

**KILLDEER PUBLIC SCHOOL BOARD  
REGULAR MEETING  
BOARD ROOM  
WEDNESDAY, NOVEMBER 13, 2024, 5:30 PM**



**AGENDA**

1. Call to Order
  - A. Pledge of Allegiance
2. Approval of Agenda
3. Public Comment
4. Consent Agenda
  - A. Minutes from the October 9, 2024 Regular Meeting

# Killdeer Public School District No. 16

## Administration

Jeff Simmons, Superintendent  
Brady Wilz, HS Principal  
Andrew Cook, Elem Principal  
Rhonda Zastoupil, Business Manager



## School Board

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

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**Killdeer Public School District No. 16**  
**Regular Board Meeting**  
**Boardroom**  
**Wednesday, October 9, 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, Jill Hager, Denice Saylor, Brady Wilz, Nick Walker, Nicole Walker, Ashlynn Helfrich, Abbie Elkins, Andrew Cook, and Erik Johnson.

### 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 with requested changes. This motion, made by Larry Lundberg 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

### 3. Public Comment

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

### 4. Consent Agenda

4.A. Minutes from September 11, 2024 Regular Meeting and September 30, 2024 Budget Hearing

4.B. Prepaid October Bills

4.C. Business Manager Reports

4.C.a. Financial Reports

4.C.b. Personnel Reports

#### 1. Extra-Curricular Work Agreements:

1. Bryce Mindt, HS Musical Assistant Advisor

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April Dutchuk, Member  
Larry Lundberg, Member

## 2. Cortney Cook, Lego League Assistant Advisor

4.C.c. Food Service Reports

4.C.d. Student Activity Reports

4.C.e. Open Enrollment & Tuition Agreement Reports

4.D. Administrator Reports

## 5. Unfinished Business

### 5.A. Superintendent Evaluation - Rocky Mountain Evaluations Software

The Superintendent's Evaluation, which is due at or before the November 13, 2024 meeting, was discussed. No board action taken.

## 6. New Business

### 6.A. Consider Additional October Bills

I move to pay the additional bills as presented. This motion, made by April Dutchuk 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 October bills were presented and reviewed.

### 6.B. Department of Water Resources Notice

A notice of application for appropriation of water was received from the ND Dept of Water Resources. This notice was briefly discussed. No action taken.

### 6.C. Consider reaffirming district policies:

- Policy ABBB Noncurricular Use of District Property and Grounds
- Policy ABBB-BR District Property and Grounds Rental Fees & Regulations
- Policy ABBC Noncurricular Use of District Equipment
- Policy ABBDA Political Activities
- Policy GAAA Curriculum Design & Evaluation
- Policy GAAB Curriculum Adoption
- Policy GAAC Review & Complaints of Instructional & Resource Material
- Policy GAAC-BR Procedure for Reviewing Complaints about Instructional/Resource Material
- Policy GBA Academic Freedom
- Policy GBAA Teaching About Religion

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Scott Bice, Member  
April Dutchuk, Member  
Larry Lundberg, Member

I move to reaffirm district policies ABBB, ABBB-BR, ABBC, ABBDA, GBA and GBAA as presented with no changes. This motion, made by Larry Lundberg 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

I move to refer policies GAAA, GAAB, GAAC and GAAC-BR back to the governance committee for further review. This motion, made by Larry Lundberg 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 Governance Committee met on 9/11/24 to review and discuss several policies. The committee's recommendation is to reaffirm the listed policies with no changes.

Further discussion was held. Superintendent Simmons explained the process of reaffirming a policy.

## 6.D. Curriculum Adoption Process

The Curriculum Committee met on 9-11-24 to review a proposed curriculum adoption process. The proposed curriculum adoption process was presented by Superintendent Simmons and Mrs. Walker. Discussion held. No board action taken.

## 7. Other

### 7.A. Designation of Foster Care and Homeless Education Liaison

I move to designate Ruth Adams, School Counselor, as the district's foster care and homeless education liaison for the 2024-2025 school year. This motion, made by Kelli Schollmeyer 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

Superintendent Simmons and Mr. Cook provided an explanation of the role of a foster care and homeless liaison. Discussion held.

## 8. Announcements

Discussion held on possibly moving the Special Meeting on November 4, 2024 to a date after the election as the results of Measure 4 will impact the board's decision. The Request for Qualifications timeline of the elementary building project was also explained.

8.A. Governance Committee Meeting: October 9, 2024 Immediately following the regular monthly meeting

8.B. NDSBA Annual Convention: October 24-25, 2024 Bismarck

8.C. Facilities Committee Meeting: October 28, 2024, 3:30 PM

8.D. Special Board Meeting: November 4, 2024 12:00 PM

8.E. Next Regular Meeting: November 13, 2024 at 5:30 pm

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*Knowledge for a lifetime*

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## School Board

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Scott Bice, Member  
April Dutchuk, Member  
Larry Lundberg, Member

## 9. Adjourn

The meeting adjourned at 7:36 PM.

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Levi Bang, President

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Rhonda Zastoupil, Business Manager

## B. Prepaid November Bills

**Detail Check Register**

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

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>			
47072	10/21/2024	POELEM-02827	LARGE ARGON	01 000 000 310 1000 611	129.41	129.41		
47073	10/21/2024	HS-01546	Supplies	01 000 000 340 1000 611	678.69	2,164.43		
47073	10/21/2024	HS-01546	SHIPPING	01 000 000 340 1000 618	15.99			
47073	10/21/2024	ELEM-02232	OFFICE SUPPLIES SPLIT	01 000 000 110 1000 610	46.00			
47073	10/21/2024	ELEM-02232	OFFICE SUPPLIES SPLIT	01 000 000 120 1000 611	107.34			
47073	10/21/2024	ELEM-02234	RESERVED PARKING DISTRICT VEHICLE	01 000 000 000 2600 450	36.48			
47073	10/21/2024	HS-01544	Tetra Glass Aquarium 55 Gallons, Rectang	01 000 000 310 1000 611	252.64			
47073	10/21/2024	HS-01544	55-75 Gallon Fish Tank Stand, Aquarium S	01 000 000 310 1000 611	169.99			
47073	10/21/2024	HS-01544	Python No Spill Clean and Fill Aquarium	01 000 000 310 1000 611	43.99			
47073	10/21/2024	ELEM-02221	32GB 5-Pack SDHC Class 10 UHS-1 Flash Me	01 000 000 120 1000 611	22.47			
47073	10/21/2024	ELEM-02233	42 inch retractable gate	01 000 000 241 1000 611	44.31			
47073	10/21/2024	ELEM-02218	Door Lever Lock (3 Pack)	01 000 000 890 3300 611	16.50			
47073	10/21/2024	ELEM-02218	Kleenex	01 000 000 890 3300 611	20.88			
47073	10/21/2024	HS-01520	OFFICE SUPPLIES SPLIT	01 000 000 130 1000 611	9.59			
47073	10/21/2024	HS-01520	OFFICE SUPPLIES SPLIT	01 000 000 140 1000 611	22.38			
47073	10/21/2024	HS-01520	Vitamin C Drops	01 000 000 200 2835 610	20.22			
47073	10/21/2024	ELEM-02228	Plastic drinking cups	01 000 000 200 2835 610	29.99			
47073	10/21/2024	ELEM-02228	4 Set Acrylic Office Desk Organization a	01 000 000 200 2835 610	67.98			
47073	10/21/2024	ELEM-02228	Pastel Colors, 100 Pack Manilla Folders	01 000 000 200 2835 610	18.99			
47073	10/21/2024	HS-01528	A Break with Charity	01 000 000 130 1000 611	539.40			
47073	10/21/2024	HS-01528	A Break with Charity	01 000 000 130 1000 611	9.59			
47073	10/21/2024	HS-01528	CREDIT	01 000 000 130 1000 611	(8.99)			
47074	10/21/2024	POELEM-02837	CELL PHONE REIMBURSEMENT - NOV 2024	01 000 000 000 2500 290	50.00		50.00	
47075	10/21/2024	ELEM-02086	Chains/pylons for football	01 000 000 420 3400 890	1,410.00		1,410.00	
47076	10/21/2024	ELEM-02262	Detailing service for Cowboy Activity Bu	01 000 000 000 2700 330	750.00	750.00		
47077	10/21/2024	POELEM-02854	MEETING MINUTES 10.9.24	01 000 000 000 2500 540	152.76	152.76		

**Detail Check Register**

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

**Checking Account: 1**

**Fund 01**

Check Number	Check Type	Check Date	Vendor	COMFORT INN & SUITES	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>
47078	Check	10/21/2024	COMFORTINN	COMFORT INN & SUITES	109.00
74187051	10/21/2024	POELEM-02853	ADVISOR STAY	01 000 000 310 1000 580	109.00
47079	Check	10/21/2024	CONSOLTEL	CONSOLIDATED TELECOM INC	85.00
134501	10/21/2024	POELEM-02828	CAMERAS NOT WORKING AT ELEMENTARY	03 000 000 000 4220 435	85.00
47080	Check	10/21/2024	COOKAND	ANDREW COOK	50.00
20241021	10/21/2024	POELEM-02835	CELL PHONE REIMBURSEMENT - NOV 2024	01 000 000 120 1000 290	50.00
47081	Check	10/21/2024	DAKOCOMM	DAKOTA COMMERCIAL RUGS	372.35
L9074	10/21/2024	POELEM-02831	BRUSHES, MOPS	01 000 000 000 2600 435	137.10
L9074	10/21/2024	POELEM-02831	BRUSHES, MATS, MOPS	01 000 000 000 2600 435	235.25
47082	Check	10/21/2024	DAKSEW	DAKOTA SEW & SO	1,964.75
20241021	10/21/2024	HS-01553	Sewing Machine Maintenance	01 000 000 340 1000 611	1,750.00
20241021	10/21/2024	HS-01553	Spoolholder repair	01 000 000 340 1000 611	8.50
20241021	10/21/2024	HS-01553	Thread cutter repair	01 000 000 340 1000 611	12.50
20241021	10/21/2024	HS-01553	Thread	01 000 000 340 1000 611	46.25
20241021	10/21/2024	HS-01553	Quilt kit	01 000 000 340 1000 611	110.00
20241021	10/21/2024	HS-01553	Fabric	01 000 000 340 1000 611	37.50
47083	Check	10/21/2024	DIAZKER	KERRY DIAZ	50.00
20241021	10/21/2024	POELEM-02836	CELL PHONE REIMBURSEMENT - NOV 2024	01 000 000 000 2500 290	50.00
47084	Check	10/21/2024	DUKANIC	NICK DUKART	50.00
20241021	10/21/2024	POELEM-02843	CELL PHONE REIMBURSEMENT - NOV 2024	01 000 000 000 2600 531	50.00
47085	Check	10/21/2024	ECKROTH	ECKROTH MUSIC INC	85.92
5419767	10/21/2024	ELEM-02162	Accent on Achievement Book 1 - Alto Saxo	01 000 000 140 1000 612	11.99
5419767	10/21/2024	ELEM-02162	Accent on Achievement Book 1 - Flute	01 000 000 140 1000 612	23.98
5419767	10/21/2024	ELEM-02162	Accent on Achievement Book 1 - Trombone	01 000 000 140 1000 612	49.95
47086	Check	10/21/2024	ELKISEAN	SEAN ELKINS	200.00
20241021	10/21/2024	HS-01542	Course Reimbursement	01 000 000 000 2210 300	200.00
47087	Check	10/21/2024	GRIFJEN	JENNIE GRIFFITHS	594.00

**Detail Check Register**

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

<b>Checking Account: 1</b>		<b>Fund 01</b>				
<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>	
20241021	10/21/2024	HS-01552	Fabric	01 000 000 340 1000 611	594.00	
Check Number: 47088	Check Type: Check	Check Date: 10/21/2024	Vendor: GRIFLAC	LACEY GRIFFITHS	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>	
20241021	10/21/2024	POELEM-02841	CELL PHONE REIMBURSEMENT - NOV 2024	01 000 000 000 2500 290	50.00	
Check Number: 47089	Check Type: Check	Check Date: 10/21/2024	Vendor: HARLOWBIS	HARLOW'S BUS SALES, INC - BISMARCK	Check Total:	489.30
<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>	
01P16705	10/21/2024	POELEM-02848	LIGHT DIR AMBER LENS	01 000 000 000 2700 673	87.29	
01P16740	10/21/2024	POELEM-02832	ABSORBER SHOCK GAS CHARGED, BUS 408	01 000 000 000 2700 673	402.01	
Check Number: 47090	Check Type: Check	Check Date: 10/21/2024	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>	
20241021	10/21/2024	POELEM-02838	CELL PHONE REIMBURSEMENT - NOV 2024	01 000 000 000 2500 290	50.00	
Check Number: 47091	Check Type: Check	Check Date: 10/21/2024	Vendor: JOHNERI	ERIK JOHNSON	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>	
20241021	10/21/2024	POELEM-02849	CTE TRAVEL REIMBURSEMENT - SEPT 2024	01 000 000 310 1000 580	100.00	
Check Number: 47092	Check Type: Check	Check Date: 10/21/2024	Vendor: KILLFFA	KILLDEER FFA	Check Total:	1,735.00
<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>	
20241021	10/21/2024	HS-01504	National Affiliation Fee	01 000 000 310 1000 731	935.00	
20241021	10/21/2024	HS-01504	State Affiliation Fee	01 000 000 310 1000 731	800.00	
Check Number: 47093	Check Type: Check	Check Date: 10/21/2024	Vendor: LEGGANG	ANGELA LEGGATE	Check Total:	245.25
<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>	
0724	10/21/2024	ELEM-02224	Full Day Training	01 000 000 000 2222 430	163.00	
0724	10/21/2024	ELEM-02224	Laminator Help	01 000 000 000 2222 430	82.25	
Check Number: 47094	Check Type: Check	Check Date: 10/21/2024	Vendor: MDU	MONTANA DAKOTA UTILITIES CO.	Check Total:	26,042.09
<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>	
20241021	10/21/2024	POELEM-02850	ELEC HEATER PLUGINS	01 000 000 000 2600 621	17.33	
20241021	10/21/2024	POELEM-02850	ELEC PORTABLES	01 000 000 000 2600 621	533.98	
20241021	10/21/2024	POELEM-02850	ELEC ATHLETIC FIELD	01 000 000 000 2600 621	220.94	
20241021	10/21/2024	POELEM-02850	ELEC 1415 HIGH ST NW	01 000 000 000 2600 621	12,383.22	
20241021	10/21/2024	POELEM-02850	ELEC 101 HIGH ST NW	01 000 000 000 2600 621	9,716.48	
20241021	10/21/2024	POELEM-02850	GAS 101 HIGH ST NW	01 000 000 000 2600 622	598.87	
20241021	10/21/2024	POELEM-02850	GAS 1415 HIGH ST NW	01 000 000 000 2600 622	2,396.82	
20241021	10/21/2024	POELEM-02850	GAS 1415 HIGH ST NW (GEN)	01 000 000 000 2600 622	174.45	
Check Number: 47095	Check Type: Check	Check Date: 10/21/2024	Vendor: MENARSDIC	MENARDS DICKINSON	Check Total:	628.00
<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>	
55351	10/21/2024	POELEM-02830	2.5 GAL POU ELEC 6YR WH, 20 GAL POU ELEC	01 000 000 000 2600 611	628.00	

**Detail Check Register**

Posted; Batch Description 5 Records Selected; 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>
47096	Check	10/21/2024	NELSON	NELSON INTERNATIONAL	286.00
R10401118001	10/21/2024	POELEM-02825	TOWING BIS 419 TO SCRAP YARD	01 000 000 000 2700 673	286.00
47097	Check	10/21/2024	NUVENTO	NUVENTO	162.75
NUV_221488	10/21/2024	POELEM-02851	EDUHEALTH VER 3 - OCT 2024	01 000 000 200 2835 810	162.75
47098	Check	10/21/2024	OTIS	OTIS ELEVATOR COMPANY	1,960.00
CLB15687001	10/21/2024	POELEM-02826	ELEVATOR REPAIR, REGULAR TIME CALLBACK,	01 000 000 000 2600 435	1,960.00
47099	Check	10/21/2024	PEARCE	PEARCE & DURICK	132.50
20241021	10/21/2024	POELEM-02829	REGARDING FERPA EMAIL	01 000 000 000 2500 330	132.50
47100	Check	10/21/2024	QUADIENT2	QUADIENT FINANCE USA, INC.	203.50
20241021	10/21/2024	POELEM-02819	POSTAGE	01 000 000 000 2500 431	203.50
47101	Check	10/21/2024	REALLY	REALLY GOOD STUFF, LLC	57.39
8680636	10/21/2024	2024-0097	FINE PAINT BRUSHES, WATERCOLOR PAINT PAL	01 000 000 120 1000 611	57.39
47102	Check	10/21/2024	RIVEEST	ESTHER RIVERA	100.00
20241021	10/21/2024	ELEM-02256	Interpreter for Parent Teacher	01 000 000 120 1000 430	100.00
47103	Check	10/21/2024	RUDYS	RUDY'S LOCK AND KEY	12.00
64106	10/21/2024	POELEM-02847	KEY CUT	01 000 000 000 2600 450	12.00
47104	Check	10/21/2024	SCHOOL	SCHOOL SPECIALTY, LLC	400.81
208134982657	10/21/2024	2024-0098	CRAYOLA OIL PASTELS	01 000 000 120 1000 611	44.65
308104633162	10/21/2024	2024-0095	SPORTSTIME SOCCER BALLS, BASKETBALLS, FO	01 000 000 120 1000 611	356.16
47105	Check	10/21/2024	SCRAPLIFE	SCRAPLIFE	3,500.00
99017	10/21/2024	HS-01501	Wrestling Singlets for the boys and girl	01 000 000 420 3400 890	3,500.00
47106	Check	10/21/2024	SIMMJEF	JEFF SIMMONS	50.00
20241021	10/21/2024	POELEM-02833	CELL PHONE REIMBURSEMENT - NOV 2024	01 000 000 000 2321 290	50.00

**Detail Check Register**

Posted; Batch Description 5 Records Selected; 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>
47107	Check	10/21/2024	SIMMIC	MICHELLE SIMMONS	446.90
20241021	10/21/2024	POELEM-02817	SUMMER 2024 WATER REIMBURSEMENT	01 000 000 000 2600 411	389.90
20241021	10/21/2024	POELEM-02817	SUMMER 2024 GARBAGE REIMBURSEMENT	01 000 000 000 2600 421	57.00
47108	Check	10/21/2024	SMART	SMART COMPUTERS	2,479.26
17-47577	10/21/2024	POELEM-02820	USB CABLES - DENICE SAYLER	01 000 000 120 1000 611	51.26
17-47578	10/21/2024	POELEM-02821	ADDITIONAL LAPTOPS	01 000 000 000 2225 490	2,428.00
47109	Check	10/21/2024	TWE	TW ENTERPRISES, INC	720.16
75108	10/21/2024	POHS-00194	REPAIRS ON HIGH SCHOOL GENERATOR	03 000 000 000 4220 435	720.16
47110	Check	10/21/2024	VARSSPI	VARSITY SPIRIT FASHION	3,353.40
12849531	10/21/2024	HS-01461	VSF Women's Shell	01 000 000 420 3400 890	2,160.00
12849531	10/21/2024	HS-01461	3 Color Serif Diamond BLK ORGWHT KHS	01 000 000 420 3400 890	258.00
12849531	10/21/2024	HS-01461	VSF MotionFLEX Bodyliner	01 000 000 420 3400 890	935.40
47111	Check	10/21/2024	WACKER1	GERALD WACKER	50.00
20241021	10/21/2024	POELEM-02844	CELL PHONE REIMBURSEMENT - NOV 2024	01 000 000 000 2700 290	50.00
47112	Check	10/21/2024	WALKNICK	NICHOLAS WALKER	50.00
20241021	10/21/2024	POELEM-02845	CELL PHONE REIMBURSEMENT - NOV 2024	01 000 000 410 3400 890	25.00
20241021	10/21/2024	POELEM-02845	CELL PHONE REIMBURSEMENT - NOV 2024	01 000 000 420 3400 890	25.00
47113	Check	10/21/2024	WALLAJEN	JENNI WALLACE	50.00
20241021	10/21/2024	POELEM-02839	CELL PHONE REIMBURSEMENT - NOV 2024	01 000 000 000 2500 290	50.00
47114	Check	10/21/2024	WATSSHA	SHAYNA WATSON	50.00
20241021	10/21/2024	POELEM-02842	CELL PHONE REIMBURSEMENT - NOV 2024	01 000 000 000 2500 290	50.00
47115	Check	10/21/2024	WESTTRU	WESTLIE TRUCK CENTER OF DICKINSON	7,733.74
429818	10/21/2024	POELEM-02852	REPAIRS ON ABS LIGHT BUS 415	01 000 000 000 2700 673	2,700.52
429818	10/21/2024	POELEM-02852	REPAIRS MISSING BRAKE INPUT BUS 407	01 000 000 000 2700 673	4,834.24
625464	10/21/2024	POELEM-02824	FUEL FILTER BUS 408	01 000 000 000 2700 673	198.98
47116	Check	10/21/2024	WHELBRI	BRITTANY WHEELING	113.18

**Detail Check Register**

Posted; Batch Description 5 Records Selected; 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>	
20241021	10/21/2024	ELEM-02235	Paint for Library	01 000 000 000 2222 611	113.18	
Check Number: 47117	Check Type: Check	Check Date: 10/21/2024	Vendor: WILZBRA	BRADY WILZ	Check Total:	221.52
<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>	
20241021	10/21/2024	POELEM-02834	CELL PHONE REIMBURSEMENT - NOV 2024	01 000 000 140 1000 290	50.00	
20241021-0002	10/21/2024	HS-01538	Travel to Baymont	01 000 000 130 1000 580	171.52	
Check Number: 47118	Check Type: Check	Check Date: 10/21/2024	Vendor: ZASTRHO	RHONDA ZASTOUPIL	Check Total:	125.40
<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>	
20241021	10/21/2024	POELEM-02840	CELL PHONE REIMBURSEMENT - NOV 2024	01 000 000 000 2500 290	50.00	
20241021-0001	10/21/2024	ELEM-02230	Mileage to Robertson Metal Recycling, so	01 000 000 000 2700 580	46.90	
20241021-0001	10/21/2024	ELEM-02230	Bus 424 Title Fee	01 000 000 000 2700 611	28.50	
Check Number: 47119	Check Type: Check	Check Date: 10/22/2024	Vendor: VISA	VISA	Check Total:	4,223.65
<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>	
20241022	10/22/2024	HS-01505	Advisor & Bus Driver Registration	01 000 000 310 1000 580	255.00	
20241022-0001	10/22/2024	POELEM-02859	refund on nearpod subscription	01 000 000 120 1000 611	(159.00)	
20241022-0002	10/22/2024	POELEM-02858	diesel	01 000 000 000 2700 627	344.40	
20241022-0003	10/22/2024	HS-01491	Potential fuel purchase for FFA travel	01 000 000 000 2700 626	236.67	
20241022-0003	10/22/2024	HS-01491	Advisor Hotel Room	01 000 000 310 1000 580	96.00	
20241022-0005	10/22/2024	HS-01500	Cotton Education kit	01 000 000 140 1000 611	29.99	
20241022-0006	10/22/2024	HS-01492	Power Basics Algebra Student text	01 000 000 211 1000 611	239.94	
20241022-0006	10/22/2024	HS-01492	Power Basics Algebra Teachers' Guide	01 000 000 211 1000 611	8.99	
20241022-0006	10/22/2024	HS-01492	Power Basics Alebra Workbook & Answe rKe	01 000 000 211 1000 611	22.99	
20241022-0006	10/22/2024	HS-01492	Power BASics Geometry Student text	01 000 000 211 1000 611	104.97	
20241022-0006	10/22/2024	HS-01492	Robinson Crusoe Unabridged	01 000 000 211 1000 611	9.00	
20241022-0006	10/22/2024	HS-01492	Adventures of Robin Hood Unabridged	01 000 000 211 1000 611	15.00	
20241022-0006	10/22/2024	HS-01492	Complete Writing 4 Series	01 000 000 211 1000 611	29.00	
20241022-0006	10/22/2024	HS-01492	SHIPPING	01 000 000 211 1000 618	51.59	
20241022-0013	10/22/2024	HS-01512	IN-SERVICE SNACKS	01 000 000 000 2310 290	116.12	
20241022-0014	10/22/2024	HS-01517	professional	01 000 000 211 1000 810	180.00	
20241022-0017	10/22/2024	HS-01337	Fossil Kit	01 000 000 130 1000 611	75.00	
20241022-0019	10/22/2024	HS-01508	Yoder Smokers YS640S Yfi Pellet Grill	01 000 000 310 1000 731	2,567.99	
Check Number: 47120	Check Type: Check	Check Date: 10/22/2024	Vendor: VISA	VISA	Check Total:	2,157.67
<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>	
20241022-0007	10/22/2024	POELEM-02860	SAM'S CLUB MEMBERSHIP 2024	01 000 000 000 2310 290	110.00	
20241022-0007	10/22/2024	POELEM-02860	4 ACCENT ON ACHIEVEMENT BK 1 TROMBONE	01 000 000 120 1000 612	39.96	
20241022-0016	10/22/2024	ELEM-02163	SHARK WANDVAC	01 000 000 000 2500 690	152.99	
20241022-0020	10/22/2024	ELEM-02181	LEssonPix Subscription	01 000 000 211 1000 611	18.00	
20241022-0020	10/22/2024	ELEM-02181	LEssonPix Subscription	01 000 000 800 3300 611	18.00	
20241022-0021	10/22/2024	ELEM-02159	Sensory swing	01 000 000 241 1000 611	39.97	

**Detail Check Register**

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

<b>Checking Account: 1</b>		<b>Fund 01</b>				
20241022-0023	10/22/2024	ELEM-02168	Student Registration Fee	01 000 000 120 1000 612		252.34
20241022-0023	10/22/2024	ELEM-02168	Convenience Fee	01 000 000 120 1000 612		3.00
20241022-0024	10/22/2024	ELEM-02188	supplies for tea party	01 000 000 120 1000 611		95.74
20241022-0025	10/22/2024	POELEM-02772	iAdaptAir 2.0 - small	01 200 000 298 1000 610		399.00
20241022-0026	10/22/2024	ELEM-02186	The Fox - SA	01 000 000 120 1000 612		5.60
20241022-0026	10/22/2024	ELEM-02186	Wink to the Little Baby - 2 pt	01 000 000 120 1000 612		5.30
20241022-0026	10/22/2024	ELEM-02186	The Swine Song - 2 pt	01 000 000 120 1000 612		6.40
20241022-0026	10/22/2024	ELEM-02186	I Bought Me a Cat - 2 pt	01 000 000 120 1000 612		4.40
20241022-0026	10/22/2024	ELEM-02186	SHIPPING	01 000 000 120 1000 618		10.95
20241022-0029	10/22/2024	ELEM-02192	Daycare Supplies	01 000 000 890 3300 611		175.43
20241022-0030	10/22/2024	ELEM-02200	April Dutchuk-School Law Seminar and Ann	01 000 000 000 2310 290		300.00
20241022-0030	10/22/2024	ELEM-02200	Rhonda Zastoupil-School Law Seminar and	01 000 000 000 2310 290		300.00
20241022-0031	10/22/2024	ELEM-02204	SignUp Genius	01 000 000 120 1000 611		59.99
20241022-0034	10/22/2024	HS-01524	Walmart Supplies	01 000 000 340 1000 611		160.60
<b>Check Number: 47121      Check Type: Check      Check Date: 10/22/2024      Vendor: CITYOF      CITY OF KILLDEER      Check Total: 6,180.28</b>						
<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>
20241022	10/22/2024	POELEM-02861	WATER GYM	01 000 000 000 2600 411		109.30
20241022	10/22/2024	POELEM-02861	WATER 1415 HIGH ST NW	01 000 000 000 2600 411		3,335.03
20241022	10/22/2024	POELEM-02861	WATER GRADE SCHOOL	01 000 000 000 2600 411		1,191.17
20241022	10/22/2024	POELEM-02861	WATER PORTABLES	01 000 000 000 2600 411		62.08
20241022	10/22/2024	POELEM-02861	WATER 101 HIGH ST NW	01 000 000 000 2600 411		285.70
20241022	10/22/2024	POELEM-02861	GARBAGE PORTABLES	01 000 000 000 2600 421		57.00
20241022	10/22/2024	POELEM-02861	GARBAGE 101 HIGH ST NW	01 000 000 000 2600 421		1,140.00
<b>Check Number: 47122      Check Type: Check      Check Date: 10/22/2024      Vendor: ECKROTH      ECKROTH MUSIC INC      Check Total: 50.96</b>						
<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>
20241022	10/22/2024	POELEM-02864	ACCENT ON ACHIEVEMENT BOK ALTO SAXOPHONE	01 000 000 140 1000 612		50.96
<b>Check Number: 47123      Check Type: Check      Check Date: 10/22/2024      Vendor: FUINS      FARMERS UNION INSURANCE      Check Total: 2,205.00</b>						
<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>
6358333	10/22/2024	POELEM-02865	ADD 2024 IC 71 PASSENGER BUS	01 000 000 000 2700 520		1,022.00
6358333	10/22/2024	POELEM-02865	ADD 2021 FORD EXPEDITION	01 000 000 000 2700 520		1,183.00
<b>Check Number: 47124      Check Type: Check      Check Date: 10/22/2024      Vendor: ICON      ICON ARCHITECTURAL GROUP      Check Total: 3,953.00</b>						
<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>
20240355	10/22/2024	POELEM-02863	PROJECT ARCHITECT, INTERIOR DESIGNER, PR	03 000 000 000 4220 435		3,095.00
20240355	10/22/2024	POELEM-02863	OTHER CONSULTANT	03 000 000 000 4220 435		858.00
<b>Check Number: 47125      Check Type: Check      Check Date: 10/22/2024      Vendor: MAGNELEC      MAGNUM ELECTRIC, INC      Check Total: 4,320.00</b>						
<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>
10859-01	10/22/2024	POELEM-02862	WIRE NEW GREENHOUSE AT HIGH SCHOOL	03 000 000 000 4220 435		4,320.00

**Detail Check Register**

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

Checking Account: 1

Fund 01

Check Number	Check Type	Check Date	Vendor	ND BCI	Check Total
47126	Check	10/22/2024	NDBCI		165.00
<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>
20241022	10/22/2024	ELEM-02270	Background Checks	01 000 000 000 2500 330	41.25
20241022-0001	10/22/2024	ELEM-02271	Background Checks	01 000 000 000 2500 330	41.25
20241022-0002	10/22/2024	ELEM-02272	Background Checks	01 000 000 000 2500 330	41.25
20241022-0003	10/22/2024	ELEM-02273	Background Checks	01 000 000 000 2500 330	41.25
47127	Check	10/22/2024	NDBCI		41.25
<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>
20241022-0004	10/22/2024	POELEM-02866	BACKGROUND CKECKS	01 000 000 000 2500 330	41.25
47128	Check	10/22/2024	NDBCI		41.25
<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>
20241022-0005	10/22/2024	POELEM-02867	BACKGROUND CKECKS	01 000 000 000 2500 330	41.25
47129	Check	10/22/2024	NDBCI		41.25
<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>
20241022-0006	10/22/2024	POELEM-02868	BACKGROUND CKECKS	01 000 000 000 2500 330	41.25
47130	Check	10/22/2024	NDBCI		41.25
<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>
20241022-0007	10/22/2024	POELEM-02869	BACKGROUND CKECKS	01 000 000 000 2500 330	41.25

\*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 83,236.33

## C. Business Manager Reports

## Business Manager's Updates

November 2024

- NDPHIT's open enrollment runs from November 12<sup>th</sup> through November 25<sup>th</sup>. This is the open enrollment period for BCBSND medical insurance and MetLife Supplemental Insurance Plans. Employees have the opportunity to enroll and/or change their plan elections which go into effect January 1<sup>st</sup>. This year's enrollment is an active enrollment which requires all employees to either meet with an NDPHIT benefit specialist or login to their bSwift account and self-enroll.
- Effective January 1, 2025, the Defined Contribution Plan with North Dakota Public Employees Retirement System (NDPERS) takes effect. This was a change passed during the last legislative session. All employees hired after January 1<sup>st</sup> are required to be on the Defined Contribution versus the Defined Benefit Plan, unless they were enrolled as an NDPERS member in a prior employment. NDPERS will hold upcoming trainings for Business Managers later this month or next to ensure we are informed of all the plan requirements prior to implementing the change in our payroll system and prior to onboarding new employees come January.
- Valuations Northwest now has all the information from our district and is working to compile our 2024 Fixed Asset Appraisal Report. Sm@rt Computers assisted in gathering the last piece of information on ipad inventory over the convention break in October. I would anticipate the completed report in the next month or so. After receipt of the report, I will work with the district's property insurance provider to update coverage levels as needed.
- The greenhouse addition at the high school is anticipated to be complete in the next couple of weeks. NDIRF will not provide property coverage until completion is at 100%. I will be in touch with NDIRF once the project is complete so coverage can be activated.
- The E-Rate funds from FY23 (approx. \$34k) have finally been received. There were application errors that originally delayed the process. The district worked with an E-Rate consultant to properly secure the funds. The funds were used on network switch upgrades in the Elementary, which Sm@rt Computers assisted in identifying and installing.
- Brady Martz has the district's 2023-2024 Financial Audit scheduled for the week of November 18<sup>th</sup>. Initial documents are being gathered and uploaded into Brady Martz's online Engagement Organizer.
- The Food Services Administrative Review was held onsite on October 16<sup>th</sup>. DPI was onsite to perform the review, which occurs once every five years. The finalized report of the review has not yet been received from DPI. We anticipate a couple corrective actions based on a couple minor observations made during the visit.

- Mrs. Dutchuk and I attended the NDSBA Annual Convention held on October 24<sup>th</sup> and 25<sup>th</sup> in Bismarck. Mr. Bice and Mr. Bang were recognized as Veteran Board Members during the convention. The Business Manager Session was held on the 25<sup>th</sup> and updates were received on NDPERS, NDCTE and Software Unlimited (our accounting system).
- The Business Office personnel will be attending a one-day End of Calendar Year Workshop hosted by Software Unlimited on November 26<sup>th</sup> in Bismarck. This workshop will cover end of year checklists for accounts payable and payroll, including updates and training for 1099s, W-2s, and 1095s.

a. Financial Reports

Regular; Processing Month 10/2024; Accounts to Include Accounts with  
 Activity; Fund Number 01, 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	4,434,264.34	9,699.65	32,241.79	0.73	4,402,022.55
01 000 1220	TELECOMMUNICATIONS	10,000.00	0.00	0.00	0.00	10,000.00
01 000 1312	TUITION FROM ND DISTRICTS	150,000.00	0.00	0.00	0.00	150,000.00
01 000 1322	TUITION--SPECIAL ED	250,000.00	0.00	0.00	0.00	250,000.00
01 000 1510	INTEREST EARNED	200,000.00	20,712.85	99,416.72	49.71	100,583.28
01 000 1800	PRE SCHOOL	32,000.00	4,728.00	11,919.00	37.25	20,081.00
01 000 1801	DAYCARE	135,000.00	20,214.50	41,962.00	31.08	93,038.00
01 000 1950	OIL ROYALTY	8,000.00	308.27	2,060.45	25.76	5,939.55
01 000 1990	MISC INCOME	20,000.00	669.00	474,635.64	2,373.18	(454,635.64)
	Subtotal: REVENUE FROM LOCAL SOURCES	5,239,264.34	56,332.27	662,235.60	12.64	4,577,028.74
01 000 2210	OIL & GAS PRODUCTION TAX	3,000,000.00	232,866.77	1,124,963.61	37.50	1,875,036.39
	Subtotal: REVENUE FROM COUNTY SOURCES	3,000,000.00	232,866.77	1,124,963.61	37.50	1,875,036.39
01 000 3110	STATE AID	461,242.95	0.00	466,971.78	101.24	(5,728.83)
01 000 3130	TRANSPORTATION AID	268,609.00	0.00	72,677.04	27.06	195,931.96
01 000 3310	CTE INSTRUCTIONAL AID	39,520.00	0.00	0.00	0.00	39,520.00
	Subtotal: REVENUE FROM STATE SOURCES	769,371.95	0.00	539,648.82	70.14	229,723.13
01 000 4210	TAYLOR GRAZING	500.00	1,931.24	1,931.24	386.25	(1,431.24)
01 000 4220	FLOOD CONTROL	400,000.00	24,428.87	170,645.00	42.66	229,355.00
01 000 4490	OTHER RESTRICTED FEDERAL AID	0.00	34,735.21	34,735.21	0.00	(34,735.21)
01 000 4510	TITLE I PROGRAM AID	200,622.00	58,762.06	58,762.06	29.29	141,859.94
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	216.00	0.00	216.00	100.00	0.00
01 000 4545	CARL PERKINS GRANT	32,939.00	0.00	0.00	0.00	32,939.00
01 200 4590	BEST IN CLASS GRANT	60,000.00	18,000.00	18,000.00	30.00	42,000.00
01 000 4790	REAP SRSA G5	1,316.00	0.00	1,316.00	100.00	0.00
	Subtotal: REVENUE FROM FEDERAL SOURCES	695,593.00	137,857.38	285,605.51	41.06	409,987.49
01 000 5600	GRANTS	0.00	25,000.00	25,000.00	0.00	(25,000.00)
	Subtotal: OTHER SOURCES	0.00	25,000.00	25,000.00	0.00	(25,000.00)
	Fund Total:	9,704,229.29	452,056.42	2,637,453.54	27.18	7,066,775.75

Regular; Processing Month 10/2024; Accounts to Include Accounts with  
Activity; Fund Number 01, 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	744,065.87	1,682.79	5,595.32	0.75	738,470.55
03 000 1540	RENTAL INCOME SCHOOL HOUSING	91,800.00	9,576.73	31,876.73	34.72	59,923.27
Subtotal: REVENUE FROM LOCAL SOURCES		835,865.87	11,259.52	37,472.05	4.48	798,393.82
Fund Total:		835,865.87	11,259.52	37,472.05	4.48	798,393.82

Regular; Processing Month 10/2024; Accounts to Include Accounts with  
Activity; Fund Number 01, 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	3,818.54	12,796.27	0.89	1,430,991.73
Subtotal: REVENUE FROM LOCAL SOURCES		1,443,788.00	3,818.54	12,796.27	0.89	1,430,991.73
Fund Total:		1,443,788.00	3,818.54	12,796.27	0.89	1,430,991.73

**Revenue Summary Report**

Processing Month: 10/2024

Regular; Processing Month 10/2024; Accounts to Include Accounts with  
Activity; Fund Number 01, 03, 04

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	11,983,883.16	467,134.48	2,687,721.86	22.43	9,296,161.30

**Balance Sheet - Combined**

Period Ending: October 2024

Annual; Processing Month 10/2024; 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	4,621,841.03	478,526.17	3,959,843.66	633,697.55	9,693,908.41
102 FLEX ACCOUNT	11,958.40	0.00	0.00	0.00	11,958.40
110 DUE FROM OTHER FUNDS	954.97	0.00	0.00	0.00	954.97
111 INVESTMENTS	1,372,493.46	538,930.78	0.00	0.00	1,911,424.24
114 INTEREST REC ON INVESTMENTS	700.00	400.00	0.00	0.00	1,100.00
121 TAXES RECEIVABLE	89,266.45	0.00	15,559.50	40,139.09	144,965.04
141 INTERGOV ACCOUNTS RECEIVABLE	132,071.27	0.00	0.00	0.00	132,071.27
153 ACCOUNTS RECEIVABLE	(127,906.27)	0.00	0.00	0.00	(127,906.27)
181 PREPAID EXPENSE	55,829.15	0.00	0.00	0.00	55,829.15
Current Assets	6,157,208.46	1,017,856.95	3,975,403.16	673,836.64	11,824,305.21
<b>Total Assets and Deferred Outflows of Resources</b>	6,157,208.46	1,017,856.95	3,975,403.16	673,836.64	11,824,305.21
<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	0.00	0.00	0.00	0.00	0.00
462 PAYFLEX PAYABLE	0.00	0.00	0.00	0.00	0.00
472 FICA PAYABLE	0.00	0.00	0.00	0.00	0.00
473 RETIREMENT PAYABLE	0.00	0.00	0.00	0.00	0.00
474 INSURANCE PAYABLE	2,880.28	0.00	0.00	0.00	2,880.28
475 FIT PAYABLE	0.00	0.00	0.00	0.00	0.00
476 SIT PAYABLE	1,415.00	0.00	0.00	0.00	1,415.00
477 TSA PAYABLE	429.20	0.00	0.00	0.00	429.20
478 DUES PAYABLE	0.00	0.00	0.00	0.00	0.00
479 FLEX PAYABLE	11,958.43	0.00	0.00	0.00	11,958.43
481 DEFERRED REVENUES	63,265.14	0.00	10,943.83	27,860.83	102,069.80
Current Liabilities	80,016.53	0.00	10,943.83	27,860.83	118,821.19
<b>Fund Balance</b>					
770 UNRESERVED FUND BALANCE	6,077,191.93	1,017,856.95	3,964,459.33	645,975.81	11,705,484.02

**Balance Sheet - Combined**

Period Ending: October 2024

Annual; Processing Month 10/2024; 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>
Fund Balance	6,077,191.93	1,017,856.95	3,964,459.33	645,975.81	11,705,484.02
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity</b>	<u>6,157,208.46</u>	<u>1,017,856.95</u>	<u>3,975,403.16</u>	<u>673,836.64</u>	<u>11,824,305.21</u>

**Cash Receipt Listing by Received From**  
Posted; Entries to Include Entries with Amounts; Fund Number 01, 03, 04; Processing  
Month 10/2024

<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>
26224	BRAVERA BRAVERA	10/31/2024	INTEREST EARNED	01 000 1510	INTEREST EARNED	105.85
26224	BRAVERA BRAVERA	10/31/2024	INTEREST EARNED	01 000 1510	INTEREST EARNED	20,607.00
					BRAVERA BRAVERA Total:	<u>20,712.85</u>
26177	CCCHC COAL COUNTRY COMMUNITY HEALTH CENTER	10/22/2024	SEPT 24 NURSING SERVICES	01 000 000 200 2835 120	NON-CERTIFIED SALARY	20.70
					CCCHC COAL COUNTRY COMMUNITY HEALTH CENTER Total:	<u>20.70</u>
26174	CONOCO CONOCO PHILLIPS	10/22/2024	OIL ROYALTIES	01 000 1950	OIL ROYALTY	149.12
					CONOCO CONOCO PHILLIPS Total:	<u>149.12</u>
26140	DAYCARE DAYCARE	10/04/2024	CHILD CARE ASSISTANCE PROGRAM	01 000 1801	DAYCARE	2,294.00
26138	DAYCARE DAYCARE	10/09/2024	DAYCARE PMTS-CKS	01 000 1801	DAYCARE	595.00
26142	DAYCARE DAYCARE	10/09/2024	DAYCARE PMTS-ONLINE	01 000 1801	DAYCARE	3,875.00
26182	DAYCARE DAYCARE	10/22/2024	DAYCARE PMTS-ONLINE	01 000 1801	DAYCARE	4,410.50
26211	DAYCARE DAYCARE	10/30/2024	DAYCARE PMTS-CKS	01 000 1801	DAYCARE	1,441.00
26214	DAYCARE DAYCARE	10/30/2024	DAYCARE PMTS-ONLINE	01 000 1801	DAYCARE	7,599.00
					DAYCARE DAYCARE Total:	<u>20,214.50</u>
26151	DIAZKER DIAZ KERRY	10/11/2024	REVTRAK RCPTS 10.11.24	01 000 000 340 1000 611	FACS FEES	114.00
26151	DIAZKER DIAZ KERRY	10/11/2024	REVTRAK RCPTS 10.11.24	01 000 000 310 1000 611	AG ED FEE	57.00
26235	DIAZKER DIAZ KERRY	10/11/2024	REVERSE REVTRAK CLASS PMTS-DUP ENTRY	01 000 000 340 1000 611	SUPPLIES	(114.00)
26235	DIAZKER DIAZ KERRY	10/11/2024	REVERSE REVTRAK CLASS PMTS-DUP ENTRY	01 000 000 310 1000 611	SUPPLIES	(57.00)
					DIAZKER DIAZ KERRY Total:	<u>0.00</u>
26176	DPI DEPT OF PUBLIC INSTRUCTION	10/22/2024	TITLE I REIMBURSEMENT	01 000 4510	TITLE I PROGRAM AID	58,762.06
					DPI DEPT OF PUBLIC INSTRUCTION Total:	<u>58,762.06</u>
26184	DUNNCO DUNN COUNTY AUDITOR	10/08/2024	GENERAL, BLDG, BONDS, TAYLOR GRAZING	01 000 1110	GENERAL-DISTRICT PROPERTY TAX	9,699.65
26184	DUNNCO DUNN COUNTY AUDITOR	10/08/2024	GENERAL, BLDG, BONDS, TAYLOR GRAZING	03 000 1161	PROPERTY TAXES	1,682.79
26184	DUNNCO DUNN COUNTY AUDITOR	10/08/2024	GENERAL, BLDG, BONDS, TAYLOR GRAZING	04 000 1171	SINKING AND INTEREST #2	3,818.54
26184	DUNNCO DUNN COUNTY AUDITOR	10/08/2024	GENERAL, BLDG, BONDS, TAYLOR GRAZING	01 000 4210	TAYLOR GRAZING	1,931.24
26213	DUNNCO DUNN COUNTY	10/24/2024	FLOOD CONTROL	01 000 4220	FLOOD CONTROL	24,428.87

