

## SCHOOL BOARD MEETING

Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota  
[www.minnetonkaschools.org](http://www.minnetonkaschools.org)

March 4, 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)

- 6:15 Recognitions: The Scholastic Art and Writing Awards; the DSC Honored Artists from MME and MMW; the MMEA All-State Musicians (Band, Choir and Orchestra); the Science Bowl State Qualifiers; the King's Singers New Music Prize Award Winner; the Miss Amazing Teen Queen Minnesota Award Winner; the International Literacy Association 30 Under 30 Award Winner; the National High School Baseball Coaches Association Hall of Fame Honoree; and the Certificate of Appreciation Honoree for the Restoration of Naval Artifacts
- 7:00 I. Call to Order
- II. Pledge to the Flag
- III. Adoption of the Agenda
- 7:03 IV. School Report: MMW
- 7:30 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 at the end of this agenda.
- 7:35 VI. Update on Secondary Learning Plan
- 7:50 VII. Approval of FY21 Amended Budget
- 8:25 VIII. Approval of Self-Insurance Fund Rates for FY22
- 8:30 IX. Approval of Self-Insurance Plan Third Party Administrator
- 8:35 X. Approval of Sale of 2021B Certificates of Participation Refunding Bonds

- 8:40 XI. CONSENT AGENDA
- a. Minutes of February 4, 2021 Regular Meeting and February 18, 2021 Closed Session
  - b. Study Session Summary of February 18, 2021
  - c. Payment of Bills
  - d. Recommended Personnel Items
  - e. Gifts and Donations
  - f. Electronic Fund Transfers
  - g. Approval of Underground Easement for CenterPoint Energy at Minnetonka Community Education Center
  - h. Approval of UNUM Insurance Proposal for Ancillary Insurance for Employees in FY22 and FY23
- 8:42 XII. Board Reports
- 8:44 XIII. Superintendent's Report
- 8:46 XIV. Announcements
- 8:47 XV. 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 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.*

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

**Board Agenda Item IV.**

**Title: School Report: MMW**

**Date: March 4, 2021**

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**EXECUTIVE SUMMARY**

MMW Principal Freya Schirmacher will provide an update regarding the site-based implementation of School Board Goals 1, 2, and 3 at MMW, and also the successes and challenges of ensuring an excellent student experience while also adapting to the realities of Covid-19. This report will specifically focus on the eLearning and Hybrid learning models and related instructional strategies in place at MMW. Ms. Schirmacher will also provide information about student well-being, belonging, and personalization this year at MMW.

**Submitted by:** \_\_\_\_\_



Dennis Peterson, Superintendent

**UPDATE**

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

**Board Agenda Item VI.**

**Title: Update on Secondary Learning Plan**

**Date: March 4, 2021**

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**EXECUTIVE SUMMARY:**

The Minnetonka School Board has adopted a plan to move all students in Grades 6-12 to in-person learning on March 15, if the parents agree to that placement. A survey of parents is underway to determine which students will be in school starting March 15 or be learning through streaming. Those results will be known by March 4. One change to the plan is for the Grades 6-8 teachers to have their planning on March 12 and April 6, instead of March 11-12. So, Grades 6-8 students will be in school on March 11 and not in school on April 6.

**Submitted by:**



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**Dennis L. Peterson  
Superintendent of Schools**

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

Board Agenda Item VII.

Title: Approval of FY2021 Amended Budget

Date: March 4, 2021

**EXECUTIVE SUMMARY:**

Minnetonka Independent School District 276 continually monitors actual revenue and expenditures against budgeted amounts through the year, and typically makes mid-year budget adjustments to reflect any changes in revenue and expenditure projections that have materialized in the first 6-7 months of the year.

For FY21, there have been more adjustments than usual due to the impact of the COVID-19 Pandemic on the cost of delivering instruction in a safe manner.

The attached amended budget information is for FY2021 only. The FY2022 budget is in the process of development during the months of February through May for final approval in June prior to the start of FY2022 on July 1, 2021. Initial revenue and expenditure projections for FY2022 are included for informational purposes, but as part of the FY2022 budget process, updated projections for FY2022 and subsequent years will be presented at that time.

