



Independent School District 834
Stillwater City Hall – 216 North Fourth Street, Stillwater, MN
School Board Business Meeting Agenda – December 12, 2019, 6:00 p.m.

- I. **Call to Order**
- II. **Roll Call**
- III. **Pledge of Allegiance**
- IV. **District Mission Statement and School Board Goals**
- V. **Approval of Agenda**
- VI. **Superintendent Report**
- VII. **Introductory Items**
 - A. Student Report
- VIII. **Open Forum**

Open Forum allows for 15 speakers with each speaker receiving three minutes.
- IX. **Consent Agenda**
 - A. Minutes of November 21, 2019 Business Meeting
 - B. Human Resources Personnel Report
 - C. Disbursement Register November 23-December 13, 2019
 - D. Program and Course Changes
 - E. Approval of Increase to Non-Teacher District Sub Rates
 - F. Leave Agreement with Employee
 - G. Expenditure Approval - Chiller #3 Internal Inspection and Overhaul
 - H. Expenditure Approval - Rutherford Kindergarten FTE
 - I. Field Trip: For 5 coaches, 4 chaperones and the boy's baseball team to travel to Florida on March 25-30, 2020 to play baseball for team bonding, in better weather conditions and facilities.
 - J. Field Trip: For 1 Director, 5 Chaperones and 48 students to travel to Omaha, NE on April 16-19, 2020 for the annual spring choir tour.
- X. **Reports**
 - A. Truth in Taxation 2019-2020 – Ms. Kristen Hoheisel
Public Comment
 - B. Building Assets, Reducing Risks (BARR) NSI Program – Principal Bach
 - C. 2019-2020 Revised Budget – Ms. Kristen Hoheisel
 - D. Expenditure Approval Form – Director Pearson
 - E. First Reading: 209-Code of Conduct – Policy Work Group
 - F. First Reading: 521-Student Disability Nondiscrimination – Policy Work Group
- XI. **Action Items**
 - A. Final Reading: Policy 722-Public Data Requests – Policy Work Group
 - B. Final Reading: Policy 401-Equal Opportunity Employment – Policy Work Group
 - C. Final Reading: Policy 402-Disability Nondiscrimination – Policy Work Group
- XII. **Board Member Reports**
 - A. Board Chair Report
 - B. Working Group Reports
 - 1. Community Engagement
 - 2. Finance and Operations
 - 3. Legislative
 - 4. Policy
 - C. Board Member Reports
- XIII. **Adjournment**
 - A. Adjourn

Agenda Item I.
Date Prepared: December 2, 2019
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: December 12, 2019

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.

Agenda Item: Roll Call
Meeting Date: December 12, 2019

Background:

The School Board Chair will ask the secretary to take the roll. A quorum must be established in order for the meeting to proceed.

Board Members

Mike Ptacek, Board Chair

Shelley Pearson, Vice Chair

Liz Weisberg, Treasurer

Sarah Stivland, Clerk

Mark Burns, Director

Jennifer Pelletier, Director

Tina Riehle, Director

Denise Pontrelli, Superintendent of Schools (ex-officio)

Khuluc Yang, Student Representative for 2019-2020

Elise Riniker, Student Representative for 2019-2020

Recommendation:

Board action is not required.

Agenda Item III.
Date Prepared: December 2, 2019
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: December 12, 2019

Background:

The Pledge of Allegiance will be recited prior to the approval of the meeting agenda.

I pledge Allegiance to the flag
of the United States of America
and to the Republic for which it stands,
one nation under God, indivisible,
with Liberty and Justice for all.

Recommendation:

Board action is not required.

Agenda Item: District Mission and School Board Goals
Meeting Date: December 12, 2019

A School Board member will read the District Mission statement.

The mission of Stillwater Area Public Schools, in partnership with students, family and community, is to develop curious individuals who are active and engaged leaders in an ever-changing world by challenging all students as they travel along their personalized learning pathways.

A School Board member will read the School Board Goals (adopted June 2019)

In partnership with community, parents, and students, the School Board of Stillwater Area Public Schools ensures excellence in education by:

Increasing student achievement for ALL students.

Securing long-term financial stability of the district.

Increasing community trust and engagement.

Recommendation:

Board action is not required.

Agenda Item V.
Date Prepared: December 2, 2019
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: December 12, 2019

Background:

Once quorum has been established the School Board Chair will request approval of the meeting agenda.

Recommendation:

A motion and a second to approve the meeting agenda will be requested.

Motion by: _____ **Seconded by:** _____ **Vote:** _____

Agenda Item VI.
Date Prepared: December 2, 2019
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: December 12, 2019

Background:

Each meeting the Superintendent will provide an update on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed, and the meeting date. Topics generally include announcement of attendance at district events, communications items, informational items and correspondence items worth noting. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities.

Recommendation:

Board action is not required.

Agenda Item: Introductory Items
Meeting Date: December 12, 2019
Student Report and District Recognition

Background:

- A. Each meeting the Student Board Members will provide updates on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed and the meeting date. Topics generally include announcement of academics, activities, arts and athletics. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities.

 - B. Each meeting an individual, team, or program will be recognized for their excellence.
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Recommendation:

Board action is not required.

Agenda Item VIII.
Date Prepared: December 2, 2019
ISD 834 Board Meeting

Agenda Item: Open Forum
Meeting Date: December 12, 2019

Background:

If you wish to speak to the School Board, you will be able to do so at the start of the school board meeting during Open Forum. You may sign in only for yourself, not other individuals or groups, and only in person. The sign in sheet is made available 30 minutes prior and up to the start of the meeting. Due to time limitations, we will limit the number of speakers to 15 for 3 minutes each. If you spoke at the last meeting, please consider allowing others to sign in before you. After you address the Board, please leave the podium.

Stillwater Area School District welcomes input from citizens as community involvement fosters better decision making and improved learning experiences for all students. While comments and questions are welcome during Open Forum, law prohibits the Board from discussing concerns about individual employees or students in a public meeting. We will stop the proceedings immediately if employee or student privacy issues are raised and direct the speaker to forward comments regarding individual employees or students to the superintendent.

Because we are modeling civil discourse for our community, speakers must present their testimony in a respectful manner. Vulgarity, character attacks, malice or specific complaints identifying staff or students by name or implication will not be permitted.

The Board will not deliberate, discuss, or engage in conversation with speakers during open forum.

However, the Board may ask administration to review the concern(s) presented.

Recommendation:

This is for informational purposes only.

Agenda Item: Consent Agenda
Meeting Date: December 12, 2019
Contact Person: Varies by item

Background:

The consent agenda is a meeting practice which packages routine reports, Board meeting minutes, and other non-controversial items not requiring discussion or independent action as one agenda item. The Board will approve this 'package' of items together in one motion.

- A. School Board Meeting Minutes - November 21, 2019
Contact Person: Sarah Stivland, Clerk or Sherri Skogen, Secretary
A copy of the minutes is included for your review.
- B. Human Resources Personnel Report
Contact Person: Cathy Moen, Executive Director of Administrative Services
A summary of personnel transactions for the month is included for your review.
- C. Disbursement Register November 23-December 13, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
A copy of the register has been distributed to board members.
- D. Program and Course Changes
Contact Person: Rachel Larson, Director of Learning & Student Engagement
Report presented at the November 21 meeting.
- E. Approval of Increase to Support Staff Sub Rates
Contact Person: Cathy Moen, Executive Director of Administrative Services
- F. Leave Agreement with Employee
Contact Person: Cathy Moen, Executive Director of Administrative Services
The board members have had the opportunity to read the agreement prior to the meeting. The agreement is confidential employee information and will not be shared or discussed at this meeting.
- G. Expenditure Approval – Johnson Controls Inc. Recommends Chiller #3 at SAHS Preventive Maintenance
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
A copy of the Expenditure Approval Form is included for your review
- H. Expenditure Approval – Rutherford Kindergarten FTE
Contact Person: Dr. Bob McDowell
A copy of the Expenditure Approval form is included for your review
- I. Field Trip: For 5 coaches, 4 chaperones and the boy's baseball team to travel to Florida on March 25-30, 2020 to play baseball for team bonding, in better weather conditions and facilities.

- J. Field Trip: For 1 Director, 5 Chaperones and 48 students to travel to Omaha, NE on April 16-19, 2020 for the annual spring choir tour.
-

Recommendation:

BE IT RESOLVED by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through J be approved as written, and a copy of the agenda items is attached to the minutes.

Motion by: _____ **Seconded by:** _____ **Vote:** _____



Independent School District No. 834 – Stillwater Area Public Schools
Stillwater City Hall, 216 North 4th Street, Stillwater, MN
November 21, 2019 – 6:00 p.m. Meeting Minutes

I. Call to Order: The meeting was called to order at 6:01 p.m.

II. Roll Call: Present: Mike Ptacek, chair; Shelley Pearson, vice chair; Liz Weisberg, treasurer; Sarah Stivland, clerk; Mark Burns, director; Jennifer Pelletier, director; Tina Riehle, director. Absent: Superintendent Pontrelli, ex-officio.
Student Representatives: Elise Riniker and Khuluc Yang

III. Pledge of Allegiance: Chair Ptacek led the Pledge of Allegiance.

IV. District Mission and School Board Goals: The mission statement was read by Director Burns and the goals were read by Director Riehle.

V. Approval of the Agenda

Chair Ptacek made a decision after discussion with Superintendent Pontrelli, to hold a work session with the School Board and Administration to spend more time learning about the English Language Curriculum. Action item E will be removed from the agenda. A work session will be held and some classroom observations will be made available for board members.

Motion to approve the agenda with removal of Action item E by: Member Pearson; Second by: Member Weisberg, Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

VI. Introductory Items

- A. Assistant Superintendent Bob McDowell
 - Kindergarten packets were mailed out.
 - Superintendent Pontrelli is representing the district at another event this evening and is therefore unable to attend tonight's meeting.
- B. District Recognition:
 - Assistant Superintendent Bob McDowell recognized:
Sara Damon who was awarded a Fulbright Distinguished Award in Teaching from the U.S. Department of State and the William J. Fulbright Foreign Scholar Board.
Laura Larson who was awarded the 2019 Outstanding Contributor Award by the Minnesota Educational Facilities Management Professionals.
- C. Student Report: Elise Riniker and Khuluc Yang reported:
 - Khuluc reported on how the Student Council is working to ensure peers on student council are involved with the district and the community.
 - Elise shared a statement about value and trust for the teachers. The new ELA program is engaging and allowed learning and reading. Trust the teachers with the new ELA program.

VII. Open Forum

1. Julie Mock – English Literacy curriculum support. Legal expenses. Audit finding concerns.

2. Anita Fojtik-Craggs – Lakeland – Serves on the Community Design Team and perception that the work is honest and thoughtful.
3. Kris Olson – Stillwater – Hurdles that are obstructing the pace of student learning.
4. Garth Sherman – Woodbury – Member of the Community Design Team who is inspired by the process and shared the top priorities.
5. Amy Jungmann – Board legal costs and promises from the board.
6. Josiah Hill – 1124 Macey Way, Stillwater – Message from SCEA Executive Board with support for the ELA curriculum.
7. Beverly Petrie – 1317 Broadway St S, Stillwater – ELA support and the role of the board.
8. Carl Blondin – Stillwater – Weary of the lawlessness of the board. Operating out of public meetings.
9. Jeff Holtz – Lake Elmo – Participant of the Community Design Team – Widespread consensus is replacement of Lake Elmo and expansion of Brookview.
10. Amy Cook – Hudson – Feedback from students on their learning with the English Language curriculum.
11. George Hoepfner – Oak Park Heights – Secondary English Language curriculum support.
12. Meagan Sinks – Support for secondary ELA.
13. Amy Junko – Support for secondary ELA.
14. Andrea Schuler – State St, Bayport – Support for secondary ELA. Reconsider the proposal.
15. Liz Krueger – Boundary changes and multiple transitions for children.

VIII. Consent Agenda

- A. Minutes of November 14, 2019 Business Meeting
- B. Minutes of November 14, 2019 Closed Meeting
- C. Disbursement Register November 16-November 22, 2019
- D. Accept Gifts and Donations October 2019
- E. Human Resources Personnel Report
- F. System Phone Service Upgrade
- G. Field Trip: For 1 teacher/advisor, 1+ chaperone and 35 students to travel to Columbia University, New York, NY, March 17-23, 2020 to attend the Columbia Scholastic Press Association Convention

Motion by: Member Riehle to accept and approve; Second by: Member Stivland; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

IX. Reports

- A. Community Design Team

A representative from the Cuningham Group provided updates on the activities of the Community Design Team in five workshops. Two remaining workshops will bring some cost estimating and ideas of phasing for discussion for finalizing of recommendation to the board. Frame work for the first three sessions focused on the vision, principles, and standards. Gap analysis reports were done on the schools and other district buildings. Many group members toured the buildings.

Next steps are to create some schemes that have cost associated. A proposal will be brought to the school board to have an additional work shop to get more opportunities for looking at the potential site specific strategies.

- B. Program and Course Changes

Ms. Larson reported to the board that the Curriculum Advisory Council, comprised of students, parents, community members, teachers, administrators and members of the Learning and Innovation Department, approved changes for the 2020-21 school year.

French Intermediate I & II, College in the Schools (CIS): Students will have the opportunity to take this course through the University of Minnesota College In the Schools program. After successfully completing this course,

students will receive college credit. This course would replace the AP French Language and Culture Course currently offered.

Sports and Society: This elective Psychology course will provide students with an understanding of the sports industry and the broader economic, political, environmental, cultural and social systems that apply to the world of sports. This course will replace Psychology B.

This will come before the board as a consent action item at the December 12 meeting.

C. 2019 District Enrollment

Ms. Hoheisel provided a comprehensive look at student enrollment including retention and history and where students are choosing to attend. There is a slight decrease in the number of non-resident students open enrolling into the schools. However, the reason for this is may be the available space in the school they want to attend. There was a slight increase in the number of students leaving our district for other public schools this year, but still lower than the peak in 2014-2015. Number of students choosing private schools has declined. The home school population has declined and those students attending charter schools continue to decrease since the peak in 2017-18. Overall market share has continued to increase. October 1 enrollment is 36 students higher than the K-12 budget projection. 80% of eligible kindergarten students chose our schools. 83% of preschool students stayed in Stillwater schools for kindergarten. Full report is available.

The following policies were presented for a second reading by Director Stivland.

- D. Policy 722-Public Data Requests – some of the changes from the MSBA model were reviewed and a section on the district's procedure for inspection of public data was added.
- E. Policy 401-Equal Opportunity Employment – minimal changes made to the MSBA model and customized to our district.
- F. Policy 402-Disability Nondiscrimination – minimal changes made to the MSBA model and customized for our district.

These policies will come for final reading at the next board meeting.

X. Action Items

A. Adopt Awarding/Ratifying Resolution for Sale of Bonds

Matt Rantapaa from R.W. Baird presented a ratifying resolution to award the sale of the Refunding Certificates of Participation. Bids were taken at 11 am today to purchase the refunding certificates. Piper Jaffray was awarded the as the winning bidder. The certificate was originally issued in 2011 to fund construction of the Early Child Family Center. \$827,493 will be saved over the remainder of the COP term by taxpayers. Request to adopt the resolution to award to Piper Jaffray and lock in the payment structure and savings.

Motion to adopt a resolution to award the sale of the Refunding Certificates of Participation dated November 21, 2019 by Member Pelletier; Second by: Member Burns, Vote: 7 ayes; 0 nays, Motion Carried Unanimously.

B. School Board Building Liaisons

Director Pearson reviewed the School Board Building Liaisons program and schedule of the next four semesters. Plan to extend the first semester through the end of January. At the December 3rd work session board members will also have an opportunity to talk with the principals. Ask that board members schedule a tour with the principal and attend at least one other school event. Recommend to revisit the program in the summer of 2020.

Motion to approve the school board building liaisons program/schedule by: Member Stivland; Second by Member Weisberg; Vote: 7 ayes; 0 nays, Motion Carried Unanimously.

C. School Calendar 2020-2021

Dr. McDowell requested action on approval of Option A or B of the 2020-2021 School Calendar.

Motion to approve Option B of the 2020-2021 School Calendar by: Member Pelletier; Second by Member Stivland; Vote: 7 ayes; 0 nays, Motion Carried Unanimously.

D. Final Reading of Policy 534-Unpaid Meal Charges

Director Stivland reviewed Policy 534.

Motion to approve Policy 534 and remove policy SR 1.27 by: Member Pearson; Second by Member Weisberg; Vote: 7 ayes; 0 nays, Motion Carried Unanimously.

E. Secondary Literacy Curriculum

Chair Ptacek removed from the agenda through the motion of adopting the agenda.

XI. Board Reports

A. Board Chair Report

- No report

B. Working Group Reports

1. Community Engagement – Director Pearson – Meeting held today. The World's Best Work Force Annual Meeting is scheduled on December 3 at 7 pm at Stillwater Middle School. Working to engage the senior community.
2. Finance and Operations – Director Weisberg – Last meeting was on October 29. Ricky Michel attended regarding payment to athletic referees, bond distribution sheet and draft of boundary changes were shared and will be put on the website. Did not have time to address the audit questions.
3. Legislative – Chair Ptacek – Legislative breakfast went very well. Meet and Greet with local legislators was cancelled. Possible meeting with area school district superintendents with Rep. Betty McCullum to address special education.
4. Policy – Director Stivland - Next meeting December 3.

C. Board Member Reports

1. Director Burns – Need for the board to come together and move forward
2. Director Weisberg – No report
3. Director Stivland – Literacy curriculum – Hope and goal to ensure that the board works together and students receive the best education we can provide.
4. Director Pearson – Thank you to those who worked on the calendar and those on the Community Design Team and thank you for the emails sent to board members. Report from the PAC and it is very successful. Kudos to Annette and her team.
5. Director Riehle – No report
6. Director Pelletier – Dressed up for reading literacy day. Thank the kids at Lake Elmo Elementary. Attended the Washington County Mental Health Committee. A great public servant has passed – Randy Kopesky. Thank the staff for the ELA work and feel we failed you.

XII. Adjournment

- A. The meeting adjourned at 9:21 p.m.

Respectfully submitted, Sarah Stivland, school board clerk.

(New Hires, Resignations, Retirements, Terminations, Leave Requests)

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Coury, Gerard	Resignation	Boys Assistant Basketball Coach Stillwater Middle School	Co-Curricular	November 25, 2019
Damon, Sara	Retirement (22.5 years)	1.0 FTE Social Studies Teacher Stillwater Area High School	SCEA	January 21, 2020
Gonzalez, Tania	Resignation	Cafeteria 4.0 hours/day Stillwater Area High School	Cafeteria	November 11, 2019
Hayner, Pamela	Resignation	Community Education Assistant Lily Lake Elementary	CE Leads & Assistants	November 27, 2019
Martell, Rachel	Resignation	Girls Lacrosse Coach Stillwater Area High School	Co-Curricular	November 15, 2019
McKinnon, Amanda	Resignation	1.0 FTE ASL Teacher Stillwater Area High School	SCEA	November 8, 2019
Polski-Ryan, Susan	Resignation	Paraprofessional 6.0 hours/day Rutherford Elementary	SCPA	November 27, 2019
Schroeder, Suzanne	Resignation	Community Education Assistant Early Childhood Family Center	CE Leads & Assistants	December 2, 2019
Sellie, Theresa	Resignation	Community Education Assistant Stonebridge Elementary	CE Leads & Assistants	November 22, 2019
Sorenson, Stephen	Resignation	Boys Assistant Basketball Coach Stillwater Middle School	Co-Curricular	November 26, 2019
Warbalow, Ruth	Retirement (9 years)	Due Process Secretary, 6.0 hours/day Lake Elmo & Rutherford Elementary	Tech Support	December 31, 2019

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Burgess, Kaitlyn	Community Education Casual District Wide	\$12.50 /hour	Casual	Casual	December 9, 2019
Danielson, Yvonne	.05 FTE Music Teacher Lily Lake Elementary	\$90,211	Replacement	SCEA	November 22, 2019 - May 20, 2020
Ellison, Megan	1.0 FTE Elementary Education Teacher Lily Lake Elementary	\$43,728	Replacement	SCEA	November 21, 2019 - June 2, 2020
Hansen, Catherine	1.0 FTE Elementary Education Teacher Rutherford Elementary	\$52,780	Student Need	SCEA	November 26, 2019 - June 2, 2020
Ibrahim, Ekram	Community Education Casual District Wide	\$15.00 /hour	Casual	Casual	November 14, 2019
Jacobs-Andresen, Kristen	ABE Teacher, 324.94 hours Early Childhood Family Center	\$51.30 / hour	Replacement	SCEA	December 11, 2019
Jacques, Abigail	Paraprofessional 5.5 hrs/day Stillwater Middle School	\$16.12 /hour	Student Need	SCPA	November 18, 2019
Sherrick, Baylie	Paraprofessional 7.0 hrs/day Rutherford Elementary School	\$16.50 /hour	Student Need	SCPA	November 25, 2019
Teillard-Cui, Jordi	Community Education Casual District Wide	\$13.25 /hour	Casual	Casual	November 19, 2019
Townsend, Savannah	Community Education Casual District Wide	\$12.50 /hour	Casual	Casual	December 9, 2019
Valerius, Jackie	Community Education Casual District Wide	\$13.25 /hour	Casual	Casual	November 14, 2019
Vang, Karisma	Community Education Casual District Wide	\$12.50 /hour	Casual	Casual	December 9, 2019

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Bartlett, Stacy	Approve	1.0 FTE Science Teacher Stillwater Area High School	SCEA	October 24, 2019 - December 10, 2019
Kopesky, Regina	Approve	Paraprofessional 7.0 hrs/day Transition	SCPA	November 7, 2019-December 5, 2019

Mohar, Renee	Approve	Cafeteria 6.5 hr/day Stonebridge Elementary	Cafeteria	November 22, 2019-December 16, 2019
Ryan, Dennis	Approve	1.0 FTE English Teacher Stillwater Area High School	SCEA	October 30, 2019 - January 31, 2020 (approximate dates)
Wendelboe, Angela	Approve	1.0 FTE Special Education Teacher Stillwater Area High School	SCEA	October 29, 2019 -June 2, 2020 (approximate dates)

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Ackfeld, Stacy	Paraprofessional 24.5 hrs/week Early Childhood Family Center	Paraprofessional 18.5 hrs/week Early Childhood Family Center	N/A	SCPA	December 3, 2019
Beckman, Emily	1.0 FTE Speech Pathologist Early Childhood Family Center	1.0 FTE Speech Pathologist ECFC & Stonebridge Elementary	Student Need	SCEA	November 6, 2019
Johnson, Jessica	.80 FTE Intervention & Instructional Coach Andersen Elementary	.50 FTE Instructional Coach Andersen Elementary	2019-2020 Staffing	SCEA	January 1, 2020
Loe, Nancy	Paraprofessional 6.0 hr/day Lake Elmo Elementary	Paraprofessional 6.5 hr/day Lake Elmo Elementary	2019-2020 Staffing	SCPA	December 2, 2019
McGibbon, Jodi	Paraprofessional 6.5 hr/day Rutherford Elementary	Paraprofessional 6.5 hr/day Stillwater Middle School	Student Need	SCPA	November 18, 2019
Moosai, Alyxandria	Community Education Casual Lake Elmo Elementary	Community Education Assistant 2.50 hrs/day Lake Elmo Elementary	2019-2020 Staffing	CE Leads & Assistants	November 25, 2019
Pidde, Lindsay	Community Education Assistant 12.5 hrs/week Brookview Elementary	Community Education Assistant 5.0 hrs/week Brookview Elementary	2019-2020 Staffing	CE Leads & Assistants	December 2, 2019
Sellie, Theresa	Community Education Assistant Stonebridge Elementary	Paraprofessional 6.5 hr/day Rutherford Elementary	Replacement	SCPA	November 25, 2019
Thompson, Tina	Paraprofessional 21.75 hrs/week Early Childhood Family Center	Paraprofessional 22.25 hrs/week Early Childhood Family Center	2019-2020 Staffing	SCPA	December 3, 2019

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Puhrmann, Mike	Assistant Boys Basketball Coach Stillwater Area High School	Replacement	Co-Curricular	November 14, 2019

Consent Agenda Item: Course Additions, Revisions, and Deletions

Meeting Date: December 12, 2019

Contact Person: Ms. Rachel Larson, Director of Learning & Student Engagement

Summary:

Every year teachers, departments, curriculum teams, administrators and members from the Learning and Innovation Department are provided an opportunity to submit Course Approval Forms to the Curriculum Advisory Council. This may include course additions, revisions, and deletions. Prior to submission to the Curriculum Advisory Council, proposals must be supported by the building administrator, Learning and Innovation Department directors, and the Assistant Superintendent.