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 Month 10/2024

<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>
	AUDITOR				DUNNCO DUNN COUNTY AUDITOR Total:	41,561.09
26135	MARATHON MARATHON OIL CO	10/09/2024	OIL ROYALTIES	01 000 1950	OIL ROYALTY	96.54
					MARATHON MARATHON OIL CO Total:	96.54
26178	NDENVIRON ND DEPT OF ENVIRONMENTAL QUALITY	10/22/2024	CLEAN DIESEL BUS GRANT	01 000 5600	GRANTS	25,000.00
					NDENVIRON ND DEPT OF ENVIRONMENTAL QUALITY Total:	25,000.00
26175	NDHEALTH ND HEALTH AND HUMAN SERVICES	10/22/2024	BEST IN CLASS GRANT REIMBURSEMENT	01 200 4590	BEST IN CLASS GRANT	18,000.00
					NDHEALTH ND HEALTH AND HUMAN SERVICES Total:	18,000.00
26136	PETROHUNT PETRO-HUNT LLC	10/09/2024	OIL ROYALTIES	01 000 1950	OIL ROYALTY	62.61
					PETROHUNT PETRO-HUNT LLC Total:	62.61
26141	PRE PRESCHOOL FEES	10/09/2024	PRESCHOOL FEES-CASH/CKS	01 000 1800	PRE SCHOOL	996.00
26144	PRE PRESCHOOL FEES	10/09/2024	PRESCHOOL FEES-REVTRAK	01 000 1800	PRE SCHOOL	2,466.00
26180	PRE PRESCHOOL FEES	10/22/2024	PRESCHOOL FEES-CKS	01 000 1800	PRE SCHOOL	150.00
26181	PRE PRESCHOOL FEES	10/22/2024	PRESCHOOL FEES-REVTRAK	01 000 1800	PRE SCHOOL	750.00
26216	PRE PRESCHOOL FEES	10/30/2024	PRESCHOOL FEES-ONLINE	01 000 1800	PRE SCHOOL	366.00
					PRE PRESCHOOL FEES Total:	4,728.00
26139	RENTAL RENTAL INCOME FROM STAFF HOUSING	10/09/2024	STAFF RENTAL PMTS-CKS	03 000 1540	RENTAL INCOME SCHOOL HOUSING	3,350.00
26143	RENTAL RENTAL INCOME FROM STAFF HOUSING	10/09/2024	STAFF RENTAL PMTS-ONLINE	03 000 1540	RENTAL INCOME SCHOOL HOUSING	2,250.00
26179	RENTAL RENTAL INCOME FROM STAFF HOUSING	10/22/2024	STAFF RENTAL PMTS-CKS	03 000 1540	RENTAL INCOME SCHOOL HOUSING	650.00
26183	RENTAL RENTAL INCOME FROM STAFF HOUSING	10/22/2024	STAFF RENTAL PMTS-ONLINE	03 000 1540	RENTAL INCOME SCHOOL HOUSING	1,400.00
26212	RENTAL RENTAL INCOME FROM STAFF HOUSING	10/30/2024	STAFF RENTAL PMTS-CKS	03 000 1540	RENTAL INCOME SCHOOL HOUSING	1,076.73
26215	RENTAL RENTAL INCOME FROM STAFF HOUSING	10/30/2024	STAFF RENTAL PMTS-ONLINE	03 000 1540	RENTAL INCOME SCHOOL HOUSING	850.00
					RENTAL RENTAL INCOME FROM STAFF HOUSING Total:	9,576.73
26137	ROBERT ROBERTSON METAL RECYCLING	10/09/2024	BUS 419 SCRAP METAL	01 000 1990	MISC INCOME	419.00

**Cash Receipt Listing by Received From**  
 Posted; Entries to Include Entries with Amounts; Fund Number 01, 03, 04; Processing  
 Month 10/2024

<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>
					ROBERT ROBERTSON METAL RECYCLING Total:	<u>419.00</u>
26185	STATETREAS STATE TREASURER - ND	10/21/2024	OIL & GAS PRODUCTION TAX	01 000 2210	OIL & GAS PRODUCTION TAX	229,979.26
26186	STATETREAS STATE TREASURER - ND	10/21/2024	OIL & GAS PRODUCTION TAX- MCKENZIE COUNTY	01 000 2210	OIL & GAS PRODUCTION TAX	2,887.51
					STATETREAS STATE TREASURER - ND Total:	<u>232,866.77</u>
26210	STJOSEPHS1 ST. JOSEPHS CATHOLIC CHURCH	10/30/2024	SCHOOL BUS USE	01 000 1990	MISC INCOME	250.00
					STJOSEPHS1 ST. JOSEPHS CATHOLIC CHURCH Total:	<u>250.00</u>
26225	USTREASUR UNITED STATES TREASURY	10/10/2024	E-RATE 2024-2025	01 000 4490	OTHER RESTRICTED FEDERAL AID	34,735.21
					USTREASUR UNITED STATES TREASURY Total:	<u>34,735.21</u>
26145	ZASTRHO ZASTOUPIL RHONDA	10/09/2024	AG ED CLASS FEES-REVTRAK	01 000 000 310 1000 611	SUPPLIES	57.00
26146	ZASTRHO ZASTOUPIL RHONDA	10/09/2024	FACS CLASS FEES-REVTRAK	01 000 000 340 1000 611	SUPPLIES	114.00
26217	ZASTRHO ZASTOUPIL RHONDA	10/30/2024	FCS CLASS FEES-REVTRAK	01 000 000 340 1000 611	SUPPLIES	114.00
					ZASTRHO ZASTOUPIL RHONDA Total:	<u>285.00</u>

Summary Totals

<u>Account Type</u>		<u>Cash Accounts</u>		<u>Reivable Accounts</u>
Subtotal Revenue	467,134.48	01 101	452,362.12	
Subtotal Expense	305.70	03 101	11,259.52	
Subtotal General Ledger		04 101	3,818.54	
Account Total	<u>467,440.18</u>	Total:	<u>467,440.18</u>	

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	69,334.00	5,777.84	11,555.68	57,778.32
01 000 000 000 2210 210	HEALTH INSURANCE	9,052.44	754.38	1,508.76	7,543.68
01 000 000 000 2210 220	FICA	5,996.58	499.72	1,080.76	4,915.82
01 000 000 000 2210 230	TFFR	15,637.89	1,303.16	2,842.01	12,795.88
01 000 000 000 2210 300	PROFESSIONAL SERVICES	80,000.00	1,200.00	4,114.63	75,885.37
01 000 000 000 2210 430	CONTRACTS	2,000.00	0.00	2,000.00	0.00
01 000 000 000 2210 580	TRAVEL	12,000.00	0.00	2,883.32	9,116.68
01 000 000 000 2210 611	SUPPLIES	1,000.00	50.76	304.10	695.90
01 000 000 000 2210 730	EQUIPMENT	500.00	0.00	0.00	500.00
01 000 000 000 2210 890	OTHER	1,000.00	0.00	0.00	1,000.00
<b>2210</b>	<b>CURRICULUM IMPROVEMENT</b>	<b>196,520.91</b>	<b>9,585.86</b>	<b>26,289.26</b>	<b>170,231.65</b>
<b>2213</b>	<b>WELLNESS</b>				
01 000 000 000 2213 110	SALARIES	2,000.00	0.00	0.00	2,000.00
01 000 000 000 2213 220	FICA	153.00	0.00	0.00	153.00
01 000 000 000 2213 230	TFFR	451.09	0.00	0.00	451.09
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	2,500.00	0.00	0.00	2,500.00
<b>2213</b>	<b>WELLNESS</b>	<b>10,354.09</b>	<b>0.00</b>	<b>0.00</b>	<b>10,354.09</b>
<b>2222</b>	<b>LIBRARY</b>				
01 000 000 000 2222 110	SALARIES	55,950.00	4,662.50	9,325.00	46,625.00
01 000 000 000 2222 130	SUBS/AIDES	23,625.00	0.00	0.00	23,625.00
01 000 000 000 2222 210	HEALTH INSURANCE	18,104.88	754.38	1,508.76	16,596.12
01 000 000 000 2222 220	FICA	7,472.51	376.14	752.28	6,720.23
01 000 000 000 2222 230	TFFR	16,460.59	1,051.60	2,103.20	14,357.39
01 000 000 000 2222 430	CONTRACTS	6,500.00	245.25	1,018.25	5,481.75
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	113.18	1,289.88	3,210.12
01 000 000 000 2222 618	FREIGHT	250.00	0.00	0.00	250.00
01 000 000 000 2222 641	BOOKS-H.S.	2,500.00	0.00	0.00	2,500.00
01 000 000 000 2222 642	BOOKS-ELEM	2,500.00	0.00	362.37	2,137.63
01 000 000 000 2222 650	PERIODICALS	2,000.00	0.00	160.00	1,840.00
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>143,362.98</b>	<b>7,203.05</b>	<b>16,519.74</b>	<b>126,843.24</b>
<b>2225</b>	<b>COMPUTER-ASSISTED INSTRUCTION</b>				
01 000 000 000 2225 490	TECHNOLOGY SERVICES	49,620.00	6,563.00	23,232.98	26,387.02
<b>2225</b>	<b>COMPUTER-ASSISTED INSTRUCTION</b>	<b>49,620.00</b>	<b>6,563.00</b>	<b>23,232.98</b>	<b>26,387.02</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	458.46	1,454.04
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	20,000.00	0.00	19,207.09	792.91
01 000 000 000 2310 290	OTHER EMPLOYEE BENEFITS	35,000.00	905.83	10,382.69	24,617.31
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	0.00	0.00	5,000.00
01 000 000 000 2310 650	PERIODICALS	500.00	0.00	0.00	500.00
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	18,775.00	6,225.00
01 000 000 000 2310 890	CONSOLIDATION	0.00	0.00	0.00	0.00
<b>2310</b>	<b>BOARD OF EDUCATION</b>	<b>114,912.50</b>	<b>905.83</b>	<b>48,823.24</b>	<b>66,089.26</b>
<b>2321</b>	<b>SUPERINTENDENT'S OFFICE</b>				
01 000 000 000 2321 110	SALARIES-SUPERINTENDENT	153,934.00	11,841.08	47,364.32	106,569.68
01 000 000 000 2321 120	SALARIES-SECRETARY	0.00	0.00	0.00	0.00
01 000 000 000 2321 210	HEALTH INSURANCE	21,883.20	1,823.60	7,294.40	14,588.80
01 000 000 000 2321 220	FICA	11,775.95	980.04	3,647.46	8,128.49
01 000 000 000 2321 230	TFFR	32,048.15	2,952.61	10,964.65	21,083.50
01 000 000 000 2321 290	OTHER EMPLOYEE BENEFITS	7,000.00	1,633.34	2,833.36	4,166.64
01 000 000 000 2321 580	TRAVEL	6,000.00	0.00	736.04	5,263.96
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	0.00	2,500.00
01 000 000 000 2321 810	DUES & FEES	3,000.00	0.00	200.00	2,800.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
2321	SUPERINTENDENT'S OFFICE	238,641.30	19,230.67	73,040.23	165,601.07
<b>2500</b>	<b>BUSINESS OFFICE</b>				
01 000 000 000 2500 120	Salaries	257,569.45	23,742.43	85,652.97	171,916.48
01 000 000 000 2500 210	HEALTH INSURANCE	55,377.23	4,866.25	17,453.33	37,923.90
01 000 000 000 2500 220	FICA	21,501.12	2,024.27	7,229.99	14,271.13
01 000 000 000 2500 230	PERS	39,603.87	3,607.40	13,260.15	26,343.72
01 000 000 000 2500 290	OTHER EMPLOYEE BENEFITS	5,000.00	350.00	1,600.00	3,400.00
01 000 000 000 2500 330	PROFESSIONAL SERVICES	85,000.00	297.50	51,925.00	33,075.00
01 000 000 000 2500 430	CONTRACTS	3,800.00	256.32	927.27	2,872.73
01 000 000 000 2500 431	POSTAGE METER	5,000.00	502.63	1,728.16	3,271.84
01 000 000 000 2500 521	PROPERTY INSURANCE	78,000.00	0.00	6,015.00	71,985.00
01 000 000 000 2500 522	LIABILITY INSURANCE	15,000.00	0.00	5,169.00	9,831.00
01 000 000 000 2500 532	POSTAGE	4,000.00	0.00	1,797.40	2,202.60
01 000 000 000 2500 540	LEGALS-ADS	5,000.00	1,051.56	2,326.25	2,673.75
01 000 000 000 2500 550	PRINTING & BINDING	500.00	0.00	0.00	500.00
01 000 000 000 2500 580	TRAVEL	2,500.00	0.00	0.00	2,500.00
01 000 000 000 2500 618	FREIGHT	250.00	0.00	35.39	214.61
01 000 000 000 2500 619	SUPPLIES TO BE DIST.	200.00	0.00	105.89	94.11
01 000 000 000 2500 670	SOFTWARE	15,000.00	0.00	0.00	15,000.00
01 000 000 000 2500 690	MISC SUPPLIES	3,500.00	247.99	3,556.08	(56.08)
01 000 000 000 2500 730	EQUIPMENT	2,000.00	0.00	0.00	2,000.00
01 000 000 000 2500 810	DUES & FEES	10,000.00	592.08	1,403.60	8,596.40
01 000 000 000 2500 830	INTEREST	0.00	0.00	0.00	0.00
2500	BUSINESS OFFICE	608,801.67	37,538.43	200,185.48	408,616.19
<b>2600</b>	<b>M &amp; O OF PLANT</b>				
01 000 000 000 2600 120	SALARIES	322,315.50	26,876.42	103,679.20	218,636.30
01 000 000 000 2600 121	PART TIME SALARY	37,725.15	1,998.94	20,226.78	17,498.37
01 000 000 000 2600 210	HEALTH INSURANCE	72,419.52	4,526.28	20,539.53	51,879.99
01 000 000 000 2600 220	FICA	29,620.64	2,297.37	9,718.06	19,902.58
01 000 000 000 2600 230	PERS	56,512.65	3,713.14	16,534.40	39,978.25
01 000 000 000 2600 411	WATER/SEWER	32,000.00	5,373.18	16,713.85	15,286.15
01 000 000 000 2600 421	GARBAGE	20,000.00	1,254.00	4,845.00	15,155.00
01 000 000 000 2600 431	FIRE EXTINGUISHERS	5,000.00	0.00	3,329.50	1,670.50
01 000 000 000 2600 432	PEST CONTROL	1,500.00	0.00	354.05	1,145.95
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	17,000.00	2,802.00	7,050.67	9,949.33
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	12,210.22	56,430.97	43,569.03
01 000 000 000 2600 531	TELEPHONE	24,000.00	2,155.50	8,561.52	15,438.48
01 000 000 000 2600 611	SUPPLIES	90,000.00	17,428.19	71,605.93	18,394.07
01 000 000 000 2600 618	FREIGHT	3,000.00	1,040.60	2,905.20	94.80
01 000 000 000 2600 621	ELECTRICITY	200,000.00	22,871.95	83,140.95	116,859.05
01 000 000 000 2600 622	NATURAL GAS	75,000.00	3,170.14	11,603.11	63,396.89
01 000 000 000 2600 626	GAS-MAINTENANCE	3,000.00	478.15	1,067.84	1,932.16
01 000 000 000 2600 627	DIESEL	2,500.00	143.97	420.66	2,079.34
01 000 000 000 2600 730	EQUIPMENT	30,000.00	0.00	22,646.29	7,353.71
2600	M & O OF PLANT	1,150,593.46	108,340.05	461,373.51	689,219.95
<b>2700</b>	<b>TRANSPORTATION</b>				
01 000 000 000 2700 110	SALARIES--TRANSPORTATION DIR	9,555.00	1,061.66	2,654.15	6,900.85
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	255,880.00	27,247.31	54,189.97	201,690.03
01 000 000 000 2700 122	SUB SALARY	4,000.00	210.00	1,610.00	2,390.00
01 000 000 000 2700 210	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 000 000 000 2700 220	FICA	20,611.78	2,181.68	4,471.68	16,140.10
01 000 000 000 2700 230	PERS	17,629.58	1,508.62	3,055.44	14,574.14
01 000 000 000 2700 290	OTHER EMPLOYEE BENEFITS	500.00	50.00	200.00	300.00
01 000 000 000 2700 330	OTHER PROFESSIONAL SERVICES	5,500.00	1,236.00	4,953.00	547.00
01 000 000 000 2700 390	PHYSICALS	2,500.00	0.00	1,220.00	1,280.00
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	348.00	652.00
01 000 000 000 2700 519	TRANSPORTATION-FAMILY TYPE	5,500.00	0.00	3,105.25	2,394.75
01 000 000 000 2700 520	INSURANCE	40,000.00	2,205.00	16,362.00	23,638.00
01 000 000 000 2700 580	TRAVEL	2,500.00	94.15	450.59	2,049.41
01 000 000 000 2700 611	SUPPLIES	2,500.00	502.73	1,468.27	1,031.73
01 000 000 000 2700 626	GASOLINE	5,000.00	434.09	2,615.53	2,384.47
01 000 000 000 2700 627	DIESEL	100,000.00	8,726.47	15,044.02	84,955.98
01 000 000 000 2700 671	OIL AND GREASE	5,000.00	703.42	2,280.51	2,719.49
01 000 000 000 2700 672	TIRES AND TUBES	10,000.00	0.00	5,020.60	4,979.40
01 000 000 000 2700 673	REPAIRS	120,000.00	18,035.58	68,951.18	51,048.82

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 000 2700 732	VEHICLE REPLACEMENT	210,000.00	0.00	50,148.00	159,852.00
2700	TRANSPORTATION	820,676.36	64,196.71	238,148.19	582,528.17
<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	200,000.00	0.00	0.00	200,000.00
6350	TRANSFER TO FOOD SERVICE	200,000.00	0.00	0.00	200,000.00
<b>6360</b>	<b>TRANSFER TO STUDENT ACTIVITY</b>				
01 000 000 000 6360 920	TRANSFER OF FUNDS STUDENT ACTIVITY	40,000.00	0.00	0.00	40,000.00
6360	TRANSFER TO STUDENT ACTIVITY	40,000.00	0.00	0.00	40,000.00
000	UNDISTRIBUTED EXPENDITURES	3,573,483.27	253,563.60	1,087,612.63	2,485,870.64
<b>1000</b>	<b>INSTRUCTION</b>				
01 000 000 110 1000 110	SALARIES	179,560.00	14,963.34	29,926.68	149,633.32
01 000 000 110 1000 130	SUBS/AIDES	7,335.00	0.00	0.00	7,335.00
01 000 000 110 1000 210	HEALTH INSURANCE	33,641.95	2,803.52	5,607.04	28,034.91
01 000 000 110 1000 220	FICA	15,121.40	1,146.82	2,289.78	12,831.62
01 000 000 110 1000 230	TFFR	40,498.70	3,374.88	6,749.76	33,748.94
01 000 000 110 1000 290	OTHER EMPLOYEE BENEFITS	5,550.00	0.00	0.00	5,550.00
01 000 000 110 1000 430	CONTRACTS	4,000.00	0.00	978.46	3,021.54
01 000 000 110 1000 610	SUPPLIES	20,000.00	415.56	7,924.28	12,075.72
01 000 000 110 1000 618	FREIGHT	500.00	0.00	89.00	411.00
01 000 000 110 1000 640	BOOKS	22,000.00	0.00	1,145.00	20,855.00
01 000 000 110 1000 670	SOFTWARE	3,000.00	0.00	670.74	2,329.26
01 000 000 110 1000 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 110 1000 810	DUES & FEES	500.00	0.00	0.00	500.00
1000	INSTRUCTION	331,707.05	22,704.12	55,380.74	276,326.31
110	KINDERGARTEN	331,707.05	22,704.12	55,380.74	276,326.31
<b>1000</b>	<b>INSTRUCTION</b>				
01 000 000 120 1000 110	SALARIES	1,345,097.48	105,062.02	211,153.70	1,133,943.78
01 000 000 120 1000 130	SUBS/AIDES	124,884.00	20,620.40	53,859.92	71,024.08
01 000 000 120 1000 210	HEALTH INSURANCE	269,095.08	20,979.14	41,958.28	227,136.80
01 000 000 120 1000 220	FICA	109,271.06	9,545.46	20,135.06	89,136.00
01 000 000 120 1000 230	TFFR	303,377.96	24,310.89	52,164.94	251,213.02
01 000 000 120 1000 290	OTHER EMPLOYEE BENEFITS	5,975.00	50.00	250.00	5,725.00
01 000 000 120 1000 430	CONTRACTS	10,000.00	500.00	6,126.15	3,873.85
01 000 000 120 1000 560	TUITION TO LEA'S IN STATE	12,000.00	0.00	0.00	12,000.00
01 000 000 120 1000 580	TRAVEL	4,000.00	201.22	674.44	3,325.56
01 000 000 120 1000 611	SUPPLIES	85,000.00	7,712.66	65,621.24	19,378.76
01 000 000 120 1000 612	MUSIC SUPPLIES	3,000.00	317.00	666.67	2,333.33
01 000 000 120 1000 618	FREIGHT	2,000.00	10.95	310.82	1,689.18
01 000 000 120 1000 640	BOOKS	149,000.00	0.00	407.40	148,592.60
01 000 000 120 1000 670	SOFTWARE	20,000.00	0.00	3,856.80	16,143.20
01 000 000 120 1000 730	EQUIPMENT	55,000.00	0.00	28,798.80	26,201.20
01 000 000 120 1000 810	DUES & FEES	3,000.00	0.00	0.00	3,000.00
1000	INSTRUCTION	2,500,700.58	189,309.74	485,984.22	2,014,716.36
<b>2410</b>	<b>OFFICE OF PRINCIPAL SERVICES</b>				
01 000 000 120 2410 110	SALARIES	91,529.15	7,627.42	15,254.84	76,274.31
01 000 000 120 2410 120	SALARIES-SECRETARY	37,151.01	3,630.28	11,679.99	25,471.02
01 000 000 120 2410 210	HEALTH INSURANCE	30,935.64	2,703.71	6,161.79	24,773.85
01 000 000 120 2410 220	FICA	10,536.55	898.87	2,175.34	8,361.21
01 000 000 120 2410 230	TFFR	26,684.56	2,310.61	5,327.07	21,357.49
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	0.00	500.00
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	500.00	0.00	0.00	500.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 120 2410 810	DUES & FEES	2,200.00	0.00	904.00	1,296.00
2410	OFFICE OF PRINCIPAL SERVICES	202,336.91	17,170.89	41,503.03	160,833.88
120	ELEMENTARY	2,703,037.49	206,480.63	527,487.25	2,175,550.24
<b>1000</b>	<b>INSTRUCTION</b>				
01 000 000 130 1000 110	SALARIES	400,296.13	26,470.28	52,940.56	347,355.57
01 000 000 130 1000 130	SUBS/AIDES	22,005.00	9,663.40	22,041.90	(36.90)
01 000 000 130 1000 210	HEALTH INSURANCE	76,804.22	5,365.60	10,731.20	66,073.02
01 000 000 130 1000 220	FICA	33,898.23	2,798.25	5,804.20	28,094.03
01 000 000 130 1000 230	TFFR	90,284.18	6,873.08	13,273.25	77,010.93
01 000 000 130 1000 290	OTHER EMPLOYEE BENEFITS	2,700.00	197.32	394.64	2,305.36
01 000 000 130 1000 430	CONTRACTS	10,000.00	0.00	1,834.61	8,165.39
01 000 000 130 1000 580	TRAVEL	750.00	171.52	443.74	306.26
01 000 000 130 1000 611	SUPPLIES	16,000.00	1,022.20	9,364.47	6,635.53
01 000 000 130 1000 618	FREIGHT	2,000.00	0.00	3.00	1,997.00
01 000 000 130 1000 640	BOOKS	1,000.00	0.00	843.90	156.10
01 000 000 130 1000 670	SOFTWARE	4,000.00	0.00	1,257.65	2,742.35
01 000 000 130 1000 730	EQUIPMENT	10,400.00	0.00	0.00	10,400.00
01 000 000 130 1000 810	DUES & FEES	3,000.00	229.00	229.00	2,771.00
1000	INSTRUCTION	673,137.76	52,790.65	119,162.12	553,975.64
130	MIDDLE/JUNIOR HIGH	673,137.76	52,790.65	119,162.12	553,975.64
<b>1000</b>	<b>INSTRUCTION</b>				
01 000 000 140 1000 110	SALARIES	748,970.11	53,564.68	107,129.36	641,840.75
01 000 000 140 1000 130	SUBS/AIDES	54,010.00	14,191.10	41,425.70	12,584.30
01 000 000 140 1000 210	HEALTH INSURANCE	145,267.08	11,279.72	22,559.44	122,707.64
01 000 000 140 1000 220	FICA	60,114.74	5,185.55	11,368.91	48,745.83
01 000 000 140 1000 230	TFFR	168,925.32	13,339.06	28,274.33	140,650.99
01 000 000 140 1000 290	OTHER EMPLOYEE BENEFITS	2,700.00	247.32	644.64	2,055.36
01 000 000 140 1000 430	CONTRACTS	25,000.00	0.00	5,124.41	19,875.59
01 000 000 140 1000 442	RENTAL-DRIVERS ED	3,000.00	0.00	2,718.96	281.04
01 000 000 140 1000 520	DRIVER'S ED INSURANCE	200.00	0.00	112.00	88.00
01 000 000 140 1000 561	TUITION TO LEA'S IN STATE	50,000.00	0.00	4,040.00	45,960.00
01 000 000 140 1000 580	TRAVEL	2,000.00	0.00	0.00	2,000.00
01 000 000 140 1000 611	SUPPLIES	45,000.00	952.98	22,503.05	22,496.95
01 000 000 140 1000 612	MUSIC SUPPLIES	7,500.00	108.87	108.87	7,391.13
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	317.18	1,682.82
01 000 000 140 1000 626	MISC DRIVERS ED SUPPLIES	2,000.00	0.00	615.42	1,384.58
01 000 000 140 1000 640	BOOKS	2,000.00	0.00	8,180.03	(6,180.03)
01 000 000 140 1000 670	SOFTWARE	20,000.00	0.00	2,599.15	17,400.85
01 000 000 140 1000 730	EQUIPMENT	46,500.00	0.00	19,240.00	27,260.00
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	0.00	3,000.00
1000	INSTRUCTION	1,388,187.25	98,869.28	276,961.45	1,111,225.80
<b>2410</b>	<b>OFFICE OF PRINCIPAL SERVICES</b>				
01 000 000 140 2410 110	SALARIES	79,000.00	6,583.34	13,166.68	65,833.32
01 000 000 140 2410 120	SALARIES-SECRETARY	32,656.61	3,572.62	11,807.41	20,849.20
01 000 000 140 2410 210	HEALTH INSURANCE	30,030.40	2,628.28	5,860.08	24,170.32
01 000 000 140 2410 220	FICA	9,165.00	818.09	2,039.03	7,125.97
01 000 000 140 2410 230	TFFR/PERS	23,127.90	2,021.45	4,753.75	18,374.15
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	0.00	0.00	1,500.00
01 000 000 140 2410 611	SUPPLIES	1,000.00	0.00	69.09	930.91
01 000 000 140 2410 618	FREIGHT	100.00	0.00	0.00	100.00
01 000 000 140 2410 670	SOFTWARE	200.00	0.00	0.00	200.00
01 000 000 140 2410 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 140 2410 810	DUES & FEES	5,000.00	0.00	4,540.00	460.00
2410	OFFICE OF PRINCIPAL SERVICES	182,779.91	15,623.78	42,236.04	140,543.87
140	HIGH SCHOOL	1,570,967.16	114,493.06	319,197.49	1,251,769.67
<b>2835</b>	<b>HEALTH SERVICES</b>				
01 000 000 200 2835 120	NON-CERTIFIED SALARY	28,448.28	2,350.00	9,380.56	19,067.72
01 000 000 200 2835 220	FICA	2,176.29	181.36	719.19	1,457.10
01 000 000 200 2835 230	TFFR	4,625.69	385.46	1,528.60	3,097.09
01 000 000 200 2835 610	SUPPLIES	3,000.00	393.50	1,837.43	1,162.57
01 000 000 200 2835 810	DUES & FEES	2,000.00	162.75	794.50	1,205.50
2835	HEALTH SERVICES	40,250.26	3,473.07	14,260.28	25,989.98
<b>2900</b>	<b>OTHER SUPPORT SERVICES</b>				
01 000 000 200 2900 110	SALARIES	0.00	0.00	0.00	0.00

11/06/2024 10:18 AM

Regular; Processing Month 10/2024; Fund Number 01, 02, 03, 04

User ID: RLZ

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 200 2900 220	FICA	0.00	0.00	0.00	0.00
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	14,179.00	14,321.00
01 000 000 200 2900 594	FOSTER CARE	0.00	0.00	0.00	0.00
2900 OTHER SUPPORT SERVICES		<u>28,500.00</u>	<u>0.00</u>	<u>14,179.00</u>	<u>14,321.00</u>
200 SPECIAL PROGRAMS		<u>68,750.26</u>	<u>3,473.07</u>	<u>28,439.28</u>	<u>40,310.98</u>
<b>1000 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	24,276.68	1,908.01	4,523.35	19,753.33
01 000 000 205 1000 210	HEALTH INSURANCE	9,052.44	1,257.30	2,011.63	7,040.81
01 000 000 205 1000 220	FICA	2,549.68	242.16	499.94	2,049.74
01 000 000 205 1000 230	PERS	3,947.39	392.02	899.05	3,048.34
1000 INSTRUCTION		<u>39,826.19</u>	<u>3,799.49</u>	<u>7,933.97</u>	<u>31,892.22</u>
205 PRESCHOOL SPECIAL EDUCATION		<u>39,826.19</u>	<u>3,799.49</u>	<u>7,933.97</u>	<u>31,892.22</u>
<b>1000 INSTRUCTION</b>					
01 000 000 211 1000 110	SALARIES	59,650.00	4,970.84	9,941.68	49,708.32
01 000 000 211 1000 130	SUBS/AIDES	21,600.00	0.00	0.00	21,600.00
01 000 000 211 1000 210	HEALTH INSURANCE	24,589.51	1,294.76	2,524.24	22,065.27
01 000 000 211 1000 220	FICA	6,908.14	300.30	600.60	6,307.54
01 000 000 211 1000 230	TFFR/PERS	16,965.83	1,121.14	2,242.28	14,723.55
01 000 000 211 1000 430	CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 211 1000 580	TRAVEL	200.00	0.00	0.00	200.00
01 000 000 211 1000 611	SUPPLIES	1,000.00	447.89	1,095.90	(95.90)
01 000 000 211 1000 618	FREIGHT	300.00	51.59	319.91	(19.91)
01 000 000 211 1000 640	BOOKS	20,000.00	0.00	19,398.51	601.49
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	400.00	180.00	180.00	220.00
1000 INSTRUCTION		<u>152,613.48</u>	<u>8,366.52</u>	<u>36,303.12</u>	<u>116,310.36</u>
211 EDUCABLE MENTALLY HANDICAPPED		<u>152,613.48</u>	<u>8,366.52</u>	<u>36,303.12</u>	<u>116,310.36</u>
<b>1000 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	31,500.56	3,328.77	7,832.60	23,667.96
01 000 000 225 1000 210	HEALTH INSURANCE	9,052.44	1,005.84	2,011.68	7,040.76
01 000 000 225 1000 220	FICA	3,102.30	267.73	625.34	2,476.96
01 000 000 225 1000 230	TFFR	5,121.99	539.45	1,271.77	3,850.22
01 000 000 225 1000 430	CONTRACTS	211,601.00	20,795.79	20,795.79	190,805.21
01 000 000 225 1000 580	TRAVEL	9,000.00	448.75	448.75	8,551.25
01 000 000 225 1000 611	SUPPLIES	2,000.00	0.00	333.20	1,666.80
01 000 000 225 1000 618	FREIGHT	100.00	0.00	18.60	81.40
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	750.00	103.00	103.00	647.00
1000 INSTRUCTION		<u>272,378.29</u>	<u>26,489.33</u>	<u>33,440.73</u>	<u>238,937.56</u>
225 SPEECH IMPAIRED		<u>272,378.29</u>	<u>26,489.33</u>	<u>33,440.73</u>	<u>238,937.56</u>
<b>1000 INSTRUCTION</b>					
01 000 000 240 1000 110	SALARIES	48,650.00	0.00	0.00	48,650.00
01 000 000 240 1000 130	SUBS/AIDES	76,675.74	5,391.24	13,970.70	62,705.04
01 000 000 240 1000 210	HEALTH INSURANCE	36,209.76	4,023.36	8,046.72	28,163.04
01 000 000 240 1000 220	FICA	12,357.47	720.22	1,684.33	10,673.14
01 000 000 240 1000 230	TFFR	22,464.56	855.36	2,180.47	20,284.09
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	500.00	0.00	0.00	500.00
01 000 000 240 1000 618	FREIGHT	300.00	0.00	0.00	300.00
01 000 000 240 1000 640	BOOKS	7,000.00	0.00	0.00	7,000.00
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		<u>204,657.53</u>	<u>10,990.18</u>	<u>25,882.22</u>	<u>178,775.31</u>
240 HIGH SCHOOL LD PROGRAM		<u>204,657.53</u>	<u>10,990.18</u>	<u>25,882.22</u>	<u>178,775.31</u>
<b>1000 INSTRUCTION</b>					
01 000 000 241 1000 110	SALARIES	115,665.00	9,638.76	19,277.52	96,387.48
01 000 000 241 1000 130	SUBS/AIDES	253,405.69	36,000.99	75,204.87	178,200.82
01 000 000 241 1000 210	HEALTH INSURANCE	99,576.84	14,333.22	28,130.07	71,446.77
01 000 000 241 1000 220	FICA	35,851.56	4,452.49	8,996.10	26,855.46
01 000 000 241 1000 230	TFFR	66,966.13	7,691.60	15,928.94	51,037.19

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 241 1000 430	CONTRACTS	0.00	0.00	0.00	0.00
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	84.28	1,011.98	488.02
01 000 000 241 1000 618	FREIGHT	300.00	0.00	278.39	21.61
01 000 000 241 1000 640	BOOKS	7,000.00	0.00	6,976.20	23.80
01 000 000 241 1000 670	SOFTWARE	500.00	0.00	0.00	500.00
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>580,865.22</u>	<u>72,201.34</u>	<u>155,804.07</u>	<u>425,061.15</u>
241 ELEMENTARY LD PROGRAM		580,865.22	72,201.34	155,804.07	425,061.15
<b>1000 INSTRUCTION</b>					
01 000 000 310 1000 110	SALARIES	139,825.00	11,652.18	46,608.72	93,216.28
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	18,104.88	1,508.76	6,035.04	12,069.84
01 000 000 310 1000 220	FICA	12,158.14	944.80	3,960.90	8,197.24
01 000 000 310 1000 230	TFFR	31,536.73	2,628.08	10,512.32	21,024.41
01 000 000 310 1000 430	CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 310 1000 580	TRAVEL	12,000.00	619.00	5,256.91	6,743.09
01 000 000 310 1000 611	SUPPLIES	20,000.00	1,644.12	5,909.39	14,090.61
01 000 000 310 1000 618	FREIGHT	1,000.00	0.00	92.54	907.46
01 000 000 310 1000 640	BOOKS	200.00	0.00	192.39	7.61
01 000 000 310 1000 670	SOFTWARE	250.00	0.00	240.00	10.00
01 000 000 310 1000 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 310 1000 731	CARL PERKINS EQUIPMENT	16,899.00	4,302.99	4,302.99	12,596.01
1000 INSTRUCTION		<u>252,973.75</u>	<u>23,299.93</u>	<u>83,111.20</u>	<u>169,862.55</u>
310 AGRICULTURE		252,973.75	23,299.93	83,111.20	169,862.55
<b>1000 INSTRUCTION</b>					
01 000 000 340 1000 110	SALARIES	52,750.00	4,395.84	8,791.68	43,958.32
01 000 000 340 1000 130	SUBS/AIDES	1,000.00	0.00	0.00	1,000.00
01 000 000 340 1000 210	HEALTH INSURANCE	15,537.07	1,294.76	2,589.52	12,947.55
01 000 000 340 1000 220	FICA	4,111.88	285.00	570.00	3,541.88
01 000 000 340 1000 230	TFFR	11,897.42	991.44	1,982.88	9,914.54
01 000 000 340 1000 430	CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 340 1000 580	TRAVEL	500.00	0.00	288.90	211.10
01 000 000 340 1000 611	SUPPLIES	5,000.00	3,341.57	2,038.82	2,961.18
01 000 000 340 1000 618	FREIGHT	500.00	15.99	77.44	422.56
01 000 000 340 1000 640	BOOKS	1,000.00	0.00	0.00	1,000.00
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	16,040.00	0.00	0.00	16,040.00
1000 INSTRUCTION		<u>108,336.37</u>	<u>10,324.60</u>	<u>16,339.24</u>	<u>91,997.13</u>
340 FAMILY AND CONSUMER SCIENCE		108,336.37	10,324.60	16,339.24	91,997.13
<b>3400 STUDENT ACTIVITIES</b>					
01 000 000 410 3400 110	SALARIES-STUDENT ACTIVITY	80,664.14	0.00	4,828.50	75,835.64
01 000 000 410 3400 220	FICA	6,170.81	0.00	369.36	5,801.45
01 000 000 410 3400 230	TFFR	12,632.00	0.00	849.75	11,782.25
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	5,000.00	0.00	100.00	4,900.00
3400 STUDENT ACTIVITIES		<u>104,466.95</u>	<u>0.00</u>	<u>6,147.61</u>	<u>98,319.34</u>
410 STUDENT ACTIVITIES		104,466.95	0.00	6,147.61	98,319.34
<b>3400 STUDENT ACTIVITIES</b>					
01 000 000 420 3400 110	SALARIES-ATHLETIC	279,825.95	65,178.17	96,657.58	183,168.37
01 000 000 420 3400 210	HEALTH INSURANCE	8,748.21	729.02	2,061.56	6,686.65
01 000 000 420 3400 220	FICA	22,099.20	4,990.90	7,450.01	14,649.19
01 000 000 420 3400 230	TFFR	46,296.13	12,111.52	16,531.03	29,765.10
01 000 000 420 3400 430	REPAIRS	0.00	0.00	0.00	0.00
01 000 000 420 3400 580	TRAVEL	8,000.00	0.00	486.80	7,513.20
01 000 000 420 3400 890	OTHER	55,000.00	8,263.40	29,826.83	25,173.17
3400 STUDENT ACTIVITIES		<u>419,969.49</u>	<u>91,273.01</u>	<u>153,013.81</u>	<u>266,955.68</u>
420 ATHLETICS		419,969.49	91,273.01	153,013.81	266,955.68
<b>3300 COMMUNITY SERVICES/PRE-K &amp; DAYCARE</b>					
01 000 000 800 3300 110	PRE SCHOOL SALARIES	68,119.68	5,676.64	11,353.28	56,766.40
01 000 000 800 3300 130	PRESCHOOL SUBS/AIDES	24,276.68	1,908.03	4,523.42	19,753.26
01 000 000 800 3300 210	PRESCHOOL HEALTH INSURANCE	20,387.91	2,201.94	3,901.01	16,486.90
01 000 000 800 3300 220	PRESCHOOL FICA	8,194.42	689.38	1,394.42	6,800.00
01 000 000 800 3300 230	PRESCHOOL TFFR/PERS	19,311.34	1,672.35	3,459.74	15,851.60

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 800 3300 300	PRESCHOOL PURCHASED PROF SERVICES	0.00	0.00	0.00	0.00
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	1,200.00	18.00	974.10	225.90
01 000 000 800 3300 618	PRESCHOOL FREIGHT	100.00	0.00	79.04	20.96
01 000 000 800 3300 640	PRESCHOOL BOOKS	1,200.00	0.00	1,027.13	172.87
01 000 000 800 3300 670	PRESCHOOL SOFTWARE	0.00	0.00	0.00	0.00
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	0.00	200.00
3300	COMMUNITY SERVICES/PRE-K & DAYCARE	143,240.03	12,166.34	26,712.14	116,527.89
800	COMMUNITY SERVICES	143,240.03	12,166.34	26,712.14	116,527.89
<b>3300</b>	<b>COMMUNITY SERVICES/PRE-K &amp; DAYCARE</b>				
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	168,168.15	17,668.31	46,072.30	122,095.85
01 000 000 890 3300 210	DAYCARE HEALTH INSURANCE	63,367.08	6,789.42	14,753.02	48,614.06
01 000 000 890 3300 220	DAYCARE FICA	17,712.45	1,722.45	3,971.13	13,741.32
01 000 000 890 3300 230	DAYCARE PERS	27,344.14	2,981.43	6,792.00	20,552.14
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	562.43	783.87	4,216.13
01 000 000 890 3300 618	DAYCARE FREIGHT	100.00	0.00	0.00	100.00
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	0.00	453.00	47.00
3300	COMMUNITY SERVICES/PRE-K & DAYCARE	282,191.82	29,724.04	72,825.32	209,366.50
890	DAYCARE	282,191.82	29,724.04	72,825.32	209,366.50
<b>3100</b>	<b>FOOD SERVICES</b>				
01 000 000 910 3100 120	SALARIES	0.00	23,119.84	62,620.16	(62,620.16)
01 000 000 910 3100 210	HEALTH INSURANCE	0.00	5,783.58	12,686.64	(12,686.64)
01 000 000 910 3100 220	FICA	0.00	1,956.47	4,951.88	(4,951.88)
01 000 000 910 3100 230	PERS	0.00	4,173.12	9,963.65	(9,963.65)
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	35,033.01	90,222.33	(90,222.33)
910	FOOD SERVICES	0.00	35,033.01	90,222.33	(90,222.33)
<b>1000</b>	<b>INSTRUCTION</b>				
01 068 000 261 1000 110 2024	SALARIES	89,193.05	7,432.40	18,652.30	70,540.75
01 068 000 261 1000 210 2024	HEALTH INSURANCE	17,388.08	1,449.02	2,898.04	14,490.04
01 068 000 261 1000 220 2024	FICA	6,822.95	534.04	1,357.88	5,465.07
01 068 000 261 1000 230 2024	TFFR	20,115.94	1,676.30	4,206.80	15,909.14
01 068 000 261 1000 300 2024	PURCHASED SERVICES	67,102.00	0.00	42,738.80	24,363.20
1000	INSTRUCTION	200,622.02	11,091.76	69,853.82	130,768.20
261	TITLE I PROGRAMS	200,622.02	11,091.76	69,853.82	130,768.20
<b>1000</b>	<b>INSTRUCTION</b>				
01 082 000 298 1000 300 2023	PURCHASED SERVICES	216.00	0.00	216.00	0.00
01 082 000 298 1000 300 2024	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 082 000 298 1000 580 2023	TRAVEL	0.00	0.00	0.00	0.00
01 082 000 298 1000 810 2023	DUES & FEES	0.00	0.00	0.00	0.00
1000	INSTRUCTION	216.00	0.00	216.00	0.00
298	OTHER FEDERAL PROGRAMS	216.00	0.00	216.00	0.00
<b>1000</b>	<b>INSTRUCTION</b>				
01 089 040 298 1000 730	EQUIPMENT	1,316.00	0.00	1,316.00	0.00
1000	INSTRUCTION	1,316.00	0.00	1,316.00	0.00
298	OTHER FEDERAL PROGRAMS	1,316.00	0.00	1,316.00	0.00
<b>1000</b>	<b>INSTRUCTION</b>				
01 095 000 342 1000 300	PURCHASED SERVICES	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
342	CONSUMER & HOMEMAKING	0.00	0.00	0.00	0.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
<b>1000</b>	<b>INSTRUCTION</b>				
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
<b>1000</b>	<b>INSTRUCTION</b>				
01 120 020 298 1000 640	SUPPLIES	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
<b>1000</b>	<b>INSTRUCTION</b>				
01 200 000 298 1000 110	SALARIES	40,684.43	3,390.02	6,780.04	33,904.39
01 200 000 298 1000 210	HEALTH INSURANCE	6,769.41	564.12	1,128.24	5,641.17
01 200 000 298 1000 220	FICA	3,370.98	267.02	534.04	2,836.94
01 200 000 298 1000 230	TFRR	6,175.18	764.58	1,529.16	4,646.02
01 200 000 298 1000 300	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 200 000 298 1000 610	SUPPLIES	3,000.00	399.00	399.00	2,601.00
1000	INSTRUCTION	60,000.00	5,384.74	10,370.48	49,629.52
298	OTHER FEDERAL PROGRAMS	60,000.00	5,384.74	10,370.48	49,629.52
01	GENERAL FUND	11,744,756.13	993,649.42	2,926,771.57	8,817,984.56

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>1000</b>	<b>INSTRUCTION</b>				
03 000 000 000 1000 700	PROPERTY	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
<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	8,523.94	11,476.06
03 000 000 000 4210 611	SUPPLIES	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00
03 000 000 000 4210 733	FURNITURE & FIXTURES	0.00	0.00	0.00	0.00
4210	CONSTRUCTION SERVICE (BY STAF)	20,000.00	0.00	8,523.94	11,476.06
<b>4220</b>	<b>CONST SERVICE (BY CONTRACTOR)</b>				
03 000 000 000 4220 435	CONSTRUCTION SERVICES	1,094,065.87	9,515.66	620,198.85	473,867.02
4220	CONST SERVICE (BY CONTRACTOR)	1,094,065.87	9,515.66	620,198.85	473,867.02
<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	1,114,065.87	9,515.66	628,722.79	485,343.08
<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	1,114,065.87	9,515.66	628,722.79	485,343.08

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	0.00	5,000.00	(5,000.00)
04 000 000 000 6100 810	DUES & FEES	0.00	0.00	0.00	0.00
04 000 000 000 6100 830	INTEREST	453,837.50	0.00	204,443.76	249,393.74
04 000 000 000 6100 910	REDEMPTION OF PRINCIPAL	900,000.00	0.00	900,000.00	0.00
6100	DEBT SERVICE PAYMENTS	1,353,837.50	0.00	1,109,443.76	244,393.74
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	1,353,837.50	0.00	1,109,443.76	244,393.74
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	1,353,837.50	0.00	1,109,443.76	244,393.74

