older than age 21.** Proof of age/identification is required to attend prom and other dances. **Students are to wear formal attire appropriate for a school function. Students not dressing appropriately will not be allowed to attend these activities.** Parents of juniors are encouraged to participate in after-prom activities.

Current RVHS student ID's are required for admittance to dances. Students may purchase a replacement ID if needed, prior to the dance from the media center technician. Students not having a current RVHS student ID may be admitted to the dance after having student identification verified via Skyward Student System as time allows and an additional access fee of \$2.

Proposed Language:

Middle school and ninth grade students are not permitted to participate in ~~these events~~ prom, and sophomore students are encouraged not to participate. **Guests attending prom or other dances may not be older than age 21.** Proof of age/identification is required to attend prom and other dances. **Students are to wear formal attire appropriate for a school function. Students not dressing appropriately will not be allowed to attend these activities.** Parents of juniors are encouraged to participate in after-prom activities. ~~School dances (other than prom) are open to RVHS students (Grades 9-12) and their approved guests.~~

Current RVHS student ID's are required for admittance to dances. Students may purchase a replacement ID if needed, prior to the dance from the media center technician. Students not having a current RVHS student ID may be admitted to the dance after having student identification verified via Skyward Student System as time allows ~~and an additional access fee of \$2.~~

Rationale:

Clarifies who can attend prom and dances

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Annual QComp Summary June 2023

Overview:

The QComp Advisory Committee consists of three administrators and three representatives from the teacher union. The three administrators serving on the committee were Robert Elwell (Middle School Principal), Karla Beck (Director of Teaching & Learning), and Becky Cselovszki (Superintendent). The three teacher union representatives were Kyle Hicks (Union President), Molly Miller (EA Representative), and Matt Lundeen (EA Representative). The QComp Advisory Committee meets each month from 7:00-8:00 AM. The meeting dates are listed below.

QComp Advisory Meeting Dates

- 3 October 2022
- 24 October 2022
- 23 November 2022
- 19 December 2022
- 23 January 2023
- 27 February 2023
- 27 March 2023
- 25 April 2023
- 22 May 2023

In addition to the monthly meetings, one union representative and the Director of Teaching & Learning met with each of the PLC Leaders and Peer Evaluators twice during the year to give feedback to them on his/her performance in their leadership role. The mentor feedback sessions were completed at the end of the year. In our feedback sessions with the teacher leaders, information was collected on ways to improve the QComp program. This document is in the QComp folder for future reference.

Component 1: Career Advancement Options

The teacher leader positions were the same as outlined in the plan and composed of First Year Teacher Mentors, PLC Leaders, Peer Evaluators, and Standards Based Leaders. The Standards Based Leaders (SBL) continued their work this year but were at a transition point due to having completed all of the previous work to establish the system in the Redwood Area School District (RASD). The team updated the Standards Based Grading (SBG) handbook and made a plan to support new teachers by moving SBG Training to the early August New Teacher Day. The SBL's approach will be more individualized and more specific to working with 1st-3rd year teachers. SBLs provided support in the first quarter of the school year with helping teachers to implement the transition to the new Skyward grading system.

The first year mentorship program assisted teachers new to the school district in understanding the culture and practices at RASD. Mentors and mentees met each week and covered both topics prepared by the District and to discuss questions and concerns of the first year teachers. The mentors and mentees attended a training and meeting session on August 29, 2022. Mentees met with the Director of Teaching & Learning on the second Tuesday of each month from 7:30-8:00, with their mentors joining them every other month for this meeting.

In the feedback sessions with all the teacher leaders, it was mentioned that the QComp system seemed to be working well, that they understood their roles and responsibilities, and allowed them to grow within their role. The main comment from QComp leaders was that they appreciated the shift to including the reflection question

in the Teacher Evaluation system. PLC Leaders discussed the difficulty of having the PLC purpose and goal directly impacting student learning.

Component 2: Job-Embedded Professional Development

Professional Learning Communities (PLC) shifted to grade level teams throughout the district (ECSE/K, 1/2 3/4 5/6 7/8 9/10 11/12 Student Support Team). Each PLC developed and implemented specific Social-Emotional Learning strategies and stated in their action plans on how they would work towards meeting their PLC goals. Each PLC tracked their progress on their goal by collecting student data throughout the year. 100% of our PLCs met their goal. Site goals were set to increase our overall performance in reading.

Profession Development:

- Character Strong provided professional development for teachers during our August workshop days.
- The September 26 PD Day featured ACES training, FASTBridge update and “Maslow Before Bloom” with Dr. Bryan Pearlman.
- The January 16 PD featured various tracks of learning for teachers and paras: Early Education spent their day with Tracy Schriefels; 1st-12th staff learned about Suicide Prevention and Modifications and Accommodations; all staff chose from twenty breakout sessions from 11:00-3:30.
- Teachers and paras were able to take advantage of planning their own track through a FLEX PD process. All but twenty-one (21) teachers chose to discover and learn through their own pathway. The twenty-one teachers who did not take advantage of FLEX PD were required to be in school on March 13 where Mrs. Beck led learning surrounding Character Strong.

Surveys were conducted after all PD experiences and feedback was also shared at monthly District Leadership Team meetings.

Component 3: Teacher Evaluation

All licensed staff members are observed and evaluated as outlined in the 2022-2023 Q-Comp plan. The staff are assigned rubrics based on their teaching assignments. The rubrics and evaluations can be accessed by teachers in their Frontline account. Frontline houses all the data that is collected on an individual teacher by their peer evaluator and supervisor. Other performance data such as their consensus score and Individual Development & Growth Plan (IDGP) is recorded and stored in Frontline.

Based on this Spring 2022 feedback, new rubrics were created for three non-classroom positions. However, overall the teacher leaders feel the system is working and the teachers indicated that their peer evaluator was able to provide them with beneficial and thorough feedback on their performance.

Peer evaluators are evaluated twice a year by the peers whom they observe. Overall, the scores in all areas remain on the higher side indicating overall effectiveness of the peer evaluators. However, moving forward, it might be beneficial to look at the overall percentage of teachers scoring a 3 and/or 4 on their consensus scores in the different performance areas. If our teachers are scoring 3s and 4s, theoretically, we should see a steady increase of student performance over time on our state and local assessments.

Component 4: Performance Pay and Alternative Salary Schedule

The performance pay amounts were indicated in the plan that was approved by the teachers in the 2022-2023 fiscal year. This year we had eight different PLCs and 98.5% of the teachers who participated in the PLCs were compensated for meeting their 2022-2-23 PLC goal. Performance pay is also awarded for meeting the site level goal (Reede Gray, RVMS, and RVHS). The percentage of staff that will receive performance pay for meeting the site level goal will be determined after finalized scores from the MCAs are released in late August 2023. Teachers will be compensated in Fall of 2023.

Overall:

The Q Comp plan in the Redwood Area School District has been well received and certified staff has indicated it has benefited our teachers and students. The Q Comp Advisory Committee has the certified teachers vote annually on the plan for the upcoming school year. Over the years the percentage of certified teachers voting to continue the plan has been high. In the Spring of 2023, the Q Comp Plan for 2023-2024 passed with 96% of teachers voting in favor of the plan. This vote was organized by Kyle Hicks (Union President). The plan is on the May 22, 2023 Board of Education meeting for approval for submission to MDE.

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2023-2024-- ISD #2897 -- CAPITAL OUTLAY BUDGET


PROPOSED CAPITAL OUTLAY EXPENDITURE SUMMARY:	#1 Priority	#2 Priority	#3 Priority	Instructional Supplies or Maintenance Funds	Foundation Funds will be Requested	Long-Term Facilities Maintenance Reserve	COVID Funds will be Requested
Elementary School Equipment	\$1,704.18	\$50,768.20	\$0.00				
Middle School Equipment	\$14,350.47	\$590.51	\$0.00	\$580.38			
High School Equipment	\$70,216.70	\$156,383.94	\$32,036.35	\$556.00	\$2,115.00		\$1,467.40
Misc. Equipment	\$0.00	\$0.00	\$0.00				
Media Centers Equipment	\$0.00	\$0.00	\$0.00				
Technology Equipment/Operating Capital Expenses	\$47,776.46	\$1,859.00	\$1,142.92		\$1,852.98		\$52,310.10
K-12 Textbooks	\$21,755.69	\$0.00	\$0.00				\$129,696.87
Athletic Equipment	\$13,446.07	\$8,840.00	\$2,000.00		\$11,658.86	\$0.00	
District Office-	\$0.00	\$0.00	\$0.00				
District-wide Maintenance/Equipment	\$73,783.88	\$0.00	\$0.00				
Reede Gray Facilities	\$0.00	\$0.00	\$0.00				
Middle/High School Facilities	\$0.00	\$0.00	\$0.00			\$260,200.00	
Athletic Facilities	\$0.00	\$0.00	\$0.00			\$150,000.00	
Contingency	\$0.00	\$0.00	\$0.00				
Health & Safety Projects (MDE Approved)	\$0.00	\$0.00	\$0.00			\$31,000.00	
LTFM Projects	\$0.00	\$0.00	\$0.00				
Totals:							
Total Proposed Expenditures	\$243,033.45	\$218,441.65	\$35,179.27	\$1,136.38	\$15,626.84	\$441,200.00	\$183,474.37
REVENUES							
2023-2024 Estimated Revenue	\$255,000.00					\$440,000.00	
Funds Allocated from Capital/LTFM Fund Reserves	\$0.00					\$0	
Total Revenue Available during 2023-2024	\$255,000.00					\$440,000.00	
Less Projected Expenditures from above	\$243,033.45					\$441,200	
Difference	\$11,966.55					(\$1,200.00)	
Legend: Priority #1--Highest. Priority #3--Lowest							
Reviewed and Recommended by Administration on 4-27-2023	#1 Priority (Approved)	#2 Priority (Unapproved)	#3 Priority (Unapproved)	Instructional Supplies or Maintenance Funds (Approved)	Foundation Funds will be Requested (Foundation Makes Funding Decision)	Long-Term Facilities Maintenance Reserve (Approved)	COVID Funds (Approved)
Review by Financial Planning Committee on 5-22-2023							
Scheduled for Review by School Board on 5-22-2023							

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District 2897 - Anticipated LTFM 10 Year Plan - (UPDATED 5/17/2023)

Change	Year	Project	Source	Note	Project Amount	LTFM	Capital Outlay	General Fund	Foundation	Total By Year	LTFM By Year	LTFM Year
FY22	Summer 2021	H&S Projects	Capital Outlay		\$ 31,000.00	\$ 31,000.00						
FY22	Summer 2021	Replace Carpeting in HS/Media	11x17 LTFM Document		\$ 29,095.00	\$ 29,095.00						
FY22	Summer 2021	Parking Lot Set Aside	Capital Outlay	Set Aside for Upper Parking Lot or other LTFM Uses	\$ 290,000.00	\$ 290,000.00				\$ 350,095.00	\$ 350,095.00	Summer 2021
FY23	Summer 2022	H&S Projects	Capital Outlay		\$ 31,000.00	\$ 31,000.00						
FY23	Summer 2022	Heating Pump	Capital Outlay		\$ 28,000.00	\$ 28,000.00						
FY23	Summer 2022	Locker Room Floor Replacement	Capital Outlay		\$ 52,000.00	\$ 52,000.00						
FY23	Summer 2022	Tennis Court Set Aside	Capital Outlay		\$ 60,000.00	\$ 60,000.00						
FY23	Summer 2022	Boiler Set Aside	Capital Outlay		\$ 155,000.00	\$ 155,000.00						
FY23	Summer 2022	Replace Loading Dock	Capital Outlay	Will be part of parking lot replacement	\$ 70,000.00	\$ 70,000.00						
FY23	Summer 2022	Replace existing Asphalt w/Concrete MS/HS Parking Lot	Capital Outlay		\$ 1,100,000.00	\$ 1,100,000.00				\$ 1,496,000.00	\$ 396,000.00	Summer 2022
FY24	Summer 2023	H&S Projects	Capital Outlay		\$ 31,000.00	\$ 31,000.00						
FY24	Summer 2023	Tennis Court Set Aside	Capital Outlay	We need to do something with this very soon. Set Aside \$60,000 previous year. Project cost is estimated at \$210K. 10 year fix estimate. More permanent fix around \$1M	\$ 150,000.00	\$ 150,000.00						
FY24	Summer 2023	Replace Wrestling Room Door (Make Wider)	Capital Outlay		\$ 5,000.00	\$ 5,000.00						
FY24	Summer 2023	Irrigate Practice Fields	Capital Outlay	3 practices fields and a stub for future irrigation to the softball	\$ 68,880.00	\$ 68,880.00						
FY24	Summer 2023	Link Flooring replacement	Capital Outlay	Epoxy Floor Replacement	\$ 86,320.00	\$ 86,320.00						
FY24	Summer 2023	Stucco Work on school portion of the RACC	Capital Outlay		\$ 25,000.00	\$ 25,000.00						
FY24	Summer 2023	Secure Entrance at MS/HS	Capital Outlay	59% of \$490K is LTFM eligible	\$ 290,000.00	\$ 290,000.00				\$ 656,200.00	\$ 321,000.00	Summer 2023
FY25	Summer 2024	H&S Projects	Capital Outlay		\$ 31,000.00	\$ 31,000.00						
FY25	Summer 2024	Replace RACC Roof	Capital Outlay	Estimated \$2,145,000 First \$400,000 of approximately \$2.145M	\$ 400,000.00	\$ 400,000.00				\$ 431,000.00	\$ 431,000.00	Summer 2024
FY26	Summer 2025	H&S Projects	Capital Outlay		\$ 31,000.00	\$ 31,000.00						
FY26	Summer 2025	Replace RACC Roof	Capital Outlay	Second \$400,000 of approximately \$2.145M	\$ 400,000.00	\$ 400,000.00				\$ 431,000.00	\$ 431,000.00	Summer 2025
FY27	Summer 2026	H&S Projects	Capital Outlay		\$ 31,000.00	\$ 31,000.00						
FY27	Summer 2026	Replace RACC Roof	Capital Outlay	Third \$350,000 of approximately \$2.145M. LTFM Revenue drop due to new elementary school	\$ 400,000.00	\$ 400,000.00				\$ 431,000.00	\$ 431,000.00	Summer 2026
FY28	Summer 2027	H&S Projects	Capital Outlay		\$ 31,000.00	\$ 31,000.00						
FY28	Summer 2027	Boiler Replacement	Capital Outlay	First \$350,000 of approximately \$2,000,000	\$ 350,000.00	\$ 350,000.00				\$ 381,000.00	\$ 381,000.00	Summer 2027
FY29	Summer 2028	H&S Projects	Capital Outlay		\$ 31,000.00	\$ 31,000.00						
FY29	Summer 2028	Boiler Replacement	Capital Outlay	Estimated we will need to refinish at this time Second \$350,000 of approximately \$2,000,000	\$ 350,000.00	\$ 350,000.00				\$ 381,000.00	\$ 381,000.00	Summer 2028
FY30	Summer 2029	H&S Projects	Capital Outlay		\$ 31,000.00	\$ 31,000.00						
FY30	Summer 2029	Boiler Replacement	Capital Outlay	Estimated we will need to refinish at this time Third \$350,000 of approximately \$2,000,000	\$ 350,000.00	\$ 350,000.00				\$ 381,000.00	\$ 381,000.00	Summer 2029
FY31	Summer 2030	H&S Projects	Capital Outlay		\$ 31,000.00	\$ 31,000.00						
FY31	Summer 2030	Boiler Replacement	Capital Outlay	Estimated we will need to refinish at this time Fourth \$350,000 of approximately \$2,000,000	\$ 350,000.00	\$ 350,000.00				\$ 381,000.00	\$ 381,000.00	Summer 2030
FY32	Summer 2031	H&S Projects	Capital Outlay		\$ 31,000.00	\$ 31,000.00						
FY32	Summer 2031	Boiler Replacement	Capital Outlay	Estimated we will need to refinish at this time Fifth \$350,000 of approximately \$2,000,000	\$ 350,000.00	\$ 350,000.00				\$ 381,000.00	\$ 381,000.00	Summer 2031

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	School Support Division 1500 Highway 36 West Roseville, MN 55113-4266	Application for Q Comp Aid	ED # 02382-01 April 1, 2023
General Information: The Quality Compensation (Q Comp) Aid application is authorized under First Special Session Laws 2005, Chapter 5, Article 2, sections 39-46; Minnesota Statutes, sections 122A.413, 414, and 415. Submit the completed application, per the Q Comp Applications Guidelines to the above address, attention: Kristie Anderson.			
DISTRICT IDENTIFICATION INFORMATION			
District Name and Number: Redwood Area Schools, ISD 2897			
Superintendent: Becky Cselovszki		Phone: 507-644-8064	
Email: bcselovszki@redwoodareaschools.com		Fax: 507-644-3057	
CHARTER SCHOOL IDENTIFICATION INFORMATION			
Charter School Name and Number:			
School Board Chair:		Phone:	
Email:		Fax:	
Authorizing Organization:			
Authorizer Liaison:		Phone:	
Email:		Fax:	
SCHOOL IDENTIFICATION INFORMATION			
School Name and Number:			
Principal:		Phone:	
Email:		Fax:	
ADDITIONAL CONTACT INFORMATION			
Contact Person's Name: Karla Beck		Phone: 507-644-8069	
Email: kbeck@redwoodareaschools.com		Fax: 507-644-3057	
Street Address: 100 George Ramseth Drive			
City: Redwood Falls		State: MN	Zip Code: 56283
ASSURANCE OF AUTHENTIC WORK			
This Q Comp application is authentic and is written by the applying entity. Sources are cited appropriately on any material that is paraphrased or copied. Language taken from a template should be customized to meet the needs of the entity that is applying. It is to be understood that failure to comply may result in denial of the application.			

EDUCATIONAL IMPROVEMENT PLAN (EIP) AND Q COMP ASSURANCES

- The district and each of its sites have developed an aligned Educational Improvement Plan (EIP) based on student achievement needs.
- The district EIP has been approved by the School Board.
- Teachers were involved in the process for developing the EIP.
- The EIP includes measurable goals and objectives for improving school district performance, school site performance, teacher performance and individual student performance.
- The EIP program includes measures of student, family and community involvement and satisfaction.
- The EIP includes measures of student attendance and completion rates.
- The Q Comp program includes an objective and comprehensive teacher evaluation system, based on the educational improvement plan and multiple evaluations of a teacher's instructional performance that include classroom observations by a locally selected evaluation team during the school year.
- The Q Comp program includes career advancement options for teachers who will be responsible for implementing professional development activities.
- The EIP and the Q Comp program clearly identify the assessment that will be used to measure school wide achievement gains (Minnesota Comprehensive Assessments or locally selected standardized assessments or both) and student achievement gains, where applicable, that will be used to measure student performance and progress.
- The EIP and Q Comp program include an integrated, ongoing, site-based professional development plan with activities held during the individual employment contract day that are aligned with the goals and objectives.
- The EIP and Q Comp program include a data system with information about students and their academic progress.
- The EIP and Q Comp program include a teacher induction and mentoring program for probationary teachers that provides for continuous learning and sustained teacher support.

The undersigned hereby certifies on behalf of the school, intermediate site, district or charter school that all of the above statements of assurances and the requirements of Minnesota Statutes, section 122A.413, subdivision 3 are true.

The undersigned further certifies the educational improvement plan (EIP) documents required to meet the standards of Minnesota Statutes, section 122A.413, subdivision 2 are on file in the district for review at request.

DISTRICT SUBMISSION FOR PRE-APPROVAL OR APPROVAL STATUS

Check the appropriate box below: (Click on the check box field to select the *checked* option.)

All teachers in the district

All teachers at the following school site(s):

If a district authorizes individual sites to implement a plan, a Memorandum of Agreement (MOA) must be submitted with the application explaining how the salary schedule is amended for the site(s).

Check the appropriate box below regarding the district's master agreement status:

1. Current ratified master agreement or ratified MOA includes the Q Comp application.

2. Ratification of the master agreement or MOA is pending during the Q Comp application process.

If a district has a ratified master agreement without a professional pay system (notwithstanding Minnesota Statutes, section 179A.20 or other law to the contrary), a school board and the exclusive teacher bargaining unit may enter into a supplemental agreement solely for the purpose of complying with the alternative teacher pay provisions.

If checking box 1 above, please include the following information with this application:

1. A copy of the formally adopted collective bargaining agreement, MOA or other binding agreement that authorizes the implementation of the Q Comp program consistent with Minnesota Statutes, section 122A.414,
2. A copy of the official school board resolution, **and**
3. A copy of the vote certification or licensed staff vote for individual sites applying for Q Comp signed by the superintendent or building principal and the president of the teachers union indicating the percent of teachers/licensed staff voting to implement Q Comp, the total number of teachers in the district/site and the number of students in the district/site.

If checking box 2 above, please send the above information once the master agreement has been ratified to MDE.

The undersigned hereby certifies the information is accurate and complete. All documentation is attached; Q Comp is a binding contract between the district or site and the Minnesota Department of Education (MDE). All changes to the approved plan must be reported and approved by MDE.

Becky Gselovszki

Signature District Superintendent

xxxx, 2023

Date

Kyle Hicks

Signature District Exclusive Representative of the Teachers

xxxx, 2023

Date

(Signed signature page is attached)

Q COMP PROGRAM

To qualify for Q Comp aid under Minnesota Statutes, section 122A.413, a district, school site, charter school, or intermediate district (entity) must have an alternative teacher professional pay system as described in Minnesota Statutes, section 122A.414. All components of the Q Comp program must meet the state requirements. To apply, complete the following sections (1-6) describing the applicant's design of a Q Comp program. Each entity may reference specific sections of the master agreement, if appropriate, and may attach additional pages as supplements if needed. Incomplete applications or applications stating "see attached" will not be accepted. **(Select the shaded area and add text.)**

[Open the Q Comp Guidelines located on the MDE Website](#), which explains each component and provides examples of how to design and implement plans.

Q Comp Application – Components 1-5

Component 1

Career Ladder/Advancement Options

Teachers holding career ladder positions are referred to as teacher leaders in this application. (Teacher leaders are expected to retain primary roles in student instruction and facilitate site-focused professional development that helps other teachers improve their skills.)

1.1 Provide a comprehensive overview of the district that describes the demographics and other vital information.

Redwood Area School District #2897 serves the communities of Redwood Falls (population 4,882), Morton (population 368), Delhi (population 64), Lower Sioux Community (population 335), Belview (population 350), and the surrounding rural areas. Located in Southwestern Minnesota, the economy of the immediate area is most affected by agriculture related industries, manufacturing industries and Jackpot Junction Casino located on the Lower Sioux Indian Community.

On October 1, 2022, District 2897 provided education to 1,113 students in grades K-12. The district population includes 28.7% American Indian students, 4.6% Hispanic students, 1.2% Black students, 0.4% Asian students, 62.6% White students and 2.6% students Two or More Races.

24.1% of the students in the district receive special education services. 33.2% of students receive free and reduced lunch benefits, 0.2% of students are homeless and 0.2% of students qualify for LEP services.

1.2 Describe how teacher leaders will support individual teacher growth in instructional practices and promote student achievement gains district-wide.

Job embedded professional development and dedicated PLC time will assist educators in ongoing efforts to improve instruction. Observation feedback will help teachers improve instructional strategies they will use in their classrooms. The district will continue to provide a

comprehensive induction program to probationary teachers throughout their first years of teaching.