On November 12, 2019 the Curriculum Advisory Council, comprised of students, parents, community members, teachers, administrators and members of the Learning and Innovation Department, approved that the following changes for the 2020-2021 school year be brought forward for your action and approval:

French Intermediate I & II, College in the Schools (CIS)

Students will be provided the opportunity to take this course through the University of Minnesota College In the Schools program. After successfully completing this course, students will receive college credit. This course would replace the AP French Language and Culture Course currently offered. This university level course emphasizes proficiency, comprehensible input, and higher level communicative strategies.

Sports and Society

This elective Psychology course will provide students with an understanding of the sports industry and the broader economic, political, environmental, cultural and social systems that apply to the world of sports. Cognitive skills focus on increasing students understanding of and ability to evaluate multiple perspectives on social and cultural change and to assess the strengths and weaknesses of conflicting points of view. This course will replace Psychology B.

Recommendation:

Approval of the Consent Agenda will be requested.

Agenda Item IX. E.
Date Prepared: December 4, 2019
ISD 834 Board Meeting

Agenda Item: Increase to Non-Teacher District Sub Rates

Meeting Date: December 12, 2019

Contact Person: Cathy Moen, Executive Director of Administrative Services

Background:

The last time the non-teacher substitute rates were reviewed and increased was fall of 2015. In order to be more competitive with surrounding districts, the following sub rate increases are proposed, to take effect on January 1, 2020:

Cafeteria, Clerical, Comm Ed, Custodial, and Paraprofessional: Increase sub rate from \$12.50 to \$14.50

Health Paraprofessionals (Requires LSN): Increase sub rate from \$14.50 to \$16.50

Healthcare Specialists (Requires RN): Increase sub rate from \$18.50 to \$20.50

The estimated annual increase due to changes in hourly rates is approximately \$43,000* if all positions were filled. There is a potential for some cost offset for special education paraprofessional subs, through special education reimbursement.

The estimated cost impact for the 2019-20 school year, due to the change in hourly rates effective January 1, 2020 (96 days), is approximately \$24,000 if all positions were filled.

Recommendation:

Administration recommends that the Board approve the proposed increase to sub rates through approval of the Consent Agenda.

Agenda Item IX. G.
Date Prepared: November 25, 2019
ISD 834 Board Meeting

Consent Agenda Item: Chiller #3 Internal Inspection and Overhaul

Meeting Date: December 12, 2019

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Background:

Johnson Controls Inc. has proposed an internal inspection and compressor overhaul on Chiller #3 at Stillwater Area High School for a value of \$84,777.00. This preventative maintenance will extend the life of the original SAHS cooling plant installed in 1993. This is the second of three chillers to be overhauled. To keep this project proceeding in a timely fashion, additional items needing replacement could be discovered during the internal inspection and would be part of this approval.

Location(s): Stillwater Area High School

Project Name: Chiller #3 Internal Inspection and Overhaul

Fund: Long Term Facilities Maintenance

Fund Description: Mechanical Systems

Item: Chiller #3 Internal Inspection and Overhaul

Amount: \$84,777.00

Other:

Recommendation:

A motion and a second to approve the consent agenda will be requested.

Motion by: _____ **Seconded by:** _____ **Vote:** _____

EXPENDITURE APPROVAL FORM

Fiscal Year 2019-2020

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

REQUESTED BY: Kristen Hoheisel **DATE:** 11/25/2019

DESCRIPTION OF REQUEST

Johnson Controls Inc. has proposed an internal inspection and compressor overhaul on Chiller #3 at Stillwater Area High School. This preventative maintenance will extend the life of the original SAHS cooling plant installed in 1993. This is the second of three chillers to be overhauled. To keep this project proceeding in a timely fashion, additional items needing replacement could be delivered during the internal inspection and would be part of this approval.

FINANCIAL IMPACT

\$ 84,777.00 (approximate) with potential for additional items needing replacement during inspection

Budget(s) Impacted: \$84,777.00 currently approved under long-term facility maintenance revenue.

Is This a One-Time Expenditure?

☒ **Yes**, once implemented there will be no ongoing costs

☐ **No**, it will need to be funded indefinitely

☐ **No**, it will need to be funded for Fiscal Years 2020-?

Is there an off-setting revenue source(s)?

☒ **Yes** List Source(s): Long-Term Facilities Maintenance

☐ **No**

PROGRESS MONITORING

Work to be completed as soon as possible



Johnson Controls, Inc.
2605 Fernbrook Lane North
Plymouth, MN 55447

Service: 866-854-4733
Fax: 763-585-5169

To: Stillwater High School
Attn: Tony Willger

From: Todd Gohman
Pages: 2

Date: November 7, 2019
Fax:

Budget Pricing

Project: Chiller #3 Overhaul

JCI/York proposes to perform an internal compressor overhaul and inspection on your York Chiller # 3 with model # YTH1J1EC-CRFS to repair leaks and identify potential bearing and seal wear. Benefits of performing this factory recommended inspection include; improved reliability by reducing the potential of a major failure during the operating season, energy savings and scheduled maintenance. Provided is our recommendations, scope of work and budget pricing.

Scope:

- JCI will remove refrigerant in customer provided EPA certified recovery cylinders.
- Keep a nitrogen purge on chiller while open to atmosphere.
- Perform complete disassembly and inspection of compressor.
- Inspect and measure all bearings and thrust surfaces.
- Check and record alignments and axial thrust clearances.
- Reassemble compressor with the following components:
 - York factory gasket kit plus any additional reassembly gaskets required.
 - Latest version of a York bellows style shaft seal kit.
 - New Bearing kit, impeller eye and balance piston seals.
 - New refrigerant filters and oil filter.
 - Complete oil change with York factory "C" oil.
- Complete electric motor service to include:
 - Removal from building with rigging and delivery to motor shop.
 - Disassemble, clean all parts, check mechanical fits, test windings, varnish treat windings, balance rotor, install new bearings, assemble, test, and paint.
 - Provide delivery and rigging of motor back into mechanical room
- Remove suction elbow, clean and replace gaskets.
- Remove oil sump cover, inspect motor, clean and reassemble with new oil.
- Replace orifice cover plate gasket.
- Remove and replace evaporator sight glass.
- Pressurize with nitrogen and trace refrigerant for leak check.
- Evacuate chiller to proper micron vacuum.
- Put previously removed customer refrigerant back into chiller.
- Perform initial startup and monitor operation of chiller.

Total..... \$84,777.00

Additional Services and Parts that may be required not included above:

The internal inspection of the compressor may reveal deficiencies that are only detected through the proposed inspection. These parts include:

- Impeller repair/replacement.
- Gear set replacement.
- Refrigerant

All work to be performed between normal business hours of Monday-Friday.

Note

This proposal incorporates by reference the Terms and Conditions included. This proposal is hereby accepted and Johnson Controls is authorized to proceed with the work; subject however, to credit approval by Johnson Controls, Inc. Milwaukee, Wisconsin.

Thank you for the opportunity to quote Johnson Controls / York Service and please feel free to call with comments or questions. This price is valid for 30 days.

Stillwater School District

Signature: _____

Date: _____

Name: _____

Customer PO# _____

Johnson Controls, Inc.

Signature: _____

Date: November 7, 2019

Name: Todd C Gohman

Title: Truck Based Service Manager

TERMS AND CONDITIONS

By accepting this proposal, Purchaser agrees to be bound by the following terms and conditions:

1. **SCOPE OF WORK.** This proposal is based upon the use of straight time labor only. Plastering, patching and painting are excluded. "Inline" duct and piping devices, including, but not limited to, valves, dampers, humidifiers, wells, taps, flow meters, orifices, etc., if required hereunder to be furnished by Johnson, shall be distributed and installed by others under Johnson's supervision but at no additional cost to Johnson. Purchaser agrees to provide Johnson with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge. Johnson agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge Johnson for any costs or expenses without Johnson's written consent. Unless specifically noted in the statement of the scope of work or services undertaken by JCI under this agreement, JCI's obligations under this agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of environment Hazards or dangerous substances, to include but not be limited to asbestos or PCB's discovered in or on the premises. Any language or provision of the agreement elsewhere contained which may authorize or empower the Purchaser to change, modify, or alter the scope of work or services to be performed by JCI shall not operate to compel JCI to perform any work relating to Hazards without JCI's express written consent.
2. **INVOICING & PAYMENTS.** Johnson may invoice Purchaser monthly for all materials delivered to the job site or to an off site storage facility and for all work performed on-site and off-site. Ten percent (10%) of the contract price is for engineering, drafting and other mobilization costs incurred prior to installation. This 10% shall be included in Johnson's initial invoice. Purchaser agrees to pay Johnson the amount invoiced upon receipt of the invoice. Waivers of lien will be furnished upon request, as the work progresses, to the extent payments are received. If Johnson's invoice is not paid within 30 days of its issuance, it is delinquent.
3. **MATERIALS.** If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of Johnson, then in the case of permanent unavailability, the time for performance of the work shall be extended to the extent thereof, and in the case of permanent unavailability, Johnson shall (a) be excused from furnishing said materials or equipment, and (b) be reimbursed for the difference between the cost of the materials or equipment permanently unavailable and the cost of a reasonably available substitute therefore.
4. **WARRANTY.** Johnson warrants that the equipment manufactured by it shall be free from defects in material and workmanship arising from normal usage for a period of ninety (90) days from delivery of said equipment, or if installed by Johnson, for a period of ninety (90) days from installation. Johnson warrants that for equipment furnished and/or installed but not manufactured by Johnson, Johnson will extend the same warranty terms and conditions which Johnson receives from the manufacturer of said equipment. For equipment installed by Johnson, if Purchaser provides written notice to Johnson of any such defect within thirty (30) days after the appearance or discovery of such defect, Johnson shall, at its option, repair or replace the defective equipment and return said equipment to Purchaser. All transportation charges incurred in connection with the warranty for equipment not installed by Johnson shall be borne by Purchaser. These warranties do not extend to any equipment which has been repaired by others, abused altered or misused, or which has not been properly and reasonably maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE.
5. **LIABILITY.** Johnson shall not be liable for any special, indirect or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement.
6. **TAXES.** The price of this proposal does not include duties, sales, use, excise, or other similar taxes, unless required by federal, state or local law. Purchaser shall pay, in addition to the stated price, all taxes not legally required to be paid by Johnson or, alternatively, shall provide Johnson with acceptable tax exemption certificates. Johnson shall provide Purchaser with any tax payment certificate upon request and after completion and acceptance of the work.
7. **DELAYS.** Johnson shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond Johnson's control, including, but not limited to, acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the Purchaser, Owner, or other Contractors or delays caused by suppliers or subcontractors of Johnson Controls, etc.
8. **COMPLIANCE WITH LAWS.** Johnson shall comply with all applicable federal, state and local laws and regulations and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits of a permanent nature shall be procured and paid for by the Purchaser.
9. **DISPUTES.** All disputes involving more than \$15,000 shall be resolved by arbitration in accordance with the rules of the American Arbitration Association. The prevailing party shall recover all legal costs and attorney's fees incurred as a result. Nothing here shall limit any rights under construction lien laws.
10. **ATTORNEYS' FEES.** Purchaser agrees that he will pay and reimburse Johnson for any and all reasonable attorneys' fees which are incurred by Johnson in the collection of amounts due and payable hereunder.
11. **INSURANCE.** Insurance coverage in excess of Johnson's standard limits will be furnished when requested and required. No credit will be given or premium paid by Johnson for insurance afforded by others.
12. **INDEMNITY.** The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorneys' fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the Indemnifying Party.
13. **OCCUPATIONAL SAFETY AND HEALTH.** The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act relating in any way to the project or project site.
14. **ENTIRE AGREEMENT.** This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.
15. **CHANGES.** No change or modification of any of the terms and conditions stated herein shall be binding upon Johnson unless accepted by Johnson in writing.

EXPENDITURE APPROVAL FORM

Fiscal Year 2019-2020

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

☒ This is staffing increase due to student need/count. This form will only show as a consent item for the board.

REQUESTED BY: Bob McDowell

DATE: 12/4/2019

DESCRIPTION OF REQUEST (Purpose, Intent, Reasoning)

Due to the increase of students in kindergarten, at Rutherford elementary, we are now .76 outside of the upper staffing range across all three current sections (26,26,26). Therefore, based on student count, we need to add 1.0FTE to kindergarten staffing.

ANTICIPATED BUDGET AREA(S) IMPACTED

Anticipated Budget Area(s) Impacted (direct/indirect costs): General Budget

Anticipated expense: \$65,760 (average salary \$107,000/118 approximate contract days remaining)

Is This a One-Time Expenditure?

☐ **Yes**, once implemented there will be no ongoing costs

☐ **No**, it will need to be funded indefinitely

☒ **No**, it will need to be funded through at least first grade until the ratio changes.

Is there an off-setting revenue source(s)?

☐ **Yes** List Source(s):

☒ **No**

NEXT STEPS (measurement and/or follow up)

None



Agenda Item X. A.
Date Prepared: December 1, 2019
ISD 834 Board Meeting

Report Item: Certify the 2019 Payable 2020 Tax Levy

Meeting Date: December 12, 2019

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Action Timeline: December 19, 2019

Summary:

The Board of Education certified the maximum for 2019 Payable 2020 levy on September 26, 2019. At the Board business meeting held on December 12, 2019, Kristen Hoheisel, Executive Director of Finance and Operations, will provide information on the Truth in Taxation Requirements including the current budget and the proposed Tax Levy for Taxes Payable 2020. At this time the public will have an opportunity to comment.

The Board of Education is required to adopt the final levy for Taxes Payable 2020 and certify to the county auditor on or before December 31, 2019. The current 2019 Payable 2020 Tax Levy is as follows:

General Fund	\$ 27,426,251.02
Community Service Fund	\$ 964,995.14
Debt Service Fund	\$ 10,332,401.91
Total Levy	\$ 38,723,648.07

Recommendation:

This is a report item. Action to adopt the Taxes Payable 2020 will be taken at the December 19, 2019 school board meeting.



Truth in Taxation

2019 Levy Payable 2020

Presented to the School Board
December 12, 2019

Curiosity Thrives Here

School District Budget

Current School Year
2019-20



2019-2020 Preliminary Budget

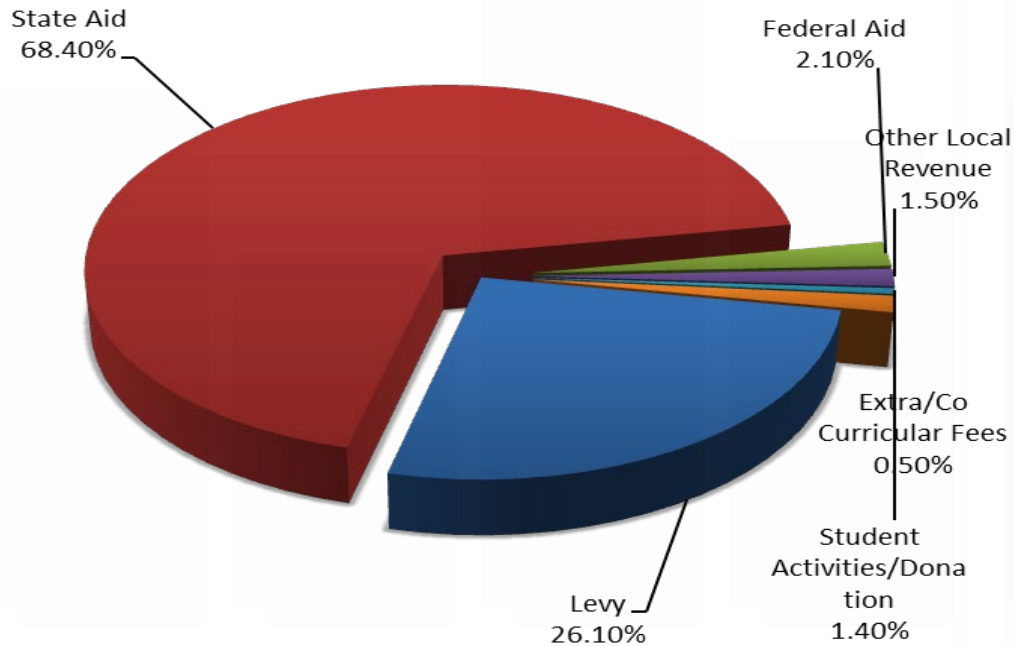
<u>Revenue</u>	Actual 2018-2019	Preliminary 2019-2020	% Difference	% of Total
General Fund				
Lewy	\$ 27,016,037	\$ 29,144,542	7.9%	26.1%
State Aid	76,271,567	76,260,228	0.0%	68.4%
Federal	2,008,911	2,330,691	16.0%	2.1%
Grants	263,850	-	-100.0%	0.0%
Other Local Revenue	3,476,536	1,649,314	-52.6%	1.5%
Extra/Co Curricular Fees	572,654	551,000	-3.8%	0.5%
Student Activities/Donations	1,411,487	1,600,000	13.4%	1.4%
General Fund	\$111,021,043	\$ 111,535,775	0.5%	100.0%
Food Service Fund	\$ 4,437,611	\$ 4,300,525	-3.1%	
Community Service Fund	7,096,516	7,089,316	-0.1%	
Building Construction Fund	126,867	-	-100.0%	
Debt Service Fund	11,578,452	10,042,887	-13.3%	
Trust and Agency Fund	215,409	25,000	-88.4%	
Total Revenues	\$134,475,898	\$ 132,993,503	-1.1%	

2019-2020 Preliminary Budget

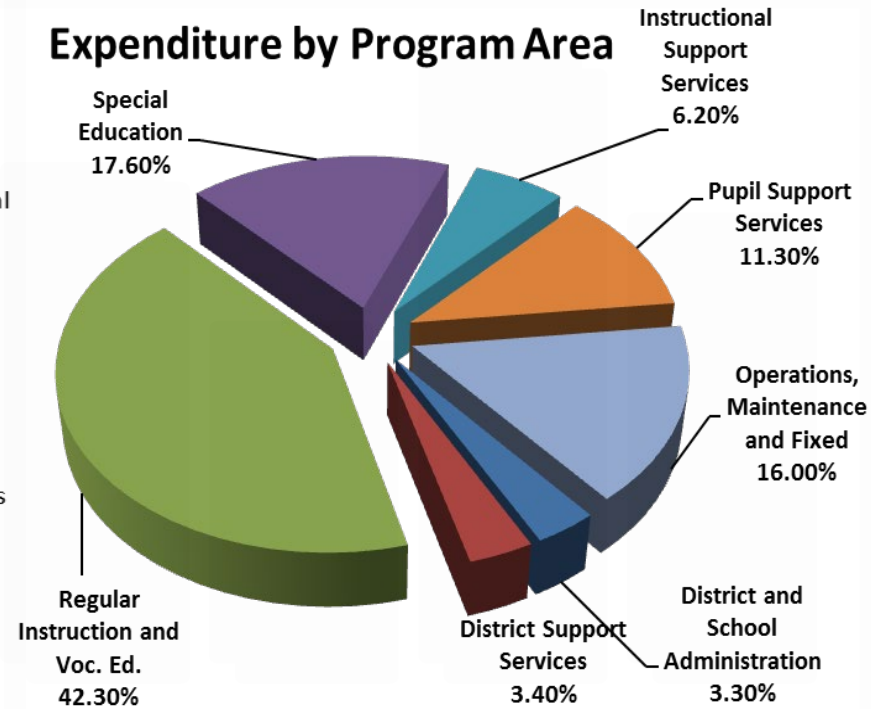
<u>Expenditures</u>	Actual 2018-2019	Preliminary 2019-2020	% Difference	% of Total
General Fund				
District & School Administration	\$ 3,628,236	\$ 3,705,652	2.1%	3.3%
District Support Services	3,774,731	3,826,320	1.4%	3.4%
Regular Instruction and Vocational Instruction	47,804,953	47,742,291	-0.1%	42.3%
Special Education	19,527,685	19,869,729	1.8%	17.6%
Community Service	75,000	0		
Instructional Support Services	7,248,996	6,989,607	-3.6%	6.2%
Pupil Support Services	4,436,486	4,491,781	1.2%	4.0%
Transportation (Pupil Support)	7,676,044	8,242,381	7.4%	7.3%
Operations and Maintenance	15,589,401	17,782,935	14.1%	15.7%
Fiscal and Other Fixed Costs	298,619	313,740	5.1%	0.3%
General Fund	\$110,060,150	\$ 112,964,436	2.6%	100.0%
Food Service Fund	\$ 4,002,558	\$ 4,118,531	2.9%	
Community Service Fund	6,963,307	7,109,802	2.1%	
Building Construction Fund	5,407,464	1,278,516	-76.4%	
Debt Service Fund	10,995,491	10,113,258	-8.0%	
Trust and Agency Fund	30,118	25,000	-17.0%	
Total Expenditures	\$137,459,088	\$ 135,609,543	-1.3%	

School District Budget

Revenue by Source



Expenditure by Program Area



Stillwater
AREA PUBLIC SCHOOLS

Authority for School Levies

A School District Tax Levy May Be Either:

