

SCHOOL BOARD MEETING

Minnetonka I.S.D. #276

5621 County Road 101

Minnetonka, Minnesota

www.minnetonkaschools.org

December 2, 2021

The mission of the Minnetonka School District, a community that transcends traditional definitions of excellence and where dreams set sail, is to ensure all students envision and pursue their highest aspirations while serving the greater good, through teaching and learning which

- *Value and nurture each individual,*
- *Inspire in everyone a passion to excel with confidence and hope, and*
- *Instill expectations that stimulate extraordinary achievement in the classroom and in life.*

(All times are approximate)

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|------|-------|--|
| 6:30 | | Recognitions: AP Scholars with Honor; Girls Tennis State Champions; Boys Cross Country State Qualifiers; Girls Cross Country State Qualifiers; Girls Swimming and Diving State Champions; Marching Band State Qualifiers; Miss Preteen Minnesota 2021; "The MCE Minute" Award Recipients |
| 7:00 | | Truth-in-Taxation Hearing |
| 7:20 | I. | Call of Regular Meeting to Order |
| | II. | Pledge to the Flag |
| | III. | Adoption of the Agenda |
| 7:22 | IV. | School Report: MMW |
| 7:40 | V. | Community Comments
Community Comments is an opportunity for the public to address the School Board on an item included in this agenda in accordance with the guidelines printed on the reverse. |
| 8:00 | VI. | Review of FY21 Audit |
| 8:40 | VII. | Adoption of 2021 Payable 2022 Levy |
| 8:55 | VIII. | Approval of MCE Fees
a. ECFE
b. Minnetonka Preschool
c. Explorers Club |
| 9:15 | IX. | Approval of New Course Proposals, Changes and Deletions |
| 9:30 | X. | Review of Safe Learning Plan |

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| 9:50 | XI. | Review of Superintendent Search Process |
| 10:10 | XII. | Approval of Change of Attendance Boundary for Excelsior/Minnewashta |
| 10:25 | XIII. | Adoption of Policy #709: Student Transportation Safety |
| 10:30 | XIV. | Acceptance of Bid for Alterations of Tech Ed Room at MMW |
| 10:35 | XV. | Acceptance of Bid for Retaining Wall Replacement at MHS |
| 10:40 | XVI. | CONSENT AGENDA
a. Minutes of October 28, 2021 Special Meeting; November 4, 2021 Regular Meeting and November 5, 2021 Special Meeting
b. Study Session Summaries of October 28 and November 18, 2021
c. Payment of Bills
d. Recommended Personnel Items
e. Gifts and Donations
f. Electronic Fund Transfers
g. Approval of Enrollment Limits
h. Approval of Designated Combined Polling Places
i. Resolution Authorizing Issuance of Certificates of Election |
| 10:42 | XVII. | Board Reports |
| 10:44 | XIII. | Superintendent's Report |
| 10:46 | XIX. | Announcements |
| 10:47 | XX. | Adjournment |

GUIDELINES FOR COMMUNITY COMMENTS

Welcome to the Minnetonka Schools Board Meeting! In the interest of open communications, the Minnetonka School District wishes to provide an opportunity for the public to address the School Board. That opportunity is provided at every regular School Board meeting during *Community Comments*.

1. Anyone indicating a desire to speak to an item included in this agenda—except for information that personally identifies or violates the privacy rights of employees or students—during *Community Comments* will be acknowledged by the Board Chair. When called upon to speak, please state your name, address and topic. All remarks shall be addressed to the Board as a whole, not to any specific member(s) or to any person who is not a member of the Board.
2. If there are a number of individuals present to speak on the same topic, please designate a spokesperson that can summarize the issue.
3. Please limit your comments to three minutes. Longer time may be granted at the discretion of the Board Chair. If you have written comments, the Board would like to have a copy, which will help them better understand, investigate and respond to your concern.
4. During *Community Comments* the Board and administration listen to comments. Board members or the Superintendent may ask questions of you in order to gain a thorough understanding of your concern, suggestion or request. If there is any follow-up to your comment or suggestion, you will be contacted by a member of the Board or administration.
5. Please be aware that disrespectful comments or comments of a personal nature, directed at an individual either by name or inference, will not be allowed. Personnel concerns should be directed first to a principal, then to the Executive Director of Human Resources, then to the Superintendent and finally in writing to the Board.

*School Board meetings are rebroadcast via a local cable provider.
Please visit the "District/Leadership/School Board" page on our website for a current schedule.*

MINNETONKA INDEPENDENT SCHOOL DISTRICT #276
District Service Center
5621 County Road 101
Minnetonka, Minnesota

Minutes of December 2, 2021 Regular Board Meeting

The School Board of Minnetonka Independent School District #276 met in regular session at 7:00 p.m. on Thursday, December 2, 2021 in the Community Room at the District Service Center, 5621 County Road 101, Minnetonka, Minnesota. Chairperson Chris Vitale presided. Other Board members present were: Mark Ambrosen, Katie Becker, John Holcomb and Superintendent Dennis Peterson, ex officio. Absent: Mike LeSage, John Odom and Lisa Wagner. The meeting was also livestreamed on the District's YouTube channel.

Prior to the meeting, the Board recognized, via a video, the AP Scholars with Honor; Girls Tennis State Champions; Boys Cross Country State Qualifiers; Girls Cross Country State Qualifiers; Girls Swimming and Diving State Champions; Marching Band State Qualifiers; Miss Preteen Minnesota 2021; and "The MCE Minute" Award recipients.

Also prior to the regular meeting, the Board held its annual Truth-in-Taxation Hearing. Superintendent Peterson said that this time was set aside to provide information to District residents and that the Board would take action on the levy as part of that evening's regular meeting agenda. He called upon Paul Bourgeois, Executive Director of Finance and Operations, to present the information to the Board.

By way of a PowerPoint presentation, Mr. Bourgeois reviewed the requirements for the public hearing. "State law requires that we present information on the current year budget and actual revenue and expenses for the prior year; that we present information on the proposed property tax levy; the percentage change over the prior year, if any; the specific purposes and reasons for which taxes are being increased; and that the District allow time for public comments," he said.

Mr. Bourgeois explained that school funding is highly regulated by the State, and the State sets formulas which determine revenue. Most revenue is based on specified amounts per pupil. The State also sets tax policy for local schools, and sets the maximum authorized property tax levy (districts can levy less but not more than the amount authorized by the state, unless approved by the voters). The State authorizes school boards to submit referendums for operating and capital needs to the voters for approval. Mr. Bourgeois noted that state funding for schools has not kept pace with inflation, and increases in basic general education revenue per pupil have also been less than inflation.

Mr. Bourgeois then shared information on the District's nine funds: General; Food Service; Community Service; Capital Projects/Construction; Debt Service; Trust; Internal Service; OPEB Trust Fund and OPEB Debt Service, and explained how the County collects taxes from property owners and distributes the funds back to other taxing

jurisdictions. He said that each school district may levy taxes in over 40 different categories, and levy limits (maximum levy amounts) for each category are set either by state law or voter approval. MDE calculates detailed levy limits for each district.

Mr. Bourgeois then summarized the key steps in the School District property tax process as well as the schedule to be followed in approving the proposed levy. He then gave an overview of the proposed levy, noting that the amount being recommended for final certification is \$56,474,858.27, which is an increase of \$1,229,500.01 or 2.23% over the prior year amount of \$55,245,358.26. Certification of this levy amount will set this amount as the amount that the School Board will levy for the 2021 Payable 2022 levy. He also shared information on what the approximate tax impact would be on a \$300,000 home, a \$500,000 home, a \$700,000 home, and a \$900,000 home in Minnetonka. Factors impacting individual taxpayers' school taxes include: changes in the value of individual property; changes in the total value of all property in the District; and increases or decreases in levy amounts caused by changes in state funding formulas, local needs and costs, voter-approved referendums, and other factors.

Chairperson Vitale thanked Mr. Bourgeois for his presentation and invited members of the audience to make comments regarding the proposed levy. No one responded to this invitation to speak. Chairperson Vitale then closed the public hearing, called the regular meeting to order and asked that everyone stand and recite the Pledge of Allegiance to the Flag.

1. **AGENDA**

Ambrosen moved, Holcomb seconded, that the School Board approve the agenda as presented. Upon vote being taken thereon, the motion carried unanimously.

2. **SCHOOL REPORT: MMW**

MMW Principal Freya Schirmacher provided an update regarding the start of the 2021-22 school year at MMW, focusing on Excellence in Well-being and Belonging and the MTSS process at MMW. She also shared information about the MMW Core Values in Action as well as a review of the Blue Ribbon School of Excellence Award process and celebration.

Board member Holcomb thanked Ms. Schirmacher and her staff and congratulated them on the National Blue Ribbon designation, and he said he appreciated the guiding principles she leads with at MMW. Board member Becker congratulated Ms. Schirmacher on the Blue Ribbon School designation. She and Chairperson Vitale both mentioned they attended the MMW Blue Ribbon celebration, that it was well done and that the student speakers were outstanding.

3. **COMMUNITY COMMENTS**

Chairperson Vitale noted that this opportunity for comment was available to community members who wished to address the Board on any item on that night's agenda. He also read the guidelines for Community Comments, for the benefit of those who wished to speak.

The following individuals then addressed the Board:

- Chanhassen resident Susanne Schaer spoke against COVID vaccinations for young children
- Excelsior resident Nicole Nejezchleba spoke in support of mask exemptions for children in special education
- Victoria resident Sarah Esch spoke in support of mask choice
- Excelsior resident Kathryn Bonine spoke in support of mask choice
- Chanhassen resident Jessica Cossalter spoke in support of mask choice
- Minnetrista resident Megan Befort spoke in support of mask choice
- Chanhassen resident Faith Staut spoke in support of mask choice
- Minnetonka resident Alan Arlt spoke in support of mask choice
- Excelsior resident Kelly DeWane spoke in support of mask choice
- Excelsior resident Chad Herman questioned the district's data regarding COVID numbers

Chairperson Vitale thanked the community members for their comments.

4. **REVIEW OF FY21 AUDIT**

Executive Director of Finance and Operations Paul Bourgeois noted that the audit of the Fiscal Year 2021 Financial Statements has been completed by the auditing firm of CliftonLarsonAllen LLP and is being readied for acceptance and approval by the School Board at the December 16, 2021 Special School Board Meeting. He introduced Michelle Hoffman of CliftonLarsonAllen, who reviewed the Basic Financial Statements in the audit for the Board, prior to final approval of the complete audit report which will be on December 16. Upon approval, the audited financial statements will be filed with the Minnesota Department of Education as required by statute. The District will be receiving an unmodified opinion from CliftonLarsonAllen, which means the financial statements present fairly the financial position of the District on June 30, 2021.

Board member Holcomb said the Citizen's Finance and Audit Committee had reviewed the audit at their last meeting. They called out the success of the District navigating the pandemic and the things the District has done over the years to put itself in a strong financial position. He also said it is important that the District has a healthy fund balance, and commended Administration for making sure that was so.

Chairperson Vitale noted that the audit would be brought back to the December 16 special meeting for approval.

5. ADOPTION OF 2021 PAYABLE 2022 LEVY

Mr. Bourgeois noted that Minnesota Statutes require that each school district certify a final property tax levy by December 30, 2021 for property taxes to be collected in calendar year 2022. The 2021 Payable 2022 Levy being presented for Certification by the School Board is \$56,474,858.27, which is an increase of \$1,229,500.01 or 2.23% over the prior year amount of \$55,245,358.26. A school district can always lower the Final Levy Certification from the amount of the Preliminary Levy Certification, but can never increase it from the Preliminary Levy Certification unless there is a voter-approved referendum for facilities, capital projects, or operations. Certification of this levy amount will set this amount as the amount that the School Board will levy for the 2021 Pay 2022 levy.

Mr. Bourgeois recommended that the School Board certify the 2021 Payable 2022 Levy in the amount of \$56,474,858.27 and authorize administration to file the Certified 2021 Payable 2022 Levy with the Hennepin County Auditor, Carver County Auditor, and Minnesota Department of Education no later than December 30, 2021.

Holcomb moved, Ambrosen seconded, that the Board approve the following motion:

Resolution to Certify 2021 Pay 2022 Property Tax Levy

BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby certify the 2021 Pay 2022 Property Tax Levy in the amount of \$56,474,858.27, and;

BE IT FURTHER RESOLVED, that the Deputy Clerk of Minnetonka Independent School District 276 is hereby directed to deliver a signed original of the 2021 Payable 2022 Levy Certification to the County Auditors of Hennepin and Carver Counties prior to December 30, 2021 and deliver a copy to the Minnesota Department of Education Program Finance Division no later than December 30, 2021.

Upon vote being taken thereon, the motion carried unanimously.

6. APPROVAL OF MCE FEES

Executive Director for Minnetonka Community Education Tim Litfin and Coordinator of Youth and Adult Programs Jenny Bodurka presented the program data, registration and fee proposal information for ECFE (5.5% fee increase proposed), Minnetonka Preschool (5.5% increase proposed) and the Explorers childcare program (4% increase proposed) for the 2022-23 school year. Board member Becker said she's impressed with the program and how they listen to parents' requests and needs. She is also happy to see the sliding fee scale isn't changing, which helps families afford

programming. Vice Chair Ambrosen said the fee changes to ECFE and Minnetonka Preschool have been small over time and that he appreciates the cost to families has been kept down. Board member Becker asked whether the MCE PTO is supportive of the increases, and Mr. Litfin said that they are. Board member Holcomb asked about wage levels and how we are attracting and retaining staff. Mr. Litfin said there was a slight increase in compensation this year and there will be another slight increase next year. Chairperson Vitale thanked Mr. Litfin and his staff. He also called out that we are offering a premiere program and that the increases are reasonable.

Becker moved, Holcomb seconded, that the Board approve the 5.5% fee increase proposal for Minnetonka ECFE for 2022-23. Upon vote being taken thereon, the motion carried unanimously.

Ambrosen moved, Holcomb seconded, that the Board approve the 5.5% fee increase for Minnetonka Preschool for 2022-23. Upon vote being taken thereon, the motion carried unanimously.

Ambrosen moved, Holcomb seconded, that the Board approve the 4% fee increase for Explorers for 2022-23, and the K-5 Explorers registration fee increase from \$75 to \$100 for 2022-23. Upon vote being taken thereon, the motion carried unanimously.

7. **APPROVAL OF NEW COURSE PROPOSALS, CHANGES AND DELETIONS**

Assistant Superintendent for Instruction Dr. Amy LaDue presented this item to the Board. She explained that all new course proposals and revisions for 2022-23 have been reviewed by department chairs, building administration, district administration, and the Teaching and Learning Advisory Committee.

New Course Proposals

Course Title	Grade(s)
Automotive Braking Systems	10-12
Automotive Career Investigation	9-12
Automotive Electrical/Electronic Systems	10-12
Automotive Engine Performance	10-12
Automotive Steering and Suspension Systems	10-12
CIS College Algebra	11-12
Disability Studies	11-12
Engineering Design and Development	12
Forensic Science	11-12
Mathematics of Home Renovation/Home Renovation and Applied Mathematics	11-12
Metal Sculpture 2	9-12
The Geology and Biomes of US Parks and Forests	10-12

VANTAGE Education	11-12
Virtual Enterprise	11-12

Course Removal List

Each year courses that have not reached the minimum student enrollment for three years in a row, or that have been replaced by new courses, are removed from the *Skipper Log*. AP Physics 1 (AP 316 and AP 318) will not be included in the 2022-23 *Skipper Log*. Building and District administration will continue to monitor courses that have not run for subsequent years.

Course Title Changes

Proposed Title	Current Title
Automotive Investigation	Auto 1
Unified PE	Integrated PE
TO Personal and Family Relationships	TO Relationships
Textiles & Applied Design	Quilting

Becker moved, Ambrosen seconded, that the Board approve the list of new course proposals, changes and deletions. Upon vote being taken thereon, the motion carried unanimously.

8. REVIEW OF SAFE LEARNING PLAN

The Board reviewed the District's Safe Learning Plan to consider whether any changes are needed. Superintendent Peterson introduced this item and corrected something inaccurate that a community member had said during Community Comments regarding COVID data that the District has presented to the School Board in the past. Director of Health Services Annie Lumbar Bendson presented an update on COVID cases, vaccination rates at MHS, the middle schools and the elementary schools and showed how the District's COVID case count compares to neighboring districts. Vice Chair Ambrosen said the data the District has presented regarding COVID has never felt disingenuous, affirming what Dr. Peterson said earlier about the community member's comment being untrue. Board member Holcomb asked about universal masking and how that works at the high school vs at the middle schools. Ms. Lumbar Bendson confirmed that at the high school, as there is not universal masking, some students have experienced more than one quarantine, whereas at the middle schools the universal masking lessens the frequency of the requirement of quarantine.

With regard to vaccination rates, Dr. Peterson said that the middle school vaccination rate is approaching the percentage that the high school was at when the School Board made the decision to have masks strongly recommended and not required for the high school, and Chairperson Vitale agreed. Mr. Vitale said he thinks he would be comfortable discussing at the January School Board meeting whether a change to the

mask mandate could be made to the middle schools if the vaccination rate continues to grow. The Board discussed whether the winter break will have an impact on numbers increasing once students and staff return from break. Ultimately, the Board made the decision that based on the data they have now, in addition to reviewing the Safe Learning Plan at the January 6 regular meeting, the Board will also consider bringing a motion at that meeting to make a change to the mask mandate at the middle schools.

9. **REVIEW OF SUPERINTENDENT SEARCH PROCESS**

Board member Becker provided an update to the Board and community on the superintendent search process. She said that a Board subcommittee consisting of herself, Board member Odom and Board member Wagner had been formed to aid in the process of the search. A search firm will be selected to lead the process, and six firms have submitted proposals to the Board. The subcommittee will meet in the coming days to narrow the list of firms down to four, and the full Board will then meet on December 9 in study session to hear presentations from the four finalists. The District has also launched a Superintendent Search web page (accessible through the main District website) in order to keep the community fully informed throughout the process.

Chairperson Vitale noted that Dr. Peterson's retirement announcement had been quite the surprise and that he was not quite ready to put into words just how much he, the Board and the community truly appreciate everything Dr. Peterson has done for the District. Chairperson Vitale said he would work on those words for a later time.

10. **APPROVAL OF CHANGE OF ATTENDANCE BOUNDARY FOR EXCELSIOR AND MINNEWASHTA**

Dr. Peterson noted that the proposal to shift the boundary between Minnewashta and Excelsior elementary schools is based on the limitations for additional students at Minnewashta, some available space at Excelsior and the potential for new elementary students living in the new Carrick apartment/townhome complex in Tonka Bay. The change would include the Carrick property, the commercial properties next to the apartments and all residential property on Lawtonka Drive, Timber Lane and Shorewood Lane. This change should be implemented immediately. Any current Minnewashta student will be allowed to remain there, and any sibling of a Minnewashta student who is not yet in school will be allowed to attend Minnewashta also.

Holcomb moved, Becker seconded, that the Board approve the recommended boundary change as presented. Upon vote being taken thereon, the motion carried unanimously.

11. **ADOPTION OF POLICY #709: STUDENT TRANSPORTATION SAFETY**

Mr. Bourgeois presented this item to the Board. He noted that at a previous Study Session, he had presented the clarifications regarding the contracting out of several of the items in the policy to the District's contracted vendor for student transportation. These clarifications reflect the actual practices for bus driver training, licensing, and ongoing safety training as all buses are driven by the employees of the contracted vendor.

Ambrosen moved, Holcomb seconded, that the Board approve Policy #307: Student Transportation Safety, as presented. Upon vote being taken thereon, the motion carried unanimously.

12. **ACCEPTANCE OF BID FOR ALTERATIONS OF TECH ED ROOM AT MMW**

Mr. Bourgeois began by noting that in Summer 2020, the District completed alterations to the Tech Ed room at Minnetonka Middle School East (MME) to better utilize underutilized space. The Tech Ed room was divided into an approximately 1,100 square foot Tech Ed room and an approximately 800 square foot classroom space, providing a net gain of one classroom space for MME, which had grown to 1,300 students.

In FY2021, Minnetonka Middle School West (MMW) has also grown to 1,300 students. The original Tech Ed area is identical to the original Tech Ed areas at MME. At this time, it is prudent to capture underutilized space in the Tech Ed room at MMW by dividing it into an approximately 1,100 square foot Tech Ed room and an approximately 800 square foot classroom to provide MMW with a net gain of one classroom space.

Funding for the project will be from FY2023 Operating Capital revenue. The budget estimate for the project is \$400,000. Bids were opened at 2:00 PM on Tuesday, November 30, 2021. Five bids were received as follows:

<i>Ebert Construction</i>	<i>\$333,300.00</i>
<i>Construction Results Corporation</i>	<i>\$338,902.00</i>
<i>Morcon Construction</i>	<i>\$340,163.00</i>
<i>Dering Pierson Group</i>	<i>\$355,000.00</i>
<i>KUE Construction</i>	<i>\$374,242.00</i>

Becker moved, Ambrosen seconded, that the Board approve the following motion:

BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the low bid of Ebert Construction in the amount of \$333,300.00 for alterations to the Tech Ed room at Minnetonka Middle School West in Summer 2022.

Upon vote being taken thereon, the motion carried unanimously.

13. **ACCEPTANCE OF BID FOR RETAINING WALL REPLACEMENT AT MHS**

Mr. Bourgeois noted that as part of the rolling Long Term Facility Maintenance 10 Year Plan, a second phase of replacement of the leaning retaining wall on the north side of Minnetonka High School is scheduled for Summer 2022. Approximately half of the wall was replaced in Summer 2021, leaving the remainder to be finished in Summer 2022.

The budget estimate for the project is \$375,000. Bids were opened at 10:00 AM on Tuesday, November 23, 2021. Eight bids were received as follows:

<i>SM Hentges & Sons, Inc.</i>	<i>\$305,654.00</i>
<i>Sunram Construction</i>	<i>\$327,650.00</i>
<i>JK Landscape</i>	<i>\$347,600.00</i>
<i>JL Theis, Inc.</i>	<i>\$371,450.00</i>
<i>Urban Corporation</i>	<i>\$435,000.00</i>
<i>Krueger Excavating</i>	<i>\$448,164.00</i>
<i>Parkstone Construction</i>	<i>\$488,746.00</i>
<i>Rosti Construction</i>	<i>\$492,275.25</i>

Holcomb moved, Becker seconded, that the Board approve the following motion:

BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the low bid of SM Hentges & Son, Inc., in the amount of \$305,654.00 for the second phase of replacement of the retaining wall on the north side of Minnetonka High School in Summer 2022.

Upon vote being taken thereon, the motion carried unanimously.

14. **CONSENT AGENDA**

Ambrosen moved, Becker seconded, that the School Board approve the recommendations included within the following Consent Agenda items:

- Minutes of October 28, 2021 Special Meeting; November 4, 2021 Regular Meeting and November 5, 2021 Special Meeting
- Study Session Summaries of October 28 and November 18, 2021
- Payment of Bills
- Recommended Personnel Items – as shown in Addendum A
- Gifts and Donations for November 2021: \$600.00 from Ieva and Roman Dziuba and \$200.00 from Jeff and Heather Prondzinski; both to be placed in the MHS Girls Tennis Program. \$2,400.00 from Dr. Dennis Peterson to be placed in the MHS Dr. Dennis Peterson Scholarship Account. \$500.00 from Joan Schwartz to be placed in the MHS Women of Color Club Account. \$500.00 from Joan

Schwartz to be placed in the MHS Men of Color Club Account. \$1,500.00 from the Kopp Family Foundation to be placed in the MHS Social Worker Fund. \$50.00 from the Blackbaud Giving Fund to be placed in the MME Principal Discretionary Account. \$300.00 from the Blackbaud Giving Fund and \$20.00 from Target c/o Cyber Grants, LLC; both to be placed in the Deephaven Elementary School Trust Account. \$1,000.00 from the Kopp Family Foundation to be placed in the Deephaven Elementary School Social Worker Fund. \$5.60 from the Blackbaud Giving Fund to be placed in the Excelsior Elementary School Trust Account. \$47.44 from Brent Rickenbach and \$120.00 from Winston Tan; both to be placed in the Scenic Heights Elementary School Trust Account. \$1,000.00 from the Kopp Family Foundation to be placed in the Scenic Heights School Social Worker Fund. \$1,000.00 from the Kopp Family Foundation to be placed in the MMW Social Worker Fund. \$1,000.00 from the Kopp Family Foundation to be placed in the Groveland Elementary School Social Worker Fund. \$33.32 from Frontstream to be placed in the Groveland Elementary School Principal Discretionary Fund. \$72.10 from the Benevity Community Fund and \$91.52 from the Benevity Community Fund; both to be placed in the Minnewashta Elementary School Principal Discretionary Fund. 3 cornets and 2 cases from Mike & Char Pohlada to be donated to the Minnewashta Elementary School Band Program. \$150.00 from Nicole Campion to be placed in the Clear Springs Elementary School Principal Discretionary Fund. \$1,000.00 from the Kopp Family Foundation to be placed in the Clear Springs Elementary School Social Worker Fund. \$75.00 from Dale Nelson to be placed in the MCEC Rake-a-thon Fundraiser Account. Total Gifts and Donations thus far for 2021-22: \$144,361.42.

- Electronic Fund Transfers -- as shown in Addendum B
- Approval of Enrollment Limits
- Approval of Designated Combined Polling Places
- Resolution Authorizing Issuance of Certificates of Election

Upon vote being taken on the foregoing Consent Agenda items, the motion carried unanimously.

15. **BOARD REPORTS**

Board member Holcomb noted that at the recent Citizens Finance Advisory Committee meeting, they had discussed the upcoming construction of the new VANTAGE/MOMENTUM building on Highway 101, and the committee was very excited about the project. He thanked Mr. Bourgeois and the architectural firm of ATS&R for all their hard work on the project thus far.

Board member Becker spoke about the Minnetonka Community Education Hall of Fame awards and said there are great opportunities to nominate someone for one of these awards.

16. **SUPERINTENDENT'S REPORT**

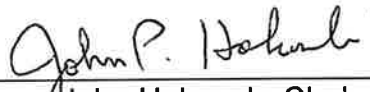
There was no report this evening.

17. **ANNOUNCEMENTS**

There were no announcements this evening.

18. **ADJOURNMENT**

Holcomb moved, Ambrosen seconded, adjournment at 10:26 p.m. Upon vote being taken thereon, the motion carried unanimously.



John Holcomb, Clerk

HEARING

Minnetonka I.S.D. 276
5621 County Road 101
Minnetonka, Minnesota

Truth in Taxation Hearing

Title: 2021 Pay 2022 Truth in Taxation Hearing

Date: December 2, 2021

EXECUTIVE SUMMARY:

Minnesota Statutes have required since 1988 that every school district, city and county hold a Truth in Taxation hearing prior to adopting the annual property tax levy.

At the hearing, the School District must present information on the current year budget, information on the proposed levy, and explain major changes in the proposed levy. In addition, after the presentation, the School District is required to take public comment on the proposed levy.

The 2021 Payable 2022 Levy being presented for Certification by the School Board is \$56,474,858.27.

A school district can always lower the Final Levy Certification from the amount of the Preliminary Levy Certification in a particular category, but can never increase it from the Preliminary Levy Certification unless there is a voter-approved referendum for facilities, capital projects, or operations.


The proposed final levy of \$56,474,858.27 is an increase of \$1,229,500.01 or 2.23% from the prior year amount of \$55,245,358.26.

The proposed levy will be discussed at the Truth in Taxation Hearing, along with FY22 budget summary information as required by law.


RECOMMENDATION/FUTURE DIRECTION:

The Truth in Taxation Hearing presentation will be presented for the School Board's and the public's information.

Submitted by: _____


Paul Bourgeois, Executive Director of Finance & Operations

Concurrence: _____


Dennis Peterson, Superintendent

REPORT

**School Board
Minnetonka I.S.D. #276
5621 County Road 101
Minnetonka, Minnesota**

Board Agenda Item IV.

Title: School Report: MMW

Date: December 2, 2021

EXECUTIVE SUMMARY

MMW Principal Freya Schirmacher will provide an update regarding the start of the 2021-22 school year at MMW. This report will specifically focus on Excellence in Well-Being and Belonging and our MTSS process at MMW. We will also share about the MMW Core Values in Action as well as a review of the Blue-Ribbon Award process, celebration, and next steps for MMW this year.

Submitted by:



Dennis Peterson, Superintendent

INFORMATION

Minnetonka I.S.D. #276
5621 County Road 101
Minnetonka, Minnesota

Board Agenda Item VI.

Title: Review of FY21 Audit

Date: December 2, 2021

EXECUTIVE SUMMARY:

The audit of the Fiscal Year 2021 Financial Statements has been completed by the auditing firm of CliftonLarsonAllen LLP and is being readied for acceptance and approval by the School Board at the December 16, 2021 Special School Board Meeting.

Michelle Hoffman, CPA will review the Basic Financial Statements in the audit at the December 2, 2021 School Board Meeting prior to final approval of the complete audit report on December 16, 2021. Upon approval, the audited financial statements will be filed with the Minnesota Department of Education as required by statute.

The Minnetonka Independent School District 276 will be receiving an unmodified opinion from CliftonLarsonAllen, which means the financial statements present fairly the financial position of the District on June 30, 2021.

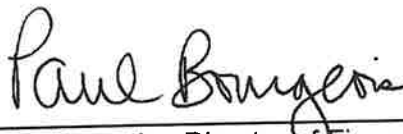
ATTACHMENTS:

FY2021 Basic Financial Statements

RECOMMENDATION/FUTURE DIRECTION:

The draft Fiscal Year 2021 Basic Financial Statements are being presented for review prior to approval and acceptance of the complete audit and Annual Comprehensive Financial Report on December 16, 2021.

Submitted by:



Paul Bourgeois, Executive Director of Finance & Operations

Concurrence:



Dennis Peterson, Superintendent

BASIC FINANCIAL STATEMENTS

INDEPENDENT SCHOOL DISTRICT NO. 276
MINNETONKA PUBLIC SCHOOLS
BALANCE SHEET – GOVERNMENTAL FUNDS
JUNE 30, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION AS OF JUNE 30, 2020)

	Major Funds					Total Governmental Funds	
	General	Food Service	Community Service	Capital Projects	Debt Service	2021	2020
ASSETS							
Cash and Investments	\$ 42,586,019	\$ 1,654,612	\$ 2,481,843	\$ 3,552,821	\$ 5,606,247	\$ 55,881,542	\$ 56,822,549
Cash with Fiscal Agent	5,142	-	-	3,844,002	-	3,849,144	1,264,388
Receivables:							
Current Property Taxes	22,671,402	-	482,777	-	4,498,903	27,653,082	28,473,292
Delinquent Property Taxes	89,598	-	1,800	-	19,758	111,156	160,145
Accounts and Interest Receivable	84,599	20,555	83,623	-	-	188,777	427,898
Due from Other Minnesota School Districts	97,145	-	69,324	-	-	166,469	238,841
Due from Minnesota Department of Education	10,201,499	-	40,362	-	65,066	10,306,927	10,777,004
Due from Federal through Minnesota Department of Education	1,311,171	171,130	-	-	-	1,482,301	1,479,435
Due from Other Governmental Units	293,246	-	-	-	-	293,246	258,920
Due from Other Funds	750,607	-	-	-	-	750,607	794,338
Inventory	257,339	65,097	-	-	-	322,436	391,509
Prepays	2,201,654	14,373	92,309	-	977,535	3,285,871	2,736,290
Total Assets	<u>\$ 80,549,421</u>	<u>\$ 1,925,767</u>	<u>\$ 3,252,038</u>	<u>\$ 7,396,823</u>	<u>\$ 11,167,509</u>	<u>\$ 104,291,558</u>	<u>\$ 103,824,609</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE							
Liabilities:							
Salaries and Compensated Absences Payable	\$ 6,034,527	\$ 29,162	\$ 394,597	\$ -	\$ -	\$ 6,458,286	\$ 5,857,991
Payroll Deductions and Employer Contributions Payable	3,364,043	546	437	-	-	3,365,026	2,965,825
Accounts and Contracts Payable	982,356	160	70,131	1,746,235	-	2,798,882	3,532,618
Due to Other Governmental Units	149,920	-	198	-	-	150,118	190,848
Unearned Revenue	372,470	462,117	908,261	-	-	1,743,848	1,253,577
Total Liabilities	<u>10,903,316</u>	<u>491,985</u>	<u>1,374,624</u>	<u>1,746,235</u>	<u>-</u>	<u>14,516,160</u>	<u>13,800,859</u>
Deferred Inflows of Resources:							
Unavailable Revenue - Contributions for Subsequent Years	-	-	-	-	-	-	350,000
Levied for Subsequent Year	41,037,383	-	964,492	-	8,987,774	50,989,649	50,057,891
Unavailable Revenue - Delinquent Property Taxes	89,598	-	1,800	-	19,758	111,156	160,145
Total Deferred Inflows of Resources	<u>41,126,981</u>	<u>-</u>	<u>966,292</u>	<u>-</u>	<u>9,007,532</u>	<u>51,100,805</u>	<u>50,568,036</u>
Fund Balance:							
Nonspendable:							
Inventory	257,339	65,097	-	-	-	322,436	391,509
Prepays	2,201,654	14,373	92,309	-	977,535	3,285,871	2,736,290
Restricted for:							
Student Activities	7,615	-	-	-	-	7,615	8,160
Scholarships	252,866	-	-	-	-	252,866	231,667
Projects Funded by Certificates of Participation	-	-	-	3,844,002	-	3,844,002	1,252,092
Operating Capital	148,862	-	-	-	-	148,862	2,962,504
Community Education	-	-	153,886	-	-	153,886	649,255
Early Childhood and Family Education	-	-	397,857	-	-	397,857	212,523
School Readiness	-	-	243,114	-	-	243,114	200,143
Adult Basic Education	-	-	14,524	-	-	14,524	14,524
Long-Term Facilities Maintenance	-	-	-	4,592,399	-	4,592,399	936,224
Restricted for Other Purposes	-	1,354,312	9,432	-	1,182,442	2,546,186	2,817,006
Restricted for Medical Assistance	135,058	-	-	-	-	135,058	100,000
Assigned for:							
Q Comp	296,986	-	-	-	-	296,986	263,376
Athletic Equipment	382,534	-	-	-	-	382,534	330,784
Special Purposes	1,272,591	-	-	-	-	1,272,591	1,376,928
Capital Projects Tech Levy	445,258	-	-	-	-	445,258	547,000
Unassigned	23,118,361	-	-	(2,785,813)	-	20,332,548	24,425,729
Total Fund Balance	<u>28,519,124</u>	<u>1,433,782</u>	<u>911,122</u>	<u>5,650,588</u>	<u>2,159,977</u>	<u>38,674,593</u>	<u>39,455,714</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	<u>\$ 80,549,421</u>	<u>\$ 1,925,767</u>	<u>\$ 3,252,038</u>	<u>\$ 7,396,823</u>	<u>\$ 11,167,509</u>	<u>\$ 104,291,558</u>	<u>\$ 103,824,609</u>

See accompanying Notes to Basic Financial Statements.