The FY2021 Amended Budget projects the following amounts for the General Fund:

<i>General Fund Revenues</i>	\$139,631,456
<i>General Fund Expenditures</i>	\$145,985,233
<i>Projected Revenues Over (Under) Expenditures</i>	\$ (6,353,777)
<i>Net Change in Fund Balance</i>	\$ (6,353,777)
<i>Projected Ending Unassigned Fund Balance</i>	\$ 20,135,155
<i>Unassigned Fund Balance as Percent of Expenditures</i>	13.8%
<i>Net Change in Unassigned Fund Balance From FY20</i>	\$ (6,365,199)

Amended Budgets for the Nutrition Services Fund, Community Services Fund, Capital Expenditures Fund, Debt Service Fund, Fiduciary Funds-Donations, Athletic Equipment Fund, Self-Insurance Health & Dental Fund, Other Post-Employment Benefits Fund, Arts Center Fund, Dome Operations Fund, Aquatics Fund, Pagel Center Operations Fund, Long Term Facilities Maintenance Fund, Building Construction Fund, OPEB Bonds Debt Service Fund, and Capital Projects Technology Fund and are also attached for review.

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**ATTACHMENTS:**

FY2021 Amended General Fund Budget  
FY2021 Reconciliation of Adopted Budget to Amended Budget  
FY2021 Amended Budget and FY22-FY26 Projection Assumptions  
FY2021 Summary of General Fund Budget Amendments  
Food & Nutrition Services Fund  
Community Services Fund  
Capital Expenditures Fund  
Debt Service Fund  
Fiduciary Funds - Donations  
Athletic Equipment Fund  
Self-Insurance Health & Dental Fund  
Other Post-Employment Benefits Fund  
Arts Center Fund  
Dome Operations Fund  
Aquatics Fund  
Pagel Center Operations Fund  
Long Term Facilities Maintenance Fund  
Other Post-Employment Benefits Debt Service Fund  
Building Construction Fund  
Capital Projects Technology Fund

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**RECOMMENDATION/FUTURE DIRECTION:**

The FY2021 Amended Budget is presented for the School Board's approval.

***Resolution to Approve Amended Budgets for Fiscal Year 2021***

*BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby approve amendments to the Fiscal Year 2021 Budget for all funds as presented in the District fund projections for Fiscal Year 2021 as of February 19, 2021, including General Fund Revenues of \$139,631,456 and General Fund Expenditures of \$145,985,233.*

Submitted by: \_\_\_\_\_



Paul Bourgeois, Executive Director of Finance & Operations

Concurrence: \_\_\_\_\_



Dennis Peterson, Superintendent

**MINNETONKA INDEPENDENT SCHOOL DISTRICT 276**  
**FY2021 AMENDED GENERAL FUND BUDGET AND PROJECTION FOR FY2022 THROUGH FY2026**