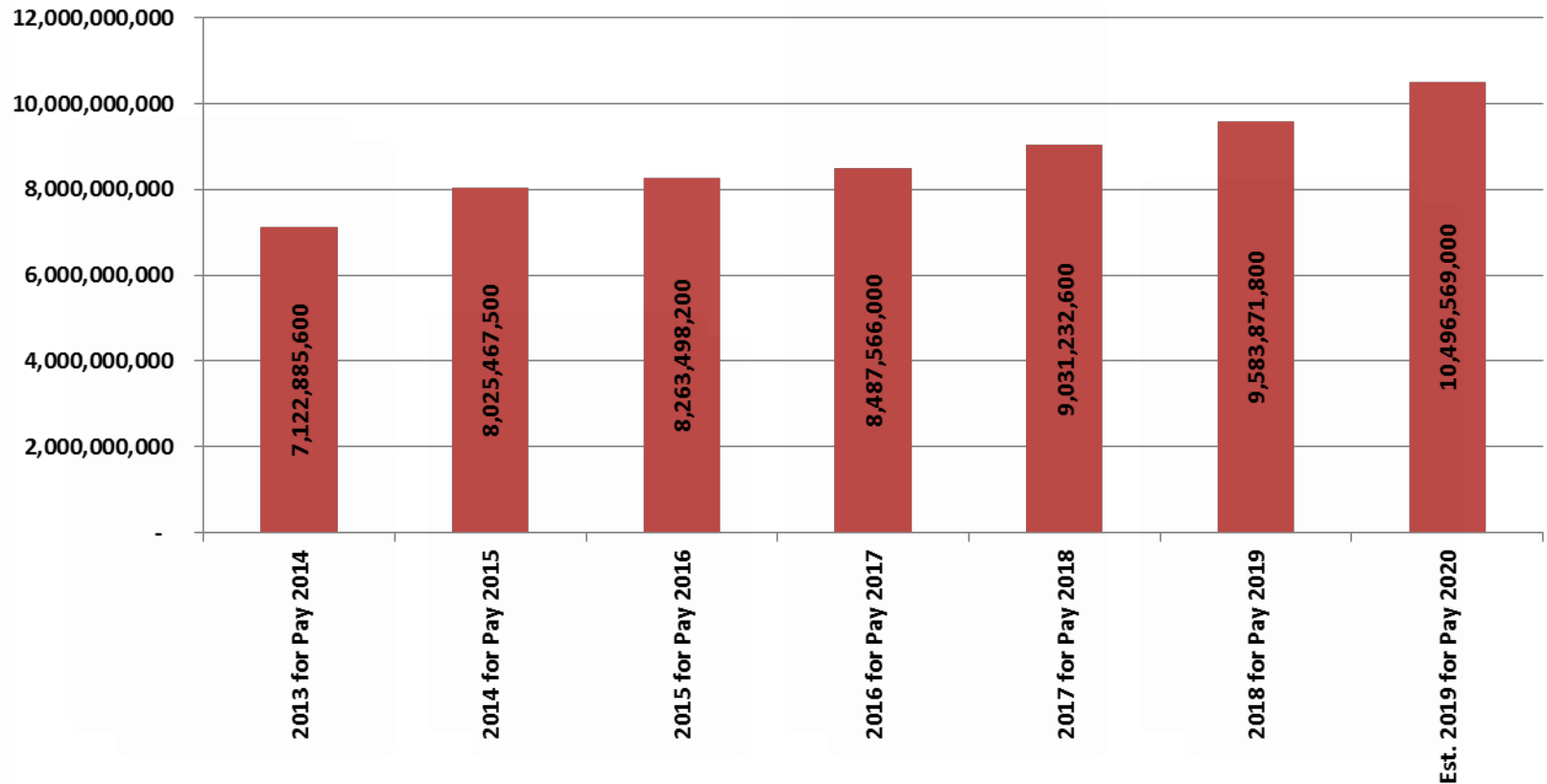
Set by State Formula

or

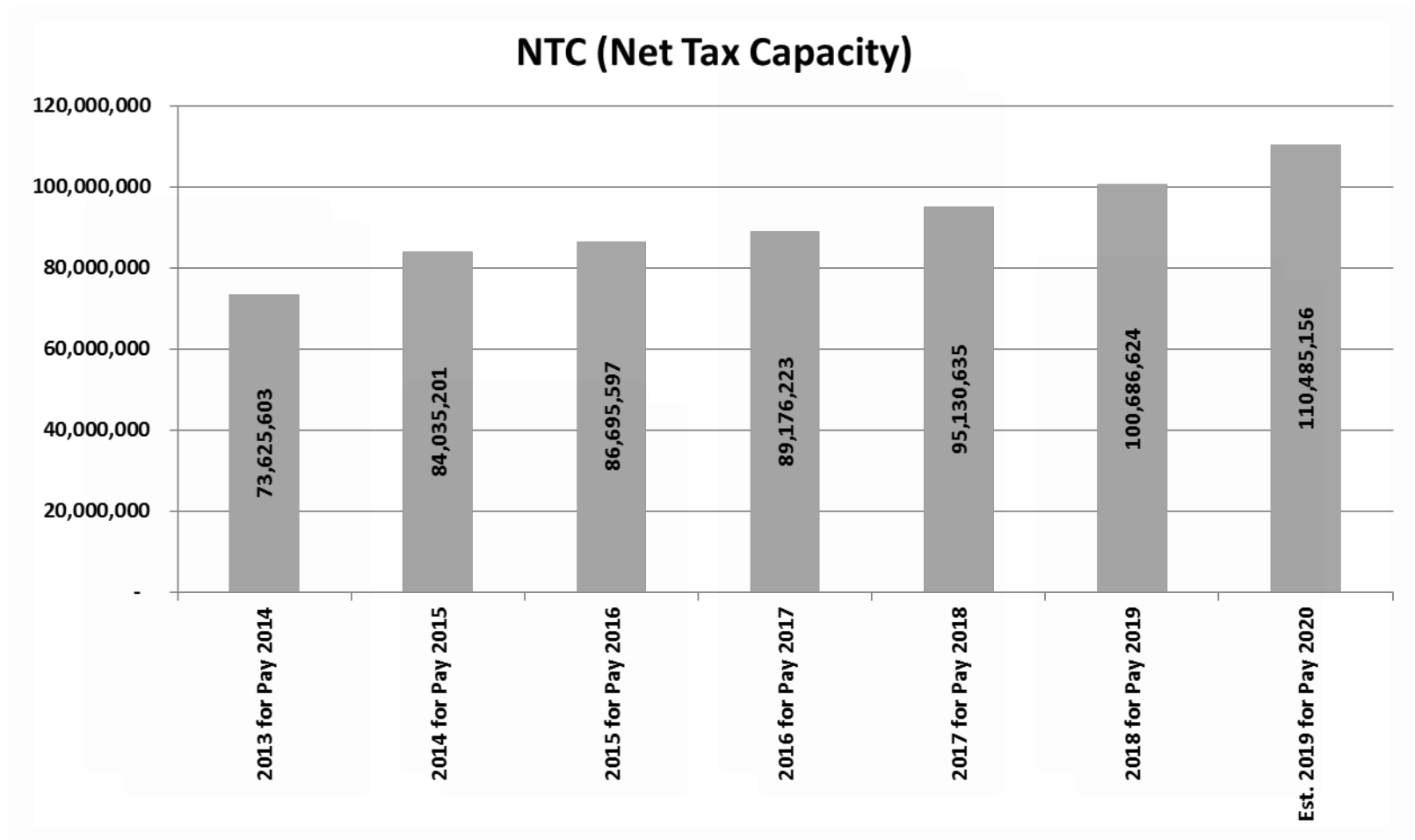
Voter Approved

Referendum Market Value

RMV (Referendum Market Value)



Net Tax Capacity



General Fund Levies

Levy Description of Categoricals	Pay 2019 RMV Information	Pay 2019 NTC Information	Total	Est. Pay 2020 RMV Information	Est. Pay 2020 NTC Information	Total
Operating Referendum - Voter Approved	11,585,389.05		11,585,389.05	12,069,729.69		12,069,729.69
Prior Years Adjustments	585,277.68		585,277.68	188,868.51		188,868.51
Sub Total	12,170,666.73	0.00	12,170,666.73	12,258,598.20	0.00	12,258,598.20
Equity	892,597.41		892,597.41	911,975.30		911,975.30
Local Optional	3,891,132.80		3,891,132.80	6,726,705.41		6,726,705.41
Transition	28,174.00		28,174.00	28,752.39		28,752.39
1st Tier Board Approved Referendum	2,699,171.01		2,699,171.01	0.00		0.00
Prior Years Adjustments	180,388.93		180,388.93	(19,896.67)		(19,896.67)
Sub Total	7,691,464.15	0.00	7,691,464.15	7,647,536.43	0.00	7,647,536.43
Operating Capital		1,048,215.85	1,048,215.85		1,050,850.95	1,050,850.95
Alt Teacher Comp (QCOMP)		0.00	0.00		0.00	0.00
Achievement & Integration		298,570.25	298,570.25		315,639.44	315,639.44
Reemployment Ins		46,388.00	46,388.00		38,147.00	38,147.00
Safe Schools		330,379.20	330,379.20		337,161.60	337,161.60
Safe Schools Intermediate		137,658.00	137,658.00		140,484.00	140,484.00
Career and Technical		168,132.98	168,132.98		173,389.56	173,389.56
Other Post Employment Benefits (OPEB)		722,673.00	722,673.00		683,350.00	683,350.00
Long Term Facility Maintenance		7,649,848.53	7,649,848.53		5,999,986.33	5,999,986.33
Building / Land Lease		<u>1,324,372.02</u>	<u>1,324,372.02</u>		<u>1,779,349.00</u>	<u>1,779,349.00</u>
Total Before Adjustments		11,726,237.83	11,726,237.83		10,518,357.88	10,518,357.88
Prior Years Adjustments		(2,623,827.15)	(2,623,827.15)		(2,998,241.49)	(2,998,241.49)
Sub Total	0.00	9,102,410.68	9,102,410.68	0.00	7,520,116.39	7,520,116.39
Total General Fund	19,862,130.88	9,102,410.68	28,964,541.56	19,906,134.63	7,520,116.39	27,426,251.02

Community Service Levies

Levy Description of Categoricals	Pay 2019 RMV Information	Pay 2019 NTC Information	Total	Est. Pay 2020 RMV Information	Est. Pay 2020 NTC Information	Total
Basic Community Education		452,915.10	452,915.10		465,498.55	465,498.55
Early Child Family Education		314,078.29	314,078.29		310,135.23	310,135.23
Home Visiting		7,255.77	7,255.77		7,719.34	7,719.34
Adults w/ Disabilities		2,000.00	2,000.00		2,000.00	2,000.00
School Age Care		150,000.00	150,000.00		150,000.00	150,000.00
Prior Years Adjustments		14,327.44	14,327.44		29,642.02	29,642.02
Total Community Service	0.00	940,576.60	940,576.60	0.00	964,995.14	964,995.14

Debt Service Levies

Levy Description of Categoricals	Pay 2019 RMV Information	Pay 2019 NTC Information	Total	Est. Pay 2020 RMV Information	Est. Pay 2020 NTC Information	Total
Debt Service Voter-Approved		9,583,797.00	9,583,797.00		9,586,159.00	9,586,159.00
Debt Excess		(608,621.42)	(608,621.42)		(272,956.96)	(272,956.93)
Prior Years Adjustments		(1,710.89)	(1,710.89)		3,756.49	3,756.49
Sub Total	0.00	8,973,464.69	8,973,464.69	0.00	9,316,958.53	9,316,958.53
Debt Service Other		1,033,024.65	1,033,024.65		1,045,204.65	1,045,204.65
Prior Years Adjustments		(65,602.52)	(65,602.52)		(29,761.27)	(29,761.27)
Sub Total	0.00	967,422.13	967,422.13	0.00	1,015,443.38	1,015,443.38
Total Debt Service	0.00	9,940,886.82	9,940,886.82	0.00	10,332,401.91	10,332,401.91

Totals

Levy Description of Categoricals	Pay 2019 RMV Information	Pay 2019 NTC Information	Total	Est. Pay 2020 RMV Information	Est. Pay 2020 NTC Information	Total
General	19,862,130.88	9,102,410.68	28,964,541.56	19,906,134.63	7,520,116.39	27,426,251.02
Community Service	0.00	940,576.60	940,576.60	0.00	964,995.14	964,995.14
Debt Service	0.00	9,940,886.82	9,940,886.82	0.00	10,332,401.91	10,332,401.91
Total	19,862,130.88	19,983,874.10	39,846,004.98	19,906,134.63	18,817,513.44	38,723,648.07



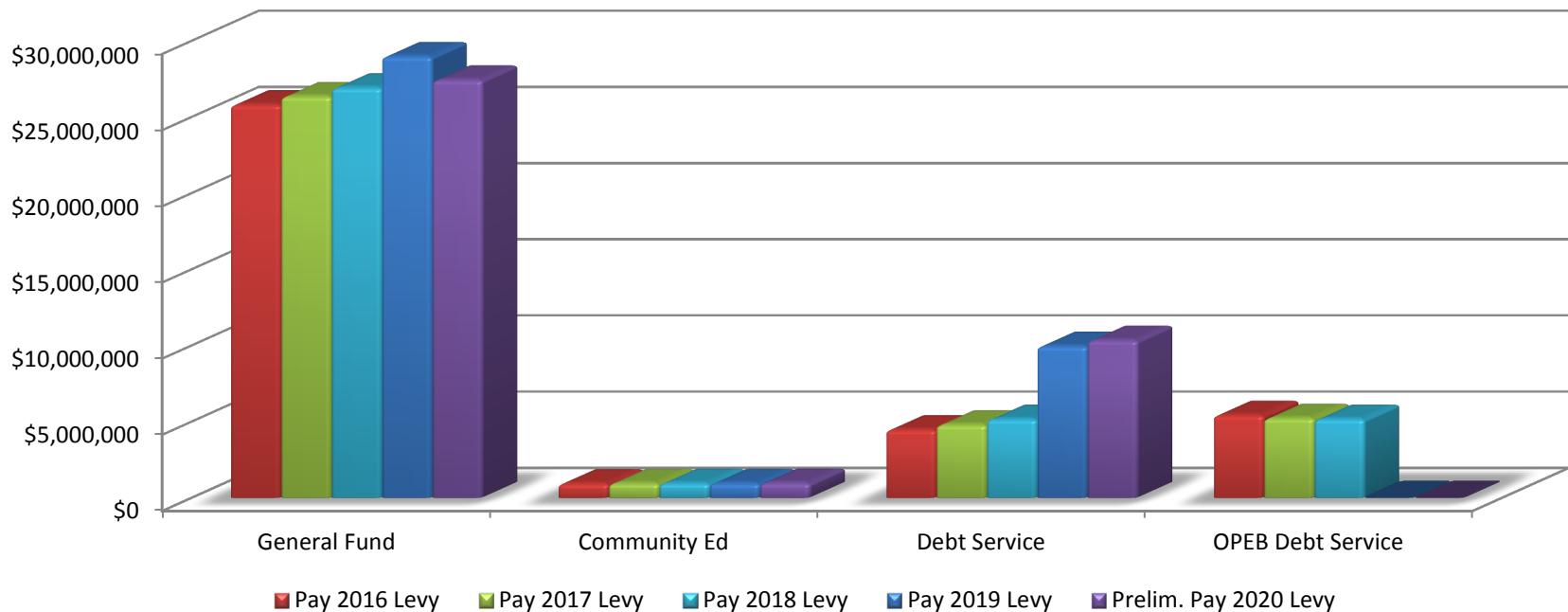
Stillwater
AREA PUBLIC SCHOOLS

Curiosity Thrives Here

Levy Comparison

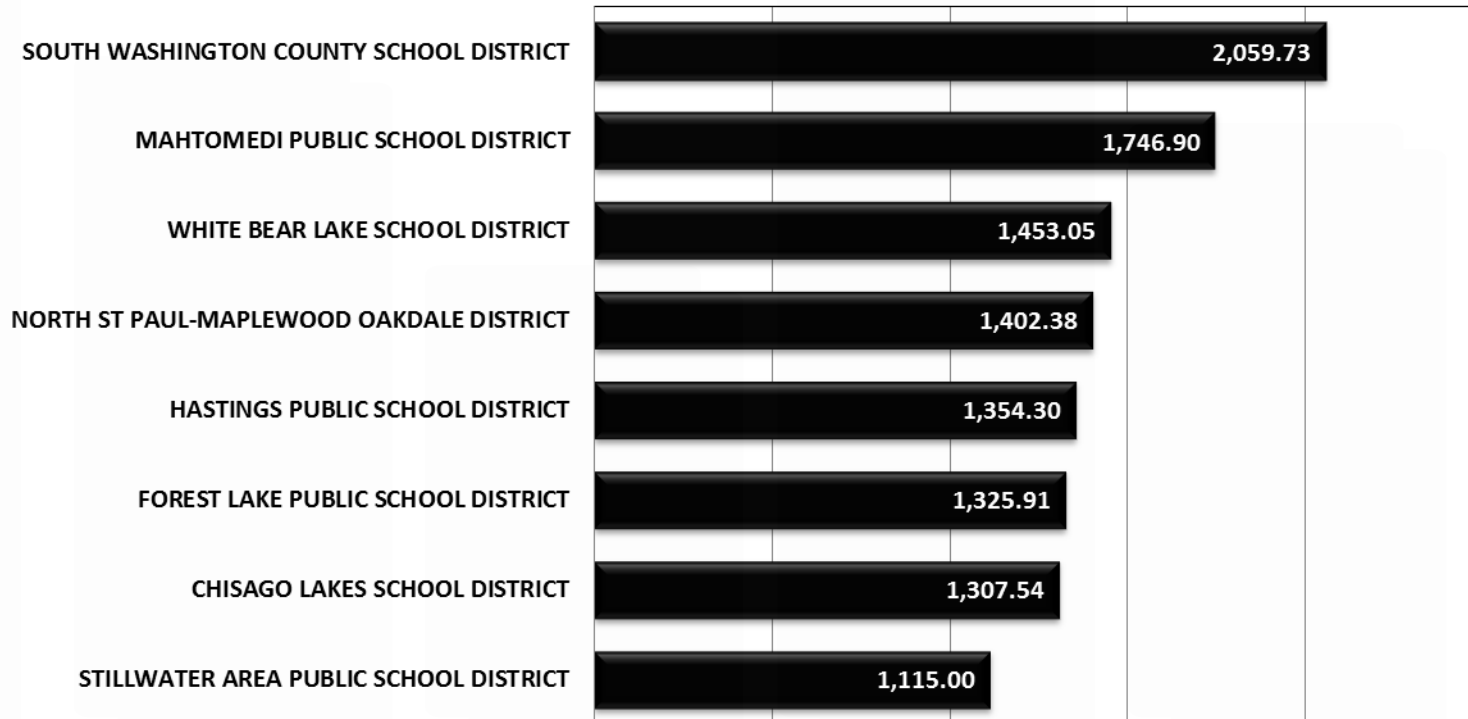
Total Pay 2016 Levy = \$36,594,694.46
Total Pay 2017 Levy = \$37,269,228.75
Total Pay 2018 Levy = \$38,153,001.45
Total Pay 2019 Levy = \$39,846,004.98
Total Prelim. Pay 2020 Levy = \$38,723,648.07

School Levy Comparison



District Comparison

School Portion of Property Taxes Payable in 2019 on a \$300,000 Homestead Residential Property



Estimated Impact on Property Values

Independent School District 834 - Stillwater Area Public School Dist.

Prepared 11/26/19 using Levy Limitation and Certification Report dated 11/25/19

BAIRD

RMV Tax Base Appreciation	9.50%
NTC Tax Base Appreciation	9.69%
Enter in Property Valuation Appreciation	0.00%

Est. Change in the School Portion of Property Taxes from Pay 2019 to Pay 2020

Types of Property			Pay 2020 Est. Value	Pay 2019 Est. Value	RMV Pay 2019	NTC Pay 2019	Est RMV Pay 2020	Est NTC Pay 2020	Difference
Residential Homestead		\$100,000	\$100,000	\$193.52	\$132.41	\$175.61	\$112.72	(\$37.60)	
		125,000	125,000	241.90	182.57	219.51	155.42	(49.54)	
		150,000	150,000	290.28	232.92	263.41	198.28	(61.50)	
		175,000	175,000	338.66	283.08	307.32	240.99	(73.44)	
		200,000	200,000	387.04	333.42	351.22	283.84	(85.40)	
		225,000	225,000	435.42	383.59	395.12	326.55	(97.34)	
		250,000	250,000	483.80	433.93	439.02	369.41	(109.31)	
		275,000	275,000	532.18	484.09	482.92	412.11	(121.24)	
		300,000	300,000	580.56	534.44	526.83	454.97	(133.21)	
		325,000	325,000	628.94	584.60	570.73	497.67	(145.14)	
		350,000	350,000	677.32	634.95	614.63	540.53	(157.11)	
		500,000	500,000	967.61	922.08	878.05	784.97	(226.67)	
		1,000,000	1,000,000	1,935.21	2,074.68	1,756.09	1,766.18	(487.63)	
Commercial / Industrial		\$100,000	\$100,000	\$193.52	\$276.62	\$175.61	\$235.49	(\$59.05)	
		250,000	250,000	483.80	783.77	439.02	667.22	(161.33)	
		500,000	500,000	967.61	1,705.85	878.05	1,452.19	(343.22)	
		750,000	750,000	1,451.41	2,627.93	1,317.07	2,237.16	(525.12)	
		1,000,000	1,000,000	1,935.21	3,550.02	1,756.09	3,022.13	(707.01)	
		1,250,000	1,250,000	2,419.01	4,472.10	2,195.11	3,807.09	(888.90)	
		1,500,000	1,500,000	2,902.82	5,394.18	2,634.14	4,592.06	(1,070.80)	
							353.24		
Agricultural Homestead	40 acres	\$690,000	\$690,000	\$580.56	\$822.50	\$526.83	\$677.06	(\$199.17)	
(assume dwelling value is \$300,000	80 acres	1,090,000	1,090,000	580.56	1,117.94	526.83	904.84	(266.83)	
and acreage assessed at \$10,000)	160 acres	1,890,000	1,890,000	580.56	1,708.83	526.83	1,360.41	(402.15)	
	320 acres	3,490,000	3,490,000	580.56	3,843.40	526.83	3,017.54	(879.60)	
Agricultural Non-Homestead		\$5,000	\$5,000		\$7.39		\$5.69	(\$1.69)	
(dollars per acre)		6,000	6,000		8.86		6.83	(2.03)	
		7,500	7,500		11.08		8.54	(2.54)	
		9,000	9,000		13.29		10.25	(3.04)	
		10,000	10,000		14.77		11.39	(3.38)	

Estimated Impact on Property Values

Independent School District 834 - Stillwater Area Public School Dist.