INDEPENDENT SCHOOL DISTRICT NO. 276
MINNETONKA PUBLIC SCHOOLS
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGE IN FUND BALANCE – GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED JUNE 30, 2020)

	Major Funds					Total Governmental Funds	
	General	Food Service	Community Service	Capital Projects	Debt Service	2021	2020
REVENUES							
Local Sources:							
Property Taxes	\$ 44,866,205	\$ -	\$ 963,004	\$ -	\$ 8,736,687	\$ 54,565,896	\$ 51,743,003
Earnings and Investments	435,910	14,630	16,060	70	13,838	480,508	847,553
Other	4,078,963	440,046	7,221,241	20,000	-	11,760,250	19,019,421
State Sources	100,566,817	-	547,428	-	654,559	101,768,804	99,770,611
Federal Sources	5,147,599	2,929,870	224,505	-	-	8,301,974	3,115,200
Total Revenues	155,095,494	3,384,546	8,972,238	20,070	9,405,084	176,877,432	174,495,788
EXPENDITURES							
Current:							
Administration	4,445,113	-	-	-	-	4,445,113	4,443,920
District Support Services	6,978,156	-	-	-	-	6,978,156	6,343,341
Elementary and Secondary Regular Instruction	88,480,898	-	-	-	-	88,480,898	80,321,434
Vocational Education Instruction	1,091,521	-	-	-	-	1,091,521	896,121
Special Education Instruction	21,516,900	-	-	-	-	21,516,900	20,421,959
Instructional Support Services	7,371,669	-	-	-	-	7,371,669	6,499,566
Pupil Support Services	4,579,385	-	-	-	-	4,579,385	4,637,552
Sites and Buildings	8,917,838	-	-	-	-	8,917,838	8,734,327
Fiscal and Other Fixed Cost Programs	445,203	-	-	-	-	445,203	247,710
Food Service	-	3,379,971	-	-	-	3,379,971	4,878,178
Community Service	-	-	9,196,975	-	-	9,196,975	12,012,110
Transportation	5,382,421	-	-	-	-	5,382,421	4,993,905
Capital Outlay	5,064,208	126,705	11,610	6,554,556	-	11,757,079	11,712,783
Debt Service:							
Principal	3,284,143	-	-	-	6,085,000	9,369,143	7,982,599
Interest and Fiscal Charges	1,968,538	-	-	-	4,095,759	6,064,297	6,241,167
Total Expenditures	159,525,993	3,506,676	9,208,585	6,554,556	10,180,759	188,976,569	180,366,672
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(4,430,499)	(122,130)	(236,347)	(6,534,486)	(775,675)	(12,099,137)	(5,870,884)
OTHER FINANCING SOURCES (USES)							
Sale of Bonds	-	-	-	10,275,000	25,075,000	35,350,000	7,085,000
Bond Premium	-	-	-	600,156	514,500	1,114,656	373,821
Issuance of Certificates of Participation	-	-	-	-	1,290,000	1,290,000	13,345,000
Premium on Certificates of Participation	-	-	-	-	62,738	62,738	402,436
Proceeds from Other State and Nonstate Loans Received	-	-	-	-	-	-	547,000
Payment to Refunded Bond Escrow Agent	-	-	-	-	(26,499,378)	(26,499,378)	(14,935,026)
Transfers In	-	-	8,850	-	-	8,850	373,663
Transfers Out	(5,652)	-	-	-	(3,198)	(8,850)	(373,663)
Total Other Financing Sources (Uses)	(5,652)	-	8,850	10,875,156	439,662	11,318,016	6,818,231
NET CHANGE IN FUND BALANCE	(4,436,151)	(122,130)	(227,497)	4,340,670	(336,013)	(781,121)	947,347
FUND BALANCES							
Beginning of Year	32,955,275	1,555,912	1,138,619	1,309,918	2,495,990	39,455,714	38,508,367
End of Year	\$ 28,519,124	\$ 1,433,782	\$ 911,122	\$ 5,650,588	\$ 2,159,977	\$ 38,674,593	\$ 39,455,714

See accompanying Notes to Basic Financial Statements.

INDEPENDENT SCHOOL DISTRICT NO. 276
MINNETONKA PUBLIC SCHOOLS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN
FUND BALANCE – BUDGET AND ACTUAL – GENERAL FUND
YEAR ENDED JUNE 30, 2021

	Budgeted Amounts		Actual	Over (Under)
	Original	Final	Amounts	Final Budget
REVENUES				
Local Sources:				
Property Taxes	\$ 44,759,047	\$ 44,464,892	\$ 44,866,205	\$ 401,313
Earnings and Investments	450,000	400,000	435,910	35,910
Other	5,305,648	4,677,348	4,078,963	(598,385)
State Sources	100,094,322	99,700,244	100,566,817	866,573
Federal Sources	2,273,077	6,179,785	5,147,599	(1,032,186)
Total Revenues	152,882,094	155,422,269	155,095,494	(326,775)
EXPENDITURES				
Current:				
Administration	4,655,957	4,325,283	4,445,113	119,830
District Support Services	7,909,752	7,614,650	6,978,156	(636,494)
Elementary and Secondary Regular Instruction	82,415,717	90,879,849	88,480,898	(2,398,951)
Vocational Education Instruction	1,060,277	1,056,054	1,091,521	35,467
Special Education Instruction	22,796,872	23,339,231	21,516,900	(1,822,331)
Instructional Support Services	7,302,325	7,954,911	7,371,669	(583,242)
Pupil Support Services	5,084,632	4,905,189	4,579,385	(325,804)
Sites and Buildings	8,451,438	8,457,855	8,917,838	459,983
Fiscal and Other Fixed Cost Programs	300,000	445,294	445,203	(91)
Transportation	4,913,349	5,330,692	5,382,421	51,729
Capital Outlay	5,540,459	5,738,601	5,064,208	(674,393)
Debt Service:				
Principal	2,165,000	3,221,801	3,284,143	62,342
Interest and Fiscal Charges	1,914,055	1,960,787	1,968,538	7,751
Total Expenditures	154,509,833	165,230,197	159,525,993	(5,704,204)
EXCESS OF REVENUES OVER EXPENDITURES	(1,627,739)	(9,807,928)	(4,430,499)	5,377,429
OTHER FINANCING SOURCES (USES)				
Transfers Out	-	-	(5,652)	(5,652)
NET CHANGE IN FUND BALANCE	<u>\$ (1,627,739)</u>	<u>\$ (9,807,928)</u>	(4,436,151)	<u>\$ 5,371,777</u>
FUND BALANCE				
Beginning of Year			32,955,275	
End of Year			<u>\$ 28,519,124</u>	

See accompanying Notes to Basic Financial Statements.

**INDEPENDENT SCHOOL DISTRICT NO. 276
MINNETONKA PUBLIC SCHOOLS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN
FUND BALANCE – BUDGET AND ACTUAL – MAJOR FOOD SERVICE FUND
YEAR ENDED JUNE 30, 2021**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Over (Under)</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
REVENUES				
Local Sources:				
Earnings and Investments	\$ 8,500	\$ 8,500	\$ 14,630	\$ 6,130
Other - Primarily Meal Sales	5,258,750	468,200	440,046	(28,154)
State Sources	129,666	-	-	-
Federal Sources	885,544	2,431,800	2,929,870	498,070
Total Revenues	<u>6,282,460</u>	<u>2,908,500</u>	<u>3,384,546</u>	<u>476,046</u>
EXPENDITURES				
Current:				
Food Service	6,193,360	4,006,720	3,379,971	(626,749)
Capital Outlay	211,000	189,500	126,705	(62,795)
Total Expenditures	<u>6,404,360</u>	<u>4,196,220</u>	<u>3,506,676</u>	<u>(689,544)</u>
NET CHANGE IN FUND BALANCE	<u>\$ (121,900)</u>	<u>\$ (1,287,720)</u>	(122,130)	<u>\$ 1,165,590</u>
FUND BALANCE				
Beginning of Year			1,555,912	
End of Year			<u>\$ 1,433,782</u>	

See accompanying Notes to Basic Financial Statements.

**INDEPENDENT SCHOOL DISTRICT NO. 276
MINNETONKA PUBLIC SCHOOLS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN
FUND BALANCE – BUDGET AND ACTUAL – MAJOR COMMUNITY SERVICE FUND
YEAR ENDED JUNE 30, 2021**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Over (Under)</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
REVENUES				
Local Sources:				
Property Taxes	\$ 961,347	\$ 960,316	\$ 963,004	\$ 2,688
Earnings and Investments	20,000	20,000	16,060	(3,940)
Other - Primarily Tuition and Fees	11,664,657	6,882,129	7,221,241	339,112
State Sources	<u>549,007</u>	<u>559,926</u>	<u>547,428</u>	<u>(12,498)</u>
Total Revenues	<u>13,195,011</u>	<u>8,678,577</u>	<u>8,972,238</u>	<u>293,661</u>
EXPENDITURES				
Current:				
Community Service	12,928,233	9,651,244	9,196,975	(454,269)
Capital Outlay	<u>195,600</u>	<u>110,650</u>	<u>11,610</u>	<u>(99,040)</u>
Total Expenditures	<u>13,123,833</u>	<u>9,761,894</u>	<u>9,208,585</u>	<u>(553,309)</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	71,178	(1,083,317)	(236,347)	846,970
OTHER FINANCING SOURCES (USES)				
Transfers In	<u>-</u>	<u>-</u>	<u>8,850</u>	<u>8,850</u>
NET CHANGE IN FUND BALANCE	<u>\$ 71,178</u>	<u>\$ (1,083,317)</u>	<u>(227,497)</u>	<u>\$ 855,820</u>
FUND BALANCE				
Beginning of Year			1,138,619	
End of Year			<u>\$ 911,122</u>	

See accompanying Notes to Basic Financial Statements.

INDEPENDENT SCHOOL DISTRICT NO. 276
MINNETONKA PUBLIC SCHOOLS
STATEMENT OF NET POSITION – PROPRIETARY FUND – INTERNAL SERVICE FUND
JUNE 30, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION AS OF JUNE 30, 2020)

	Governmental Activities - Internal Service Funds	
	2021	2020
CURRENT ASSETS		
Cash and Investments	\$ 42,604,726	\$ 36,510,162
CURRENT LIABILITIES		
Accounts Payable	2,065	4,800
Claims Payable - Medical	2,076,800	1,934,000
Due to Other Funds	750,607	794,338
Unearned Revenue	2,472,138	2,171,054
Total Current Liabilities	<u>5,301,610</u>	<u>4,904,192</u>
NET POSITION		
Unrestricted	<u>\$ 37,303,116</u>	<u>\$ 31,605,970</u>

See accompanying Notes to Basic Financial Statements.

INDEPENDENT SCHOOL DISTRICT NO. 276
MINNETONKA PUBLIC SCHOOLS
STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN
NET POSITION – PROPRIETARY FUND – INTERNAL SERVICE FUND
YEAR ENDED JUNE 30, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED JUNE 30, 2020)

	Governmental Activities - Internal Service Funds	
	2021	2020
OPERATING REVENUES		
Charges for Services:		
Health Insurance Premiums	\$ 15,575,380	\$ 14,860,567
Dental Insurance Premiums	1,249,050	1,185,258
Total Operating Revenues	<u>16,824,430</u>	<u>16,045,825</u>
OPERATING EXPENSES		
Salaries	113,863	104,358
VEBA Contributions	1,225,801	1,074,755
Wellness Payments	42,060	40,830
Health Insurance Claim Payments	11,598,258	10,149,201
Dental Insurance Claim Payments	1,168,649	904,971
OPEB Payments	750,607	794,338
General Administration Fees	1,101,607	810,290
Total Operating Expenses	<u>16,000,845</u>	<u>13,878,743</u>
OPERATING INCOME	823,585	2,167,082
NONOPERATING INCOME		
Earnings on Investments	<u>4,873,561</u>	<u>1,205,198</u>
CHANGE IN NET POSITION	5,697,146	3,372,280
Net Position - Beginning	<u>31,605,970</u>	<u>28,233,690</u>
NET POSITION - ENDING	<u>\$ 37,303,116</u>	<u>\$ 31,605,970</u>

See accompanying Notes to Basic Financial Statements.

INDEPENDENT SCHOOL DISTRICT NO. 276
MINNETONKA PUBLIC SCHOOLS
STATEMENT OF CASH FLOWS – PROPRIETARY FUND – INTERNAL SERVICE FUND
YEAR ENDED JUNE 30, 2021
(WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED JUNE 30, 2020)

	Governmental Activities - Internal Service Funds	
	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from Interfund Services Provided	\$ 17,125,514	\$ 16,153,001
Payments for Administrative Costs	(1,101,607)	(810,290)
Payments for Salaries	(113,863)	(104,358)
Payments for Medical Fees and Insurance Claims	(12,626,842)	(11,112,650)
Payments for Wellness	(42,060)	(40,830)
Payments to Employee VEBA Accounts	(1,225,801)	(1,074,755)
Payments for Retirement Benefits	(794,338)	(707,637)
Net Cash Provided by Operating Activities	1,221,003	2,302,481
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest Received	122,599	138,436
Proceeds from Sale of Investments	794,338	707,637
Net Cash Provided by Investing Activities	916,937	846,073
NET INCREASE IN CASH AND CASH EQUIVALENTS	2,137,940	3,148,554
Cash and Cash Equivalents - Beginning	12,415,406	9,266,852
CASH AND CASH EQUIVALENTS - ENDING	<u>\$ 14,553,346</u>	<u>\$ 12,415,406</u>
Total Cash and Investments per Statement of Net Position	\$ 42,604,726	\$ 36,510,162
Less: Investments Included in Cash and Investments	(28,051,380)	(24,094,756)
Total Cash and Cash Equivalents	<u>\$ 14,553,346</u>	<u>\$ 12,415,406</u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES		
Operating Income (Loss)	\$ 823,585	\$ 2,167,082
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by Operating Activities:		
Increase (Decrease) in Accounts Payable	(2,735)	722
Increase (Decrease) in Claims Payable	142,800	(59,200)
Increase (Decrease) in Due to Other Funds	(43,731)	86,701
Increase in Unearned Revenue	301,084	107,176
Total Adjustments	397,418	135,399
Net Cash Provided by Operating Activities	<u>\$ 1,221,003</u>	<u>\$ 2,302,481</u>
NONCASH INVESTING ACTIVITIES		
Increase in Fair Value of Investments	<u>\$ 7,432,446</u>	<u>\$ 2,263,397</u>

See accompanying Notes to Basic Financial Statements.



CliftonLarsonAllen LLP
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Report Date

School Board
Independent School District No. 276
Minnetonka Public School
Minnetonka, Minnesota

This Executive Audit Summary and Management Report presents information which we believe is important to you as members of the School Board. We encourage you to review the sections of this report, the audited financial statements, and the auditors' reports.

We would be pleased to furnish additional information with respect to these suggestions and discuss this memorandum with you at your convenience. We wish to express our appreciation to the District for the courtesies, cooperation, and assistance extended to us during the course of our work.

CliftonLarsonAllen LLP

Michelle Hoffman, CPA
Principal

**INDEPENDENT SCHOOL DISTRICT NO. 276
MINNETONKA PUBLIC SCHOOLS**

**EXECUTIVE AUDIT SUMMARY (EAS)
AND MANAGEMENT REPORT**

YEAR ENDED JUNE 30, 2021

**INDEPENDENT SCHOOL DISTRICT NO. 276
MINNETONKA PUBLIC SCHOOLS
EXECUTIVE AUDIT SUMMARY
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YEAR ENDED JUNE 30, 2021**

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**EXECUTIVE AUDIT SUMMARY (EAS)
AND MANAGEMENT REPORT
FOR
MINNETONKA PUBLIC SCHOOLS
YEAR ENDED JUNE 30, 2021**

We prepared this Executive Audit Summary and Management Report in conjunction with our audit of the District's financial statements for the year ended June 30, 2021. We appreciated the time that staff took to work with us to complete the engagement—especially the efforts of Melissa Hallman and Bridget Merrill-Myhre who were our main contacts on the audit.

Audit Opinion – The financial statements are fairly stated. We issued what is known as a “clean” or unmodified audit report.

Yellow Book Opinion – No compliance issues were reported in our review of laws, regulations, contracts, and grants that could have significant financial implications to the District.

Internal Controls – No material weaknesses in controls over financial reporting were noted.

Single Audit – As part of the Single Audit we tested the District's compliance with all direct and material requirements of major federal programs (Child Nutrition Cluster, Coronavirus Relief Fund, and Education Stabilization Fund). There were no findings reported in regard to the requirements for the major federal programs tested.

Legal Compliance – One compliance item was noted, related to collateral, with respect to Minnesota Statutes.

Enrollment – For fiscal 2020-21, Minnetonka Public Schools had an estimated total adjusted average daily membership of 11,050.37 (or 12,079.03 adjusted pupil units). For fiscal 2019-20, the District had an adjusted average daily membership of 11,087.84 (or 12,111.96 adjusted pupil units).

Fund Balance – The District's General Fund unassigned fund balance decreased by \$2,425,514 during fiscal 20-21, decreasing from \$25,906,236 to \$23,480,722. Total fund balance of the General Fund decreased by \$4,436,151 ending at \$28,519,124 as of June 30, 2021. The ending unassigned fund balance represents 14.72% of General Fund expenditures. A District's fund balance is an important aspect in considering the District's financial well-being since a healthy fund balance represents things such as cash flow, as a cushion against unanticipated expenditures, enrollment declines, funding deficiencies, and aid prorations at the state level and similar problems.

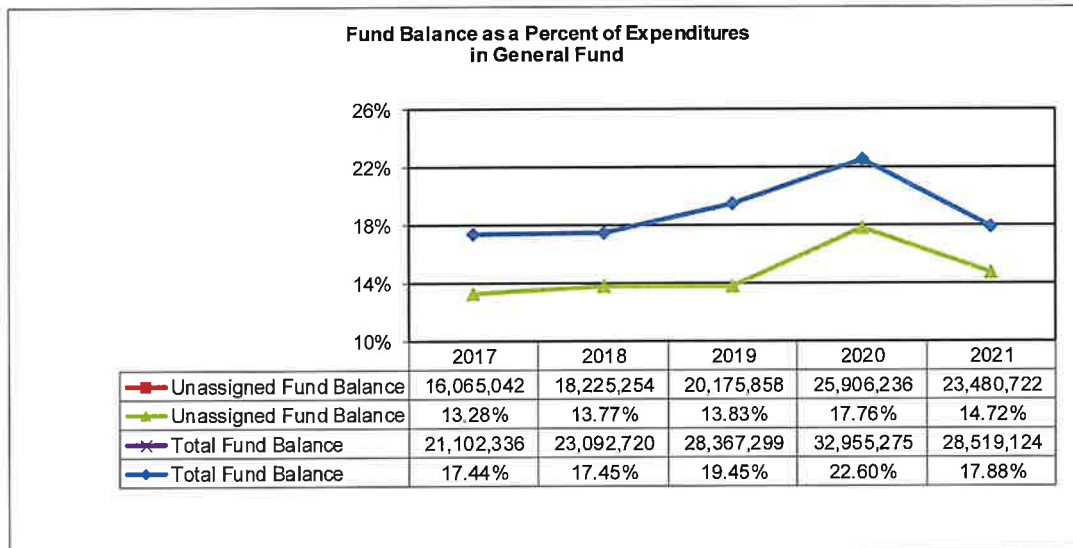
Budget to Actual – Total revenues on a net basis in the General Fund were \$326,775 (or 0.21%) less than the budgeted amount while total expenditures were \$5,704,204 (or 3.45%) lower than had been budgeted. The main reason for expenditures being under budget was because of the impact of the COVID-19 Pandemic. Transportation routes were greatly reduced, the District used less tuition services, and many budgeted staff positions stayed open for extend periods of time because of higher-than-normal turnover of staff and a the effects of the pandemic on the labor pool, which made it more challenging to fill open positions.

The net effect of the actual budget variances, including transfers in and other financing sources, was a decrease to total fund balance that was approximately \$4,436,151 less than the decrease that had been reflected in the District's budget. On a budget this large, these variances reflect excellent budget development, monitoring, and outcomes, and are consistent with prior year variances.

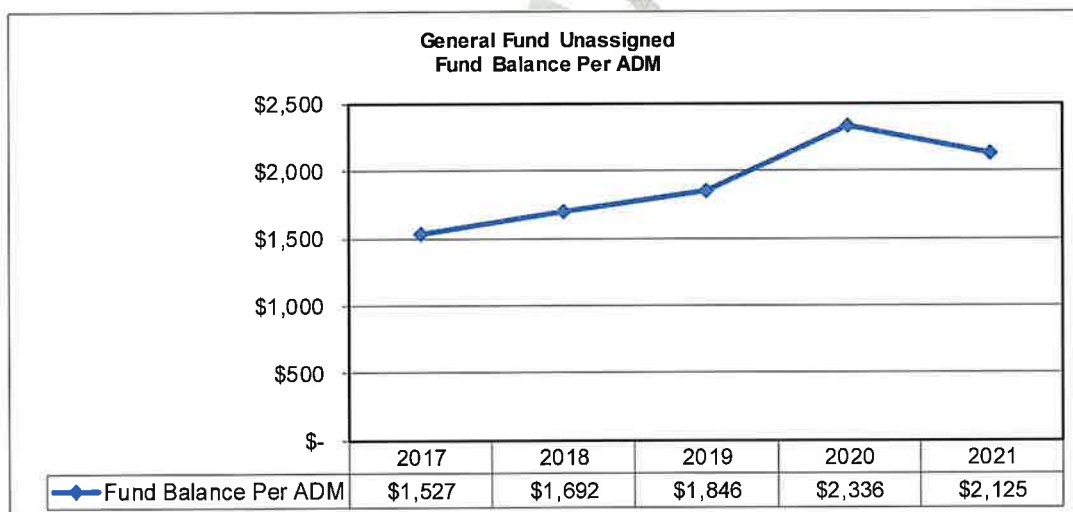
I. FINANCIAL RESULTS

Fund Balances of the General Fund

As a percentage of annual expenditures (Board policy is to maintain at least 6% in the unassigned fund balance):

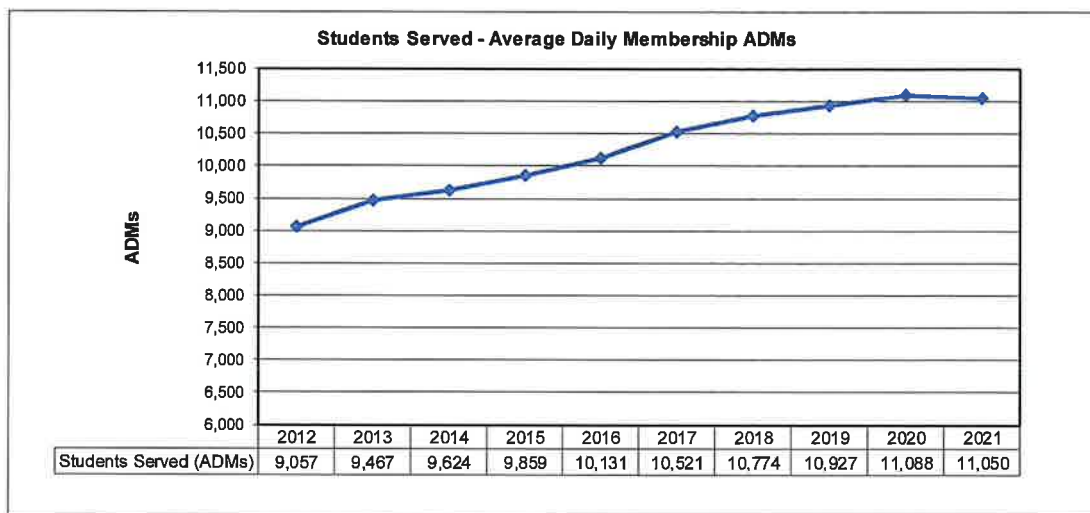


Per student served.



I. FINANCIAL RESULTS (CONTINUED)

Students Served



I. FINANCIAL RESULTS (CONTINUED)

Statement of Net Position

The statement of net position essentially tells you what your District owns and owes at a given point in time, the last day of the fiscal year. Theoretically, net position represents the resources the District has leftover to use for providing services after its debts are settled. However, those resources are not always in expendable form, or there may be restrictions on how some of those resources can be used. Therefore, the statement divides the net position into three components: net investment in capital assets, restricted net position, and unrestricted net position. Beginning in fiscal 2015, the District was required to implement GASB Statement No. 68, which significantly impacted the District's ending net position as a result of recording the District's estimated share of the respective unfunded liability for the statewide pension plans for TRA and PERA. The following table presents components of the District's net position at year-end, along with a simplified reconciliation of the difference between the governmental fund balances and total net position:

	As of June 30,	
	2021	2020
Total Fund Balance for Governmental Funds	\$ 38,674,593	\$ 39,455,714
Capital Assets, Less Accumulated Depreciation	164,525,954	161,099,747
Long-Term Liabilities	(174,926,790)	(172,235,764)
Net Pension Liability	(110,139,261)	(92,425,180)
Other Postemployment Benefits Liability	(10,160,450)	(9,935,594)
Deferred Inflows/Outflows for Pensions - Net	(24,094,624)	(32,738,687)
Other - Net	35,138,713	30,478,208
Total Net Position - Governmental Activities	<u>\$ (80,981,865)</u>	<u>\$ (76,301,556)</u>
Net Position		
Net Investment in Capital Assets	\$ 17,088,790	\$ 16,960,040
Restricted	8,797,479	6,057,675
Unrestricted	(107,128,615)	(99,319,271)
Total Net Position - Governmental Activities	<u>\$ (81,242,346)</u>	<u>\$ (76,301,556)</u>

Most of the District's fund balances translate into restricted net position by virtue of external restrictions (statutory reserves) or by the nature of the fund they are in (e.g. unrestricted food service fund balance can only be spent for food service program costs). The unrestricted net position category consists mainly of the General Fund unreserved fund balances, offset against noncapital long-term obligations such as vacation or severance payable and beginning in fiscal 2015, the District's estimated share of the unfunded portion of statewide pension plans. Consequently, many Minnesota school districts have accumulated deficits in this component of net position.

I. FINANCIAL RESULTS (CONTINUED)

Statement of Activities

The statement of activities tracks the District's yearly revenues and expenses, as well as any other transactions that increase or reduce total net position. These amounts represent the full cost of providing education. This statement provides a more comprehensive measure than just the amount of cash that changed hands, as reflected in the fund-based financial statements. This statement includes the cost of supplies used, depreciation of long-lived capital assets, and other accrual-based expenses. As mentioned previously, the line item for "Change in Net Pension Liability" was a new requirement beginning in fiscal 2015. The following table presents a simplified reconciliation of the change in the District's governmental fund balances to the change in total net position for fiscal years 2021 and 2020:

	As of June 30,	
	2021	2020
Net Change in Fund Balance - Total Governmental Funds	\$ (781,121)	\$ 947,347
Capital Asset Purchases	10,849,573	9,188,434
Depreciation	(7,388,887)	(6,707,024)
Debt Proceeds	(36,640,000)	(20,430,000)
Issuance of Promissory Note	-	(547,000)
Repayment of Debt	35,868,521	22,917,625
Change in OPEB Liability	(224,856)	(55,875)
Change in Net Pension Liability and Related Deferred Outflows and Deferred Inflows	(9,070,018)	(10,171,682)
Change in Other Long-Term Liabilities	(2,599,490)	(500,521)
Other - Net	5,305,969	3,262,532
Change in Net Position - Governmental Activities	<u>\$ (4,680,309)</u>	<u>\$ (2,096,164)</u>

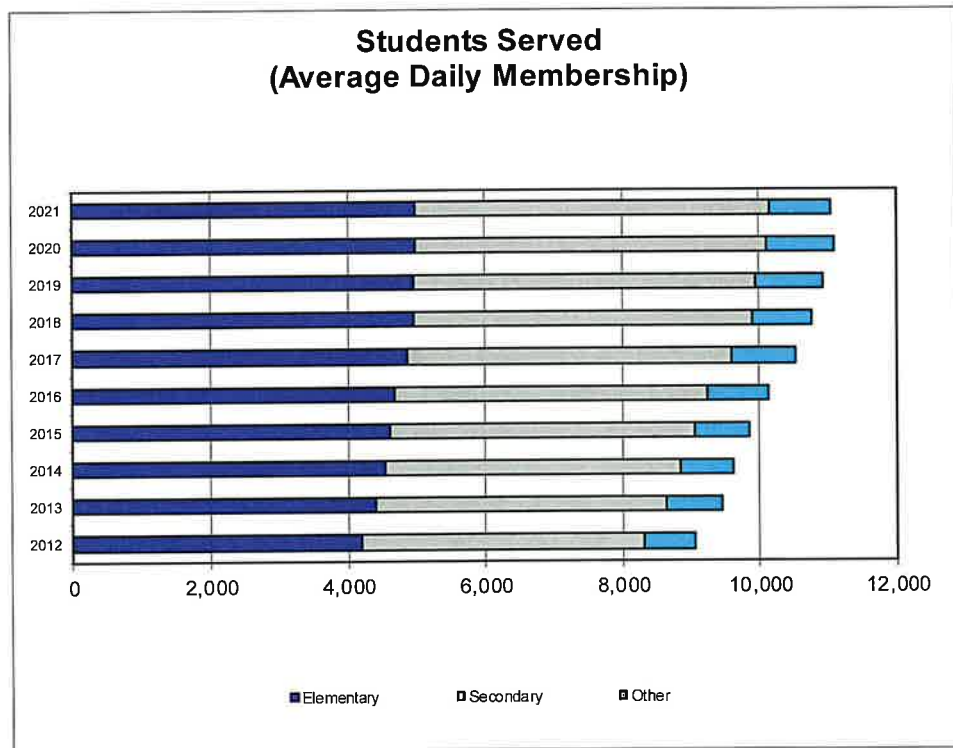
APPENDIX A

FINANCIAL TRENDS OF YOUR DISTRICT

Within this report there are a number of areas where condensed financial statement data has been presented.

Average Daily Membership and Pupil Units

The following graph summarizes average daily membership of Independent School District No. 276 over the past ten years ended June 30:

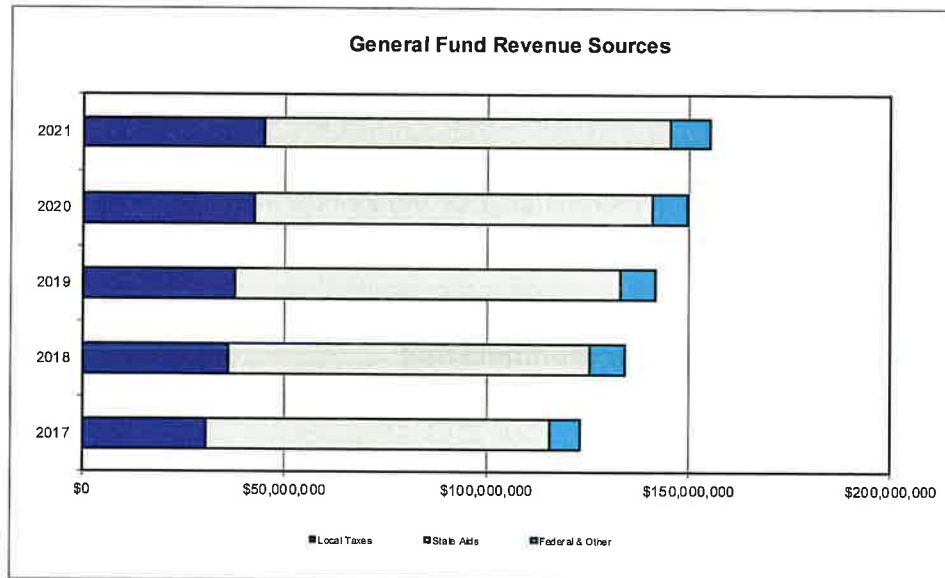


The District's average daily membership (ADM) for purposes of General Education Aid for fiscal 2021 was 11,050 students, which represents a net change of 38 less students than the prior year. Since fiscal 2012, the District's enrollment has increased by a net 22.01%.

APPENDIX A (CONTINUED)

General Fund Revenue

The following table and graph summarizes the District's General Fund revenue sources for the last five years:



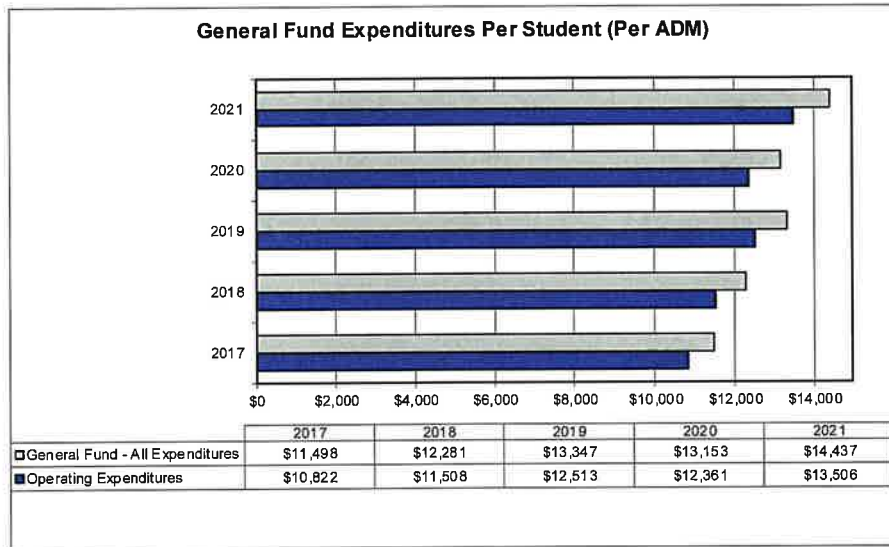
The table below illustrates the fluctuation that occurs between the taxes and state aid categories based on legislative activity. The Legislature determines what portion of the general education funding formula will be paid by local taxpayers. In addition, when the tax shift percentage changes or the state provides property tax relief such as the education homestead market value aid, this only impacts the mix between state aids and taxes and does not change total revenue. For this and other reasons, school finance in Minnesota continues to be a very difficult subject to explain to the general public.

Year	Taxes		State		Federal and Other		Total
	Amount	Percent	Amount	Percent	Amount	Percent	
2017	30,479,893	25	85,209,652	69	7,284,840	6	122,974,385
2018	36,045,639	27	89,582,947	67	8,488,583	6	134,117,169
2019	37,805,891	27	95,228,354	67	8,676,525	6	141,710,770
2020	42,472,695	28	98,568,215	66	8,468,074	6	149,508,984
2021	44,866,205	29	100,566,817	65	9,662,472	6	155,095,494

APPENDIX A (CONTINUED)

Expenditures Per Student

Expenditures per student (average daily membership) are summarized in the following graph:



General Fund Expenditures for fiscal 2021 were \$159,525,993, which represents an increase of \$13,684,376 or 9.38% from fiscal 2020.

The following schedule shows total expenditures of the General Fund by object type:

	2021				2020
	Budget	Actual	Over (Under) Budget	Percent	Actual
Salaries	\$ 100,265,465	\$ 98,701,594	\$ (1,563,871)	(1.6)%	\$ 91,197,074
Employee Benefits	30,711,628	30,237,240	(474,388)	(1.5)	27,432,163
Purchased Services	12,496,863	11,514,096	(982,767)	(7.9)	11,018,418
Supplies and Materials	9,945,433	7,945,616	(1,999,817)	(20.1)	7,027,091
Capital Expenditures	5,738,601	5,064,208	(674,393)	(11.8)	3,402,382
Other Expenditures	6,072,207	6,063,239	(8,968)	(0.1)	5,764,489
Total Expenditures	<u>\$ 165,230,197</u>	<u>\$ 159,525,993</u>	<u>\$ (5,704,204)</u>	<u>(3.5)</u>	<u>\$ 145,841,617</u>

The District has historically done an excellent job of allocating the budget according to the nature of the underlying cost, especially for the most critical areas of salaries and employee benefits. Budgeted expenditures were within \$5,704,204 of actual amounts or 3.5% for fiscal 2021. The main reason for expenditures being under budget was because of the impact of the COVID-19 Pandemic. Transportation routes were greatly reduced, the District used less tuition services, and many budgeted staff positions stayed open for extend periods of time because of higher-than-normal turnover of staff and a the effects of the pandemic on the labor pool, which made it more challenging to fill open positions.