General (01), Transportation (03), & Extra Curricular (11) Funds		+18.19 Tchr FTE	+26.19 Tchr FTE	-3.06 Tchr FTE	+36.75 Tchr FTE	-36.75 Tchr FTE	+0 Tchr FTE	+0 Tchr FTE	+0 Tchr FTE	+0 Tchr FTE
K-12 Student Growth Oct Target Numbers (Actuals FY18-FY21)		139	165	43	7	46	0	0	0	0
October 1 K-12 Enrollment Target (Actuals FY18-FY20)		10,882	11,047	11,100	11,054	11,100	11,100	11,100	11,100	11,100
	<b>Definitions</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Amended</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>
		<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>
<b>SOURCES OF REVENUE:</b>	Gen Ed Rev - Resident	\$50,376,471	\$51,590,101	\$52,484,515	\$52,319,814	\$53,033,872	\$54,278,284	\$55,484,028	\$56,596,116	\$57,724,177
	Gen Ed Rev - Open Enroll	\$24,810,343	\$26,491,644	\$27,287,367	\$26,873,489	\$27,572,984	\$28,219,970	\$28,846,851	\$29,425,040	\$30,011,534
	Categorical	20,565,655	20,917,804	21,272,773	21,228,291	21,997,928	22,922,998	23,411,279	23,898,388	24,399,960
	Miscellaneous	3,530,713	3,430,970	2,843,610	2,207,310	2,469,810	3,119,810	3,119,810	3,119,810	3,119,810
	Federal	2,011,478	2,197,098	2,273,077	6,179,785	2,885,787	2,914,645	2,943,791	2,973,229	3,002,962
	Revenue Before Ref.	101,294,661	104,627,616	106,161,343	108,808,689	107,960,381	111,455,707	113,805,759	116,012,583	118,258,443
	Total Voter Approved Referendum Rev	19,941,821	24,688,506	22,359,238	22,188,050	22,410,647	22,726,870	23,271,575	23,804,323	24,408,072
	Local Option Revenue Tier 1	5,055,348	5,143,658	5,297,528	5,256,739	5,292,763	5,158,893	5,172,546	5,172,546	5,172,546
	Local Option Revenue Tier 2			3,406,837	3,377,977	3,489,811	3,494,010	3,571,682	3,646,830	3,731,982
	<b>Total Revenue</b>	<b>\$126,291,830</b>	<b>\$134,459,781</b>	<b>\$137,224,945</b>	<b>\$139,631,456</b>	<b>\$139,153,602</b>	<b>\$142,835,479</b>	<b>\$145,821,562</b>	<b>\$148,636,282</b>	<b>\$151,571,042</b>
<b>USES OF REVENUE:</b>	Salaries & Wages	\$83,313,321	\$88,163,875	\$91,554,590	\$97,087,903	\$93,679,330	\$97,045,764	\$100,530,979	\$104,139,073	\$107,874,277
	Benefits	25,515,306	27,249,643	29,099,726	30,536,947	29,051,692	30,184,565	31,316,935	32,327,174	33,346,947
	Purchased Serv.	6,059,609	5,144,867	6,091,756	6,930,486	5,615,647	5,693,609	5,772,515	5,852,383	5,933,235
	Supplies	4,283,184	4,302,381	4,651,532	6,066,108	4,499,439	4,421,202	4,336,599	4,377,502	4,418,379
	Transportation	4,993,906	5,382,420	5,566,756	5,583,489	5,469,741	5,617,790	5,782,134	5,951,349	6,125,582
	Transfers	501,931	510,256	542,099	577,723	559,431	576,214	593,500	611,305	629,644
	Transfer from OPEB Trust	(707,637)	(794,338)	(797,423)	(797,423)	(816,428)	(822,972)	(813,412)	(789,582)	(738,870)
	<b>Total Expenses</b>	<b>\$123,959,620</b>	<b>\$129,959,104</b>	<b>\$136,709,036</b>	<b>\$145,985,233</b>	<b>\$138,058,852</b>	<b>\$142,716,172</b>	<b>\$147,519,249</b>	<b>\$152,469,204</b>	<b>\$157,589,194</b>
<b>BOTTOM LINE:</b>	<b>Ongoing Revenue Over (Under) Expenditures</b>	<b>\$2,332,210</b>	<b>\$4,500,677</b>	<b>\$515,910</b>	<b>(\$6,353,777)</b>	<b>\$1,094,750</b>	<b>\$119,307</b>	<b>(\$1,697,687)</b>	<b>(\$3,832,923)</b>	<b>(\$6,018,152)</b>
<b>FUND BALANCE:</b>	Beginning	\$21,363,897	\$23,117,738	\$25,922,513	\$27,398,932	\$21,045,155	\$22,139,905	\$22,259,212	\$20,561,525	\$16,728,602
	Ongoing Revenue Over (Under) Expenditures	\$2,332,210	\$4,500,677	\$515,910	(\$6,353,777)	\$1,094,750	\$119,307	(\$1,697,687)	(\$3,832,923)	(\$6,018,152)
	One-Time Transfer from Operating Capital	\$9,735	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	One-Time Transfer to Operating Capital	(\$588,104)	(\$219,483)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Ending	23,117,738	27,398,932	26,438,423	21,045,155	22,139,905	22,259,212	20,561,525	16,728,602	10,710,450
<b>RECON. OF ENDING FUND BALANCE:</b>										
<b>Assigned Fund Balance</b>	Op Cap Deferred Use	\$219,483	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Assigned Fund Balance</b>	Q-Comp	\$666,458	\$263,376	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
<b>Restricted Fund Balance</b>	3rd Party Billing	\$56,484	\$100,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
<b>Non Spendable Fd Bal</b>	Prepays & Inventories	\$1,037,971	\$535,203	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000
<b>Total Assigned, Non Spendable or Restricted Fd Bal</b>		<b>\$1,980,396</b>	<b>\$898,579</b>	<b>\$910,000</b>	<b>\$910,000</b>	<b>\$910,000</b>	<b>\$910,000</b>	<b>\$910,000</b>	<b>\$910,000</b>	<b>\$910,000</b>
<b>Total Unassigned Fund Balance</b>		<b>\$21,137,342</b>	<b>\$26,500,354</b>	<b>\$25,528,423</b>	<b>\$20,135,155</b>	<b>\$21,229,905</b>	<b>\$21,349,212</b>	<b>\$19,651,525</b>	<b>\$15,818,602</b>	<b>\$9,800,450</b>
<b>Total Fund Balance as % of Expenditures</b>		18.6%	21.1%	19.3%	14.4%	16.0%	15.6%	13.9%	11.0%	6.8%
<b>Unassigned as a % of Expenditures</b>		17.1%	20.4%	18.7%	13.8%	15.4%	15.0%	13.3%	10.4%	6.2%