There will be a variety of leadership options promoting teacher growth including:

- PLC Leaders – 8 selected leaders, one for each group, will lead PLC’s and guide teachers in using research based methods, and using data and strategies to increase student achievement
- Peer Evaluators – 10 selected evaluators will observe and evaluate teachers and provide feedback to improve instructional strategies leading to increased student achievement
- New Teacher Mentors – mentors will be assigned in a 1 to 1 ratio to first year teachers to provide support to new teachers in the district
- Mentor Teachers for 2nd Year and Beyond – mentors will be assigned in a 1 to 1 ratio to non-first year teachers to implement an action plan in the identified area of need, this will include probationary teachers who receive a “1” in an area, tenured teachers who receive a “2” in an area and teachers who did not receive the salary augmentation the year before
- Q-Comp Advisory Committee – 6 appointed members will provide oversight of the Q-Comp program
- Standards Based Leaders - 3 selected leader, one from each site, will support and lead the teachers in the movement to standards learning/recording/grading.

1.3 In the table below, please identify the position title, qualifications, responsibilities and teacher ratios for each teacher leader position. (Insert additional rows as needed in order to identify teacher leaders who will support the Q Comp program. This table will expand as needed.)

Position Title	Qualifications (bulleted list)	Responsibilities (bulleted list)	Ratio
Peer Evaluator	<ul style="list-style-type: none"> ● Tenured in the district ● Ability to remain impartial, objective, confidential, and professional ● Possess skills in communication, organization, and report writing ● Effective time management skills ● Works well in a one on one setting ● Ability to build rapport and professional relationships with staff ● Willingness to complete necessary training 	<ul style="list-style-type: none"> ● Complete training in observation techniques ● Participate in inter-rater reliability trainings as well as other ongoing trainings ● Establish and follow timelines for completing observations ● Conduct licensed staff member observations during the contractual day during the evaluator’s non-student contact time (prep time) ● Meet with site level evaluators to determine and submit observation schedule to the Q-Comp Advisory committee ● Schedule pre and post observation conferences ● Attend consensus meetings with evaluation team ● Communicate with teacher mentors as needed 	District wide ratio is one evaluator to 8-12 teachers
New Teacher Mentor	<ul style="list-style-type: none"> ● Minimum of 3 years of teaching experience, and 	<ul style="list-style-type: none"> ● Attend mentorship trainings ● Meet with mentee weekly ● Meet with the Mentor Coordinator 	1 to 1

	<p>at least 1 year teaching in our district</p> <ul style="list-style-type: none"> • Excellent communication and organizational skills • Utilizes best practice instructional strategies • Knowledge and understanding of district procedures and guidelines • Ability to create a professional, trusting environment and maintain confidentiality • Willing to complete necessary training • Willing to collaborate and creatively problem solve with mentee 	<ul style="list-style-type: none"> • Attend mentorship meetings • Complete monthly collaboration log with mentee • Complete a minimum of two coaching experiences with mentee 	
Mentors for Teachers 2nd year and Beyond	<ul style="list-style-type: none"> • Excellent communication and organizational skills • Utilizes best practice instructional strategies • Knowledge and understanding of district procedures and guidelines • Ability to create a professional trusting environment and maintain confidentiality • Willing to complete necessary training • Willing to collaborate and creatively problem solve with mentee 	<ul style="list-style-type: none"> • Meet with identified probationary teachers in their second or third year or tenured teachers who have been identified by an evaluator to score a “1” in one or more of the components identified • Meet with tenured teachers who did not obtain the salary augmentation the previous year that have requested a mentor. • Meet with any tenured teacher who receive a “2” in one or more of the components identified and requests to have a mentor. • Meet with evaluator(s) who observed the teacher and the Director of Teaching and Learning • Meet with identified teacher to create a specific action plan for improvement • Assist and monitor implementation of the action plan • Meet with mentee as indicated in plan • Complete mentorship log • Communicate with Director of Teaching and Learning throughout the mentorship process 	We have planned to hire as many as 6 Mentors (2 for each building) for Teachers 2 nd Year and Beyond. If needed, additional mentors will be hired.
Q-Comp Advisory Committee	<ul style="list-style-type: none"> • Licensed staff member with a minimum of 5 years’ experience in education • Q-Comp Advisory Committee members 	<ul style="list-style-type: none"> • Attend meetings as needed • Oversee Teacher Leaders • Review applications and hire for Q-Comp positions • Approve criteria and evaluation rubrics 	1:33 Teachers- (3 positions chosen by Union President) 3 positions-

	<p>cannot serve concurrently as a PLC Leader or Peer Evaluator unless approved by the Q-Comp Committee.</p> <ul style="list-style-type: none"> • Aware of district's policies and procedures • Aware of Q-Comp plan and regulations • Experienced with strategies related to improving instruction to meet district and site goals 	<ul style="list-style-type: none"> • Review and process teacher leader evaluations each semester • Approve salary augmentation payments • Approve and provide oversight for teacher leader improvement plans • Oversee Q-Comp program • Resolve Q-Comp program issues and appeals • Complete yearly program evaluation and improvements • Submit required documentation to MDE • Oversee all expenditures to Q-Comp categorical funds • Determine if goals have been achieved and if performance pay will be awarded 	(3 positions chosen by Superintendent)
PLC Leader	<ul style="list-style-type: none"> • Member of a designated PLC • Prior experience with the district PLC process • Possess visionary and leadership skills • Good organizational and communication skills • Ability to focus and lead a team focused on PLC goals and processes • Consensus building skills • Prior experience interpreting data and analyzing student work • Willingness to complete necessary training 	<ul style="list-style-type: none"> • Attend PLC leader training and meetings, as needed • Attend monthly DLT meetings and others as scheduled • Plan and implement professional development to staff • Communicate DLT information to staff • Research, review and analyze data to make quality decisions • Researching instructional strategies to improve student achievement • Coaching PLC members (tenured and probationary) to help improve classroom instruction and increase student achievement • Develop and support the district and site goals • Monitor the implementation of the PLC SMART goal and report to the DLT • Chair the PLC team <ul style="list-style-type: none"> • Schedule meetings • Set agendas • Monitor participation • Facilitate and collaborate in decision making • Field test best practice strategies that can be modeled and shared within the PLC • Ensure shared responsibility among all PLC members • Ensure the PLC meets the minimum requirements 	1:6-12 teachers 8 total leaders)

Standards Based Leaders	<ul style="list-style-type: none"> ● Prior experience with the standards based learning ● Possess visionary and leadership skills ● Good organizational and communication skills ● Ability to focus and lead train and coach other teachers ● Ability to analyze products and effectively communicate strengths and weaknesses ● Prior experience interpreting data and analyzing student work ● Willingness to complete necessary training 	<ul style="list-style-type: none"> ● Attend SBLT training and meetings in the summer and during the school year as determined by the Director of Teaching and Learning ● Attend monthly SBLT meetings and others as scheduled ● Assist in planning and presenting professional development to staff ● Communicate information to staff at staff meetings ● Review assessments and student work from other teachers and analyze information and give feedback ● Research other school districts in Standards Based and bring the information back to the team for discussion as needed ● Assist staff members on the standards based continuum ● Develop and implement the teacher handbook and parent handbook for Standards Based ● Monitor the implementation and development of standards based report cards ● Field test standards based strategies in their own classroom and share the results ● Work with the administration team to ensure teachers reach the minimum standards based requirements 	3 positions –1 for each site
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1.4 In the table below, please identify the student and teacher/licensed staff count as of October 1, 2022.

Total Student Count October 1, 2022	Teacher/Licensed Staff Count October 1, 2022
1,113	100

1.5 Describe the hiring process for each teacher leader position in the following areas:

- a) Describe how teachers will be made aware the teacher leader positions are available.

The Q-Comp Advisory Committee, PLC Leader, Peer Evaluator, Standards Based Leaders, New Teacher Mentors and Mentors for Teachers 2nd Year and Beyond positions will be posted via internal posting procedures.

The Q-Comp Advisory Committee members will be appointed by the Union President and the Superintendent.

The New Teacher Mentor positions will be recommended by the Director of Teaching and Learning and approved by the Q-Comp Advisory Committee.

The Mentors for Teachers 2nd year and Beyond will be selected by the Q-Comp Advisory Committee as needed, based upon identified qualifications/requirements.

- b) Describe how teachers express interest in the various teacher leader positions.

The PLC Leader, Peer Evaluator, New Teacher Mentors and Standards Based Leader positions require a submission of an application to the Q-Comp Advisory Committee.

Eligible staff for the Q-Comp Advisory Committee may express interest, in writing, to the Union President or the Superintendent.

Eligible staff for the Mentors for Teachers 2nd year and Beyond positions may express interest, in writing, to the Q-Comp Advisory Committee.

- c) Describe how the candidates will be selected to fill each teacher leader position.

PLC Leader –

The Q-Comp Advisory Committee will review all submitted applications to identify the most qualified candidates. The most qualified candidates will be interviewed and selected by the Q-Comp Advisory Committee. One PLC teacher leader will be selected from each pre-determined PLC team.

Positions will be 2 years in length. There is a 2 term limit. If there are not enough qualified applicants, the committee reserves the right to waive the 4 year limit.

Peer Evaluator –

The Q-Comp Advisory Committee will review all submitted applications to identify the most qualified candidates. The most qualified candidates will be interviewed and selected by the Q-Comp Advisory Committee.

Positions will be 2 years in length. There is a 2 term limit. If there are not enough qualified applicants, the committee reserves the right to waive the 4 year limit.

New Teacher Mentor –

Mentor positions for first year teachers will be recommended by the Director of Teaching and Learning and approved by the Q-Comp Advisory Committee. All candidates who

submit a written application will be considered. Based upon the needs of the new teaching staff members, the Director of Teaching and Learning will make a recommendation to the Q-Comp Advisory Committee matching the qualities of the applicants with the needs of the new teachers.

Mentors for Teachers 2nd year and Beyond --

The Q-Comp Advisory Committee will select Mentors for Teachers 2nd year and Beyond, as needed. The Q-Comp Advisory Committee will review each written application that is submitted. The Mentors for Teachers in their 2nd year and Beyond will work under a specific job description based upon the needs of the teacher requiring mentoring. The Mentors for Teachers in their 2nd year and Beyond will be interviewed and the most qualified candidate will be selected by the Q-Comp Advisory Committee based upon the unique needs of the teacher(s) who qualify for mentoring.

Q-Comp Advisory Committee –

The Superintendent will select 3 appointees, one of which can be him/herself, and the union president will select 3 appointees, one of which can be him/herself, for a team of six.

Positions will be 2 years in length with the exceptions of the Superintendent and his/her appointees and the Union President if he/she appoints him/herself.

The Union President will review all submitted applications for the teacher Q-Comp positions to identify the most qualified candidates. The most qualified candidates will be interviewed and selected by the Union President.

Standards Based Leaders –

The Q-Comp Advisory Committee will review all submitted applications to identify the most qualified candidates. The most qualified candidates will be interviewed and selected by the Q-Comp Advisory Committee to be Standards Based Leaders.

Positions will be 2 years in length. There is a 2 term limit. If there are not enough qualified applicants, the committee reserves the right to waive the 4 year limit.

1.6 Specify the amount of release time and/or salary augmentation each identified teacher leader will earn as compensation for completing the extra duties of the position.

PLC Leader – \$2,500 per year salary augmentation. The Q-Comp plan will support up to 1 day of substitute coverage per PLC leader for a maximum of 9 total days. Total budgeted amount per PLC Leader is shown below.

\$ 2,500.00	(salary augmentation)
+\$ 418.50	(applicable benefits—TRA/FICA/WC)
<u>\$ 2,918.50</u>	(cost per individual PLC Leader)

Peer Evaluator – \$110 per evaluation salary augmentation per evaluation with approximately 20 evaluations anticipated per Peer Evaluator. In addition, Peer Evaluators will be paid at the contract rate \$30/hour for 7 hours of training during the summer and 2 hours during the school year. Any new Peer Evaluators that will be paid an additional 3 hours of training. Additionally, substitute coverage will be provided up to 1 day per evaluator to complete evaluations. Total budgeted costs per Peer Evaluator are shown below:

\$ 2,420.00	(salary augmentation; 22 evaluations X \$110)
+ \$ 405.11	(applicable benefits—TRA/FICA/WC)
+ \$ 531.17	(substitute coverage @ \$166.40 X 3.5 day per teacher)
<u>\$ 3,356.28</u>	(cost per Peer Evaluator)

New Teacher Mentor – \$1,000 for mentors of 1st year teachers. New teacher mentors may need to secure a substitute to complete the coaching experiences. Total budgeted costs per New Teacher Mentor are shown below:

\$ 2,420.00	(salary augmentation; 22 evaluations X \$110)
+ \$ 405.11	(applicable benefits—TRA/FICA/WC)
+ \$ 531.17	(substitute coverage @ \$166.40 X 3.5 day per teacher)
<u>\$ 3,356.28</u>	(cost per Peer Evaluator)

Mentors for 2nd year and Beyond – \$1,000 for the time to create and implement the plan with administrative communication and support. Substitute coverage will be provided for observations as needed. Total budgeted costs per Mentor for 2nd year and beyond are shown below:

\$ 1,000.00	(salary augmentation)
+ \$ 167.40	(applicable benefits—TRA/FICA/WC)
+ \$ 75.88	(substitute coverage @ \$166.40 X .5 day per teacher)
<u>\$ 1,243.28</u>	(cost per individual 2 nd yr/beyond Mentor)

Q-Comp Advisory Committee – \$2,000 annual salary augmentation for Q-Comp Advisory Committee Members. Total budgeted costs per Teacher Advisory Committee members are shown below:

\$ 2,000.00	(salary augmentation)
+ \$ 334.80	(applicable benefits—TRA/FICA/WC)
+ \$ 0.00	(any related extended time pay/substitute coverage)
<u>\$ 2,334.80</u>	(cost per Q-Comp Advisory Teacher Committee Member)

Standards Based Leaders - \$2,000 annual salary augmentation for Standards Based leaders. Total budgeted costs per Standards Based Leaders are shown below:

\$ 2,000.00	(salary augmentation)
+ \$ 334.80	(applicable benefits—TRA/FICA/WC)
+ \$ 0.00	(any related extended time pay/substitute coverage)
<u>\$ 2,334.80</u>	(cost per Standards Based Grading Member)

1.7 Describe the evaluation process for each teacher leader position in the following areas:

- a) Describe how the evaluation is based on the fulfillment of the position's responsibilities.

PLC Leader – Each PLC leader will be evaluated by each member of his/her PLC team using the PLC Leader Evaluation tool (Appendix A) twice during the year. Evaluations will be conducted in November and April of each year using position specific evaluation tool related to the responsibilities of the position.

When completed, the evaluations will be submitted to the Q-Comp Advisory Committee. The Q-Comp Advisory Committee will review the results to determine the PLC Leader's performance. The committee, or its designee, will share the evaluation information with the PLC Leader.

If at any time a PLC leader is not fulfilling the responsibilities of the position as determined by the Q-Comp Advisory Committee, and no reasonable solution can be reached, the position will be reopened and the outgoing PLC Leader will be paid a prorated salary augmentation.

Peer Evaluator – Each Peer Evaluator will be evaluated by each person he/she evaluated using the Peer Evaluator Evaluation tool (Appendix B). Evaluations will be conducted in November and March-April of each year using a position specific evaluation tool related to the responsibilities of the position.

When completed, the evaluations will be submitted to the Q-Comp Advisory Committee. The Q-Comp Advisory Committee will review the results to determine the Peer Evaluator's performance. The committee, or its designee, will share the evaluation information with the Peer Evaluator.

If at any time a Peer Evaluator is not fulfilling the responsibilities of the position as determined by the Q-Comp Advisory Committee, and no reasonable solution can be reached, the position will be reopened and the outgoing Peer Evaluator will be paid a prorated salary augmentation.

New Teacher Mentor--Each Mentor will be evaluated by his/her mentee using the New Teacher Mentor Evaluation tool (Appendix D). Evaluations will be conducted in April of each year using a position specific evaluation tool related to the responsibilities of the position.

When completed, the evaluations will be submitted to the Q-Comp Advisory Committee. The Q-Comp Advisory Committee will review the results to determine the New Teacher Mentor's performance. The committee, or its designee, will share the evaluation information with the New Teacher Mentor.

If at any time a New Teacher Mentor is not fulfilling the responsibilities of the position as determined by the Q-Comp Advisory Committee, and no reasonable solution can be reached, the position will be reopened and the outgoing New Teacher Mentor will be paid a prorated salary augmentation.

Mentors for 2nd year Teachers and Beyond -- Each Mentor will be evaluated by his/her mentee using the Mentor for 2nd year Teachers and Beyond Evaluation tool (Appendix E). Evaluations will be conducted in April of each year using a position specific evaluation tool related to the responsibilities of the position.

When completed, the evaluations will be submitted to the Q-Comp Advisory Committee. The Q-Comp Advisory Committee will review the results to determine Mentor for 2nd year Teachers and Beyond performance. The committee, or its designee, will share the evaluation information with the Mentors for 2nd year Teachers and Beyond.

If at any time a Mentor for 2nd year Teachers and Beyond is not fulfilling the responsibilities of the position as determined by the Q-Comp Advisory Committee, and no reasonable solution can be reached, the position will be reopened and the outgoing Mentors for 2nd year Teachers and Beyond will be paid a prorated salary augmentation.

Q-Comp Advisory Committee – Each Q-Comp Committee Advisory member will complete the Q-Comp Advisory Committee Evaluation checklist once per year in April (Appendix F).

Each Q-Comp Advisory Committee member will be individually evaluated by the teacher leaders using the Q-Comp Advisory Teacher Leader Evaluation tool (Appendix G). Evaluations will be conducted in April of each year using a position specific evaluation tool related to the responsibilities of the position.

When completed, the evaluations will be discussed with the School Board Chair and Union Executive Committee. The results will be reviewed and discussed by the Q-Comp Advisory Committee. If an Advisory Committee member is not fulfilling the responsibilities of the position as determined by the Teacher Leaders and no reasonable solution can be reached, the position will be reopened and the outgoing Q-Comp Advisory Committee member will be paid a prorated salary augmentation. The Superintendent of Schools will be exempt from dismissal on the Q-Comp Advisory Committee. Additionally, a brief report will be presented to the District staff by the Q-Comp Advisory Committee.

Standards Based Leaders – Each Standards Based Leader will be evaluated by each certified staff member at his/her site using the Standards Based Leader Tool (Appendix C). Evaluations will be conducted in April of each year using a position specific evaluation tool related to the responsibilities of the position.

When completed, the evaluations will be submitted to the Q-Comp Advisory Committee. The Q-Comp Advisory Committee will review the results to determine the Peer Evaluator's performance. The committee, or its designee, will share the evaluation information with the Peer Evaluator.

If at any time a Peer Evaluator is not fulfilling the responsibilities of the position as determined by the Q-Comp Advisory Committee, and no reasonable solution can be reached, the position will be reopened and the outgoing Peer Evaluator will be paid a prorated salary augmentation.

- b) Describe how the results of the evaluation will be used to determine salary augmentation.

A teacher leader (PLC Leader, Peer Evaluator, New Teacher Mentor, Mentors for Teachers 2nd year and Beyond, Standards Based Leader,) is expected to earn an average of 2.6 or greater to earn the salary augmentation and retain the position. If an average score of 2.0 or below is earned in one or more of the evaluation domain elements, the teacher leader will submit a written improvement plan with the help of the Q-Comp Advisory Committee. If there is no improvement by the next evaluation, the teacher leader may have the salary augmentation

prorated for the percentage of work completed as determined by the Q-Comp Advisory Committee, but will not be able to continue in the role for the following year.

A teacher leader who earns an average score of 2.6 or greater, but is determined by the Q-Comp Advisory Committee to have not completed all of the assigned responsibilities may have the salary augmentation prorated for the percentage of work completed as determined by the Q-Comp Advisory Committee.

If a Q-Comp Advisory Committee member has earned an average score of 2.0 or below in one or more of the evaluation domain elements (Appendix G), the Q-Comp Advisory Committee member will submit a written improvement plan with the help of the School Board and Union Executive Committee. The Superintendent will be exempt from dismissal. If there is no improvement by the next evaluation, the Q-Comp Advisory Committee member will be dismissed from the committee at the end of the year.

Component 2

Job-embedded Professional Development

Each district or charter school is required to select one district student achievement goal as the achievement focus for this Q Comp application. Additional goals may be selected with the understanding that each goal must link student achievement to teacher instruction, professional development and teacher evaluation.

Once the district student achievement goal is determined, each site (organizational unit) within the district is required to develop a school-wide SMART goal based on the district goal and must complete sections 2.3–2.6 and identify the job-embedded professional development activities to be implemented to meet the school-wide SMART goal. *School-wide goals must be updated annually, no later than October 1, based on new student achievement data. Site and district goals must align with each other.*

2.1 Indicate the DISTRICT student academic achievement goal for the Q Comp plan:

District Goal for 2023-2024: This goal will be established in August 2024 following the release of MDE data.

2.2 In the table below, identify each site (organizational unit) within the district: (This table will expand as needed.)

Site (organizational unit) Name
Reede Gray Elementary School (Pre K – 4 th grade)
Redwood Valley Middle School (5 th – 8 th grade)
Redwood Valley High School (9 th – 12 th grade)

Replicate and complete sections 2.3 – 2.6 below for each site listed in section 2.2 above. (Select the shaded area and add text.)

2.3 Identify the trend data, rationale and outcome statement.

a) **Supporting data:** Enter the assessment information and supporting data onto the table below.

Name of site: Reede Gray Elementary School									
Identify standardized assessment in the SMART goal: All State Accountability Tests- Students enrolled October 1st									
Reading									
Identify assessed grades in the SMART goal: Third (3 rd) and Fourth (4 th) grade									
<i>The site goal must align to this table.</i>	School trend data* for grades in goal			District trend data for grades in goal			District trend data for all grades		
	18-19	20-21	21-22	18-19	20-21	21-22	18-19	20-21	21-22
Valid measure of achievement (e.g., percent proficient): All state Accountability Tests (MCA and MTAS)	55.4%	43.0%	56.0%	55.4%	43.0%	56.0%	57.9%	46.1%	59.5%
Number of students actually tested	175	158	172	175	158	172	604	577	558
Number of students eligible for testing	176	158	172	176	158	172	606	584	561

***All percentages must be calculated to at least one decimal place.**

This table above is designed for the MCA. If a different assessment is used, modify the table if needed to ensure the supporting data is included.

Name of site: Redwood Valley Middle School									
Identify standardized assessment in the SMART goal: All State Accountability Tests- Students enrolled October 1st									
Reading									
Identify assessed grades in the SMART goal: Fifth (5 th)-Eighth (8 th) grade									
<i>The site goal must align to this table.</i>	School trend data* for grades in goal			District trend data for grades in goal			District trend data for all grades		
	18-19	20-21	21-22	18-19	20-21	21-22	18-19	20-21	21-22
Valid measure of achievement (e.g., percent proficient): All State Accountability Tests (MCA, MCA-Modified, MTAS)	55.7%	55.7%	49.7%	55.7%	55.7%	49.7%	57.9%	46.1%	59.5%
Number of students actually tested	346	346	326	346	346	326	604	577	558
Number of students eligible for testing	347	347	329	347	347	329	606	584	561

Name of site: Redwood Valley High School									
Identify standardized assessment in the SMART goal: All State Accountability Tests- Students enrolled October 1st									
Reading									
Identify assessed grades in the SMART goal: Tenth (10 th) grade									
<i>The site goal must align to this table.</i>	School trend data* for grades in goal			District trend data for grades in goal			District trend data for all grades		
	18-19	20-21	21-22	18-19	20-21	21-22	18-19	20-21	21-22
Valid measure of achievement (e.g., percent proficient): All State Accountability Tests- MCA, MCA-Modified and MTAS)	72.6%	52.6%	36.3%	72.6%	52.6%	36.3%	57.9%	46.1%	59.5%
Number of students actually tested	84	78	91	84	78	91	604	577	558
Number of students eligible for testing	84	80	91	84	80	91	606	584	561

b) Additional supporting data to show how the decisions were data-driven (optional):

c) **Rationale for the school-wide SMART goal:** Identify the amount of reasonable increase within the goal period and complete the following: (1-3 sentences for each part)

i Explain why the specific **content area** was chosen.