APPENDIX A (CONTINUED)

General Fund Operations and Financial Position

The following table presents five years of comparative operating results for the District's General Fund:

	Year Ended June 30,				
	2017	2018	2019	2020	2021
Revenues	\$ 122,974,385	\$ 134,117,169	\$ 141,710,770	\$ 149,508,984	\$ 155,095,494
Expenditures	120,974,763	132,318,861	142,382,288	145,841,617	159,525,993
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,999,622	1,798,308	(671,518)	3,667,367	(4,430,499)
Other Financing Sources:					
Loan Proceeds	-	-	-	547,000	-
Capital Lease Proceeds	-	-	2,521,614	-	-
Operating Transfers In	445,061	192,076	3,424,483	373,663	-
Operating Transfers In (Out)	-	-	-	(54)	(5,652)
Total Other Financing Sources	445,061	192,076	5,946,097	920,609	(5,652)
Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	2,444,683	1,990,384	5,274,579	4,587,976	(4,436,151)
Fund Balance:					
Beginning of Year	18,657,653	21,102,336	23,092,720	28,367,299	32,955,275
End of Year	\$ 21,102,336	\$ 23,092,720	\$ 28,367,299	\$ 32,955,275	\$ 28,519,124
Nonspendable Fund Balance	\$ 1,168,168	\$ 1,677,381	\$ 2,434,164	\$ 1,830,729	\$ 2,458,993
Restricted Fund Balance	469,509	(4,750)	2,916,480	2,700,222	182,040
Assigned Fund Balance	3,399,617	3,194,835	2,840,797	2,518,088	2,397,369
Unassigned Fund Balance	16,065,042	18,225,254	20,175,858	25,906,236	23,480,722
Total Fund Balance	\$ 21,102,336	\$ 23,092,720	\$ 28,367,299	\$ 32,955,275	\$ 28,519,124
Undesignated/Unassigned Fund Balance as a Percentage of Expenditures	13.28%	13.77%	14.17%	17.76%	14.72%
Total Fund Balance as a Percentage of Expenditures	17.44%	17.45%	19.92%	22.60%	17.88%

The District's General Fund had a deficit of revenues and other financing sources under expenditures and other financing uses of \$4,436,151 for fiscal 2021, bringing total fund balance to \$28,519,124 at June 30, 2021. Total fund balance includes a net \$2,458,993 in nonspendable accounts, \$182,040 in restricted accounts (UFARS basis) as prescribed by state statute, and \$2,397,369 in assigned accounts as determined by the School Board or finance department. That leaves an unassigned fund balance of \$23,480,722 at year-end, which is 14.72% of General Fund expenditures. The ending fund balance exceeds the Board policy amount of 6.0% of expenditures.

Total General Fund revenues were lower than the budgeted amount for fiscal 2021 by \$326,775 (or 0.21%). Total General Fund expenditures were lower than the budgeted amount by \$5,704,204, or 3.45%. The net combined outcome of the budget variances, once other financing sources and uses budget variances were factored in, was to decrease the total ending fund balance by approximately \$5.38 million less than the planned decrease of approximately \$9.81 million.

APPENDIX A (CONTINUED)

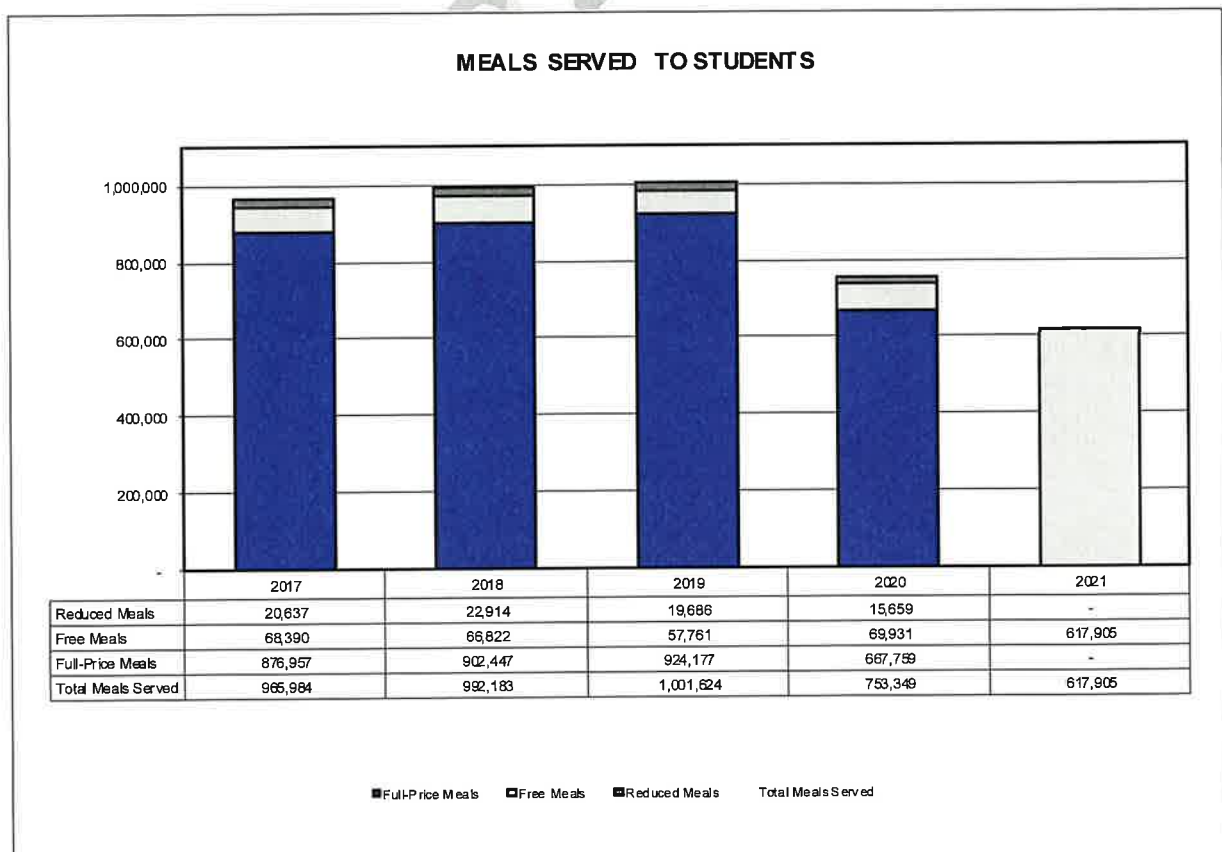
Food Service Fund

The following chart reflects the growth of the food service program over the past five years:

	Year Ended June 30,				
	2017	2018	2019	2020	2021
Revenues	\$ 5,847,979	\$ 6,060,079	\$ 6,213,010	\$ 4,764,643	\$ 3,384,546
Expenditures	5,607,457	5,597,399	5,572,946	5,104,834	3,506,676
Excess (Deficiency) of Revenues Over (Under) Expenditures	240,522	462,680	640,064	(340,191)	(122,130)
Fund Balance:					
Beginning of Year	552,837	793,359	1,256,039	1,896,103	1,555,912
End of Year	\$ 793,359	\$ 1,256,039	\$ 1,896,103	\$ 1,555,912	\$ 1,433,782
Lunches Served to Students	965,984	992,183	1,001,624	753,349	617,905
Revenue per Lunch Served	\$ 6.05	\$ 6.11	\$ 6.20	\$ 6.32	\$ 5.48

Food Service expenditures include both operating funds and equipment replacement. Total expenditures exceeded revenues by \$122,130 in the District's Food Service Fund for 2021, decreasing fund balance to \$1,433,782 at June 30, 2021. Total Food Service Fund revenues on a net basis were approximately \$476,046 more than had been reflected in the budget, while total expenditures on a net basis were approximately \$689,544 less than budgeted; therefore, the impact on ending fund balance was a decrease of \$122,130, \$1,165,590 less than the decrease that had been budgeted.

The following chart reflects the activity of the food service program over the past five years:



APPENDIX A (CONTINUED)

Community Service Fund

The following table presents five years of comparative operating results for the District's Community Service Fund:

	Year Ended June 30,				
	2017	2018	2019	2020	2021
Revenues	\$ 11,381,289	\$ 12,328,621	\$ 13,265,443	\$ 11,218,105	\$ 8,972,238
Expenditures	10,676,180	11,754,543	12,095,261	12,113,784	9,208,585
Excess (Deficiency) of Revenues Over (Under) Expenditures	705,109	574,078	1,170,182	(895,679)	(236,347)
Other Financing Sources Transfers Out	-	-	(3,300,000)	-	8,850
Excess (Deficiency) of Revenues Over (Under) Expenditures and Other Financing Uses	705,109	574,078	(2,129,818)	(895,679)	(227,497)
Fund Balance:					
Beginning of Year	2,884,929	3,590,038	4,164,116	2,034,298	1,138,619
End of Year	\$ 3,590,038	\$ 4,164,116	\$ 2,034,298	\$ 1,138,619	\$ 911,122
Fund Balance:					
Nonspendable	\$ 171,049	\$ 137,970	\$ 192,812	\$ 56,493	\$ 92,309
Restricted for ECFE	-	10,160	82,345	212,523	397,857
Restricted for Community Ed	3,256,314	3,773,642	1,520,924	649,255	153,886
Restricted for School Readiness	207,000	215,021	216,361	200,143	243,114
Restricted for Adult Basic Educ	14,524	14,524	14,524	14,524	14,524
Restricted for Other Purposes	6,410	12,799	7,332	5,681	9,432
Unassigned	(65,259)	-	-	-	-
Total Fund Balance	\$ 3,590,038	\$ 4,164,116	\$ 2,034,298	\$ 1,138,619	\$ 911,122

The District's Community Service Fund had a deficiency of revenues over expenditures and other financing uses of \$236,347 for fiscal 2021, bringing the combined fund balance to a balance of \$911,122 after a transfer in of \$8,850 at June 30, 2021.

Total revenues of the District's Community Service Fund for 2021 were \$293,661 more than the budgeted amount while total expenditures were under budget by \$553,309. As a result, total fund balance decreased by \$227,497 while the District had budgeted for a decrease in total fund balance of \$1,083,317.

APPENDIX B

The table below reflects the comparative data available from the Minnesota Department of Education for all expenditures incurred for the benefit of pre-elementary through secondary education, except building construction.

Expenditures Per Student (ADM) Served

	Statewide			ISD No. 276 Minnetonka		
	All Districts	Seven-County Metro Area	Enrollment > than 4,000			
	2020	2020	2020	2019	2020	2021
District and School Admin and Support Services	\$ 1,154	\$ 1,100	\$ 1,049	\$ 954	\$ 973	\$ 1,034
Regular Instruction (including Co- & Extra-Curricular)	5,830	6,231	6,033	6,979	7,243	8,007
Vocational Instruction (Career & Technical)	174	171	174	53	81	99
Special Education Instruction	2,510	2,626	2,664	1,794	1,842	1,947
Instructional Support Services	662	787	769	617	586	667
Pupil Support Services (Excluding Transportation)	410	495	478	367	383	429
Pupil Transportation	795	822	794	457	485	472
Operations & Maintenance and Other	941	910	910	799	810	847
Food Service	554	548	543	503	440	306
Community Service	622	774	733	1,097	1,083	832
Capital Expenditure	838	717	715	551	336	471
Debt Service	1,345	1,472	1,440	1,357	1,283	1,397
Total Pre-K - 12 Operating Expenditures	<u>\$ 15,835</u>	<u>\$ 16,653</u>	<u>\$ 16,302</u>	<u>\$ 15,529</u>	<u>\$ 15,546</u>	<u>\$ 16,509</u>
Percent Change from Prior Year				<u>4.15%</u>	<u>0.11%</u>	<u>6.19%</u>

Source of Statewide Data: School District Profiles published by the Dept. of Education

District and school admin and support services - all costs related to providing administration to the District (school board, superintendent, principals, assistant superintendents, directors of instructional areas, etc.) and all central office administration (business services, human resources, legal, data processing, other district-wide support activities)

Regular instruction - includes all activities dealing directly with the teaching of pupils including co-curricular and extra-curricular activities and the interaction between teachers and pupils in the classroom (excluding exceptional, vocational and community education instruction) and includes activities of aides or assistants of any type (paraprofessionals, clerks, graders, etc.) who assist in the educational process, except spec ed aides

Vocational instruction - consists of costs related to courses and activities which develop knowledge, skills, attitudes and behavioral characteristics for students seeking career exploration and employability

Special education instruction - consists of activities providing learning experiences for pupils of any age, who because of certain atypical characteristics or conditions, have been identified as requiring, or who would benefit by, educational programs differentiated from those provided pupils in regular or vocational instruction

Instructional support services - activities for assisting instructional staff with content and process of providing learning experiences for pupils in K-12 (curriculum, staff dev, educ media, libraries and media centers, etc.)

Pupil support services - all services to pupils not classified as instructional (counseling and guidance, health services, psychological services, social work,

Transportation - all costs for pupil transportation

Operations and maintenance - activities related to the operation, maintenance, repair and remodeling of all physical plant, facilities and grounds of the

Food Service - all costs of the Food Service Fund

Community service - all costs of the Community Service Fund

Capital Expenditures - all capital expenditures charged to operating funds

Debt Service - all Debt Service Fund costs (principal, interest and fiscal agent costs)

As the above table reflects, the Minnetonka School District has typically expended less per student than the seven-county metro area average.

APPENDIX C

LEGISLATIVE ACTIVITY

What follows are some education-related highlights of the 2021 legislative sessions as summarized from information made available by the Minnesota Department of Education, the Minnesota School Boards Association, and the Minnesota House of Representatives.

General Education

The General Education Revenue formula allowance was increased by 2.45% (by \$161 per pupil unit to \$6,728) for fiscal year 2022 and by another 2% (by \$296 per pupil unit to \$6,863) for fiscal year 2023 and later.

English Learner Cross-Subsidy Reduction Aid

Additional statewide, supplemental aid (not on the formula) is provided for four years only to English learners. The aid is increased by \$2 million per year for fiscal years 2022, 2023, 2024, and 2025. The aid must be allocated to school districts and charter schools proportionate to their English learner revenue.

Special Education Cross-Subsidy Aid

A one-time special education cross-subsidy aid is provided for each school district equal the ratio of the school district's initial special education cross-subsidy in fiscal year 2021 to the total initial special education cross-subsidy for all districts in that year.

Early Education

The 4,000 voluntary prekindergarten/school readiness plus seats program was extended for two years that would have otherwise expired. For fiscal years 2022 and 2023 only. Makes no policy changes to the administration of VPK or SR+.

Local Optional Revenue

Increases local optional aid (and correspondingly lowers the local optional levy) for fiscal year 2023 only by setting the second-tier equalizing factor at \$548,842 per pupil unit. Lowers the equalizing factor back to \$510,000 for fiscal year 2024 and later.

Respectful School Meal Policies

Requires a participant in the national school lunch program to adopt and post a school meals policy to:

- be in writing, reasonable, well-defined, and clearly communicate student meal charges when payment cannot be collected. Requires the policy to maintain the dignity of students by prohibiting lunch shaming;
- address whether a collections agency is used by the participant to collect unpaid school meals debt;
- ensure that once a meal is placed on a tray or otherwise served to a student that the meal is not withdrawn from the student; and
- ensure that a student who is eligible for a free or reduced-price lunch is always served a reimbursable meal even if they have outstanding debt.

APPENDIX C (CONTINUED)

School Meal Policies (Continued)

If a school contracts with a third party it must provide the vendor with its school meals policy and require the vendor to adhere to the policy for contracts entered or modified after July 1, 2021.

Prohibits a participant from denying a school lunch to a student who qualifies for free or reduced-price lunch whether the student has outstanding school meal debt attributable to a la carte purchases or for any other reason.

Requires the participant to provide meals to students in a respectful manner. The law provides examples of prohibited activities, which include dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins. Prohibits a participant from limiting a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance due to unpaid student meal balance.

Teacher Mentoring Programs

School districts are required to develop teacher mentoring programs. Requires districts to use staff development revenue (2% of basic revenue) for teacher mentorship under MN statute 122A.70, subdivision 1. Current law requires revenue to be used for this purpose only if extra funds remain after being used for other purposes.

Special Education Recovery Services and Supports

To address the impact of learning disruptions due to COVID-19, a school district or charter school is required to invite the parents of a student with a disability to a meeting of each individualized education program team as soon as practicable, to determine whether special education services and supports are necessary to address the lack of progress on IEP goals or in the general education curriculum. The services and supports may include extended school year services, additional IEP services, compensatory services, or other appropriate services. Requires services and supports be included in the IEP of the student. The school district or charter school is required to report to the commissioner the services and supports provided to students with disabilities under this section, including the cost. Allows a school district or charter school to use federal funds to comply with this section.

Mental Health Education for Teachers

Suicide and self-harm prevention training must be accessible to teachers in every school district, charter school, Intermediate school districts, service cooperative and tribal schools in Minnesota.

Seizure Training and Action Plan

Requires a school district or charter school where a student with a seizure disorder and prescribed seizure medication is enrolled to have a seizure action plan. The action plan must identify a school nurse or designated individual who can administer seizure medication and require training on seizures. Requires a school district or charter school to provide all licensed school nurses or other designated individuals, and other staff with self-study materials on seizure disorders.

APPENDIX C (CONTINUED)

Leave of Absence Due to COVID-19

Between December 27, 2020, and September 4, 2021, certain “leaves of absence” by an applicant are considered involuntary, so the leave does not make the applicant ineligible for unemployment insurance benefits. Leaves considered involuntary during the COVID-19 pandemic include: (1) determination by a health authority or health care professional that the applicant’s presence in the workplace is a risk to the health of others; (2) quarantine or isolation order; (3) self-isolation or self-quarantine; (4) direction by employer not to come to work; or (5) schools or childcare are cancelled or unavailable and no other childcare or time off from employer is available. Effective date: Applies retroactively to December 27, 2020. Continues Laws 2020, chapter 71, article 2, section 23.

Unemployment Eligibility for High School Students

Allows high school students to qualify for unemployment insurance if they otherwise meet eligibility requirements. Currently, high school students are excluded from receiving unemployment benefits under Minnesota law but may be eligible for temporary Pandemic Unemployment Assistance under federal law following a recent Minnesota Court of Appeals decision. Effective date: This section is effective July 3, 2022.

Limit on Screen Time for Children in Preschool and Kindergarten

Prohibits a child in a publicly funded preschool or kindergarten program from using an individual-use screen without engagement from a teacher or other students. Excludes a child with an individualized family service plan, an individualized education program, or a 504 plan from the application of this section. This section is effective July 1, 2022.

Fundraising Sales Tax Exemptions

During the 2021 legislative session, there was a change made to Minnesota Statute 297A.70, subdivision 13, restoring the fundraising exemption for school-associated student groups. Starting July 1, 2021, fundraising sales made by school-associated student groups are exempt from sales tax, even when the money must be recorded as part of school district revenues, when the following apply:

- The sales are for fundraising purposes of a club, association, or other organization of elementary or secondary school students organized for the purpose of carrying on sports activities, educational activities, or other extracurricular activities.
- The school district reserves the revenue raised for extracurricular activities, as provided in Minnesota Statute 123B.49, subdivision 4 (e), and spends the revenue raised by a particular extracurricular activity only for that extracurricular activity.

The sales tax exemption to the student fundraising organization applies only to the first \$20,000 of the gross annual receipts of the student group from fundraising.

APPENDIX D

ACCOUNTING UPDATE

GASB Statement No. 87 – Leases

GASB Statement No. 87 requires recognition of certain lease assets and liabilities for leases that were previously classified as operating leases. Specifically, this statement:

1. Establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset.
2. Defines the “lease term” and clarifies when lessees and lessors should reassess the lease term due to lease modifications or terminations.
3. Defines and establishes recognition criteria for short-term leases.
4. Amends accounting and financial reporting requirements for contracts with multiple components, contract combinations, subleases, and leaseback transactions.

The statement was to be effective for reporting periods beginning after December 15, 2019. However, due to the impact of COVID-19, the effective date was moved back one and a half years to reporting periods beginning after June 15, 2021. Earlier application is encouraged.

STEPS THAT SHOULD BE TAKEN NOW

- 1) **Gather leases and contracts.** Depending on the number of leases your organization has, this will likely be a bigger challenge than anticipated. Keep in mind that not all leases are written “lease” agreements. Some contracts also include embedded leases that were previously treated as expenses, so you may be surprised to find more operating leases than you realized. Checking accounts payable for recurring payments may help you locate agreements that you’ll need to analyze.
- 2) **Analyze all contracts to determine which are leases under the new standard.** GASB 87 defines a lease as a “contract that conveys control of the right to use another entity’s nonfinancial asset (the underlying asset), as specified in the contract, for a period of time in an exchange or exchange-like transaction.” Here are some of the agreements that can be excluded:
 - Short-term leases that are one year or less in duration.
 - Intangibles, such as investment assets, software licenses, and patents.
 - Financed purchases, where ownership of the asset transfers at the end of the lease without an additional payment.
- 3) **Review leases for multiple components.** Some leases include service agreements that will need to be split off from the entire lease. Many agreements (like service agreements and supply contracts) may qualify as leases under GASB 87. Some examples of service contracts that may have embedded leases can include cafeteria equipment, soda fountains, water coolers, coffee machines, solar panels, etc., where the government may get to use a particular piece of equipment for free in return for the exclusive use of the provider’s products.
- 4) **Determine appropriate materiality thresholds for capitalization.** Work with your auditor to determine what this should be. Be aware that items that are well below that threshold individually may be material in the aggregate.

APPENDIX D (CONTINUED)

- 5) **Select a technology solution such as leasing software to help manage your leases.** Unless your organization only has a few leases, the calculations for journal entries and footnote disclosures will most likely be beyond the capabilities of Excel. When choosing a software solution, keep in mind that tracking this information from leases will be an ongoing project, so look for one that's easy to use and provides your organization with all the information you'll need. Make sure to consider document storage as part of the capabilities. Entities with greater than 10-20 identified leases may wish to seriously consider a lease software solution and not rely on spreadsheets. Keep in mind that if a government has many similar leases, it may choose to amortize the leased assets as a group rather than individually. Composite depreciation is applied to groups of dissimilar assets, but should not be applied across classes of assets, such as buildings, equipment, furniture, and vehicles.

- 6) **Consider the district's bond covenants, loan covenants, and debt limitations to determine impact.** While a recent update from GASB (GASB 88) specifies that lease liabilities are excluded from the definition of debt for the purposes of financial statement disclosures, it's not clear whether banks, credit rating agencies, or other stakeholders will take a similar stance.

Adding liabilities for operating leases to the balance sheet may mean that covenants for bond contracts and loan agreements will be violated. If this is the case, you may need to renegotiate those agreements. Contacting these stakeholders and other interested parties early on is crucial.

Adding to the complexity, the rules and statutes governing debt limitations vary across states, counties and municipalities. You may need to consult with an attorney to determine whether lease liabilities count as debt for those limitations.

- 7) **Develop new district policies and procedures as necessary.** Unlike many other financial controls, you'll need to work as a team with people outside of accounting, including procurement, IT, and legal, to make sure all leases and contracts go through accounting. You may need to educate others about the balance sheet impacts of leases.
- 8) **Do your initial calculations and run the results past your auditor.** Because the calculations are different from the previous treatment of leases, some advisors are recommending performing a trial calculation on a subset of your leases. Then, ask us as your auditors to check your numbers before you do the entire population of leases.
- 9) **Start learning and keep learning.** Early adopters report that they need two or three hours per lease to analyze and extract the data. Adding to the challenge, many government finance professionals wear many hats, and dealing with financial matters may be only a small part of their responsibilities. Be sure to keep the resulting information very organized and accessible and also keep in mind the new information that will be required for footnote disclosures.
- 10) **Begin Implementing the Standard Now.** Ensuring that someone is able to learn and understand the new standard and how to implement it is important for a successful implementation year. If you find you are having issues with stretched resources within your organization, don't understand the standard, how to properly implement it, or simply don't have the time to do it, feel free to consult with us. CLA is helping many of our clients through this implementation and is providing various levels of assistance depending on the needs of our clients. We would be happy to discuss the various ways in which we can help and be involved if you determine you will need help with the lease determinations, calculations, or implementation related to the new standard.

APPENDIX D (CONTINUED)

GASB Statement No. 91 – Conduit Debt Obligations

The primary objective of GASB Statement No. 91 is to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. Initially effective for reporting periods beginning after December 15, 2020 but postponed to reporting periods beginning after December 15, 2021.

GASB Statement No. 92 – Omnibus 2020

The primary objectives of this statement are to enhance comparability and consistency by addressing practice issues that have been identified during implementation and application of certain GASB statements.

This Statement addresses a variety of topics and includes specific provisions about the following:

- The effective date of Statement No. 87, *Leases*, and Implementation Guide No. 2019-3, *Leases*, for interim financial reports
- Reporting of intra-entity transfers of assets between a primary government employer and a component unit defined benefit pension plan or defined benefit other postemployment benefit (OPEB) plan
- The applicability of Statements No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68*, and *Amendments to Certain Provisions of GASB Statements 67 and 68*, as amended, and No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, as amended, to reporting assets accumulated for postemployment benefits
- The applicability of certain requirements of Statement No. 84, *Fiduciary Activities*, to postemployment benefit arrangements
- Measurement of liabilities (and assets, if any) related to asset retirement obligations (AROs) in a government acquisition
- Reporting by public entity risk pools for amounts that are recoverable from reinsurers or excess insurers
- Reference to nonrecurring fair value measurements of assets or liabilities in authoritative literature
- Terminology used to refer to derivative instruments

APPENDIX D (CONTINUED)

GASB Statement No. 96 – Subscription-Based Information Technology Arrangements

This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended.

A SBITA is defined as a contract that conveys control of the right to use another party's (a SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction. Effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter.

GASB Statement No. 97 – Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans

This statement clarifies how the absence of a governing board should be considered in determining whether a primary government is financially accountable for purposes of evaluating potential component units. It also modifies the applicability of certain component unit criteria as they relate to defined contribution pension plans, defined contribution OPEB plans, and other employee benefit plans. The statement also establishes accounting and financial reporting requirements for Section 457 plans that meet the definition of a pension plan and for benefits provided through those plans and modifies the investment valuation requirements for all Section 457 plans. The requirements related to the accounting and financial reporting for Section 457 plans are effective for fiscal years beginning after June 15, 2021. Requirements relating to the applicability of certain component unit criteria as they relate to defined contribution pension plans, defined contribution OPEB plans, and other employee benefit plans are effective immediately.



APPENDIX E

FORMAL REQUIRED COMMUNICATIONS

School Board
Independent School District No. 276
Minnetonka Public Schools
Minnetonka, Minnesota

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Independent School District No. 276 Minnetonka Public Schools (the District) as of and for the year ended June 30, 2021, and have issued our report thereon dated Report Date. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the school are described in Note 1 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2021.

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Due from Minnesota Department of Education
- Due from other Minnesota school districts

- Due from federal through the Minnesota Department of Education
- Estimated useful lives of depreciable capital assets
- Estimate of insurance claims incurred but not reported
- Estimate of the District's other postemployment benefit liability
- Estimate of the District's severance liability
- Estimate of the District's proportionate share of PERA's and TRA's net pension liability.

Management's estimate of the due from Minnesota Department of Education is based on amounts anticipated to be received from the state for various aid entitlements for fiscal 2021. The most significant of these is the aid portion of general education revenue. General education revenue and certain other revenues are computed by applying an allowance per student to the number of students served by the school. Student attendance is accumulated in a statewide database, Minnesota Automated Reporting Student System (MARSS). Because of the complexity of student accounting and because of certain enrollment options, student information is input by other school districts and the MARSS data for fiscal year 2021 is not finalized until well into the next fiscal year. Management expects any differences between estimated and actual data will be insignificant.

Management's estimate of due from other Minnesota school districts is based on amounts that have been billed to other school districts under the excess special education cost tuition billing system. The school has made a good faith effort to accurately calculate such amounts billed, but until the resident school district has an opportunity to review such underlying details as membership days, disability codes, and rates, it will not be known whether such amounts will be collected or not. Management expects any difference between amounts billed and amounts ultimately collected will be insignificant.

Management's estimate of due from federal through the Minnesota Department of Education is based on amounts anticipated to be received through the state for various federal aid entitlements for fiscal 2021. Many federal entitlements require that supporting financial reporting information be provided both in the Uniform Financial Accounting and Reporting Standards (UFARS) accounting system and also the Electronic Data Reporting System (EDRS) reporting system. To the extent that these two separate systems are not in agreement and reported in a timely manner, the estimated aid entitlement may be adversely affected. Management expects any differences between estimated and actual data will be insignificant.

Management's estimate of the useful lives for depreciable capital assets is based on guidance recommended by the Minnesota Department of Education and other sources. The useful life of a depreciable capital asset determines the amount of depreciation that will be recorded in any given reporting period as well as the amount of accumulated depreciation that is reported at the end of a reporting period.

Management's estimate of the insurance claims incurred but not reported is based on an actuarial study performed by an external actuary who utilizes various market assumptions and District data to estimate the liability each year.

Management's estimate of the liability for other postemployment benefits liability is based on an actuarial study performed by an external actuary who utilizes various market assumptions, data from the District's postemployment benefit plans and demographic information of the District's employees and retirees to estimate the liability each year.

Management's estimate of the severance liability at year-end is based on total sick leave hours accrued for each employee category, average pay rates, and the estimate of how many employees who are eligible for the benefit will retire.

Management's estimate of the District's proportionate share of PERA's and TRA's Net Pension Liability is based on guidance from GASB Statement No. 68 and each plan's respective allocation tables. Each plan's allocation tables allocate a portion of the plan's net pension liability based on the District's prior fiscal year contributions as a percentage of the total contributions received for the related year by the plan.

We reviewed and tested management's procedures and underlying supporting documentation in the areas discussed above and evaluated the key factors and assumptions used to develop the estimates noted above in determining that they are reasonable in relation to the financial statements taken as a whole. We concluded that the accounting estimates and management judgments appeared to consider all significant factors and resulted in appropriate accounting recognition.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

Corrected misstatements

The following material misstatements detected as a result of audit procedures were corrected by management:

- Accounts payable and expenditures in the capital projects fund were adjusted by \$168,261 to reflect an invoice which was for fiscal year 2021 activity but had not been properly accrued.
- Unearned revenue and revenue was adjusted in the Community Service Fund by \$128,894 to reflect unearned portions of revenue which had not been properly deferred to the next period.

Disagreements with management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management representations

We have requested certain representations from management that are included in the management representation letter dated Report Date.

DRAFT

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the District’s financial statements or a determination of the type of auditors’ opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the District’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Other audit findings or issues

We have provided a separate letter to you dated Report Date, communicating internal control related matters

Other information in documents containing audited financial statements

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management’s responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

With respect to the schedule of expenditures of federal awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements of the Uniform Guidance, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated Report Date.

With respect to the individual fund financial statements and the Uniform Financial Accounting and Reporting Standards Compliance Table (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated Report Date.

School Board
Independent School District No. 276
Minnetonka Public Schools

The introductory and statistical sections accompanying the financial statements, which are the responsibility of management, were prepared for purposes of additional analysis and are not a required part of the financial statements. Such information was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we did not express an opinion or provide any assurance on it.

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

* * *

This communication is intended solely for the information and use of the School Board and management of the District, and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Minneapolis, Minnesota
Report Date

ACTION

**School Board
Minnetonka I.S.D. 276
5621 County Road 101
Minnetonka, Minnesota**

Board Agenda Item VII.

Title: Adoption of 2021 Payable 2022 Levy

Date: December 2, 2021

EXECUTIVE SUMMARY:

Minnesota Statutes require that each school district certify a final property tax levy by December 30, 2021 for property taxes to be collected in calendar year 2022.

The 2021 Payable 2022 Levy being presented for Certification by the School Board is \$56,474,858.27.

A school district can always lower the Final Levy Certification from the amount of the Preliminary Levy Certification, but can never increase it from the Preliminary Levy Certification unless there is a voter-approved referendum for facilities, capital projects, or operations.

The proposed final levy of \$56,474,858.27 is an increase of \$1,229,500.01 or 2.23% over the prior year amount of \$55,245,358.26. Certification of this levy amount will set this amount as the amount that the School Board will levy for the 2021 Pay 2022 levy.

ATTACHMENTS:

Levy Comparison – 2020 Payable 2021 to 2021 Payable 2022


RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board certify the 2021 Pay 2022 Levy in the amount of \$56,474,858.27 and authorize administration to file the Certified 2021 Pay 2022 Levy with the Hennepin County Auditor, Carver County Auditor, and Minnesota Department of Education no later than December 30, 2021.

Submitted by:


Paul Bourgeois, Executive Director of Finance & Operations

Concurrence:


Dennis Peterson, Superintendent

RECOMMENDED MOTION

Resolution to Certify 2021 Pay 2022 Property Tax Levy

BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby certify the 2021 Pay 2022 Property Tax Levy in the amount of \$56,474,858.27, and;

BE IT FURTHER RESOLVED, that the Deputy Clerk of Minnetonka Independent School District 276 is hereby directed to deliver a signed original of the 2021 Payable 2022 Levy Certification to the County Auditors of Hennepin and Carver Counties prior to December 30, 2021 and deliver a copy to the Minnesota Department of Education Program Finance Division no later than December 30, 2021.