**Expenditure Report by Function Killdeer School**  
Regular; Processing Month 10/2024; Fund Number 01, 02, 03, 04

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
Grand Total:		14,212,659.50	1,003,165.08	4,664,938.12	9,547,721.38

b. Personnel Reports

1. New Extra-Curricular Work Agreement:

1. Cody Kleeman - Elementary Boys' Basketball

2. Resignation:

1. Melissa Scelzi- HS Paraprofessional and Bus Route Driver

3. New Hires:

1. Full-Time

1. Jessica Klym-Elem Paraprofessional
2. Roberlene Boshard-Daycare Aide
3. Kimberly Viviers-HS Paraprofessional

2. Part-time On-Call as Needed

1. Ashley Burkeen-Elementary Paraprofessional
2. Lindsay Irwin-Elementary Paraprofessional
3. Katie Thormahlen-Daycare Aide
4. Ashley Jacobson-Substitute Teacher
5. Christopher Costrini-Substitute Teacher
6. Morgan Smith-Daycare Aide

3. Activity Bus Drivers

1. Sam Buchmann
2. Trevor Hauck
3. Sheri Ramos

4. Bus Route Driver

1. Vicki Carney

c. Food Service Reports

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

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; 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>				8,169.00
05 770					UNRESERVED FUND BALANCE					
05 000 1510					INTEREST EARNED					
10/31/2024	CR	26222			INTEREST EARNED	BRAVERA	0.00	81.01		
05 000 1611					STUDENT MEALS					
10/02/2024	CR	26118			STUDENT MEALS	DIAZ, KERRY M	0.00	4,075.00		
10/02/2024	CR	26119			ONLINE STUDENT MEALS	DIAZ, KERRY M	0.00	458.80		
10/02/2024	CR	26120			REVTRAK STUDENT MEALS	DIAZ, KERRY M	0.00	4,273.00		
10/08/2024	CD	POELEM-02805 3 20241008		8681	REFUND STATUS CHANGE-ADALICIA	GUERRA, JULIAN	0.00	(185.75)		
10/11/2024	CR	26152			STUDENT MEALS	DIAZ, KERRY M	0.00	3,633.00		
10/11/2024	CR	26153			ONLINE STIDENT MEALS	DIAZ, KERRY M	0.00	441.80		
10/11/2024	CR	26154			REVTRAK STUDENT MEALS	DIAZ, KERRY M	0.00	6,472.10		
10/23/2024	CR	26192			STUDENT MEALS	DIAZ, KERRY M	0.00	2,190.75		
10/23/2024	CR	26193			REVTRAK STUDENT HOT LUNCH	DIAZ, KERRY M	0.00	3,594.00		
10/23/2024	CR	26194			ONLINE STUDENT MEALS	DIAZ, KERRY M	0.00	100.00		
05 000 1620					ADULT MEALS					
10/02/2024	CR	26118			ADULT MEALS	DIAZ, KERRY M	0.00	114.00		
10/02/2024	CR	26119			ONLINE ADULT MEALS	DIAZ, KERRY M	0.00	585.00		
10/11/2024	CR	26152			ADULT MEALS	DIAZ, KERRY M	0.00	460.00		
10/11/2024	CR	26153			ONLINE ADULT MEALS	DIAZ, KERRY M	0.00	187.75		
10/23/2024	CR	26192			ADULT MEALS	DIAZ, KERRY M	0.00	312.50		
10/23/2024	CR	26194			ONLINE ADULT MEALS	DIAZ, KERRY M	0.00	233.50		
05 000 4550					FEDERAL REIMBURSEMENT					
10/15/2024	CR	26171			FEDERAL REIMBURSEMENT	DEPT OF PUBLIC INSTRUCTION	0.00	14,518.20		
05 000 000 910 3100 610					FOOD					
10/08/2024	CD	POELEM-02777 3 3357520		8683	MILK 3357520	PEPSI COLA BOTTLING COMPANY	350.00	0.00		
10/08/2024	CD	POELEM-02777 3 3357520		8683	MILK 3357797	PEPSI COLA BOTTLING COMPANY	390.00	0.00		
10/08/2024	CD	POELEM-02773 3 20241008		8682	FOOD	HINRICHS SUPER VALU	63.63	0.00		
10/08/2024	CD	POELEM-02800 3 20036		8680	FOOD INV#20036	DEPARTMENT OF PUBLIC INSTRUCTION CKEN11	514.32	0.00		
10/11/2024	CR	26152			FOOD	DIAZ, KERRY M	(790.50)	0.00		
10/21/2024	CD	POELEM-02822 3 20241021		8684	COMPLETE INVOICE 90055	CAPITAL CITY RESTAURANT SUPPLY	75.73	0.00		
10/21/2024	CD	POELEM-02818 3 20241021		8686	FOOD AND MILK 3357519	PEPSI COLA BOTTLING COMPANY	671.34	0.00		
10/21/2024	CD	POELEM-02818 3 20241021		8686	FOOD AND MILK 3357796	PEPSI COLA BOTTLING COMPANY	409.44	0.00		
10/21/2024	CD	POELEM-02818 3 20241021		8686	FOOD AND MILK 3358072	PEPSI COLA BOTTLING COMPANY	596.04	0.00		
10/21/2024	CD	POELEM-02818 3 20241021		8686	FOOD AND MILK 3358073	PEPSI COLA BOTTLING COMPANY	260.00	0.00		

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

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; 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>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>	<u>Entity Name</u>				
10/21/2024	CD	POELEM-02856 20241021	3	8688	FOOD 5452355	US FOODS	423.98	0.00		
10/21/2024	CD	POELEM-02856 20241021	3	8688	FOOD 5542717	US FOODS	759.66	0.00		
10/21/2024	CD	POELEM-02856 20241021	3	8688	FOOD 5728582	US FOODS	444.07	0.00		
10/21/2024	CD	POELEM-02856 20241021	3	8688	FOOD 5728583	US FOODS	173.84	0.00		
10/21/2024	CD	POELEM-02856 20241021	3	8688	FOOD 5728581	US FOODS	1,024.30	0.00		
10/21/2024	CD	POELEM-02856 20241021	3	8688	FOOD 5829444	US FOODS	869.02	0.00		
10/21/2024	CD	POELEM-02856 20241021	3	8688	FOOD 5899358	US FOODS	74.10	0.00		
10/21/2024	CD	POELEM-02857 20241021	3	8687	FOOD 295789112	SYSCO NORTH DAKOTA, INC	1,290.09	0.00		
10/21/2024	CD	POELEM-02857 20241021	3	8687	FOOD 295780274	SYSCO NORTH DAKOTA, INC	2,978.54	0.00		
10/21/2024	CD	POELEM-02857 20241021	3	8687	FOOD 295784657	SYSCO NORTH DAKOTA, INC	1,071.72	0.00		
10/21/2024	CD	POELEM-02857 20241021	3	8687	FOOD 295789111	SYSCO NORTH DAKOTA, INC	682.00	0.00		
10/21/2024	CD	POELEM-02857 20241021	3	8687	FOOD 295786807	SYSCO NORTH DAKOTA, INC	129.28	0.00		
10/21/2024	CD	POELEM-02857 20241021	3	8687	FOOD 295784656	SYSCO NORTH DAKOTA, INC	4,068.33	0.00		
10/21/2024	CD	POELEM-02857 20241021	3	8687	FOOD 295780273	SYSCO NORTH DAKOTA, INC	3,156.92	0.00		
10/21/2024	CD	POELEM-02857 20241021	3	8687	FOOD 19532806S	SYSCO NORTH DAKOTA, INC	2.55	0.00		
05 000 000 910 3100 611		SUPPLIES								
10/08/2024	CD	POELEM-02565 242076	3	8679	NEW TRAYS 24-25	CAPITAL CITY RESTAURANT SUPPLY	2,924.00	0.00		
10/21/2024	CD	POELEM-02823 20241021-0001	3	8684	COMPLETE INVOICE 242076	CAPITAL CITY RESTAURANT SUPPLY	25.00	0.00		
10/21/2024	CD	POELEM-02857 20241021	3	8687	DISPOSABLES 295784656	SYSCO NORTH DAKOTA, INC	82.47	0.00		
10/21/2024	CD	POELEM-02857 20241021	3	8687	DISPOSABLES 295789111	SYSCO NORTH DAKOTA, INC	180.27	0.00		
10/21/2024	CD	POELEM-02830 55351	3	8685	4" THERMOMETER, DIGITAL ASST THERMOMETER	MENARDS DICKINSON	17.76	0.00		
05 000 000 910 3100 810		DUES & FEES								
10/31/2024	GJ				OCT 2024 REVTRAK FEES-HL		431.52	0.00		
<b>05 770</b>		<b>UNRESERVED FUND BALANCE</b>					<b>*Current Activity</b>			18,195.24
<b>*Ending Balance:</b>							23,349.42	41,544.66	0.00	26,364.24
Fund Total: 05							23,349.42	41,544.66	0.00	26,364.24

**Balance Sheet**

Period Ending: October 2024

Annual; Processing Month 10/2024; 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	9,123.97	18,195.24	27,319.21
	Current Assets Subtotal:	9,123.97	18,195.24	27,319.21
	<b>Total Assets and Deferred Outflows of Resources:</b>	<b>9,123.97</b>	<b>18,195.24</b>	<b>27,319.21</b>
<u>Current Liabilities</u>				
05 402	DUE TO OTHER FUNDS	954.97	0.00	954.97
	Current Liabilities Subtotal:	954.97	0.00	954.97
<u>Fund Balance</u>				
05 770	UNRESERVED FUND BALANCE	8,169.00	18,195.24	26,364.24
	Fund Balance Subtotal:	8,169.00	18,195.24	26,364.24
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<b>9,123.97</b>	<b>18,195.24</b>	<b>27,319.21</b>

d. Student Activity Reports

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

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; 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>						
<b>06 760 701</b>					<b>ACTIVITIES</b>	<b>*Previous Balance</b>				15,886.16	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	15,886.16	
06 760 702					CAPTURING KIDS' HEARTS-HS						
06 002 1721					CAPTURING KIDS' HEARTS-HS						
10/08/2024	CR	26130			CKH - Hat day	MURPHY, ANDREW	0.00	30.00			
10/25/2024	CR	26200			CKH - Hat Day	GRIFFITHS, LACEY NICOLE	0.00	21.00			
<b>06 760 702</b>					<b>CAPTURING KIDS' HEARTS-HS</b>	<b>*Current Activity</b>				51.00	
						<b>*Ending Balance:</b>	0.00	51.00	0.00	51.00	
<b>06 760 704</b>					<b>ANNUAL</b>	<b>*Previous Balance</b>				8,814.00	
06 760 704					ANNUAL						
06 004 1721					ANNUAL						
10/02/2024	CR	26114			Yearbook Sales	NIEBUHR, SKYLER	0.00	50.00			
<b>06 760 704</b>					<b>ANNUAL</b>	<b>*Current Activity</b>				50.00	
						<b>*Ending Balance:</b>	0.00	50.00	0.00	8,864.00	
<b>06 760 705</b>					<b>ATHLETICS</b>	<b>*Previous Balance</b>				43,819.59	
06 760 705					ATHLETICS						
06 005 1721					ATHLETICS						
10/01/2024	CR	26099			Football Killdeer vs South Heart Gate	JEPSON, JANELL R	0.00	977.75			
10/02/2024	CR	26113			Athletics - JH VB Gate	WALKER, NICHOLAS DALE	0.00	334.00			
10/02/2024	CR	26121			Gate Check # 008016	JEPSON, JANELL R	0.00	1,864.00			
10/04/2024	CR	26124			Playon Sports Subscription	DIAZ, KERRY M	0.00	181.36			
10/08/2024	CR	26131			Elementary 5th & 6th Grade Girls Basketb	WALKER, NICHOLAS DALE	0.00	233.00			
10/11/2024	CR	26150			ATHLETIC FEES	DIAZ, KERRY M	0.00	405.00			
10/11/2024	CR	26151			ATHLETIC FEES	DIAZ, KERRY M	0.00	600.00			
10/14/2024	CR	26157			Homecoming Gate FB	DIAZ, KERRY M	0.00	2,239.00			
10/21/2024	CR	26170			Check #26118	DIAZ, KERRY M	0.00	150.00			
10/21/2024	CR	26170			Check #22711	DIAZ, KERRY M	0.00	30.00			
10/21/2024	CR	26170			Check #103264	DIAZ, KERRY M	0.00	100.00			
10/21/2024	CR	26170			Check #43387	DIAZ, KERRY M	0.00	100.00			
10/21/2024	CR	26170			Check #038136	DIAZ, KERRY M	0.00	60.00			
10/22/2024	CR	26187			FB Gate	JEPSON, JANELL R	0.00	1,228.00			
10/23/2024	CR	26189			ALL SEASON PASSES	DIAZ, KERRY M	0.00	160.00			
10/23/2024	CR	26190			STUDENT ATHLETIC FEES	DIAZ, KERRY M	0.00	150.00			
10/23/2024	CR	26191			REVTRAK ATHLETICE FEES	DIAZ, KERRY M	0.00	620.00			
10/23/2024	CR	26195			Athletics - VB Gate	WALKER, NICHOLAS DALE	0.00	500.00			
10/25/2024	CR	26202			Check #35834	DIAZ, KERRY M	0.00	100.00			
10/28/2024	CR	26206			Athletics - Regional FB Gate	WALKER, NICHOLAS DALE	0.00	1,780.00			
10/30/2024	CR	26219			Athletics - VB Gate	WALKER, NICHOLAS DALE	0.00	325.00			
06 005 600 410 3400 610					ATHLETICS						

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

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; 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>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>	<u>Entity Name</u>								
09/30/2024	GJ				SEPT 2024 REVTRAK FEES-INTERNAL					382.06	0.00			
10/02/2024	CD	ELEM-02219 20241002	2	34102	Check for JV Volleyball Tournament	HAZEN HIGH SCHOOL				150.00	0.00			
10/02/2024	CD	ELEM-02225 20241002	2	34103	Check for Varsity VB Tournament	WASHBURN HS				175.00	0.00			
10/07/2024	CD	HS-01547 20241007	2	34104	ref pay	Sayler, Dan				80.00	0.00			
10/07/2024	CD	HS-01547 20241007	2	34104	milage	Sayler, Dan				46.90	0.00			
10/07/2024	CD	HS-01548 20241007	2	34105	ref pay	SAYLER, MITCH				80.00	0.00			
10/08/2024	CD	ELEM-02242 20241008	2	34106	VBALL OFFICIAL	ABRAHAMSON, JOHN				205.00	0.00			
10/08/2024	CD	ELEM-02243 20241008	2	34107	VBALL OFFICIAL	SCHROEDER, RACHELLE				205.00	0.00			
10/08/2024	CD	ELEM-02243 20241008	2	34107	mileage	SCHROEDER, RACHELLE				46.90	0.00			
10/09/2024	CD	ELEM-02248 20241009	2	34111	FBALL OFFICIAL	FLAAGAN, KEVIN				105.00	0.00			
10/09/2024	CD	ELEM-02248 20241009	2	34111	mileage	FLAAGAN, KEVIN				67.00	0.00			
10/09/2024	CD	ELEM-02250 20241009	2	34113	FBALL OFFICIAL	SCHARDIN, JON				105.00	0.00			
10/09/2024	CD	ELEM-02250 20241009	2	34113	mileage	SCHARDIN, JON				46.90	0.00			
10/09/2024	CD	ELEM-02249 20241009	2	34112	Football official	SCHATZ, HUNTER				105.00	0.00			
10/09/2024	CD	ELEM-02247 20241009	2	34114	FBALL OFFICIALS	WALTERS, TROY				105.00	0.00			
10/09/2024	CD	ELEM-02247 20241009	2	34114	mileage	WALTERS, TROY				85.76	0.00			
10/09/2024	CD	ELEM-02252 20241009	2	34115	Football Official	PETERS, MICHAEL				105.00	0.00			
10/09/2024	CD	ELEM-02252 20241009	2	34115	mileage	PETERS, MICHAEL				46.90	0.00			
10/10/2024	CD	ELEM-02250 20241009 Void Check	2	34113	FBALL OFFICIAL	SCHARDIN, JON				(105.00)	0.00			
10/10/2024	CD	ELEM-02250 20241009 Void Check	2	34113	mileage	SCHARDIN, JON				(46.90)	0.00			
10/10/2024	CD	POELEM-00282 20220526 Void Check	2	32953	REF	KLING, HANNAH				(196.00)	0.00			
10/11/2024	CD	HS-01560 20241011	2	34116	ref pay	Sayler, Dan				120.00	0.00			
10/11/2024	CD	HS-01560 20241011	2	34116	milage	Sayler, Dan				46.90	0.00			

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

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; 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>						
10/11/2024	CD	HS-01561 20241011	2	34117	ref pay	SAYLER, MITCH	120.00	0.00			
10/14/2024	CD	ELEM-02259 20241014	2	34122	Vball Official	ABRAHAMSON, JOHN	205.00	0.00			
10/14/2024	CD	ELEM-02260 20241014	2	34123	Vball Official	SCHROEDER, RACHELLE	205.00	0.00			
10/14/2024	CD	ELEM-02260 20241014	2	34123	none	SCHROEDER, RACHELLE	46.90	0.00			
10/16/2024	CD	ELEM-02266 20241016	2	34129	Football Official	UTTECH, ARWIN E.	105.00	0.00			
10/16/2024	CD	ELEM-02266 20241016	2	34129	mileage	UTTECH, ARWIN E.	67.00	0.00			
10/16/2024	CD	ELEM-02267 20241016	2	34126	Football Official	FLAAGAN, KEVIN	105.00	0.00			
10/16/2024	CD	ELEM-02265 20241016	2	34128	Football Official	PETERS, MICHAEL	105.00	0.00			
10/16/2024	CD	ELEM-02265 20241016	2	34128	mileage	PETERS, MICHAEL	23.45	0.00			
10/16/2024	CD	ELEM-02268 20241016	2	34125	Football Official	FITTERER, CHRIS	105.00	0.00			
10/16/2024	CD	ELEM-02268 20241016	2	34125	mileage	FITTERER, CHRIS	76.38	0.00			
10/16/2024	CD	ELEM-02269 20241016	2	34127	Football Official	JUNG, SCOTT	105.00	0.00			
10/18/2024	CD	ELEM-02293 20241018	2	34130	Football Official	MOSBRUCKER, JUSTIN	105.00	0.00			
10/18/2024	CD	ELEM-02293 20241018	2	34130	mileage	MOSBRUCKER, JUSTIN	76.38	0.00			
10/21/2024	CD	ELEM-02295 20241021	2	34131	Vball Official	MEIER, SAVANNA	205.00	0.00			
10/21/2024	CD	ELEM-02295 20241021	2	34131	mileage	MEIER, SAVANNA	69.68	0.00			
10/21/2024	CD	ELEM-02294 20241021	2	34132	OFFICIAL	MILLER, JAKE	205.00	0.00			
10/21/2024	CD	ELEM-02294 20241021	2	34132	mileage	MILLER, JAKE	79.06	0.00			
10/21/2024	CD	ELEM-02279 20241021	2	34161	Fall Worker	HARRIS, JOHN R	175.00	0.00			
10/21/2024	CD	ELEM-02285 20241021	2	34146	Fall Worker	DUKART, KATELYN	90.00	0.00			
10/21/2024	CD	HS-01558 20241021	2	34186	xc entry fee	STANLEY HIGH SCHOOL	150.00	0.00			
10/21/2024	CD	HS-01579 20241021	2	34175	Fall Worker	PITTSLEY, BROCK	140.00	0.00			
10/21/2024	CD	ELEM-02288 20241021	2	34174	Fall Worker	PENNINGTON, GRETA ELIZABETH	120.00	0.00			
10/21/2024	CD	ELEM-02276 20241021	2	34145	Fall Worker	DOBITZ, LOUIS	175.00	0.00			
10/21/2024	CD	HS-01554 20241021	2	34138	xc entry fee	BISMARCK PUBLIC SCHOOLS	250.00	0.00			

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

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; 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>					
10/21/2024	CD	ELEM-02283 20241021	2	34139	Fall Worker	BOHMBACH, CLAY	35.00	0.00		
10/21/2024	CD	ELEM-02290 20241021	2	34170	Fall Worker	KUNTZ, HOLLIE	144.00	0.00		
10/21/2024	CD	HS-01586 20241021	2	34166	Fall Worker	JOHNSEN, CLAYTON L	36.00	0.00		
10/21/2024	CD	HS-01582 20241021	2	34171	Fall Worker	MURPHY, ANDY	50.00	0.00		
10/21/2024	CD	HS-01590 20241021	2	34179	Fall Worker	REISS, BRIDGETTE	202.50	0.00		
10/21/2024	CD	ELEM-02287 20241021	2	34150	Fall Worker	ELKINS, ABBIE M	440.00	0.00		
10/21/2024	CD	ELEM-02280 20241021	2	34159	Fall Worker	GUERRA, MARIA Y	60.00	0.00		
10/21/2024	CD	HS-01577 20241021	2	34164	Fall Worker	HICKS, JAYLYNN	137.00	0.00		
10/21/2024	CD	HS-01583 20241021-0001	2	34148	Fall Worker	DUKART, NICK	50.00	0.00		
10/21/2024	CD	HS-01556 20241021	2	34190	xc meet fee	TRINITY CATHOLIC SCHOOL	100.00	0.00		
10/21/2024	CD	HS-01557 20241021	2	34156	xc meet fee	GRAND FORKS PUBLIC SCHOOLS	300.00	0.00		
10/21/2024	CD	HS-01587 20241021	2	34152	Fall Worker	FAIR, MEGAN C	60.00	0.00		
10/21/2024	CD	HS-01592 20241021	2	34162	Fall Worker	HASEK, DANIELLE	175.00	0.00		
10/21/2024	CD	HS-01555 20241021	2	34180	xc meet fee	RUGBY HIGH SCHOOL	200.00	0.00		
10/21/2024	CD	HS-01551 20241021	2	34185	JH VB Tournament	SOUTH HEART PUBLIC SCHOOL	150.00	0.00		
10/21/2024	CD	ELEM-02282 20241021	2	34187	Fall Worker	TABOR, GREG	140.00	0.00		
10/21/2024	CD	ELEM-02275 20241021	2	34182	Fall Worker	SCHLEPPENBACH, RYAN	455.00	0.00		
10/21/2024	CD	HS-01594 20241021	2	34137	Fall Worker	BINSTOCK, TANNER A	500.00	0.00		
10/21/2024	CD	HS-01591 20241021-0001	2	34196	Fall Worker	WILZ, BRADY	335.00	0.00		
10/21/2024	CD	ELEM-02277 20241021-0001	2	34195	Fall Worker	WALLACE, JENNI	66.00	0.00		
10/21/2024	CD	HS-01584 20241021-0001	2	34183	Fall Worker	SIMMONS, JEFF ALVIN	70.00	0.00		
10/21/2024	CD	HS-01572 20241021	2	34160	Fall Worker	HARDERSEN, ABBY	60.00	0.00		
10/21/2024	CD	ELEM-02278 20241021-0001	2	34157	Fall Worker	GRIFFITHS, LACEY NICOLE	60.00	0.00		
10/21/2024	CD	ELEM-02291 20241021	2	34140	Fall Worker	BUCKMAN, JESSICA	305.00	0.00		
10/21/2024	CD	HS-01578 20241021	2	34189	Fall Worker	THORMAHLEN, KYLEE	122.50	0.00		

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

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; 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>					
10/21/2024	CD	ELEM-02281 20241021	2	34176	Fall Worker	PRUITT, GREG ALAN	175.00	0.00		
10/21/2024	CD	ELEM-02274 20241021	2	34143	Fall Worker	CONRAD, TAYLOR RYAN	834.00	0.00		
10/21/2024	CD	ELEM-02289 20241021	2	34192	Fall Worker	WALKER, NICOLE ANN	48.00	0.00		
10/21/2024	CD	HS-01571 20241021-0001	2	34193	Fall Worker	WALKER, NICHOLAS DALE	969.00	0.00		
10/21/2024	CD	HS-01593 20241021	2	34158	Fall Worker	GRIFFITHS, MARK W	290.00	0.00		
10/21/2024	CD	HS-01589 20241021	2	34173	Fall Worker	NIEBUHR, SKYLER	52.50	0.00		
10/21/2024	CD	HS-01588 20241021	2	34177	Fall Worker	REESE, JAMIE	35.00	0.00		
10/21/2024	CD	HS-01575 20241021	2	34165	Fall Worker	HOHERZ, TESS M	78.00	0.00		
10/21/2024	CD	HS-01576 20241021	2	34155	Fall Worker	GIACOMAZZI, PAIGE G	30.00	0.00		
10/21/2024	CD	HS-01580 20241021	2	34181	Fall Worker	SCHLEPPENBACH, OWEN	140.00	0.00		
10/21/2024	CD	ELEM-02286 20241021	2	34163	Fall Worker	HAUSAUER, HADLEY	100.00	0.00		
10/21/2024	CD	HS-01570 20241021	2	34178	Fall Worker	REESE, JAXON	343.00	0.00		
10/21/2024	CD	HS-01581 20241021	2	34147	Fall Worker	DUKART, MICHAEL JOHN	17.50	0.00		
10/21/2024	CD	HS-01573 20241021	2	34169	Fall Worker	KUCERA, LAINEY	60.00	0.00		
10/21/2024	CD	HS-01574 20241021	2	34153	Fall Worker	FETTIG, GRAYSON	182.50	0.00		
10/21/2024	CD	HS-01585 20241021	2	34188	Fall Worker	TEIGEN, LINDSAY	24.00	0.00		
10/21/2024	CD	ELEM-02284 20241021	2	34194	Fall Worker	WALKER, TENLEY	110.00	0.00		
10/21/2024	CD	ELEM-02268 20241016 Void Check	2	34125	Football Official	FITTERER, CHRIS	(105.00)	0.00		
10/21/2024	CD	ELEM-02268 20241016 Void Check	2	34125	mileage	FITTERER, CHRIS	(76.38)	0.00		
10/23/2024	CD	ELEM-02296 20241023	2	34200	Vball Official	LACHER, KRIS	205.00	0.00		
10/23/2024	CD	ELEM-02296 20241023	2	34200	mileage	LACHER, KRIS	64.32	0.00		
10/23/2024	CD	ELEM-02297 20241023	2	34201	Vball Official	MEIER, SAVANNA	205.00	0.00		
10/23/2024	CD	ELEM-02297 20241023	2	34201	mileage	MEIER, SAVANNA	71.02	0.00		
10/23/2024	CD	HS-01599 20241023	2	34202	per diem state xc	CASH	960.00	0.00		

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

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; 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>					
10/23/2024	CD	HS-01599 20241023	2	34202	per diem state xc	CASH	80.00	0.00		
10/31/2024	GJ				OCT 2024 REVTRAK PROCESSING FEES		56.51	0.00		
<b>06 760 705</b>					<b>ATHLETICS</b>	<b>*Current Activity</b>			<b>(2,135.13)</b>	
						<b>*Ending Balance:</b>	14,272.24	12,137.11	0.00	
<b>06 760 706</b>					<b>CLASS OF 2029</b>	<b>*Previous Balance</b>			395.17	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	
<b>06 760 709</b>					<b>CHEERLEADERS MISC.</b>	<b>*Previous Balance</b>			14,546.38	
06 760 709					CHEERLEADERS MISC.					
06 009 1721					CHEERLEADERS MISC.					
10/16/2024	CR	26160			Cheer Misc - Donation	KUNTZ, HOLLIE MEGAN	0.00	1,500.00		
06 009 600 410 3400 610					CHEERLEADERS MISC.					
10/21/2024	CD	HS-01461 12849531	2	34191	4 Clr Double Decker Arch BLK ORGWHT kill	VARSITY SPIRIT FASHION	624.00	0.00		
10/21/2024	CD	HS-01550 1284	2	34135	Pink Crew Necks	ASPEN CHIC DESIGNS LLC	845.00	0.00		
10/21/2024	CD	HS-01550 1284	2	34135	Crew Neck Logo	ASPEN CHIC DESIGNS LLC	130.00	0.00		
10/22/2024	CD	HS-01535 20241022-0004	2	34197	6" Holographic Baton Handle Show Pom	VISA	335.76	0.00		
10/22/2024	CD	ELEM-02136 20241022-0008	2	34197	NEW POPCORN MACHINE	VISA	512.00	0.00		
<b>06 760 709</b>					<b>CHEERLEADERS MISC.</b>	<b>*Current Activity</b>			<b>(946.76)</b>	
						<b>*Ending Balance:</b>	2,446.76	1,500.00	0.00	
<b>06 760 710</b>					<b>CHEERLEADER UNIFORMS BB</b>	<b>*Previous Balance</b>			3,171.02	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	
<b>06 760 713</b>					<b>GIRLS GOLF MISC</b>	<b>*Previous Balance</b>			772.39	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	
<b>06 760 715</b>					<b>HOT LUNCH DONATIONS</b>	<b>*Previous Balance</b>			6,890.27	
06 760 715					HOT LUNCH DONATIONS					
06 015 1721					HOT LUNCH DONATIONS					
10/04/2024	CR	26126			North Dakota Community Foundation Donati	DIAZ, KERRY M	0.00	500.00		
10/04/2024	CR	26126			North Dakota Community Foundation Donati	DIAZ, KERRY M	0.00	500.00		
06 015 600 410 3400 610					HOT LUNCH DONATIONS					
10/21/2024	CD	POELEM-02846 20241021	2	34168	LUNCH DONATIONS FOR 6 STUDENTS	KILLDEER SCHOOL	434.20	0.00		
<b>06 760 715</b>					<b>HOT LUNCH DONATIONS</b>	<b>*Current Activity</b>			565.80	
						<b>*Ending Balance:</b>	434.20	1,000.00	0.00	
<b>06 760 716</b>					<b>SAFETY PATROL</b>	<b>*Previous Balance</b>			691.74	

Activity Fund Balance Report - Detail - Exclude Encumbrances

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; 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					
06 760 716					SAFETY PATROL					
06 016 1721					SAFETY PATROL					
10/04/2024	CR	26125			North Dakota Community Foundation donati	DIAZ, KERRY M	0.00	3,000.00		
10/24/2024	CR	26198			Cash	DIAZ, KERRY M	0.00	821.70		
06 016 600 410 3400 610					SAFETY PATROL					
10/22/2024	CD	ELEM-02180 20241022-0022	2	34198	Pizza for safety patrol	VISA	64.20	0.00		
<b>06 760 716</b>					<b>SAFETY PATROL</b>	<b>*Current Activity</b>			3,757.50	
						<b>*Ending Balance:</b>	64.20	3,821.70	0.00	4,449.24
<b>06 760 717</b>					<b>CHROMEBOOK REPAIR</b>	<b>*Previous Balance</b>				719.12
						<b>*Ending Balance:</b>	0.00	0.00	0.00	719.12
<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>				915.68
06 760 720					CROSS COUNTRY MISC.					
06 020 1721					CROSS COUNTRY MISC.					
10/02/2024	CR	26116			XC Misc - Hat Day	HORGESHIMER, NATHAN SCOTT	0.00	25.00		
10/16/2024	CR	26162			XC Misc Hat Money	HORGESHIMER, NATHAN SCOTT	0.00	16.00		
06 020 600 410 3400 610					CROSS COUNTRY MISC.					
10/22/2024	CD	HS-01597 1779401	2	34199	shirts	GAME ONE	226.80	0.00		
<b>06 760 720</b>					<b>CROSS COUNTRY MISC.</b>	<b>*Current Activity</b>				(185.80)
						<b>*Ending Balance:</b>	226.80	41.00	0.00	729.88
<b>06 760 723</b>					<b>ELEMENTARY POP FUND</b>	<b>*Previous Balance</b>				98.59
06 760 723					ELEMENTARY POP FUND					
06 023 600 410 3400 610					ELEMENTARY POP FUND					
10/21/2024	CD	POELEM-02855 20241021	2	34141	SUPPLIES 467186	COCA COLA	90.00	0.00		
<b>06 760 723</b>					<b>ELEMENTARY POP FUND</b>	<b>*Current Activity</b>				(90.00)
						<b>*Ending Balance:</b>	90.00	0.00	0.00	8.59
<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>06 760 728</b>					<b>FFA</b>	<b>*Previous Balance</b>				15,682.17
06 760 728					FFA					

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

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; 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>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>	<u>Entity Name</u>				
06 028 1721					FFA					
10/02/2024	CR	26115			FFA Sponsorship	LEIER, DAVID	0.00	500.00		
10/09/2024	CR	26133			FFA - 50/50	LEIER, DAVID	0.00	272.00		
10/14/2024	CR	26156			FFA Sponsorship	LEIER, DAVID	0.00	500.00		
10/15/2024	CR	26159			FFA 50/50 Raffle from 10/11/24 FB Game	JOHNSON, ERIK	0.00	1,050.00		
10/16/2024	CR	26164			FFA - 50/50	JOHNSON, ERIK	0.00	175.00		
10/17/2024	CR	26166			FFA - National Convention	LEIER, DAVID	0.00	5,000.00		
10/17/2024	CR	26167			FFA - Fall Leadership Reimbursement	LEIER, DAVID	0.00	508.67		
10/22/2024	CR	26173			FFA - 50/50	GRIFFITHS, LACEY NICOLE	0.00	560.00		
10/25/2024	CR	26205			Check #47092	DIAZ, KERRY M	0.00	1,735.00		
10/29/2024	CR	26207			FFA Officer Retreat Sponsorship	JOHNSON, ERIK	0.00	1,500.00		
06 028 600 410 3400 610					FFA					
10/16/2024	CD	HS-01566 20241016	2	34124	Per Diem for FFA National Convention	CASH	1,400.00	0.00		
10/21/2024	CD	HS-01549 1667	2	34172	National Affiliation Fee	ND FFA ASSOCIATION	935.00	0.00		
10/21/2024	CD	HS-01549 1667	2	34172	State Affiliation Fee	ND FFA ASSOCIATION	800.00	0.00		
10/21/2024	CD	HS-01526 20241021	2	34149	ND State Fair Premiums	DVORAK, TESSA	52.80	0.00		
10/21/2024	CD	HS-01527 20241021	2	34167	ND State Fair Premiums	KLYM, HAILEY	309.10	0.00		
10/21/2024	CD	POELEM-02853 74187051	2	34142	STUDENT STAY	COMFORT INN & SUITES	981.00	0.00		
10/22/2024	CD	HS-01505 20241022	2	34197	FFA Member Registration	VISA	1,275.00	0.00		
10/22/2024	CD	HS-01505 20241022	2	34197	Bus Parking Permit	VISA	218.75	0.00		
10/22/2024	CD	HS-01491 20241022-0003	2	34197	Member Hotel Rooms	VISA	192.00	0.00		
<b>06 760 728</b>					<b>FFA</b>	<b>*Current Activity</b>			5,637.02	
						<b>*Ending Balance:</b>	6,163.65	11,800.67	0.00	21,319.19
<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>				25,415.82
06 760 730					INTEREST - CHECKING					
06 030 1721					INTEREST - CHECKING					
10/31/2024	CR	26223			INTEREST - CHECKING	BRAVERA	0.00	874.39		
<b>06 760 730</b>					<b>INTEREST - CHECKING</b>	<b>*Current Activity</b>				874.39
						<b>*Ending Balance:</b>	0.00	874.39	0.00	26,290.21
<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

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

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; 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>06 760 734</b>					<b>LIBRARY</b>	<b>*Previous Balance</b>			5,503.65	
06 760 734					LIBRARY					
06 034 1721					LIBRARY					
10/07/2024	CR	26128			Book Fair Cash and Checks	WHEELING, BRITTANY	0.00	1,677.03		
10/09/2024	CR	26134			Bookfair	WHEELING, BRITTANY	0.00	900.00		
10/14/2024	CR	26158			Book Fair Cash and Checks	WHEELING, BRITTANY	0.00	746.05		
10/23/2024	CR	26188			CORRECTION ON RCPT 26158	DIAZ, KERRY M	0.00	0.10		
<b>06 760 734</b>					<b>LIBRARY</b>	<b>*Current Activity</b>			3,323.18	
						<b>*Ending Balance:</b>	0.00	3,323.18	0.00	
									8,826.83	
<b>06 760 735</b>					<b>MUSIC</b>	<b>*Previous Balance</b>			9,162.72	
06 760 735					MUSIC					
06 035 1721					MUSIC					
10/17/2024	CR	26165			Band - Chocolate Sales	MINDT, SHERRI	0.00	1,335.10		
10/29/2024	CR	26208			Band - Chocolate Sales	MINDT, SHERRI	0.00	873.75		
<b>06 760 735</b>					<b>MUSIC</b>	<b>*Current Activity</b>			2,208.85	
						<b>*Ending Balance:</b>	0.00	2,208.85	0.00	
									11,371.57	
<b>06 760 736</b>					<b>NATIONAL HONOR SOCIETY</b>	<b>*Previous Balance</b>			70.42	
06 760 736					NATIONAL HONOR SOCIETY					
06 036 600 410 3400 610					NATIONAL HONOR SOCIETY					
10/22/2024	CD	ELEM-02175 20241022-0028	2	34198	NHS Membership Renewal	VISA	385.00	0.00		
<b>06 760 736</b>					<b>NATIONAL HONOR SOCIETY</b>	<b>*Current Activity</b>			(385.00)	
						<b>*Ending Balance:</b>	385.00	0.00	0.00	
									(314.58)	
<b>06 760 738</b>					<b>ELEM STAFF BEVERAGE MACHINE</b>	<b>*Previous Balance</b>			0.00	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	
									0.00	
<b>06 760 740</b>					<b>SCHOOL DISTRICT</b>	<b>*Previous Balance</b>			466.57	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	
									466.57	
<b>06 760 741</b>					<b>ROBOTICS</b>	<b>*Previous Balance</b>			5,688.08	
06 760 741					ROBOTICS					
06 041 1721					ROBOTICS					
10/04/2024	CR	26127			Robotics - Gateway to Science	WEST, JEFF DAVID	0.00	400.00		
06 041 600 410 3400 610					ROBOTICS					
10/22/2024	CD	HS-01502 20241022-0009	2	34197	FIRST Tech Challenge INTO THE DEEP Full	VISA	460.00	0.00		
10/22/2024	CD	HS-01502 20241022-0009	2	34197	shipping	VISA	52.94	0.00		
10/22/2024	CD	HS-01523 20241022-0010	2	34197	Battery Charger	VISA	36.50	0.00		

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

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; 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>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>	<u>Entity Name</u>				
10/22/2024	CD	HS-01523 20241022-0010	2	34197	shipping	VISA	13.50	0.00		
10/22/2024	CD	HS-01522 20241022-0011	2	34197	2000 Series Dual Mode Servo (25-2) Torqu	VISA	25.49	0.00		
10/22/2024	CD	HS-01522 20241022-0011	2	34197	4 Stage Viper-Slide Kit (Belt Driven, 33	VISA	329.98	0.00		
10/22/2024	CD	HS-01522 20241022-0011	2	34197	8mm REX, 24mm Length Shaft (5203 Series)	VISA	33.74	0.00		
10/22/2024	CD	HS-01522 20241022-0011	2	34197	shipping	VISA	11.99	0.00		
<b>06 760 741</b>					<b>ROBOTICS</b>					
						<b>*Current Activity</b>			(564.14)	
						<b>*Ending Balance:</b>	964.14	400.00	0.00	5,123.94
<b>06 760 742</b>					<b>STUDENT COUNCIL</b>					
						<b>*Previous Balance</b>				6,094.53
06 760 742					STUDENT COUNCIL					
06 042 1721					STUDENT COUNCIL					
10/02/2024	CR	26122			Home Coming Shirt Order	WALKER, NICOLE ANN	0.00	2,436.00		
10/11/2024	CR	26149			CORRECTION ON RCPT 26122	DIAZ, KERRY M	0.00	204.00		
10/14/2024	CR	26155			Homecoming Swag Sale	WALKER, NICOLE ANN	0.00	850.00		
10/24/2024	CR	26199			Student Council - Pepsi Commission	WALKER, NICHOLAS DALE	0.00	19.63		
06 042 600 410 3400 610					STUDENT COUNCIL					
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	Scotch Heavy Duty Shipping and Moving Pa	AMAZON CAPITAL SERVICES	13.38	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	Orange beads 50pc	AMAZON CAPITAL SERVICES	13.99	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	120 PCS Mardi Gras Accessories, 33 IN Be	AMAZON CAPITAL SERVICES	57.98	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	TSMD Solid Black Pennant Banners Flags S	AMAZON CAPITAL SERVICES	9.95	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	10M/32Ft Triangle Flag Fabric Banner Cot	AMAZON CAPITAL SERVICES	14.99	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	Colarr 180 Pcs Team Spirit Temporary Tat	AMAZON CAPITAL SERVICES	14.99	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	96PCS Football Temporary Tattoos Birthda	AMAZON CAPITAL SERVICES	9.99	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	Football Temporary Tattoos   100 Game Da	AMAZON CAPITAL SERVICES	5.94	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	ADLKGK Paper Lanterns Party Decorations,	AMAZON CAPITAL SERVICES	21.89	0.00		

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

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; 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>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>	<u>Entity Name</u>				
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	WILLBOND Halloween Tinsel Garland Shiny	AMAZON CAPITAL SERVICES	51.96	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	Duracell Coppertop AA Batteries with Pow	AMAZON CAPITAL SERVICES	15.79	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	PartyWoo Crepe Paper Streamers 4 Rolls 3	AMAZON CAPITAL SERVICES	17.97	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	Koogel 4 Crepe Paper Rolls, Black Crinkl	AMAZON CAPITAL SERVICES	6.98	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	OCD Bargain Crepe Paper Streamer,Black C	AMAZON CAPITAL SERVICES	25.35	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	Premium Frosty White Crepe Paper Streame	AMAZON CAPITAL SERVICES	11.04	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	3 Pack Black Orange Foil Fringe Curtains	AMAZON CAPITAL SERVICES	28.47	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	Beaded Necklace, 200 PCS 33" Orange Mard	AMAZON CAPITAL SERVICES	36.99	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	Unittype 100 Pieces Paisley Bandanas Bul	AMAZON CAPITAL SERVICES	42.99	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	50 Pcs Bandanas Paisley Cowboy Polyester	AMAZON CAPITAL SERVICES	29.79	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	100Pcs Metallic Cheerleading Pom Poms wi	AMAZON CAPITAL SERVICES	56.99	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	HOCO Sign Decorations 2024 HOCO Column P	AMAZON CAPITAL SERVICES	21.99	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	Luditek Disco Ball Party Lights, Sound A	AMAZON CAPITAL SERVICES	23.89	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	Cindeer 40 Pairs Rimless Star Shape Sung	AMAZON CAPITAL SERVICES	59.98	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	Frienda 20 Pairs Heart Shaped Sunglasses	AMAZON CAPITAL SERVICES	79.96	0.00		
10/08/2024	CD	ELEM-02198 1JLL-WGKC-KVP7	2	34108	DISCOUNT	AMAZON CAPITAL SERVICES	(2.54)	0.00		
10/21/2024	CD	ELEM-02245 5702	2	34154	Traveling Trophy for Spirit Week	FOUR SEASONS TROPHIES	81.99	0.00		

Activity Fund Balance Report - Detail - Exclude Encumbrances

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; 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					
10/21/2024	CD	ELEM-02226 1281	2	34135	Homecoming Shirt Money	ASPEN CHIC DESIGNS LLC	2,640.00	0.00		
<b>06 760 742</b>					<b>STUDENT COUNCIL</b>	<b>*Current Activity</b>				116.94
						<b>*Ending Balance:</b>	3,392.69	3,509.63	0.00	6,211.47
<b>06 760 743</b>					<b>SUNSHINE ACCOUNT-ELEM</b>	<b>*Previous Balance</b>				583.47
06 760 743					SUNSHINE ACCOUNT-ELEM					
06 043 600 410 3400 610					SUNSHINE ACCOUNT-ELEM					
10/21/2024	CD	ELEM-02231 3139	2	34151	Onesies for teachers's babies	MARSH, JOANN	100.00	0.00		
<b>06 760 743</b>					<b>SUNSHINE ACCOUNT-ELEM</b>	<b>*Current Activity</b>				(100.00)
						<b>*Ending Balance:</b>	100.00	0.00	0.00	483.47
<b>06 760 744</b>					<b>TRACK &amp; FOOTBALL FIELD MAINTENANCE</b>	<b>*Previous Balance</b>				110,738.15
						<b>*Ending Balance:</b>	0.00	0.00	0.00	110,738.15
<b>06 760 745</b>					<b>TRACK UNIFORMS</b>	<b>*Previous Balance</b>				2,072.78
						<b>*Ending Balance:</b>	0.00	0.00	0.00	2,072.78
<b>06 760 746</b>					<b>AGRICULTURE</b>	<b>*Previous Balance</b>				0.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00
<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>06 760 749</b>					<b>HIGH SCHOOL MUSICAL</b>	<b>*Previous Balance</b>				4,739.59
						<b>*Ending Balance:</b>	0.00	0.00	0.00	4,739.59
<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>				243.38
06 760 755					SUNSHINE FUND-HS					
06 055 600 410 3400 610					SUNSHINE FUND-HS					
10/21/2024	CD	POELEM-02855 20241021	2	34141	SUPPLIES 467580	COCA COLA	76.00	0.00		
10/21/2024	CD	POELEM-02855 20241021	2	34141	SUPPLIES 468259	COCA COLA	76.00	0.00		
10/21/2024	CD	POELEM-02855 20241021	2	34141	UNAPPLIED CREDIT	COCA COLA	(40.00)	0.00		
<b>06 760 755</b>					<b>SUNSHINE FUND-HS</b>	<b>*Current Activity</b>				(112.00)
						<b>*Ending Balance:</b>	112.00	0.00	0.00	131.38
<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

Activity Fund Balance Report - Detail - Exclude Encumbrances

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; 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>06 760 758</b>					<b>JEANS FOR CHARITY</b>			<b>*Previous Balance</b> 7,798.75
06 760 758					JEANS FOR CHARITY			
06 058 1721					JEANS FOR CHARITY			
10/02/2024	CR	26117			Jeans for Charity	0.00	60.00	
10/21/2024	CR	26169			Cash	0.00	144.00	
<b>06 760 758</b>					<b>JEANS FOR CHARITY</b>			<b>*Current Activity</b> 204.00
					<b>*Ending Balance:</b>	0.00	204.00	0.00 8,002.75
<b>06 760 759</b>					<b>ELEMENTARY STUDENT COUNCIL</b>			<b>*Previous Balance</b> 3,219.43
06 760 759					ELEMENTARY STUDENT COUNCIL			
06 059 1721					ELEMENTARY STUDENT COUNCIL			
10/22/2024	CR	26172			Check #201822	0.00	100.17	
<b>06 760 759</b>					<b>ELEMENTARY STUDENT COUNCIL</b>			<b>*Current Activity</b> 100.17
					<b>*Ending Balance:</b>	0.00	100.17	0.00 3,319.60
<b>06 760 760</b>					<b>S.A.D.D.</b>			<b>*Previous Balance</b> 922.96
					<b>*Ending Balance:</b>	0.00	0.00	0.00 922.96
<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>06 760 765</b>					<b>SCIENCE GRANT-ELEM</b>			<b>*Previous Balance</b> 6.03
					<b>*Ending Balance:</b>	0.00	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> 1,077.55
					<b>*Ending Balance:</b>	0.00	0.00	0.00 1,077.55
<b>06 760 769</b>					<b>CLASS OF 2024</b>			<b>*Previous Balance</b> 4,793.89
					<b>*Ending Balance:</b>	0.00	0.00	0.00 4,793.89
<b>06 760 770</b>					<b>CLOSE UP</b>			<b>*Previous Balance</b> 6,238.73
06 760 770					CLOSE UP			
06 070 1721					CLOSE UP			
10/07/2024	CR	26129			Close Up - Vending Machine	0.00	198.00	
10/10/2024	CR	26148			Close-Up Down Payment	0.00	500.00	
10/16/2024	CR	26161			Down Payment Close-Up	0.00	250.00	
10/21/2024	CR	26168			Close-Up Student Down Payment	0.00	1,000.00	
10/25/2024	CR	26201			Close-Up Student Deposit	0.00	500.00	
10/29/2024	CR	26209			Close Up - Vending Machine	0.00	225.00	
06 070 600 410 3400 610					Close Up			

Activity Fund Balance Report - Detail - Exclude Encumbrances

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description					Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name				
10/21/2024	CD	POELEM-02855 20241021	2	34141	SUPPLIES 467194	COCA COLA	180.00	0.00		
10/21/2024	CD	POELEM-02855 20241021	2	34141	SUPPLIES 467565	COCA COLA	120.00	0.00		
10/21/2024	CD	POELEM-02855 20241021	2	34141	SUPPLIES 467905	COCA COLA	195.00	0.00		
10/21/2024	CD	POELEM-02855 20241021	2	34141	SUPPLIES 468256	COCA COLA	105.00	0.00		
10/21/2024	CD	POELEM-02855 20241021	2	34141	UNAPPLIED CREDIT	COCA COLA	(18.70)	0.00		
10/22/2024	CD	HS-01537 20241022-0015	2	34197	down payments	VISA	1,000.00	0.00		
<b>06 760 770</b>				<b>CLOSE UP</b>		<b>*Current Activity</b>			1,091.70	
						<b>*Ending Balance:</b>	1,581.30	2,673.00	0.00	7,330.43
<b>06 760 771</b>				<b>CLASS OF 2025</b>		<b>*Previous Balance</b>				13,291.81
06 760 771				CLASS OF 2025						
06 071 600 410 3400 610				CLASS OF 2025						
10/21/2024	CD	ELEM-02261 20241021	2	34144	Reimbursement for Coronation Breakfast	DAHLEN, MICHELLE	75.46	0.00		
10/21/2024	CD	ELEM-02239 015017	2	34184	Flowers for Senior Night including deliv	SIMPLY FLOWERS AND GIFTS	124.00	0.00		
10/21/2024	CD	ELEM-02239 015017	2	34184	Flowers for Homecoming including deliver	SIMPLY FLOWERS AND GIFTS	146.99	0.00		
10/22/2024	CD	ELEM-02136 20241022-0008	2	34197	NEW POPCORN MACHINE	VISA	512.00	0.00		
<b>06 760 771</b>				<b>CLASS OF 2025</b>		<b>*Current Activity</b>				(858.45)
						<b>*Ending Balance:</b>	858.45	0.00	0.00	12,433.36
<b>06 760 772</b>				<b>VOLLEYBALL MISC.</b>		<b>*Previous Balance</b>				11,935.17
06 760 772				VOLLEYBALL MISC.						
06 072 1721				VOLLEYBALL MISC.						
10/01/2024	CR	26105			CORRECT DEP ERROR	DIAZ, KERRY M	0.00	(1.00)		
10/01/2024	CR	26111			CORRECT ERROR 26061 REV	DIAZ, KERRY M	0.00	1.00		
06 072 600 410 3400 610				VOLLEYBALL MISC.						
10/21/2024	CD	ELEM-02240 20241021	2	34134	Reimbursement for for Glenburn VB Tourna	ASAY, ALAN	130.00	0.00		
10/21/2024	CD	ELEM-02244 1268	2	34135	VB Warm ups for JH & HS. Comes out of VB	ASPEN CHIC DESIGNS LLC	1,720.00	0.00		
10/21/2024	CD	ELEM-02241 20241021	2	34136	VB Fundraiser out of VB account	BELIEVE KIDS FUNDRAISING	1,111.60	0.00		
<b>06 760 772</b>				<b>VOLLEYBALL MISC.</b>		<b>*Current Activity</b>				(2,961.60)
						<b>*Ending Balance:</b>	2,961.60	0.00	0.00	8,973.57
<b>06 760 773</b>				<b>STEAM-ELEM.</b>		<b>*Previous Balance</b>				5,628.90
06 760 773				STEAM-ELEM.						

