

**KILLDEER PUBLIC SCHOOL BOARD  
REGULAR MEETING  
BOARD ROOM  
MONDAY, JUNE 10, 2024, 7:00 PM**



**AGENDA**

1. Call to Order
  - A. Pledge of Allegiance
2. Approval of Agenda
3. Public Comment
4. Consent Agenda
  - A. Minutes from May 8, 2024 Regular Meeting

# Killdeer Public School District No. 16

## Administration

Jeff Simmons, Superintendent  
Karter Kleeman, HS Principal  
Andrew Cook, Elem Principal  
Rhonda Zastoupil, Business Manager



## School Board

Levi Bang, President  
April Dutchuk, Vice-President  
Larry Lundberg, Member  
Scott Bice, Member  
Kelli Schollmeyer, Member

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**Killdeer Public School District No. 16  
Regular Board Meeting  
Boardroom  
Wednesday, May 8, 2024 – 7:00 p.m.  
Official Minutes**

Levi Bang: Present  
Scott Bice: Present  
April Dutchuk: Present  
Larry Lundberg: Present  
Kelli Schollmeyer: Present  
Present: 5.

Also in attendance were Superintendent Jeff Simmons, Business Manager Rhonda Zastoupil, Nick Dukart, Katie Larimer, Karter Kleeman, Brittany Wheeling, Margaret Kerr, Jamie Armitage, JoAnn Brew, Nicole Walker, Nick Walker, Andrew Cook, Jenni Wallace, Abbie Elkins, Skyler Niebuhr and Stephanie Arthur.

### 1. Call to Order

President Bang called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited.

### 2. Approval of Agenda

I move to set the written agenda and approve the consent agenda. This motion, made by Scott Bice and seconded by April Dutchuk, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea  
Yea: 5, Nay: 0

### 3. Public Comment

President Bang opened the floor to public comment. No public comment.

### 4. Consent Agenda

#### 4.A. Minutes from the April 10, 2024 Regular Meeting

#### 4.B. Prepaid May Bills

#### 4.C. Business Manager Reports

##### 4.C.a. Financial Reports

##### 4.C.b. Personnel Reports

#### 1. Returning Administrator Contracts

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2. Returning Certified Teacher Contracts
3. New Certified Teacher Contracts
  1. Tanner Binstock - Elementary Teacher
  2. Karter Kleeman - Elementary Teacher
4. Resignations:
  1. Janis Harris-Senior Class Advisor
  2. Abbie Elkins-Student Council Advisor
  3. Sean Elkins-Student Council Advisor
  4. Courtney Olson- Asst Girls' Varsity and Elementary Basketball Coach
  5. Denice Sayler-Elementary Student Council and Spelling Bee
  6. Chelsea Laswell- Elementary Teacher
  7. Christy Larsen – HS SPED Teacher

4.C.c. Food Service Reports

4.C.d. Student Activity Reports

4.D. Administrator Reports

## 5. Unfinished Business

### 5.A. Consider Providing a Bus for the Killdeer Baseball Program

I move to approve the School Bus Use Application and Agreement, as presented, for the Killdeer Baseball Program for the summer 2024 season. This motion, made by April Dutchuk and seconded by Kelli Schollmeyer, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea  
Yea: 5, Nay: 0

In follow-up to last month's meeting, a School Bus Use Application and Agreement was created. Shane Teigen, representing the Killdeer Baseball Program, submitted an application for use of a school bus for the summer of 2024. The application was reviewed. Discussion held.

## 6. New Business

### 6.A. Consider Additional May Bills

I move to pay the additional May bills as presented. This motion, made by Kelli Schollmeyer and seconded by Scott Bice, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea  
Yea: 5, Nay: 0

The additional bills were reviewed. Discussion held.

### 6.B. Consider HB 1398 Cybersecurity Course Integration Plan

HB 1398 states that every public school district must develop a computer science and cybersecurity integration plan to ensure the introduction of foundational computer science and cybersecurity

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knowledge and that the board of a public school or school district shall approve a plan by July 1, 2024. Mrs. Walker was in attendance to present the draft plan, provide information and answer questions. Discussion held. The board will review and consider approval at the June meeting. No action taken.

### 6.C. Discussion of School Vehicle

Mr. Walker and Mr. Dukart researched the purchase of vehicles for the school district and shared information with the board. Discussion held. No action taken.

### 6.D. Consider the 2024-2025 Extra-Curricular Contract

I move to approve the 2024-2025 Extra-Curricular Master Contract as presented. This motion, made by Scott Bice and seconded by Kelli Schollmeyer, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea  
Yea: 5, Nay: 0

The updated Extra-Curricular Master Contract was presented and reviewed. Brief discussion held.

### 6.E. Consider Updates to Ancillary Staff Categories & Wage Scale

I move to approve the Ancillary Staff Categories & Wage Scale for fiscal year 2024-2025, as presented. This motion, made by Kelli Schollmeyer and seconded by April Dutchuk, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea  
Yea: 5, Nay: 0

The Ancillary Staff Categories & Wage Scale was presented and reviewed. Discussion held.

### 6.F. Consider Joint Powers Agreement with the City of Killdeer

I move to approve the Joint Powers Agreement between the City of Killdeer and the Killdeer School District regarding regional athletic tournaments as presented. This motion, made by April Dutchuk and seconded by Larry Lundberg, Carried.

Levi Bang: Yea, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea  
Yea: 5, Nay: 0

The Killdeer City Commission drafted a Joint Powers Agreement to assist with costs associated with hosting multiple regional sporting events this past school year as these events boosted the local economy. Mr. Walker recently attended a city commission meeting and shared what was discussed. He indicated future requests would go through the Convention and Visitors Bureau. Discussion held. The board extended their appreciation to the City Commission for offering to assist with the tournament costs.

## 7. Other

## 8. Announcements

8.A. Staff Recognition Event: Friday, May 10, 2024 at 5:30 PM at the American Legion

8.B. Graduation: May 26th at 2:00 PM at the Killdeer High School

8.C. School Board Election: Tuesday, June 11, 2024 at Dunn County Courthouse

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*Knowledge for a lifetime*

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Scott Bice, Member  
Kelli Schollmeyer, Member

8.D. Next Regular Meeting: **Monday**, June 10, 2024 at 7:00 PM  
(*Note date change*)

8.E. Special Board Meeting: Monday, June 24, 2024 - Election Canvass, FYE24 Budget Amendments,  
FYE25 Preliminary Budget

9. Adjourn

The meeting adjourned at 7:41 PM.

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Levi Bang, President

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Rhonda Zastoupil, Business Manager

## B. Prepaid June Bills

**Detail Check Register**

Posted; Batch Description 5 Records Selected; Fund Number 01, 03, 04

Checking Account: 1		Fund 01				Check Total:	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
Check Number: 46531		Check Type: Check	Check Date: 05/20/2024	Vendor: ARBASH	AR BASH	Check Total:	3,490.00
20240520	05/20/2024	ELEM-01958	AR BASH	01 000 000 120 1000 611	3,490.00		
V*20240520	05/21/2024	ELEM-01958	AR BASH	01 000 000 120 1000 611	(3,490.00)		
Check Number: 46532		Check Type: Check	Check Date: 05/20/2024	Vendor: VISA	VISA	Check Total:	4,380.84
20240520-0001	05/20/2024	POELEM-02295	DROSOPHILA LABORATORY EQUIPMENT KIT-JERE	01 000 000 140 1000 611	102.08		
20240520-0002	05/20/2024	POELEM-02294	TRANS GAS	01 000 000 000 2700 626	214.66		
20240520-0002	05/20/2024	POELEM-02294	DIESEL	01 000 000 000 2700 627	173.04		
20240520-0003	05/20/2024	HS-01276	Hotel Rooms for Valley City Math Meet	01 000 000 140 1000 580	192.60		
20240520-0006	05/20/2024	HS-01301	Demco® CircExtender® Poly Adhesive Cover	01 000 000 000 2222 611	100.96		
20240520-0006	05/20/2024	HS-01301	Demco® CircExtender® Poly Adhesive Cover	01 000 000 000 2222 611	127.80		
20240520-0015	05/20/2024	ELEM-01871	Member's Mark Soft and Strong 2-Ply Faci	01 000 000 110 1000 610	52.18		
20240520-0015	05/20/2024	ELEM-01871	Member's Mark Soft and Strong 2-Ply Faci	01 000 000 120 1000 611	121.74		
20240520-0017	05/20/2024	ELEM-01882	CUP OF CATERPILLARS™	01 000 000 800 3300 611	17.99		
20240520-0017	05/20/2024	ELEM-01882	Butterfly Life Cycle Stages - Special Of	01 000 000 800 3300 611	14.99		
20240520-0017	05/20/2024	ELEM-01882	Shipping	01 000 000 800 3300 618	8.95		
20240520-0019	05/20/2024	ELEM-01892	shipping	01 000 000 120 1000 618	45.90		
20240520-0019	05/20/2024	ELEM-01892	Teacher Edition	01 000 000 120 1000 640	408.00		
20240520-0019	05/20/2024	ELEM-01892	Student books	01 000 000 120 1000 640	51.00		
20240520-0020	05/20/2024	ELEM-01901	Dry Erase Board	01 000 000 000 2321 730	1,750.00		
20240520-0020	05/20/2024	ELEM-01901	SHIPPING	01 000 000 000 2321 730	50.00		
20240520-0021	05/20/2024	ELEM-01902	In-Out & Write-a-Note™ Magnetic Whiteboa	01 000 000 000 2700 611	726.59		
20240520-0021	05/20/2024	ELEM-01902	SHIPPING	01 000 000 000 2700 611	222.36		
Check Number: 46533		Check Type: Check	Check Date: 05/20/2024	Vendor: VISA	VISA	Check Total:	1,757.29
20240520-0022	05/20/2024	POELEM-02293	SUPPLIES FROM ULTRASOURCE CHARGES TWICE	01 000 000 310 1000 611	(63.62)		
20240520-0024	05/20/2024	HS-01310	Room at the Radisson for April 29	01 000 000 140 2410 580	212.43		
20240520-0025	05/20/2024	HS-01255	Flights to Washington DC for the FFA Was	01 000 000 310 1000 580	717.20		
20240520-0025	05/20/2024	HS-01255	FIGHT PROTECTION	01 000 000 310 1000 580	48.41		
20240520-0027	05/20/2024	HS-01306	Food Items from walmart	01 000 000 140 1000 611	125.26		
20240520-0028	05/20/2024	ELEM-01881	Pins for lettermans jackets	01 000 000 420 3400 890	612.80		
20240520-0030	05/20/2024	HS-01285	partition folders	01 000 000 211 1000 611	104.81		
Check Number: 46534		Check Type: Check	Check Date: 05/21/2024	Vendor: JUMPNFUN	JUMP-N-FUN	Check Total:	3,490.00
20240521	05/21/2024	POELEM-02331	AR BASH INFLATABLES	01 000 000 120 1000 611	3,490.00		
Check Number: 46535		Check Type: Check	Check Date: 05/21/2024	Vendor: AH	AH INC.	Check Total:	3,263.66

**Detail Check Register**

Posted; Batch Description 5 Records Selected; Fund Number 01, 03, 04

**Checking Account: 1**

**Fund 01**

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
66189BUS	05/21/2024	POELEM-02305	COOLANT BUS 404	01 000 000 000 2700 611	53.16
66189BUS	05/21/2024	POELEM-02305	OIL BUS 409	01 000 000 000 2700 671	210.50
66189BUS	05/21/2024	POELEM-02305	REPAIRS 414,418,404,403,408,409,406	01 000 000 000 2700 673	3,000.00
Check Number: 46536	Check Type: Check	Check Date: 05/21/2024	Vendor: AIRGAS	AIRGAS USA, LLC	Check Total: 129.41
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
5507352284	05/21/2024	POELEM-02318	LARGE ARGON	01 000 000 310 1000 611	129.41
Check Number: 46537	Check Type: Check	Check Date: 05/21/2024	Vendor: AMAZONCAP	AMAZON CAPITAL SERVICES	Check Total: 196.57
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
19TV-64XR-Q14R	05/21/2024	HS-01317	Rain Bird LNK2 WiFi Module, Compatible w	01 000 000 000 2600 611	94.99
1Y6W-GJM3-WVT9	05/21/2024	HS-01326	OFFICE SUPPLIES SPLIT	01 000 000 130 1000 611	30.47
1Y6W-GJM3-WVT9	05/21/2024	HS-01326	OFFICE SUPPLIES SPLIT	01 000 000 140 1000 611	71.11
Check Number: 46538	Check Type: Check	Check Date: 05/21/2024	Vendor: BANGLEV	LEVI BANG	Check Total: 44.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240521	05/21/2024	ELEM-01969	Reimbursement for 2 dinners from NDSBA C	01 000 000 000 2310 580	44.00
Check Number: 46539	Check Type: Check	Check Date: 05/21/2024	Vendor: BLUE	BLUE HAWK AUDIO & VIDEO	Check Total: 14,204.92
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
SCREEN 2	05/21/2024	ELEM-01942	150" motorized drop down screen for rear	01 000 000 000 2600 450	14,204.92
Check Number: 46540	Check Type: Check	Check Date: 05/21/2024	Vendor: BOBCATMAND	BOBCAT OF MANDAN, INC	Check Total: 505.94
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
42125M	05/21/2024	POELEM-02330	REPAIRS ON THE BOBCAT	01 000 000 000 2600 730	505.94
Check Number: 46541	Check Type: Check	Check Date: 05/21/2024	Vendor: CITYOF	CITY OF KILLDEER	Check Total: 2,960.16
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240521	05/21/2024	POELEM-02299	WATER PORTABLES	01 000 000 000 2600 411	63.50
20240521	05/21/2024	POELEM-02299	WATER GRADE SCHOOL	01 000 000 000 2600 411	412.82
20240521	05/21/2024	POELEM-02299	WATER 1415 HIGH ST NW	01 000 000 000 2600 411	969.18
20240521	05/21/2024	POELEM-02299	WATER GYM	01 000 000 000 2600 411	97.52
20240521	05/21/2024	POELEM-02299	WATER 101 HIGH ST NW	01 000 000 000 2600 411	220.14
20240521	05/21/2024	POELEM-02299	GARBAGE PORTABLES	01 000 000 000 2600 421	57.00
20240521	05/21/2024	POELEM-02299	GARBAGE 101 HIGH ST NW	01 000 000 000 2600 421	1,140.00
Check Number: 46542	Check Type: Check	Check Date: 05/21/2024	Vendor: COLE	COLE PAPERS INC.	Check Total: 3,627.72
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
10428882	05/21/2024	POELEM-02308	STANDARD CAPACITY PLEAT	01 000 000 000 2600 611	2,190.63
10428882	05/21/2024	POELEM-02308	STANDARD CAPACITY PLEAT	01 000 000 000 2600 611	1,437.09
Check Number: 46543	Check Type: Check	Check Date: 05/21/2024	Vendor: COLUMNSOFT	COLUMN SOFTWARE PBC	Check Total: 159.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
633CEF61-0014	05/21/2024	POELEM-02304	MEETING MINUTES 5.8.24 - 633CEF61-0014	01 000 000 000 2500 540	159.60

**Detail Check Register**

Posted; Batch Description 5 Records Selected; Fund Number 01, 03, 04

**Checking Account: 1**

**Fund 01**

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
46544	Check	05/21/2024	DAKBOYS	DAKOTA BOYS AND GIRLS RANCH	5,757.00
2099	05/21/2024	POELEM-02315	TUITION - FAITH HALLMARK	01 000 000 140 1000 561	5,757.00
46545	Check	05/21/2024	DANZJAR	DANZEISEN JARED	150.00
20240521	05/21/2024	ELEM-01943	REFUND PRE-K PAYMENT	01 000 1800	150.00
46546	Check	05/21/2024	DUTCHUK	APRIL DUTCHUK	44.00
20240521	05/21/2024	ELEM-01970	Reimbursement for 2 dinners from NDSBA C	01 000 000 000 2310 580	44.00
46547	Check	05/21/2024	FOLLETTSCH	FOLLETT SCHOOL SOLUTIONS INC	2,292.36
1541970	05/21/2024	ELEM-01920	DISTRICT MEMBER LM - HOSTED SERVICE RENE	01 000 000 000 2222 430	1,169.05
1541970	05/21/2024	ELEM-01920	TITLEPEEK ONLINE SERVICE RENEWAL - DESTI	01 000 000 000 2222 430	150.00
1541971	05/21/2024	HS-01322	DISTRICT MEMBER LM - HOSTED SERVICE RENE	01 000 000 000 2222 430	823.31
1541971	05/21/2024	HS-01322	TITLEPEEK ONLINE SERVICE RENEWAL - DESTI	01 000 000 000 2222 430	150.00
46548	Check	05/21/2024	FORUCOMM	FORUM COMMUNICATIONS COMPANY	75.00
20240521	05/21/2024	POELEM-02313	PROGRESS KILLDEER DICKINSON PRESS	01 000 000 000 2500 540	75.00
46549	Check	05/21/2024	FUINS	FARMERS UNION INSURANCE	301.00
5380271	05/21/2024	POELEM-02320	GOLF CAR COVERAGE	01 000 000 000 2700 520	301.00
46550	Check	05/21/2024	GOOSENECK	GOOSENECK IMPLEMENT	80.19
11068719	05/21/2024	POELEM-02311	MOWER BLADE	01 000 000 000 2600 730	80.19
46551	Check	05/21/2024	HARLOWBIS	HARLOW'S BUS SALES, INC - BISMARCK	133,450.00
20240521	05/21/2024	ELEM-01313	I-2025 International IC CE 77 seated 71	01 000 000 000 2700 732	133,050.00
20240521	05/21/2024	ELEM-01313	Pan Heater	01 000 000 000 2700 732	400.00
46552	Check	05/21/2024	HELFLASH	ASHLYNN HELFRICH	375.56
20240521	05/21/2024	ELEM-01861	Breakfast	01 000 000 000 2210 580	18.00
20240521	05/21/2024	ELEM-01861	Supper	01 000 000 000 2210 580	44.00
20240521	05/21/2024	ELEM-01861	Mileage	01 000 000 000 2210 580	313.56
46553	Check	05/21/2024	ICON	ICON ARCHITECTURAL GROUP	1,866.34

**Detail Check Register**

Posted; Batch Description 5 Records Selected; Fund Number 01, 03, 04

**Checking Account: 1**

**Fund 01**

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240109	05/21/2024	POELEM-02317	AMENDMENT # 10 ELEM SECURE ENTRY - MILEA	03 000 000 000 4220 435	33.17
20240109	05/21/2024	POELEM-02317	AMENDMENT #11 GREENHOUSE DESIGN AND MILE	03 000 000 000 4220 435	1,833.17
Check Number: 46554      Check Type: Check      Check Date: 05/21/2024      Vendor: JOHNCLA      CLAYTON JOHNSEN      Check Total: 83.65					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240521	05/21/2024	ELEM-01978	Reimbursement for gas	01 000 000 120 1000 580	38.65
20240521-0001	05/21/2024	ELEM-01955	GAS REIMBURSEMENT	01 000 000 000 2700 627	45.00
Check Number: 46555      Check Type: Check      Check Date: 05/21/2024      Vendor: MARCBRE      MARCIA BRENNER ASSOCIATES      Check Total: 2,700.00					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
INV-240887	05/21/2024	ELEM-01964	MBA Plug-In for PowerSchool SIS	01 000 000 000 2500 670	1,500.00
INV-240887	05/21/2024	ELEM-01964	Fees Plugin-Training and Implementation	01 000 000 000 2500 670	1,200.00
Check Number: 46556      Check Type: Check      Check Date: 05/21/2024      Vendor: MDU      MONTANA DAKOTA UTILITIES CO.      Check Total: 22,982.41					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240521	05/21/2024	POELEM-02312	ELEC 1415 HIGH ST NW	01 000 000 000 2600 621	8,122.41
20240521	05/21/2024	POELEM-02312	ELEC 101 HIGH ST NW	01 000 000 000 2600 621	9,682.27
20240521	05/21/2024	POELEM-02312	ELEC ATHLETIC FIELD	01 000 000 000 2600 621	415.93
20240521	05/21/2024	POELEM-02312	ELEC HEATER PLUGINS	01 000 000 000 2600 621	17.68
20240521	05/21/2024	POELEM-02312	ELEC PORTABLES	01 000 000 000 2600 621	986.83
20240521	05/21/2024	POELEM-02312	GAS 1415 HIGH ST NW (GEN)	01 000 000 000 2600 622	172.20
20240521	05/21/2024	POELEM-02312	GAS 101 HIGH ST NW	01 000 000 000 2600 622	1,337.35
20240521	05/21/2024	POELEM-02312	GAS 1415 HIGH ST NW	01 000 000 000 2600 622	2,247.74
Check Number: 46557      Check Type: Check      Check Date: 05/21/2024      Vendor: MINOTPUBL      MINOT PUBLIC SCHOOLS      Check Total: 24,823.88					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2023-2024-KILPS	05/21/2024	POELEM-02310	TUITION NAVEAH STONE CONTRACT #32892	01 000 000 140 1000 561	24,823.88
Check Number: 46558      Check Type: Check      Check Date: 05/21/2024      Vendor: NDFFA      ND FFA ASSOCIATION      Check Total: 620.00					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1356	05/21/2024	HS-01347	Registration for Advisor & Volunteer Coa	01 000 000 310 1000 580	20.00
1418	05/21/2024	HS-01367	State FFA Convention Registration- Advis	01 000 000 310 1000 580	600.00
Check Number: 46559      Check Type: Check      Check Date: 05/21/2024      Vendor: NDSOS      ND SMALL ORGANIZED SCHOOLS      Check Total: 20.00					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240521	05/21/2024	POELEM-02324	BUS DRIVERS TRAINING REGISTRATION FEE -	01 000 000 000 2700 330	20.00
Check Number: 46560      Check Type: Check      Check Date: 05/21/2024      Vendor: PEARCE      PEARCE & DURICK      Check Total: 2,769.25					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240521	05/21/2024	POELEM-02309	REGARDING GREENHOUSE PROJECT	01 000 000 000 2500 330	2,769.25
Check Number: 46561      Check Type: Check      Check Date: 05/21/2024      Vendor: POPPLERS      POPPLERS MUSIC INC      Check Total: 137.18					

**Detail Check Register**

Posted; Batch Description 5 Records Selected; Fund Number 01, 03, 04

Checking Account: 1

Fund 01

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2877168	05/21/2024	ELEM-01782	Humble and Kind 2pt	01 000 000 120 1000 612	21.50
2877168	05/21/2024	ELEM-01782	Humble and Kind P/A CD	01 000 000 120 1000 612	26.99
2877168	05/21/2024	ELEM-01782	Shipping	01 000 000 120 1000 612	11.95
2881848	05/21/2024	ELEM-01837	Crossing the U.S.A. - 2 part	01 000 000 120 1000 612	32.80
2881848	05/21/2024	ELEM-01837	Crossing the U.S.A. - P/A CD	01 000 000 120 1000 612	29.99
2881848	05/21/2024	ELEM-01837	Shipping	01 000 000 120 1000 612	13.95
Check Number: 46562	Check Type: Check	Check Date: 05/21/2024	Vendor: PRAIRIEAU	PRAIRIE AUTO PARTS	Check Total: 1,979.19
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240521	05/21/2024	POELEM-02326	IMPACT WRENCH 458818	01 000 000 000 2600 611	380.10
20240521	05/21/2024	POELEM-02326	RESTOCK FUEL AND AIR FILTERS FOR ALL BUS	01 000 000 000 2700 673	931.62
20240521	05/21/2024	POELEM-02326	18MO WTY BAT BUS 406 460040	01 000 000 000 2700 673	328.64
20240521	05/21/2024	POELEM-02326	FILTER RESTOCK ALL BUSES 459521	01 000 000 000 2700 673	219.51
20240521	05/21/2024	POELEM-02326	FUEL FILTER BUS 409 459520	01 000 000 000 2700 673	69.84
20240521	05/21/2024	POELEM-02326	FUEL FILTER BUS 403 459123	01 000 000 000 2700 673	44.44
20240521	05/21/2024	POELEM-02326	FUSES BUS 408 458061	01 000 000 000 2700 673	5.04
Check Number: 46563	Check Type: Check	Check Date: 05/21/2024	Vendor: PRAIVIEW	PRAIRIE VIEW LANDSCAPING & NURSERY	Check Total: 2,072.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
188614	05/21/2024	POELEM-02303	ACTIVATE IRRIGATION SYSTEM	03 000 000 000 4220 435	2,072.00
Check Number: 46564	Check Type: Check	Check Date: 05/21/2024	Vendor: PREBLE	PREBLE MEDICAL SERVICES, INC.	Check Total: 100.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
8027	05/21/2024	POELEM-02306	DOT DRUG TEST - BRANDEE NEUROHR	01 000 000 000 2700 330	100.00
Check Number: 46565	Check Type: Check	Check Date: 05/21/2024	Vendor: QUADIENT2	QUADIENT FINANCE USA, INC.	Check Total: 415.43
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240521	05/21/2024	POELEM-02307	POSTAGE	01 000 000 000 2500 431	415.43
Check Number: 46566	Check Type: Check	Check Date: 05/21/2024	Vendor: RAGAJUL	JULIE RAGAN	Check Total: 48.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240521	05/21/2024	ELEM-01960	Playing with a Purpose Training	01 000 000 890 3300 800	24.00
20240521	05/21/2024	ELEM-01960	Engaging Indoor Activities for Inclement	01 000 000 890 3300 800	24.00
Check Number: 46567	Check Type: Check	Check Date: 05/21/2024	Vendor: SANFORDH	SANFORD HEALTH OCCUPATIONAL MEDICINE	Check Total: 200.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
775480	05/21/2024	POELEM-02319	DOT EXAM - L. DOBITZ, M. KLATT	01 000 000 000 2700 390	200.00
Check Number: 46568	Check Type: Check	Check Date: 05/21/2024	Vendor: SCELMEI	MELISSA SCELZI	Check Total: 83.79
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240521	05/21/2024	POELEM-02332	REIMBURSEMENT FOR WINDSHIELD WASH AND BU	01 000 000 000 2700 611	23.79

**Detail Check Register**

Posted; Batch Description 5 Records Selected; Fund Number 01, 03, 04

Checking Account: 1		Fund 01					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	<u>Check Total:</u>	
20240521-0001	05/21/2024	ELEM-01959	Pathway to Partnership Training	01 000 000 890 3300 800	60.00		
Check Number: 46569	Check Type: Check	Check Date: 05/21/2024	Vendor: SCHOKEL	KELLI SCHOLLMEYER	Check Total:	88.00	
20240521	05/21/2024	ELEM-01971	Reimbursement for 2 dinners from NDSBA C	01 000 000 000 2310 580	44.00		
20240521	05/21/2024	ELEM-01971	Reimbursement for 2 dinners from NDSBA N	01 000 000 000 2310 580	44.00		
Check Number: 46570	Check Type: Check	Check Date: 05/21/2024	Vendor: SMART	SMART COMPUTERS	Check Total:	109.95	
17-46527	05/21/2024	POELEM-02325	REPLACEMENT CABLES FOR DOCKING STATIONS	01 000 000 000 2225 490	109.95		
Check Number: 46571	Check Type: Check	Check Date: 05/21/2024	Vendor: USBANK	US BANK	Check Total:	500.00	
7298825	05/21/2024	POELEM-02321	GENERAL OBLIGATION SCHOOL BUILDING BONDS	04 000 000 000 6100 330	500.00		
Check Number: 46572	Check Type: Check	Check Date: 05/21/2024	Vendor: WALKNIC	NICOLE WALKER	Check Total:	80.98	
20240521	05/21/2024	ELEM-01948	Walmart appreciation week	01 000 000 000 2310 290	80.98		
Check Number: 46573	Check Type: Check	Check Date: 05/21/2024	Vendor: WESTRI	WEST RIVER STUDENT SERVICES	Check Total:	5,421.85	
20240521	05/21/2024	POELEM-02322	STUDENT CONTRACT - K. BEAKS	01 000 000 120 1000 560	1,256.72		
20240521	05/21/2024	POELEM-02322	STUDENT CONTRACT - H. LEE	01 000 000 120 1000 560	1,256.72		
20240521	05/21/2024	POELEM-02322	STUDENT CONTRACT - B. BROWN	01 000 000 120 1000 560	1,256.72		
20240521	05/21/2024	POELEM-02322	STUDENT CONTRACT - C. WALKS	01 000 000 120 1000 560	394.97		
20240521	05/21/2024	POELEM-02322	STUDENT CONTRACT - S. WILKE-DANKS	01 000 000 140 1000 561	1,256.72		
Check Number: 46574	Check Type: Check	Check Date: 05/21/2024	Vendor: WESTTRU	WESTLIE TRUCK CENTER OF DICKINSON	Check Total:	250.60	
427168	05/21/2024	POELEM-02323	ENGINE LIGHT ON BUS 409	01 000 000 000 2700 673	250.60		
Check Number: 46575	Check Type: Check	Check Date: 05/21/2024	Vendor: ZASTMAR	MARK ZASTOUPIL	Check Total:	92.83	
20240521	05/21/2024	HS-01350	Walmart receipt	01 000 000 140 1000 611	37.58		
20240521	05/21/2024	HS-01350	Walmart receipt	01 000 000 140 1000 611	55.25		

\*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 244,690.55

C. Business Manager Reports

a. Financial Reports

Regular; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 01, 02, 03, 04

**Fund: 01 GENERAL FUND**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 000 1110	GENERAL-DISTRICT PROPERTY TAX	3,918,810.74	24,645.33	4,222,890.62	107.76	(304,079.88)
01 000 1220	TELECOMMUNICATIONS	10,000.00	0.00	12,389.62	123.90	(2,389.62)
01 000 1290	OTHER REVENUE IN LIEU OF PROPERTY TAX	0.00	0.00	6,512.91	0.00	(6,512.91)
01 000 1312	TUITION FROM ND DISTRICTS	80,000.00	0.00	81,781.80	102.23	(1,781.80)
01 000 1322	TUITION--SPECIAL ED	200,000.00	29,902.08	25,772.36	12.89	174,227.64
01 000 1510	INTEREST EARNED	50,000.00	60,157.61	318,512.08	637.02	(268,512.08)
01 000 1800	PRE SCHOOL	36,000.00	2,280.00	31,903.50	88.62	4,096.50
01 000 1801	DAYCARE	134,400.00	15,562.00	124,267.50	92.46	10,132.50
01 000 1950	OIL ROYALTY	15,000.00	599.36	6,676.41	44.51	8,323.59
01 000 1990	MISC INCOME	20,000.00	150.00	162,361.16	811.81	(142,361.16)
Subtotal: REVENUE FROM LOCAL SOURCES		4,464,210.74	133,296.38	4,993,067.96	111.85	(528,857.22)
01 000 2210	OIL & GAS PRODUCTION TAX	2,500,000.00	266,819.43	3,070,030.90	122.80	(570,030.90)
Subtotal: REVENUE FROM COUNTY SOURCES		2,500,000.00	266,819.43	3,070,030.90	122.80	(570,030.90)
01 000 3110	STATE AID	1,957,615.28	0.00	2,067,225.88	105.60	(109,610.60)
01 000 3130	TRANSPORTATION AID	192,412.50	0.00	181,692.60	94.43	10,719.90
01 000 3310	CTE INSTRUCTIONAL AID	38,000.00	0.00	37,873.69	99.67	126.31
Subtotal: REVENUE FROM STATE SOURCES		2,188,027.78	0.00	2,286,792.17	104.51	(98,764.39)
01 000 4210	TAYLOR GRAZING	500.00	0.00	457.83	91.57	42.17
01 000 4220	FLOOD CONTROL	550,000.00	36,307.60	1,335,524.06	242.82	(785,524.06)
01 000 4510	TITLE I PROGRAM AID	142,770.00	11,846.96	94,479.92	66.18	48,290.08
01 000 4517	TITLE IIA	0.00	0.00	0.00	0.00	0.00
01 000 4525	TITLE IV STUDENT SUPPORT	0.00	0.00	0.00	0.00	0.00
01 000 4526	TITLE V	70,166.00	0.00	70,166.00	100.00	0.00
01 000 4545	CARL PERKINS GRANT	33,000.00	0.00	0.00	0.00	33,000.00
01 101 4590	CHOICE READY GRANT	0.00	0.00	0.00	0.00	0.00
01 120 4590	OTHER RESTRICTED FEDERAL REVENUE	50,000.00	0.00	0.00	0.00	50,000.00
01 200 4590	BEST IN CLASS GRANT	45,000.00	0.00	42,750.00	95.00	2,250.00
01 000 4790	REAP SRSA G5	47,394.00	0.00	47,394.00	100.00	0.00
Subtotal: REVENUE FROM FEDERAL SOURCES		938,830.00	48,154.56	1,590,771.81	169.44	(651,941.81)
Fund Total:		10,091,068.52	448,270.37	11,940,662.84	118.33	(1,849,594.32)

Regular; Processing Month 05/2024; Accounts to Include Accounts with  
Activity; Fund Number 01, 02, 03, 04

**Fund: 02 SPECIAL FUND**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 000 1510	INTEREST EARNED	0.00	12,186.85	12,186.85	0.00	(12,186.85)
Subtotal: REVENUE FROM LOCAL SOURCES		0.00	12,186.85	12,186.85	0.00	(12,186.85)
Fund Total:		0.00	12,186.85	12,186.85	0.00	(12,186.85)

Regular; Processing Month 05/2024; Accounts to Include Accounts with  
Activity; Fund Number 01, 02, 03, 04

**Fund: 03 CAPITAL PROJECTS**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
03 000 1161	PROPERTY TAXES	677,918.64	5,398.95	731,602.28	107.92	(53,683.64)
03 000 1540	RENTAL INCOME SCHOOL HOUSING	91,800.00	7,650.00	82,636.78	90.02	9,163.22
Subtotal: REVENUE FROM LOCAL SOURCES		769,718.64	13,048.95	814,239.06	105.78	(44,520.42)
Fund Total:		769,718.64	13,048.95	814,239.06	105.78	(44,520.42)

Regular; Processing Month 05/2024; Accounts to Include Accounts with  
 Activity; Fund Number 01, 02, 03, 04

**Fund: 04 DEBT SERVICE**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
04 000 1171	SINKING AND INTEREST #2	1,443,788.00	12,146.45	1,568,696.38	108.65	(124,908.38)
	Subtotal: REVENUE FROM LOCAL SOURCES	1,443,788.00	12,146.45	1,568,696.38	108.65	(124,908.38)
04 000 5600	GRANTS	0.00	0.00	5,950,000.00	0.00	(5,950,000.00)
	Subtotal: OTHER SOURCES	0.00	0.00	5,950,000.00	0.00	(5,950,000.00)
	Fund Total:	1,443,788.00	12,146.45	7,518,696.38	520.76	(6,074,908.38)

**Revenue Summary Report**

Processing Month: 05/2024  
Regular; Processing Month 05/2024; Accounts to Include Accounts with  
Activity; Fund Number 01, 02, 03, 04

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	12,304,575.16	485,652.62	20,285,785.13	164.86	(7,981,209.97)