Minnetonka Independent School District 276
 Levy Comparison - 2020 Pay 2021 to 2021 Pay 2022
 December 2, 2021

Line #		Final 2020 Pay 2021	Preliminary 2021 Pay 2022	Difference	Adjustments	Final 2021 Pay 2022
0	Total Levy	55,245,358.26	56,474,858.27 2.23%	1,229,500.01	-	56,474,858.27 2.23%
	<u>Individual Levy Components</u>					
	Major Levies					
1	Operating Ref Levy-\$1,881.81 Per Adjusted Pupil Unit In FY23 (\$54.27 -2.97% Inflation) - 12,178.40	22,271,498.96	22,917,434.90	645,935.94		22,917,434.90
2	Local Optional Rev Levy-\$724.00 Per Adjusted Pupil Unit In FY22 Less State Aid Of \$107,864.98	8,656,929.49	8,658,282.38	1,352.89		8,658,282.38
3	Technology Levy - 6.569% Of Net Tax Capacity Of Property Values	6,916,126.72	7,275,914.76	359,788.04		7,275,914.76
4	Equity Levy - \$69.19 Per Adjusted Pupil Unit	843,769.71	842,593.05	(1,176.66)		842,593.05
5	Q Comp Levy - 35% Of \$260 Per Prior Year October 1 Enrollment	1,081,719.07	1,034,187.51	(47,531.56)		1,034,187.51
6	Operating Capital Levy - 42.03% Of Total Rev Of \$230.03 Per APU	1,069,064.73	1,177,566.26	108,501.53		1,177,566.26
7	Instructional Facilities Lease Levy - \$212 Per APU Limit or Actual Bond Payments	2,514,195.20	2,462,670.84	(51,524.36)		2,462,670.84
8	Debt Service Levy + 5% Overlevy Less Debt Excess Fund Balance Usage	7,297,777.94	7,871,472.90	573,694.96		7,871,472.90
9	OPEB Bonds Levy-Debt Service Schedule	1,687,043.00	1,549,533.00	(137,510.00)		1,549,533.00
10	Subtotal Major Levies	52,338,124.82	53,789,655.60	1,451,530.78	-	53,789,655.60
	Other Levies					
11	Transition Levy - \$1.55 Per Adjusted Pupil Unit	18,889.23	18,876.52	(12.71)		18,876.52
12	Career Technical Ed Levy - 35% Of FY23 Estimated Budget	269,638.41	305,084.28	35,445.87		305,084.28
13	Safe Schools ISD 276 Levy - \$36.00 Per Adjusted Pupil Unit	438,717.60	438,422.40	(295.20)		438,422.40
14	Ice Arena Levy - Prior Year Expenses After Revenues From Operations	484,878.46	532,048.14	47,169.68		532,048.14
15	LTFM Health & Safety	535,149.00	590,000.00	54,851.00		590,000.00
16		-	-	-		-
17	Reemployment Insurance Levy	10,000.00	10,000.00	-		10,000.00
18	Community Ed General Revenue Levy - \$5.42 x Population 42,181 (2,197 increase from 39,984)	288,090.40	303,139.85	15,049.45		303,139.85
19	Early Childhood Family Education Levy - 0.248% Of Adjusted Net Tax Capacity	288,808.52	290,752.23	1,943.71		290,752.23
20	School Age Care-Extended Day-Disability Levy - Estimated Costs	100,000.00	100,000.00	-		100,000.00
21	Adult Handicapped Levy - 50% Of Approved Expenses Capped At \$7,500	7,500.00	7,500.00	-		7,500.00
22	Home Visiting Levy - 55.83% of \$3.00 x Under 5 Population - 2,760	4,375.29	4,622.90	247.61		4,622.90
23	Subtotal Other Levies	2,446,046.91	2,600,446.32	154,399.41	-	2,600,446.32
24	Total Before Prior Year Adjustments	54,784,171.73	56,390,101.92	1,605,930.19	-	56,390,101.92

Minnetonka Independent School District 276
 Levy Comparison - 2020 Pay 2021 to 2021 Pay 2022
 December 2, 2021

<u>Line #</u>		<u>Final</u> <u>2020 Pay 2021</u>	<u>Preliminary</u> <u>2021 Pay 2022</u>	<u>Difference</u>	<u>Adjustments</u>	<u>Final</u> <u>2021 Pay 2022</u>
0	Total Levy	55,245,358.26	56,474,858.27 2.23%	1,229,500.01	-	56,474,858.27 2.23%
	Prior Year Adjustments					
25	Transition Levy Adjustment - Prior Years	176.10	(188.23)	(364.33)		(188.23)
26	Equity Levy Adjustment - Prior Years	(8,939.29)	14,986.64	23,925.93		14,986.64
27	Local Optional Revenue Adjustment - Prior Years	125,644.88	(53,950.56)	(179,595.44)		(53,950.56)
28	General Fund Abatements	-	-	-		-
29	Referendum Levy Prior Years Adjustment	139,147.85	(261,598.50)	(400,746.35)		(261,598.50)
30	Q-Comp Levy Adjustment - Prior Years	8,216.55	(65,552.54)	(73,769.09)		(65,552.54)
31	Operating Capital Levy Adjustment - Prior Years	2,067.98	47,254.37	45,186.39		47,254.37
32	Reemployment Levy Adjustment - Prior Years	35,458.73	28,057.52	(7,401.21)		28,057.52
33	Safe Schools Adjustment - Prior Years	7,099.56	8,574.12	1,474.56		8,574.12
34	Health Benefits Adjustment - Prior Years	-	-	-		-
35	Achievement & Integration Adjustment - Prior Years	(35,791.80)	-	35,791.80		-
36	Career Technical Ed Adjustment - Prior Years	(50,511.80)	27,751.42	78,263.22		27,751.42
37	Health & Safety Adjustment - Prior Years	-	-	-		-
38	Community Education Limit Adjustment - Prior Years	274,765.53	271,085.83	(3,679.70)		271,085.83
39	Community Education Abatements	952.69	2,948.63	1,995.94		2,948.63
40	Abatement Adjustments - Prior Years	27,998.66	47,776.73	19,778.07		47,776.73
41	LTFM Equalization Adjustment - Prior Years	(68,052.11)	4,774.00	72,826.11		4,774.00
42	OPEB Debt Service Adjustment - Prior Years	1,272.37	1,809.81	537.44		1,809.81
43	Debt Service Adjustment - Prior Years	-	-	-		-
44	Debt Service LTFM Adjustment - Prior Years	(3,869.55)	3,365.59	7,235.14		3,365.59
45	Debt Service Abatements	<u>5,550.18</u>	<u>7,661.52</u>	<u>2,111.34</u>		<u>7,661.52</u>
46	Total Adjustments	461,186.53	84,756.35	(376,430.18)	-	84,756.35
47	Total Levy	55,245,358.26	56,474,858.27 2.23%	1,229,500.01	-	56,474,858.27 2.23%

ACTION

**School Board
Minnetonka I.S.D. #276
5621 County Road 101
Minnetonka, Minnesota**

Board Agenda Item VIII. a

Title: 2022-23 Fee Increase Proposal for ECFE

Date: December 2, 2021

EXECUTIVE SUMMARY

Executive Director for Minnetonka Community Education, Tim Litfin and Minnetonka Preschool/ECFE Coordinator Molly Bahneman will present program data, registration and fee proposal information for ECFE for the 2022-23 school year.

Key statistics for ECFE are:

- Our 0-4 reportable census to MDE went up in 2021-22 to 2,525. Last year we were at 1,921 and the year before we were at 1,985.
- An increase in the District's 0-4 count ties directly to funding. MCE receives \$120 per year/per every 0-4 year-old in the District. This is dedicated funding for the early childhood family education program. Legislative note regarding the \$120 amount: this amount has not gone higher than \$120 since it reached \$120 in the 1990's. It was slashed from \$120 to \$91 under Governor Jesse Ventura's administration. This levy amount has slowly crept back to where it was in the 1990's to it's current amount of \$120. Open enrolled 0-4 year-old students do not financially impact this data.
- Minnetonka ECFE participation this school year is quite a bit higher than last year. At this time, we are at 121 enrollments, compared to 45 in 2020-21.

Context:

Each year, in December, the Minnetonka School Board receives fee recommendations from the Superintendent and MCE Administration for Minnetonka Preschool, ECFE and Explorers. These fees have also been presented to the Minnetonka Preschool/ECFE PTO leadership. Fee recommendations are for the succeeding school year. Marketing materials need to be prepared for January mailings and Open House events. The Board's early input and approval allows for these key District programs to be marketed and planned for in an efficient manner.

ECFE Overview:

Minnetonka Community Education's Early Childhood Family Education (ECFE) program provides a variety of classes and services to families with young children. Parent/child classes meet in a variety of formats throughout the year. Fees are assessed on a state mandated sliding fee scale based on family income that ranges from 0% to 100%. Residents and non-residents pay the same fee.

We are proposing a 5.5% increase in fees with no change to the sliding fee scale dollar amounts.

ECFE Fee and Sliding Fee Scale Proposal:

2022-23 Sliding Fee Scale (no change)	Percent of Class Fee Responsibility	2021-22 % of Families	2021-22 Class Fee	2022-23 Proposed Fee (5.5% increase)
Under 40,000	No Fee	26%	No Fee	No Fee
40,000 – 59,999	40%	11%	239	252
60,000 – 79,999	55%	15%	327	345
80,000 - 99,999	70%	9%	416	439
100,000 – 129,999	85%	11%	506	534
Over 130,000	100%	28%	594	627

Budget:

The 2021-22 combined budgets for ECFE/Minnetonka Preschool reflect a projected revenue of 1,638,484 along with projected expenditures of 1,536,574. The ECFE/Minnetonka Preschool program has had an up and down history of a balanced budget. Financial losses in the ECFE/Minnetonka Preschool budgets are absorbed in the overall MCE budget. Both the ECFE and the Minnetonka Preschool Budgets are currently forecasted to be balanced this school year.

I met with the Preschool/ECFE PTO leadership team via Zoom on November 17. The leadership team includes: Tim Byrne (chair), Rebecca Wolf and Mehgan Andrzejewski. The purpose of the meeting was to receive their advice and opinion on the proposed 2022-23 fee increase.

The PTO leadership team was overwhelmingly in support of both the proposed Preschool and the proposed ECFE fee increases.

Regarding the fee increase and PTO comments, one member said, "These fee increases are reasonable." Another member said, "Staff increases need to happen as it allows us to keep our good teachers." One other comment from a PTO member was, "We appreciate the good communication."

Fee Increase History:

Program Year	ECFE
2005-06	5%
2006-07	0%
2007-08	4%
2009-10	0%
2008-09	3%
2010-11	0%
2011-12	0%
2012-13	0 - 6 - 8% (avg. 5%)
2013-14	2% classes (no change to scale)
2014-15	0% classes (no change to scale)
2015-16	4% classes (+5K on sliding fee)
2016-17	0%
2017-18	0%
2018-19	0%
2019-20	2.7% and realignment of sliding fee scale
2020-21	7%
2021-22	5%
Per Year Average 2005-2022	2.2%

RECOMMENDATION/FUTURE DIRECTION:

1. That the School Board approve the 5.5% fee increase proposal for Minnetonka ECFE for 2022-23.
-

Submitted by:

Tim Litfin, Executive Director of Community Education

Concurrence:

Dennis Peterson, Superintendent

**School Board
Minnetonka I.S.D. #276
5621 County Road 101
Minnetonka, Minnesota**

Board Agenda Item VIII. b

**Title: 2022-23 Fee Increase Proposal for
Minnetonka Preschool**

Date: December 2, 2021

EXECUTIVE SUMMARY:

Executive Director for Minnetonka Community Education Tim Litfin and Minnetonka Preschool/ECFE Coordinator Molly Bahneman will present program data and registration fee proposal information for Minnetonka Preschool for the 2022-23 school year.

Context:

Each year, in December, the Minnetonka School Board receives fee recommendations from the Superintendent and MCE Administration for Minnetonka Preschool, ECFE and Explorers. These fees have also been presented to the Minnetonka Preschool/ECFE PTO leadership. Fee recommendations are for the succeeding school year. Marketing materials need to be prepared for January mailings and Open House events. The Board's early input and approval allows for these key District programs to be marketed and planned for in an efficient manner.

Minnetonka Preschool Overview:

Minnetonka Preschool offers 20 sections of preschool at the Minnetonka Community Education Center. Of the 323 students on November 23, there are 27 students on scholarship. One year ago, we had 243 students in preschool and 18 students on scholarship.

In comparing similar programs throughout the West Metro area, our rates are very competitive. We are traditionally the first to propose fees in the West Metro for the following school year, thus 2022-23 comparisons are not possible. Fee proposals are reviewed each year with the Minnetonka Preschool/ECFE PTO leadership team.

Withdrawals/Adds:

Minnetonka Preschool, like many other programs, experiences withdrawals during the school year for a variety of reasons. Though no program likes to have a withdrawal, it is worthwhile noting that they allow us to move new students into the program. We have added 26 new preschool students since the beginning of the school year.

The majority of withdrawals occur because parents register in early February to hold a spot and then their plans change. Wrap-around childcare needs are also a reason for withdrawals if Explorers cannot accommodate their request.

The recent withdrawal history in Minnetonka Preschool is as follows:

- 2017-2018 16
- 2018-2019 28
- 2019-2020 53 (40 withdrew after March 15, 2020)
- 2020-2021 114 (as of Nov. 25, 2020)
- 2021-2022 21 (as of Nov. 23)

Budget:

The 2021-22 combined budgets for ECFE/Minnetonka Preschool reflect a projected revenue of 1,638,484 along with projected expenditures of 1,536,574. The ECFE/Minnetonka Preschool program has had an up and down history of a balanced budget. Financial losses in the ECFE/Minnetonka Preschool budgets are absorbed in the overall MCE budget. Both the ECFE and the Minnetonka Preschool Budgets are currently forecasted to be balanced this school year.

Minnetonka Preschool school year programming currently runs 36 calendar weeks. I met with the Preschool/ECFE PTO leadership team via Zoom on November 17. The leadership team includes: Tim Byrne (chair), Rebecca Wolf and Meghan Andrzejewski. The purpose of the meeting was to receive their advice and opinion on the proposed 2022-23 fee increase.

The PTO leadership team was overwhelmingly in support of the 5.5% fee increase. One member said, "These fee increases are reasonable." Another member said, "Staff increases need to happen as it allows us to keep our good teachers." One other comment from a PTO member was, "we appreciate the good communication."

Minnetonka Preschool Parent Survey.

Question: Why did you choose Minnetonka Preschool? The top five responses from the top ten list are below.

2021		2020
#1	Part of Minnetonka Public Schools	#1
#2	MCEC Location and Facilities	#4
#3	Minnetonka Preschool's Reputation	#2 TIE
#4 TIE	Licensed Teachers in the Classroom	#2 TIE
#4 TIE	Options for Wrap-Around Care	#7
#5	Affordability	#3

Minnetonka Preschool Current and Proposed Fees:

Staff and benefit increases are real in all of MCE, including Minnetonka Preschool. A regional market study was conducted on public preschool and ECFE certified teachers early in 2019. As a result, MCE significantly adjusted our preschool and ECFE certified teacher wages in a two-step, two-year fashion. A fee increase this year will be necessary in Minnetonka Preschool to keep pace with teacher wage increases. We are proposing a 5.5% increase in Minnetonka Preschool Fees for 2022-23. Please refer to the table below to better understand our sections and our proposed 2022-23 fees.

Class	Days/ Week	Hours/ Day	2021-22 Fees	2022-23 Proposed Fee (5.5%)
31-35+mo	3	2	302	319
3's	2	2.5	224	235
3's	3	2.5	302	319
3's	4	2.5	382	403
4's	3	3	325	343
4's	4	3	444	469
4's	5	3	527	556

Preschool Hourly Fee Comparison:

Public and private based preschools follow varied paths and formulas to meet the needs of their families, which is why program to program comparisons are difficult. In an effort to more realistically compare programs, we began presenting data in an average hourly rate format. The chart below reflects regional school district and private programs and compares them in several key categories. This chart is helpful to us and I am hopeful that it will also be helpful for you.

2021-22 Preschool Hourly Fee Comparison:

	Days Per Week	Avg. Hourly Rate	Est. Calendar	Est. Class Length	Registration Fee	MDE Teacher License Required	4 Star Parent Aware Rated
All Saints Preschool	1,2,3,4,5	\$7.70	37 weeks	3 hours	\$75	No	No
Eden Prairie	3,4	\$7.25	39 weeks	2.5 – 3.25 hours	\$75	No	Yes
Edina CE	2,3,4,5	\$10.10	37 weeks	2.5-3 hours	\$0	No	Yes
Excelsior Covenant	2,3,4,5	\$8.88	35 weeks	2.5 hours	\$60	No	No
Hopkins CE	2,3,4,5 + Saturdays	\$7.74	39 weeks	2.5-3 hours	\$30	No	Yes
2021-22 MCE	2, 3, 4, 5	\$9.65	36 weeks	2-3 hours	\$100	Yes	Yes
2022-23 MCE Proposed Fees	2, 3, 4, 5	\$10.18	36 weeks	2-3 hours	\$100	Yes	Yes
Mount Calvary	2,3,4,5	\$8.33	38 weeks	2.5 hours	\$60	No	Yes
Our Savior	2,3,4,5	\$5.68	39 weeks	3 hours	\$50	Yes	No
St. David's Center	2,3,4,5	\$11.06	39 weeks	6 hours	\$125-1 st child, \$75 2 nd child and thereafter	No	Yes
St. John's Excelsior Montessori	4, 5	\$10.74	39 weeks	3 hours	\$150	No	No
St. Louis Park	2,3,4,5	\$7.65	38 weeks	2.5 hours	\$75	Yes	Yes
St. Therese	2,3,4,5	\$7.73	37 weeks	3 hours	\$70	No	No
Wayzata CE	2,3,4,5	\$10.33	39 weeks	2.5-3.75 hours	\$75	No	Yes
Westwood	2,3,4	\$6.86	36 weeks	2.5 hours	\$40	No	No

Fee Increase History:

Program Year	Preschool
2005-06	10%
2006-07	0%
2007-08	4%
2009-10	2% & 7% (avg. 5%)
2008-09	1.6, 3.3 & 3.8% (avg. 2.9%)
2010-11	0 - 3% (avg. 2%)
2011-12	1.9 - 4% (avg. 2.5%)
2012-13	5% (on 30 weeks, but spread to 32 weeks)
2013-14	3 - 5% (avg. 4%)
2014-15	2.6 - 6% (avg. 4.3%)
2015-16	0-5% Reg fee to \$75 for 1st child (avg. 4.4%)
2016-17	4%
2017-18	Increase only to cover the following: 32-34 weeks & longer hours
2018-19	Increase only to cover the 2-day alignment of fees
2019-20	4.22-5.49% (avg 4.85%)
2020-21	7%
2021-22	4.86-5.18% (avg 5.02%)
Average per year for 2005-2022	3.8%

RECOMMENDATION/FUTURE DIRECTION:

That the School Board approve the 5.5% fee increase for Minnetonka Preschool for 2022-23.

Submitted by: 
Tim Litfin, Executive Director of Community Education

Concurrence: 
Dennis Peterson, Superintendent

ACTION

**School Board
Minnetonka I.S.D. #276
5621 County Road 101
Minnetonka, Minnesota**

Board Agenda Item VIII. c

Title: 2022-23 Fee Increase Proposal for Explorers

Date: December 2, 2021

EXECUTIVE SUMMARY

Executive Director for Minnetonka Community Education, Tim Litfin and Program Coordinator, Jenny Bodurka will present program data and registration fee proposal information for the 2022-23 Explorers program.

Context:

Each year, in December, the Minnetonka School Board receives fee recommendations from the Superintendent and MCE Administration for Minnetonka Preschool, ECFE and Explorers. Fee recommendations are for the succeeding school year. Marketing materials need to be prepared for January mailings and Open House events. The Board's early input and approval allows for these key District programs to be marketed and planned for in an efficient manner.

Overview:

Enrollment: Explorers provides high-quality before- and after-school care for children in grades K through 5 at all six Minnetonka elementary schools as well as all-day care for three to five year-olds in the Junior Explorers program at Minnetonka Community Education Center.

Nov 23 Enrollment Comparisons:

➤ 2019-20	1,898
➤ 2020-21	806
➤ 2021-22	1,245

Junior Explorers: Since 2009, Explorers has offered all-day care at MCEC for three to five year-olds including wrap-around care for children attending Minnetonka Preschool. Wrap-around care was initially made possible by the renovation and expansion of MCEC in 2009.

The 2020, 3.3 million-dollar addition to MCEC is fully open. This approximately 7,000 square foot addition has many highlights that include:

1. The addition's unique funding via MCE Fund Balance was Board approved.
2. The addition was City of Deephaven approved.
3. The addition required special legislative permission in order to use MCE funding. Community Education funds are not permitted by statute to be used to build buildings. Therefore, unique and specific legislative permission was required and subsequently obtained.
4. The legislative bills (one in the House and one in the Senate) had bipartisan support.
5. The final bill was ultimately signed by Governor Walz in May of 2019. It was previously part of Governor Dayton's vetoed Omnibus Bill package in May of 2018.
6. The addition uses predominantly MCE funds. Thank goodness for many things surrounding the use of MCE funds including:
 - That MCE had a sufficient fund balance in May 2019 to cover the addition costs.
 - That the School Board set aside 3.3 million dollars of MCE funds for the addition before COVID was a factor.
7. The addition provided two new classrooms for Minnetonka Preschool.
8. The addition provided two new classrooms for Junior Explorers.
9. Other unique spaces are also part of the new addition.
10. The addition added 9 parking spots to MCEC. The initial fear was that we would lose parking with the addition. Through creative design and repurposed existing spaces, the reality is that we will be able to park more vehicles on this campus.

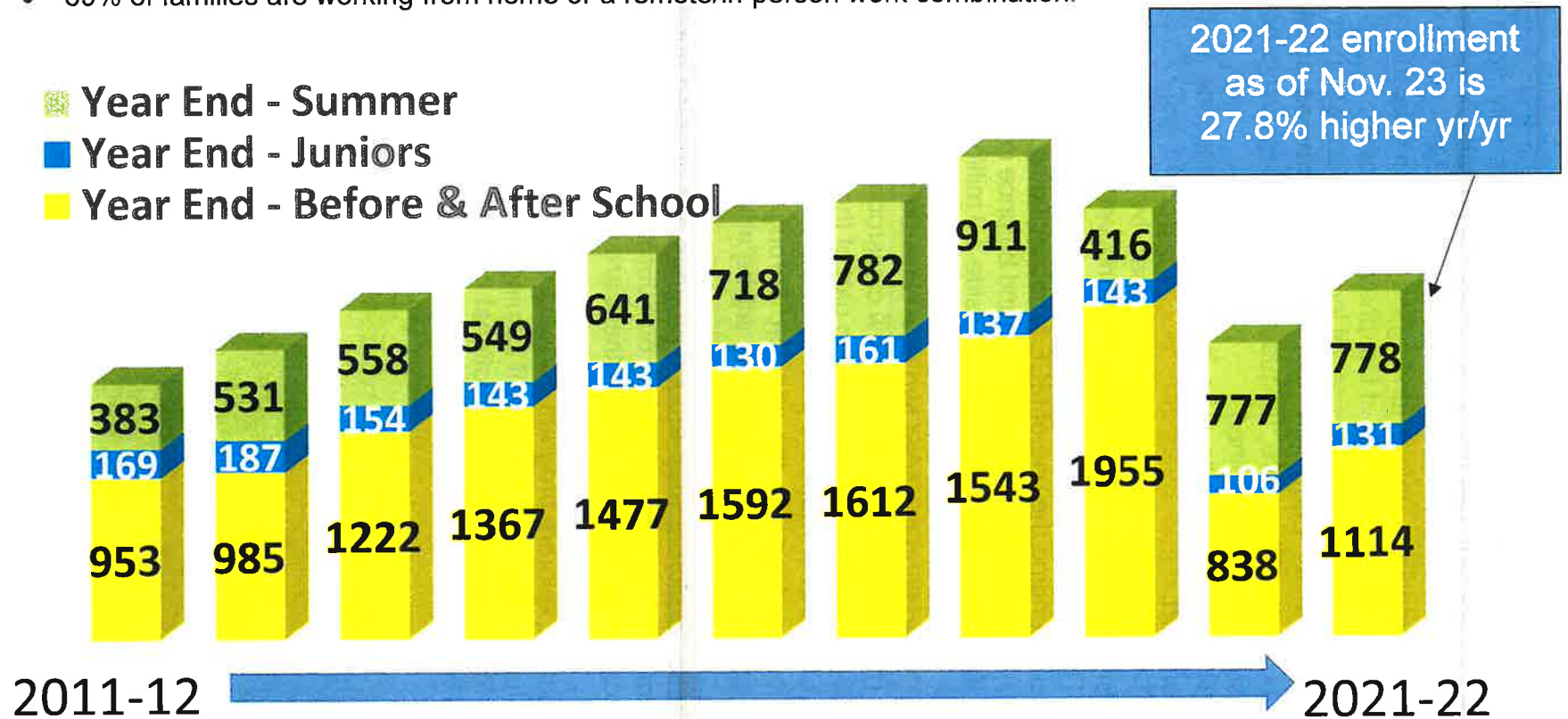
The Junior Explorers wrap-around program has enabled hundreds of families to enroll in Minnetonka Preschool. 87% of our Junior Explorers students are also enrolled in Minnetonka Preschool. Currently there are five on the Juniors wait list.

The Junior Explorers program partners with ECSE, ECFE and Minnetonka Preschool in curriculum development and staff training. Junior Explorers staff are utilizing the Pyramid Model for supporting social emotional competence in young children. Junior Explorers has a Four-Star rating by Parent Aware.

Enrollment:

Our enrollment for the 2021-22 school year has improved. This fall we sent a survey to families and the results of this survey were very informative:

- 88% of families rated their experience good to excellent.
- 81% of parents anticipate child care needs to remain the same.
- Despite the pandemic, 50% of families registered for the same number of days.
- 69% of families are working from home or a remote/in-person work combination.



*One year ago there were 806 students in Explorers on Nov 23.

Fees:

For 2022-23, we propose a 4% increase in Explorers fees. Explorers fees continue to be extremely competitive in our community.

Registration fees are collected at the time of registration for each program. Currently, Juniors registration fee is \$100 and K-5 is \$75. We are proposing for the 2022-23 school year that both registration fees are set at \$100.

2021-22 Explorers Hourly Fee Comparisons:

	Before School	After School	Before and After School	Non-School Days	1/2 Day Juniors	Full Day Juniors	Reg Fee
Crème de la Crème/Children's Learning Adventure	N/A	20.80	27	30	N/A	62-116	175
Eden Prairie CE/ Eagle Zone	10.50-13.00	16.00-17.50	NA	51.00-56.00 (late reg)	N/A	N/A	56
Edina CE Kids Club/Wise Guys	8.00-13.00	13.50-27.75	28.00-40.75	47-52	N/A	13.50-49.50	50
Especially for Children (Eden Prairie)	N/A	N/A	N/A	N/A	N/A	65.80-85.50	100
Goddard	N/A	N/A	N/A	N/A	N/A	66.50-85	n/a
Hopkins CE Kids & Company	14.50-18	14.50-18	29-32.50	41-49 (late reg)	17.15-35.65	68.15	40
KinderCare (Excelsior)	N/A	N/A	N/A	N/A	54	71	n/a
Minnetonka 2021-22	11.60-13.40	14.80-16.60	28.20	54.75-59	32.80	59	75/100
Proposed Minnetonka 2022-23	12.06-13.94	15.39-17.26	29.33	56.94-61.36	34.11	61.36	100/100
New Horizon (Excelsior)	N/A	N/A	N/A	74	N/A	68.60-88	125
Primrose	N/A	N/A	N/A	N/A	N/A	76	200
St. Therese School of Deephaven	N/A	15	N/A	55	21	78.80-98.25	75
Wayzata CE Kids (Formerly Bright Start)	7.75-12	10.50-23.25	18.25-35.25	53-56 (late reg)	N/A	64	50

Proposed Annual Fees for 2022-23:

- At proposed rates, school year fees for a K-5 child enrolled in before-school and after-school care 5 days each week would be:
\$5,074.09 (173 days x 29.33 per day)
- At proposed rates, school year fees for a child enrolled in full-day Junior Explorers 5 days each week would be: \$10,615.28 (173 days x 61.36 per day)

Rationale for Fee Increase:

The 4% adjustment will offset the increases in staff wages, nutrition services, custodial services and supplies.

Budget:

Currently, we are forecasting a profit of approximately \$75,000 for Explorers.

Fee Increase History:

Program Year	Explorers
2005-06	14%
2006-07	7.5%
2007-08	6.5%
2009-10	5 - 13% (avg. 9%)
2008-09	5 - 15% (7 sessions) (avg. 10%)
2010-11	0%
2011-12	0 to 5% (avg. 2%)
2012-13	2.5 - 5% (avg. 3.5%)
2013-14	1.50%
2014-15	2% - 6.5% (avg. 4.25%)
2015-16	4 - 5 - 7% (avg. 5.5%)
2016-17	3%
2017-18	0%
2018-19	1.95-2.39% (avg. 2.17%)
2019-20	3.04-4.14% (avg. 3.59%) Reg Fee Increase to \$45
2020-21	7%
2021-22	3.8-4.69% (avg. 4.2%) Reg Fee Increase to \$75 (K-5) and \$100 (Jrs)
Average per year for 2005-2022	4.9%

RECOMMENDATION/FUTURE DIRECTION:

That the School Board approve the proposed fee increase of 4% for Explorers in 2022-23.

That the School Board approve the proposed Registration Fee increase: K-5 Explorers Registration Fee increase from \$75 to \$100 for 2022-23.

Submitted by:



Tim Litfin, Executive Director of Community Education

Concurrence:



Dennis Peterson, Superintendent

APPROVAL

**School Board
Minnetonka I.S.D. #276
5621 County Road 101
Minnetonka, Minnesota**

Board Agenda Item IX.

Title: Approval of New Course Proposals, Changes and Deletions December 2, 2021

OVERVIEW

This report includes new course proposals and course revisions for the 2022-23 school year. All new course proposals have been reviewed by department chairs, building administration, district administration, and the Teaching and Learning Advisory Committee. Courses that are approved by the School Board will be included in the Skipper Log and available to students as they register for the 2022-23 school year. Course development and implementation funds will be allocated if the course has sufficient enrollment.

DEPARTMENT PROPOSALS

The following proposals respond to programmatic needs that have been identified by the respective departments and administration. Full descriptions and rationales for these new courses are included in the New Course Proposals attachment.

Course Title	Grade(s)
Automotive Braking Systems	10-12
Automotive Career Investigation	9-12
Automotive Electrical/Electronic Systems	10-12
Automotive Engine Performance	10-12
Automotive Steering and Suspension Systems	10-12
CIS College Algebra	11-12
Disability Studies	11-12
Engineering Design and Development	12
Forensic Science	11-12
Mathematics of Home Renovation/Home Renovation and Applied Mathematics	11-12
Metal Sculpture 2	9-12
The Geology and Biomes of US Parks and Forests	10-12
VANTAGE Education	11-12
Virtual Enterprise	11-12

COURSE REMOVAL LIST

Each year courses that have not reached the minimum student enrollment for three years in a row, or that have been replaced by new courses, are removed from the *Skipper Log*. AP Physics 1 (AP 316 and AP 318) will not be included in the 2022-23 *Skipper Log*. Building and District administration will continue to monitor courses that have not run for subsequent years.

COURSE TITLE CHANGES

Departments have recommended revising several course titles to more accurately reflect the content of the courses and course sequences. The proposed and current titles are listed below

Proposed Title	Current Title
Automotive Investigation	Auto 1
Unified PE	Integrated PE
TO Personal and Family Relationships	TO Relationships
Textiles & Applied Design	Quilting

ATTACHMENTS:

New Course Proposals

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board approve the course proposals and revisions described in this report.

Submitted by: _____



Steve Urbanski, Director of Curriculum

Submitted by: _____



Justin Sawyer, MHS Associate Principal

Concurrence: _____



Dennis Peterson, Superintendent

New Course Proposal



Course Title: Automotive Braking Systems

Submitted by: Lee Berger
Department: Momentum

Description of the Proposal:

- 1) **What is the proposed course name?** Automotive Braking Systems
What grade levels? Grades 10-12
Semester? Semester Course
One-part or two-part course? One part
Offered in Semester 1; Semester 2 or both? Both Semesters
Any pre-requisite courses? Auto Investigation or Power and Energy
In what subject will students earn this credit? Tech Ed

2) **How did this proposal originate?**

Department members, Innovation, parents/students

3) **What is the anticipated level of participation? What information are you using to determine this level of participation?**

The level of participation seems high based on student planning input.

4) **What is the rationale for the proposal? What need does it fulfill?**

This course will be the next level following Automotive Investigation. The content will be Automotive Brake Systems taught at a rigorous industry standard level.

Analysis of the Proposal:

- 1) **How is this proposal compatible with the vision, mission, and beliefs of the district?**
This proposal is directly related to recommendations from the student advisory group and is in line with the district's goals to provide career exploration and preparation opportunities for all students.

- 2) **What is the relation of the proposal to the Minnesota Graduation Standards?**
This proposal is not directly related to Minnesota Graduation Standards.

3) **What is the effect of the proposal on district resources?**

- a) **Space: Where is space currently available for the activity?**
The teaching space will be in the new Momentum building.
- b) **Time: Where will the activity fit in the daily schedule?**
Classes will be part of the six-period day schedule.
- c) **Personnel: What staff will be necessary?**
The necessary personnel are currently on staff.

- d) **Financial Costs: What is the cost to the district of this proposal? What are the requirements for texts, equipment/supplies/curriculum writing? Are funds currently allocated and available for this activity?**
There are substantial costs associated with this proposal. Curriculum materials, tools, and equipment will need to be purchased.

4) What will be the effect of the proposal on the rest of the curriculum or on other activities?

- a) **How does the proposal expand, complement, or strengthen an existing program?**
This course will expand the Momentum department.
- b) **How does the proposal affect existing programs?**
This course will provide an additional path for students who have taken other courses, such as Automotive Investigation.
- c) **Does this course/activity substitute for an existing program? Could it be integrated into an existing course/activity? Are there courses/activities that should be eliminated if this proposal is approved?**
No courses will need to be eliminated. This course will be unique at MHS.

New Course Proposal



Course Title: Automotive Career Investigation

Submitted by: Lee Berger
Department: Momentum

Description of the Proposal:

- 1) **What is the proposed course name?** Automotive Career Investigation
What grade levels can enroll? Grades 9 - 12
Semester? Semester Course
One-part or two-part course? One part
Offered in Semester 1; Semester 2 or both? Both Semesters
In what subject will students earn this credit? Tech Ed

2) **How did this proposal originate?**

Innovation, parents/students, department members

3) **What is the anticipated level of participation? What information are you using to determine this level of participation?**

The level of participation seems high based on student planning input.

4) **What is the rationale for the proposal? What need does it fulfill?**

This course will introduce students to various automotive careers and provide curriculum and activities that introduce students to basic automotive services.

Analysis of the Proposal:

1) **How is this proposal compatible with the vision, mission, and beliefs of the district?**

This proposal is directly related to recommendations from the student advisory group and is in line with the district's goals to provide career exploration and preparation opportunities for all students.

2) **What is the relation of the proposal to the Minnesota Graduation Standards?**

This proposal is not directly related to Minnesota Graduation Standards.

3) **What is the effect of the proposal on district resources?**

- a) **Space: Where is space currently available for the activity?**
The teaching space will be in the new Momentum building.
- b) **Time: Where will the activity fit in the daily schedule?**
Classes will be part of the six-period day schedule
- c) **Personnel: What staff will be necessary?**

The necessary personnel are currently on staff.

- d) **Financial Costs: What is the cost to the district of this proposal? What are the requirements for texts, equipment/supplies/curriculum writing? Are funds currently allocated and available for this activity?**
There are substantial costs associated with this proposal. Curriculum materials, tools, and equipment will need to be purchased.

4) What will be the effect of the proposal on the rest of the curriculum or on other activities?

- a) **How does the proposal expand, complement, or strengthen an existing program?**
This course will expand the Momentum department.
- b) **How does the proposal affect existing programs?**
This course will provide an additional path for students who have taken other courses, such as Power and Energy.
- c) **Does this course/activity substitute for an existing program? Could it be integrated into an existing course/activity? Are there courses/activities that should be eliminated if this proposal is approved?**
No courses will need to be eliminated. This course will be unique at MHS.

New Course Proposal



Course Title: Automotive Electrical/Electronic Systems

Submitted by: Lee Berger
Department: Momentum

Description of the Proposal:

- 1) **What is the proposed course name?** Automotive Electrical/Electronic Systems
What grade levels can enroll? Grades 10-12
Semester? Semester Course
One-part or two-part course? One part
Offered in Semester 1; Semester 2 or both? Both Semesters
Any pre-requisite courses? Auto Investigation or Power and Energy
In what subject will students earn this credit? Tech Ed

2) **How did this proposal originate?**

Innovation, parents/students, department members

2) **What is the anticipated level of participation? What information are you using to determine this level of participation?**

The level of participation seems high based on student planning input.

4) **What is the rationale for the proposal? What need does it fulfill?**

This course will be the next level following Automotive Investigation. The content will be Automotive Electrical and Electronic Systems taught at a rigorous industry standard level.

Analysis of the Proposal:

1) **How is this proposal compatible with the vision, mission, and beliefs of the district?**

This proposal is directly related to recommendations from the student advisory group and is in line with the district's goals to provide career exploration and preparation opportunities for all students.

2) **What is the relation of the proposal to the Minnesota Graduation Standards?**

This proposal is not directly related to Minnesota Graduation Standards.