Prepared 11/26/19 using Levy Limitation and Certification Report dated 11/25/19



RMV Tax Base Appreciation	9.50%
NTC Tax Base Appreciation	9.69%
Enter in Property Valuation Appreciation	7.20%

Est. Change in the School Portion of Property Taxes from Pay 2019 to Pay 2020

Types of Property	Pay 2020 Est. Value	Pay 2019 Est. Value	RMV Pay 2019	NTC Pay 2019	Est RMV Pay 2020	Est NTC Pay 2020	Difference
Residential Homestead	\$107,201	\$100,000	\$193.52	\$132.41	\$188.26	\$124.97	(\$12.71)
	134,002	125,000	241.90	182.57	235.32	170.81	(18.35)
	160,802	150,000	290.28	232.92	282.38	216.65	(24.17)
	187,602	175,000	338.66	283.08	329.45	262.49	(29.80)
	214,403	200,000	387.04	333.42	376.51	308.49	(35.46)
	241,203	225,000	435.42	383.59	423.57	354.33	(41.10)
	268,003	250,000	483.80	433.93	470.64	400.18	(46.92)
	294,804	275,000	532.18	484.09	517.70	446.02	(52.56)
	321,604	300,000	580.56	534.44	564.77	491.86	(58.38)
	348,404	325,000	628.94	584.60	611.83	537.70	(64.01)
	375,204	350,000	677.32	634.95	658.89	583.55	(69.83)
	536,006	500,000	967.61	922.08	941.28	855.61	(92.80)
	1,072,013	1,000,000	1,935.21	2,074.68	1,882.55	1,907.47	(219.87)
Commercial / Industrial	\$107,201	\$100,000	\$193.52	\$276.62	\$188.26	\$252.45	(\$29.44)
	268,003	250,000	483.80	783.77	470.64	723.75	(73.18)
	536,006	500,000	967.61	1,705.85	941.28	1,565.25	(166.94)
	804,010	750,000	1,451.41	2,627.93	1,411.91	2,406.74	(260.69)
	1,072,013	1,000,000	1,935.21	3,550.02	1,882.55	3,248.24	(354.44)
	1,340,016	1,250,000	2,419.01	4,472.10	2,353.19	4,089.73	(448.19)
	1,608,019	1,500,000	2,902.82	5,394.18	2,823.83	4,931.23	(541.94)
Agricultural Homestead						353.24	
40 acres	\$690,000	\$643,649	\$541.56	\$762.46	\$526.83	\$677.06	(\$100.14)
(assume dwelling value is \$300,000	80 acres	1,090,000	541.56	1,038.06	526.83	904.84	(147.95)
and acreage assessed at \$10,000)	160 acres	1,890,000	541.56	1,589.25	526.83	1,360.41	(243.58)
	320 acres	3,490,000	541.56	3,486.16	526.83	3,017.54	(483.36)
Agricultural Non-Homestead							
(dollars per acre)	\$5,360	\$5,000		\$7.39		\$6.10	(\$1.28)
	6,432	6,000		8.86		7.33	(1.54)
	8,040	7,500		11.08		9.16	(1.92)
	9,648	9,000		13.29		10.99	(2.31)
	10,720	10,000		14.77		12.21	(2.56)



What Variables May Cause Property Tax Increases and Decreases

Washington County
Department of
Property Records
and Taxpayer Services
14949 62nd Street North • PO Box 6
Stillwater, MN 55082-0006
(651) 430-6175
www.co.washington.mn.us

TAX STATEMENT

PROPERTY INFORMATION:

PIN: Property Address:

Property Description:

PROPOSED TAXES		
THIS IS NOT A BILL - DO NOT PAY		
	VALUES AND CLASSIFICATION	
	Taxes Payable Year	
Step 1	Estimated Market Value:	224,500 230,500
	Homestead Exclusion:	17,000 16,500
	Other Exclusion/Deferral:	
	Taxable Market Value:	207,500 214,000
	Class:	Res Hom Res Hom
Step 2	PROPOSED TAX	
		\$2,638.00
Step 3	PROPERTY TAX STATEMENT	
	Coming in March, 2016	
The time to provide feedback on PROPOSED LEVIES is NOW		
It is too late to appeal your value without going to Tax Court		

Proposed Property Taxes and Meetings by Jurisdiction for Your Property				
Contact Information	Meeting Information	Actual	Proposed	% Chg
State General Tax	No Public Meeting	\$ 0.00	\$ 0.00	
WASHINGTON COUNTY 14949 62ND ST N PO BOX 6 STILLWATER MN 55082 651-430-6175 www.co.washington.mn.us	DECEMBER COUNTY BOARDROOM GOVERNMENT CENTER	640.75	668.76	
CITY OF LAKE ST CROIX BEACH 16455 20TH ST S LAKE ST CROIX BEACH MN 55043 651-436-7031 http://lscb.gov/office.com	DECEMBER CITY HALL 16455 20TH ST S	996.81	1,006.42	
ISD 834 STILLWATER 1875 GREELEY ST S STILLWATER MN 55082 651-351-8321 www.stillwater.k12.mn.us	DECEMBER STILLWATER CITY HALL 216 4TH ST N	Voter approved levies 339.57 Other Local Levies 547.63	366.08 533.68	
Metro Special Taxing Districts 390 ROBERT ST N SAINT PAUL MN 55101 651-602-1446 www.metrocouncil.org	DECEMBER METROPOLITAN COUNCIL CHAMBERS 390 ROBERT ST N	29.73	30.36	
Other Special Taxing Districts	No Public Meeting	24.51	32.70	
Tax Increment Tax	No Public Meeting	0.00	0.00	
Fiscal Disparity Tax	No Public Meeting	0.00	0.00	
TOTAL Excluding Special Assessments		\$ 2,579.00	\$ 2,638.00	2.3%

1. Changes in market values
2. Changes in class rates/history
3. Market value credit
4. Voter approved referendums
5. State adjustments



Comments or Questions?



Agenda Item X. B.
Date Prepared: December 5, 2019
ISD 834 Board Meeting

Report for Information: Building Assets, Reducing Risks (BARR)/Gates Network for Schools Improvement (NSI)
Meeting Date: December 12, 2019
Contact Person: Principal Rob Bach

Summary:

The Stillwater Area High School was selected as a participating school with the BARR/Gates Network for Schools Improvement (NSI) program. We were chosen as an anchor school to serve as a model and mentor for schools across the nation. The recognition also comes with grant dollars from the Bill and Melinda Gates Foundation that will ensure sustainability for our BARR program in the coming years.

Recommendation:

This is a report for information. Action will not be requested.



NETWORK FOR SCHOOL IMPROVEMENT COLLABORATION WITH BARR CENTER, INC

The BARR (Building Assets, Reducing Risks) Center is a national non-profit organization dedicated to educational best practices. BARR's mission is to create equitable schools where every student, regardless of race, ethnicity, or economic status has access to high-quality education where adults know them, recognize their strengths, and help them succeed. Currently, BARR's philosophy is manifested at SAHS through a 9th grade model where teams exist around students' English, Science, and Social Studies classes through proactive and collaborative teaming in addition to the integration of social/emotional curriculum.

After two years of implementing the BARR model, failure rates at SAHS have dropped precipitously in 9th grade. As a smaller cohort of students has been identified in order to extrapolate the BARR model to 10th grade students this past year, and modest levels of Professional Development have been delivered to our entire staff on BARR practices, similar results have been achieved throughout other grade levels as students have moved through our system and teachers have been exposed to the model.

After initially starting in Minnesota, The BARR Center is working to expand to a national level through its Network for School Improvement (NSI), a program now made possible through funding from the Bill & Melinda Gates Foundation. The goal of the NSI is to increase:

- grade point averages in grades 11 and 12
- course passing rates in grades 9 and 10
- advanced course taking
- ELA and mathematics proficiency
- high school graduation rates



The NSI will consist of 14 schools in the midwest region, of which 9 schools are new to the BARR model and will be implementing for the first time, while 5 schools are considered "ANCHOR" schools, as they are currently implementing the BARR model with success. Participation in the NSI as an anchor school is by invitation only, and potential anchor schools must have:

- A proven history of improving student academic outcomes using the BARR model
- Interest in implementing BARR strategies school wide
- Goals to increase college on-track rates and reduce disparities among demographic groups
- Administrator involvement and district support

Stillwater Area High School has been invited to join the BARR Center's Network for School Improvement as an anchor school. In fact, SAHS was instrumental in helping the BARR Center secure funding from the Gates Foundation in order to support the NSI. Funding from the Gates Foundation will help to cover costs associated with the following membership expectations:

- Complete BARR training for selected staff in grades 9 - 12
- Continue to implement BARR with fidelity in 9th grade
- Learn and use continuous improvement methods to increase college readiness
- Meet virtually (monthly) and in person (regional and national meetings) three times with other school teams
- Report aggregate data on a regular basis to BARR Center, and de-identified student-level data annually
- Commit to participate for 5 years

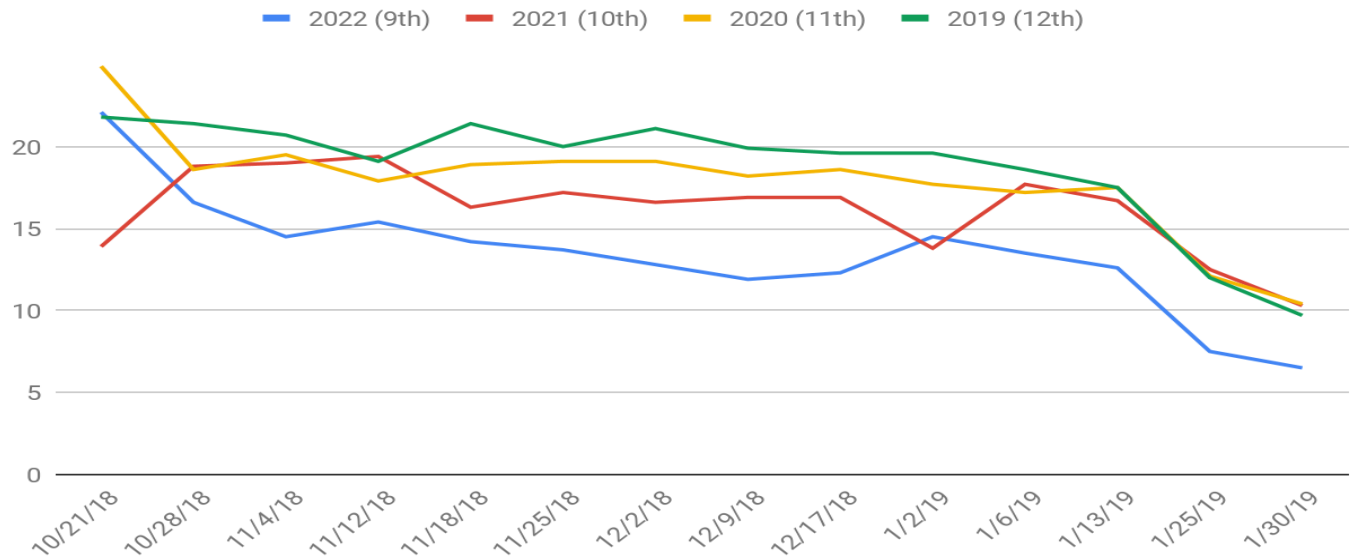


QUARTER 1: 2019-20

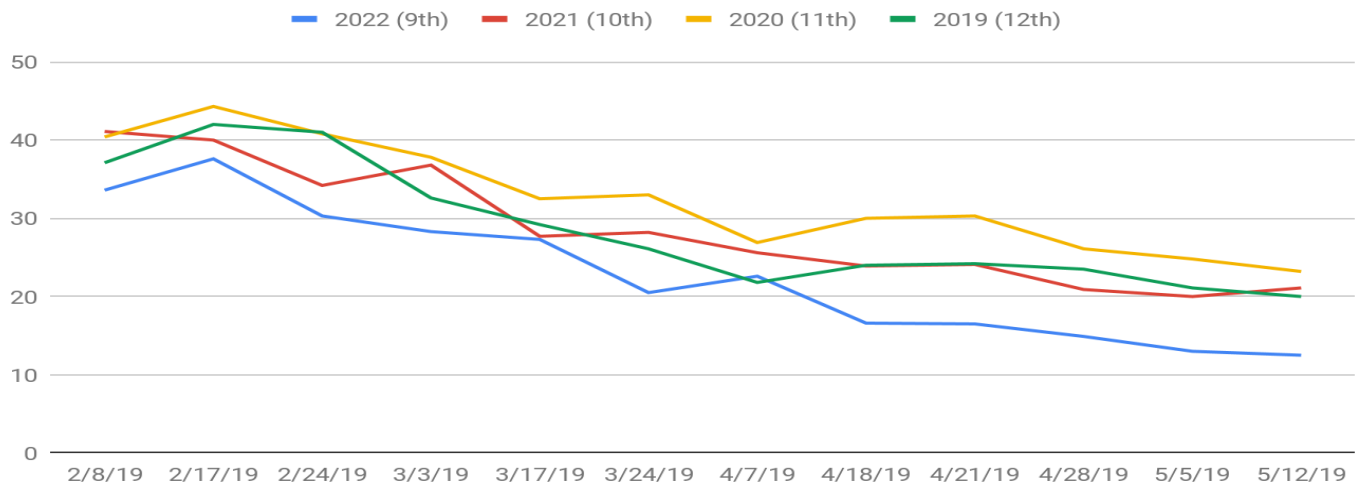
	2023 (9th)	2022 (10th)	2021 (11th)	2020 (12th)
Enrollment (2019-20)	659	700	690	663
Students failing one or more courses (2019-20)	83	142	114	109
% of student failures for Q1 2019-20	12.6%	20.3%	16.5%	16.4%
% of student failures for Q1 2018-19	14.5%	19.0%	19.5%	20.7%
% of student failures for Q1 2017-18	16.6%	26.0%	33.7%	29.2%
Students failing three or more courses for 2019-20	8	14	18	11
Students failing three or more courses for 2018-19	14	40	26	13
Students failing three or more courses for 2017-18	35	49	52	29



% of Students Failing One or More Courses for Semester 1 - 2018-19



% of Students Failing One or More Courses for Semester 2 - 2018-19



The BARR Model

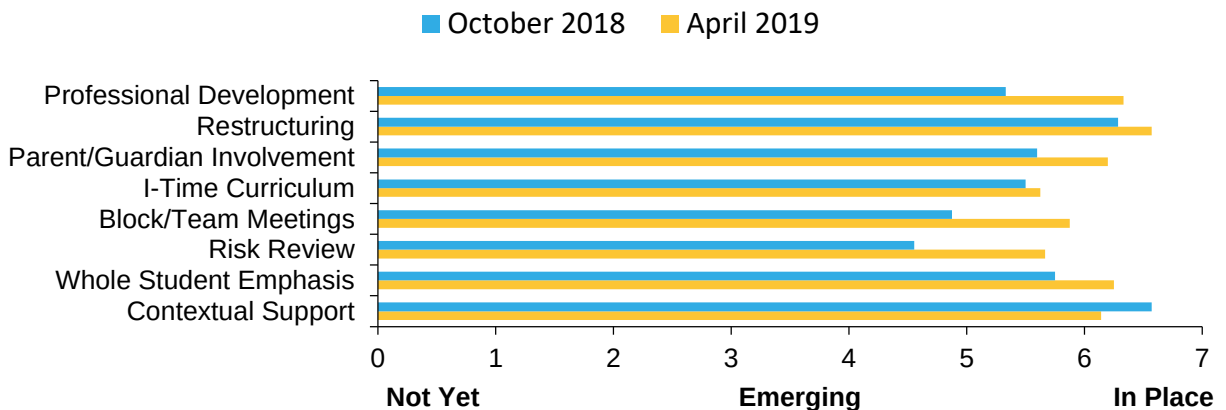
Building Assets, Reducing Risks (BARR) is a strengths-based secondary whole school (grades 6 - 12) model that provides schools with a comprehensive approach to meeting the academic, behavioral, social, and emotional needs of all students. BARR works directly with educators to better connect with their students and address the issues that cause students to drop out, fail courses, and/or engage in harmful behavior. BARR has a 20-year track record of student success, paired with improved job satisfaction among teachers, and has been proven to drive significant improvements in course credits earned, grade point averages, and standardized test scores; narrowed opportunity gaps; and decreased failure rates, suspensions, and absenteeism.

Stillwater Area High School - Outcomes

Ninth grade student failure rate has decreased by 56% from the year prior to BARR implementation, and by 24% from last year. BARR student survey revealed that 98% of students reported their teacher made them try to find the answers on their own before answering their questions, 97% reported their teacher often encouraged them to do their best, 94% often participated in classes, 91% reported that if their teacher asked them how they were doing, they often felt that the teacher was really interested in their answer. A total of 100% of BARR teachers agreed that the use of the BARR block meeting process increased the openness and effectiveness of communication between teachers and administrators, 100% agreed that the use of data on a weekly basis enabled them to support students in real time, 100% reported the school was a supportive and inviting place for students to learn, and 100% reported that participating on a BARR team strengthened their relationship with other teachers.

Stillwater Area High School - Implementation

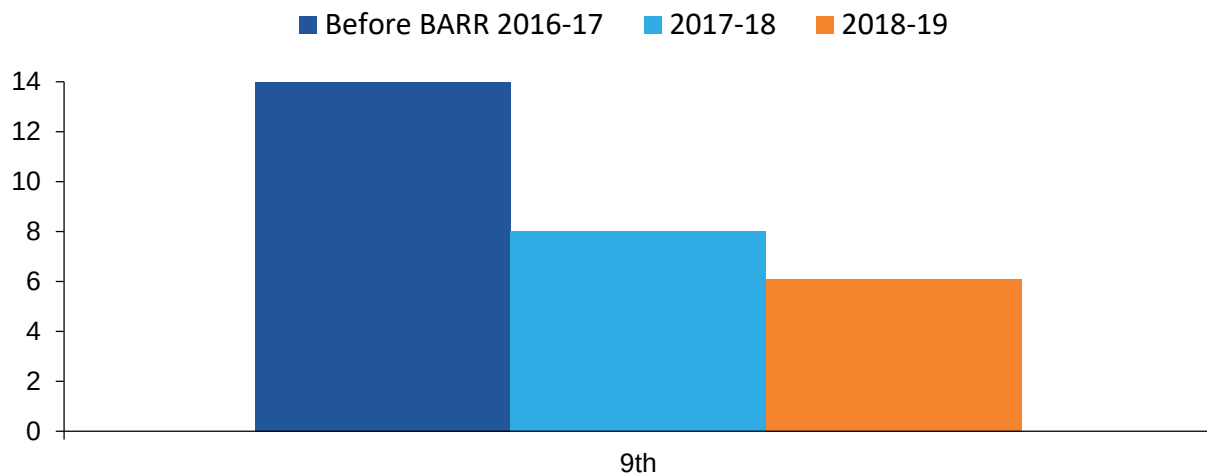
Stillwater High School continues to improve in their implementation of the BARR model. They have structured the schedule to have four teams with the teachers sharing over 80% of the same students and one dedicated Special Education teacher to each team. I-Times happen regularly in the classes following the schedule developed. Continuing to ensure that students are receiving I-Times each week throughout the year on a consistent schedule is essential for student buy-in, relationship building, and data collection so block meeting interventions can be informed by the information gathered during lessons. The Block Teams meet regularly to monitor students and develop appropriate interventions. The Risk Review team meets weekly to problem solve the highest need students in class and find resources to support their needs. Both the block and risk review teams should work to state a specific goal for each student discussed as that will guide identification of interventions. The following graph displays the implementation status of each of the BARR strategies this year. Ratings of 1-2 indicate the strategy is not yet in place, 3-5 the strategy is emerging, and 6-7 the strategy is in place.



Academic Performance, Attendance, and Behavior Outcomes

The following chart lists outcomes for academic performance, attendance, and behavior reported by the school district before and after BARR implementation. The data track outcomes for each new cohort of students during that academic year.

Students Failing One or More Courses



Students Failing One or More Courses

Grade	Before BARR 2016-17	2017-18	2018-19
9th	14.0%	8.0%	6.1%

Average Daily Attendance

Grade	2017-18	2018-19
9th	93.0%	93.5%

Percent of Students with 10% Absences or More

Grade	2017-18	2018-19
9th	7.0%	

Number of Suspension Incidents (ISS and OSS)

Grade	2017-18	2018-19
9th	56	85

Stillwater Area High School Administrator Observations

- We don't separate Asian from Native Hawaiian/Pacific Islander - which is why this is 0%
- We don't have a classification/option for selecting Two or More Races which is why this is 0%
- The Chronic absenteeism percent is for the entire school - I asked for this data from our district data person and they were not able to break this down.

Stillwater Area High School Student Survey Outcomes

Students completed an online survey in the spring about their attitudes and experiences at school in the past academic year. Below are listed the top two items from each of the sub-scales on the survey: Supportive Relationships, Rigor and Expectations, School Engagement, School Climate, Future Orientation, and Self-efficacy.

Supportive Relationships

One or more classes

If my teacher asks me how I am doing, I often feel that they are really interested in my answer	91.1%
If I came back to visit class three years from now, my teacher would be excited to see me	86.9%

Rigor and Expectations

One or more classes

My teacher makes us try to find the answers on our own before he or she answers our questions.	97.7%
My teacher often encourages me to do my best.	97.1%

School Engagement

One or more classes

I often participate in these classes.	93.8%
I always prepare for class.	91.6%

School Climate

Strongly Agree / Agree

I feel like I belong.	83.1%
I feel socially accepted.	80.7%

Future Orientation

Strongly Agree / Agree

My teachers work hard to make sure that all students are learning.	82.2%
All students are encouraged to pursue further education.	82.1%

Self Efficacy

Strongly Agree / Agree

I believe I will be able to overcome challenges.	82.1%
I believe I will be able to reach my goals.	81.7%

Stillwater Area High School Teacher Survey Outcomes

Teachers completed an online survey in the spring about their attitudes and experiences within the BARR model in the past academic year. Below are the percentage of teachers who agree or strongly agree with each item. Results are reported for schools with 10 or more respondents.

Survey Statement	Strongly Agree / Agree
The use of I-Time has improved my relationships with students.	50%
I know enough about each of my students to be able to support and guide them by leveraging their individual strengths and interests.	80%
The use of the BARR block meeting process has increased the openness and effectiveness of communication between teachers and administrators.	100%
The use of data on a weekly basis enables me to support students in real time.	100%
I feel comfortable using data from my own classes to monitor and analyze my students' performance.	90%
I have rigorous expectations for all my students.	90%
This school is a supportive and inviting place for students to learn.	100%
Participating on a BARR team has strengthened my relationship with other teachers.	100%
I feel more effective as a teacher because of BARR.	90%
Being on a BARR team has increased my job satisfaction.	90%

Report for Information: 2019-2020 Revised Budget

Meeting Date: December 12, 2019

Contact Person: Ms. Kristen Hoheisel, Executive Director of Finance and Operations

Action Timeline: December 19, 2019

Summary:

The 2019-20 Revised Budget adopted by the Board of Education midyear is an update to the Preliminary Budget approved the previous summer. The Revised Budget is based on the October 1 student enrollment and revised revenue estimates. In the event large employee contract settlements can be settled and adopted by the school board by the beginning of March, we will do an updated revised budget in the spring. If large employee contracts are not settled and adopted by the school board prior to the beginning of March, the budget will not be revised again for the remainder of the fiscal year.

A draft copy of the 2019-20 Revised Budget summary document is attached for your review.

Recommendation:

This is a report for action. Action will be requested at the December 19, 2019 school board business meeting.