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
<b>01</b>	<b>GENERAL FUND</b>				
<b>2210</b>	<b>CURRICULUM IMPROVEMENT</b>				
01 000 000 000 2210 110	SALARIES	58,300.00	4,858.34	43,725.06	14,574.94
01 000 000 000 2210 210	HEALTH INSURANCE	8,640.48	754.38	6,652.06	1,988.42
01 000 000 000 2210 220	FICA	5,120.95	429.36	4,343.90	777.05
01 000 000 000 2210 230	TFFR	12,955.56	1,079.64	10,724.76	2,230.80
01 000 000 000 2210 300	PROFESSIONAL SERVICES	80,000.00	2,500.00	40,928.93	39,071.07
01 000 000 000 2210 430	CONTRACTS	1,500.00	0.00	1,500.00	0.00
01 000 000 000 2210 580	TRAVEL	1,000.00	375.56	4,275.45	(3,275.45)
01 000 000 000 2210 611	SUPPLIES	1,000.00	0.00	195.24	804.76
01 000 000 000 2210 730	EQUIPMENT	500.00	0.00	0.00	500.00
01 000 000 000 2210 890	OTHER	1,200.00	0.00	0.00	1,200.00
<b>2210</b>	<b>CURRICULUM IMPROVEMENT</b>	<b>170,216.99</b>	<b>9,997.28</b>	<b>112,345.40</b>	<b>57,871.59</b>
<b>2213</b>	<b>WELLNESS</b>				
01 000 000 000 2213 110	SALARIES	2,000.00	2,000.00	2,000.00	0.00
01 000 000 000 2213 220	FICA	153.00	153.00	153.00	0.00
01 000 000 000 2213 230	TFFR	444.44	444.44	444.44	0.00
01 000 000 000 2213 290	OTHER EMPLOYEE BENEFITS	1,500.00	0.00	0.00	1,500.00
01 000 000 000 2213 580	TRAVEL	3,500.00	0.00	0.00	3,500.00
01 000 000 000 2213 611	SUPPLIES	250.00	0.00	0.00	250.00
01 000 000 000 2213 810	DUES & FEES	2,000.00	0.00	2,500.00	(500.00)
<b>2213</b>	<b>WELLNESS</b>	<b>9,847.44</b>	<b>2,597.44</b>	<b>5,097.44</b>	<b>4,750.00</b>
<b>2222</b>	<b>LIBRARY</b>				
01 000 000 000 2222 110	SALARIES	53,500.00	4,458.34	40,125.06	13,374.94
01 000 000 000 2222 130	SUBS/AIDES	22,275.00	1,255.16	22,159.05	115.95
01 000 000 000 2222 210	HEALTH INSURANCE	17,280.96	1,257.30	15,018.50	2,262.46
01 000 000 000 2222 220	FICA	7,118.78	495.01	5,569.40	1,549.38
01 000 000 000 2222 230	TFFR	15,288.06	1,194.83	12,355.23	2,932.83
01 000 000 000 2222 430	CONTRACTS	6,500.00	2,292.36	3,048.36	3,451.64
01 000 000 000 2222 580	TRAVEL	500.00	0.00	0.00	500.00
01 000 000 000 2222 611	SUPPLIES	4,500.00	228.76	1,857.68	2,642.32
01 000 000 000 2222 618	FREIGHT	250.00	0.00	17.94	232.06
01 000 000 000 2222 641	BOOKS-H.S.	2,500.00	0.00	811.35	1,688.65
01 000 000 000 2222 642	BOOKS-ELEM	2,500.00	0.00	(16.39)	2,516.39
01 000 000 000 2222 650	PERIODICALS	2,000.00	0.00	180.00	1,820.00
01 000 000 000 2222 670	SOFTWARE	1,000.00	0.00	0.00	1,000.00
01 000 000 000 2222 730	EQUIPMENT	2,000.00	0.00	0.00	2,000.00
<b>2222</b>	<b>LIBRARY</b>	<b>137,212.80</b>	<b>11,181.76</b>	<b>101,126.18</b>	<b>36,086.62</b>
<b>2225</b>	<b>COMPUTER-ASSISTED INSTRUCTION</b>				
01 000 000 000 2225 490	TECHNOLOGY SERVICES	0.00	4,244.95	26,910.45	(26,910.45)
<b>2225</b>	<b>COMPUTER-ASSISTED INSTRUCTION</b>	<b>0.00</b>	<b>4,244.95</b>	<b>26,910.45</b>	<b>(26,910.45)</b>
<b>2310</b>	<b>BOARD OF EDUCATION</b>				
01 000 000 000 2310 110	SALARIES-EARLY RETIREMENT	0.00	0.00	0.00	0.00
01 000 000 000 2310 120	SALARIES--BUSINESS MANAGER	0.00	0.00	0.00	0.00
01 000 000 000 2310 210	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 000 000 000 2310 220	FICA	1,912.50	0.00	234.00	1,678.50
01 000 000 000 2310 221	ND OASIS	0.00	0.00	0.00	0.00
01 000 000 000 2310 230	TFFR & PERS	0.00	0.00	0.00	0.00
01 000 000 000 2310 250	UNEMPLOYMENT COMPENSATION	1,500.00	0.00	0.00	1,500.00
01 000 000 000 2310 260	WORKMEN'S COMPENSATION	12,500.00	0.00	10,638.81	1,861.19
01 000 000 000 2310 290	OTHER EMPLOYEE BENEFITS	30,000.00	180.01	15,226.07	14,773.93
01 000 000 000 2310 310	BOARD SALARY	25,000.00	0.00	0.00	25,000.00
01 000 000 000 2310 580	TRAVEL	5,000.00	176.00	1,460.95	3,539.05
01 000 000 000 2310 650	PERIODICALS	500.00	0.00	205.00	295.00
01 000 000 000 2310 730	EQUIPMENT	1,000.00	0.00	0.00	1,000.00
01 000 000 000 2310 810	DUES & FEES	25,000.00	0.00	12,513.00	12,487.00
01 000 000 000 2310 890	CONSOLIDATION	0.00	0.00	0.00	0.00
<b>2310</b>	<b>BOARD OF EDUCATION</b>	<b>102,412.50</b>	<b>356.01</b>	<b>40,277.83</b>	<b>62,134.67</b>
<b>2321</b>	<b>SUPERINTENDENT'S OFFICE</b>				
01 000 000 000 2321 110	SALARIES--SUPERINTENDENT	151,280.00	11,636.92	128,006.12	23,273.88
01 000 000 000 2321 120	SALARIES--SECRETARY	0.00	0.00	0.00	0.00
01 000 000 000 2321 210	HEALTH INSURANCE	20,886.96	1,823.60	19,561.48	1,325.48
01 000 000 000 2321 220	FICA	11,572.92	868.81	9,577.97	1,994.95
01 000 000 000 2321 230	TFFR	31,031.78	2,585.98	28,445.78	2,586.00
01 000 000 000 2321 290	OTHER EMPLOYEE BENEFITS	7,000.00	383.34	4,794.49	2,205.51
01 000 000 000 2321 580	TRAVEL	6,000.00	118.00	1,793.83	4,206.17
01 000 000 000 2321 670	SOFTWARE	500.00	0.00	0.00	500.00
01 000 000 000 2321 730	EQUIPMENT	2,500.00	0.00	1,909.27	590.73
01 000 000 000 2321 810	DUES & FEES	3,000.00	0.00	1,664.00	1,336.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
2321	SUPERINTENDENT'S OFFICE	233,771.66	17,416.65	195,752.94	38,018.72
<b>2500</b>	<b>BUSINESS OFFICE</b>				
01 000 000 000 2500 120	Salaries	250,473.45	11,235.03	216,810.37	33,663.08
01 000 000 000 2500 210	HEALTH INSURANCE	52,856.29	2,433.12	47,885.95	4,970.34
01 000 000 000 2500 220	FICA	21,606.87	958.91	18,489.49	3,117.38
01 000 000 000 2500 230	PERS	36,696.25	1,665.05	31,884.71	4,811.54
01 000 000 000 2500 290	OTHER EMPLOYEE BENEFITS	5,000.00	350.00	3,784.04	1,215.96
01 000 000 000 2500 330	PROFESSIONAL SERVICES	25,000.00	2,893.00	41,935.50	(16,935.50)
01 000 000 000 2500 430	CONTRACTS	3,800.00	551.32	2,525.87	1,274.13
01 000 000 000 2500 431	POSTAGE METER	5,000.00	415.43	3,477.06	1,522.94
01 000 000 000 2500 521	PROPERTY INSURANCE	55,000.00	0.00	17,849.03	37,150.97
01 000 000 000 2500 522	LIABILITY INSURANCE	10,000.00	0.00	0.00	10,000.00
01 000 000 000 2500 532	POSTAGE	4,000.00	0.00	2,339.47	1,660.53
01 000 000 000 2500 540	LEGALS-ADS	5,000.00	577.94	4,273.79	726.21
01 000 000 000 2500 550	PRINTING & BINDING	500.00	0.00	0.00	500.00
01 000 000 000 2500 580	TRAVEL	2,000.00	296.52	677.74	1,322.26
01 000 000 000 2500 618	FREIGHT	250.00	0.00	59.56	190.44
01 000 000 000 2500 619	SUPPLIES TO BE DIST.	200.00	0.00	93.38	106.62
01 000 000 000 2500 670	SOFTWARE	12,000.00	14,500.00	14,500.00	(2,500.00)
01 000 000 000 2500 690	MISC SUPPLIES	3,000.00	95.00	3,512.55	(512.55)
01 000 000 000 2500 730	EQUIPMENT	12,000.00	0.00	8,995.00	3,005.00
01 000 000 000 2500 830	INTEREST	0.00	0.00	0.00	0.00
2500	BUSINESS OFFICE	504,382.86	35,971.32	419,093.51	85,289.35
<b>2600</b>	<b>M &amp; O OF PLANT</b>				
01 000 000 000 2600 120	SALARIES	246,653.35	14,126.22	265,511.95	(18,858.60)
01 000 000 000 2600 121	PART TIME SALARY	44,871.15	0.00	17,993.18	26,877.97
01 000 000 000 2600 210	HEALTH INSURANCE	51,842.16	2,640.33	52,387.91	(545.75)
01 000 000 000 2600 220	FICA	23,623.60	1,124.60	22,586.21	1,037.39
01 000 000 000 2600 230	PERS	44,113.01	1,917.23	39,043.41	5,069.60
01 000 000 000 2600 411	WATER/SEWER	32,000.00	1,763.16	24,797.37	7,202.63
01 000 000 000 2600 421	GARBAGE	20,000.00	1,197.00	13,224.00	6,776.00
01 000 000 000 2600 431	FIRE EXTINGUISHERS	5,000.00	0.00	3,068.00	1,932.00
01 000 000 000 2600 432	PEST CONTROL	1,500.00	0.00	1,027.98	472.02
01 000 000 000 2600 433	CLOCK SYSTEM	4,000.00	0.00	0.00	4,000.00
01 000 000 000 2600 434	HEATING SYSTEM	25,000.00	0.00	0.00	25,000.00
01 000 000 000 2600 435	OTHER CONTRACTS	15,000.00	689.42	16,451.51	(1,451.51)
01 000 000 000 2600 441	RENTALS	0.00	0.00	0.00	0.00
01 000 000 000 2600 450	CONSTRUCTION SERVICES	100,000.00	15,867.00	39,319.32	60,680.68
01 000 000 000 2600 531	TELEPHONE	24,000.00	1,446.98	18,716.34	5,283.66
01 000 000 000 2600 611	SUPPLIES	90,000.00	5,479.75	78,743.61	11,256.39
01 000 000 000 2600 618	FREIGHT	1,000.00	0.00	2,512.93	(1,512.93)
01 000 000 000 2600 621	ELECTRICITY	200,000.00	19,225.12	184,827.57	15,172.43
01 000 000 000 2600 622	NATURAL GAS	150,000.00	3,757.29	59,462.61	90,537.39
01 000 000 000 2600 626	GAS-MAINTENANCE	3,000.00	230.85	752.28	2,247.72
01 000 000 000 2600 627	DIESEL	2,500.00	66.49	2,073.83	426.17
01 000 000 000 2600 730	EQUIPMENT	30,000.00	662.33	6,157.53	23,842.47
2600	M & O OF PLANT	1,114,103.27	70,193.77	848,657.54	265,445.73
<b>2700</b>	<b>TRANSPORTATION</b>				
01 000 000 000 2700 110	SALARIES--TRANSPORTATION DIR	8,190.00	502.35	8,492.00	(302.00)
01 000 000 000 2700 120	SALARIES-BUS MECHANIC	0.00	0.00	0.00	0.00
01 000 000 000 2700 121	PART TIME SALARY-BUS DRIVER	242,707.14	24,325.66	235,183.53	7,523.61
01 000 000 000 2700 122	SUB SALARY	4,000.00	607.50	2,780.63	1,219.37
01 000 000 000 2700 210	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 000 000 000 2700 220	FICA	19,499.63	1,945.79	18,853.55	646.08
01 000 000 000 2700 230	PERS	12,483.42	1,019.07	8,698.05	3,785.37
01 000 000 000 2700 290	OTHER EMPLOYEE BENEFITS	500.00	50.00	400.00	100.00
01 000 000 000 2700 330	OTHER PROFESSIONAL SERVICES	5,500.00	675.00	3,637.00	1,863.00
01 000 000 000 2700 390	PHYSICALS	2,500.00	200.00	1,625.00	875.00
01 000 000 000 2700 431	TWO WAY RADIO	3,000.00	0.00	0.00	3,000.00
01 000 000 000 2700 432	FIRE EXTING. SERVICE	1,000.00	0.00	0.00	1,000.00
01 000 000 000 2700 519	TRANSPORTATION-FAMILY TYPE	5,500.00	0.00	2,530.50	2,969.50
01 000 000 000 2700 520	INSURANCE	20,000.00	301.00	(864.00)	20,864.00
01 000 000 000 2700 580	TRAVEL	2,500.00	0.00	774.99	1,725.01
01 000 000 000 2700 611	SUPPLIES	2,000.00	2,880.87	17,151.49	(15,151.49)
01 000 000 000 2700 626	GASOLINE	3,500.00	663.71	4,456.70	(956.70)
01 000 000 000 2700 627	DIESEL	120,000.00	8,837.46	86,871.34	33,128.66
01 000 000 000 2700 671	OIL AND GREASE	5,000.00	228.06	2,968.35	2,031.65
01 000 000 000 2700 672	TIRES AND TUBES	10,000.00	0.00	2,971.08	7,028.92
01 000 000 000 2700 673	REPAIRS	120,000.00	4,949.80	81,451.63	38,548.37
01 000 000 000 2700 732	VEHICLE REPLACEMENT	140,000.00	133,450.00	133,450.00	6,550.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
2700	TRANSPORTATION	727,880.19	180,636.27	611,431.84	116,448.35
<b>6300</b>	<b>TRANSFERS TO OTHER FUNDS</b>				
01 000 000 000 6300 920	TRANSFER OF FUNDS	0.00	0.00	0.00	0.00
6300	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00
<b>6320</b>	<b>TRANSFER TO SPECIAL RESERVE</b>				
01 000 000 000 6320 920	TRANSFER OF FUNDS TO SPECIAL RESERVE	0.00	0.00	0.00	0.00
6320	TRANSFER TO SPECIAL RESERVE	0.00	0.00	0.00	0.00
<b>6330</b>	<b>TRANSFER TO CAPITAL PROJECTS</b>				
01 000 000 000 6330 920	TRANSFER OF FUNDS TO CAPITAL PROJECTS	0.00	0.00	0.00	0.00
6330	TRANSFER TO CAPITAL PROJECTS	0.00	0.00	0.00	0.00
<b>6350</b>	<b>TRANSFER TO FOOD SERVICE</b>				
01 000 000 000 6350 920	TRANSFER OF FUNDS TO FOOD SERVICE	120,000.00	0.00	195,000.00	(75,000.00)
6350	TRANSFER TO FOOD SERVICE	120,000.00	0.00	195,000.00	(75,000.00)
<b>6360</b>	<b>TRANSFER TO STUDENT ACTIVITY</b>				
01 000 000 000 6360 920	TRANSFER OF FUNDS STUDENT ACTIVITY	0.00	0.00	0.00	0.00
6360	TRANSFER TO STUDENT ACTIVITY	0.00	0.00	0.00	0.00
000	UNDISTRIBUTED EXPENDITURES	3,119,827.71	332,595.45	2,555,693.13	564,134.58
<b>1000</b>	<b>INSTRUCTION</b>				
01 000 000 110 1000 110	SALARIES	178,010.00	14,834.16	133,507.44	44,502.56
01 000 000 110 1000 130	SUBS/AIDES	25,087.30	0.00	0.00	25,087.30
01 000 000 110 1000 210	HEALTH INSURANCE	32,110.80	2,803.52	24,721.20	7,389.60
01 000 000 110 1000 220	FICA	16,858.98	1,194.08	10,733.04	6,125.94
01 000 000 110 1000 230	TFFR	39,557.89	3,296.48	29,668.32	9,889.57
01 000 000 110 1000 290	OTHER EMPLOYEE BENEFITS	5,300.00	0.00	0.00	5,300.00
01 000 000 110 1000 430	CONTRACTS	4,000.00	0.00	0.00	4,000.00
01 000 000 110 1000 610	SUPPLIES	10,000.00	559.64	14,913.15	(4,913.15)
01 000 000 110 1000 618	FREIGHT	500.00	0.00	73.44	426.56
01 000 000 110 1000 640	BOOKS	1,000.00	22,051.80	22,051.80	(21,051.80)
01 000 000 110 1000 670	SOFTWARE	3,000.00	0.00	930.80	2,069.20
01 000 000 110 1000 730	EQUIPMENT	7,000.00	0.00	6,538.50	461.50
01 000 000 110 1000 810	DUES & FEES	0.00	0.00	468.80	(468.80)
1000	INSTRUCTION	322,424.97	44,739.68	243,606.49	78,818.48
110	KINDERGARTEN	322,424.97	44,739.68	243,606.49	78,818.48
<b>1000</b>	<b>INSTRUCTION</b>				
01 000 000 120 1000 110	SALARIES	1,267,991.35	97,895.88	880,750.96	387,240.39
01 000 000 120 1000 130	SUBS/AIDES	125,782.30	7,948.64	88,830.88	36,951.42
01 000 000 120 1000 210	HEALTH INSURANCE	260,555.97	20,171.46	179,933.30	80,622.67
01 000 000 120 1000 220	FICA	103,743.50	8,906.69	74,679.29	29,064.21
01 000 000 120 1000 230	TFFR	285,702.81	22,320.89	200,567.03	85,135.78
01 000 000 120 1000 290	OTHER EMPLOYEE BENEFITS	5,725.00	10,550.98	11,658.82	(5,933.82)
01 000 000 120 1000 430	CONTRACTS	22,000.00	0.00	6,622.20	15,377.80
01 000 000 120 1000 560	TUITION TO LEA'S IN STATE	3,000.00	4,165.13	10,050.98	(7,050.98)
01 000 000 120 1000 580	TRAVEL	3,000.00	99.55	3,850.36	(850.36)
01 000 000 120 1000 611	SUPPLIES	75,000.00	5,585.80	80,109.36	(5,109.36)
01 000 000 120 1000 612	MUSIC SUPPLIES	4,000.00	888.76	3,863.79	136.21
01 000 000 120 1000 618	FREIGHT	2,000.00	116.06	1,892.90	107.10
01 000 000 120 1000 640	BOOKS	29,000.00	75,790.17	78,566.32	(49,566.32)
01 000 000 120 1000 670	SOFTWARE	20,000.00	0.00	5,524.78	14,475.22
01 000 000 120 1000 730	EQUIPMENT	20,000.00	0.00	15,256.50	4,743.50
01 000 000 120 1000 810	DUES & FEES	3,000.00	0.00	2,651.85	348.15
1000	INSTRUCTION	2,230,500.93	254,440.01	1,644,809.32	585,691.61
<b>2410</b>	<b>OFFICE OF PRINCIPAL SERVICES</b>				
01 000 000 120 2410 110	SALARIES	91,529.15	7,627.42	68,646.78	22,882.37
01 000 000 120 2410 120	SALARIES-SECRETARY	35,371.01	1,634.91	27,455.72	7,915.29
01 000 000 120 2410 210	HEALTH INSURANCE	29,527.32	2,263.66	24,128.35	5,398.97
01 000 000 120 2410 220	FICA	10,368.85	718.51	7,664.03	2,704.82
01 000 000 120 2410 230	TFFR	25,737.43	1,956.33	19,433.30	6,304.03
01 000 000 120 2410 430	CONTRACTS	500.00	0.00	0.00	500.00
01 000 000 120 2410 580	TRAVEL	1,500.00	0.00	0.00	1,500.00
01 000 000 120 2410 611	SUPPLIES	500.00	0.00	440.34	59.66
01 000 000 120 2410 618	FREIGHT	100.00	0.00	0.00	100.00
01 000 000 120 2410 670	SOFTWARE	200.00	0.00	0.00	200.00
01 000 000 120 2410 730	EQUIPMENT	4,100.00	0.00	3,598.00	502.00
01 000 000 120 2410 810	DUES & FEES	2,200.00	0.00	924.00	1,276.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
2410	OFFICE OF PRINCIPAL SERVICES	201,633.76	14,200.83	152,290.62	49,343.14
120	ELEMENTARY	2,432,134.69	268,640.84	1,797,099.94	635,034.75
<b>1000</b>	<b>INSTRUCTION</b>				
01 000 000 130 1000 110	SALARIES	371,050.57	29,830.85	274,427.94	96,622.63
01 000 000 130 1000 130	SUBS/AIDES	21,735.00	2,430.00	22,285.68	(550.68)
01 000 000 130 1000 210	HEALTH INSURANCE	73,680.80	6,108.76	52,771.31	20,909.49
01 000 000 130 1000 220	FICA	31,502.29	2,535.74	23,520.94	7,981.35
01 000 000 130 1000 230	TFFR	82,455.68	6,629.08	60,991.16	21,464.52
01 000 000 130 1000 290	OTHER EMPLOYEE BENEFITS	2,562.50	329.19	2,962.79	(400.29)
01 000 000 130 1000 430	CONTRACTS	13,000.00	0.00	748.27	12,251.73
01 000 000 130 1000 580	TRAVEL	750.00	0.00	0.00	750.00
01 000 000 130 1000 611	SUPPLIES	12,000.00	535.86	14,825.74	(2,825.74)
01 000 000 130 1000 618	FREIGHT	1,500.00	0.00	1,541.84	(41.84)
01 000 000 130 1000 640	BOOKS	35,000.00	14,884.40	39,532.66	(4,532.66)
01 000 000 130 1000 670	SOFTWARE	5,000.00	0.00	3,676.04	1,323.96
01 000 000 130 1000 730	EQUIPMENT	12,000.00	0.00	1,005.42	10,994.58
01 000 000 130 1000 810	DUES & FEES	500.00	0.00	2,677.41	(2,177.41)
1000	INSTRUCTION	662,736.84	63,283.88	500,967.20	161,769.64
130	MIDDLE/JUNIOR HIGH	662,736.84	63,283.88	500,967.20	161,769.64
<b>1000</b>	<b>INSTRUCTION</b>				
01 000 000 140 1000 110	SALARIES	757,979.05	62,047.74	568,593.68	189,385.37
01 000 000 140 1000 130	SUBS/AIDES	53,470.00	729.00	35,267.31	18,202.69
01 000 000 140 1000 210	HEALTH INSURANCE	150,662.22	12,937.74	112,426.40	38,235.82
01 000 000 140 1000 220	FICA	65,116.44	4,729.62	45,951.65	19,164.79
01 000 000 140 1000 230	TFFR	170,662.01	13,788.31	126,781.33	43,880.68
01 000 000 140 1000 290	OTHER EMPLOYEE BENEFITS	4,062.50	379.19	3,512.79	549.71
01 000 000 140 1000 430	CONTRACTS	25,000.00	0.00	25,295.61	(295.61)
01 000 000 140 1000 442	RENTAL-DRIVERS ED	0.00	0.00	0.00	0.00
01 000 000 140 1000 520	DRIVER'S ED INSURANCE	200.00	0.00	0.00	200.00
01 000 000 140 1000 561	TUITION TO LEA'S IN STATE	30,000.00	32,140.60	58,140.60	(28,140.60)
01 000 000 140 1000 580	TRAVEL	2,000.00	192.60	8,223.36	(6,223.36)
01 000 000 140 1000 611	SUPPLIES	45,000.00	5,550.31	44,037.80	962.20
01 000 000 140 1000 612	MUSIC SUPPLIES	7,500.00	0.00	7,081.33	418.67
01 000 000 140 1000 614	ART SUPPLIES	0.00	0.00	0.00	0.00
01 000 000 140 1000 618	FREIGHT	2,000.00	0.00	575.68	1,424.32
01 000 000 140 1000 626	MISC DRIVERS ED SUPPLIES	2,000.00	0.00	550.92	1,449.08
01 000 000 140 1000 640	BOOKS	30,000.00	29,255.53	47,213.53	(17,213.53)
01 000 000 140 1000 670	SOFTWARE	20,000.00	0.00	12,454.95	7,545.05
01 000 000 140 1000 730	EQUIPMENT	5,000.00	0.00	2,345.98	2,654.02
01 000 000 140 1000 731	CARL PERKINS EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 140 1000 733	RACTC EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 140 1000 810	DUES & FEES	3,000.00	0.00	2,551.22	448.78
1000	INSTRUCTION	1,373,652.22	161,750.64	1,101,004.14	272,648.08
<b>2410</b>	<b>OFFICE OF PRINCIPAL SERVICES</b>				
01 000 000 140 2410 110	SALARIES	91,529.15	7,627.42	68,646.78	22,882.37
01 000 000 140 2410 120	SALARIES-SECRETARY	31,084.61	1,538.46	28,972.35	2,112.26
01 000 000 140 2410 210	HEALTH INSURANCE	28,663.28	2,225.94	23,355.41	5,307.87
01 000 000 140 2410 220	FICA	9,974.84	722.89	7,942.70	2,032.14
01 000 000 140 2410 230	TFFR/PERS	25,083.32	1,944.50	19,637.03	5,446.29
01 000 000 140 2410 430	CONTRACTS	1,000.00	0.00	0.00	1,000.00
01 000 000 140 2410 580	TRAVEL	1,500.00	212.43	520.50	979.50
01 000 000 140 2410 611	SUPPLIES	1,000.00	0.00	1,080.25	(80.25)
01 000 000 140 2410 618	FREIGHT	100.00	0.00	22.51	77.49
01 000 000 140 2410 670	SOFTWARE	200.00	0.00	0.00	200.00
01 000 000 140 2410 730	EQUIPMENT	4,100.00	0.00	3,598.00	502.00
01 000 000 140 2410 810	DUES & FEES	2,000.00	0.00	1,147.60	852.40
2410	OFFICE OF PRINCIPAL SERVICES	196,235.20	14,271.64	154,923.13	41,312.07
140	HIGH SCHOOL	1,569,887.42	176,022.28	1,255,927.27	313,960.15
<b>2835</b>	<b>HEALTH SERVICES</b>				
01 000 000 200 2835 120	NON-CERTIFIED SALARY	27,605.21	955.02	23,529.12	4,076.09
01 000 000 200 2835 220	FICA	2,111.80	88.60	1,852.32	259.48
01 000 000 200 2835 230	TFFR	4,212.56	188.32	3,799.26	413.30
01 000 000 200 2835 610	SUPPLIES	3,000.00	0.00	2,204.63	795.37
01 000 000 200 2835 810	DUES & FEES	2,000.00	0.00	1,601.00	399.00
2835	HEALTH SERVICES	38,929.57	1,231.94	32,986.33	5,943.24
<b>2900</b>	<b>OTHER SUPPORT SERVICES</b>				
01 000 000 200 2900 110	SALARIES	0.00	0.00	0.00	0.00
01 000 000 200 2900 220	FICA	0.00	0.00	0.00	0.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 200 2900 230	TFFR	0.00	0.00	0.00	0.00
01 000 000 200 2900 320	SUPPORT SERVICES	28,500.00	0.00	28,296.00	204.00
01 000 000 200 2900 594	FOSTER CARE	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES	28,500.00	0.00	28,296.00	204.00
200	SPECIAL PROGRAMS	67,429.57	1,231.94	61,282.33	6,147.24
<b>1000</b>	<b>INSTRUCTION</b>				
01 000 000 205 1000 110	SALARIES - SPEC ED	0.00	0.00	0.00	0.00
01 000 000 205 1000 130	SUBS/AIDES-SPECIAL ED	21,910.81	646.95	18,275.96	3,634.85
01 000 000 205 1000 210	HEALTH INSURANCE	8,640.36	502.92	8,366.44	273.92
01 000 000 205 1000 220	FICA	2,337.16	87.97	2,038.18	298.98
01 000 000 205 1000 230	PERS	3,343.59	146.08	3,533.11	(189.52)
1000	INSTRUCTION	36,231.92	1,383.92	32,213.69	4,018.23
205	PRESCHOOL SPECIAL EDUCATION	36,231.92	1,383.92	32,213.69	4,018.23
<b>1000</b>	<b>INSTRUCTION</b>				
01 000 000 211 1000 110	SALARIES	57,200.00	4,766.66	42,899.94	14,300.06
01 000 000 211 1000 130	SUBS/AIDES	22,831.88	1,483.51	22,171.24	660.64
01 000 000 211 1000 210	HEALTH INSURANCE	23,470.20	1,797.68	19,783.52	3,686.68
01 000 000 211 1000 220	FICA	6,783.43	464.94	5,160.31	1,623.12
01 000 000 211 1000 230	TFFR/PERS	16,195.25	1,300.48	12,706.21	3,489.04
01 000 000 211 1000 430	CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 211 1000 580	TRAVEL	0.00	0.00	192.60	(192.60)
01 000 000 211 1000 611	SUPPLIES	1,000.00	104.81	837.81	162.19
01 000 000 211 1000 618	FREIGHT	100.00	20.60	20.60	79.40
01 000 000 211 1000 640	BOOKS	1,000.00	260.00	376.26	623.74
01 000 000 211 1000 670	SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 211 1000 730	EQUIPMENT	1,000.00	0.00	0.00	1,000.00
01 000 000 211 1000 810	DUES & FEES	350.00	0.00	363.20	(13.20)
1000	INSTRUCTION	129,930.76	10,198.68	104,511.69	25,419.07
211	EDUCABLE MENTALLY HANDICAPPED	129,930.76	10,198.68	104,511.69	25,419.07
<b>1000</b>	<b>INSTRUCTION</b>				
01 000 000 225 1000 110	SALARIES	0.00	0.00	0.00	0.00
01 000 000 225 1000 130	SUBS/AIDES	30,100.56	1,719.57	27,031.13	3,069.43
01 000 000 225 1000 210	HEALTH INSURANCE	8,640.36	502.92	8,121.53	518.83
01 000 000 225 1000 220	FICA	2,963.68	140.16	2,200.32	763.36
01 000 000 225 1000 230	TFFR	4,593.35	279.60	4,258.31	335.04
01 000 000 225 1000 430	CONTRACTS	154,000.00	20,700.77	165,606.16	(11,606.16)
01 000 000 225 1000 580	TRAVEL	9,000.00	379.83	2,992.18	6,007.82
01 000 000 225 1000 611	SUPPLIES	2,500.00	0.00	1,716.65	783.35
01 000 000 225 1000 618	FREIGHT	100.00	0.00	0.00	100.00
01 000 000 225 1000 640	BOOKS	150.00	0.00	0.00	150.00
01 000 000 225 1000 670	SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 225 1000 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 225 1000 810	DUES & FEES	1,000.00	0.00	568.00	432.00
1000	INSTRUCTION	213,047.95	23,722.85	212,494.28	553.67
225	SPEECH IMPAIRED	213,047.95	23,722.85	212,494.28	553.67
<b>1000</b>	<b>INSTRUCTION</b>				
01 000 000 240 1000 110	SALARIES	56,000.00	4,666.66	41,999.94	14,000.06
01 000 000 240 1000 130	SUBS/AIDES	74,122.11	3,530.68	62,974.83	11,147.28
01 000 000 240 1000 210	HEALTH INSURANCE	40,750.92	2,803.52	36,516.40	4,234.52
01 000 000 240 1000 220	FICA	11,937.30	698.17	9,558.69	2,378.61
01 000 000 240 1000 230	TFFR	23,755.47	1,599.99	19,034.61	4,720.86
01 000 000 240 1000 430	CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 240 1000 580	TRAVEL	0.00	0.00	0.00	0.00
01 000 000 240 1000 611	SUPPLIES	2,500.00	0.00	2,097.00	403.00
01 000 000 240 1000 618	FREIGHT	0.00	0.00	0.00	0.00
01 000 000 240 1000 640	BOOKS	500.00	0.00	0.00	500.00
01 000 000 240 1000 670	SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 240 1000 730	EQUIPMENT	500.00	0.00	0.00	500.00
1000	INSTRUCTION	210,065.80	13,299.02	172,181.47	37,884.33
240	HIGH SCHOOL LD PROGRAM	210,065.80	13,299.02	172,181.47	37,884.33
<b>1000</b>	<b>INSTRUCTION</b>				
01 000 000 241 1000 110	SALARIES	110,765.00	9,230.42	83,073.78	27,691.22
01 000 000 241 1000 130	SUBS/AIDES	277,185.33	12,417.74	214,015.39	63,169.94
01 000 000 241 1000 210	HEALTH INSURANCE	129,605.64	6,412.23	98,797.31	30,808.33
01 000 000 241 1000 220	FICA	38,271.07	2,052.35	28,709.71	9,561.36
01 000 000 241 1000 230	TFFR	66,912.99	3,795.39	49,363.65	17,549.34
01 000 000 241 1000 430	CONTRACTS	0.00	0.00	0.00	0.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 241 1000 580	TRAVEL	100.00	0.00	0.00	100.00
01 000 000 241 1000 611	SUPPLIES	1,500.00	0.00	1,446.70	53.30
01 000 000 241 1000 618	FREIGHT	100.00	0.00	49.63	50.37
01 000 000 241 1000 640	BOOKS	500.00	0.00	173.91	326.09
01 000 000 241 1000 670	SOFTWARE	1,800.00	0.00	0.00	1,800.00
01 000 000 241 1000 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 241 1000 810	DUES & FEES	0.00	0.00	0.00	0.00
1000 INSTRUCTION		<u>626,740.03</u>	<u>33,908.13</u>	<u>475,630.08</u>	<u>151,109.95</u>
241 ELEMENTARY LD PROGRAM		626,740.03	33,908.13	475,630.08	151,109.95
<b>1000 INSTRUCTION</b>					
01 000 000 310 1000 110	SALARIES	133,434.00	11,119.50	125,464.50	7,969.50
01 000 000 310 1000 130	SUBS/AIDES	1,000.00	0.00	0.00	1,000.00
01 000 000 310 1000 210	HEALTH INSURANCE	17,280.96	1,508.76	16,213.56	1,067.40
01 000 000 310 1000 220	FICA	11,529.71	966.06	10,838.36	691.35
01 000 000 310 1000 230	TFFR	29,652.04	2,471.02	27,881.23	1,770.81
01 000 000 310 1000 430	CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 310 1000 580	TRAVEL	10,000.00	1,385.61	10,820.31	(820.31)
01 000 000 310 1000 611	SUPPLIES	20,000.00	(838.53)	18,079.13	1,920.87
01 000 000 310 1000 618	FREIGHT	500.00	0.00	1,415.86	(915.86)
01 000 000 310 1000 640	BOOKS	100.00	0.00	0.00	100.00
01 000 000 310 1000 670	SOFTWARE	0.00	0.00	240.00	(240.00)
01 000 000 310 1000 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 310 1000 731	CARL PERKINS EQUIPMENT	33,000.00	848.00	33,004.48	(4.48)
1000 INSTRUCTION		<u>256,496.71</u>	<u>17,460.42</u>	<u>243,957.43</u>	<u>12,539.28</u>
310 AGRICULTURE		256,496.71	17,460.42	243,957.43	12,539.28
<b>1000 INSTRUCTION</b>					
01 000 000 340 1000 110	SALARIES	0.00	0.00	0.00	0.00
01 000 000 340 1000 130	SUBS/AIDES	0.00	0.00	0.00	0.00
01 000 000 340 1000 210	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 000 000 340 1000 220	FICA	0.00	0.00	0.00	0.00
01 000 000 340 1000 230	TFFR	0.00	0.00	0.00	0.00
01 000 000 340 1000 430	CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 340 1000 580	TRAVEL	0.00	0.00	0.00	0.00
01 000 000 340 1000 611	SUPPLIES	0.00	0.00	0.00	0.00
01 000 000 340 1000 618	FREIGHT	0.00	0.00	0.00	0.00
01 000 000 340 1000 640	BOOKS	0.00	0.00	0.00	0.00
01 000 000 340 1000 670	SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 340 1000 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 340 1000 731	CARL PERKINS EQUIPMENT	0.00	0.00	0.00	0.00
1000 INSTRUCTION		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
340 FAMILY AND CONSUMER SCIENCE		0.00	0.00	0.00	0.00
<b>3400 STUDENT ACTIVITIES</b>					
01 000 000 410 3400 110	SALARIES-STUDENT ACTIVITY	71,949.75	0.00	73,693.04	(1,743.29)
01 000 000 410 3400 220	FICA	5,504.16	0.00	5,637.51	(133.35)
01 000 000 410 3400 230	TFFR	13,158.06	0.00	13,158.03	0.03
01 000 000 410 3400 430	CONTRACTS-REPAIRS/MAINT	0.00	0.00	0.00	0.00
01 000 000 410 3400 522	LIABILITY INSURANCE	0.00	0.00	0.00	0.00
01 000 000 410 3400 890	OTHER	3,000.00	25.00	482.00	2,518.00
3400 STUDENT ACTIVITIES		<u>93,611.97</u>	<u>25.00</u>	<u>92,970.58</u>	<u>641.39</u>
410 STUDENT ACTIVITIES		93,611.97	25.00	92,970.58	641.39
<b>3400 STUDENT ACTIVITIES</b>					
01 000 000 420 3400 110	SALARIES-ATHLETIC	265,409.11	5,155.51	254,004.95	11,404.16
01 000 000 420 3400 210	HEALTH INSURANCE	8,349.99	578.14	6,859.43	1,490.56
01 000 000 420 3400 220	FICA	20,568.19	387.64	19,507.00	1,061.19
01 000 000 420 3400 230	TFFR	42,577.26	932.93	40,666.19	1,911.07
01 000 000 420 3400 430	REPAIRS	0.00	0.00	0.00	0.00
01 000 000 420 3400 890	OTHER	45,000.00	637.80	23,678.68	21,321.32
3400 STUDENT ACTIVITIES		<u>381,904.55</u>	<u>7,692.02</u>	<u>344,716.25</u>	<u>37,188.30</u>
420 ATHLETICS		381,904.55	7,692.02	344,716.25	37,188.30
<b>3300 COMMUNITY SERVICES/PRE-K &amp; DAYCARE</b>					
01 000 000 800 3300 110	PRE SCHOOL SALARIES	75,389.84	5,259.94	47,339.46	28,050.38
01 000 000 800 3300 130	PRESCHOOL SUBS/AIDES	21,910.81	646.97	18,276.13	3,634.68
01 000 000 800 3300 210	PRESCHOOL HEALTH INSURANCE	21,179.42	1,419.48	16,448.60	4,730.82
01 000 000 800 3300 220	PRESCHOOL FICA	8,584.11	508.97	5,821.90	2,762.21
01 000 000 800 3300 230	PRESCHOOL TFFR/PERS	20,096.89	1,314.96	14,052.91	6,043.98
01 000 000 800 3300 300	PRESCHOOL PURCHASED PROF SERVICES	0.00	0.00	0.00	0.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 800 3300 430	PRESCHOOL CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 800 3300 580	PRESCHOOL TRAVEL	250.00	0.00	0.00	250.00
01 000 000 800 3300 611	PRESCHOOL SUPPLIES	1,000.00	32.98	722.73	277.27
01 000 000 800 3300 618	PRESCHOOL FREIGHT	100.00	8.95	64.26	35.74
01 000 000 800 3300 640	PRESCHOOL BOOKS	1,200.00	0.00	423.30	776.70
01 000 000 800 3300 670	PRESCHOOL SOFTWARE	1,000.00	0.00	0.00	1,000.00
01 000 000 800 3300 730	PRE SCHOOL EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 800 3300 800	PRESCHOOL Dues, Membership, Registration	200.00	0.00	155.00	45.00
3300	COMMUNITY SERVICES/PRE-K & DAYCARE	150,911.07	9,192.25	103,304.29	47,606.78
800	COMMUNITY SERVICES	150,911.07	9,192.25	103,304.29	47,606.78
3300	COMMUNITY SERVICES/PRE-K & DAYCARE				
01 000 000 890 3300 110	DAYCARE SALARIES	0.00	0.00	0.00	0.00
01 000 000 890 3300 130	DAYCARE SUBS/AIDS	161,887.25	10,343.03	163,261.42	(1,374.17)
01 000 000 890 3300 210	DAYCARE HEALTH INSURANCE	60,482.52	3,520.44	58,565.08	1,917.44
01 000 000 890 3300 220	DAYCARE FICA	17,011.29	1,048.56	16,769.36	241.93
01 000 000 890 3300 230	DAYCARE PERS	24,703.99	1,562.30	24,603.05	100.94
01 000 000 890 3300 290	DAYCARE OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00
01 000 000 890 3300 300	DAYCARE PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 000 000 890 3300 410	DAYCARE UTILITY SERVICES	0.00	0.00	0.00	0.00
01 000 000 890 3300 430	DAYCARE REPAIR & MAINTENANCE	0.00	0.00	0.00	0.00
01 000 000 890 3300 450	DAYCARE CONSTRUCTION	0.00	0.00	0.00	0.00
01 000 000 890 3300 580	DAYCARE TRAVEL	0.00	0.00	0.00	0.00
01 000 000 890 3300 611	DAYCARE SUPPLIES	5,000.00	23.09	3,632.23	1,367.77
01 000 000 890 3300 618	DAYCARE FREIGHT	100.00	0.00	6.99	93.01
01 000 000 890 3300 640	DAYCARE BOOKS	0.00	0.00	0.00	0.00
01 000 000 890 3300 670	DAYCARE SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 890 3300 730	DAYCARE EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 890 3300 800	DAYCARE DUES, MEMBERSHIPS, REGISTRATION	500.00	108.00	203.00	297.00
3300	COMMUNITY SERVICES/PRE-K & DAYCARE	269,685.05	16,605.42	267,041.13	2,643.92
890	DAYCARE	269,685.05	16,605.42	267,041.13	2,643.92
3100	FOOD SERVICES				
01 000 000 910 3100 120	SALARIES	0.00	(29,835.64)	32,426.08	(32,426.08)
01 000 000 910 3100 210	HEALTH INSURANCE	0.00	(7,920.99)	7,920.99	(7,920.99)
01 000 000 910 3100 220	FICA	0.00	(2,604.16)	2,802.32	(2,802.32)
01 000 000 910 3100 230	PERS	0.00	(4,188.12)	4,615.42	(4,615.42)
01 000 000 910 3100 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 910 3100 890	OTHER	0.00	0.00	0.00	0.00
3100	FOOD SERVICES	0.00	(44,548.91)	47,764.81	(47,764.81)
910	FOOD SERVICES	0.00	(44,548.91)	47,764.81	(47,764.81)
1000	INSTRUCTION				
01 068 000 261 1000 110 2023	SALARIES	94,602.44	7,883.52	70,951.68	23,650.76
01 068 000 261 1000 210 2023	HEALTH INSURANCE	19,077.72	1,653.20	14,577.76	4,499.96
01 068 000 261 1000 220 2023	FICA	7,940.83	558.35	5,030.35	2,910.48
01 068 000 261 1000 230 2023	TFFR	21,146.92	1,751.90	15,767.10	5,379.82
01 068 000 261 1000 300 2021	PURCHASED SERVICES	0.00	0.00	0.00	0.00
1000	INSTRUCTION	142,767.91	11,846.97	106,326.89	36,441.02
261	TITLE I PROGRAMS	142,767.91	11,846.97	106,326.89	36,441.02
1000	INSTRUCTION				
01 082 000 298 1000 300 2023	PURCHASED SERVICES	40,565.00	0.00	43,087.71	(2,522.71)
01 082 000 298 1000 580 2023	TRAVEL	8,641.00	0.00	8,181.30	459.70
01 082 000 298 1000 810 2023	DUES & FEES	20,960.00	0.00	18,896.99	2,063.01
1000	INSTRUCTION	70,166.00	0.00	70,166.00	0.00
298	OTHER FEDERAL PROGRAMS	70,166.00	0.00	70,166.00	0.00
1000	INSTRUCTION				
01 089 040 298 1000 730	EQUIPMENT	47,394.00	0.00	24,982.10	22,411.90
1000	INSTRUCTION	47,394.00	0.00	24,982.10	22,411.90
298	OTHER FEDERAL PROGRAMS	47,394.00	0.00	24,982.10	22,411.90
1000	INSTRUCTION				
01 103 020 298 1000 580	TRAVEL	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
298	OTHER FEDERAL PROGRAMS	0.00	0.00	0.00	0.00
1000	INSTRUCTION				
01 120 020 298 1000 640	SUPPLIES	50,000.00	50,000.00	50,000.00	0.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
1000	INSTRUCTION	50,000.00	50,000.00	50,000.00	0.00
298	OTHER FEDERAL PROGRAMS	50,000.00	50,000.00	50,000.00	0.00
<b>1000</b>	<b>INSTRUCTION</b>				
01 200 000 298 1000 110	SALARIES	28,510.16	3,398.40	30,585.60	(2,075.44)
01 200 000 298 1000 210	HEALTH INSURANCE	4,741.90	592.20	5,221.96	(480.06)
01 200 000 298 1000 220	FICA	2,362.41	272.00	2,444.60	(82.19)
01 200 000 298 1000 230	TFFR	6,335.59	755.20	6,796.80	(461.21)
01 200 000 298 1000 300	PURCHASED SERVICES	550.00	0.00	0.00	550.00
01 200 000 298 1000 610	SUPPLIES	2,500.00	0.00	2,370.96	129.04
1000	INSTRUCTION	45,000.06	5,017.80	47,419.92	(2,419.86)
298	OTHER FEDERAL PROGRAMS	45,000.06	5,017.80	47,419.92	(2,419.86)
01	GENERAL FUND	10,898,394.98	1,042,317.64	8,810,256.97	2,088,138.01

**Expenditure Report by Function Kildeer School**  
 Regular; Processing Month 05/2024; Fund Number 01, 02, 03, 04

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
02	SPECIAL FUND				
6300	TRANSFERS TO OTHER FUNDS				
02 000 000 000 6300 920	TRANSFER OF FUNDS	0.00	0.00	0.00	0.00
6300	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00
000	UNDISTRIBUTED EXPENDITURES	0.00	0.00	0.00	0.00
02	SPECIAL FUND	0.00	0.00	0.00	0.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
<b>03</b>	<b>CAPITAL PROJECTS</b>				
<b>2513</b>	<b>RECEIVING &amp; DISBURSING FUNDS</b>				
03 000 000 000 2513 810	DUES & FEES	0.00	0.00	0.00	0.00
2513	RECEIVING & DISBURSING FUNDS	0.00	0.00	0.00	0.00
<b>4100</b>	<b>FACILITY ACQ (BUILDING/LAND)</b>				
03 000 000 000 4100 710	LAND AND IMPROVEMENTS	0.00	0.00	0.00	0.00
03 000 000 000 4100 720	BUILDING ACQUISITION	0.00	0.00	0.00	0.00
03 000 000 000 4100 721	BUILDING ACQUISITION-ATH COMPLEX	0.00	0.00	0.00	0.00
03 000 000 000 4100 730	EQUIPMENT	0.00	0.00	0.00	0.00
4100	FACILITY ACQ (BUILDING/LAND)	0.00	0.00	0.00	0.00
<b>4210</b>	<b>CONSTRUCTION SERVICE (BY STAF)</b>				
03 000 000 000 4210 610	MAINTENANCE AND FEES-STAFF HOUSING	20,000.00	0.00	6,794.04	13,205.96
03 000 000 000 4210 611	SUPPLIES	10,000.00	0.00	162.44	9,837.56
03 000 000 000 4210 650	SUPPLIES-TECHNOLOGY RELATED	0.00	0.00	0.00	0.00
03 000 000 000 4210 710	LAND & BLDGS-SPEC ASSESSMENT	0.00	0.00	0.00	0.00
03 000 000 000 4210 730	EQUIPMENT	20,000.00	0.00	29,000.00	(9,000.00)
03 000 000 000 4210 733	FURNITURE & FIXTURES	0.00	0.00	1,837.75	(1,837.75)
4210	CONSTRUCTION SERVICE (BY STAF)	50,000.00	0.00	37,794.23	12,205.77
<b>4220</b>	<b>CONST SERVICE (BY CONTRACTOR)</b>				
03 000 000 000 4220 435	CONSTRUCTION SERVICES	1,643,000.00	29,676.41	1,348,110.04	294,889.96
4220	CONST SERVICE (BY CONTRACTOR)	1,643,000.00	29,676.41	1,348,110.04	294,889.96
<b>6200</b>	<b>SCHOOL CONST LOAN REPAYMENTS</b>				
03 000 000 000 6200 830	INTEREST PAYABLE	0.00	0.00	0.00	0.00
03 000 000 000 6200 910	PRINCIPAL PAYMENT	0.00	0.00	0.00	0.00
6200	SCHOOL CONST LOAN REPAYMENTS	0.00	0.00	0.00	0.00
000	UNDISTRIBUTED EXPENDITURES	1,693,000.00	29,676.41	1,385,904.27	307,095.73
<b>6200</b>	<b>SCHOOL CONST LOAN REPAYMENTS</b>				
03 161 000 000 6200 810	DUES & FEES	0.00	0.00	0.00	0.00
03 161 000 000 6200 830	INTEREST PAYMENTS ON BONDS	0.00	0.00	0.00	0.00
03 161 000 000 6200 910	PRINCIPAL PAYMENTS ON BONDS	0.00	0.00	0.00	0.00
6200	SCHOOL CONST LOAN REPAYMENTS	0.00	0.00	0.00	0.00
000	UNDISTRIBUTED EXPENDITURES	0.00	0.00	0.00	0.00
03	CAPITAL PROJECTS	1,693,000.00	29,676.41	1,385,904.27	307,095.73

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
04	DEBT SERVICE				
6100	DEBT SERVICE PAYMENTS				
04 000 000 000 6100 330	PROFESSIONAL SERVICES	0.00	500.00	5,000.00	(5,000.00)
04 000 000 000 6100 810	DUES & FEES	0.00	0.00	6,800.00	(6,800.00)
04 000 000 000 6100 830	INTEREST	565,162.50	0.00	461,239.38	103,923.12
04 000 000 000 6100 910	REDEMPTION OF PRINCIPAL	855,000.00	0.00	6,745,000.00	(5,890,000.00)
6100	DEBT SERVICE PAYMENTS	1,420,162.50	500.00	7,218,039.38	(5,797,876.88)
6300	TRANSFERS TO OTHER FUNDS				
04 000 000 000 6300 920	TRANSFER OF FUNDS	0.00	0.00	0.00	0.00
6300	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00
000	UNDISTRIBUTED EXPENDITURES	1,420,162.50	500.00	7,218,039.38	(5,797,876.88)
6200	SCHOOL CONST LOAN REPAYMENTS				
04 161 000 000 6200 830	INTEREST	0.00	0.00	0.00	0.00
04 161 000 000 6200 910	REDEMPTION OF PRINCIPAL	0.00	0.00	0.00	0.00
6200	SCHOOL CONST LOAN REPAYMENTS	0.00	0.00	0.00	0.00
000	UNDISTRIBUTED EXPENDITURES	0.00	0.00	0.00	0.00
04	DEBT SERVICE	1,420,162.50	500.00	7,218,039.38	(5,797,876.88)

**Expenditure Report by Function Killdeer School**  
Regular; Processing Month 05/2024; Fund Number 01, 02, 03, 04

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
Grand Total:		14,011,557.48	1,072,494.05	17,414,200.62	(3,402,643.14)

**Cash Receipt Listing by Received From**  
Posted; Entries to Include Entries with Amounts; Fund Number 01, 03, 04; Processing  
Month 05/2024

<u>Receipt Number</u>	<u>Received From</u>	<u>Receipt Date</u>	<u>Cash Receipt Description</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Amount</u>
25851	BRAVERA BRAVERA	05/31/2024	INTEREST EARNED	01 000 1510	INTEREST EARNED	32,480.60
25852	BRAVERA BRAVERA	05/31/2024	INTEREST EARNED	01 000 1510	INTEREST EARNED	127.39
BRAVERA BRAVERA Total:						32,607.99
25806	CCCHC COAL COUNTRY COMMUNITY HEALTH CENTER	05/21/2024	MARCH 2024 SERVICES	01 000 000 200 2835 120	NON-CERTIFIED SALARY	45.98
25807	CCCHC COAL COUNTRY COMMUNITY HEALTH CENTER	05/21/2024	APRIL 2024 SERVICES	01 000 000 200 2835 120	NON-CERTIFIED SALARY	157.19
CCCHC COAL COUNTRY COMMUNITY HEALTH CENTER Total:						203.17
25774	CONOCO CONOCO PHILLIPS	05/07/2024	OIL ROYALTIES	01 000 1950	OIL ROYALTY	208.06
CONOCO CONOCO PHILLIPS Total:						208.06
25773	CONTINENT CONTINENTAL RESOURCES	05/07/2024	OIL ROYALTIES	01 000 1950	OIL ROYALTY	142.81
CONTINENT CONTINENTAL RESOURCES Total:						142.81
25776	DAYCARE DAYCARE	05/07/2024	DAYCARE PMTS-CKS	01 000 1801	DAYCARE	222.00
25780	DAYCARE DAYCARE	05/07/2024	DAYCARE PMTS-ONLINE	01 000 1801	DAYCARE	3,271.50
25811	DAYCARE DAYCARE	05/21/2024	DAYCARE PMTS-CKS	01 000 1801	DAYCARE	2,217.00
25818	DAYCARE DAYCARE	05/21/2024	DAYCARE PMTS-ONLINE	01 000 1801	DAYCARE	6,261.00
25836	DAYCARE DAYCARE	05/28/2024	DAYCARE PMTS-ONLINE	01 000 1801	DAYCARE	1,636.50
DAYCARE DAYCARE Total:						13,608.00
25809	DPI DEPT OF PUBLIC INSTRUCTION	05/21/2024	TITLE I REIMBURSEMENT	01 000 4510	TITLE I PROGRAM AID	11,846.96
DPI DEPT OF PUBLIC INSTRUCTION Total:						11,846.96
25816	DUNNCO DUNN COUNTY AUDITOR	05/07/2024	GENERAL, BLDG, BONDS	01 000 1110	GENERAL-DISTRICT PROPERTY TAX	24,645.33
25816	DUNNCO DUNN COUNTY AUDITOR	05/07/2024	GENERAL, BLDG, BONDS	04 000 1171	SINKING AND INTEREST #2	9,301.87
25816	DUNNCO DUNN COUNTY AUDITOR	05/07/2024	GENERAL, BLDG, BONDS	04 000 1171	SINKING AND INTEREST #2	2,844.58
25816	DUNNCO DUNN COUNTY AUDITOR	05/07/2024	GENERAL, BLDG, BONDS	03 000 1161	PROPERTY TAXES	4,267.45
25816	DUNNCO DUNN COUNTY AUDITOR	05/07/2024	GENERAL, BLDG, BONDS	03 000 1161	PROPERTY TAXES	1,131.50
25835	DUNNCO DUNN COUNTY AUDITOR	05/16/2024	FLOOD CONTROL	01 000 4220	FLOOD CONTROL	36,307.60

**Cash Receipt Listing by Received From**  
Posted; Entries to Include Entries with Amounts; Fund Number 01, 03, 04; Processing  
Month 05/2024

<u>Receipt Number</u>	<u>Received From</u>	<u>Receipt Date</u>	<u>Cash Receipt Description</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Amount</u>
DUNNCO DUNN COUNTY AUDITOR Total:						78,498.33
25778	HAGEJILL HAGER JILL	05/07/2024	ELEM MUSIC RECORDER SALES	01 000 000 120 1000 612	MUSIC SUPPLIES	24.00
25815	HAGEJILL HAGER JILL	05/21/2024	RECORDER SALE	01 000 000 120 1000 612	MUSIC SUPPLIES	4.00
HAGEJILL HAGER JILL Total:						28.00
25772	HOTLUNCH HOT LUNCH ACCOUNT	05/07/2024	APR24 REIMBURSMENT WAGES & BENEFITS	01 000 000 910 3100 120	SALARIES	40,802.42
25772	HOTLUNCH HOT LUNCH ACCOUNT	05/07/2024	APR24 REIMBURSMENT WAGES & BENEFITS	01 000 000 910 3100 210	HEALTH INSURANCE	10,561.32
25772	HOTLUNCH HOT LUNCH ACCOUNT	05/07/2024	APR24 REIMBURSMENT WAGES & BENEFITS	01 000 000 910 3100 220	FICA	3,550.36
25772	HOTLUNCH HOT LUNCH ACCOUNT	05/07/2024	APR24 REIMBURSMENT WAGES & BENEFITS	01 000 000 910 3100 230	PERS	5,722.51
HOTLUNCH HOT LUNCH ACCOUNT Total:						60,636.61
25813	LEIEDAV LEIER DAVID	05/21/2024	HAUCK MEAT PROCESSING FEES	01 000 000 310 1000 611	SUPPLIES	126.50
25814	LEIEDAV LEIER DAVID	05/21/2024	MEAT PROCESSING FEES	01 000 000 310 1000 611	SUPPLIES	49.50
LEIEDAV LEIER DAVID Total:						176.00
25775	LIMEROCK LIME ROCK RESOURCES	05/07/2024	OIL ROYALTIES	01 000 1950	OIL ROYALTY	106.57
LIMEROCK LIME ROCK RESOURCES Total:						106.57
25808	MARATHON MARATHON OIL CO	05/21/2024	OIL ROYALTIES	01 000 1950	OIL ROYALTY	141.92
MARATHON MARATHON OIL CO Total:						141.92
25833	MCKENZIE MCKENZIE CO. SCHOOL DIST.	05/28/2024	SPED TUITION 23-24	01 000 1322	TUITION--SPECIAL ED	29,902.08
MCKENZIE MCKENZIE CO. SCHOOL DIST. Total:						29,902.08
25834	MINDSHE MINDT SHERRI	05/28/2024	TV PURCHASE	01 000 1990	MISC INCOME	150.00
MINDSHE MINDT SHERRI Total:						150.00
25832	NDBEEF North Dakota Beef Commission	05/28/2024	BEEF MINI-GRANT REIMBURSEMENT	01 000 000 310 1000 611	SUPPLIES	1,000.00
NDBEEF North Dakota Beef Commission Total:						1,000.00

**Cash Receipt Listing by Received From**  
Posted; Entries to Include Entries with Amounts; Fund Number 01, 03, 04; Processing  
Month 05/2024

<u>Receipt Number</u>	<u>Received From</u>	<u>Receipt Date</u>	<u>Cash Receipt Description</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Amount</u>
25779	NDDOH ND Department of Health	05/01/2024	DAYCARE ASSISTANCE	01 000 1801	DAYCARE	1,954.00
NDDOH ND Department of Health Total:						<hr/> 1,954.00
25781	PRE PRESCHOOL FEES	05/07/2024	PRESCHOOL PMTS-ONLINE	01 000 1800	PRE SCHOOL	1,856.00
25812	PRE PRESCHOOL FEES	05/21/2024	PRESCHOOL PMTS-CASH	01 000 1800	PRE SCHOOL	150.00
25819	PRE PRESCHOOL FEES	05/21/2024	PRESCHOOL PMTS-ONLINE	01 000 1800	PRE SCHOOL	300.00
25837	PRE PRESCHOOL FEES	05/28/2024	PRESCHOOL PMTS-ONLINE	01 000 1800	PRE SCHOOL	124.00
PRE PRESCHOOL FEES Total:						<hr/> 2,430.00
25777	RENTAL RENTAL INCOME FROM STAFF HOUSING	05/07/2024	STAFF RENTAL PMTS-CKS	03 000 1540	RENTAL INCOME SCHOOL HOUSING	1,950.00
25782	RENTAL RENTAL INCOME FROM STAFF HOUSING	05/07/2024	STAFF RENTAL PMTS-ONLINE	03 000 1540	RENTAL INCOME SCHOOL HOUSING	3,650.00
25810	RENTAL RENTAL INCOME FROM STAFF HOUSING	05/21/2024	STAFF RENTAL PMTS-CKS	03 000 1540	RENTAL INCOME SCHOOL HOUSING	1,400.00
25838	RENTAL RENTAL INCOME FROM STAFF HOUSING	05/28/2024	STAFF RENTAL PMTS-ONLINE	03 000 1540	RENTAL INCOME SCHOOL HOUSING	650.00
RENTAL RENTAL INCOME FROM STAFF HOUSING Total:						<hr/> 7,650.00
25817	STATETREAS STATE TREASURER - ND	05/21/2024	OIL & GAS PRODUCTION TAX	01 000 2210	OIL & GAS PRODUCTION TAX	266,819.43
STATETREAS STATE TREASURER - ND Total:						<hr/> 266,819.43

Summary Totals

<u>Account Type</u>		<u>Cash Accounts</u>	<u>Receivable Accounts</u>
Subtotal Revenue	446,066.15	01 101	482,914.53
Subtotal Expense	62,043.78	03 101	13,048.95
Subtotal General Ledger		04 101	12,146.45
Account Total	<hr/> 508,109.93	Total:	<hr/> 508,109.93

**Balance Sheet - Combined**

Period Ending: May 2024

Annual; Processing Month 05/2024; Fund Number 01, 02, 03, 04

	<u>01 GENERAL FUND</u>	<u>02 SPECIAL FUND</u>	<u>03 CAPITAL PROJECTS</u>	<u>04 DEBT SERVICE</u>	<u>Total</u>
<b>Total Assets and Deferred Outflows of Resources</b>					
<b>Current Assets</b>					
101 CASH IN BANK	6,214,203.83	125,000.00	4,530,432.55	1,722,276.97	12,591,913.35
102 FLEX ACCOUNT	104,068.13	0.00	0.00	0.00	104,068.13
110 DUE FROM OTHER FUNDS	954.97	0.00	0.00	0.00	954.97
111 INVESTMENTS	1,369,960.69	537,938.83	0.00	0.00	1,907,899.52
114 INTEREST REC ON INVESTMENTS	700.00	400.00	0.00	0.00	1,100.00
121 TAXES RECEIVABLE	75,412.02	0.00	13,596.41	39,294.53	128,302.96
153 ACCOUNTS RECEIVABLE	7,887.23	0.00	0.00	0.00	7,887.23
Current Assets	<u>7,773,186.87</u>	<u>663,338.83</u>	<u>4,544,028.96</u>	<u>1,761,571.50</u>	<u>14,742,126.16</u>
<b>Total Assets and Deferred Outflows of Resources</b>	<u>7,773,186.87</u>	<u>663,338.83</u>	<u>4,544,028.96</u>	<u>1,761,571.50</u>	<u>14,742,126.16</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity</b>					
<b>Current Liabilities</b>					
402 DUE TO OTHER FUNDS	68.48	0.00	0.00	0.00	68.48
461 SALARIES-BENEFITS PAYABLE	19,214.05	0.00	0.00	0.00	19,214.05
462 PAYFLEX PAYABLE	2,535.37	0.00	0.00	0.00	2,535.37
472 FICA PAYABLE	0.00	0.00	0.00	0.00	0.00
473 RETIREMENT PAYABLE	90,170.03	0.00	0.00	0.00	90,170.03
474 INSURANCE PAYABLE	7,114.35	0.00	0.00	0.00	7,114.35
475 FIT PAYABLE	0.00	0.00	0.00	0.00	0.00
476 SIT PAYABLE	3,262.95	0.00	0.00	0.00	3,262.95
477 TSA PAYABLE	2,523.04	0.00	0.00	0.00	2,523.04
478 DUES PAYABLE	1,775.91	0.00	0.00	0.00	1,775.91
479 FLEX PAYABLE	16,041.87	0.00	0.00	0.00	16,041.87
480 STATE OF CO GARNISHMENT	0.00	0.00	0.00	0.00	0.00
481 DEFERRED REVENUES	68,865.86	0.00	12,386.13	36,899.60	118,151.59
Current Liabilities	<u>211,571.91</u>	<u>0.00</u>	<u>12,386.13</u>	<u>36,899.60</u>	<u>260,857.64</u>
<b>Fund Balance</b>					
770 UNRESERVED FUND BALANCE	7,561,614.96	663,338.83	4,531,642.83	1,724,671.90	14,481,268.52
Fund Balance	<u>7,561,614.96</u>	<u>663,338.83</u>	<u>4,531,642.83</u>	<u>1,724,671.90</u>	<u>14,481,268.52</u>

**Balance Sheet - Combined**

Period Ending: May 2024

Annual; Processing Month 05/2024; Fund Number 01, 02, 03, 04

<u>01 GENERAL FUND</u>	<u>02 SPECIAL FUND</u>	<u>03 CAPITAL PROJECTS</u>	<u>04 DEBT SERVICE</u>	<u>Total</u>
7,773,186.87	663,338.83	4,544,028.96	1,761,571.50	14,742,126.16

<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity</b>
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b. Personnel Reports:

1. Certified Contracts - New Teachers
  1. Mark Griffiths - Secondary Business Education
  2. Jennifer Aviles - Elementary Teacher (updated to 24-25 Negotiated Agreement)
2. Extra-Curricular Work Agreements - Returning Coaches/Advisors/Directors
3. Extra-Curricular Work Agreements - New Coaches/Advisors
  1. Tanner Binstock - JH Boys' Basketball
  2. Taylor Conrad - Assistant Varsity Football
  3. Tanner Binstock - Assistant Varsity Football
  4. Desirae Tibor - Assistant Varsity Volleyball
  5. Maleah Schmeling - Assistant Varsity Volleyball
  6. Tess Hoherz - Elementary Student Council
  7. Paige Giacomazzi - Elementary Student Council
  8. Paige Giacomazzi - Spelling Bee Coordinator
  9. Dani Hasek - Elementary Girls' Basketball
  10. Tess Hoherz - Kids on the Run
  11. Tara Milner - JH Volleyball
  12. Lindsay Trotter - JH Volleyball
  13. Jeff Simmons - Senior Class Advisor
  14. Andrew Cook - Varsity Track Asst Coach
4. Extra-Curricular Resignations
  1. Shayla Candrian-Boys' and Girls' Golf (one year off)
  2. Ashley Murphy - Kids on the Run
  3. Becki Andersen - Kids on the Run
5. Resignations
  1. Paul Knutson - Transportation Director
  2. Salina Clyde - Paraprofessional

May 20, 2024  
Mr. Jeff Simmons  
Killdeer Public School  
101 High St  
Killdeer, ND 58640

Dear Mr. Simmons,

Please accept this letter as formal notice of my resignation from my position as Transportation Director at Killdeer Public School. My last day will be May 23, 2024.