3) **What is the effect of the proposal on district resources?**

a) **Space: Where is space currently available for the activity?**

The teaching space will be in the new Momentum building.

b) **Time: Where will the activity fit in the daily schedule?**

Classes will be part of the six-period day schedule.

- c) **Personnel: What staff will be necessary?**
The necessary personnel are currently on staff.
- d) **Financial Costs: What is the cost to the district of this proposal? What are the requirements for texts, equipment/supplies/curriculum writing? Are funds currently allocated and available for this activity?**
There are substantial costs associated with this proposal. Curriculum materials, tools, and equipment will need to be purchased.

4) What will be the effect of the proposal on the rest of the curriculum or on other activities?

- a) **How does the proposal expand, complement, or strengthen an existing program?**
This course will expand the Momentum department.
- b) **How does the proposal affect existing programs?**
This course will provide an additional path for students who have taken other courses, such as Automotive Investigation.
- c) **Does this course/activity substitute for an existing program? Could it be integrated into an existing course/activity? Are there courses/activities that should be eliminated if this proposal is approved?**
No courses will need to be eliminated. This course will be unique at MHS.

New Course Proposal



Course Title: Automotive Engine Performance

Submitted by: Lee Berger
Department: Momentum

Description of the Proposal:

- 1) **What is the proposed course name?** Automotive Engine Performance
What grade levels can enroll? Grades 10-12
Semester? Semester Course
One-part or two-part course? One part
Offered in Semester 1; Semester 2 or both? Both Semesters
Any pre-requisite courses? Auto Investigation or Power and Energy
In what subject will students earn this credit? Tech Ed
- 2) **How did this proposal originate?**
Innovation, parents/students, department members
- 3) **What is the anticipated level of participation? What information are you using to determine this level of participation?**
The level of participation seems high based on student planning input.
- 4) **What is the rationale for the proposal? What need does it fulfill?**
This course will be the next level following Automotive Investigation. The content will be Automotive Engine Performance taught at a rigorous industry standard level.

Analysis of the Proposal:

- 1) **How is this proposal compatible with the vision, mission, and beliefs of the district?**
This proposal is directly related to recommendations from the student advisory group and is in line with the district's goals to provide career exploration and preparation opportunities for all students.
- 2) **What is the relation of the proposal to the Minnesota Graduation Standards?**
This proposal is not directly related to Minnesota Graduation Standards.
- 3) **What is the effect of the proposal on district resources?**
 - a) **Space: Where is space currently available for the activity?**
The teaching space will be in the new Momentum building.
 - b) **Time: Where will the activity fit in the daily schedule?**
Classes will be part of the six-period day schedule.

- c) **Personnel: What staff will be necessary?**
The necessary personnel are currently on staff.
- d) **Financial Costs: What is the cost to the district of this proposal? What are the requirements for texts, equipment/supplies/curriculum writing? Are funds currently allocated and available for this activity?**
There are substantial costs associated with this proposal. Curriculum materials, tools, and equipment will need to be purchased.

4) What will be the effect of the proposal on the rest of the curriculum or on other activities?

- a) **How does the proposal expand, complement, or strengthen an existing program?**
This course will expand the Momentum department.
- b) **How does the proposal affect existing programs?**
This course will provide an additional path for students who have taken other courses, such as Automotive Investigation.
- c) **Does this course/activity substitute for an existing program? Could it be integrated into an existing course/activity? Are there courses/activities that should be eliminated if this proposal is approved?**
No courses will need to be eliminated. This course will be unique at MHS.

New Course Proposal



Course Title: Automotive Steering and Suspension Systems

Submitted by: Lee Berger
Department: Momentum

Description of the Proposal:

- 1) **What is the proposed course name?** Automotive Steering and Suspension Systems
What grade levels? Grades 10-12
Semester? Semester Course
One-part or two-part course? One part
Offered in Semester 1; Semester 2 or both? Both Semesters
Any pre-requisite courses? Auto Investigation or Power and Energy
In what subject will students earn this credit? Tech Ed

- 2) **How did this proposal originate?**
Innovation, parents/students, department members

- 2) **What is the anticipated level of participation? What information are you using to determine this level of participation?**
The level of participation seems high based on student planning input.

- 4) **What is the rationale for the proposal? What need does it fulfill?**
This course will be the next level following Automotive Investigation. The content will be Automotive Steering and Suspension Systems taught at a rigorous industry standard level.

Analysis of the Proposal:

- 1) **How is this proposal compatible with the vision, mission, and beliefs of the district?**
This proposal is directly related to recommendations from the student advisory group and is in line with the district's goals to provide career exploration and preparation opportunities for all students.

- 2) **What is the relation of the proposal to the Minnesota Graduation Standards?**
This proposal is not directly related to Minnesota Graduation Standards.

- 3) **What is the effect of the proposal on district resources?**
- a) **Space: Where is space currently available for the activity?**
The teaching space will be in the new Momentum building.
 - b) **Time: Where will the activity fit in the daily schedule?**
Classes will be part of the six-period day schedule.

- c) **Personnel: What staff will be necessary?**
The necessary personnel are currently on staff.
- d) **Financial Costs: What is the cost to the district of this proposal? What are the requirements for texts, equipment/supplies/curriculum writing? Are funds currently allocated and available for this activity?**
There are substantial costs associated with this proposal. Curriculum materials, tools, and equipment will need to be purchased.

4) What will be the effect of the proposal on the rest of the curriculum or on other activities?

- a) **How does the proposal expand, complement, or strengthen an existing program?**
This course will expand the Momentum department.
- b) **How does the proposal affect existing programs?**
This course will provide an additional path for students who have taken other courses, such as Automotive Investigation.
- c) **Does this course/activity substitute for an existing program? Could it be integrated into an existing course/activity? Are there courses/activities that should be eliminated if this proposal is approved?**
No courses will need to be eliminated. This course will be unique at MHS.

New Course Proposal



Course Title: College Algebra

Submitted by: James Donald and Kate Ohrt
Department: High School Mathematics

Description of the Proposal:

- 1) **What is the proposed course name?** College Algebra
What grade levels can enroll? Grades 11-12
Semester? Full-year course
One-part or two-part course? Two-part course
Offered in Semester 1; Semester 2 or both? Both
Any pre-requisite courses? Higher Algebra
In what subject will students earn this credit? Math

- 2) **How did this proposal originate?**
Department members, innovation

- 2) **What is the anticipated level of participation? What information are you using to determine this level of participation?**
60-120 students based on the number of Juniors/Seniors taking our current FST course.

- 4) **What is the rationale for the proposal? What need does it fulfill?**
It is often difficult to get seniors and some juniors motivated to participate in the FST course. By adding college algebra, students will work on similar content and see the benefit of getting college level credit for their coursework.

Analysis of the Proposal:

- 1) **How is this proposal compatible with the vision, mission, and beliefs of the district?**
This is an opportunity to introduce a new group of students to college level coursework
- 2) **What is the relation of the proposal to the Minnesota Graduation Standards?**
This course supports but is beyond the state standards in mathematics.
- 3) **What is the effect of the proposal on district resources?**
- a) **Space: Where is space currently available for the activity?**
This will replace sections of FST so there is no additional space needed.
 - b) **Time: Where will the activity fit in the daily schedule?**
Same as above.

- c) **Personnel: What staff will be necessary?**
We have a number of teachers that are able to teach college level classes so this will not require additional staff.
- d) **Financial Costs: What is the cost to the district of this proposal? What are the requirements for texts, equipment/supplies/curriculum writing? Are funds currently allocated and available for this activity?**
\$3,000 per teacher and course (there is aid from the state that we get back, to the tune of \$150 per student to help defray the cost of delivering the course at the high school, so if there's 28 kids in a course, we'd get \$4,200 in aid). There would be a need for curriculum writing and textbooks for the class. Currently no funds are allocated and available for this activity.

4) What will be the effect of the proposal on the rest of the curriculum or on other activities?

- a) **How does the proposal expand, complement, or strengthen an existing program?**
It would strengthen our options for students in 11th and 12th grade that are not quite ready for pre-calculus but want a more challenging opportunity.
- b) **How does the proposal affect existing programs?**
It would reduce the number of students in FST and possibly Pre-calculus.
- c) **Does this course/activity substitute for an existing program? Could it be integrated into an existing course/activity? Are there courses/activities that should be eliminated if this proposal is approved?**
It would replace FST for 11th-12th grade students. No since it is a CIS class. This could eventually replace FST as a class if the department/administration feels that it would be beneficial to all 10-12 students .

New Course Proposal



Course Title: Disability Studies

Submitted by: Jack Mulvaney
Department: Student Support Services

Description of the Proposal:

Course Description: Frequently, disabled people are looked at as if they're a burden. In order to empower students, this course will frame disability as a culture to be understood and validated. Students will explore how disability, through the lens of neurodiversity, can enrich the world. The course will serve as a multidisciplinary, multisensory, and accessible analysis of disability in American culture. Historical marginalization has led students with disabilities to be seen as outcasts rather than part of a border community. This course will work to develop autonomy, community, and advocacy for students with disabilities through engagement with legal and historical documents, literature, film, and photographs. The following potential resources will be utilized to analyze the treatment of Americans with disabilities as it relates to the economy, legal system, educational setting, medical field, and popular culture:

- Film about Willowbrook and institutionalization
- Capitol Crawl
- Passage of American with Disabilities Act
- Reason Why I Jump by Naoki Higashida
- Look Me in the Eye John Robison
- Thinking in Pictures by Temple Grandin
- The Man Who Mistook his Wife for a Hat by Oliver Sacks
- Disability Visibility: First-Person Stories from the Twenty-First Century
- Crip Camp: A Disability Revolution
- Love on the Spectrum/Atypical
- Talks on Neurodiversity
- Neurotribes by Steve Silberman
- Medical Model vs. Social Model analysis of disability
- Cochlear Implants, The Deaf Culture, and Ethics

Notes: Not all the resources will be used in their entirety. This is merely a list of potential resources that can be used to design the class. The class will utilize portions texts to facilitate conversations and research on various topics related to disability.

- 1) **What is the proposed course name?** Disability Studies
What grade levels can enroll? Grades 11-12
Semester? Semester
One-part or two-part course? One

Offered in Semester 1; Semester 2 or both? Both

In what subject will students earn this credit? Elective/Special Ed

2) How did this proposal originate?

Curriculum review, department members

3) What is the anticipated level of participation? What information are you using to determine this level of participation?

Have spoken to students with disabilities in resource room about exploring topics related to disability advocacy and disability culture.

4) What is the rationale for the proposal? What need does it fulfill?

Frequently, disabled people are looked at as if they're a burden. In order to empower students, this course will frame disability as a culture to be understood and validated. Students will explore how disabilities and neurodiversity enriches, rather than burdens, the world.

Analysis of the Proposal:

1) How is this proposal compatible with the vision, mission, and beliefs of the district?

An educated populace is integral to a democratic society. Each person has fundamental, intrinsic worth. The dignity of each person is sacred. The uniqueness of each individual enriches the community. All students will possess an enlightened view of themselves, others, and the world. We will defend and preserve the principle of local autonomy.

2) What is the relation of the proposal to the Minnesota Graduation Standards?

This would count as an elective course.

3) What is the effect of the proposal on district resources?

- a) **Space: Where is space currently available for the activity?**
Open Classroom
- b) **Time: Where will the activity fit in the daily schedule?**
1 period elective
- c) **Personnel: What staff will be necessary?**
1 Licensed Teacher
- d) **Financial Costs: What is the cost to the district of this proposal?**
What are the requirements for texts, equipment/supplies/curriculum writing? Are funds currently allocated and available for this activity?
Texts can be uploaded as PDFs.

4) What will be the effect of the proposal on the rest of the curriculum or on other activities?

- a) **How does the proposal expand, complement, or strengthen an existing program?**
Students who are disabled generally feel fatalistic about their academic success. This will empower them to learn more about disabled culture while supplementally working on reading, writing, researching, and presenting skills necessary for college and career success. This class will build advocacy skills.
- b) **How does the proposal affect existing programs?**

This could serve as an elective for students in 12th grade who are interested in transitioning out of resource room.

- c) **Does this course/activity substitute for an existing program? Could it be integrated into an existing course/activity?**
Are there courses/activities that should be eliminated if this proposal is approved?

New Course Proposal



Course Title: Engineering Design and Development

Submitted by: Mitch Burfeind
Department: Tech Ed/ Momentum

Description of the Proposal:

- 1) **What is the proposed course name?** Engineering Design and Development
What grade levels can enroll? Grade 12
Semester? Semester .5 Credit
Offered in Semester 1; Semester 2 or both? Semester 2
Any pre-requisite courses? Advanced Engineering
In what subject will students earn this credit? Tech Ed

- 2) **How did this proposal originate?**
Department members, parents/students

- 3) **What is the anticipated level of participation? What information are you using to determine this level of participation?**

This will be a small group of students that will be going into engineering in college. I will run this class as a combined class with other engineering courses. I anticipate 5-10 students per year.

- 4) **What is the rationale for the proposal? What need does it fulfill?**

This will help students who find a way to take any class of mine just to get into my room and work on Advanced Engineering. I envision this course as a capstone course for seniors planning to major in engineering.

Analysis of the Proposal:

- 1) **How is this proposal compatible with the vision, mission, and beliefs of the district?**

This course will give students a chance to pursue their highest academic achievement. This course will be tailored to each student.

- 2) **What is the relation of the proposal to the Minnesota Graduation Standards?**

- 3) **What is the effect of the proposal on district resources?**

- a) **Space: Where is space currently available for the activity?**
Room 1303
- b) **Time: Where will the activity fit in the daily schedule?**
During the advanced Engineering course.

- c) **Personnel: What staff will be necessary?**
No additional staff is needed.
- d) **Financial Costs: What is the cost to the district of this proposal? What are the requirements for texts, equipment/supplies/curriculum writing? Are funds currently allocated and available for this activity?**
No additional cost

4) What will be the effect of the proposal on the rest of the curriculum or on other activities?

- a) **How does the proposal expand, complement, or strengthen an existing program?**
This program expands our current curriculum by allowing students a sr. capstone level experience.
- b) **How does the proposal affect existing programs?**
Adds more opportunity for those that need it.
- c) **Does this course/activity substitute for an existing program? Could it be integrated into an existing course/activity? Are there courses/activities that should be eliminated if this proposal is approved?**
No

New Course Proposal



Course Title: Forensic Science

Submitted by: Amanda Say
Department: Science

Description of the Proposal:

1) What is the proposed course name? Forensic Science

What grade levels? Grades 11, 12

Semester? Full year, 1.0 credits

One-part or two-part course? One part

Any pre-requisite courses? Chemistry

In what subject will students earn this credit? Science

Elective/Alternative to Physics Senior Year

2) How did this proposal originate?

Department members

3) What is the anticipated level of participation? What information are you using to determine this level of participation?

I believe it will have a high level of participation. Forensic Science is often a popular course, especially with students that are not pursuing science or math and therefore do not need to take Physics but require additional classes to fill their schedule.

Amanda Say taught this course at a school of the same size in Texas, and they regularly had 6-9 sections each year of this course (students were required to take a 4th year science course with multiple elective options fulfilling this role, school held a 7-period day).

4) What is the rationale for the proposal? What need does it fulfill?

Minnetonka is looking to expand its offerings to students that may be choosing an alternate to college after high school. This course would be more accessible to a number of students that find the core science courses out of sync with their abilities and interests.

Analysis of the Proposal:

1) How is this proposal compatible with the vision, mission, and beliefs of the district?

This course would fit into Goal 3/4 of the School Board as it allows for a group of students that may feel overlooked to find a science course they can become engaged in and find their highest potential.

2) What is the relation of the proposal to the Minnesota Graduation Standards?

In Minnesota, students are required to have 3 science credits, one of these must be Biology. The other credits can be a combination of earth science, physical science, chemistry, and physics. Forensic Science would be a science elective course.

3) What is the effect of the proposal on district resources?

- a) **Space: Where is space currently available for the activity?**
Students taking this course would be using classroom space that would have been used by other courses they would have been taking if Forensics was not available.
- b) **Time: Where will the activity fit in the daily schedule?**
This would be a regular course offered by the high school.
- c) **Personnel: What staff will be necessary?**
Science teacher
- d) **Financial Costs: What is the cost to the district of this proposal? What are the requirements for texts, equipment/supplies/curriculum writing? Are funds currently allocated and available for this activity?**
No funds are currently available for this course. The cost of this new program is TBD. Curriculum could be purchased from TPT for \$400. This class would be very hands on and would require materials not currently available.

4) What will be the effect of the proposal on the rest of the curriculum or on other activities?

- a) **How does the proposal expand, complement, or strengthen an existing program?**
This course expands the science opportunities available to students.
- b) **How does the proposal affect existing programs?**
This would likely reduce the number of students taking Physics their senior year.
- c) **Does this course/activity substitute for an existing program? Could it be integrated into an existing course/activity? Are there courses/activities that should be eliminated if this proposal is approved?**
This course could be considered for development with Vantage whereby it would be a science/social studies joint class where students learn Forensic Science and Criminology. This course would not be integrated into an existing course and none should be eliminated if approved.

New Course Proposal



Course Title: Mathematics of Home Renovation / Home Renovation and Applied Mathematics

Submitted by: Brent Veninga
Department: Momentum

Description of the Proposal:

- 1) What is the proposed course name?** Home Renovation and Applied Mathematics
What grade levels can enroll? Grades 11-12
Semester? Full Year **Strand, of two classes:** 1.0 Mathematics credit and 1.0 Elective Credit
One-part or two-part course? This is a two-hour course
Any pre-requisite courses? No, ideally students enter having taken higher algebra.
In what subject will students earn this credit? Math and Elective.
- 2) How did this proposal originate?**
Innovation, department members
- 3) What is the anticipated level of participation? What information are you using to determine this level of participation?**
Guesstimating 25 students in the first year. We have determined that there are 300 - 350 students that take math FST (Functions, Statistics and Trigonometry) and that this would pull >10% of those from that course.
- 4) What is the rationale for the proposal? What need does it fulfill?**
This course proposal is about preparing the future workforce to have the mathematical skill sets required for the job. Initial research indicates that mathematics in the trades includes elements of algebra, trigonometry, statistics, geometry and estimating. Future trade workers will need applied math and home renovation skills.

Analysis of the Proposal:

- 1) How is this proposal compatible with the vision, mission, and beliefs of the district?**
This proposal builds an additional strand of classes for Momentum - our new skilled trades and design program. It is designed for students - especially kinesthetic learners - that have high aspirations and want to build self confidence in targeted trades. We aspire to better equip our graduates for roles in future careers so that they might cast vision into what they might become.

2) What is the relation of the proposal to the Minnesota Graduation Standards?

This is still to be determined: It would be either a FST based course or a newly designed mathematics course that leads to graduation standards specifically for those entering trades and manufacturing. It would combine a core mathematics credit with an elective home renovation credit.

3) What is the effect of the proposal on district resources?

- a) **Space: Where is space currently available for the activity?**
Ideally this would be housed in the new Momentum building.
- b) **Time: Where will the activity fit in the daily schedule?**
Ideally in the first two or last two hours of the day.
- c) **Personnel: What staff will be necessary?**
Math teacher and Technology Education (trades) teacher.
- d) **Financial Costs: What is the cost to the district of this proposal?**
What are the requirements for texts, equipment/supplies/curriculum writing? Are funds currently allocated and available for this activity?
Additional project funds would need to be either raised or accessed to build a tiny little house with trailer (estimated at \$40,000) and the equipment needed to build it. We would need someone at the district / on the staff to help recruit the buyer of this tiny little house.

4) What will be the effect of the proposal on the rest of the curriculum or on other activities?

- a) **How does the proposal expand, complement, or strengthen an existing program?**
This course proposal would expand the offering of Momentum courses and potentially complement into a "home reno II" offering in 2022-2023 as seen in this [draft working document](#).
- b) **How does the proposal affect existing programs?**
Guesstimating that it would reduce the number of students in the existing FST program and pulling from the single hour Home Reno course.
- c) **Does this course/activity substitute for an existing program? Could it be integrated into an existing course/activity? Are there courses/activities that should be eliminated if this proposal is approved?**
Not really, this as a standalone proposal for 2022-2023 with the ability to change in 2023-2024.

New Course Proposal



Course Title: Metal Sculpture 2

Submitted by: Steve Nugent
Department: Art

Description of the Proposal:

- 1) **What is the proposed course name?** Metal Sculpture 2
What grade levels can enroll? 9-12
Semester? Semester .5
One-part or two-part course? Both
Any pre-requisite courses? Completion of Metal Sculpture 1 with a B- or better
- 2) **How did this proposal originate?**
Department members
- 2) **What is the anticipated level of participation? What information are you using to determine this level of participation?**
Students that have completed Metal Sculpture 1 with a B- or better would sign up for this class. We have already had 6 full sections of Metal Sculpture 1 and these students need an option to continue working in this medium. There should be at least 1 section of Metal Sculpture 2 running for next year.
- 4) **What is the rationale for the proposal? What need does it fulfill?**
This would be the continuation and next level of Metal Sculpture 1.

Analysis of the Proposal:

- 1) **How is this proposal compatible with the vision, mission, and beliefs of the district?**
It is aligned with the art standards and art graduation requirement for the school.
- 2) **What is the relation of the proposal to the Minnesota Graduation Standards?**
The class would fulfill a .5 Art credit requirement
- 3) **What is the effect of the proposal on district resources?**
 - a) **Space: Where is space currently available for the activity?**
Same space as metal Sculpture 1
 - b) **Time: Where will the activity fit in the daily schedule?**
It will run during the regularly scheduled day.
 - c) **Personnel: What staff will be necessary?**
Licensed art teacher staff needed.

- d) **Financial Costs: What is the cost to the district of this proposal? What are the requirements for texts, equipment/supplies/curriculum writing? Are funds currently allocated and available for this activity?**
There is already existing facility and equipment.
There would need to be curriculum writing.

4) What will be the effect of the proposal on the rest of the curriculum or on other activities?

- a) **How does the proposal expand, complement, or strengthen an existing program?**
It brings the next level to the Metal sculpture class for students. This has been a very popular class with strong enrollment the first two years and we are excited to expand it.
- b) **How does the proposal affect existing programs?**
It strengthens the Metal Sculpture class giving it the next level.
- c) **Does this course/activity substitute for an existing program? Could it be integrated into an existing course/activity? Are there courses/activities that should be eliminated if this proposal is approved?**
It does not substitute for a class. It gives the students the ability to further study metal sculpture.

New Course Proposal



Course Title: The Geology and Biomes of US Parks and Forests

Submitted by: Gwynneth Wacker
Department: Science

Description of the Proposal:

- 1) **What is the proposed course name?** The Geology and Biomes of US Parks and Forests
What grade levels? Grades 10-12
Semester? Semester 1 (.5 credit)
One-part or two-part course? One-part
In what subject will students earn this credit? Elective Science

- 2) **How did this proposal originate?**
Department members, Innovation, Other

- 3) **What is the anticipated level of participation? What information are you using to determine this level of participation?**

Approximately 20-25 student per class period.

Previous experience with 6 years of Ecology courses that used to be taught as well as participation in other science electives; also based on previous discussions on offering more science electives; discussion with colleagues and administration.

- 4) **What is the rationale for the proposal? What need does it fulfill?**

This course would be an elective science course offered to all learners: those who enjoy science, and/or the outdoors, plants and animals, ancient cultures and exploration of parks and forests. This course will examine geologic and biotic principles and concepts through the lens of national and state parks and forests, as they often represent superb examples of geologic phenomena and unique wildlife in the United States. Geology within national parks tells a story of North America, from mountain building, to volcanism, to historic inland seas of an earlier geologic age. Wildlife/plant life within the parks and forests shows what unique biodiversity exists due the climate and environmental pressures placed on these areas. In studying several national and state parks, we will also incorporate lessons of the indigenous cultures who lived in these park lands prior to European immigration, such as the Ojibwe in Voyageurs National Park or the Arapaho and Shoshone around Yellowstone National Park and how they impacted [or didn't] the National Parks lands today.

There is a niche for this course as there is currently no elective or required science course that currently combines the disciplines of:

- Geology (Earth Science),
- Wildlife (Botany and Zoology)

- Incorporation of North American Indigenous history on national landmarks (Anthropology).

This course introduces students to topics that may lead to possible careers in outdoor leadership, US parks, wilderness instructors, conservation careers, outdoor recreation retail business and adventure travel planning such as Naturetrek or Adventure Unbound. It reaches learners that might wish to pull from and incorporate various branches of science, do not wish to take AP Environmental Science online, or those who may not wish to pursue a full year of physics, applied physics or the more rigorous human anatomy elective. It will also meet the instructional framework goal of authentic and real-world learning, creativity, personalized learning, and collaboration.

It does not compete with the Earth and Space Systems course coming into 9th grade nor does it compete with Biology as this course delves further into rocks, minerals, topographic maps, and geological features specific to the parks covered in the course and then studies the plants and animals of that region and how they have adapted to that environment and the specific climate of that region in North America. The course also teaches/introduces students how to safely enjoy outdoor recreation in these parks and what equipment to use. It also exposes students to the indigenous peoples who lived on these lands 5,000-9,000 years ago and how they lived with land and the other species.

Analysis of the Proposal:

1) How is this proposal compatible with the vision, mission, and beliefs of the district?

It addresses the mission statement of trying to inspire a passion to excel and reaching all types of learners from those who love science to those who might take this course as it offers another choice and a way to obtain science credit.

It addresses the following components of the district vision:

- Challenge and support all students in the pursuit of their highest levels of academic and personal achievement. The course will allow students of all academic levels to participate.
- Practice prudent and innovative management of public resources. The course will teach students to appreciate their national parks, to use good judgment and critical thinking in outdoor situations and to learn how park management is tackling the issues of climate change and its impact on the parks and forests.
- Tailor learning experiences to the needs of individual learners. Being an elective course, students will be able to pursue some individual interests and through collaboration with other students focus on certain parks that may be of interest to them.
- Earn and maintain broad-based community support. Bringing speakers to school to discuss topics brings transparency and collaborate and buy in between schools and their community.

2) What is the relation of the proposal to the Minnesota Graduation Standards?

Next Generation Science Standards:

- HS-PS3-3. Design, build, and refine a device that works within given constraints to convert one form of energy into another form of energy.* (Wind turbine activity)
- HS LS2.B: Cycles of Matter and Energy Transfer in Ecosystems

- HS-LS2-6. Evaluate the claims, evidence, and reasoning that the complex interactions in ecosystems maintain relatively consistent numbers and types of organisms in stable conditions, but changing conditions may result in a new ecosystem.
- HS-LS2-7. Design, evaluate, and refine a solution for reducing the impacts of human activities on the environment and biodiversity.*
- HS-ESS2-2. Analyze geoscience data to make the claim that one change to Earth's surface can create feedback that causes changes to other Earth systems.
- HS-ESS2-4. Use a model to describe how variations in the flow of energy into and out of Earth's systems result in changes in climate.
- HS-LS2-2. Ecosystems: Interactions, Energy, and Dynamics Use mathematical representations to support and revise explanations based on evidence about factors affecting biodiversity and populations in ecosystems of different scales.
- HS-LS4-6. Create or revise a simulation to test a solution to mitigate adverse impacts of human activity on biodiversity.
- HS-LS2-6 Evaluate the claims, evidence, and reasoning that the complex interactions in ecosystems maintain relatively consistent numbers and types of organisms in stable conditions but changing conditions may result in a new ecosystem.
- 9L.4.2.2.1 Obtain and communicate information about how Minnesota American Indian Tribes and communities and other cultures construct solutions to mitigate threats to biodiversity.* (P: 8, CC: 7, CI: LS2, ETS1) Examples of cultures may include those within the local context of the learning community and within the context of Minnesota. Examples of threats to biodiversity may include climate change, deforestation, urbanization, dam construction or removal, invasive species, human population growth, threatening/endangering species, agricultural practices, extraction, and the use of fossil fuels.

Cross Cutting Concepts will include:

- Cause and Effect relationships
- Structure and Function
- Stability and Change
- Patterns
- Systems and System Models

3) What is the effect of the proposal on district resources?

- Space: Where is space currently available for the activity?**
Current classrooms in the high school; (online version in the future).
- Time: Where will the activity fit in the daily schedule?**
Regularly scheduled day during periods 1 to 6
- Personnel: What staff will be necessary?**
One teacher for this course is necessary.

- d) **Financial Costs: What is the cost to the district of this proposal?
What are the requirements for texts, equipment/supplies/curriculum writing?**

Course writing: 40 hr @ \$29.94 = \$1,197.60

Teaching material: National Park Project Based Materials \$91.50

Mineral collection \$22.50 Nasco (Product #: SB37929)

Magnetic compass - \$20.95 Nasco (Product #: SB51128)

Mineral Seek App - Plant identification app FREE

Topographic software :<http://arcgis.dnr.state.mn.us/maps/mntopo/> FREE

Gray Wolf Recovery Program = \$2.00

Are funds currently allocated and available for this activity?

No

4) What will be the effect of the proposal on the rest of the curriculum or on other activities?

- a) **How does the proposal expand, complement, or strengthen an existing program?**

The Science Department has several elective courses, and this one is very unique as it combines the sciences of geology, botany and zoology with a sprinkling of anthropology. It also exposes students to and ties in topics of outdoor recreation in these parks including tenting, winter camping, fishing, kayaking-canoeing, rock climbing, extreme hiking, safety around wild animals.

- b) **How does the proposal affect existing programs?**

The current elective Earth & Space Systems course may disappear once the Earth and Space Systems curriculum is implemented in 2023-24 at MHS. The new Earth & Space Systems course addresses some geology, plate tectonics, atmospheric and oceanic circulation, carbon cycles, fusion, plants, galaxies, navigation and severe weather. This course covers topics that vary from these. The hope is that this course pulls in more students who would normally not take an elective science course.

- c) **Does this course/activity substitute for an existing program?**

No

Could it be integrated into an existing course/activity?

No, but it could be redesigned and added later as a Tonka Online elective Science Course offered in the Fall, Spring or Summer.

Are there courses/activities that should be eliminated if this proposal is approved?

Not to my knowledge.

New Course Proposal



Course Title: VANTAGE Education

Submitted by: Roger Andre
Department: VANTAGE

Description of the Proposal:

1) What new course/activity is being proposed? What grade levels? Semester? Full year?

We are proposing a new full-year, two-period VANTAGE strand called VANTAGE Education. The strand is available to grades 11 and 12 and includes the following courses:

- **FACS credit:**

University of Minnesota CIS class

- CI 3901 and CI 3902: EXPLORING THE TEACHING PROFESSION I AND II (1 credit at MHS, 4 credits at U of M)

These Education and Human Development classes are offered in 11 other high schools across Minnesota. At VANTAGE, these classes will be taught over the course of the year to incorporate the many layers of experiential learning that define the VANTAGE program. CI 3901 class was approved for MHS by the Minnetonka School Board last year.

- **English credit:**

A new course to be developed for this strand.

- "English for the Teaching Profession" (working title - Kelley Mosiman/Sara Martinson are working on this).

This new course will combine public speaking, college writing, and literature oriented towards interest in the teaching profession.

We are investigating college-credit-earning options for part of this class. These would likely be CIS or concurrent enrollment options through the University of Minnesota Duluth or Twin Cities campus, or through the community college system. The class that appears to make the most sense is UMD CIS College Writing. We are investigating whether we have teachers who would qualify to teach this college-level course.

2) How did this proposal originate?

There is a consensus in the district and MHS leadership that we should continue to expand VANTAGE enrollment. Some of this growth will come from the expansion of the eight existing VANTAGE strands, and some of it will come from new strands. As the power of the VANTAGE experience continues to draw more students into the program, this new strand will appeal to a diverse group of students for whom there are currently no obvious choices at VANTAGE.

The school board approved the CIS "Exploring the Teaching Profession I" course last year. The CIS course requires 30 hours of observation/service learning in classrooms. The classrooms are mostly elementary schools or early childhood development classrooms. Managing this requirement in the context of a traditional single-period MHS class would be challenging and not possible without regularly impacting attendance in periods before or after this class. Including this class in a two-period VANTAGE strand makes it easy to manage observation or service learning in another building.

Focus groups with 12 students currently enrolled in the MHS FACS Introduction to Education demonstrated that there is a pool of students at MHS who are interested in the teaching profession and who would value this course.

3) What is the anticipated level of participation? What information are you using to determine this level of participation?

As this is a completely new VANTAGE strand, it is challenging to gauge likely enrollment. One indicator of probable enrollment is the number of students in the current Introduction to Education, which is 12. Of these 12 students, 10 stated (in our focus group) that they are very likely to become teachers and would have enrolled in a VANTAGE Education strand if it had been available.

Another indicator is the enrollment in a similar program in MNCAPS. This program has had 15 students enroll this year and 15 last year.

This strand is likely to be a "niche" strand with limited enrollment for the first few years.

4) What is the rationale for the proposal? What need does it fulfill?

The rationale for this new strand is threefold:

1. There will be a teacher shortage in the coming decades and this strand will accelerate the professional development pathway for MHS students interested in the teaching profession. We are hoping that some of these students eventually become part of the district teaching workforce.
2. It is not workable for the "Exploring the Teaching Profession I" class to run as a single-period class at MHS because of the 30 hours of classroom service-learning requirement. The two-period format of VANTAGE will make it easy to fulfill this requirement.
3. By providing an option to earn 4-8 college credits while still at MHS we are reducing the cost of the necessary college degree for future teachers. If we can include college credit for a portion of the English class, the total savings will approach \$8K depending on where the degree is obtained.

Analysis of the Proposal

1) How is this proposal compatible with the vision, mission, and beliefs of the district?

The district has a priority to expand both experiential learning and inquiry-based learning. This new strand would directly address these priorities due to how the VANTAGE program is run. The students in this strand will have opportunities to work on projects for the various professional entities that are related to the education space. We expect that most of the project work will be with schools in the district, but we will also attempt to work with private sector entities in the world of education.

The district Vision includes 15 commitment statements related to being a world-class organization dedicated to child-centered excellence. This new strand directly supports many of them. Here are a few that are exceptionally supported:

- “Challenge and support all students in the pursuit of their highest levels of academic and personal achievement.”
 - We expect that more students will be drawn into the CIS course(s) opportunity as it challenges them as well as gives them a formal University of Minnesota transcript that is more readily transferable to other universities than traditional AP/IB classes.
- “Tailor learning experiences to the needs of individual learners.”
 - VANTAGE strands give students many choices about how they want to excel with the context of the overall experience.
- “Produce outstanding graduates who are ready to contribute and thrive in a wide array of future pursuits and engage in life-long learning.”
 - The background provided by this VANTAGE strand experience will set students up for accelerated success in the teaching field
- “Earn and maintain broad-based community support.”
 - VANTAGE creates many connections with the broader community through mentor relationships, projects, site visits, and guest instruction. This new VANTAGE strand opens the doors to partnering with different schools and other entities in the world of education.
- “Commit to preparing and educating all students with programs, instruction and tools that meet the needs of the future”
 - As stated earlier, there will be a sustained shortage of qualified teachers in the future. This strand will accelerate interested students on the path to becoming a licensed teacher.

2) What is the relation of the proposal to the Minnesota Graduation Standards?

This strand includes one English credit that fulfills a graduation requirement as well as one elective FACS credit.

3) What is the effect of the proposal on district resources?

a) Space: Where is space currently available for the activity?

There are many space options being considered for this and other VANTAGE strands. The VANTAGE Hwy 7 building and the main VANTAGE facility at the Welsh Building are both possibilities. District leadership has decided to wait for actual enrollment numbers before making choices about where to host different VANTAGE strands.

b) Time: Where will the activity fit in the daily schedule?