2019-2020 Revised Budget

Presented to the School Board
December 12, 2019

Curiosity Thrives Here

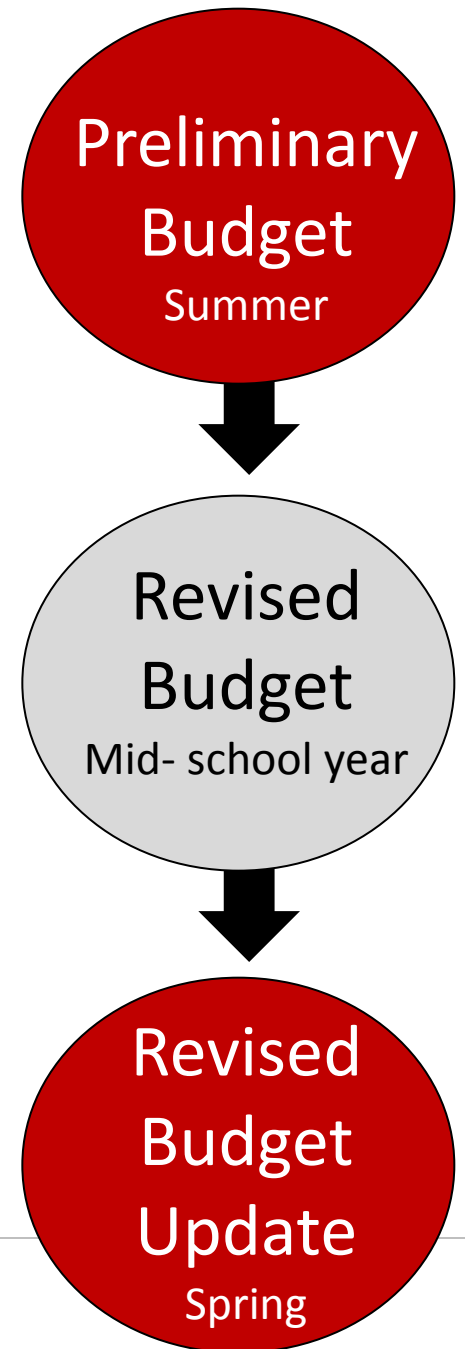
Purpose of Presentation

- Present an overview of the budget process
- Provide a summary of funds and significant changes from preliminary budget
- Review revenue sources
- Review expenditure categories

Budget Process

Preliminary Budget

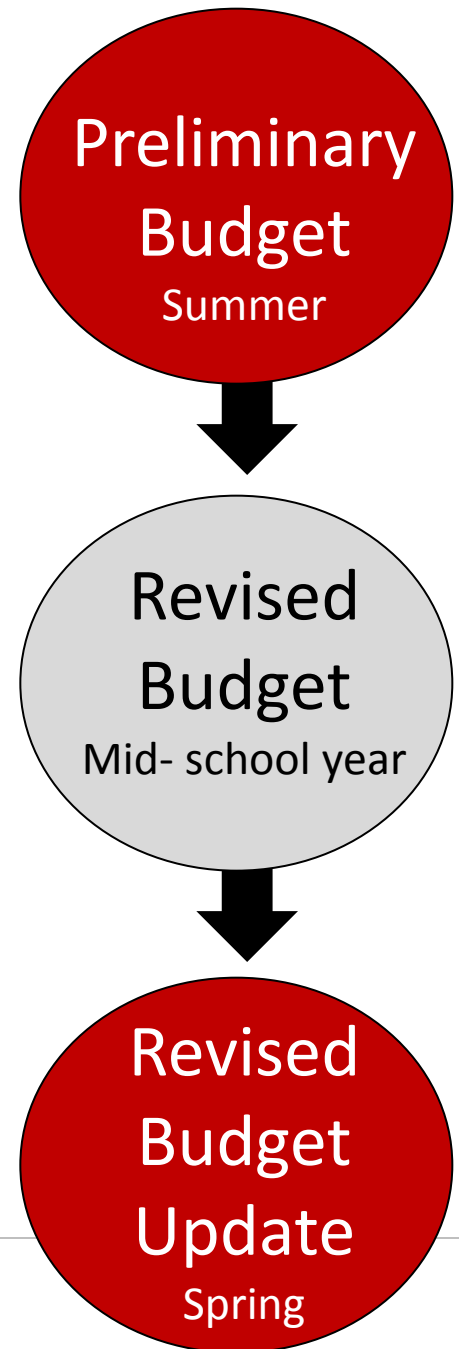
- Adopted May 2019
- Based on:
 - Approved goals
 - Approved budget adjustments
 - Current law and regulations
 - Enrollment projections



Budget Process

Revised Budget

- Adopted middle of school year
- Regular process for school districts
- Based on:
 - Updated information
 - Actual October 1 enrollment
 - 2019 legislation



General Fund

General Fund Operating	
Operating Revenues	\$113,975,831
Operating Expenditure	\$113,479,468

Changes From Preliminary Budget:

- Revenues increased \$2,440,056
 - Increase in state aids (special education, safe schools, pupil units) grants and the addition of student activities
- Expenditures increased \$515,032
 - increase in LTFM, safe schools, grants and the addition of student activities

General Fund

General Fund Operating	
Fund Balance	\$ 21.5 Million
Unassigned fund balance	\$ 9.6 Million

Changes From Preliminary Budget:

- Projected unassigned fund balance is 8.47% of total expenditures (5% = \$5.67 million)
- The Board's goal of reaching a 5% unassigned fund balance has been met

Food Service Fund

Changes From Preliminary Budget:

- Revenues increased due to price increase
- Expenditures increased due to projected equipment replacement

Food Service Fund	
Revenues	\$ 4,467,651
Expenditures	\$ 4,257,942
Fund Balance	\$1,163,466



Stillwater
AREA PUBLIC SCHOOLS

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Community Service Fund

Changes From Preliminary Budget:

- Revenues increased
 - Adventure Club enrollment
 - Pre-school enrollment
- Expenditures increased
 - Additional adventure club and preschool staff
 - Pay increase for all site leads and assistants

Community Service Fund	
Revenues	\$7,467,253
Expenditures	\$7,654,144
Fund Balance	\$ 1,286,811



Stillwater
AREA PUBLIC SCHOOLS

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Operating Funds

Total Operating Funds = General, Food Service, Transportation, Community Education, Capital

Revenues	\$ 125,910,735
Expenditures	\$ 125,391,554
Fund Balance	\$ 23,946,179

Non-Operating Funds

Changes From Preliminary Budget:

- Expenditures reflect planned bond projects

Building Construction	
Revenues	\$ 75,000
Expenditures	\$ 3,012,980
Fund Balance	\$ 1,404,940

Non-Operating Funds

Debt Service	
Revenues	\$ 10,042,887
Expenditures	\$ 10,113,258
Fund Balance	\$ 2,891,642

Non-Operating Funds

Total Non-Operating Funds = Building
Construction, Debt Service

Revenues	\$ 10,117,887
Expenditures	\$ 13,126,238
Fund Balance	\$ 4,296,582

Fiduciary Funds

Trust Fund - Former	
Revenues	\$ 0
Expenditures	\$ 0
Fund Balance	\$ 0

Custodial Fund (Scholarships)	
Revenues	\$ 5,000
Expenditures	\$ 5,000
Fund Balance	\$ 75,214

Total All Funds

Total All Funds	
Revenues	\$136,033,622
Expenditures	\$138,522,792
Fund Balance	\$ 28,317,975

Summary

- The budget does not include any contractual increases in open contracts beyond steps and lanes
- Depending on timing of large employee contract settlements, the budget may be revised in the Spring 2020
- Unassigned fund balance is projected to be 8.47% which is above the 5% fund balance policy



Questions?



Stillwater

AREA PUBLIC SCHOOLS

2019-20 REVISED BUDGET

INDEPENDENT SCHOOL DISTRICT NO. 834 STILLWATER, MINNESOTA

1875 South Greeley Street
Stillwater, MN 55082
www.stillwaterschools.org
651-351-8321

Finance Department

Kristen Hoheisel, Executive Director of Finance and Operations
hoheiselk@stillwaterschools.org

Lynne Ritzer, Supervisor of Financial Services

Kathy Tuenge, District Accountant

Mary Acosta, Student Support Services Accountant

Linda Moncrief, Admin Assistant

Aimee Tarman, Accounts Processing Technician

Lorna Wells, Accounts Processing Technician

Tracy Caples-McDonald, Payroll Technician

Amber Schauer, Payroll Technician

December 2019

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SECTION I

Introduction

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Stillwater

AREA PUBLIC SCHOOLS

SCHOOL BOARD

Dr. Michael Ptacek
Ms. Shelley Pearson
Ms. Sarah Stivland
Ms. Liz Weisberg
Mr. Mark Burns
Ms. Jennifer Pelletier
Ms. Tina Riehle

Board Chair
Vice Chair
Clerk
Treasurer
Director
Director
Director

ADMINISTRATION

Ms. Denise Pontrelli
Dr. Bob McDowell
Ms. Kristen Hoheisel
Ms. Cathy Moen
Ms. Rachel Larson
Mr. Paul Lee
Mr. John Perry
Ms. Annette Sallman

Superintendent of Schools
Assistant Superintendent
Executive Director of Finance and Operations
Executive Director of Administrative Services
Director of Learning and Student Engagement
Director of Student Support Services
Director of Learning, Technology and Design Systems
Director of Community Education and Community Relations

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Curiosity Thrives Here

OUR STRATEGIC PLAN 2018-2021

Developed by stakeholders of the Stillwater Area Public Schools

OUR MISSION

A declaration of the unique identity to which the organization aspires; its specific purpose; and the means by which it will achieve its purpose.

The mission of Stillwater Area Public Schools, in **partnership** with students, family and **community**, is to develop **curious** individuals who are active and engaged **leaders** in an **ever-changing world** by **challenging** all students as they travel along their **personalized** learning pathways.

OUR VISION

What we commit to creating for our students.

A Stillwater Area Public Schools student will be an effective:

Communicator: Can express themselves effectively in both written and oral communications. Listens actively to others and treats them with kindness and respect. Shows cultural understanding and global awareness when engaging with others.

Collaborator: Builds strong relationships and works effectively and respectfully with diverse teams. Seeks out diverse ideas and perspectives. Values the individual contributions made by each team member.

Critical Thinker: Show empathy for others. Can solve complex problems and is able to discern accurate and relevant information. Reasons effectively to make sound judgments and decisions.

Creator: Is courageous, takes risks and learns from failure. Is open minded and responsive to new and diverse perspectives. Is flexible and can adapt to new environments and situations. Carefully considers ideas in order to improve and maximize creative efforts.

Self-Advocate: Remains curious and loves to learn new things. Understands personal strengths and weaknesses and is motivated and confident. Follows their passions and interests.

OUR GOALS: WORLD'S BEST WORKFORCE

Specific, measurable, observable or demonstrable results designed to increase student performance.

- All children are ready for school
- All third graders can read at grade level
- All racial and economic achievement gaps are closed
- All students are ready for career and college
- All students graduate from high school
- *All students will be engaged in their learning
- *All students will be supported in their social, emotional and behavioral development
- All students are seen, served and supported



OUR PARAMETERS

Boundaries within which the organization will accomplish its mission; self-imposed limitations.

In our decision-making, we will always consider what is desirable, equitable, feasible and sustainable.

We will build relationships with our shareholders and engage with our community by utilizing the board approved Decision-Making and Public Participation models.

* Goals unique to our district

Approved by the School Board - May 10, 2018

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A BRIEF HISTORY OF DISTRICT 834

Stillwater Area Public Schools – Independent School District #834 – has a long and proud tradition. Minnesota's first schoolhouse was built in Stillwater in 1848, a year before Minnesota became a territory. Stillwater became the state's first school district just two years later. The district has a tradition of high expectations, high standards and outstanding achievement. It is also a system dedicated to continuous improvement.

From the first one-room schoolhouse, Stillwater Area Public Schools has grown to serve more than 8,600 students in seven elementary schools (K-5), two middle schools (grades 6-8), one high school (grades 9-12), one transition programming center serving students ages 18 to 21, and an early childhood family center which serves families with young children, from birth to age 5.

The district stretches 30 miles along the St. Croix River from Marine on St. Croix south to Afton, and covers approximately 150 square miles. The district encompasses 18 communities, including: Afton, Bayport, Baytown Township, Grant, a portion of Hugo, Lake Elmo, Lakeland, Lakeland Shores, Lake St. Croix Beach, Marine on St. Croix, May Township, Oak Park Heights, St. Mary's Point, Stillwater, Stillwater Township, West Lakeland Township, Withrow and a portion of Woodbury. The area population is approximately 64,046.

Transportation services are provided to over 8,400 public, non-public and charter school students. Buses are scheduled to make over 3,200 stops every day as they transport students to and from over 20 sites, both within and outside the district. Beginning in 2009, transportation registration is required for Stillwater Area High School students and for all non-public and charter school students yearly. Families may also decline transportation if they will not need to be transported. Students in grades Kindergarten through 10th grade receive annual school bus safety training. On each school day, District 834 schools serve approximately 3,900 meals (lunches). Breakfast is also served in ten (10) school buildings.

Stillwater has built and maintained an exceptional reputation for excellence across the state and nation. Our schools are recognized as a leader in innovative education. Our students and our staff members are consistently recognized for their successes in academics, fine arts and athletics. In addition, our district has received the Certificate of Excellence in Financial reporting award for fifteen consecutive years. This award validates the credibility of the school system's operations and measures the integrity and technical competence of the business staff.

The district offers the best of both worlds. It is large enough to provide a wide variety of opportunities for students, while maintaining a personal, caring and individualized education. The district strives to develop learners who are innovative, creative, and prepared for a rapidly changing world. Expectations are high and students of all abilities are challenged, supported and motivated at every level – from early childhood through high school.

We offer learning opportunities for students of all abilities, including exceptional programs for Special Education and Gifted and Talented students. Because of our experience, our expertise, and our size, we are able to offer our learners opportunities to grow and develop at their own pace.

Welcome to a community and a school system built on a solid tradition of excellence!

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2019-20 REVISED BUDGET OVERVIEW

Introduction

The revised budget typically adopted by the Board of Education each winter is an update to the annual preliminary budget approved the previous summer. The preliminary budget, which gives the district expenditure authority to begin the fiscal year, is built on anticipated enrollment projections and estimates of revenues. During the middle of the fiscal year, the Board will adopt a revised budget which is updated based on the October 1 student enrollment and revised revenue estimates. Since the revised budget is based on October 1 enrollment and projected attendance of those students, the budget is still a projection. It may be revised again during the spring, primarily to update federal program revenues and expenditures and contract settlements that have occurred during the year.

Education finance can vary greatly due to many uncontrollable variables. Budgets are developed with several assumptions and projections. Historically, the actual revenues have been greater than projected revenues and actual expenditures are less than projected expenditures, leaving the district with additional funds in the fund balance. This was due to using an intentionally conservative planning and budgeting process. The philosophical approach to budgeting conservatively has changed. Budgeting assumptions and projections are being adjusted to reflect trend data, economic environments and cautious optimism.

Budget Timeline

The school district's budget timeline reflects many overlapping processes. The general timeline is listed below.

Spring

- Administration completes preparation of preliminary budget for the next school year, including: compiling capital requests, completing a three year general fund forecast and developing recommendations through a Budget Development Committee.
- Board of Education takes action on capital budget for the next school year.
- Board of Education takes action on budget assumptions and timeline for the next school year.

Summer

- Board of Education reviews and approves preliminary budget by June 30 for the next school year.
- Administration submits proposed local property tax levy for next calendar year to Minnesota Department of Education.
- Administration closes district's financial books and begins audit process for the previous school year.

Fall

- Board of Education approves preliminary property tax levy in September for next calendar year and next school year.
- Administration and audit firm complete district audit and financial report for the previous school year, and report is approved by the Board of Education.
- Administration completes preparation of the revised budget for the current school year.

Winter

- Board of Education approves the revised budget for current school year.
- Board of Education holds a truth-in-taxation hearing in December for the proposed property tax levy and certifies final property tax levy for the next school year.
- Administration prepares capital budget for next school year.
- Administration begins preparation of preliminary budget for next school year.

Budget Assumptions

Many variables comprise the district's budget. The district makes conservative assumptions on those variables in order to avoid deficits. Examples of the variables with additional information are listed below.

Enrollment Trends and Enrollment Projections

Enrollment in the district increased for the 2019-20 school year. Figure 1 shows the enrollment trends for each level over the last seven years.

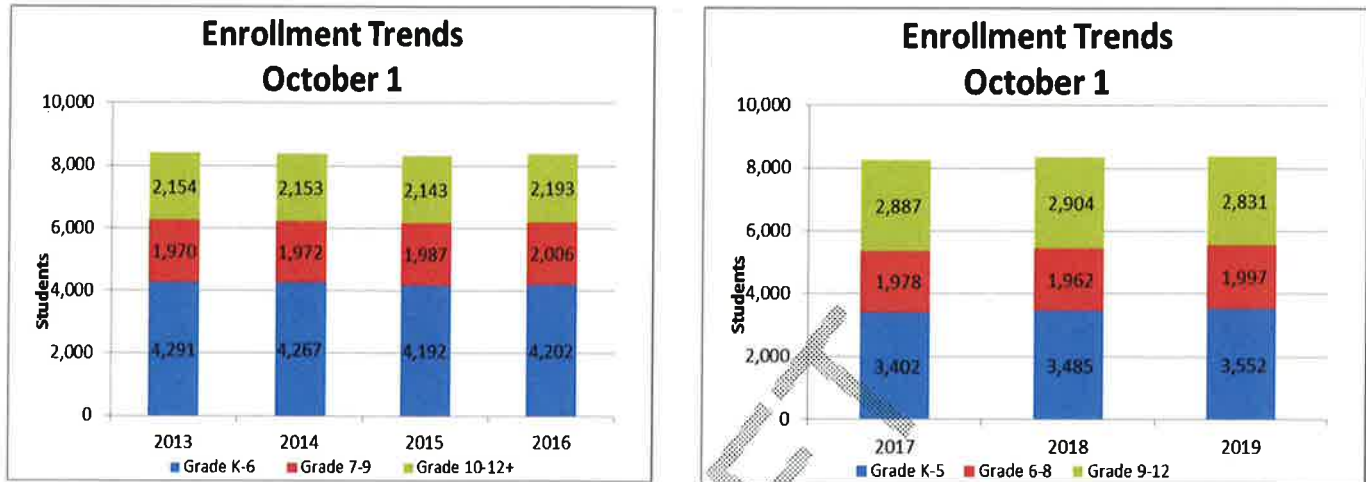


Figure 1

The district revises the enrollment projections based on new information, actual enrollment on October 1 and any other changes that affect enrollment each fall. Since enrollment drives most of the district's revenue, cautious optimism (estimating using trend data of who will attend District 834 schools) is used for enrollment projections.

Employee Contracts

The revised budget includes renewed contracts for 2019-20, but does not include parameters for contracts that have expired (open contracts). For 2019-20 the district will continue with a self-funded health insurance plan. Insurance rates will increase for both single and family insurance.

General Education Revenue

This is the largest component of state aids. It is developed by actual number of students and formula allowances set by the legislature. The revenue projections are based on the projected October 1 enrollment with assumptions for "in-out" migration.

School Allocations

The district builds the revised budget on enrollment projections. For staffing purposes, elementary school staffing allocations are provided through the allocation of sections, based on projected enrollments. Enrollments are periodically reviewed and revised to ensure consistency with Board approved staffing ratios. Secondary school staffing allocations are distributed based on projected enrollments. Allocations are adjusted as needed to address changes in enrollment throughout the school year.

Special Education Revenue

Some special education revenue calculations, such as special education excess cost aid, are based on the general education revenue estimate. Also, the district is not conservative when developing the special education expenditure budget. Due to the unknown number of students that will be identified as special education, the district estimates the number of eligible students based on the prior year. Should the district serve more students than identified in the previous year, the increased cost implication is reflected in the revised budget. In 2006-07 the state mandated a change as to how school districts serving non-resident special education students received revenue. This is known as special education tuition billing. Data is not finalized until well into the next fiscal year, leaving some variability in revenue estimates.

Payment Delays, Tax Shifts and Legislative Changes

The 2011 Legislature enacted legislation that increased the payment delay to school districts. Included in the legislation are payment delays and two accounting shifts that had an impact on the cash flow of the school district but not a significant impact on the overall budget. As required by Minnesota Laws 2013, Chapter 116, Article 7, Section 20, on September 30, 2013, Minnesota Management and Budget certified a positive unrestricted state general fund balance significant enough to return districts to a 90/10 payment schedule.

Additionally, beginning in 2010-11, a very large property tax revenue shift occurred. School districts receive property tax revenue in May and October of each calendar year. This revenue is used for the following school year. Per this legislation, school districts were required to recognize 48.6% of the revenue received in May for the current fiscal year. This allowed the state to postpone state aid payments until the following fiscal year. Based on the aforementioned law, the property tax recognition shift will return to 23.1%.

Finally, the 2019-20 Revised Budget is reflective of the 2019 Legislative session.

Summary – 2019-20 Revised Budgets

The 2019-20 Revised Budget reflects an increase in the unassigned fund balance for the general fund compared to the 2018-19 fiscal year end. This increase indicates that projected revenue is greater than projected expenditures.

Revenues

Legislative changes over the years have changed the portion of revenue that is received from the state. Currently, the state is responsible for a large percentage (58%) of the total district revenues (see Figure 2). This percentage has changed dramatically from prior years due to the sale of voter approved bonds.

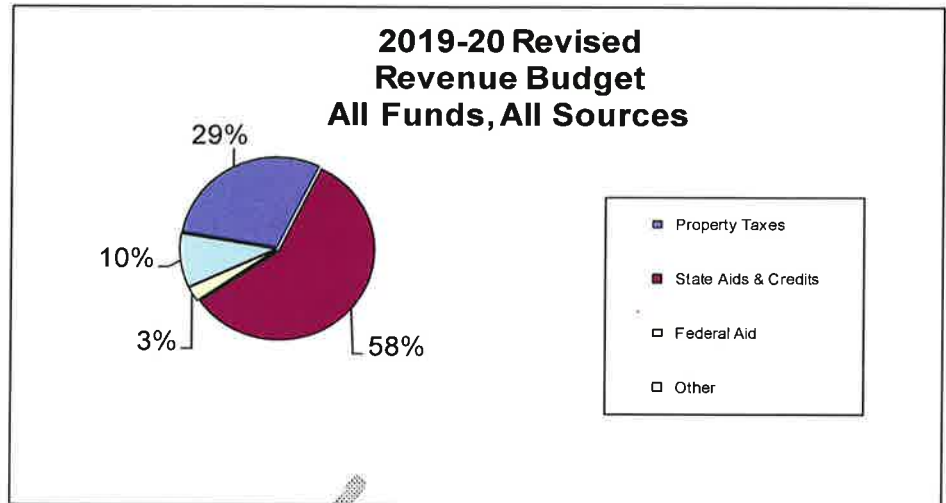


Figure 2

Expenditures

In a service organization, like a public school district, most expenditures consist of salaries and benefits for employees who provide direct or indirect services to students, i.e., teachers, principals, administrators, support staff (custodians, food service workers, paraprofessionals, technical support, and coordinators/supervisors/specialists). For 2019-20 salaries and benefits make up 72% of the district's general fund budget and 64% of the district's total budget as shown in Figure 3. Purchased services (such as heating, electricity, insurance and telecommunication costs) comprise 16% of the budget. Supplies, materials, capital and other expenditures total 20% of the total budget. Historically, the district's budget managers monitor expenditures closely and typically come in under budget.

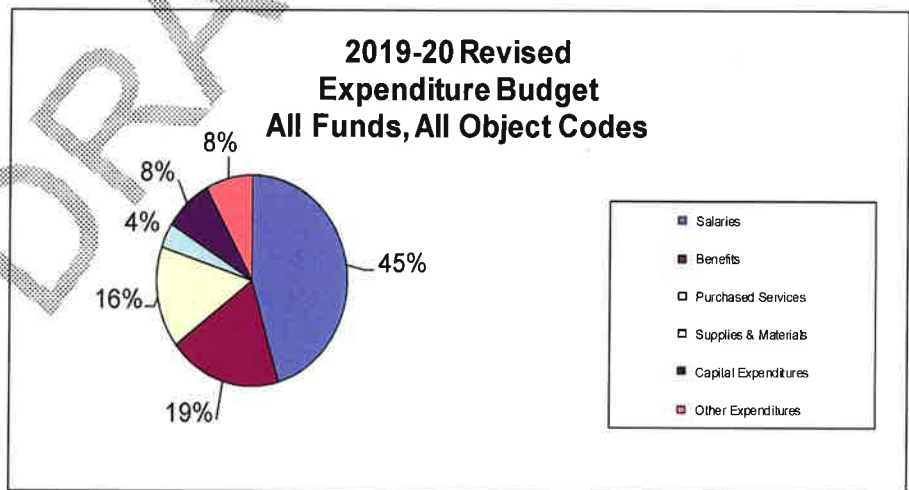


Figure 3

SECTION II

2019-20 Revised Budget

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2019-20 REVISED BUDGET

Budget Process and Assumptions

School district budgets are comprised of revenues and expenditures. Revenues are primarily received based on student enrollment and actual expenditures. The largest percentage of the school district's revenue comes from the state through formulas based on student enrollment. The formula allowance in 2019-20 for the general education aid from the state is \$6,438 per pupil unit (weighted student counts depending on grade level of enrollment).