Activity Fund Balance Report - Detail - Exclude Encumbrances

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; 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>						
06 073 1721					STEAM-ELEM.	STEAM-ELEM.					
10/01/2024	CR	26112			STEAM-ELEM.	CONOCO PHILLIPS	0.00	1,000.00			
<b>06 760 773</b>					<b>STEAM-ELEM.</b>	<b>*Current Activity</b>				1,000.00	
						<b>*Ending Balance:</b>	0.00	1,000.00	0.00	6,628.90	
<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>				4,359.95	
06 760 776					FOOTBALL MISC.						
06 076 1721					FOOTBALL MISC.						
10/02/2024	CR	26123			Check #20732481	DIAZ, KERRY M	0.00	215.03			
10/25/2024	CR	26204			Check #677	DIAZ, KERRY M	0.00	395.09			
06 076 600 410 3400 610					FOOTBALL MISC.						
10/22/2024	CD	POELEM-02860 20241022-0007	2	34198	FB WIVES MUGS	VISA	255.09	0.00			
<b>06 760 776</b>					<b>FOOTBALL MISC.</b>	<b>*Current Activity</b>				355.03	
						<b>*Ending Balance:</b>	255.09	610.12	0.00	4,714.98	
<b>06 760 777</b>					<b>BOYS GOLF MISC.</b>	<b>*Previous Balance</b>				891.31	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	891.31	
<b>06 760 778</b>					<b>HS GYMNASIUM SPONSORSHIP</b>	<b>*Previous Balance</b>				16,194.34	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	16,194.34	
<b>06 760 779</b>					<b>TRACK MISC.</b>	<b>*Previous Balance</b>				1,633.81	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	1,633.81	
<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>				4,303.04	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	4,303.04	
<b>06 760 783</b>					<b>WRESTLING MISC.</b>	<b>*Previous Balance</b>				11,877.07	
06 760 783					WRESTLING MISC.						
06 083 1721					WRESTLING MISC.						
10/09/2024	CR	26132			Wrestling - VB Concess	ELKINS, SEAN	0.00	1,013.50			
10/16/2024	CR	26163			Wrestling - VB Concessions	ELKINS, SEAN	0.00	580.00			
10/23/2024	CR	26196			Wrestling - VB Concessions	ELKINS, SEAN	0.00	941.75			
10/30/2024	CR	26218			Wrestling - VB Concessions	ELKINS, SEAN	0.00	867.00			
06 083 600 410 3400 610					WRESTLING MISC.						
10/08/2024	CD	POELEM-02783 371436	2	34109	SUPPLIES 371436	BRAUN'S DISTRIBUTING	146.04	0.00			

Activity Fund Balance Report - Detail - Exclude Encumbrances

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description					Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name				
10/08/2024	CD	POELEM-02783 371436	2	34109	SUPPLIES 371839	BRAUN'S DISTRIBUTING	317.55	0.00		
10/08/2024	CD	POELEM-02773 20241008	2	34110	SUPPLIES	HINRICHS SUPER VALU	31.92	0.00		
10/21/2024	CD	POELEM-02855 20241021	2	34141	SUPPLIES 467187	COCA COLA	471.00	0.00		
10/21/2024	CD	POELEM-02855 20241021	2	34141	SUPPLIES 467895	COCA COLA	237.00	0.00		
10/21/2024	CD	HS-01565 1290	2	34135	Wall Decal For Wrestling room	ASPEN CHIC DESIGNS LLC	550.00	0.00		
10/21/2024	CD	ELEM-02169 16FR-9QKJ- JCGX	2	34133	Popcorn Scoop	AMAZON CAPITAL SERVICES	19.78	0.00		
10/21/2024	CD	ELEM-02169 16FR-9QKJ- JCGX	2	34133	SHIPPING	AMAZON CAPITAL SERVICES	4.99	0.00		
10/22/2024	CD	HS-01529 20241022-0012	2	34197	Practice Gear	VISA	2,527.20	0.00		
10/22/2024	CD	HS-01497 20241022-0018	2	34197	Ordering a set of totes for uniform and	VISA	80.70	0.00		
10/22/2024	CD	ELEM-02136 20241022-0008	2	34197	NEW POPCORN MACHINE	VISA	512.00	0.00		
<b>06 760 783</b>					<b>WRESTLING MISC.</b>	<b>*Current Activity</b>			<b>(1,495.93)</b>	
						<b>*Ending Balance:</b>	<b>4,898.18</b>	<b>3,402.25</b>	<b>0.00</b>	
<b>06 760 784</b>					<b>SPEECH</b>	<b>*Previous Balance</b>			<b>1,577.05</b>	
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>06 760 785</b>					<b>ELEM GUIDANCE MISC</b>	<b>*Previous Balance</b>			<b>2,557.28</b>	
06 760 785					ELEM GUIDANCE MISC					
06 085 1721					ELEM GUIDANCE MISC					
10/25/2024	CR	26203			Check #1115	DIAZ, KERRY M	0.00	10,000.00		
06 085 600 410 3400 610					ELEM GUIDANCE MISC					
10/21/2024	CD	ELEM-02238 20241021-0002	2	34195	1 pair shoes	WALLACE, JENNI	79.86	0.00		
10/22/2024	CD	ELEM-02220 20241022-0032	2	34198	clothing-sweats, shirts	VISA	265.28	0.00		
10/22/2024	CD	ELEM-02227 20241022-0033	2	34198	2 pair of shoes for students	VISA	87.24	0.00		
10/22/2024	CD	ELEM-02217 20241022-0027	2	34198	Dr. Ph. Martins Iridescent ink Black Sp	VISA	12.58	0.00		
<b>06 760 785</b>					<b>ELEM GUIDANCE MISC</b>	<b>*Current Activity</b>			<b>9,555.04</b>	
						<b>*Ending Balance:</b>	<b>444.96</b>	<b>10,000.00</b>	<b>0.00</b>	
<b>06 760 786</b>					<b>ART SUPPLIES</b>	<b>*Previous Balance</b>			<b>1,552.91</b>	
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>06 760 788</b>					<b>RALPH AND BERNIECE THOMAS SCHOLARSHIP</b>	<b>*Previous Balance</b>			<b>1,200.00</b>	

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

10/2024 - 10/2024

Regular; Beginning Month 10/2024; Processing Month 10/2024; 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>					
						<b>*Ending Balance:</b>	0.00	0.00	0.00	1,200.00
<b>06 760 789</b>					<b>HOSA</b>	<b>*Previous Balance</b>				14,358.41
06 760 789					HOSA					
06 089 1721					HOSA					
10/10/2024	CR	26147			HOSA Dues	SCHMIDT, HOLLY	0.00	280.00		
10/23/2024	CR	26197			HOSA Dues	SCHMIDT, HOLLY	0.00	60.00		
<b>06 760 789</b>					<b>HOSA</b>	<b>*Current Activity</b>				340.00
						<b>*Ending Balance:</b>	0.00	340.00	0.00	14,698.41
<b>06 760 791</b>					<b>KIDS ON THE RUN</b>	<b>*Previous Balance</b>				541.86
						<b>*Ending Balance:</b>	0.00	0.00	0.00	541.86
<b>06 760 792</b>					<b>DR SEUSS READING GROUP</b>	<b>*Previous Balance</b>				303.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	303.00
<b>06 760 793</b>					<b>IMAGINATION LIBRARY</b>	<b>*Previous Balance</b>				3,148.48
						<b>*Ending Balance:</b>	0.00	0.00	0.00	3,148.48
<b>06 760 794</b>					<b>COLLEGE &amp; CAREER WEEK SCHOLARHIPS</b>	<b>*Previous Balance</b>				1,113.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	1,113.00
<b>06 760 795</b>					<b>KATHERINE KLEEMANN EDUCATION SCHOLARSHIP</b>	<b>*Previous Balance</b>				2,100.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	2,100.00
<b>06 760 796</b>					<b>FEREBEE SCHOLARSHIP</b>	<b>*Previous Balance</b>				600.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	600.00
<b>06 760 798</b>					<b>MINION MENTORING SCHOLARSHIP</b>	<b>*Previous Balance</b>				344.12
						<b>*Ending Balance:</b>	0.00	0.00	0.00	344.12
<b>Fund Total: 06</b>							39,651.26	59,047.07	0.00	443,245.28

**Balance Sheet**

Period Ending: October 2024

Annual; Processing Month 10/2024; 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	423,780.99	19,395.81	443,176.80
06 110	DUE FROM OTHER FUNDS	68.48	0.00	68.48
	Current Assets Subtotal:	<u>423,849.47</u>	<u>19,395.81</u>	<u>443,245.28</u>
Total Assets and Deferred Outflows of Resources:		<u>423,849.47</u>	<u>19,395.81</u>	<u>443,245.28</u>

<u>Fund Balance</u>				
06 760 701	ACTIVITIES	15,886.16	0.00	15,886.16
06 760 702	CAPTURING KIDS' HEARTS-HS	0.00	51.00	51.00
06 760 704	ANNUAL	8,814.00	50.00	8,864.00
06 760 705	ATHLETICS	43,819.59	(2,135.13)	41,684.46
06 760 706	CLASS OF 2029	395.17	0.00	395.17
06 760 709	CHEERLEADERS MISC.	14,546.38	(946.76)	13,599.62
06 760 710	CHEERLEADER UNIFORMS BB	3,171.02	0.00	3,171.02
06 760 713	GIRLS GOLF MISC	772.39	0.00	772.39
06 760 715	HOT LUNCH DONATIONS	6,890.27	565.80	7,456.07
06 760 716	SAFETY PATROL	691.74	3,757.50	4,449.24
06 760 717	CHROMEBOOK REPAIR	719.12	0.00	719.12
06 760 719	ATHLETES ASSISTANCE	594.33	0.00	594.33
06 760 720	CROSS COUNTRY MISC.	915.68	(185.80)	729.88
06 760 723	ELEMENTARY POP FUND	98.59	(90.00)	8.59
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
06 760 728	FFA	15,682.17	5,637.02	21,319.19
06 760 729	GIRLS BB UNIFORMS	953.60	0.00	953.60
06 760 730	INTEREST - CHECKING	25,415.82	874.39	26,290.21
06 760 733	GIRLS GOLF UNIFORMS	522.26	0.00	522.26
06 760 734	LIBRARY	5,503.65	3,323.18	8,826.83
06 760 735	MUSIC	9,162.72	2,208.85	11,371.57
06 760 736	NATIONAL HONOR SOCIETY	70.42	(385.00)	(314.58)
06 760 738	ELEM STAFF BEVERAGE MACHINE	0.00	0.00	0.00
06 760 740	SCHOOL DISTRICT	466.57	0.00	466.57
06 760 741	ROBOTICS	5,688.08	(564.14)	5,123.94
06 760 742	STUDENT COUNCIL	6,094.53	116.94	6,211.47
06 760 743	SUNSHINE ACCOUNT-ELEM	583.47	(100.00)	483.47
06 760 744	TRACK & FOOTBALL FIELD MAINTENANCE	110,738.15	0.00	110,738.15
06 760 745	TRACK UNIFORMS	2,072.78	0.00	2,072.78
06 760 746	AGRICULTURE	0.00	0.00	0.00
06 760 747	VOLLEYBALL UNIFORMS	458.01	0.00	458.01
06 760 749	HIGH SCHOOL MUSICAL	4,739.59	0.00	4,739.59
06 760 754	PRESCHOOL	943.58	0.00	943.58
06 760 755	SUNSHINE FUND-HS	243.38	(112.00)	131.38

**Balance Sheet**

Period Ending: October 2024

Annual; Processing Month 10/2024; 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>
06 760 757	ELEMENTARY MUSIC	5,603.53	0.00	5,603.53
06 760 758	JEANS FOR CHARITY	7,798.75	204.00	8,002.75
06 760 759	ELEMENTARY STUDENT COUNCIL	3,219.43	100.17	3,319.60
06 760 760	S.A.D.D.	922.96	0.00	922.96
06 760 761	CROSS COUNTRY UNIFORMS	4,102.64	0.00	4,102.64
06 760 765	SCIENCE GRANT-ELEM	6.03	0.00	6.03
06 760 766	CHEERLEADER UNIFORMS FB	280.00	0.00	280.00
06 760 767	GIRLS BB MISC.	1,077.55	0.00	1,077.55
06 760 769	CLASS OF 2024	4,793.89	0.00	4,793.89
06 760 770	CLOSE UP	6,238.73	1,091.70	7,330.43
06 760 771	CLASS OF 2025	13,291.81	(858.45)	12,433.36
06 760 772	VOLLEYBALL MISC.	11,935.17	(2,961.60)	8,973.57
06 760 773	STEAM-ELEM.	5,628.90	1,000.00	6,628.90
06 760 775	ALLAN & KAYE DOLEZAL SCHOLARSHIP FUND	1,000.00	0.00	1,000.00
06 760 776	FOOTBALL MISC.	4,359.95	355.03	4,714.98
06 760 777	BOYS GOLF MISC.	891.31	0.00	891.31
06 760 778	HS GYMNASIUM SPONSORSHIP	16,194.34	0.00	16,194.34
06 760 779	TRACK MISC.	1,633.81	0.00	1,633.81
06 760 781	BOYS GOLF UNIFORM	824.00	0.00	824.00
06 760 782	BOYS BB MISC.	4,303.04	0.00	4,303.04
06 760 783	WRESTLING MISC.	11,877.07	(1,495.93)	10,381.14
06 760 784	SPEECH	1,577.05	0.00	1,577.05
06 760 785	ELEM GUIDANCE MISC	2,557.28	9,555.04	12,112.32
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	14,358.41	340.00	14,698.41
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
06 760 798	MINION MENTORING SCHOLARSHIP	344.12	0.00	344.12
Fund Balance Subtotal:		423,849.47	19,395.81	443,245.28
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<b>423,849.47</b>	<b>19,395.81</b>	<b>443,245.28</b>

D. Administrator Reports - Mr. Cook will have an elementary curriculum update.

## Activities Report- November 5 2024

### Fall/Winter Sports:

-All Fall sports are wrapped up and we are moving onto winter. It was a good and productive fall with an abundance of success and recognition for kids and coaches.

-We are moving quickly into winter mode with JHGBB and JH Boys Wrestling beginning

- Other start Dates

\* Boys and Girls Wrestling- Nov 11

\* Cheer Nov 14

\* Girls Basketball Nov 18

\* Boys Basketball Dec 2

### NDHSAA Updates:

- The new 2 year Football plan has been released.
- Central Mclean will join our current region- This gives us 9 teams
- Unfortunately, we will probably end up with a bye in our schedule as our off week is week 7 and it will be nearly impossible to fill that week.
- Volleyball Class A region for 25-26 will be 7 teams- we will play 4 non- region, 12 region and 3 tournaments for a schedule- this is complete already.
- Basketball Class A region for 25-26 will be 8 teams- we will play 14 region games and have to find 7 non-region games, in which I will work on this winter once our contracts for current games are done.

### Other Updates for Killdeer Athletics/Facilities-

- Turf-
  - Our Black and Orange are almost shot- we are getting a quote to see what it would be to fix just those sections as green portions are in good shape
- Hudl Cameras
  - As part of our current package with HUDL we now have hudl cameras installed at the football field and at Main HS Gym. This will allow games to be uploaded immediately for breakdown. We will also hopefully someday stream through hudl and NFHS.
- Workers/Drivers
  - Thank you to our workers and drivers for activities
    - This continues to be a real struggle at KPS to find workers
- Elem Sports
  - With the elementary football club moving to the park and rec next year, is it time to approach the park and rec and see if they would want all elem sports?
    - We are struggling to fill coaching spots and find drivers for these sports especially.



# Superintendent Board Report

## November

### **Busing**

We had one route driver quit but we were able to get it filled relatively quickly. We are using a short bus and a non-CDL driver for the moment. The short buses continue to be our saving grace.

There are a couple drivers in the “hopper” working on getting their CDL and will be activity drivers. Sheri Ramos is scheduled to get her air-brake endorsement which will put one more driver on the roster who can drive the white Cowboy bus.

### **Strategic Plan**

I have received the Writing Team Framework from Dr. Schatz. It appears that the real work begins now. Although the document is not long or elaborate, and it even appears intuitive and obvious there is work to be done. One could conclude it appears that way because the content outlines what we have been doing for the last few years, but now it is in a meaningful form. Our task will be to create a document that is understandable to our stakeholders. This may be easier said than done.

### **Website Updates**

There potentially will be rocky times in the future as it pertains to Websites. Infinite Campus is the state's new administrative software which will replace PowerSchool. Reportedly Killdeer's PowerSchool account apparently is a bit “messy” and needs to be cleaned up. Cleaning it up will help with the transfer of information. The phrase I heard recently was “Clean data is good data”. This transfer at the state level is an unimaginable complex undertaking. The process will take all student information from nearly every school district in the state and transfer it from one platform to another. If the data is not clean and or where it is supposed to be there will be problems. Mrs. Walker clued me in on this issue, and we will develop a plan.

Additionally, the site that houses our district policies began to use BoardBook as you may know. This has been problematic as NDSBA works through their learning curve,

because the policies the board has been reaffirming have not been uploaded to the site yet. We just received a recent update, and it looks like we will be able to get editable forms so I can get them in front of the board for redline versions for your review and updates.

There are other websites such as WebGrants, BRP and STARS and others that the state communicates with schools with. These sites house Federal Grant applications, The Consolidated Application, School Directory information, etc. There seems to be continual updates and changes to keep track of, but we manage to stay ahead of the chaos.

## November 2024 Board Report

We currently have 351 Students enrolled preK-6<sup>th</sup>

Our MTSS team was in Jamestown last week and had a productive workshop with Wayne Calander and the staff from SEEC

The math curriculum team sent out a survey to check where teachers were with the idea of a new math curriculum next year. The overwhelming answer was a request to keep My Math for another year in order to let staff get comfortable with the new reading curriculum. The math committee will continue to meet and go over the options for two years from now.

## **KHS November Board Report 2024**

### MTSS

We have established an MTSS team at the high school that consists of Mr. Wilz, Mrs. Walker, Mrs. Harris, Ms. Kukla, Ms. Reiss, and Mr. Horgeshimer. We have been meeting frequently to try and develop a plan on how to administer interventions more effectively and with more fidelity. We have realized that our current format of administering interventions during WIN time is not working well. Our students are needing more intervention time to effectively close learning gaps, so that has been our primary focus. We have also been exploring ways to implement better Tier 1 instruction in the regular classroom so that all of our students needs are met. This is also a hopefully preventative measure from students qualifying for tier 2 or tier 3 interventions. I want to express my appreciation to the high school MTSS team for agreeing to the responsibility of implementing MTSS at the middle school and high school level.

### Twin Buttes Academic Alignment

At the end of October, the math department, Mr. Wilz, and Mr. Simmons met with Twin Buttes Superintendent, Troy Walters regarding math curriculum and expectations. Mr. Walters and KHS staff had recognized that when students come to our school from Twin Buttes, that there was a major disconnect in the students' preparedness for freshman math class. The math team developed their ten big ideas that students should know so that they can be successful in math classes at Killdeer. This was a productive meeting and Mr. Walters was going to take the information back and share it with his staff. More meetings like this need to be held moving forward so that we can ensure success for all students in our school.

### PLC

During our last early out, the high school PLC teams met and created their schedule of meetings for the remainder of the year, meeting twice per month. The focus of this year is to continue vertically aligning curriculum across grade levels, then choosing priority standards to meet the vertical alignment. All teams have done portions of this up to this point, but my hope is that by the end of the school year, every subject area will be vertically aligned and the priority standards will be chosen. This will give us a good direction moving into next school year.

5. Unfinished Business
  - A. Superintendent Evaluation
6. New Business
  - A. Consider Additional November Bills

**Detail Check Register**

Posted; Batch Description CKS 11.13.24-0001; Fund Number 01, 03, 04

**Checking Account:** 1

**Fund 01**

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
47189	Check	11/13/2024	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>
AR1846613	11/12/2024	POELEM-02885	COPIER SPLIT	01 000 000 110 1000 610	212.06
AR1846613	11/12/2024	POELEM-02885	COPIER SPLIT	01 000 000 120 1000 611	1,219.35
AR1846613	11/12/2024	POELEM-02885	COPIER SPLIT	01 000 000 130 1000 611	397.61
AR1846613	11/12/2024	POELEM-02885	COPIER SPLIT	01 000 000 140 1000 611	821.73
47190	Check	11/13/2024	AH	AH INC.	12,419.51
<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>
20241022001	11/12/2024	POELEM-02901	WIRING NEW HEATER ON SECOND FLOOR OF ELE	03 000 000 000 4220 435	2,807.15
20241106003	11/12/2024	POELEM-02925	CAME BACK TO ELEMENTARY TO FINISH THE DO	03 000 000 000 4220 435	1,760.00
68458BUS	11/12/2024	POELEM-02917	OIL BUS 408,409	01 000 000 000 2700 671	892.36
68458BUS	11/12/2024	POELEM-02917	REPAIRS BUS 411,414,403,406,410,408,404,	01 000 000 000 2700 673	6,960.00
47191	Check	11/13/2024	AIRGAS	AIRGAS USA, LLC	401.15
<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>
9154482488	11/12/2024	POELEM-02922	CAP SKULL SZ 7-1/8 TO 7-1/2 ASRTD DESIGN	01 000 000 310 1000 611	119.05
9154482488	11/12/2024	POELEM-02922	LARGE ARGON	01 000 000 310 1000 611	106.58
9154569982	11/12/2024	POELEM-02892	ARGON INDUSTRIAL 300 CGA 580	01 000 000 310 1000 611	175.52
47192	Check	11/13/2024	AMAZONCAP	AMAZON CAPITAL SERVICES	2,443.79
<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>
11JG-LXGH-FTWC	11/13/2024	ELEM-02307	125373 Door Closer 1095 - Flush (125373)	01 000 000 000 2600 611	164.76
16G6-LTC1-KG6X	11/13/2024	ELEM-02263	Cirrus Filters CR69	01 000 000 000 2600 611	8.39
16G6-LTC1-KG6X	11/13/2024	ELEM-02263	EXHAUST CR69 ELECTROSTATIC	01 000 000 000 2600 611	27.80
16G6-LTC1-KG6X	11/13/2024	ELEM-02263	SHIPPING	01 000 000 000 2600 618	12.95
173Q-K47M-C7N3	11/13/2024	ELEM-02257	GINMLYDA Small Spiral Notebook 12Pack, 1	01 000 000 000 2500 690	25.09
173Q-K47M-C7N3	11/13/2024	ELEM-02257	Amazon Basics 12 Tab Monthly Dividers fo	01 000 000 000 2500 690	15.29
1CXJ-MCXJ-3VJT	11/13/2024	POELEM-02927	2FT CHARGING CABLES FOR ELEMENTARY	01 000 000 120 1000 611	36.70
1DFW-DTMH-F7XJ	11/13/2024	ELEM-02316	OFFICE SUPPLIES SPLIT	01 000 000 110 1000 610	65.41
1DFW-DTMH-F7XJ	11/13/2024	ELEM-02316	OFFICE SUPPLIES SPLIT	01 000 000 120 1000 611	152.61
1F7D-KQ31-1DW6	11/13/2024	HS-01569	Sewing Supplies	01 000 000 340 1000 611	256.69
1GY3-HMN9-FJR3	11/13/2024	HS-01602	Slacker Novel by Gordon Korman	01 000 000 130 1000 640	23.96
1WGV-9RFQ-K9F4	11/13/2024	HS-01541	OFFICE SUPPLIES SPLIT	01 000 000 130 1000 611	124.36
1WGV-9RFQ-K9F4	11/13/2024	HS-01541	OFFICE SUPPLIES SPLIT	01 000 000 140 1000 611	290.19
1WW4-6YFV-F4MM	11/13/2024	HS-01603	Suggestion box for Student Nominations	01 000 000 140 1000 611	29.99
1X7Q-GGPL-F3GM	11/13/2024	HS-01562	OFFICE SUPPLIES SPLIT	01 000 000 130 1000 611	38.53
1X7Q-GGPL-F3GM	11/13/2024	HS-01562	OFFICE SUPPLIES SPLIT	01 000 000 140 1000 611	89.90
1YMT-19CH-XKHQ	11/13/2024	HS-01545	OFFICE SUPPLIES SPLIT	01 000 000 130 1000 611	48.44
1YMT-19CH-XKHQ	11/13/2024	HS-01545	OFFICE SUPPLIES SPLIT	01 000 000 140 1000 611	113.04
20241113	11/13/2024	HS-01540	CKH SUPPLIES SPLIT	01 000 000 130 1000 611	238.71

**Detail Check Register**

Posted; Batch Description CKS 11.13.24-0001; Fund Number 01, 03, 04

<b>Checking Account: 1</b>		<b>Fund 01</b>					
<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>	<u>Detail Amount</u>
20241113	11/13/2024	HS-01540	SHIPPING	01 000 000 130 1000 618	37.20		
20241113	11/13/2024	HS-01540	CKH SUPPLIES SPLIT	01 000 000 140 1000 611	556.98		
20241113	11/13/2024	HS-01540	SHIPPING	01 000 000 140 1000 618	86.80		
Check Number: 47193	Check Type: Check	Check Date: 11/13/2024	Vendor: BLICKART	BLICK ART MATERIALS	Check Total:	87.27	
4017826	11/12/2024	2024-0100	ELMERS GLUE	01 000 000 120 1000 611	54.30		
4160698	11/12/2024	2024-0101	BLICK SHEFFILD FRAME	01 000 000 000 2222 611	32.97		
Check Number: 47194	Check Type: Check	Check Date: 11/13/2024	Vendor: BOSCH	BOSCH LUMBER COMPANY	Check Total:	425.82	
20241112	11/12/2024	POELEM-02881	BRONZE TORX SCREWS, WOOD FILLER, WHITE T	01 000 000 310 1000 611	425.82		
Check Number: 47195	Check Type: Check	Check Date: 11/13/2024	Vendor: CITYAIR	CITY AIR MECHANICAL, INC	Check Total:	21,193.20	
20241112	11/12/2024	POELEM-02908	APP# 24-007	03 000 000 000 4220 435	21,193.20		
Check Number: 47196	Check Type: Check	Check Date: 11/13/2024	Vendor: COBBCARRI	COBBLESTONE INN & SUITES - CARRINGTON	Check Total:	1,155.60	
20241112	11/12/2024	HS-01534	rooms for XC on way to Grand Forks	01 000 000 420 3400 890	1,155.60		
Check Number: 47197	Check Type: Check	Check Date: 11/13/2024	Vendor: COLE	COLE PAPERS INC.	Check Total:	3,261.75	
20241112	11/12/2024	POELEM-02883	CLOROX BLEACH	01 000 000 000 2600 611	55.44		
20241112	11/12/2024	POELEM-02883	BROWN NAPKIN LINERS	01 000 000 000 2600 611	35.15		
20241112	11/12/2024	POELEM-02883	FOAM HAND SOAP, CAN LINERS, BLEACH, TOIL	01 000 000 000 2600 611	3,171.16		
Check Number: 47198	Check Type: Check	Check Date: 11/13/2024	Vendor: CONNEPOINT	CONNECTING POINT	Check Total:	6,476.57	
20241112	11/12/2024	POELEM-02634	MICROSOFT EES AGREEMENT 2024	01 000 000 110 1000 670	518.13		
20241112	11/12/2024	POELEM-02634	MICROSOFT EES AGREEMENT 2024	01 000 000 120 1000 670	2,979.21		
20241112	11/12/2024	POELEM-02634	MICROSOFT EES AGREEMENT 2024	01 000 000 130 1000 670	971.49		
20241112	11/12/2024	POELEM-02634	MICROSOFT EES AGREEMENT 2024	01 000 000 140 1000 670	2,007.74		
Check Number: 47199	Check Type: Check	Check Date: 11/13/2024	Vendor: CONSOLTEL	CONSOLIDATED TELECOM INC	Check Total:	1,482.25	
20241112	11/12/2024	POELEM-02906	OCT 2024 PHONE BILL	01 000 000 000 2600 531	1,482.25		
Check Number: 47200	Check Type: Check	Check Date: 11/13/2024	Vendor: CREATLEARN	CREATIVE LEARNING SYSTEMS	Check Total:	5,250.00	
INCSA24-0294	11/12/2024	HS-01605	24-25 CSA Contract	01 000 000 110 1000 430	420.00		
INCSA24-0294	11/12/2024	HS-01605	24-25 CSA Contract	01 000 000 120 1000 430	2,415.00		
INCSA24-0294	11/12/2024	HS-01605	24-25 CSA Contract	01 000 000 130 1000 430	787.50		

**Detail Check Register**

Posted; Batch Description CKS 11.13.24-0001; Fund Number 01, 03, 04

Checking Account: 1		Fund 01				
INCSA24-0294	11/12/2024	HS-01605	24-25 CSA Contract	01 000 000 140 1000 430	1,627.50	
Check Number: 47201	Check Type: Check	Check Date: 11/13/2024	Vendor: DAKDUST	DAKOTA DUST-TEX, INC.	Check Total:	102.80
<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>	
20241112	11/12/2024	POELEM-02911	MATS 0833486	01 000 000 000 2600 435	51.40	
20241112	11/12/2024	POELEM-02911	MATS 0834955	01 000 000 000 2600 435	51.40	
Check Number: 47202	Check Type: Check	Check Date: 11/13/2024	Vendor: DAKOCOMM	DAKOTA COMMERCIAL RUGS	Check Total:	761.20
<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>	
L9252	11/12/2024	POELEM-02913	BRUSHES, MATS, MOPS L9252	01 000 000 000 2600 435	235.25	
L9252	11/12/2024	POELEM-02913	BRUSHES, MATS, MOPS L9253	01 000 000 000 2600 435	145.35	
L9448	11/13/2024	POELEM-02926	MATS L9448	01 000 000 000 2600 435	145.35	
L9448	11/13/2024	POELEM-02926	MATS L9447	01 000 000 000 2600 435	235.25	
Check Number: 47203	Check Type: Check	Check Date: 11/13/2024	Vendor: DAKOPRA	DAKOTA PRAIRIE STEEL & POWDER	Check Total:	2,265.29
<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>	
1119	11/12/2024	POELEM-02907	BLACK BUCKING HORSE FOR ELEM WALL	03 000 000 000 4220 435	2,265.29	
Check Number: 47204	Check Type: Check	Check Date: 11/13/2024	Vendor: DOESAR	SARAH DOE	Check Total:	15.00
<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>	
20241112	11/12/2024	POELEM-02870	reimburse fuel in ford	01 000 000 000 2700 580	15.00	
Check Number: 47205	Check Type: Check	Check Date: 11/13/2024	Vendor: EDMENTUM	EDMENTUM	Check Total:	4,213.50
<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>	
INV3230416	11/12/2024	ELEM-02302	Edmentum payment	01 000 000 140 1000 670	4,213.50	
Check Number: 47206	Check Type: Check	Check Date: 11/13/2024	Vendor: ENERGYTECH	ENERGY TECH SYSTEMS, INC.	Check Total:	534.02
<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>	
35271	11/12/2024	POELEM-02893	ISSUES IN HEAT PUMP ROOM	01 000 000 000 2600 450	534.02	
Check Number: 47207	Check Type: Check	Check Date: 11/13/2024	Vendor: EVERSFRING	EVERSPRING INN	Check Total:	571.80
<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>	
44361585	11/12/2024	POELEM-02894	ROOMS FOR R. ZASTOUPIL & A. DUTCHUK	01 000 000 000 2310 580	571.80	
Check Number: 47208	Check Type: Check	Check Date: 11/13/2024	Vendor: EXTRCLEANI	EXTREME CLEANING, INC.	Check Total:	900.00
<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>	
26658	11/12/2024	POELEM-02924	CLEANING HOODS AND DUCT IN HS KITCHEN	01 000 000 000 2600 450	900.00	
Check Number: 47209	Check Type: Check	Check Date: 11/13/2024	Vendor: FERGUS	FERGUSON ENTERPRISES INC #1657	Check Total:	938.78
<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>	
1047504	11/12/2024	POELEM-02904	SCALA2 3-45 115V 60HZ NEWA FOR LEIER & C	03 000 000 000 4210 610	938.78	
Check Number: 47210	Check Type: Check	Check Date: 11/13/2024	Vendor: FORUCOMM	FORUM COMMUNICATIONS COMPANY	Check Total:	114.00
<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>	
20241112	11/12/2024	POELEM-02895	RED RIBBON WEEK, HALLOWEEN SAFETY	01 000 000 000 2500 540	114.00	

**Detail Check Register**

Posted; Batch Description CKS 11.13.24-0001; Fund Number 01, 03, 04

<b>Checking Account: 1</b>		<b>Fund 01</b>				
<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: 47211	Check Type: Check	Check Date: 11/13/2024	Vendor: HARLOWBIS	HARLOW'S BUS SALES, INC - BISMARCK	Check Total:	308.56
01P16868	11/12/2024	POELEM-02915	COMPRESSOR KIT BUS 411	01 000 000 000 2700 673	308.56	
Check Number: 47212	Check Type: Check	Check Date: 11/13/2024	Vendor: HINRICHS	HINRICHS SUPER VALU	Check Total:	89.85
20241112	11/12/2024	POELEM-02880	MEETING SUPPLIES	01 000 000 000 2310 290	15.63	
20241112	11/12/2024	POELEM-02880	SUPPLIES	01 000 000 140 1000 611	43.02	
20241112	11/12/2024	POELEM-02880	AG SUPPLIES	01 000 000 310 1000 611	16.66	
20241112	11/12/2024	POELEM-02880	SUPPLIES	01 000 000 340 1000 611	14.54	
Check Number: 47213	Check Type: Check	Check Date: 11/13/2024	Vendor: HOBART	HOBART SALES & SERVICE	Check Total:	3,944.34
JC76964	11/12/2024	POELEM-02889	HOBART SOFTNER INSTALL AND SET UP CHECK	03 000 000 000 4220 435	3,944.34	
Check Number: 47214	Check Type: Check	Check Date: 11/13/2024	Vendor: ICON	ICON ARCHITECTURAL GROUP	Check Total:	1,990.00
20240391	11/12/2024	POELEM-02871	AMENDMENT #11 GREENHOUSE DESIGN PROJECT	03 000 000 000 4220 435	1,600.00	
20240391	11/12/2024	POELEM-02871	AMENDMENT #11 GREENHOUSE DESIGN MECHANIC	03 000 000 000 4220 435	390.00	
Check Number: 47215	Check Type: Check	Check Date: 11/13/2024	Vendor: JOHNERI	ERIK JOHNSON	Check Total:	440.90
20241112	11/12/2024	POELEM-02909	CTE TRAVEL REIMBURSEMENT - OCT 2024	01 000 000 310 1000 580	440.90	
Check Number: 47216	Check Type: Check	Check Date: 11/13/2024	Vendor: LAKESHORE	LAKESHORE LEARNING MATERIALS, LLC	Check Total:	388.51
192478101124	11/12/2024	2024-0099	SOFT SEATS	01 000 000 120 1000 611	388.51	
Check Number: 47217	Check Type: Check	Check Date: 11/13/2024	Vendor: LEIEDAV	DAVID LEIER	Check Total:	554.20
20241112	11/12/2024	POELEM-02910	CTE TRAVEL REIMBURSEMENT - OCT 2024	01 000 000 310 1000 580	554.20	
Check Number: 47218	Check Type: Check	Check Date: 11/13/2024	Vendor: MAGNELEC	MAGNUM ELECTRIC, INC	Check Total:	20,880.00
10859-02	11/12/2024	POELEM-02872	BILLING #2 WIRE NEW GREENHOUSE	03 000 000 000 4220 435	20,880.00	
Check Number: 47219	Check Type: Check	Check Date: 11/13/2024	Vendor: MDU	MONTANA DAKOTA UTILITIES CO.	Check Total:	18,203.86
20241112	11/12/2024	POELEM-02903	ELEC 101 HIGH ST NW (PORTABLES)	01 000 000 000 2600 621	604.03	
20241112	11/12/2024	POELEM-02903	ELEC HEATER PLUGIN	01 000 000 000 2600 621	16.33	
20241112	11/12/2024	POELEM-02903	ELEC ATHLETIC FIELD	01 000 000 000 2600 621	299.55	
20241112	11/12/2024	POELEM-02903	ELEC 101 HIGH ST NW	01 000 000 000 2600 621	7,498.93	

**Detail Check Register**

Posted; Batch Description CKS 11.13.24-0001; Fund Number 01, 03, 04

<b>Checking Account: 1</b>		<b>Fund 01</b>				
<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>	
20241112	11/12/2024	POELEM-02903	ELEC 1415 HIGH ST NW	01 000 000 000 2600 621	6,993.81	
20241112	11/12/2024	POELEM-02903	GAS 101 HIGH ST NW	01 000 000 000 2600 622	981.81	
20241112	11/12/2024	POELEM-02903	GAS 1415 HIGH ST NW	01 000 000 000 2600 622	1,649.72	
20241112	11/12/2024	POELEM-02903	GAS 1415 HIGH ST NW (GEN)	01 000 000 000 2600 622	159.68	
Check Number: 47220	Check Type: Check	Check Date: 11/13/2024	Vendor: NARDINIFIR	NARDINI FIRE EQUIPMENT	Check Total:	468.00
IV00308218	11/12/2024	POELEM-02886	DISPATCH AND COMPLIANCE, RESTAURANT ONE	01 000 000 000 2600 450	468.00	
Check Number: 47221	Check Type: Check	Check Date: 11/13/2024	Vendor: NDBCI	ND BCI	Check Total:	41.25
20241112	11/12/2024	ELEM-02333	BACKGROUND CHECKS	01 000 000 000 2500 330	41.25	
Check Number: 47222	Check Type: Check	Check Date: 11/13/2024	Vendor: NDBCI	ND BCI	Check Total:	41.25
20241112-0001	11/12/2024	ELEM-02334	BACKGROUND CHECKS	01 000 000 000 2500 330	41.25	
Check Number: 47223	Check Type: Check	Check Date: 11/13/2024	Vendor: NDBCI	ND BCI	Check Total:	41.25
20241112-0002	11/12/2024	ELEM-02335	BACKGROUND CHECKS	01 000 000 000 2500 330	41.25	
Check Number: 47224	Check Type: Check	Check Date: 11/13/2024	Vendor: NDBCI	ND BCI	Check Total:	41.25
20241112-0003	11/12/2024	ELEM-02336	BACKGROUND CHECKS	01 000 000 000 2500 330	41.25	
Check Number: 47225	Check Type: Check	Check Date: 11/13/2024	Vendor: NDCEL	NDCEL	Check Total:	1,705.00
39328	11/12/2024	ELEM-02313	Membership Renewal	01 000 000 000 2321 810	520.00	
39328	11/12/2024	ELEM-02313	NDASA	01 000 000 000 2321 810	100.00	
39328	11/12/2024	ELEM-02313	AASA Dues	01 000 000 000 2321 810	485.00	
41843	11/12/2024	ELEM-02315	Crucial Conversations	01 000 000 000 2321 810	600.00	
Check Number: 47226	Check Type: Check	Check Date: 11/13/2024	Vendor: NDCENTER	ND CENTER FOR DISTANCE EDUCATION	Check Total:	229.00
ORD-24199-DOB8R8	11/12/2024	HS-01622	Building Maintenance Class - starr	01 000 000 140 1000 810	229.00	
Check Number: 47227	Check Type: Check	Check Date: 11/13/2024	Vendor: NEWVISION	NEWVISION SECURITY SYSTEMS, LLC	Check Total:	1,286.00
21239	11/12/2024	POELEM-02905	VAPE SENDORS, KEY FOBS	01 000 000 000 2600 450	1,286.00	
Check Number: 47228	Check Type: Check	Check Date: 11/13/2024	Vendor: NUVENTO	NUVENTO	Check Total:	162.75
NUV_221536	11/12/2024	POELEM-02920	eduhealth ver 3 - nov 2024	01 000 000 200 2835 810	162.75	
Check Number: 47229	Check Type: Check	Check Date: 11/13/2024	Vendor: OILGA	WESTERN DAKOTA ENERGY	Check Total:	4,000.00