Literacy was chosen as the specific content area because it is the basis of all learning and relative to every content area. Literacy is also an essential content area in preparing

students for college and career readiness. Moreover, improving literacy is fundamental to improving achievement in science, math, social studies and all other content areas.

- ii Explain how the amount of increase is **strategic**. (Describe the relationship to the trend data or a long-term goal, showing how the increase is based on the examination of data.)

Originally, the District Leadership Team consulted with Margaret Biggerstaff (MDE) to strategically identify the local targets based on past performance and trends. The District Leadership Team expects to continue to use the same strategies as we develop our goals for this plan after receiving reading results. After deliberating, we decided to continue with literacy being the content area so we could maintain the continuity.

- d) **Outcome Statement:** (Include a line similar to the following statement.)

Reede Gray Elementary School:

This statement will be created in August **2023** following the release of MDE data.

Redwood Valley Middle School:

This statement will be created in August **2023** following the release of MDE data.

Redwood Valley High School:

This statement will be created in August **2023** following the release of MDE data.

2.4 Indicate the Q Comp school-wide student academic achievement SMART goal:

2023-2024 Goals:

Reed Gray Elementary School: This goal will be established in August **2023** following the release of MDE data.

Redwood Valley Middle School: This goal will be established in August **2023** following the release of MDE data.

Redwood Valley High School: This goal will be established in August **2023** following the release of MDE data.

Overall description of the site-specific job-embedded professional development plan:

2.5 Describe the site job-embedded professional development plan to meet the school-wide goal, including how the plan will be implemented under the leadership of the teacher leader positions to improve classroom instruction and increase student achievement.

- **Establishment of The Framework for Teaching Evaluation Instrument 2013 (Charlotte Danielson Framework). Teacher development and evaluation will be aligned with the domains and components within this model. Based on research and prior implementation, the district believes the Danielson Framework is the most proven and effective way to enhance and support teacher growth and improve student learning.**
- **PLC's will develop site-based and content specific strategies. An important part of this process will be to review data, assess students and respond to data. Each teacher must contribute to achieving the specific site goals. Job embedded professional development through trainings and PLC time will assist educators in ongoing efforts to improve instruction.**
 - PLC Leaders 8 selected leaders, one for each group, will lead PLC's and guide teachers in using research based methods, data and strategies to increase student achievement
- **Observation feedback will help teachers improve instructional strategies, classroom climate, student-teacher interaction and management of classroom procedures.**
 - Peer Evaluators – 10 selected evaluators will observe and evaluate teachers and provide feedback in the identified components leading to increased student achievement
 - Mentor Teachers for 2nd Year and Beyond – mentors will be assigned in a 1 to 1 ratio to non-first year teachers to implement an action plan in the identified area of need
- **The district will continue to provide comprehensive induction programs to probationary teachers throughout their first years of teaching.**
 - New Teacher Mentors – mentors will be assigned in a 1 to 1 ratio to new teachers to the district to provide support to new teachers in the district
- **The Standards Based Leadership Team Members will provide ongoing training and support to the teachers at the site level he/she represents.**
 - Standards Based Leaders-3 selected leaders provide ongoing support and training and provide feedback on standards based learning leading to increased student achievement

Specific description of the site-specific job-embedded professional development plan:

2.6 Describe the following elements in the job-embedded professional development action plan to reach the school-wide SMART goal.

- a) Provide a list of specific instructional strategies that will be implemented to meet the school-wide SMART goal.

1. Reede Gray Elementary

- Teachers will participate in designated PLC's using the Dufour's Model.
- PLC teams will develop a PLC SMART goal.
- PLC teams will review student data.
- PLC teams will develop curriculum and instructional focus.
- PLC teams will identify and implement ~~instructional~~ strategies to increase student learning.
- PLC teams will review the FASTBridge and Viewpoint data along with classroom strategies to create plans for students.
- PLC Teams will review student data.
- Teachers and licensed support staff will provide interventions and enrichments in response to student achievement.

2. Redwood Valley Middle School

- Teachers will participate in designated PLC's using the Dufour's Model.
- PLC teams will develop a PLC SMART goal.
- PLC teams will review student data.
- PLC teams will develop curriculum and instructional focus.
- PLC teams will identify and implement ~~instructional~~ strategies to increase student learning.
- PLC teams will review the FASTBridge and Viewpoint data along with classroom strategies to create plans for students.
- PLC Teams will review student data.
- Teachers and licensed support staff will provide interventions and enrichments in response to student achievement.

3. Redwood Valley High School

- Teachers will participate in designated PLC's using the Dufour's Model.
- PLC teams will develop a PLC SMART goal.
- PLC teams will review student data.
- PLC teams will develop curriculum and instructional focus.
- PLC teams will identify and implement ~~instructional~~ strategies to increase student learning.
- PLC teams will review the FASTBridge and Viewpoint data along with classroom strategies to create plans for students.
- PLC Teams will review student data.
- Teachers and licensed support staff will provide interventions and enrichments in response to student achievement.

- b) Describe the teacher learning team or Professional Learning Community (PLC) composition (e.g., grade level teams, department teams) and identify the average number of teachers on each team.

There will be 1 PLC leader for approximately 6-12 teachers (8 total leaders).

PLC teams will be comprised of all licensed staff members across departments and grades according to each specific site-level's plan.

Elementary

- **Kindergarten /Early Childhood Team/Special Ed/Essentialists**
- **1st /2nd Grade Team/Special Ed/Essentialists**
- **3rd/ 4th Grade Team/Special Ed/Essentialists**

Middle School

- **5th/6th Grade Team/Special Ed/Essentialists**
- **7th/8th Grade Team/Special Ed/Essentialists**

High School

- **9th/10th Grade Team/Special Ed/Essentialists**
- **11th/12th Grade Team/Special Ed/Essentialists**

District-Wide

- **Student Support (Social Workers, Counselors, Deans of Students)**

- c) Describe the meeting frequency and length for all teacher teams. [All team meetings must take place during either the student-contact or teacher-contract day and must occur either weekly (at least 50 minutes) or every other week (at least 90 minutes).]

- **Reede Gray Elementary school teachers will hold PLC meetings every Thursday from 7:15 a.m. to 8:05 a.m.**
- **Redwood Valley Middle School and High School and District-Wide Teams will hold PLC meetings every Thursday from 7:20 a.m. to 8:10 a.m.**

- d) Provide a comprehensive schedule, including dates, for all job-embedded professional development plan activities. Please include the following:

- i. **Staff Development Calendar (Appendix H)**
- ii. **PLC meetings**
 - a. **Teachers will be divided into grade level/department level teams and will meet for 50 minutes a week.**
- iii. **Teacher Evaluation Cycles**

<u>Tenured Staff</u>	<u>Non-Tenured Staff</u>
September 6-November 23	September 6-November 1

November 28-February 17	November 14-January 13
February 20-April 14	January 17-March 17

iv. **Mentor Program**

- a. **Mentorship program duration will be the entire school year, from August 29th-June 1st.**
- b. **New Teachers will attend two additional days of training prior to the start with students.**
- c. **Mentors will attend 1 ½ days additional training prior to the start with students.**
- d. **Meetings will be held the second Tuesday of every month at 7:30 a.m.**

v. **Teacher evaluation timeline.**

- a. **Each tenured teacher will be observed and receive evaluations at least three (3) times per year. The supervising administrators will conduct a minimum of three walkthroughs during the year with written feedback distributed to the teacher within three days of the walkthrough. Based on the walkthroughs, one evaluation document using the four identified components will be completed by the supervising administrator prior to the identified deadline. The building administrator will review the evaluation in person with the teacher. The Peer Evaluator(s) will conduct at least two (2) observations. The evaluations will be conducted within the teacher evaluation cycle identified above.**
- b. **Each first year teacher will be observed and receive evaluations at least five (5) times per year. The building administrators will conduct at least three (3) observations and the Peer Evaluator will conduct at least two (2) observations. The evaluations will be conducted within the teacher evaluation cycle identified above.**
- c. **Each 2nd and 3rd year teacher will be observed and receive evaluations at least five (5) times per year. The building administrators will conduct at least three (3) observations and the Peer Evaluator will conduct at least two (2) observations. The observations will be conducted within the teacher evaluation cycle listed above.**

Component 3

Teacher Evaluation/Observation

An objective and comprehensive teacher evaluation/observation system includes all of the following:

- Aligned with the district educational improvement plan and the staff development plan;
- Conducted at least three times per year using an objective performance evaluation rubric;
- Implemented by a locally selected and trained evaluation team; and
- Based on classroom observations of instructional practice.

Overall description of the teacher evaluation/observation system:

3.1 Describe the overall teacher evaluation/observation process and how it is implemented under the guidance of the teacher leaders and supported by the job-embedded professional development plan.

- 1. Each observation will include the observation and a pre- and post-conference**

- a. **The Peer Evaluators and Administrators will be trained in The Framework for Teaching Evaluation Instrument 2013 (Charlotte Danielson Framework).**
- b. **The Peer Evaluators will conduct two annual observations for each teacher. For teachers in the first year in the school district “Cycle A” rubrics will be used to complete the evaluation. The observations will be based on components 2a, 2c, 2d and 3c of the Danielson Framework. (Appendix I)**
- c. **The Peer Evaluators will conduct two annual observations for each teacher. For teachers in their second year in our school district “Cycle B” rubrics will be used to complete the evaluation. The observations will be based on components 2b, 2d, 3d and 4a of the Danielson Framework. (Appendix J)**
- d. **The administration will conduct evaluations and walkthroughs according to the schedule listed below. The annual observations will be based on components 2a, 2c, 2d and 3c of the Danielson Framework for teachers in “Cycle A”, and components 2b, 2d, 3d and 4a of Danielson’s Framework for teachers in “Cycle B”.**
 - a. **A minimum of 3 observations for probationary teachers.**
 - b. **A minimum of 3 walkthroughs for tenured teachers.**
- e. **Teacher will be notified of the observation at least five (5) school days in advance of the observation(s). Teachers will not be notified in advance of the walkthroughs.**
- f. **Peer Evaluators/Administrators will complete the pre-observation forms (Appendices K and L) on Frontline. These documents will be submitted to the teacher through Frontline.**
- g. **Teacher must complete post-observation document (Appendices P, Q, R) before the post-observation meeting is held between the teacher and evaluator and submit it to the evaluator through Frontline.**
- h. **Peer Evaluation report and post-observation meeting must be completed within five (5) school days of the observation and submitted on Frontline. The report will be submitted to the teacher by the evaluator through Frontline.**
- i. **For walkthroughs, the teacher will receive the report through Frontline within three (3) days after the walkthrough. Teachers should reflect on the walkthrough and respond in Frontline. There will not be a pre and post observation document or meeting unless requested by the teacher for the walkthroughs.**
- j. **For 2nd year Teachers and Beyond, if the Teacher receives an Unsatisfactory rating (1) in any one of the identified components of the evaluation, he/she will be assigned a Teacher Mentor. The Teacher and the Teacher Mentor will work together with the Director of Teaching and Learning to develop and implement a plan of improvement.**
- k. **If a 2nd year Teachers and Beyond receives a (2) rating in one of the identified components the teacher will be offered a mentor. Whether a teacher receiving a (2) on a walkthrough is offered a mentor will be the principal discretion. The Teacher and Teacher Mentor will work together to develop and implement a plan.**
- l. **Observations must be completed by March 17th for non-tenured teachers and April 14th for tenured teachers**

- m. Meetings will be held by all evaluators for each teacher to arrive at a consensus relating to the teacher's performance. These meetings must be completed April 1st for non-tenured teachers and April 30th for tenured teachers.
- n. A Peer Evaluator can only evaluate a teacher two consecutive years.

Detailed description of the teacher evaluation/observation rubric and system:

3.2 Provide a description of the teacher evaluation/observation rubric and process for all staff in these areas:

- a) Describe how all teachers will be informed of and trained on the teacher evaluation/observation rubric and process.

All licensed staff members will receive information on The Framework for Teaching Evaluation Instrument 2013 (Charlotte Danielson Framework) during workshops prior to the beginning of the school year.

Peer Evaluators All Peer Evaluators will receive training on the components of The Framework for Teaching Evaluation Instrument 2013 (Charlotte Danielson Framework) that will be used during the school year. This training will include discussion of the rubric and practice in conducting observations using the rubrics through the use of one or more high-quality, inter-rater reliability activities, such as viewing a video lesson, scoring it independently and then comparing scores and discussing rationales to build common understanding and consensus on scoring criteria. In addition, new Peer Evaluators will receive additional training. There will also be ongoing meetings each year for Peer Evaluators to maintain inter-rater reliability. The meetings will include high-quality, inter-rater reliability discussions along with other information.

- b) Describe when the following components are conducted during the evaluation/observation cycle:

Pre-observation documents (Appendices K-M) will be provided to the teacher being observed at least five (5) school days before observation. Each Peer Evaluator will meet with the person he/she is evaluating prior to the observation day based on the information he/she received from the teacher. Post-observation document (Appendices P-R) will be completed by the teacher being observed prior to the post-observation conference. The post-observation conference will be held within five (5) school days after the observation.

3.3 Describe the process that will be used to instruct all evaluators/observers in their duties to ensure integrity and sustainability of the process. Please include the following elements of the process:

- a) Prevention of score inflation or deflation.

A rotating observation/evaluation system will be used to ensure inter-rater reliability. A Peer Evaluator will only observe a teacher for a maximum of two (2) years consecutively.

- b) Adherence to formal observation cycles.

All evaluation timelines will be followed by the Peer Evaluators and Administrators. If observations/evaluations are not conducted in the timeframe agreed upon by the designated evaluator, a formal complaint must be submitted to a member of the Q-Comp Advisory Committee by the teacher affected no later than two (2) days after the time the

evaluation/observation should have happened. The format of the complaint may be an e-mail or written letter and should include specific dates, times, names and other relevant information.

- c) Initial training and ongoing training to all evaluators/observers.

The initial training will be conducted at an agreed-upon date prior to the start of teacher in-service at the beginning of the school year. The training will be for a minimum of one day in length. No fewer than two (2) training sessions will be held throughout the year. To ensure inter-rater reliability, the Peer Evaluation Team will participate in joint observation exercises. During the summer training, the team will observe a videotaped or mock lesson. During the trainings held during the school year, the team may participate in observing a classroom lesson. At the conclusion of the co-observation, the Evaluation Team will discuss scores and reach a consensus on scores.

- d) Ensuring inter-rater reliability.

The Peer Evaluators and those responsible for teacher observation will be trained using The Framework for Teaching Evaluation Instrument 2013 (Charlotte Danielson Framework). Prior to the start of observations, the administration will meet with the Peer Evaluators to examine the rubric. Additionally, practice evaluations will take place followed by thorough discussions of ratings given with rationales.

All staff members who conduct observations/evaluations will meet prior to the first round of observations, at the conclusion of the first round, prior to the second round, after the second round, and after the third round.

Each staff member will be evaluated by at least two different observers.

As these evaluations are completed, the administration and the Peer Evaluators will meet to discuss the ratings given teachers, and will compare discrepancies and alignment between the ratings. If a pattern of consistent discrepancies is noted, additional training will be provided. The meeting between these people will occur prior to April 1st for non-tenured teachers and April 30th for tenured teachers.

3.4 Describe the evaluation/observation process designed for licensed staff not assigned to direct classroom instruction (e.g., nurses, school counselors, psychologists) and explain how all staff will be provided with initial and ongoing training in the differences.

Licensed staff members who are not assigned to direct classroom instruction will be evaluated through observation in their specific work environment. This observation will be through interaction with students or staff or parents. We will use the Danielson rubrics or specific job rubrics approved by the Q-Comp team for each of the following individual positions not assigned to direct classroom instruction:

Counselors	SEAT members
Related Service Teachers	Social Workers
ECSE-Birth-3	Nurse
Instructional Specialists	Speech-Language Path

The domains and components we have chosen to use are reflected in the appendices.

3.5 Describe any differences in the evaluation/observation process between probationary and tenured teachers (if applicable) and explain how all staff will be provided with initial and ongoing training.

- a. Each tenured teacher will be observed and evaluated at least three (3) times per year. The supervising administrators will conduct a minimum of three walkthroughs during the year with written feedback distributed to the teacher within three days of the walkthrough. Based on the walkthroughs, one evaluation document using the four identified components will be completed by the supervising administrator prior to the identified deadline. The building administrator will submit the one evaluation document to the teacher through Frontline. The teacher will acknowledge the document on Frontline. The Peer Evaluator will conduct at least two (2) observations. The evaluations will be conducted within the teacher evaluation cycles.
- b. Each first year teacher will be observed and evaluated at least five (5) times per year. The building administrators will conduct at least three (3) observations and the Peer Evaluator will conduct at least two (2) observations. The evaluations will be conducted within the teacher evaluation cycles.
- c. Each 2nd and 3rd year non-tenured teacher will be observed/evaluated at least five (5) times per year. The building administrators will conduct at least three (3) observations and the Peer Evaluator will conduct at least two (2) observations. The evaluations will be conducted within the teacher evaluation cycles.
- d. The initial training will be conducted at an agreed-upon date prior to the start of teacher in-service in the beginning of the school year. The training will be for a minimum of one day in length. No fewer than two (2) training sessions will be held throughout the year. During the two (2) training sessions held during the school year, the team will work on inter-rater reliability.
- e. Each teacher will be observed/evaluated at least three times.

For 2nd year Teachers and beyond, the evaluators must reach an overall consensus score of at least (3) on the four collective components of the identified domains. This will qualify the teacher for the full salary augmentation.

For first year teachers, the evaluators must reach an overall consensus score of at least (2) on the four collective components of the identified domains. This will qualify the teacher for the full salary augmentation.

The teachers will receive a consensus score document indicating their score. (Appendices AA-AI)The consensus score document and each observation's scoring document will be kept electronically in Frontline.

The instructional performance tool used will be the rubric based on the 2013 version of the Charlotte Danielson Framework. All teachers in "Cycle A" will be evaluated/observed based on the identified components within domains 2a, 2c, 2d and 3c and each teacher in "Cycle B" will be evaluated/observed based on the identified components within domains 2b, 2d, 3d and 4a.

Future component focus will be established by Peer Evaluators and approved by the Q-Comp Advisory Committee.

As we go forward, the components we have chosen will be monitored by the Q-Comp Advisory Committee with the Peer Evaluators recommendations based on district initiatives and ongoing professional development available to staff.

The District Leadership Team (DLT) will be comprised **seventeen (17)** members including:

VOTING MEMBERS:

- 8 PLC Leaders
- 3 Site Principals
- 1 Director Teaching/Learning
- 1 School Board Member
- 1 Superintendent

NON-VOTING MEMBERS:

- 1 Representative of Indian Education
- 1 Representative from Special Education
- 1 Representative from Early Education

3.6 In the table below, please identify each teacher evaluation/observation position title and identify the responsibilities.

NOTE: There must be at least two different individuals assigned to evaluate/observe each teacher each year.

Position Title	Number of teachers this person will observe	Number of times per year this person will observe each teacher	If applicable, other evaluation/observation responsibilities
Elementary School Peer Evaluators	<ul style="list-style-type: none"> ● 38 	<ul style="list-style-type: none"> ● 2 	<ul style="list-style-type: none"> ● Complete training in observation techniques ● Participate in inter-rater reliability trainings as well as other ongoing trainings ● Establish and follow timelines for completing observations ● Conduct licensed staff member observations during the contractual day during non-student contact time (prep time) ● Meet with site level evaluators and principals to determine and submit observation schedule to Q-Comp Advisory committee ● Schedule pre and post observation conferences ● Attend consensus meetings with evaluation team ● Communicate with teacher mentors as needed

Elementary Principal	<ul style="list-style-type: none"> ● 38 	<ul style="list-style-type: none"> ● 3 times per year for non-tenured teachers. ● 1 time per year for tenured teachers. 	<ul style="list-style-type: none"> ● Same as Elementary Peer Evaluator
Middle School Peer Evaluators	<ul style="list-style-type: none"> ● 30 	<ul style="list-style-type: none"> ● 2 	<ul style="list-style-type: none"> ● Same as Elementary Peer Evaluator
Middle School Principal	<ul style="list-style-type: none"> ● 30 	<ul style="list-style-type: none"> ● 3 times per year for non-tenured teachers. ● 1 time per year for tenured teachers. 	<ul style="list-style-type: none"> ● Same as Elementary Peer Evaluator
High School Peer Evaluators	<ul style="list-style-type: none"> ● 32 	<ul style="list-style-type: none"> ● 2 	<ul style="list-style-type: none"> ● Same as Elementary Peer Evaluator
High School Principal	<ul style="list-style-type: none"> ● 32 	<ul style="list-style-type: none"> ● 3 times per year for non-tenured teachers. ● 1 time per year for tenured teachers. 	<ul style="list-style-type: none"> ● Same as Elementary Peer Evaluator

3.7 Attach the following teacher evaluation/observation documents.

- **Evaluation/observation rubrics**
 - **The Framework for Teaching Evaluation Instrument 2013 (Charlotte Danielson Framework), Component Tools**
- **Pre-observation/self-reflection conference forms**
 - **Pre-observation Self-Analysis Forms**
- **Post-observation/self-reflection conference forms**
 - **Post-observation Reflection Forms**

3.8 Describe the appeals process for teachers who have concerns with the reliability/accuracy of their formative evaluations.

If a teacher disagrees with the results of an evaluation, he/she can appeal the evaluation to the Q-Comp Advisory Committee within 30 days of initial evaluation. A formal letter of appeal must be written outlining the grievance with the evaluation.

The Q Comp Advisory Committee will respond to the appeal within 10 days of receipt of formal letter of appeal by conducting private interviews of both the evaluator and the teacher.

Subsequently, the Q-Comp Advisory Committee will decide if the results stand or if another observation needs to be conducted. If another observation needs to be conducted, the Q Comp Advisory committee will appoint an administrator to conduct the additional observation.

The Q Comp Advisory committee will respond to the grievance within 10 days of completion of the additional observation. The decision of the Q Comp Advisory Committee is final.

Component 4 Performance Pay

A performance pay system rewards teachers for demonstrated student and teacher performance and aligns with the professional development plan and teacher evaluation/observation process described in the previous components.

The performance pay system must include the following:

- Meeting school-wide student achievement goals on standardized assessments.
- Demonstrating attainment of measure(s) of student achievement such as a grade level, team or classroom student achievement goal based on a measureable assessment that does not need to be standardized.
- Earning a set performance standard through the teacher evaluation/observation process.

4.1 Describe how the performance pay system is based on student and teacher growth through the implementation of the professional development and teacher evaluation/observation processes. (This includes the total amount of performance pay for which each teacher is eligible if all student and teacher performance standards are met.)

The pay for performance plan is available to all teachers regardless of FTE. As long as they complete all of the criteria in site level and district goals as well as evaluations and PLC goals and duties, they will be eligible for performance pay. Each full time teacher who participates in the entire program is eligible to earn up to \$2,626.65 in performance pay (category amounts totaling \$2,250 + \$376.65 in fringe costs). Each part-time teacher is eligible to earn full augmentation. There is no pro rationing based on the teacher's FTE if it is less than 1.0.

Performance pay will be based on the following three areas:

1. The educational improvement plan will encompass the District goals as set forth by the District Leadership Team (DLT). The site level goals are determined by each of the three sites, based on the district goals, and submitted to the DLT for approval. These goals will be established based upon the percentage of students' proficient on the state accountability tests.
2. Each PLC will set a SMART goal in relation to their site goal, which will then be approved by the DLT. This is an opportunity to study and implement researched based instructional strategies and apply them to lesson planning. The SMART goal will be set using established protocol and will use formative and locally created assessments to measure the outcome. Each PLC Leader will track and report the outcome of his/her respective group's SMART goal and report to the DLT.
3. Each teacher will be observed/evaluated at least three times. For 2nd year teachers and beyond, the evaluators must reach an overall consensus score of at least (3) on identified components. This will qualify the teacher for the full salary augmentation. For first year teachers, the evaluators must reach an overall consensus score of at least (2) on the four collective components of the identified domains. This qualifies the teacher for the full salary augmentation. The instructional performance tool used is the rubric based on the 2013 version of the Charlotte Danielson Framework. All teachers in "Cycle A" will be evaluated/observed based on the identified components within domains 2a, 2c, 2d and 3c, and each teacher in "Cycle B" will be evaluated/observed based on the identified components within domains 2b, 2d, 3d and 4a.