Sincerely,

Paul Knutson

c. Food Service Reports

**Balance Sheet**

Period Ending: May 2024

Annual; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 05

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 05 SCHOOL FOOD SERVICES</b>				
<u>Current Assets</u>				
05 101	CASH	72,904.10	1,703.52	74,607.62
	Current Assets Subtotal:	<u>72,904.10</u>	<u>1,703.52</u>	<u>74,607.62</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u><u>72,904.10</u></u>	<u><u>1,703.52</u></u>	<u><u>74,607.62</u></u>
<u>Current Liabilities</u>				
05 402	DUE TO OTHER FUNDS	954.97	0.00	954.97
	Current Liabilities Subtotal:	<u>954.97</u>	<u>0.00</u>	<u>954.97</u>
<u>Fund Balance</u>				
05 770	UNRESERVED FUND BALANCE	71,949.13	1,703.52	73,652.65
	Fund Balance Subtotal:	<u>71,949.13</u>	<u>1,703.52</u>	<u>73,652.65</u>
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<u><u>72,904.10</u></u>	<u><u>1,703.52</u></u>	<u><u>74,607.62</u></u>

**Activity Fund Balance Report - Detail - Exclude Encumbrances**

05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05 SCHOOL FOOD SERVICES**

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>					<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>						
<b>05 770</b>			<b>UNRESERVED FUND BALANCE</b>			<b>*Previous Balance</b>					71,949.13
05 770			UNRESERVED FUND BALANCE								
05 000 1510			INTEREST EARNED								
05/31/2024	CR	25849			INTEREST EARNED	BRAVERA	0.00	206.09			
05 000 1611			STUDENT MEALS								
05/15/2024	CR	25792			STUDENT MEALS	DIAZ, KERRY M	0.00	3,973.00			
05/15/2024	CR	25793			ONLINE STUDENT MEALS	DIAZ, KERRY M	0.00	5,946.50			
05/28/2024	CR	25839			STUDENT MEALS	DIAZ, KERRY M	0.00	1,694.50			
05/28/2024	CR	25840			ONLINE STUDENT MEALS	DIAZ, KERRY M	0.00	2,608.63			
05 000 1620			ADULT MEALS								
05/15/2024	CR	25792			ADULT MEALS	DIAZ, KERRY M	0.00	99.75			
05/15/2024	CR	25793			ONLINE ADULT MEALS	DIAZ, KERRY M	0.00	646.20			
05/28/2024	CR	25839			ADULT MEALS	DIAZ, KERRY M	0.00	389.20			
05/28/2024	CR	25840			ONLINE ADULT MEALS	DIAZ, KERRY M	0.00	893.35			
05 000 4550			FEDERAL REIMBURSEMENT								
05/15/2024	CR	25848			FEDERAL REIMBURSEMENT	DEPT OF PUBLIC INSTRUCTION	0.00	13,671.60			
05 000 000 910 3100 610			FOOD								
05/07/2024	CD	POELEM-02281 20240507	3	8640	FOOD 3704127	US FOODS	472.79	0.00			
05/07/2024	CD	POELEM-02281 20240507	3	8640	FOOD 3886745	US FOODS	627.74	0.00			
05/07/2024	CD	POELEM-02281 20240507	3	8640	FOOD 4071689	US FOODS	583.18	0.00			
05/07/2024	CD	POELEM-02281 20240507	3	8640	FOOD 4071690	US FOODS	50.81	0.00			
05/07/2024	CD	POELEM-02281 20240507	3	8640	FOOD 4254665	US FOODS	226.75	0.00			
05/07/2024	CD	POELEM-02281 20240507	3	8640	FOOD 4254666	US FOODS	485.05	0.00			
05/07/2024	CD	POELEM-02281 20240507	3	8640	CREDIT 4593861	US FOODS	(652.16)	0.00			
05/07/2024	CD	POELEM-02281 20240507	3	8640	CREDIT 4615428	US FOODS	(56.19)	0.00			
05/07/2024	CD	POELEM-02281 20240507	3	8640	CREDIT 5386297	US FOODS	(700.19)	0.00			
05/07/2024	CD	POELEM-02281 20240507	3	8640	CREDIT 5563883	US FOODS	(642.66)	0.00			
05/07/2024	CD	POELEM-02281 20240507	3	8640	CREDIT 3155561	US FOODS	(287.38)	0.00			
05/07/2024	CD	POELEM-02282 20240507-0001	3	8640	FOOD 3341678	US FOODS	724.07	0.00			
05/07/2024	CD	POELEM-02282 20240507-0001	3	8640	FOOD 3970176	US FOODS	585.97	0.00			
05/07/2024	CD	POELEM-02282 20240507-0001	3	8640	FOOD 4071688	US FOODS	584.90	0.00			
05/07/2024	CD	POELEM-02282 20240507-0001	3	8640	SERVICE FEE 8991618	US FOODS	10.86	0.00			

Activity Fund Balance Report - Detail - Exclude Encumbrances

05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 SCHOOL FOOD SERVICES

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
05/07/2024	CD	POELEM-02282 20240507-0001	3	8640	FOOD 4156041	US FOODS	819.88	0.00		
05/07/2024	CD	POELEM-02282 20240507-0001	3	8640	FOOD 4156042	US FOODS	73.04	0.00		
05/07/2024	CD	POELEM-02282 20240507-0001	3	8640	FOOD 4254667	US FOODS	604.16	0.00		
05/07/2024	CD	POELEM-02282 20240507-0001	3	8640	FOOD 4254668	US FOODS	255.27	0.00		
05/07/2024	CD	POELEM-02282 20240507-0001	3	8640	FOOD 4274284	US FOODS	92.25	0.00		
05/07/2024	CD	POELEM-02280 20240507	3	8639	FOOD 295670614	SYSCO NORTH DAKOTA, INC	1,641.48	0.00		
05/07/2024	CD	POELEM-02280 20240507	3	8639	FOOD 295670613	SYSCO NORTH DAKOTA, INC	1,842.34	0.00		
05/07/2024	CD	POELEM-02280 20240507	3	8639	SERVICE FEE 19531141S	SYSCO NORTH DAKOTA, INC	55.32	0.00		
05/07/2024	CD	POELEM-02280 20240507	3	8639	FOOD 295654377	SYSCO NORTH DAKOTA, INC	2,339.36	0.00		
05/07/2024	CD	POELEM-02280 20240507	3	8639	FOOD 295659216	SYSCO NORTH DAKOTA, INC	4,365.04	0.00		
05/07/2024	CD	POELEM-02280 20240507	3	8639	FOOD 295654376	SYSCO NORTH DAKOTA, INC	1,732.69	0.00		
05/07/2024	CD	POELEM-02280 20240507	3	8639	FOOD 295659217	SYSCO NORTH DAKOTA, INC	2,318.97	0.00		
05/07/2024	CD	POELEM-02280 20240507	3	8639	FOOD 295664076	SYSCO NORTH DAKOTA, INC	1,880.37	0.00		
05/07/2024	CD	POELEM-02280 20240507	3	8639	CREDIT FOR BBQ PORK 19538109P	SYSCO NORTH DAKOTA, INC	(59.05)	0.00		
05/07/2024	CD	POELEM-02280 20240507	3	8639	FOOD 295664077	SYSCO NORTH DAKOTA, INC	1,119.87	0.00		
05/07/2024	CD	POELEM-02250 19632	3	8637	FOOD INV#19632	DEPARTMENT OF PUBLIC INSTRUCTION CKEN11	673.03	0.00		
05/07/2024	CD	POELEM-02283 20240507	3	8638	MILK 1831450	EAST SIDE JERSEY DAIRY, INC	287.40	0.00		
05/07/2024	CD	POELEM-02283 20240507	3	8638	MILK 1831376	EAST SIDE JERSEY DAIRY, INC	445.19	0.00		
05/07/2024	CD	POELEM-02283 20240507	3	8638	MILK 1831351	EAST SIDE JERSEY DAIRY, INC	254.25	0.00		
05/07/2024	CD	POELEM-02283 20240507	3	8638	MILK 1831327	EAST SIDE JERSEY DAIRY, INC	357.00	0.00		
05/07/2024	CD	POELEM-02283 20240507	3	8638	MILK 1831424	EAST SIDE JERSEY DAIRY, INC	373.90	0.00		
05/07/2024	CD	POELEM-02283 20240507	3	8638	MILK 1831401	EAST SIDE JERSEY DAIRY, INC	319.25	0.00		
05/07/2024	CD	POELEM-02283 20240507	3	8638	MILK 1831377	EAST SIDE JERSEY DAIRY, INC	185.37	0.00		
05/07/2024	CD	POELEM-02283 20240507	3	8638	MILK 1831352	EAST SIDE JERSEY DAIRY, INC	176.43	0.00		
05/07/2024	CD	POELEM-02283 20240507	3	8638	MILK 1831402	EAST SIDE JERSEY DAIRY, INC	146.03	0.00		

**Activity Fund Balance Report - Detail - Exclude Encumbrances**

05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05 SCHOOL FOOD SERVICES**

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
05/07/2024	CD	POELEM-02283 20240507	3	8638	MILK 1831451	EAST SIDE JERSEY DAIRY, INC	186.10	0.00		
05/07/2024	CD	POELEM-02283 20240507	3	8638	MILK 1831425	EAST SIDE JERSEY DAIRY, INC	168.80	0.00		
05/07/2024	CD	POELEM-02283 20240507	3	8638	MILK 1831500	EAST SIDE JERSEY DAIRY, INC	81.25	0.00		
05/07/2024	CD	POELEM-02283 20240507	3	8638	MILK 1831474	EAST SIDE JERSEY DAIRY, INC	270.82	0.00		
05/07/2024	CD	POELEM-02283 20240507	3	8638	MILK 1831526	EAST SIDE JERSEY DAIRY, INC	178.34	0.00		
05/07/2024	CD	POELEM-02283 20240507	3	8638	MILK 1831549	EAST SIDE JERSEY DAIRY, INC	373.90	0.00		
05/07/2024	CD	POELEM-02283 20240507	3	8638	MILK 1831525	EAST SIDE JERSEY DAIRY, INC	422.42	0.00		
05/15/2024	CR	25792			FOOD	DIAZ, KERRY M	(817.00)	0.00		
05/20/2024	CD	ELEM-01913 20240520-0026	3	8641	Hamburger Buns	VISA	108.56	0.00		
05/21/2024	CD	POELEM-02329 20240521	3	8644	CREDIT 5977033	US FOODS	(0.93)	0.00		
05/21/2024	CD	POELEM-02329 20240521	3	8644	CREDIT 5906386	US FOODS	(21.49)	0.00		
05/21/2024	CD	POELEM-02329 20240521	3	8644	FOOD 4530363	US FOODS	426.90	0.00		
05/21/2024	CD	POELEM-02329 20240521	3	8644	FOOD 4685804	US FOODS	496.80	0.00		
05/21/2024	CD	POELEM-02329 20240521	3	8644	CREDIT 5976890	US FOODS	(1.26)	0.00		
05/21/2024	CD	POELEM-02329 20240521	3	8644	CREDIT 5906352	US FOODS	(6.54)	0.00		
05/21/2024	CD	POELEM-02329 20240521	3	8644	FOOD 4625805	US FOODS	348.37	0.00		
05/21/2024	CD	POELEM-02329 20240521	3	8644	FOOD 4817387	US FOODS	260.87	0.00		
05/21/2024	CD	POELEM-02329 20240521	3	8644	FOOD 4817388	US FOODS	80.24	0.00		
05/21/2024	CD	POELEM-02328 20240521	3	8643	FOOD 295675445	SYSCO NORTH DAKOTA, INC	2,616.56	0.00		
05/21/2024	CD	POELEM-02328 20240521	3	8643	FOOD 295675446	SYSCO NORTH DAKOTA, INC	1,218.82	0.00		
05/21/2024	CD	POELEM-02328 20240521	3	8643	FOOD 295680335	SYSCO NORTH DAKOTA, INC	1,624.03	0.00		
05/21/2024	CD	POELEM-02328 20240521	3	8643	FEE 19531400S AND 19531416S	SYSCO NORTH DAKOTA, INC	3.18	0.00		
05/21/2024	CD	POELEM-02327 20240521	3	8642	MILK 1831623	EAST SIDE JERSEY DAIRY, INC	125.90	0.00		
05/21/2024	CD	POELEM-02327 20240521	3	8642	MILK 1831550	EAST SIDE JERSEY DAIRY, INC	168.80	0.00		
05/21/2024	CD	POELEM-02327 20240521	3	8642	MILK 1831598	EAST SIDE JERSEY DAIRY, INC	149.40	0.00		

**Activity Fund Balance Report - Detail - Exclude Encumbrances**

05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05 SCHOOL FOOD SERVICES**

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
05/21/2024	CD	POELEM-02327 20240521	3	8642	MILK 1831573	EAST SIDE JERSEY DAIRY, INC	175.38	0.00		
05/21/2024	CD	POELEM-02327 20240521	3	8642	MILK 1831574	EAST SIDE JERSEY DAIRY, INC	168.80	0.00		
05/28/2024	CR	25839			FOOD	DIAZ, KERRY M	(684.90)	0.00		
05 000 000 910 3100 611					SUPPLIES					
05/07/2024	CD	POELEM-02280 20240507	3	8639	DISPOSABLES 295664077	SYSCO NORTH DAKOTA, INC	24.41	0.00		
05/07/2024	CD	POELEM-02280 20240507	3	8639	DISPOSABLES 295664076	SYSCO NORTH DAKOTA, INC	32.60	0.00		
05/07/2024	CD	POELEM-02280 20240507	3	8639	DISPOSABLES 295670614	SYSCO NORTH DAKOTA, INC	559.96	0.00		
05/07/2024	CD	POELEM-02280 20240507	3	8639	DISPOSABLES 295654377	SYSCO NORTH DAKOTA, INC	70.63	0.00		
05/21/2024	CD	POELEM-02328 20240521	3	8643	DISPOSABLES 295675445	SYSCO NORTH DAKOTA, INC	103.20	0.00		
05 000 000 910 3100 739					OTHER EQUIPMENT					
05/28/2024	CR	25839			OVEN REIMBURSEMENT	DIAZ, KERRY M	(4,800.00)	0.00		
<b>05 770</b>					<b>UNRESERVED FUND BALANCE</b>	<b>*Current Activity</b>			1,703.52	
						<b>*Ending Balance:</b>	28,425.30	30,128.82	0.00	73,652.65
					Fund Total: 05		28,425.30	30,128.82	0.00	73,652.65

d. Student Activity Reports

Annual; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 06

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 06 STUDENT ACTIVITY FUND</b>				
<u>Current Assets</u>				
06 101	CASH	452,200.54	7,087.34	459,287.88
06 110	DUE FROM OTHER FUNDS	68.48	0.00	68.48
	Current Assets Subtotal:	<u>452,269.02</u>	<u>7,087.34</u>	<u>459,356.36</u>
Total Assets and Deferred Outflows of Resources:		<u>452,269.02</u>	<u>7,087.34</u>	<u>459,356.36</u>

<u>Fund Balance</u>				
06 760 701	ACTIVITIES	2,096.10	0.00	2,096.10
06 760 704	ANNUAL	8,451.60	0.00	8,451.60
06 760 705	ATHLETICS	(28,664.14)	(4,177.02)	(32,841.16)
06 760 706	CLASS OF 2029	576.25	(181.08)	395.17
06 760 707	BOYS BB UNIFORMS	0.00	0.00	0.00
06 760 709	CHEERLEADERS MISC.	17,533.58	(3,245.00)	14,288.58
06 760 710	CHEERLEADER UNIFORMS BB	3,171.02	0.00	3,171.02
06 760 711	BOOSTER CLUB DONATIONS	0.00	0.00	0.00
06 760 713	GIRLS GOLF MISC	1,010.07	0.00	1,010.07
06 760 715	HOT LUNCH DONATIONS	6,890.27	0.00	6,890.27
06 760 716	SAFETY PATROL	350.66	702.55	1,053.21
06 760 717	CHROMEBOOK REPAIR	590.00	104.12	694.12
06 760 718	CLASS OF 2023	0.00	0.00	0.00
06 760 719	ATHLETES ASSISTANCE	594.33	0.00	594.33
06 760 720	CROSS COUNTRY MISC.	1,501.11	(385.43)	1,115.68
06 760 722	DRAMA CLUB	0.00	0.00	0.00
06 760 723	ELEMENTARY POP FUND	(724.01)	0.00	(724.01)
06 760 724	FAMILY & CONSUMER SCIENCE	317.23	0.00	317.23
06 760 726	FB UNIFORMS	1,500.00	0.00	1,500.00
06 760 727	FCCLA	0.00	0.00	0.00
06 760 728	FFA	22,649.67	13,680.58	36,330.25
06 760 729	GIRLS BB UNIFORMS	953.60	0.00	953.60
06 760 730	INTEREST - CHECKING	20,913.66	1,143.71	22,057.37
06 760 732	KILLDEER KORNER	0.00	0.00	0.00
06 760 733	GIRLS GOLF UNIFORMS	522.26	0.00	522.26
06 760 734	LIBRARY	5,317.65	113.00	5,430.65
06 760 735	MUSIC	13,524.54	(2,501.47)	11,023.07
06 760 736	NATIONAL HONOR SOCIETY	70.42	0.00	70.42
06 760 738	ELEM STAFF BEVERAGE MACHINE	(329.03)	0.00	(329.03)
06 760 740	SCHOOL DISTRICT	(614.29)	(495.85)	(1,110.14)
06 760 741	ROBOTICS	5,688.08	0.00	5,688.08
06 760 742	STUDENT COUNCIL	6,238.60	393.73	6,632.33
06 760 743	SUNSHINE ACCOUNT-ELEM	383.47	0.00	383.47
06 760 744	TRACK & FOOTBALL FIELD MAINTENANCE	148,493.29	0.00	148,493.29
06 760 745	TRACK UNIFORMS	3,368.78	(1,296.00)	2,072.78

Annual; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 06

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
06 760 746	AGRICULTURE	12,628.42	0.00	12,628.42
06 760 747	VOLLEYBALL UNIFORMS	458.01	0.00	458.01
06 760 748	WRESTLING UNIFORMS	0.00	0.00	0.00
06 760 749	HIGH SCHOOL MUSICAL	4,739.59	0.00	4,739.59
06 760 751	NEWSPAPER	0.00	0.00	0.00
06 760 754	PRESCHOOL	943.58	0.00	943.58
06 760 755	SUNSHINE FUND-HS	55.38	126.60	181.98
06 760 757	ELEMENTARY MUSIC	5,603.53	0.00	5,603.53
06 760 758	JEANS FOR CHARITY	7,372.75	131.00	7,503.75
06 760 759	ELEMENTARY STUDENT COUNCIL	2,731.91	1,528.76	4,260.67
06 760 760	S.A.D.D.	1,522.96	0.00	1,522.96
06 760 761	CROSS COUNTRY UNIFORMS	4,102.64	0.00	4,102.64
06 760 762	ARCHERY	0.00	0.00	0.00
06 760 765	SCIENCE GRANT-ELEM	941.57	(935.54)	6.03
06 760 766	CHEERLEADER UNIFORMS FB	280.00	0.00	280.00
06 760 767	GIRLS BB MISC.	1,367.54	0.00	1,367.54
06 760 769	CLASS OF 2024	6,000.49	(423.15)	5,577.34
06 760 770	CLOSE UP	4,773.73	23.50	4,797.23
06 760 771	CLASS OF 2025	15,211.69	(1,910.89)	13,300.80
06 760 772	VOLLEYBALL MISC.	8,194.38	(1,019.93)	7,174.45
06 760 773	STEAM-ELEM.	8,817.33	(2,088.83)	6,728.50
06 760 775	ALLAN & KAYE DOLEZAL SCHOLARSHIP FUND	1,000.00	0.00	1,000.00
06 760 776	FOOTBALL MISC.	29,196.61	4,613.59	33,810.20
06 760 777	BOYS GOLF MISC.	574.96	(145.50)	429.46
06 760 778	HS GYMNASIUM SPONSORSHIP	42,468.12	5,000.00	47,468.12
06 760 779	TRACK MISC.	1,777.81	0.00	1,777.81
06 760 781	BOYS GOLF UNIFORM	824.00	0.00	824.00
06 760 782	BOYS BB MISC.	4,699.52	3,185.57	7,885.09
06 760 783	WRESTLING MISC.	12,540.61	(3,911.00)	8,629.61
06 760 784	SPEECH	1,577.05	0.00	1,577.05
06 760 785	ELEM GUIDANCE MISC	3,703.29	(417.68)	3,285.61
06 760 786	ART SUPPLIES	1,552.91	0.00	1,552.91
06 760 788	RALPH AND BERNIECE THOMAS SCHOLARSHIP	1,200.00	0.00	1,200.00
06 760 789	HOSA	14,883.41	(525.00)	14,358.41
06 760 790	CLASS OF 2022	0.00	0.00	0.00
06 760 791	KIDS ON THE RUN	541.86	0.00	541.86
06 760 792	DR SEUSS READING GROUP	303.00	0.00	303.00
06 760 793	IMAGINATION LIBRARY	3,148.48	0.00	3,148.48
06 760 794	COLLEGE & CAREER WEEK SCHOLARHIPS	1,113.00	0.00	1,113.00
06 760 795	KATHERINE KLEEMANN EDUCATION SCHOLARSHIP	2,100.00	0.00	2,100.00
06 760 796	FEREBEE SCHOLARSHIP	600.00	0.00	600.00
06 760 797	SCHOOL MARQUEE	0.00	0.00	0.00
06 760 798	MINION MENTORING SCHOLARSHIP	344.12	0.00	344.12

**Balance Sheet**

Period Ending: May 2024

Annual; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund  
Number 06

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
	Fund Balance Subtotal:	452,269.02	7,087.34	459,356.36
	<span style="border: 1px solid black; padding: 2px;">Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</span>	452,269.02	7,087.34	459,356.36

**Activity Fund Balance Report - Detail - Exclude Encumbrances**

05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 06

**Fund: 06 STUDENT ACTIVITY FUND**

Chart of Account Number		Chart of Account Description					Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description						
<b>06 760 701</b>					<b>ACTIVITIES</b>					<b>*Previous Balance</b>	2,096.10
06 760 701					ACTIVITIES						
06 001 600 410 3400 610					ACTIVITIES						
05/02/2024	CD	POELEM-02243 20240502	2	29629	2nd Grade Field Trip to the Dakota Zoo (	DAKOTA ZOO	55.00	0.00			
05/02/2024	CD	ELEM-01896 20240502-0001	2	29630	2nd Grade Field Trip to the Dakota Zoo (	DAKOTA ZOO	260.00	0.00			
05/02/2024	CD *	ELEM-01896 20240502-0001	2	29630	Reversal: 2nd Grade Field Trip to the Da	DAKOTA ZOO	(260.00)	0.00			
05/06/2024	CD	POELEM-02243 20240502 Void Check	2	29629	2nd Grade Field Trip to the Dakota Zoo (	DAKOTA ZOO	(55.00)	0.00			
<b>06 760 701</b>					<b>ACTIVITIES</b>					<b>*Current Activity</b>	0.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00		2,096.10
<b>06 760 704</b>					<b>ANNUAL</b>					<b>*Previous Balance</b>	8,451.60
						<b>*Ending Balance:</b>	0.00	0.00	0.00		8,451.60
<b>06 760 705</b>					<b>ATHLETICS</b>					<b>*Previous Balance</b>	(28,664.14)
06 760 705					ATHLETICS						
06 005 1721					ATHLETICS						
05/20/2024	CR	25802			Check #35351	DIAZ, KERRY M	0.00	150.00			
05/20/2024	CR	25802			Check #45224	DIAZ, KERRY M	0.00	150.00			
05/21/2024	CR	25805			Athletic Banquet Meal Donations	WALKER, NICHOLAS DALE	0.00	678.00			
05/22/2024	CR	25821			Check #016847 New Salem Almont School	JEPSON, JANELL R	0.00	150.00			
06 005 600 410 3400 610					ATHLETICS						
05/07/2024	CD	HS-01318 20240507	2	29634	Dues for Badlands Conference	BEACH HIGH SCHOOL	125.00	0.00			
05/07/2024	CD	HS-01316 20240507	2	29646	Track meet fee - 4/23	STANLEY HIGH SCHOOL	150.00	0.00			
05/07/2024	CD	HS-01327 20240507	2	29647	Track meet fee for 5-4-24	WATFORD CITY HIGH SCHOOL	300.00	0.00			
05/07/2024	CD	HS-01319 20240507	2	29642	Throwsfest fee on 4/27/24	MAJETTES TRACK AND FIELD	100.00	0.00			
05/20/2024	CD	HS-01307 20240520-0018	2	29650	Chinet Platter Plates	VISA	59.94	0.00			
05/20/2024	CD	HS-01307 20240520-0018	2	29650	Chinet Dessert Plates	VISA	31.96	0.00			
05/20/2024	CD	HS-01307 20240520-0018	2	29650	9oz Plastic Cups	VISA	23.96	0.00			
05/20/2024	CD	HS-01307 20240520-0018	2	29650	Napkins	VISA	10.98	0.00			
05/20/2024	CD	HS-01307 20240520-0018	2	29650	12oz Plastic Cups	VISA	21.96	0.00			
05/20/2024	CD	HS-01307 20240520-0018	2	29650	Lemonade Mix	VISA	39.52	0.00			

**Activity Fund Balance Report - Detail - Exclude Encumbrances**

05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 06

**Fund: 06 STUDENT ACTIVITY FUND**

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>						
05/21/2024	CD	HS-01383 20240521	2	33931	per diem	CASH	1,750.00	0.00			
05/21/2024	CD	HS-01383 20240521	2	33931	per diem	CASH	560.00	0.00			
05/21/2024	CD	HS-01361 20240521	2	33935	meet fee	BEACH HIGH SCHOOL	125.00	0.00			
05/21/2024	CD	ELEM-01962 20240521	2	33936	Region 7 Dues	BEULAH HIGH SCHOOL	154.00	0.00			
05/21/2024	CD	HS-01362 20240521	2	33938	meet fee	DICKINSON CATHOLIC SCHOOLS	150.00	0.00			
05/21/2024	CD	POELEM-02329 20240521	2	33953	ATHLETIC BANQUET SUPPLIES 4530363	US FOODS	152.70	0.00			
05/21/2024	CD	HS-01384 2457	2	33952	JH Track Meet May 6, 2024	TRINITY CATHOLIC SCHOOL	150.00	0.00			
05/21/2024	CD	HS-01385 2447	2	33952	JH Track Meet	TRINITY CATHOLIC SCHOOL	150.00	0.00			
05/21/2024	CD	POELEM-02302 66487	2	33951	GAME COVERAGE 4.1.24-4.30.24	THERAPY SOLUTIONS	650.00	0.00			
05/21/2024	CD	POELEM-02300 2156	2	33939	BEEF FOR ATHLETIC BANQUET	DUNN BURGERS	600.00	0.00			
<b>06 760 705</b>					<b>ATHLETICS</b>	<b>*Current Activity</b>				<b>(4,177.02)</b>	
						<b>*Ending Balance:</b>	5,305.02	1,128.00	0.00	<b>(32,841.16)</b>	
<b>06 760 706</b>					<b>CLASS OF 2029</b>	<b>*Previous Balance</b>				576.25	
06 760 706					CLASS OF 2029						
06 006 1721					CLASS OF 2029						
05/14/2024	CR	25790			Class of 2029; Success i Schools Car Was	PRUITT, GREG ALAN	0.00	180.00			
06 006 600 410 3400 610					CLASS OF 2029						
05/21/2024	CD	HS-01374 20240521	2	33947	Snacks for student car wash fundraiser	MOSELEY, MELISSA C	84.45	0.00			
05/21/2024	CD	HS-01375 20240521-0001	2	33947	Plants and flowers for nursing home	MOSELEY, MELISSA C	276.63	0.00			
<b>06 760 706</b>					<b>CLASS OF 2029</b>	<b>*Current Activity</b>				<b>(181.08)</b>	
						<b>*Ending Balance:</b>	361.08	180.00	0.00	395.17	
<b>06 760 707</b>					<b>BOYS BB UNIFORMS</b>	<b>*Previous Balance</b>				0.00	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	
<b>06 760 709</b>					<b>CHEERLEADERS MISC.</b>	<b>*Previous Balance</b>				17,533.58	
06 760 709					CHEERLEADERS MISC.						
06 009 600 410 3400 610					CHEERLEADERS MISC.						
05/07/2024	CD	HS-01160 02022024	2	29638	6" Subs	GRAB 'N GO	335.00	0.00			
05/07/2024	CD	HS-01160 02022024	2	29638	Chicken Dumpling Soup	GRAB 'N GO	86.00	0.00			
05/20/2024	CD	HS-01260 20240520-0029	2	33930	Coach Price 3 day	VISA	64.00	0.00			



Activity Fund Balance Report - Detail - Exclude Encumbrances

05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
05/07/2024	CD	HS-01309 1LP1-D13W- 3D6X	2	29633	Replacement Screen-MAKENZIE STAHL	AMAZON CAPITAL SERVICES	45.88	0.00		
<b>06 760 717</b>		<b>CHROMEBOOK REPAIR</b>				<b>*Current Activity</b>				104.12
						<b>*Ending Balance:</b>	45.88	150.00	0.00	694.12
<b>06 760 718</b>		<b>CLASS OF 2023</b>				<b>*Previous Balance</b>				0.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00
<b>06 760 719</b>		<b>ATHLETES ASSISTANCE</b>				<b>*Previous Balance</b>				594.33
						<b>*Ending Balance:</b>	0.00	0.00	0.00	594.33
<b>06 760 720</b>		<b>CROSS COUNTRY MISC.</b>				<b>*Previous Balance</b>				1,501.11
06 760 720		CROSS COUNTRY MISC.								
06 020 600 410 3400 610		CROSS COUNTRY MISC.								
05/21/2024	CD	HS-01371 5158	2	33940	Awards for XC	FOUR SEASONS TROPHIES	385.43	0.00		
<b>06 760 720</b>		<b>CROSS COUNTRY MISC.</b>				<b>*Current Activity</b>				(385.43)
						<b>*Ending Balance:</b>	385.43	0.00	0.00	1,115.68
<b>06 760 722</b>		<b>DRAMA CLUB</b>				<b>*Previous Balance</b>				0.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00
<b>06 760 723</b>		<b>ELEMENTARY POP FUND</b>				<b>*Previous Balance</b>				(724.01)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	(724.01)
<b>06 760 724</b>		<b>FAMILY &amp; CONSUMER SCIENCE</b>				<b>*Previous Balance</b>				317.23
						<b>*Ending Balance:</b>	0.00	0.00	0.00	317.23
<b>06 760 726</b>		<b>FB UNIFORMS</b>				<b>*Previous Balance</b>				1,500.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	1,500.00
<b>06 760 727</b>		<b>FCCLA</b>				<b>*Previous Balance</b>				0.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00
<b>06 760 728</b>		<b>FFA</b>				<b>*Previous Balance</b>				22,649.67
06 760 728		FFA								
06 028 1721		FFA								
05/06/2024	CR	25769			FFA- Washington Leadership Conference	LEIER, DAVID	0.00	6,515.00		
05/06/2024	CR	25770			FFA - State Convention	LEIER, DAVID	0.00	5,000.00		
05/22/2024	CR	25824			FFA - Western Leadership Conference	LEIER, DAVID	0.00	4,650.00		
05/22/2024	CR	25827			FFA - Plant Spring Fund Raiser	JOHNSON, ERIK	0.00	9,844.00		
05/24/2024	CR	25830			FFA - Plant Sale	JOHNSON, ERIK	0.00	20.00		
05/30/2024	CR	25845			FFA - Spring Plant Sale	JOHNSON, ERIK	0.00	40.00		

**Activity Fund Balance Report - Detail - Exclude Encumbrances**

05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 06

**Fund: 06 STUDENT ACTIVITY FUND**

Chart of Account Number		Chart of Account Description					Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description						
06 028 600 410 3400 610			FFA								
05/07/2024	CD	POELEM-02285 20240507	2	29639	SUPPLIES	HINRICHS SUPER VALU	144.15	0.00			
05/07/2024	CD	HS-01312 2592	2	29645	Coffee Sale Fundraiser Order	PERK 'N BEANS COFFEE ROASTERS	1,350.00	0.00			
05/20/2024	CD	HS-01255 20240520-0025	2	33930	Flights to Washington DC for the FFA Was	VISA	5,020.40	0.00			
05/20/2024	CD	HS-01255 20240520-0025	2	33930	FIGHT PROTECTION	VISA	338.87	0.00			
05/21/2024	CD	HS-01366 20240521	2	33948	State FFA Convention Registration- Stude	ND FFA ASSOCIATION	5,200.00	0.00			
05/21/2024	CD	HS-01346 20240521-0001	2	33948	Student Registration: ND State Horse Eva	ND FFA ASSOCIATION	40.00	0.00			
05/21/2024	CD	HS-01364 20240521	2	33949	Coffee Sale Fundraiser	PERK 'N BEANS COFFEE ROASTERS	200.00	0.00			
05/29/2024	CD	HS-01388 20240529	2	33954	District 7 State Convention Workout	DISTRICT 7 FFA	95.00	0.00			
<b>06 760 728</b>			<b>FFA</b>			<b>*Current Activity</b>				13,680.58	
						<b>*Ending Balance:</b>	12,388.42	26,069.00	0.00	36,330.25	
<b>06 760 729</b>			<b>GIRLS BB UNIFORMS</b>			<b>*Previous Balance</b>				953.60	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	953.60	
<b>06 760 730</b>			<b>INTEREST - CHECKING</b>			<b>*Previous Balance</b>				20,913.66	
06 760 730			INTEREST - CHECKING								
06 030 1721			INTEREST - CHECKING								
05/31/2024	CR	25850			INTEREST - CHECKING	BRAVERA	0.00	1,143.71			
<b>06 760 730</b>			<b>INTEREST - CHECKING</b>			<b>*Current Activity</b>				1,143.71	
						<b>*Ending Balance:</b>	0.00	1,143.71	0.00	22,057.37	
<b>06 760 732</b>			<b>KILLDEER KORNER</b>			<b>*Previous Balance</b>				0.00	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	
<b>06 760 733</b>			<b>GIRLS GOLF UNIFORMS</b>			<b>*Previous Balance</b>				522.26	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	522.26	
<b>06 760 734</b>			<b>LIBRARY</b>			<b>*Previous Balance</b>				5,317.65	
06 760 734			LIBRARY								
06 034 1721			LIBRARY								
05/09/2024	CR	25784			Cash	JEPSON, JANELL R	0.00	8.00			
05/10/2024	CR	25785			Book Fair Cash & Check	WHEELING, BRITTANY	0.00	2,811.10			
05/14/2024	CR	25789			Cash	JEPSON, JANELL R	0.00	9.00			
05/20/2024	CR	25799			Check #441 Library Book Fee	JEPSON, JANELL R	0.00	13.00			
05/22/2024	CR	25823			Cash	JEPSON, JANELL R	0.00	5.00			
05/24/2024	CR	25831			HS Missing Book Fines	WHEELING, BRITTANY	0.00	48.00			
05/29/2024	CR	25842			ANDER PAPA LOST BOOK FINE	DIAZ, KERRY M	0.00	20.00			

Activity Fund Balance Report - Detail - Exclude Encumbrances

05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
05/29/2024	CR	25842			THOMIYAH BEAKS LOST BOOK FINE	DIAZ, KERRY M	0.00	10.00		
06 034 600 410 3400 610			LIBRARY							
05/21/2024	CD	ELEM-01965 W5818948BF	2	33950	Payment to Scholastic for Book Fair	SCHOLASTIC BOOK FAIRS-30	2,811.10	0.00		
<b>06 760 734</b>			<b>LIBRARY</b>			<b>*Current Activity</b>				113.00
						<b>*Ending Balance:</b>	2,811.10	2,924.10	0.00	5,430.65
<b>06 760 735</b>			<b>MUSIC</b>			<b>*Previous Balance</b>				13,524.54
06 760 735			MUSIC							
06 035 1721			MUSIC							
05/13/2024	CR	25786			Candy fundraiser money	HOUSEL, MICHAEL	0.00	44.00		
05/20/2024	CR	25797			Band Chocolate Fundraiser	HOUSEL, MICHAEL	0.00	83.75		
05/21/2024	CR	25820			Band - Candy/Chocolate Sales	HOUSEL, MICHAEL	0.00	124.00		
06 035 600 410 3400 610			MUSIC							
05/02/2024	CD	HS-01320 20240502	2	29628	Meals for denver trip	CASH	2,400.00	0.00		
05/21/2024	CD	HS-01373 20240521	2	33945	mileage to bismarck for music festival	HOUSEL, MICHAEL	178.22	0.00		
05/21/2024	CD	HS-01354 20240521	2	33942	Percussion Rental	GROUP TRAVEL PLANNERS	175.00	0.00		
<b>06 760 735</b>			<b>MUSIC</b>			<b>*Current Activity</b>				(2,501.47)
						<b>*Ending Balance:</b>	2,753.22	251.75	0.00	11,023.07
<b>06 760 736</b>			<b>NATIONAL HONOR SOCIETY</b>			<b>*Previous Balance</b>				70.42
						<b>*Ending Balance:</b>	0.00	0.00	0.00	70.42
<b>06 760 738</b>			<b>ELEM STAFF BEVERAGE MACHINE</b>			<b>*Previous Balance</b>				(329.03)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	(329.03)
<b>06 760 740</b>			<b>SCHOOL DISTRICT</b>			<b>*Previous Balance</b>				(614.29)
06 760 740			SCHOOL DISTRICT							
06 040 1721			SCHOOL DISTRICT							
05/01/2024	CR	25764			Check #4871263	DIAZ, KERRY M	0.00	19.10		
06 040 600 410 3400 610			SCHOOL DISTRICT							
05/02/2024	CD *	ELEM-01896 20240502-0001	2	29630	Correction: 2nd Grade Field Trip to the	DAKOTA ZOO	260.00	0.00		
05/07/2024	CD	ELEM-01918 20240507	2	29641	hotel room-SPELLING BEE	LOVE, NADINE	76.73	0.00		
05/07/2024	CD	ELEM-01918 20240507	2	29641	mileage-SPELLING BEE	LOVE, NADINE	178.22	0.00		
05/16/2024	CD	ELEM-01918 20240507 Void Check	2	29641	hotel room-SPELLING BEE	LOVE, NADINE	(76.73)	0.00		

Activity Fund Balance Report - Detail - Exclude Encumbrances

05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 06

**Fund: 06 STUDENT ACTIVITY FUND**

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
05/16/2024	CD	ELEM-01918 20240507 Void Check	2	29641	mileage-SPELLING BEE	LOVE, NADINE	(178.22)	0.00		
05/21/2024	CD	POELEM-02297 20240521	2	33946	HOTEL-SPELLING BEE	LOVE, JASON	76.73	0.00		
05/21/2024	CD	POELEM-02297 20240521	2	33946	MILEAGE-SPELLING BEE	LOVE, JASON	178.22	0.00		
<b>06 760 740</b>					<b>SCHOOL DISTRICT</b>	<b>*Current Activity</b>				(495.85)
						<b>*Ending Balance:</b>	514.95	19.10	0.00	(1,110.14)
<b>06 760 741</b>					<b>ROBOTICS</b>	<b>*Previous Balance</b>				5,688.08
						<b>*Ending Balance:</b>	0.00	0.00	0.00	5,688.08
<b>06 760 742</b>					<b>STUDENT COUNCIL</b>	<b>*Previous Balance</b>				6,238.60
06 760 742					STUDENT COUNCIL					
06 042 1721					STUDENT COUNCIL					
05/06/2024	CR	25768			Student Council - Pepsi Commission	ELKINS, SEAN	0.00	393.73		
<b>06 760 742</b>					<b>STUDENT COUNCIL</b>	<b>*Current Activity</b>				393.73
						<b>*Ending Balance:</b>	0.00	393.73	0.00	6,632.33
<b>06 760 743</b>					<b>SUNSHINE ACCOUNT-ELEM</b>	<b>*Previous Balance</b>				383.47
						<b>*Ending Balance:</b>	0.00	0.00	0.00	383.47
<b>06 760 744</b>					<b>TRACK &amp; FOOTBALL FIELD MAINTENANCE</b>	<b>*Previous Balance</b>				148,493.29
						<b>*Ending Balance:</b>	0.00	0.00	0.00	148,493.29
<b>06 760 745</b>					<b>TRACK UNIFORMS</b>	<b>*Previous Balance</b>				3,368.78
06 760 745					TRACK UNIFORMS					
06 045 600 410 3400 610					TRACK UNIFORMS					
05/07/2024	CD	HS-01296 925486237	2	29635	Track shorts	BSN SPORTS	1,296.00	0.00		
<b>06 760 745</b>					<b>TRACK UNIFORMS</b>	<b>*Current Activity</b>				(1,296.00)
						<b>*Ending Balance:</b>	1,296.00	0.00	0.00	2,072.78
<b>06 760 746</b>					<b>AGRICULTURE</b>	<b>*Previous Balance</b>				12,628.42
						<b>*Ending Balance:</b>	0.00	0.00	0.00	12,628.42
<b>06 760 747</b>					<b>VOLLEYBALL UNIFORMS</b>	<b>*Previous Balance</b>				458.01
						<b>*Ending Balance:</b>	0.00	0.00	0.00	458.01
<b>06 760 748</b>					<b>WRESTLING UNIFORMS</b>	<b>*Previous Balance</b>				0.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00
<b>06 760 749</b>					<b>HIGH SCHOOL MUSICAL</b>	<b>*Previous Balance</b>				4,739.59

Activity Fund Balance Report - Detail - Exclude Encumbrances

05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
						<b>*Ending Balance:</b>	0.00	0.00	0.00	4,739.59
<b>06 760 751</b>			<b>NEWSPAPER</b>			<b>*Previous Balance</b>				0.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00
<b>06 760 754</b>			<b>PRESCHOOL</b>			<b>*Previous Balance</b>				943.58
						<b>*Ending Balance:</b>	0.00	0.00	0.00	943.58
<b>06 760 755</b>			<b>SUNSHINE FUND-HS</b>			<b>*Previous Balance</b>				55.38
06 760 755			SUNSHINE FUND-HS							
06 055 1721			SUNSHINE FUND-HS							
05/06/2024	CR	25771			HS Sunshine Club - Coke Machine	MURPHY, ANDREW	0.00	121.00		
06 055 600 410 3400 610			SUNSHINE FUND-HS							
05/07/2024	CD	POELEM-02284 20240507	2	29636	SUPPLIES 460018	COCA COLA	30.00	0.00		
05/07/2024	CD	POELEM-02284 20240507	2	29636	SUPPLIES 460647	COCA COLA	22.00	0.00		
05/07/2024	CD	POELEM-02284 20240507	2	29636	UNAPPLIED CREDIT	COCA COLA	(57.60)	0.00		
<b>06 760 755</b>			<b>SUNSHINE FUND-HS</b>			<b>*Current Activity</b>				126.60
						<b>*Ending Balance:</b>	(5.60)	121.00	0.00	181.98
<b>06 760 757</b>			<b>ELEMENTARY MUSIC</b>			<b>*Previous Balance</b>				5,603.53
						<b>*Ending Balance:</b>	0.00	0.00	0.00	5,603.53
<b>06 760 758</b>			<b>JEANS FOR CHARITY</b>			<b>*Previous Balance</b>				7,372.75
06 760 758			JEANS FOR CHARITY							
06 058 1721			JEANS FOR CHARITY							
05/14/2024	CR	25791			Cash	JEPSON, JANELL R	0.00	39.00		
05/23/2024	CR	25828			Jeans for Charity Donations	SCHMIDT, HOLLY	0.00	92.00		
<b>06 760 758</b>			<b>JEANS FOR CHARITY</b>			<b>*Current Activity</b>				131.00
						<b>*Ending Balance:</b>	0.00	131.00	0.00	7,503.75
<b>06 760 759</b>			<b>ELEMENTARY STUDENT COUNCIL</b>			<b>*Previous Balance</b>				2,731.91
06 760 759			ELEMENTARY STUDENT COUNCIL							
06 059 1721			ELEMENTARY STUDENT COUNCIL							
05/02/2024	CR	25765			Elementary Sucker Sales Student Council	SAYLER, DENICE F	0.00	941.00		
05/02/2024	CR	25766			Cash	CARNEY, VICKI A	0.00	267.50		
05/13/2024	CR	25787			Track & Field	CARNEY, VICKI A	0.00	738.15		
05/20/2024	CR	25801			Cash	CARNEY, VICKI A	0.00	62.00		
05/30/2024	CR	25843			Concessions from track meet	SAYLER, DENICE F	0.00	74.00		
05/30/2024	CR	25844			concessions split elementary student cou	CARNEY, VICKI A	0.00	73.60		
06 059 600 410 3400 610			ELEMENTARY STUDENT COUNCIL							