This strand could be a midday strand or an afternoon strand, depending on enrollment numbers and space. We plan to wait for enrollment numbers before making choices about where and when each VANTAGE strand will be run.

c) Personnel: What staff will be necessary?

We will need one .4 English teacher and one .4 CIS-qualified FACS instructor.

d) Financial Costs: What is the cost to the district of this proposal? What are the requirements for texts, equipment/supplies/curriculum writing? Are funds currently allocated and available for this activity?

Both CIS and concurrent credit involve fees. CIS class fees range from \$100-\$145 per student, and concurrent enrollment has a flat \$3000 fee for a class.

4) What will be the effect of the proposal on the rest of the curriculum or on other activities?

a) How does the proposal expand, complement, or strengthen an existing program?

This strand will continue to expand and open the VANTAGE experience to another set of students, many of whom are unlikely to have taken another VANTAGE strand.

b) How does the proposal affect existing programs?

This strand would result in a shift in enrollment from the current Introduction to Education semester class at MHS. It is very unlikely that both classes would run successfully.

c) Does this course/activity substitute for an existing program? Could it be integrated into an existing course/activity? Are there courses/activities that should be eliminated if this proposal is approved? N/A

This strand would result in a shift in enrollment from the current Introduction to Education semester class at MHS. If this class is approved, it would make sense to discontinue the FACS Introduction to Education class.

New Course Proposal

Course Title: Virtual Enterprise (VE)



Submitted by: Andrew Werner
Department: Business

Description of the Proposal:

1) **What is the proposed course name?** Virtual Enterprise (VE)

The course name would be Virtual Enterprise (VE). Virtual Enterprise International (VEI) is the program, which would provide the framework and content in which VE would operate. VE provides students with meaningful, skills-based career experiences. By managing day-to-day operations of a company, students develop business skills and identify career pathways that align with their interests, talents, and aspirations. VE differs from other programs currently offered by applying the four functions of business (Finance, Human Resources, Marketing, and Operations Management) in a real-world business environment and beyond the local environment. VE goes beyond a plan, a project, and final exam. Student achievement is not only crucial to themselves but also to their department and company as a whole. VE students collaborate beyond the classroom and local professionals as they interact with over 7,000 student run businesses in 40+ countries around the world, engaging with them on-line and in person at trade shows and competitions around the country. Exposure to how their national and international peers conduct business builds the best future prepared "professional", no matter what university or career field they enter. An end-of-year annual report yields the results, documentation, and evaluation of our students journey.

What grade levels can enroll?

Grades 11-12. Juniors would be able to take the class again as a Senior as the business may change from year to year or the student would fill a different role in the existing company.

Semester long course for 0.5 credits or full-year course for 1.0 credits?

Full-year course for a 1.0 credit. Due to the nature of the VEI program, students run their business for the entire school year, which is filled with real-world business experiences. Although students may drop at the end of first semester and receive 0.5 credit, it is recommended they complete the year to get the full experience. Additions at semester should be made carefully and only with instructor approval. Student changes should be minimized as it may affect the dynamics of the company.

Offered in Semester 1; Semester 2 or both?

Offered in Semester 1 as a yearlong program. The following activities take place within that timeframe, which require a full school year:

- Create a business plan.

- Interview for roles within company departments.
- Apply for company start-up loans.
- Establish on-line banking for the company and their employees.
- Write an employee handbook.
- Create an e-commerce website.
- Establish relationships with guest instructors.
- Maintain both company and personal financials.
- Produce their own products.
- Develop a marketing plan and materials.
- Build a trade show booth.
- Travel to regional trade shows and competitions.
- Travel to New York for an end-of-year trade show and competition.
- Write an end-of-year annual report.

Any pre-requisite courses?

One prior business or VANTAGE course is required. Exceptions may be made but only with instructor approval.

In what subject will students earn this credit?

This course would count as an elective credit. College credit may also be earned if relationships with those entities are established.

2) How did this proposal originate?

At my previous high school in Nebraska, my business students and I were looking for a capstone business course where students taught students through very hands-on, real-world, and student driven experiences. We found and researched the VEI program for one year, then implemented it the following school year. Additionally, I attended VEI training at Long Island University, NY prior to starting the program to become certified to teach the course. One of the many things I learned was just how student led this course would be and how the instructor's role would mostly be as a guide on the side. This is exactly what we as teachers strive to do and something evaluators look for when observing a teachers classroom. VE turned out to be the most rewarding experience for me as a teacher and was by far the best course my students had ever taken. It is something I am incredibly passionate about starting at MHS next year and I am sure it would be worth our efforts. I have already interviewed many of my current students and they have expressed great interest in starting a VEI program. Through my conversations with them, I can tell they are extremely eager and capable of running their own business. Additionally, students would also travel and compete in regional and national trade shows, providing them with yet another real-world business experience. VE at Minnetonka would also be the only program like it in Minnesota, which would give MHS yet another advantage over other districts. Again, it was an amazing experience for my students and myself and I HIGHLY recommend its implementation at MHS.

3) What is the anticipated level of participation? What information are you using to determine this level of participation?

As mentioned previously, I have spoken with many of our MHS students and they have all said VE is a course they would absolutely take if offered. In addition, I have taught IB Business Management in both the Global Business and Business Analytics strands in VANTAGE and I believe VE would pick up where VANTAGE leaves off. Instead of pitching a business plan then never implementing it, how about we actually start the business and manage it ourselves! Ideally,

each section of VE would operate with between 17 and 25 students, which is how many I hope will enroll the first year. However, VE could be operated with more students if needed. Once it gains momentum, I think it could continue to steadily grow to hopefully 2-3 sections by year 3.

4) What is the rationale for the proposal? What need does it fulfill?

As mentioned previously, I think VE would pick up where VANTAGE leaves off and possibly be our capstone course in the business department. I also see VE as an alternative to VANTAGE as it would only require one class period versus a 2 or 3 hour block, making it intriguing to students who want a similar experience but cannot afford to give up that much time in their schedule. VE is like having several business courses in one classroom. Accounting & Finance, Marketing, Human Resources, Information Technology, and Leadership & Management are all represented as each department has their own set of tasks yet collaborates with the others. The need it fulfills is the application, collaboration, and attainment of real-world results, which isn't necessarily seen currently in this capacity or beyond our local environment and partners. Together, students bring their unique hard and soft skills, start and manage their business in a national and international environment with decreasing guidance of teachers and outside experts as the year goes on, collaborate and interact with other businesses around the country and world, then evaluate their lessons learned. Just shy of running an actual business, IT DOES NOT GET MORE REAL-WORLD THAN THAT! Specific features of the VE experience include assuming the role, day-to-day business dynamics, global perspective, teacher as facilitator, industry and college partnerships, competitions and events, and experience in a virtual economy

Analysis of the Proposal:

1) How is this proposal compatible with the vision, mission, and beliefs of the district?

Our district mission states that our community “transcends traditional definitions of excellence”, “inspires in everyone a passion to excel with confidence and hope”, and “stimulates extraordinary achievement in the classroom and in life.” Having taught this course before, this is exactly what VE can do. VE gives students what they need to succeed, not just on an AP or IB exam, not just in college, but more importantly in life. The life and energy in a VE classroom is second to none. Students working together, dependent on each other for success, then testing themselves at a trade show or competition halfway across the country was truly a sight to see. VE was by far the best course I have ever taught and the best course my students ever took in high school. In addition to the connections to our mission, our vision states that we “advocate for strong academic and co-curricular programs”, that we “tailor learning experiences”, that we “create positive, enjoyable learning environments”, and that we “produce outstanding graduates who are ready to contribute and thrive in a wide array of future pursuits.” VE checks all of these blocks. All of my previous students gained incredible confidence in this positive learning environment and went on to either pursue business majors or were able to directly apply what they learned from our VE environment to other majors. In addition, they gained an appreciation for understanding that business is in everything we do, see, and touch, and therefore having had this experience was incredibly valuable.

2) What is the relation of the proposal to the Minnesota Graduation Standards?

Per our Minnesota graduation requirements, VE “equips them with the knowledge and skills they need for success in postsecondary education, highly skilled work, and civic life.” VE would fulfill one of their 7 required elective credits for graduation. More importantly, VE is an experience, not just a credit. My challenge will be educating parents, students, and others that the value gained, is far greater than how it appears on a transcript. It is incredibly nontraditional, but that is the

best part. We need to think outside the box and realize that although it is not an AP or IB course, colleges, universities, and society, is getting someone who has not only the book work, but actual experience. They have been there, done that, and can hit the ground running! However, for those that still desire college recognition or credit, if relationships and agreements are established with post-secondary institutions, this may be possible.

3) What is the effect of the proposal on district resources?

a) **Space: Where is space currently available for the activity?**

I would propose VE being housed in either the VANTAGE spaces or in the Loft at MHS. It's incredibly important that a VE space have the feel of a real-world business setting with similar resources (conference table, collaborative spaces, printer, phone, laptops, smart TV, software, etc.) found in a professional working environment. This is not only needed to connect with the on-line content and programs, but greatly enhances the experience. Student's truly flip-a-switch when they walk in to this submersive business environment. However, it is understood that space is at a premium and VE could be housed where needed, just so as our students can experience this outstanding program.

b) **Time: Where will the activity fit in the daily schedule?**

VE can be conducted in a typical class period, every day of the week. I do not recommend it being offered during a split lunch period. Due to interacting with businesses around the country I would also suggest consideration be given to time zone changes. Our students will be conversing with both East and West coast students so being in class when they are in class would be helpful. For example, if VE were offered during class period 5A (12:15 pm), that would work well in regards to connecting with businesses in the East (1:15 pm) and in the West (10:15 am). However, any hour would work if that helps ensure the establishment of VE at MHS.

c) **Personnel: What staff will be necessary?**

One business teacher would be fine initially. However, depending on the growth of the program, I have seen other VE courses taught by up to 3 teachers, depending on the business they run. If it's a multimedia journalism-based business, there may be a business teacher, IT or art teacher, and a journalism teacher. This approach shows that VE welcomes cross-curriculum collaboration and is highly encouraged.

d) **Financial Costs: What is the cost to the district of this proposal? What are the requirements for texts, equipment/supplies/curriculum writing? Are funds currently allocated and available for this activity?**

Two years ago, the cost to acquire access to the VE curriculum and online software was \$3,000 per year for one business. Additional expenses may be needed for setting up the business space within our physical facilities. There would also be some additional expenses (travel, lodging, entry fees) to attend various trade shows around the country and the district or community's help would be greatly appreciated to therefore minimize fundraising efforts. I believe Perkins money could be approved for this type of funding.

4) What will be the effect of the proposal on the rest of the curriculum or on other activities?

a) How does the proposal expand, complement, or strengthen an existing program?

I believe this proposal does all of the above. VE both compliments and expands upon what VANTAGE accomplishes in all of their strands. All of the knowledge, skills, and experiences gained in VANTAGE would fit incredibly well in VE. In addition, I believe VE strengthens our business department and course offerings by giving students motivation to gain content knowledge, which would then make for an enjoyable application experience in VE. Finally, with VE being offered during a one-hour class period, it gives students an option for an in-depth, real-world experience without committing to a two or three hour block.

b) How does the proposal affect existing programs?

With any addition of new programs, there will always be an affect on existing programs. However, I believe this impact will be minimal in the short term and have a positive impact on MHS in the long term. I believe it will give students another option to learn the hard and soft skills required to run a business or conduct themselves as professionals in any career setting. I see VE as the capstone program of our business department and an alternative to or next-step beyond the VANTAGE program. VE encourages the application of all students then creates a collaborative learning environment, culminating in a cohesive business team. Students exit the program as experienced professionals who can hit the ground running in any career field.

c) Does this course/activity substitute for an existing program? Could it be integrated into an existing course/activity? Are there courses/activities that should be eliminated if this proposal is approved?

VE could possibly be added under the VANTAGE program or be offered as a stand alone course at MHS. VE combines the best of our current courses, which is real-world and differentiates it from existing programs. Therefore, I recommend it be added to our course offerings and not replace any of the opportunities our students currently have available to them. In conclusion, VE provides students a platform for an entirely student led experience, greatly improves hard and soft skills in multiple content areas, pushes their relationships and education beyond our local networks, and overall prepares them to be tomorrow's leaders. VE is relevant, rigorous, and is all about student voice. Every parent of my former VE students have said this is what would have prepared them the best for their careers. I assure you that VE is worth the investment and I am open to whatever needs to be done in order to give our students this outstanding experience.

Notes:

VEI informational link: <https://veinternational.org/>

VEI annual activities map: <https://veinternational.org/wp-content/uploads/2019/03/VE-Annual-Activit>

REVIEW

**School Board
Minnetonka I.S.D. #276
5621 County Road 101
Minnetonka, Minnesota**

Board Agenda Item X.

Title: Review of Safe Learning Plan

Date: December 2, 2021

EXECUTIVE SUMMARY:

The Board has an expectation of reviewing the District's Safe Learning Plan at each regular meeting of the Board. The Plan was last reviewed on November 4, and no changes were made at that time. Current conditions with COVID-19 cases in the schools and the community will be shared, and the status of vaccinations for younger students will be reviewed.

Submitted by:

A handwritten signature in black ink, reading "Dennis L. Peterson", written over a horizontal line.

**Dennis L. Peterson
Superintendent of Schools**

COVID update 2021-2022 school year to date

December 2021





Minnetonka Public Schools COVID-19 Dashboard

September 15, 2021 - December 1, 2021

The dashboard will be updated weekly, on Wednesdays by noon. To protect the health privacy of Minnetonka staff and students, no further details regarding positive cases will be made publicly available.

ALL MINNETONKA SCHOOLS STUDENTS AND STAFF

The numbers below are based on the active, recovered and excluded/quarantine cases, as reported to the District by families and staff for the 2021-2022 school year.

Students

TOTAL NUMBER OF ENROLLED STUDENTS

10896

ACTIVE COVID-19 POSITIVE CASES

111

RECOVERED COVID-19 CASES

587

QUARANTINED/EXCLUDED PER DISTRICT GUIDELINES

279

Staff

TOTAL NUMBER OF STAFF

1865

ACTIVE COVID-19 POSITIVE CASES

11

RECOVERED COVID-19 CASES

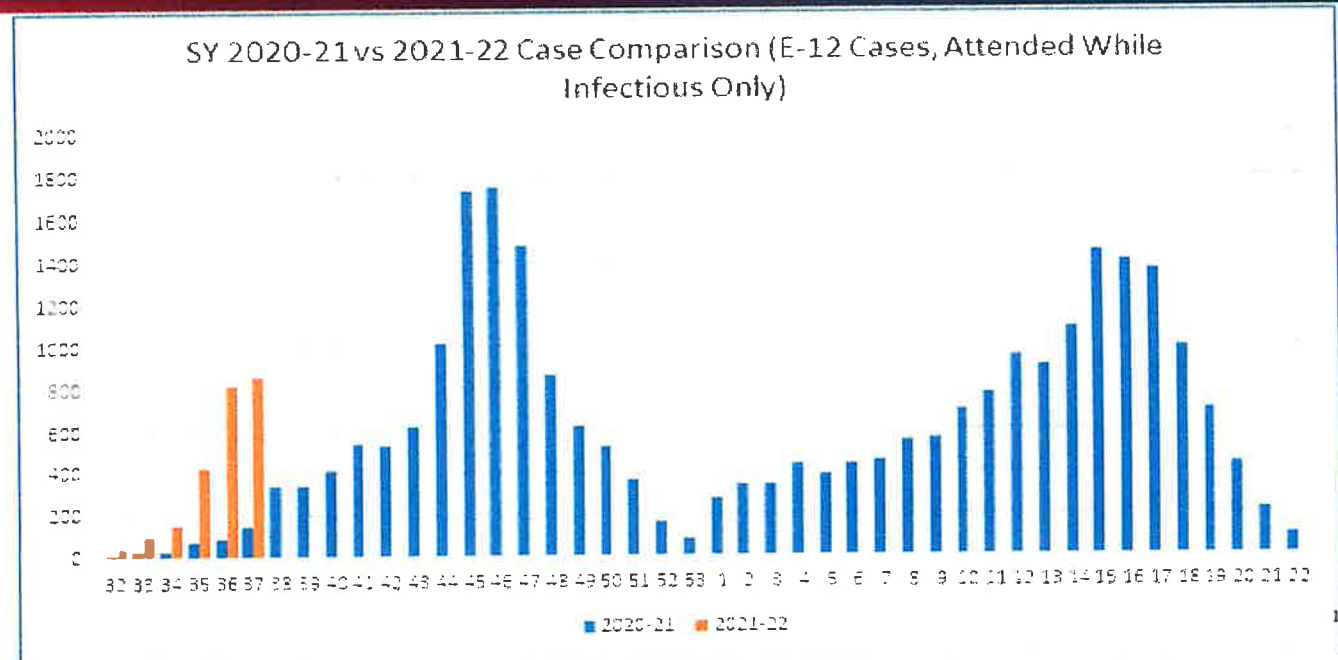
62

QUARANTINED/EXCLUDED PER DISTRICT GUIDELINES

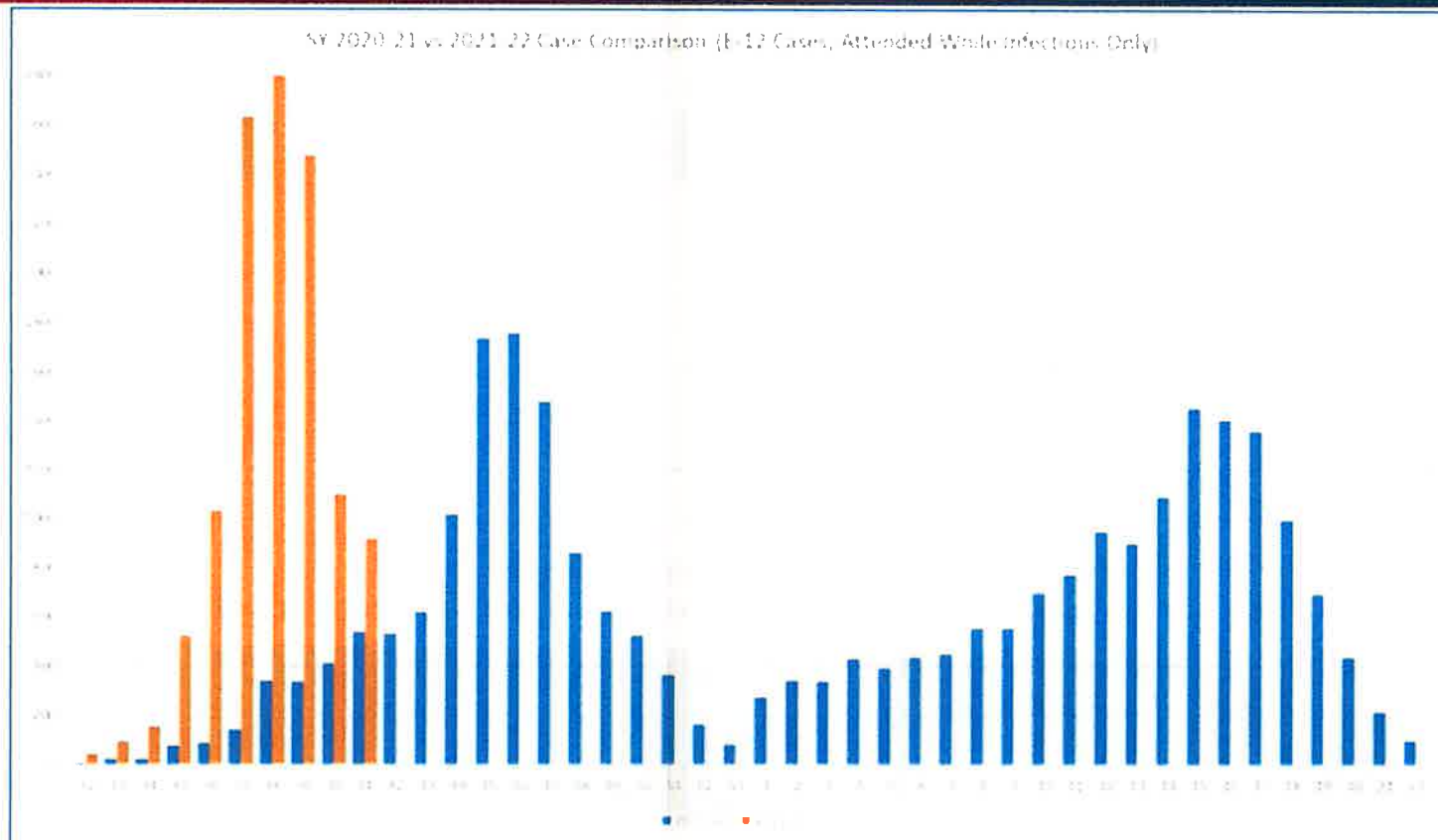
10



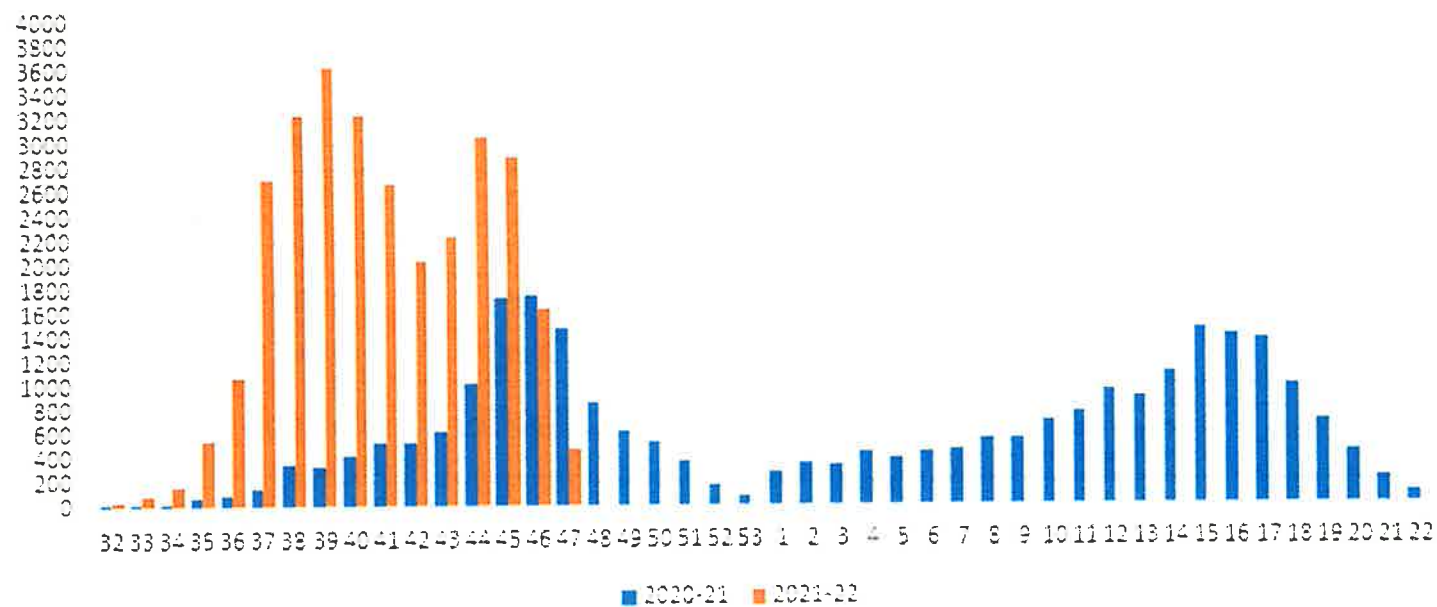
Comparison of SY 2020-21 to 2021-22 – includes all E-12 cases (student and staff, attended while infectious)



Comparison of SY 2020-21 vs 2021-22 – includes all E-12 cases (student and staff, attended while infectious)



SY 2020-21 vs 2021-22 Case Comparison (E-12 Cases, Attended While Infectious Only)

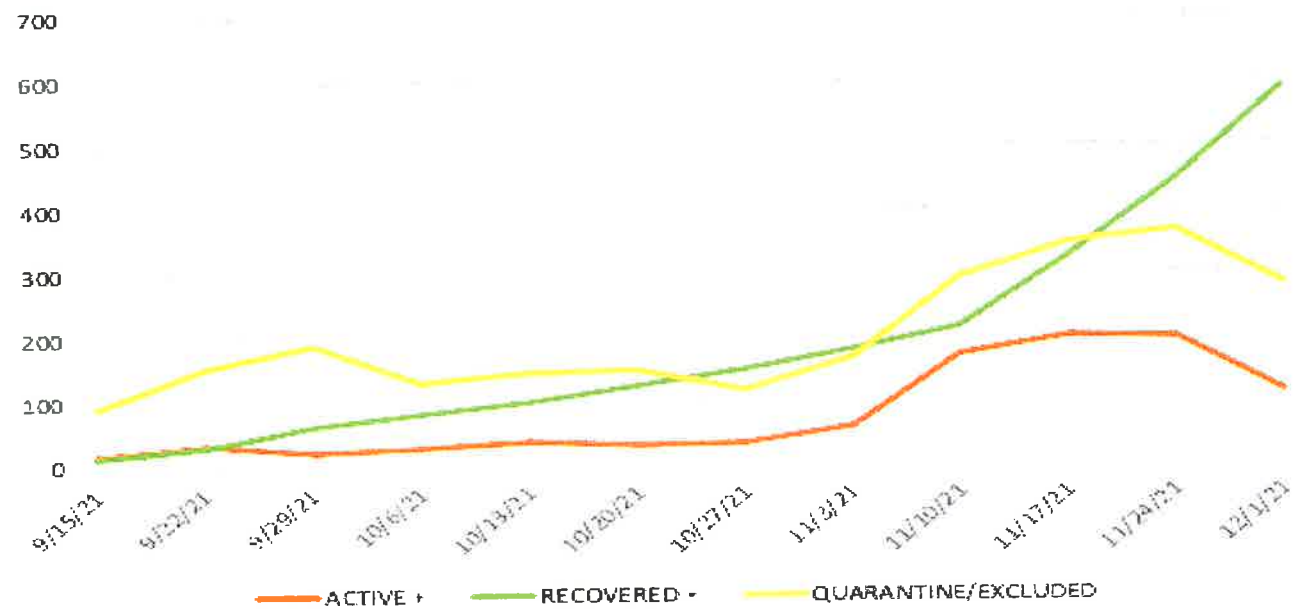


Hennepin County 14-day trends for 10/5-11/22

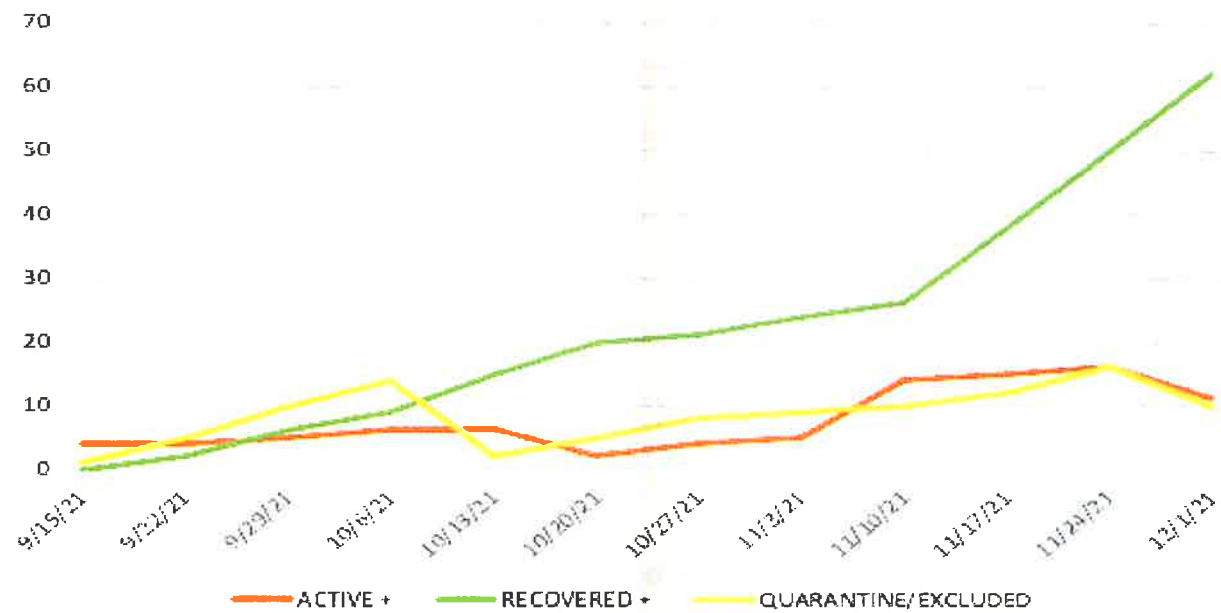
City	10/5-10/18	10/12-10/25	10/19-11/1	10/26-11/8	11/2-11/15	11/9-11/22
HC Total	44.0	40.3	44.8	61.9	77.5	75.3
Eden Prairie	56.2	58.1	53.8	59.8	67.6	72.8
Edina	49.5	48.7	41.7	52.4	68.4	63.6
Hopkins	35.5	43.7	43.2	62.8	83.1	73.2
Minnetonka	44.0	39.8	45.1	72.9	96.3	87.9
St. Louis Park	36.3	40.1	53.1	61.1	66.5	69.0
***Other W/S Suburban HC	60.3	50.0	51.3	77.0	102.2	92.1



Students 2021-22



Staff 2021-22



COVID-19 vaccination rates in Minnetonka

»MHS

- ♦1 dose of 2 dose series: 2.9%
- ♦Fully vaccinated: 75.8% (*prev. 74.5%*)

»MME

- »1 dose of 2 dose series: 14.9%
- ♦Fully vaccinated: 57.4% (*prev. 70.2%*) *but all students now eligible*
- ♦Once the 2nd doses are received, fully vaccinated will be 72.3%

»MMW

- »1 dose of 2 dose series: 12.9%
- »Fully vaccinated: 52.9% (*prev. 63.6%*) *but all students now eligible*
- ♦Once the 2nd doses are received, fully vaccinated will be 65.8%



COVID-19 vaccination rates in Minnetonka

»Elementary Schools

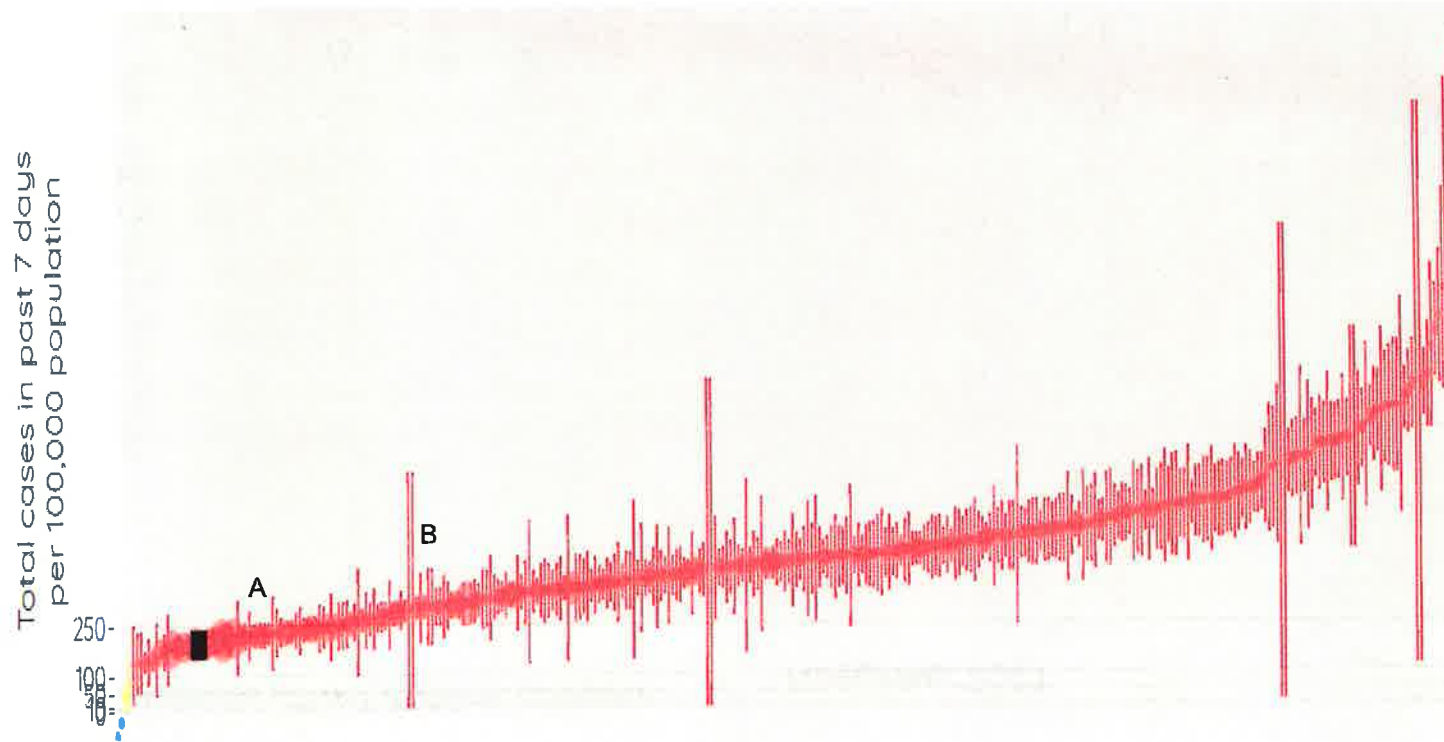
- ♦1 dose of 2 dose series: 53.5%
- ♦Fully vaccinated: 4.3%

Overall rate for district: 47.6%



How Minnesota school districts compare

October 2021



How Minnesota school districts compare

November 2021

Total cases in past 7 days
per 100,000 population

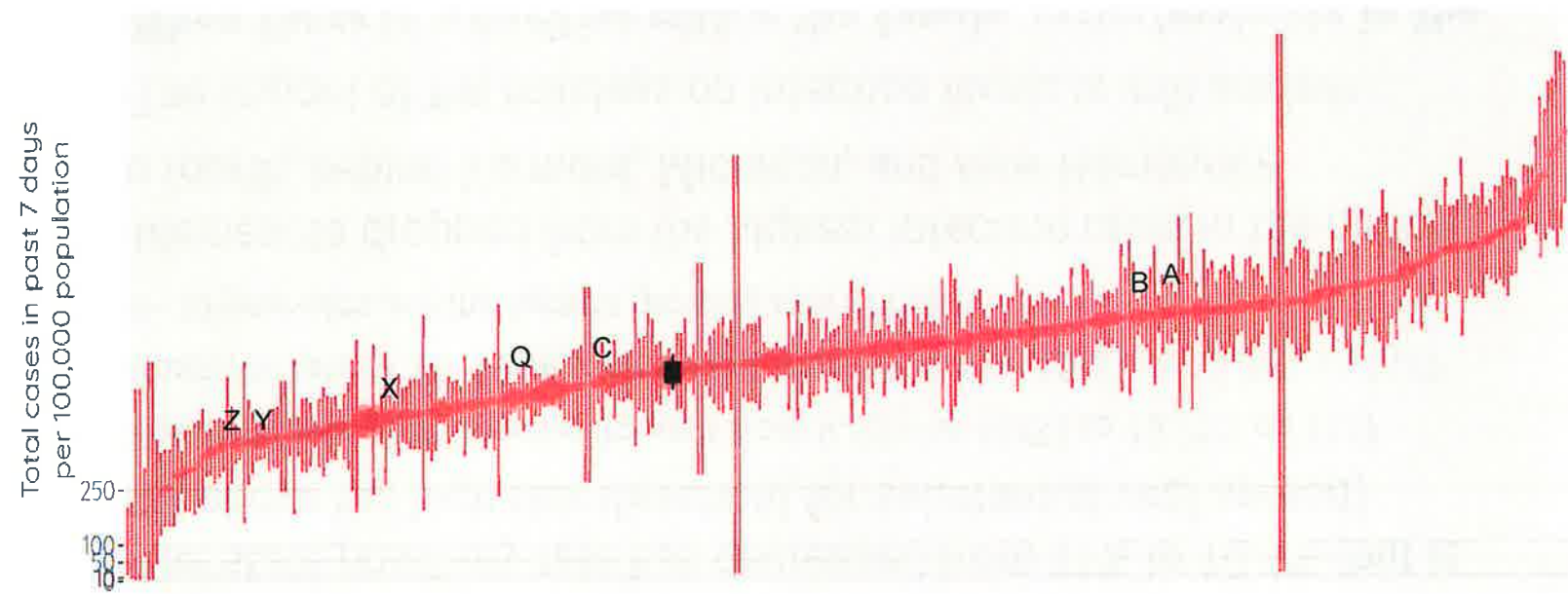
250-
100-
50-

C

A

B

How Minnesota school districts compare



Update on the state of COVID in MN

»The state positivity rate has decreased from 11% to 10.4% (but is still above the high-risk threshold for substantial viral spread)

♦Positivity rate of 0–9-year-olds went from 9.65% on 10/31 to 10.75% on 11/7

♦Positivity rate of 10–19-year-olds went from 10.86% on 10/31 to 12.31% on 11/7

♦0–19-year-olds are the fastest growing rate of cases

»Minnesota dropped from the highest infection rates in the nation to fourth, behind Vermont, Michigan, and New Hampshire

»The impact of the holidays on infection levels is still unclear

»**When there is a positive within the family, many/majority in the family are subsequently testing *positive-REGARDLESS OF VACCINATION STATUS***



Update on the Omicron variant

- »Discovered in the United States yesterday (California) from a person who had traveled to/from South Africa
- »Now found in Minnesota TODAY-2nd case in the US (person who had traveled to/from New York)
- »Little is known about omicron beyond its large number of mutations
- »It will be at least weeks, if not longer, before scientists can say with confidence whether it is more contagious (early evidence suggests it is), whether it causes more serious illness, and how it response to vaccines.