**Detail Check Register**

Posted; Batch Description CKS 11.13.24-0001; 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>
8110	11/12/2024	POELEM-02891	24-25 MEMBERSHIP DUES	01 000 000 000 2310 810	4,000.00
Check Number: 47230	Check Type: Check	Check Date: 11/13/2024	Vendor: POPPLERS	POPPLERS MUSIC INC	Check Total: 70.44
20241112	11/12/2024	ELEM-02309	Sing with the Angels - 2 pt	01 000 000 120 1000 612	28.50
20241112	11/12/2024	ELEM-02309	Sing with the Angels - P/A CD	01 000 000 120 1000 612	27.99
20241112	11/12/2024	ELEM-02309	UPS Ground	01 000 000 120 1000 612	13.95
Check Number: 47231	Check Type: Check	Check Date: 11/13/2024	Vendor: PRAIRIEAU	PRAIRIE AUTO PARTS	Check Total: 632.40
20241112	11/12/2024	POELEM-02879	TOOLCAT FILTER AND OIL	01 000 000 000 2600 611	65.75
20241112	11/12/2024	POELEM-02879	SCRAPER, WIND DE-ICER, TOWELS	01 000 000 000 2700 611	18.43
20241112	11/12/2024	POELEM-02879	WASHER NOZZLE, REDUCER CONNECTOR	01 000 000 000 2700 673	52.65
20241112	11/12/2024	POELEM-02879	HEAVY DUTY HOSE CLAMP	01 000 000 000 2700 673	392.38
20241112	11/12/2024	POELEM-02879	CREDIT HEAVY DUTY HOSE CLAMP	01 000 000 000 2700 673	(209.52)
20241112	11/12/2024	POELEM-02879	FUEL FILTER	01 000 000 000 2700 673	32.01
20241112	11/12/2024	POELEM-02879	FUEL FILTER	01 000 000 000 2700 673	167.43
20241112	11/12/2024	POELEM-02879	FUEL FILTER	01 000 000 000 2700 673	16.84
20241112	11/12/2024	POELEM-02879	BUTT CONNECTOR, WIRE TAP KIT	01 000 000 000 2700 673	39.00
20241112	11/12/2024	POELEM-02879	PREMIUM CAPSILES, 20 AMP MAXI CIRCUIT	01 000 000 000 2700 673	46.37
20241112	11/12/2024	POELEM-02879	ENGINE OIL FILTER	01 000 000 000 2700 673	11.06
Check Number: 47232	Check Type: Check	Check Date: 11/13/2024	Vendor: PRAIVIEW	PRAIRIE VIEW LANDSCAPING & NURSERY	Check Total: 1,500.00
190618	11/12/2024	POELEM-02884	IRRIGATION WINTERIZATION	03 000 000 000 4220 435	1,500.00
Check Number: 47233	Check Type: Check	Check Date: 11/13/2024	Vendor: PREBLE	PREBLE MEDICAL SERVICES, INC.	Check Total: 400.00
8720	11/12/2024	POELEM-02899	DRUG TESTING - J. HARDERSEN, M. MOSELEY,	01 000 000 000 2700 390	400.00
Check Number: 47234	Check Type: Check	Check Date: 11/13/2024	Vendor: ROUSEP	ROUGH RIDER SEPTIC	Check Total: 1,835.00
12286	11/12/2024	POELEM-02887	SEPTIC PUMPED AT HS	01 000 000 000 2600 450	1,835.00
Check Number: 47235	Check Type: Check	Check Date: 11/13/2024	Vendor: SAFETYWORK	SAFETY WORKS, LLC	Check Total: 95.00
9075	11/12/2024	POELEM-02888	MEDIC FIRST AID/CPR/AED FOR ROBERLENE BO	01 000 000 890 3300 800	95.00
Check Number: 47236	Check Type: Check	Check Date: 11/13/2024	Vendor: SANFORDH	SANFORD HEALTH OCCUPATIONAL MEDICINE	Check Total: 200.00

**Detail Check Register**

Posted; Batch Description CKS 11.13.24-0001; 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>	
805636	11/12/2024	POELEM-02900	DOT EXAM - C. DAHLEN, B, NEUROHR	01 000 000 000 2700 390	200.00		
Check Number: 47237	Check Type: Check	Check Date: 11/13/2024	Vendor: SAXMOTOR	SAX MOTOR CO	Check Total:	140.99	
2009739	11/12/2024	POELEM-02916	EXPRESS WINTERFRONT BUS 402	01 000 000 000 2700 673	140.99		
Check Number: 47238	Check Type: Check	Check Date: 11/13/2024	Vendor: SIMMJEF	JEFF SIMMONS	Check Total:	429.00	
20241112	11/12/2024	ELEM-02317	IN - Breakfast per diem	01 000 000 000 2700 580	48.00		
20241112	11/12/2024	ELEM-02317	IN - Lunch per diem	01 000 000 000 2700 580	119.00		
20241112	11/12/2024	ELEM-02317	IN - Dinner per diem	01 000 000 000 2700 580	248.00		
20241112	11/12/2024	ELEM-02317	ND - LUNCH	01 000 000 000 2700 580	14.00		
Check Number: 47239	Check Type: Check	Check Date: 11/13/2024	Vendor: SMART	SMART COMPUTERS	Check Total:	4,668.85	
17-47785	11/12/2024	ELEM-02314	Replacement batteries	01 000 000 000 2225 490	450.00		
17-47890	11/12/2024	POELEM-02873	MANAGED MONTHLY BILLING FOR DEC 2024	01 000 000 000 2225 490	4,218.85		
Check Number: 47240	Check Type: Check	Check Date: 11/13/2024	Vendor: THATPETPLA	THAT PET PLACE	Check Total:	1,395.21	
R3521582	11/12/2024	HS-01543	KIT #1: Project Kit with Blue Diamond Ch	01 000 000 310 1000 611	1,395.21		
Check Number: 47241	Check Type: Check	Check Date: 11/13/2024	Vendor: TMS	TIME MANAGEMENT SYSTEMS INC	Check Total:	174.16	
321424	11/12/2024	POELEM-02912	ATTENDANCE CONTRACT FOR OCT 2024	01 000 000 000 2500 430	174.16		
Check Number: 47242	Check Type: Check	Check Date: 11/13/2024	Vendor: USBANK	US BANK	Check Total:	500.00	
7513537	11/12/2024	POELEM-02897	ADMIN FEES 10.1.24-9.30.25	04 000 000 000 6100 810	500.00		
Check Number: 47243	Check Type: Check	Check Date: 11/13/2024	Vendor: WESTCHOICE	WESTERN CHOICE COOPERATIVE	Check Total:	13,813.01	
20241112	11/12/2024	POELEM-02877	BROOM, GLASS CLEANER, DISINFECTANT WIPES	01 000 000 000 2700 611	38.76		
20241112	11/12/2024	POELEM-02877	TRANSPORTATION GAS	01 000 000 000 2700 626	119.74		
20241112	11/12/2024	POELEM-02877	DIESEL	01 000 000 000 2700 627	8,919.88		
20241112	11/12/2024	POELEM-02877	IRES FOR BUS 412	01 000 000 000 2700 672	2,508.47		
20241112-0001	11/12/2024	POELEM-02878	BEE KILLER, DRILL BITS, STOP VALVE, PVC	01 000 000 000 2600 611	708.97		
20241112-0001	11/12/2024	POELEM-02878	MAINT. GAS	01 000 000 000 2600 626	119.96		
20241112-0001	11/12/2024	POELEM-02878	MAINT. DIESEL	01 000 000 000 2600 627	72.40		
20241112-0001	11/12/2024	POELEM-02878	WINDSHIELD DE-ICER	01 000 000 000 2700 611	294.57		
20241112-0001	11/12/2024	POELEM-02878	TRANSPORTATION GAS	01 000 000 000 2700 626	108.31		
20241112-0001	11/12/2024	POELEM-02878	DEF BULK	01 000 000 000 2700 627	709.50		
20241112-0001	11/12/2024	POELEM-02878	TRANSPORTATION DIESEL	01 000 000 000 2700 627	129.02		
20241112-0001	11/12/2024	POELEM-02878	POWER BIT IMPACT	01 000 000 310 1000 611	83.43		

**Detail Check Register**

Posted; Batch Description CKS 11.13.24-0001; Fund Number 01, 03, 04

Checking Account: 1

Fund 01

Check Number: 47244	Check Type: Check	Check Date: 11/13/2024	Vendor: WESTRI	WEST RIVER STUDENT SERVICES	Check Total:	21,536.75
<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>	
20241112	11/12/2024	POELEM-02898	OCT 2024 SPEECH SERVICES (JESSICA BUCKMA	01 000 000 225 1000 430	11,918.67	
20241112	11/12/2024	POELEM-02898	OCT 2024 SPEECH PARA SERVICES (BECKY BIN	01 000 000 225 1000 430	3,348.67	
20241112	11/12/2024	POELEM-02898	OCT 2024 SPEECH SERVICES (BRIANA LEIER)	01 000 000 225 1000 430	5,528.45	
20241112	11/12/2024	POELEM-02898	GAS	01 000 000 225 1000 580	121.46	
20241112	11/12/2024	POELEM-02898	GAS	01 000 000 225 1000 580	117.79	
20241112	11/12/2024	POELEM-02898	MILEAGE	01 000 000 225 1000 580	56.28	
20241112	11/12/2024	POELEM-02898	GAS	01 000 000 225 1000 580	150.43	
20241112	11/12/2024	POELEM-02898	C PEN READING DEVICE	01 000 000 225 1000 611	295.00	
Check Number: 47245	Check Type: Check	Check Date: 11/13/2024	Vendor: ZASTRHO	RHONDA ZASTOUPIL	Check Total:	58.00
<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>	
20241112	11/12/2024	ELEM-02310	Lunch	01 000 000 000 2500 580	14.00	
20241112	11/12/2024	ELEM-02310	Dinner	01 000 000 000 2500 580	44.00	

\*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 169,928.83

- B. Business Manager Evaluation
- C. Consider Selection of Architect/Engineer for Elementary School Improvements/Renovation



**Killdeer  
Public School**

PROPOSAL FOR  
**ARCHITECTURAL/  
ENGINEERING  
SERVICES**

Killdeer Elementary School  
Improvements

Killdeer Public School  
District

October 15, 2024

**Bartlett  
& West**



# Table of Contents

---

1 Cover Letter

---

2 Statement of Interest

---

3 Relevant Project Experience

---

10 Performance Record

---

12 References

---

14 Key Personnel &  
Professional Experience

---

22 Current & Projected Workload

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3456 E. Century Avenue  
Bismarck, ND 58503  
(888) 200-6464

October 15, 2024

Rhonda Zastoupil  
Business Manager  
Killdeer Public Schools  
101 High St. NW  
Killdeer, ND 58640  
PO Box 579  
Rhonda.Zastoupil@k12.nd.us

RE: Killdeer Public Schools Request for Qualifications (RFQ) Architectural/Engineering Services

**Dear Mrs. Rhonda Zastoupil,**

Bartlett & West is pleased to submit this proposal for the Architectural and Engineering Services for the Killdeer Public School District. We are a team dedicated to creating functional, innovative and sustainable environments that enhance learning and community engagement. The proposed improvements to the Killdeer Elementary, including the redesign of the parking lot, the addition of ADA-compliant pathways, the installation of an entrance canopy, updated signage and interior upgrades, align closely with our mission and expertise.

We recognize that your projects demand quick response times, attentive listening, proactive communication and easy access to our design team. Our carefully assembled in-house team brings a wealth of experience and knowledge, allowing us to respond thoughtfully and efficiently to your important initiatives.

Our services are built around key areas of focus:

**Response:** We prioritize listening to your needs, asking the right questions and ensuring timely, appropriate solutions.

**Quality:** We implement a multi-level review process for all construction and report documents, guaranteeing accuracy and excellence.

**Teamwork:** We integrate seamlessly with your staff, especially on-demand projects, to ensure a collaborative approach.

**Experience:** Our extensive expertise encompasses planning, designing and remodeling existing facilities, as well as architecture, building systems, grants, funding, permitting and construction.

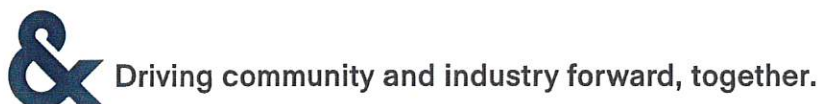
**Results:** We measure our success by providing quality facility evaluations, solution options, recommendations and designs that meet your needs on time and within budget.

We look forward to the opportunity to build a strong, trusting relationship with Killdeer Public Schools and deliver the high level of professional service that Bartlett & West is renowned for in the region. Together, we can enhance the educational environment for your community.

Sincerely,



**Joe Larrivee, AIA, NCARB**  
Project Manager



# Statement of Interest

At Bartlett & West we believe that educational spaces should inspire, empower and adapt to the needs of their users. The project to improve the Killdeer Elementary School resonates deeply with our mission to create inclusive, sustainable and innovative environments.

## **Relevant Experience**

Our team has successfully completed several similar projects, including on-call services for Glendive Public Schools and the Shiloh Christian School Addition. These projects required thoughtful engagement with stakeholders, careful budgeting and a commitment to sustainable design practices, all of which we excel at.

## **Local Experience**

Bartlett & West is proud to have been involved with past projects in this region, including the Dickinson Public Library Renovation and the North Dakota National Guard Dickinson Readiness Center. Our experience with these local projects has deepened our understanding of the region's needs and priorities, allowing us to tailor our services effectively. This local expertise enables us to navigate any unique challenges that may arise and ensure the success of your project.

## **Project Management and Timeliness**

Our approach to project management emphasizes clear timelines and milestones, ensuring that we meet critical deadlines while maintaining the highest standards of quality. Our dedicated team will work diligently to ensure that all phases of the project—from design to construction—are executed smoothly and efficiently.

We are enthusiastic about the potential to enhance the Killdeer Elementary School and are committed to delivering a project that meets the needs of students, staff and the community. We look forward to the opportunity to partner with the Killdeer Public School District in this important initiative.

Thank you for considering our proposal.

Relevant Project Experience





# MORTAN MANDAN PUBLIC LIBRARY AND PARK IMPROVEMENTS

**Mandan, North Dakota**

Bartlett & West is executive architect for the planning and design of 20,000 square foot addition/remodeling to Morton Mandan Public Library and improvements to Dykshoorn Park. The project consists of new meeting rooms, bookmobile garage, restrooms, storage and administrative spaces as well as new parking and site development. Remodeling of the existing library included circulation and collection space, youth library and other meeting spaces.

## PROJECT HIGHLIGHTS

- 20,000 square foot addition
- Completed preliminary design phase

## SUBCONSULTANTS

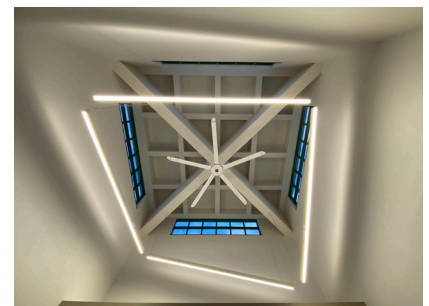
- CW Structural Engineers
- Firm Location: Bismarck, ND
  - Role: Structural Design Consultant
  - Cost: \$750,000

## PROJECT NUMBERS

- Project Completion: 2020 (professional)  
2021 (construction)
- Total Cost: \$4 million

## CONTACT

Jim Neubauer  
Business Manager  
(701) 667-3215



Top: Completed Building  
Bottom Left: Render from Parking  
Bottom Right: completed Tower



### PROJECT HIGHLIGHTS

- 650-seat auditorium
- 11 general classrooms
- Band and choir rooms
- Gym, fitness center, locker rooms

### PROJECT NUMBERS

Project Completion: 2024 (estimated)  
Total Cost: \$13 million

### CONTACT

Todd Benson  
Superintendent  
Shiloh Christian School  
1915 Shiloh Drive  
Bismarck, ND 58503  
(701) 221-2104

## SHILOH CHRISTIAN SCHOOL EXPANSION

### Bismarck, North Dakota

Bartlett & West is the prime firm in this effort to determine project scope and is now proceeding with construction documents to bid the project.

The project consists of the Phase I Fine Arts Addition, which includes an auditorium to seat 650 with a full stage for performing arts events, 11 general classrooms and band/choir instructional areas. Additionally, the Phase II Activity Addition consists of a new practice gymnasium, fitness center, toilet/shower/locker rooms and storage rooms.





# GLENDIVE PUBLIC SCHOOLS - WASHINGTON MIDDLE SCHOOL HVAC

## Glendive, Montana

Bartlett & West provided design-build turnkey services to replace Washington Middle School's failing heating and ventilation systems. The Washington Middle School facility consists of 80,000 square feet of existing building space, with multi-stories that spanned across two separate additions. The challenging project budget and aged building conditions called for out-of-the-box thinking for design solutions and construction techniques.

### PHASE 1 SYSTEMS DESIGN OPTIONS REPORT

Bartlett & West provided a heating and ventilating system options and recommendations report for the school board to determine the best solutions to meet their needs and budget. The Owner, Engineer, Contactor (OEC) team conducted a second space-by-space walkthrough effectively "kicking the tires" for each system option. In addition, Bartlett & West utilized 3D imaging technology to produce a 3D digital twin model allowing the OEC team to explore, measure and discuss the project in detail but virtually and from a distance during the COVID-19 pandemic.

### PHASE 2 CONSTRUCTION DOCUMENTS AND GUARANTEED MAXIMUM PRICE (GMP)

With budget concerns in mind, the HVAC systems were strategically selected and designed to meet the heating and ventilating for the facility school. Much of the existing electrical equipment was utilized and repurposed to power new HVAC equipment. New electrical panels were provided to meet new electrical load requirements in the boiler rooms to existing air handling units. All new boiler system digital controls were implemented.

As a Guaranteed Maximum Price (GMP) contract, Bartlett & West produced a total all-in project budget. The GMP was established in the design phase and then carefully managed through the remainder of the project.

### PHASE 3 CONSTRUCTION ADMINISTRATION AND DESIGN-BUILD

The Bartlett & West design-build team provided contract, schedule and budget development and management services. Throughout the design-build process, direct oversight of budget, invoicing and pay applications between the contractors, client and equipment vendors was employed. Managing material shortages and long wait times, the team's diligence paid off and resulted in a \$30,000 saving under the GMP budget.

## PROJECT HIGHLIGHTS

- Replaced heating system with high efficiency gas fired forced air furnaces, electric unit heaters, gas unit heaters and radiant panels
- New hydronic heating boiler systems while repurposing existing air handling units with new hydronic heating coils serving the gymnasium, cafeteria and kitchen
- New HVAC fresh air ventilation systems
- Design-Build project with GMP
- Resulting in \$30,000 under GMP budget

## PROJECT NUMBERS

Project Completion: 2002  
Total Cost: \$1.2 million

## CONTACT

Rhett Coon  
Facilities Director  
900 N. Merrill Ave.  
Glendive, MT 59330  
(406) 337-5409





# GLENDIVE PUBLIC SCHOOL - DAWSON COUNTY HIGH SCHOOL

## Glendive, Montana

Glendive Public School's (GPS) Dawson County High School (DCHS) in Glendive, Montana is observing both aging HVAC and Electrical systems. After the successful HVAC improvement project at GPS's Washington Middle School, Bartlett & West was asked to help with a similar design build delivery approach at DCHS. The project consists of HVAC and electrical improvements to the 155,000 square foot Dawson County High School. Due to budget constraints, the existing steam boiler heating system will be abandoned in place and replaced with single zone rooftop units, ductless split systems, and furnace split systems. An all-new natural gas piping system will be provided to serve the new heating equipment. A new dedicated secondary electrical system will be provided to serve the new HVAC systems with a new dedicated emergency backup power system. Our creative outside the box thinking will help the Glendive Public Schools find a cost-effective solution while meeting the building's conditioning needs.

## PROJECT HIGHLIGHTS

- Replacement of aging HVAC and Electrical systems
- All-new natural gas piping system
- Cost-effective solutions

## PROJECT NUMBERS

Project Completion: Fall 2025 (estimated)

Total Cost: \$4.5 million (estimated)

## CONTACT

Rhett Coon  
Facilities Director  
900 N. Merrill Ave.  
Glendive, MT 59330  
(406) 337-5409



# JEFFERSON ELEMENTARY WATER IMPROVEMENTS

## Glendive, Montana

The Glendive School was built in the 1950s and has approximately 250 students and 20 faculty and staff. Water is supplied through a shallow well with chlorine for disinfection. Water is used mainly for the restrooms while the drinking water is supplied through bottled water delivery.

This on-call water improvements project provided a data review of the raw water samples and guidance on options to address the pipe corrosion and high lead levels at the school. As part of this review, the water model WaterPro Version 6.52 was used to calculate corrosion indices, which indicate the corrosivity of the water, and evaluate corrosion chemical treatment options for adjusting the corrosion indices with the goal of bringing the water to slight scale forming. From these three samples, a challenging set of raw water quality parameters was found including high pH, high alkalinity, high total dissolved solids and extremely low calcium and magnesium levels providing essentially no scale forming potential. The water model also calculated a high Ryznar Index which indicates heavy to intolerable corrosion.

There were two goals investigated in the water model analysis. The first goal was to determine what chemical doses would be required to decrease the Ryznar Index to be light scale forming. The second goal was to review different orthophosphate PO<sub>4</sub>-3 doses and compare these to the model theoretical lead (Pb II) and copper (Cu II) concentrations at each sample point.

Next, three options were proposed to address the corrosion and lead issues. Option 1 was chemical feed to adjust the pH and addition of hardness. Option 2 was a short-term solution to truck in the water. And Option 3 was a long-term solution to connect to city water supply. Our recommendation was to work with the Montana DEQ to approve trucking in water.

The design included trucking in potable water and pumping to the school through three polyethylene storage tanks (2,500 gallons) and booster pumps. The school did not have available space for the storage tanks, so a small building was designed to provide a freeze protection for the storage tanks and booster pumps. This provided the school a temporary solution of providing an alternative water source while planning for a long-term solution.

## PROJECT HIGHLIGHTS

- Provided water modeling of the raw water to determine corrosion indices, lead and copper
- Developed short & long term options
- Fast-tracked the design and MDEQ approval of the recommended option for truck hauling of potable water

## PROJECT NUMBERS

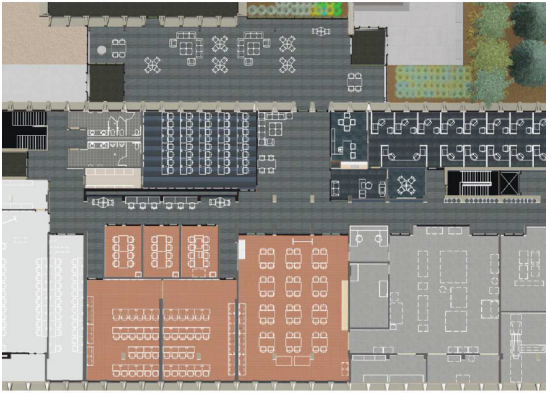
Project Completion: 2022

## CONTACT

Rhett Coon  
GPS Facilities Director  
Glendive Public Schools  
800 Jefferson School Road  
Glendive, MT 59330  
9406) 377-5409

# UNIVERSITY OF MARY SCHOOL OF ENGINEERING AND HEALTH SCIENCES

## Bismarck, North Dakota



### PROJECT HIGHLIGHTS

- Renovation and remodel of 53,000-square-foot of existing building space and 4,300-square-foot of additions to existing buildings
- Upgraded facilities

### PROJECT NUMBERS

Project Completion: 2019 (professional)  
2020 (construction)  
Total Cost: \$20 million

### CONTACT

Luke Seibold  
Director of Physical Plant Services  
(701) 355-8237

This project was a renovation and remodel of 53,000-square-foot of existing building space and 4,300-square-foot of additions to existing buildings. It also upgraded facilities for the School of Health Sciences include classrooms, simulated clinic and exam rooms, occupational and physical therapy labs and faculty offices.

Project Management facilities included a wood shop with centralized exhaust system and overhead crane system connecting it with the materials testing lab. The new School of Engineering facilities included a formal entrance hall, classrooms, laboratories, machine shop to accommodate welding and exhaust, research labs to support activities from outside private entities and faculty offices.

With an aggressive design schedule, Bartlett & West's design team worked with university staff and the construction manager to develop design and construction documents for five building remodels, two new building additions and a new courtyard/plaza connecting North and South Campus. Early and in-depth coordination with the University and their steering committees aided in developing a design aesthetic that fit the school's culture.

Performance Record



# PAST RECORD OF PERFORMANCE

The table below displays Bartlett & West's recent past performance record on similar water projects. We have a great track record of keeping our project schedules on time, on/under budget and delivering projects for which our clients are happy. We can be trusted to put the needs of the Killdeer Public School District first to ensure a successful project and a strong and lasting partnership.

CLIENT AND PROJECT	TOTAL PROJECT COST	TOTAL PROJECT COST WITH CHANGE ORDERS	ESTIMATED PROJECT COST	PROJECT SCHEDULE
Kansas State University Nichols Hall	\$900,000.00	N/A	\$900,000.00	Construction period October 2020 through December 2020, project completed as scheduled.
NDOT District Office	\$1,620,000.00	N/A	\$1,700,000.00	Construction period September 2019 through April 2020, project completed as scheduled.
Topeka City Hall Chiller	\$1,900,000.00	N/A	\$1,900,000.00	Construction period October 2018 through March 2019, project completed as scheduled.
Mortan Mandan Public Library and Park Improvements	\$5,247,445.00	\$5,415,099.51	\$4,700,000.00	Construction period August 2020 through January 2022, project completed as scheduled.
Attorney General Bismarck, North Dakota	\$5,000,000.00	N/A	6,000,000.00	Construction period January 2021 through September 2021, project completed as scheduled.
University of Mary School of Engineering and Health Sciences	\$7,340,568.00	\$7,706,440.53	\$7,500,000.00	Construction period June 2019 through December 2020, project completed as scheduled
North Dakota Nation Guard Readiness Center	\$25,316,877.53	N/A	\$16,560,273.92 (Note forced to keep estimate down to get approval to bid at a federal level.)	Start August 2024, Currently under construction.

References



# REFERENCES

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**BRAD DARR**

Facilities Director  
North Dakota Department of Transportation  
(701) 328-2549

**TROY GILBERTSON**

Highway Maintenance Coordinator  
North Dakota Department of Transportation  
(701) 239-8904

**JIM NEUBAUER**

Business Manager  
City of Mandan  
(701) 667-3215

**LUKE SEIDLING**

Physical Plant Director  
University of Mary  
(701) 355-8237



# Key Personnel & Professional Experience

# KEY PERSONNEL & PROFESSIONAL EXPERIENCE



## Killdeer Public School



JOE LARRIVEE, AIA, NCARB  
Project Manager



KATIE B. VASBINDER, AIA,  
NCARB, LEED AP  
Architect



CASEY COLBERN, PE  
Civil/Site/Planning



MICHAEL NEUFELD, PE  
Structural



MIKE VAN DUYNE, PE  
Mechanical/Electrical/Plumbing



MELINA STEWART  
Interiors & Graphic Design



*Joe joined Bartlett & West in 2017, bringing with him more than 40 years of experience in design, project management and construction administration of educational, religious, residential, institutional and commercial facilities. He takes pride in delivering an accurate, high-quality result for each client.*

### EDUCATION AND REGISTRATION

Bachelor of Architecture, North Dakota State University, 1982

B.S., Environmental Design, North Dakota State University, 1982

Registered Architect—MO, ND, IA

### TECHNICAL SPECIALTIES

- Design
- Project management
- Construction administration

### AWARDS

- Helios 80 International Design Competition Winner
- ND/AIA Honor Award—Hillside Hall
- ND/AIA Honor Award—Clairmont Center
- ND/AIA Honor Award—Welder Library
- ND/AIA Merit Award—Faith Lutheran Church

# JOE LARRIVEE, AIA, NCARB

## RELEVANT EXPERIENCE

### DICKINSON PUBLIC LIBRARY DICKINSON, NORTH DAKOTA

Bartlett & West worked with the Dickinson Public Library to assess the existing building condition and develop a schematic design to be used as a pathway for fundraising and future construction. They learned about the history of the building and used that knowledge as they worked with library staff and a steering committee to develop a facility and program to help the client achieve their goals. As the team worked through this process, they developed place, 3D models and renderings to convey the design intent to the client and later the community through public involvement meetings.

### UNIVERSITY OF MARY SCHOOL OF ENGINEERING AND HEALTH SCIENCES BISMARCK, NORTH DAKOTA

With an aggressive design schedule, the Bartlett & West design team worked with University of Mary staff and the construction manager to develop design and construction documents for the remodeling of five buildings on campus, two new building additions and a new courtyard/plaza connecting North and South Campus. The Bartlett & West design team worked with the University on everything from programing and schematic design through construction, which was completed 2022.

### LYMAN COUNTY COURTHOUSE REMODELING KENNEBEC, SOUTH DAKOTA

This project included a remodeling of an existing courthouse building. The existing courthouse, a 15,600-square-foot building, was built in 1925. The facility assessment report addressed deficiencies with the building and a spatial needs analysis.

### READINESS CENTER ADDITION AND ALTERATION DICKINSON, NORTH DAKOTA

The project included a 40,000-square-foot readiness center, a 4,000-square-foot unheated motor vehicle storage building, wash bay, loading dock and various site improvements. Scope included assembly hall classrooms, administrative offices, locker and shower rooms, storage and training areas. It was designed according to stringent federal criteria. The project will receive LEED silver certification. Construction is scheduled to begin in the spring of 2023.

### MORTON/MANDAN LIBRARY/PARK IMPROVEMENTS MANDAN, NORTH DAKOTA

Bartlett & West worked with the Morton/Mandan Library to develop a steering committee to develop a facility program to help them achieve their goals. As the team worked through this process, they developed plans, 3D models and renderings to convey their design intent to the Client and later the community through public involvement meetings. Construction was completed in 2022.





*Mike has diverse experience in mechanical, electrical and plumbing (MEP) systems for various types of projects. As a Bartlett & West project manager, he uses his attention to detail and expertise for analyzing problems to meet his clients' needs with cost-effective solutions. Mike combines his problem-solving talent with his organized style to design effective and efficient MEP systems.*

### EDUCATION AND REGISTRATION

B.S., Architectural Engineering, Kansas State University, 2004

Professional Engineer—ND, KS, MT, SD

### TECHNICAL SPECIALTIES

- Building lighting systems
- Building power systems
- Plumbing systems and equipment
- Heating, ventilating and air conditioning systems
- Construction administration
- Alternate Project Delivery (Design-Build, CMAR)

# MIKE VAN DUYN, PE

## RELEVANT EXPERIENCE

### JEFFERSON ELEMENTARY SCHOOL—ON-CALL WATER IMPROVEMENTS PROJECT

#### GLENDIVE, MONTANA

This project consisted of a data review of the raw water quality and guidance on pipe corrosion and high lead levels. As part of this review, a water model was used to calculate corrosion indices to determine the corrosivity of the water. Several options were evaluated including chemical treatment to bring the water to slight scale forming, a short-term solution of trucking in water and a long-term solution of connecting to the city water supply. The design included the addition of a new building, three vertical 2,500 gallon storage tanks for truck hauling and storage, two variable booster pumps, one tank recirculation pump and decommissioning of the existing well. The booster pumps pressurized the hauled water and tied into the existing water system.

### DICKINSON PUBLIC LIBRARY—CONCEPTUAL PLANS PHASE

#### DICKINSON, NORTH DAKOTA

This project included a building expansion design options report and conceptual plans. Bartlett & West provided a complete mechanical and plumbing system assessment report regarding the existing library building. The existing HVAC systems include geothermal hydronic heat pump systems for energy efficient operation.

### UNIVERSITY OF MARY—SCHOOL OF ENGINEERING AND RELATED PROJECTS

#### BISMARCK, NORTH DAKOTA

This unique project consisted of renovations to six existing buildings, a 2,250-square-foot glass entrance hall addition and large outdoor confluence area that serves the new engineering program. Bartlett & West worked closely with the University's team to make the wish list for the engineering program a reality. The project included 12 bid packages to allow the University phasing flexibility in construction. The mechanical systems include hydronic heating systems, water cooled heat pumps with fluid cooler, variable volume air-handling units, lab and shop exhaust systems and energy recovery units, among other things. The plumbing systems included a new domestic water heating system via the campus boiler heating system and an ultraviolet bacteria prevention system, all new plumbing fixtures, emergency eye wash stations and a compressed air system serving the lab and shop spaces.

### MULVANE ART MUSEUM

#### WASHBURN UNIVERSITY TOPEKA, KANSAS

The existing art museum spaces observed less than desirable temperature and humidity swings, where associated artwork's humidity sensitivity must be properly balanced and maintained. Bartlett & West provided a complete HVAC system assessment and design option report. Duct mounted steam humidifiers were implemented in the existing variable air volume (VAV) air handling unit system to control and maintain humidity levels within the art spaces.



*While at Bartlett & West, Casey has worked on a wide variety of civil engineering projects involving various entities including municipalities, government agencies and private developers. These projects have helped him develop an understanding of the importance of communication when working with private and public sectors. Casey's skill and approach brings a fresh perspective to his clients' projects.*

### EDUCATION AND REGISTRATION

B.S., Civil Engineering, Kansas State University, 2007

Professional Engineer—MO, KS

### TECHNICAL SPECIALTIES

- Storm sewer design
- Sanitary sewer collection system design
- Roadway and waterline design
- Drainage and floodplain analysis
- Industrial, commercial and residential site design
- Property zoning, platting and use permitting

# CASEY COLBERN, PE

## RELEVANT EXPERIENCE

### RISING STAR PARK PLATTE CITY, MISSOURI

Bartlett & West worked with the City of Platte City on the site civil design of a new splash pad and playground area at Rising Star Park. Bartlett & West was responsible for working with the architect and landscape architect to provide a site layout that met the residents and Park and Recreation's needs while fitting within the approved budget. Design included sidewalks, parking, grading, stormwater runoff, reconstruction of the existing street and a watermain extension. During design, Bartlett & West attended a design meeting with City staff and presented the project at the Park and Recreation's board meeting. Bartlett & West also assisted with the bidding process and construction administration. During construction, the contractor found that the existing street was not able to be milled and overlaid due to poor asphalt base. Bartlett & West was able to be on site and meet with the City and contractor and provide a solution that was within the City's budget and could be completed by the contractor in a timely manner.

### NEW CENTURY AIR CENTER PRELIM MASTER PLANNING NEW CENTURY, KANSAS

Casey assisted the Bartlett & West team in preliminary site due diligence and plans to maximize the land available with buildings, rail access, utilities, stormwater detention and roadways.

### PROXIMITY PARK OTTAWA, KANSAS

Bartlett & West and the entire design team worked with numerous entities within the community throughout the multiyear planning and development process for the new business park. Initially starting with a land search to locate property for long-term development, the team assisted with site due diligence items to better understand current and future challenges on potential property sites. Once the preferred property was located, the design team assisted with an inclusive master planning process that also included a targeted market assessment for future market planning.

### VENTURE PARK INDUSTRIAL PARK GEOMETRIC IMPROVEMENTS LAWRENCE, KANSAS

This project involved conceptual, preliminary and final design of the Venture Park Industrial Park in East Lawrence. Bartlett & West performed a traffic impact study, which included estimating the traffic generated by the development, distributing that traffic onto the street network in the area, analyzing the generated traffic with the existing traffic and recommending geometric improvements to handle the anticipated traffic. Bartlett & West recommended construction of a traffic signal and left turn lane to serve the industrial park at the intersection of O'Connell Road and K-10, then worked with the Access Management Unit at KDOT to get approvals. Intersection improvements included a traffic signal with medians, pedestrian and bicycle crosswalks across a state highway, dedicated turn lanes, drainage improvements and accommodations for large and heavy vehicular traffic.



# KATIE B. VASBINDER, AIA, NCARB, LEED AP

## RELEVANT EXPERIENCE

- Bismarck State College Student Union Expansion, Bismarck, ND
- Bismarck State College Meadowlark Building Offices, Bismarck, ND
- Bismarck State College Mystic Hall Remodel, Bismarck, ND
- Bismarck Public Schools Career Academy, Bismarck, ND
- The Innovation School, Bismarck, ND
- Bismarck Civic Center Masterplan, Bismarck, ND
- Bismarck Police Department Remodel, Bismarck, ND
- Lewis and Clark Interpretive Center Expansion, Washburn, ND
- Siberian Tiger and Snow Leopard Exhibit, Bismarck, ND
- Interbase Shop Office, Hazen, ND
- United Printing Campus, Bismarck, ND
- ND Farm Bureau Office Complex, Bismarck, ND
- LEED Certified Tvenge Office, Bismarck, ND
- BARR Engineering Office, Bismarck, ND
- Mexican Restaurant Commercial Mall, Bismarck, ND
- Parshall City Hall, Parshall, ND
- ND National Guard RJB Center, Bismarck, ND
- LEED Certified ND National Guard Camp Grafton Readiness Center, Devils Lake, ND
- ND State Lottery Office Remodel, Bismarck, ND
- ND National Guard Weapons of Mass Destruction Office, Bismarck, ND
- Capital Credit Union South Remodel, Bismarck, ND
- Med5 Federal Credit Union, Rapid City, SD
- Cornerstone Bank, Sioux Falls, SD
- Deeter Dental, Bismarck, ND
- Missouri River Dental Office, Bismarck, ND
- Professional Hearing Services Office, Bismarck, ND
- Tesoro Security Building, Mandan, ND
- Washington Street Lift Station, Bismarck, ND
- Dickinson Water Treatment Plant, Dickinson, ND
- Great River Energy Interpretive Lobby, Underwood, ND
- Great River Energy Commercial Coal Dryer (architectural), Underwood, ND
- Basin Wind Farm Maintenance Building, ND
- Great River Energy Control Room, Underwood, ND
- Basin Laramie Station Break Rooms, Wheatland, WY

*Katie brings 13 years of experience in architectural design and management to Bartlett & West projects. Her creativity and expertise have extended to service as a former Technical Advisor for the Bismarck Renaissance Zone Authority and as a former Board Member of the Bismarck-Mandan Development Association.*

## EDUCATION AND REGISTRATION

Master's of Architecture, North Dakota State University, 2007

Registered Architect—ND, MT

NCARB Certification, 2012

LEED Accreditation, 2008

## TECHNICAL SPECIALTIES

- Concept design
- Sustainable design
- LEED administration
- Space planning
- Code review
- Renderings
- Budget management
- Project management

*\*Denotes work completed prior to joining Bartlett & West*

## **BISMARCK STATE COLLEGE: STUDENT UNION EXPANSION BISMARCK, NORTH DAKOTA**

In order to fulfill BSC's growing student population, a student union addition and renovation was carefully developed to include a marketplace dining experience, café, bookstore, student life/government areas and a print shop. Careful thought was given to budgetary constraints as well as creating a sense of place for the students.

## **LEWIS AND CLARK INTERPRETIVE CENTER RENOVATION AND EXPANSION WASHBURN, NORTH DAKOTA**

Through a design-build partnership, several areas were created for this facility including a spacious ballroom, an entertaining patio overlooking the Missouri River, a public research library, a production studio and a Smithsonian-ready storage space.



*Michael is a structural engineer with more than 18 years of experience. He brings extensive knowledge of structural design including office buildings, warehouses, industrial facilities and other specialty structures. His design resume includes structural steel, concrete, masonry and foundations as well as wood structures, pre-engineered buildings and retaining walls. He is committed to the principles of value engineering for practical and economical solutions.*

## EDUCATION AND REGISTRATION

M.S., Architectural Engineering, Kansas State University, 2004

B.S., Architectural Engineering, Kansas State University, 2004

Professional Engineer—AZ, CA, IN, KS, MI, MN, MO, NE, ND, SD, TX, WI, DE, IA, MT, NH, OH, OK

## TECHNICAL SPECIALTIES

- Structural analysis and design
- Structural detailing and connection design
- 3D structural modeling
- Building code analysis

# MICHAEL NEUFELD, PE

## RELEVANT EXPERIENCE

### DCCCA OFFICE BUILDING LAWRENCE, KANSAS

For this project Bartlett & West provided survey, planning, architecture, landscape architecture, civil engineering, construction and mechanical, electrical and plumbing (MEP) services. Bartlett & West was involved from the very beginning in the discussions for a new building. Through many meetings and workshops we helped DCCCA determine their needs for the new building, as well as timeline and budget for the new facility. The benefit of working collaboratively amongst divisions within Bartlett & West helped to have a seamless project process and provide the best product and communication for the client. The structural steel office building includes offices, patient rooms, conference rooms and administrative facilities. The design included a hardened area to provide protection for the staff during dangerous weather events. Mike was responsible for the design of the steel superstructure and lateral force resisting systems, including connection design and foundation design.

### KANSAS TURNPIKE AUTHORITY ADMINISTRATION BUILDING TOPEKA, KANSAS

The project involved a structural steel and pre-cast concrete-framed facility consisting of administrative offices, engineering offices, customer service facilities, conference and training rooms and retail sales. The design included a hardened area to provide protection for the staff during dangerous weather events. Mike was responsible for the design of the structural steel superstructure, including connection design, specifications for the pre-cast concrete bearing walls and design of the building foundations.

### KANSAS DEPARTMENT OF TRANSPORTATION (KDOT) AREA SHOP AND OFFICE CONCORDIA, KANSAS

The project involves a pre-engineered metal building for a vehicle maintenance and repair shop and office building. It includes individual offices, open office area, lab, tools area, parts and sign storage areas. Facility includes a hardened area to provide protection for the staff during dangerous weather events. Mike was responsible for overseeing the design of the pre-engineered building foundation, elevated platforms and catwalks and interior safe rooms.

### NORTH DAKOTA ATTORNEY GENERAL OFFICE BUILDING BISMARCK, NORTH DAKOTA

The project included a steel-framed office and warehouse building, including mechanical mezzanine and entry atrium. Mike was responsible for the structural design of the steel superstructure, including connection designs, exterior walls and building foundations.

### COMMUNITY CHILDREN'S CENTER LAWRENCE, KANSAS

The Community Children's Center project is a complex renovation in an existing medical office building. A significant portion of the building is being converted to a childcare facility with a family resource center. The Bartlett & West team is working on this design-build project with a local contractor to provide a much-needed childcare facility for Lawrence, Kansas, and surrounding communities. The facility will be capable of providing daycare accommodations for up to 70 children along with necessary support spaces, sensory rooms, storage, laundry facilities and a commercial kitchen for food preparation. The facility will also include a family resource center with a community meeting and activities room, community store, offices, laundry facilities and support spaces. Our design team has worked closely with the Community Children's Center staff, Board of Directors and contractor to design a space that is respectful of children and puts their needs first.





*As part of the architectural team at Bartlett & West, Melina works on creative design solutions for all types of properties. Her focus on each project is space planning, interior design and 3D visualization. High quality, detail-oriented 3D renderings allow the client better visualization of their project and shorten development times since the design is realized earlier on. She works diligently to ensure that clients' needs for the space are turned into something tangible, going above and beyond what is expected.*

## EDUCATION AND REGISTRATION

B.S., Interior Design and Gerontology,  
Kansas State University, 2017

LEED Green Associate

## TECHNICAL SPECIALTIES

- Creative interior design
- Renderings
- Finish and furniture selection
- Hospitality design
- Historic design

*\*Denotes work completed prior to joining Bartlett & West*

# MELINA STEWART

## RELEVANT EXPERIENCE

### DCCCA BUILDING RENOVATION LAWRENCE, KANSAS

The DCCCA building is a 16,000 square foot facility that includes a 50 person training room, front desk, lobby, meeting rooms, workroom, breakroom and coffee bar. It also includes private offices, collaborative offices, private phone rooms and open offices area for family preservation, child placing, public outreach and treatment departments. This facility was strategically planned for both public and private spaces with opportunities for collaboration within each department. Sightlines, natural lighting and spatial adjacencies were all important elements in the building layout. Bartlett & West provided survey, planning, architecture, landscape architecture, civil engineering, MEP and construction services for this project. The benefit of working collaboratively amongst divisions within Bartlett & West was that it helped to provide the best product for the client.

### BISHOP PROFESSIONAL DEVELOPMENT CENTER, TOPEKA KANSAS PUBLIC SCHOOLS\* TOPEKA, KANSAS

This project for Topeka Public Schools converted a closed 1950s era elementary school into a professional development center to offer local educators ongoing learning opportunities. The design incorporated a robotics lab, broadcasting and media studio, mock classrooms and lecture and conference halls. The robotics lab was created to help educators start robotics programs in their own schools. The team worked closely with current robotics teachers to design a space that fit all of their specific needs, including a special textured floor for robots to fight on. Throughout the design process the team created renderings and detailed plans for the board, future staff members and educators to review and give input. The design of the remodel and addition included well-lit and colorful spaces to give educators a cheerful and professional place to work.

### HALE LIBRARY—KANSAS STATE UNIVERSITY\* MANHATTAN, KANSAS

After a fire devastated the historic Hale Library at Kansas State University, the school seized the opportunity for a long-awaited remodel. The building was renovated floor by floor to create spaces more suitable to the students' needs. As part of a bid award, the team provided and installed all of the furniture for the first floor of the library which included lounge furniture, study carrels, huddle rooms, community tables, podiums and a variety of seating options, worth around half a million dollars. The team managed all ordering, delivery and installation. Thorough coordination with the contractor, school and installers was critical to achieving the project schedule.

### PLATO'S CAVE\* TOPEKA, KANSAS

A development group with ideas to bring more affordable housing to cities all over the country purchased a closed 175 room Holidome style hotel in Topeka. The team worked closely with the client to fully document the entire property, creating extensive as-built drawings and bringing in many local resources to run tests on all equipment. Through site visits of similar type facilities and other vacant properties around the country, the team produced design documents that captured their vision for a live-work-play style living. The lobby and indoor atrium became co-working space to allow work-from-home residents an opportunity to network with others and use the office resources provided, using various types of furniture, dividers and desks that created separate working areas without the permanency of walls. Hotel rooms were converted to studio apartments or merged together to create larger apartments. Realistic renderings were created for all spaces which led to the project approval from not only the client, but the city rezoning and investors, in an accelerated schedule.

Current and Projected Workload



# CURRENT & PROJECTED WORKLOAD

Having a team that can respond quickly with solutions is imperative to the success of the project.

The current project workload and backlog for the members of the team will not interfere with the team's responsibilities towards this contract.