**Activity Fund Balance Report - Detail - Exclude Encumbrances**

05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 06

**Fund: 06 STUDENT ACTIVITY FUND**

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
05/06/2024	CD	ELEM-01947 20240506	2	29631	Fee for the rec center	DICKINSON PARKS & RECREATION	72.00	0.00		
05/20/2024	CD	POELEM-02296 20240520	2	29650	1/2 CONCESSION SUPPLIES	VISA	11.04	0.00		
05/20/2024	CD	ELEM-01870 20240520-0016	2	29650	shipping pack	VISA	252.00	0.00		
05/21/2024	CD	POELEM-02298 20240521	2	33944	1/2 CONCESSION SUPPLIES	HOT LUNCH ACCOUNT	292.45	0.00		
<b>06 760 759</b>					<b>ELEMENTARY STUDENT COUNCIL</b>	<b>*Current Activity</b>			1,528.76	
						<b>*Ending Balance:</b>	627.49	2,156.25	0.00	4,260.67
<b>06 760 760</b>					<b>S.A.D.D.</b>	<b>*Previous Balance</b>				1,522.96
						<b>*Ending Balance:</b>	0.00	0.00	0.00	1,522.96
<b>06 760 761</b>					<b>CROSS COUNTRY UNIFORMS</b>	<b>*Previous Balance</b>				4,102.64
						<b>*Ending Balance:</b>	0.00	0.00	0.00	4,102.64
<b>06 760 762</b>					<b>ARCHERY</b>	<b>*Previous Balance</b>				0.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00
<b>06 760 765</b>					<b>SCIENCE GRANT-ELEM</b>	<b>*Previous Balance</b>				941.57
06 760 765					SCIENCE GRANT-ELEM					
06 065 600 410 3400 610					SUPPLIES					
05/07/2024	CD	ELEM-01897 1X66-MXK6- C1G7	2	29633	Projector	AMAZON CAPITAL SERVICES	89.79	0.00		
05/07/2024	CD	ELEM-01897 1X66-MXK6- C1G7	2	29633	Fabric Felt sheet	AMAZON CAPITAL SERVICES	167.94	0.00		
05/07/2024	CD	ELEM-01897 1X66-MXK6- C1G7	2	29633	1500 Mixed buttons	AMAZON CAPITAL SERVICES	23.98	0.00		
05/07/2024	CD	ELEM-01897 1X66-MXK6- C1G7	2	29633	Cricut bundle	AMAZON CAPITAL SERVICES	479.40	0.00		
05/07/2024	CD	ELEM-01897 1X66-MXK6- C1G7	2	29633	Cutting mats	AMAZON CAPITAL SERVICES	28.69	0.00		
05/07/2024	CD	ELEM-01897 1X66-MXK6- C1G7	2	29633	Handmade buttons	AMAZON CAPITAL SERVICES	23.97	0.00		
05/07/2024	CD	ELEM-01897 1X66-MXK6- C1G7	2	29633	600 Wood buttons	AMAZON CAPITAL SERVICES	31.96	0.00		
05/07/2024	CD	ELEM-01897 1X66-MXK6- C1G7	2	29633	1600 Black buttons	AMAZON CAPITAL SERVICES	13.49	0.00		

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05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 06

**Fund: 06 STUDENT ACTIVITY FUND**

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
05/07/2024	CD	ELEM-01897 1X66-MXK6-C1G7	2	29633	Heat transfer vinyl	AMAZON CAPITAL SERVICES	29.95	0.00		
05/07/2024	CD	ELEM-01897 1X66-MXK6-C1G7	2	29633	Embroidery Floss	AMAZON CAPITAL SERVICES	19.98	0.00		
05/07/2024	CD	ELEM-01897 1X66-MXK6-C1G7	2	29633	Self Healing Cutting Mat	AMAZON CAPITAL SERVICES	36.99	0.00		
05/07/2024	CD	ELEM-01897 1X66-MXK6-C1G7	2	29633	DISCOUNTS	AMAZON CAPITAL SERVICES	(10.60)	0.00		
<b>06 760 765</b>					<b>SCIENCE GRANT-ELEM</b>	<b>*Current Activity</b>				<b>(935.54)</b>
						<b>*Ending Balance:</b>	935.54	0.00	0.00	6.03
<b>06 760 766</b>					<b>CHEERLEADER UNIFORMS FB</b>	<b>*Previous Balance</b>				280.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	280.00
<b>06 760 767</b>					<b>GIRLS BB MISC.</b>	<b>*Previous Balance</b>				1,367.54
						<b>*Ending Balance:</b>	0.00	0.00	0.00	1,367.54
<b>06 760 769</b>					<b>CLASS OF 2024</b>	<b>*Previous Balance</b>				6,000.49
06 760 769					CLASS OF 2024					
06 069 1721					CLASS OF 2024					
05/22/2024	CR	25825			Senior Class of 2024	HARRIS, JANIS L	0.00	199.00		
06 069 600 410 3400 610					CLASS OF 2024					
05/07/2024	CD	POELEM-02290 20240507	2	29648	SPRAY PAINT	WESTERN CHOICE COOPERATIVE	48.62	0.00		
05/07/2024	CD	POELEM-02247 33911039	2	29640	GOLD HAT TASSELS	JOSTEN'S	206.53	0.00		
05/20/2024	CD	HS-01348 20240520-0023	2	33930	Senior Field Trip Tilt Studio	VISA	250.00	0.00		
05/21/2024	CD	HS-01328 1319475	2	33932	Senior- Work Key Testing	ACT	117.00	0.00		
<b>06 760 769</b>					<b>CLASS OF 2024</b>	<b>*Current Activity</b>				<b>(423.15)</b>
						<b>*Ending Balance:</b>	622.15	199.00	0.00	5,577.34
<b>06 760 770</b>					<b>CLOSE UP</b>	<b>*Previous Balance</b>				4,773.73
06 760 770					CLOSE UP					
06 070 1721					CLOSE UP					
05/16/2024	CR	25794			Close-Up Vending Machine	MURPHY, ANDREW	0.00	215.00		
06 070 600 410 3400 610					Close Up					
05/07/2024	CD	POELEM-02284 20240507	2	29636	SUPPLIES 459643	COCA COLA	90.00	0.00		
05/07/2024	CD	POELEM-02284 20240507	2	29636	SUPPLIES 460025	COCA COLA	150.00	0.00		

Activity Fund Balance Report - Detail - Exclude Encumbrances

05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description					Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description						
05/07/2024	CD	POELEM-02284 20240507	2	29636	SUPPLIES 460661	COCA COLA	135.00	0.00			
05/07/2024	CD	POELEM-02284 20240507	2	29636	UNAPPLIED CREDIT	COCA COLA	(183.50)	0.00			
<b>06 760 770</b>					<b>CLOSE UP</b>	<b>*Current Activity</b>				23.50	
						<b>*Ending Balance:</b>	191.50	215.00	0.00	4,797.23	
<b>06 760 771</b>					<b>CLASS OF 2025</b>	<b>*Previous Balance</b>				15,211.69	
06 760 771					CLASS OF 2025						
06 071 1721					CLASS OF 2025						
05/22/2024	CR	25822			Check #17929 Coca Cola	JEPSON, JANELL R	0.00	752.50			
06 071 600 410 3400 610					CLASS OF 2025						
05/07/2024	CD	HS-01314 27555	2	29632	ACT Invoice for Spring Testing	ACT	2,184.00	0.00			
05/20/2024	CD	POELEM-02294 20240520-0002	2	29650	COFFEE AND TREATS FO JUNIORS	VISA	192.60	0.00			
05/21/2024	CD	POELEM-02314 20240521	2	33941	CONCESSION SUPPLIES	GRAB 'N GO	286.79	0.00			
<b>06 760 771</b>					<b>CLASS OF 2025</b>	<b>*Current Activity</b>				(1,910.89)	
						<b>*Ending Balance:</b>	2,663.39	752.50	0.00	13,300.80	
<b>06 760 772</b>					<b>VOLLEYBALL MISC.</b>	<b>*Previous Balance</b>				8,194.38	
06 760 772					VOLLEYBALL MISC.						
06 072 600 410 3400 610					VOLLEYBALL MISC.						
05/20/2024	CD	ELEM-01912 20240520-0008	2	29650	VB PARTY	VISA	269.93	0.00			
05/21/2024	CD	POELEM-02301 20240521	2	33934	REIMBURSEMENT FOR BLACK HILLS CAMP	ASAY, ALAN	750.00	0.00			
<b>06 760 772</b>					<b>VOLLEYBALL MISC.</b>	<b>*Current Activity</b>				(1,019.93)	
						<b>*Ending Balance:</b>	1,019.93	0.00	0.00	7,174.45	
<b>06 760 773</b>					<b>STEAM-ELEM.</b>	<b>*Previous Balance</b>				8,817.33	
06 760 773					STEAM-ELEM.						
06 073 1721					STEAM-ELEM.						
05/07/2024	CR	25783			Check #1190	NELSON, ESTELLA	0.00	270.00			
06 073 600 410 3400 610					STEAM-ELEM.						
05/07/2024	CD	ELEM-01930 20240507	2	29643	Camp Invention Fee	NATIONAL INVENTORS HALL OF FAME	2,160.00	0.00			
05/20/2024	CD	ELEM-01898 20240520-0009	2	29650	Plastic Snack Bags	VISA	5.62	0.00			
05/20/2024	CD	ELEM-01878 20240520-0010	2	29650	Great Value Paper Plates, Scott's Paper	VISA	93.22	0.00			
05/20/2024	CD	ELEM-01979 20240520-0004	2	29650	QuiverVision - STEM	VISA	99.99	0.00			
<b>06 760 773</b>					<b>STEAM-ELEM.</b>	<b>*Current Activity</b>				(2,088.83)	

Activity Fund Balance Report - Detail - Exclude Encumbrances

05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
						<b>*Ending Balance:</b>	2,358.83	270.00	0.00	6,728.50
<b>06 760 775</b>	<b>ALLAN &amp; KAYE DOLEZAL SCHOLARSHIP FUND</b>					<b>*Previous Balance</b>				1,000.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	1,000.00
<b>06 760 776</b>	<b>FOOTBALL MISC.</b>					<b>*Previous Balance</b>				29,196.61
06 760 776	FOOTBALL MISC.									
06 076 1721	FOOTBALL MISC.									
05/29/2024	CR	25841			AH DONATION FOR COWBOYS FOOTBALL GEAR FO	COOK, ANDREW	0.00	5,875.00		
06 076 600 410 3400 610	FOOTBALL MISC.									
05/07/2024	CD	ELEM-01747 925282535	2	29635	Helmet Decals	BSN SPORTS	802.00	0.00		
05/07/2024	CD	ELEM-01910 1QNW-JNY1-PF9K	2	29633	iPad for endzone camera	AMAZON CAPITAL SERVICES	379.00	0.00		
05/21/2024	CD	ELEM-01963 5138	2	33940	Plaques for Awards banquet	FOUR SEASONS TROPHIES	80.41	0.00		
<b>06 760 776</b>	<b>FOOTBALL MISC.</b>					<b>*Current Activity</b>				4,613.59
						<b>*Ending Balance:</b>	1,261.41	5,875.00	0.00	33,810.20
<b>06 760 777</b>	<b>BOYS GOLF MISC.</b>					<b>*Previous Balance</b>				574.96
06 760 777	BOYS GOLF MISC.									
06 077 600 410 3400 610	BOYS GOLF MISC.									
05/07/2024	CD	ELEM-01914 5088	2	29637	Medals golf invitational	FOUR SEASONS TROPHIES	145.50	0.00		
<b>06 760 777</b>	<b>BOYS GOLF MISC.</b>					<b>*Current Activity</b>				(145.50)
						<b>*Ending Balance:</b>	145.50	0.00	0.00	429.46
<b>06 760 778</b>	<b>HS GYMNASIUM SPONSORSHIP</b>					<b>*Previous Balance</b>				42,468.12
06 760 778	HS GYMNASIUM SPONSORSHIP									
06 078 1721	HS GYMNASIUM SPONSORSHIP									
05/20/2024	CR	25800			Check #100275 Oneok Foundation Inc	DIAZ, KERRY M	0.00	5,000.00		
<b>06 760 778</b>	<b>HS GYMNASIUM SPONSORSHIP</b>					<b>*Current Activity</b>				5,000.00
						<b>*Ending Balance:</b>	0.00	5,000.00	0.00	47,468.12
<b>06 760 779</b>	<b>TRACK MISC.</b>					<b>*Previous Balance</b>				1,777.81
						<b>*Ending Balance:</b>	0.00	0.00	0.00	1,777.81
<b>06 760 781</b>	<b>BOYS GOLF UNIFORM</b>					<b>*Previous Balance</b>				824.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	824.00
<b>06 760 782</b>	<b>BOYS BB MISC.</b>					<b>*Previous Balance</b>				4,699.52

**Activity Fund Balance Report - Detail - Exclude Encumbrances**

05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 06

**Fund: 06 STUDENT ACTIVITY FUND**

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
06 760 782					BOYS BB MISC.					
06 082 1721					BOYS BB MISC.					
05/01/2024	CR	25763			Boys BBall Fund Raiser	PRUITT, GREG ALAN	0.00	2,000.00		
05/16/2024	CR	25795			Little Cowboys Camp Money	PRUITT, GREG ALAN	0.00	2,400.00		
05/16/2024	CR	25796			Little Cowboys Camp	PRUITT, GREG ALAN	0.00	1,110.00		
05/30/2024	CR	25846			Boys Basketball Misc - Little Cowboy Cam	PRUITT, GREG ALAN	0.00	2,280.00		
05/30/2024	CR	25847			BBB Misc - Key Chain Fundraiser	PRUITT, GREG ALAN	0.00	606.00		
06 082 600 410 3400 610					BOYS BB MISC.					
05/20/2024	CD	HS-01300 20240520-0012	2	29650	Gonzaga Spot Fee	VISA	1,000.00	0.00		
05/20/2024	CD	HS-01298 20240520-0013	2	29650	Northern State Camp	VISA	770.00	0.00		
05/20/2024	CD	HS-01299 20240520-0014	2	29650	Black Hills State Camp	VISA	800.00	0.00		
05/21/2024	CD	HS-01368 925725323	2	33937	Practice Jerseys	BSN SPORTS	577.50	0.00		
05/21/2024	CD	HS-01368 925725323	2	33937	SHIPPING	BSN SPORTS	40.43	0.00		
05/21/2024	CD	HS-01378 5174	2	33940	keychains	FOUR SEASONS TROPHIES	1,162.50	0.00		
05/30/2024	CD	HS-01392 20240530	2	33955	cash for bb camp	CASH	800.00	0.00		
05/30/2024	CD	POELEM-02334 20240530	2	33956	REFUND DOUBLE PMT FOR LITTLE COWBOY BB C	HURT, SANDRA	60.00	0.00		
<b>06 760 782</b>					<b>BOYS BB MISC.</b>	<b>*Current Activity</b>			3,185.57	
						<b>*Ending Balance:</b>	5,210.43	8,396.00	0.00	7,885.09
<b>06 760 783</b>					<b>WRESTLING MISC.</b>	<b>*Previous Balance</b>				12,540.61
06 760 783					WRESTLING MISC.					
06 083 1721					WRESTLING MISC.					
05/02/2024	CR	25767			Wrestling Misc	ELKINS, SEAN	0.00	100.00		
05/14/2024	CR	25788			Check #6234	JEPSON, JANELL R	0.00	25.00		
05/20/2024	CR	25798			Checks & Cash	ELKINS, ABBIE M	0.00	2,627.00		
05/21/2024	CR	25803			Wrestling Misc - Camp Fees	ELKINS, SEAN	0.00	100.00		
05/21/2024	CR	25804			Wrestling Misc	ELKINS, SEAN	0.00	200.00		
05/23/2024	CR	25829			Wrestling Misc	ELKINS, SEAN	0.00	100.00		
06 083 600 410 3400 610					WRESTLING MISC.					
05/15/2024	CD	HS-01377 20240515	2	29649	Camp registration fee	OSU WRESTLING CAMPS	6,800.00	0.00		
05/21/2024	CD	HS-01369 148632	2	33933	State wrestling plaques	ALLARD TROPHY COMPANY	263.00	0.00		
<b>06 760 783</b>					<b>WRESTLING MISC.</b>	<b>*Current Activity</b>			(3,911.00)	
						<b>*Ending Balance:</b>	7,063.00	3,152.00	0.00	8,629.61
<b>06 760 784</b>					<b>SPEECH</b>	<b>*Previous Balance</b>				1,577.05
						<b>*Ending Balance:</b>	0.00	0.00	0.00	1,577.05

Activity Fund Balance Report - Detail - Exclude Encumbrances

05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
06 760 785					ELEM GUIDANCE MISC	*Previous Balance				3,703.29
06 760 785					ELEM GUIDANCE MISC					
06 085 600 410 3400 610					ELEM GUIDANCE MISC					
05/20/2024	CD	ELEM-01921 20240520-0005	2	29650	cards	VISA	165.01	0.00		
05/21/2024	CD	ELEM-01922 20240521-0001	2	33943	Reimbursement for Punch and Paint	HELFRICH, ASHLYNN	252.67	0.00		
06 760 785					ELEM GUIDANCE MISC	*Current Activity				(417.68)
						*Ending Balance:	417.68	0.00	0.00	3,285.61
06 760 786					ART SUPPLIES	*Previous Balance				1,552.91
						*Ending Balance:	0.00	0.00	0.00	1,552.91
06 760 788					RALPH AND BERNIECE THOMAS SCHOLARSHIP	*Previous Balance				1,200.00
						*Ending Balance:	0.00	0.00	0.00	1,200.00
06 760 789					HOSA	*Previous Balance				14,883.41
06 760 789					HOSA					
06 089 600 410 3400 610					HOSA					
05/07/2024	CD	HS-01335 20240507	2	29644	SLC -2024	NORTH DAKOTA HOSA	525.00	0.00		
06 760 789					HOSA	*Current Activity				(525.00)
						*Ending Balance:	525.00	0.00	0.00	14,358.41
06 760 790					CLASS OF 2022	*Previous Balance				0.00
						*Ending Balance:	0.00	0.00	0.00	0.00
06 760 791					KIDS ON THE RUN	*Previous Balance				541.86
						*Ending Balance:	0.00	0.00	0.00	541.86
06 760 792					DR SEUSS READING GROUP	*Previous Balance				303.00
						*Ending Balance:	0.00	0.00	0.00	303.00
06 760 793					IMAGINATION LIBRARY	*Previous Balance				3,148.48
						*Ending Balance:	0.00	0.00	0.00	3,148.48
06 760 794					COLLEGE & CAREER WEEK SCHOLARHIPS	*Previous Balance				1,113.00
						*Ending Balance:	0.00	0.00	0.00	1,113.00
06 760 795					KATHERINE KLEEMANN EDUCATION SCHOLARSHIP	*Previous Balance				2,100.00
						*Ending Balance:	0.00	0.00	0.00	2,100.00
06 760 796					FEREBEE SCHOLARSHIP	*Previous Balance				600.00



## D. Administrator Reports

5/30/2024

## June Board Report

- Varsity Schedules are 100 Percent done for next year(2024-2025).
  - All Schedules have been entered into R School calendar for Varsity Teams)except Golf/Track
  - Continuing to work on JH/Elem athletic schedules
    - Trying to schedule more jamborees and multiple games in a night
      - Saves on workers and allows more practice time

## NDHSAA

- Reminder that the Activities Calendar for the 2024-2025 year rolls back-
  - First Practice is Aug 5 (Golf) Everything else rolls back by 1 week
- Sportsmanship is at the forefront on the minds of NDHSAA.
  - We will take the lead on this in Killdeer
    - We will have a text a tip format for all venues
    - Any complaint will come to the phone of the A.D.
    - We are trying to prevent unruly fans, derogatory comments to officials, and we are going to stop anything racially motivated in context.
    - We will have a "0" tolerance for any of these/

## Things on the Horizon for Killdeer

- **Coaching Openings:**
  - Only head job for now is still **Girls Wrestling**-will interview June 8 or 9<sup>th</sup> for this.
  - Still looking for many advisor/activity/and some coaching positions
  - Will be reorganizing wrestling and track and field to best suit all of our kids
    - The goal is to get all of our kids coached.
- **Athletics Internal Fund**
  - Looking ahead- Trying to find ways to help this fund-
    - Official increase is 20 percent for 2024-2025
    - Prices for equipment/supplies continue to go up.

I have heard this has been an issue for years, I am concerned as costs keep going up for everything, and we purchase the bare minimum out of the athletics accounts.

- **Handbook**
  - Will be presented in June to the board
    - Not many issues/loopholes were found this year
    - Goal is to have handbook ready for reading at June board meeting
    - Participation, Dress Code, Transportation, Requirements to practice, and coach/program communication will be key areas of additional verbage to pay attention to.
  - Important to stay up on NDHSAA issues and ways Killdeer Students/Families can be effected.
- **Transportation**
  - Looking ahead it will be very difficult with our current staff of activity drivers to fill trips in 24-25
    - Do we look at not offering transportation for elementary sports?
      - Other Schools do this in our area
      - Glen Schulz drove 80 percent of our JH Volleyball, JH Girls Basketball, and Elem Boys basketball trips. We currently have no driver to cover this as of JUNE 1
  - Open to suggestions on how to make activity driving more appealing to get more drivers
- **Turf**
  - We are seeing more waves and low spots in turf.
  - A guy is coming out to look at it in Early June
    - If a complex fix is needed, we have funds left in original account for the complex.

## **Superintendent June Board Report**

### **Bus Delivery**

Our bus intended for the 2023-2024 school year has a build date set for August. We will most likely start the school year with the same buses we ended up with.

The Cowboy bus was delivered to I-State in Bismarck to have the fourth heater installed and we should have the bus back some time the week of June 10<sup>th</sup>.

### **Chain of Command**

The 2024-2025 school year will begin with a sense of urgency as it pertains to adhering to the rules in the High School Student Handbook. Mr. Wilz has been working on the handbook and has had several meetings including a meeting with parents. One can expect that his authority will be challenged. Providing support by following the chain of command will be the best course of action to ensure a smooth transition of leadership at the high school. A key element for success will be a deliberate and intentional adherence to the process that is laid out in policy. Believing that loopholes don't exist or that there won't be issues would be naive. We will work through the issues and do the best we can to set expectations so we can begin working on a culture that our students can thrive in, and parents can proudly support.

### **24-25 Teacher Handbook**

Now that the handbook is being updated regularly only small adjustments are necessary. The document is becoming a bit long because the Negotiated Agreement and the job descriptions for the activities are included in this document. Hopefully the teachers find this document useful so there is only one place to look for information.

## June 2024 Board Report

Pre – K - 9

Kindergarten – 34

1<sup>st</sup> Grade – 43

2<sup>nd</sup> Grade – 52

3<sup>rd</sup> Grade – 41

4<sup>th</sup> Grade – 46

5<sup>th</sup> Grade – 40

6<sup>th</sup> Grade – 37

Total: 302

I anticipate the kindergarten numbers to rise by at least 10 and preschool will be around 40 once again. That would put us in the range of 333.

Additionally, we will have a number of move in students each year in August.

Camp invention was a success again this year. It has become something that students and parents look forward to each summer. Dr. Nelson has done a great job running that camp over the years.

This past week myself and Mr. Wilz went to PowerSchool end of year in Bismarck and everything went well there.

Our CKLA materials are in and Mrs. Walker has organized those by grade level and we will be getting it delivered to classrooms later in the summer.

We reached out to other schools to gauge interest in our Wonders materials, but as we have the 2017 Copyright and most schools have transitioned to the 2023 copyright, we had very little interest and no takers.

We will be going through the process of finding and approving a Math Curriculum over the course of this next school year. I know Mrs. Walker and Mrs. Zastipoul have had preliminary discussions about that.

We are still on the hunt for a fourth grade teacher.

5. Unfinished Business

A. Consider HB 1398 Cybersecurity Course Integration Plan



Killdeer Public School District  
Cybersecurity and Computer Science Integration Plan

April 2024

## **Introduction**

North Dakota House Bill 1398 requires school districts to meet specific criteria relating to mandatory computer science and cybersecurity instruction. By July 1, 2025 school districts must either adopt a cybersecurity or computer science graduation requirement or adopt an integration plan that embeds these skills within the K-12 curriculum for all students.

Through careful consideration and engagement of teacher leaders, the Killdeer Public School District determined to adopt an integration plan across the curriculum to support the growth and development of these skills, over time through classroom teachers and specialists.

## **Implementation Plan Elementary**

On a rotation, students in K-6 attend technology classes weekly. A licensed teacher in the SmartLab teaches technology classes. The SmartLab curriculum, in conjunction with the K5Tech curriculum, provides ample coverage of the ND Computer Science and Cyber Security Standards (CSCSS): Technology Systems, Computational Thinking, Information Literacy, Computing in Society and Digital Citizenship. The SmartLab and K5Tech curricula are aligned to ISTE – the International Standards for Technology Education. These standards were reviewed and incorporated into the ND CSCSS.

SmartLab engages students in STEM learning through problem solving. SmartLab learning experiences increase in complexity and rigor as students learn.

Creative Learning Systems (CLS) evaluates and selects technology to match the developmental needs of the learners on this continuum. This way, students develop skills appropriate for both their grade bands and abilities. Learners progress to using professional tools in high school. Course topics include parts of a computer, internet safety and digital citizenship, keyboarding to proficiency, PowerPoint, Google Slides, Word, Excel, Google Sheets, internet search and basics of online research skills, coding, Internet safety research projects and spreadsheet software. The combination of curriculum from both the CLS SmartLab and K5Tech provides ample projects and lessons to be carried over into 6th grade.

## **Implementation Plan Middle School**

STEM, Science Technology Engineering Mathematics, is an expansive field. Nearly all Cyber Security Standards are being taught at middle school before the integration of the most recent house bill. These standards can be implemented in all subjects but will be the primary focus during the STEM Computers course. Additional topics in Cyber Security will

be taught to help ensure the safety of young students online. All 7<sup>th</sup> and 8<sup>th</sup> grade students are required to take Computers 7 and Computers 8.

**Implementation Plan High School**

The existing infrastructure supports a smooth transition to the integration of computer science and cybersecurity standards at the high school. Currently, one instructional staff is dedicated to business and computer science courses, which include our Cyber STEM course, which is an introduction to Cyber Security. Course topics will include 3D modeling, printing, STEM Fields, robotics, coding, cyber security, proper resources online, Word/PowerPoint/Excel and more.

**Action Plan:**

This table shows that by the 24-25 school year all students will be required take Cyber STEM their sophomore year. The Cyber STEM and Cyber Security \*online will be offered for students who did not complete the Cyber STEM course their sophomore year.

School Year	Class of '25	Class of '26	Class of '27	Class of '28	Class '29
24-25	OFFER: Cyber STEM or Cyber Security I/II *online	Required: Cyber STEM or Cyber Security I/II *online	Required: Cyber STEM		
25-26		Required: Cyber STEM or Cyber Security I/II *online	OFFER: Cyber STEM or Cyber Security I/II *online	Required: Cyber STEM	
26-27			OFFER: Cyber STEM or Cyber Security I/II *online	OFFER: Cyber STEM or Cyber Security I/II *online	Required: Cyber STEM

### **Additional Opportunities for Students**

Currently, KPS supports Robotics at the secondary level and Lego League at the elementary level. Further exploration into opportunities at elementary, middle, and high school for extra-curricular opportunities for students to develop and practice the standards of computer science and cybersecurity across the K-12 curriculum will be conducted.

### **School Board Approval and Considerations of Budgetary Impact**

To meet compliance with HB 1398 the Killdeer Public School (KPS) board must consider and approve the computer science and cybersecurity integration plan by July 1, 2024. The presentation of the implemented plan recommendations made in May of 2024 will give the board the opportunity to review, provide feedback and consider action on the implementation by June of 2024.

6. New Business

A. Consider Additional June Bills

**Detail Check Register**

Posted; Batch Description CKS 6.4.24-0001; Fund Number 01, 03

**Checking Account: 1**

**Fund 01**

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
46576	Check	06/04/2024	ADVBUS	ADVANCED BUSINESS METHODS	2,650.75
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
AR1791808	06/04/2024	POELEM-02344	COPIER SPLIT	01 000 000 110 1000 610	212.06
AR1791808	06/04/2024	POELEM-02344	COPIER SPLIT	01 000 000 120 1000 611	1,219.35
AR1791808	06/04/2024	POELEM-02344	COPIER SPLIT	01 000 000 130 1000 611	397.61
AR1791808	06/04/2024	POELEM-02344	COPIER SPLIT	01 000 000 140 1000 611	821.73
46577	Check	06/04/2024	AMAZONCAP	AMAZON CAPITAL SERVICES	606.35
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
194V-FHJF-7GF4	06/04/2024	ELEM-01973	Cardinal Economy 3-Ring Binders, 1.5", R	01 000 000 120 1000 611	39.10
194V-FHJF-7GF4	06/04/2024	ELEM-01973	Cardinal Economy 3-Ring Binders, 2", Rou	01 000 000 120 1000 611	47.90
194V-FHJF-7GF4	06/04/2024	ELEM-01973	Performore 3 Ring Binder, Professional A	01 000 000 120 1000 611	117.57
1CM9-JM41-RYNW	06/04/2024	ELEM-01945	Metal File Cabinet with 2 Drawers	01 000 000 200 2835 610	169.99
1CM9-JM41-RYNW	06/04/2024	ELEM-01945	Vtopmart 2 Tier Storage Organizer	01 000 000 200 2835 610	104.97
1CM9-JM41-RYNW	06/04/2024	ELEM-01945	Wicker Baskets with Built-in Handles	01 000 000 200 2835 610	69.98
1CM9-JM41-RYNW	06/04/2024	ELEM-01945	SHIPPING	01 000 000 200 2835 610	59.99
1CM9-JM41-RYNW	06/04/2024	ELEM-01945	3% SAVINGS	01 000 000 200 2835 610	(3.15)
46578	Check	06/04/2024	BARAMAR	MARY JO BARANKO	650.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
288858	06/04/2024	POELEM-02336	PAINT UNIT 411 3RD AVE NE	03 000 000 000 4210 610	650.00
46579	Check	06/04/2024	BREWSTA	STACY BREW	50.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240604	06/04/2024	POELEM-02356	CELL PHONE REIMBURSEMENT - JUNE 2024	01 000 000 000 2500 290	50.00
46580	Check	06/04/2024	BSN	BSN SPORTS	2,835.81
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
925574755	06/04/2024	ELEM-01876	Ball Order	01 000 000 420 3400 890	2,835.81
46581	Check	06/04/2024	CITYAIR	CITY AIR MECHANICAL, INC	5,966.43
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
44945	06/04/2024	POELEM-02342	CHILLER PM PER PROPOSAL, WASHED CHILLER	03 000 000 000 4220 435	3,024.00
44945	06/04/2024	POELEM-02342	CHECKED CHILLER ALARMS	03 000 000 000 4220 435	2,942.43
46582	Check	06/04/2024	COLE	COLE PAPERS INC.	1,836.78
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240604	06/04/2024	POELEM-02347	MR. CLEAN MAGIC ERASER, BLEACH, DISH SOA	01 000 000 000 2600 611	300.71
20240604	06/04/2024	POELEM-02347	CAP PLEATED MERVE 8	01 000 000 000 2600 611	73.34
20240604	06/04/2024	POELEM-02347	MOP, FLOOR FINISH, CLEANING PADS	01 000 000 000 2600 611	1,257.73
20240604	06/04/2024	POELEM-02347	SOLENOID VALVE ASSEMBLY ADVENGER	01 000 000 000 2600 730	205.00
46583	Check	06/04/2024	COOKAND	ANDREW COOK	50.00

**Detail Check Register**

Posted; Batch Description CKS 6.4.24-0001; Fund Number 01, 03

**Checking Account: 1**

**Fund 01**

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20240604	06/04/2024	POELEM-02354	CELL PHONE REIMBURSEMENT - JUNE 2024	01 000 000 120 1000 290	50.00	
Check Number: 46584	Check Type: Check	Check Date: 06/04/2024	Vendor: CURRICULUM	CURRICULUM ASSOCIATES	Check Total:	987.84
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
90817463	06/04/2024	ELEM-01891	Level A Student Book Single 2025 1 Year	01 000 000 120 1000 611	84.00	
90817463	06/04/2024	ELEM-01891	Level A Teacher Guide 2025	01 000 000 120 1000 611	210.00	
90817463	06/04/2024	ELEM-01891	Level B Student Book	01 000 000 120 1000 611	84.00	
90817463	06/04/2024	ELEM-01891	Level B Teacher Guide	01 000 000 120 1000 611	210.00	
90817463	06/04/2024	ELEM-01891	Level C Student Book	01 000 000 120 1000 611	84.00	
90817463	06/04/2024	ELEM-01891	Level C Teacher Guide	01 000 000 120 1000 611	210.00	
90817463	06/04/2024	ELEM-01891	Shipping	01 000 000 120 1000 618	105.84	
Check Number: 46585	Check Type: Check	Check Date: 06/04/2024	Vendor: DIAZKER	KERRY DIAZ	Check Total:	50.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20240604	06/04/2024	POELEM-02355	CELL PHONE REIMBURSEMENT - JUNE 2024	01 000 000 000 2500 290	50.00	
Check Number: 46586	Check Type: Check	Check Date: 06/04/2024	Vendor: DUKANIC	NICK DUKART	Check Total:	50.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20240604	06/04/2024	POELEM-02360	CELL PHONE REIMBURSEMENT - JUNE 2024	01 000 000 000 2600 531	50.00	
Check Number: 46587	Check Type: Check	Check Date: 06/04/2024	Vendor: ECOLAB	ECOLAB PEST ELIMINATION DIVISI	Check Total:	162.66
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
5312229	06/04/2024	POELEM-02338	PEST CONTROL	01 000 000 000 2600 432	162.66	
Check Number: 46588	Check Type: Check	Check Date: 06/04/2024	Vendor: HOTLUNCH	HOT LUNCH ACCOUNT	Check Total:	441.68
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20240604	06/04/2024	POELEM-02335	SNACKS FOR NWEA TESTING	01 000 000 120 1000 611	441.68	
Check Number: 46589	Check Type: Check	Check Date: 06/04/2024	Vendor: JDFENCING	JD FENCING, LLC	Check Total:	243.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
28143	06/04/2024	POELEM-02350	PRACTICE FIELD & LOWER LOT REPAIRS	03 000 000 000 4220 435	243.00	
Check Number: 46590	Check Type: Check	Check Date: 06/04/2024	Vendor: JEPSJAN	JANELL JEPSON	Check Total:	50.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20240604	06/04/2024	POELEM-02357	CELL PHONE REIMBURSEMENT - JUNE 2024	01 000 000 000 2500 290	50.00	
Check Number: 46591	Check Type: Check	Check Date: 06/04/2024	Vendor: MCGRAWHILL	MCGRAW HILL LLC	Check Total:	11,662.16
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
132597928001	06/04/2024	ELEM-01925	SHIPPING	01 000 000 110 1000 618	58.00	
132597928001	06/04/2024	ELEM-01925	Reading Mastery	01 000 000 110 1000 640	1,532.47	
132597928001	06/04/2024	ELEM-01925	SHIPPING	01 000 000 120 1000 618	135.35	
132597928001	06/04/2024	ELEM-01925	Reading Mastery	01 000 000 120 1000 640	3,575.75	
132597928802	06/04/2024	ELEM-01924	SHIPPING	01 000 000 120 1000 618	194.39	
132597928802	06/04/2024	ELEM-01924	Corrective Reading	01 000 000 120 1000 640	6,166.20	

**Detail Check Register**

Posted; Batch Description CKS 6.4.24-0001; Fund Number 01, 03

**Checking Account: 1**

**Fund 01**

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
46592	Check	06/04/2024	NARDINIFIR	NARDINI FIRE EQUIPMENT	468.00
IV00285786	06/04/2024	POELEM-02343	TANK SYSTEM MAINTENANCE	01 000 000 000 2600 450	468.00
46593	Check	06/04/2024	NUVENTO	NUVENTO	156.50
NUV_221165	06/04/2024	POELEM-02346	EDUHEALTH VER 3 - MAY 2024	01 000 000 200 2835 810	156.50
46594	Check	06/04/2024	SCELMEL	MELISSA SCELZI	40.00
20240604	06/04/2024	POELEM-02337	REIMBURSEMENT FOR BUS WASH 410	01 000 000 000 2700 611	40.00
46595	Check	06/04/2024	SHERWIN	SHERWIN-WILLIAMS CO.	424.17
0114-6	06/04/2024	POELEM-02352	PAINT FOR UNIT 411 3RD AVE NW	03 000 000 000 4210 610	424.17
46596	Check	06/04/2024	SIMMJEF	JEFF SIMMONS	50.00
20240604	06/04/2024	POELEM-02353	CELL PHONE REIMBURSEMENT - JUNE 2024	01 000 000 000 2321 290	50.00
46597	Check	06/04/2024	SMART	SMART COMPUTERS	20.00
17-46603	06/04/2024	POELEM-02349	HSMI CORD FOR SAMPSEL	01 000 000 120 1000 611	20.00
46598	Check	06/04/2024	SUMMFIRE	SUMMIT FIRE PROTECTION	620.00
192033654	06/04/2024	POELEM-02341	MONITORING SERVICE- ALARM MONITORING	01 000 000 000 2600 450	620.00
46599	Check	06/04/2024	WALKNICK	NICHOLAS WALKER	50.00
20240604	06/04/2024	POELEM-02361	CELL PHONE REIMBURSEMENT - JUNE 2024	01 000 000 410 3400 890	25.00
20240604	06/04/2024	POELEM-02361	CELL PHONE REIMBURSEMENT - JUNE 2024	01 000 000 420 3400 890	25.00
46600	Check	06/04/2024	WALLAJEN	JENNI WALLACE	50.00
20240604	06/04/2024	POELEM-02358	CELL PHONE REIMBURSEMENT - JUNE 2024	01 000 000 000 2500 290	50.00
46601	Check	06/04/2024	WESTRI	WEST RIVER STUDENT SERVICES	22,161.63
20240604	06/04/2024	POELEM-02345	MAY 2024 SPEECH PARA SERVICES (BECKY BIN	01 000 000 225 1000 430	3,244.07
20240604	06/04/2024	POELEM-02345	MAY 2024 SPEECH SERVICES (JESSICA BUCKMA	01 000 000 225 1000 430	11,475.89
20240604	06/04/2024	POELEM-02345	MAY 2024 SPEECH SERVICES (BRIANA LEIER)	01 000 000 225 1000 430	5,980.81
20240604	06/04/2024	POELEM-02345	GAS	01 000 000 225 1000 580	169.69
20240604	06/04/2024	POELEM-02345	OIL CHANGE	01 000 000 225 1000 580	94.48

**Detail Check Register**

Posted; Batch Description CKS 6.4.24-0001; Fund Number 01, 03

**Checking Account: 1**

**Fund 01**

20240604	06/04/2024	POELEM-02345	TIRES	01 000 000 225 1000 580	759.00
20240604	06/04/2024	POELEM-02345	GAS	01 000 000 225 1000 580	232.77
20240604	06/04/2024	POELEM-02345	GAS	01 000 000 225 1000 580	204.92

Check Number: 46602

Check Type: Check

Check Date: 06/04/2024 Vendor: ZASTRHO

RHONDA ZASTOUPIL

Check Total:

50.00

Invoice Number

Invoice Date

PO Number

Detail Description

Chart of Account Number

Detail Amount

20240604

06/04/2024

POELEM-02359

CELL PHONE REIMBURSEMENT - JUNE 2024

01 000 000 000 2500 290

50.00

\*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids:

52,383.76

- B. Consider Business Manager's Request to Pay Year-End Bills
- C. Consider Brady Martz Revised Engagement Letter FYE 2023

June 1, 2023

To the School Board and Management  
Killdeer Public School District No. 16  
Killdeer, North Dakota

We are pleased to confirm our understanding of the services we are to provide for Killdeer Public School District No. 16 for the year ended June 30, 2023.

## **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Killdeer Public School District No. 16 as of and for the year ended June 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Killdeer Public School District No. 16's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Killdeer Public School District No. 16's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Budgetary Comparison Schedules
- 2) Schedule of District's Contributions to the TFFR and NDPERS Pension Plans
- 3) Schedule of District's Contributions to the NDPERS OPEB Plan
- 4) Schedule of District's Proportionate Share of Net Pension Liability
- 5) Schedule of District's Proportionate Share of Net OPEB Liability
- 6) Notes to the Required Supplementary Information

We have also been engaged to report on supplementary information other than RSI that accompanies Killdeer Public School District No. 16's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Schedule of expenditures of federal awards.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood

that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your

confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Killdeer Public School District No. 16's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Killdeer Public School District No. 16's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Killdeer Public School District No. 16's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will perform the following nonaudit services:

- 1) Proposition of journal entries necessary to present the financial statements in accordance with accounting principles generally accepted in the United States of America.
- 2) Assistance in preparing your financial statements, schedule of expenditures federal awards, and related notes of Killdeer Public School District No. 16 in accordance with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you.
- 3) Assistance with preparation of the data collection form.
- 4) Assistance with preparing the depreciation schedule, using capital asset lives and methods provided by Killdeer Public School District No. 16.
- 5) Assistance with presentation of GASB 87 (Leases) and GASB 96 (SPITA), if necessary

6) Assistance with bank reconciliation entries as necessary

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it

is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on June 10, 2024.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the school district; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Brady Martz & Associates, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to U.S. Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Brady Martz & Associates, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the the U.S. Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Matt Laughlin is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately June 10, 2024.

Our fee for these services will be as follows:

Financial Statement Audit	\$17,500
Nonaudit Services	\$175 - \$185 / hour
Single Audit	\$5,000 per major program

The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report.

## Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board of Killdeer Public School District No. 16. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient and appropriate audit evidence, the ability of your personnel to provide the requested records and audit support in a timely manner, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement. If your engagement is terminated, you will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of

that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Killdeer Public School District No. 16 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



Brady Martz & Associates, PC

RESPONSE:

This letter correctly sets forth the understanding of Killdeer Public School District No. 16.

Management signature: \_\_\_\_\_

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

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

Governance signature: \_\_\_\_\_

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

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

D. Consider transferring general fund dollars to internal athletics

Annual; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 06

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 06 STUDENT ACTIVITY FUND</b>				
<u>Current Assets</u>				
06 101	CASH	452,200.54	7,087.34	459,287.88
06 110	DUE FROM OTHER FUNDS	68.48	0.00	68.48
	Current Assets Subtotal:	452,269.02	7,087.34	459,356.36
Total Assets and Deferred Outflows of Resources:		452,269.02	7,087.34	459,356.36

<u>Fund Balance</u>				
06 760 701	ACTIVITIES	2,096.10	0.00	2,096.10
06 760 704	ANNUAL	8,451.60	0.00	8,451.60
06 760 705	ATHLETICS	(28,664.14)	(4,177.02)	(32,841.16)
06 760 706	CLASS OF 2029	576.25	(181.08)	395.17
06 760 707	BOYS BB UNIFORMS	0.00	0.00	0.00
06 760 709	CHEERLEADERS MISC.	17,533.58	(3,245.00)	14,288.58
06 760 710	CHEERLEADER UNIFORMS BB	3,171.02	0.00	3,171.02
06 760 711	BOOSTER CLUB DONATIONS	0.00	0.00	0.00
06 760 713	GIRLS GOLF MISC	1,010.07	0.00	1,010.07
06 760 715	HOT LUNCH DONATIONS	6,890.27	0.00	6,890.27
06 760 716	SAFETY PATROL	350.66	702.55	1,053.21
06 760 717	CHROMEBOOK REPAIR	590.00	104.12	694.12
06 760 718	CLASS OF 2023	0.00	0.00	0.00
06 760 719	ATHLETES ASSISTANCE	594.33	0.00	594.33
06 760 720	CROSS COUNTRY MISC.	1,501.11	(385.43)	1,115.68
06 760 722	DRAMA CLUB	0.00	0.00	0.00
06 760 723	ELEMENTARY POP FUND	(724.01)	0.00	(724.01)
06 760 724	FAMILY & CONSUMER SCIENCE	317.23	0.00	317.23
06 760 726	FB UNIFORMS	1,500.00	0.00	1,500.00
06 760 727	FCCLA	0.00	0.00	0.00
06 760 728	FFA	22,649.67	13,680.58	36,330.25
06 760 729	GIRLS BB UNIFORMS	953.60	0.00	953.60
06 760 730	INTEREST - CHECKING	20,913.66	1,143.71	22,057.37
06 760 732	KILLDEER KORNER	0.00	0.00	0.00
06 760 733	GIRLS GOLF UNIFORMS	522.26	0.00	522.26
06 760 734	LIBRARY	5,317.65	113.00	5,430.65
06 760 735	MUSIC	13,524.54	(2,501.47)	11,023.07
06 760 736	NATIONAL HONOR SOCIETY	70.42	0.00	70.42
06 760 738	ELEM STAFF BEVERAGE MACHINE	(329.03)	0.00	(329.03)
06 760 740	SCHOOL DISTRICT	(614.29)	(495.85)	(1,110.14)
06 760 741	ROBOTICS	5,688.08	0.00	5,688.08
06 760 742	STUDENT COUNCIL	6,238.60	393.73	6,632.33
06 760 743	SUNSHINE ACCOUNT-ELEM	383.47	0.00	383.47
06 760 744	TRACK & FOOTBALL FIELD MAINTENANCE	148,493.29	0.00	148,493.29
06 760 745	TRACK UNIFORMS	3,368.78	(1,296.00)	2,072.78

**Balance Sheet**

Period Ending: May 2024

Annual; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 06

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
06 760 746	AGRICULTURE	12,628.42	0.00	12,628.42
06 760 747	VOLLEYBALL UNIFORMS	458.01	0.00	458.01
06 760 748	WRESTLING UNIFORMS	0.00	0.00	0.00
06 760 749	HIGH SCHOOL MUSICAL	4,739.59	0.00	4,739.59
06 760 751	NEWSPAPER	0.00	0.00	0.00
06 760 754	PRESCHOOL	943.58	0.00	943.58
06 760 755	SUNSHINE FUND-HS	55.38	126.60	181.98
06 760 757	ELEMENTARY MUSIC	5,603.53	0.00	5,603.53
06 760 758	JEANS FOR CHARITY	7,372.75	131.00	7,503.75
06 760 759	ELEMENTARY STUDENT COUNCIL	2,731.91	1,528.76	4,260.67
06 760 760	S.A.D.D.	1,522.96	0.00	1,522.96
06 760 761	CROSS COUNTRY UNIFORMS	4,102.64	0.00	4,102.64
06 760 762	ARCHERY	0.00	0.00	0.00
06 760 765	SCIENCE GRANT-ELEM	941.57	(935.54)	6.03
06 760 766	CHEERLEADER UNIFORMS FB	280.00	0.00	280.00
06 760 767	GIRLS BB MISC.	1,367.54	0.00	1,367.54
06 760 769	CLASS OF 2024	6,000.49	(423.15)	5,577.34
06 760 770	CLOSE UP	4,773.73	23.50	4,797.23
06 760 771	CLASS OF 2025	15,211.69	(1,910.89)	13,300.80
06 760 772	VOLLEYBALL MISC.	8,194.38	(1,019.93)	7,174.45
06 760 773	STEAM-ELEM.	8,817.33	(2,088.83)	6,728.50
06 760 775	ALLAN & KAYE DOLEZAL SCHOLARSHIP FUND	1,000.00	0.00	1,000.00
06 760 776	FOOTBALL MISC.	29,196.61	4,613.59	33,810.20
06 760 777	BOYS GOLF MISC.	574.96	(145.50)	429.46
06 760 778	HS GYMNASIUM SPONSORSHIP	42,468.12	5,000.00	47,468.12
06 760 779	TRACK MISC.	1,777.81	0.00	1,777.81
06 760 781	BOYS GOLF UNIFORM	824.00	0.00	824.00
06 760 782	BOYS BB MISC.	4,699.52	3,185.57	7,885.09
06 760 783	WRESTLING MISC.	12,540.61	(3,911.00)	8,629.61
06 760 784	SPEECH	1,577.05	0.00	1,577.05
06 760 785	ELEM GUIDANCE MISC	3,703.29	(417.68)	3,285.61
06 760 786	ART SUPPLIES	1,552.91	0.00	1,552.91
06 760 788	RALPH AND BERNIECE THOMAS SCHOLARSHIP	1,200.00	0.00	1,200.00
06 760 789	HOSA	14,883.41	(525.00)	14,358.41
06 760 790	CLASS OF 2022	0.00	0.00	0.00
06 760 791	KIDS ON THE RUN	541.86	0.00	541.86
06 760 792	DR SEUSS READING GROUP	303.00	0.00	303.00
06 760 793	IMAGINATION LIBRARY	3,148.48	0.00	3,148.48
06 760 794	COLLEGE & CAREER WEEK SCHOLARHIPS	1,113.00	0.00	1,113.00
06 760 795	KATHERINE KLEEMANN EDUCATION SCHOLARSHIP	2,100.00	0.00	2,100.00
06 760 796	FEREBEE SCHOLARSHIP	600.00	0.00	600.00
06 760 797	SCHOOL MARQUEE	0.00	0.00	0.00
06 760 798	MINION MENTORING SCHOLARSHIP	344.12	0.00	344.12

**Balance Sheet**

Period Ending: May 2024

Annual; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund  
Number 06

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
	Fund Balance Subtotal:	452,269.02	7,087.34	459,356.36
	<span style="border: 1px solid black; padding: 2px;">Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</span>	452,269.02	7,087.34	459,356.36