Questions?



REVIEW

**School Board
Minnetonka I.S.D. #276
5621 County Road 101
Minnetonka, Minnesota**

Board Agenda Item XI.

Title: Review of Superintendent Search Process

Date: December 2, 2021

EXECUTIVE SUMMARY:

An update regarding the Superintendent search process will be shared by the Board's Subcommittee.

Submitted by:

A handwritten signature in black ink, reading "Dennis L. Peterson", written over a horizontal line.

**Dennis L. Peterson
Superintendent of Schools**

APPROVAL

**School Board
Minnetonka I.S.D. #276
5621 County Road 101
Minnetonka, Minnesota**

Board Agenda Item XII.

**Title: Approval of Change of Attendance Boundary
for Excelsior/Minnewashta**

Date: December 2, 2021

EXECUTIVE SUMMARY:

The proposal to shift the boundary between Minnewashta and Excelsior elementary schools is based on the limitations for additional students at Minnewashta, some available space at Excelsior and the potential for new elementary students living in the new apartments in Tonka Bay. The change would include the apartment property, the commercial properties next to the apartments and all residential property on Lawtonka Drive, Timber Lane and Shorewood Lane. This change should be implemented immediately. Any current Minnewashta student will be allowed to remain at Minnewashta, and any sibling of a Minnewashta student who is not currently in school will be allowed to attend Minnewashta.


RECOMMENDATION/FUTURE DIRECTION:

Recommend approval of the boundary shift between Minnewashta and Excelsior elementary schools.

RECOMMENDED MOTION

BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby approve the boundary shift between Minnewashta and Excelsior elementary schools, as presented.

Submitted by:



**Dennis L. Peterson
Superintendent of Schools**

ADOPTION

**School Board
Minnetonka I.S.D. 276
5621 County Road 101
Minnetonka, Minnesota**

Board Agenda Item XIII.

Title: Adoption of Policy 709: Student Transportation Safety Date: December 2, 2021

EXECUTIVE SUMMARY:

Policy 709: Student Transportation Safety was established in June 2006.

Several clarifications regarding the contracting out of several of the items in the safety policy to the District's contracted vendor for student transportation are presented for the Board's review. These changes reflect the actual practices for bus driver training, licensing, and ongoing safety training as all buses are driven by the employees of the contracted vendor.

The School Board reviewed Policy 709 at the October 28 and November 18 Study Sessions. The policy is ready for approval.

ATTACHMENTS:

Policy 709: Student Transportation Safety (copy with edits shown and clean copy)

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board approve Policy 709: Student Transportation Safety


RECOMMENDED MOTION

BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby approve Policy 709: Student Transportation Safety as amended.

Submitted by:


Paul Bourgeois, Executive Director of Finance & Operations

Concurrence:


Dennis Peterson, Superintendent

MINNETONKA PUBLIC SCHOOLS

POLICY #709: STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The District may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The District shall annually provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. Transportation by school bus is a privilege, not a right;
 - b. District policies for student conduct and school bus safety;
 - c. Appropriate conduct while on the bus;
 - d. The danger zones surrounding a school bus;
 - e. Procedures for safely boarding and leaving a school bus;
 - f. Procedures for safe vehicle lane crossing; and
 - g. School bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus

training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous Districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.

3. The District and all nonpublic schools with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes and other students in grades 9 and 10 must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus.
5. The District and all nonpublic schools with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The District will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The District may provide kindergarten students with school bus safety training before the first day of school.
8. The District may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The District shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the District will receive school bus safety training by their respective nonpublic school. The nonpublic schools may use the District's school transportation safety education curriculum. The nonpublic school must certify to the District's School Transportation Safety Director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The District's general student behavior rules are in effect for students on school buses.
- B. Consequences for school bus/bus stop misconduct will be imposed by the District under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the District's transportation safety director. Serious misconduct may be reported to local law enforcement.
 1. School Bus and Bus Stop Rules. The District's School Bus Safety Rules are to be posted on every bus. If these rules are broken, the District's discipline procedures are

to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the District's Transportation Office/School Office.

2. Rules at the Bus Stop

The Superintendent, or designee, shall adopt rules for students at bus stops and on buses.

3. Consequences for school bus rules infractions or bus stop rules infractions shall be established by the Superintendent or designee.
 - a. Consequences for school bus/bus stop misconduct will apply to all regular, field trip and extra-curricular buses. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the District. Parents or guardians will be notified of any suspension of bus privileges.
 - b. The principal of each building will either assume or delegate to a qualified staff member, the responsibilities of a Building Transportation Coordinator. Each principal or coordinator will process school bus misbehavior reports and assign appropriate consequences to students.
 - c. The principal or coordinator will investigate and assign consequences for each report in a manner which is defensible and which is in the interest of preserving the safety and well-being of all bus passengers. An investigation may require the participation of an adult bus monitor, the school bus driver, appropriate students, and appropriate parents.
 - d. The principal or coordinator will assign consequences which are progressively more serious whenever a student persists in behaving inappropriately. The following schedule of consequences shall apply unless a school bus driver chooses to withdraw a given report.
 - i. "Information Only" Misbehavior Report. The principal shall determine whether this report only goes into the student's file, or whether further action should be taken.
 - ii. First Misbehavior Report. The student shall receive one or a combination of the following consequences.
 - Discussion of rules and regulations.
 - Assigned seat on bus.
 - Resolve problem with driver and/or others.
 - Time out or detention at school.

iii. Second Misbehavior Report. The student shall receive one or a combination of the following consequences.

- Resolve problem with driver and/or others.
- Time out or detention at school.
- Suspend from bus for one, day to one week.

iv. Third Misbehavior Report. The student shall receive one of the following consequences.

- Suspend from bus for one day to one week.
- Suspend from bus for one week to one month.
- Suspend from bus for one month to three months.
- Suspend from bus for remainder of school year.

v. Fourth Misbehavior Report. The student shall receive one of the following consequences.

- Suspend from bus for one month to three months.
- Suspend from bus for remainder of school year.

vi. Fifth Misbehavior Report. The student shall receive the following consequences.

- Suspend from bus for remainder of school year.

vii. Exception to Progression. The principal shall have the authority to bypass preliminary consequences and assign a suspension from the bus for the remainder of the school year if the misbehavior in question has caused an immediate danger to him/herself, other persons, or property.

viii. Special Needs Students. Assignment of consequences for students who have individual education plans (I.E.P.'s) shall be administered in accordance with the I.D.E.A. statute. Principals shall immediately enlist the aid of the district's Transportation Safety Coordinator when an I.E.P. student receives a misbehavior report.

C. Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

D. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school

building for appropriate determination of consequences and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and substantial danger to the student or surrounding persons or property will be provided by the District to the Department of Public Safety in accordance with state and federal law.

E. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

F. Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

G. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the appropriate District personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The District school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

The Superintendent, or designee, shall annually inform all parents, guardians whose children utilize District-provided buses or designated bus stops with the specific and general expectations for students and parents .

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. The contract vendor shall annually assure the District shall assure in writing that school bus drivers have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a vehicle with a seating capacity of 10 or fewer persons used as a school bus, but not outwardly equipped or identified as a school bus.

- B. ~~The contract vendor shall annually assure the District shall assure in writing that they are the conducting of mandatory drug and alcohol testing of all District and contractor bus drivers and bus driver applicants in accordance with state and federal law and District policy.~~

VI. SCHOOL BUS DRIVER TRAINING

A. Training

The ~~contract vendor shall assure the District shall assure in writing~~ that all new school bus drivers, ~~both contractor and District,~~ be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All ~~school and~~ contractor bus drivers shall receive in-service training annually. The ~~contract vendor shall assure the District shall assure in writing that~~ an annual individual school bus driver "evaluation certification" form is retained on file for each ~~District driver and each~~ contractor driver as contained in the Model School Bus Driver Training Manual.

B. Evaluation

The ~~contract vendor shall assure the District shall assure in writing~~ that all school bus drivers with a Class D license be evaluated annually and all other bus drivers be assessed periodically by the bus service provider.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. The District shall assure that all school buses ~~shall~~ be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the District shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to District policy, a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must eliminate or minimize, the idling of school bus engines and exposure of children to diesel exhaust fumes.

5. Bus drivers must endeavor to park and load school buses at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment review the proper methods for dealing with the specific needs and problems of pupils with disabilities, assist pupils with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 1. The pupil’s name and address;
 2. The nature of the pupil’s disabilities;
 3. Emergency health care information; and
 4. The names and telephone numbers of the pupil’s physician, parents, guardians, or custodians, and some person other than the pupil’s parents or custodians who can be contacted in case of an emergency.

IX. ~~SCHOOL DISTRICT~~ CONTRACT VENDOR VEHICLE MAINTENANCE STANDARDS

- A. All ~~school~~ vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the District.
- B. All ~~school~~ vehicles shall be state inspected in accordance with legal requirements.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The Board has designated an individual to serve as the District's School Transportation Safety Director. The contractor shall employ a Transportation Safety Director who functions as the Transportation Safety Director for both the contractor and the District. The School Transportation Safety Director shall have day-to-day responsibility for pupil transportation safety, including transportation of nonpublic school children when provided by the District. The School Transportation Safety Director will assure that this policy is periodically reviewed to ensure that it conforms to law. The School Transportation Safety Director shall certify annually to the ~~school board~~ District in writing that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The Transportation Safety Director also shall annually verify to the District in writing ~~or ensure that the private contractor utilized by the school has verified~~ the validity of the driver's license of each employee who regularly transports students for the District in a Type A, B, C, or D school bus or Type III vehicle with the National Driver's Register or the Department of Public Safety. The ~~School~~ Transportation Safety Director also shall confirm annually to the ~~Superintendent~~ District that students have received school bus safety training in accordance with state law. The name, address and telephone number of the ~~School~~ Transportation Safety Director are on file in the District office. Any questions regarding student transportation or this policy may be addressed to the Supervisor of Student Accounting & Transportation. ~~School Transportation Safety Director.~~

XI. PUPIL TRANSPORTATION SAFETY COMMITTEE

The Board may establish a Pupil Transportation Safety Committee. The chair of the Pupil Transportation Safety Committee is the District's Supervisor of Student Accounting & Transportation ~~School Transportation Safety Director~~. The school board shall appoint the other members of the Pupil Transportation Safety Committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other District staff, and representatives from other units of local government.

Legal References:

Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 169.01, Subd. 6(5) (Definitions)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. § 171.02, Subd 2a (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.321 (Qualifications of a School Bus Driver)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)

Cross References:

Policy 307: Access and Dissemination (Compliance with Minnesota Data Practices Act)
Policy 506: Student Discipline and Code of Conduct

Policy 707: Student Transportation Policy

Adopted: June 1, 2006

Reviewed: October 28, 2021

Reviewed: November 18, 2021

Adopted: December 2, 2021

MINNETONKA PUBLIC SCHOOLS

POLICY #709: STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The District may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The District shall annually provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. Transportation by school bus is a privilege, not a right;
 - b. District policies for student conduct and school bus safety;
 - c. Appropriate conduct while on the bus;
 - d. The danger zones surrounding a school bus;
 - e. Procedures for safely boarding and leaving a school bus;
 - f. Procedures for safe vehicle lane crossing; and
 - g. School bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus

training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous Districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.

3. The District and all nonpublic schools with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes and other students in grades 9 and 10 must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus.
5. The District and all nonpublic schools with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The District will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The District may provide kindergarten students with school bus safety training before the first day of school.
8. The District may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The District shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the District will receive school bus safety training by their respective nonpublic school. The nonpublic schools may use the District's school transportation safety education curriculum. The nonpublic school must certify to the District's School Transportation Safety Director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The District's general student behavior rules are in effect for students on school buses.
- B. Consequences for school bus/bus stop misconduct will be imposed by the District under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the District's transportation safety director. Serious misconduct may be reported to local law enforcement.
 1. School Bus and Bus Stop Rules. The District's School Bus Safety Rules are to be posted on every bus. If these rules are broken, the District's discipline procedures are

to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the District's Transportation Office/School Office.

2. Rules at the Bus Stop

The Superintendent, or designee, shall adopt rules for students at bus stops and on buses.

3. Consequences for school bus rules infractions or bus stop rules infractions shall be established by the Superintendent or designee.

- a. Consequences for school bus/bus stop misconduct will apply to all regular, field trip and extra-curricular buses. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the District. Parents or guardians will be notified of any suspension of bus privileges.
- b. The principal of each building will either assume or delegate to a qualified staff member, the responsibilities of a Building Transportation Coordinator. Each principal or coordinator will process school bus misbehavior reports and assign appropriate consequences to students.
- c. The principal or coordinator will investigate and assign consequences for each report in a manner which is defensible and which is in the interest of preserving the safety and well-being of all bus passengers. An investigation may require the participation of an adult bus monitor, the school bus driver, appropriate students, and appropriate parents.
- d. The principal or coordinator will assign consequences which are progressively more serious whenever a student persists in behaving inappropriately. The following schedule of consequences shall apply unless a school bus driver chooses to withdraw a given report.
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 - ii. First Misbehavior Report. The student shall receive one or a combination of the following consequences.
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 - Assigned seat on bus.
 - Resolve problem with driver and/or others.
 - Time out or detention at school.

iii. Second Misbehavior Report. The student shall receive one or a combination of the following consequences.

- Resolve problem with driver and/or others.
- Time out or detention at school.
- Suspend from bus for one, day to one week.

iv. Third Misbehavior Report. The student shall receive one of the following consequences.

- Suspend from bus for one day to one week.
- Suspend from bus for one week to one month.
- Suspend from bus for one month to three months.
- Suspend from bus for remainder of school year.

v. Fourth Misbehavior Report. The student shall receive one of the following consequences.

- Suspend from bus for one month to three months.
- Suspend from bus for remainder of school year.

vi. Fifth Misbehavior Report. The student shall receive the following consequences.

- Suspend from bus for remainder of school year.

vii. Exception to Progression. The principal shall have the authority to bypass preliminary consequences and assign a suspension from the bus for the remainder of the school year if the misbehavior in question has caused an immediate danger to him/herself, other persons, or property.

viii. Special Needs Students. Assignment of consequences for students who have individual education plans (I.E.P.'s) shall be administered in accordance with the I.D.E.A. statute. Principals shall immediately enlist the aid of the district's Transportation Safety Coordinator when an I.E.P. student receives a misbehavior report.

C. Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

D. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school

building for appropriate determination of consequences and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and substantial danger to the student or surrounding persons or property will be provided by the District to the Department of Public Safety in accordance with state and federal law.

E. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

F. Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

G. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the appropriate District personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The District school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

The Superintendent, or designee, shall annually inform all parents, guardians whose children utilize District-provided buses or designated bus stops with the specific and general expectations for students and parents .

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

A. The contract vendor shall annually assure the District in writing that school bus drivers have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a vehicle with a seating capacity of 10 or fewer persons used as a school bus, but not outwardly equipped or identified as a school bus.

B. The contract vendor shall annually assure the District in writing that they are conducting

mandatory drug and alcohol testing of all contractor bus drivers and bus driver applicants in accordance with state and federal law and District policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

The contract vendor shall assure the District in writing that all new school bus drivers be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All contractor bus drivers shall receive in-service training annually. The contract vendor shall assure the District in writing that an annual individual school bus driver "evaluation certification" form is retained on file for each contractor driver as contained in the Model School Bus Driver Training Manual.

B. Evaluation

The contract vendor shall assure the District in writing that all school bus drivers with a Class D license be evaluated annually and all other bus drivers be assessed periodically by the bus service provider.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. The District shall assure that all school buses be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the District shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to District policy, a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must eliminate or minimize, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. Bus drivers must endeavor to park and load school buses at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment review the proper methods for dealing with the specific needs and problems of pupils with disabilities, assist pupils with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. The pupil’s name and address;
 - 2. The nature of the pupil’s disabilities;
 - 3. Emergency health care information; and
 - 4. The names and telephone numbers of the pupil’s physician, parents, guardians, or custodians, and some person other than the pupil’s parents or custodians who can be contacted in case of an emergency.

IX. CONTRACT VENDOR VEHICLE MAINTENANCE STANDARDS

- A. All vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the District.
- B. All vehicles shall be state inspected in accordance with legal requirements.

X. TRANSPORTATION SAFETY DIRECTOR

The contractor shall employ a Transportation Safety Director who functions as the Transportation Safety Director for both the contractor and the District. The Transportation Safety Director shall have day-to-day responsibility for pupil transportation safety, including transportation of nonpublic school children when provided by the District. The School

Transportation Safety Director will assure that this policy is periodically reviewed to ensure that it conforms to law. The Transportation Safety Director shall certify annually to the District in writing that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The Transportation Safety Director also shall annually verify to the District in writing the validity of the driver's license of each employee who regularly transports students for the District in a Type A, B, C, or D school bus or Type III vehicle with the National Driver's Register or the Department of Public Safety. The Transportation Safety Director also shall confirm annually to the District that students have received school bus safety training in accordance with state law. The name, address and telephone number of the Transportation Safety Director are on file in the District office. Any questions regarding student transportation or this policy may be addressed to the Supervisor of Student Accounting & Transportation.

XI. PUPIL TRANSPORTATION SAFETY COMMITTEE

The Board may establish a Pupil Transportation Safety Committee. The chair of the Pupil Transportation Safety Committee is the District's Supervisor of Student Accounting & Transportation. The school board shall appoint the other members of the Pupil Transportation Safety Committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other District staff, and representatives from other units of local government.

Cross References:

Policy 307: Access and Dissemination (Compliance with Minnesota Data Practices Act)

Policy 506: Student Discipline and Code of Conduct

Policy 707: Student Transportation Policy

Adopted: June 1, 2006

Reviewed: October 28, 2021

Reviewed: November 18, 2021

Adopted: December 2, 2021

CARRY-IN ACTION

**School Board
Minnetonka I.S.D. 276
5621 County Road 101
Minnetonka, Minnesota**

Board Agenda Item XIV.

Title: Acceptance of Bid for Alterations of Tech Ed Room at MMW December 2, 2021

EXECUTIVE SUMMARY:

In Summer 2020, the District completed alterations to the Tech Ed room at Minnetonka Middle School East (MME) to better utilize underutilized space. The Tech Ed room was divided into an approximately 1,100 square foot Tech Ed room and an approximately 800 square foot classroom space, providing a net gain of one classroom space for MME, which had grown to 1,300 students.

In FY2021, Minnetonka Middle School West (MMW) has also grown to 1,300 students. The original Tech Ed area is identical to the original Tech Ed areas at MME. At this time it is prudent to capture underutilized space in the Tech Ed room at MMW by dividing it into an approximately 1,100 square foot Tech Ed room and an approximately 800 square foot classroom to provide MMW with a net gain of one classroom space.

Funding for the project will be from FY2023 Operating Capital revenue. The budget estimate for the project is \$400,000. Bids were opened at 2:00 PM on Tuesday, November 30, 2021. Five (5) bids were received as follows:

<i>Ebert Construction</i>	<i>\$333,300.00</i>
<i>Construction Results Corporation</i>	<i>\$338,902.00</i>
<i>Morcon Construction</i>	<i>\$340,163.00</i>
<i>Dering Pierson Group</i>	<i>\$355,000.00</i>
<i>KUE Construction</i>	<i>\$374,242.00</i>

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board accept the low bid of Ebert Construction in the amount of \$333,300.00 for alterations to the Tech Ed room at MMW in Summer 2022.

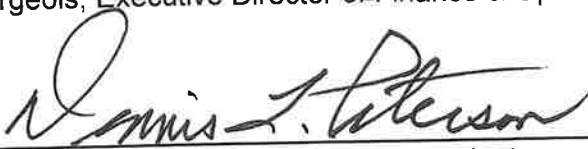
RECOMMENDED MOTION

BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the low bid of Ebert Construction in the amount of \$333,300.00 for alterations to the Tech Ed room at Minnetonka Middle School West in Summer 2022.

Submitted by:


Paul Bourgeois, Executive Director of Finance & Operations

Concurrence:


Dennis Peterson, Superintendent

ACTION

**School Board
Minnetonka I.S.D. 276
5621 County Road 101
Minnetonka, Minnesota**

Board Agenda Item XV.

**Title: Acceptance of Bid for Retaining Wall Replacement
At Minnetonka High School for Summer 2022**

December 2, 2021

EXECUTIVE SUMMARY:

As part of the rolling Long Term Facility Maintenance 10 Year Plan, a second phase of replacement of the leaning retaining wall on the north side of Minnetonka High School is scheduled for Summer 2022.

Approximately half of the wall was replaced in Summer 2021, leaving the remainder to be finished in Summer 2022.

The budget estimate for the project is \$375,000. Bids were opened at 10:00 AM on Tuesday, November 23, 2021. Eight (8) bids were received as follows:

SM Hentges & Sons, Inc.	\$305,654.00
Sunram Construction	\$327,650.00
JK Landscape	\$347,600.00
JL Theis, Inc.	\$371,450.00
Urban Corporation	\$435,000.00
Krueger Excavating	\$448,164.00
Parkstone Construction	\$488,746.00
Rosti Construction	\$492,275.25

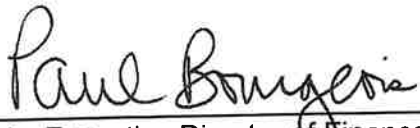
RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board accept the low bid of SM Hentges & Son, Inc., in the amount of \$305,654.00 for the second phase of replacement of the retaining wall on the north side of Minnetonka High School in summer 2022.


RECOMMENDED MOTION

BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the low bid of SM Hentges & Son, Inc., in the amount of \$305,654.00 for the second phase of replacement of the retaining wall on the north side of Minnetonka High School in summer 2022.

Submitted by:


Paul Bourgeois, Executive Director of Finance & Operations

Concurrence:


Dennis Peterson, Superintendent

CONSENT

School Board
Minnetonka I.S.D. #276
5621 County Road 101
Minnetonka, Minnesota

Board Agenda Item XVI.

Title: Resolution Pertaining to Consent Agenda

Date: December 2, 2021

OVERVIEW:

The School Board formally adopted the Consent Agenda concept on March 1, 1979. For the Consent Agenda to work efficiently, Board members should call staff prior to the meeting regarding any questions they may have on the following items. If a member wishes to discuss any matter on the Consent Agenda, he/she should request, at the beginning of the meeting, that the item be placed on the regular agenda (during Agenda Item III: Adoption of the Agenda).

The following are the recommendations included within the Consent Agenda for December 2, 2021:

- a. Minutes of October 28, 2021 Special Meeting; November 4, 2021 Regular Meeting and November 5, 2021 Special Meeting
- b. Study Session Summaries of October 28 and November 18, 2021
- c. Payment of Bills
- d. Recommended Personnel Items
- e. Gifts and Donations
- f. Electronic Fund Transfers
- g. Approval of Enrollment Limits
- h. Approval of Designated Combined Polling Places
- i. Resolution Authorizing Issuance of Certificates of Election

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board approve all recommendations included within the Consent Agenda items.

Submitted by: _____



Dennis L. Peterson, Superintendent

CONSENT

**School Board
Minnetonka I.S.D. # 276
5621 County Road 101
Minnetonka, Minnesota**

Board Agenda Item XVI. c

Title: Payment of Bills

Date: December 2, 2021


OVERVIEW:

Presented for Board approval are the monthly disbursement totals by fund for Minnetonka Public Schools for the month of October 2021.

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the Board approve the disbursements as presented for the month of October 2021.

Submitted by:




Jessica Hulitt
Coordinator of Accounting

Approved by:



Paul Bourgeois
Executive Director of Finance & Operations

Concurrence:



Dennis L. Peterson
Superintendent of Schools

MINNETONKA DISTRICT #276

TO: Dr. Dennis Peterson

FROM: Jessica Hulitt

RE: Payment of Bills – October 2021
Board Meeting Date: December 2, 2021

The following disbursements are submitted for the month of October:

Recommend the payment of bills in the sum of \$8,308,910.02 by check #466230 - #469056 and ACH #212200370 - #212200889, and wire transactions #202170109 - #202170317

October		
	FUND	
	01 GENERAL FUND	5,067,114.75
	02 CHILD NUTRITION	451,346.46
	03 PUPIL TRANSPORTATION	349,004.61
	04 COMMUNITY SERVICE	236,737.16
	05 CAPITAL EXPENDITURE	133,914.46
	07 DEBT SERVICE FUND	
	09 TRUST - FIDUCIARY	172,617.02
	11 EXTRA/CO-CURRICULAR	129,324.57
	12 ATHLETIC FEE	2,305.37
	18 CUSTODIAL FUND	9,175.81
	20 SELF INSURANCE	112,053.50
	40 CULTURAL ARTS CENTER	23,028.58
	41 DOME OPERATIONS	3,466.98
	42 AQUATICS PROGRAM	77,176.94
	43 PAGEL CENTER	28,075.93
	46 LTFM	179,935.61
	56 CONSTRUCTION PROJECTS	901,036.14
	66 CAPITAL PROJECTS LEVY	432,596.13
		\$ 8,308,910.02
	SALARIES	\$ 5,283,877.79
	TOTAL	\$ 13,592,787.81


Jessica Hulitt

November 22, 2021
Date

SCHOOL BOARD
MINNETONKA I.S.D. #276
5621 County Rd. 101
Minnetonka, MN
Community Room

Board Agenda Item XVI. d.

TITLE: Recommended Personnel Items

DATE: December 2, 2021

BACKGROUND: Under the authorization of district policy, and the terms and conditions of the collective bargaining agreements between the Minnetonka Public Schools and employee groups recognized under Minnesota law, the executive director for human resources makes recommendations for employment, leaves, employee status changes, and resignations or release from contracts.

Those recommendations of a routine nature are attached in summary fashion. This section includes routine changes affecting an employee under the terms and conditions of the collective bargaining agreements, and new hires that occur between board meetings or are scheduled for the future.

State law requires that the School Board formally approve all personnel actions. At the time of hiring, employees are told that the administration formally recommends employment, and that the employment action is finalized only after Board action. On these routine matters, however, the administration may initiate the change prior to formal Board action in order to provide continuity of service to students.

Personnel changes of an exceptional nature requiring the interpretation of other district policies or laws are marked with an asterisk on the summary page, and have a separate explanation. In these cases, the administration does not take action until after Board action.

FUTURE ACTION/RECOMMENDATION:

The administration recommends approval of all attached personnel changes.

Submitted by:

Concurrence by:



Dr. Michael Cyrus
Executive Director of Human Resources



Dr. Dennis L. Peterson
Superintendent

RECOMMENDED PERSONNEL ITEMS

I. INSTRUCTION

APPOINTMENTS	ASSIGNMENT	EFFECTIVE	SALARY
BOETTGE, EMILY	READING, 0.5 FTE, SH	12/15/22-6/13/22	\$17,406.68
BROHMAN, EMAKATE	TEACHER ON SPECIAL ASSIGNMENT FOR STUDENT AFFAIRS, 1.0 FTE, MHS	12/6/21	\$59,997.58
RESIGNATIONS	ASSIGNMENT	EFFECTIVE	REASON
PETERSON, DENNIS	SUPERINTENDENT, 1.0 FTE, DISTRICT	6/30/22	RETIREMENT
LEAVES	ASSIGNMENT	EFFECTIVE	REASON
CAVANAUGH, MEGAN	GRADE 6 SCIENCE, 1.0 FTE, MME	11/1/21-2/11/22	CHILD REARING
CUSHING, JORDAN	LANGUAGE ARTS, 1.0 FTE, MHS	1/18/22 X 3-6 WEEKS	MEDICAL
GUSTAFSON, KATIE	SPECIAL ED, 1.0 FTE, MHS	3/31/22-6/13/22	CHILD REARING
HENDRIX, NICOLLETTE	SPECIAL ED, 1.0 FTE, EXC	4/11/22-6/13/22	CHILD REARING
LUNDEEN, ABBY	GRADE 6/HEALTH, 1.0 FTE, MME	8/31/21-12/22/21	CHILD REARING
MCGINN, ANNIE	NAVIGATOR, 1.0 FTE, EXC	4/10/22-6/13/22	CHILD REARING
MORANTEZ, LINDA	ECFE, 0.871 FTE, MCEC	12/3/21-12/22/21	MEDICAL
NELSON, JESSE	PHY ED, 1.0 FTE, MMW	4/15/22-5/13/22	CHILD REARING
NELSON, JONATHAN	LANG ARTS, 1.0 FTE, MMW	3/21/22-4/29/22	CHILD REARING
PAUTZ, JILL	GRADE 6 LANG ARTS, 1.0 FTE, MME	11/17/21-12/22/21	MEDICAL
PROCHNO, SAMANTHA	SCIENCE, 1.0 FTE, MME	11/5/21-1/28/22	CHILD REARING
RUELLE, LINDA	GRADE 2, 1.0 FTE, GR	11/19/21-1/14/22	MEDICAL
SIEBERT, SARAH	MATH, 1.0 FTE, MME	3/20/22-6/13/22	CHILD REARING
STAUNTON, JENNA	TITLE ONE/ASSM COORD, 1.0 FTE, EXC/SH	12/6/21-12/17/21	MEDICAL
WESTMEYER, JONATHAN	MATH, 1.0 FTE, MMW	12/10/21-12/22/21	CHILD REARING
STATUS CHANGES	CURRENT ASSIGNMENT	EFFECTIVE	CHANGE
DE SANTIAGO, EMMA	SPANISH, 1.0 FTE, MMW	11/15/21-1/24/22	ADD: SPANISH OVERLOAD, 0.2 FTE, MMW
DOW, MARGARET	FULL TIME LEAVE OF ABSENCE	11/15/21	HEALTH, 0.4 FTE, MHS
DRABIK, MICHAEL	GR. 6/HEALTH LTS, 1.0 FTE, MME, 8/31/21-11/12/21	11/15/21-6/13/22	SPANISH LTS, 1.0 FTE, MME
EVANS, KAYLEEN	RESERVE TEACHER	1/3/22-3/11/22	SPECIAL ED LTS, 1.0 FTE, CS
FOSTER, BETH	RESERVE TEACHER	11/19/21-1/14/22	GRADE 2 LTS, 1.0 FTE, GR
FRUIN, CAROLYN	RESERVE TEACHER	11/1/21-6/13/22	GR. 6/HEALTH LTS, SCIENCE LTS, MATH LTS, 1.0 FTE, MME
GOLDSWORTHY, W. SEAN	HEALTH, 0.4 FTE, MHS	9/8/21-12/22/21	HEALTH, 1.0 FTE, MHS (TEMP 0.6 FTE LTS)
HALVORSON, BRAD	TOSA-STUDENT AFFAIRS, 1.0 FTE, MME	11/8/21-4/1/22	ASST PRINCIPAL TEMPORARY, 1.0 FTE, MME
HAVLROSON, BRAD	ASST PRINCIPAL TEMPORARY, 1.0 FTE, MME	4/4/22-6/13/22	TOSA-STUDENT AFFAIRS, 1.0 FTE, MME
HOWELL, AMY	OCCUPATIONAL THERAPIST, 0.3 FTE, SH/MMW	10/13/21-1/21/22	ADD: OCCUPATIONAL THERAPIST LTS, 0.2 FTE, MHS
NORBY, JANIE	RESERVE TEACHER	10/25/21-3/25/22	ADD: TEMPORARY TOSA-STUDENT INTERVENT, 0.6 FTE, MWTA
LUDVIGSON, ZACH	MATH, 1.0 FTE, MHS	9/8/21-1/24/22	ADD: MATH OVERLOAD, 0.12 FTE, MHS
RAUK, ANDREA	RTI, 0.5 FTE, MWTA	9/8/21-1/24/22	ADD: TEMPORARY 504 COORD, 0.2 FTE, MWTA
REUSS, PATRICIA	RESERVE TEACHER	11/1/21-3/4/22	GRADE 6 SCIENCE LTS, 1.0 FTE, MME

II. BUSINESS AND OTHER NON-INSTRUCTIONAL SERVICES

APPOINTMENTS	ASSIGNMENT	EFFECTIVE	SALARY
BIRRU, YESHAREG	CUSTODIAN, 8 HRS/DAY, MHS	11/22/21	\$18.68/HR
BRANCALE, ROBERT	EARLY CHILDHOOD FAMILY RESOURCE FACILITATOR, 413 HRS ANNUAL, MCEC	12/6/21	\$25.24/HR
CARTER, HILLARY	EXPLORERS CLUB HS ASST, 6 HRS/WK, CS	11/30/21	\$9.25/HR
CHIRIGOS, ALEX	EXPLORERS CLUB HS ASST, 4-6 HRS/WK, SH	10/25/21	\$10.50/HR
CRANBROOK, RUBY	EXPLORERS CLUB HS ASST, 8 HRS/WK, CS	10/25/21	\$10.50/HR
HARRINGTON, MAIJA	EXPLORERS CLUB HS ASST, 6 HRS/WK, CS	11/22/21	\$10.50/HR
HE, YANHONG	CLASS D SPEC ED PARA, 6 HRS/DAY, SAIL	11/1/21	\$21.18/HR
HILL, ALYSSA	CLASS D SPEC ED PARA, 2 HRS 20 MIN/DAY, GR	10/27/21	CLASS A: \$18.77/HR
	CLASS A LR/PG PARA, 1 HR/DAY, GR		CLASS D: \$21.18/HR
	CLASS D BUS/TRAFFIC PARA, 20 MIN/DAY, GR		
LAMBERT, DAVID	EXPLORERS CLUB HS ASST, 8 HRS/WK, GR	11/8/21	\$9.25/HR
MCKENZIE, JEFF	CLASS A LR/PG PARA, 3 HRS/DAY, DH	11/2/21	\$16.66/HR
NAINGGOLAN, GARI	LEVEL IV ACCOUNTING CLERK, 8 HRS/DAY, DSC	11/15/21	\$23.89/HR