TEAM AVAILABILITY <b>Availability of Resources Assigned</b>	2024	2025			
	Q4	Q1	Q2	Q3	Q4
Joe Larrivee, AIA, NCARB (Project Manager)	50-74%	75-90%	>90%	>90%	>90%
Katie Vasbinder, AIA, NCARB, LEED AP (Architect)	50-74%	75-90%	>90%	>90%	>90%
Casey Colbern, PE (Civil/Site/Planning)	50-74%	50-74%	>90%	>90%	>90%
Michael Neufeld, PE (Structural)	50-74%	50-74%	>90%	>90%	>90%
Mike Van Duyne, PE (Mechanical/Electrical/Plumbing)	50-74%	75-90%	>90%	>90%	>90%
Melina Stewart (Interiors & Graphic Design)	50-74%	75-90%	>90%	>90%	>90%



<50%



50-74%



75-90%



>90%

# DRIVING COMMUNITY & INDUSTRY FORWARD, TOGETHER.

**Bartlett&West**

BISMARCK OFFICE  
3456 E. Century Avenue  
Bismarck, ND 58503  
(888) 200-6464

[www.bartlettwest.com](http://www.bartlettwest.com)

Follow us on:



OCTOBER 15, 2024



# Killdeer Public School Elementary School Improvements and Renovations

Professional Qualifications for Architectural and Engineering



EAPC

PREPARED FOR

**Rhonda Zastoupil** Business Manager



Dear Selection Committee,

EAPC Architects Engineers (EAPC) is pleased to submit our qualifications for the programming, planning, design, and construction administration for the improvements and renovations to Killdeer Elementary School in Killdeer. With a rich history in architecture and engineering, our firm is well-positioned to bring your vision of 21st Century Learning to life on the Elementary Campus, building on the success and investment at the New High School.

Our team brings a proven track record with Killdeer Public School, featuring key professionals from the recent High School project. Notable team members include Nicholas Naujokas (EAPC, formerly with ICON), the original design architect; Michael Betlock (NEO, formerly with ICON), the interior designer; and Jon Lowry (Lowry Engineering), the civil engineer. These individuals have a deep understanding of the district and community and are ready to build on the strong relationships and shared goals established during the high school project.

With 58 years of experience, EAPC is a nationally recognized leader in educational design. Our projects demonstrate a thorough understanding of the evolving needs of academic environments, with a focus on innovation, security, and adaptability. In Western North Dakota, our commitment to educational excellence is evident through numerous projects that reflect our dedication to creating spaces that meet current educational needs while also preparing for the future.

**Our approach to this project is centered on two key pillars: Innovative Design and Uncompromised Safety.** We are committed to designing spaces that inspire learning and creativity, ensuring that every area—from classrooms to common spaces, physical education to arts and special education facilities—aligns with modern educational philosophies. Safety is integral to our strategy, and we incorporate Crime Prevention Through Environmental Design (CPTED) principles to create secure, aesthetically pleasing environments. This includes secure entrances, effective perimeter controls, and comprehensive safety plans covering a range of scenarios and risk assessments.

As a full-service architecture and engineering firm, EAPC offers expertise in all aspects of a project, from architectural design to mechanical and electrical systems, as well as on-site and city infrastructure coordination. Our team excels in managing the complexities of these projects, ensuring seamless integration from concept to completion.

We are excited about the opportunity to bring our expertise in safety and innovative design to the Killdeer Public School, contributing to a secure, forward-thinking educational environment. Thank you for considering EAPC for this important initiative.

Best Regards,

A handwritten signature in blue ink, appearing to read 'Nicholas Naujokas'.

**Nicholas Naujokas**

Point of Contact | Project Manager

POINT OF CONTACT



**Nicholas Naujokas** | AIA, NCARB

nicholas.naujokas@eapc.net

701.461.7482

112 Roberts Street Fargo, ND 58102



CONTENTS

2	Cover Letter
4	Firm Profile
12	Relevant Experience
38	Examples of Projects On Time and On Budget
39	References
42	Proposed Staff and Relevant Experience
47	Recent and Current Workload

# An Innovative National Firm Leading the Way

## SERVICES

Architecture, Interior Design, Entitlements, Structural, Mechanical, Electrical Engineering, Construction Management, and Marketing Services

8

## YEARS OF DESIGN

Consulting services to the region; depth of resources with nearly 200 design professionals

58

## REGION WIDE LOCATIONS

Multi-disciplinary A/E offices throughout Arizona, Minnesota, North Dakota, and South Dakota that specialize in K-12 planning and design

10

## SCHOOL DISTRICTS

K-12 partners for life

30

## MILLION DOLLARS PER YEAR

In overall construction value built

400



company

Values-driven creators  
designing solutions,  
impacting communities.

ancillary

BIM Modeling  
Bond Referendum Support  
Crime Prevention Through  
Environmental Design  
Energy Modeling  
Entitlements  
Feasibility Assessments  
Forensic Investigations  
Fundraising Support  
Marketing/Promotion  
Master Planning  
Public Engagement  
Safety Assessments  
Space Needs Analysis  
Sustainable Design  
Geothermal Conversions  
Data Upgrades  
Audio Visual Systems  
Security Systems  
High Efficiency Lighting

## K-12 specialties

ADA Accessibility  
Additions  
Administrative Space  
Agricultural | Vocational Technology  
Alternative Skills  
Athletic Fields | Support Facilities  
Auditoriums  
Career and Technical Centers  
Classrooms  
Gyms/Locker Rooms  
Kitchens/Cafeterias  
MultiMedia Libraries  
New Facilities  
Pools  
Renovations  
Science Labs  
Vocational Technology Centers

we're local

**FULLY AVAILABLE** for your project

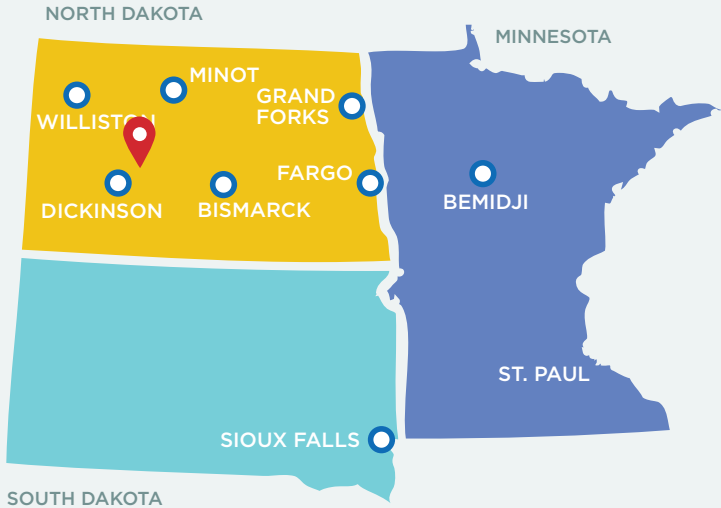
One of EAPC's major advantages over other architectural firms is the fact that we can provide Structural, Mechanical, and Electrical Engineering in-house to compliment our architectural services.

Because EAPC's local offices are close to your location, we will be readily available to work on your projects, whether is it working through details of the plan with all stakeholders, communicating with contractors on site, or simply being around to provide updates and taking care of day to day tasks.

We are ready, able, and passionately willing to take on every challenge at every stage of your project through completion.

**EAPC OFFICE LOCATIONS**

**Killdeer Public School**  
101 High Street NW  
Killdeer, ND 58640



# PARTNERS

## WE TEAM UP WITH THE BEST

We have chosen these subconsultants for their expertise in the industry and for our history of working together on many projects. Together, we ensure all aspects of your work scope are covered, delivering a complete project.

### Civil Engineering

Lowry Engineering provides exceptional surveying, planning, and civil engineering services to clients in North Dakota, South Dakota, and Minnesota. Their work philosophy is centered on understanding and communication, and their engineers are involved with each client’s project from start to finish. They bring simplicity to complex needs. Their firm has the skills and drive to complete projects on time and within budget. Lowry’s professional team of engineers is capable of completing a multitude of various types of projects, while providing their clients with the best value product.



5306 51st Ave S Suite A  
Fargo, ND 58104  
701.235.0199

[lowryeng.com](http://lowryeng.com)

### Interior Design

Neo is a local studio that specializes in commercial interior design for a variety of projects. Their team’s motto of “Designing Without Limits” holds a reminder to push the boundaries and existing perspectives surrounding conventional approaches to interior design. They strive to come up with new ideas for each project through space planning, unique finishes, unexpected furniture selection and creative ideas. The goal is that each client’s finished project is a unique interpretation of their culture, brand, and mission.

Neo’s approach to multi-sensory design also assists clients and end-users with differing developmental, social, and physical needs; which they feel are just as important to great design as the final aesthetic look. They create spaces that inspire end users to feel something special, spaces that encourage individuals to interact differently with the built environment around them.



1402 25th St. South, Suite C  
Fargo, ND 58103  
612.709.3904

[neointeriordesignstudio.com](http://neointeriordesignstudio.com)

# K12 EXPERIENCE

## our valued relationships

### **ALEXANDER PUBLIC SCHOOL—Alexander, ND**

Master Planning; Bond Referendum Support  
School Addition and Renovation; Vocational Ag  
Building Aquatics; Football Field Improvements

### **BELCOURT SCHOOL DISTRICT—Belcourt, ND**

Wrestling Gym and Support Spaces, Pre-School  
Classrooms, Offices, Commons Area  
Dining & Food Services, Parking

### **BISMARCK PUBLIC SCHOOLS—Bismarck, ND**

High School Auditorium and Gym Addition  
Grimsrud Elementary Addition  
Century High School Boiler Replacement  
Willmoore Elementary Energy Star

### **BURKE CENTRAL SCHOOL—Lignite, ND**

Master Planning; Facility Assessment,  
Electrical Service Upgrade, Window Replacement

### **DIVIDE COUNTY SCHOOL DISTRICT—Crosby, ND**

Master | Facility Plan, Bond Referendum Support  
Boiler Replacements|HVAC, Geothermal Conversion,  
Elevator

### **EAST FAIRVIEW ELEMENTARY—East Fairview, ND**

Kitchen Addition|Renovation, Bathrooms, Classroom  
Addition, FACS Classroom, Administrative/Entry  
Addition, Bond Referendum Support

### **FARGO PUBLIC SCHOOLS—Fargo, ND**

Lincoln, Longfellow, and Clara Barton Elementary  
Entrance, Admin Office Remodels, Early Childhood  
Special Education Renovation, Orchestra Remodel,  
HVAC, Boiler Replacement

### **GRENORA SCHOOL DISTRICT—Grenora, ND**

Master Planning, Boiler Replacement,  
Bond Referendum Support, Addition & Renovation

### **KENMARE PUBLIC SCHOOL DISTRICT**

#### **#28—Kenmare, ND**

Master Planning, Vo-Tech Addition

### **LARIMORE SCHOOL DISTRICT—Larimore, ND**

Bus Garage, Window Replacements, Air Conditioning

### **LEWIS & CLARK SCHOOL DISTRICT— Berthold | Plaza, ND**

Bond Issue Services, Gyms/Additional Classrooms to  
Transform School to K-12

### **MINOT PUBLIC SCHOOLS—Minot, ND**

Flood Renovation, Stadium Artificial Turf,  
Locker Room, Press Box

### **MHA NATION WHITE SHIELD SCHOOL— Roseglen, ND**

New K-12 School

### **NESSON PUBLIC SCHOOLS—Ray, ND**

Daycare Renovation, Floor Replacement, Locker Rooms

### **NORTHERN CASS SCHOOL DISTRICT—Hunter, ND**

Central Plant Upgrades

### **POWERS LAKE PUBLIC SCHOOLS— Powers Lake, ND**

Master Planning, Classrooms, Additions | Renovations

### **RICHARDTON-TAYLOR PUBLIC SCHOOL DISTRICT—Richardton, ND**

Feasibility Study, Master Planning, Mechanical Remodel,  
Bond Referendum Support

### **SOUTH PRAIRIE SCHOOL—Minot, ND**

Master Planning. Expansion Design

### **STANLEY PUBLIC SCHOOLS—Stanley, ND**

Master Planning; Speech Offices, Classrooms, Admin  
Office, Bathrooms, New Kitchen, Cafeteria Expansion,  
Playground, Concessions, Locker Rooms, PE Spaces,  
Athletic Upgrades

### **ST. JOHN SCHOOL DISTRICT—St. John, ND**

Bus Barn, Classrooms Additions

### **TIOGA PUBLIC SCHOOLS—Tioga, ND**

Master Planning, Elementary School Addition  
and Renovations, Modular Classrooms, Kitchen|Dining  
Addition, Central Elementary Renovation,  
Athletic Field|Complex

### **WARWICK PUBLIC SCHOOLS—Warwick, ND**

Facility Assessment, Programming, Planning,  
Middle School Addition, Classrooms, Commons,  
Administration Spaces, Restrooms, Support Spaces,  
Storage

### **WILLIAMS COUNTY MISSOURI RIDGE— School, Williston, ND**

Master Planning, Bond Referendum Support,  
New Middle and Elementary School, Storage,  
Maintenance Facility

### **8 MILE SCHOOL DISTRICT—Trenton, ND**

Master Planning, Bond Referendum Support, School  
Additions, Security Updates, Restrooms, LED Lighting,  
Windows, Technology Upgrades

### **BAGLEY SCHOOL DISTRICT—Bagley, MN**

Elementary Bathroom Remodel,  
Exhaust System; HVAC Commissioning

### **BEMIDJI AREA SCHOOLS—Bemidji, MN**

Horace May Elementary, Gene Dillon Elementary  
Solway Elementary, Northern Elementary  
Central Elementary School, JW Smith Elementary  
Radon Commissioning, Boiler Replacements,  
Remodels, New Construction, Bus Garage

### **DULUTH EDISON CHARTER SCHOOL—Duluth, MN**

New 8-12 High School

### **SAINT LOUIS PARK HIGH SCHOOL— Saint Louis Park, MN**

Cafeteria, Locker Room|Gym Remodel, Roof  
Replacement, Tennis Court Resurfacing, Fencing,  
Lighting, Power Upgrades

**RED LAKE CHARTER SCHOOL—Red Lake, MN**  
New Ojibwe Immersion School

**SCHOOLCRAFT CHARTER SCHOOL—Bemidji, MN**  
Interior Redesign, Updated Class Spaces,  
Updated Kitchen, Specialty Classrooms

**TREK NORTH CHARTER SCHOOL—Bemidji, MN**  
K-5 Expansion Design|Planning, Classrooms,  
Cafeteria, Gym

**SIOUX FALLS SCHOOL DISTRICT—Sioux Falls, SD**  
Laura Wilder Elementary Addition|Renovation,  
Capital Improvements, Accessibility Upgrades

**POWERS LAKE PUBLIC SCHOOLS  
—Powers Lake, ND**  
Master Planning, Classrooms, Additions | Renovations

**RICHARDTON-TAYLOR PUBLIC SCHOOL  
DISTRICT—Richardton, ND**  
Feasibility Study, Master Planning, Mechanical Remodel,  
Bond Referendum Support

**SOUTH PRAIRIE SCHOOL—Minot, ND**  
Master Planning. Expansion Design

**STANLEY PUBLIC SCHOOLS—Stanley, ND**  
Master Planning; Speech Offices, Classrooms, Admin  
Office, Bathrooms, New Kitchen, Cafeteria Expansion,  
Playground, Concessions, Locker Rooms, PE Spaces,  
Athletic Upgrades

**ST. JOHN SCHOOL DISTRICT—St. John, ND**  
Bus Barn, Classrooms Additions

**TIOGA PUBLIC SCHOOLS—Tioga, ND**  
Master Planning, Elementary School Addition  
and Renovations, Modular Classrooms, Kitchen|Dining  
Addition, Central Elementary Renovation,  
Athletic Field|Complex

**WARWICK PUBLIC SCHOOLS—Warwick, ND**  
Facility Assessment, Programming, Planning,  
Middle School Addition, Classrooms, Commons,  
Administration Spaces, Restrooms, Support Spaces,  
Storage

**WILLIAMS COUNTY MISSOURI RIDGE—  
School, Williston, ND**  
Master Planning, Bond Referendum Support,  
New Middle and Elementary School, Storage,  
Maintenance Facility

**8 MILE SCHOOL DISTRICT—Trenton, ND**  
Master Planning, Bond Referendum Support, School  
Additions, Security Updates, Restrooms, LED Lighting,  
Windows, Technology Upgrades

**BAGLEY SCHOOL DISTRICT—Bagley, MN**  
Elementary Bathroom Remodel,  
Exhaust System; HVAC Commissioning

**BEMIDJI AREA SCHOOLS—Bemidji, MN**  
Horace May Elementary, Gene Dillon Elementary  
Solway Elementary, Northern Elementary  
Central Elementary School, JW Smith Elementary  
Radon Commissioning, Boiler Replacements,  
Remodels, New Construction, Bus Garage



# CPTED

## Crime Prevention Through Environmental Design

**K-12 Education:** EAPC utilizes CPTED principles to ensure student safety by designing playgrounds, entrances, and communal areas that are well-lit and have clear sightlines.



## DESIGNING OUT CRIME

### CPTED IS BASED ON 4 OVERLAPPING STRATEGIES



1

#### Natural Surveillance

Whether from windows, security cameras, lighting, or personal vision, increasing the chance of exposure is a deterrent to criminal activity.



2

#### Territorial Reinforcement

This strategy is one that fosters a “vested interest” in the environment. When people feel that the area they live or work “belongs” to them, they will be more protective and concerned about its potential for crime.



3

#### Natural Access Control

Natural access control employs elements such as landscaping, wayfinding, and circulation pathways to guide visitors and normal users to and through a space. Unwanted users are deterred as access by other means is discouraged. Physical and mechanical means of access control (locks, bars, and alarms ) can supplement natural access control measures if needed.



4

#### Maintenance

None of the aforementioned points of CPTED can be accomplished without the crucial aspect of Maintenance. Frequently underestimated, this strategy guarantees the full and enduring effectiveness of CPTED principles in the subsequent years.

EAPC features a team of four certified Crime Prevention Through Environmental Design (CPTED) professionals—more than any other firm in the region. This unparalleled expertise enables us to provide innovative safety solutions and educational programs across various sectors, ensuring environments are secure and functional. Our team collaborates closely with clients and community safety organizations to implement effective security strategies in educational, healthcare, and public facilities.

## Our Approach to Designing Safer Schools

Our approach to safety and security is two-fold, first employing strategies from the North Dakota Safety Council (NDSC) for on-site security and response, and secondly, adopting principles of Crime Prevention Through Environmental Design (CPTED). This approach ensures that we cover all aspects, including first responder and environmental modifications to minimize risks.

The NDSC's layered security method forms the foundation of our on-site safety plan. It focuses on six key areas: **school perimeter design, school exterior features, entrance configurations, building interiors, emergency planning and process, and technology deployment**. Each layer aims to reduce the risk of an incident and should an event occur, these layers work collectively to minimize the severity of impact.




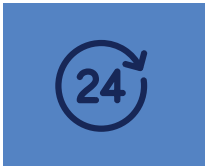
Further, we adopt an all-threat design approach. This involves identifying potential man-made and natural threats to a facility and recommending the best preparations and mitigation measures. The services we provide in our assessment include a review of emergency plans and policies, facility inspections, staff orientations, hazard communication plans, and facility-specific risks. We also ensure the inclusion of all community members, keeping in mind the needs of individuals with physical disabilities in evacuation plans. We liaise with local first responders and emergency management to streamline information flow and resource sharing. Finally, a comprehensive Security and Safety Assessment Report is submitted, detailing existing positive measures, and suggesting improvements in policy, training, and infrastructure changes as needed.



DEDICATED SERVICE

## SIMILAR PROJECTS AND PAST PERFORMANCE

With 58 years of dedicated service to clients across the region, EAPC has a rich history of professionalism and excellence. Regardless of the project's size, we wholeheartedly pledge our complete attention, knowledge, and partnership to ensure your success. For your reference, we have included a partial list of relevant projects on the following pages.

	<b>CREATIVE</b>	Each project begins with listening carefully to identify your goals and objectives. From these objectives, design decisions and solutions are created to produce the greatest quality, impact, and efficiency for your project.
	<b>GREAT DESIGNERS</b>	Our collective team has designed numerous successful and visually appealing public facilities. Our team has the expertise to help you navigate unique challenges facing your organization.
	<b>EFFICIENT</b>	Maximum efficiency and performance is number one. We educate our clients in making decisions and designing systems that will maximize the performance and longevity of the facility, maximize the recoverable energy from the systems, and minimize operational costs.
	<b>ON TIME</b>	Our comprehensive approach ensures the maximum visual result for the budget, excellent quality, and highly efficient project timeframes.



## LAURA WILDER ELEMENTARY ADDITION AND RENOVATION

Sioux Falls, South Dakota

Capital improvements provide upgrades for accessibility and support services.

Throughout the design phase, emphasis was placed on improving accessibility and increasing daylighting

- Addition provides accessibility to both levels of the existing school via a new elevator and stairs
- Offices were created for counseling, IEP coordinator, and tutors to provide a better environment to help students
- Existing toilets were renovated to provide complete accessibility for students and allow better monitoring by the teachers
- New staff restroom provides better privacy between students and teachers
- Daylighting provided in glazing in all offices, stairway, and entry vestibule
- Exterior facade compliments the existing building through the use of the same brick blend and similar window heights
- Brick banding was incorporated in the exterior brick along with a new canopy at entrance
- Challenges: Roof drainage planning and managing the height of the addition to avoid adding snow load to the existing building

### SIZE

New: 2,962 SF

Renovation: 11,185 SF

### ESTIMATE/COST

\$1,550,000/\$1,660,011

### COMPLETION

2020

### FIRM'S ROLE

Architecture, Interior Design, Structural, Mechanical, Electrical Engineering, Cost Estimating, Construction Administration

### SUBCONSULTANTS

Stockwell Engineers - Civil Engineering

### REFERENCE

Sioux Falls School District  
Jeffrey Kreiter, Director of Operational Services  
605.367.7965  
jeffrey.kreiter@k12.sd.us



## GRAND FORKS PUBLIC SCHOOLS SAFETY AND SECURITY UPGRADES

### Grand Forks, North Dakota

This project implements CPTED protocols to ensure controlled access and safeguards the welfare of students, staff, and visitors.

- Multiple phase project to ensure the safety and security of Grand Forks Public Schools (GFPS)
- Phase 1 included a Safety and Security Assessment of each school and surrounding neighborhood within the GFPS properties
- Visiting each campus to evaluate both interior and exterior environments and engage with key stakeholders such as school resource officers, law enforcement, and GFPS employees/board members
- A detailed assessment report issued for each school highlighting the grounds and exterior, signage, building interior, access control systems, infrastructure review, policy review, training review and other considerations along with a written narrative of recommendations on solutions addressing any concerns discovered
- Assigning tiers to the schools of level of importance of improvements
- Tier 1: Red River High School, Winship Elementary, Schroeder Middle School, Wilder Elementary, Lake Agassiz Elementary and Head Start
- Tier 2: Lewis & Clark Elementary, Phoenix Elementary, Kelly Elementary, Central High School, Viking Elementary, South Middle School
- Tier 3: Discovery Elementary, Ben Franklin Elementary, Century Elementary, Community Alternative High School, Mark Sanford Education Center
- Current Phase 2 includes providing design services through construction administration, that implement the solutions outlined in Phase 1. Working with the CMaR during SD's through CD's to insure the projects stay within budget and schedule.

**BUDGET**  
\$18,000,000

**COMPLETION**  
Phase 1: Feb 2024  
Phase 2: Summer 2026

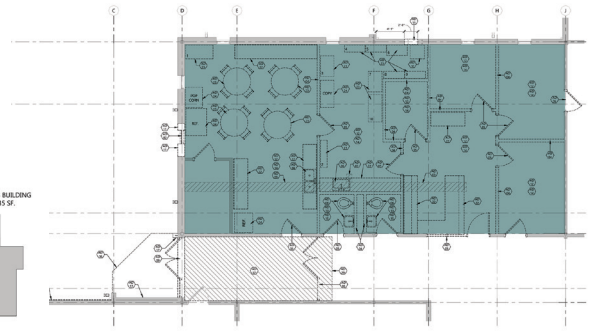
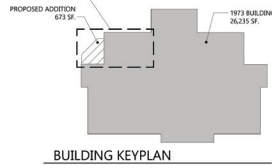
**FIRM'S ROLE**  
CPTED, Architecture,  
Structural, Mechanical and  
Electrical Engineering

**PARTNER**  
North Dakota Safety Council,  
Safety & Security Assessments

**REFERENCE**  
Grand Forks Public School  
Johnathan Ellwein, Director of  
Building and Grounds  
701.746.2220  
jellwein180@mygfschools.org



Existing - Winship Exterior

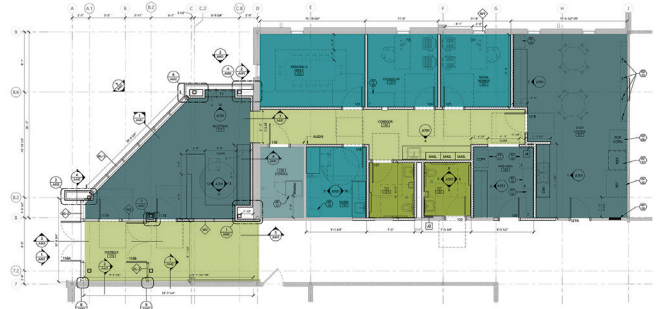


Existing/Demo - Winship

New addition - Relocate administration to main entrance to create a secure entrance sequence for visitors



New Addition - Winship Exterior



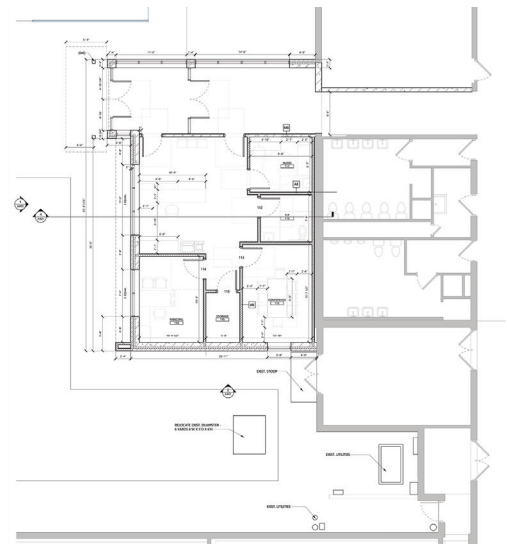
Bead Inspired Metal Panel



Existing Lewis & Clark Exterior



New Addition - Lewis & Clark Exterior





## TIOGA HIGH SCHOOL ADDITION AND RENOVATIONS

### Tioga, North Dakota

To keep up with the growing enrollment, an addition to the high school was needed.

- Addition of six middle school classrooms in a separate wing on the east side of the existing building
- An additional gymnasium giving more space for additional middle school students and athletics
- Support spaces added to accommodate the extra student capacity such as a resource room, board room, teacher's work room, restroom, and storage
- Minor interior renovations
- The existing track and field space will enhance minor grading issues and install a sprinkler system
- The track will be resurfaced
- New parking lot paved to help with site usage

SIZE  
29,500 SF

COST  
\$20,235,634

COMPLETION  
Fall 2025

FIRM'S ROLE  
Architectural, Interior Design,  
Structural, Mechanical and  
Electrical Engineering

SUBCONSULTANTS  
Interstate Engineering, Civil  
Engineering  
Lloyd Sports + Engineering,  
Track & Field Design

REFERENCE  
Tioga Public School  
Paul W. Olson, Superintendent  
701.664.2333  
paul.w.olson@k12.nd.us



## STANLEY COMMUNITY SCHOOLS PHASE THREE ELEMENTARY SCHOOL ADDITION

### Stanley, North Dakota

This project freed up areas that was repurposed into classrooms and administrative needs.

- Other areas of work included a special needs suite, ADA accessibility improvements at the main entrance and toilet rooms, upgraded security system, upgraded data system, upgraded electrical system, and replacement of all of the facilities' windows
- The addition included two Kindergarten classrooms and associated support space
- The addition consists of 11 general purpose classrooms, a new administrative block and main entrance, new commercial kitchen, and accessible toilet rooms
- Renovations were made to the existing administration space for extra special needs rooms and the existing cafeteria was expanded to serve more students
- The increase in classrooms allows Stanley Schools more flexibility in the location of grades between the two district buildings and the new administration area, providing better security and monitoring of the main entrance

SIZE  
26,981 SF

COST  
\$9,990,000

FIRM'S ROLE  
Master Planning, Architecture, Civil,  
Structural, Mechanical, Electrical  
Engineering, Interior Design,  
Landscaping

REFERENCE  
Stanley Community Schools  
Tim Holte, Superintendent  
701.628.3811  
tim.holte@sendit.nodak.edu



## BELCOURT FRESHMEN ACADEMY

Belcourt, North Dakota

The Belcourt School Freshman Academy offers expanded educational space for the school district.

- Spaces are focused towards the freshman class to help students transition from elementary to secondary school
- Building provides all the classrooms, dining, staff offices, and technical support spaces necessary to allow the students to easily navigate their academic day
- Technology plays a heavy role throughout building with a SmartLab, maker space, AV production capabilities, and IT integration
- Mix of classic and flexible spaces that allow the building to support other activities such as school board meetings, large presentations, and community events
- Indigenous culture is reflected throughout the building through careful selection of materials and dedicated space for art display.
- Food service to support students and community events
- Considerations to reduce energy consumption

SIZE  
21,000 SF

BUDGET  
\$20,000,000

SCHEDULED COMPLETION  
2026

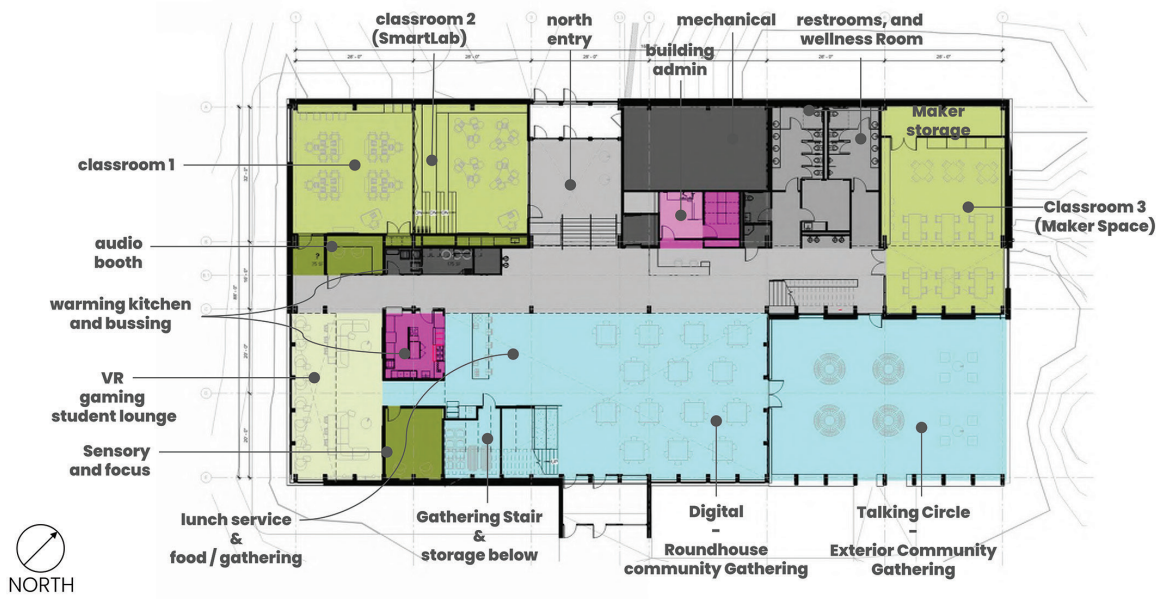
SERVICES PROVIDED  
Architecture, Structural,  
Mechanical, and Electrical  
Engineering, Cost Estimating

CONSULTANT  
MSR Design

REFERENCE  
Belcourt School District No. 7  
Duane Poitra  
701.477.6471 x3213  
duen.poitra@k12.nd.us



building layout | level 1



building layout | level 2



# FARGO ELEMENTARY SCHOOLS ADDITIONS & RENOVATIONS

## Fargo, North Dakota

Given the increased need for robust security measures in our educational institutions, Fargo Public Schools commissioned EAPC to specifically design secure entrances for Lincoln, Longfellow, and Clara Barton Elementary schools.

- In line with our design protocol that emphasizes safety and security as primary considerations, we are committed to creating safe learning environments for our children.
- These projects are not just about entrances; they represent a holistic approach to school safety. Each school will feature an addition and remodel that includes not only secure access points, but also carefully planned interiors. These encompass a staff lounge, conference room, work room, and special services area, all contained within the secured perimeter
- Further enhancing the safety measures, a nurse station will be available for immediate response to health emergencies, and the principal's office will be strategically located within these secured entrances. This comprehensive approach to design ensures the well-being of students and staff, placing paramount importance on security while maintaining an environment conducive to learning and growth

### SIZE

Longfellow:  
970 SF Renovation  
3,310 SF Addition

Clara Barton:  
2,562 Renovation  
3,358 Addition

Lincoln:  
2,556 SF Renovation  
770 SF Addition

### COST

Longfellow: \$1,700,000  
Clara Barton: \$1,400,000  
Lincoln: \$600,000

### COMPLETION

2020

### FIRM'S ROLE

Architecture, Interior Design, Structural, Mechanical, & Electrical Engineering, Construction Administration

### REFERENCE

Jeremy Wolf,  
Plant & Electrical Supervisor  
701.446.1111  
wolfj@fargo.k12.nd.us



“

*“Longfellow's entrance is much more secure now for our kids and families. And I am so pleased that the connection between the existing facility and new addition is completely unnoticeable... the addition looks like it was meant to be there. It is absolutely beautiful and functional. Great work!”*

**Robin Nelson — Vice President  
Fargo School Board of Education**



# WILLIAMS COUNTY PUBLIC SCHOOL DISTRICT

## MISSOURI RIDGE SCHOOL

Williston, North Dakota

Growth in student population called for both a middle and elementary school building project to be done in tandem. With a focus on safety and security protocols, we expedited the design and construction documents of the elementary addition, producing them within one month.

- These projects not only addressed capacity needs but also ensured the safety and wellbeing of our growing student community.
- A multi-year masterplan was created to build core functions and middle school followed by elementary addition within a five-year period
- A prototype was created for Williams County School District by using a palette of colors and exterior materials including brick, sandblasted concrete, and colored metal panels that will be used in potential future district schools

#### PHASE I:

- 22,400 SF core structure housing a gymnasium, kitchen, cafeteria, administrative offices, library, STEAM classroom, FACS, and music classrooms
- 12,750 SF including an eight room middle school classroom wing
- Room for expansion if the district should continue to grow

#### PHASE II

- 19,700 SF eight room elementary classroom wing and multi-purpose gym

#### PHASE III

- Four classroom addition to the middle school, maintenance building, playground

#### SIZE

Phase I Middle School: 35,150 SF  
Phase II Elementary School Addition: 19,700 SF  
Phase III Middle School Addition: 5,7520 SF

#### COST

Phase I Middle School: \$14,840,000  
Phase II Elementary Addition: \$4,850,000  
Phase III Middle School Addition: \$2,920,300

#### COMPLETION

Phase I Middle School: July 2017  
Phase II Elementary Addition: May 2019  
Phase III Middle School Addition: June 2020

#### SERVICES PROVIDED

Master Planning, Bond Referendum Support, Architecture, Interiors, Structural, Mechanical, & Electrical Engineering

#### CLIENT CONTACT

Rob Turner, Former Superintendent  
406.564.9012  
robturner.tt@gmail.com



*"This school is among the best I've ever seen as far as school safety and emergency design. I wish every school [entrance] in the country could be designed like this."*

**Don Moseman — Master Trainer  
North Dakota Safety Council**

# EAST FAIRVIEW ELEMENTARY SCHOOL ADDITION & RENOVATION

## East Fairview, North Dakota

Capital improvements provide upgrades for accessibility and support services.

- 2,760 SF Kitchen addition includes relocation of kitchen and renovation of old kitchen space into storage, staff toilet, and circulation
- Includes additional bathrooms and support
- 4,565 SF Classroom addition includes 6th, 7th, and 8th grade classrooms as well as a multi-purpose classroom, relocated lockers and circulation
- 2,045 SF Administration/entry addition includes addition of administration offices and support spaces as well as a new secure entry
- 3,045 SF renovation of existing administration area & kitchen as well as new flooring and paint in the existing corridor
- Includes the removal of the old school house
- A successful bond referendum was passed on June 14, 2022 for the \$6,500,000 project

### SIZE

New: 8,915 SF

Renovation: 3,045 SF

### COST

\$5,545,404

### COMPLETION

2023

### FIRM'S ROLE

Architecture, Structural,  
Mechanical, & Electrical Engineering

### REFERENCE

Yellowstone School District

Derek Gackle

701.844.5649

derek.gackle@k12.nd.us





# ALEXANDER PUBLIC SCHOOLS ADDITIONS & RENOVATIONS

Alexander, North Dakota

Additions to both the elementary and high school wings doubled the size of the existing facility.

- High school addition with new classrooms, boy's and girl's toilet rooms, dedicated business and health classrooms, and renovated science room
- Elementary addition with new classrooms for primary grades, new boy's and girl's toilet rooms, and renovated and enlarged administration area to provide more office space as well as better control of the main building entrance for security
- New multi-purpose space for activities, physical education class space, and locker rooms for girls and boys
- New wrestling room and FACS classroom
- Community exercise space attached to new multi-purpose room with separate locker rooms, shower, and toilet facilities available to serve the public when school is not in session

## SIZE

35,000 SF New Construction  
3,300 SF Remodeled Space

## COST

\$15,000,000

## COMPLETION

2016

## SERVICES PROVIDED

Facility Assessment, Master Planning, Bond Referendum Support, Architecture, Structural, Mechanical, & Electrical Engineering

## CLIENT REFERENCE

Leslie Bieber, Superintendent  
701.828.3334  
leslie.bieber@k12.nd.us



“

*My experience with EAPC has been nothing but positive. I chose EAPC as my architect in an expansion to double the size of our existing building. I am so grateful I did. EAPC was so easy to work with, they spoke to me in terms I understood and explained everything.”*

**Leslie Bieber — Superintendent  
Alexander Public Schools**



Architect Sean Sugden and Superintendent Leslie Bieber presented a track titled *Design for School Safety* at the 2018 North Dakota School Board Annual Convention which focused on the physical security of students through special emphasis on facility design.



# GRENORA PUBLIC SCHOOL ADDITIONS & RENOVATIONS

## Grenora, North Dakota

Project included an addition to provide more classroom space and gymnasium support space.

- Teachers were giving instruction in rooms as small as closets, there weren't enough bathrooms, and elementary and high school classrooms were intermingled in a facility, though well maintained, was beginning to show its 50-year age
- Improvements consisted of an expansion to the existing kitchen and added storage space for maintenance to free up shop space
- Renovations expanded the existing cafeteria and toilet rooms; relocated and expanded the library and provided special education and ITV space; and expanded the administration suite
- Addition also provided a second gymnasium with support spaces and created the opportunity for an after-hours community fitness center
- Other features include new water fountains fitted to accommodate water bottles, air conditioned classrooms, and smart boards
- Work also included replacing all of the facility's windows and entrance doors and adding lockers for each elementary student

### SIZE

26,741 SF

### COST

\$8,820,000

### COMPLETED

2016

### FIRM'S ROLE

Master Planning, Bond Referendum Support (*Passed 07/15/14*), Architecture, Interior Design, Structural, Mechanical, Electrical Engineering

### CLIENT CONTACT

Grenora School District  
Troy Walters  
Former Superintendent/Principal  
701.570.0062  
troy.walters@k12.nd.us



“

*“The Grenora School Board, Administration, and Faculty would like to thank EAPC for the tremendous job they have done over the last few months for the new school building project. They have been a wonderful group to work with! They are very knowledgeable in all areas with a great work ethic. I highly recommend EAPC for all projects... they are great!”*

**Troy Walters — Former Superintendent  
Grenora Public Schools**



# EIGHT MILE SCHOOL DISTRICT 6 TRENTON PUBLIC SCHOOL

## Trenton, North Dakota

The selected master plan was chosen based on significant enrollment growth, an increase in special education needs, overall facility deficiencies, and available funding resources and mechanisms.

- Worked with the district on multiple small scale planning and design projects before assisting with a successful \$9,000,000 bond referendum
- Evaluated several master plan options and spatial needs for district facilities before selecting the chosen plan

### EXISTING BUILDING RENOVATIONS

- Renovated Toilet Rooms for Handicap Accessibility, New Fixtures, and Improved Finishes
- Updated Lighting
- Updated Finishes
- Added Security at all Exterior Doors
- Renovated Main Administration Office and Main Entry Vestibule to Improve Function and Security
- Updated Plumbing/HVAC
- Renovated Gymnasium with New Finishes and New Wood Floor
- Classroom Renovations with Updated Technology and Finishes

### HIGH SCHOOL ADDITION

A one story addition consisting of a new science classroom, new STEM classroom, and restrooms

### ELEMENTARY ADDITION

A one story addition consisting of two general classrooms and one Kindergarten classroom as well as restrooms

### SIZE

58,170 SF Renovations  
4,485 SF High School Addition  
6,085 SF Elementary Addition

### ESTIMATE

\$9,700,000

### COST

\$9,600,000

MASTER PLAN START/  
CONSTRUCTION COMPLETION  
2015—2019

### FIRM'S ROLE

Master Planning, Bond Referendum Support, Architecture, Interior Design, Structural, Mechanical, Electrical Engineering, Construction Administration

### CLIENT CONTACT

Matt Schriver, Superintendent  
701.774.8221  
matt.schriv1@k12.nd.us



# TIOGA PUBLIC SCHOOLS ADDITIONS & RENOVATIONS

## Tioga, North Dakota

Master planning for this district included architectural, mechanical, and electrical assessments of the High School and Elementary School, interviews with administration and faculty, and multiple meetings with the School Board.

- The final Master Plan is a living document identifying short and long term goals and remains adjustable to changes in enrollment and District needs
- A kitchen/dining addition at the High School consists of additional kitchen and cafeteria space, new science room, art room, new spectator gymnasium, new lockers, and support spaces
- A middle school addition to the high school includes a wrestling room and lockers for visiting teams
- An addition to the Elementary School provides a new kitchen and cafeteria to replace the existing which were too small and did not respond to enrollment or safety of the students
- Elementary School addition also included eight more classrooms, music room, and new administrative office area combined with new main entrance for safety and security
- Existing kitchen became new public restrooms and existing cafeteria became a classroom
- Special education moved into existing administrative office area to provide a centralized area
- Interior remodel of existing elementary wing includes handicap accessible toilet rooms in each classroom and updated finishes, electrical fixtures, and mechanical systems in all classrooms and corridors

### SIZE

#### Elementary:

27,230 SF New Construction

2,270 SF Renovation

#### High School:

2,609 SF New Construction

660 SF Renovation

#### Central Elementary Remodel:

18,751 SF Renovation

### COST

2015-2016: \$11,300,000

2019: \$2,600,000

### COMPLETED

Master Plan: 2012

Additions & Renovation: 2015/2016

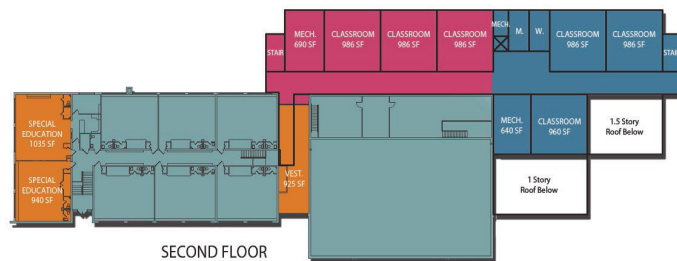
Addition: August 2019

### CLIENT REFERENCE

Paul Olson, Superintendent

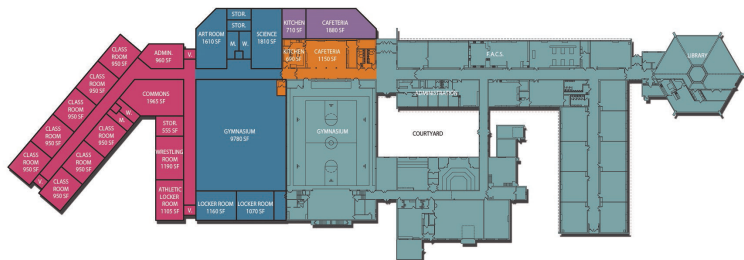
701.664.3606

paul.w.olson@k12.nd.us

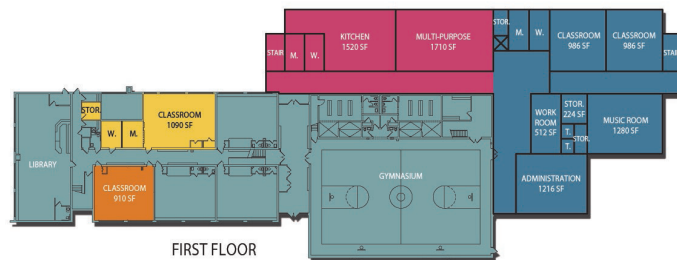


SECOND FLOOR

Elementary School Master Plan



High School Master Plan



FIRST FLOOR

# WILLISTON BASIN CTE CENTER AND DEL EASTON ALTERNATIVE SCHOOL

## Williston, North Dakota

The Williston Basin Career & Technical Education (CTE) Center and Del Easton Alternative School will be home to 11 educational program clusters, providing space for students and faculty to collaborate and work together and to highlight the career possibilities within each - and how they interconnect.

- The Program Clusters include:

- Agriculture
- Automotive & Diesel Technology
- Aviation
- Business
- Construction & Building Systems
- Energy & Petroleum
- Family & Consumer Science
- Health Science
- Information Technology
- Technology & Engineering
- Del Easton Alternative School

- Cohesive exterior design with the existing high school, creating a visual continuity on the campus
- With the focus of exploring career options, the CTE Center includes two collaboration spaces which have been dubbed "Career Interaction Commons". Area business leaders could meet students in an informal setting, such as a career fair, or conduct mock job interviews in a private meeting space. The commons also provide an open, light filled space for informal conversations with the Career Development Counselor or for students to pick up the latest brochure about opportunities. With the variety of uses as described, these spaces will be flexible and are intended to change to meet the needs for that day.
- The classrooms are flexible, allowing different learning styles (lecture, project-based) to take place in each. Specialty lab spaces are provided to meet the specific needs of the program clusters - such as a simulation clinic room for the Health Science Program Cluster
- **Prioritizing safety and security**, a shared welcome space greets students, faculty, and guests at the Alternative School and CTE Center. From there, they can safely access either institution to start their day. A full CPTED assessment of the existing school was completed and integrated into the addition and renovation.