4.2 Identify the amount of performance pay each teacher is eligible to earn for meeting the school-wide student achievement goal identified in Component 2.

\$750.00 is earned by each teacher if the school-wide site goal is met. To clarify, total cost to the district (salary augmentation and fringe benefits--FICA/TRA/WC) if the full performance augmentation is earned is \$875.55.

33.3% is how much of the total performance pay this dollar amount represents.

4.3 Describe the measure(s) of student achievement and provide any forms, directions or instructions related to this measurement of student performance.

The educational improvement plan will encompass the District goals as set forth by the DLT. The site level goals are determined by each of the three sites, based on the district goals, and submitted to the DLT for approval. These goals will be established based upon the percentage of students proficient in the state accountability tests. There will be proration based upon partial achievement of the goal.

4.4 Identify the amount of performance pay each teacher is eligible to earn for meeting the measure(s) of student achievement identified in section 4.3.

\$750.00 is earned by each teacher if the measure(s) of student achievement are met. To clarify, total cost to the district (salary augmentation and fringe benefits--FICA/TRA/WC) if the full performance augmentation is earned is \$875.55.

33.3% is how much of the total performance pay this dollar amount represents.

4.4a Describe the measure(s) of student achievement and provide any forms, directions or instructions related to this measurement of student performance

Each PLC will set a SMART goal in relation to their site goal, which will then be approved by the DLT. This is an opportunity to study and implement researched based instructional strategies and apply them to lesson planning. The PLC SMART goal will be based on the ELA common core standards and measured by locally created or district literacy assessments. Each PLC Leader will track and report the outcome of their respective group's SMART goal and report to the DLT. The DLT will determine whether the SMART goal was achieved after reviewing the outcome against the proposed outcome of each SMART goal for each PLC. There will be proration based upon partial achievement of the goal.

4.5 Describe the standard of performance teachers are expected to attain through the teacher evaluation/observation process and identify when this standard must be attained.

4. **Each teacher will be observed/evaluated at least three times. For 2nd year teachers and beyond, the evaluators must reach an overall consensus score of at least 3 on the four collective components of the identified domains. This will qualify the teacher for the full salary augmentation. For first year teachers the evaluators must reach an overall consensus score of at least (2) on the four collective components of the identified domains. This will qualify the teacher for the full salary augmentation. The instructional performance tool used will be the rubric based on the 2013 version of the Charlotte Danielson Framework. All teachers in "Cycle A" will be evaluated/observed based on the**

identified components within domains 2a, 2c, 2d and 3c, and each teacher in “Cycle B” will be evaluated/observed based on the identified components within domains 2b, 2d, 3d and 4a The focus of future components, which are the basis of the evaluation, will be established by the DLT as recommended by the Q-Comp Advisory Committee.

4.6 Identify the amount of performance pay each teacher will earn through the teacher evaluation/observation process.

\$750.00 is earned by each teacher through the evaluation/observation process. To clarify, total cost to the district (salary augmentation and fringe benefits--FICA/TRA/WC) if the full performance augmentation is earned is \$875.55.

33.3% is how much of the total performance pay this dollar amount represents.

4.7 (*Optional) Describe any additional measures of teacher or student performance for which teachers can earn performance pay.

None

4.8 (*Required only if 4.7 is completed) Identify how much performance pay each teacher can earn for attaining the teacher or student performance standard identified in 4.7.

\$ is earned by each teacher if this other measure of performance is met.

% is how much of the total performance pay this dollar amount represents.

Component 5 Alternate Salary Schedule

A reformed salary schedule, at a minimum, determines increases to a teacher's base salary on the attainment of specific student and teacher performance indicators rather than years of service and continued employment.

5.1 Describe how the alternative salary schedule relates to the job-embedded professional development system, the teacher evaluation/observation process and the performance pay system.

The district has already established a lane-only salary schedule that is only improved through Cost of Living increases negotiated every two years. Performance based compensation and embedded professional leadership opportunities are defined throughout the Q-Comp Application Form.

5.2 School district, school site and intermediate district applicants:

a) Describe how the salary schedule has been reformed to determine a teacher's vertical movement on indicators of student and teacher performance.

A traditional "step and lane" salary schedule containing 15 steps and 9 lanes was discontinued on July 1, 2011, as part of the 2011-2013 Master Contract. It was replaced by Schedules A and B and is included in the 2021-2023 Master Contract (Appendix AK)

b) Provide a copy of the salary schedule grid and an example of how teachers now move through this reformed schedule.

As part of our P.E.L.R.A. bargaining process, general funds are allocated for each year of a two year bargaining agreement and those amounts are allocated equally to each teacher's base compensation. This amount is added to the employee's current "base compensation" and is considered a Cost of Living (COL) increase. This amount ranges from 0 to 5% annually and is consistent with the Q-comp guidelines established as part of the application process.

Based upon a teacher's level of educational attainment, a teacher may be awarded a "lane increase" pursuant to the terms set forth in the bargaining contract and may move from a BA lane to BA+10, BA+20, BA+30, BA+40, MA, MA+10. This compensation is earned based upon movement horizontally from one educational lane to another and is not part of the COL.

5.3 Charter school applicants:

a) Describe the impact of student and teacher performance on increases to a teacher's permanent base salary.

b) Provide examples of how a teacher's base salary will increase under the new system.

Q Comp Application – Budget

The following budget accounts for all Q Comp funding in alignment with the plan as outlined in Components 1-5. In addition, the budget adheres to all Uniform Financial Accounting and Reporting System (UFARS) requirements and restrictions. Please complete the following charts as needed. The charts will expand to include all related expenditures:

6.1 Career Ladder Expenditures: Teacher leader salary augmentation/release time cost

Position Salary Augmentation	Accounting Calculation (Repeat the calculation for each position.)	Expenditure Subtotal
PLC Leader	$ \begin{array}{r} \$ 2,500.00 \text{ (salary augmentation)} \\ + \$ 418.50 \text{ (applicable benefits—TRA/FICA/WC)} \\ \hline \$ 2,918.50 \text{ (cost per individual PLC Leader)} \\ \times \quad 8 \text{ (number of PLC Leaders)} \\ \hline \$23,348.00 \end{array} $	\$ 23,348.00
Peer Evaluator	$ \begin{array}{r} \$ 2,420.00 \text{ (salary augmentation; 22 evaluations X \$110)} \\ + \$ 405.11 \text{ (applicable benefits—TRA/FICA/WC)} \\ + \$ 531.17 \text{ (substitute coverage @ \$166.40 X 3.5 day per teacher)} \\ \hline \$ 3,356.28 \text{ (cost per Peer Evaluator)} \\ \times \quad 10 \\ \hline \$ 33,562.80 \end{array} $	\$ 33,562.80
New Teacher Mentor	$ \begin{array}{r} \$ 1,000.00 \text{ (salary augmentation)} \\ + \$ 167.40 \text{ (applicable benefits—TRA/FICA/WC)} \\ + \$ 75.88 \text{ (substitute coverage @ \$166.40 X .5 day per teacher)} \\ \hline \$ 1,243.28 \text{ (cost per individual New Teacher Mentor)} \\ \times \quad 10 \text{ (mentors)} \\ \hline \$12,432.80 \text{ (Total Cost for 10 Mentors for 1st year Teachers)} \end{array} $	\$ 12,432.80
Mentors for Teachers 2nd year and Beyond	$ \begin{array}{r} \$ 1,000.00 \text{ (salary augmentation)} \\ + \$ 167.40 \text{ (applicable benefits—TRA/FICA/WC)} \\ + \$ 75.88 \text{ (substitute coverage @ \$166.40 X .5 day per teacher)} \\ \hline \$ 1,243.28 \text{ (cost per individual 2nd yr/beyond Mentor)} \\ \times \quad 6 \text{ (6 mentors X cost per position)} \\ \hline \$ 7,459.68 \text{ (Total cost of 6 Mentors for Teachers in 2nd yr/beyond)} \end{array} $	\$ 7,459.68
Q-Comp Advisory Member	$ \begin{array}{r} \$ 2,000.00 \text{ (salary augmentation)} \\ + \$ 334.80 \text{ (applicable benefits—TRA/FICA/WC)} \\ + \$ 0.00 \text{ (any related extended time pay/substitute coverage)} \\ \hline \$ 2,334.80 \text{ (cost per Q-Comp Advisory Teacher Committee Member)} \\ \times \quad 5 \text{ (5 Q-Comp Advisory Committee Members)} \\ \hline \$11,674.00 \text{ (Total cost for the Q-comp Advisory Comm. Members)} \end{array} $	\$ 11,674.00
Standards Based Leader	$ \begin{array}{r} \$ 2,000.00 \text{ (salary augmentation)} \\ + \$ 334.80 \text{ (applicable benefits—TRA/FICA/WC)} \\ + \$ 0.00 \text{ (any related extended time pay/substitute coverage)} \\ \hline \$ 2,334.80 \text{ (cost per Standards Based Grading Member)} \\ \times \quad 3 \text{ (3 Standards Based Leaders)} \\ \hline \$ 7,004.40 \text{ (Total cost of 3 SBL Leaders)} \end{array} $	\$ 7,004.40
Total for 6.1		\$ 95,481.68

6.2 Other Career Ladder Expenditures: Training, resources or other needs.

Purpose	Accounting Calculation	Expenditure Subtotal
None		

6.3 Job-Embedded Professional Development Expenditures: Resources, training, substitute teachers or other needs.

Purpose	Accounting Calculation	Expenditure Subtotal
Resources for Mentors	Resources for Teacher Induction Program	\$ 2,500.00
Training for Staff New Curriculum	<p>ELA for 5-8 Teachers (new curriculum) 20 hours x \$30/hour x 31 teachers + benefits \$6,349.14</p> <p>Inspire Science for 8th-12th Teachers (new curriculum) 20 hours x \$30/hour x 4 teachers + benefits \$2,821.84</p>	\$ 9,170.98
Professional Development for Teacher Leadership	<p>\$ 315.00 (10.5 hours New Peer Evaluators training) +\$ 52.73 (benefits for 10.5 hours) \$ 367.73 X 3 (3 New Peer Evaluators) \$ 1,103.19 \$1,103.19</p> <p>\$ 120.00 (4 hours Returning Peer Evaluators training) +\$ 20.09 (benefits for 4 hours) \$ 140.09 X 7 (7 Returning Peer Evaluators) \$ 980.63 \$ 980.63</p>	\$ 2,083.82
Professional Development for Teachers		\$13,754.80

6.4 Teacher Evaluation/Observation Expenditures: Resources, training, substitute teachers (not calculated under Career Ladder)

Purpose	Accounting Calculation	Expenditure Subtotal
Professional Development for IGDP and Rubric Training	100 FTE's x 2 hours = 200 x \$70.04 = \$7,004.40	\$ 7,004.40
New Peer Evaluator Training	David Peterson – 10.5 Hours Peer Evaluator Training in August 2022 3 full days of Peer Evaluator observations, trainings	\$ 5,951.40
Total for 6.4		\$12,955.80

6.5 Performance Pay Expenditures:

Performance Pay Area	Accounting Calculation	Expenditure Subtotal
School-wide Student Achievement Goals	\$ 750.00 (Performance pay) +\$ 125.55 (applicable benefits—TRA/FICA/WC) \$ 875.55 (Cost per teacher eligible for performance pay) X 91.0 (91.5 Full Time Teachers eligible for performance pay) \$ 79,675.05	\$ 79,675.05
Measures of Student Achievement	\$ 750.00 (Performance pay) +\$ 125.55 (applicable benefits—TRA/FICA/WC) \$ 875.55 (Cost per teacher eligible for performance pay) X 91.0 (91.5 Full Time Teachers eligible for performance pay) \$ 79,675.05	\$ 79,675.05
Teacher Evaluation/Observation	\$ 750.00 (Performance pay) +\$ 125.55 (applicable benefits—TRA/FICA/WC) \$ 875.55 (Cost per teacher eligible for performance pay) X 99.5 (99.5 Full Time Teachers eligible for performance pay) \$ 87,117.23	\$ 87,117.23
Total for 6.5		\$ 246,467.33

6.6 Other Program Expenditures:

Purpose	Accounting Calculation	Expenditure Subtotal
<p>Pursuant to MS 122A.414, subd. 2(c) and in consultation with MDE consultant, Kristi Anderson, our Q comp plan now includes budgetary amounts in compliance with this statute. Specifically, we are using some of the funds to help fund our own Grow Your Own new teacher initiative, those pursuing education necessary to obtain additional licensure in shortage areas as identified by the school district, and providing a bonus to teachers who meet or exceed our performance standards to are in hard-to staff positions.</p>	<p><u>Grow Your Own Licensure Assistance</u></p>	
	<p>18 Hours Geography \$4,500.00</p>	
	<p>18 Hours Speech <u>\$5,327.00</u></p>	
	<p>Total Grow Your Own Allocation \$9,827.00</p>	
	<p><u>Hard to Fill Positions (allocation and benefits)</u></p>	
	<p>Industrial Tech Teacher \$ 9,339.20</p>	
	<p>School Psychologist \$ 9,339.20</p>	
	<p>SLP <u>\$ 3,151.98</u></p>	
	<p>Total Hard to Fill Position Allocation \$ 21,885.50</p>	
	<p>Payment for Non-Voting Members on DLT</p>	
<p>2 Licensed staff 24 hrs x \$30.00 + benefits \$ 1,560.48</p>		
<p>1 Non-licensed staff 24 hrs x \$17.00 + benefits <u>\$ 500.00</u></p>		
<p>(approx.) \$ 2,060.48</p>		
<p>Please note that our teachers are evaluated throughout their work year using Charlotte Danielson, Teacher Evaluation System. The standards for teacher performance are clearly defined and can be measured through the evaluation program. We have a process in place to determine if a teacher has met or exceeded the standard. The four teachers identified above have met or exceeded the performance standards identified in our professional review cycle</p>	<p>\$ 33,772.98</p>	

6.7 Total Anticipated Expenditures for FY24: \$402,432.59

6.8 Revenues:

Revenue Source	Calculation of Revenue Amount	Revenue Subtotal
Q Comp Funding FY24	Number of students on October 1, 2022 (1,113) multiplied by the per student amount of aid available = Total Q Comp funding District amount: between \$169 (state aide) plus \$91 (full levy) = \$260 per student x 1,113 = \$289,380.00.	\$ 289,380.00

6.9 Total 2023-2024 Revenue Available:

Expenditure Summary:

Area 6.1: Career Ladder Expenditures--Teacher Leader Augmentation	\$	95,481.68
Area 6.2: None	\$	0.00
Area 6.3: Job embedded professional development	\$	13,754.80
Area 6.4: Teacher Evaluation/Observation Expenditures	\$	12,955.80
Area 6.5: Performance Pay Expenditures	\$	246,467.33
Area 6.6: Other Program Expenditures	\$	33,772.98
Total Proposed Expenditures in FY24	\$	402,432.59

Revenue Summary:

State Aide: 1,113 pupils X \$ 169 =	\$188,097.00
Full Local Levy: 1,113 pupils X \$ 91 =	\$101,283.00
Total Proposed Revenue in FY24	\$289,380.00
Projected Fund Balance Carryover from FY23	\$129,239.71
Total Available Funds in FY24	\$418,619.71
Proposed Expenditures in FY24	\$402,432.59
Anticipated Q Comp Balance FY24	\$ 16,187.12

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May 5th, 2023

Mr. Ourada
Redwood Valley High School

Please accept this letter of resignation from the position of cheer coach, effective today.

Shannon Serbus

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04/25/2023

Paul van der Hagen
Reede Gray Elementary
201 McPhail Dr.
Redwood Falls, MN

Dear Mr. Paul van der Hagen,

Please accept this letter as my notice of resignation from my position as a Kindergarten teacher at Reede Gray Elementary. My final day of employment will be at the end of the 2022-2023 school year.

I want to thank you and the school administration for all of the opportunities you have provided me as I started my teaching career. I have enjoyed this role tremendously. Redwood will always hold a special place in my heart.

Please let me know if you have any questions for me, or if there is anything I can do to support in transferring my responsibilities.

Sincerely,
Kristina Nissen

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Letter of Resignation

April 24th, 2023

Dear Kara Kuehn,

I am writing to inform you of my letter of resignation from Early Childhood Preschool Assistant. My last day of employment will be May 18th, 2023.

It's been a pleasure working with all of you, and I'm grateful for the opportunities that you have provided me in the last 2 years. I wish you all the best.

Sincerely,

Brandy Sussner

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District School Board
Redwood Area Schools

To whom it may concern.

Please accept this letter as notice of my resignation from my position as care provider in the Junior Cardinal Care program

Thursday, June 1 will be my last day with Junior Cardinal Care. I've been blessed with the opportunity to do some impactful work with many kids in our community and build some great relationships, making this decision a hard one.

It has been a pleasure working with Jen and others serving our area kids in this program.

Best regards,


Jody Stoen

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Jennifer Anderson
17261 370th Ave Springfield, MN 56087

May 15, 2023

Becky Cselovszki
Superintendent
Redwood Area School District #2897
100 George Ramseth Drive
Redwood Falls, Minnesota 56283
(507) 644-3531

Dear Mrs. Cselovszki:

Please accept my resignation from my position as a Special Education Teacher at Reede Gray Elementary School. My last day will be June 2, 2023.

My students have given me great pleasure over the years, and the administration has been very supportive during my seven years with the school district.

I wish you all the best.

Sincerely yours,

A handwritten signature in cursive script that reads "Jennifer Anderson".

Jennifer Anderson

cc: Paul van der Haugen, Principal, Reede Gray Elementary School

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33523 County Hwy 101
Redwood Falls, MN 56283

15 May 2023

Andy Ourada
100 George Ramseth Dr
Redwood Falls, MN 56283

Dear Mr. Ourada

This letter is to inform you that I will be resigning the position of head boys and girls golf coach and robotics coach effective at the conclusion of the 2023 school year. I have enjoyed the people I have worked with and the opportunity I have had to coach for such a long period of time. I will have many fond memories of my time spent coaching at Redwood Valley.

Sincerely,

Marshall Hegg

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Andy Ourada

to me, Jackie ▾

----- Forwarded message -----

From: **Emily Nelson** <emilynelson@redwoodareaschools.com>

Date: Wed, May 17, 2023, 8:53 PM

Subject: Resignation

To: Kara Kuehn <kkuehn@redwoodareaschools.com>

Cc: Andy Ourada <AOurada@redwoodareaschools.com>

Good evening,

I will be resigning from my full time School Readiness position effective May 26th, 2023.

I am happy to stay on as a sub and help when and where needed.

Thank you,
Emily Nelson

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Independent School District No. 2897
TREASURER'S REPORT TO THE SCHOOL BOARD

Date of Report: May 2023 For the Month of: April 2023

Funds	Balance Beginning of Month	Receipts	Disbursements	Accounting Adjustments*	Balance End of Month
General	3,977,241.73	1,359,987.12	1,114,380.00	0.00	4,222,848.85
Food Service	565,323.50	75,556.07	86,100.15	0.00	554,779.42
Community Service	625,860.48	28,491.76	52,536.88	0.00	601,815.36
Building Construction	1,971,423.46	7,312.84	0.00	0.00	1,978,736.30
Debt Service	-94,865.11	0.00	0.00	0.00	-94,865.11
Organization **Crosswalks to General Fund**	75,379.92	0.00	0.00	0.00	75,379.92
TOTALS	7,120,363.98	1,471,347.79	1,253,017.03	0.00	7,338,694.74

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK STATEMENTS

Bank	Bank Balance	Outstanding Checks	Outstanding Deposits	Other Reconciling Items	Balance Per Treasurer's Books
Checking					
Bremer Bank Checking	\$584,835.48	\$386,943.22	\$4,902.06	\$15,972.90	\$218,767.22
Bremer Bank Sweep Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MinnWest Bank Checking	\$522,034.91	\$0.00	\$0.00	\$0.00	\$522,034.91
MinnWest Bank Savings	\$5,047.95	\$0.00	\$0.00	\$0.00	\$5,047.95
MN Trust	\$4,719,691.43	\$0.00	\$0.00	\$0.00	\$4,719,691.43
MN Trust Abatement	\$1,841,926.26	\$0.00	\$0.00	\$0.00	\$1,841,926.26
HomeTown Bank Checking	\$31,226.97	\$0.00	\$0.00	\$0.00	\$31,226.97
TOTAL CASH IN BANK	\$7,704,763.00				\$7,338,694.74
Investments					
		Maturity Date			
MinnWest Bank CD		6/30/2023	0.10%	\$	58,514.87
HomeTown Bank CD		6/29/2023	1.51%	\$	268,139.75
TOTAL CASH AND INVESTMENTS					\$7,665,349.36

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INDEPENDENT SCHOOL DISTRICT 2897
Enrollment 2022-2023 - 5.18.23

<u>GRADE</u>	<u>RESIDENTS</u>	<u>OPEN ENROLLMENT</u>	<u>TOTAL</u>
HK	12	2	14
K	43	6	49
Grade 1	77	9	86
Grade 2	71	6	77
Grade 3	64	2	66
Grade 4	77	6	83
TOTAL K-4	344	31	375
Grade 5	67	7	74
Grade 6	76	8	84
Grade 7	66	7	73
Grade 8	83	6	89
TOTAL 5-8	292	28	320
Grade 9	93	2	95
Grade 10	97	11	108
Grade 11	84	4	88
Grade 12	64	8	72
TOTAL 9-12	338	25	363
TOTAL K-12	974	84	1058

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INDEPENDENT SCHOOL DISTRICT NO. 2897
Redwood Falls, Minnesota 56283
April 25, 2022

The regular meeting of the Independent School District No. 2897 Board of Education was called to order by Board Clerk Darin Prescott at 6:00 p.m. in the Redwood Area Schools Board Room. Members present: Darin Prescott, Sarah Myers, Mark Dressen, Meghann Kodet, Derek Woodford, Andrew Lueck and Matt Tiffany. Members absent: None. Superintendent Becky Cselovszki and Finance Director Tom Anderson were also in attendance.

The school board recognized Andrew Muetzel, Wyatt Smith, Julian Brown, Aubree Keehl, Gracelyn Malecek and their coach, Krista Zeug for their participation in the HOSA State Leadership Conference in St. Cloud on April 5-6 2023.

On motion by Mr. Dressen and second by Mr. Woodford, the board unanimously approved the meeting agenda.

On motion by Mr. Lueck and second by Mr. Woodford, the board unanimously approved moving forward with the dissolution of the cooperative athletic sponsorship for wrestling with Cedar Mountain Schools.

On motion by Mr. Dressen and second by Mr. Lueck, the board unanimously approved the engagement of Abdo, LLC to audit the financial statements of the district for the year ending June 30, 2023 and approved their three (3) year fee proposal for fiscal years 2023-2025.

On motion by Mr. Tiffany and second by Ms. Kodet, the board unanimously accepted the 2023-2024 Site Level Recommendations Prioritizing Uses of Compensatory Funds.

On motion by Mr. Lueck and second by Ms. Myers, the board unanimously approved the 2023-2024 School Level Instructional Supply Allocation.

<u>School Level</u>	<u>2023-2024</u>
Elementary School – Amount per pupil	\$100.00
Middle School – Amount per pupil	\$100.00
High School (includes ALP) – Amount per pupil	\$115.00

Member Lueck moved the adoption of the following Resolution Authorizing LEA Representative for Federal Funds and was duly seconded by Member Tiffany. On a roll call vote, the following voted in favor: Lueck, Myers, Woodford, Dressen, Prescott, Tiffany and Kodet, and none voted against, whereupon said resolution was declared duly passed and adopted.