Of all the district's general fund expenditures, 72% are salaries and benefits for district employees. As an educational service organization serving students, it is expected that employee costs would be the largest portion of the budget. The budget reflects steps and lanes for all qualifying employees.

Below are some of the processes and assumptions that are included in the budgeting cycle.

Enrollment

The preliminary budget is based on a projected enrollment for October 1. The revised budget is based on the actual October 1 enrollment and is estimated to follow historical trends for actual year-end ADM (average daily membership) in which the district receives revenue.

Staffing allocations

Staff are allocated to buildings on a student to staff ratio determined by the Board of Education. The staffing ratios for 2019-20 are listed in Table 1. Staffing ratios do not equate to average class sizes and are only used to determine the number of FTE (full time equivalent) assigned to each building.

Staffing Allocations*		
	2018-19	2019-20
Kindergarten – Gr. 1	21.42	21.42
Grades 2-3	25.42	25.42
Grades 4-5	29.42	29.42
Grade 6	29.42	29.42
Grades 7-12	33.08	33.08

Table 1

*This does not represent average class size.

Non-salary budgets

School budgets for purposes other than employee salary and benefits are based on a system of allocation formulas. These formulas are adjusted as determined by the Board of Education during the budgeting process. Table 2 shows the supply and material per-pupil allocations for 2018-19 and 2019-20. The supply/material and library/media allocations have been decreased from the 2018-19 levels as part of the Board approved budget reductions, with a hold-back of 2.5%. An adjustment was made on October 1, based on the enrollment at that time and eliminating the hold-back provision.

Supply and Material Allocations Per Student		
Elementary	2018-19	2019-20
Supply and Material	\$27.93	\$27.37
Library/Media	9.78	9.58
Capital	17.45	0.00
Secondary	2018-19	2019-20
Supply and Material	\$53.57	\$52.50
Library/Media	14.23	13.95
Capital	26.15	0.00

Table 2

Staff development

Funds to be used for staff development are allocated based on 2% of the district's general education aid. Two percent (2%) is projected to be approximately \$1,193,579. The Learning and Innovation Department uses the allocation for professional development support and professional development days. Professional development activities receive approximately \$348,000 of the allocation. The vast majority of the remaining allocation goes to professional development days.

2019-20 Revised Budget – Fund Detail

General Fund

The general fund is the primary operating budget for the district. It accounts for the revenues and expenditures of the district operations. The general fund includes accounts for capital expenditures, transportation, student activity and scholarships. By statute, the district is obligated to account for capital expenditures separately from the general fund. The capital expenditure account information is listed on page 3.

General Fund	2018-19 Actual	2019-20 Preliminary Budget	2019-20 Revised Budget	Rev. / Prel. Change	Rev. / Prel. % Change
Beginning Fund Balance	20,038,645	20,999,539	20,999,539	0	0.00%
Revenues	111,021,043	111,535,775	113,975,831	2,440,056	2.19%
Expenditures	110,060,150	112,964,436	113,479,468	515,032	0.46%
Revenues less Expenditures	960,894	(1,428,661)	496,363	1,925,024	
Ending Fund Balance	20,999,539	19,570,878	21,495,902	1,925,024	9.84%

Comparison of 2019-20 Preliminary Budget to 2019-20 Revised Budget

Revenue

Revised 2019-20 revenue estimates are \$2,440,056 more than the 2019-20 Preliminary Budget primarily due to an increase in state aids (special education, safe schools aid and pupil units), both non-federal and federal grants, the addition of student activities to the general fund and interest.

Expenditures

Revised 2019-20 expenditures increased by \$515,032 from the 2019-20 Preliminary Budget primarily due to Long Term Facility Maintenance (LTFM), both non-federal and federal grants, safe schools and the addition of student activities to the general fund net a decrease for staff budgeting and transportation. The detailed changes in the expenditures are listed on the following pages in the descriptions of program expenditure categories.

The total revenues and total expenditures for the general fund include reserved categories for LTFM (Long Term Facility Maintenance) and operating capital. The net revenue budget after subtracting these categorical revenues is \$105,360,212. The net expenditure budget after subtracting these categorical expenditures is \$101,962,618. The unassigned fund balance increases to 8.47% of expenditures. The Board's goal of reaching a 5% unassigned fund balance has been met.

The total fund balance for the general fund is projected to increase from \$19.6 million to \$21.5 million in the revised 2019-20 budget. The unassigned fund balance (the amount of unallocated funds) is projected to increase from \$5.2 million to \$9.6 million.

Capital Expenditure Account

Included within the general fund is the capital expenditure account. Listed below are the reserved revenues and expenditures projected in the capital expenditure account. The revenue is decreasing slightly. The expenditures are increasing primarily in equipment, building lease and facilities. The projected fund balance will decrease from \$5.5 million to \$5.2 million compared to the 2019-20 Preliminary Budget.

General Fund	2018-19	2019-20 Preliminary	2019-20 Revised	Rev. / Prel.	Rev. / Prel.
Capital Expenditure Account	Actual	Budget	Budget	Change	% Change
Beginning Fund Balance	4,100,342	5,550,528	5,550,528	0	0.00%
Revenues	4,261,254	3,096,163	3,088,325	(7,838)	-0.25%
Expenditures	2,811,068	3,171,872	3,445,350	273,478	8.62%
Revenues less Expenditures	1,450,186	(75,709)	(357,025)	(281,316)	
Ending Fund Balance	5,550,528	5,474,819	5,193,503	(281,316)	-5.14%

Expenditures by Program

The district tracks expenditures by program series defined in UFARS (Uniform Financial Accounting and Reporting Standards) which is mandated by the State of Minnesota. The table below shows the total general fund sorted by program series and compares the 2019-20 Revised Budget to the 2019-20 Preliminary Budget.

General Fund	2018-19	2019-20 Preliminary	2019-20 Revised	Prel. / Rev.	Prel. / Rev.
	Actual	Budget	Budget	Change	% Change
Administration	3,828,236	3,705,652	3,526,499	(179,153)	-4.83%
District Support Services	3,774,731	3,826,320	3,841,149	14,829	0.39%
Regular & Vocational Instruction	47,804,953	47,742,291	47,474,156	(268,135)	-0.56%
Special Education Instruction	19,527,685	19,869,729	20,297,323	427,594	2.15%
Community Service	75,000	0	0	0	0.00%
Instructional Support Services	7,248,996	6,989,607	7,118,022	128,415	1.84%
Pupil Support Services	4,436,486	4,491,781	4,639,797	148,016	3.30%
Transportation (Pupil Support)	7,676,044	8,242,381	8,088,434	(153,947)	-1.87%
Operations and Maintenance	15,589,401	17,782,935	18,168,088	385,153	2.17%
Fiscal and Other Fixed Costs	298,619	313,740	326,000	12,260	3.91%
Total	110,060,150	112,964,436	113,479,468	515,032	0.46%

Administration

This program accounts for the expenditures related to the Board of Education, Superintendent, learning and innovation administrators, school principals, support staff and related supply and materials for these departments.

The decrease of \$179,153 from the 2019-20 Preliminary Budget is primarily due to staff budgeting.

District Support Services

This program accounts for expenditures related to the Executive Director of Finance and Operations, finance support staff, Executive Director of Administrative Services, human resources support staff, Director of Learning, Technology and Design Systems, technology support staff and related supply and materials for these departments.

The increase of \$14,829 from the 2019-20 Preliminary Budget is primarily due to an increase in the district wide share of OPEB benefits.

Regular and Vocational Instruction

This program accounts for elementary, secondary and vocational teachers, instructional paraprofessionals, extra and co-curricular staff, and related supply and materials for these departments.

The decrease of \$268,135 from the 2019-20 Preliminary Budget is primarily due to staff budgeting net an increase due to the addition of student activities to the general fund and tuition.

Special Education Instruction

This program accounts for all student support services administrators, special education teachers, special education paraprofessionals, special education support staff, psychologists, and related supply and materials for these departments.

The increase of \$427,594 from the 2019-20 Preliminary Budget is primarily due to staff budgeting net a decrease for contracted subs.

Instructional Support Services

This program accounts for the expenditures related to assistant principals, assistant principals' support staff, instructional support services staff, and librarians. This program also accounts for curriculum expenditures and related staff development as well as related supply and materials for these departments.

The increase of \$128,415 from the 2019-20 Preliminary Budget is primarily due to an increase for grants net a decrease for staff budgeting.

Pupil Support Services (Including Transportation)

This program accounts for expenditures related to counselors, lunchroom supervision, related support staff and related supply and materials for these departments.

The decrease of \$5,931 from the 2019-20 Preliminary Budget is primarily due to transportation and staff budgeting net an increase for safe schools.

Operations and Maintenance

This program tracks expenditures related to Long Term Facility Maintenance (LTFM), custodial staff, grounds staff, related support staff, utilities, and related supply and materials for these departments.

The increase of \$385,153 from the 2019-20 Preliminary Budget is primarily due to Long Term Facility Maintenance and operating capital net a decrease for staff budgeting.

Fiscal and Other Fixed Costs

This program accounts for expenditures related to scholarships, premiums for the district's property and liability and errors and omissions insurance as well as payments of principal and interest for the retirement of long-term and non-bonded obligations.

The increase of \$12,260 from the 2019-20 Preliminary Budget is due to the shift of certain scholarships to the general fund net an expected decrease in property and liability insurance.

Food Service Fund

The food service fund accounts for revenues and expenditures for providing food services in schools. Since 2004-05, Stillwater Area Public Schools has provided food services to Mahtomedi Schools on a fee basis. The additional revenue from this partnership allows the district to employ a nutritionist to plan menus and work on healthy lunch options as well as support the District 834 food service program.

Food Service Fund	2018-19 Actual	2019-20 Preliminary Budget	2019-20 Revised Budget	Rev. / Prel. Change	Rev. / Prel. % Change
Beginning Fund Balance	518,705	953,757	953,757	0	0.00%
Revenues	4,437,611	4,300,525	4,467,651	167,126	3.89%
Expenditures	4,002,558	4,118,531	4,257,942	139,411	3.38%
Revenues less Expenditures	435,052	181,994	209,709	27,715	
Ending Fund Balance	953,757	1,135,751	1,163,466	27,715	2.44%

Revenues are increasing primarily due to the price increase and expenditures are increasing primarily due to projected equipment replacement.

Community Service Fund

The community service fund is used to track all revenues and expenditures related to providing a community education program.

Community Service Fund	2018-19 Actual	2019-20 Preliminary Budget	2019-20 Revised Budget	Rev. / Prel. Change	Rev. / Prel. % Change
Beginning Fund Balance	1,340,493	1,473,702	1,473,702	0	0.00%
Revenues	7,096,516	7,089,316	7,467,253	377,937	5.33%
Expenditures	6,963,307	7,109,802	7,654,144	544,342	7.66%
Revenues less Expenditures	133,209	(20,486)	(186,891)	(166,405)	
Ending Fund Balance	1,473,702	1,453,216	1,286,811	(166,405)	-11.45%

Revenues are projected to increase primarily due to increased enrollment in Adventure Club and preschool. Expenditures are projected to increase primarily due to additional staff for preschool and Adventure Club along with the pay increase for all site leads and assistants.

Building Construction Fund

The building construction fund is used to track the revenues and expenditures for building bond construction projects.

Building Construction Fund	2018-19 Actual	2019-20 Preliminary Budget	2019-20 Revised Budget	Rev. / Prel. Change	Rev. / Prel. % Change
Beginning Fund Balance	9,623,517	4,342,920	4,342,920	0	0.00%
Revenues	126,867	0	75,000	75,000	0.00%
Expenditures	5,407,464	1,278,516	3,012,980	1,734,464	135.66%
Revenues less Expenditures	(5,280,597)	(1,278,516)	(2,937,980)	(1,659,464)	
Ending Fund Balance	4,342,920	3,064,404	1,404,940	(1,659,464)	-54.15%

Expenditures reflect planned bond projects.

Debt Service Fund

The debt service fund is used to account for the district's principal and interest payments as well as the revenue received for such payments. The principal and interest payments are for the district's long-term debt or approved bond issues.

Debt Service Fund	2018-19	2019-20	2019-20	Rev. / Prel. Change	Rev. / Prel. % Change
	Actual	Preliminary Budget	Revised Budget		
Beginning Fund Balance	1,508,511	2,962,013	2,962,013	0	0.00%
Revenues	6,350,350	10,042,887	10,042,887	0	0.00%
Expenditures	4,896,848	10,113,258	10,113,258	0	0.00%
Revenues less Expenditures	1,453,502	(70,371)	(70,371)	0	
Ending Fund Balance	2,962,013	2,891,642	2,891,642	0	0.00%

There is no change from the 2019-2020 Preliminary Budget.

OPEB Debt Service Fund

The OPEB debt service fund is used to record the levy proceeds and the repayment of the Other Post-Employment Benefits (OPEB) bonds. Listed below are the reserved revenues and expenditures projected in the OPEB debt service fund.

OPEB Debt Service Fund	2018-19	2019-20	2019-20	Rev. / Prel. Change	Rev. / Prel. % Change
	Actual	Preliminary Budget	Revised Budget		
Beginning Fund Balance	870,542	0	0	0	0.00%
Revenues	5,228,102	0	0	0	0.00%
Expenditures	6,098,644	0	0	0	0.00%
Revenues less Expenditures	(870,542)	0	0	0	
Ending Fund Balance	0	0	0	0	0.00%

The last of the OPEB Debt Service refunding bonds were paid off in February 2019. The remaining fund balance was transferred to the Debt Service Fund at the end of FY 2018-2019.

Trust Fund

Due to the implementation of GASB (Governmental Accounting Standards Board) No. 84, our scholarships that had previously been in the Trust Fund (fund 8) must now be moved to either the General Fund (fund 1) or the Custodial Fund (fund 18). The scholarships that the district has control over have been moved to the General Fund. Scholarships that have been moved to the Custodial Fund represent money the district receives and distributes, but has no financial benefit from or control over.

Former Trust Fund	2018-19 Actual	2019-20 Preliminary	2019-20 Revised	Rev. / Prel. Change	Rev. / Prel. % Change
		Budget	Budget		
Beginning Fund Balance	165,695	350,987	0	(350,987)	-100.00%
Revenues	215,409	25,000	0	(25,000)	-100.00%
Expenditures	30,117	25,000	0	(25,000)	-100.00%
Revenues less Expenditures	185,292	0	0	0	
Ending Fund Balance	350,987	350,987	0	(350,987)	-100.00%

Former Trust Fund moving to General Fund	2018-19 Actual	2019-20 Preliminary	2019-20 Revised	Rev. / Prel. Change	Rev. / Prel. % Change
		Budget	Budget		
Beginning Fund Balance	0	0	275,773	275,773	0.00%
Revenues	0	0	16,000	16,000	0.00%
Expenditures	0	0	16,000	16,000	0.00%
Revenues less Expenditures	0	0	0	0	
Ending Fund Balance	0	0	275,773	275,773	0.00%

Custodial Fund (Scholarships)	2018-19 Actual	2019-20 Preliminary	2019-20 Revised	Rev. / Prel. Change	Rev. / Prel. % Change
		Budget	Budget		
Beginning Fund Balance	0	0	75,214	75,214	0.00%
Revenues	0	0	5,000	5,000	0.00%
Expenditures	0	0	5,000	5,000	0.00%
Revenues less Expenditures	0	0	0	0	
Ending Fund Balance	0	0	75,214	75,214	0.00%

OPEB Trust

In February 2009, \$19.2 million of general obligation taxable OPEB (Other Post Employment Benefits) bonds were sold to be used to help offset future retirement expenditures. The funds were placed in an irrevocable trust meaning these funds can only be used for this purpose. As of June 30, 2019 the net position balance in the OPEB trust account was \$7,591,507.

Internal Service Fund

On July 1, 2012 the district went to self-funded insurance for health insurance. The activity for both health and dental insurance are now in an internal service fund. As of June 30, 2019 the net position balance in the internal service fund for health and dental insurance was \$3,434,621.

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2019-20 REVISED BUDGET SUMMARY

PROJECTED REVENUES, EXPENDITURES AND FUND BALANCE BY FUND 2019-20

Fund	Actual Fund Balance 6/30/19	2019-20 Revenue Budget	2019-20 Expenditure Budget	Proj. Fund Balance 6/30/20
General Fund	20,999,539	113,975,831	113,479,468	21,495,902
Food Service Fund	953,757	4,467,651	4,257,942	1,163,466
Community Service Fund	1,473,702	7,467,253	7,654,144	1,286,811
Sub-Total Operating Funds	23,426,998	125,910,735	125,391,554	23,946,179
Building Construction Fund	4,342,920	75,000	3,012,980	1,404,940
Debt Service Fund	2,962,013	10,042,887	10,113,258	2,891,642
Sub-Total Non-Operating Funds	7,304,933	10,117,887	13,126,238	4,296,582
Former Trust Fund	350,987	0	0	0
Custodial Fund (Scholarships)	0	5,000	5,000	75,214
Sub-Total Fiduciary Funds	350,987	5,000	5,000	75,214
Total All Funds	31,082,918	136,033,622	138,522,792	28,317,975

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SECTION III

Summary

SUMMARY OF REVENUES BY SOURCE CATEGORY AND FUND

Fund	Source Category	2018-19 Actual	Pct. of Total	2019-20 Prel. Bud.	2019-20 Revised Budget	Pct. of Total	Preliminary - Revised Percent Change	Revised Amount Change
01	General Fund							
	Property Taxes	27,016,037	24.33%	29,144,542	29,137,972	25.57%	-0.02%	(6,570)
	State Aids & Credits	76,676,589	69.06%	76,260,228	78,076,890	68.50%	2.38%	1,816,662
	Federal Aid	2,018,811	1.82%	2,330,691	2,401,157	2.11%	3.02%	70,466
	Other	5,309,606	4.78%	3,800,314	4,359,812	3.83%	14.72%	559,498
	Total General Fund	111,021,043	100.00%	111,535,775	113,975,831	100.00%	2.19%	2,440,056
02	Food Service Fund							
	Property Taxes	0	0.00%	0	0	0.00%	0.00%	0
	State Aids & Credits	180,572	4.07%	171,050	182,275	4.08%	6.56%	11,225
	Federal Aid	1,196,285	26.96%	1,166,000	1,202,436	26.91%	3.12%	36,436
	Other	3,060,753	68.97%	2,963,475	3,082,940	69.01%	4.03%	119,465
	Total Food Service Fund	4,437,611	100.00%	4,300,525	4,467,651	100.00%	3.89%	167,126
04	Community Service Fund							
	Property Taxes	941,836	13.27%	938,576	964,179	12.91%	2.73%	25,603
	State Aids & Credits	786,038	11.08%	798,779	810,338	10.85%	1.45%	11,559
	Federal Aid	3,400	0.05%	2,600	2,600	0.03%	0.00%	0
	Other	5,365,242	75.60%	5,349,361	5,690,136	76.20%	6.37%	340,775
	Total Comm. Service Fund	7,096,516	100.00%	7,089,316	7,467,253	100.00%	5.33%	377,937
06	Building Construction Fund							
	Other	126,867	100.00%	0	75,000	100.00%	0.00%	75,000
	Total Bldg Construction Fund	126,867	100.00%	0	75,000	100.00%	0.00%	75,000
07	Debt Service Fund							
	Property Taxes	10,239,038	88.43%	9,940,887	9,940,887	98.98%	0.00%	0
	State Aids & Credits	54,538	0.47%	42,000	42,000	0.42%	0.00%	0
	Other	1,284,876	11.10%	60,000	60,000	0.60%	0.00%	0
	Total Debt Service Fund	11,578,452	100.00%	10,042,887	10,042,887	100.00%	0.00%	0
08	Former Trust Fund							
	Other	215,409	100.00%	25,000	0	0.00%	0.00%	0
18	Custodial Fund							
	Other	0	100.00%	0	5,000	100.00%	0.00%	5,000
	All Funds							
	Property Taxes	38,196,911	28.40%	40,024,005	40,043,038	29.44%	0.05%	19,033
	State Aids & Credits	77,697,738	57.78%	77,272,057	79,111,503	58.16%	2.38%	1,839,446
	Federal Aid	3,218,495	2.39%	3,499,291	3,606,193	2.65%	3.05%	106,902
	Other	15,362,754	11.42%	12,198,150	13,272,888	9.76%	8.81%	1,074,738
	Total All Funds	134,475,898	100.00%	132,993,503	136,033,622	100.00%	2.29%	3,040,119

Section III ~ Summary

SUMMARY OF EXPENDITURES BY OBJECT CATEGORY AND FUND

Fund	Object Category	2018-19 Actual	Pct. of Total	2019-20 Prel. Bud.	2019-20 Revised Budget	Pct. of Total	Preliminary - Revised Percent Change	Amount Change
01	General Fund							
	Salaries	56,274,930	51.13%	57,058,930	56,882,317	50.13%	-0.31%	(176,613)
	Benefits	25,017,788	22.73%	25,173,954	24,623,828	21.70%	-2.19%	(550,126)
	Purchased Services	19,270,024	17.51%	19,218,496	19,855,441	17.50%	3.31%	636,945
	Supplies & Materials	3,540,961	3.22%	3,004,383	3,198,310	2.82%	6.45%	193,927
	Capital Expenditures	4,675,635	4.25%	7,492,490	7,881,530	6.95%	5.19%	389,040
	Debt Service	822,413	0.75%	825,188	825,290	0.73%	0.01%	102
	Other Expenditures	458,400	0.42%	190,995	212,752	0.19%	11.39%	21,757
	Total General Fund	110,060,150	100.00%	112,964,436	113,479,468	100.00%	0.46%	515,032
02	Food Service Fund							
	Salaries	1,362,144	34.03%	1,382,157	1,400,159	32.88%	1.30%	18,002
	Benefits	623,046	15.57%	664,114	641,767	15.07%	-3.36%	(22,347)
	Purchased Services	271,165	6.77%	271,675	281,010	6.60%	3.44%	9,335
	Supplies & Materials	1,669,938	41.72%	1,706,885	1,734,791	40.74%	1.63%	27,906
	Capital Expenditures	71,337	1.78%	91,000	195,000	4.58%	114.29%	104,000
	Other Expenditures	4,929	0.12%	2,700	5,215	0.12%	93.15%	2,515
	Total Food Service Fund	4,002,558	100.00%	4,118,531	4,257,942	100.00%	3.38%	139,411
04	Community Service Fund							
	Salaries	4,150,633	59.61%	4,298,015	4,585,796	59.91%	6.70%	287,781
	Benefits	1,221,306	17.54%	1,216,402	1,357,865	17.74%	11.63%	141,463
	Purchased Services	1,170,949	16.82%	1,207,491	1,302,867	17.02%	7.90%	95,376
	Supplies & Materials	378,848	5.44%	317,886	344,141	4.50%	8.26%	26,255
	Capital Expenditures	16,758	0.24%	44,500	36,617	0.48%	-17.71%	(7,883)
	Other Expenditures	24,811	0.36%	25,508	26,858	0.35%	5.29%	1,350
	Total Comm. Service Fund	6,963,307	100.00%	7,109,802	7,654,144	100.00%	7.66%	544,342
06	Building Construction Fund							
	Purchased Services	130,079	2.41%	0	20,000	0.66%	0.00%	20,000
	Capital Expenditures	5,277,385	97.59%	1,278,516	2,992,980	99.34%	134.10%	1,714,464
	Total Bldg. Const. Fund	5,407,464	100.00%	1,278,516	3,012,980	100.00%	135.66%	1,734,464
07	Debt Service Fund							
	Other	10,995,491	100.00%	10,113,258	10,113,258	100.00%	0.00%	0
08	Former Trust Fund							
	Other	30,118	100.00%	25,000	0	100.00%	0.00%	0
18	Custodial Fund							
	Other	0	100.00%	0	5,000	100.00%	0.00%	5,000
	All Funds							
	Salaries	61,787,707	44.95%	62,739,102	62,868,272	45.38%	0.21%	129,170
	Benefits	26,862,139	19.54%	27,054,470	26,623,460	19.22%	-1.59%	(431,010)
	Purchased Services	20,842,218	15.16%	20,697,662	21,459,318	15.49%	3.68%	761,656
	Supplies & Materials	5,589,747	4.07%	5,029,154	5,277,242	3.81%	4.93%	248,088
	Capital Expenditures	10,041,115	7.30%	8,906,506	11,106,127	8.02%	24.70%	2,199,621
	Other Expenditures	12,336,162	8.97%	11,182,649	11,188,373	8.08%	0.05%	5,724
	Total All Funds	137,459,088	100.00%	135,609,543	138,522,792	100.00%	2.15%	2,913,249