**Minnetonka Public School District**  
**SUMMARY OF GENERAL FUND BUDGET AMENDMENTS**  
**FISCAL YEAR 2020-21**  
**Reconciliation of Adopted Budget to Amended Budget**  
**Fiscal Year Ending June 30, 2021**

<b>General Fund - Funds 01, 03 11</b>	<b>2020-2021 ADOPTED BUDGET</b>	<b>2020-2021 AMENDED BUDGET</b>	<b>DIFFERENCE</b>
<b>REVENUE</b>	<b>\$ 137,224,945</b>	<b>\$ 139,631,456</b>	<b>\$ 2,406,511</b>
<b>General Education Revenue</b>			
Adjust Enrollment from 11,100 Projected to Actual October Enrollment of 11,054 Grades Pre-K to 12	(578,579)		
Adjust Levy estimates to actual	(294,156)		
<b>Categorical Revenue</b>			
State Special Education Revenue increase based on 01/28/21 MDE FY21 Special Education Aid Report	8,559		
NonPublic Transportation	1,528		
Gifted & Talented Aid based on actual enrollment	(1,251)		
<b>Federal Programs Revenue</b>			
Federal Program Carryovers from Prior Years and Final 20-21 Grant Letters	584,138		
COVID Relief funds Round 1 - ESSER 90, ESSER 9.5, GEER, CRF - Net of Non Public Allocations	2,797,430		
COVID Relief funds Round 2 - ESSER 90 - Net of Non Public Allocations	525,141		
<b>Other Revenue</b>			
Transportation Fees	(200,000)		
Investment Income adjusted to Reflect Current Market Rates of Return	(50,000)		
MHS Parking Fees	(197,810)		
Other Local Revenue, Student Fees, Xcel and Centerpoint Rebates	41,701		
Fund 11 Activity Fees/Tickets reduce due to COVID	(230,190)		
<b>Total Revenue Changes</b>		<b>2,406,511</b>	



**Minnetonka Public School District  
SUMMARY OF GENERAL FUND BUDGET AMENDMENTS  
FISCAL YEAR 2020-21  
Reconciliation of Adopted Budget to Amended Budget  
Fiscal Year Ending June 30, 2021**