E. Consider Ancillary Staff Wage and Benefit Proposal

**ANCILLARY PERSONNEL SALARIES 2024-2025 Fiscal Year PROPOSED**

As Of 5/30/2024:31 PM

FIRST NAME	LAST NAME	POSITION	Wage Scale Category	2023-2024 hourly rate	Annual Increase Amount	Proposed 24-25 hourly rate	2024-2025 projected/estimated wage	Total dollar increase for 2023-2024	24-25 FICA (Salary & Cash Option)	District Paid Full PERS 16.26% Employee Share 24-25	Total wages, FICA, insurance and PERS for 2024 - 2025
McKenzie	Anderson	CareAide	Category II	\$ 15.00	\$ 1.00	\$ 16.00	\$ 22,400.00	\$ 1,400.00	\$ 2,406.11	\$ 3,642.24	\$ 37,500.79
Jamie	Armitage	Asst Cook	Category II	\$ 15.38	\$ 1.00	\$ 16.38	\$ 23,580.00	\$ 1,440.00	\$ 1,803.87	\$ 3,834.11	\$ 38,270.42
Jamie	Armitage	Summer Clean	Category II	\$ 15.38	\$ 1.00	\$ 16.38	\$ 7,860.00	\$ 480.00	\$ 601.29	\$ 1,278.04	\$ 9,739.33
Stephanie	Arthur	Asst Cook	Category II	\$ 15.94	\$ 1.00	\$ 16.94	\$ 24,393.60	\$ 1,440.00	\$ 2,558.62	\$ 3,966.40	\$ 39,971.06
Stephanie	Arthur	Summer Clean	Category II	\$ 15.94	\$ 1.00	\$ 16.94	\$ 8,130.60	\$ 480.00	\$ 621.99	\$ 1,322.04	\$ 10,074.63
Shelly	Bell	Head Maintenance/Custodial	Category V	\$ 20.50	\$ 1.00	\$ 21.50	\$ 44,720.00	\$ 2,080.00	\$ 3,421.08	\$ 7,271.47	\$ 64,464.99
Meryfel	Bradley	Custodian	Category II	\$ 17.25	\$ 1.00	\$ 18.25	\$ 37,952.03	\$ 2,080.00	\$ 3,595.84	\$ 6,171.00	\$ 56,771.32
Stacy	Brew	Ex. Secretary	Category VI	\$ 20.52	\$ 1.00	\$ 21.52	\$ 44,757.52	\$ 2,080.00	\$ 4,116.46	\$ 7,277.57	\$ 65,203.99
Kerry	Diaz	Business Assistant	Category VI	\$ 21.86	\$ 1.00	\$ 22.86	\$ 47,546.49	\$ 2,080.00	\$ 4,329.82	\$ 7,731.06	\$ 68,659.81
Taryn	Doe	Aide	Category II	\$ 15.38	\$ 1.00	\$ 16.38	\$ 22,106.25	\$ 1,350.00	\$ 2,383.64	\$ 3,594.48	\$ 37,136.81
Nick	Dukart	Director of Buildings and Grounds	Category VII	\$ 28.74	\$ 1.29	\$ 30.03	\$ 62,471.44	\$ 2,690.16	\$ 4,779.06	\$ 10,157.86	\$ 86,460.80
Aubree	Dumas	Aide	Category II	\$ 15.38	\$ 1.00	\$ 16.38	\$ 22,106.25	\$ 1,350.00	\$ 2,383.64	\$ 3,594.48	\$ 37,136.81
Grace	Ford	Aide	Category IV	\$ 17.41	\$ 1.00	\$ 18.41	\$ 24,849.80	\$ 1,350.00	\$ 2,593.52	\$ 4,040.58	\$ 40,536.34
Paige	Giacomazzi	Aide	Category II	\$ 15.10	\$ 1.00	\$ 16.10	\$ 21,735.00	\$ 1,350.00	\$ 2,355.24	\$ 3,534.11	\$ 36,676.79
William	Goethe	Custodian	Category II	\$ 15.38	\$ 1.00	\$ 16.38	\$ 34,060.00	\$ 2,080.00	\$ 2,605.59	\$ 5,538.16	\$ 51,256.19
Lacey	Griffiths	Administrative Assistant	Category V	\$ 18.96	\$ 1.00	\$ 19.96	\$ 29,544.50	\$ 1,480.00	\$ 2,952.67	\$ 4,803.94	\$ 46,353.54
Mark	Griffiths	Library Para	Category IV	\$ 16.50	\$ 1.00	\$ 17.50	\$ 23,625.00	\$ 1,350.00	\$ 2,499.82	\$ 3,841.43	\$ 39,018.69
Gina	Grummet	Custodian	Category II	\$ 17.25	\$ 1.00	\$ 18.25	\$ 37,952.03	\$ 2,080.00	\$ 3,595.84	\$ 6,171.00	\$ 56,771.32
Maria	Guerra	Asst Cook	Category V	\$ 18.96	\$ 1.00	\$ 19.96	\$ 28,746.00	\$ 1,440.00	\$ 2,199.07	\$ 4,674.10	\$ 44,671.61
Maria	Guerra	Summer Clean	Category II	\$ 18.10	\$ 1.00	\$ 19.10	\$ 9,170.16	\$ 480.00	\$ 701.52	\$ 1,491.07	\$ 11,362.75
Cindy	Hanson	Aide	Category IV	\$ 21.02	\$ 1.00	\$ 22.02	\$ 19,815.67	\$ 900.00	\$ 2,208.41	\$ 3,222.03	\$ 34,298.55
Paige	Hoots	Aide	Category II	\$ 17.09	\$ 1.00	\$ 18.09	\$ 24,415.36	\$ 1,350.00	\$ 2,560.29	\$ 3,969.94	\$ 39,998.03
Lauren	Huffman	Aide	Category IV	\$ 16.50	\$ 1.00	\$ 17.50	\$ 23,625.00	\$ 1,350.00	\$ 2,499.82	\$ 3,841.43	\$ 39,018.69
Amanda	Jepson	CareAide	Category II	\$ 16.87	\$ 1.00	\$ 17.87	\$ 25,019.28	\$ 1,400.00	\$ 2,606.49	\$ 4,068.14	\$ 40,746.34
Janell	Jepson	Administrative Assistant	Category V	\$ 20.52	\$ 1.00	\$ 21.52	\$ 44,757.52	\$ 2,080.00	\$ 4,116.46	\$ 7,277.57	\$ 65,203.99
Theresa	Jones	Director of Food Service	Category VII	\$ 21.73	\$ 3.77	\$ 25.50	\$ 36,720.00	\$ 5,428.80	\$ 3,501.59	\$ 5,970.67	\$ 55,244.70
Margaret	Kerr	Head Cook	Category V	\$ 25.11		\$ 23.50	\$ 33,840.00	\$ -	\$ 2,588.76	\$ 5,502.38	\$ 50,983.58
Margaret	Kerr	Summer Clean	Category II	\$ 20.00	\$ 1.00	\$ 21.00	\$ 10,080.00	\$ 480.00	\$ 771.12	\$ 1,639.01	\$ 12,490.13
Cori	Kilber	Speech Aide	Category IV	\$ 21.50	\$ 1.00	\$ 22.50	\$ 31,500.56	\$ 1,400.00	\$ 3,102.30	\$ 5,121.99	\$ 48,777.30
Janene	Knudsvig	Kitchen Sub	Category II	\$ 16.20	\$ 1.00	\$ 17.20	\$ 4,128.00	\$ 240.00	\$ 315.79		\$ 4,443.79
Deb	Knutson	Aide	Category II	\$ 15.40	\$ 1.00	\$ 16.40	\$ 22,140.00	\$ 1,350.00	\$ 1,693.71		\$ 23,833.71
Gerald	Wacker	Transportation Director	n/a			\$ 24.50	\$ 9,555.00	\$ -	\$ 730.96		\$ 10,285.96
Katie	Larimer	Dishwasher	Category II	\$ 15.38	\$ 1.00	\$ 16.38	\$ 23,580.00	\$ 1,440.00	\$ 2,496.38	\$ 3,834.11	\$ 38,962.93
Leslie	Lee	CareAide Sub	Category II	\$ 16.10	\$ 1.00	\$ 17.10	\$ 4,104.00	\$ 240.00	\$ 313.96		\$ 4,417.96
Quintana	Linseth	CareAide	Category II	\$ 15.38	\$ 1.00	\$ 16.38	\$ 22,925.00	\$ 1,400.00	\$ 2,446.27	\$ 3,727.61	\$ 38,151.32
Shantel	Lorenz	Aide	Category II	\$ 16.87	\$ 1.00	\$ 17.87	\$ 24,125.74	\$ 1,350.00	\$ 2,538.13	\$ 3,922.84	\$ 39,639.15
Nikki	Martin	Maintenance	Category II	\$ 16.50	\$ 1.00	\$ 17.50	\$ 18,200.00	\$ 1,040.00	\$ 1,392.30	\$ 2,959.32	\$ 22,551.62
Ronda	McClellan	Dishwasher	Category II	\$ 17.00	\$ 0.25	\$ 17.25	\$ 17,252.69	\$ 250.00	\$ 1,319.83		\$ 18,572.52
Ronda	McClellan	Summer Clean	Category II	\$ 17.00	\$ 0.25	\$ 17.25	\$ 2,484.39	\$ 36.00	\$ 190.06		\$ 2,674.44
Carolyn	Miller	CareAide	Category II	\$ 15.38	\$ 1.00	\$ 16.38	\$ 22,925.00	\$ 1,400.00	\$ 2,446.27	\$ 3,727.61	\$ 38,151.32
Melissa	Moseley	Aide	Category IV	\$ 18.76	\$ 1.00	\$ 19.76	\$ 26,672.63	\$ 1,350.00	\$ 2,732.97	\$ 4,336.97	\$ 42,795.00
Julie	Ragan	CareAide	Category II	\$ 16.76	\$ 1.00	\$ 17.76	\$ 24,869.11	\$ 1,400.00	\$ 2,595.00	\$ 4,043.72	\$ 40,560.26
Annette	Rohde	Aide	Category II	\$ 16.87	\$ 1.00	\$ 17.87	\$ 24,125.74	\$ 1,350.00	\$ 2,538.13	\$ 3,922.84	\$ 39,639.15
Laura	Sadowsky	Aide	Category IV	\$ 17.30	\$ 1.00	\$ 18.30	\$ 24,704.99	\$ 1,350.00	\$ 2,582.44	\$ 4,017.03	\$ 40,356.90
Mitch	Sayler	Aide	Category IV	\$ 15.38	\$ 2.12	\$ 17.50	\$ 23,618.25	\$ 2,862.00	\$ 1,806.80	\$ 3,840.33	\$ 38,317.81
Melissa	Scelzi	CareAide	Category II	\$ 15.38	\$ 1.00	\$ 16.38	\$ 22,925.00	\$ 1,400.00	\$ 2,446.27	\$ 3,727.61	\$ 38,151.32
Bailey	Smith	Aide	Category II	\$ 15.00	\$ 1.00	\$ 16.00	\$ 21,600.00	\$ 1,350.00	\$ 2,344.91	\$ 3,512.16	\$ 36,509.51
Jana	Smith	CareAide	Category V	\$ 20.50	\$ 1.00	\$ 21.50	\$ 30,098.87	\$ 1,400.00	\$ 2,995.07	\$ 4,894.08	\$ 47,040.46
Mark	Synnes	Maintenance	Category III	\$ 18.00	\$ 1.00	\$ 19.00	\$ 39,520.00	\$ 2,080.00	\$ 3,023.28	\$ 6,425.95	\$ 58,021.67
Ashlen	Thomas	Aide	Category II	\$ 17.43	\$ 1.00	\$ 18.43	\$ 24,873.75	\$ 1,350.00	\$ 2,595.35	\$ 4,044.47	\$ 40,566.02
Kylee	Thormahlen	Nurse	n/a	\$ 31.95	\$ 1.44	\$ 33.39	\$ 29,047.34	\$ 1,250.84	\$ 2,222.12	\$ 4,723.10	\$ 35,992.56
Jenni	Wallace	Administrative Assistant	Category V	\$ 20.50	\$ 1.00	\$ 21.50	\$ 44,710.90	\$ 2,080.00	\$ 4,112.90	\$ 7,269.99	\$ 65,146.22
Shayna	Watson	Administrative Assistant	Category V	\$ 18.96	\$ 1.00	\$ 19.96	\$ 29,544.50	\$ 1,480.00	\$ 2,952.67	\$ 4,803.94	\$ 46,353.54
							\$ 1,365,210.94	\$ 74,397.80	\$ 127,291.52	\$ 212,281.92	\$ 2,075,934.43

## F. Consider Bus Driver Wage and Benefit Proposal

**PROPOSED 2024 - 2025 Salary Schedule**

Route	Driver	Route Miles	\$2,275.00 Base rate + \$19.00 per one round trip route miles	9-Month Salary	Per Pay Period - 18 Pay Periods	Salary with bonus month	Total Salary, FICA & Retirement	Route Daily Rate AM & PM	Per Trip Rate	Percentage Increase Calculated On Salary With Bonus Month Only
Halliday	Gerald Wacker	66	\$2,864.00	\$25,776.00	\$1,432.00	\$28,640.00	\$30,830.96	\$147.29	\$73.65	4.20%
L Missouri State Park	Mark Zastoupil	43	\$2,427.00	\$21,843.00	\$1,213.50	\$24,270.00	\$29,678.33	\$124.82	\$62.41	4.48%
South Dunn Center	Dante Lapierre	70	\$2,940.00	\$26,460.00	\$1,470.00	\$29,400.00	\$31,649.10	\$151.20	\$75.60	4.16%
Twin Buttes-Schaper	Annette Rohde	68	\$2,902.00	\$26,118.00	\$1,451.00	\$29,020.00	\$35,486.82	\$149.25	\$74.62	4.18%
Mountain	Justin Hardersen	56	\$2,674.00	\$24,066.00	\$1,337.00	\$26,740.00	\$28,785.61	\$137.52	\$68.76	4.31%
Manning	<b>OPEN</b>	52	\$2,598.00	\$23,382.00	\$1,299.00	\$25,980.00	\$27,967.47	\$133.61	\$66.81	4.36%
Grassy Butte	Melissa Scelzi	66	\$2,864.00	\$25,776.00	\$1,432.00	\$28,640.00	\$35,022.14	\$147.29	\$73.65	4.20%
Dunn Center	Kerry Diaz	24	\$1,560.00	\$14,040.00	\$780.00	\$15,600.00	\$19,076.30	\$80.23	\$40.11	4.60%
North Dunn Center	Brandee Neurohr	49	\$2,541.00	\$22,869.00	\$1,270.50	\$25,410.00	\$27,353.87	\$130.68	\$65.34	4.40%
SW Killdeer	Grace Ford	30	\$1,950.00	\$17,550.00	\$975.00	\$19,500.00	\$23,845.38	\$100.29	\$50.14	4.60%
<b>Total</b>						\$253,200.00	\$289,695.97			4.35%

2024 - 2025 Formula is \$2,275.00 base rate per month for a minimum of 35 miles - (1-way route mileage) that all\* drivers receive + \$19.00 multiplied times number of miles in excess of 35 miles - (1- way route mileage) + end of year contract payout. \*Less than 35 mile routes use a different calculation.

\*\*Full-time ancillary staff received NDPERS retirement and full-time certified staff receive an equal % of Horace Mann annuity, per board approval.

G. Consider Miscellaneous Hourly Wages 2024-2025

<b>Miscellaneous Pay Rates</b>	<b>2024-2025</b>
Daily Sub Rate	\$163.00
Hourly Sub Rate	\$23.50
Long-Term Daily Sub Rate (starts with day 11, when over 10 consecutive days in same classroom)	\$264.40
Training Hourly Rate-Certified	\$25.00
Resource Room Hourly Rate	\$30.00
Summer School Non Certified Hourly Rate	\$30.00
Summer School & Drivers Ed Certified Hourly Rate	\$32.00
Activity Bus Driver Hourly Rate	\$20.00+25% Coach/Teacher/Driver

## H. Consider Strategic Planning Project Design Proposal

# Kildeer Public School District

*“Home of the Cowboys”*

## Strategic Planning Project Design Proposal

PRESENTED BY: DR. JEFFRY M SCHATZ

SCHATZ & ASSOCIATES, LLC



Strategic Planning Consultant

October 11, 2023

Jeff Simmons, Superintendent  
Killdeer Public School  
101 High St NW, Killdeer, ND 58640

Dear Jeff,

For your review, I have prepared a project design document to outline the work I would engage in with your school district. This document describes a strategy to assist the school district in strategically focusing its work efficiently and effectively. The following information will provide information about my consulting services and explain the process I would use to develop a new strategic plan for the Killdeer Public Schools.

**Firm Name – Schatz and Associates, LLC.**



Dr. Jeffrey M. Schatz, Owner/Consultant  
Schatz & Associates, LLC.  
Strategic Planning and Leadership Development  
Cell: 701-213-3017  
[jm.schatz@outlook.com](mailto:jm.schatz@outlook.com)

**Firm Experience, Qualifications, and Size Introduction**

A Fargo native, Dr. Jeffrey M. Schatz graduated from Fargo North High School. He completed his undergraduate studies at NDSU and received a master’s degree in educational leadership and a doctorate in educational administration from UND.



Dr. Schatz has been dedicated to education and the youth of North Dakota since 1983 when he became a teacher at Sargent Central in Forman, North Dakota. From 1985 to 1988, he was the Training and Volunteer Director at the North Dakota Special Olympics State Office in Grand Forks. In 1988, he joined the Grand Forks Public Schools, where he devoted more than 20 years of his life to the students of that district, serving as a teacher, athletic director, associate principal, and head principal. In 2009, he joined Fargo Public Schools as the first principal of Davies High School. The Board of Education of the City of Fargo hired Dr. Schatz as the Superintendent of Schools in the spring of 2012. He officially assumed the position in July 2012. He served the district as Superintendent for six years, retiring in June 2018.

He is the owner and Strategic Planning Consultant for Schatz and Associates, LLC. and is the sole proprietor and employee. He specializes in board governance review and development, leadership training, change management, strategic planning, and operational implementation. Over the past four (5) years, he has worked with nearly 50 school districts in North Dakota, fifteen non-profit organizations in the Fargo Moorhead region, and most recently, with the

City of Fargo, North Dakota, City of Moorhead, Minnesota, and the City of Oakdale, Minnesota.

### **Project Design and Definitions**

The following information is provided to describe the process of school district organization and planning processes.

### **School District Strategic Alignment**

As you engage in a strategic planning process, the following definitions can provide clarity for you and your Board members.

School districts have three main tenants – board governance, strategic planning, and operational planning. The following definitions help clarify each role in a strategically aligned school district.

#### **Board Governance**

The school district's governance is provided by the School Board, which is tasked with supervising the Superintendent, overseeing the school district's finances, setting the mission and vision, and monitoring the school district's results. School Boards across the nation differ in the methods used to govern a school district, with options including a traditional operational oversight to an overarching policy governance model.

#### **Strategic Planning**

A strategic plan is a living document used to communicate the organization's goals, the priorities needed to achieve those goals, and metrics used to measure progress on those goals. The plan outlines a mission, vision, values, and strategic initiatives (focus) for three to five years. A focused strategic plan strengthens operations and ensures that employees, board members, and stakeholders work toward common goals. Once strategic goals are established, the strategies for achieving the goals are developed. These strategies are generally three to five-year and monitored during this period.

#### **Operational Planning**

An operational plan is a yearly plan that focuses on the district's work during one school year. The operational plan is the mechanism used to implement a strategic plan. It is directly aligned with the strategic plan and includes metrics to measure the plan's progress throughout the school year. A one-year operational and action plan becomes the strategic assignment for administration and staff to address. The operational plan emphasizes both the academic and operational aspects of the school district. This integration provides the proper balance between planning and acting to ensure the forward movement of the strategic plan. The key is to make this challenging yet manageable, as the school district still must meet its day-to-day responsibilities.

In short, an aligned district has a governing board that approves policy and budget while monitoring results and helps shape the school district's vision by adopting a strategic plan. Then, the administration executes an annual operational plan to carry out the initiatives listed in the strategic plan.

**Elements of a Strategic Plan**

An excellent strategic plan includes a mission statement, vision statement, belief or value statements, strategic initiatives, goals, strategies, and results aligned with the Cognia review recommendations and North Dakota Department of Instruction (NDDPI) requirements. In addition, effective strategic plans have a roadmap that assists in implementing and monitoring the strategic plan.

**Strategic Planning Model**



**Preparing for Strategic Planning**

Preparing for a strategic planning process includes several different steps. The following diagram depicts this process.



### **Data Collection or Environmental Scanning**

Engaging in a strategic planning process involves looking at the internal and external factors, both perceptual and factual, associated with the school district’s current performance. A method typically used to complete this task is called “Environmental Scanning.”

Environmental scanning is a process where internal and external factors that impact the effectiveness of a school district are examined. The method identifies the strengths and challenges facing the school district and occurs through several different processes, including a review of the following:

- Current strategic and operational plans
- District policies which pertain to operational practices
- Cognia Reports
- ND Insights review – DPI dashboard
- Internal academic measurements and metrics
- District demographic trends
- Key Performing Indicators/Assessments
- Identification and review of current district initiatives

Also, with these reviews, internal and external stakeholder surveys or focus groups can be used to provide feedback regarding the perceived strengths and challenges of the school district. These focus groups may include:

### **Internal Stakeholders**

- School Board
- Superintendent and Cabinet
- Directors
- Principals
- Teachers
- Support Staff
- Students (High School Seniors)

## **External Stakeholders**

- Parents
- Community leaders
- Community partners

Finally, a SWOT Analysis Survey can identify both internal and external factors that impact the effectiveness of a school district/organization. Strengths, weaknesses, opportunities, and threats analysis (SWOT Analysis) can assist in identifying these factors.

### **Strengths**

Strengths are internal factors representing what your organization/school district does well. Strengths are factors you have complete control over and may include programs, facilities, equipment resources, skilled employees, location, etc.

### **Weaknesses**

Weaknesses are internal factors that hinder your progress. They inhibit your district/organization from functioning effectively. Identifying weaknesses highlights areas where improvements can be made.

### **Opportunities**

Opportunities are external factors that, when considered, could help your school district/organization enhance overall effectiveness. The school district/organization can proactively communicate and collaborate with external resources by identifying possible external opportunities.

### **Threats**

Threats are external factors that can negatively impact your school district or organization. These external factors may include economic markets, funding, lack of resources, human resource shortages, etc.

## **Developing a Strategic Planning Process**

Developing a strategic planning process is the agreed-upon process that identifies the steps taken to complete the process. This typically occurs through discussions with the Superintendent and or the leadership team in the school district. I would schedule a meeting with the Superintendent and Leadership Team to design a strategic planning process for our school district.

### **Strategic Planning Committee**

Developing a broad-based strategic planning committee is a critical first step in preparing for the planning process. Therefore, representation should be broad-based and **may** include the following:

#### **Strategic Planning Committee Members**

• School Board Members	(2)
• Superintendent	(1)
• Administrators	(2-3)
• Teachers	(3-6)
• Support Staff	(1-2)
• Students	(2)
• Parents	(2-4)
• Community leaders	(2-4)
• Community partners	(2-4)
<b>Total</b>	<b>(17-28)</b>

The size of the committee reflects the size of the community. For example, smaller school districts might have a committee of 10-12 people, while larger districts may have 25-30 people.

### **Strategic Planning Meeting Agendas**

The following is an example of tentative agendas for a strategic planning process:

#### **Committee Meeting #1 Orientation & Overview – TBD**

- Introductions of Committee members (10 minutes)
- Meeting dates, times, and locations review (5 minutes)
- Meeting Norms and Expectations – Reaching Consensus (10 minutes)
- Strategic Planning Overview – (20 minutes)
- Current Trends in Education Discussion (15 minutes)
- Current District Initiatives presentation (20 minutes)
- Finance Report (10 Minutes)
- Introduction to Skills of a Graduate, Mission Statements, Vision Statements, Core Values. (5 minutes)

#### **Committee Meeting #2 – TBD**

- Skills of a Graduate Exercise (30-40 minutes)
- Mission Statement Review or Development (45 minutes)
- District Vision/Core Values Review or Development (45 minutes)

#### **Committee Meeting #3 – TBD**

- Feedback Survey Review (30 minutes)
- Finalize Mission, Vision, and Values (30 minutes)
- Strategic Initiatives/Goals Review (60 minutes)

#### **Committee Meeting #4 – TBD**

- Review Feedback on Initiatives (30 minutes)
- Finalize Initiatives (60 minutes)

#### **Committee Meeting #5 – TBD**

- Review the Draft Strategic Plan

#### **Investment Value**

The desired outcome of a strategic planning process for your school district is a critical investment to be seriously considered by the Board of Education. Therefore, it is essential to understand the services I will provide for you and the collaboration needed to ensure that your district's successful strategic plan is developed. The following client and consultant responsibilities include:

#### **Districts Role:**

- Select and confirm meeting dates in association with the consultant's schedule.
- Complete and return to the consultant a *district information form* (provided by the consultant at the beginning of the process)
- Select and secure a commitment from individuals to serve on your Strategic Planning Committee.
- Review with me (consultant) any current district planning documents.
- Prepare a packet/folder of school district information for the consultant and strategic planning committee. The packet or folder should contain, if available:
  - Current Strategic and Operational Plans.
  - Cogna Reports
  - District Demographics and Trends
  - Review of Current School District Initiatives
  - Academic Measurements and Metrics (a list of student assessments administered in the district)
  - Parent and Student Surveys
- **Identify a writing team to develop your school district goals, objectives, and progress monitoring metrics.** (This has been in many schools, the Cogna committee).
- Meeting space for the strategic planning committee meetings. The area should include access to a projector, HDMI adaptor, and screen (I will bring my computer).
- Provide basic supplies such as pens; post-it notes pads, poster board, etc.
- Provide administrative assistant support if needed for the process.
- Ensure access to district administration/Board President as determined by the district.

#### **Consultants Role:**

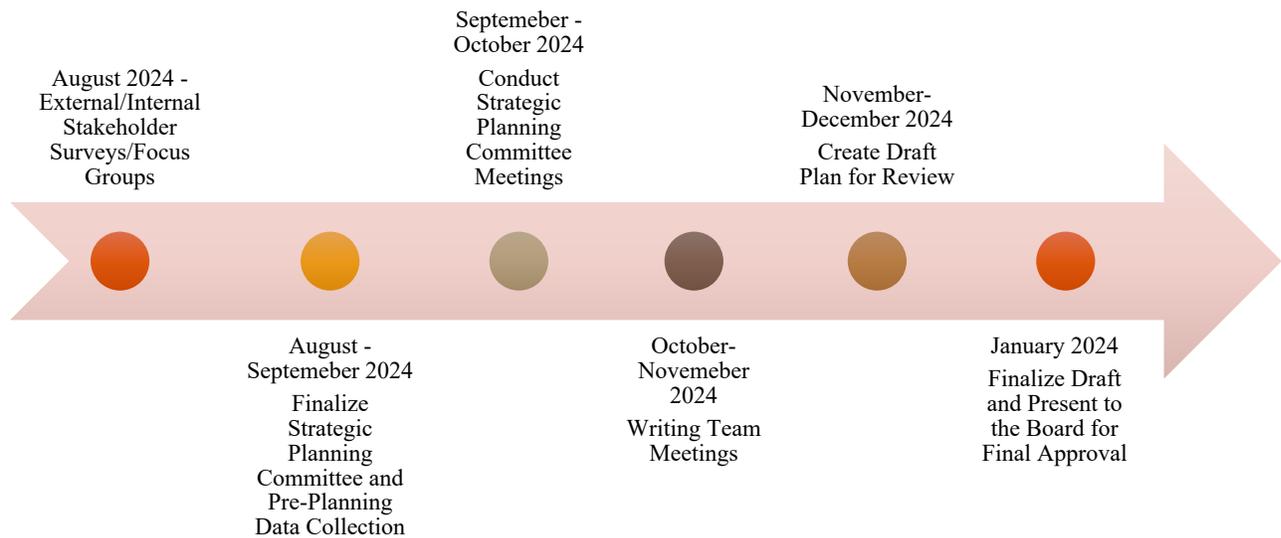
- Dr. Jeffrey M. Schatz will be the sole consultant for the project
- Review school district documents related to initial planning processes and policies.
- Organize and conduct/lead each of the strategic planning committee sessions.
- Create and administer (with your assistance) any feedback surveys during the process.
- Write and develop a draft and final Mission, Vision, and Values statements with the information gathered from each meeting and final approval of the committee.
- **Assist** the writing team in developing your strategic initiatives, goals, strategies, and progress monitoring metrics.

- Work directly with you between sessions to ensure we move in the same direction.
- Develop a draft strategic plan report to be reviewed by the strategic planning committee.
- Prepare a final strategic plan report.
- Conduct any School Board presentations, as requested.
- Assist with training in developing an implementation plan (*additional fee based on the school district's needs*).

To complete the process of developing a Strategic Plan for your school district, I would anticipate three (3) to five (5) onsite visits. Planning for meetings, developing and executing a pre-strategic planning survey, crafting feedback loops during the process, and finalizing a Strategic Plan for School Board approval would require an investment of a flat fee of **\$8,000.00 for the Services**. Also, mileage will be reimbursed at the current state mileage rate and any associated hotel expenses (TBD).

**Proposed Schedule/Timeline**

The timeline for completing a strategic planning process usually occurs over a 3-6-month period depending on schedules, site visits, and school district writing team timelines. The following is an example/draft timeline that can be adjusted depending on the school district's needs.



Let me know if you have a question or want to discuss this proposal further. If you choose to move forward, a contract for services will be written and signed by both parties. I am looking forward to working with your school district.

Dr. Jeffry M. Schatz,  
Strategic Planning Consultant  
701-213-3017  
[jm.schatz@outlook.com](mailto:jm.schatz@outlook.com)

- I. Consider Activities Handbook, High School Student Handbook & Teacher handbook for the 24-25 school year.

**2024-2025**  
**Master Contract, Teacher Handbook**  
**&**  
**Activities Job Descriptions**

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**FOREWORD**

The business of operating a successful school is a complicated matter. School functions change rapidly and the responsibilities that schools are expected to discharge are becoming increasingly complex. It is the desire of all parents to provide the best possible education for their children. This means recognizing each child as an individual and providing the ensuring the development of his/her divergent abilities to become able citizens who will fulfil the demands of life to himself/herself, family, community, and country.

The way the school attempts to achieve this goal is just a small integral part of the total make up necessary to cope with the everyday demands of life. Home, community, and general environment can often do as much or more to educate a child than can the schools. As parents and teachers, we must be ever mindful of the thousands of factors, which contribute to or determine the education the child receives in the classroom. Cooperation on all fronts will best enable the child to benefit from education and learning situations in school, at home, and in the community.

This publication includes the Master Contract which is the agreement reached with the Killdeer Bargaining Unit and the School Board. As a teacher many basic questions you may have can be answered by reviewing this document. The second part of this document includes day to day “housekeeping” items that teachers may need to refer to. The [school website](#) includes district policy. The district policy addresses most issues that may arise in a school. Since not all statutes appear in their entirety, it should be assumed that the North Dakota Century Code supersedes existing local school policy.

Board of Education  
 Killdeer Public School District  
 Killdeer, ND

Levi Bang - President  
 Scott Bice  
 Kelli Schollmeyer  
 April Dutchuk – Vice President  
 Larry Lundberg

School Calendar

2024-2025 School Calendar

## Killdeer Public School

### 2024-2025 School Year



January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**21 Days**

- 1 New Year's Day
- 2 School Resumes
- 20 Teacher In-Service (No School)  
*(Martin Luther King Jr. Day)*
- 29 Early Out, 1:30pm Dismissal

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**8 Days**

- 5 Girls Golf Starts
- 8 Football Starts
- 12 Cross Country
- 19 Volleyball Starts
- 19&20 Teacher In-Service
- 21 First Day of School

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**19 Days**

- 5&12 P/T Conferences
- 21 In Lieu of Day (No School)
- 24 Track Starts
- 26 Early Out, 1:30pm Dismissal

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**19 Days**

- 2 Labor Day (No School)
- 16 Teacher In-Service (No School)
- 25 Early Out, 1:30pm Dismissal

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**21 Days**

- 2&9 P/T Conferences
- 16 End of 1st Quarter (39 Days)
- 17&18 NDCEL Conference (No School)
- 30 Early Out, 1:30pm Dismissal

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**19 Days**

- 20 End of 3rd Quarter (54 Days)
- 21 Storm Day (No School)
- 24 Storm Day (No School)

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**20 Days**

- 7 Boys Golf Starts
- 18 Good Friday (No School)
- 21 Easter Monday (No School)
- 30 Early Out, 1:30pm Dismissal

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**17 Days**

- 11 Veterans Day (No School)
- 12 Wrestling Starts
- 18 Girls Basketball Starts
- 27 In Lieu of Day (No School)
- 28&29 Thanksgiving Break

May 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**16 Days**

- 22 End of 4th Quarter (41 Days)
- 22 Last Day of School
- 25 Graduation Day
- 26 Memorial Day

**15 Days**

- 2 Boys Basketball Starts
- 20 End of 2nd Quarter (41 Days)
- 23 Christmas Vacation Starts  
*School Resumes Jan 2nd*

**December 2024**

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

**Note:**  
 175 Student Contact Days, 3 Mandated Vacation, 2 In Lieu of Days & 4 Teacher In-Service Days  
 Teacher In-Service Days - August 19 & 20, September 16, & January 20  
 In-Lieu of Days - November 27, February 21  
 Mandated Vacation Days - Labor Day, Veteran's Day, Good Friday

Restricted days are any contracted school day before and after any school break (4) four or more days.

**KILLDEER PUBLIC SCHOOL DISTRICT #16**  
**Negotiated Agreement – April 2024**  
**FOR FISCAL YEAR ENDING 2025**

**PARTIES:** This agreement is between the Killdeer Public School Board and the teachers. A "Teacher" is defined as a public school employee licensed to teach by the education standards and practices board or approved to teach by the education standards and practices board primarily as classroom teachers. (N.A. March 2023 Language Clarification)

**BARGAINING FOR A ONE-YEAR NEGOTIATED AGREEMENT:** The negotiated agreement ratified this April 2024 shall be a one-year negotiated agreement for the fiscal year ending 2025. (N.A. April 2024)

**SALARY INCREASE:**

The Base Salary for the fiscal year ending 2025 shall be \$48,650 for a Bachelor Degree; \$50,850 for a Master Degree; and \$53,050 for a Doctorate Degree. The increase in base will be \$1750 for one year. (N.A. April 2024)

**MASTER DEGREE PAYMENT:** Master degree shall be paid at base plus \$2,200.00. (N.A. March 2022 Language Clarification)

**DOCTORATE DEGREE PAYMENT:** Doctorate degree shall be paid at base plus \$4,400.00. (N.A. March 2022 Language Clarification)

**MASTER/DOCTORATE DEGREE PAYMENT DEADLINES:** If an employee intends to request masters/doctorate degree payment for the upcoming school year, the employee's notification of intent must be received by the Business Office by May 10th. The deadlines to request master/doctorate degree payment are August 1st and December 22nd. Transcripts or verification of successful coursework completion must be submitted to the Business Office by the deadlines or payment will not be applied until the next contract year. For December submittals, the change to salary will begin with the first January pay period. Submittals in December will receive one half the annual master/doctorate pay, amortized over the remaining pay periods. (N.A. April 2024)

**ANNUAL EXPERIENCE INCREMENT:** Annual increment amount for veteran teaching staff will be \$700. (N.A. May 2015)

**CONTRACT LANGUAGE:** The contract language shall read 184 days or equivalent thereof. As per ND Century Code 15.1-06-04 instructional hours for elementary are 962.5 and 1050 for high school. (N.A. March 2022).

**CREDIT FOR YEARS OF PREVIOUS TEACHING EXPERIENCE:** ALL licensed staff (new teachers entering the Killdeer system) shall be allowed compensation of an unlimited number of years of \*verified teaching experience at the rate of \$500.00 per year of service.

\* A qualifying year of service shall include at least a 0.5 full-time-equivalent (FTE) contract, as determined by the Superintendent. Documentation satisfying this requirement will be determined by the Superintendent. Documentation may include, but not be limited to, signed and dated contracts, TFFR records, notarized letters from former employers and/or colleagues. (N.A. March 2022 Language Clarification)

**HEALTH INSURANCE BENEFIT:** The Family Health Insurance Benefit to be paid by the District is 71% of a family annual premium. Single insurance benefits is 100% of a single annual premium. (N.A. June 2011)

**OTHER BENEFITS:**

**TFFR** – The following rates will go into effect July 1, 2024 for Teacher's Fund for Retirement. Employer contribution rate is 12.75% and member contribution rate is 11.75% of retirement

salary. Killdeer School District will pay 8.00% of the member contribution; the member will pay 3.75%. (N.A. April 2024)

**PTO/SICK LEAVE: (N.A. May 2021)**

**PTO Buy Back** (N.A. March 2023 Item 6 Added)

1. A teacher may sell back a maximum of three unused PTO days per year at a payback rate of 2/3 day's base salary.
2. Use and Accumulation: Certified teachers will be allowed Paid Time Off (PTO) each school year as determined by total years (in Killdeer or brought in years) of experience on the salary schedule:
  - a. 0-15 years of experience = 13 days
  - b. 16-25 years of experience = 14 days
  - c. 26+ years of experience = 15 days
3. The restricted dates will be posted as soon as the adopted calendar for the following year is approved by the school board.
4. PTO may be used for sick leave, personal leave or bereavement leave. For teachers that are not fulltime, PTO days will be prorated at the percent of their full-time equivalency. Unused PTO days at the end of each school year shall be accumulated in each teacher's personal sick leave bank until a maximum of 100 days is reached.  
**These accumulated days shall only be used for sick leave and can only be used once all PTO has been used for the year.**
5. Only four staff requesting from the High School and four staff requesting from the Elementary will be allowed to use PTO before or after restricted breaks. Staff are allowed to use one extended PTO usage, up to 3.5 days consecutive days per school year. Usage of more than 3.5 PTO consecutive days has to be approved by the supervising Principal and Superintendent. These requests will be evaluated on a need by need basis.
6. 2 PTO days may be reserved for post-FMLA usage providing the teacher has PTO days left before FMLA is requested

**Individual SICK LEAVE Bank may be used for the following reasons:** (N.A. March 2022)

1. Illness of teacher
2. Hospitalization of immediate family. (Husband, Wife, Son, or Daughter)
3. Outpatient surgery of immediate family, (Husband, Wife, Son, or Daughter)
4. Child Care /Adult Family Care – A limit of 6 days of accumulated sick leave per year may be used for either child care (18 years and younger) or adult family care. Adult family care may be used to provide care to an adult member of immediate family (husband, wife, son, daughter, or parents). Combined days of childcare sick leave and adult family care cannot exceed 6 days of accumulative sick days.
5. Bereavement of immediate family members (Husband, Wife, Son, Daughter or Parents) provided PTO days are down to 2 or less days.

**SICK LEAVE BUYBACK PROVISIONS:** (N.A. March 2022 Language Clarification)

1. Buyback Provisions – Sick leave must be bought back at the beginning of a school term. The school district will buy back sick leave, at two-thirds day's salary at current base pay– eight total days per year after sixty days have been accumulated and thirteen total days after eighty days have been accumulated, optional to all teachers.
2. Under Extreme circumstances of use it or lose it, the board will entertain the option of a buy back at the end of the year for days over 100, if all the other requirements have been met. The extreme buyback will be capped at 15 days.
3. Teachers may receive compensation for 100% of their sick leave at a 40% base salary rate if the teacher has 20 years of in-district contracted experience (Need not be consecutive), and is retiring from the district.

**\*\* Teachers have the option of donating sick leave to the sick leave bank. Sick leave bank formula and contribution clauses remain unchanged.**

**SICK LEAVE BANK:** (N.A. March 2022 Language Clarification)

1. Each teaching staff member will give one day of his/her PTO/sick leave to a sick leave bank when the number of days less than ninety is equal to or greater than the number of teaching staff. Teaching staff members will be the only ones allowed to use the bank. **\*\*Retired teachers will be allowed to donate a maximum of 15 days to the sick leave bank at the time of their retirement. This bank will not accumulate to more than 110 days.**
2. Each person who needs to use the bank needs to have a majority secret vote of teaching staff members in order to use them. A written request will be given to the superintendent, who will then conduct the balloting. Bank days will be allocated following the use of leave by the requesting staff member.
3. Each member will use all of his/her own sick leave before he/she can begin using the bank.

**EMERGENCY LEAVE:**

Once PTO and sick leave have been depleted, each teacher may request leave for emergency, compassionate, or family leave. This would include death or critical illness in the immediate family (mother, father, brother, sister, child, spouse, grandparent, grandchild, aunt, uncle, mother-in-law, father-in-law, or other in-laws) to be granted at the discretion of the Superintendent. Emergency leave is defined as unplanned leave and is unpaid leave. (N.A. Language clarification March 2022)

**JURY DUTY LEAVE:** A teacher called for jury duty will receive their full salary and the Board will receive the teacher's jury salary to hire a sub. (N. A. 1-24-79)

**OUTSIDE PROFESSIONAL LEAVE:**

Refer to Professional Organizational Leave, Policy DDDD.

**SABBATICAL LEAVE:** An employee may request a leave of absence for professional growth or restoration of health. Request for either leave may not exceed one school year and must be submitted in writing for board approval. A request for leave for restoration of health must also include a written statement by a medical doctor to the effect that such leave is necessary for health purposes, stating the length of time such leave of absence is necessary. Leave under the health restoration revision may be granted for a period of time consistent with the medical doctor's statement but not to exceed twelve (12) months. The duration of the health restoration leave shall be specified in the grant of leave and the Board shall not, in any event, be required to permit the teacher to return to his or her employment prior to the date designated in the grant of health restoration leave.

Leave for health restoration as granted above may be continued, upon requests of the teacher and in accordance with a written statement from a medical doctor to the effect that such extension is necessary for health purposes, for

a designated period of time not to exceed one (1) year. Such extension if granted, shall be upon the same conditions as previously stated. At the conclusion of health restoration leave, a statement must be submitted from a medical doctor showing that the health of the teacher concerned is such that he or she is able to return as a full-time employee.

Any leave approved by the Board, at its sole discretion, such leave shall be without pay or fringe benefits for which the employee is eligible during the duration of the leave. Employees granted this leave will be assured of a position at the conclusion of the leave. Employees granted this leave will be assured of a position at the conclusion of the leave, provided written notice of intent to return is received in the office of the Superintendent no later than March 15 of the school year in which the leave is granted. Failure to submit a timely written notice of intent to return shall be deemed to be a voluntary resignation and waiver of the right to re-employment. No experience credit will be earned during this leave. A teacher shall retain the same salary, sick leave, and personal leave upon return. (N.A. May 2000)

**LEGISLATIVE LEAVE:**

A full-time employee who has been elected to the North Dakota Legislature must be granted a leave of absence for the purpose of serving during any regular or special session of the legislative assembly. A person granted such leave shall not be entitled to receive any salary or fringe benefits during the entire term of leave.

Any person who has had a legislative leave may take unpaid leave for legislative duties in the succeeding year, in which case the district will provide a substitute. The employee is responsible for the organization and coordination of their regular school responsibilities. No request for leave will be necessary when such activity does not interfere with the performance of the employee's duties. (N.A. May 2000)

**BREACH OF CONTRACT:** In the event of breach of contract on the part of said teacher, if said teacher signed their contract prior to June 1<sup>st</sup>, said teacher will forfeit to the school district the sum of \$500 if notice is given up to June 15<sup>th</sup>, \$1,000 if notice is given between June 16-30<sup>th</sup>, and \$1,500 thereafter. If said teacher signed their contract after June 1<sup>st</sup>, said teacher will forfeit to the School district the sum of \$500 up to 15 days after signing, \$1,000 up to 30 days after signing and \$1,500 thereafter. Refer to District Policy DKBB and Board Regulation DKBB-BR. (N.A. March 2023 Policy Reference Added)

**CERTIFIED STAFF PAY POLICY:** Certified staff will be paid on the 10<sup>th</sup> and 25<sup>th</sup> of each month. (Board Policy)

**CLASS SIZE:** Killdeer Public School will follow the guidelines for elementary and high school as spelled out in the board policy. Every effort will be made to hire a full-time aide for every class over the recommended size, or a floating teacher for any three classes over the recommended size. (N.A. May 2018)

**CONTRACTS:** Teacher contracts will be more specifically worded:

- A. The superintendent will consult with teachers regarding extra-curricular assignments before their contracts are typed.
- B. Teachers will be allowed 21 days from the date of contract issue to return their contracts to the school.
- C. The specific date of school starting will be stated.
- D. Elementary contracts will be offered within a 3-grade level to the previous year's contract unless agreed upon by administration and the teacher.

**COACHING CONTRACTS:** The Coach and advisor contracts will be separate from teaching contracts. (N.A. 2005-06)

**EDUCATION REIMBURSEMENT:** Teachers will be reimbursed for undergraduate or graduate hours required and earned during a five-year renewal period of their teaching certificates. Hours must be acceptable for credential renewal. Reimbursement will be up to \$250 per credit hour. The teacher will not be reimbursed for hours funded from another source. Partial reimbursement for partially funded hours will be made. The teacher must submit a transcript or college grade report to the Business Office with the reimbursement request. (Board Policy) (N.A. March 2022)

**EDUCATION REIMBURSEMENT - ADDITIONAL PARAMETERS:** After a staff member's credential has been renewed for a five-year period, he/she may receive reimbursement for tuition for the number of credits required by North Dakota for teaching certificate renewal immediately following renewal regardless of any other time factors. Staff members who hold life-time credentials may receive reimbursement for the number of credits required by North Dakota for teaching certificate renewal in any five-year period of time. (N.A. May 2014)

**GRIEVANCE PROCEDURE:** (See policy DGAA to provide a step by step procedure that guarantees the right of due process.) A grievance is an allegation of personal loss, injury or inconvenience because of a violation, misinterpretation, or misapplication of the negotiated agreement or teacher's individual contract. A grievance must be initiated within 30 days. A teacher may be accompanied by a representative of his/her choosing. A teacher with a grievance shall first discuss it with his/her immediate supervisor. If no resolution, a formal process will be initiated in the following steps. The teacher will prepare a written statement. The supervisor will respond with a written answer. The teacher may then present to the superintendent. A written response by the superintendent will be presented to the teacher. Grievances against any administrative personnel or any grievance that involves family members of administrative personnel (i.e. nepotism) may come before the Board for review.

**MILEAGE:**

Reimbursement for travel will be at the current state rate. The Superintendent will reimburse no mileage without prior approval. (N.A. April 2014)

**PREPARATION PERIOD:** Each junior high/high school teacher who uses their daily prep period to sub shall be compensated at 1/7<sup>th</sup> of 1 day's pay at base salary. (Language Clarification N.A. April 2024)

**ADDITION TO THE PREPARATION PERIOD POLICY:** Subject to prior Administration and Board approval, each teacher who uses his/her daily preparation period to teach an approved class shall be compensated at 1/6<sup>th</sup> of a day's pay. (N.A. July 2007)

**ELEMENTARY CLASS SPLIT:** Any elementary teacher who absorbs a split, full-day classroom shall be compensated at ½ the current daily substitute pay. (N.A. April 2024)

**STAFF PRACTICUM'S POLICY:**

1. Although the Killdeer School District, its Board, and the Administration are supportive of continuing education and providing staff opportunities for that purpose, it will be the policy of the district to limit professional practicum's to those areas for which the staff member is under contract.

2. Exceptions may be granted to this policy by the board in the event that:

- a. Time assignment or requirement of the practicum is for the staff members' one period (50 minute) prep time only; and/or
- b. The Staff member requests in writing a voluntary reduction in contract status to allow for the lost contract time, and a suitable (as determined by the administration) substitute is available to fill the released time of the practicum participant.
- c. Staff members wishing to fulfill a practicum requirement in their contracted areas must receive written approval of their immediate supervisor and superintendent. (Board Policy 12/9/98)

**SUBSTITUTES:** Substitutes will be provided for absent teachers whenever possible, and substitutes and teachers will be notified as soon as possible after the principal knows of an upcoming absence. (N.A. 1977-78)

**EXTENDED CONTRACTS FOR ACTIVITY ADVANCEMENT** –Teachers who are Activity Organization Advisors and are on a 9-month contract will remain on a 9-month contract. In the event an Advisor of a group organization (FFA, FBLA, etc.) has student members who advance to State Conference, National Conference, or Summer Leadership Training that takes place outside of the regular contracted school year (ie: during the summer), the Advisor will receive extended contract days at his/her regular pay to cover conference/convention time and travel time. The Advisor must be in accompaniment of the group. Travel, lodging, and meal expenses (per diem) for the Advisor will be paid at state rates or at out-of-state per diem for travel out of state, subject to Administrative approval.

**RETIRED TEACHERS WHO ARE HIRED INTO THE KILLDEER SCHOOL SYSTEM:** A retired teacher may be hired to teach in the Killdeer School system, subject to the regulations governing allowable contracted teaching time as set by the State of North Dakota and the North Dakota Teachers' Fund for Retirement (TFFR).

The teacher may be hired to teach in the system according to the following salary guidelines:

1. If the teacher taught within the Killdeer School system for at least five years, was employed by the school at the time of retirement, and is offered a contract for the succeeding school year, the teacher shall be compensated at his/her final contracted teaching salary, including any increment and base pay increases. Said increases are to be added to the individual's final contracted teaching salary and proportioned according to the amount of his/her new teaching time. Pay will be based on a seven-period day.
2. In case of a time lapse of 12 months or more between the teacher's retirement and reemployment, the teacher shall be entitled to only base salary increases made during the lapse of employment. Said increases are to be added to the individual's final contracted teaching salary and proportioned according to the amount of his/her new contractual teaching time.
3. Retired teachers hired to teach part time shall be entitled to all leave benefits and to health insurance coverage proportioned according to the amount of his/her contractual teaching time.