The board scheduled a Meet & Confer Committee meeting for Monday, May 22, 2023 at 5:00 pm.

By addendum, on motion by Mr. Dressen and second by Mr. Tiffany, the board unanimously approved the resignation of Michael Knoblauch, ES Phy. Ed Teacher, Asst. Football/JV Girls' Basketball & JV Softball Coach, effective the end of the 2023 school year.

By addendum, on motion by Mr. Dressen and second by Mr. Tiffany, the board unanimously approved the employment of Tyler Rummel, ES Physical Education Teacher for 2023-2024, with a salary of \$43,860.00.

By addendum, on motion by Mr. Dressen and second by Mr. Tiffany, the board unanimously approved the employment of the following coaches/directors:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Paul Carlson	Equipment Manager	\$4,271.00
Paul Knapper	Driver's Ed Classroom	\$30.00 / hour
Tyler Rummel	Asst. Wrestling Coach	\$3,524.00

On motion by Mr. Tiffany and second by Ms. Myers, the board unanimously approved the consent agenda which included:

- Minutes from the regular board meeting held on Monday, March 28, 2022 and the special meeting held on Monday, April 17, 2023
- Payments of bills and claims
- Resignations of Staff:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Maggie Regan	Preschool Teacher	May 30, 2023
Megan Hacker	Preschool Teacher	End of 2022-23 School Yr.

Haylee O'Neil	CKC Assistant	April 21, 2023
Colton Minkel	MS Indian Ed/ MS Baseball & Asst. Varsity Basketball Coach	June 30, 2023
Jenna Stephenson	HS Science Teacher	End of 2022-23 School Yr.
Collin Stephenson	MS Band Teacher	End of 2022-23 School Yr.
Sadie Dahmes	HS Paraprofessional	April 21, 2023
Kelly Robinson	HS Paraprofessional	March 30, 2023
Kathryn VanderZiel	HS Special Ed Teacher	End of 2022-23 School Yr.

- Resignations of Staff, with regrets:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Stacey Angermeyr	HS Paraprofessional	April 26, 2023

- Employment of Teachers:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Caitlyn Johnson	Elementary Teacher	\$43,000.00

- Employment of Staff:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Brittany Jahnz	Community Education Sub	\$13.25/hour
Janessa Larsen	HS Paraprofessional	\$14.50/hour

- Employment of Coaches/Directors:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Jerry Ludewig	Co-Head Trap Shooting Coach	\$500.00
Daniel Argetsinger	Co-Head Trap Shooting Coach	\$500.00

- Memorandum of Understanding providing financial assistance to assist Lisa Krinke, Special Education, in providing teaching services in District #2897.
- Monthly Administrative Reports

There being no further business the meeting was adjourned at 8:00 p.m.

Darin Prescott
School Board Clerk

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REPORT SPECIFICATIONS

DISTRICT: Independent School District #2897
REPORT TITLE: Check Register - Monthly Board Report (Dates: 04/19/23 - 05/16/23)
REQUESTED BY: scott.lesage DATE: 05/17/23
PROGRAM NAME: fin/3frdtl01. TIME: 9:24:40 AM
COPIES: 1 LPI: 6
RUN ON SERVER: yes CREATE ASCII FILE: NO

Report Parameters

Description: Check Register - Monthly Board Report
Report Title: Check Register - Monthly Board Report
Print Detail Lines: Yes

Report Ranges Low High
Check Number: 0 999999999
Check Amount: -999999999.99 999999999.99
PO Number: 0 999999999
Invoice Date: 12/31/9999
Vendor to Display: Invoice
Vendor Type: ZZZZZ
Vendor Sub Type: ZZZZZ
Check type to print: All
Include Continuation Void No
Exclude Voided Checks: No
Print Only 1099 Vendors: No
Post Month Print Format: Alphabetic
Banks Selected: BNK00 BNK01 BNK03 BNK04 BNK05

Account Filters

No account ranges selected

Table with 8 columns: Report Fields, Length, Sign, Edited, Whole, Field Format, Year, Suppress Repeating. Rows include Vendor, Post Year, Check Date, Check Number, Account Number, Invoice Number, Invoice Description, Amount, Batch Number, Post Date.

REPORT SPECIFICATIONS

DISTRICT: Independent School District #2897
REPORT TITLE: Check Register - Monthly Board Report (Dates: 04/19/23 - 05/16/23)
REQUESTED BY: scott.lesage DATE: 05/17/23
PROGRAM NAME: TP-SORT-HEADE TIME: 9:24:40 AM
COPIES: 1 LPI: 6
RUN ON SERVER: yes CREATE ASCII FILE: NO

<u>Sort Fields</u>	<u>Totals</u>	<u>Break Spacing</u>
1-Check Number	No	Single
2-Vendor	No	Single
3-Bank Code	No	Single

VENDOR	POST	CHECK	CHECK ACCOUNT							INVOICE	INVOICE	BATCH	POST
	YEAR	DATE	NUMBER	NUMBER					NUMBER	DESCRIPTION	AMOUNT	NUMBER	DATE
ABDO PUBLISHING	2023	04/20/2023	83372	01 E 002	620	000	000	470	256714	MEGAN PRATT	1,440.90	20	04/20/2023
ACCOUNTS MANAGEMENT,	2023	04/20/2023	83373	01 L	215	10			20230418AD	Payroll accrual	339.13	P9	04/20/2023
AMERICAN LEGION POST	2023	04/20/2023	83374	01 E 005	810	192	000	401	1/23/23	CONCESSION STAND	90.72	20	04/20/2023
AMERICAN LEGION POST	2023	04/20/2023	83374	01 E 005	810	193	000	401	1/23/23	CONCESSION STAND	90.72	20	04/20/2023
BEBEAU, ALLE	2023	04/20/2023	83375	01 E 005	401	000	740	366	4/14/23	MILEAGE REIMBURSEMENT 3/20/23 - 3/27/23	44.27	20	04/20/2023
BEBEAU, ALLE	2023	04/20/2023	83375	01 E 005	401	000	740	366	04/14/23	MILEAGE REIMBURSEMENT 3/27/23 - 4/4/23	57.83	20	04/20/2023
BEBEAU, ALLE	2023	04/20/2023	83375	01 E 005	401	000	740	366	4/20/23	MILEAGE REIMBURSEMENT 4/4/23 - 4/17/23	69.70	20	04/20/2023
BERNICK'S	2023	04/20/2023	83376	01 E 001	341	000	000	401	I38838	SNACKS FOR VENDING MACHINES	400.32	20	04/20/2023
BOYUM'S PIANO SERVIC	2023	04/20/2023	83377	01 E 001	258	233	000	350	3/2/23	DEREK BEBEAU	156.67	20	04/20/2023
BOYUM'S PIANO SERVIC	2023	04/20/2023	83377	01 E 005	810	000	000	305	3/2/23	DEREK BEBEAU	156.66	20	04/20/2023
BOYUM'S PIANO SERVIC	2023	04/20/2023	83377	01 E 001	258	235	000	350	3/2/23	DEREK BEBEAU	156.67	20	04/20/2023
CASH	2023	04/20/2023	83378	01 E 001	298	280	000	369	4/18/23	LISA ORREN	1,472.00	20	04/20/2023
CHARACTER STRONG	2023	04/20/2023	83379	01 E 005	730	030	499	401	19964	KRISTINA BUCHOLZ	2,025.00	20	04/20/2023
CHAS A. BERNICK INC.	2023	04/20/2023	83380	01 E 001	341	000	000	401	10059509	POP FOR VENDING MACHINES	241.44	20	04/20/2023
DEMCO	2023	04/20/2023	83381	01 E 002	620	000	000	401	7289015	MEGAN PRATT	120.25	20	04/20/2023
E & T PLUMBING	2023	04/20/2023	83382	02 E 005	770	220	701	350	9342	INSTALLED NEW MIXING VALVE FOR SCRAP MASTER DISHWASHER	1,533.50	20	04/20/2023
E & T PLUMBING	2023	04/20/2023	83382	01 E 005	810	193	000	350	9326	REPLACED CRACKED CAST IRON DRAIN PIPE	439.99	20	04/20/2023
E & T PLUMBING	2023	04/20/2023	83382	01 E 005	810	193	000	350	9327	PLUMBING PARTS	537.00	20	04/20/2023
E & T PLUMBING	2023	04/20/2023	83382	02 E 005	770	220	701	530	9341	INSTALL NEW COMMERCIAL GARBAGE DISPOSAL FOR KITCHEN	3,592.00	20	04/20/2023
ECOWATER SYSTEMS	2023	04/20/2023	83383	01 E 005	810	193	000	401	106384	SOLAR SALT	491.55	20	04/20/2023
EDUCATION MINNESOTA	2023	04/20/2023	83384	01 L	215	14			20230418AD	Payroll accrual	8,004.07	P9	04/20/2023
EDUCATORS BENEFIT CO	2023	04/20/2023	83385	01 E 005	110	000	000	305	27795	ACT FEES	175.64	20	04/20/2023
JOHNSON HARDWARE CO	2023	04/20/2023	83386	01 E 005	810	193	000	350	0981897-IN	SEM7850 TRIVOLT MAGNET	240.00	20	04/20/2023
JW PEPPER & SON INC	2023	04/20/2023	83387	01 E 001	298	280	000	430	365269931	LISA ORREN	8.29	20	04/20/2023
JW PEPPER & SON INC	2023	04/20/2023	83387	01 E 001	298	280	000	430	365272529	LISA ORREN	5.00	20	04/20/2023
MAAP	2023	04/20/2023	83388	01 E 004	640	000	306	366	T9N35TXC66	ROBIN BESKE	415.00	20	04/20/2023
MADISON NATIONAL LIF	2023	04/20/2023	83389	01 L	215	15			GROUP #116	APRIL INSURANCE PREMIUM	1,304.30	20	04/20/2023
MADISON NATIONAL LIF	2023	04/20/2023	83389	04 L	215	15			GROUP #116	APRIL INSURANCE PREMIUM	8.38	20	04/20/2023
MADISON NATIONAL LIF	2023	04/20/2023	83389	02 L	215	15			GROUP #116	APRIL INSURANCE PREMIUM	1.02	20	04/20/2023
MANGEN, DUSTIN	2023	04/20/2023	83390	01 E 001	296	317	000	305	4/18/23	SOFTBALL OFFICIAL	210.00	20	04/20/2023
MINNESOTA WEST COMMU	2023	04/20/2023	83391	01 E 001	211	260	000	394	00270104	SPRING REACH COURSE STSK 1110	3,000.00	20	04/20/2023
MN NCPERS LIFE INSUR	2023	04/20/2023	83392	01 L	215	19			2084010520	MAY INSURANCE PREMIUM	32.00	20	04/20/2023
NAC MECHANICAL & ELE	2023	04/20/2023	83393	01 E 005	810	192	000	350	210805	REPLACE MOTOR ON A UNIT	1,140.20	20	04/20/2023

VENDOR	POST	CHECK	CHECK ACCOUNT							INVOICE	INVOICE	BATCH	POST
	YEAR	DATE	NUMBER	NUMBER					NUMBER	DESCRIPTION	AMOUNT	NUMBER	DATE
										VENTILATOR			
PRAHL, TIM	2023	04/20/2023	83394	01 E 001 296 306 000 305					4/17/23	ANDY OURADA	50.00	20	04/20/2023
PUBLIC UTILITIES COM	2023	04/20/2023	83395	01 E 005 810 606 000 330					03-05570-0	CONCESSION STAND	29.36	20	04/20/2023
PUBLIC UTILITIES COM	2023	04/20/2023	83395	01 E 005 810 186 000 330					05-00050-0	UTILITY PAYMENT	28.03	20	04/20/2023
PUBLIC UTILITIES COM	2023	04/20/2023	83395	01 E 005 810 188 000 330					05-00050-0	UTILITY PAYMENT	27.45	20	04/20/2023
PUBLIC UTILITIES COM	2023	04/20/2023	83395	02 E 005 770 220 701 330					05-00050-0	UTILITY PAYMENT	2.63	20	04/20/2023
PUBLIC UTILITIES COM	2023	04/20/2023	83395	01 E 005 810 186 000 330					05-00030-0	UTILITY PAYMENT	8,084.93	20	04/20/2023
PUBLIC UTILITIES COM	2023	04/20/2023	83395	01 E 005 810 188 000 330					05-00030-0	UTILITY PAYMENT	1,513.15	20	04/20/2023
PUBLIC UTILITIES COM	2023	04/20/2023	83395	02 E 005 770 220 701 330					05-00030-0	UTILITY PAYMENT	454.37	20	04/20/2023
PUBLIC UTILITIES COM	2023	04/20/2023	83395	01 E 005 810 185 000 330					05-01080-0	REEDE GRAY	2,861.26	20	04/20/2023
PUBLIC UTILITIES COM	2023	04/20/2023	83395	01 E 005 810 187 000 330					05-01080-0	REEDE GRAY	1,183.00	20	04/20/2023
PUBLIC UTILITIES COM	2023	04/20/2023	83395	02 E 005 770 220 701 330					05-01080-0	REEDE GRAY	291.35	20	04/20/2023
PUBLIC UTILITIES COM	2023	04/20/2023	83395	01 E 005 810 185 000 330					05-03060-0	WOODDALE	1,513.43	20	04/20/2023
PUBLIC UTILITIES COM	2023	04/20/2023	83395	01 E 005 810 187 000 330					05-03060-0	WOODDALE	112.45	20	04/20/2023
PUBLIC UTILITIES COM	2023	04/20/2023	83395	01 E 005 810 606 000 330					03-05930-0	RUNNING TRACK	81.10	20	04/20/2023
PUBLIC UTILITIES COM	2023	04/20/2023	83395	01 E 005 810 606 000 330					03-05820-0	TRACK LIGHTS	47.69	20	04/20/2023
PUBLIC UTILITIES COM	2023	04/20/2023	83395	01 E 005 810 606 000 330					03-05760-0	INGLIS TRACK	16.17	20	04/20/2023
PUBLIC UTILITIES COM	2023	04/20/2023	83395	01 E 005 810 606 000 330					05-00030-0	LATE FEE	1,462.10	20	04/20/2023
REDWOOD GAZETTE-CHER	2023	04/20/2023	83396	01 E 002 203 000 000 305					925760	CINDY SCHLIEWE	162.00	20	04/20/2023
REDWOOD GAZETTE-CHER	2023	04/20/2023	83396	01 E 005 105 000 000 305					966260	SARA KODET	246.00	20	04/20/2023
REDWOOD GAZETTE-CHER	2023	04/20/2023	83396	01 E 005 105 115 000 305					951100	SPECILA ELECTION NOTICE	146.25	20	04/20/2023
REDWOOD GAZETTE-CHER	2023	04/20/2023	83396	01 E 005 105 115 000 305					0000951100	SPECILA ELECTION NOTICE	146.25	20	04/20/2023
REDWOOD AREA EDUCATI	2023	04/20/2023	83397	01 L 215 30					20230418AD	Payroll accrual	115.00	P9	04/20/2023
REDWOOD AREA EDUCATI	2023	04/20/2023	83397	04 L 215 30					20230418AD	Payroll accrual	12.50	P9	04/20/2023
REDWOOD AREA EDUCATI	2023	04/20/2023	83397	02 L 215 30					20230418AD	Payroll accrual	2.50	P9	04/20/2023
REDWOOD AREA COMMUNI	2023	04/20/2023	83398	01 E 005 640 175 000 401					51824209	JACKIE OURADA	110.00	20	04/20/2023
REDWOOD TIRE SERVICE	2023	04/20/2023	83399	01 E 005 810 195 000 350					4991	TIRE REPAIR	25.00	20	04/20/2023
RUNNING'S SUPPLY INC	2023	04/20/2023	83400	01 E 001 301 000 000 430					4097207	LISA ORREN	131.97	20	04/20/2023
RUNNING'S SUPPLY INC	2023	04/20/2023	83400	01 E 005 810 192 000 350					4104061	JILL HELGESON	23.48	20	04/20/2023
SCHOOL OF FISH	2023	04/20/2023	83401	04 E 005 585 000 332 305					4/11/23	ANDY OURADA	750.00	20	04/20/2023
ST PETER HIGH SCHOOL	2023	04/20/2023	83402	01 E 001 292 313 000 369					4/17/23	MARSHALL HEGG	200.00	20	04/20/2023
SUBWAY	2023	04/20/2023	83403	01 E 005 105 115 000 401					8307022	SUBS FOR ELECTION JUDGES	85.58	20	04/20/2023
SW/WC SERVICE COOPER	2023	04/20/2023	83404	01 E 005 217 000 433 366					71976	INSTRUCTIONAL COACHING	1,100.00	20	04/20/2023
										SUPPORT - 2ND BILLING			
SW/WC SERVICE COOPER	2023	04/20/2023	83404	01 E 001 298 241 000 369					72040	SR HIGH KNOWLEDGE BOWL	165.00	20	04/20/2023
										SUB-REGION			
SW/WC SERVICE COOPER	2023	04/20/2023	83404	01 E 005 850 000 000 390					72117	LEVEL IV LEARNING CENTER	4,371.00	20	04/20/2023
										LEASE ALLOCATION 3RD QTR			
SW/WC SERVICE COOPER	2023	04/20/2023	83404	01 E 001 211 000 000 390					72137	FEB TUITION UBALLE, ROGALIO	774.00	20	04/20/2023

VENDOR	POST	CHECK	CHECK ACCOUNT							INVOICE	INVOICE	BATCH		POST
	YEAR	DATE	NUMBER	NUMBER					NUMBER	DESCRIPTION	AMOUNT	NUMBER	DATE	
TASC	2023	04/20/2023	83405	01 E 005	110	000	000	305	IN2702436	HRA ADMIN FEES	40.25	20	04/20/2023	
TEACHERS ON CALL	2023	04/20/2023	83406	01 E 001	211	000	000	145	145989	WEEKLY SUB FEES	779.12	20	04/20/2023	
TEACHERS ON CALL	2023	04/20/2023	83406	01 E 002	203	000	000	145	145989	WEEKLY SUB FEES	876.51	20	04/20/2023	
TEACHERS ON CALL	2023	04/20/2023	83406	01 E 003	400	000	000	145	145989	WEEKLY SUB FEES	194.78	20	04/20/2023	
TEACHERS ON CALL	2023	04/20/2023	83406	01 E 003	211	000	000	145	145989	WEEKLY SUB FEES	292.17	20	04/20/2023	
TEACHERS ON CALL	2023	04/20/2023	83406	01 E 001	211	000	000	145	145739	WEEKLY SUB FEES	584.34	20	04/20/2023	
TEACHERS ON CALL	2023	04/20/2023	83406	01 E 002	203	000	000	145	145739	WEEKLY SUB FEES	194.78	20	04/20/2023	
TEACHERS ON CALL	2023	04/20/2023	83406	01 E 001	400	000	000	145	145739	WEEKLY SUB FEES	194.78	20	04/20/2023	
TEACHERS ON CALL	2023	04/20/2023	83406	01 E 003	400	000	000	145	145739	WEEKLY SUB FEES	194.78	20	04/20/2023	
TEACHERS ON CALL	2023	04/20/2023	83406	01 E 003	400	000	000	146	145739	WEEKLY SUB FEES	105.50	20	04/20/2023	
TEACHERS ON CALL	2023	04/20/2023	83406	01 E 003	203	000	000	145	145739	WEEKLY SUB FEES	486.95	20	04/20/2023	
TIFFANY, DAN	2023	04/20/2023	83407	02 E 005	770	000	701	490	915196	PROCESSED BEEF FOR SCHOOL YEAR 2021	3,063.12	20	04/20/2023	
TIFFANY, DAN	2023	04/20/2023	83407	02 E 005	770	000	701	490	675392	PROCESSED BEEF FOR SCHOOL YEAR 2022	2,821.05	20	04/20/2023	
TKE CORP	2023	04/20/2023	83408	01 E 005	810	192	000	350	3007179701	ELEVATOR MAINTENANCE	471.57	20	04/20/2023	
TKE CORP	2023	04/20/2023	83408	01 E 005	810	193	000	350	3007179701	ELEVATOR MAINTENANCE	451.40	20	04/20/2023	
TSBL DISTRIBUTING	2023	04/20/2023	83409	02 E 005	770	220	701	350	313258	LUBRICANT	29.91	20	04/20/2023	
VSP INSURANCE CO	2023	04/20/2023	83410	01 L	215	18			817497790	APRIL VISION INSURANCE	641.34	20	04/20/2023	
VSP INSURANCE CO	2023	04/20/2023	83410	04 L	215	18			817497790	APRIL VISION INSURANCE	9.83	20	04/20/2023	
WALDNER, SCOTT	2023	04/20/2023	83411	01 E 001	296	317	000	305	4/18/23	SOFTBALL OFFICIAL	210.00	20	04/20/2023	
WESTERN MENTAL HEALT	2023	04/20/2023	83412	01 E 005	730	030	499	305	6923	KRISTINA BUCHOLZ	4,277.50	20	04/20/2023	
ABDO PUBLISHING	2023	04/27/2023	83415	01 E 002	620	000	000	470	257183	MEGAN PRATT	613.65	27	04/27/2023	
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 005	730	030	499	401	7-51001-54	KRISTINA BUCHOLZ	107.96	27	04/27/2023	
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 002	620	000	000	401	7-51001-48	MEGAN PRATT	37.39	27	04/27/2023	
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 002	203	101	000	401	7-51001-36	KELSI LIMOGES	30.00	27	04/27/2023	
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 005	298	919	301	899	7-51001-60	ELLERY LARSEN/AMANDA JOHNSON	57.96	27	04/27/2023	
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 005	298	914	301	899	7-51001-57	ADDISON SCHMIDT/JAMES MATHIOWETZ	5.99	27	04/27/2023	
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 005	640	000	306	401	7-51001-39	BOB KAUPANG	76.74	27	04/27/2023	
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	420	000	740	433	7-51001-37	WHITNEY WINDSCHITL	116.45	27	04/27/2023	
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 005	298	914	301	899	7-51001-45	ADDISON SCHMIDT/JAMES MATHIOWETZ	198.38	27	04/27/2023	
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	605	000	320	401	7-51001-43	KARA SIEGFRIED	8.98	27	04/27/2023	
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 005	298	914	301	899	7-51001-46	ADDISON SCHMIDT/JAMES MATHIOWETZ	12.35	27	04/27/2023	
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 005	298	914	301	899	7-51001-47	ADDISON SCHMIDT/JAMES MATHIOWETZ	9.78	27	04/27/2023	
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 003	420	000	740	433	7-51001-14	WHITNEY WINDSCHITL	7.99	27	04/27/2023	