### SIZE

Building Addition Floor Area 39,070 SF  
Renovation Floor Area 16,700 SF

### OVERALL PROJECT BUDGET

\$20,000,000

### COMPLETION

August 2024

### FIRM'S ROLE

Architecture, Interior Design, Structural, Mechanical, Electrical Engineering, Construction Administration

### SUBCONSULTANTS

Interstate Engineering, Civil Engineering  
SWAP Integration, Integrated  
Scheduling Services  
MelBil, LLC, Food Service Design & Consulting

### REFERENCE

Williston Basin School District #7  
Audrey Larson, Principal  
701.572.0967  
audrey.larson@willistonschools.org

Career Interaction Commons



Welcome Space



Main Entrance



“

*“EAPC [and JE Dunn] took our dreams, put them to drawings, and then made them come alive. The EAPC team of Paul, Emily, Krissy, Nate... as a design team you guys have been excellent to work with. Your timely responses to all of my questions has been incredible.”*

**Audrey Larson — Principal  
Williston High School CTE**



## ALERUS CENTER SUITE LEVEL RENOVATIONS

Grand Forks, North Dakota

- New updates and finishes throughout the Happy Harry's suite level include paint, flooring, casework, tile, new appliances, refinished suite level elevator cab, and five additional suites
- Completely renovated restrooms
- New seating throughout the suite level
- Additional seating in the club lounge
- New permanent bars for lounge areas
- This is the first major suite renovation since the building was originally opened in 2001

SIZE  
3,800 SF

COST  
\$1.33 million

FIRM'S ROLE  
Architecture, Interior Design,  
Structural, Mechanical and  
Electrical Engineering, Construction  
Administration

REFERENCE  
Anna Rosburg, General Manager  
701.792.1412  
anna.rosburg@oakviewgroup.com



## UNIVERSITY OF NORTH DAKOTA O'KELLY HALL RENOVATION

### Grand Forks, North Dakota

- This project is the culmination of six years worth of building updated and renovations
- Second floor project updates:
  - Complete renovation of the second floor
  - Restroom remodel and updates
  - Final updates of all mechanical, electrical, and fire suppression
  - Code updates for accessibility and life safety throughout the building
  - Restoration of exterior architecture via new windows/doors, new roofing, and tuckpointing and replacement of aged exterior masonry

SIZE  
20,400 SF

COST  
\$12,500,000

FIRM'S ROLE  
Architecture, Interior Design,  
Structural Engineering

REFERENCE  
Les Bjore  
701.777.2252  
les.bjore@ndus.edu

## MEETING TIME AND BUDGET REQUIREMENTS

Our comprehensive team approach ensures excellent budget results and efficient project time frames.

EAPC values timely project delivery and works closely with you to identify key milestones and develop a work plan to meet the project goals. Our process involves outlining all key decisions and necessary inputs to provide timely responses. We create a comprehensive meeting schedule that specifies required information, responsible individuals or groups, and deadlines.

To keep the project on schedule and team members focused on the goals, we recommend extended work sessions or immersive design charrettes be conducted during each phase. These charrettes involve user groups and stakeholders to streamline communication and introduce innovative ideas. During these meetings, we use 3D software and BIM modeling tools so the users can visualize the spatial implications of ideas under consideration.

Meeting notes and design decisions are distributed after the meetings for record and action items to meet the established project schedule. During core team wrap up session, care is given to identify

unanticipated task items before the task is undertaken, informing the team that the proposed task request may impact schedule or be “out of scope” requiring prior client authorization and funding approval before proceeding.

Our team is renowned for dependable cost control, a result of diligent adherence to our estimating principles and continuous cost awareness in the construction industry. Our unique advantage stems from a team of design professionals with significant construction backgrounds, as well as offering full design services. We frequently oversee the actual construction project and are therefore skilled in cost quoting.

EAPC Project Manager **Nicholas Naujokas** is responsible for keeping the team on task and has the authority to make necessary decisions for staying on schedule. His impeccable attention to detail has been a key factor in our firm’s success. Under his guidance and strong communication skills, your project will be delivered on time and on budget.

PROJECT	ESTIMATE	TOTAL COST
Grenora Public School Additions	\$9,045,455	\$8,820,000
Bismarck High School Auditorium & Gym Addition	\$17,400,000	\$17,200,000
Turtle Mountain Community Schools Pre-K, Special Needs and Wrestling Facility	\$7,902,600	\$7,988,200
East Fairview Elementary Additions and Renovations	\$6,500,000	\$5,545,404
St. John School District Preschool Classroom Addition	\$560,000	\$528,956



## **Leslie Bieber** Superintendent, Alexander Public Schools



“The step-by-step process set out for me was manageable and non-threatening. After working with them, I felt confident to address my school board, staff, and community. When questions arose for which I had no answer, they were always available in a helpful manner. I feel as though I have been walking through this process with a friend. Thank you EAPC! You are the Best!”



### **WILLISTON PUBLIC SCHOOLS**

**Audrey Larson**—Principal, High School CTE  
audrey.larson@willistonschools.org  
701.572.0967

### **FARGO PUBLIC SCHOOLS**

**Jeremy Wolf**—Plant & Electrical Supervisor  
wolfj@fargo.k12.nd.us  
701.446.1111

### **STANLEY PUBLIC SCHOOLS**

**Tim Holte**—Superintendent  
tim.holte@k12.nd.us  
701.628.3811

### **TIOGA PUBLIC SCHOOL**

**Paul Olson**—Superintendent  
paul.w.olson@k12.nd.us  
701.664.2333

## Our team has helped seven ND school districts

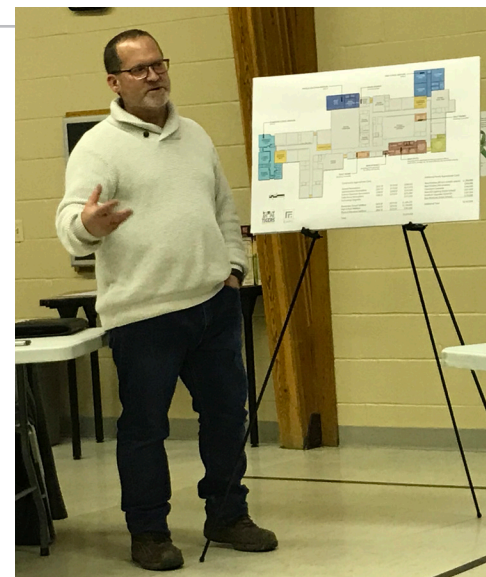
We do this by providing additional graphic information and studies to present relevant facts to the district constituents. Often this accomplished via social media, posters, handouts, or any other medium that reaches the voting public.



Bond Referendum Support Materials prepared by EAPC for Eight Mile School District in Trenton, ND

Project success is dependent upon several factors, including personnel, scheduling, cost information, time commitments, and production equipment to name a few. In providing bond issue support, we offer the following:

- Aid in meetings with school districts, administration, and faculty to determine immediate and future needs
- Present information alongside the school district to committees and community groups
- Prepare programs of spaces and initial concepts that visually show the direction of the school district
- Provide hand-outs and marketing materials to effectively demonstrate the need for the support of the community
- Supply school districts with multiple copies of large format renderings for use in fund raising efforts and awareness campaigns





# CREATE

At EAPC, we offer an integrated suite of services that extends beyond architecture and engineering, positioning us as a comprehensive partner for all project needs.

Marketing Würks, an exclusive service of EAPC, combines the art of storytelling with advanced design, video, and photography to create compelling branding experiences tailored to fundraising efforts. Our creative professionals are adept at crafting inspirational messaging and campaign materials designed to motivate audiences and boost engagement. Whether it's initiating capital campaigns or sustaining donor involvement, our approach ensures a cohesive and impactful fundraising strategy. By partnering with us, clients gain access to a team committed to not only achieving but exceeding their fundraising goals.

34

YEARS OF MARKETING EXPERIENCE

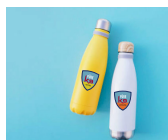
## SERVICES



LOGO  
IDENTITY



COLLATERAL  
MATERIAL



PROMOTIONAL  
WORK



SIGNAGE



ENVIRONMENTAL  
DESIGN



PACKAGE  
DESIGN



VIDEOGRAPHY  
PHOTOGRAPHY

## PROJECT ROLE

point of contact



**SEAN SUGDEN**  
Partner  
CPTED Specialist



**NICHOLAS NAUJOKAS**  
Project Manager



**PAUL BREINER**  
Director K-12



**BRETT DONAT**  
Principal in Charge



**MIKE WEBER**  
Project Architect



**SAM WILKE**  
Sr. Structural Engineer



**ANTHONY CORCORAN**  
Sr. Mechanical Engineer



**BRIAN WENTLAND**  
Electrical Engineer



**ANDREW THILL**  
Sr. Civil Engineer



**HANNA BOESE**  
Civil Engineer



**MICHAEL BETLOCK**  
Interior Design Principal



**HALEY KASPARI**  
Sr. Interior Designer

○ EAPC

○ LOWRY

○ NEO



› Partner

**EDUCATION**

Bachelor of Architecture

Bachelor of Science,  
Environmental Design

**LICENSURE**

Registered Architect  
ND #1565

**SEAN SUGDEN AIA, NCARB, CPD**

Sean is one of eight partners with a career focus on K-12 educational projects, having successfully worked with over 15 school districts across the region on more than 50 projects in the past ten years. He has also helped seven North Dakota school districts pass bond referendums. Sean is the first architect in the region to team with the North Dakota Safety Council to provide education to school administrators on how to implement safety design measures in their facilities. Sean has also completed the National Institute of Crime Prevention's course on Crime Prevention Through Environmental Design (CPTED). Sean will provide educational facility design expertise and serve as design team advisor.

**EXPERIENCE**

Williston Basin School District #7 CPTED Assessment, Williston,  
Warwick School CPTED Assessment, Elementary and Middle School Additions, Warwick, ND  
East Fairview School CPTED Assessment, Addition & Renovations, East Fairview, MT  
Fargo Public Schools: Clara Barton, Longfellow, and Lincoln Elementary, and Office/Secure Entrance Remodels, Fargo, ND  
Lewis & Clark School District, Bond Referendum Support and Renovations, Berthold and Plaza, ND  
Grand Forks Public School District Schools Safety and Security Upgrades, Grand Forks, ND  
Powers Lake Public Schools Bond Referendum Support, Classroom Additions & Renovations, Power Lake, ND



› Project Manager

**EDUCATION**

Bachelor of Architecture

Bachelor of Science,  
Environmental Design

**LICENSURE**

Registered Architect  
ND #2660

**NICHOLAS NAUJOKAS AIA, NCARB**

Communication and strong client-consultant relationships are the foundation of each successful project. Nick has a proven history of working together with owner and user groups throughout the design process to customize a unique program, that is further developed into a design suited to the individual needs of the client. His experience consists of numerous mid to large scale commercial, educational, and municipal projects through all aspects of design and construction, from programming to construction administration.

**EXPERIENCE**

Tioga Schools Additions and Renovations, Tioga, ND  
\*Killdeer Public School, New High School Building, Killdeer, ND  
Roosevelt Elementary Reroof, Jamestown, ND  
Williston Basin CTE Center and Del Easton Alternative School, Williston, ND  
Stanley High School Addition, Stanley, ND  
Williston District 8 Middle School, Williston, ND  
\*Aurora Elementary, West Fargo, ND  
*\*Prior to EAPC*



› Director K-12

**EDUCATION**

Bachelor of Architecture

Bachelor of Science,  
Environmental Design

**LICENSURE**

Registered Architect  
ND #2002

**PAUL BREINER AIA, NCARB**

Paul brings nearly 21 years of creative design and problem solving to the team. As the Director of K-12, it is his responsibility that all elementary and secondary education projects have the appropriate team and that the team has the resources and support needed to deliver a successful project. He will also fill a quality assurance, quality control role for your project by reviewing the development of the project documents throughout design. With his extensive experience and attention to detail, he can collaborate and coordinate with other team members to ensure an integrated design.

**EXPERIENCE**

Beulah High School Bathroom ADA Remodel, Beulah, ND  
East Fairview Elementary School Addition & Renovation, East Fairview, ND  
Williston Basin CTE Center and Del Easton Alternative School, Williston, ND  
Tioga Schools Middle School Addition, Tioga, ND  
Belcourt Freshman Academy, Belcourt, ND  
\*Parshall Public School District New School, Parshall, ND  
*\*Prior to EAPC*



› Principal in Charge

**EDUCATION**

Bachelor of Architecture

Bachelor of Science,  
Environmental Design

**LICENSURE**

Registered Architect  
ND #1718

**BRETT DONAT** AIA, NCARB, LEED AP

Brett is steadfast in his mission for on time and on budget outcomes. From coordinating the design team to getting the groundbreaking shovels ready, Brett is involved in all aspects of his projects. He is the go-to project principal who consistently advocates collaboration and transparency with project stakeholders and fellow team members. Brett has over 24 years of industry experience and has managed various project sizes from schematic design to the warranty walk-through and beyond. Known for his attentiveness and quick response times, Brett will ensure that excellent communication is at the forefront.

**EXPERIENCE**

Bismarck High School Auditorium and Karlgaard Gym Addition, Bismarck, ND

Dickinson State University Sanford Sports Complex, Dickinson, ND

Bismarck Public Schools Elementary School Additions, Bismarck, ND

Richardton Taylor Public Schools Feasibility Study & Master Plan, Richardton-Taylor, ND

\*Williston Middle School Addition, Williston, ND

\*Williston High School Remodel & Mechanical Upgrade, Williston, ND

\*Lewis & Clark Elementary School Gym Addition, Williston, ND

*\*Prior to EAPC*



› Project Architect

**EDUCATION**

Bachelor of Architecture

Bachelor of Science,  
Environmental Design

**LICENSURE**

Registered Architect  
ND #1789

**MIKE WEBER** AIA, NCARB

Mike has 24 years of project experience for all phases of architectural practice including programming, design, construction document production/BIM Management, and construction administration. He has designed many complex projects giving careful attention to details and execution. Mike is dedicated to building a strong client relationship from design to occupancy and beyond.

**EXPERIENCE**

Fargo Public Schools: Clara Barton, Longfellow, and Lincoln Elementary, and Office/Secure Entrance Remodels, Fargo, ND

Warwick Public Middle School, Warwick, ND

Red Lake Charter School, Red Lake, MN

Missouri Ridge: Elementary and Middle Schools, Williston, ND

Trenton Public School, Additions and Renovations, Trenton, ND

Alexander Public School, Alexander, ND

Grenora Public School, Addition and Renovation, Grenora, ND



› Sr. Structural Engineer

**EDUCATION**

Master of Science in  
Engineering

Bachelor of Science  
Civil Engineering

**LICENSURE**

Professional Engineer  
ND PE-6697

**SAM WILKE** PE, SE

Sam is one of eight partners with over 17 years of engineering and project management experience. Throughout his career, he has performed on numerous projects involving schematic layout, design, and construction administration. Sam is knowledgeable in a variety of construction methods and materials including steel, concrete, masonry, aluminium, and wood. Application of his background helps achieve cost effective, optimized, and constructible project outcomes.

**EXPERIENCE**

Williams County Public School District Missouri Ridge School, Williston, ND

Laura Wilder Elementary Renovation, Sioux Falls, SD

Fargo Public Schools: Clara Barton, Longfellow, and Lincoln Elementary, and Office/Secure Entrance Remodels, Fargo, ND

Stanley Community Schools Elementary & High School Additions & Renovations, Stanley, ND

Warwick Middle School Addition, Warwick, ND

Williston Basin CTE Center and Del Easton Alternative School, Williston, ND

Red Lake Charter School, Red Lake, MN



› Sr. Mechanical Engineer

**EDUCATION**

Bachelor of Science  
Mechanical Engineering

**LICENSURE**

Professional Engineer  
ND PE-5237

**ANTHONY CORCORAN PE, CGD, LEEP AP**

Anthony is one of eight partners with 20+ years of experience in the HVAC industry includes cost estimating, design, project management, specification writing, construction, and commissioning. His experience encompasses heating, ventilation and air conditioning, hydronics, dehumidification systems, high and low pressure steam boiler systems, ventilation, energy management systems, geothermal, fire protection, and plumbing systems including potable water, sanitary, storm, gas, distilled water, compressed air, nitrogen piping and geothermal heat pump systems and loop fields.

**EXPERIENCE**

Williston Basin CTE Center and Del Easton Alternative School, Williston, ND  
Lewis & Clark Public Schools: Addition, Berthold & Plaza, ND  
East Fairview Elementary School Addition & Renovation, East Fairview ND  
Laura Wilder Elementary Renovation, Sioux Falls, SD  
Fargo Public Schools: Clara Barton, Longfellow, and Lincoln Elementary, and Office/Secure Entrance Remodels, Fargo, ND  
Stanley Community Schools Elementary & High School Additions & Renovations, Stanley, ND  
South Prairie Addition and Renovation, Minot, ND



› Sr. Structural Engineer

**EDUCATION**

Bachelor of Science  
Electrical Engineering

**LICENSURE**

Professional Engineer  
ND PE-27191

**BRIAN WENTLAND PE**

Brian has experience in the design of electrical systems including power distribution, lighting, telephone systems, data systems, power generation, fire alarm and sound distribution for various facilities. His involvement includes design concepts, budget preparations, working drawing design, specification writing, as well as construction observation and coordination. Brian also has extensive experience with higher education projects and the unique electrical needs for classrooms, offices, laboratories and other spaces.

**EXPERIENCE**

Schoolcraft Learning Community School Renovation, Bemidji, MN  
East Fairview Elementary School Addition & Renovation, East Fairview ND  
Laura Wilder Elementary Renovation, Sioux Falls, SD  
Fargo Public Schools: Clara Barton, Longfellow, and Lincoln Elementary, and Office/Secure Entrance Remodels, Fargo, ND  
Trenton School Additions and Renovations, Trenton, ND  
South Prairie Addition and Renovation, Minot, ND



› Principal Civil Engineer

**EDUCATION**

Bachelor of Science  
Civil Engineering

**LICENSURE**

Professional Engineer  
ND PE-9148

**ANDREW THILL PE**

Andrew is a professional civil engineer with over 20 years of industry experience. He specializes in residential and commercial development along with municipal and transportation engineering projects. Andrew's background as a design and construction engineer provide him with a strong foundation to design and oversee construction projects involving roadways, parking lots, sidewalks, storm sewer and stormwater conveyance, sanitary conveyance and treatment, watermains, detention ponds, lift stations, parks and ADA acceptable routes.

**EXPERIENCE**

Killdeer High School, Killdeer, ND  
Mandan High School, Mandan, ND  
New Haven Addition, Reile's Acres, ND  
Prairie Parkway, Moorhead, MN  
Village Cooperative of Fargo, Fargo, ND  
Paradise Valley, Bismarck, ND  
Lost River Development, Horace, ND  
Meadowland Park, Horace, ND



## HANNA BOESE PE

Hanna is a professional civil engineer with over 5 years of experience in the industry. She is experienced in a variety of residential, commercial, and municipal projects involving roadway and parking lot design, pipe installation, storm water design and construction inspection. Hanna enjoys using her engineering skills and problem solving abilities to face challenges head on, as well as the client relationships that are formed when working through them.

› Civil Engineer

### EDUCATION

Bachelor of Science  
Civil Engineering

### LICENSURE

Professional Engineer  
ND PE-40017

### EXPERIENCE

Mandan High School, Mandan, ND  
Killdeer High School, Killdeer, ND  
Tioga Public Schools Athletic Facilities, Tioga, ND  
Tioga Community Center, Tioga, ND  
MHA Emergency Operations Center, Newtown, ND  
Fieldcrest Townhomes, Moorhead, MN  
Cornerstone Bank, Bismarck, ND



## MICHAEL BETLOCK

Michael is the Owner and Director of Interior Design of Neo Interior Design Studio with 18+ years of experience in the commercial interior design industry. He began his career in the retail design industry and has since worked on a wide variety of projects including K-12, hospitality, senior living/multi-family, and financial institutions. Michael has vast experience with all phases of interior design projects from conceptual design through construction administration and project completion. Michael and the Neo design team have strong skills in value engineering, meeting client deadlines, and navigating project budgets.

› Interior Design Principal

### EDUCATION

Bachelor of Science  
Interior Design

### EXPERIENCE

Killdeer High School, Killdeer, ND  
Ray Public School Remodel, Ray, ND  
NDDOT M&R Office Remodel, Bismarck, ND  
Sander's Flats Independent Senior Living (Eventide), Moorhead, MN  
United Savings Credit Union (multiple locations), Fargo, ND  
Lakeside Center for Behavioral Change, Fargo, ND



## HALEY KASPARI PE

Haley is half of the two person team at Neo Interior Design Studio and has 10 years of experience in the commercial design industry. Her experience includes, furniture application design, budget management, client account management, and commercial interior design. Utilizing her background skills has allowed her to develop hard-working interiors with flexible furniture solutions, finish specifications that support healthy and functional environments, and develop meaningful relationships with clients.

› Sr. Interior Designer

### EDUCATION

Bachelor of Science  
Interior Design

### EXPERIENCE

North Dakota State University, Fargo, ND  
YMCA Cass Clay, Fargo, ND  
Dakota Boys and Girls Club, Detroit Lakes, MN  
Red River Children's Advocacy Center, Fargo, ND  
Cornerstone Bank Remodel, Fargo, ND  
Lakeside Center for Behavioral Change, Fargo, ND

# WORKLOAD

Team Member	project time	project	current phase	design completion
Sean Sugden	90%	Killdeer Elementary School Renovations		
	5%	Tioga Middle School Addition	CA	Fall 2025
	5%	Grand Forks Public Schools Safety & Security Upgrades	SD/DD	2025-2027
Nicholas Naujokas	60%	Killdeer Elementary School Renovations		
	5%	Fargo Fire Station 5 Addition and Remodel	CA	Aug 2025
	35%	Valley City Public Works Service Center	SD	Jan 2026
Paul Breiner	60%	Killdeer Elementary School Renovations		
	20%	Bismarck State College Bavendick Center	CA	Jan 2026
	20%	Belcourt Freshman Academy	CD	July 2026
Brett Donat	50%	Killdeer Elementary School Renovations		
	50%	Tioga Middle School Additions and Renovations	CA	Fall 2025
	10%	Stanley Schools Vo. Tech. & Bus Barn	SD	Jan 2024
Mike Weber	70%	Killdeer Elementary School Renovations		
	20%	Tioga Middle School Additions and Renovations	CA	Fall 2025
	10%	Stanley Schools Vo. Tech. & Bus Barn	SD	Jan 2024
Samuel Wilke	40%	Killdeer Elementary School Renovations		
	50%	UND College of Engineering & Mines/STEM Projects	SD	Sept 2025
	10%	Tioga Middle School Additions and Renovation	CA	Fall 2025
Anthony Corcoran	50%	Killdeer Elementary School Renovations		
	15%	Tioga Middle School Addition	CA	Fall 2025
	35%	Grand Forks Public Schools Safety & Security Upgrades	SD/DD	2025-2027
Brian Wentland	60%	Killdeer Elementary School Renovations		
	20%	University of North Dakota EERC	CA	Sept 2025
	20%	South Dakota State University Larson Commons Renovation	CA	Sept 2025
Andrew Thill	25%	Killdeer Elementary School Renovations		
	50%	El Dorado Subdivision	CD	Feb 2025
	25%	Lost River West Subdivision	CD	2025-2027
Hannah Boese	50%	Killdeer Elementary School Renovations		
	30%	Lincoln Ridge Subdivision	CA	Feb 2025
	20%	Paradise Valley Subdivision	CA	May 2025
Michael Betlock	50%	Killdeer Elementary School Renovations		
	35%	Ames Orthodontics	DD	Aug 2025
	15%	Dakota Magic Casino and Hotel Rooms and Corridor Renovations	CD	Dec 2025
Haley Kaspari	30%	Killdeer Elementary School Renovations		
	30%	Ames Orthodontics	DD	Aug 2025
	40%	Dakota Magic Casino and Hotel Rooms and Corridor Renovations	CD	Dec 2025

## phase legend

S: Study | P: Planning | FR: Fund Raising | FW: Field Work | SD: Schematic Design | O: Occupancy  
 DD: Design Development | CD: Construction Documents | B: Bidding | CA: Construction Administration



eapc.net

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**BISMARCK**

116 West Main Avenue  
Suite A  
Bismarck, ND 58501

**701.258.3116**

ARIZONA  
MINNESOTA  
NORTH DAKOTA  
SOUTH DAKOTA



Response to Request for Qualifications for  
Architectural/Engineering Services

# KILLDEER PUBLIC SCHOOL DISTRICT



DESIGNS THAT **MOVE**

**ICON** ARCHITECTURAL GROUP

# COVER LETTER AND STATEMENT OF INTEREST



## WHAT'S INSIDE

Cover Letter and Statement of Interest	1
Relevant Experience with Projects of Similar Size and Scope	6
Specific Experience with Designing and Completing Projects of Similar Scope and Size on Time and On Budget	20
Ability to Meet Critical Time Milestone Dates	24
References	27
Proposed staff and relevant experience	30
Current and projected workload	33

Dear Selection Committee,

At ICON, we believe the future of a community is defined by its educational standards and the facilities that foster student success. We believe the designed environment and its learning spaces will have a great impact on future leaders. And we believe that with the right design team and collaboration with the District, the community, and key stakeholders, we can actively engage all parties every step of the way to create a long-lasting, impactful learning environment for Killdeer Public School District.

ICON is a client-focused design firm and over 20 years ago, we were founded on the dedication to making the communities we serve stronger. Our team holds an extensive resume in K12 design and strives to connect students, staff, teachers, and community by design.

Over the last five years, ICON has built a strong relationship with Killdeer Public School District and the Killdeer community. Our team's experience with the District allows us to understand their expectations regarding accuracy and timelines of deliverables, contract administration, change orders, budget control, construction administration, and project schedule. All members of the proposed team have direct experience partnering with Killdeer stakeholders and will continue to provide a collaborative design experience for the team.

ICON thanks you for your consideration and for taking the time to read our response. We look forward to the opportunity to continue our partnership with Killdeer Public School District and the community it serves.

Most respectfully,

**HEIDI BRENN, AIA, NCARB**

222 East Main Street  
Suite B  
Mandan, ND 58554  
heidib@iconarchitects.com  
(701) 740-2337

DESIGNS THAT **MOVE**

# FIRM OVERVIEW



## WHO WE ARE

ICON Architectural Group is made up of **architects, designers, creators, and doers** committed to our mission of designing environments that **elevate community and inspire human connections**. We are a national firm rooted in loyalty with our local communities and clients. With offices in Minnesota and North Dakota, **we come together to leave our egos at the door, invest in what matters, and improve the communities around us.**

## WHAT WE BELIEVE

We firmly believe that **great design has the power to ignite joy and foster community**. This philosophy shines through our relationships, the structures we create, and the way people move through these spaces for generations to come. **Before we sketch a single line, we focus on building a collaborative relationship** that ensures you feel truly heard and valued.

## WHAT WE DO

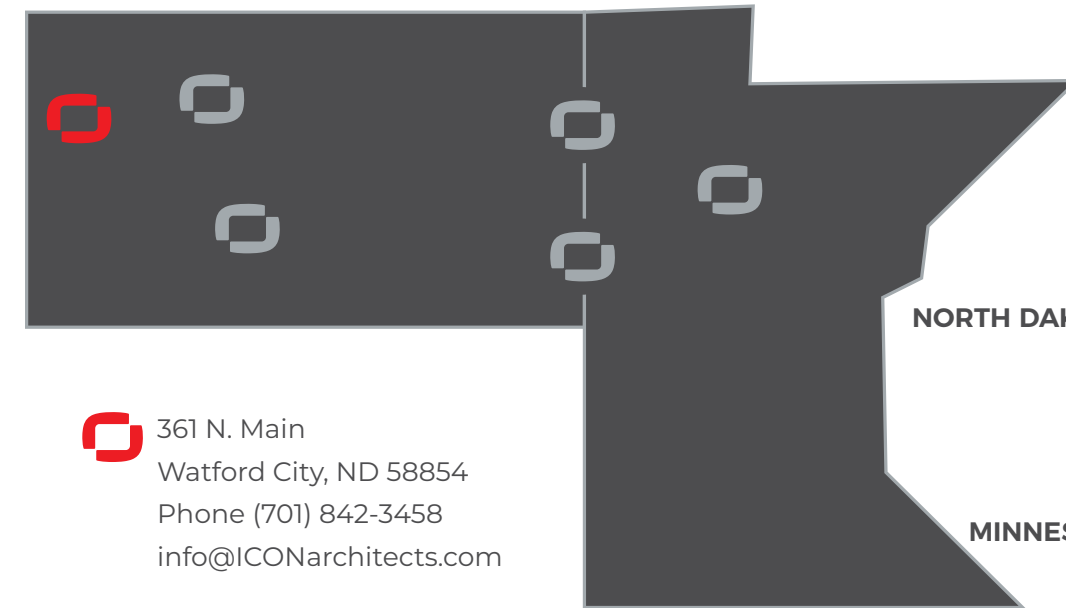
Today, we're delivering more than architecture. **We're providing designs that listen.** We shape our designs around client and community purpose, tuning in to every need and **transforming unique visions into reality** without any prescriptive thinking. We're problem solvers, thriving on complexity and excelling in the details. With services such as interior design, structural engineering, facility masterplanning, and community engagement, **we are able to provide a streamlined experience from start to finish.**


## EXPERIENCE IN EDUCATION FACILITIES

ICON continues to be a leader in the region for educational facility planning, design, and construction administration. Our goal when working in education is to create learning environments that fully integrate the mission of the school and to develop instructional spaces that enhance and enrich learning opportunities and foster both student and teacher success. We aim to give students, faculty, administrators, and their communities the spaces they need to learn, grow, and succeed.



## LOCATIONS



 361 N. Main  
Watford City, ND 58854  
Phone (701) 842-3458  
info@ICONarchitects.com

**NORTH DAKOTA** GRAND FORKS  
WEST FARGO  
MANDAN  
MINOT  
**WATFORD CITY**

**MINNESOTA** BEMIDJI

## COMMITTED TEAM

6

Offices

52

Employees

29

Architectural  
Team Members

5

Interior  
Designers

2

Structural  
Engineers

2

Construction  
Support Team  
Members

## OUR TEAM'S ASSOCIATIONS AND CERTIFICATIONS



DESIGNS THAT **MOVE**

RELEVANT EXPERIENCE  
WITH PROJECTS OF  
SIMILAR SIZE AND SCOPE

ICONARCHITECTS.COM

# RELEVANT EXPERIENCE WITH PROJECTS OF SIMILAR SIZE AND SCOPE

- 2024** Fargo Public Schools - Maintenance Projects
- 2024** Jamestown Public Schools Elementary School - New Construction
- 2024** Bishop Ryan Catholic School K-12 School - New Construction
- 2023** Dickinson Public Schools - Dickinson High School Addition
- 2023** Killdeer Public School Elementary School - Security Upgrades
- 2023** Grand Forks Public Schools Valley Middle School - New Construction
- 2022** Riverside Christian School - Renovation
- 2022** Wilton Public Schools High School - Renovations and Addition
- 2022** Grand Forks Public Schools - Facility Assessment and Master Plan
- 2022** Medina Public Schools - Facility Assessment and Master Plan
- 2021** Lincoln Elementary School - Addition
- 2021** Warren-Alvarado-Oslo Elementary School - Addition
- 2021** Dunseith School District High School - CTE Addition
- 2021** Crookston Public Schools Elementary School - Preschool Addition
- 2021** Griggs County Central School District - Facility Assessment and Master Plan
- 2021** Devils Lake Public Schools Locker Room/Athletics Storage Building - New Construction
- 2021** Devils Lake Public Schools - Facility Assessment and Master Plan
- 2021** Warren-Alvarado-Oslo School District - Facility Assessment and Master Plan
- 2021** Hillsboro Public Schools - Facility Assessment and Master Plan
- 2021** New Rockford-Sheyenne School District - Gymnasium Addition
- 2021** Larimore Public School District - Gymnasium Addition
- 2021** May-Port CG School District Elementary School Classroom - Addition
- 2020** Mandan Public School Elementary School -

- New Construction
- 2020** Mandan Public School High School - New Construction
- 2020** Bismarck Public Schools Silver Ranch Elementary School - New Construction
- 2020** Bismarck Public Schools Elk Ridge Elementary School - New Construction
- 2020** Bismarck Public Schools Hughes Admin Building - Renovation
- 2019** Mandan Public Schools High School - Facility Assessment
- 2019** Wilton Public School - Facility Assessment
- 2019** Crookston Public Schools Transportation Building Facility - New Construction
- 2019** New Salem-Almont Public School - Facility Assessment
- 2019** Harvey Public School District - Facility Assessment
- 2018** Killdeer Public School High School - New Construction
- 2018** Ray Public School - Addition and Renovation
- 2018** Mandan Public Schools Red Trail Elementary School - Addition
- 2018** Cavalier Public School Facility Assessment
- 2016** Beulah School District High School - Addition and Renovation
- 2016** Northwood Public School - Addition
- 2016** Hatton Eielson Public School - Addition and Renovation
- 2016** Hillsboro Public Schools Athletic Complex - New Construction
- 2015** Sacred Heart Elementary School - Addition
- 2015** Maple Valley Public School - Addition and Renovation
- 2015** Emerado K-8 School - Addition and Renovation
- 2015** Dakota Prairie Public School - Addition
- 2015** Hillsboro Public Schools Elementary School - Addition
- 2015** Hillsboro Public Schools Fitness Center - New Construction
- 2015** Westhope Public School - Addition and Renovation

- 2015** Devils Lake School District Prairie View Elementary School - Renovation
- 2015** Mayville School District - Feasibility Assessment
- 2014** Max Public School - Mechanical/Electrical Upgrade and Renovation
- 2014** Nedrose School District K-12 School - New Construction
- 2014** Devils Lake School District Minnie H. Elementary School - Renovation
- 2013** Williston School District - Masterplan
- 2013** Grafton Public Schools Middle School - New Construction
- 2013** Grafton Public Schools Elementary School - Addition
- 2012** McKenzie County School District Watford City Elementary School - Addition and Renovation
- 2010** Langdon Area School District Public School - Renovation
- 2010** McKenzie County School District - Master Plan
- 2010** Devils Lake School District Sweetwater Elementary School - Renovation
- 2010** Grand Forks Public Schools Schroeder Middle School - Window Replacement
- 2009** Grand Forks Public Schools Lake Agassiz Elementary School - Renovation
- 2009** Harvey Public School District - Consolidation Feasibility Assessment
- 2009** Hillsboro Public Schools High School - Science Classroom Renovation
- 2009** Langdon Area School District - Consolidation Feasibility Assessment
- 2008** Northwood School District K-12 School (FEMA) - New Construction
- 2008** Grand Forks School District Viking - Elementary School Renovation
- 2004** Northwood School District K-12 School - Addition
- 2003** Central Valley School District - Gym/Locker Room Addition
- 2003** Grafton Public School - Locker Room Remodel
- 2002** Hillsboro Public Schools - Multipurpose Addition

## IN PROGRESS



**MANDAN PUBLIC SCHOOLS HIGH SCHOOL - NEW CONSTRUCTION**  
Phase: Construction Administration  
Expected Completion Date: Fall/Winter 2024



**DICKINSON HIGH SCHOOL - ADDITION AND RENOVATION**  
Phase: Schematic Design  
Expected Completion Date: Winter 2027



**GRAND FORKS PUBLIC SCHOOLS - VALLEY MIDDLE SCHOOL - NEW CONSTRUCTION**  
Phase: Construction Administration  
Expected Completion Date: Winter 2025



**BISHOP RYAN CATHOLIC SCHOOL - NEW CONSTRUCTION**  
Phase: Schematic Design and Fundraising  
Expected Completion Date: TBD



**VALLEY CITY PUBLIC SCHOOLS - MASTERPLANNING**  
Phase: Masterplanning  
Expected Completion Date: TBD



**WILTON PUBLIC SCHOOL - RENOVATION AND ADDITION**  
Phase: Construction Administration  
Expected Completion Date: Fall 2025



**MEDINA PUBLIC SCHOOL - ADDITION**  
Phase: Construction Administration  
Expected Completion Date: Fall 2025



# EXAMPLE PROJECT EXPERIENCE



"ICON's pre-referendum team led a group of committed community members in their efforts to educate the public about the project and provided the District with tools, strategies, and materials to engage and inform voters."

— Ben Schafer, Former Superintendent



## RAY PUBLIC SCHOOL ADDITION AND RENOVATION



First floor of the addition includes 7 new classrooms, CTE shop, band room, teachers' lounge, principal's office, and restrooms

### LOCATION

Ray, ND

### DATE COMPLETED

2021

### TOTAL CONSTRUCTION COST

\$12 Million

### SQUARE FOOTAGE

Addition: 34,320 SF  
Renovation: 2,000 SF

### SCOPE OF SERVICES

Architecture, Interior Design, Structural Engineering, Referendum Support

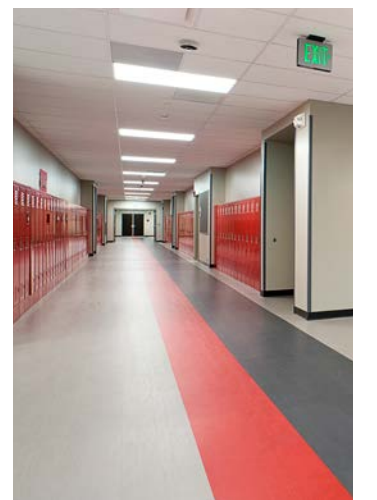
### DELIVERY METHOD

CMAR

### OWNER'S REPRESENTATIVE

Kris Kuehn  
Superintendent  
(701) 568-3301  
Kristopher.kuehn@rayschools.com

The Ray-Nesson Public School District was given a \$10 Million endowment and desired to address increasing enrollment and outdated facilities and improve VoAg/CTE spaces that were damaged by a fire. Due to additional project scope, a referendum vote was brought forward by the District. The community approved the bond referendum with 92%, allowing the District to complete the project and have potential access to state funds and low interest loans. A two-story addition was placed at the northwest corner of the site and included a large VoAg/CTE shop, seven classrooms, and the remaining space was shelled out for the future construction of additional classrooms and supporting spaces including a new science classroom/laboratory, restrooms, and a teachers' lounge. The existing VoAg/CTE space was renovated into an ITV classroom which allowed for expansion of the commons area with that area being able to be closed off as an additional classroom when needed.





Wilton Public School experienced a drastic jump in enrollment, seeing an upward of 20% in enrollment growth over ten years. The District did not have space in classrooms and common spaces such as the cafeteria to accommodate the growing number and modern education guidelines. In November 2022, the District passed a referendum vote to build an addition onto the existing school. The addition will feature seven new classrooms, including science and FACS, a commons/cafeateria dual space, and a storage room near the gymnasium for physical education and athletics.



# WILTON PUBLIC SCHOOL ADDITION AND RENOVATION



The addition will feature seven new classrooms and commons/cafeateria dual space.

**LOCATION**  
Wilton, ND

**DATE COMPLETED**  
Expected 2025

**TOTAL CONSTRUCTION COST**  
\$9.8 Million

**SQUARE FOOTAGE**  
21,000 SF Addition

**SCOPE OF SERVICES**  
Architecture, Interior Design,  
Structural Engineering,  
Assessment, Referendum  
Support

**DELIVERY METHOD**  
CMAR

**OWNER'S REPRESENTATIVE**  
Andrew Jordan  
Superintendent  
(701) 734-6331  
andrew.jordan@k12.nd.us





# KILLDEER HIGH SCHOOL NEW CONSTRUCTION



ICON assisted the District throughout the public vote process during the pandemic, forcing the team to get creative in successfully providing transparent communication.

**LOCATION**  
Killdeer, ND

**DATE COMPLETED**  
2022

**TOTAL CONSTRUCTION COST**  
\$38 Million

**SQUARE FOOTAGE**  
117,772 SF

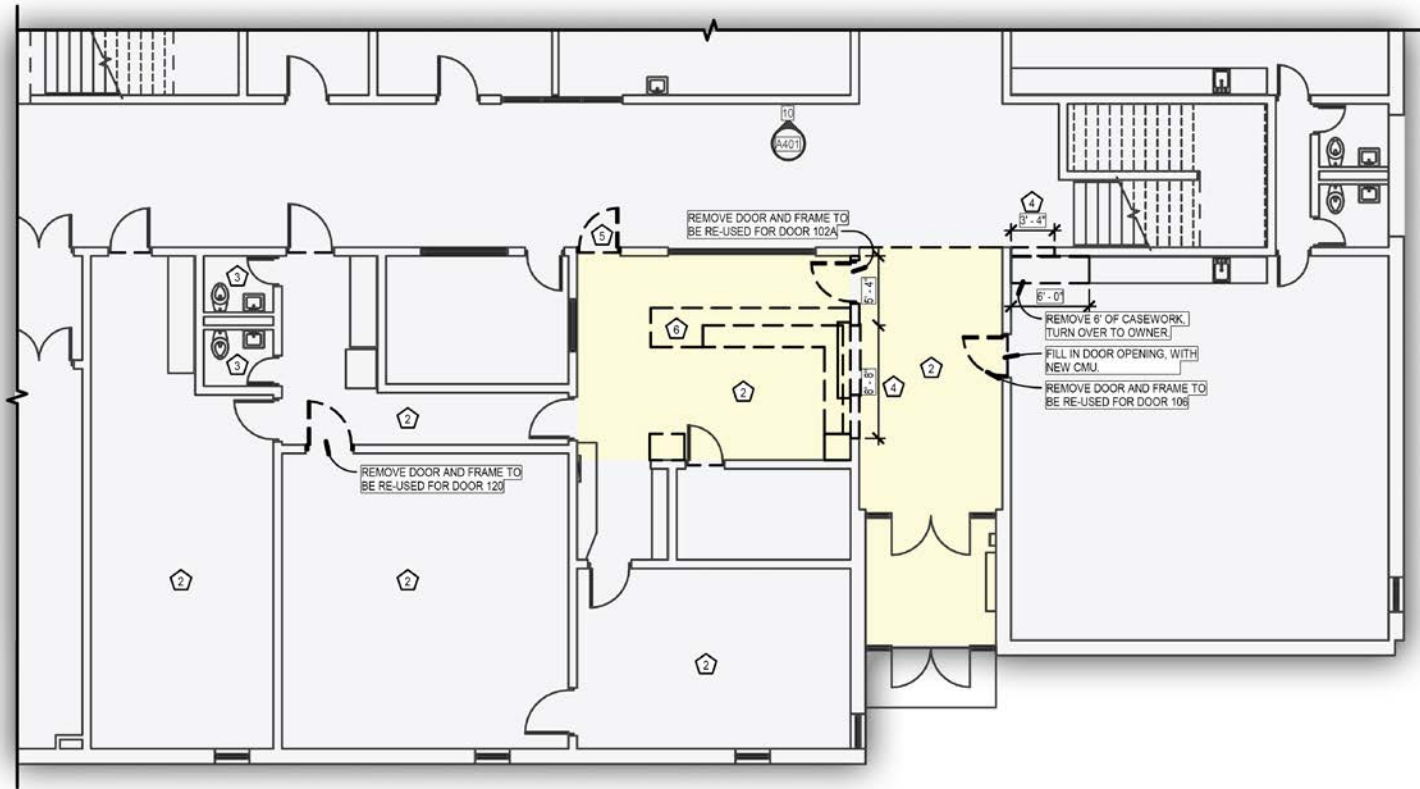
**SCOPE OF SERVICES**  
Facility Assessment,  
Architecture, Interior Design,  
Structural Engineering,  
Referendum Support

**DELIVERY METHOD**  
CMAR

**OWNER'S REPRESENTATIVE**  
Jeff Simmons  
Superintendent  
(701) 764-5877  
jeff.simmons@k12.nd.us



To address significant enrollment growth, ICON was hired to explore expansion options for Killdeer Public School. Several options were studied and evaluated for their feasibility and associated costs and with confidence from the survey and discussions with community members, the School Board called for a vote of \$28 Million, the same day the District shifted to virtual learning to COVID-19. Due to the pandemic, many meetings were required to be virtual. ICON assisted in the creation of materials and engagement at online community meetings. In May of 2020, the vote passed with a 61.5% approval. The school opened in August 2022. The new 117,772 square foot high school includes 29 classrooms, featuring an art room, FACS room, 3 ITV classrooms, music classroom with practice rooms and storage space, two CTE classrooms with metals and woodworking shops, and more. The school also features a gymnasium with track, weight room, and wrestling room and a large patio area with shading structure where students and staff can enjoy the outdoors.



# KILLDEER ELEMENTARY SCHOOL SAFETY AND SECURITY UPGRADES



The renovation provide safe, secure entrances for Killdeer Elementary School.

**LOCATION**

Killdeer, ND

**CLIENT**

Killdeer Public School

**YEAR OF COMPLETION**

2023

**CONSTRUCTION COST**

\$160,000

**SCOPE OF SERVICES**

Space Needs Assessment, Architecture, Interior Design, Structural Engineering

**PROJECT SIZE**

2,300 SF of Renovations

**DELIVERY METHOD**

Construction Manager at Risk

**REFERENCE CONTACT**

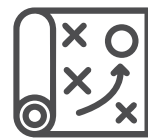
Jeff Simmons  
Superintendent  
Killdeer Public School  
(701) 764-5877

Killdeer Elementary School lacked adequate, safe, and secure entrances. Previously, the school's main office did not provide staff with proper viewing area and vestibule space to safely control visitor access. The renovation includes a new reception desk area for two staff members with security-grade transaction windows, remote-release doors for a secure vestibule area at the transaction window, and new flooring.