-(N.A. May 2008)

**TEACHER LONGEVITY INCENTIVE:** (Poicy Adopted August 2006, Added to this Agreement March 2022)

As an incentive to retain highly-qualified, certified teachers, the Board shall make available to each teacher who is at least 50 years of age and has served the District for twenty (20) years (service time to the District need not be consecutive), a retention bonus. The retention bonus may be paid for up to three (3) consecutive years based on teacher performance, staffing needs of the District, and financial considerations of the District. The retention bonus shall be calculated using the total number of years the teacher has served the Killdeer District as a certified staff member and multiplying that number by \$175.00 (e.g. teacher has taught in the Killdeer District for twenty-two (22) years X \$175.00 = \$3,850.00.) In the second year of eligibility for a retention bonus, the number of years of service shall increase by one, i.e. using the illustration above; the example teacher would have twenty-three (23) years of experience and would be eligible for a retention bonus of \$4,025.00 for that year. In the third year of eligibility for a retention bonus, the number of years of service shall increase by one, i.e. using the illustration example above; the example teacher would have twenty-four (24) years of experience and would be eligible for a retention bonus of \$4,200.00 for that year. Any service time acquired in another District shall not be used in calculating the value of the retention bonus. The bonus shall be paid out as "salary dollars" and shall be subject to taxes and retirement according to statute. The retention bonus may be paid in equal installments according to Board Policy or in one (1) lump sum payment at the end of the contract period/year.

This policy does not constitute an automatic benefit for any certified staff member and must be requested by the respective staff member no later than March 15th of the year preceding the desired implementation of the retention bonus (an exception to this policy will be to accept requests after March 15th of the first year of policy approval). The Killdeer Public School Board shall have the power to accept or reject the implementation and/or continuance of this program based on teacher performance, teacher evaluations, administrative input, staffing needs of the District, and financial considerations of the District.

The Killdeer Public School board shall make available a minimum of three (3) Master Teacher positions per year subject to administration's recommendation and Board approval and shall make these positions a part of the Extracurricular Salary Schedule. These positions shall be subject to the contract language in the Master Agreement between the Killdeer Public School Board and the Killdeer Education Association (KEA) and applicable North Dakota Law. An exception to the Master Agreement language shall be that any and all teachers that are offered a contract, as a Master Teacher, shall start on experience step zero (0). The Master Teacher contracts shall be available to any teacher that has served the District at any level (K-12) for a period of twenty (20) years (service time to the District need not be consecutive), and are recommended by the administration and approved by the School Board. The duties/job description of the Master Teacher shall include teacher mentoring, student mentoring, school improvement team leader, class advisor, school-wide scholarship committee membership, and additional duties as assigned by administration. The base salary for the Master Teacher contract shall be 1,200.00. A teacher

may only serve in the capacity of a Master Teacher for a period of not more than three (3) years total in their tenure at Killdeer Public School. Tenure is defined as total years of service in the Killdeer Public School District.

**INTEGRATION CLAUSE:** The school board and KEA agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties and that the terms and conditions may not be added to or modified without the consent of the parties, as evidenced by a written amendment attached and made a part of this Agreement. (Adopted March 2022)

**CHOICE OF LAW/JURISDICTION:** Any disputes between parties arising from this Agreement shall be determined by the laws of the State of North Dakota. (Adopted March 2022)

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Levi Bang, School Board President

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Erik Johnson, KEA Lead Negotiator

END OF CONTRACT

## **KILLDEER PUBLIC SCHOOL DISTRICT #16 Teacher Handbook**

### **KILLDEER PUBLIC SCHOOLS MISSION STATEMENT**

THE MISSION AT KILLDER PUBLIC SCHOOL IS TO ENSURE STUDENTS ACQUIRE THE KNOWLEDGE, ATTITUDE, ETHICS, AND SKILLS NEEDED TO BECOME PRODUCTIVE CITIZENS IN OUR SOCIETY.

#### **Ethics**

The educator believes in the worth and dignity of each human being and strives to help each student realize the student's potential as a worthy, effective member of society. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals. The public with a trust and responsibility requiring the highest ideals of professional service vests the profession. The quality of the services of the education profession directly influences the nation and its citizens. The educator shall exert every effort to raise professional standards, to promote a climate that encourages persons worthy of trust to exercise careers in education, and to assist in preventing the practice of the profession by unqualified persons. The educator believes that patriotism in its highest form requires dedication to the principles of our democratic heritage and assumes full political and citizenship responsibility. The educator shares with all other citizens the responsibility for the development of educational programs and policies and for interpreting these to the public. The professional educator regards the employment agreement as a solemn pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. The Superintendent of Public Instruction will render a final decision for the suspension or revocation of certificates as outlined in Article 67.1-03. The Department of Public Instruction publishes copies of the Rules of Procedure and Interpretation of Codes of Ethics of the Teachers' Professional Practices Commission. The Killdeer School Board recognizes that to provide a sound educational system the highest ethical practices must be adhered to.

#### **Professional Dress and Appearance**

It becomes very difficult to address this issue as a standard that can be applied to all staff members equally. A professional educator should make every effort to maintain a professional appearance at all times. We also know that what is appropriate for shop teachers or for physical education teachers may not be appropriate for social studies instructors or for elementary classroom teachers. Dress in a manner that is more professional than students. In addition to the this statement, teachers must, at a minimum, follow the same dress code that has been set in the high school student handbook.

#### **Contracted Workday**

The contracted workday is from 7:55am – 3:45pm.

#### **Preparation and Execution of Daily Work**

Every teacher is required to use a lesson plan book, which is provided or may use an electronic version if they so choose or any other specific form designated by the building principal. Lesson plans must be such that if a substitute teacher needs to be called, the person called will be able to take up the work with as much continuity as possible. Teachers are asked to turn in lesson plans as requested by building principals.

### **Professional Leave**

Professional Leave is defined as professional development for job-related training. Professional leave may be used when a staff member is required to fulfil duties and responsibilities directly related to their job that requires them to be away from their classroom or job site. Professional leave must be approved by the building principal.

### **Qualifications/Certification**

Upon the recommendation of administration the Board may hire teachers who have acquired a bachelor's degree. All persons who are employed in the classrooms, librarians and counselors and that require professional certificates shall be considered under the classification of instructional personnel.

1. Teachers must have a valid North Dakota teacher license to teach in any of the public schools in the state of North Dakota.
2. A Teacher shall not be entitled to receive compensation for the time without a North Dakota teacher certificate which is issued and in force. Prior to receiving his/her salary of the first month taught in a school district, a teacher must exhibit his/her certificate to the Business Manager. If a teacher's certificate should expire by its own limitations within six weeks of the close of the term, the teacher may finish the term without re-examination or renewal thereof.
3. Any certificate issued by the Education Standards and Practices Board shall authorize the holder to teach in any county of the state when it is recorded in the office of the school's Business Manager.

### **Specific Duties and Responsibilities**

1. The teacher shall be directly responsible for the behavior of all students.
  - a. Clear limits of behavior are to be explained to all students.
  - b. Consistency in the behavioral treatment of students is an important element.
  - c. Activities that will encourage self-discipline among students should be sought and used.
2. The teacher shall pre-plan the instructional activities so as to allow for individual differences among the students assigned.
3. The teacher shall develop objectives for the instructional program that can be stated in measurable behavioral results.
4. The teacher shall develop evaluation techniques that are appropriate to the class and individual student's objectives.
5. The teacher shall correlate instruction with other instructional areas when possible.
6. The teacher will carry his/her share of professional duties including those assigned by the administration.
7. The teacher shall review fire drills and other emergency procedures with all students.
8. The teacher shall be responsible for the assignment and care of instructional material given to students and insure their return.
9. The teacher shall attend any professional meeting for which classes are dismissed or any meeting, which may be designated by the administration and approved by the Board.
10. The teachers will directly supervise their classes and activities at all times.
11. The teachers will assume other duties and tasks as assigned by their principals and observe other rules and regulations of their building if such rules do not conflict with policies stated in this manual.
12. The Board encourages teachers to participate in community activities.

### **Teacher Evaluation**

The principal is assigned the task of supervising and evaluating teachers for the purpose of assisting the teacher in the improvement of instruction. Classrooms teachers will be evaluated according to NDCC 15.1-15-01.

### **Student Supervision**

In the event that a child is injured at school the first question asked will be, "Was there adequate adult supervision?"

1. Playground: All playgrounds and buildings are under the direct responsibility of the principal during school hours. The principal will delegate supervision responsibilities to these areas.
2. Supervision of Buildings and Equipment:
  - a. Teachers supervising evening activities should check carefully to see that all doors are locked, windows are closed, and the lights are turned off when they leave the building.
  - b. Students are not to be in the building after school unsupervised.
3. Chairs should be straightened, and litter picked up off the floor at the end of each period.

### **Teacher File Review Policy Policy - DI**

Requests for review of teacher files will be granted in accordance with the North Dakota Open Record Laws. To protect the integrity of the files, the procedure for review as established and approved by the administration and school board will be as follows:

1. The request must be made to the superintendent.
2. Request to review the file is to be made in writing.
3. The Superintendent will set the time for review as soon as is reasonably possible.
4. The file will be reviewed in the superintendent's office or a place designated by the superintendent.
5. The superintendent or his/her designee will be present when the file is reviewed.
6. The person whose file is being reviewed will be notified in advance of the review and has the option of being present during the review.

### **Teacher Dismissal**

The School Board reserves the right for good cause to dismiss any teacher from their contract or suspend any teacher from the benefits and privileges of any or all personnel policies. The School Board shall have final decision of what constitutes good cause (C.C. 15.1-15-04).

### **"In-house" Job Openings**

In order to keep the district hiring process fair and consistent, the district has adopted the following process:

- Job posting
  - Jobs will be posted internally via the school email system.
  - Jobs will be posted externally through the following venues:
    - School marquee
    - School Website
    - NDCEL: [www.edjobsnd.com](http://www.edjobsnd.com)
    - NDDPI: [www.Schooljobsnd.com](http://www.Schooljobsnd.com)
    - Other possible venues include: Job Service ND: [www.jobsnd.com](http://www.jobsnd.com) ; radio stations, newspapers, and other advertisers
- Application
  - The district application process will be available on the district website.

- District application will be available on the school website.
- Cover letters and resume must accompany applications.
- Applications should be emailed to the business manager as well as the superintendent, secondary principal and/or elementary principal, as per application instructions.
- All applications will be stored on the district email, as well as printed and kept on file with the business office.

### **Confidential Information**

The teacher's daily task requires working with confidential information. As professional people, we are obligated to use extreme care in the building of such items as test scores, counselling data, and results of faculty meetings, I.E.P. meetings and personal problems of students and fellow workers that might come to our attention. These items and many other matters need to be handled very confidentially and with the utmost discretion, respect and dignity. Discussing students in the hallways, or in earshot of any student or patron within the parameters of the school setting are not acceptable and are subject to administrative reprimand.

### **Reporting Child Abuse/Neglect**

15.1-19, section 50-11.1-02.4, and subsection to section 50-11.1-03 of the North Dakota Century Code Educators have legal obligations to report any indications that would cause a reasonably prudent person to suspect that a child is being or may have been abused or neglected. The law does not require that we have 'proof', but only that there is reasonable cause to suspect. If you, as an individual staff member, have questions concerning this issue and what you need to do, please contact your principal, or the school counselor. Generally, these staff members are the persons that will file the report on the school's behalf.

### **School Resource Officer (SRO)**

SROs are not disciplinarians. SROs enforce the law and have different standards for engaging with students and staff than administration or teachers. Asking or expecting our SROs to engage in school business that falls within the realm of school administration may compromise a law investigation.

### **Emergency Operations Plan (EOP) and Emergency Supplies**

You will receive an updated EOP annually. You should keep this plan in a secure but accessible location. Additionally, you should have a "bucket" with updated supplies in the event that you are locked down in your room for a period of time. *Inventory of bucket: First Aid Kit, ten (10) water packets, crackers, tarp, garbage bags, several latex gloves, a bucket with liners and sanitary wipes, whistle, a tourniquet and flashlight + batteries.*

**If you don't have a bucket or are missing items, ask the front office and you will be provided said items and or bucket.**

### **Administering Medication [Policy ACBD School Medication Program](#)**

All medication for students, including over the counter medicine, will be kept at the front office and will be administered by trained school personnel unless the student has been authorized by their medical provider and cleared by the school nurse.

### **Teacher Meetings**

Teacher meetings will be scheduled as necessary by administration. Attendance by all staff members is mandatory. Secondary and elementary teachers will meet respectively with their building principals.

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are held twice a school year. They will be held at the end of the first and mid-term of

the third nine weeks period. Dates and times are predetermined by the administration. Parents will be encouraged to visit the school and meet with the teachers during their assigned time. Conferences are an important means of communication between teachers and parents (home and school). All teachers must be in attendance unless prior arrangements have been made with building principals.

### **Collecting Money from Students** [Policy HEBB Cash in School Buildings](#)

All money collected from students should be receipted into the main office immediately. No money should be left unsecured in classroom desks, file cabinets, etc., overnight. The high school and elementary have vaults to safely keep money. Money collected should be put here for safe storage until the money can be reconciled and deposited in its proper account as soon as possible.

### **Intercom Use**

An attempt will be made to make as few interruptions as possible. A routine and schedule will be established so announcements can be anticipated.

### **Central Office Personnel**

Our school secretaries and business manager have full time responsibilities. They should not be expected to serve as aides for duplicating or copying material or running errands for the staff.

### **Copy Machine Usage and Procedure**

Copy machines are made available for all staff use. If a machine is not functioning properly, we ask that you contact the office staff. They can correct most items that are encountered. If they cannot correct the malfunction, they will contact the repair service to have them come out to correct the problem.

Teachers must issue a pass to students using copy machines. If students are in need of a copy machine for school purposes, they may use the copy machine in the library. Student teachers should be trained by their supervising teacher in correct machine usage before the student teacher uses the machine.

### **Copyrighted Materials** [Policy – ABCA](#)

All employees should be aware that certain materials may not be copied on the copy machines. To copy materials that are protected under copyright laws, (books, music, software, etc.) is a violation of federal law and each employee is individually responsible if violating this law. The school district serves notice that staff members are to make themselves aware of this law and to avoid violations at all times.

### **Internet Network Acceptable Use Policy** [Policy-ACDA](#)

The Killdeer School District believes network access plays an important role in the education of students; however, the network also contains content that is not appropriate for students and staff. The District has taken precautions, in accordance with federal law, to restrict student and staff access to obscene, pornographic, and/or harmful information through the use of software designed to block sites containing inappropriate material. While the District has taken preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials.

- **Education**

The District shall provide education to students and staff about appropriate online behavior, including interacting with other individuals on social networking websites, as well as, cyberbullying awareness and response.

- **Monitoring Use**

Network access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Students and staff shall have expectations of privacy when using district computers and/or networks and shall use this technology solely for classroom/district-related purposes. Network administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and administrators will exercise supervision of student use.

- **Prohibitions**

The District subscribes to the acceptable use policies of EduTech. All district computer users shall abide by this policy. The Superintendent or designee may take disciplinary measures when any of the following actions occur:

1. Accessing, downloading, or publishing inappropriate Internet material.
2. Sending or posting threatening, harassing, insulting, annoying, or alarming content.
3. Sending, posting, or using obscene language.
4. Violating the privacy rights of students and employees of the district.
5. Vandalizing and/or tampering with district computers, and/or networks.
6. Hacking or any other form of unauthorized access to accounts, computer systems, or files.
7. Attempting to breach network security or transmit viruses.
8. Violating copyright, trademark, trade secret, or other intellectual property laws.
9. Using the network political purposes as defined by state law, financial gain, and/or commercial purposes.
10. Accessing social networking or other Internet sites for noncurricular purposes.
11. Other actions deemed inappropriate or is not in the best interest of the district, its employees, and students.

### **Email**

Please check your email regularly. If you write an email that requires the recipient to scroll, schedule a meeting and talk.

### **Mailboxes**

Mailboxes are provided for all staff members. Please check and empty it each day.

### **Security System Policy - ACDB**

The district has a surveillance system that provides a more secure campus. Main student entries are controlled by a computer system and a key fob entry. In accordance with school board policy, cameras have been mounted and videos are recorded from these cameras. All corridors, hallways, and event areas are video recorded through this system. Videos recorded in school are considered part of the “educational record” and are protected by federal law. Parents may not review an educational record due to FERPA.

### **Master Activity Calendar and Schedule**

The Athletic Director (AD) is available to schedule all activities involving use of the gymnasium facilities. The AD should be your first contact when scheduling any activity that will use the school facilities. All activities are best placed on the RSchool Today Online Calendar posted on the school website and the Master Calendar kept in the main office. Do NOT add events without prior approval from administration.

### **Official Logo**

The following logo is the official, school board approved, logo of Killdeer Public School. The silhouette logo is the only bucking horse logo that is to be used on school purchased clothing, equipment, jerseys, warm-ups, and facilities. The official logo can be found on the "Cowboy Server" under the file name, Official Cowboy Silhouette Logo. The logo is available for everyone to use at their own free will. The only way this silhouette may be manipulated is to add a border, change the color, change the fill, change the direction, add backgrounds, etc., but the original silhouette must remain.



### **Request Forms**

All requests for leave must be submitted in Web Link; forwarded and approved by the administration.

### **General Teaching Supplies**

Many items and teaching supplies are available by contacting the main office. We encourage staff members to contact office staff before requisitioning general supplies, as they may already be available. The office orders enough supplies to take care of commonly used items. If you have an annual event or project, please do not rely on the office to supply your event. Please plan accordingly and order supplies from your classroom allocation (\$500 at the elementary) or ask your principal to include this additional cost in their respective budget.

### **Purchasing Process** [Policy HCAA Purchasing](#) & [Policy DEBJ Unauthorized Purchases](#)

1. The staff member fills out a requisition and submits the requisition on WebLink to the respective principal for approval.
2. Through WebLink the principal will approve and submit the requisition to the business office to be processed.
3. The superintendent will review and approve the requisition. During the process in the business office the requisitions are compiled into Purchase Orders (POs).
4. Regularly, the superintendent approves and signs POs.

**Warning:** If you purchase items or services without following the procedure or purchasing without administrative approval, you run the risk of not being reimbursed. The process is long and it is not timely. The process is designed so many eyes are on taxpayer dollars to ensure they are being spent in

the way they were intended. Sometimes urgent/emergency situations may occur that may justify superseding this process. Poor planning is not considered an emergency.

The business office is scrutinized by auditors during the annual audit. The business office is compelled by law, and they are held to a standard. Following the procedure is important. Please be thoughtful of this if you become frustrated with the process.

**Note:** *As a staff member your budget line item is zeroed out every year. Excess amounts do not accumulate over time.*

### **School Cancellation Procedure**

The primary means of communicating to parents and staff of school cancellation will be through the district's online alert system (Thrillshare). The message will be sent to cell phones as an email, text, and voice message. If you or someone you know are not receiving messages, please update cell phone numbers with an administrative assistant at the elementary or high school. Ideally cancellations will occur the night before, however, if a message is sent out in the morning the superintendent will make every effort to have the message sent by 5:30am Mountain Time. The message will also appear on the "close line" on local TV news and on local radio stations.

### **Student Teaching Training Program**

All teachers must complete a student teacher supervision course to supervise a student teacher. A stipend will be granted to the cooperating teacher from the college the student teacher is attending. Student teachers must seek approval from their cooperating teacher and administration. All student teachers are subject to an interview process prior to student teaching, conducted by the cooperating teacher and the administration. The administration retains the right to approve or deny a student to student teach in the Killdeer Public School District. All student teachers must adhere to the guidelines, rules, and procedures set forth by the cooperating teacher, administration, and school district policies. Supervising teachers will be allowed only one student teacher per school year unless otherwise directed by the Superintendent.

### **Teacher Checkout**

Building administrators are required to have an end of year checkout process in place for all teachers to complete at the end of each school year. The year-end checklist needs to be handed out to teachers before the end of the school year with a list of items that teachers must have completed to close out the school year. Items may, but are not limited to: historical grades deadline, moving/labelling classroom items for cleaning or removal, checking in keys, paying lunch bills, cleaning out personal refrigerators, etc.

### **Lockers**

Each teacher will be provided a locker, if possible.

### **Textbooks**

The textbooks are numbered, and the number of the books issued is to be inserted by the name of the student in the teacher's lesson plan book at the beginning of each term. Please secure all textbooks that have not been issued to students. A requisition with all missing textbooks (used amazon.com price) will be turned in at the end of the school year to building principals to receive compensation from students for those books or to be replaced by the school district.

- **Textbook Adoption Cycles**

There is a sequence and cycle for adoptions of new textbooks. The intent of a regular rotation is to have up-to-date curriculum and textbooks that are in good condition.

### **Vo. Ag. Facilities and Equipment Usage**

Staff using the Vo. Ag. Facilities and/or any equipment for student projects, activities and/or personal use, must seek permission from Ag Instructor. Immediate clean-up and return of equipment is the responsibility of the person or group using the facility or equipment at the requested time.

### **Week-Time Family Activities**

Wednesday evenings and Sundays have been set aside as “Family Time”. The Killdeer High School will continue to cooperate in scheduling as few events as possible during those times, thus allowing full opportunities for the families to experience quality time without conflict with school activities. No local school activities will be scheduled on Wednesday evenings after 6:30 p.m. or at any time during Sundays. No Sunday activities practice or travel will take place unless prior approval has been made by administration. Sunday will be reserved for family activities. No games at any level shall be allowed on Sunday.

### **Extra-Curricular Activities**

1. All extra-curricular activities or organizations must be approved by the Administration.
2. An organizational meeting must be held with all officers recorded in the office along with the assigned advisor.
3. An established meeting date must be set subject to the approval of the Administration.
4. Arrangements for field trips etc.; must be made in advance to facilitate proper scheduling, bussing, supervision and liability. When bussing is necessary, see the Activities Director or the Superintendent for approval and scheduling purposes.

### **Special Days**

Elementary school parties are scheduled to observe Halloween, Christmas and Valentine’s Day. These pupil social experiences are held at the end of a designated day (2:00-3:00). If these social affairs fall on a day and hour when your class has P.E, Music or Band, such classes will not be session. The same applies when a school assembly or lyceum is scheduled.

If parents opt to have their children not participate in these festivities, they are allowed to pick up their children from school at that time. When out-of-town trips are being taken, a “Parent Permit Slip” needs to be sent home with the students for authorization by the parents. The school is not responsible for students whose parents opt not to allow their child to participate in out of town field trips. Students will be counted absent on this day. High School events will take place as per principal’s revised schedule.

### **Transportation**

- **Activity Buses:** Buses are to be cleaned after returning from an activity. Ideally buses (especially route buses) should be filled with fuel, so a route bus driver isn’t surprised with an empty tank before their morning route. This is officially the activity bus driver or advisor responsible for the activity. If we work together on this and the coaches and the advisors have the students pick up and sweep out the bus, it becomes a small chore.
- **Mini-buses** or 14-passenger buses may only be driven by school employees whose name appear on the *Approved Driver List* located in the business office.
- **Personal Vehicle:** If you are driving your own vehicle to transport students, Policy IEBA TRANSPORTATION OF STUDENTS BY STAFF IN PRIVATE VEHICLES explains that the staff member must provide proof of insurance, a valid driver’s license, and a safe vehicle. The form that is required to accompany this policy is included at the end of this teacher handbook.
- **Parent/Volunteers Driving a Personal Vehicle:** Parents or volunteers who drive their own personal vehicle to transport students for school activities must fill out the volunteer form. Additionally, parents/volunteers must provide proof of insurance, a valid driver’s license and a safe vehicle. The volunteer form is at the end of this teacher handbook.

- Rental/Dealership Vehicle Rental or donated vehicles for a school event shall be approved by administration prior to use. Only drivers listed on the *Approved Driver List*, maintained by the Business Office, shall be allowed to drive a rental / dealership vehicle. The 'Request for Vehicle Insurance' form shall be submitted to the Business Office at least one week in advance of the event. The vehicle shall not be driven until the Business Office provides proof of insurance.

## District Policy

**WELLNESS PLAN** Please refer to Policy [ABEA](#). Advisors for the 2023-2024 school year are Cheyanne Olson and Skyler Niebuhr.

### **NONDISCRIMINATION POLICY** [AAC](#)

The Killdeer School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The district prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The district also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.

It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate against or harass another district student or employee based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity occurring on or off school district property. The district will not tolerate discrimination or harassment of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with another who is protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The district shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, or as required by law. Outcomes may include disciplinary measures such as termination of employment or student expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The district will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

### **TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURE** Policy [AAC-BR2](#)

The following procedure is designed to resolve sexual harassment and retaliation grievances by and against staff, students, parents, and third parties, as described in board policy, in a prompt and equitable manner. In accordance with Title IX of the Education Amendments Act of 1972, the district prohibits discrimination on the basis of sex, including sexual harassment, in any district education program or activity. The district shall respond when sexual harassment occurs in the district's education program or activity against a person in the United States. Board policy requires all staff to fully cooperate when asked to participate in a harassment or retaliation investigation. The procedure

contained in this regulation supersedes the district's policies regarding complaints about personnel and bullying.

**DRUG AND ALCOHOL FREE WORKPLACE** Policy [DEAA](#)

For purposes of this policy:

- Alcohol means any alcoholic beverage as defined in 23 U.S.C. 158 and NDCC 5- 01-01.
- Drug means any controlled substance as defined in NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia); schedules I through V of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation 21 CFR 1308.11 through 1308.
- Possession shall mean: a. Actual physical possession of the drug or alcohol while on school property; b. Use or consumption of the drug or alcohol while on school property; c. Drugs or alcohol in the employee's car, handbag, backpack, or other belongings while on school property; or d. Appearance by an employee on school property after having consumed or ingested the drug or alcohol that is noticeable by breath odor, speech alterations, unsteadiness of gait or posture, or like symptoms of chemical intoxication.
- Reasonable suspicion means a good faith suspicion by a trained district administrator and/or supervisor that an employee, based on objective facts and articulable observations, that an employee has violated the Drug and Alcohol-Free Workplace policy and is using, or appears to presently be under the influence of drugs or alcohol.
- School property is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site, all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school sponsored event or activity.
- Use means that an employee is reasonably suspected to have ingested, injected, inhaled or otherwise taken into their body drugs or alcohol, or is reasonably found to be under the influence of drugs or alcohol.
- The Killdeer School District is committed to a safe, healthy working and learning environment for its employees and students. Therefore, the District enforces the Drug and Alcohol-Free Workplace Act by prohibiting employees from the use, manufacturing, possession, distribution, or dispensing of drugs or alcohol while on school property, unless use is at the instruction of a physician, and the physician has advised that use shall not affect the employee's ability to perform duties. Employees are also prohibited from knowingly or intentionally aiding or abetting in any of the above activities.

An employee must inform their immediate supervisor when the employee's ability to perform job duties is impaired due to on- or off-duty drug or alcohol use.

**North Dakota's Comprehensive Model School Policy for Tobacco Use** Full Policy [ABBA](#)

District staff and visitors are prohibited from using, consuming, displaying, activating, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school-sponsored event or activity. This policy includes all events on school property that are not sponsored by, or associated with, the school.

Students are prohibited from possessing, using, consuming, displaying, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school-sponsored event or activity. In addition, students who participate in extracurricular activities are prohibited from possessing or using tobacco products at any time, on and off school property, as directed by district policy (FFE) and the North Dakota High School Activities Association bylaws.

The district shall not promote or allow promotion of tobacco products, electronic smoking devices, imitation tobacco products, or lighters on school property, at any school sponsored event or activity, or in any school publications. This includes promotion of these products via gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers or any other materials.

**School Volunteer Program [Policy KAAB](#)**

The District shall operate a volunteer program. The program shall be designed and implemented in a safety-conscious manner but shall in no way overly consume district resources, monetary or otherwise.

# Killdeer Public Schools Volunteer Agreement

<b>Name of Volunteer:</b>	
<b>Phone Number:</b>	
<b>School (Elem. Or HS)</b>	
<b>Event Volunteering For:</b>	

**Volunteer Screening**

Volunteers who will be working unsupervised with students or in high-risk positions shall undergo a fingerprint-based background check prior to volunteering. The Business Office will provide information to potential Volunteers on background checks.

Methods used to screen volunteers shall in no way discriminate against any minority group.

**Adjudication**

The Superintendent or designee shall adjudicate final volunteer applicants' criminal history records and shall make final determinations about suitability for service with the District. The District is not obligated to utilize the services of any final applicant who, in the adjudicator's judgment, exhibits qualities inconsistent with the district's mission; is potentially disruptive to district operations; or, potentially threatening to district safety.

Final volunteer applicants shall be disqualified for service for at least the following reasons:

- 1) The Volunteer has committed a felony, sexual offense (as defined by NDCC 15.1-13-26), crime against a child (as defined by NDCC 15.1-13-26), or any other offense involving a child victim.
- 2) The Volunteer falsified or omitted information submitted during the application process, including, but not limited to, information concerning criminal convictions or pending criminal charges.

**Final Applicant Rights**

Records obtained by the District for background and other record checks will be used solely for purposes that they were requested and will only be disseminated and retained in accordance with the Killdeer Public Schools records retention policy. The adjudicator shall advise applicants that the procedure for obtaining, correcting, or updating federal records is contained in 28 CFR 16.34 and shall give the applicant a reasonable time to correct and/or complete his/her criminal history record or decline to do so before making a determination on qualification for service.

I have read, understand, and will abide by the guidelines set forth in the Killdeer Public Schools Volunteer Handbook.

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Business Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*A signed copy of this agreement shall be retained in the Business Office

# Request to Transport Students in Private Vehicle

**Employee Name:** \_\_\_\_\_

**School Activity/Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

I certify that I have a valid driver's license and motor vehicle insurance for the vehicle I intend to use. I certify that I will be the only staff member operating the vehicle and that the vehicle is in proper working order and properly equipped with seat belts. I attest the vehicle will not contain prohibited substances or weapons as defined by district policy. I understand the district shall assume no responsibility for liability in case of an accident and the employee's personal insurance will be considered the primary insurance.

**ATTACH A COLORED COPY OF YOUR DRIVER'S LICENSE AND PROOF OF MOTOR VEHICLE INSURANCE**

**THIS FORM MUST BE SUBMITTED ONE WEEK PRIOR TO DATE OF EVENT**

_____ Employee Name – Printed	_____ Employee Signature	_____ Date
_____ Nick Walker Activities Director Name Printed	_____ Activities Director Signature	_____ Date

# **KILLDEER ACTIVITIES JOB DESCRIPTIONS**

Created: April 2024-2025



*\* This is not the official pay scale. Please refer to the current negotiated agreement for the official pay scale.*  
 Based on the 2024-2025 negotiated agreement base pay: \$48,650

YOE	Level A		Level B		Level C		Level D		Level E	
20 +	13.75%	\$6,689.38	11.00%	\$5,351.50	7.00%	\$3,405.50	5.50%	\$2,675.75	1%	\$486.50
15-19	13.00%	\$6,324.50	10.25%	\$4,986.63	6.50%	\$3,162.25	5.00%	\$2,432.50		
12, 13, 14	12.25%	\$5,959.63	9.50%	\$4,621.75	6.00%	\$2,919.00	4.50%	\$2,189.25		
9, 10, 11	11.50%	\$5,594.75	8.75%	\$4,256.88	5.50%	\$2,675.75	4.00%	\$1,946.00		
6, 7, 8	10.75%	\$5,229.88	8.00%	\$3,892.00	5.00%	\$2,432.50	3.50%	\$1,702.75		
3, 4, 5	10.00%	\$4,865.00	7.25%	\$3,527.13	4.50%	\$2,189.25	3.00%	\$1,459.50		
0, 1, 2	9.25%	\$4,500.13	6.50%	\$3,162.25	4.00%	\$1,946.00	2.50%	\$1,216.25		

## Activities Job Description

Name of Activity

FFA

Level

A

Time of Year: **Activities take place throughout the school year**

Provide a Job description (if you weren't here next year what would the person that replaces you need to know):

### Killdeer High School Agricultural Education Department Overview

School-Based Agricultural Education is composed of three distinct components: classroom/laboratory instruction, FFA participation, and Supervised Agricultural Experience (SAE). To successfully implement all components of the program, Agricultural Education teachers will need to spend time beyond their standard teaching contract. The most practical way to support this extra time invested is through the issuance of an activity (FFA Advising) contract and an extended (summer) contract. The duties and responsibilities associated with each are further described below. It is important to note that as the North Dakota FFA state calendar of events and specific FFA contests change, the Ag Ed teacher(s)/FFA advisor(s) will need to adapt to these changes to provide all students with the best possible experience.

### Killdeer FFA Advisor Job Description

Killdeer FFA Advisor(s) will serve the Killdeer FFA Chapter to its fullest extent. Advisor(s) will be responsible for guiding the members of the chapter in a variety of activities occurring throughout the school year, as well as facilitating fundraising efforts to support these activities. The FFA advisor(s) will be responsible for the following activities: engaging with and guiding the chapter officer team throughout the school year, facilitating an appropriate chapter officer retreat, accompanying students to the North Dakota FFA Fall Leadership Conference, guiding the chapter's participation in the District 8 and State Leadership Development Events, preparing teams for North Dakota FFA Winter Career Development Events and State Convention Career Development Events. Although most competitive contests take place during the previously listed events, advisor(s) should support members' participation in any Career or Leadership Development Events in which they are interested, such as Land and Range Judging, Horse Evaluation, and Tractor Operation. Advisor(s) will also be responsible for assisting members with the completion of SAE Proficiency/Star, State FFA Degree, and American FFA Degree applications. Other activities that are strongly encouraged include assisting the chapter to host awareness and recruitment events throughout the school year (fall Welcome Back event, Christmas party, National FFA Week activities, etc.). Additionally, the advisor(s) should accompany chapter members to the National FFA Convention any time a Killdeer FFA team advances to national competition, or with reasonable frequency if no teams have recently qualified.

### Killdeer Ag Ed Teacher Extended Contract Job Description

During the extended portion of the Agricultural Education instructor's extended contract (defined as all contracted days/hours of employment outside of the 184 days/1,050 hours specified in the Killdeer Public Schools Teacher Master Contract), the instructor(s) will be responsible for a variety of tasks to maintain the quality of the overall program. These tasks will include those in support of all three components of the program (classroom/laboratory instruction, FFA, and SAE). Classroom and laboratory instruction activities will include maintenance and inventory of laboratory equipment (metals, woods, meats, greenhouse, agriscience, etc.), preparation and submission of curriculum reports and other required reports to the state CTE department, content-based and pedagogical professional development. Required FFA activities will include accompanying the Killdeer FFA Chapter in attendance of the North Dakota FFA State Convention, bringing appropriate FFA exhibits to the North Dakota State Fair and supporting CTE department staff in preparing fair exhibits (exhibits may also be brought to local fairs/shows as deemed appropriate). Required SAE activities will include in-person student SAE program visits (both students enrolled in summer SAE credit and those not), tracking of SAE program reports in the

Agricultural Experience Tracker (financial and journal entries, etc.). Other activities to be completed during the summer could include accompanying Killdeer FFA members in attendance of the FFA Washington Leadership Conference, accompanying Killdeer FFA members in attendance of the State Land Judging, Range Judging, and Tractor Operation contests.

## Activities Job Description

Name of Activity		<b>High School Music</b>	
Level	<b>A</b>		
Time of Year	Fall & Spring All Year		
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):			
<ul style="list-style-type: none"> <li>• The music department provides a pep band to play at home games for football, volleyball, girls basketball and boys basketball</li> <li>• The band plays for at least 50% of the home games, and includes warmup music before the game, school song and the Star Spangled Banner, unless someone sings.</li> <li>• Evening concerts band/choir contests events sponsored by NDHSAA.</li> </ul>			

## Activities Job Description

Name of Activity		<b>Junior Class Advisor</b>	
Level	<b>B</b>		
Time of Year:	Spring (Prom) All year		
<p>The High School Junior Class Advisor is responsible for advising and overseeing the activities of the Junior Class. The major event is the Junior Prom. The Junior Class also raises funds for class activities from junior year to graduation. All activities are paid for through fundraising during the basketball season and by class participants, if need be.</p> <p><b>Activities and Responsibilities for Prom Advisor:</b></p> <ul style="list-style-type: none"> <li>· Follow and maintain knowledge of all District policies and procedures.</li> <li>· Encourage students to appreciate and value their classmates, school, and community.</li> <li>· Encourage activities in support of school and community.</li> <li>· Inform administration of class activities.</li> <li>· Hold class meetings at least monthly to discuss ideas for the good of the class and to plan future meetings and events.</li> <li>· Work with class to develop budget for all activities and events.</li> <li>· Organize a prom committee.</li> <li>· Attend all class, advisory, and prom meetings.</li> <li>· Chaperone Killdeer High School Prom.</li> <li>· Ensure adherence to proper procedures in collecting and the disbursing of funds.</li> <li>· Complete required paperwork in specified time and manner.</li> <li>· Work with the Senior Class Advisor to make sure there are sufficient funds left in the account.</li> </ul> <p><b>Activities and Responsibilities for Junior Class Advisor:</b></p> <ul style="list-style-type: none"> <li>· Responsible for concessions during the basketball season.</li> <li>· Organize, plan, and assign junior class workers for each basketball game.</li> </ul>			

- Order all food, pop, and materials needed for the concessions during the basketball season.
- Stock and clean-up of all foods, drinks, and materials used in the concessions throughout the basketball season.
- Open and close the concession stand for each basketball game.
- Assure cleanliness of the concessions stand, including any cooking machines, at the end of each basketball game.
- Clean the bleachers at the conclusion of the final game and empty all garbage cans in the stands
- Take all responsible precautions to provide for health and safety of the students and to protect equipment, materials and facilities.
- Train junior students to operate concession stand equipment and assures equipment is cleaned at the end of the night
- Handle all receipts, i.e., retrieving money from the cash drawer, counts, and reports all money from the basketball game to the front office.
- Maintain physical inventory of all supplies, food, candy, pop, etc.
- Comply with applicable District, state, local and federal laws, rules and regulations.
- Professionally represent the school and the District in interactions with parents, community, staff and students.

<b>Activities Job Description</b>	
Name of Activity	<b>Cheerleading Fall</b>
Level	<b>C</b>
Time of Year: August to March	
<ol style="list-style-type: none"> <li>1. Achieve a high level of skill, (motions, jumps, basic tumbling, stunting, sportsmanship) and an increased level of self-esteem. Observes all NFHS and school policies and rules in the best interest of student participants. Observe cheerleaders during events and practices to determine the needs for individual or team instruction. Work with other cheer coaches, attend assigned football games where cheerleaders are performing, assigned rallies, and all other cheer events where needed, choreography as directed. Coordinate practices with other sports and space availability. Put together fundraisers. Hold tryouts twice a year.</li>   <li>2. Attend camps, stunting camps, attend multiple competitions, attending clinics and other professional activities to improve coaching performance.</li>   <li>3. Board member of NDCCA (North Dakota Cheerleading Coaches Association) and attend yearly meetings.</li> </ol> <p><b>Skills and certifications:</b></p> <ul style="list-style-type: none"> <li>● Knowledge of basic first aid</li> <li>● Current CPR certification</li> <li>● Stunt and Safety Certified (this is a must have in order to stunt)</li> </ul> <p>The seasons are based on Football and Basketball season, but we attend competitions that are after each season has ended or during State making our Cheer season longer and with our only long break happening during Christmas break.</p>	

<b>Activities Job Description</b>	
Name of Activity	<b>SADD</b>
Level	<b>C</b>
Time of Year:	
<p>Provide a Job description (if you weren't here next year what would the person that replaces you need to know):</p> <ol style="list-style-type: none"> <li>1. Conduct monthly SADD Meetings</li> <li>2. Coordinate Red Ribbon Week</li> <li>3. Coordinate fall speaker for drug, alcohol, suicide, healthy choices</li> <li>4. Coordinates Mock Car Crash – biannually</li> <li>5. Coordinates Grim Reaper Day – a day to bring awareness to drunk driving related accidents</li> <li>6. Coordinates fundraisers – Valentine’s Day &amp; Christmas fundraisers to raise money for speakers</li> <li>7. Attends conferences and coordinates trip for SADD members</li> <li>8. Conducts SADD events throughout the year – seat belt awareness, drug awareness, mental health awareness, etc.</li> </ol>	

<b>Activities Job Description</b>		
Name of Activity		<b>Cheerleading Winter</b>
Level	<b>C</b>	
Time of Year: August to March		
<ul style="list-style-type: none"> <li>• Achieve a high level of skill, (motions, jumps, basic tumbling, stunting, sportsmanship) and an increased level of self-esteem. Observes all NFHS and school policies and rules in the best interest of student participants. Observe cheerleaders during events and practices to determine the needs for individual or team instruction. Work with other cheer coaches, attend assigned football games where cheerleaders are performing, assigned rallies, and all other cheer events where needed, choreography as directed. Coordinate practices with other sports and space availability. Put together fundraisers. Hold tryouts twice a year.</li>   <li>• Attend camps, stunting camps, attend multiple competitions, attending clinics and other professional activities to improve coaching performance.</li>   <li>• Board member of NDCCA (North Dakota Cheerleading Coaches Association) and attend yearly meetings.</li> </ul> <p><b>Skills and certifications:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of basic first aid</li> <li>• Current CPR certification</li> <li>• Stunt and Safety Certified (this is a must have in order to stunt)</li> </ul> <p>The seasons are based on Football and Basketball season, but we attend competitions that are after each season has ended or during State making our Cheer season longer and with our only long break happening during Christmas break.</p>		

<b>Activities Job Description</b>		
Name of Activity		<b>Close Up</b>
Level	<b>C</b>	
Time of Year: All year		
<ol style="list-style-type: none"> <li>1. Meet with regional director and set up chosen program for the year</li> <li>2. Enroll students, monitor payments, assist with financial aide</li> <li>3. Fundraising activities throughout the year</li> <li>4. Attend Close Up with students from Sunday through Friday during one week in March</li> <li>5. Responsible for students at workshops, Close Up events in Washington DC</li> <li>6. Assist regional director with possible grants- provide documentation, trip expectations and results, personal experiences of students, etc. as needed</li> </ol>		

## Activities Job Description

Name of Activity		<b>FBLA</b>
Level	<b>C</b>	
Time of Year: August – March (July, if qualified for Nationals)		
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):		
<p><u>What It Is</u></p> <p>Future Business Leaders of America (FBLA) is an organization for students in grades 9-12 that prepares students for a career in business and to become community-minded leaders through career preparation and leadership experiences. A few of the large goals of FBLA is to strengthen the confidence of students in themselves and in their work, along with creating more interest in and understanding of American business enterprise.</p> <p><u>Competition</u></p> <p>These goals are put to the test as students can compete in a multitude of business related events up to three times per year. The first opportunity to compete comes at the FBLA Fall Leadership Conference at the beginning of October. After this comes much practice to refine their skills and abilities to prepare for the State Leadership Conference which happens in March. If students place high enough in their competitive event, they are able to qualify for the National Leadership Conference, where they will compete against students from around the United States. In any FBLA competition, formal business attire is required.</p> <p><u>Meetings, Practices, Etc.</u></p> <p>Each month chapter meetings are typically held and led by our chapter officers in coordination with the chapter adviser. Also on a monthly base, there is the opportunities for chapter check ins on the state level to keep other chapters around the state up to date on what Killdeer is doing as a chapter. Students will also meet with the adviser and other chapter members to practice for their events or work on developing the necessary material needed for a competitive event presentation.</p>		

## Activities Job Description

Name of Activity		<b>Musical</b>
Level	<b>C</b>	
Time of Year:		
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):		
<ol style="list-style-type: none"> <li>1. One musical theatrical performance experience 7-12 for those who wish to participate.</li> <li>2. Responsible for choosing the performance (paying for royalties &amp; materials),             <ol style="list-style-type: none"> <li>a. Purchasing everything needed.</li> <li>b. Setting up auditions</li> <li>c. Producing a rehearsal schedule outside contract hours</li> <li>d. Selecting evening performances (at least 2)</li> <li>e. Performance either fall or spring.</li> </ol> </li> </ol>		

<b>Activities Job Description</b>		
Name of Activity		Elementary Musical
Level	C	
Time of Year:		
<ul style="list-style-type: none"> <li>• Concerts: There have been different configurations, but I currently do two evening concerts per year. There is setting up and tearing down risers, speakers, microphones, and other supplies. There are also decorations to set up and take down. Occasionally there are extra rehearsals for students if needed.</li> <li>• Surround the State: One Saturday in the fall, I take students to Dickinson to participate in the Surround the State Children’s Choral Festival. We spend time in the weeks before practicing the music, and then on the day they rehearse with students from the Dickinson area. At the end of the day, they perform a concert.</li> <li>• Elementary Choir: Starting in February, there is an after-school 5<sup>th</sup> and 6<sup>th</sup> grade choir that meets from 3:15-3:50 on Wednesday afternoons. We rehearse for about 12 weeks and have a concert in early May.</li> </ul>		

<b>Activities Job Description</b>		
Name of Activity		High School Robotics
Name of Coach/Advisor		
Level	C	
Time of Year: September - January		
Provide a Job description (if you weren’t here next year what would the person that replaces you need to know):		
<ol style="list-style-type: none"> <li>1. Register with national organization and pay registration fee using account</li> <li>2. Contact state organizer to inform them of intent to compete and find out dates</li> <li>3. Hold informational/interest meeting in August or early September</li> <li>4. If students available attend Kick-Off in Bismarck</li> <li>5. If needed order parts for robot or game field</li> <li>6. Hold practices to build/program/practice with robot</li> <li>7. Pay state registration fee</li> <li>8. If students interested/available attend learning days and scrimmages</li> <li>9. Attend play-ins or state competition in January</li> </ol>		

<b>Activities Job Description</b>		
Name of Activity		Head Robotics – <i>FIRST</i> LEGO League
Name of Coach/Advisor		
Level	C	Stipend-Amount
Time of Year: August – February		
Provide a Job Description (if you weren’t here next year what would the person that replaces you need to know):		
<b>August:</b>		
<ol style="list-style-type: none"> <li>1. Beginning of August - <i>FIRST</i> LEGO League Opens</li> </ol>		

2. Register team with *FIRST* - <https://www.firstinspires.org/robotics/frc>
3. Setup Dashboard
4. Complete *FIRST* – background check
5. Collaborate with Assistant Coach to get him/her registered and background check completed (*FIRST* requires two Coaches for *FIRST* LEGO League)
6. Hold informational/interest meetings toward the end of August.

**September:**

1. Informational/Interest meetings
2. Make sure interested students have registered.
3. Meet with students to go over competition logistics, practices and fundraising ideas
4. Hold parent informational meeting.
5. Fundraising
6. Order parts and game field for this year’s competition.

**October – January:**

1. Register with state the date and location for the state competition.
2. Pay the state competition registration fee.
3. Hold practices to build missions and robot, program robot, practice on game field with robot and construct Innovation presentation.
4. Setup a scrimmage
5. Continue to order parts, as needed.
6. Design and order shirts before competition.
7. Line-up transportation for scrimmage and competition

**February:**

1. Meet with students to review competition scores (these are emailed a few days after the competition)
2. Send out “Thank You” to sponsors.
3. Submit an article for the March or April newsletter.