VENDOR	POST CHECK		CHECK ACCOUNT							INVOICE	INVOICE	BATCH	POST
	YEAR	DATE	NUMBER	NUMBER					NUMBER	DESCRIPTION	AMOUNT	NUMBER	DATE
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 005	730	030	499	401	7-51001-49	KRISTINA BUCHOLZ	117.60	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	420	000	740	433	7-51001-44	WHITNEY WINDSCHITL	159.90	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	211	000	000	430	7-51001-41	KAILEE HELTEMES	7.45	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	211	000	000	430	7-51001-42	KAILEE HELTEMES	102.80	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 003	203	000	000	401	7-51001-40	JENN OTTO	49.48	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	211	000	000	401	7-51001-38	MISSY BISEL	89.96	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 005	730	030	499	401	7-51001-34	KRISTINA BUCHOLZ	454.80	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 002	203	104	000	401	7-51001-35	MAKAYLA MICHEL	118.60	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 005	730	030	499	401	7-51001-33	KRISTINA BUCHOLZ	1,222.46	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 002	401	000	740	433	7-51001-32	COURTNEY BERGESON	8.98	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 002	201	000	000	401	7-51001-31	KRISTINA NISSEN	8.94	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 002	401	000	740	433	7-51001-30	COURTNEY BERGESON	40.98	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	220	000	000	401	7-51001-29	NICOLE BERNING	8.99	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	605	000	320	401	7-51001-27	KARA SIEGFRIED	52.89	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 002	201	000	000	401	7-51001-28	KRISTINA NISSEN	17.82	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	605	000	320	401	7-51001-26	KARA SIEGFRIED	29.58	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 005	730	030	499	401	7-51001-25	KRISTINA BUCHOLZ	86.98	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	605	000	320	401	7-51001-24	KARA SIEGFRIED	11.27	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	211	000	000	401	7-51001-22	AMIE JOHNSON	28.12	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 003	203	000	000	401	7-51001-23	JENN OTTO	75.98	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	04 E 005	582	050	344	401	7-51001-20	JENN KUEHN	292.20	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	220	000	000	401	7-51001-21	NICOLE BERNING	28.49	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	294	316	000	401	7-51001-18	VIRGIL FELT	31.25	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	296	315	000	401	7-51001-18	VIRGIL FELT	31.24	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 002	416	000	740	433	7-51001-19	ALYSSA ANDERSON	6.99	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 002	416	000	740	433	7-51001-17	ALYSSA ANDERSON	7.99	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	294	316	000	401	7-51001-16	VIRGIL FELT	18.00	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	296	315	000	401	7-51001-16	VIRGIL FELT	17.99	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 005	105	036	142	401	7-51001-15	ERIN NELSON	359.26	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	211	000	000	401	7-51001-12	AMIE JOHNSON	56.92	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	211	000	000	401	7-51001-13	AMIE JOHNSON	98.16	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	211	000	000	401	7-51001-11	AMIE JOHNSON	918.29	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 002	620	000	000	470	7-51001-10	MEGAN PRATT	9.99	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	211	000	000	401	7-51001-8	AMIE JOHNSON	8.98	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 002	620	000	000	470	7-51001-9	MEGAN PRATT	190.88	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 002	620	000	000	470	7-51001-6	MEGAN PRATT	356.54	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	605	000	320	401	7-51001-7	KARA SIEGFRIED	248.28	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	605	000	320	401	7-51001-5	KARA SIEGFRIED	53.45	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	211	000	000	401	7-51001-3	AMIE JOHNSON	38.50	27	04/27/2023

VENDOR	POST	CHECK	CHECK ACCOUNT							INVOICE	INVOICE	BATCH	POST
	YEAR	DATE	NUMBER	NUMBER					NUMBER	DESCRIPTION	AMOUNT	NUMBER	DATE
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 002	620	000	000	470	7-51001-4	MEGAN PRATT	13.39	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	211	000	000	401	7-51001-2	AMIE JOHNSON	10.99	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	420	000	740	433	7-51001-1	WHITNEY WINDSCHITL	-103.46	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 002	203	104	000	401	7-51001-50	MAKAYLA MICHEL	12.99	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 005	298	914	301	899	7-51001-51	ADDISON SCHMIDT/JAMES MATHIOWETZ	21.64	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 005	730	030	499	401	7-51001-52	KRISTINA BUCHOLZ	160.93	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 002	203	104	000	401	7-51001-53	MAKAYLA MICHEL	22.99	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 002	620	000	000	401	7-51001-55	MEGAN PRATT	282.10	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 005	298	914	301	899	7-51001-56	ADDISON SCHMIDT/JAMES MATHIOWETZ	16.94	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	04 E 005	582	050	344	401	7-51001-58	JENN KUEHN	81.28	27	04/27/2023
AMERICAN EXPRESS	2023	04/27/2023	83418	01 E 001	294	311	000	401	7-51001-59	ANDY OURADA	63.60	27	04/27/2023
ARVIG COMMUNICATION	2023	04/27/2023	83419	01 E 005	110	000	000	320	0002354534	TELEPHONE EXPENSE	2,506.48	27	04/27/2023
ARVIG COMMUNICATION	2023	04/27/2023	83419	01 E 002	050	000	000	320	0002327925	TELEPHONE EXPENSE	924.20	27	04/27/2023
AUSTIN, JESSICA	2023	04/27/2023	83420	01 E 005	401	000	740	366	4/26/23	MILEAGE REIMBURSEMENT 2/13/23 - 4/25/23	20.04	27	04/27/2023
BESKE, ROBIN	2023	04/27/2023	83421	01 E 001	298	236	000	305	4/24/23	DAMIAN DAGEL	60.00	27	04/27/2023
BOLTON & MENK, INC	2023	04/27/2023	83422	01 E 005	810	000	000	305	0309995	ELEMENTARY WETLAND	56.50	27	04/27/2023
BORCH'S SPORTING GOO	2023	04/27/2023	83423	04 E 005	580	000	325	401	AAT007676	KARA KUEHN	700.00	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 005	105	036	142	401	4848 3156-	TARGET	53.69	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 001	260	000	000	430	4848 3156-	ESTES ROCKETS	120.69	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 005	105	036	142	401	4848 3156-	TARGET	53.69	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 002	203	000	000	401	4848 3156-	ORIENTAL TRADING	373.45	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 005	010	000	000	820	4848 3156-	MN BOSA	12.90	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 005	010	000	000	820	4848 3156-	MN BOSA	600.00	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 005	105	036	142	401	4848 3156-	TARGET	53.69	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 005	105	036	142	401	4848 3156-	TARGET	26.84	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 005	105	036	142	401	4848 3156-	TARGET	26.84	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 005	105	036	142	401	4848 3156-	TARGET	10.74	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 005	810	000	000	366	4848 3156-	SWWC	60.00	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 005	105	036	142	401	4848 3156-	TARGET	16.11	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 005	105	036	142	401	4848 3156-	TARGET	26.84	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 005	105	036	142	401	4848 3156-	TARGET	10.74	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 005	105	036	142	401	4848 3156-	TEMPORARY TATTOOS	181.53	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 005	108	000	000	366	4848 3156-	SWWC	55.00	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 003	420	000	740	433	4848 3156-	TEACHERS PAY TEACHERS	11.82	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 002	201	000	000	430	4848 3156-	TEACHERS PAY TEACHERS	8.15	27	04/27/2023
BREMER BANK CARDMEMB	2023	04/27/2023	83425	01 E 001	292	000	000	401	4848 3156-	EZ UP	1,472.76	27	04/27/2023

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BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 002 201 000 000 430						4848 3156-	CELEBRATE PLANET EARTH	100.25	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 002 203 000 000 401						4848 3156-	STAPLES	239.70	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 005 216 000 401 366						4848 3156-	THE EDUCATORS SUMMIT	85.00	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 005 730 030 499 366						4848 3156-	SWWC	100.00	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 001 292 313 000 401						4848 3156-	VICE GOLF BALLS	570.89	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 001 294 316 000 401						4848 3156-	M-F ATHLETIC	65.55	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 001 296 315 000 401						4848 3156-	M-F ATHLETIC	65.55	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 001 298 280 000 430						4848 3156-	POPPLERS MUSIC	20.57	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 005 640 000 306 366						4848 3156-	THE MYO METHOD	1,497.00	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	02 E 005 770 220 701 530						4848 3156-	STAPLES	813.74	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 005 730 030 499 401						4848 3156-	TEACHERS PAY TEACHERS	19.32	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 002 401 000 740 433						4848 3156-	APPLE	995.37	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 001 298 280 000 430						4848 3156-	POPPLERS MUSIC	-4.32	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 005 810 000 000 366						4848 3156-	SWWC	-30.00	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 005 640 000 306 366						4848 3156-	WCTC (EVENTBRITE)	39.19	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 002 420 000 740 820						4848 3156-	BOOMERANG	21.57	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 003 420 000 740 820						4848 3156-	BOOMERANG	21.58	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 005 202 382 414 366						4848 3156-	LEARNING FACTORY	39.00	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 005 105 036 142 401						4848 3156-	TARGET	48.32	27	04/27/2023
BREMER BANK	CARDMEMB	2023 04/27/2023	83425	01 E 005 105 036 142 401						4848 3156-	TARGET	42.95	27	04/27/2023
BROTHERS FIRE & SECU		2023 04/27/2023	83426	01 E 005 810 193 000 350						W25219	SERVICE FOR GROUND FAULT ON PANEL	508.00	27	04/27/2023
BROTHERS, STARR		2023 04/27/2023	83427	01 R 002 620 000 000 099						4/25/23	REFUND ON LOST LIBRARY BOOK	18.89	27	04/27/2023
CAPITAL ONE		2023 04/27/2023	83428	04 E 005 582 050 344 401						631586-6	JENN KUEHN	63.39	27	04/27/2023
CAPITAL ONE		2023 04/27/2023	83428	01 E 001 255 000 000 401						631586-7	JAMES MATHIOWETZ	44.08	27	04/27/2023
CAPITAL ONE		2023 04/27/2023	83428	01 E 005 730 030 499 401						631586-1	KRISTINA BUCHOLZ	165.69	27	04/27/2023
CAPITAL ONE		2023 04/27/2023	83428	01 R 001 211 000 000 099						631586-5	MISSY BISEL	37.40	27	04/27/2023
CAPITAL ONE		2023 04/27/2023	83428	01 E 001 331 000 000 401						631586-8	KAILEE HELTEMES	83.90	27	04/27/2023
CAPITAL ONE		2023 04/27/2023	83428	01 E 005 298 920 301 899						631586-9	SARAH MERTENS	63.52	27	04/27/2023
CAPITAL ONE		2023 04/27/2023	83428	01 E 002 203 000 000 401						631586-10	CINDY SCHLIEWE	46.09	27	04/27/2023
CAPITAL ONE		2023 04/27/2023	83428	04 E 005 570 000 321 401						631586-11	JENN KUEHN	97.44	27	04/27/2023
CAPITAL ONE		2023 04/27/2023	83428	01 E 005 298 920 301 899						631586-12	SARAH MERTENS	27.94	27	04/27/2023
CAPITAL ONE		2023 04/27/2023	83428	01 E 003 203 105 000 401						631586-16	PATTI JACOBSEN	66.66	27	04/27/2023
CAPITAL ONE		2023 04/27/2023	83428	01 E 002 203 000 000 401						631586-13	CINDY SCHLIEWE	12.96	27	04/27/2023
CAPITAL ONE		2023 04/27/2023	83428	01 E 005 298 914 301 899						631586-17	ADDISON SCHMIDT/JAMES MATHIOWETZ	73.93	27	04/27/2023
CAPITAL ONE		2023 04/27/2023	83428	04 E 005 570 000 321 401						631586-18	JENN KUEHN	60.44	27	04/27/2023
CAPITAL ONE		2023 04/27/2023	83428	01 E 005 298 914 301 899						631586-2	ADDISON SCHMIDT/JAMES MATHIOWETZ	14.81	27	04/27/2023

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CAPITAL ONE	2023	04/27/2023	83428	01 E 005	105	036	142	401	631586-3	ERIN NELSON	59.58	27	04/27/2023
CAPITAL ONE	2023	04/27/2023	83428	01 E 005	730	030	499	401	631586-4	KRISTINA BUCHOLZ	47.96	27	04/27/2023
CAPITAL ONE	2023	04/27/2023	83428	01 E 001	331	000	000	401	631586-14	KAILIE HELTEMES	47.28	27	04/27/2023
CAPITAL ONE	2023	04/27/2023	83428	04 E 005	582	200	344	401	631586-15	KARA KUEHN	57.69	27	04/27/2023
CLENNON, MADISEN	2023	04/27/2023	83429	01 E 001	292	000	000	305	4/27/23	ANDY OURADA	219.08	27	04/27/2023
DAGEL, DAMIAN	2023	04/27/2023	83430	01 E 001	298	236	000	305	4/21/23	DAMIAN DAGEL	50.00	27	04/27/2023
DAHMES, SADIE	2023	04/27/2023	83431	01 E 001	298	236	000	305	4/21/23	DAMIAN DAGEL	50.00	27	04/27/2023
DEITZ, STEVE	2023	04/27/2023	83432	01 E 001	292	000	000	305	4/27/23	ANDY OURADA	268.86	27	04/27/2023
DOUG'S LAWN & LANDSC	2023	04/27/2023	83433	01 E 005	810	191	000	363	79176	SNOW REMOVAL	42,137.50	27	04/27/2023
FARASYN, JENNIFER	2023	04/27/2023	83434	01 E 005	298	973	301	899	4/23/23	PROM SUPPLIES	160.03	27	04/27/2023
FISH, KALLIE	2023	04/27/2023	83435	01 E 001	298	236	000	305	4/21/23	DAMIAN DAGEL	170.00	27	04/27/2023
GARY TYSON ENTERTAIN	2023	04/27/2023	83436	01 E 005	298	973	301	899	4/24/23	ESTHER HAMMERSCHMIDT	1,440.00	27	04/27/2023
GOBLIRSCH, BOB	2023	04/27/2023	83437	01 E 005	298	973	301	899	4/24/23	ESTHER HAMMERSCHMIDT	595.00	27	04/27/2023
GOPHER SPORT	2023	04/27/2023	83438	01 E 003	240	000	000	401	IN278036	BENTON KODET	464.30	27	04/27/2023
GREAT PLAINS NATURAL	2023	04/27/2023	83439	01 E 005	810	182	000	330	1235002000	NATURAL GAS	4,137.78	27	04/27/2023
GREAT PLAINS NATURAL	2023	04/27/2023	83439	02 E 005	770	220	701	330	1235002000	NATURAL GAS	195.88	27	04/27/2023
GREAT PLAINS NATURAL	2023	04/27/2023	83439	01 E 005	810	182	000	330	2350020000	NATURAL GAS	1,757.59	27	04/27/2023
GREAT PLAINS NATURAL	2023	04/27/2023	83439	02 E 005	770	220	701	330	2350020000	NATURAL GAS	83.20	27	04/27/2023
GREAT PLAINS NATURAL	2023	04/27/2023	83439	01 E 005	810	181	000	330	6645002000	NATURAL GAS	1,203.99	27	04/27/2023
GREAT PLAINS NATURAL	2023	04/27/2023	83439	02 E 005	770	220	701	330	6645002000	NATURAL GAS	86.74	27	04/27/2023
GREAT PLAINS NATURAL	2023	04/27/2023	83439	01 E 005	810	181	000	330	5645002000	NATURAL GAS	3,096.12	27	04/27/2023
GREAT PLAINS NATURAL	2023	04/27/2023	83439	02 E 005	770	220	701	330	5645002000	NATURAL GAS	223.05	27	04/27/2023
GREAT PLAINS NATURAL	2023	04/27/2023	83439	01 E 005	810	181	000	330	2306897934	NATURAL GAS	528.43	27	04/27/2023
GREAT PLAINS NATURAL	2023	04/27/2023	83439	01 E 005	810	181	000	330	5810640936	NATURAL GAS	29.93	27	04/27/2023
GREATER MN FAMILY SE	2023	04/27/2023	83440	01 E 005	640	175	000	305	MARCH 2023	JACKIE OURADA	100.00	27	04/27/2023
HEILING, TESSA	2023	04/27/2023	83441	01 E 001	298	236	000	305	4/21/23	DAMIAN DAGEL	355.00	27	04/27/2023
HOLMAN, ALEXANDRA	2023	04/27/2023	83442	01 E 003	640	000	306	366	4/20/2023	MEALS FOR MATH CONFERENCE	26.07	27	04/27/2023
HUMANA INSURANCE CO.	2023	04/27/2023	83443	01 L	215	17			410417482	MAY INSURANCE PREMIUMS	3,775.46	27	04/27/2023
HUMANA INSURANCE CO.	2023	04/27/2023	83443	04 L	215	17			410417482	MAY INSURANCE PREMIUMS	64.03	27	04/27/2023
HUMANA INSURANCE CO.	2023	04/27/2023	83443	02 L	215	17			410417482	MAY INSURANCE PREMIUMS	3.52	27	04/27/2023
INSPIRE WEDDINGS AND	2023	04/27/2023	83444	01 E 005	298	973	301	899	4/24/23	ESTHER HAMMERSCHMIDT	1,038.00	27	04/27/2023
JOHNSON, AMIE	2023	04/27/2023	83445	01 E 001	298	236	000	305	4/24/23	DAMIAN DAGEL	560.00	27	04/27/2023
LARSEN, HOLLY	2023	04/27/2023	83446	01 E 001	605	000	320	366	4/25/23	HOLLY LARSEN	145.10	27	04/27/2023
MADDOCK, CATHERINE	2023	04/27/2023	83447	01 E 001	292	000	000	305	4/27/23	ANDY OURADA	255.76	27	04/27/2023
MARCO	2023	04/27/2023	83448	01 E 001	211	000	000	350	33923484	COPIER LEASES	397.77	27	04/27/2023
MARCO	2023	04/27/2023	83448	01 E 001	620	000	000	350	33923484	COPIER LEASES	16.89	27	04/27/2023
MARCO	2023	04/27/2023	83448	01 E 002	203	000	000	350	33923484	COPIER LEASES	1,248.34	27	04/27/2023
MARCO	2023	04/27/2023	83448	01 E 005	110	000	000	350	33923484	COPIER LEASES	528.29	27	04/27/2023
MARCO	2023	04/27/2023	83448	01 E 003	203	000	000	350	33923484	COPIER LEASES	403.48	27	04/27/2023

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MINNESOTA FFA ASSOCI	2023	04/27/2023	83449	01 E 001	301	000	830	433	4505	JAMES MATHIOWETZ	330.00	27	04/27/2023
MINNESOTA FFA ASSOCI	2023	04/27/2023	83449	01 E 001	298	280	000	369	4806	JAMES MATHIOWETZ	2,294.00	27	04/27/2023
MINNESOTA LIFE INSUR	2023	04/27/2023	83450	01 L	215	16			660887	MAY INSURANCE PREMIUM	1,525.62	27	04/27/2023
MINNESOTA LIFE INSUR	2023	04/27/2023	83450	04 L	215	16			660887	MAY INSURANCE PREMIUM	48.30	27	04/27/2023
MINNESOTA LIFE INSUR	2023	04/27/2023	83450	02 L	215	16			660887	MAY INSURANCE PREMIUM	1.13	27	04/27/2023
MUSIC MART	2023	04/27/2023	83451	01 E 001	258	233	000	401	1529734	COLLIN STEPHENSON	27.99	27	04/27/2023
NEW DOMINION SCHOOL-	2023	04/27/2023	83452	01 E 001	408	000	740	393	11283.1	EDUCATIONAL SERVICES FOR FREDRICK BURNES	655.44	27	04/27/2023
NEW DOMINION SCHOOL-	2023	04/27/2023	83452	01 E 001	408	000	740	393	11456	EDUCATIONAL SERVICES FOR FREDRICK BURNES	7,209.84	27	04/27/2023
OFFICE DEPOT INC.	2023	04/27/2023	83453	01 E 002	203	000	000	401	3079832040	CINDY SCHLIEWE	115.19	27	04/27/2023
OFFICE DEPOT INC.	2023	04/27/2023	83453	01 E 002	203	000	000	401	3068641480	CINDY SCHLIEWE	354.27	27	04/27/2023
OFFICE DEPOT INC.	2023	04/27/2023	83453	01 E 002	203	000	000	401	3068698460	CINDY SCHLIEWE	41.88	27	04/27/2023
OFFICE DEPOT INC.	2023	04/27/2023	83453	01 E 002	203	000	000	401	3008157510	CINDY SCHLIEWE	158.75	27	04/27/2023
OFFICE DEPOT INC.	2023	04/27/2023	83453	01 E 002	203	000	000	401	3008119150	CINDY SCHLIEWE	444.08	27	04/27/2023
OURADA, ANDREW	2023	04/27/2023	83454	01 E 001	292	000	000	401	4/27/23	ANDY OURADA	22.42	27	04/27/2023
PARKER SCHMIDT, ANGE	2023	04/27/2023	83455	01 E 005	298	969	301	899	3080	KAYLEE ROBINSON/ALLY CARLSON	160.00	27	04/27/2023
POPE, AMY	2023	04/27/2023	83456	01 E 003	640	000	306	366	4/23/23	MEALS FOR MATH CONFERENCE	53.42	27	04/27/2023
PREMIER F+ E	2023	04/27/2023	83457	01 E 005	730	030	499	401	117720	KRISTINA BUCHOLZ	6,964.20	27	04/27/2023
PUBLIC UTILITIES COM	2023	04/27/2023	83458	01 E 005	810	186	000	330	05-00030-0	UTILITY PAYMENT	8,481.54	27	04/27/2023
PUBLIC UTILITIES COM	2023	04/27/2023	83458	01 E 005	810	188	000	330	05-00030-0	UTILITY PAYMENT	1,484.03	27	04/27/2023
PUBLIC UTILITIES COM	2023	04/27/2023	83458	02 E 005	770	220	701	330	05-00030-0	UTILITY PAYMENT	471.76	27	04/27/2023
PUBLIC UTILITIES COM	2023	04/27/2023	83458	01 E 005	810	186	000	330	05-00050-0	UTILITY PAYMENT	28.03	27	04/27/2023
PUBLIC UTILITIES COM	2023	04/27/2023	83458	01 E 005	810	188	000	330	05-00050-0	UTILITY PAYMENT	27.45	27	04/27/2023
PUBLIC UTILITIES COM	2023	04/27/2023	83458	02 E 005	770	220	701	330	05-00050-0	UTILITY PAYMENT	2.63	27	04/27/2023
PUBLIC UTILITIES COM	2023	04/27/2023	83458	01 E 005	810	185	000	330	05-01080-0	REEDE GRAY	3,125.47	27	04/27/2023
PUBLIC UTILITIES COM	2023	04/27/2023	83458	01 E 005	810	187	000	330	05-01080-0	REEDE GRAY	1,575.85	27	04/27/2023
PUBLIC UTILITIES COM	2023	04/27/2023	83458	02 E 005	770	220	701	330	05-01080-0	REEDE GRAY	338.69	27	04/27/2023
PUBLIC UTILITIES COM	2023	04/27/2023	83458	01 E 005	810	185	000	330	05-03060-0	WOODDALE	1,581.72	27	04/27/2023
PUBLIC UTILITIES COM	2023	04/27/2023	83458	01 E 005	810	187	000	330	05-03060-0	WOODDALE	112.45	27	04/27/2023
PUBLIC UTILITIES COM	2023	04/27/2023	83458	01 E 005	810	606	000	330	03-05930-0	RUNNING TRACK	84.18	27	04/27/2023
PUBLIC UTILITIES COM	2023	04/27/2023	83458	01 E 005	810	606	000	330	03-05820-0	TRACK LIGHTS	47.69	27	04/27/2023
PUBLIC UTILITIES COM	2023	04/27/2023	83458	01 E 005	810	606	000	330	03-05760-0	INGLIS TRACK	16.17	27	04/27/2023
PUBLIC UTILITIES COM	2023	04/27/2023	83458	01 E 005	810	606	000	330	03-05570-0	CONCESSION STAND	29.36	27	04/27/2023
REDWOOD COUNTY AUDIT	2023	04/27/2023	83459	01 E 005	105	115	000	401	60	4/11/23 SPECIAL ELECTION EXPENSES	1,837.00	27	04/27/2023
REDWOOD FALLS CITY O	2023	04/27/2023	83460	01 E 005	790	000	342	305	02-0005	SCHOOL RESOURCE OFFICER	7,187.20	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 001	050	000	000	320	25455	LONG DISTANCE TELEPHONE	51.78	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 001	211	000	000	320	25455	LONG DISTANCE TELEPHONE	10.57	27	04/27/2023