# BEULAH HIGH SCHOOL ADDITION AND RENOVATION



Renovation to the high school including upgraded band/choir classroom with storage and practice rooms and administration area with workrooms, breakroom, and reception space

**LOCATION**

Beulah, ND

**DATE COMPLETED**

2021

**TOTAL CONSTRUCTION COST**

\$10 Million

**SQUARE FOOTAGE**

Addition: 18,720 SF  
Renovations: 11,250 SF

**SCOPE OF SERVICES**

Facility Assessment, Architecture, Interior Design, Structural Engineering, Referendum Support

**DELIVERY METHOD**

CMAR

**OWNER'S REPRESENTATIVE**

Carl Blackhurst  
Superintendent  
701-873-2261

Due to outdated facilities and deferred maintenance needs, Beulah School District hired ICON to explore potential building projects to address these issues. ICON assisted the District with the proper due diligence prior to the referendum including a facility assessment, community committees, community survey, and public engagement, resulting in a call for a vote for a \$10 million addition and renovation to the high school. After a successful passing of the bond referendum in early 2020, the District and ICON moved forward with design and construction.

The addition included new classrooms, restrooms, locker rooms, and a new redefined main entrance and commons space. The renovations included upgraded band/choir classrooms with storage and practice rooms, administration areas such as breakroom, workrooms, conference rooms, and reception space, and updated lighting and mechanical systems in the existing classrooms.



DESIGNS THAT **MOVE**

SPECIFIC EXPERIENCE WITH  
DESIGNING AND COMPLETING  
PROJECTS OF SIMILAR SCOPE  
AND SIZE ON TIME AND ON  
BUDGET

ICONARCHITECTS.COM

# EXPERIENCE COMPLETING PROJECTS ON TIME AND BUDGET



The ICON team can confidently say we have never missed a school district's expected opening date of their facility. ICON is prepared to employ any delivery strategy to ensure the facility is open and available for students, staff, and teachers.



## KILLDEER HIGH SCHOOL NEW CONSTRUCTION

Killdeer, ND  
 Estimated Construction Cost:  
**\$38,549,000**  
 Value in Place / Actual Construction Cost:  
**\$38,000,000**



## RAY-NESSON PUBLIC SCHOOL ADDITION AND RENOVATION

Ray, ND  
 Estimated Construction Cost:  
**\$10,000,000**  
 Value in Place / Actual Construction Cost:  
**\$12,000,000 (Owner added scope)**



## ELK RIDGE ELEMENTARY SCHOOL NEW CONSTRUCTION

Bismarck, ND  
 Estimated Construction Cost:  
**\$18,000,000**  
 Value in Place / Actual Construction Cost:  
**\$17,600,000 (Owner added scope)**



## BEULAH HIGH SCHOOL ADDITION AND RENOVATION

Beulah, ND  
 Estimated Construction Cost:  
**\$10,637,755**  
 Value in Place / Actual Construction Cost:  
**\$10,566,797**



## GRAFTON PUBLIC SCHOOLS MIDDLE SCHOOL NEW CONSTRUCTION AND ELEMENTARY SCHOOL ADDITION

Grafton, ND  
 Estimated Construction Cost:  
**\$18,000,000**  
 Value in Place / Actual Construction Cost:  
**\$17,500,000**



## SILVER RANCH ELEMENTARY SCHOOL NEW CONSTRUCTION

Bismarck, ND  
 Estimated Construction Cost:  
**\$18,000,000**  
 Value in Place / Actual Construction Cost:  
**\$18,700,000 (Owner added scope)**

DESIGNS THAT MOVE

ABILITY TO MEET CRITICAL  
TIME MILESTONE DATES

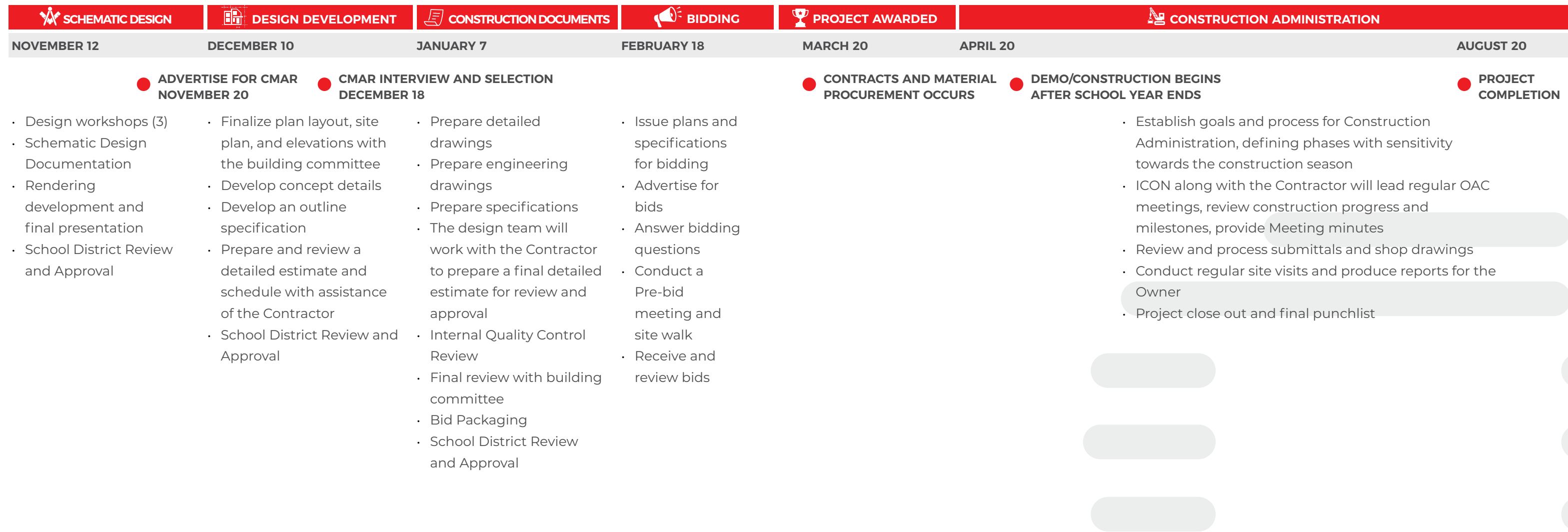
ICONARCHITECTS.COM

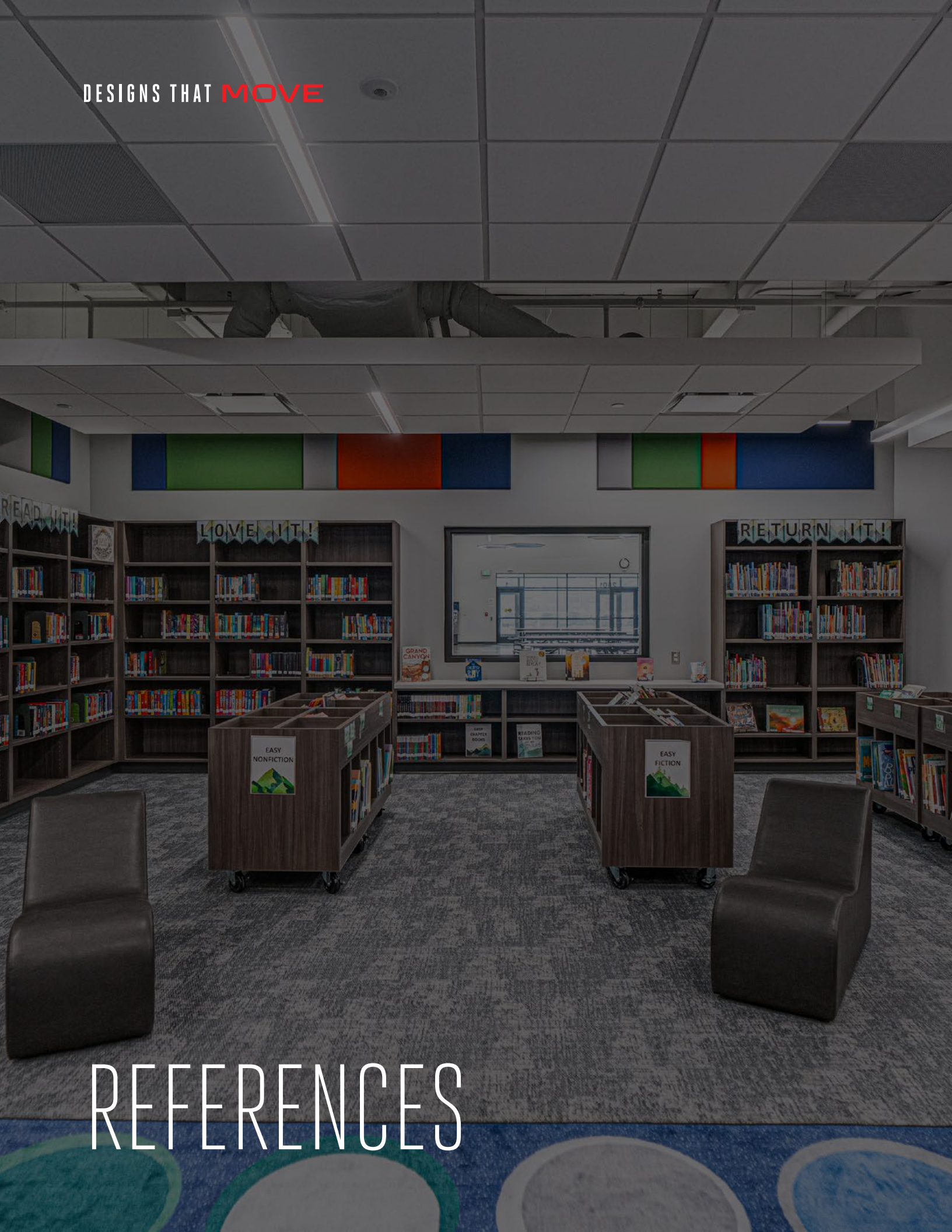
# MEETING CRITICAL TIME MILESTONE DATES

## PROPOSED PROJECT SCHEDULE

2024

2025





# REFERENCES

The majority of ICON Architectural Group's workload is from repeat clients and referrals who understand and appreciate the commitment ICON has to the success of their projects. We believe continuity of communication is the key to a successful project, and we pride ourselves in direct principal involvement in each project.



## DR. MIKE BITZ

Mandan High School – New Construction  
Mandan Public Schools Red Trail Elementary – Addition  
Superintendent  
mike.bitz@msd1.org  
(701)751-6500



## DR. MARCUS LEWTON

Dickinson High School - New Construction  
Superintendent  
Dickinson Public Schools  
(701) 456-0002



## DR. STEVE HOLEN

Watford City Elementary School Addition and Renovation  
Bakken Area Skills Center  
Superintendent  
McKenzie County Public School District  
(701) 444-3626



## JEFF SIMMONS

Killdeer High School - New Construction  
Killdeer Elementary School - Security Upgrades  
Superintendent  
Killdeer Public School  
(701) 764-5877



## DR. JEFF FASTNACHT

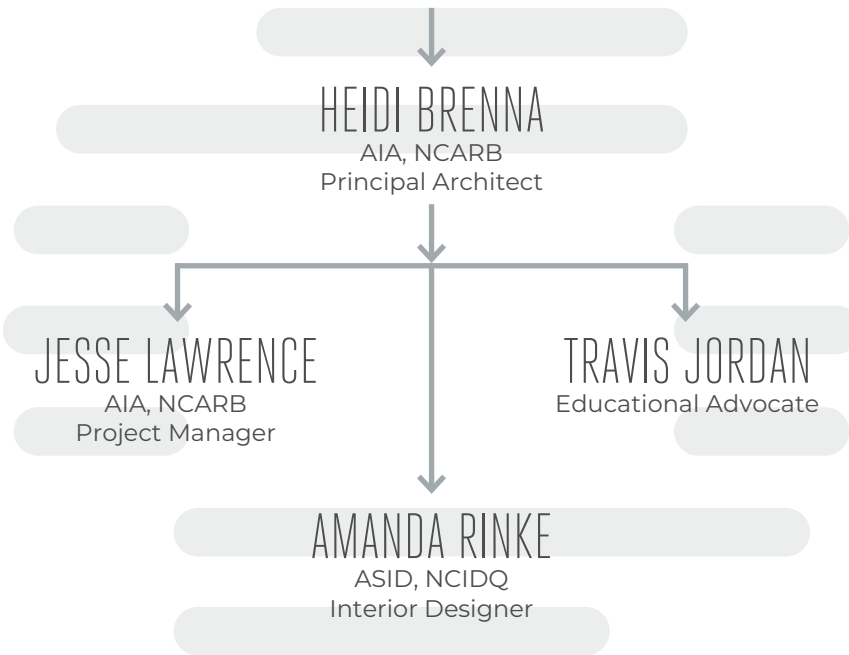
Elk Ridge Elementary School - New Construction  
Silver Ranch Elementary School - New Construction  
Lincoln Elementary School - Addition  
Hughes Education Center - Renovation  
Superintendent  
Bismarck Public Schools  
(701) 323-4054

DESIGNS THAT **MOVE**

# PROPOSED STAFF AND RELEVANT EXPERIENCE

ICONARCHITECTS.COM

## KILLDEER PUBLIC SCHOOL DISTRICT



### HEIDI BRENN

AIA, NCARB  
Principal Architect

Heidi is one of ICON's principal architects with more than 20 years of experience. Since 2011, she has led ICON's western North Dakota market from our Watford City office, and is now leading the Minot office. She has successfully completed various projects within Watford City and McKenzie County as well as other projects in the western region of the state. This experience gives her a strong understanding of the construction climate and the architectural requirements of facilities in the region.

#### RECENT EXPERIENCE

- Dickinson High School - Renovation
- Killdeer High School - New Construction
- Bakken Area Skills Center - New Construction
- Nedrose School District K-12 School- New Construction
- Watford City Elementary School - Addition and Renovation



### JESSE LAWRENCE

AIA, NCARB  
Project Manager

Jesse is a project architect at ICON with broad experience and a passion for helping clients bring their visions into reality. Jesse has an extensive resume in western North Dakota projects and has a great understanding of the construction climate. In addition, Jesse has assisted with several of ICON's K12 projects.

#### RECENT EXPERIENCE

- Killdeer High School - New Construction
- Killdeer Elementary School - Safety and Security Upgrades
- Bakken Area Skills Center - New Construction
- Beulah High School - Addition and Renovation



### AMANDA RINKE

ASID, NCIDQ  
Interior Designer

Amanda is an interior designer at ICON. She is responsible for interpreting, organizing, executing, and coordinating interior design assignments and ensuring that the interior elements of projects are cohesive with the selected finishes. Amanda is committed to listening to the client to understand their needs and what their vision is for their space. Amanda will lead interior design efforts and develop concepts in harmony with the existing building.

#### RECENT EXPERIENCE

- Fargo Public Schools - Discovery Middle School Addition and Renovation\*
- Detroit Lakes Public Schools - High School, Rossman Elementary\*
- Roosevelt Elementary DL Middle School Addition and Renovation\*
- Moorhead Public Schools - Moorhead High School Addition and Renovation\*
- Moorhead Career Academy Renovation\*



### TRAVIS JORDAN

Educational Advocate

Travis Jordan recently has joined the ICON team as our Educational Development Advocate. Travis brings nearly 20 years of educational experience as a former teacher, coach, principal, and superintendent. His role will include guiding educational clients through the design and construction process while advocating for their students, staff, and community.

#### RECENT EXPERIENCE

- Beulah High School - Addition and Renovation
- Bishop Ryan Catholic School - New Construction
- Valley City Public Schools - Masterplan
- Jamestown Public Schools - New Elementary School

\* Work performed with previous firm

## PROJECT TEAM

We have a committed staff of professional individuals ready to go to work on your project. Our staff is trained in the latest system technologies, design techniques, and construction administration practices. ICON has solid working relationships with local and regional engineers and specialty consultants.

## PROJECT TEAM MANAGEMENT

The project manager will be the main point of contact for communication between the Owner's building committee and the design team made up of different consultants.

This streamlined means of communication helps facilitate collaborative building between the multiple project users and the team of consultants.

## LOCAL DESIGN PARTNERS





ICON prefers to engage as much as local labor and professional services as possible. Below are partners we could engage based on project scope, team availability, and past working relationship with District. ICON will engage with the District to determine the right team for the project.



# WORKLOAD



# CURRENT AND PROJECTED WORKLOAD

TEAM MEMBER	CURRENT COMMITMENTS	INVOLVEMENT	CURRENT PHASE	COMPLETION DATE
 <b>HEIDI BRENNNA</b> Principal Architect	Dickinson High School - Addition and Renovation	25%	Design Development	Fall 2027
	WSC Rabon Field Renovation	10%	Design Development	Fall 2025
	Bishop Ryan Catholic School - New Construction	15%	Schematic Design/ Fundraising	TBD
 <b>JESSE LAWRENCE</b> Project Manager	RTC Data Center	10%	Construction Administration	Summer 2025
	Dickinson Public Schools Secure Entrances - Renovation	15%	Construction Administration	Spring 2025
	Divide County EDC Feasibility Study	5%	Schematic Design	Winter 2024
 <b>AMANDA RINKE</b> Interior Designer	Bismarck Rural Fire Department New Fire Station	20%	Construction Administration	Spring 2025
	Grafton Childcare Center	10%	Construction Administration	Fall 2025
	UND EERC AMP Facility	15%	Construction Administration	Fall 2025
 <b>TRAVIS JORDAN</b> Educational Advocate	Bishop Ryan Catholic School - New Construction	10%	Schematic Design/ Fundraising	TBD
	Valley City Public Schools - Masterplanning	10%	Masterplanning	TBD
	Jamestown Public Schools Elementary School - New Construction	15%	PreReferendum Support	TBD



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Solve  $\begin{array}{r} 3 \\ +24 \\ \hline 41 \end{array}$

DESIGNS THAT **MOVE**

 361 N. MAIN    WATFORD CITY, ND 58854

 PHONE (701) 740-2337     [INFO@ICONARCHITECTS.COM](mailto:INFO@ICONARCHITECTS.COM)

- D. Consider transfer of funds from general fund to hot lunch fund
- E. Policy IEAB Personnel Use of District Vehicle

MEMBER REQUESTED

### IEAB - PERSONNEL USE OF DISTRICT VEHICLES

A school vehicle is to be used for school employees and board members and only for school business. No school vehicle shall be used for personal business, unless the personal business is incidental to a school-related trip. On a space-available basis for out-of-town trips, an employee may have his/her family ride with him/her upon approval of the Superintendent or principal. Only school board members, district employees, or individuals independently contracted for transportation purposes may drive the vehicle.

A school vehicle shall not be taken to an employee's home at night unless the employee is on duty, or has permission from the Superintendent.

If a school employee wants to drive their own vehicle and the school vehicle is being driven to the same school event and there are seats available, it will be at the discretion of the superintendent if mileage will be paid for additional vehicles.

#### Accident Reporting

Any accident, no matter how minor, in a school vehicle or in any private vehicle while on school business is to be reported immediately to the business office, or to an administrator if the accident occurs after school hours. The business office shall immediately report the accident to the district's insurance company.

End of [Name of District] Policy IEAB.....Adopted:

[03/09]

#### NOTICE

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Policy Services members should refrain from sending any NDSBA policy templates outside their District. Districts with policy template requests or questions should contact our office at 1-800-932-8791.

F. Consider Policy HCAF Food Service Procurement Policy

## RECOMMENDED

### HCAF - FOOD SERVICE PROCUREMENT POLICY

The District shall adhere to the most restrictive of federal,<sup>1</sup> state, and school district standards (see HCAA-E) for the procurement of goods, products, and/or services for use in all School Nutrition Programs.<sup>2</sup> All procurement activities must be fair, open, competitive, transparent in transactions, comparable, and documented.

#### Definitions

This policy defines the following:

- *Chief Procurement Officer* means an individual who is responsible for developing and administering the purchasing program of the District, including the development and implementation of a requisition and purchasing system that is efficient, economical, and meets the standards set forth in district policy (HCAA.)
- *Informal procurement* is commonly referred to as procurement under the small purchase threshold or simplified acquisitions. Although this method is permitted when the amount of a purchase falls at or below the most restrictive small purchase threshold, a district could choose to use the formal procurement method rather than the informal procurement method.
- *Formal procurement* occurs when a district's purchases exceed the Federal, State, or local small purchase threshold (whichever is more restrictive). Within formal procurement there are two methods available: Competitive Sealed Bidding (commonly referred to as sealed bidding and uses an invitation for bid or IFB) and Competitive Negotiation (which uses a request for proposal or RFP).
- *Invitation for Bid (IFB)* is a formal method used when the only significant point of differentiation between vendors is the price. An IFB requires the organization to provide clear, concise specifications and should describe the minimum standards expected of a responsible respondent in measurable terms. Bids will be solicited from an adequate number of known suppliers, providing them with sufficient time<sup>3</sup> to respond prior to the date set for opening the bids. An IFB is a formal method of procurement that uses sealed bidding and results in a fixed price contract with or without adjustment factors. IFBs will be publicly opened at the time and place prescribed in the IFB. The contract is awarded to the bidder whose bid conformed to all the terms and conditions of the IFB.
- *Request for Proposal (RFP)/Competitive Proposal* identifies the goods, products, and/or services needed, and all significant evaluation factors. It differs from bids and quotes in that there are other factors<sup>4</sup> that are considered in making an award. While price alone is not the sole basis for award, price remains the primary consideration when awarding a contract under the competitive proposal method. The RFP is publicized and is used to solicit proposals from a number of sources.

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<sup>1</sup> 7 CFR Part 225.17 and 2 CFR Part 200.317-326

<sup>2</sup> <https://www.fns.usda.gov/>

<sup>3</sup> ND State Procurement Office recommends 21 days

<sup>4</sup> Factors include, but are not limited to, experience, technical expertise, past experience, and quality of proposal.

## RECOMMENDED

Competitive proposals may be used if conditions are not appropriate for the use of competitive sealed bids.

The RFP must include all evaluation factors and their relative importance. The contract will be awarded to the vendor that is the most advantageous with price and other factors being considered. However, the cost/price must be the primary factor and carry the highest evaluation weight. Therefore, all RFP Solicitations must include provision for evaluation and scoring factors.

- *Request for Quotations* (RFQ) is similar to bidding except that it is less formal. In some cases, it is simply calling several vendors and asking for the price on the goods or services being requested and writing that down. A RFQ is commonly used when you know what you want but need information on how vendors would meet your requirements and/or how much it will cost.

### **Contract Administration**

The Board delegates overall purchasing authority to the Superintendent who shall serve as the district's Chief Procurement Officer. The Chief Procurement Officer must ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders and that purchases and contract awards be made only to responsive and responsible bidders. The Chief Procurement Officer must review all aspects of any contractor bid documents, expenditures, processes, and determine that all expenditures are necessary, reasonable, and allocable.

The Chief Procurement Officer must verify that all food program contracts and procurements are net of all applicable discounts, rebates, and credits. All contractors must maintain records and source documents for all costs, discounts, rebates, and credits.

### **Purchasing Authority Thresholds<sup>5</sup>**

The **[food service director]** **[food service worker]** **[head cook]** shall evaluate the procurement needs and forecast the amounts to be purchased so the correct method of procurement will be followed. To ensure adequate checks and balances, the Chief Procurement Officer must approve all purchases but shall not directly make purchases for the District.

To determine the appropriate purchasing authority threshold, an estimate must be made. Estimated price may be based upon previous purchases, market research, a published price list, or asking a vendor for a budgetary estimate.

#### **1. Purchases less than \$10,000**

These purchases are considered a micro-purchase and may be delegated by the Chief Procurement Officer to building level administrators and **[list other district-level administrators (e.g., the Food Service Director, Food Service Worker, Head Cook, etc.)]**. Micro-purchases may be awarded without soliciting competitive quotes if the price is considered reasonable. To the extent feasible,

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<sup>5</sup> The District may choose to set a lower purchasing authority threshold than the federal or state standard thresholds. The most restrictive (lowest) threshold must be used.

## RECOMMENDED

however, the District must distribute micro-purchases equitably among qualified suppliers.

### **2. Purchases \$10,000 to \$50,000**

These purchases are considered an informal/small purchase and may only be made by **[list positions of district-level administrators who are not the Chief Procurement Officer]** who shall develop specifications and solicit no fewer than three vendors to submit oral or written informal bids or proposals. If receiving three bids or proposals is not feasible or practical, the purchaser shall document an explanation and file it with the Chief Procurement Officer who has authority to require the purchaser to seek additional solicitations. The Board has developed criteria for purchasers to evaluate informal bids or proposals (HCAA-BR).

### **3. Purchases greater than \$50,000**

These purchases are considered formal purchases and shall be made in accordance with NDCC 15.1-09-34 and 2 CFR 200.320(c). A contract must be awarded through a formal bid process and an invitation for bids or request for proposals shall be published at least once in a newspaper of general circulation in the district, as well as published in a newspaper generally circulated state-wide and posted on the district's website. The invitation for bids or request for proposals may also be published in a regional newspaper. No contract shall be divided for the purpose of avoiding this paragraph.

### **Bid Specifications**

Contracts shall not be awarded to any potential vendor who writes any of the bid specifications, the solicitation documents, or any of the contract language. Identical bid specifications and/or request for proposals must be provided to all potential vendors.

### **Geographic Preference**

Geographic Preference (advantage based on location) is prohibited with federal funds except for documented Farm to School (Farm to Plate) efforts. The District may choose to apply a geographic preference with the Farm to School program when procuring unprocessed locally grown or locally raised agricultural products only.

### **Buy American**

The District must adhere to "Buy American" for the food service program and purchase, to the maximum extent possible, domestic products for use in meals served in the School Nutrition Programs. Exceptions are allowed when:

1. Food preferences may only be met with foreign goods;
2. Insufficient quantity and/or quality is available in the USA; or
3. Domestic cost is significantly higher.

### **Debarment and Suspension**

The District must obtain verification regarding debarment, suspension, ineligibility, and voluntary exclusion for all food service contracts awarded, regardless of the dollar amount. To meet this requirement the District may:

1. Include a suspension and debarment statement within the text of all contracts;

## RECOMMENDED

2. Use the state-approved Debarment and Suspension Certification Form to be included as an attachment to all contracts and bid documents; or
3. Check the Federal Excluded Parties<sup>6</sup> List System and document that the vendor has not been debarred or suspended. Verification must occur prior to a vendor being chosen and before a contract has been offered.

### **Standard of Conduct for Food Service Employees**

The District maintains the following code of conduct for any employees engaged in award and administration of food service contracts supported by Federal Funds:

1. No employee shall engage in any food service procurement when there is a conflict of interest.
2. No employee shall solicit or accept any gratuities, favors or anything of monetary value from prospective vendors.
3. No employee shall participate in the selection, award or administration of a food service contract when any of the following persons have a financial interest in the firm selected for award:
  - a. The employee;
  - b. Any member of the employee's immediate family;
  - c. People with whom the employee has an affectionate personal relationship; or
  - d. An organization which employs or is about to employ any of the above.
4. No employee may divert or purchase food service products for personal use or for uses other than originally intended for food service use.
5. Employees must behave with the utmost integrity and never be self-serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.

Employees found to be in violation of this policy are subject to disciplinary action. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, and/or termination.

### **Bid Protest Procedures**

The Board shall create a bid protest procedure in board regulations coded HCAF-BR. The procedure provides for an impartial investigation free of conflicts of interest. Nothing in this policy or in the food service procurement bid protest procedure prevents an individual from pursuing redress through state and/or federal law.

### **Records Retention<sup>7</sup>**

The District must retain all food service records for at least three years after final payments and/or at least three years after any pending matters have been closed or completed.

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<sup>6</sup> [www.sam.gov](http://www.sam.gov)

<sup>7</sup> 2 CFR 200.333

RECOMMENDED

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DEBJ, Unauthorized Purchases
- HCAA, Purchasing
- HCAA-BR, Criteria for Evaluating Informal Bids or Proposals
- HCAA-E, Purchasing Laws for Schools
- HCAB, Bidding Requirements and Procedures
- HCAF-BR, Food Service Procurement Bid Protest Procedure
- HCAF-E1, Food Service Procurement Complaint Form
- HCAF-E2, Informal Procurement Log

End of [Name of District] Policy HCAF .....Adopted:

[07/19]

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**Policy Services members should refrain from sending any NDSBA policy templates outside their District. Districts with policy template requests or questions should contact our office at 1-800-932-8791.**

G. Consider Board Regulation HCAF-BR Food Service Procurement Bid Protest Procedure

## REGULATION

### **HCAF-BR - FOOD SERVICE PROCUREMENT BID PROTEST PROCEDURE**

The following procedure is designed to resolve any disputes made by the bidder, vendor, or entity relating to the food service procurement process, in a prompt and equitable manner. Board policy requires all staff to fully cooperate when asked to participate in a procurement investigation.

Any bidder, vendor, or entity who desires to protest the award of a food service procurement bid shall, within **[specify number of days]** business days after award of the bid, file a notice of their protest in writing, or by completing Exhibit HCAF-E1, and submit it to the Business Manager. The notice shall state the basis of the bid protest, including:

1. Complainant's name;
2. Complainant's address;
3. Date of the complaint;
4. Description of the bid protest;
5. Solution desired; and
6. Contact information in case more details are needed (email and phone.)

#### **Investigation**

The chief procurement officer shall investigate the bid protest and issue a written decision to the complainant within **[specify number of days]** business days after receipt, unless factors beyond reasonable control prevent such a resolution, in which event such decision will be issued as expeditiously as circumstances reasonably permit. The decision shall state the reasons for the action taken by the District. A copy of this decision will be furnished to the complainant and any other parties affected.

#### **Appeal**

The complainant may appeal the decision to the Board if they are not satisfied with the decision of the chief procurement officer. The notice of appeal shall be filed with the Board within **[specify number of days]** business days after issuance of the decision being appealed. The appeal shall state the basis of the appeal and provide to the Board the original bid protest, together with a copy of the decision being appealed. The appeal shall not include additional claims or information not provided with the original bid protest.

The Board at the next regular board meeting following the receipt of the appeal shall either hear the appeal or set a time to consider the appeal. The Board may, in its discretion, render a decision based upon the information, or request the complainant and a representative of the District to present information pertaining to the bid protest. The Board shall render its decision either at that meeting or at the next regular board meeting.

#### **Notice of Outcome**

The complainant must be provided with written notice of the outcome of the bid protest.

Nothing in board policy or this procedure shall prevent an individual from pursuing redress through state and/or federal law.

**End of [Name of District] Board Regulation HCAF-BR.....Adopted:**

## REGULATION

[06/18]

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H. Consider Amending GAAA - Curriculum Design and Evaluation.

## GAAA - CURRICULUM DESIGN & EVALUATION

### Content

The curriculum shall include all components/subjects mandated by law and shall provide for the needs of all students, including both vocational and college-bound students. The curriculum/curricular programs shall at least contain the following components:

1. Content standards, which shall, at a minimum, be based upon state standards.
2. Performance objectives, which shall, at a minimum, be based upon state standards. The objectives should highlight core skills and knowledge that the majority of students are expected to acquire. They must provide clear direction to instructors and be concrete enough to allow documentation of student growth.

Curriculum proposals shall demonstrate consistency with the district's mission and education goals, contain a justification for the proposed program, describe conditions and resources necessary to meet performance standards and programming needs, and shall contain an implementation procedure and timeline.

### Experimental Programs & Projects

Under this program, teaching and administrative staff may propose experimental programs and projects to the building principal. The building principal and or the curriculum facilitator shall review such proposals and make recommendations to the Superintendent based on feasibility and suitability. The Superintendent shall determine if the proposal should be brought to the Board for discussion and a vote.

### Evaluation

Annually, by a deadline established by the Board, the staff shall complete an evaluation of the current curriculum and submit recommendations to the building principal and curriculum facilitator. The building principal and curriculum facilitator shall meet with the Superintendent to prepare recommendations for school board action. Evaluation will be performed in order to determine the need for modification to or elimination of current curricular programs and offerings and the need for new curricular offerings and programs.

The staff and administration may use at least the following indicators during this evaluation process:

1. Testing programs such as national standardized general achievement tests, nationally standardized tests in specific subject areas, and tests administered by other agencies;
2. Study of school achievement records;
3. Study of students' dropout records;
4. Utilization of out-of-system services; participation in regional research studies; contracted evaluation services;
5. Teacher and parent evaluation of student achievement and curricular needs;

COGNIA

6. Recommendations by teachers and/or administrators;
7. Evaluation by other agencies.

All board action on curriculum matters will be taken in accordance with the district's policy on curriculum adoption.

The District has adopted a separate procedure related to complaints about instructional material and resources. This policy shall not supersede or govern that procedure.

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Complementary Documents

- BBBB, School Board Committees
- GAAB, Curriculum Adoption
- GAAC, Review & Complaints about Instructional & Resource Material
- GAAC-BR, Procedure for Reviewing Complaints about Instructional/ Resource Material

**End of Killdeer School District #16 Policy GAAA .....Adopted: 08/14/13**

## Timeline for Curriculum Adoption Protocol

<b>Phase 1 May-September</b>	<b>Phase 2 October-December</b>	<b>Phase 3 January-February</b>	<b>Phase 4 March-May</b>
<ul style="list-style-type: none"> <li>• Start compiling curriculum to consider</li> <li>• Gather surveys or staff input on what they are looking for in curriculum adoption</li> <li>• Provide curriculum team with overview of each curriculum being considered</li> <li>• Curriculum team will use a rubric to score 2 different resources</li> <li>• Make rubric available to curriculum committee</li> <li>• Scores will be tallied to find top 2 selections</li> <li>• Curriculum Team will meet in August to discuss results and top resources</li> <li>• Curriculum Team will compile questions they have about top resources</li> <li>• Update Curriculum Committee on progress and invite to meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Consider Piloting AT LEAST two curriculum or consult other districts who have already adopted and used the programs</li> <li>• Curriculum team will attend webinars/question sessions with vendors and other teachers/districts implementing the final 2 programs</li> <li>• ELL, Sped, Interventionists will look at top selections to provide feedback</li> <li>• Curriculum Team meets with Admin to look over teacher comments, data collected, and make recommendations</li> <li>• Meet with School Board for update on process</li> <li>• Update Curriculum Committee on progress and invite to meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Possible “soft launch” of program in order to offer recommendations for support for first full implementation year across the district and to be led by teachers</li> <li>• Educate parents and school board about curriculum selection and process</li> <li>• Planning for purchase and PD if funding is secured</li> <li>• Share with board feedback from pilot</li> <li>• Make pilot curriculum available to school board</li> <li>• Board requests 1 month to review curriculum (preferably in March)</li> <li>• Update Curriculum Committee on progress and invite to meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Board requests 1 month to review curriculum (preferably in March)</li> <li>• Provide Curriculum Committee with Highlights of the pilot</li> <li>• Present to the School Board on selection of curriculum</li> <li>• Approve Curriculum in April</li> <li>• Purchase Curriculum in May</li> </ul>

I. Consider Amending GAAB - Curriculum Adoption.

REQUIRED

**GAAB - CURRICULUM ADOPTION**

Annually, after reviewing the recommendations of the staff and administration, budgetary data, other pertinent information, and ensuring the curriculum meets all requirements under district policy and law, the Board shall vote on the curriculum for the upcoming school year. The Superintendent shall assist in the process to ensure the curriculum is comprehensive and meets all applicable legal requirements.

During the course of the school year, the curriculum committee may suggest improvements and changes to the curriculum, and such changes may be implemented administratively by the Superintendent and his/her designee(s) as the Superintendent deems necessary and educationally sound. The Superintendent or designee shall report to the Board prior to implementing such changes.

**End of Killdeer School District #16 Policy GAAB .....Adopted: 08/14/13**

J. Consider Amending GAAC - Review & Complaints of Instructional & Resource Material

**GAAC - REVIEW & COMPLAINTS OF INSTRUCTIONAL & RESOURCE MATERIAL**

In order to consider the opinions of those persons in schools and the community who are not directly involved with the instructional and resource material selection process, and to avoid the possibility of a biased or prejudicial attitude influencing selection, a board-appointed district review committee shall deal with formal complaints about and/or requests for reconsideration of library and instructional materials.

This committee shall be responsible for reviewing all selection standards and procedures and shall work with all departments in clarifying selection criteria.

All citizen requests for reconsideration of and complaints about instructional and resource material will be processed through the District Review Committee.

A procedure for processing and responding to criticism of approved material shall be established and followed. This procedure shall include the use of a formal signed "Request for Reconsideration of Instructional Resources" form.

The District subscribes to the philosophy stated in the School Library Bill of Rights.

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Complementary Documents

- GAAC-BR, Procedure for Reviewing Complaints about Instructional/ Resource Material
- GAAC-E1, Request for Reconsideration of Instructional Resources
- GAAC-E2, Library Bill of Rights
- GAAC-E3, Access to Resources & Services in School Library Media Program
- GAAC-E4, Hatch Amendment Sample Letter

**End of Killdeer School District #16 Policy GAAC .....Adopted: 03/30/16**

K. Consider Amending Policy GAAC - BR Procedure for Reviewing Complaints About Instructional/Resource Material.

## REGULATION

### **GAAC-BR - PROCEDURE FOR REVIEWING COMPLAINTS ABOUT INSTRUCTIONAL/RESOURCE MATERIAL**

#### **Review Committee**

The Board shall appoint an instructional/resource material review committee annually before the commencement of the school year. The committee shall be composed of the following individuals:

1. A media specialist;
2. A teacher from each educational level serviced by district schools as selected by the Superintendent;
3. A parent or parents;
4. The principal(s);
5.          The Superintendent.

#### 5-6. Curriculum Facilitator

The committee may obtain the assistance of individuals with expertise in an area/subject that comes before the committee for review and may hold a public forum to receive community input when instructional or resource material is contested.

#### **Review Procedure**

When a complaint or request for review of instructional material is made, the following procedure shall be followed:

1. The building principal or librarian shall require the complainant to complete a Request for Reconsideration of Instructional/Resource Material form.
2. The building principal or librarian shall submit the completed form to the Superintendent who shall call the review committee meeting to initiate the review process as soon as practicable.
3. If the item being contested is a library book, the item may be placed on reserve in the library during the review process, requiring parental permission to check out. If the review relates to curricular material, the principal shall be responsible for issuing notice to parents of the instructional material under review and provide parents the option of electing an alternative assignment for their children during the course of the review process.
4. Review committee members shall read/view/listen to all or a substantial portion of the contested material.
5. The review committee shall generate a report of recommendations. Recommendations to remove or restrict access to material must be based on the following criteria:
  - a. The material is pervasively vulgar.
  - b. The material is not educationally suitable.
  - c. The material is not age-appropriate.

## REGULATION

- d. The material is part of the curriculum and forces students to profess or deny a belief in what they are reading or engage or refrain from engaging in a practice contrary to their religious belief.

Recommendations shall not be made in an attempt to suppress a viewpoint or limit student exposure to divergent ideas. Mere exposure to an idea does not violate students' rights and the District shall not prescribe what is orthodox in politics, nationalism, religion, or other matters of opinion. Consequently, the committee should consider alternatives to removing instructional/resource material such as, but not limited to, an opt-out option for curricular material or placing check-out restrictions on library material.

1. Committee recommendations shall cite specific passages, sections, pages, and/or chapters that formed the basis of the recommendations.
2. If the review committee does not unanimously agree on the recommendations, the dissenting committee members may generate a minority report. This report must contain all components listed above.
3. The review committee shall issue recommendations to the Board as soon as practical.
4. The Board shall read the challenged material before acting on the recommendations.
5. The board's ruling is final. All findings and records related to the review process shall be retained by the Superintendent.

**End of Killdeer School District #16 Board Reg. GAAC-BR.....Approved: 12/11/13**

L. Consider Reaffirming district policies:

4. ACAB Emergency and Disaster Plans and Drills
5. ACAC Accident Reporting
6. ACCA Sexual Offenders on School Property
7. ACCA-BR Criteria for Granting Parent Offenders Privileges to Enter School Property

## RECOMMENDED

### ACCA - SEXUAL OFFENDERS ON SCHOOL PROPERTY

#### Definitions

For the purpose of this policy:

- A *sexual offender* is defined in NDCC 12.1-20-25.
- A *parent sexual offender* is an individual who meets this policy's definition of sexual offender and who has either parental or legal guardianship rights to a child attending a district school.
- A *nonparent sexual offender* is an individual who meets this policy's definition of sexual offender and who has no parental rights or legal guardianship rights to a child attending a district school.
- *School property* includes all land within the perimeter of the school site and all school buildings, structures, facilities, computer networks and systems, and school vehicles, whether owned or leased by the school district, and the site of any school-sponsored activity.

#### 1. Nonparent Sexual Offenders

A nonparent sexual offender is prohibited from entering a district school except:

- a. When s/he is a qualified voter and is entering school property solely for the purpose of casting his/her vote.
- b. To attend an open meeting as defined in NDCC chapter 44-04.

A nonparent sex offender who attempts to communicate electronically with a student while the student is on school property will be considered on school property without permission and will be in violation of this policy.

#### 2. Parent Sex Offenders

Parent sexual offenders are prohibited from entering school property except for purposes outlined in section one parts a and b of this policy and with the superintendent's prior written approval in the following instances:

- a. To transport his/her child to and/or from school. The parent sex offender will only be permitted to transport his/her own child.
- b. To attend a conference to discuss his/her student's progress, placement, or individual education program (IEP).
- c. Under other circumstances on a case-by-case basis, as determined by the Superintendent.

A parent sex offender who attempts to communicate electronically with a student other than his/her child while the student is on school property will be considered on school property without permission and will be in violation of this policy.

#### 3. Student Sex Offenders

The Superintendent shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining educational placement, the Superintendent shall consider such factors as the safety and health of the student population. The Superintendent shall develop guidelines for managing each student sexual offender in district

## RECOMMENDED

schools. If the Superintendent determines that, in the best interest of district schools, the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

An IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act. The IEP team shall develop procedures for managing each student sexual offender with a disability that attends a district school. If the IEP team determines that the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

#### **4. General Provisions**

The Superintendent will inform the appropriate principal and other relevant district staff of the scope of the permission granted to each sexual offender.

Sexual offenders who receive permission to enter school property must immediately report to the individual or location designated in the superintendent's written permission statement. The building principal shall assign a chaperone to accompany the sexual offender while s/he is on district property. The only exceptions to these requirements are when the Superintendent grants permission to a parent sex offender to transport his/her child and when a student sex offender receives permission to attend a district school in which case the guidelines developed for this individual shall apply.

The Superintendent may establish a system for identifying sexual offenders and may inform known sexual offenders of this policy. It is not the intent of the District to expand or modify the district's potential liability exposure through the implementation of this notification system. The district's voluntary creation of this safety precaution shall not be construed to create or assume any potential liability under any local, state, or federal law or regulation. Lack of notification does not excuse sexual offenders from abiding by the requirements and prohibitions in this policy.

The Superintendent will contact law enforcement anytime a sexual offender violates this policy and will immediately revoke any privileges granted to the sexual offender under this policy.

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#### Complimentary Documents

- ACCA-BR, Criteria for Granting Parent Offenders Privileges To Enter School Property

**End of Killdeer School District #16 Policy ACCA .....Adopted: 10/12/16**

REGUALTION

**ACCA-BR - CRITERIA FOR GRANTING PARENT OFFENDERS PRIVILEGES TO ENTER SCHOOL PROPERTY**

The Superintendent may consider the following criteria and/or other relevant information when determining if a parent offender shall be granted privileges to enter school property for any purpose beyond those rights afforded by state and federal law:

1. The risk level assigned to the parent offender by the Bureau of Criminal Investigation. High risk and lifetime offenders will generally not be granted privileges to enter school property in excess of those provided in law. When the Superintendent deems it necessary to grant a high risk or lifetime offender privileges, the privileges will be limited in scope.
2. When available, the circumstances surrounding the crime/offense.
3. The age of the offender's victim. Parent offenders who have committed a crime/offense against a minor will generally not be granted privileges in excess of those provided in law. When the Superintendent deems it appropriate to grant these offenders privileges, the privileges may be limited in scope.
4. The age at which the offender committed the crime/offense.
5. The duration of time that has passed since the parent offender committed the crime/offense.
6. The nature of the activity, event, or purpose for which the parent offender has requested entry on to school property. The Superintendent shall take into account the level of supervision provided to district students and the level of supervision that the District will be able to provide, if any, to the parent offender during the time the offender has requested to be on school property.

The Superintendent may solicit the input of law enforcement officials when determining if a parent offender shall be granted privileges to enter school property beyond those rights afforded in law. These privileges will be granted in accordance with the district's sexual offender policy and may contain restrictions and prohibitions. The Superintendent may at any time, with cause, revoke these privileges.

**End of Killdeer School District #16 Board Reg. ACCA-BR .....Approved: 11/13/13**

RECOMMENDED

## **ACAB - EMERGENCY AND DISASTER PLANS AND DRILLS**

### **Emergency Plans**

The goal of an emergency/disaster response plan is to ensure an organized, efficient, and effective response to life-threatening occurrences. The Superintendent in conjunction with principals, relevant staff members, and emergency response personnel has developed an emergency/disaster response plan. The plan should contain procedures for responding to threats; medical emergencies; natural disasters; and manmade disasters, including, but not limited to, nuclear attacks, terrorism, and other acts of violence.

Creation of an emergency/disaster plan does not guarantee that a trained responder will be present, able to properly respond to the situation, and/or able to properly administer first aid.

### **Dissemination**

Threat response and emergency evacuation plans are exempt under the North Dakota open records law and will only be disseminated to individuals with an actual need to know.

### **Emergency Drills**

The emergency/disaster response plan should contain a means for evaluating its effectiveness, including provisions for carrying out emergency drills. The Superintendent shall ensure all required emergency and disaster drills are conducted in accordance with applicable law, including but not limited to, state law and city ordinances.

**End of Killdeer School District #16 Policy ACAB .....Adopted: 04/09/14**

MEMBER REQUESTED

**ACAC - ACCIDENT REPORTING**

All staff shall receive training in accident prevention and awareness. Staff shall be required to immediately report accidents to the building principal. All administrators shall receive training in accident report filing requirements to ensure compliance with insurance deadlines.

**End of Kildeer School District #16 Policy ACAC .....Adopted: 01/14/15**

7. Other
8. Announcements
  - A. Next Regular Meeting: December 11, 2024 at 5:30 PM
9. Adjourn