<b>Activities Job Description</b>	
Name of Activity	<b>Science Olympiad</b>
Name of Coach/Advisor	
Level	<b>C</b>
Time of Year: December - April	
Provide a Job description (if you weren’t here next year what would the person that replaces you need to know):	
<ol style="list-style-type: none"> <li>1. Get rule books from national Science Olympiad website</li> <li>2. Hold informational/interest meeting in December</li> <li>3. Get in touch with DSU science department to find out date and events held</li> <li>4. Make teams in early January and have students pick events</li> <li>5. Register teams with state and with regional location</li> <li>6. Pay state registration fee</li> <li>7. Help students prepare for their events</li> </ol>	

8. Attend regional competition
9. Attend state competition if team qualifies

## Activities Job Description

Name of Activity	Speech
Name of Coach/Advisor	
Level	C
Time of Year: Winter/Spring	
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):	
<ol style="list-style-type: none"> <li>1. Attend the C STAND conference in the fall</li> <li>2. Complete speech coach test at C STAND or on NDHSAA website in November</li> <li>3. Hold informational/interest meeting in December</li> <li>4. Begin practices in January – help students pick events, pieces/topics, and practice speeches</li> <li>5. Attend meets in February and March</li> <li>6. Complete judge training on NDHSAA website</li> <li>7. Register for the meets, pay registration fees using speech account, judge at the meets</li> <li>8. Register for and attend regional competition</li> <li>9. Attend Region X fine arts meeting in May.</li> </ol>	

## Activities Job Description

Name of Activity	Speech
Level	C
Time of Year:	
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):	
<p>List of duties</p> <p>Each year depending on the number of students I have to set up practice times with each student that does a theater type event. Each student is required to come in at least 2 a week for practice but they can come in more. At the beginning of the season I need to help find scripts for each student. Also, during speech season we have a speech meeting every Wednesday to discuss current things for that week. Each season we go to anywhere from 10-12 meets not including our own. Each meet last anywhere from 8-12 hrs. During this time, I also judge as for every 8 student's competing you need a judge. Usually either I or the other coach drives the short bus to and from the speech meets. Are farthest speech meet is Bismarck with our closest one being our own. When it comes time to set up our own speech meeting there is a lot to do. We have to run off ballots and put them in judge's folders. We have to set up the school and make sure each room has signs so that they are easily found. We also have to help make the schedule and figure out which students go to which room and at what time. We have to make food for the judge's room, breakfast and lunch. During the day of the speech meet we are the head people. We get to the school at about 6-6:30 if it starts at 8. We then get breakfast ready. Check everyone in and help out in the tab room all day. After the meet we cleanup which usually last until 6 or 7 depending on if we start at 8. If students make it to state, we also go to State which is not counted in hours at this time. Besides normal speech season in the fall we go to C STAND conference which is for speech coaches and is a 2-day event. Also, at times we go help judge State A Speech which is in Jamestown and is not included in the hours. Each year varies for hours depending the number of students that we have, the more students equals more practices which equals even more hours.</p>	

Time Line

1. Start Speech- December/January
2. Start Looking for Scripts- December/January
3. Start Practices- January
4. Start Speech Meets- February
5. Plan Home Speech Meet (if we host)- February/March
6. End of Speech Season- April

**Activities Job Description**

Name of Activity	Yearbook
Level	C
Time of Year: August - May	

1. One yearbook needs to be completed before the end of the school year. This includes, but is not limited to:
2. Hardcover (approved) soft cover would need additional approval.
3. Color pages (minimum of 60 pages or package close to this number)
4. Use the class composites or individual pictures to comprise student pages.
5. The prices need to remain wholesale. You are allowed to offer a sale or incentive to get preorders, BUT your account balance will need to cover the remainder.
6. Additional income comes from the school picture commissions.
7. Jostens and Shutterfly have been approved as publication options. Any other options will need to be approved by your principal or superintendent BEFORE creation and publication.
8. You will need to take pictures at in-school events, take or get pictures of after school events, send emails to teachers and staff to get candid pictures of classroom projects, activities, dress-up days, field trips, etc...
9. Ideally, yearbooks would need to be delivered to the students before the last day of school.
10. Creating fliers for yearbook sales and distributing them to individual teachers
11. Creating advertisements for the newsletter and online school websites
12. Offering club opportunities to any interested students (layout, pictures, writers...)
13. If you want to do a yearbook cover contest, you will need to create a flier, distribute the fliers to individual teachers, and the winner gets a free yearbook
14. All money collected for the yearbook sales will need to be promptly entered into the yearbook account. You are responsible for this money, so do not leave it in an unsecured location.
15. You will oversee school pictures. Jostens has been approved to take school pictures and retakes, but any other company will require prior approval. Sabrina Dolezal takes sports/club and activity/Spring pictures. Any other suggestion would require prior approval.
16. Picture Days include, but are not limited to:
17. Working with the photographer/company on dates/times, submitting ALL required information to the photo company via the online portal, hanging reminder posters, handing out fliers, working with the office to get them the cumulative file pictures (usually additional cost that is PO'd from the office)
18. Picture day
19. Retake day.
20. Spring pictures day.
21. Club/Activity picture day.
22. You will need to assist picture day OR find two responsible student helpers. These helpers will need to be excused through the office, and you should send an email to their teachers. The picture helpers can stay the same or change throughout the year.

## Activities Job Description

<b>Activities Job Description</b>	
Name of Activity	HOSA
Level	C
Time of Year:	

23. HOSA Future Health Professionals Activity Overview
24. HOSA Future Health Professionals is a student-led organization. HOSA members should do the leading
25. and the advisor should do the “advising.” Industry-Based Chapter - The key is that students in the
26. HOSA chapter are planning to pursue a health career. Industry-based chapters provide excellent
27. Monitor, revise, and constructively critique all reports (Secretary, Treasurer, committees, etc.). - Encourage capable members to seek local, state, and national offices. - Assist students in preparing for leadership activities and competitive events and coordinate other forms of student recognition. - Encourage Chapter participation in district, state, regional, and national conferences. - Identify contacts with members of the professional community relative to the student organization. - Suggest resources-- people, places, and materials to finance and implement the Program of Work. - Inform the school administration, faculty, students, parents, career and technical educational advisory council, and the community, as well as state and national offices, of the Chapter’s achievements
28. opportunities for students at private schools or schools that do not offer health science education.
29. Each chapter must have a dues-paying chapter advisor. Only affiliated HOSA chapters can call
30. themselves “HOSA” or use the online resources available to HOSA members.
31. HOSA Future Health Professionals Job Description
32. This list includes a number of tasks and responsibilities performed by HOSA chapter advisors.
33. -Affiliates local chapter and student members within the HOSA national CMS.
34. -Registers student members for Leadership events held throughout the year (Fall Leadership
35. Conference, State Leadership Conference, and International Conference).
36. -Coordinate travel for Leadership events held throughout the year (Fall Leadership Conference, State
37. Leadership Conference, and International Conference).
38. -Accompany students to Leadership events held throughout the year (Fall Leadership Conference,
39. State Leadership Conference, and International Conference).
40. -Help the students establish a Program of Work, which is a list of activities, projects, and events for the
41. year.
42. - Acquaint students and parents with HOSA and identify the individual rewards gained through its
43. instructional activities.
44. - Assist officers in carrying out their responsibilities, supervise committee activities, provide time for
45. business and program meetings in which students assume responsibility, and expedite the practice of
46. good parliamentary procedure at all times.
47. -Oversee the ceremonial functions, such as the installation of local Chapter officers.
48. -Initiate competitive events, emphasizing good sportsmanship, while assisting students in evaluating
49. their progress.
50. - Encourage students to attend functions open to them and supervise them during attendance.

**- Facilitate fund-raising activities and supervise**

- This list includes several tasks and responsibilities often performed by HOSA chapter advisors.
- Help the students to establish a Program of Work, which is a list of activities, projects and events for the year.
- Acquaint students and parents with HOSA and identify the individual rewards gained through its instructional activities.
- Assist officers in carrying out their responsibilities, supervise committee activities, provide time for business and program meetings in which students assume responsibility, and expedite the practice of good parliamentary procedure at all times.
- Oversee the ceremonial functions, such as installation of local Chapter officers.
- Initiate competitive events, emphasizing good sportsmanship, while assisting students to evaluate their own progress.
- Encourage students to attend functions open to them and supervise them during attendance.
- Encourage fund-raising activities and supervise the financial aspect.
- Monitor, revise, and constructively critique all reports (Secretary, Treasurer, committees, etc.).
- Encourage capable members to seek local, state, and national offices.
- Assist students in preparing for leadership activities and competitive events and coordinate other forms of student recognition.
- Encourage Chapter participation in district, state, regional, and national conferences.
- Identify contacts with members of the professional community relative to the student organization.

- Suggest resources--people, places, and materials to finance and implement the Program of Work.
- Inform the school administration, faculty, students, parents, career and technical educational advisory council, and the community, as well as state and national offices, of the Chapter's achievements.

## Activities Job Description

Name of Activity		AAA Killdeer Safety Patrol
Level	<b>D</b>	
Time of Year: All year		
<p>The AAA Killdeer Safety Patrol is a peer mentoring for third grade students. The patrol members work with kindergarten through Second grade. Patrollers help teachers with recess duty every day to ensure the students are following the rules. The safety patrol also hosts the shop with a c cop program in December. Gifts are purchased for underprivileged children in the Dunn County area. The safety patrol also hosts many bake sales and fundraisers to fund this event and classroom activities with their younger peers. The patrol receives no funding from the district to run this program.'</p> <p>The advisor of the program coordinates the safety patrol for the year, works with students each day that are on patrol. The program runs the entire school. Monthly meetings take place with the patrol.</p> <ul style="list-style-type: none"> <li>• Plan with the sheriff's office for shop with a cop and activities throughout the year</li> <li>• Field trips to Walmart to shop for gifts.</li> <li>• Field trip to pizza ranch</li> <li>• Wrap and deliver Christmas gifts for students.</li> <li>• Purchase all needed goods for bake sales.</li> <li>• Make individual goods for bake sales.</li> <li>• Design and make copies for flyers for all activities for students and parents.</li> <li>• Order material, badges, belts hats, AAA Safety Patrol information packets for students and parents.</li> <li>• Shop and prep food for the end of the year than year party.</li> <li>• Shop for snacks for general education students.</li> <li>• Shop for winter coats, boots, snow pants, shirts, and undergarments for the students in need area.</li> <li>• Cowboy Pride assembly awards</li> <li>• Meetings for compliance with students throughout the year</li> <li>• Coordinate activities throughout the year for the patrol with general education teachers.</li> </ul>		

<b>Activities Job Description</b>		
Name of Activity		<b>Close Up Assistant</b>
Level	<b>D</b>	
Time of Year:		
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):		
<ol style="list-style-type: none"> <li>1. Assist students with registering for the annual Close Up trip.</li> <li>2. Assist students with questions regarding Close Up (i.e. financials, necessary paperwork).</li> <li>3. Run and organize fundraisers throughout the year.</li> <li>4. Order for and fill the Close Up vending machine throughout the entire school year.</li> <li>5. Responsible for students while traveling to, during, and returning from Washington, DC.</li> </ol>		

<b>Activities Job Description</b>		
Name of Activity		<b>Drama</b>
Level	<b>D</b>	
Time of Year:		
<b>Duties for One Act Play/Drama</b>		
<ul style="list-style-type: none"> <li>- Organize and track Drama Closet clothing and Props during the season of the play and also out.</li> <li>- Pick out the play that best suits the number of students, not only for the one act play but also the full play</li> <li>- Obtain and or make any costumes needed for the play</li> <li>- Obtain and or make any props needed for the play</li> <li>- Register for one act play competition</li> <li>- Attend any meetings for one act play competition</li> <li>- Plan and obtain food or dinner theater</li> <li>- Make and Sell pre-sale tickets for the dinner theater</li> <li>- Advertise for one act play dinner theater.</li> <li>- Hold not only practices but also dress rehearsals prior to the night of production including fight calls if needed.</li> <li>- Extra- Can take students to theater days held at different colleges (we went to NDSU where we toured their theater facility and attended a college level play performance one year (a 2 day event), another year we went and watched a play performed at DSU which was a 5 hour day)</li> </ul>		
<b>TimeLine</b>		
1-2 meetings in May to find out the interest of students and how many will be participating in the fall		
August start looking for One Act Plays that can be varied for a number of people		
End of August have a meeting to find out a more cohesive number to narrow down plays to fit the number of students		
September hold auditions and then start practices		
Practices are 3-5 times a week depending on students other extra-curricular activities/athletics for a minimum of 1 hour to 4 hours if it's a dress rehearsal.		
November attend One Act Play regional competition (all day in Dickinson), and also host our own dinner theater to help fundraise for the drama program and show our play to the school. (about 4-5 hours to do the dinner theater with a dress rehearsal). If qualified for state at regionals the you go to state for 2 full days.		

## Activities Job Description

Name of Activity

**Elementary Music**

Level

**D**

Time of Year: August-May (Depending on when concerts are performed)

1. Concerts: There have been different configurations, but I currently do two evening concerts per year. Next year I would like to do four. There is setting up and tearing down risers, speakers, microphones, and other supplies. There are also decorations to set up and take down. Occasionally there are extra rehearsals for students if needed.
2. Surround the State: One Saturday in the fall, I take students to Dickinson to participate in the Surround the State Children's Choral Festival. We spend time in the weeks before practicing the music, and then on the day they rehearse with student from the Dickinson area. At the end of the day they perform a concert.
3. Elementary Choir: Before covid, Ms. Neis had an after school elementary choir. I am hoping to start it up again next year.

## Activities Job Description

Name of Activity

**Musical Asst.**

Level

**D**

Time of Year:

Provide a Job description (if you weren't here next year what would the person that replaces you need to know):

1. Assist with choreography
2. Assist with costumes, blocking and rehearsals.
3. Assist during rehearsals

## Activities Job Description

Name of Activity

**Newspaper**

Level

**D**

Time of Year: August - May (minimum of 10 issues per year)

Provide a Job description (if you weren't here next year what would the person that replaces you need to know):

1. Publish a minimum of one newspaper per month that includes a minimum of two pages of content.
2. The content needs to include school activities, announcements, upcoming events, important calendar events, and/or pictures of our students/classrooms/clubs/sports.
3. Since it is a newspaper, it needs to include editorials about students, activities, sports, past event success, highlights/features, spotlights (student/teacher/staff member) and/or student interest submissions.
4. These will be printed on 11x17 paper, in color, and two-sided.
5. They will be hung throughout the school for students and staff to read. 20 copies need to be folded in half to be available in the office (accessible for students or parents to take)

## Activities Job Description

Name of Activity	Sr. Class Advisor
Level	<b>D</b>
Time of Year: All year	
<ol style="list-style-type: none"> <li>1. Organize Homecoming Royalty and coronation ceremony.               <ol style="list-style-type: none"> <li>a. Ballots and voting</li> <li>b. Decorating</li> <li>c. Plan and direct the ceremony.</li> <li>d. Clean up after</li> </ol> </li> <li>2. Graduation Director               <ol style="list-style-type: none"> <li>a. Practice</li> <li>b. Program director.</li> <li>c. Attend and direct ceremony.</li> </ol> </li> <li>3. Assist Vocational counselor with scholarships, senior career readiness</li> <li>4. Cap and Gowns- contact Jostens, set up school order page, assist students with ordering, track orders, distribute.</li> <li>5. Assist and coordinate Senior Honors/Awards ceremony with counselors and principal.</li> <li>6. In charge of administering all senior surveys- Life Track</li> <li>7. Coordinate with military for career readiness goals- in class visits.</li> <li>8. Senior Privileges coordinator-               <ol style="list-style-type: none"> <li>a. Permission slips</li> <li>b. Weekly eligibility list updates for staff</li> <li>c. Monitor grades for all seniors</li> <li>d. Monitor attendance and tardiness</li> </ol> </li> </ol>	

## Activities Job Description

Name of Activity		<b>Assistant Robotics – FIRST LEGO League</b>	
Name of Assistant Coach/Advisor			
Level	D	Stipend-Amount	
Time of Year: August – February			
Provide a Job Description (if you weren't here next year what would the person that replaces you need to know):			
<b>August:</b>			
<ul style="list-style-type: none"> <li>7. Collaborate with Coach to help him/her (Assistant Coach) get registered on the <i>FIRST</i> site and background check completed (<i>FIRST</i> requires two Coaches for <i>FIRST</i> LEGO League)</li> <li>8. Assist with conducting informational/interest meetings toward the end of August.</li> </ul>			
<b>September:</b>			
<ul style="list-style-type: none"> <li>7. Assist with conducting informational/Interest meetings.</li> <li>8. Assist with meeting/s with students to go over competition logistics, practices and fundraising ideas.</li> <li>9. Assist with informational meetings with parents.</li> <li>10. Assist with Fundraising</li> </ul>			
<b>October – January:</b>			
<ul style="list-style-type: none"> <li>8. Assist with practices to build missions and robot, program robot, practice on game field with robot and constructing of Innovation presentation.</li> <li>9. Assist with the designing and ordering of shirts before competition.</li> </ul>			
<b>February:</b>			
<ul style="list-style-type: none"> <li>4. Assist with the meeting with students to review competition scores (these are emailed a few days after the competition)</li> <li>5. Assist with the writing and submission of an article for the March or April newsletter.</li> </ul>			

<b>Activities Job Description</b>		
Name of Activity		<b>Student Council</b>
Level	<b>D</b>	
Time of Year:		
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):		
<ol style="list-style-type: none"> <li>1. The student council is open to anyone grades 7-12.</li> <li>2. Elect officers- President, Vice President, Secretary, 2 board members.</li> <li>3. Meetings occur monthly or when needed (ex. homecoming is busy, we have more meetings)</li> <li>4. Aim to do one thing per month with the student council. (Food drives, fundraising, door decorating contests, Festive Fridays, etc.)</li> <li>5. Homecoming-plan dress up days and activities for the week and decorate the hallways.</li> <li>6. Put on, decorate, and chaperone the Homecoming Dance.</li> <li>7. Plan, organize, and put on at least 2 pep-rallies a year. (Homecoming &amp; Winter Spirit Week) More pep-rallies might be expected for sports. (teams going to State, etc)</li> <li>8. Halloween- Put on the door decorating contest and costume contest. Also, organize the Halloween Parade in the gym.</li> <li>9. Winter Spirit Week- Plan dress up days and organize pep rally.</li> <li>10. Put on, decorate, and chaperone the Snowball Dance. (KPTA has helped in the past)</li> <li>11. We have gone to the State Student Council conference in the past. The high school one is typically in December, Middle School one takes place in April.</li> </ol>		

<b>Activities Job Description</b>		
Name of Activity		<b>Student Council Elementary</b>
Level	<b>D</b>	
Time of Year:		
Provide a Job description (if you weren't here next year what would the person that replaces you need to know):		
<ol style="list-style-type: none"> <li>1. Have teachers from each classrooms grades 2-6 elect a student council rep. Grade 6 usually votes for president, vice president and secretary.</li> <li>2. Plan student council meetings twice a month. At the first meeting, discuss what their role is being a rep, both behavioral and academically.</li> <li>3. Determine fundraising activities for the year. Order supplies and organize fundraiser. Please respect other organizations that fundraise and do not sell the same items or sell at the same time as the organization is.</li> </ol> <p><b>Examples:</b>            Spirit store for Homecoming(Fall)            Hot Cocoa            Smencils</p> <ol style="list-style-type: none"> <li>4. The student council will determine where the money that is collected will go. (School or community)</li> </ol> <p><b>Examples:</b>            Food drive for the Food Pantry (usually Nov.)            Money to the Hill Top Home of Comfort/Legacy Lodge for the residents. (Usually Dec.)            Assisting students in 6<sup>th</sup> grade with funds to attend the annual ski trip. (In Feb.)            Providing funds to staff and students when the individuals are experiencing a health issue and need monetary help.</p>		

## Activities Job Description

Name of Activity

**Acalympics**

Level

**E**

Time of Year: Spring(March and April Meets)

Provide a Job description (if you weren't here next year what would the person that replaces you need to know):

1. This Coach/Advisor position is for both JH and SH Acalympics. JH is grades 7- 9 and SH involves 10-12<sup>th</sup> graders. You will have to select (6) team members in each group (gave practice test-corrected-for the selection process). It is expected to give practice problems in each category to practice before the meets. You will have to take students to the competitions as a coach, and proctor the competition for another school. This process will be done for both Junior and Senior High competitions. Total hours involved is about 20-25 hours.

## Activities Job Description

Name of Activity

**Junior High Mathcounts**

Level

**E**

Time of Year: February

Provide a Job description (if you weren't here next year what would the person that replaces you need to know):

1. The Coach/Advisor is expected to fill out forms to register the 7<sup>th</sup> and 8<sup>th</sup> grade Mathcounts team (usually need to be in by mid-December). You have to coordinate with the business office to pay the entry fee. I usually provide and correct a practice test for all 7<sup>th</sup> and 8<sup>th</sup> grade to choose the team. The Coach/Advisor for our school is the coordinator for Dunn County. You are expected to order all testing materials and trophies for the event. It is best to practice in class or have practice sessions to prepare students. You have to administer and correct the test in our school in early February (about a ½ day). You then have to send the results to a state representative. The coach will take any students that qualify to the state meet held in Bismarck (16 are chosen from SW Region 10). Total hours change year to year.

## Activities Job Description

Name of Activity

**Spelling B Coordinator**

Level

**E**

Time of Year:

Provide a Job description (if you weren't here next year what would the person that replaces you need to know):

1. In the fall, register for Scripps National Spelling Bee and State Spelling Bee.
2. In December, start planning classrooms' spelling bees grades 4-8. Get material to each classroom. (Classroom pronouncer list and spelling words for each student.)
3. Each classroom spelling bee must be completed by the end of January. The classroom winners are given a list of spelling words for the county level.
4. Plan and conduct the Dunn Co. Spelling Bee. Get a pronouncer and three judges.
5. Once the winner and runner-up are determined, complete the form required by the state.

## **Activities Job Description**

Name of Activity	<b>National Honor Society Advisor</b>
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Level	<b>E</b>
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Time of Year: Full Academic Year

Provide a Job description (if you weren't here next year what would the person that replaces you need to know):

1. Coordinate NHS Selection Process each spring – gather applications, submit to review committee.
2. Coordinate Honors Assembly to induct new members.
3. Distribute NHS Scholarship information and write letters of recommendation.
4. Conduct Monthly meetings
5. Coordinate 2 Community Service Projects with NHS – Thanksgiving Baskets & Holiday Gifts to families in need.
6. Order Graduation Cords for NHS Members

# 2024-2025 KILLDEER HIGH SCHOOL ACTIVITIES

## “GO COWBOYS”

MISSION STATEMENT: Killdeer Cowboy Athletics will promote interscholastic athletics that provide life-long learning and enhancing student’s achievement of educational goals. Our goal is to teach the values of teamwork, pride, respect and good sportsmanship. It is our hope that through athletics, our students will learn life-long lessons that will carry over into all aspects of their adult lives.



KILLDEER HIGH SCHOOL ACTIVITIES

NICK WALKER, ACTIVITIES DIRECTOR

TAYLOR CONRAD, ASST. ACTIVITIES DIRECTOR

101 HIGH ST NW KILLDEER, ND 58640

SCHOOL PHONE 701-764-5877

A.D. EMAIL: [NICHOLAS.WALKER@K12.ND.US](mailto:NICHOLAS.WALKER@K12.ND.US)

[WWW.KILLDEER.K12.ND.US](http://WWW.KILLDEER.K12.ND.US)

# Killdeer High School Activity Handbook:

For the purpose of this document, extracurricular activities include the following: Basketball, Cheer, Cross Country, Drama, FFA, Football, Golf, Instrumental Music, Speech, Track, Vocal Music, Volleyball and Wrestling.

## **Activities Department Mission:**

- The Killdeer Activities Department will operate based on mutual respect and appropriate communication between coaches, students, parents, school administration, instructors, and officials.
- The Killdeer Activities Department will provide programming that serves as a positive and productive entity for our school, community and students.

## **Participation Requirements:**

- Killdeer Public Schools encourages all students' grades 7-12 to participate in Extra-Curricular Activities.
- Killdeer Public Schools recognize that being involved in activity requires a great sacrifice from all involved.
- All students must have a physical and be registered on PowerSchool before they can practice.
- All Practices and Games are a required.
  - Practice schedules will be communicated with parents/kids well ahead of time.
- Head Coach/A.D. has the final determination of what an unexcused absence from practice is.
- If a student is going to miss a practice/game, they need to let the head coach know beforehand.
  - Failure to communicate with the coach or missing a practice unexcused results in the following:
    - 1<sup>st</sup> offense- Warning
    - 2<sup>nd</sup> offense- Meeting with the head coach and miss playing time at discretion of the head coach.
    - 3<sup>rd</sup> offense- Meeting with head coach, assistant coaches and captains. Miss 1 game/match/contest
    - 4<sup>th</sup> offense- Dismissed from the team

## **Requirements to Practice/Play:**

- A 7-12 athlete is required to have 9 practices in before they compete. Exception is Golf.
  - You can only count 1 practice per day.
- The head coach has final discretion on if a student can join the team late. If a coach decides a kid can join late: Final Discretion will be up to the head coach and A.D.
  - A student must join the team within the first 1/3 of the season. Each season has a different length and the 1/3 rule will be applied accordingly.
  - Example- If the season is 8 weeks, a student must join by week 3
  - Exceptions: Injury, illness, a new student transfer into the district.
- Students must be in school to practice
  - Please see student handbook for complete attendance policy
- Absences coded (D) (C) or (B) are excused as long as a doctor's note is presented.
  - (S) as approved by building principal

## **Communication Guidelines:**

Both coaching and parenting are challenging in the world we live in today. We live in a social media world with many platforms and ways to communicate with the coach, parent, or student. By building a strong communication foundation, we can help our programs be successful. Below is an explanation of the communication that can be expected.

\*All Communication will be done via the SportsU app. Coaches can have a text group or Facebook but the main communication will be through Sports U for all sports\*

- **Communication Parents Can Expect from Coaches:**
  - Philosophy of the coach.
  - Expectations of the team and individual athlete.
  - A copy of the team rules.
  - Practice changes or adjustments.
- **Communication That Coaches Can Expect From Parents**
  - Notification of injuries or illness
  - Notification of missing practices
  - Concerns not associated with playing time, scheme, or other players.
- **Communication That Students Can Expect From Coaches:**
  - All Forms of Communication should be done through Email, Cell Phone, Home Phone or Team Communication Platform (example would be Remind).
  - Practice Time Changes, Congratulatory Messages, Encouragement, and Leadership should be the theme of coach-athlete communication.
  - Social Media Platforms(such as Instagram or snapchat) should not be used to communicate.
  - Communication between Athlete and Coach is vital to the development of programs and relationships. Through communication lifelong bonds can be formed.

Killdeer Activities will follow a **24 Hour Rule**. If you have a concern or need to set up a meeting, it needs to be 24 hours post competition. By allowing situations or feelings to cool off, more productive conversation can be had. If it is an urgent manner or something that needs to be dealt with within that **24-Hour** period, please contact the A.D. As a parent, there may be a time when a meeting is necessary with the head coach and/or Activities Director. Please follow the guidelines below:

Before we get to step 1- A meeting between player and coach should have taken place.

**Step 1:**

- Call the coach after the **24 hour rule** is done and set up an appointment. If it is a matter of immediate need please contact the athletic director immediately. This meeting will be with Coach, assistant coach if necessary, player and Parent/Guardian.
- If resolution does not take place within the conversation between parent, kid and coach:

**Step 2:**

- Contact the Activities Director Nick Walker or Assistant A.D. Taylor Conrad.
- The A.D. will set up a meeting with parent, coach and athlete. The A.D. will attempt to mediate a resolution.
- If resolution does not take place within the meeting between parent, coach and A.D.:

**Step 3:**

- Contact the Building Administrator to set up a meeting with Administrator and A.D.

**\*\* Student/athletes' will be in the meeting unless coach, parent and A.D. feel the meeting does not warrant the student/athlete being there.\*\***

## **Levels of Programs and Expectations:**

Grades 4-6:

- Skill based structure.
- Team scheme when applicable but emphasis on skill development.
- Team scheme and skill will be addressed and explained to the elementary coaches by the Head HS Coach.
- All kids play in every game they are dressed for. Depending on numbers, students might not play in every game.
- Playing time should be as equal as it can be on every given night.

- Not every kid will dress for every game if numbers warrant this.

#### Grades 7-8 and C Squad:

- Skill based structure.
- Emphasis will still be on skill development but will start to implement more of what the Varsity system is doing.
- Team scheme and skill will be addressed and explained to the coaches by the Head HS Coach
- All kids should play in every game. This is up to coaches' discretion from practice.
- Playing Time will be earned but not equal. This is up to coaches' discretion from practice.

#### JV and Varsity:

- Skill based structure.
- Emphasis will continue to be on skill development but coaches will implement their full system of play.
- Athletes of all age levels(7-12) are eligible for Varsity teams. Emphasis on putting kids on court or field in what coaches deem gives the team the best chance to win.
- Not every kid will play every night and playing time will not be equal regardless of age level.
- Starting spots and playing time will be earned in practice and games, not grade level.

\*Standards listed above are for all activities and include sports in which limited number of spots are available for a Varsity Team or Roster.

### **Middle School Participation In Varsity Sports:**

- Killdeer Public Schools offers many programs that Grades 7-12 are part of:
- There are some sports and activities that are 7-12 from the get go and have students go between varsity, jv, and jh competition. The acceleration would take place if an athlete was forgoing part of their junior high season to begin when the varsity begins.
- In the event that a coach/advisor deems that a student/athlete is ready for varsity competition as a middle school student, the following will take place:
  - A meeting between coach, athlete, parent, and AD will take place.
  - An acceleration form must be filled out with all members' approval.
  - All middle school athletes competing at the Varsity level must have a Mentor that they are assigned that will act as a buddy system to help with moving up with a different group of kids.
  - The AD will make sure the student is socially, academically and athletically ready for the rigors of Varsity sport.
- An exception to this would be student/athletes moving up **after** the junior high season would be complete. This requires no meeting or form.

\*Communication is the key so students can be successful at all levels of their season. The NDHSAA has a cap of weeks per season so acceleration of athletes should be done in a timely manner so the athlete does not reach their cap before the end of the Varsity season. Coaches and A.D. will evaluate the criteria before the start of the season when identifying a kid to move up.

### **Dual Sport Participation During The Same Season:**

From time to time a student may wish to participate in two sports during the same season (example would be boys golf and track in the spring). In this case, the following will be followed:

- Fill out a dual sport declaration form. Coaches, parents/guardians, Principal and AD will all sign the form. Student must pick a primary sport in case of conflict.
- Practice time will be worked out between the head coaches of each sport.
- Grades, loss of school time and numbers of events in a week will be discussed and coaches need to be aware of loss of school time for students.

## **Athletic Training, Sports Medicine and Concussion Management:**

- Killdeer Public Schools will provide an athletic trainer for most varsity sporting contests as well as provide a trainer on most Mondays after school to see and treat minor injuries.
  - If no trainer is available and an injury happens, the coach will use discretion and their best judgement as to how to treat the individual
  - Keep training room clean and uncluttered at all times so our trainer and coaches can work in there.
  - In return from the Doctor, all athletes will need to have a Doctor's note. Coaches will be in full compliance with the language written in the medical release. All steps will be followed until the student/athlete is medically cleared for competition.
  - Coaches should communicate with parents about injury and recommendation from trainer if applicable. **In an emergency, parents will be notified immediately if not present at practice or contest.**

## **Concussion Management:**

CONCUSSION MANAGEMENT The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2).

Killdeer Activities will comply with the protocols put in place by Therapy Solutions. Our trainer from Therapy Solutions is the sole person who determines return to play.

\*Full Concussion policy can be found in the student handbook\*

## **School, Sport and NDHSAA Violations:**

In the event that there is a rule infraction that takes place the following will be done:

- **In School, Bus or Motel:**
  - Refer to the discipline structure and matrix in the student hand book.
  - If in violation on a school trip, parent/guardian will be contacted and parent/guardian will have to come pick up the student.
- **In Sport:**
  - Refer to the team rules that were issued at the beginning of the season.
    - Reminder all teams have slightly different rules.
  - The Discipline Matrix can be used here for certain incidents
- **NDHSAA Rules Violation (alcohol, tobacco or drug use):**
  - Refer to the student handbook

All other suspension and administration of suspension information can be found in the student handbook under Extra Curricular Participation Requirements.

## **Student Dress For Contests:**

\*Coaches/captains will let the student-athletes know what the dress is for the day. Examples of this would be dress up, travel gear, Jeans etc...

\* Students are expected to wear clothes in accordance with the KPS student handbook.

## **Activity Transportation To Contests:**

Transportation will be provided to and from school for away trips when a bus driver is available. Students will be told the day before what way we will travel.

1. All students are required to ride to the event with the team in the school issued vehicle, unless approved by athletic administration. Example- We have a game in Dickinson, and your child has an orthodontist appointment in Dickinson on the same day.

2. Approval to not ride the team bus to the event needs to be approved before the leave time by athletic administration.

### **Activity Transportation Home From Contests:**

Transportation will be provided back to Killdeer from away contests. Students will be told the day before what way we will travel.

1. If a parent wishes to sign their child out to ride home with them, a school sign-out sheet will be provided and only a parent/guardian may sign the student athlete out.
2. If another family member is bringing your child home, this needs to be approved before the trip by athletic administration.
3. If another family is bringing your child home, this needs to be approved before the trip by athletic administration.

### **Overnight Trip Expectations:**

1. All school/team rules will be followed.
  - a. A School Trip is an extension of the school day and school rules will be followed.
2. Killdeer student athletes are the only one's allowed in Killdeer Rooms
  - a. All family/friend interaction should be in the lobby.
3. Room Checks will be held each night at the time designated by coaching staff.
4. Once room checks are done, student athletes are expected to stay in assigned room
5. Parents will be notified what hotel the team is staying at in an itinerary given to them before the team leaves.

### **Uniform Check Out And Turn In:**

Killdeer Public Schools will provide the majority of gear and equipment needed for activity and sport. Any gear needed above and beyond what is provided will be at the cost of the student's family. Example: Football provides helmet, shoulder pads, specialty pads, pants, belts and girdles. The student would need cleats and anything under the uniform.

If gear is purchased it needs to be approved through the activity office to make sure it is legal to be worn or played with in competition. For example, there has been an uptick nationally in number of athletes buying their own helmets for football. These still need to get reconditioned and maintained.

Students and families are expected to:

- Take care of equipment and gear to the best of their ability. Do your best to return the equipment and uniform in the best shape possible.
- Follow all washing and drying instructions given on the uniforms. Accidents happen with washing and drying. If something happens please talk with the head coach or athletic director
- Return all gear and equipment that is property of Killdeer Public Schools at the end of the season.
- Coaches will have a list of gear checked out to students/athletes. Lost or unreturned gear will be billed to each individual at the uniforms current value.
- All students need to wear school issued uniforms issued by KHS.

### **Lettering Criteria:**

Each individual sport will have certain criteria that participants earn to letter. All activities will be different in what it takes to earn a letter. Coaches and advisors should have clear and concise objectives to earn a letter. Any questions on lettering should go to the head coach of each individual sport and refer to the team rules that were given. All sports/activities will follow the general guidelines below and then add their individual requirements

## **General Guidelines For Lettering/Participating: Same For All Activities:**

1. Any participant, who in season, becomes ineligible to compete because of an infraction of either the NDHSAA or Killdeer Public School rules shall forfeit their letter for that activity season.
2. Practice is mandatory, unless excused by a coach/advisor or is an emergency. In an event that a practice needs to be missed contact coach/advisor before practice. Absences to be excused: Church, accidents, illness, family related matters.
3. Absences of contests or performances follows the same guidelines as #2 above.
4. Any participant injured during or before the season may earn a letter at the discretion of the coach/advisor. Such case would require the student to attend practices, contests and performances. They also will need to exhibit an attitude and spirit that are beneficial to the team/group.
5. A participant, who is a senior, and has participated the entire season, may letter at the discretion of the coach/advisor regardless of accolades, achievements, or playing time.

## **BULLYING/HAZING:**

Killdeer Public Schools has a zero tolerance policy for Bullying/hazing. Zero tolerance means that ALL claims brought forward will be investigated by a combination of building administrator, SRO, and athletic administrator.

- **If a student is being bullied/Hazed or if someone witnesses an event, please use the following procedures of reporting.**
  - **Fill out the bullying form that is on KPS main page**
  - **Report to an Admin, Coach, Teacher or Advisor**
    - **All claims will be brought to the building admin or A.D. by reporters.**
- **Discipline in the event the claim is found as a bullying/hazing event:**
  - **All claims found as a bullying/hazing event will be dealt with on an individual basis based on the severity of the offense.**
  - **JH/HS will use the JH/HS discipline Matrix to determine punishment.**
  - **Elementary will use the elementary discipline Matrix to determine punishment**
  - **All coaches and advisors are expected to provide proper supervision on the bus, during practices/games, in the locker room and on overnight trips\***

## **Grading and Attendance Policies:**

All attendance, grading, and eligibility policies will be followed as per Killdeer Junior/Senior High School handbook.

## **Minimum Standards:**

The following pages have had rules and regulations that all students/parents/guardian must agree to follow to participate in extracurricular programs for Killdeer Public Schools. Each coach/advisor, at their discretion may add other reasonable rules for their individual program.

## **Additional Policies and Procedures:**

The Killdeer Activity handbook is meant to ONLY reflect commonly asked questions in activities. It is not an all-encompassing list. For a complete list, please view the JH/HS handbook or visit [www.killdeer.k12.nd.us](http://www.killdeer.k12.nd.us) for more policies and procedures.

## **North Dakota High School Activities Association:**

Killdeer High School, is a member in good standing of the North Dakota High School Activities Association (NDHSAA). The rules of the NDHSAA will be strictly enforced. <http://www.ndhsaa.com/parents-students>





**KILLDEER HIGH SCHOOL**  
**STUDENT**  
**HANDBOOK**

# WELCOME

Welcome! On behalf of faculty and administration, we welcome you to this academic school year. We are pleased that you are a part of the Killdeer Jr/Sr High School system. We anticipate your involvement and cooperation in making this year successful.

This handbook has been compiled to provide information and answers to some of the questions students and parents may have concerning our school. It contains information concerning our school and its policies. Each student is required to read the handbook. This will serve to avoid misunderstanding as well as provide general information all students should be aware of.

It is not our intent, nor is it possible to make rules and regulations to cover all situations. Students are expected to use common sense and a proper regard for others at all times.

In the event that problems or concerns evolve, we are available to discuss and help resolve any situation. Feel free to call 764-5877 or e-mail at [brady.wilz@k12.nd.us](mailto:brady.wilz@k12.nd.us) and arrange a conference if the need arises.

I would also like to inform you, as parents, that under the provisions of the Parent's Right to Know Clause in the No Child Left Behind Act, you have the right to request information regarding the professional qualifications of the teaching staff in our building. This information will be given to you by contacting our district administrator's office or myself.

HAVE A SUCCESSFUL AND PROSPEROUS SCHOOL YEAR!

Brady Wilz  
Killdeer High Principal

### **MISSION STATEMENT**

The Mission at Killdeer Public School is to ensure students acquire the knowledge, attitude, ethics, and skills needed to become productive citizens in our society.

### **Vision**

The Vision at Killdeer Public School is "Knowledge for a Lifetime".

### **PHILOSOPHY AND GENERAL OBJECTIVES**

The Killdeer Board of Education believes that each person should be accepted into the educational program as he/she is, that he/she should be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioural developments that will effect continuing satisfactory adjustments to life. Every student should have the opportunity to enhance their education to the utmost of their ability.

In the practical application of this philosophy, opportunities shall be provided:

1. To help each student to achieve his or her emotional, social, physical, and intellectual development.
2. To cause each student and faculty member to develop skills, and knowledge commensurate with his or her goals, responsibilities, and opportunities in life.
3. To provide a school environment which encourages understandings and attitudes, which lead to more positive human relationships.

We recognize that the school district has only partial responsibility for the education and development of its students; that we must work with the individuals involved, their families, and other institutions, which share this responsibility, and we must be sensitive to their responsibilities and objectives.

## 2023 – 2024 Killdeer High School Staff

Abrahamson, John	English
Avalos, Jonathan	SRO
Berg, Jason	Business/Computers
Conrad, Taylor	Physical Education
Dobitz, Lou	Math
Elkins, Sean	Social Studies
Griffiths, Lacey	Office Administrator
Harris, Janis	Social Studies
Hintz, Ben	Science
Horghesimer, Nathan	SPED
Housel, Mike	Band/Choir Director
Jepson, Jeremy	Science
Johnson, Eric	Ag Education
Klatt, Macinda	FACS
Kleeman, Karter	JH/HS Principal
Kukla, Pam	English
Larsen, Chris	SPED
Leier, David	Ag Education
Moseley, Melissa	Para
Murphy, Andy	Social Studies
Olson, Courtney	Para
Pruitt, Greg	ITV/Online Courses Coordinator
Reiss, Bridgette	English
Rohde, Annette	Para
Schmidt, Holly	PE/Career Advisor
Thomas, Ashlen	Para
Thormahlen, Kylee	Nurse
Tibor, Desirae	Math
Walker, Nick	AD, Physical Education

Wallace, Jenni	Office Administrator
West, Jeff	Science
Wheeling, Brittany	Library Media Specialist
Wilz, Brady	Business Education
Zastoupil, Mark	Math

**2023-2024 KILLDEER SCHOOL CALENDAR**

# Kildeer Public School

## 2023-2024 School Year



August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

7 Days	
3	Football Starts
7	Girls Golf Starts
14	Volleyball Starts
14	Cross Country Starts
21&22	Teacher In-Service
23	First Day of School

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

19 Days	
4	Labor Day (No School)
18	Teacher In-Service (No School)
27	Early Out (Dismissal at 1:30pm)

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 Days	
4&11	P/T Conferences
18	End of 1st Quarter (39 Days)
19&22	NDEA Conference (No School)
25	Early Out (Dismissal at 1:30pm)

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

19 Days	
6	Wrestling Starts
10	Veterans Day Observed (No School)
13	Girls Basketball Starts
23&24	Thanksgiving Break
27	Boys Basketball Starts
29	Early Out (Dismissal at 1:30pm)

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 Days	
20	End of 2nd Quarter (41 Days)
22	Christmas Vacation Starts <i>School Resumes Jan 3rd</i>
25	Christmas Day
31	New Year's Eve

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

20 Days	
1	New Year's Day
3	School Resumes
15	Teacher In-Service <i>(Martin Luther King Day-No School)</i>
31	Early Out (Dismissal at 1:30pm)

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19 Days	
16	In Lieu of Day (No School)
19	Storm Day <i>(President's Day - No School)</i>
21&28	P/T Conferences
26	Track Starts

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 Days	
14	End of 3rd Quarter (49 Days)
15	Storm Day (No School)
29	Good Friday (No School)
31	Easter Sunday

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

20 Days	
1	Easter Monday (No School)
8	Boys Golf Starts
24	Early Out (Dismisses at 1:30pm)
26	In Lieu of Day (No School)

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17 Days	
23	Last Day of School
23	End of 4th Quarter (46 Days)
26	Graduation Day
27	Memorial Day

Note:  
175 Student Contact Days, 3 mandated vacation, 2 in lieu of, 4 in-service  
Mandated Vacation Days - Labor Day, Veteran's Day, Good Friday  
Teacher In-Service Days August 21&22, September 18, January 15

# General Information

## GRADE REPORTING PERIODS

Several times throughout the school year report cards will be sent home in the mail during the below dates. Students and parents are reminded that grades can be checked online at any time through PowerSchool. If you need help accessing your PowerSchool account contact the main office.

### **Semester 1**

Midterm Report Cards – October 18

Semester 1 Report Cards – December 20

### **Semester 2**

Midterm Report Cards – March 14

Semester 2 Report Cards – May 23

## GRADING SYSTEM

**Academic Load:** Each regularly enrolled student shall register for and shall carry a minimum of six periods of work in Killdeer High School each semester.

A	= 4.00 and is in the 94 to 100 range
A-	= 3.60 and is in the 92 to 93 range
B+	= 3.40 and is in the 86 to 91 range
B	= 3.00 and is in the 83 to 85 range
C+	= 2.40 and is in the 77 to 82 range
C	= 2.00 and is in the 74 to 76 range
<b>D+</b>	<b>= 1.40 and is in the 68 to 73 range</b>
<b>D</b>	<b>= 1.00 and is in the 65 to 67 range</b>
<b>F</b>	<b>= .00 and is in the 0 to 64 range</b>

Incompletes must be made up within two weeks after a nine week period is finished or a failing grade will be given.

## HONOR ROLL

The Killdeer High School has adapted a system of two Honor Rolls. The "A" Honor Roll will consist of a grade point from 3.60 to 4.00. The "B" Honor Roll will consist a grade point from 3.00 to 3.59. Students will not qualify for the Honor Roll if a student receives a grade lower than a C- at the end of the nine week period. Graduation requirements for high honors will be a 3.6-4.0 cumulative GPA from their freshman year through the third quarter of their senior year. Likewise, honors will be a 3.0-3.59 GPA from their freshman year through the third quarter of their senior year.

## REQUIRED CREDITS FOR EACH GRADE

9 <sup>th</sup> Grade – 0 credits
10 <sup>th</sup> Grade – 5 credits
11 <sup>th</sup> Grade – 10 credits
12 <sup>th</sup> Grade – 15 credits

\*Credits need to be obtained before the beginning of each school year. These numbers are guidelines and administration has final approval of a student's assigned grade level.

## GRADUATION REQUIREMENTS

High school graduation - Diploma requirements (NDCC 15.1-21-02.1.),

A student must have successfully completed the following twenty-two units of high school coursework.

1. Four units of English language arts from a sequence that includes literature, and composition; 2. Three units of mathematics; (Pre-Algebra is not included in these three units)
3. Three units of science, including:
  - a. One unit of physical science;
  - b. One unit of biology; and
  - c. One unit of any other science; or
  - d. Two one-half units of any other science;
4. Three units of social studies, including:
  - a. One unit of United States history;
  - b. One-half unit of United States government and one-half unit of economics; or
  - c. One unit of problems of democracy; and
  - d. One unit or two one-half units of any other social studies, which may include civics, civilization, geography and history, multicultural studies, North Dakota studies, psychology, sociology, and world history;
5. One unit of physical education; or
  - a. One-half unit of physical education and one-half unit of health;
6. Three units of:
  - a. Foreign languages;
  - b. Native American languages;
  - c. Fine arts; or
  - d. Career and technical education courses; and
7. Any five additional units.

SECTION 16. Section 15.1-21-02.3 of the North Dakota Century Code is created and enacted as follows:

15.1-21-02.3. Optional high school curriculum - Requirements. If after completing at least two years of high school a student has failed to pass at least one-half unit from three subsections in section 15.1-21-02.1 or has a grade point average at or below the twenty-fifth percentile of other students in the district who are enrolled in the same grade, the student may request that the student's career advisor, guidance counsellor, or principal meet with the student and the student's parent to determine if the student should be permitted to pursue an optional high school curriculum, in place of the requirements set forth in section 15.1-21-02.1. If a student's parent consents in writing to the student pursuing the optional high school curriculum, the student is eligible to receive a high school diploma upon completing the following requirements:

1. Four units of English language arts from a sequence that includes literature, and composition;
2. Two units of mathematics;
3. Two units of science;
4. Three units of social studies, which may include up to one-half unit of North Dakota studies and one-half unit of multicultural studies;
5. One unit of physical education; or One-half unit of physical education and one-half unit of health;
6. Two units of:
  - a. Foreign languages;
  - b. Native American languages;
  - c. Fine arts; or
  - d. Career and technical education courses; and
7. Any seven additional units.

### **JUNIOR HIGH CREDITS**

Students in grades seven and eight should pass a minimum of five credits per year to advance to the next grade level. If students do not pass the minimum amount of credits, it will be recommended to take credit recovery classes which can be taken online through the high school or through NDCDE.org. These courses must be finished before the beginning of the following school year. Failing grades may also lead to the recommendation for remedial classes.

### **COLLEGE VISITS**

Juniors and Seniors will be granted 2 college visit days and 2 job shadow days during each school year, which will not affect credit loss or test status. Sophomores will be granted 2 days to use towards a college visit or job shadow days during each school year, which will not affect credit loss or test status. All college visits and job shadows need to be scheduled through the career advisor for verification purposes before the absence occurs.

### **INDEPENDENT STUDY**

Students are allowed to sign up for an independent study course if they are enrolled in a minimum of six credits per semester from Killdeer Public School. Students that are not enrolled in a minimum of six credits per semester will not be eligible to participate in any school sponsored activity. Exceptions will be allowed for credit recovery for graduation. Students will be responsible for the required material.

### **DROP - ADD CLASSES**

Students will be allowed to add or drop a class within three (3) days at the beginning of each semester. If a student drops a class after the three days, the principal and the classroom teacher will determine credit and/or grades for the class. The high school principal may waive this requirement on a case-by-case basis.

### **PARENT TEACHER CONFERENCES**

Parent/Teacher Conferences are held twice a school year. Dates and times are determined by the administration and then the principal will send out the information. Parents are encouraged to visit the school and meet with the teachers during their assigned time. Conferences are an important means of communication between home and school.

### **DISPENSING MEDICATION POLICY**

School personnel are not to dispense, prescription or non-prescription, medication to students.

The principal is to be notified by parent or guardian if student needs to take any medication. This notification will include a written statement from the parent or guardian. This note will become part of the student's records.

Parents or guardians should make arrangements to administer medication at appropriate times. The parent or other responsible adult approved by the parent could do this.

Students of appropriate ages may take their medication under the watchful eye of school personnel.

Students will be allowed to leave the school grounds in order to have necessary medication administered by parent or other.

Under unique or special circumstances, the school administration may waive this policy for a period of time, not to exceed five school days. For periods of time longer than five days, the Killdeer School Board must consent to a waiver.

### **EMERGENCY CONTACT**

For the purpose of student benefit and safety, an emergency contact is an individual that is at least 18 years of age that the school may contact in the event a student's parent(s)/guardian(s) cannot be reached and notification is necessary because of a true emergency. Emergency contacts must be submitted to KHS office staff and be a person that can get ahold of a parent/guardian and someone the family trusts with the care of the student. Emergency contacts will be used for emergency purposes only.

### **STORM POLICY**

In North Dakota, weather can be very unpredictable. School will be in session during each day it has been scheduled according to our annual school calendar, unless cancelled due to severe weather conditions. If parents feel they do not wish to send their children to school, that is their privilege and responsibility, but no child is to be sent home because of a storm without permission from the Superintendent or Principal. **Announcements will be made over the Thrillshare online alert system. The Thrillshare alert system messages will be sent to cell phones as an email, text, and voice message. Ideally cancellations will occur the night before, however, if a message is sent out in the morning the superintendent will make every effort to have the message sent by 5:30 am Mountain Time. The message will also appear on the "close line" on local TV news and on local radio stations.**

### **DISCLAIMER STATEMENT**

The Killdeer Public School does not discriminate on the basis of race, color, national origin, sex or handicap in its educational programs and activities and/or employment policies and practices.

### **NONDISCRIMINATION POLICY**

The Killdeer Public School supports the provisions of Title IX of the Educational amendments of 1972, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the national origin, sex and handicap to those programs and activities offered to its students. It is the expressed intent of the Killdeer School to provide equal opportunity for all students, free from limitations of race, color, national origin, sex and handicap.