VENDOR	POST CHECK		CHECK ACCOUNT								INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT	BATCH NUMBER	POST DATE
	YEAR	DATE	NUMBER	NUMBER											
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 001	292	000	000	320			25455	LONG DISTANCE TELEPHONE	1.91	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 001	710	000	000	320			25455	LONG DISTANCE TELEPHONE	3.92	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 002	050	000	000	320			25455	LONG DISTANCE TELEPHONE	4.52	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 002	203	000	000	320			25455	LONG DISTANCE TELEPHONE	1.04	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 003	050	000	000	320			25455	LONG DISTANCE TELEPHONE	4.79	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 003	710	000	000	320			25455	LONG DISTANCE TELEPHONE	4.84	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 005	020	000	000	320			25455	LONG DISTANCE TELEPHONE	0.09	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 005	107	000	000	320			25455	LONG DISTANCE TELEPHONE	5.19	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 005	110	000	000	320			25455	LONG DISTANCE TELEPHONE	2.97	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 005	420	000	740	320			25455	LONG DISTANCE TELEPHONE	4.13	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 005	810	000	000	320			25455	LONG DISTANCE TELEPHONE	0.08	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	02 E 005	770	220	701	320			25455	LONG DISTANCE TELEPHONE	4.50	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	04 E 005	570	000	321	320			25455	LONG DISTANCE TELEPHONE	0.93	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	04 E 005	580	000	325	320			25455	LONG DISTANCE TELEPHONE	0.50	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 001	740	000	000	320			25455	LONG DISTANCE TELEPHONE	7.24	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 002	401	000	740	320			25455	LONG DISTANCE TELEPHONE	0.75	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 002	408	000	740	320			25455	LONG DISTANCE TELEPHONE	1.89	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 002	412	000	740	320			25455	LONG DISTANCE TELEPHONE	1.05	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 005	105	000	000	320			25455	LONG DISTANCE TELEPHONE	1.85	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 005	606	000	000	320			25455	LONG DISTANCE TELEPHONE	9.04	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 005	720	000	000	320			25455	LONG DISTANCE TELEPHONE	28.10	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 005	730	000	000	320			25455	LONG DISTANCE TELEPHONE	5.14	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 005	030	000	000	320			25455	LONG DISTANCE TELEPHONE	1.96	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 001	420	000	000	320			25455	LONG DISTANCE TELEPHONE	5.45	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 003	211	000	000	320			25455	LONG DISTANCE TELEPHONE	0.43	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 003	203	000	000	320			25455	LONG DISTANCE TELEPHONE	5.56	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 001	605	000	320	320			25455	LONG DISTANCE TELEPHONE	1.31	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 002	407	000	740	320			25455	LONG DISTANCE TELEPHONE	1.25	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 001	260	000	000	320			25455	LONG DISTANCE TELEPHONE	0.91	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 005	790	000	000	320			25455	LONG DISTANCE TELEPHONE	0.05	27	04/27/2023
ROCHESTER TELECOM SY	2023	04/27/2023	83461	01 E 002	412	000	619	320			25455	LONG DISTANCE TELEPHONE	4.53	27	04/27/2023
ROSSOW, KRISTIN	2023	04/27/2023	83462	01 E 001	298	236	000	305			4/21/23	DAMIAN DAGEL	135.00	27	04/27/2023
ROTARY OF REDWOOD FA	2023	04/27/2023	83463	01 E 005	010	000	000	820			063422	QUARTERLY DUES & MEALS	120.00	27	04/27/2023
SIEGFRIED, KARA	2023	04/27/2023	83464	01 E 001	298	236	000	305			4/21/23	DAMIAN DAGEL	160.00	27	04/27/2023
STARR COMMONWEALTH	2023	04/27/2023	83465	01 E 005	730	030	499	401			SC-50948	JACKIE OURADA (KRISTINA BUCHOLZ)	130.00	27	04/27/2023
STEFFL, JAMIE	2023	04/27/2023	83466	01 E 001	292	000	000	401			4/27/23	ANDY OURADA	171.30	27	04/27/2023
TEACHERS ON CALL	2023	04/27/2023	83467	01 E 001	211	000	000	145			146231	WEEKLY SUB FEES	1,655.63	27	04/27/2023
TEACHERS ON CALL	2023	04/27/2023	83467	01 E 002	203	000	000	145			146231	WEEKLY SUB FEES	389.56	27	04/27/2023

VENDOR	POST CHECK		CHECK ACCOUNT							INVOICE	INVOICE	BATCH	POST
	YEAR	DATE	NUMBER	NUMBER					NUMBER	DESCRIPTION	AMOUNT	NUMBER	DATE
TEACHERS ON CALL	2023	04/27/2023	83467	01 E 001	400	000	000	145	146231	WEEKLY SUB FEES	389.56	27	04/27/2023
TEACHERS ON CALL	2023	04/27/2023	83467	01 E 003	400	000	000	146	146231	WEEKLY SUB FEES	178.53	27	04/27/2023
TEACHERS ON CALL	2023	04/27/2023	83467	01 E 003	203	000	000	145	146231	WEEKLY SUB FEES	584.34	27	04/27/2023
TEACHERS ON CALL	2023	04/27/2023	83467	01 E 003	211	000	000	145	146231	WEEKLY SUB FEES	389.56	27	04/27/2023
THIELEN BUS LINE	2023	04/27/2023	83468	01 E 005	298	973	301	899	5771	ESTHER HAMMERSCHMIDT	2,550.00	27	04/27/2023
THIELEN BUS LINE	2023	04/27/2023	83468	01 E 005	760	000	720	360	4/27/23	REGULAR BUS ROUTE	87,136.31	27	04/27/2023
ERIKSEN, LISA	2023	04/28/2023	83469	01 E 002	216	382	401	303	4/28/23	SUPPORT STAFF 4/10/23 - 4/24/23	1,013.23	28	04/28/2023
ERIKSEN, LISA	2023	04/28/2023	83469	01 E 005	202	382	414	305	4/28/23	SUPPORT STAFF 4/10/23 - 4/24/23	409.34	28	04/28/2023
ERIKSEN, LISA	2023	04/28/2023	83469	01 E 002	216	382	401	303	04/28/23	REIMBURSEMENT OF SS PAID BY LISA	1,492.41	28	04/28/2023
GUTESSEN DELI & CA	2023	04/28/2023	83470	01 E 005	298	973	301	899	7036	ESTHER HAMMERSCHMIDT	2,520.00	28	04/28/2023
PARKER SCHMIDT, ANGE	2023	04/28/2023	83471	01 E 005	298	973	301	899	3086	VINYL DECALS	50.74	28	04/28/2023
STEPHENS, VALERIE	2023	04/28/2023	83472	01 E 005	298	973	301	899	4/26/23	PROM DECOR	344.51	28	04/28/2023
CHILDREN'S MUSEUM OF ACT	2023	05/03/2023	83473	01 E 002	203	000	000	369	5/3/23	CORRIE TEWS	876.00	03	05/03/2023
AUGUSTINE, BRAD	2023	05/04/2023	83474	01 E 001	211	245	000	461	22928	ALLY CARLSON	2,171.25	04	05/04/2023
BERNICK'S	2023	05/04/2023	83475	01 E 001	294	312	000	305	5/1/23	BASEBALL UMP	100.00	04	05/04/2023
BORCH'S SPORTING GOO	2023	05/04/2023	83477	01 E 005	810	000	000	401	I39190	SNACKS FOR CONCESSIONS	361.08	04	05/04/2023
BORCH'S SPORTING GOO	2023	05/04/2023	83477	01 E 005	298	914	301	899	AAT007840	SAM FOX	105.00	04	05/04/2023
BORCH'S SPORTING GOO	2023	05/04/2023	83477	01 E 005	298	914	301	899	AAT008014	AVA SHAW-KERKHOFF/LISA ORREN	509.00	04	05/04/2023
BORCH'S SPORTING GOO	2023	05/04/2023	83477	01 E 005	298	914	301	899	AAT007865	AVA SHAW-KERKHOFF/LISA ORREN	700.00	04	05/04/2023
BORCH'S SPORTING GOO	2023	05/04/2023	83477	01 E 001	294	312	000	401	AAT007841	VIRGIL FELT	105.00	04	05/04/2023
BORCH'S SPORTING GOO	2023	05/04/2023	83477	01 E 001	294	312	000	401	AAT007792	VIRGIL FELT	210.00	04	05/04/2023
BREU, THOMAS	2023	05/04/2023	83478	01 E 001	296	317	000	305	5/4/23	SOFTBALL UMP	210.00	04	05/04/2023
BROKEN ARROW	2023	05/04/2023	83479	01 E 001	605	000	320	401	495737	COLTEN MINKEL	848.70	04	05/04/2023
CASH	2023	05/04/2023	83480	01 E 001	294	316	000	369	5/4/23	TESSA HEILING	267.50	04	05/04/2023
CASH	2023	05/04/2023	83480	01 E 001	296	315	000	369	5/4/23	TESSA HEILING	267.50	04	05/04/2023
CHAS A. BERNICK INC.	2023	05/04/2023	83481	01 E 001	341	000	000	401	10064664	WHITNEY WINDSCHITL	163.48	04	05/04/2023
CHAS A. BERNICK INC.	2023	05/04/2023	83481	01 E 001	341	000	000	401	10068449	POP FOR CONCESSIONS	-30.00	04	05/04/2023
CHAS A. BERNICK INC.	2023	05/04/2023	83481	01 E 001	341	000	000	401	10067193	POP FOR CONCESSIONS	648.32	04	05/04/2023
COLUMN SOFTWARE PBC	2023	05/04/2023	83482	01 E 005	105	115	000	305	1C785990-0	NOTICE OF OPTICAL SCAN VOTING SYSTEM	57.50	04	05/04/2023
COLUMN SOFTWARE PBC	2023	05/04/2023	83482	01 E 005	105	115	000	305	1C785990-0	NOTICE OF LOCATION - BALLOT COUNTING	46.77	04	05/04/2023
CUSTOMINK.COM	2023	05/04/2023	83483	01 E 005	298	969	301	899	64558986	KAYLEE ROBINSON/ALLY CARLSON	1,223.30	04	05/04/2023
DALCO	2023	05/04/2023	83484	01 E 005	810	193	000	350	4077100	VACUUM BAGS	92.20	04	05/04/2023
E & T PLUMBING	2023	05/04/2023	83485	01 E 005	810	192	000	350	9346	INSTALL PRESSURE REDUCING VALVE FOR MICRO BOILERS IN	535.50	04	05/04/2023

VENDOR	POST	CHECK	CHECK ACCOUNT							INVOICE	INVOICE	BATCH	POST
	YEAR	DATE	NUMBER	NUMBER					NUMBER	DESCRIPTION	AMOUNT	NUMBER	DATE
										BOILER ROOM			
EDUCATORS BENEFIT CO	2023	05/04/2023	83486	01 E 005	110	000	000	305	27944	403(b) ADMIN & COMPLIANCE	256.88	04	05/04/2023
ELECTRIC MOTOR CO	2023	05/04/2023	83487	01 E 005	810	000	000	350	135705	BELT	39.76	04	05/04/2023
FAGEN FIGHTERS	2023	05/04/2023	83488	01 E 003	211	000	000	369	4/28/23	BRIAN POPE	470.00	04	05/04/2023
H & L PRINTING SERVI	2023	05/04/2023	83489	01 E 005	110	000	000	401	36550	JACKIE FERRIER	329.00	04	05/04/2023
HANSEN, SAM	2023	05/04/2023	83490	01 E 001	294	312	000	305	5/1/23	BASEBALL UMP	105.00	04	05/04/2023
HANSEN, SAM	2023	05/04/2023	83491	01 E 001	294	312	000	305	5/4/23	BASEBALL UMP	105.00	04	05/04/2023
INTEGRATED SYSTEMS C	2023	05/04/2023	83492	01 E 005	107	000	000	305	0731517	SKYWARD HOSTING SERVICES	270.00	04	05/04/2023
INTEGRATED SYSTEMS C	2023	05/04/2023	83492	01 E 005	110	000	000	305	0731765	SKYWARD HOSTING SERVICES	196.56	04	05/04/2023
INTERMEDIATE DISTRIC	2023	05/04/2023	83493	01 E 001	211	000	000	390	0002300436	FY 22-23 CARE & TREATMENT	1,828.50	04	05/04/2023
										MID-YEAR BILLING			
INTERNATIONAL FILTRA	2023	05/04/2023	83494	01 E 005	810	192	000	350	INV-1454	FILTERS	114.06	04	05/04/2023
INTERNATIONAL FILTRA	2023	05/04/2023	83494	01 E 005	810	192	000	350	INV-1045	FILTERS	121.99	04	05/04/2023
INTRADYN	2023	05/04/2023	83495	01 E 005	108	000	000	405	7399	STEPHEN LIEN	1,080.00	04	05/04/2023
JORGENSON RICHARD	2023	05/04/2023	83496	01 E 001	050	000	000	366	4/27/23	MILEAGE REIMBURSEMENT	46.40	04	05/04/2023
JW PEPPER & SON INC	2023	05/04/2023	83497	01 E 003	258	235	000	430	365247604	DEREK BEBEAU	24.99	04	05/04/2023
KLABUNDE ELECTRIC	2023	05/04/2023	83498	01 E 005	810	193	000	350	6280	LIGHT FIXTURES	1,736.00	04	05/04/2023
KLABUNDE ELECTRIC	2023	05/04/2023	83498	01 E 005	810	193	000	350	6308	HEATERS AT SOFTBALL FIELD	1,828.95	04	05/04/2023
										BATHROOMS			
LUNDEEN MATTHEW	2023	05/04/2023	83499	01 E 005	298	942	301	899	5/4/23	ANDREW HERNANDEZ/MATT LUNDEEN	260.11	04	05/04/2023
MARCO	2023	05/04/2023	83500	01 E 003	203	000	000	401	INV1081794	LISA LOFTUS	209.59	04	05/04/2023
MASBO	2023	05/04/2023	83501	01 E 005	110	000	000	366	4916627	TOM ANDERSON	290.00	04	05/04/2023
MHSRC/DDP	2023	05/04/2023	83502	04 E 005	505	000	321	401	52091	ANDY OURADA	152.00	04	05/04/2023
MORIARTY, PAT	2023	05/04/2023	83503	01 E 001	294	312	000	305	5/4/23	BASEBALL UMP	105.00	04	05/04/2023
MUSIC MART	2023	05/04/2023	83504	01 E 001	258	233	000	401	1528633	PAUL BERGGREN	35.97	04	05/04/2023
MUSIC MART	2023	05/04/2023	83505	01 E 001	258	233	000	401	1529738	PAUL BERGGREN	101.96	04	05/04/2023
NAC MECHANICAL & ELE	2023	05/04/2023	83506	01 E 005	810	193	000	350	A4355-01	MAIN CONTRACT	11,000.00	04	05/04/2023
NACHRINER, DEREK	2023	05/04/2023	83507	01 E 001	296	317	000	305	5/4/23	SOFTBALL UMP	210.00	04	05/04/2023
NELSON, ERIN	2023	05/04/2023	83508	04 E 005	580	000	325	366	5/1/23	MILEAGE REIMBURSEMENT	75.98	04	05/04/2023
PIZZA RANCH	2023	05/04/2023	83509	01 E 005	790	000	000	401	3497226	LOGAN SWANN	23.62	04	05/04/2023
PIZZA RANCH	2023	05/04/2023	83510	01 R 001	211	000	000	099	3958731	MISSY BISEL	96.64	04	05/04/2023
REDWOOD FALLS LEASIN	2023	05/04/2023	83511	01 E 005	810	000	302	535	5/4/23	FUSION & SUBURBAN LEASE	1,109.49	04	05/04/2023
REDWOOD BUILDING CEN	2023	05/04/2023	83512	01 E 001	255	000	000	401	2304-02515	JAMES MATHIOWETZ	107.79	04	05/04/2023
RUNNING'S SUPPLY INC	2023	05/04/2023	83513	01 E 005	810	193	000	350	4108864	SCOTT BECKER	38.45	04	05/04/2023
RUNNING'S SUPPLY INC	2023	05/04/2023	83514	01 E 005	810	192	000	350	4109751	JILL HELGESON	8.21	04	05/04/2023
RUNNING'S SUPPLY INC	2023	05/04/2023	83515	01 E 005	810	193	000	350	4115002	SCOTT BECKER	47.96	04	05/04/2023
RUNNING'S SUPPLY INC	2023	05/04/2023	83516	01 E 005	298	914	301	899	4115219	AVA SHAW-KERKHOFF/LISA ORREN	17.98	04	05/04/2023
RUNNING'S SUPPLY INC	2023	05/04/2023	83517	01 E 005	810	192	000	350	4117851	JILL HELGESON	35.76	04	05/04/2023
RUNNING'S SUPPLY INC	2023	05/04/2023	83518	01 E 005	298	973	301	899	4120022	ESTHER HAMMERSCHMIDT	550.00	04	05/04/2023

VENDOR	POST	CHECK	CHECK ACCOUNT							INVOICE	INVOICE	BATCH	POST
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SHI INTERNATIONAL GR	2023	05/04/2023	83519	02 E 005	770	220	701	530	B16770230	STEPHEN LIEN	462.00	04	05/04/2023
SHI INTERNATIONAL GR	2023	05/04/2023	83520	02 E 005	770	220	701	530	B16779466	STEPHEN LIEN	225.00	04	05/04/2023
SOUTHWEST MN STATE U	2023	05/04/2023	83521	01 E 001	211	260	000	394	00253042	SPRING SEMESTER 2023 CONCURRENT ENROLLMENT COURSES	3,300.00	04	05/04/2023
SPEECH THERAPY EXPRE	2023	05/04/2023	83522	01 E 005	401	000	740	396	4-2023-RAS	SPEECH-LANGUAGE SERVICES	9,965.00	04	05/04/2023
SPRINGFIELD LANES	2023	05/04/2023	83523	01 E 005	790	000	000	369	77421880	NAOMI PRODOEHL	340.00	04	05/04/2023
SW/WC SERVICE COOPER	2023	05/04/2023	83524	01 E 005	760	000	000	305	72265	TYPE III BUS TRAINING	24.00	04	05/04/2023
SW/WC SERVICE COOPER	2023	05/04/2023	83524	01 E 001	211	000	000	390	72314	MARCH TUITION FOR ROGALIO UBALLE	602.00	04	05/04/2023
SW/WC SERVICE COOPER	2023	05/04/2023	83525	01 E 001	211	000	000	366	72290	KAILEE HELTEMES	130.00	04	05/04/2023
TAHER INC	2023	05/04/2023	83526	02 A	130	00			0064865-IN	OPERATING EXPENSES FOR APRIL	66,432.52	04	05/04/2023
TAUER, PEGGY	2023	05/04/2023	83527	01 E 001	296	317	000	305	4/28/23	SOFTBALL UMP	210.00	04	05/04/2023
THE MARKET AT REDWOOD	2023	05/04/2023	83528	04 E 005	582	050	344	401	ACCT #433-	JENN KUEHN	16.38	04	05/04/2023
THE MARKET AT REDWOOD	2023	05/04/2023	83529	01 E 005	105	115	000	401	ACCT #433-	JAN RADDATZ	30.36	04	05/04/2023
THE MARKET AT REDWOOD	2023	05/04/2023	83530	01 E 005	298	919	301	899	ACCT #433-	ELLERY LARSEN/AMANDA JOHNSON	96.00	04	05/04/2023
THE MARKET AT REDWOOD	2023	05/04/2023	83531	01 E 005	790	000	000	401	ACCT #433-	PAUL VAN DER HAGEN	48.52	04	05/04/2023
THE MARKET AT REDWOOD	2023	05/04/2023	83532	01 E 001	605	000	320	401	ACCT #433-	COLTEN MINKEL	53.22	04	05/04/2023
THE MARKET AT REDWOOD	2023	05/04/2023	83533	01 E 005	298	973	301	899	ACCT #433-	CUPCAKES FOR PROM	126.14	04	05/04/2023
THE MARKET AT REDWOOD	2023	05/04/2023	83533	01 E 005	810	000	000	440	ACCT #418	APRIL FUEL	274.91	04	05/04/2023
THE MARKET AT REDWOOD	2023	05/04/2023	83533	01 E 005	105	115	000	401	ACCT #433-	BECKY - ROLLS & OJ	91.30	04	05/04/2023
THE MARKET AT REDWOOD	2023	05/04/2023	83533	01 E 005	810	000	000	440	ACCT #433-	GAS	15.93	04	05/04/2023
THE MARKET AT REDWOOD	2023	05/04/2023	83534	01 E 005	790	000	000	401	ACCT #433-	PAUL VAN DER HAGEN	50.11	04	05/04/2023
THIELEN BUS LINE	2023	05/04/2023	83535	01 E 005	760	000	723	360	5783-1	SPED TRANSPORTATION	49,040.40	04	05/04/2023
THIELEN BUS LINE	2023	05/04/2023	83535	01 E 001	211	000	000	366	5783-6	APRIL FIELD TRIPS	258.95	04	05/04/2023
THIELEN BUS LINE	2023	05/04/2023	83535	01 E 001	291	000	000	366	5783-6	APRIL FIELD TRIPS	213.30	04	05/04/2023
THIELEN BUS LINE	2023	05/04/2023	83535	01 E 001	298	236	734	360	5783-6	APRIL FIELD TRIPS	306.44	04	05/04/2023
THIELEN BUS LINE	2023	05/04/2023	83535	01 E 001	298	280	734	360	5783-6	APRIL FIELD TRIPS	2,437.89	04	05/04/2023
THIELEN BUS LINE	2023	05/04/2023	83535	01 E 001	605	000	320	360	5783-6	APRIL FIELD TRIPS	544.31	04	05/04/2023
THIELEN BUS LINE	2023	05/04/2023	83535	01 E 002	203	371	733	360	5783-6	APRIL FIELD TRIPS	384.42	04	05/04/2023
THIELEN BUS LINE	2023	05/04/2023	83535	01 E 003	203	000	733	360	5783-6	APRIL FIELD TRIPS	239.70	04	05/04/2023
THIELEN BUS LINE	2023	05/04/2023	83535	01 E 005	760	000	720	360	5783-4	MORGAN BUS ROUTE	2,376.20	04	05/04/2023
THIELEN BUS LINE	2023	05/04/2023	83535	01 E 001	292	000	000	366	5783-5	APRIL ATHLETICS	101.69	04	05/04/2023
THIELEN BUS LINE	2023	05/04/2023	83535	01 E 001	292	313	734	360	5783-5	APRIL ATHLETICS	701.98	04	05/04/2023
THIELEN BUS LINE	2023	05/04/2023	83535	01 E 001	294	312	734	360	5783-5	APRIL ATHLETICS	2,966.25	04	05/04/2023
THIELEN BUS LINE	2023	05/04/2023	83535	01 E 001	294	314	734	360	5783-5	APRIL ATHLETICS	1,682.85	04	05/04/2023
THIELEN BUS LINE	2023	05/04/2023	83535	01 E 001	294	316	734	360	5783-5	APRIL ATHLETICS	1,448.79	04	05/04/2023
THIELEN BUS LINE	2023	05/04/2023	83535	01 E 001	296	315	734	360	5783-5	APRIL ATHLETICS	1,448.79	04	05/04/2023
THIELEN BUS LINE	2023	05/04/2023	83535	01 E 001	296	317	734	360	5783-5	APRIL ATHLETICS	609.38	04	05/04/2023
THIELEN BUS LINE	2023	05/04/2023	83535	01 E 003	294	312	734	360	5783-5	APRIL ATHLETICS	445.48	04	05/04/2023