<b>General Fund - Funds 01, 03 11</b>	<b>2020-2021 ADOPTED BUDGET</b>	<b>2020-2021 AMENDED BUDGET</b>	<b>DIFFERENCE</b>
<b>EXPENDITURES</b>	<b>\$ 136,709,036</b>	<b>\$ 145,985,233</b>	<b>\$ 9,276,197</b>
<b>Salaries &amp; Benefits</b>			
Increase in MTA Salaries and Benefits for additional 36.75 FTE added after Adopted Budget for total 831.74 FTEs	<b>3,813,960</b>		
Decrease in salaries and benefits from 19-20 and 20-21 projected contract terms, to actual contract settlements		<b>(1,604,787)</b>	
Decrease in Clerical (.25) FTE - Added Business Office Support Specialist, Increased Student Support Office Assistant, Reduced Student Records Office Assistant		<b>12,525</b>	
Increase in Instructional Para 81.02 FTE for a total 298.39 FTE	<b>3,040,649</b>		
Increase in Non-instructional Para 23.7 FTE for a total 73.46 FTE	<b>553,994</b>		
Decrease (2.4) FTE = Supervisor of Student Services (1.0), Student Management Coordinator (1.0), Executive Director of Special Services (.4)		<b>(243,852)</b>	
Decrease in Non-Licensed based on actual salaries and benefits for staff included in Adopted Budget		<b>(137,522)</b>	
<b>Federal Programs Expense</b>			
Federal Program Carryovers and Final 20-21 Grant Letters to match revenue not included in Salaries above - offset by revenue		<b>584,138</b>	
COVID Relief funds - ESSER 90, ESSER 9.5, GEER, CRF - Expenses equal to Revenue		<b>3,322,571</b>	
<b>Other Expenditure Lines</b>			
3rd Party Billing - Operational Expenses		<b>(3,222)</b>	
Business Office - Payroll Assistance		<b>60,000</b>	
COVID 19 Service and Supply Expenses - Not Covered by Relief Funds		<b>591,808</b>	

**Minnetonka Public School District**  
**SUMMARY OF GENERAL FUND BUDGET AMENDMENTS**  
**FISCAL YEAR 2020-21**  
**Reconciliation of Adopted Budget to Amended Budget**  
**Fiscal Year Ending June 30, 2021**

	<b>2020-2021 ADOPTED BUDGET</b>	<b>2020-2021 AMENDED BUDGET</b>	<b>DIFFERENCE</b>
<b>General Fund - Funds 01, 03 11</b>			
Elementary 3rd, 4th & 5th Gr Choir	6,660		
Transfer between Preschool Screening and Health Services	1,227		
LCTS Program - Carryovers and Final 20-21 Grant Letters to match revenue not included in Salaries above - offset by revenue	(3,326)		
Tuition - Vocational Tuition based on ISD 288 Invoices	7,000		
Staff Development Non-Salary budgets adjusted to match increase in actual Salaries above estimate	28,208		
Q-Comp Non-Salary budgets adjusted to match increase in Salaries	(6,464)		
JPA Grant - Offset by revenue	18,100		
Technology - ERATE/Internet Services	45,000		
Insurance Property/Liability - Premiums based on actual final low quote	64,105		
Print Shop - Operation Expenses	606		
Project Studies - Shorewood Professional Building	25,000		
Social Worker Travel, Supplies	(1,500)		
Dome Transfer - COVID 19 Depressed revenues - one time transfer to cover partial dome bond payment	35,624		
Fund 03 Transportation - Bus Garage Property Taxes	42,000		
Fund 11 Enrichments - Esports, MMW Women of Color	16,165		
Fund 11 Athletics - Girls Swim - Additional Coach	3,474		
	<u>9,276,197</u>		
<b>ONGOING REVENUE OVER (UNDER) EXPENSES</b>	<b>515,909</b>	<b>(6,353,777)</b>	<b>(6,869,686)</b>

Amended Budget Six-Year Projection Assumptions  
FY21-FY26  
March 4, 2021

Projected FY21-FY26 Major Budget Assumptions  
Under Current Statutes through FY20 Legislature and Governor's  
FY22-FY23 Proposed Budget

The following major assumptions and factors are included in the FY21 Amended Budget and FY22 through FY26 Budget Projections:

- Enrollment
  - FY21 Amended Budget at 11,054 K-12 students per October 20 Actual Enrollment
  - FY22 through FY26 K-12 students set at 11,100 K-12 cap based on November 15, 2020 Actual, Projected and Target Enrollments for 2020-202% with F26 rolled forward
  - It is assumed that the target of 11,100 K-12 students will be achieved in FY22-FY26
  