This concept of Equal Educational opportunity will serve as a guide to the Governing Board, the Administration and staff in making decisions relating to the employment of personnel, school facilities, curriculum, activities and regulations affecting students and employees.

Inquiries regarding compliance with Title IX, Title VI and Section 504, which prohibit discrimination on basis of race, color, national origin, sex and handicap conditions, may be directed to Killdeer Public School, Counsellor Courtney Smith: PO Box 579: Killdeer, ND 58640. Telephone number 764-5877.

# Student Issues

## ITV COURSE REQUIREMENTS

1. Students cannot have a failing grade in the year prior to the current school year that would like to request an ITV course.
2. Students must have at least a 2.5 GPA or higher to enroll in an ITV course.
3. Students must have at least a 3.0 GPA or higher to enroll in a Dual Credit ITV course.

Students who have an ITV class that is dual credit, the college requires you to be in class for **3 periods** a week, but the high school requires you to be in class for **5 periods** a week. This means if you pass your dual credit class you will get college credits, but you will not receive high school credits for this class if you go over the allowed **10 absence** days a semester.

## BEHAVIORIAL EXPECTATIONS

Expectations: Students in the Killdeer Public Schools shall demonstrate good citizenship according to the guidelines listed below:

1. Demonstrate Commitment – Students are expected to attend school regularly and take the initiative to actively pursue opportunities available within the school environment (Curricular and Co-Curricular)
2. Cooperate with other people – Students are expected to be polite, treat people with respect, acknowledge and respect people, deal with disagreements maturely and encourage others to do their best.
3. Manage themselves – Students are expected to do what is right. In order to be self-directed, learners, students must remember that they are accountable to their decisions.
4. Respect the Rights and Property of Others – Students are expected to exhibit behavior that ensures the safety and wellbeing of everyone in the Killdeer Public School system. The property of the school district and others is to be respected.

## DISCIPLINARY OFFENSES

1. The step-ladder program for discipline is a program of ascending consequences. It is the discipline program implemented at Killdeer Junior/Senior High School. It is published so that the parents, students, and other interested parties may become familiar with the system. In order for the student to learn and for a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment cannot be tolerated and must be dealt with promptly, firmly, and consistently. This program assists the student in making good choices and helps him/her manage his/her behavior. This is a lifelong skill that is imperative to success in later life.
2. The “step” system approach to school discipline is based on the belief that students must be responsible for ALL OF THEIR ACTIONS while in attendance at school. When students are referred to the administration for a violation of school rules, the administration bases the resulting consequences on HOW MANY TIMES AND FOR WHAT REASONS the student has been sent to the office during the current school year. For example, a student that consistently disrupts the learning environment needs to receive a more severe consequence than the “first time” offender.
3. The step system provides every student with an opportunity to redeem themselves and move backwards on the disciplinary ladder. A student not referred to the office for thirty (30) days will move one step down the ladder. This allows each student to “wipe their disciplinary slate clean” should they so choose.
4. Any infractions that occur over a period of time when a student leaves the school, but has not been properly checked out by a parent/guardian will be penalized when they return to the school.
5. All disciplinary actions are will be carried out at a level of building principal discretion.
6. All suspensions will result in a suspension from all activities, sports, and any other school functions. 3 weeks for Level II infractions and 6 weeks for Level III infractions.

### Level I – 1st offense - 1 hour detention; 2nd offense - 2 hour detention

1. Class disruption
2. Inappropriate hall behavior
3. Leaving class without permission
4. Use of profane language in school
5. Not using proper procedure when checking out of school

6. Minor vandalism of school property
7. Unexcused absence
8. Cheating
9. Use of personal technology during class hours without prior classroom teacher permission (results in loss of device for the remainder of the school day along with appropriate level of discipline) a) 1<sup>st</sup> Offense Warning/Confiscation  
b) 2<sup>nd</sup> Offense Detention
10. 3 unexcused tardies in a semester
11. Dress Code Violation:
  - a) 1<sup>st</sup> Offense Warning/Alteration
  - b) 2<sup>nd</sup> Offense Detention
12. Bullying
  - a) 1<sup>st</sup> Offense Warning
  - b) 2<sup>nd</sup> Offense Detention
13. Any other minor infraction as determined by the administration

**Level II – 1 or more days in school suspension and/or out of school suspension**

1. Fighting
2. Stealing
3. Talking to a staff employee in a disrespectful manner
4. Openly defying teacher's authority (insubordination)
5. Third offense of Level I
6. Any other moderately severe infraction as determined by the administration

**PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL HARASSMENT**

considered Generalized Harassment which is defined as intentional behavior directed at an entire group, which is based on demeaning or derisive stereotypes, is so pervasive that it creates a hostile learning/work environment. Examples include comments or jokes, physical gestures or visual displays may include the following punishment/outcomes:

1. Participation in a session(s) on the problem of intimidation/harassment or sexual harassment with the school counselor. If outside counseling is sought, the expense will be the responsibility of the student or student's parents.
2. Written apology to the victim(s)
3. Written letter to parents explaining your actions.
4. Applicable penalties under the District's Student Disciplinary Policies as determined by administration

**Level III – 3 or more days in school suspension and/or out of school suspension**

1. Physically assaulting a school employee.
2. Causing major physical harm to another student or school employee.
3. Deliberate action that can endanger the life, health, or safety of another student. (Physically attacking another student)
4. Possession of weapon on school grounds (other than a firearm).
5. 2<sup>nd</sup> offense of Level II
6. Any other severe infraction as determined by the administration.
7. Use/possession of tobacco in school, on the school premises, or at a school related function.
8. Use/possession of electronic nicotine delivery systems (ENDS) in school, on the school premises, or at a school related function.
9. Illegally using, possessing, distributing, or being under the influence of alcohol in school, on the school premises, or at a school related function.
10. Illegally using, possessing, distributing, or being under the influence of drugs, narcotics in school, on the school premises, or at a school related function.
11. Major vandalism
12. Students will be referred for attendance at Sunrise Youth Bureau at parent's expense. Successful attendance/completion of the Sunrise program may reduce disciplinary action. Unsuccessful completion of the Sunrise program may warrant further consequences under school policy.

**PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL HARASSMENT:** considered Individually Targeted Harassment which is defined as intentional, non-criminal, verbal, visual, or physical behavior, which is unwelcome by an individual or particular members of a group at which it is targeted, which adversely affects their work environment. Examples include negative or offensive comments, invitations, suggestions, touching or gestures may include the following punishment/outcomes:

1. Participation in a session(s) on the problem of intimidation/harassment or sexual harassment with the school counselor. If outside counseling is sought, the expense will be the responsibility of the student or student's parents.
2. Written apology to the victim(s)
3. Written letter to parents explaining your actions.
4. Applicable penalties under the District's Student Disciplinary Policies as determined by administration

#### **Level IV – EXPULSION**

1. ANY FIREARM
2. ANY SECOND LEVEL III OFFENSE THAT DID NOT RESULT IN AN EXPULSION HEARING
3. Any other extremely severe infraction as determined by the administration.

**PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL HARASSMENT:** considered Criminal Harassment which is defined as harassing behavior, which violates criminal statutes. Examples include criminal harassment, criminal assault, sexual assault, rape, criminal mischief, arson, and trespass will include the following punishment/outcomes

1. Notification of parents and immediate 10-day out of school suspension, determination will be made for an expulsion hearing.
2. Notification of civil authorities.

NOTE: Parents will be notified via telephone, as well as, with a follow-up letter for levels two, three, and four of this policy.

**When an infraction elevates to a willful disruption of a school, school personnel may invoke NDCC 15.1-06-16. Disturbance of a public school - Penalty.**

It is a class B misdemeanor for any person to:

1. Willfully disturb a public school that is in session;
2. Willfully interfere with or interrupt the proper order or management of a public school by an act of violence, boisterous conduct, or threatening language; or
3. Rebuke, insult, or threaten a teacher in the presence of a student.

#### **DETENTION**

1. Students who are assigned detention will notify parents/guardians.
2. The principal and teacher will determine appropriate detention action.
3. Students who misbehave during detention will be subject to level two disciplinary action.
4. Students must serve detention when assigned. If a student fails to report for detention, the time will be doubled. If a student fails to report for a detention that was doubled, the student will be subject to level two disciplinary action.
5. When a student's misbehavior is a violation of school policy and also of the civil and criminal code, the administration in most cases will contact local law enforcement.

#### **REGULATIONS GOVERNING PUPILS RIDING SCHOOL BUSES**

1. Students being transported are under the authority of the bus driver. The bus driver has the same authority as a teacher or administrator.
2. Students shall be on time for the bus, both morning and night.
3. Students shall always cross in front of the bus whether getting on or leaving the bus.
4. Students shall remain seated while the bus is in motion.
5. Students may select their seats or be assigned seats by the driver. When such selection has been made they cannot change without the consent of the driver.
6. Students shall not extend their hands, arms, or their head through the bus window.

7. Students shall have written permission from their parents/guardians or proper school authorities to leave the bus at any point other than the regular stop at home or at the school.
8. Students shall not open or close the bus windows without the permission of the driver.
9. Students shall converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track all conversations must stop until the bus has crossed the track.
10. Students shall be courteous to the driver, to fellow students, and to passers-by.
11. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations forfeit the right to ride the bus.
12. There shall be no chewing of gum or sunflower seeds in the bus at any time.
13. On extra-curricular trips, the chaperones shall be primarily responsible for the conduct of the students on the bus.
14. Buses are to stay 10 minutes after school unless they are fully loaded, at which time they may leave.
15. If students are not riding the bus, they are to let the bus driver know, at a time as reasonably determined by the bus driver.
16. Coats, headgear, gloves, and boots must be with any student who rides a bus, including buses for activity trips, during severe weather season.

#### **BUS DISCIPLINE OFFENSES**

The information provided on this form will be used to document behavioral issues of students while being transported by District authorized transportation. The rules and actions are intended to assist in the safe operation of District buses and for student safety.

**Level 1 Disciplinary Action** – Student will be given a warning, referral form will be written, and the form will be sent to the parent. A second infraction of the same manner in the future or an additional level one infraction on the same day may result in a suspension of riding privileges for 5 school days. Repeat level one infractions at any time will be elevated to Level Two Disciplinary Action.

#### **Level 1 offenses**

1. Not remaining properly seated in the bus seat, includes laying on the bus seat, and arms and legs in the bus aisle
2. Chanting, shouting, or screaming
3. Unauthorized food on the bus
4. Not following the directives of the driver
5. Not crossing in front of the bus when being loaded or off-loaded
6. Unauthorized opening of windows
7. Extending body parts out of windows
8. Unauthorized off-loading at other than the regular bus stop without parent permission
9. Not keeping appendages to yourself including unwanted touching and/or grabbing other passengers
10. Not having proper seasonal clothing in their possession
11. Inappropriate behavior
12. Use of profane language
13. Minor disruptions
14. Minor vandalism (e.g. writing on bus seats) 15. Minor disruptions with electronic devices.

**Level 2 Disciplinary Action** – Referral Form will be written, parent will be contacted as soon as possible, the principal/superintendent may call a meeting with the student, parent/guardian, and bus driver to discuss the behavioral issue, student riding privileges will be suspended for 5 or more school days.

#### **Level 2 offenses**

1. Fighting – elevated verbal or physical
2. Stealing
3. Openly defying the bus drivers authority including verbal defiance
4. Behaviors that cause the bus driver to conduct an emergency stop of the bus to get students under control
5. Deliberate expulsion of body fluids/mucous toward another student 6. Major vandalism such as tearing of bus seats, breaking a window, etc.
7. Harassment and or sexual harassment (additional ramifications based on District Policy and student handbooks will be enforced)

8. Inappropriate use of electronic devices, including cyber bullying, inappropriate video gaming, viewing of unauthorized sites by a minor, mass texting, screen flashing and/or screen light disruptions (driver distraction), photography (even “selfies” may create a FERPA issue with other students
9. Repeat Level I infractions

**Level 3 Disciplinary Action** – Referral Form will be written, parent will be contacted as soon as possible, the principal/superintendent will call a meeting with the student, parent/guardian, and bus driver to discuss the behavioral issue, student riding privileges will be suspended for 10 or more school days. Repeat level three infractions at any time will result in a suspension of student riding privileges for 30 or more school days.

**Level 3 offenses**

1. Physical assault of a school employee
2. Causing major physical harm to another student
3. Deliberate action that can endanger the life, health, or safety of another student
4. Possession of a weapon (other than a firearm – State Law results in expulsion)
5. Any other severe infraction as determined by the administration
6. Deliberate inappropriate use of electronic devices as defined in Level Two
7. Illegally using, possessing, distributing, or under the influence of tobacco, alcohol, or drugs
8. Repeat Level II infractions

**Additional Bus Information**

1. Drivers are authorized to return to school with all riders to offload student(s) that are Level 3 offenders if they are a shorter distance to the school than the first route stop. Parents will be notified about the route situation and be given an approximate route time based on the situation. Parents/Guardians of the student offender will be called to pick up their child at the school.
2. Electronic devices may be used at the peril of the student which means loss, theft, and/or breakage will be the burden of the student/family. The driver may temporarily confiscate the electronic device for Level 2 or Level 3 offenses and will return the device when the student departs the bus. The driver will inform school administration if they suspect the student has viewed inappropriate sites as a minor.
3. Bus video recordings (if available) may be used to reference student actions requiring referral.
4. Suspension of riding privileges will be for all forms of District provided transportation including extracurricular travel, field trips, etc. during the time of suspension

**BULLYING POLICY**

The Killdeer School District is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the District to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the District that students and school staff members shall not engage in bullying behavior while on school property. (See School Board Policy [ACEA](#))

**NONDISCRIMINATION & ANTI-HARASSMENT POLICY**

The Killdeer School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student’s, parent’s, guardian’s, or employee’s race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law. (See School Board Policy [AAC](#))

**DISCRIMINATION & HARASSMENT GRIEVANCE PROCEDURE**

The following procedure is designed to resolve discrimination, harassment, and retaliation complaints by and against students, parents, and third parties, as described in board policy, in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a discrimination, harassment, or retaliation investigation. The procedure contained in this regulation supersedes the district’s policies regarding complaints about personnel and bullying. (See School Board Policy [AAC-BR1](#))

### **LOCKERS**

Each student will be assigned a locker. The inside of the locker must be kept clean and neat at all times. Locker doors are not to be misused, leaned against while open, slammed, etc. If you misuse or damage your locker, you will be responsible for any damages and will lose the privilege of having it. Ownership and control of all lockers is retained by the school district. Access to all lockers under certain conditions is a legal right of school officials whose responsibility it is "in loco parentis" to protect the health, safety and welfare of all students enrolled. Any evidence turned up by such a search may be used for disciplinary purpose and/or turned over to appropriate non-school authorities at the discretion of the administration. If an item is missing from your locker, please contact the principal as soon as possible. It is recommended that valuable personal items not be in your locker.

### **PHYSICAL EDUCATION AND ATHLETIC LOCKERS**

Lockers are provided for those students that would like to store their physical education and or athletic equipment at the school. If a lock is not on a locker, a lock can be checked out from the Athletic Director. A five dollar deposit is required at the time of check out. The deposit will be returned when the lock is turned in at the end of the season. It is recommended that valuable items not be left at the school. The school is not the responsible for items taken from the lockers and for items left outside the locker.

### **BACKPACKS**

Backpacks and other bags will may be worn into the school, but will not be allowed in individual classrooms. Backpacks and other bags must be kept in lockers for safety reasons.

### **STUDENT PARKING**

Students are allowed to park in the South parking lot of the school. Vehicles need to be parked appropriately between visible line. Any vehicle that is deemed to be parked inappropriately may be towed at the student's expense.

### **TEXTBOOK/LIBRARY BOOK RETURN**

Students will receive/check out various books throughout the year from different classes and can be checked out through the library. Once these books are given/checked out to student they are his/her responsibility. If students damage or do not return books that have been checked out to them, they will be accountable for replacing them. A record of books will be kept of missing and damaged books from year to year. The students who refuse to replace damaged books at a used price will not be allowed to check out library books or textbooks until the school is compensated for their loss.

### **HALLWAYS**

Keep to the right in passing to your next class. Hallway floors must be kept free of books, duffel bags, etc.

### **PASSES**

An electronic version of passes will be utilized for the 2024-2025 school year. The students will also utilize their calendar on Office 365 email to track their assignments and due dates.

### **TELEPHONE USAGE**

1. Outgoing Calls - Students needing to use a phone must get authorization from a teacher, front office staff member, or principal to make outgoing calls on school phones.
2. Incoming Calls - Students will not be called out of class or study hall to receive a call unless there is an emergency.

### **STUDY HABITS**

Students should condition themselves to doing as much of their regular schoolwork in school as they can. Homework will be necessary, and a regular time set aside each day, at home, to do school work. Success in school is in direct relation to the amount of time spent on schoolwork at a regular time set aside for study. It is generally accepted that an average of at least two hours a day of homework is appropriate for high school students.

### **DRESS CODE**

The Board encourages students to use sound judgment in dress and grooming. While attention seeking devices in dress and grooming are discouraged, students shall not be prevented from attending school or a school-sponsored activity because of appearance if style, fashion, or taste is the sole criterion for such action. The administration will make reasonable efforts to notify students of these rules. Each building principal shall develop a procedure for handling and disciplining students in violation of these rules. While the school

administration may require students participating in physical education classes to wear certain apparel which meets reasonable health and safety standards as established by the Board, they may not prescribe a specific brand that students must buy.

#### **Prohibitions**

The District prohibits the following articles of clothing or decoration at school sponsored functions and/or on school property.

Clothing/decoration that:

1. Is reasonably likely to substantially disrupt the educational environment.
2. Poses a health or safety risk.
3. Is destructive to school property and/or causes excessive maintenance problems.
4. Is intended to identify the student as a member of a gang.
5. Promotes illegal activities and/or the use of tobacco or alcohol.

#### **STUDENT USE OF PERSONAL TECHNOLOGY**

Student use of personal technology will be prohibited within the regular classroom setting. During class time, personal technology will be placed in a designated area in each classroom. The use of personal technology will be permitted during passing periods and lunch periods. Any rules in addition to what is stated in this section will be governed by school board policy. (See School Board Policy [FFI](#))

#### **INTERNET NETWORK ACCEPTABLE USE & ONLINE ETIQUETTE POLICY**

The Board of Education is committed to the goal of having electronic network facilities used in a responsible, efficient, ethical and legal manner in accordance with the mission of the Killdeer Public School and the purposes of SENDIT and Internet. Users must acknowledge their understanding of the general policy as a condition of receiving an account or using the networks.

Acceptable uses of the network are activities, which support teaching and learning. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: electronic mail, conferences, bulletin boards, data bases and access to SENDIT and Internet.

Unacceptable uses of the network include: violating the right of privacy of students and employees of the district, using profanity or other language and/or graphics which may be offensive to another individual, re-posting personal communications without the author's prior consent, copying commercial software in violation of copyright law, using the network for financial gain or for any commercial or illegal activity, spreading computer viruses, and downloading, storing, or printing files or messages that are profane, obscene or the use of language that offends or tends to degrade others.

Examples of Unacceptable Use:

1. Installing any software that requires the use of a make file without prior consent of a system administrator.
2. Possessing a copy of the system password file or any portion thereof.
3. Cracking, hacking or otherwise breaking into accounts without authorized access on this system or any other.
4. Possessing and/or running encryption/decryption/cracking/ security/analysis scripts or binaries or any other tools used to expedite the process.
5. "Lending" your account to another user. NO sharing passwords.
6. Planning or conducting any illegal activities through the Killdeer Public School's network or any network accessible from the Killdeer Public School, including, but not limited to, possessing or distributing pornography or commercial software (or any associated paraphernalia).
7. Parents, school officials and local law officials may be called in to investigate such an act if it is deemed necessary.
8. Sending unwanted threatening or harassing e-mail to individuals on the system or otherwise.
9. No chain letters (either creating or passing on).
10. Sending mass mailings to more than 10 people at a time.

Violating these rules without prior written permission from the administration/computer coordinator is prohibited. The school district reserves the right to suspend accounts or reduce/eliminate your accesses if it is felt that a student is violating the law, being rude, unhelpful and/or uncooperative. Students may be subjected to disciplinary actions as well.

#### **STUDENT RECORD COLLECTION**

It is necessary for the school district to maintain extensive and sometimes personal information about pupils and their families for educational purposes. These records are kept to assist the school in offering appropriate educational experiences to the student. The interest of the student must supersede all other purposes for which records might be kept. A permanent cumulative record shall be kept on all students. These highly private records are to be used only by the professional staff immediately concerned with a student's welfare. Such files are housed in a secure environment at all times and signatures, dates and reason of intent to preview them must be documented. Upon approval from the principal, personal cumulative records shall be made

available to the student and his/her parents or guardians. These student records may contain, but are not limited to: identifying data, immunization data academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological information, teacher or counsellor ratings or observations and verified reports of serious or recurrent behavior patterns.

#### **GUIDANCE SERVICES**

Students are urged to consult the counselor for any problems they may have; either personal, or school related. Consult the counsellor or career advisor concerning subjects you should take, senior responsibilities for college, and vocational choices.

#### **WELLNESS PLAN**

All students in grades K-12, including students with disabilities, special health care needs, and in alternate educational settings, may receive daily physical education (the equivalent of 150 minutes per week for elementary students and 225 minutes per week for middle and high school students) for the entire school year. A qualified physical education/elementary classroom teacher shall teach all physical education. Student involvement in other physical activity such as interscholastic or intramural sports may not be substituted for meeting the physical education requirement.

Beverages allowed in the high school during school hours are water, fruit and vegetable juice containing 100% fruit/vegetable juice, low fat or fat free milk( flavored or unflavored) and sport drinks. Beverages not sold or distributed during school hours are soft drinks, iced tea, fruit based drinks that contain less than 100% real fruit juice, and beverages containing caffeine. Refer to KHS Lunch and Snack Guidelines at the end of the handbook for guidance. All beverages need to be in a closed container. No drinks from a can or disposable cup will be allowed. Continued infractions will be dealt with through the discipline policy.

#### **STUDENT ALCOHOL AND OTHER DRUG/ABUSE POLICY**

The Killdeer School District shall strive to provide a learning environment that is safe, drug free, and conducive to learning. This policy is designed to help eradicate the influence of drugs and alcohol within the school environment, promote awareness and health, and protect students in the school environment by imposing consequences for drug and alcohol related violations. (See School Board Policy [FFA](#))

#### **CARRYING WEAPONS**

Students are prohibited from possessing on school property a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm. (See School Board Policy [FFD](#))

#### **USE OF ANIMALS IN DISTRICT SCHOOLS & IN CURRICULAR PROGRAMS**

The Killdeer School Board believes there are medical and physical dangers associated with allowing interaction with and/or use of animals in the educational program and in district schools. The Board, however, also recognizes that animals may be an effective teaching aid and/or their presence may be required to reasonably accommodate students and staff with disabilities. (See School Board Policy [ACBC](#))

#### **DISTRIBUTION & POSTING OF NONCURRICULAR MATERIAL IN SCHOOL**

This regulation is not applicable to student distribution of noncurricular material. The Board has established a separate policy governing this matter. (See School Board Policy [KAAD & KAAD-BR](#))

#### **COMPLAINTS ABOUT NON-COACHING PERSONNEL POLICY**

The board recognizes that complaints from concerned patrons are inevitable. Patrons always have the right to discuss issues with their elected board representatives or administrators. However, in order to provide an effective procedure for responding to complaints in a manner, which is in the best interests of promoting better educational opportunities for children, the following policy is adopted.

1. Anonymous complaints provide no avenue for response or redress of the complaint. An unsigned complaint will not be read or acted upon at any meeting of the Board and any individual Board member, administrator, or other employee will not bring anonymous telephone complaints to the Board. No disciplinary action will be initiated solely on an anonymous complaint; however, the administration will investigate every anonymous complaint.
2. Every effort should be made to resolve any issue that arises between patron(s) and a staff member through a conference between the patron and the staff member as soon as possible.
3. In the event that an agreement is not reached in the conference, complaints about personnel shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall: a. Document and investigate the complaint;

- b. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate;
  - c. If complaint is validated (following either step a. or step b.), documentation is to be prepared and placed in the employee's personnel file; promptly notify the employee if such is the case; and
  - d. Provide a response to the complainant within fifteen (15) days of receipt of the complaint.
4. If either party is not satisfied with the handling of the complaints, the matter can be appealed to the Superintendent for final resolution.
  5. Complaints about the Superintendent shall be directed to the Board Chairman, who shall follow the same procedure.
  6. This procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

#### FINAL/SEMESTER TESTS

In each semester of the school year, all students will be required to take one final test, and the required period/class will be drawn at random each semester. Beyond this requirement, it will be up to teacher discretion whether or not they implement a final test or project at the conclusion of each semester, but requirement to participate in the project/test must be on a whole class basis. A student may always elect to complete the final test/project to better their grade in a class. Students must complete a final test or project for a class when:

- A student has a failing grade in a class.
- The student has received a detention in a class.
- If a student has gotten suspended from school, they must complete final projects or tests for ALL class periods.

# Attendance

## ABSENTEEISM

The Killdeer School Board recognizes that class attendance and participation are important parts of the educational development of a student, and that grading of a student based on test results alone may not serve to properly motivate a student to educational excellence nor be a proper indication of the skill which the student has achieved in any particular course. Class attendance is an indication of effort and effort is a trait worthy of development by the educational process. The course in which a student is enrolled must have been attended a sufficient number of times to ensure class participation and knowledge of the subject matter is obtained in class before the student can be passed to the next grade level.

Therefore, the following policy is established:

1. Parents or guardians are to call 764-5877 by 9:00 a.m. on the day the student is absent to notify the office of the absence. If a call is not made, the student must bring a note to the principal or main office signed by the parent or guardian explaining the absence. If a note or call is not made, the absence will be unexcused.
2. Students returning to school after being absent must report to the main office to sign in. Students may have two days for every day missed to make up schoolwork.
3. A student will be allowed ten (10) absences per class per semester. Any absence beyond that number will mean a loss of credit for the class.
4. The **ONLY absences** that will not be used for calculating the attendance record are:
  - a. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music-related events, FFA trips, FCCLA, academic field trips, and other deemed co-curricular.
  - b. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). The Attendance Board may review any extended bereavement
  - c. Subpoenas to appear in court or court - ordered, out of district placements for special services.
  - d. Illness or hospitalization verified by a doctor's statement.
  - e. Medical and dental appointments verified by a doctor's statement.
  - f. Out of school suspension.
5. Absences, which will be counted in the ten (10) day limit, will include such areas as: family trips, workdays, vacations, visiting friends or relatives, hair, or photography appointments, hunting, or any others not mentioned which are unacceptable to the Attendance Board.
6. After five (5) absences, a letter will be sent to the parent or guardian indicating the severity of the situation and explaining in detail the alternatives for non-compliance. It is the student/parent's responsibility to maintain an update on unexcused absences from this point. The counselor or career advisor will then meet with the student to go over attendance policy and consequences, address possible reasons for excessive absences, a plan will be made with the student move forward, and a call will be made home to parents.
7. After going over the tenth (10th) unexcused absence, the student will have credit withheld. No hours can be made up after the student has reached ten unexcused absences. Students may makeup hours prior to reaching ten unexcused absences to reduce their total number of absences in the class. The makeup hours must be done with the teacher of the class they are approaching ten absences in, or with another certified high school staff member. **Each supervised hour made up outside of regular school hours will make up two absent periods. Students will only be allowed to make up ten recovered hours each semester for each course.** Any absences over the assigned amount will result in loss of credit.
8. **KHS administration has final discretion and say on absences and makeup hours.**
9. Any decision to withhold credit can be appealed to the school board at the next regular school board meeting. The school board can reject, grant, or put stipulations on the appeal. If stipulations are violated, a loss of credit will result.

## PERIOD BY PERIOD ATTENDANCE AND TARDIES

Attendance will be period by period at Killdeer Jr./Sr. High School. The following guidelines will be used to determine absentees:

1. Students are required to be in class a minimum of 30 minutes without being counted absent for the class period. A note stating appropriate reason for early leave or late arrival must accompany the student for him/her to not be counted absent. A student that is in class for more than 30 minutes but less than 53 minutes will be counted tardy.

2. A student must attend school for three periods of a school day prior to a performance to participate in a school related activity. Students must also attend school of three periods prior to a practice in order to practice a school related activity. A student will NOT need to come to school for three periods of a school day if their absence code in PowerSchool is:

- a. D – Doctor Note for an appointment
- b. C – College Visit
- c. S – Subpoena
- d. B – Bereavement

The general rule that should guide being at school for three periods prior to participation in a school related activity is if you are too sick to come to school, you are too sick to participate in a school related activity. Building administration will use discretion and have final say on all instances related to absences and participation in school related activities.

#### **SCHOOL-SPONSORED ABSENCES**

Although absences for school sponsored activities are excused, it is the student's responsibility to make assignment arrangements in advance with the teacher whose class will be missed for the activity. Administration may waive this rule when deemed appropriate.

School-sponsored absences are restricted to activities directly sponsored by the school and supervised by a paid staff member. Any competition that occurs outside of the regular NDHSAA sanctioned season for that activity will not be considered a school sponsored absence.

Any student wishing to receive a school-sponsored absence for being a spectator at a regional or state competition must remain in good academic standing in their classes. The student will not be granted a school sponsored absence if they are failing any classes or are on the deficiency list for the current deficiency period.

#### **STUDENT ILLNESS**

If a student becomes ill during school, the student needs to call a parent or guardian for permission to leave the school. If a parent or guardian cannot be contacted, the student will be placed in an area that will make the student as comfortable as possible until a parent or guardian is contacted.

#### **PERMIT TO LEAVE THE BUILDING**

Students who find it necessary to leave the building during school hours must have parental permission. Students in grades 7-9 must be picked up/signed out by a: (this is daily process)

- Parent
- Guardian
- [Parent /Guardian designee who is at least 18 years of age and must show valid ID](#)

Students in grades 10-12 can be dismissed by parents over the phone, ~~or can sign themselves out if they have the parent permission from signed and returned to the school.~~ Students in grades 10-12 can take siblings ([grades 7-9](#)) with them if it is for an excused absence with PowerSchool codes ([D-Doctor's Appointment/Note or illness](#), [S-Subpoena](#), [B-Bereavement](#)). ~~no intention to return to the school.~~ Students must check out of the main office. Students who leave the building without permission will be referred to the discipline section of the handbook.

#### **NOON RECESS**

Students in grades 7-9 are expected to be in the building during noon recess and report to designated areas during assigned times. [Students in grades 7-9 may leave during noon recess but](#) must be picked up/signed out [and signed back into school](#) by a: (this is daily process)

- Parent
- Guardian
- [Parent /Guardian designee who is at least 18 years of age and must show valid ID](#)

Students in grades 10-12 may leave the building for lunch/noon hour during their designated time. This time is a privilege and not a right. Students may lose their "leaving the building privilege" if deemed necessary by administration. If a student rides the bus to school, at no time are they allowed to leave the school property in grades 7-9.

# School Activities

## ELIGIBILITY

Students participating in the North Dakota High School Activities Association sponsored activities or activities coached by a school employee will follow the eligibility rules and regulations set forth by the Activities Association. In addition, students failing one or more classes at deficiency time will be ineligible for all school sponsored extra-curricular activities until the next deficiency list is reported. All half-credit classes will be considered as a grade for eligibility purposes. An exemption to the ineligibility rule is when a class activity requires a grade for a particular activity (example: pep band is a requirement for a band grade.) All decisions by the principal will be final. **An ineligibility list will be distributed weekly on Tuesdays at 12:00 pm MST.** Late work will be accepted up until the end of the day on Mondays unless other arrangements have been made with a teacher.

## EXTRA-CURRICULAR PARTICIPATION POLICIES

### **CODE OF CONDUCT:**

Any Student found to have committed any North Dakota High School Activity violations, theft, vandalism, damage to school property, or property owned by school employees or any other delinquent act in violation of the law which may have direct and immediate effects on the discipline or general welfare of the school inside or outside of the school, shall be subject to suspension from extra-curricular activities and all other school activities which involve a public performance not required to complete the course requirements (for example: prom, banquets, regional science fair, state fair, school play, concerts, FHA, FFA, band, homecoming candidates, etc., but does not include graduation). However, suspension from graduation exercises shall not be included.

1. All students attending school in the Killdeer School District No. 16 shall be covered by the Code of Conduct Policy.
2. Following due process procedures, the principal shall conduct an investigation and hearing and report his/her findings to the committee, as defined below, prior to any suspension being administered.
3. The Code of Conduct will be in effect for the entire calendar year.
4. The suspension will be determined by a committee consisting of the building principal, the head coaches of any sport or any teacher/advisor for any extra-curricular activity in which the student is currently participating (for example: band, choir, drama, FFA, etc.)
5. Students have the right to appeal the decision upwards in the chain of command. An appeal of the committee's determinations must be made in writing within three working days to the superintendent of schools, whose final decision may be appealed to the Killdeer School Board within three working days of the superintendent's decision. This appeal will be heard at the next regularly scheduled board meeting.

## CONCUSSION MANAGEMENT

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). **For the purpose of implementing the concussion management program law**, the Board has established the following definitions and requirements:

1. Coach: This term shall include those assigned coaching duties, assistant coaching duties [**and the athletic director**] except in the following circumstances. District students and minors serving in a coaching or assistant coaching capacity shall not have authority to determine if a student should be removed from play due to a possible concussion but are required to report any known sign, symptom, or report of a student's concussion as soon as possible to an adult official, coach, or athletic trainer so that a removal decision can be made. District students and minors serving in coaching or assistant coaching capacity are furthermore not authorized to receive documentation from a health care provider authorizing a player to return to play. Such authorization must be provided to an adult coach or athletic trainer.
2. Health care provider: In order to qualify as a health care provider who can examine a concussion and authorize an athlete's return to play, an individual must be authorized to diagnosis and treat concussions. This definition excludes healthcare workers such as, but not limited to, EMTs, nursing assistants/aides, licensed practical nurses, and registered nurses.
3. Official: The District shall comply with the definition of an official under law, but shall exclude from this definition the following. District students and minors under eighteen serving in an officiating capacity shall not have authority to determine if a student should be removed from play due to a possible concussion but are required to report any known sign, symptom, or report of a student's concussion as soon as possible to an adult official, coach, or athletic trainer so that a removal decision can be made.
4. Parent is defined to include biological parent or legal guardians.

5. School-sanctioned athletic activity is a sport that: Is not part of the district’s curricular or extracurricular program;
  - a. Is established by a sponsor to serve in the absence of a district program;
6. Receives district support in multiple ways (i.e., not school facility use alone);
7. Requires participating students to regularly practice or train **and** compete.
8. The District has officially recognized through board action as a school-sanctioned activity;
  - a. The Board shall make all sanctioning decisions on a case-by-case basis based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training to each coach, official, and athletic trainer as required by law and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred and students/parents have viewed required informational material on concussions prior to beginning the activity.
9. School-sponsored athletic activity is a sport that the District has approved through policy or other board action for inclusion in the district’s extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice or train **and** compete.
- 10.

**CONCUSSION MANAGEMENT PROGRAM**

**Concussion Signs & Symptoms**

The signs and symptoms of a concussion are as follows:

Signs*	Symptoms*
Athlete appears dazed or stunned	Double vision, blurry vision
Balance problems	Headache
Confusion	Fatigue
Forgets events after the hit	Feels “foggy”
Forgets events prior to hit	Feels sluggish
Forgets plays	Nausea or vomiting
Loss of consciousness (any duration)	Problems concentrating
Moves clumsily (altered coordination)	Problems remembering
Personality change	Sensitive to light or noise
Responds slowly to questions	
Unsure about game, score, opponent	

**Requirements when Signs & Symptoms are Observed/Reported Removal**

1. An official shall remove from competition and a student’s coach or athletic trainer shall remove from practice, training, or competition a student:
  - a. That reports any sign or symptom of a concussion;
  - b. That exhibits any sign or symptom of a concussion; or
  - c. When a licensed, registered, or certified health care provider (whose scope of practice includes recognition of concussion signs and symptoms) has notified the coach, official, or athletic trainer that the student has reported or exhibited a sign or symptom of a concussion.

**Examination**

2. A student removed from practice, training, or competition for one or more of the reasons above must be examined as soon as practical by a licensed, registered, or certified health care provider whose scope of practice includes diagnosis and treatment of concussions.
3. **When to Call for Emergency Assistance\***
4. If an athlete exhibits the following symptoms, a district employ, sports authority (e.g., coach, assistant coach, trainer, referee) or designee should call 911 for emergency medical assistance.
5. The athlete lost consciousness or has a decreasing level of consciousness;

6. The athlete has symptoms of a concussion and his/her conditions appear to be worsening;
7. The athlete's neurological function is deteriorating or mental status changes (lethargic, confused, agitated, difficulty maintaining focus/arousal) ;
8. The athlete's respiration is decreasing or irregular;
9. The athlete exhibits any sign or symptom of associated injuries, spine or skull fracture, or bleeding;
10. The athlete exhibits seizure symptoms/activity.

#### **Transportation when Emergency Assistance is NOT Activated**

11. Under no conditions should a student with a suspected head injury be sent home or allowed to drive. An athlete removed from play in accordance with this procedure whose condition appears stable (i.e., not worsening) should be transported by his/her parent to a medical facility as soon as possible. If the student's parent is unavailable, the coach shall make arrangements to have the student transported to a medical facility by a school employee as soon as possible. The coach or designee shall make a continued effort to notify the student's parent of the student's possible injury, transportation arrangements, and destination.

#### **Return to Play Requirements**

12. A student who is removed from play in accordance with this procedure will not be allowed to return to practice, training, or competition until the student or the student's parent obtains **written** authorization from a licensed, registered, or certified health care provider whose scope of practice includes the diagnosis and treatment of concussion and provides that authorization to the student's coach or athletic trainer.

#### **Training**

Upon initial employment (or selection, in the case of volunteers) or at the time the concussion management program is initially implement (for existing staff) and every two years thereafter, each district coach, official, and athletic trainer shall receive training regarding the nature and risk of concussions. The Superintendent [or athletic director] shall determine the method most suitable for carrying out this training requirement and should place, in each applicable personnel file, documentation of the date(s) the staff member completed concussion training.

#### **EXTRA-CURRICULAR UNIFORM/EQUIPMENT COLLECTION POLICY**

All athletes and/or parents of athletes will be required to sign an acknowledgement of receipt of athletic equipment/uniform at the time of issuance. The record of this acknowledgement will be maintained by coaches.

If equipment and uniforms are not returned within 2 weeks of the end of season, the coach will send/issue a written reminder with an additional two week period for return of equipment/uniform. The athlete will not be issued equipment/uniform for another sport until equipment/uniform is obtained or restitution is made for a previous season, nor will he/she be permitted to participate in any sanctioned NDHSAA events for the school until the equipment/uniform issue is resolved. Uncollected equipment and/or payment for equipment may result in the school pursuing the collection matter in small claims court.

If equipment, uniform, and collection methods are unsuccessful, the District may withhold cumulative record information as allowed by law when requested by the student for post-secondary pursuits.

#### **EXTRACURRICULAR PARTICIPATION REQUIREMENTS**

##### **Philosophy**

The Board believes that participation in extracurricular activities constitutes a privilege and not a right. Students who participate in extracurricular activities represent the student body, school district, and community on the state and national level. As such, behavior of these students is a reflection on the entire community.

The District will enforce the requirements placed on extracurricular participants by the North Dakota High School Activities Association (NDHSAA), which govern both on- and off- campus behavior. In addition, the Board has established the following extracurricular participation requirements.

##### **Academic Eligibility**

NDHSAA requires that local districts establish a definition of what constitutes a failing grade. For the purposes of this policy, a failing grade is defined as receiving a 64% or lower in any curricular course as computed from the beginning of the semester for regular education students or, in the case of special education students, not meeting the goals of Individual Education Programs as assessed from the beginning of the semester. The District will comply with NDHSAA rules concerning academic eligibility including timelines for computation of grades. All half credit classes will be considered as a grade for eligibility purposes.

In addition, students failing one or more classes at deficiency time will be ineligible for all school sponsored extracurricular activities until the next deficiency list is reported. The ineligibility list will be updated according to eligibility periods determined by administration. All ineligible students will be reported to their parents or guardians by the principal's office. All decisions by the principal will be final.

### **Attendance Requirement**

A student must attend school for three periods of a school day prior to a performance to participate in a school related activity. Students must also attend school of three periods prior to a practice in order to practice a school related activity. A student will NOT need to come to school for three periods of a school day if their absence code in PowerSchool is:

- b. D – Doctor Note for an appointment
- c. C – College Visit
- d. S – Subpoena
- e. B – Bereavement

The general rule that should guide being at school for three periods prior to participation in a school related activity is if you are too sick to come to school, you are too sick to participate in a school related activity. Building administration will use discretion and have final say on all instances related to absences and participation in school related activities.

### **Other Rules of Participation**

Rules set forth by the coaches must be followed, maintained and practiced. A coach has the authority to disqualify any individual who displays inappropriate behavior and/or actions.

Any student found to have committed any North Dakota High School Activity violations, theft, vandalism, damage to school property, or property owned by school employees, violation of school policy, or any other delinquent act in violation of the law, which may have direct and immediate effects on the discipline of a welfare of the school inside or outside of the school, shall be subject to suspension from extracurricular activities and all other school activities that involve a public performance not required to complete the course requirements (for example: prom, banquets, regional science fair, state fair, school play, concerts, FHA, FFA, band, homecoming candidates, etc.,) However, suspension from graduation exercises shall not be included unless deemed appropriate by the Superintendent.

### **Violation of Other Misconduct Policies**

Students who violate student conduct policies not covered by NDHSAA bylaws may be subject to suspension from extracurricular activities for a period of up to six consecutive weeks for the first offense and a period of eighteen weeks for any subsequent offense(s). Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy.

If the school receives a standard notification(s) from law enforcement agencies that a student has violated the alcohol, drugs, or tobacco provision under law during the summer (including multiple infractions), that student shall be declared ineligible for six weeks beginning the first date of a fall sports. If there is a school-related summer activity, credit shall be given for days in which the student was not allowed to participate.

### **Suspension Procedure**

When the principal or Superintendent, as a result of his/her investigation, concludes that a violation of this policy or NDHSAA bylaws has occurred, s/he shall issue notice to the student of this suspension.

### **Administration of Suspensions**

1. Any student who receives a six week suspension in the spring of the year shall serve the entire suspension.
2. If a student is involved in a spring sport his/her suspension will continue until the state meet is concluded for that sport or the last day of the school year, whichever is later. Any days left in the suspension shall be served the following fall term. If there is a school-related summer activity, credit shall be given for days in which the student was not allowed to participate.
3. If a student is not involved in a spring sport, his/her suspension will continue until the last day of the school term. Any days left in the suspension shall be served the following fall term. If there is a school related summer activity, credit shall be given for days in which the student was not allowed to participate.
4. Students involved in fall sports shall begin their suspension, which was carried over from the spring, at the beginning of their fall sports season.
5. Students not involved in fall sports shall begin their suspension, which was carried over from the spring, at the beginning of the fall term.

6. If any student is in the process of serving an eighteen week suspension when school ends in the spring, he/she will be required to serve a minimum suspension of six weeks. If the six week minimum was not met in the spring of the year the days necessary to serve a minimum six week suspension shall be carried over to the fall term. The administration of this suspension shall follow the guidelines of 1-4 above.

### **Reporting**

Any patron wishing to report a violation of the NDHSAA rules concerning drugs, alcohol, or tobacco is required to fill out and return the reporting form available in the school office. School administration shall then conduct an investigation. The outcome of the investigation shall be considered part of the student's educational record and consequently confidential.

### **Practice and Travel while Suspended**

Students who are under suspension are encouraged to practice with their respective teams. Suspended students will not be allowed to travel with the team.

### **AFTER SCHOOL FUNCTIONS**

Students desiring to attend school functions must come at the time set for the function or shortly thereafter. The doors will be locked within one-half hour after the time set for the function to begin. Students will not be admitted thereafter. (School functions include dances, student lock ins, movie nights, etc.)

### **WEDNESDAY NIGHT ACTIVITIES**

Wednesday has been set aside as "Family Night". The Killdeer High School will continue to cooperate in scheduling as few events as possible on that night, thus allowing full opportunities for the churches to carry on their programs without conflict with school activities. No local school activities will be scheduled on Wednesday evenings after 6:30 p.m.

### **SUNDAY PRACTICES AND SCHOOL ACTIVITIES**

Generally, no Sunday practices or meetings will be held for any activity. In extenuating circumstances exceptions may be granted by the superintendent because of non-school scheduling difficulties, where meetings, rehearsals, gatherings, travel, and/or practices are deemed to be essential to the success of programs. Sundays will be reserved for family activities. No games or performances at any level shall be allowed on Sundays.

### **EXTRA-CURRICULAR BUS TRAVEL**

Students participating in school-sponsored activities must ride the bus to and from the event. If a parent/guardian requests not to have a child ride the bus to or from an event, the parent/guardian must sign a release form from the supervisor at the event. Prior contact and written permission must be made with the administration if a parent/guardian cannot sign at an event and requests not to have the child ride the bus.

### **CONDUCT AT ATHLETIC/EXTRA-CURRICULAR EVENTS**

The Killdeer School, student groups and community are judged by the conduct of everyone who attends a game. We ask your consideration of these guidelines so we do not mar the reputation of our school and community by our actions at sporting events, whether it is here in Killdeer or at another town.

1. Students are expected to stand and be courteous during the school songs for both teams.
2. Students are to face the flag, remove any head gear/wear and stand at attention during the national anthem.
3. Be a good fan. Sit down and watch the game. At music concerts or speaking presentations, sit down and listen. Visiting and moving around will not be allowed, for it is very disruptive for both the performers and other observers.
4. Never boo officials, other teams or players. Referees do the best job possible and know the rules better than most of the spectators. They have studied for and passed a test, which entitles them to referee. Please respect their judgment.
5. Desire to win, but to win fairly.
6. Always back our team - win or lose.
7. Never jeer or make fun of the other team or a member of our own team.
8. All cheers are to be of a positive nature towards our team. Negative cheers, chants, etc., have no place at high school competitions.
9. Don't throw things at anyone. Do not throw things at all in the school building or playing field. Stay in your place and watch the game. Do not run back or forth, or in and out while the game is in progress. During football games, the south end of the stadium and the lawn south of the school is off limits to playing any sort of game or activity.
10. Do not scuffle, wrestle or play anywhere in the building or on the field.
11. Always follow the yells and cheers of the cheerleaders. No artificial noisemakers are allowed at any event.
12. Be quiet when either team is attempting free throws.

13. Do not hang around the gym or field after the game is over. Students should not be on the gym floor with street shoes.

Students, who will not follow the above-mentioned guidelines, will be sent home and may be barred from attending future afterschool events. Please cooperate with us so this does not have to happen.

#### **COACHING COMPLAINTS**

Anonymous complaints provide no avenue for response or redress of the complaint. An unsigned complaint will not be read or acted upon at any meeting of the Board and any individual Board member, administrator, or other employee will not bring anonymous telephone complaints to the Board. No disciplinary action will be initiated solely on an anonymous complaint; however, the administration will investigate every anonymous complaint.

1. Every effort should be made to resolve any issue that arises between parents and coaches through a conference between the parent(s) and the coaches as soon as possible after the incident that causes concern.
2. In the event that agreement is not reached in the conference, the concerned parent(s)/guardian(s) shall meet with the athletic director, and the coach, within seven school days, after the incident in an attempt to resolve those differences.
3. If an agreement is not reached by the conclusion of the second meeting, the parent(s)/guardian(s) shall meet with the superintendent, coach, and athletic director within seven school days after the second meeting for final resolution.
4. This procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

# Directory Information

## **NOTICE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Killdeer School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Killdeer School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow the Killdeer School District to include this type of information from your child's education records in certain school publications. Examples include: 1. A playbill, showing your student's role in a drama production;

2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories--names, addresses and telephone listings--unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want Killdeer Public School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within five school days from the date this notification is received. Killdeer Public School has designated the following information as directory information: *Note: an LEA may, but does not have to, include all the information listed below. This list must be consistent with policy.*

1. Address
2. Date and place of birth
3. Dates of attendance
4. Degrees, honors, and awards received
5. Grade level
6. Most recent school attended
7. Name
8. Participation in officially recognized activities and sports
9. Photograph
10. School email address
11. Student identification number if it cannot be used alone to access an educational record and is not the student's social security number
12. Telephone listing
13. Weight and height of members of athletic teams

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Request to Withhold Directory Information for the 2023-2024 School Year:

- C Please do not release **any** directory information. (See definition above)
- c Please do not release the following **part or parts** of directory information: (check all that apply)
- Name
- Telephone  Photograph
- c . Other (specify): \_\_\_\_\_
- c Please do not release directory information to:
- Military Recruiters
- Colleges & Universities
- Other (specify): \_\_\_\_\_

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

*NOTE: If the student is a high school senior or is otherwise scheduled to graduate, this opt-out request will continue to remain effective after the student has graduated from high school.*

7. Other
8. Announcements
  - A. School Board Election: Tuesday, June 11, 2024  
*(Held in Conjunction with Primary Election, facilitated by Dunn County)*
  - B. Special Board Meeting: Election Canvass & Budget Amendment, Monday June 24th at 7:00 PM.
  - C. Annual Meeting: July 17, 2024 at 6:00 PM
9. Adjourn