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	YEAR	DATE	NUMBER	NUMBER					NUMBER	DESCRIPTION	AMOUNT	NUMBER	DATE
THIELEN BUS LINE	2023	05/04/2023	83535	01 E 005	760	000	720	360	5783-3	OLIVIA VAN ROUTE	3,870.90	04	05/04/2023
THIELEN BUS LINE	2023	05/04/2023	83535	04 E 005	582	000	344	360	5783-2	PRESCHOOL ROUTE	1,016.95	04	05/04/2023
WALDNER, SCOTT	2023	05/04/2023	83536	01 E 001	296	317	000	305	4/28/23	SOFTBALL UMP	210.00	04	05/04/2023
TMB SPORTS CLUB	2023	05/04/2023	83537	01 E 001	294	312	000	369	5/4/23	AARON FERRIER	200.00	04	05/04/2023
TROPHIES PLUS	2023	05/10/2023	83538	01 E 001	258	233	000	401	MUSIC TROP	DEREK BEBEAU	42.00	051023	05/10/2023
TROPHIES PLUS	2023	05/10/2023	83538	01 E 001	258	235	000	401	MUSIC TROP	DEREK BEBEAU	42.00	051023	05/10/2023
TROPHIES PLUS	2023	05/10/2023	83538	01 E 001	258	233	000	401	MUSIC TROP	DEREK BEBEAU	42.00	10	05/10/2023
TROPHIES PLUS	2023	05/10/2023	83538	01 E 001	258	235	000	401	MUSIC TROP	DEREK BEBEAU	42.00	10	05/10/2023
TROPHIES PLUS	2023	05/10/2023	83538	01 E 001	258	233	000	401	MUSIC TROP	DEREK BEBEAU	-42.00	051023	05/10/2023
TROPHIES PLUS	2023	05/10/2023	83538	01 E 001	258	235	000	401	MUSIC TROP	DEREK BEBEAU	-42.00	051023	05/10/2023
ABDO PUBLISHING	2023	05/11/2023	83539	01 E 002	620	000	000	470	257425	MEGAN PRATT	68.85	11	05/11/2023
ALT DEB	2023	05/11/2023	83540	01 E 002	412	000	740	366	5/8/23	MILEAGE REIMBURSEMENT 4/11/23 - 4/28/23	122.87	11	05/11/2023
BEBEAU, ALLE	2023	05/11/2023	83541	01 E 005	401	000	740	366	5/5/23	MILEAGE REIMBURSEMENT 4/19/23 - 4/27/23	32.55	11	05/11/2023
BEBEAU, ALLE	2023	05/11/2023	83541	01 E 005	401	000	740	366	05/05/2023	MILEAGE REIMBURSEMENT 4/27/23 - 5/4/23	81.54	11	05/11/2023
BERNICK'S	2023	05/11/2023	83542	01 E 001	341	000	000	401	I39727	SNACKS FOR VENDING MACHINE	196.80	11	05/11/2023
BRANDT INTERPRETING	2023	05/11/2023	83543	01 E 002	405	000	740	394	2142-23	INTERPRETING SERVICES	11,156.50	11	05/11/2023
BRIGHTER HOMES STORE	2023	05/11/2023	83544	01 E 005	810	193	000	350	29948	PAINT & SUPPLIES	29.95	11	05/11/2023
DOUG'S LAWN & LANDSC	2023	05/11/2023	83545	01 E 005	810	191	000	363	79745	SNOW REMOVAL	1,750.00	11	05/11/2023
ECOWATER SYSTEMS	2023	05/11/2023	83546	01 E 005	810	192	000	401	107195	SOLAR SALT	491.55	11	05/11/2023
ELLISON CENTER	2023	05/11/2023	83547	04 E 005	580	000	325	401	2439	KARA KUEHN	800.00	11	05/11/2023
ERIKSEN, LISA	2023	05/11/2023	83548	01 E 002	216	382	401	303	5/11/23	SUPPORT STAFF 4/25/23 - 5/9/23	1,564.11	11	05/11/2023
KADEN, LINDY	2023	05/11/2023	83549	01 E 002	412	000	740	366	5/2/23	MILEAGE REIMBURSEMENT 4/3/23 - 4/28/23	94.32	11	05/11/2023
MADSEN, MICHELLE	2023	05/11/2023	83550	01 E 003	640	000	306	366	5/5/23	MEALS & GAS FOR MATH CONFERENCE	61.34	11	05/11/2023
MASSP	2023	05/11/2023	83551	01 E 003	050	000	000	820	1379	ROBERT ELWELL	875.00	11	05/11/2023
MASSP	2023	05/11/2023	83551	01 E 003	640	000	306	820	1379	ROBERT ELWELL	99.00	11	05/11/2023
OAKDALE GOLF CLUB	2023	05/11/2023	83552	01 E 001	292	313	000	369	5/10/23	MARSHALL HEGG	288.00	11	05/11/2023
OFFICE DEPOT INC.	2023	05/11/2023	83553	01 E 002	203	000	000	401	3008157520	CINDY SCHLIEWE	201.30	11	05/11/2023
PENDLETON, YOLANDA	2023	05/11/2023	83554	01 E 001	605	000	320	401	5/10/23	JACKIE PROBST	840.00	11	05/11/2023
PIZZA RANCH	2023	05/11/2023	83555	01 E 001	341	000	000	401	4900870	PIZZA FOR CONCESSIONS	106.31	11	05/11/2023
PIZZA RANCH	2023	05/11/2023	83555	01 E 001	292	000	000	401	5376328	ANDY OURADA	54.72	11	05/11/2023
PREMIER F+ E	2023	05/11/2023	83556	01 E 005	730	030	499	401	117864	KRISTINA BUCHOLZ	2,874.67	11	05/11/2023
PROVANTAGE LLC	2023	05/11/2023	83557	01 E 005	108	000	000	401	9457386	STEPHEN LIEN	359.40	11	05/11/2023
REDWOOD GAZETTE-CHER	2023	05/11/2023	83558	01 E 005	105	115	000	305	30439-4	ELECTION ADS	146.25	11	05/11/2023

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REDWOOD GAZETTE-CHER	2023	05/11/2023	83558	01 E 005 105 000 000 305					30439-3	SARA KODET	133.34	11	05/11/2023
REDWOOD GAZETTE-CHER	2023	05/11/2023	83558	01 E 005 105 000 000 305					30439-2	SARA KODET	461.34	11	05/11/2023
REDWOOD GAZETTE-CHER	2023	05/11/2023	83558	01 E 005 105 000 000 305					30439-1	SARA KODET	66.67	11	05/11/2023
REDWOOD FALLS CITY O	2023	05/11/2023	83559	01 E 005 790 000 342 305					2023050503	SCHOOL RESOURCE OFFICER	7,242.18	11	05/11/2023
SHARE CORPORATION	2023	05/11/2023	83560	01 E 005 810 192 000 350					232879	MAINTENANCE SUPPLIES	588.60	11	05/11/2023
SHARE CORPORATION	2023	05/11/2023	83560	01 E 005 810 193 000 350					232879	MAINTENANCE SUPPLIES	588.60	11	05/11/2023
SHARE CORPORATION	2023	05/11/2023	83560	01 E 005 810 192 000 350					233144	MAINTENANCE SUPPLIES	1,354.18	11	05/11/2023
SHARE CORPORATION	2023	05/11/2023	83560	01 E 005 810 193 000 350					233144	MAINTENANCE SUPPLIES	1,354.18	11	05/11/2023
SHI INTERNATIONAL GR	2023	05/11/2023	83561	02 E 005 770 220 701 530					B06797148	STEPHEN LIEN	110.00	11	05/11/2023
SHI INTERNATIONAL GR	2023	05/11/2023	83561	02 E 005 770 220 701 530					B16793090	STEPHEN LIEN	705.00	11	05/11/2023
SQUIRES, WALDSPURGER	2023	05/11/2023	83562	01 E 005 110 113 000 305					17447	LEGAL FEES	1,182.00	11	05/11/2023
TASC	2023	05/11/2023	83563	01 E 005 110 000 000 305					IN2730033	HRA ADMIN FEES	40.25	11	05/11/2023
TEACHERS ON CALL	2023	05/11/2023	83564	01 E 001 211 000 000 145					146503	WEEKLY SUB FEES	973.90	11	05/11/2023
TEACHERS ON CALL	2023	05/11/2023	83564	01 E 002 203 000 000 145					146503	WEEKLY SUB FEES	779.12	11	05/11/2023
TEACHERS ON CALL	2023	05/11/2023	83564	01 E 001 400 000 000 145					146503	WEEKLY SUB FEES	194.78	11	05/11/2023
TEACHERS ON CALL	2023	05/11/2023	83564	01 E 003 400 000 000 146					146503	WEEKLY SUB FEES	113.61	11	05/11/2023
TEACHERS ON CALL	2023	05/11/2023	83564	01 E 003 203 000 000 145					146503	WEEKLY SUB FEES	292.17	11	05/11/2023
TEACHERS ON CALL	2023	05/11/2023	83564	01 E 003 211 000 000 145					146503	WEEKLY SUB FEES	194.78	11	05/11/2023
UPS	2023	05/11/2023	83565	01 E 005 630 000 000 329					0000AB5860	SHIPPING CHARGES	14.89	11	05/11/2023
WEST CENTRAL SANITAT	2023	05/11/2023	83566	01 E 005 810 189 000 330					11986500	GARBAGE SERVICE	442.03	11	05/11/2023
WEST CENTRAL SANITAT	2023	05/11/2023	83566	01 E 005 810 190 000 330					11986500	GARBAGE SERVICE	812.34	11	05/11/2023
WEST CENTRAL SANITAT	2023	05/11/2023	83566	01 E 005 810 189 000 330					9285200	RECYCLING SERVICE	106.42	11	05/11/2023
WEST CENTRAL SANITAT	2023	05/11/2023	83566	01 E 005 810 190 000 330					9285200	RECYCLING SERVICE	106.42	11	05/11/2023
WESTERN MENTAL HEALT	2023	05/11/2023	83567	01 E 005 730 030 499 305					6929	KRISTINA BUCHOLZ	3,915.00	11	05/11/2023
WOLD ARCHITECTS & EN	2023	05/11/2023	83568	01 E 005 850 374 000 305					85907	MS HS SECURE ENTRANCE	1,366.31	11	05/11/2023
AUGUSTINE, BRAD	2023	05/12/2023	83569	01 E 001 296 317 000 305					5/15/23	SOFTBALL UMP	110.00	12	05/12/2023
BREU, THOMAS	2023	05/12/2023	83570	01 E 001 294 312 000 305					5/15/23	BASEBALL UMP	105.00	12	05/12/2023
BUBOLTZ, JAMES JR	2023	05/12/2023	83571	01 E 001 294 312 000 305					5/15/23	BASEBALL UMP	105.00	12	05/12/2023
BUERKLE, MARK	2023	05/12/2023	83572	01 E 001 294 312 000 305					5/8/23	BASEBALL UMP	105.00	12	05/12/2023
FLOR, ALAN	2023	05/12/2023	83573	01 E 001 296 317 000 305					5/11/23	SOFTBALL UMP	200.00	12	05/12/2023
FLUEGGE, MYRON	2023	05/12/2023	83574	01 E 001 296 317 000 305					5/9/23	SOFTBALL UMP	105.00	12	05/12/2023
MILBRATH, JORDAN	2023	05/12/2023	83575	01 E 001 294 312 000 305					5/6/23	BASEBALL UMP	105.00	12	05/12/2023
MORE, ZACHARY	2023	05/12/2023	83576	01 E 001 296 317 000 305					5/11/23	SOFTBALL UMP	200.00	12	05/12/2023
TAUER, PEGGY	2023	05/12/2023	83577	01 E 001 296 317 000 305					5/9/23	SOFTBALL UMP	105.00	12	05/12/2023
WESELY, ROBERT	2023	05/12/2023	83578	01 E 001 294 312 000 305					5/8/23	BASEBALL UMP	105.00	12	05/12/2023
WESELY, ROBERT	2023	05/12/2023	83578	01 E 001 296 317 000 305					5/15/23	SOFTBALL UMP	105.00	12	05/12/2023
RIVER CITY EATERY	2023	05/15/2023	83579	01 E 005 020 000 000 366					000022	TOM ANDERSON	528.97	15	05/15/2023
AMPLIFY	2023	05/16/2023	83580	01 E 003 204 033 161 460					INV-158369	LEXI HOLMAN	223.44	16	05/16/2023
AMPLIFY	2023	05/16/2023	83580	01 E 002 203 033 161 460					inv-149701	KARLA BECK	17,723.02	16	05/16/2023

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	YEAR	DATE	NUMBER	NUMBER				NUMBER	DESCRIPTION	AMOUNT	NUMBER	DATE	
AMPLIFY	2023	05/16/2023	83580	01 E 002	204	033	302	460	INV-149695	KARLA BECK	4,233.60	16	05/16/2023
AMPLIFY	2023	05/16/2023	83580	01 E 002	203	033	161	460	INV-158157	KARLA BECK	12,631.68	16	05/16/2023
BERNICK'S	2023	05/16/2023	83581	01 E 001	341	000	000	401	D39889	SNACKS FOR CONCESSIONS	200.16	16	05/16/2023
BROTHERS FIRE & SECU	2023	05/16/2023	83582	01 E 005	810	193	000	350	W25611	SERVICE TO ADD PULL STATION IN DISTRICT OFFICE & INVESTIGATE GROUND FAULT TROUBLE AT REEDE GRAY	1,270.70	16	05/16/2023
DALCO	2023	05/16/2023	83583	01 E 005	810	192	000	350	4081283	SUPPLIES	1,013.46	16	05/16/2023
DALCO	2023	05/16/2023	83583	01 E 005	810	193	000	350	4081283	SUPPLIES	1,013.46	16	05/16/2023
EDUCATORS BENEFIT CO	2023	05/16/2023	83584	01 E 005	110	000	000	305	28112	ACT FEES	175.64	16	05/16/2023
ELLISON CENTER	2023	05/16/2023	83585	04 E 005	580	000	325	401	2389	KARA KUEHN	300.00	16	05/16/2023
EVANGELICAL FREE CHU	2023	05/16/2023	83586	01 E 001	341	000	000	401	4/20/23	CONCESSIONS STAND PAYOUT	400.00	16	05/16/2023
HASTY AWARDS	2023	05/16/2023	83587	01 E 001	790	165	000	401	04231254	MISSY BISEL	296.91	16	05/16/2023
HASTY AWARDS	2023	05/16/2023	83587	01 E 001	296	310	000	401	04231441	DEAN WILSON	65.28	16	05/16/2023
HELGESON, JILL	2023	05/16/2023	83588	01 E 005	810	000	000	401	3966504	JILL HELGESON	104.95	16	05/16/2023
LIFE FITNESS	2023	05/16/2023	83589	01 L	230	50			7372793	ROSS NACHRIENER	641.48	16	05/16/2023
NAC MECHANICAL & ELE	2023	05/16/2023	83590	01 E 005	810	193	000	350	211803	2 APC BACK UPS	301.54	16	05/16/2023
PARKER SCHMIDT, ANGE	2023	05/16/2023	83591	01 E 005	298	969	301	899	3044	KAYLEE ROBINSON/ALLY CARLSON	688.00	16	05/16/2023
PARKER SCHMIDT, ANGE	2023	05/16/2023	83591	01 E 005	298	969	301	899	3046	KAYLEE ROBINSON/ALLY CARLSON	32.00	16	05/16/2023
SOUTHWEST METRO INTE	2023	05/16/2023	83592	01 E 001	211	000	000	390	4461	TUITION	2,948.40	16	05/16/2023
TEACHERS ON CALL	2023	05/16/2023	83593	01 E 001	211	000	000	145	146747	WEEKLY SUB FEES	584.34	16	05/16/2023
TEACHERS ON CALL	2023	05/16/2023	83593	01 E 002	203	000	000	145	146747	WEEKLY SUB FEES	681.73	16	05/16/2023
TEACHERS ON CALL	2023	05/16/2023	83593	01 E 001	400	000	000	145	146747	WEEKLY SUB FEES	194.78	16	05/16/2023
TEACHERS ON CALL	2023	05/16/2023	83593	01 E 002	400	000	000	145	146747	WEEKLY SUB FEES	194.78	16	05/16/2023
TEACHERS ON CALL	2023	05/16/2023	83593	01 E 003	400	000	000	146	146747	WEEKLY SUB FEES	113.61	16	05/16/2023
UPS	2023	05/16/2023	83594	01 E 005	630	000	000	329	0000AB5860	SHIPPING CHARGES	13.06	16	05/16/2023
VARSITY ATHLETIC APP	2023	05/16/2023	83595	01 E 001	292	000	000	401	35430	ANDY OURADA	282.25	16	05/16/2023
WOW ZONE	2023	05/16/2023	83596	01 E 005	790	000	000	369	5/12/23	LORI ALLEX	4,000.00	16	05/16/2023
WOW ZONE	2023	05/16/2023	83596	01 E 005	790	000	000	369	5/12/23	LORI ALLEX	-4,000.00	051623	05/16/2023
WOW ZONE	2023	05/16/2023	83597	01 E 005	790	000	000	369	5/12/23	LORI ALLEX	4,000.00	051623	05/16/2023
AMERIPRISE FINANCIAL	2023	04/18/2023	202200178	01 L	215	02			20230418AD	Payroll accrual	3,285.00	P9	04/20/2023
AMERIPRISE FINANCIAL	2023	04/18/2023	202200178	01 L	215	02			20230418AF	Payroll accrual	1,485.00	P9	04/20/2023
HORACE MANN INSURANC	2023	04/18/2023	202200179	01 L	215	02			20230418AD	Payroll accrual	1,439.88	P9	04/20/2023
HORACE MANN INSURANC	2023	04/18/2023	202200179	01 L	215	02			20230418AF	Payroll accrual	819.88	P9	04/20/2023
STATE OF MINNESOTA-T	2023	04/18/2023	202200180	01 L	215	07			20230418AD	Payroll accrual	41,965.99	P9	04/20/2023
STATE OF MINNESOTA-T	2023	04/18/2023	202200180	04 L	215	07			20230418AD	Payroll accrual	979.31	P9	04/20/2023
STATE OF MINNESOTA-T	2023	04/18/2023	202200180	01 L	215	07			20230418AF	Payroll accrual	47,841.18	P9	04/20/2023
STATE OF MINNESOTA-T	2023	04/18/2023	202200180	04 L	215	07			20230418AF	Payroll accrual	1,116.42	P9	04/20/2023
PERA	2023	04/18/2023	202200181	01 L	215	06			20230418AD	Payroll accrual	12,848.44	P9	04/20/2023

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	YEAR	DATE	NUMBER	NUMBER		NUMBER	DESCRIPTION	AMOUNT	NUMBER	DATE
PERA	2023	04/18/2023	202200181	04 L	215 06	20230418AD	Payroll accrual	1,732.66	P9	04/20/2023
PERA	2023	04/18/2023	202200181	02 L	215 06	20230418AD	Payroll accrual	28.41	P9	04/20/2023
PERA	2023	04/18/2023	202200181	01 L	215 06	20230418AF	Payroll accrual	14,825.17	P9	04/20/2023
PERA	2023	04/18/2023	202200181	04 L	215 06	20230418AF	Payroll accrual	1,999.19	P9	04/20/2023
PERA	2023	04/18/2023	202200181	02 L	215 06	20230418AF	Payroll accrual	32.79	P9	04/20/2023
MINNESOTA DEPT OF RE	2023	04/18/2023	202200182	01 L	215 10	20230418AD	Payroll accrual	651.51	P9	04/20/2023
THRIVENT FINANCIAL	2023	04/18/2023	202200183	01 L	215 02	20230418AD	Payroll accrual	335.00	P9	04/20/2023
THRIVENT FINANCIAL	2023	04/18/2023	202200183	04 L	215 02	20230418AD	Payroll accrual	125.00	P9	04/20/2023
THRIVENT FINANCIAL	2023	04/18/2023	202200183	01 L	215 02	20230418AD	Payroll accrual	916.66	P9	04/20/2023
THRIVENT FINANCIAL	2023	04/18/2023	202200183	02 L	215 02	20230418AD	Payroll accrual	16.67	P9	04/20/2023
THRIVENT FINANCIAL	2023	04/18/2023	202200183	01 L	215 02	20230418AD	Payroll accrual	148.15	P9	04/20/2023
THRIVENT FINANCIAL	2023	04/18/2023	202200183	01 L	215 02	20230418AF	Payroll accrual	335.00	P9	04/20/2023
THRIVENT FINANCIAL	2023	04/18/2023	202200183	04 L	215 02	20230418AF	Payroll accrual	125.00	P9	04/20/2023
THRIVENT FINANCIAL	2023	04/18/2023	202200183	01 L	215 02	20230418AF	Payroll accrual	637.50	P9	04/20/2023
THRIVENT FINANCIAL	2023	04/18/2023	202200183	02 L	215 02	20230418AF	Payroll accrual	12.50	P9	04/20/2023
AM FAMILY LIFE ASSUR	2023	04/18/2023	202200184	01 L	215 12	20230418AD	Payroll accrual	322.59	P9	04/20/2023
AM FAMILY LIFE ASSUR	2023	04/18/2023	202200184	01 L	215 12	20230418AD	Payroll accrual	317.35	P9	04/20/2023
FRANKLIN TEMPLETON B	2023	04/18/2023	202200185	01 L	215 02	20230418AD	Payroll accrual	433.33	P9	04/20/2023
FRANKLIN TEMPLETON B	2023	04/18/2023	202200185	01 L	215 02	20230418AF	Payroll accrual	433.33	P9	04/20/2023
AXA EQUITABLE	2023	04/18/2023	202200186	01 L	215 02	20230418AD	Payroll accrual	100.00	P9	04/20/2023
AXA EQUITABLE	2023	04/18/2023	202200186	01 L	215 02	20230418AF	Payroll accrual	100.00	P9	04/20/2023
EDUCATION MINNESOTA/	2023	04/18/2023	202200187	01 L	215 02	20230418AD	Payroll accrual	1,575.00	P9	04/20/2023
EDUCATION MINNESOTA/	2023	04/18/2023	202200187	01 L	215 02	20230418AF	Payroll accrual	800.00	P9	04/20/2023
MN CHILD SUPPORT PAY	2023	04/18/2023	202200188	01 L	215 10	20230418AD	Payroll accrual	945.60	P9	04/20/2023
AMERICAN FUNDS SERVI	2023	04/18/2023	202200189	01 L	215 02	20230418AD	Payroll accrual	1,878.33	P9	04/20/2023
AMERICAN FUNDS SERVI	2023	04/18/2023	202200189	04 L	215 02	20230418AD	Payroll accrual	300.00	P9	04/20/2023
AMERICAN FUNDS SERVI	2023	04/18/2023	202200189	01 L	215 02	20230418AF	Payroll accrual	1,521.78	P9	04/20/2023
AMERICAN FUNDS SERVI	2023	04/18/2023	202200189	04 L	215 02	20230418AF	Payroll accrual	300.00	P9	04/20/2023
WEX	2023	04/18/2023	202200190	01 L	215 27	20230418AD	Payroll accrual	3,878.37	P9	04/20/2023
WEX	2023	04/18/2023	202200190	01 L	215 27	20230418AF	Payroll accrual	3,652.64	P9	04/20/2023
WEX	2023	04/18/2023	202200190	02 L	215 27	20230418AF	Payroll accrual	32.91	P9	04/20/2023
WEX	2023	04/18/2023	202200190	01 L	215 27	20230418AF	Payroll accrual	6,873.79	P9	04/20/2023
WEX	2023	04/18/2023	202200190	04 L	215 27	20230418AF	Payroll accrual	329.07	P9	04/20/2023
WEX	2023	04/18/2023	202200190	01 L	215 27	20230418AF	Payroll accrual	9,584.88	P9	04/20/2023
WEX	2023	04/18/2023	202200190	04 L	215 27	20230418AF	Payroll accrual	1,400.01	P9	04/20/2023

Totals for checks 755,723.13

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL EDUCATION	176,329.75	152.93	484,151.48	660,634.16
02	FOOD SERVICE	66,563.97	0.00	15,510.12	82,074.09
04	COMMUNITY SERVICE	8,549.70	0.00	4,465.18	13,014.88
***	Fund Summary Totals ***	251,443.42	152.93	504,126.78	755,723.13

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

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