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BUDGET DETAIL SUMMARY

REVENUE BY SOURCE

SRC DESCRIPTION	2018-19 ACTUAL	2019-20 PRELIM	2019-20 REVISED	NOTES
GENERAL FUND				
001 Property Tax Levy-General	27,000,395	29,128,900	29,122,330	
005 Reemployment Compensation Levy	15,642	15,642	15,642	
022 SPED Purch Serv from Oth MN	83,824	43,000	43,000	
041 Tuition-Out of State	10,600	0	0	
050 Fees from Patrons	1,114,828	1,119,500	1,128,000	
051 Parking Fees	174,072	165,000	160,000	
052 Criminal Background Check Fees	991	400	400	
053 Transcript Fees	7,825	10,000	10,000	
060 Admission/Student Act Revenue	204,814	155,000	170,000	
071 Medical Assistance Revenue	331,640	300,000	300,000	
088 E-Rate Revenue	111,759	200,000	120,000	Decreased to better reflect projected receipts.
092 Interest Earnings	592,141	242,500	476,000	Increased to better reflect projected interest rates.
093 Rent for School Facilities	172,648	433,614	378,114	Decreased due to delayed occupancy for transportation facility.
096 Gifts & Bequests	706,245	575,000	814,498	Increased for the addition of grants.
099 Miscellaneous Local Revenue	726,071	314,300	517,800	Increased primarily due to the addition of student activities.
201 Endowment Fund Apportionment	295,317	332,000	370,995	
211 General Education Aid	61,883,638	62,594,033	62,888,811	
212 Literacy Incentive Aid	445,095	445,000	445,000	
213 Shared Time Aid	20,606	20,600	23,922	
227 Abatement Aid	666	300	1,517	
234 Agricultural Mkt Value Credit	11,936	11,900	12,000	
300 State Aids Rec'd from DOE	2,216,137	2,386,395	2,664,645	Increased to include the addition of safe schools revenue.
360 Special Education Aid	11,305,661	10,400,000	11,600,000	Increased to better reflect projected based on 2019 legislative session.
370 Other Aid from DOE	157,612	70,000	70,000	
397 TRA/PERA Special Funding Revenue	339,922	0	0	
400 Federal Aids rec'd thru DOE	1,986,577	2,324,729	2,382,026	
405 Federal Aid rec'd thru Other	26,272	0	13,168	
500 Federal Aids rec'd from Fed	5,962	5,962	5,963	
619 Cost of Materials for Profit	-81,738	-100,000	-100,000	
620 Sales of Materials for Profit	207,991	270,000	270,000	
621 Sale of Materials Purch-Resale	46,137	60,000	60,000	

REVENUE BY SOURCE

SRC DESCRIPTION	2018-19 ACTUAL	2019-20 PRELIM	2019-20 REVISED	NOTES
623 Sale of Real Property	889,197	0	0	
624 Sale of Equipment	10,561	12,000	12,000	
Total	111,021,043	111,535,775	113,975,831	
FOOD SERVICE FUND				
021 Mahtomedi / Pankalo	637,860	660,000	649,000	
050 Fees from Patrons	980	4,300	1,000	
092 Interest Earnings	15,516	4,600	15,700	
096 Gifts & Bequests	860	500	1,500	
099 Miscellaneous Local Revenue	3,506	0	3,000	
300 State Aids Rec'd from DOE	180,572	169,750	182,275	Increase in state funding.
397 TRA/PERA Special Funding Revenue	0	1,300	0	
471 School Lunch Program	257,475	258,000	260,000	
472 Special Assist.-Needy Child Program	499,796	485,000	500,000	
473 Commodity Cash Rebate Program	13,594	0	0	
474 Commodity Distribution Program	242,317	240,000	252,436	
476 School Breakfast Program	153,662	138,000	155,000	
479 Summer Food Service Program	29,442	45,000	35,000	Shortened summer food program.
601 Food Service Sales to Pupils	2,254,682	2,178,100	2,286,000	Meal price increase.
602 Food Service Sale of Milk	17,207	19,500	17,550	
606 Food Service Sales to Adults	23,974	20,975	23,940	
608 Special Function Food Sales	105,016	75,000	85,000	Increase in catering.
624 Sale of Equipment	1,154	500	250	
Total	4,437,611	4,300,525	4,467,651	
COMMUNITY SERVICE FUND				
001 Property Tax Levy-General	941,836	938,576	964,179	
021 Tuition from MN School Dists	166,515	190,800	170,000	
040 Tuition	968,122	985,500	1,163,025	Additional preschool classes and fewer families receiving financial assistance.
050 Fees from Patrons	271,914	238,918	275,275	Increased memberships for the Pony Activity Center.
092 Interest Earnings	46,416	3,000	3,000	
096 Gifts & Bequests	45,864	45,500	68,500	Increase in Whitson Foundation funding.

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REVENUE BY SOURCE

SRC DESCRIPTION	2018-19 ACTUAL	2019-20 PRELIM	2019-20 REVISED	NOTES
099 Miscellaneous Local Revenue				
227 Abatement Aid	125,774	131,500	131,500	
234 Agricultural Mkt Value Credit	59	0	590	
300 State Aids Rec'd from DOE	1,320	0	0	
301 Nonpublic Aid	532,688	540,288	551,257	
370 Other Aid from DOE	74,508	81,027	81,027	
405 Federal Aid Rec'd thru Other	177,464	177,464	177,464	
510 Adults with Disabilities	3,400	2,600	2,600	
548 Gymnastics	390	0	0	
549 Aquatics	63,208	67,291	62,035	
551 Adult Athletics	55,217	59,208	59,208	
	98,646	168,693	76,757	Eliminated Pony Power and Performance and reduced enrollment in programs.
552 Adult Enrichment	106,083	90,553	102,500	
553 Youth Athletics	84,664	80,000	80,000	
554 Camps and Clinics	103,054	125,000	117,000	
562 Instructional Music	35,458	30,000	35,500	
564 Special Events	96,031	100,660	112,736	
570 School Age Care Tuition	2,252,803	2,202,930	2,337,265	Increase in enrollment.
571 School Age Care Preschool	186,298	194,550	228,783	Increase in enrollment.
585 Youth Development/Youth Serv	403,101	372,000	488,000	Increase in enrollment.
591 Facilities Use	253,687	258,234	262,003	
592 Turf Fields Use	1,996	5,024	5,049	
Total	7,096,516	7,089,316	7,467,253	
BUILDING CONSTRUCTION FUND				
092 Interest Earnings	126,867	0	75,000	
Total	126,867	0	75,000	

REVENUE BY SOURCE

SRC DESCRIPTION	2018-19 ACTUAL	2019-20 PRELIM	2019-20 REVISED	NOTES
DEBT SERVICE FUND				
001 Property Tax Levy-General	10,239,038	9,940,887	9,940,887	
092 Interest Earnings	136,795	60,000	60,000	
234 Agricultural Mkt Value Credit	14,397	7,000	7,000	
258 Other State Credits	40,141	35,000	35,000	
649 Permanent Transfers	1,148,081	0	0	
Total	11,578,452	10,042,887	10,042,887	
FORMER TRUST FUND				
All Gift Directed Revenues	215,409	25,000	0	
Total	215,409	25,000	0	
CUSTODIAL FUND (SCHOLARSHIPS)				
All Gift Directed Revenues	0	0	5,000	
Total	0	0	5,000	

EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2018-19 ACTUAL	2019-20 PRELIM	2019-20 REVISED	NOTES
GENERAL FUND				
100 Administrators	1,697,884	1,719,638	1,589,629	Reduced to reflect school board reductions.
101 School Board	32,727	33,750	33,750	
110 Principals	2,213,146	2,213,314	2,202,069	
120 Supervisors	668,786	624,437	693,807	Increased to reflect code correction from object 154.
121 Confidential/Specialists	997,574	996,535	1,032,971	
122 Subs-Health Specialists	8,413	25,000	25,000	
140 Teachers	33,948,632	34,351,203	34,057,268	
141 Paraprofessionals	882,856	924,803	909,256	
142 Subs-Paraprofessionals	3,115	21,150	21,150	
143 Coordinators	1,361,299	1,407,656	1,256,037	Reduced to reflect school board reductions.
144 Librarians	200,565	203,412	202,948	
145 Subs-Teacher	38,004	100,000	100,000	
150 Subs-Teacher School Business	14,810	37,878	35,722	
151 Occupational Therapists	266,438	270,222	271,128	
152 Speech Language Pathologists	1,442,596	1,474,718	1,552,767	
154 School Nurse	275,651	411,935	176,748	Decreased to reflect actual staffing and code correction to object 120.
155 Health Care Specialists	314,499	323,558	322,508	
156 School Social Worker	470,769	479,745	481,353	
157 Psychologists	853,981	863,991	868,251	
161 Paraprofessionals - Certified	2,342,495	2,609,040	2,672,241	
162 Paraprofessionals - One-to-One	169,525	177,051	167,675	
165 School Counselors	1,076,521	1,098,417	1,147,304	
170 Tech Support	2,169,891	2,238,409	2,180,249	
171 Subs-Tech Support	19,200	9,877	11,077	
172 Custodians	2,309,464	2,503,624	2,344,956	Reduced to reflect school board reductions.
173 Overtime	182,086	102,998	123,498	
174 DAPE Specialists	176,217	178,575	216,265	Increase in staffing.
176 Subs-Custodian	131,566	95,000	95,000	
177 Crossing Guards	8,452	10,506	10,453	
178 Lunchroom Supervisors-Licensed	10,297	10,000	10,000	
179 Lunchroom Supervisors-Non-Licensed	1,638	1,758	1,730	
180 Coaches	731,091	693,081	724,795	
185 Advisors	183,554	192,965	179,407	
186 Other Salary Payments-Non-Licensed	297,460	333,783	326,804	
189 Other Salary Payments-Licensed	776,820	876,301	838,501	
196 School Board Reductions	0	-557,000	0	Reductions reflected in appropriate object codes.
210 FICA	4,137,161	4,320,333	4,303,526	

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EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2018-19 ACTUAL	2019-20 PRELIM	2019-20 REVISED	NOTES
214 PERA	834,742	843,325	837,664	
218 TRA	3,423,745	3,535,531	3,519,426	
220 Health Insurance	11,708,170	11,347,249	11,114,459	
225 Dental Insurance	785,199	783,107	772,478	
230 Life Insurance	173,508	187,277	179,429	
235 LTD Insurance	263,593	287,719	145,267	LTD rates decreased by 49%.
236 Short Term Disability	138,803	7,054	0	
240 Legal Insurance	-1,556	0	0	
250 TSA	1,035,169	1,037,533	1,037,536	
251 Severance TSA	174,232	180,000	180,000	
252 Severance Health	40,767	100,000	100,000	
253 Health Care Savings Plan	628,679	619,426	600,481	
254 VEBA Contribution	1,116,215	1,104,987	1,099,768	
270 Workers Compensation	290,027	319,253	316,028	
280 Reemployment Comp Insurance	29,494	46,388	46,388	
291 OPEB (pay as you go)	216,843	403,612	324,908	Decreased to better reflect projected.
297 Tuition/Classes	803	14,400	14,400	
298 Contract Dues	14,497	22,560	17,870	
299 Other Employee Benefits	7,696	14,200	14,200	
300 Contracted Services - Non Subs (L&I)	187,457	58,500	107,700	Increased to better reflect projected.
301 Contracted Service - Subs	575,427	600,000	600,000	
302 Background Check	9,925	22,789	22,789	
303 Federal Contracts < \$25,000	49,547	115,300	109,706	
304 Federal Contracts > \$25,000	0	81,703	25,000	Decreased to better reflect projected.
305 Consulting/Service Fees/Subs	1,699,193	1,737,365	2,025,809	Increased primarily for the addition of safe schools revenue.
306 Audit Services	75,574	75,000	75,000	
307 Legal Services	123,076	132,244	132,244	
308 Printing Services	59,426	119,050	102,750	
309 Credit Card Fees	55,032	0	0	
310 Snow Removal/Lawn Services	291,704	200,400	232,400	
312 Officials/Judges	63,383	63,100	64,250	
313 Laundry Services	19,018	20,525	20,525	
314 On-Line Courses	18,520	30,000	30,000	
315 Computer/Tech Repair & Maint	19,437	150	26,540	Increased to better reflect projected.
317 Contracted Subs - SPED	319,834	425,000	375,000	Decreased to better reflect projected.
318 Data-Processing and Data Entry Services	7,022	1,000	2,000	
319 Computer and Technology Services	53,996	25,000	25,000	
320 Communication Services	270,205	286,487	292,527	

EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2018-19 ACTUAL	2019-20 PRELIM	2019-20 REVISED	NOTES
327 Contracted Subs - SPED School Business	16,739	5,582	3,780	
329 Postage	37,878	58,103	59,123	
330 Electricity	1,296,662	1,175,400	1,178,900	
331 Natural Gas	399,223	382,900	380,400	
332 Water and Sewer	156,675	147,300	147,400	
333 Garbage Collection	66,169	71,400	68,800	
340 Insurance	298,619	313,740	310,000	
350 Repair/Maintenance Services	1,737,657	1,378,718	1,679,718	Increased to better reflect projected for Long Term Facility Maintenance.
357 Interpreter for Deaf Services	488	0	366	
358 Foreign Language Interpreter	9,019	7,000	7,000	
360 Transportation Contracts	7,702,938	8,242,104	8,078,645	Decreased to better reflect projected.
362 Mental Health Practitioner Services	15,000	0	15,000	
365 Transportation Chargebacks	-450	-8,140	-7,800	
366 Travel and Conferences	197,556	243,215	311,894	Increased to better reflect projected.
368 Out-Of-State Travel - Federal	4,629	1,200	1,200	
369 Entry Fees/Student Travel Expenditures	569,498	658,530	640,900	
370 Rentals and Leases	886,054	743,072	837,036	Increased for NE Metro 916 and Stagecoach leases.
371 Equipment Leases	1,342	2,000	1,700	
372 Graduation Expense	54,711	40,000	40,000	
380 Computer/Tech Related Hardware Rental	4,004	2,000	2,000	
390 Tuition To Oth MN School Districts	178,846	280,000	180,000	
391 Pmt To MN Sch-Cost Share Agreement	631,053	735,578	702,972	
393 Sped Contracted Services - Non Sch Dist	160,035	125,000	125,000	
394 Payments to Other Agencies	816,314	586,500	744,000	Increased primarily to better reflect projected in tuition.
396 Sped Salaries Purchase from Oth Districts	365,767	331,800	301,067	
397 Sped Benefits Purchase from Oth Districts	173,579	201,883	177,100	
398 Administrative Chargebacks	-407,756	-400,000	-400,000	
401 Non-Instructional Supplies	708,755	709,224	905,404	Shift of student activities to general fund.
404 ID Badges	2,778	2,800	2,800	
405 Non-Instructional Annual License Software	519,263	398,575	327,517	Decreased primarily to better reflect projected for testing.
406 Instructional Software License	185,120	235,836	355,358	Increased primarily to reflect shift for testing from object 461.
409 Uniforms	7,419	8,000	8,000	
410 Custodial/Repair Supplies	512,823	519,500	502,500	
430 Instructional Supplies	675,536	412,962	344,215	Decreased primarily in Learning & Innovation net an increase in donations and the addition of grants.
433 Individualized Instructional Supplies	76,911	81,445	90,559	
440 Fuel For Buildings	45,925	45,000	38,000	
442 Gasoline	21,474	32,000	32,000	

EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2018-19 ACTUAL	2019-20 PRELIM	2019-20 REVISED	NOTES
455 Non-Instructional Technology Supplies	28,674	12,300	12,500	
456 Instructional Technology Supplies	22,972	10,300	20,700	
460 Textbooks and Workbooks	114,096	207,820	259,423	Increased for English curriculum purchase.
461 Standardized Tests	287,265	234,187	165,000	Decreased primarily to reflect shift for testing to object 406.
465 Non-Instructional Technology Devices	49,327	500	500	
466 Instructional Technology Devices	242,662	52,678	92,134	Increased to better reflect projected.
470 Media Resources	19,644	22,526	17,125	
490 Food	20,315	18,730	24,575	
505 Non-Instructional Technology Software	0	5,500	0	
520 Bldg Acquisition/Construction	3,887,405	6,183,014	6,314,714	
522 Vandalism	18,096	25,000	25,000	
530 Other Equipment Purchased	624,202	534,742	819,469	Increased for operating capital equipment and the addition of grants.
533 Special Ed Equipment	8,746	6,000	0	
555 Capitalized Non-Instruct Tech Hardware	102,131	323,100	305,100	
556 Capitalized Instruct Tech Hardware	35,055	415,134	417,247	
730 Loan Principal	530,000	550,000	550,102	
740 Loan Interest	292,413	275,188	275,188	
820 Dues and Memberships	116,216	119,995	125,752	
891 TRA/PERA Special Funding Pension Exp	339,922	0	0	
895 Federal Indirect Costs	-3,548	-4,000	-4,000	
896 Taxes, Special Assessments and Interest	5,810	75,000	75,000	
898 Scholarships	0	0	16,000	Shift of some scholarships to general fund.
Total	110,060,150	112,964,436	113,479,468	
FOOD SERVICE FUND				
120 Supervisors	164,307	174,100	171,500	
160 Cooks	1,131,662	1,145,182	1,160,309	
162 Subs-Cook	23,340	19,000	18,500	
170 Tech Support	38,800	41,450	43,000	
172 Custodians	2,402	2,425	5,000	
173 Overtime	143	0	300	
186 Event Pay	942	0	1,550	
189 Other Salary Payments	548	0	0	
210 FICA	96,980	102,851	99,715	
214 PERA	101,096	88,991	103,320	
220 Health Insurance	325,309	357,639	333,622	

EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2018-19 ACTUAL	2019-20 PRELIM	2019-20 REVISED	NOTES
225 Dental Insurance	21,582	23,856	22,424	
230 Life Insurance	1,176	1,327	1,247	
235 LTD Insurance	3,047	3,548	3,065	
250 TSA	18,451	18,952	20,103	
253 Health Care Savings Plan	2,698	2,025	2,752	
254 VEBA Contribution	11,500	21,125	13,450	
270 Workers Compensation	41,207	43,800	42,069	
305 Consulting/Service Fees	110	200	112	
309 Credit Card Fees	87,553	90,000	89,305	
320 Communication Services	960	1,100	1,100	
329 Postage	318	725	325	
333 Garbage Collection	19,920	19,000	20,318	
350 Repair/Maintenance Services	40,504	35,000	45,000	Higher than expected repairs.
366 Travel and Conferences	3,659	5,650	3,850	
398 Administrative Chargebacks	118,143	120,000	121,000	
401 Non-Instructional Supplies	58,419	65,650	63,300	
402 Promotions	254	3,750	4,000	
403 Small Equipment	9,573	23,700	30,000	
405 Non-Instructional Annual License Software	26,204	17,165	17,165	
442 Gasoline	277	1,450	1,450	
455 Non-Instructional Technology Supplies	28	0	250	
465 Non-Instructional Technology Devices	2,388	0	250	
490 Food	1,206,980	1,222,270	1,239,000	
491 Commodities	242,317	240,000	252,436	
495 Milk	123,498	132,900	126,900	
505 Non-Instructional Tech Software	6,358	11,000	40,000	Purchased new POS (point of sale) screens for all schools.
530 Other Equipment Purchased	64,979	80,000	155,000	Anticipated equipment replacement.
820 Dues and Memberships	4,929	1,300	5,215	
891 TRA/PERA Special Funding Pension Exp	0	1,400	0	
Total	4,002,558	4,118,531	4,257,942	
COMMUNITY SERVICE FUND				
100 Administrators	148,183	138,399	145,683	
120 Supervisors	421,816	440,144	464,872	Added Pathways Coordinator.
121 Confidential/Specialists	54,107	55,081	55,082	
123 SAC Site Leaders	327,273	331,107	358,925	Board approved pay increase for site leads.
125 Schl Readiness/ABE Supervisor	164,367	171,434	171,434	

EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2018-19 ACTUAL	2019-20 PRELIM	2019-20 REVISED	NOTES
140 Teachers	945,427	984,781	1,066,343	Additional preschool classes.
141 Community Ed Assistants	1,203,701	1,141,560	1,333,982	Increase in enrollment and board approved pay increase for assistants.
145 Subs-Teacher	0	0	1,500	
150 Subs-Teacher School Business	0	1,250	1,250	
154 School Nurse	10,133	12,798	12,798	
165 School Counselors	11,719	11,000	11,000	
170 Tech Support	321,884	374,801	374,416	
171 Subs-Tech Support	3,576	1,000	1,000	
172 Custodians	34,063	34,380	34,380	
173 Overtime	54,782	61,000	61,365	
186 Casual/Other Pmts Non-Licensed	299,808	347,016	334,310	
189 Casual and Other Payments-Licensed	149,793	192,264	157,456	Eliminated Pony Power and Performance.
210 FICA	316,422	266,868	347,391	Increased for additional staff and board approved pay increases.
214 PERA	192,730	217,149	235,478	Increased for additional staff and board approved pay increases.
218 TRA	104,273	106,667	111,218	
220 Health Insurance	396,703	414,636	427,823	
225 Dental Insurance	32,136	35,152	39,127	
230 Life Insurance	8,590	8,173	8,787	
235 LTD Insurance	8,855	10,939	11,610	
236 Short Term Disability	6,382	1,200	1,200	
250 TSA	35,231	33,321	36,754	
251 Severance TSA	-66	0	0	
253 Health Care Savings Plan	39,881	48,366	49,739	
254 VEBA Contribution	53,900	50,710	58,985	
270 Workers Compensation	22,950	20,721	21,953	
297 Tuition/Classes	3,039	2,100	7,500	
298 Contract Dues	30	0	0	
299 Other Employee Benefits	250	400	300	
301 Contracted Service Subs	23,713	28,000	43,000	Hiring long term sub to replace employee on leave.
304 Advertising Services	294	100	500	
305 Consulting/Service Fees	444,759	437,701	473,404	Increase in the number of independent contractors.
308 Printing Services	38,044	41,750	52,175	Increased for special project.
309 Credit Card Fees	160,498	177,925	177,879	
310 Snow Removal/Lawn Services	3,556	1,500	1,500	
320 Communication Services	3,434	5,140	4,140	
329 Postage	11,281	15,350	15,325	
330 Electricity	21,172	23,200	23,200	
331 Natural Gas	5,411	5,000	5,000	
332 Water and Sewer	3,071	8,200	7,000	
333 Garbage Collection	990	1,000	1,000	
350 Repair/Maintenance Services	0	6,100	7,100	

EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2018-19 ACTUAL	2019-20 PRELIM	2019-20 REVISED	NOTES
358 Foreign Language Interpreter	0	0	250	
360 Transportation Contracts	54,655	53,000	62,110	Increased enrollment in Adventure Club will require more field trip buses.
365 Transportation Chargebacks	450	640	800	
366 Travel and Conferences	30,658	30,300	26,100	
369 Entry Fees/Student Travel Exp	47,721	44,190	53,450	Increased enrollment in Adventure Club will result in more entrance fees.
370 Rentals and Leases	31,627	31,675	36,295	
398 Administrative Chargebacks	289,613	296,720	312,639	
401 Non-Instructional Supplies	162,605	150,078	150,135	
405 Non-Instructional Annual License Software	4,106	3,800	4,150	
410 Custodial/Repair Supplies	9,127	4,000	4,000	
430 Instructional Supplies	27,985	7,050	11,900	
460 Textbooks and Workbooks	30,255	36,646	36,846	
461 Standardized Tests	3,246	200	200	
465 Non-Instructional Technology Devices	33,757	5,500	18,700	Purchasing chromebooks for ABE.
490 Food	107,767	110,612	118,218	
530 Other Equipment Purchased	16,758	44,500	36,617	
820 Dues and Memberships	21,263	21,650	23,000	
895 Federal Indirect Costs	3,548	3,858	3,858	
Total	6,963,307	7,109,802	7,654,144	
BUILDING CONSTRUCTION FUND				
305 Consulting/Service Fees	119,218	0	10,000	
307 Legal Services	0	0	10,000	
350 Repair/Maintenance Services	10,860	0	0	
510 Site or Grounds Acquisition	4,311,892	0	0	
520 Bldg Acquisition/Construction	904,327	1,278,516	2,990,610	Increased to reflect expected transportation facility improvements.
530 Other Equipment Purchased	61,167	0	2,370	
Total	5,407,464	1,278,516	3,012,980	
DEBT SERVICE FUND				
710 Bond-Principal	5,795,000	6,165,000	6,165,000	
720 Bond-Interest	4,049,920	3,946,258	3,946,258	
790 Oth Debt Service Expenditures	2,490	2,000	2,000	
910 Permanent Transfers	1,148,081	0	0	
Total	10,995,491	10,113,258	10,113,258	

Section III ~ 2019-2020 Revised Budget

EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2018-19 ACTUAL	2019-20 PRELIM	2019-20 REVISED	NOTES
FORMER TRUST FUND				
All Gift Directed Revenues	30,118	25,000	0	
Total	30,118	25,000	0	
CUSTODIAL FUND (SCHOLARSHIPS)				
All Gift Directed Expenditures	0	0	5,000	
Total	0	0	5,000	

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SECTION IV

Glossary

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GLOSSARY

Revenue Codes Local Revenue (Source 001-199, 510-591)

001	<u>Property Tax Levy - General</u> This levy represents the local property tax effort in each fund. The property tax levy is reduced by the amount of state tax credits, fiscal disparities and county apportionment revenue.
005	<u>Reemployment Compensation Levy</u> The reemployment compensation levy is based on the estimated expenditure during the year in which the levy will be received. The levy is reduced (increased) by any appropriated balance (deficit) projected.
021	<u>Tuition from Other Minnesota School Districts</u> Tuition receipts received from other Minnesota school districts for services provided by ISD 834 during regular and summer sessions.
022	<u>SPED Purchased Services from Other Minnesota School Districts</u> Record reimbursement and revenue from a Minnesota school district for all special education costs that have been sold to another district.
040 & 041	<u>Tuition</u> Revenue from students, parents or guardians for tuition.
050	<u>Fees from Patrons</u> Fees consist of various charges made to students, parents or guardians for the rental or use of school equipment, and all other charges permitted by law.
051	<u>Parking Fees</u> Fees charged to students for the use of the student parking lots.
052	<u>Criminal Background Checks</u> Revenue for the collection of criminal background check fees.
053	<u>Transcript Fees</u> Fees charged for copies of transcripts.
060	<u>Admissions and Student Activity Revenue</u> This revenue source is from district admission charges for athletic and fine arts events.
071	<u>Medical Assistance Revenue</u> Revenue received from billing medical assistance for the provisions of IEP.
088	<u>E-Rate</u> Federal reimbursement for telecommunications services.
092	<u>Interest Earnings</u> This is income from temporary investments in government bonds, treasury certificates, or other investments authorized by statute.
093	<u>Rent for School Facilities</u> This revenue is from rental of district facilities. Examples include gyms and pools.
096	<u>Gifts & Bequests</u> This revenue reflects contributions from local philanthropic foundations, local private individuals, or local private organizations for which no repayment or special service to the contributor is expected.

099	<u>Miscellaneous Local Revenue</u> This revenue source includes other miscellaneous revenue from local sources not classified elsewhere.
510-592	<u>Miscellaneous Community Service Program Revenue</u> This is revenue received from patrons for community service programs and services.

State Revenue (Source 200-399)

201	<u>Endowment Fund Apportionment</u> Revenue received from the permanent school fund. The amount of the revenue is determined by dividing the earnings by the number of pupil units in average daily attendance in the State of Minnesota. General education aid is reduced by the amount of revenue from this source.
211	<u>General Education Aid</u> This aid represents the state share of the basic general education revenue. It is based on the difference between the local tax effort and the total revenue allowed in the general education formula. This includes the sum of basic, basic skills (compensatory, assurance of mastery and limited English proficiency), training and experience, transportation sparsity, operating capital, equity and supplemental aids.
212	<u>Literacy Incentive Aid</u> This state aid is based on schools enrolling third and fourth grade students and with MCA test results from the prior year.
213	<u>Shared Time Aid</u> Shared time aid represents state revenue received for a student that attends both public and nonpublic school. State revenue is based on the percentage of the student time attending the public school.
227	<u>Abatement Aid</u> This state aid is received from the state for a calculated percentage of the net revenue loss in prior years due to county abatements of property tax levies.
234	<u>Agricultural Market Value Credit</u> This is revenue received for agricultural market value credit.
258	<u>Other State Credits</u> Various other reimbursements which are received from the state, to replace property taxes on specific types of property which receive tax credits through state formulas.
300	<u>State Aids Received from MN Department of Education</u> This revenue code is used to record state aids and grants for projects specifically defined by the MN Department of Education.
301	<u>Nonpublic School Aid</u> Revenues received from the state for services and materials provided to nonpublic school students. Textbooks, instructional materials, guidance services and nursing services are examples of items that may be provided.
360	<u>State Aid for Special Education</u> Partial reimbursement for expenditures in special education is received from this state aid. This aid represents a percentage of both salary and equipment costs of the district.
370	<u>Miscellaneous Revenue from MN Department of Education</u> This represents miscellaneous revenue received from the MN Department of Education.
397	<u>TRA and PERA Special Funding Situations Revenue</u> Record the support received from the State of Minnesota per GASB Statement No. 68.

Federal Revenues (Source 400-499, 599)

400	<u>Federal Aids Received through the MN Department of Education</u> This revenue code is used to record revenue from federal aids and grants received through the MN Department of Education for specifically defined projects.
405	<u>Federal Aids Received through Other Agencies</u> This is federal aid received from agencies other than the MN Department of Education.
471	<u>School Lunch Program</u> This is federal aid received as part of the federal school lunch program.
472	<u>Free and Reduced Lunch Program</u> This federal aid provides for free or reduced-price lunches for qualifying students.
473	<u>Commodity Cash Rebate Program</u> This is used to record the cash rebate payment received from the Food and Nutrition Service of the MN Department of Education for the value of the USDA Commodities contained in approved commercial products purchased by the district.
474	<u>Commodity Distribution Program</u> This represents federal surplus food commodities provided to the school district. The quantities are based on average daily participation in the food service program from the prior year.
476	<u>School Breakfast Program</u> This federal aid provides for free, reduced-price and paid breakfasts for students.
479	<u>Summer Food Service Program</u> Record federal revenue earned from the summer food service program.
500	<u>Miscellaneous Federal Direct Aid</u> This represents miscellaneous federal revenue received directly from the federal government.

Other Revenue (Source 600-699)

601	<u>Food Service Sales to Pupils</u> This revenue represents sales of lunches to students less any federal aid for free and reduced-price lunches.
602	<u>Food Service Sale of Milk</u> This revenue represents sales of milk.
606	<u>Food Service Sales to Adults</u> This revenue source represents sales of adult lunches.
608	<u>Special Function Food Sales</u> Record revenue generated from food services provided for school-related meetings and lunch functions not related to the National School Lunch Program.
619	<u>Cost of Materials for Revenue Producing Activities (Contra Revenue)</u> Record the cost of the materials that were purchased for the purpose of producing an object for sale or for reselling of the material at a profit.
620	<u>Sales of Materials from Revenue Producing Activities</u> Record the revenue generated from the sale of goods and services under the control of the Board of Education.

621	<u>Sale of Materials Purchased for Resale</u> Record revenue from sales of materials and supplies to pupils.
623	<u>Sale of Real Property</u> Record proceeds from the sale or exchange of school buildings or real property of a school.
624	<u>Sale of Equipment</u> Record proceeds from the sale of equipment.
649	<u>Permanent Transfers</u> Record transfers from one fund to another.

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Expenditure Object Codes

100-199	<u>Salaries and Wages</u> These are expenditures that are related to all full and part-time employees of the district. They do not include self-employed personnel or independent contractors.
200-299	<u>Employee Benefits</u> These are all the non-salary costs of benefits paid on behalf of district employees. These include FICA, PERA, TRA, workers' compensation, dental insurance, health insurance, life insurance, long-term disability insurance and reemployment insurance.
300-399	<u>Purchased Services</u> These accounts are used for budgeted expenditures related to contracted personnel and other purchased services. The account includes expenditures for legal services, telecommunication services, transportation contracts, tuition paid to other Minnesota school districts, insurance and utility costs.
400-499	<u>Supplies and Materials</u> These expenditures relate to tangible items of an expendable nature. The majority of these expenses are budgeted at the building level from per pupil allocations. These expenses include textbooks, instructional, general office supplies, lunchroom supplies and food for preparing student meals. Other costs relate to the facilities department for building upkeep and maintenance.
500-599	<u>Capital Expenditures</u> The cost of purchasing instructional and non-instructional equipment, refurbishing and remodeling buildings, construction of portable buildings, and other major maintenance projects are budgeted in the 500 series accounts. Installment payments for the principal and interest amounts of purchased equipment are also charged to this area.
700-799	<u>Debt Service</u> These expenditures cover debt service principal, interest and other associated costs for debt.
800-899	<u>Other Expenditures</u> Other expenses are other miscellaneous expenses not elsewhere categorized, including indirect cost allocations, dues and memberships.

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Agenda Item X. D.
Date Prepared: December 4, 2019
ISD 834 Board Meeting

Report for Information: Expenditure Form
Meeting Date: December 12, 2019
Contact Person: Director Pearson

Summary:

Discussion and review of the newly created Expenditure Form which will be completed when an expenditure exceeds \$50,000.

Recommendation:

This is a report for action. Action will be requested at a future school board meeting.



EXPENDITURE APPROVAL FORM

Fiscal Year 2019-2020

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

☐ **This is staffing increase due to student need/count. This form will only show as a consent item for the board.**

REQUESTED BY:

DATE:

DESCRIPTION OF REQUEST (Purpose, Intent, Reasoning)

ANTICIPATED BUDGET AREA(S) IMPACTED

Anticipated Budget Area(s) Impacted (direct/indirect costs):

Anticipated expense:

Is This a One-Time Expenditure?

☐ **Yes**, once implemented there will be no ongoing costs

☐ **No**, it will need to be funded indefinitely

☐ **No**, it will need to be funded for ? number of years

Is there an off-setting revenue source(s)?

☐ **Yes** List Source(s):

☐ **No**

NEXT STEPS (measurement and/or follow up)

Agenda Item X. E.F.
Date Prepared: December 4, 2019
ISD 834 Board Meeting

Meeting Date: December 12, 2019
Contact Person(s): Policy Working Group
Action Item: Policies for First Reading

Summary:

The 2019 Policy Working Group will be presenting these policies for their first reading.

E. Policy 209 – Code of Conduct

F. Policy 521 – Student Disability Nondiscrimination will replace R 1.3.3

The policies are included for your review.

Recommendation:

This is a report for future action.

SCHOOL BOARD

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Code of Conduct	209	Adopted: 11-29-2018 <u>Reviewed:</u>	2-Year

I. PURPOSE

The purpose of this policy is to assist each school board member in understanding his or her role in contributing to an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Because we desire to maintain an effective and responsible school board, each school board member agrees to abide by this code of conduct.

-School Board members will:

1. Attend all board meetings prepared for discussion of agenda items.
2. Realize it is the primary responsibility of the school board to represent the best interest of all students in the district.
3. Participate in school board member trainings and orientation to learn about the duties and functions of the school board and the responsibilities of a board member.
4. Recognize that school board authority rests with the school board in legal session, and not with any individual school board member except as may be authorized by law.
5. Recognize that board decisions may only be legally transacted in an open meeting of the school board.
6. Make no personal promises or undertake any independent action that might compromise the Board as a whole.
7. Actively engage stakeholders, including community members, parents, staff, students, administration and other school board members to gain a wide range of perspectives to inform responsible decision making.
8. Understand that board members have wide latitude to speak out on controversial matters toward the goal of district improvement, while maintaining confidentiality of privileged information.

9. Guard the confidentiality of information that is protected under applicable law.
10. Listen with an open mind to the ideas and views of others and votes one's conscience after sufficient discussion has taken place.
11. Strive to support the decisions of the school board, even if one's position concerning an issue is different.
12. Understand that any action, private or otherwise is a reflection on the school district as a whole.
13. Recognize that disparaging remarks about fellow board members or administration undermine the board's ability to govern.
14. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.
15. Attempt to appraise and plan for both the present and future educational needs of our students, the school district, and community.
16. Board members shall include the Superintendent and Board chair in requests for reports and information.
17. Board members will notify the Board Chair prior to contacting District legal counsel.

Legal References: Minn. Stat. § 123B.02 (~~School District Powers~~General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (~~School Board Powers~~Boards of Independent School Districts)
Minn. Stat. § 123B.143 (Superintendent)

SCHOOL DISTRICT ADMINISTRATION

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Student Disability Nondiscrimination	521 ~~R-1.3.3~~	Adopted:	

521 STUDENT DISABILITY NONDISCRIMINATION

~~*[Note: School districts are required by statute to have a policy addressing these issues.]*~~

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. A learner who is protected under Section 504 is one who has a physical or mental impairment that substantially limits one or more of such person's major life activities, or has a record of such an impairment, or is regarded as having such an impairment.

~~Disabled students~~Learners who meet ~~theis~~ criteria ~~of Paragraph C. below~~ are protected from discrimination on the basis of a disability.

- B The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

~~C. For this policy, a learner who is protected under Section 504 is one who:~~

- ~~1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or~~
- ~~2. has a record of such an impairment; or~~
- ~~3. is regarded as having such an impairment.~~

~~C.D.~~ Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions or comments should contact ~~_____ (title, name, office address, and telephone number)~~ Paul Lee, Director of Student Support Services; School District 834, 6355 Osman Ave N, Stillwater, MN 55082, leep@stillwaterschools.org, 651-351-8629. This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

Legal References: Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

~~**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)~~

Agenda Item XI. A. B. C.
Date Prepared: December 3, 2019
ISD 834 Board Meeting

Action Item: Policies for Final Reading
Meeting Date: December 12, 2019
Contact Person(s): Policy Working Group

Summary:

The 2019 Policy Working Group will be presenting these policies for final reading.

- A. Policy 722 – Public Data Requests
- B. Policy 401 – Equal Opportunity Employment
- C. Policy 402 – Disability Discrimination

The policies are included for your review.

Recommendation:

A motion and a second to approve each policy will be requested.

Policy 722 – Public Data Requests

Motion by: _____ **Second by:** _____ **Vote:** _____

Policy 401 – Equal Opportunity Employment replacing SR 1.9 and R 1.3.1

Motion by: _____ **Second by:** _____ **Vote:** _____

Policy 402 – Disability Nondiscrimination replacing SR 1.9 and R 1.3.1

Motion by: _____ **Second by:** _____ **Vote:** _____

NON-INSTRUCTIONAL OPERATIONS

POLICY TITLE	POLICY NUMBER	ADOPTED/REVIEWED	REVIEW FREQUENCY
PUBLIC DATA REQUESTS	722		3 Year

~~*[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests.]*~~

I. PURPOSE

~~The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes. The purpose of this policy is to set forth the procedure regarding a public request to inspect or obtain public data and to comply with the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13, and Minn Rules Ch 1205.0100-1205.2000.~~

II. GENERAL STATEMENT OF POLICY

~~The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.~~

~~A. All data collected, created, received, maintained or disseminated by the School District, which is classified by state statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district in this policy.~~

~~B. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.~~

~~C. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.~~

III. DEFINITIONS

~~A. Government Data~~

~~“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.~~

~~B. Inspection~~

~~“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.~~

~~C. — Public Data~~

~~“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.~~

~~— D. — Responsible Authority~~

~~“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.~~

~~— E. — Summary Data~~

~~“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.~~

IIIV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the Data Practices Designee(s)~~responsible authority~~.

1. A request for public data must include the following information:

a. Date the request is made;

b. A clear description of the data requested;

~~c. — Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and~~

~~cd.~~ Method to contact the requestor (such as phone number, address, or email address).

2. A requestor is not required to explain the reason for the data request.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.

~~4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form~~

~~or arrangement if the school district does not keep the data in that form or arrangement.~~

~~5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.~~

IV. REQUEST FOR SUMMARY DATA

A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.

1. A request for the preparation of summary data must include the following information:

a. Date the request is made;

b. A clear description of the data requested; and

~~c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.);~~

d. Method to contact requestor (phone number, address, or email address).

B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:

1. The estimated costs of preparing the summary data, if any; and ~~either one of the following:~~

a2. The summary data requested; or

b3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or

c4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.

~~c. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.~~

VI. COSTS

A. Public Data

1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for in cash in advance of receiving the copies.
3. The requestor will not be charged for time spent separating public from non-public data.

B. Summary Data

1. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

VI. DISTRICT PROCEDURES FOR INSPECTION OF PUBLIC DATA

- A. The District's procedures for inspection of public data are as follows:
1. Data can be inspected at the District's Central Services building, Monday through Friday, during regular business hours.
 2. Because the District is required by law to preserve public records and documents, a District employee will be in the room when data is inspected.
 3. Inspection will be scheduled at a time that is mutually agreeable to the individual making the data request and the District employee.
 4. Because the District is required by law to preserve public records and documents, the District will make any copies requested.
 5. Individuals requesting data may not take District documents or data out of the District's office to make copies.
 6. A requestor may choose to use their own scanner, portable copy machine, or camera to make copies of requested data, however, will be required to mark/flag those pages that were copied, scanned or photographed.

VII. DEFINITIONS

A. Government Data

"Government data" means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

B. Inspection

"Inspection" means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment.

C. Public Data

"Public data" means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law.

E. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

Data Practices Contacts

Responsible Authority:

~~[Name]~~ [Denise Pontrelli](#)
~~[Location]~~ [Central Services Building](#)
[1875 Greeley Street South](#)
[Phone: 651.351.8340](#)
[Email: Pontrellid@stillwaterschools.org](#)
~~[Phone number; email address]~~

Data Practices Compliance Official:

~~[Name]~~ [Bob McDowell](#)
~~[Location]~~ [Central Services Building](#)
[1875 Greeley Street South](#)
[Phone: 651.351.8340](#)
[Email: McDowellr@stillwaterschools.org](#)
~~[Phone number; email address]~~

Data Practices Designee(s):

~~[Name]~~ [Cathy Moen](#)
~~[Location]~~ [Central Services Building](#)
[1875 Greeley Street South](#)
[Phone: 651.351.8340](#)
[Email: Moenc@stillwaterschools.org](#)
~~[Phone number; email address]~~

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices ~~Act~~)

Cross References: ~~MSBA/MASA Model Policy 406 (Public and Private Personnel Data)~~
~~MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil~~
~~Records)~~

For Final Reading 12.12.19
PERSONNEL

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Equal Opportunity Employment	~~SR 1.9~~ ~~R 1.3.1~~ 401		3-Years

~~*[Note: School districts are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations.]*~~

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for ~~school district~~ School District employment and ~~school district~~School District employees.

II. GENERAL STATEMENT OF POLICY

A. The policy of the ~~school district~~School District is to provide equal employment opportunity for all applicants and employees. The ~~school district~~School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, status with regard to public assistance, disability, sexual orientation, gender identity or expression, age, family care leave status, or veteran status. The ~~school district~~School District also makes reasonable accommodations for disabled employees.

B. The ~~school district~~School District prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the ~~school district~~School Districts' internal procedures for addressing complaints of harassment, please refer to the ~~school district~~School District's policy on harassment and violence.

C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.

D. Every ~~school district~~School District employee shall be responsible for following this policy.

~~E. —Any person having a question regarding this policy should discuss it with~~

Equal Opportunity Employment Contact:

Cathy Moen, Executive,- Director of Administrative Services-
School District 834, 1875 Greeley St. South-
Stillwater, MN 55082-
615-351-8311-

moenc@stillwaterschools.org (specify, e.g., the Personnel Manager).

Legal References:

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)

29 U.S.C. § 2615 (Family and Medical Leave Act)

38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)

38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)

42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

~~***Cross References:***~~ MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

~~MSBA/MASA Model Policy 405 (Veteran's Preference)~~

~~MSBA/MASA Model Policy 413 (Harassment and Violence)~~

For Final Reading 12.12.19
PERSONNEL

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Disability Nondiscrimination	~~R 1.3.1~~ ~~SR 1.9~~ 402		3-Years

~~[Note: School districts are required by statute to have a policy addressing these issues.]~~

I. PURPOSE

The purpose of this policy is to ~~provide a fair employment setting for all persons and to comply with state and federal law~~ set forth the legal obligations to applicants and employees with disabilities.

II. GENERAL STATEMENT OF POLICY

- A. The ~~s~~School ~~d~~District shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The ~~s~~School ~~d~~District shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The ~~s~~School ~~d~~District shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The ~~s~~School ~~d~~District shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the ~~s~~School ~~d~~District.
- ~~D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact _____~~

This individual is

Tthe School District's appointed ADA/Section 504 coordinator Contact:

Cathy Moen, Executive Director of Administrative Services
School District 834, 1875 Greeley St. South
Stillwater, MN 55082
615-351-8311

~~moenc@stillwaterschools.org (list the name, title, office address, telephone number, and e-mail address).~~

Legal References:

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, § 504)

42 U.S.C., Ch. 126 § 12112 (~~Americans with Disabilities Act~~Equal Opportunity for Individuals with Disabilities)

29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

~~***Cross References:***~~ —MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Agenda Item: School Board Reports
Meeting Date: December 12, 2019

Background:

- A. Board Chair Report
- B. Working Group Reports
 - 1. Community Engagement
 - 2. Finance and Operations
 - 3. Legislative
 - 4. Policy
- C. Board Member Reports

Each meeting the Board Chair and the members of the school board will provide updates on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed, and the meeting date. Topics generally include announcement of attendance at district events, working group updates, communications items, informational items and correspondence items worth noting. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities.

Recommendation:

Board action is not required.

Agenda Item XIII.
Date Prepared: December 3, 2019
ISD 834 Board Meeting

Agenda Item: Adjournment
Meeting Date: December 12, 2019
Contact Person: School Board Chair

Background:

The meeting must be adjourned formally.