OASHEIM, A'	YOUTH ENRICHMENT PRGM MGR, 1.0 FTE, MCEC	11/1/21	\$31,999.68
REDMOND, T	EXPLORERS CLUB HS ASST, 8 HRS/WK, MWTA	11/15/21	\$10.50/HR
RENDALL, TERRI	CLASS F MEDICAL PARA, 6 HRS/DAY, SAIL	11/15/21	\$26.18/HR
SOLORZANO, ABIGAIL	CLASS D SPEC ED PARA, 6.5 HRS/DAY, MMW	11/1/21	CLASS B: \$17.60/HR
	CLASS B SUPERVISORY PARA, 30 MIN/DAY, MMW		CLASS D: \$18.83/HR
SUGGS, JAMEE	PROJECT SOAR INSTRUCTOR, HOURS VARY, MCEC	11/10/21	\$21.44/HR
VON FELDT, CLARA	EXPLORERS CLUB PRGM ASST, 15 HRS/WK, DH	11/22/21	\$15.00/HR
WIESE, BRADY	CUSTODIAN, 8 HRS/DAY, DH	11/17/21	\$18.68/HR

RESIGNATIONS	ASSIGNMENT	EFFECTIVE	REASON
ARAYE, ZAMZAM	CLASS A LR/PG PARA, 3 HRS/DAY, CS	12/3/21	RESIGNATION
AXNESS, JESSICA	CLASS D SPEC ED AND BUS/TRAFFIC PARA, 3.5 HRS/DAY, CS	11/12/21	RESIGNATION
BEARG, JOHN	LEVEIL III YOUTH PRGMS OFFICE ASST, 8 HRS/DAY, MCEC	11/12/21	RESIGNATION
CARTER, TRISTAN	EXPLORERS CLUB PRGM ASST, 3.5 HRS/DAY, DH	11/18/21	RESIGNATION
CLAYTON, MEGAN	CLASS D SWIMMING/PHY ED PARA, 6.5 HRS/DAY, MME	11/19/21	RESIGNATION
ELLERSTEIN, SARAH	CLASS D ECSE PARA, 24 HRS/WK, MCEC	11/1/21	RESIGNATION
GUIMONT, JON	CLASS D SPEC ED PARA, 6.5 HRS/DAY, MME	11/19/21	RESIGNATION
HUCOVSKI, NATALIA	CLASS D MEDIA PARA, 7.5 HRS/DAY, MMW	11/5/21	RESIGNATION
KLESK, BEVERLY	CLASS A LR/PG PARA, 3 HRS/DAY, CS	12/1/21	RETIREMENT
LEMONS, ANN	LEVEL IV STUDENT ACCT OFFICE ASST, 8 HRS/DAY, DSC	12/2/21	RESIGNATION
LUND, JEANELL	EXPLORERS CLUB PRGM ASST, 8-9 HRS/WK, MCEC	11/24/21	RESIGNATION
RAMSEY, MADISON	CLASS A LR/PG PARA, 9 HRS 10 MIN/WEEK, GR	12/2/21	RESIGNATION
SONNESYN, JILL	EXPLORERS CLUB PRGM ASST, 12.5 HRS/WK, GR	11/19/21	RESIGNATION
VRANISH, KAYLEIGH	CLASS D MEDIA PARA, 8 HRS/DAY, MME	6/30/22	RESIGNATION
ZENG, LINA	LEVEL VI HS PRINCIPAL OFFICE ASST, 8 HRS/DAY, MHS	11/26/21	RESIGNATION
	CLASS C CHINESE IMM KINDER PARA, 3 HRS/DAY, EXC		

LEAVES	ASSIGNMENT	EFFECTIVE	REASON
BION, KATHLEEN	CLASS D SPEC ED PARA, 6.5 HRS/DAY, SH	10/11/21-6/10/22	PERSONAL
KIANG, SUI	CLASS D SPEC ED/BUS/TRAFFIC PARA, 6.75 HRS/DAY, MWTA	9/8/21-12/15/21	PERSONAL
OLSON, CINDY	CLASS D MEDIA PARA, 7 HRS/DAY, SH	12/2/21-12/21/21	PERSONAL
SCOTT, JOLENE	LEVEL III SCHOOL OFFICE ASST, 10 HRS/WK, MWTA	9/27/21-6/10/22	PERSONAL
THORESEN, BRENDA	CLASS B PRODUCTION ROOM PARA, 7.5 HRS/DAY, MHS	9/19/22-9/29/22	PERSONAL
VRANISH, KAYLEIGH	LEVEL VI HS PRINCIPAL OFFICE ASST, 8 HRS/DAY, MHS	1/27/22-5/23/22	CHID REARING

STATUS CHANGES	CURRENT ASSIGNMENT	EFFECTIVE	CHANGE
ALBRIGHT, TANYA	PARA SUB	11/1/21	CLASS D SPEC ED PARA, 6 HRS/DAY, MWTA
*BOURGEOIS, PAUL	EXECUTIVE DIRECTOR OF FINANCE & OPERATIONS, 1.0 FTE, DSC	7/1/22-6/30/27	EXECUTIVE DIRECTOR OF FINANCE & OPERATIONS, 1.0 FTE, DSC
CARTER, TRISTAN	PARA SUB	11/10/21	CLASS D SWIM/PHY ED PARA, 6.5 HRS/DAY, MME
HIRSCHFELD, ALMA	PARA SUB	11/15/21	CLASS D SPEC ED PARA, 2 HRS/DAY, CS
RICHARDSON, KELLY	CLASS A LR/PG PARA, 6 HRS/WK, MWTA	11/8/21	CLASS A LR/PG PARA, 12 HRS 55 MIN/WEEK, MWTA
SO, TUNG YING BONNIE	RESERVE TEACHER	11/29/21	CLASS C CHINESE IMM KINDER PARA, 3 HRS/DAY, EXC
WAHL, JEFFREY	PARA SUB	11/11/21-2/18/22	CLASS A LR/PG PARA, 3 HRS/DAY, CS
WAY, SARAH	CLASS D SPEC ED PARA, 5 HRS/DAY, CS	11/15/21	CLASS D SPEC ED PARA, 3 HRS/DAY, CS
WEBER, JACOB	HVAC SPECIALIST II, 8 HRS/DAY, BUILDINGS AND GROUNDS	11/15/21	HVAC FORMAN, 8 HRS/DAY, BUILDINGS AND GROUNDS
WEISSER, SHERI	CASHIER/COOK HELPER, 5 HRS/DAY, MHS	11/22/21	CASHIER/COOK HELPER, 3 HRS/DAY, MHS
WEISSER, SHERI	CASHIER/COOK HELPER, 3 HRS/DAY, MHS	12/6/21	CLASS B HALL PARA, 4.25 HRS/DAY, MHS
VRANISH, KAYLEIGH	CLASS B HALL PARA, 4.25 HRS/DAY, MHS	2022-23	CLASS B HALL PARA, 7.25 HRS/DAY, MHS
	LEVEL VI HS PRINCIPAL OFFICE ASST, 8 HRS/DAY, MHS		SUBSTITUTE STATUS, DISTRICT-WIDE

III. IN-DISTRICT APPOINTMENTS

APPOINTMENT	ASSIGNMENT	BUILDING	EFFECTIVE	SALARY
BAHR, NICK	COMPUTER SCIENCE DEPT CHAIR 6-12	MHS	2021-22	\$3,471
BAHR, NICK	CODERS UNITE CLUB ADVISOR	MHS	2021-22	\$3,079

BAHR, NICK	ROBOTICS ADVISOR	MHS	2021-22	\$5,470
BALLOY, CHRISTINA	GIRLS HOCKEY ASST COACH	MHS	11/1/21-2/26/22	\$5,408
BARTHELEMY, TYLER	E SPORTS CO-HEAD AND CO-ASST ADVISOR	MHS	9/21-1/22	\$1,847.50
BRUNIK, MICHELLE	TECHNOVATION ADVISOR	MME	11/24/21-5/8/22	\$1,847
CASSANO, MICHAEL	GIRLS HOCKEY ASST COACH	MHS	11/1/21-2/26/22	\$5,291
CASSANO, TRACY	GIRLS HOCKEY HEAD COACH	MHS	11/1/21-2/26/22	\$7,585
COLIN, AMANDA	GIRLS HOCKEY ASST COACH	MHS	11/1/21-2/26/22	\$5,291
DARJI, SACHIN	FIRST TECH CHALLENGE COACH, MCE	MCEC	11/19/21	\$1,000
DASOVICH, LEAH	GIRLS BASKETBALL HEAD COACH	MHS	11/8/21-3/19/22	\$7,585
FLIES, CHAD	GIRLS BASKETBALL ASST COACH	MHS	11/8/21-3/19/22	\$5,408
FRANTA, ALEXANDRA	ASST DANCE COACH	MHS	10/25/21-2/19/22	\$3,810
GALVAN, ARTHUR	TONKA DOME SITE COORD	MHS	11/15/21-3/31/22	\$20.00/HR
GARTNER, DAVID	BOYS/GIRLS ALPINE SKI HEAD COACH	MHS	11/15/21-2/16/22	\$7,071
GARTNER, MARLEE	BOYS/GIRLS ALPINE SKI ASST COACH	MHS	11/15/21-2/16/22	\$3,927
GARTNER, PIPER	BOYS/GIRLS ALPINE SKI ASST COACH	MHS	11/15/21-2/16/22	\$3,810
GOESER, KRISTIN	UNIFIED SPECIAL OLYMPICS CO-HEAD/CO-ASST ADVISOR	MHS	2021-22	\$2,155.50
GONDECK-BECKER, DAVID	ASST WRESTLING COACH	MME	11/1/21-12/22/21	\$2,811
IVERSON, TROY	GIRLS HOCKEY ASST COACH	MHS	11/1/21-2/26/22	\$5,291
JOE, AMY	ASST PLAY DIRECTOR	MME	9/16/21-11/13/21	\$2,083
MAUS, CRAIG	GIRLS BASKETBALL ASST COACH	MHS	11/8/21-3/19/22	\$5,291
MAYER, AMY	UNIFIED SPECIAL OLYMPICS CO HEAD/CO-ASST COACH	MHS	2021-22	\$2,272.50
MCCHESNEY, SHELBY	ADAPTED SOCCER CI HEAD COACH	MHS	9/21-11/21	\$2,832
MICHEL, DUSTIN	WRESTLING COACH	MMW	11/1/21-12/23/21	\$3,984
MIDTHUN, STEVE	BOYS/GIRLS ALPINE SKI ASST COACH	MHS	11/15/21-2/16/22	\$3,927
MINNIS, LAURA	BOYS CROSS COUNTRY RUNNING ASST COACH	MMW	9/8/21-10/29/21	\$1,190.50
MYERS, CHRISTINE	GYMNASTICS HEAD COACH	MHS	11/8/21-2/19/22	\$6,483
MYERS, JACQUES	GYMNASTICS ASST COACH	MHS	11/8/21-2/19/22	\$4,615
OLSON, MATT	GIRLS HOCKEY ASST COACH	MHS	11/1/21-2/26/22	\$1,000
OLSON, STACIE	GIRLS BASKETBALL ASST COACH	MHS	11/8/21-3/19/22	\$5,527
PEKAREK, JAMES	SPEECH ADVISOR	MME	11/8/21-2/7/22	\$2,446
PETERSON, ALISON	BIOLOGY CLUB ADVISOR	MHS	2021-22	\$4,017
PETESON, ALISON	SCIENCE OLYMPIAD ASST CO-ADVISOR	MHS	10/21-3/22	\$734
PETRON, AMANDA	MATH TEAM ADVISOR	MME	10/11/21-1/13/22	\$1,847
ROCHE, JOHN	GIRLS BASKETBALL ASST COACH	MHS	11/8/21-3/19/22	\$5,291
ROCHE, KATIE	MATH TEAM ADVISOR	MHS	9/21-3/22	\$3,079
SCHREDER, KATELYN	GYMNASTICS ASST COACH	MHS	11/8/21-2/19/22	\$4,615
STILES, TOM	KNOWLEDGE BOWL ADVISOR	MME	11/1/21-3/3/22	\$2,083
STROM, TYLER	E SPORTS CO-HEAD AND CO-ASST ADVISOR	MHS	9/21-1/22	\$1,847.50
VIEN, CARLY	BABYSITTER/HOME ALONE INSTRUCTOR	MCEC	10/30/21	\$29.00/HR
WAHL, JEFF	GIRLS HOCKEY ASST COACH	MHS	11/1/21-2/26/22	\$5,291
WARD, KAYLA	ADAPTED SOCCER CI ASST COACH	MHS	9/21-11/21	\$2,153
WHEATLEY, HALLE	DANCE ASST COACH	MHS	10/25/21-2/19/22	\$3,810
WENTZEL, ANDREA	HEAD COMPETITION DANCE COACH	MHS	10/25/21-2/19/22	\$5,527
WHEELER, SARAH	GIRLS SOCCER ASST COACH	MHS	8/16/21-11/4/21	\$3,461.25
WINDERL, SUE	ADAPTED SOCCER CI ASST COACH	MHS	9/21-11/21	\$2,153

CONSENT

**School Board
Minnetonka ISD #276
5621 County Road 101
Minnetonka, Minnesota**

Board Agenda XVI. e

Title: Gifts and Donations

Date: December 2, 2021

EXECUTIVE SUMMARY:

In accordance with Minnetonka School District Policy #706, the Minnetonka School District encourages gifts and donations to enhance quality education to both students and residents. The School Board makes the final determination on the acceptability of a gift or donation. All gifts and donations become District No. 276 property under the complete jurisdiction of the Minnetonka School Board.

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Girls Tennis Program:

Ieva Medziukaite & Roman Dziuba	\$600.00
Jeff & Heather Prondzinski	\$200.00

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Dr. Dennis Peterson Scholarship Account:

Dr. Dennis Peterson	\$2400.00
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RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Women of Color Club Account:

Joan Schwartz	\$500.00
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RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Men of Color Club Account:

Joan Schwartz	\$500.00
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RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Social Worker Fund:

Kopp Family Foundation	\$1500.00
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RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka Middle School East Principal Discretionary Account:

The Blackbaud Giving Fund	\$50.00
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RECOMMENDATION: That the School Board accepts the following donation to be placed in the Deephaven Elementary School Trust Account:

The Blackbaud Giving Fund	\$300.00
Target c/o Cyber Grants, LLC	\$20.00

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Deephaven Elementary School Social Worker Fund:

Kopp Family Foundation	\$1000.00
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RECOMMENDATION: That the School Board accepts the following donation to be placed in the Excelsior Elementary School Trust Account:

The Blackbaud Giving Fund	\$5.60
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RECOMMENDATION: That the School Board accepts the following donation to be placed in the Scenic Heights Elementary School Trust Account:

Brent Rickenbach	\$47.44
Winston Tan	\$120.00

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Scenic Heights School Social Worker Fund:

Kopp Family Foundation	\$1000.00
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RECOMMENDATION: That the School Board accepts the following donation to be placed in the Middle School West Social Worker Fund:

Kopp Family Foundation	\$1000.00
------------------------	-----------

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Groveland Elementary School Social Worker Fund:

Kopp Family Foundation	\$1000.00
------------------------	-----------

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Groveland Elementary School Principal Discretionary Fund:

Frontstream	\$33.32
-------------	---------

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnewashta Elementary School Principal Discretionary Fund:

The Benevity Community Fund	\$72.10
The Benevity Community Fund	\$91.52

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnewashta Elementary School Band Program:

Mike & Char Pohlad	3 Cornets & 2 Cases
--------------------	---------------------

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Clear Springs Elementary School Principal Discretionary Fund:

Nicole Campion \$150.00

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Clear Springs Elementary School Social Worker Fund:

Kopp Family Foundation \$1000.00

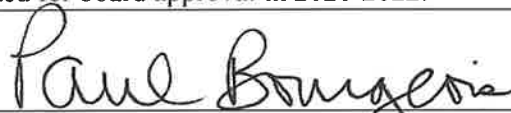
RECOMMENDATION: That the School Board accepts the following donation to be placed in the MCEC Rake-a-thon Fundraiser Account:

Dale Nelson \$75.00

TOTAL GIFTS AND DONATIONS FOR 2021-2022*	=	\$144,361.42
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*Total amount reflects gifts & donations submitted for board approval in 2021-2022.

Submitted by:



Paul Bourgeois, Executive Director of Finance & Operations

CONSENT

**School Board
Minnetonka I.S.D #276
5621 County Road 101
Minnetonka, Minnesota**

Board Agenda Item XVI. f

Title: Electronic Fund Transfers

Date: December 2, 2021

EXECUTIVE SUMMARY:

Minnesota Statute 471.38 requires that a list of electronic fund transfers be submitted to the School Board each month for approval.

RECOMMENDATION:

It is recommended that the School Board approve the attached automatic withdrawals and investments from the General Fund for October 2021.

Submitted by:



Paul Bourgeois, Executive Director of Finance & Operations

OCTOBER 2021 FROM GENERAL FUND

DATE	PAYEE	AMOUNT
10/1/2021	AP Payment	143,419.90
10/4/2021	Further - Flex	12,929.19
10/4/2021	Claims HealthPartners	192,270.42
10/4/2021	Delta Dental	13,194.77
10/5/2021	Payroll	2,633,235.37
10/8/2021	AP Payment	150,428.58
10/12/2021	Claims HealthPartners	272,227.82
10/12/2021	Delta Dental	14,077.26
10/14/2021	Solutran - Wellness Program	4,330.32
10/15/2021	AP Payment	399,152.94
10/18/2021	HealthPartners Premium	71,685.87
10/18/2021	Further - Flex	15,097.69
10/18/2021	Claims HealthPartners	223,353.86
10/18/2021	Delta Dental	24,197.55
10/19/2021	Payroll	2,650,642.42
10/21/2021	Further - Flex	7,783.86
10/21/2021	Delta Dental	6,562.00
10/22/2021	Further - Premium	5,197.50
10/22/2021	AP Payment	451,022.28
10/25/2021	Further - Flex	7,957.13
10/25/2021	Claims HealthPartners	258,284.50
10/25/2021	Delta Dental	19,101.37
10/29/2021	Further Veba Retirement/Severance	20,160.00
10/29/2021	AP Payment	85,071.25
OCTOBER	Art Center CC Processing Fees	4,693.46
OCTOBER	MCEC Credit Card Processing Fees	28,039.53
OCTOBER	Mtka Webstore CC Processing Fees	19,972.74
OCTOBER	Athletic CC Processing Fees	3,548.47
OCTOBER	Postage	4,404.00
OCTOBER	Bank Monthly Service Charge	1,037.08
OCTOBER	Aquatics CC Processing Fees	2,198.51
		<u>\$ 7,745,277.64</u>

OCTOBER

INVESTMENT		MATURITY	INTEREST	ENDING
DESCRIPTION	BANK	DATE	RATE	BALANCE
Money Market	Alerus Bank ICS Savings	NA	0.30%	42,621,706.34
Money Market	MSDLAF+ Liquid Class	NA	0.01%	3,992,557.02
Money Market	MSDLAF+ MAX Class	NA	0.03%	0.01
Term	MSDLAF	NA	-	-
CD	MSDLAF	NA	0.25%	-
Money Market	PMA IS	NA	0.01%	28,479,044.49
Term	PMA MN Trust Term Series	NA	0.00%	-
Municipal Bonds	Northland Securities	NA	0.00%	624,630.37
Various	Wells Fargo OPEB	NA	Var	21,734,644.60
				<u>\$ 97,452,582.83</u>

CONSENT

**School Board
Minnetonka I.S.D. #276
5621 County Road 101
Minnetonka, Minnesota**

Board Agenda Item XVI. g

Title: Enrollment Limits

Date: December 2, 2021

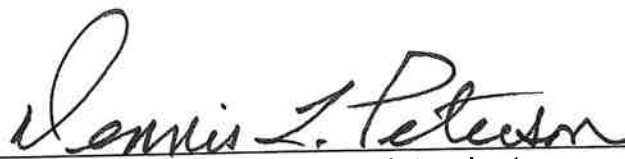
EXECUTIVE SUMMARY:

The Board's adoption of an upper limit on overall K-12 enrollment in the District for years starting with 2020-21 necessitates the setting of school-by-school limits on enrollment in order to accomplish staying within the overall limit. Furthermore, in order to comply with Statute 240D.03 of Minnesota Statutes, there should also be limits on each grade (K-12) in the District. Those limits are described on the attached document. All of these limits will enable the District to accept all students who have applied for Open Enrollment by January 15, 2022.

RECOMMENDATION/FUTURE DIRECTION:

Recommend adoption of enrollment limits.

Submitted by:



Dennis Peterson, Superintendent

**Implementing the 11,100-student limit for 2022-23
within 240D.03 of Minnesota Statutes**

The new limit to overall K-12 enrollment of 11,100 students in Minnetonka requires a new set of limits to grades and schools in the District each year in order to preserve the directive and live within the overall limit.

The enrollment limits of individual schools are set below. The overall total of these enrollment limits of individual schools in the District is 11,100. The school limits are as follows:

Clear Springs	850
Deephaven	670
Excelsior	800
Groveland	890
Minnewashta	890
Scenic Heights	880
Minnetonka Middle School East	1,280
Minnetonka Middle School West	1,290
Minnetonka High School	3,550

Furthermore, it will be necessary to limit the size of individual grades within the District in order to keep overall enrollment at or below 11,100. Since students apply for Open Enrollment by grade within the District, by law, the limits on grade enrollment are stated irrespective of school limits per grade. As grades get close to the limit for each respective grade, the other grades will need to be adjusted downward to assure that the overall enrollment does not exceed 11,100. Thus, the limits for individual grades are as follows:

Kindergarten	1,190
First Grade	820
Second Grade	800
Third Grade	830
Fourth Grade	900
Fifth Grade	850
Sixth Grade	870
Seventh Grade	890
Eighth Grade	860
Ninth Grade	920
Tenth Grade	910
Eleventh Grade	890
Twelfth Grade	920

CONSENT

**School Board
Minnetonka I.S.D #276
5621 County Road 101
Minnetonka, Minnesota**

Board Agenda Item XVI. h

Title: Approval of Designated Combined Polling Places

Date: December 2, 2021

EXECUTIVE SUMMARY:

Pursuant to Minnesota Statutes, Section 205A.11 Subd.2, by December 31 of each year, the school board must designate, by resolution, combined polling places for the following calendar year. The combined polling place must be at a location designated for use as a polling place by a county or municipality. These polling places will serve the precincts specified for all school district special and general elections not held on the same day as a statewide election.

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the school board resolve to designate the following combined polling places.

COMBINED POLLING PLACE:

Deephaven City Hall
20225 Cottagewood Road
Deephaven, Minnesota

This combined polling place serves all territory in Independent School District No. 276 located in the City of Deephaven, Precincts 1 and 2 and City of Woodland Precinct 1; Hennepin County, Minnesota.

COMBINED POLLING PLACE:

Minnetonka District Service Center
5621 Highway 101
Minnetonka, Minnesota

This combined polling place serves all territory in Independent School District No. 276 located in the City of Chanhassen, Precinct 1A, in Carver County; and the City of Eden Prairie, Precincts 1, 2 and 5; Hennepin County, Minnesota.

COMBINED POLLING PLACE:

Excelsior Covenant Church
19955 Excelsior Blvd.
Excelsior, Minnesota

This combined polling place serves all territory in Independent School District No. 276 located in the City of Excelsior, Precinct 1; the City of Greenwood, Precinct 1; and the City of Shorewood, Precinct 4; Hennepin County, Minnesota.

COMBINED POLLING PLACE:

Shorewood Community Center
5735 Country Club Road
Shorewood, Minnesota

This combined polling place serves all territory in Independent School District No. 276 located in the City of Orono, Precinct 2; the City of Shorewood, Precinct 3; and the City of Tonka Bay, Precinct 1; Hennepin County, Minnesota.

COMBINED POLLING PLACE:

Minnewashta Church
26710 W 62nd St.
Excelsior, Minnesota

This combined polling place serves all territory in Independent School District No. 276 located in the City of Shorewood, Precincts 1 and 2 Hennepin County, City of Chanhassen, Precincts 2A and 3; and the City of Victoria, Precinct 1; Carver County, Minnesota.

CITY OF MINNETONKA VOTERS: For those School District voters residing in the City of Minnetonka, the School District election will be held in conjunction with the municipal elections in that city and those voters will vote at their regular city polling places:


Minnetonka W-3 P-D
Minnetonka W-3 P-E
Minnetonka W-3 P-F
Minnetonka W-4 P-A
Minnetonka W-4 P-B
Minnetonka W-4 P-C
Minnetonka W-4 P-D

St. Luke Presbyterian Church
Minnetonka Lutheran Church
Minnetonka United Methodist Church
Ridgewood Church
Minnetonka District Service Center
Bethlehem Lutheran Church
Redeemer Bible Church

Submitted by: _____


Paul Bourgeois, Executive Director of Finance & Operations

Concurrence: _____


Dennis Peterson, Superintendent

RECOMMENDED RESOLUTION

WHEREAS, Minnesota Statute 205A.11, Subd. 2 requires that a school district annually designate polling places by December 31 of each year for use in the following calendar year, and;

WHEREAS, the designated polling places must be at a location designated for use as a polling place by a county or municipality;

BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby designate the following locations for use as polling places in Calendar Year 2022.

COMBINED POLLING PLACE:

Deephaven City Hall
20225 Cottagewood Road
Deephaven, Minnesota

This combined polling place serves all territory in Independent School District No. 276 located in the City of Deephaven, Precincts 1 and 2 and City of Woodland Precinct 1; Hennepin County, Minnesota.

COMBINED POLLING PLACE:

Minnetonka District Service Center
5621 Highway 101
Minnetonka, Minnesota

This combined polling place serves all territory in Independent School District No. 276 located in the City of Chanhassen, Precinct 1A, in Carver County; and the City of Eden Prairie, Precincts 1, 2 and 5; Hennepin County, Minnesota.

COMBINED POLLING PLACE:

Excelsior Covenant Church
19955 Excelsior Blvd.
Excelsior, Minnesota

This combined polling place serves all territory in Independent School District No. 276 located in the City of Excelsior, Precinct 1; the City of Greenwood, Precinct 1; and the City of Shorewood, Precinct 4; Hennepin County, Minnesota.

COMBINED POLLING PLACE:

Shorewood Community Center
5735 Country Club Road
Shorewood, Minnesota

This combined polling place serves all territory in Independent School District No. 276 located in the City of Orono, Precinct 2; the City of Shorewood, Precinct 3; and the City of Tonka Bay, Precinct 1; Hennepin County, Minnesota.

COMBINED POLLING PLACE:

Minnewashta Church
26710 W 62nd St.
Excelsior, Minnesota

This combined polling place serves all territory in Independent School District No. 276 located in the City of Shorewood, Precincts 1 and 2 Hennepin County, City of Chanhassen, Precincts 2A and 3; and the City of Victoria, Precinct 1; Carver County, Minnesota.

CITY OF MINNETONKA VOTERS: For those School District voters residing in the City of Minnetonka, the School District election will be held in conjunction with the municipal elections in that city and those voters will vote at their regular city polling places:

Minnetonka W-3 P-D
Minnetonka W-3 P-E
Minnetonka W-3 P-F
Minnetonka W-4 P-A
Minnetonka W-4 P-B
Minnetonka W-4 P-C
Minnetonka W-4 P-D

St. Luke Presbyterian Church
Minnetonka Lutheran Church
Minnetonka United Methodist Church
Ridgewood Church
Minnetonka District Service Center
Bethlehem Lutheran Church
Redeemer Bible Church

CONSENT

School Board
Minnetonka I.S.D #276
5621 County Road 101
Minnetonka, Minnesota

Board Agenda Item XVI. I

Title: Resolution Authorizing Issuance of Certificates
Of Election and Directing School District Clerk
To Perform Other Election Related Duties

December 2, 2021

EXECUTIVE SUMMARY:

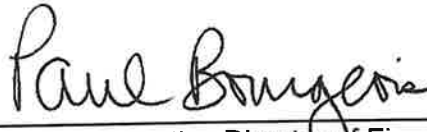
After canvassing the election and after the time for contesting elections has passed and candidates have filed the required campaign financial reports, the School Board is required to issue a certificate of election to the candidate for each office who received the largest number of votes cast for the office. (MS 205A.10, Subd. 3.)

Based upon the results of the November 2, 2021 School Board General Election, Meghan Selinger, Patrick Lee-O'Halloran, and Christian Vitale were elected to the board and require the issuance of Certificates of Election following the receipt of Campaign Financial Report Certificate of Filing as required by Minnesota Statutes, Chapter 211A.

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board approve the attached resolution authorizing issuance of Certificates of Election and directing the school district clerk to perform other election duties.

Submitted by: _____



Paul Bourgeois, Executive Director of Finance & Operations

Concurrence: _____



Dennis Peterson, Superintendent

RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES OF ELECTION AND
DIRECTING SCHOOL DISTRICT CLERK TO PERFORM OTHER ELECTION
RELATED DUTIES

WHEREAS, the board has canvassed the general election for school board members held on November 2, 2021.

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 276, State of Minnesota, as follows:

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 276 to the following candidates:

- a. Meghan Selinger
- b. Patrick Lee-O'Halloran
- c. Christian Vitale

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.

3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

CERTIFICATE OF ELECTION

This is to certify as follows:

1. The School Board of Independent School District No. 276 on November 5, 2021 canvassed the general election of school board members held on November 2, 2021.
2. Christian Vitale received the third largest number of votes cast for the office of school board member of Independent School District No. 276 for a full four-year term.
3. There are three full four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore, Christian Vitale is elected to the office of school board member of Independent School District No. 276 for a full four-year term beginning the first Monday in January 2022 and expiring the first Monday in January 2026.

By authority of the School Board of Independent School District No. 276,
pursuant to resolution dated December 2, 2021

Dated: 12/16/21


Chair

Dated: 12/16/21


Clerk

**ACCEPTANCE OF OFFICE
AND OATH OF OFFICE**

To: Christian Vitale

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OFFICE

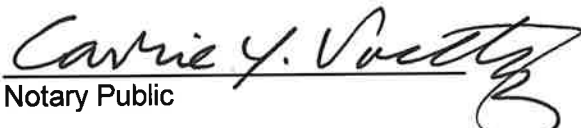
I hereby accept the office of school board member of Independent School District No. 276 for a term beginning the first Monday in January 2022 and expiring the first Monday in January 2026.

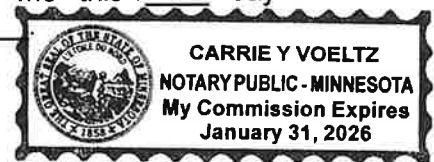
Date: 12/16/21


Signature

STATE OF MINNESOTA
COUNTY OF HENNEPIN

The foregoing instrument was acknowledged before me this 16th day of December, 2021 by CHRIS VITALE


Notary Public



OATH OF OFFICE

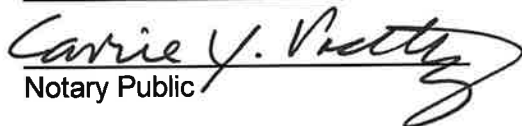
I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 276 to the best of my judgment and ability.

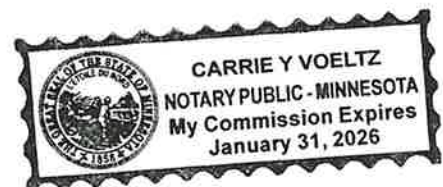
Date: 12/16/21


Signature

STATE OF MINNESOTA
COUNTY OF HENNEPIN

The foregoing instrument was acknowledged before me this 16th day of DECEMBER, 2021 by CHRIS VITALE


Notary Public



CERTIFICATE OF ELECTION

This is to certify as follows:

1. The School Board of Independent School District No. 276 on November 5, 2021 canvassed the general election of school board members held on November 2, 2021.
2. Patrick Lee-O'Halloran received the second largest number of votes cast for the office of school board member of Independent School District No. 276 for a full four-year term.
3. There are three full four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Patrick Lee-O'Halloran is elected to the office of school board member of Independent School District No. 276 for a full four-year term beginning the first Monday in January 2022 and expiring the first Monday in January 2026.

By authority of the School Board of Independent School District No. 276,
pursuant to resolution dated December 2, 2021.

Dated: 12/16/21


Chair

Dated: 12/16/21


Clerk

**ACCEPTANCE OF OFFICE
AND OATH OF OFFICE**

To: Patrick Lee-O'Halloran

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 276 for a term beginning the first Monday in January 2022 and expiring the first Monday in January 2026.

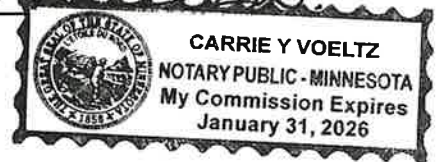
Date: 12/16/2021

Patrick Lee-O'Halloran
Signature

STATE OF MINNESOTA
COUNTY OF HENNEPIN

The foregoing instrument was acknowledged before me this 16th day of DECEMBER, 2021 by PATRICK LEE-O'HALLORAN.

Carrie Y. Voeltz
Notary Public



OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 276 to the best of my judgment and ability.

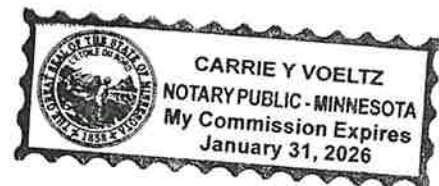
Date: 12/16/2021

Patrick Lee-O'Halloran
Signature

STATE OF MINNESOTA
COUNTY OF HENNEPIN

The foregoing instrument was acknowledged before me this 16th day of DECEMBER, 2021 by PATRICK LEE O'HALLORAN.

Carrie Y. Voeltz
Notary Public



CERTIFICATE OF ELECTION

This is to certify as follows:

1. The School Board of Independent School District No. 276 on November 5, 2021 canvassed the general election of school board members held on November 2, 2021.
2. Meghan Selinger received the largest number of votes cast for the office of school board member of Independent School District No. 276 for a full four-year term.
3. There are three full four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore, Meghan Selinger is elected to the office of school board member of Independent School District No. 276 for a full four-year term beginning the first Monday in January 2022 and expiring the first Monday in January 2026.

By authority of the School Board of Independent School District No. 276,
pursuant to resolution dated December 2, 2021.

Dated: 12/16/21


Chair

Dated: 12/14/21


Clerk

**ACCEPTANCE OF OFFICE
AND OATH OF OFFICE**

To: Meghan Selinger

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OFFICE

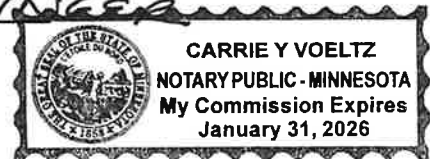
I hereby accept the office of school board member of Independent School District No. 276 for a term beginning the first Monday in January 2022 and expiring the first Monday in January 2026.

Date: 12/16/21 _____
Signature 

STATE OF MINNESOTA
COUNTY OF HENNEPIN

The foregoing instrument was acknowledged before me this 16th day of DECEMBER, 2021 by MEGHAN SELINGER


Notary Public



OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 276 to the best of my judgment and ability.

Date: 12/16/21 _____
Signature 

STATE OF MINNESOTA
COUNTY OF HENNEPIN

The foregoing instrument was acknowledged before me this 16th day of DECEMBER, 2021 by MEGHAN SELINGER


Notary Public