- Total Revenues for FY21 Amended Budget of \$139,631,456, which is an increase of \$2,406,511 increase over FY21 Adopted Budget Revenues of \$137,224,945
  - Major items - COVID-19 Relief Revenue from ESSER 90, ESSER 9.5, GEER, CRF Round 1 and ESSER 90 Round 2 totaling \$3,322,571 for the General Fund (is offset by a reduction of General Education Revenue of (\$578,579) due to enrollment below 11,100 K-12 as well as lower fees for Transportation, MHS Parking, and Activity FEEs of (\$628,000) due to COVID-19
  
  - General Education Formula Per Pupil FY21 – 2.0% actual increase of \$129 to \$6,567
  - General Education Formula Per Pupil FY22 – assumes 1.0% increase of \$66 to \$6,633 based on Governor's Budget Proposal to 2021 Legislature
  - General Education Formula Per Pupil FY23 – assumes 2.5% increase of \$166 to \$6,799 based on Governor's Budget Proposal to 2021 Legislature
  - General Education Formula Per Pupil FY24 – assumes 2.0% increase of \$136 to \$6,935 based on conservative estimate from historical averages
  - General Education Formula Per Pupil FY25 – assumes 2.0% increase of \$139 to \$7,074 based on conservative estimate from historical averages
  - General Education Formula Per Pupil FY26 – assumes 2.0% increase of \$141 to \$7,215 based on conservative estimate from historical averages
  
- Local Option Revenue Tier 1 for FY21 and later remains at \$424 per Adjusted Pupil Unit which generates \$5,256,739 in FY21 – this is local levy so additional students above the estimate generate revenue in a subsequent year with a make-up levy

- Local Option Revenue Tier 2 for FY21 at \$300 and adjusted for inflation through FY26 at Operating Referendum Inflation Rate – generates \$3,377,977 in FY21
- Categorical Programs revenue (Q-Comp, Equity, etc.) FY21– remain at current funding levels per pupil
- FY21 Federal Revenue (as well as offsetting expenditures) set at estimated grant levels per grant letters – includes FY20 carry-over amounts of \$584,138 as well as \$3,322,571 of COVID-19 relief allocations
- Operating Referendum Revenue – \$1,779.50 per Adjusted Pupil Unit levied for FY21 – reduced \$300 from FY20 by Legislative action.
  - Subsequent years increased by inflation factors per July 23, 2020 calculation from MDE
  - \$1,779.50 per Adjusted Pupil Unit in FY21
  - \$1,827.54 per Adjusted Pupil Unit in FY22
  - \$1,867.88 per Adjusted Pupil Unit in FY23
  - \$1,907.60 per Adjusted Pupil Unit in FY24
  - \$1,951.27 per Adjusted Pupil Unit in FY25
  - \$2,000.76 per Adjusted Pupil Unit in FY26
    - District is at the Operating Referendum Cap starting in FY20 and future years – only annual increase is for inflation
- Miscellaneous Revenue - Includes \$287,500 in Tonka On Line gross revenue and interest earnings of approximately \$450,000 based on current interest rates and district initiatives for cash management
  - Transportation Fees, Ticket Revenue and Activity Revenue are assumed to return to normal levels in FY22 and through FY26.
  - Investment income is assumed to return to normal levels in FY23 based on Federal Reserve Bank statements to keep interest rates low in calendar 2021 and 2022 – rates are presumed to rise in calendar 2023 to impact FY23 and thereafter.
- Total Expenditures for FY21 of \$145,985,233 are increased \$9,276,197 over the FY21 Adopted Budget due entirely to increased costs from the necessity to operate schools in the COVID-19 environment
- Salaries – Salaries are 66.5% of the FY21 Amended General Fund Budget – together with Benefits at 20.9%, they make up 87.4% of the General Fund Budget
  - Teachers (Fund 01)
    - FY21 Amended Budget K-12 teaching staff at 831.74 FTE, which is an increase of 36.75 from the FY20 Adopted Budget. Staff was necessary to operate classes under COVID-19 mandated restrictions
      - FY22-FY26 assumes all staffing returns to normal levels for 11,100 K-12 students and continues the prior assumption of no teacher growth over the FY21 Adopted Budget levels for FY22-FY26

- Salary and benefit package increases per MTA contract for FY21, and 3.0% salary and benefit package increase assumed each year FY22-FY26 for Minnetonka Teachers Association
  - Other Staff
    - Has actual salary agreements for FY21 and FY22, and then assumes 3.0% salary increase projections for FY22-FY26
    - Instructional paraprofessional staff increased by 81.02 FTE and non-instruction paraprofessional staff by 23.70 in order to operate classes under COVID-19 mandated restrictions
    - FY22-FY26 assumes all staffing returns to normal levels for 11,100 K-12 students and continues the prior assumption of no paraprofessional staff growth over the FY21 Adopted Budget levels for FY22-FY26
- Benefits – Benefits inclusive of the OPEB Retirement Benefits transfer reduction are 20.9% of the General Fund Budget – together with Salaries they make up 87.4% of the General Fund Budget
  - Actual fringe benefit contribution increases for FY21 are included for MTA with a 3.0% benefit package increase estimated for any years after current contracts through FY26
  - Teachers Retirement Association pension contributions at 8.13% in FY21, 8.34% in FY22, 8.55% in FY23 and 8.75% in FY24 and thereafter
    - 2018 Pension Bill increased the TRA contribution rate in future years but revenue will be provided to offset the increase
  - Public Employees Retirement Association pension contributions at 7.50% in FY21 through FY26
  - OPEB Trust transfer of \$797,423 is calculated by CBIZ actuaries and reduces OPEB benefit expenditures in the General Fund
- Total Salaries and Benefits of \$127,624,850 are 87.4% of Total General Fund Expenditures of \$145,985,233
- Purchased Services
  - Line items at FY21 Adopted Budget were held flat for all budgets unless an increase was approved by the Superintendent for FY21, then increased by 1% inflation for FY22-26 for all cost centers
  - Increases in FY21 Amended Budget of \$838,730 over FY21 Adopted Budget are the result of expenditures needed to operate classes under COVID-19 mandated restrictions
  - FY22 assumes backing out all COVID-19 one-time expenditures from FY21 which reduces projection for FY22 projection to the range of FY20 actual expenditures in this category
  - FY23-FY26 are projected based on FY22 projection with appropriate inflation projections for utilities, with other areas at 1%

- Purchased Services are 4.7% of the Amended General Fund Budget
  - Includes line items such as utility costs (electricity, etc.), snow removal, repair and preventive maintenance costs of building systems, property insurance, legal counsel, Special Education tuition at various care facilities, and professional consultants
  
- Supplies
  - Line items at FY21 Adopted Budget were held flat for all budgets unless an increase was approved by the Superintendent for FY21, then increased by 1% inflation for FY22-26 for all cost centers
  - Increases in FY21 Amended Budget of \$1,414,576 over FY21 Adopted Budget are the result of expenditures needed to operate classes under COVID-19 mandated restrictions
  - FY22 assumes backing out all COVID-19 one-time expenditures from FY21 which reduces projection for FY22 projection to the range of FY20 actual expenditures in this category
  - FY23-FY26 are projected based on FY22 projection with inflation projections at 1%
  
- Supplies are 4.2% of General Fund Budget, up from 3.4%, due to the impact of COVID-19
  - Includes line items such as instructional, restroom and cleaning supplies, maintenance repair supplies such as HVAC system filters, and grounds supplies such as fuel for the maintenance vehicles and replacement parts for the lawnmowers
  
- Transportation
  - Increase of 6.50% for FY21, which is the second year of a four-year contract
  - Increases of 3.00% for FY22 and 2.75% for FY23, then assumes a new contract scheduled for FY24 and later projected at 3.0%
  - Bus routes in FY21 at the same number as in FY20
  - FY22 projection assumes operation of in-District Transition to Adult Program which reduces Special Education routes from 9 buses using 2/3 of a tier route in FY21 down to 4 buses using 1/3 of a tier route in FY22 for a savings of \$241,176 and removal of any routes added in FY21 due to COVID-19 mandated restrictions
  
- Transportation is 4.1% of the General Fund Budget
  
- Transfers – This is primarily the transfer to the Arts Center operations budget to fund the operating expenditures of the Arts Center that are not paid for out of play ticket receipts and facility rental revenue – estimated at \$542,099 for FY21 Adopted Budget then increasing by 3% annually FY22 through FY26.
  - Increase of \$35,624 in FY21 is for a one-time transfer to the Dome Fund to pay for a portion of the annual bond payment
  - Dome revenues were depressed due to COVID-19 impact
  - Dome operations and revenues are assumed to returned to normal in FY22, so the Dome transfer is backed out in FY22 and thereafter

**MINNETONKA PUBLIC SCHOOL DISTRICT #276**  
**SUMMARY OF GENERAL FUND BUDGET AMENDMENTS**  
**FISCAL YEAR 2020-2021**

	2019-2020 <u>ACTUAL</u>	2020-2021 <u>ADOPTED BUDGET</u>	2020-2021 <u>AMD. BUDGET</u>	<u>CHANGE</u>
<b>REVENUE:</b>				
General Education Revenue	\$ 78,081,745	\$ 79,771,883	\$ 79,193,304	\$ (578,579)
Categorical Revenue	20,917,804	21,272,773	21,228,291	(44,482)
Federal Programs	2,197,098	2,273,077	6,179,785	3,906,708
Other Revenue	3,430,970	2,843,610	2,207,310	(636,300)
Referendum Revenue	24,688,506	22,359,238	22,188,050	(171,188)
Location Equity Revenue	5,143,658	8,704,365	8,634,716	(69,649)
<b>TOTAL REVENUE</b>	<u>\$ 134,459,781</u>	<u>\$ 137,224,945</u>	<u>\$ 139,631,456</u>	<u>\$ 2,406,510</u>
<b>OPERATIONAL EXPENDITURES:</b>				
Wages and Salaries	\$ 88,467,224	\$ 91,861,867	\$ 97,378,855	\$ 5,516,988
Employee Benefits	27,366,764	29,214,694	30,642,973	1,428,279
Transfer from OPEB Trust (Reclassification)	(794,338)	(797,423)	(797,423)	-
<b>Total Personnel Expenditures</b>	<u>115,039,650</u>	<u>120,279,138</u>	<u>127,224,405</u>	<u>6,945,267</u>
Contracted Services	10,166,475	11,290,381	12,164,505	874,124
Supplies	2,678,665	3,084,305	4,588,076	1,503,771
Miscellaneous Expenditures	2,074,315	2,055,212	2,008,247	(46,965)
<b>Total Non-Personnel Expenditures</b>	<u>14,919,455</u>	<u>16,429,898</u>	<u>18,760,828</u>	<u>2,330,930</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 129,959,104</u>	<u>\$ 136,709,036</u>	<u>\$ 145,985,233</u>	<u>\$ 9,276,197</u>
<b>REVENUE OVER (UNDER EXP)</b>	\$ 4,500,677	\$ 515,909	\$ (6,353,777)	\$ (6,869,686)
One Time Transfer From Operating Capital	\$ -	\$ -	\$ -	\$ -
One Time Transfer To Operating Capital	\$ (219,483)	\$ -	\$ -	\$ -
<b>BEGINNING FUND BALANCE</b>	<u>\$ 23,117,738</u>	<u>\$ 25,922,511</u>	<u>\$ 27,398,931</u>	<u>\$ 1,476,420</u>
<b>ENDING FUND BALANCE</b>	<u>\$ 27,398,931</u>	<u>\$ 26,438,420</u>	<u>\$ 21,045,154</u>	<u>\$ (5,393,266)</u>
<b>FUND BALANCE RESERVES</b>				
Assigned Fund Balance Oper Cap Deferred Use	\$ -	\$ -	\$ -	
Assigned Fund Balance Q-Comp	263,376	300,000	300,000	
Assigned Fund Balance 3rd Party Billing	100,000	60,000	60,000	
Non spendable Fd Bal Prepays & Inventories	535,203	550,000	550,000	
Restricted Fund Balance Staff Development	-	-	-	
Restricted Fund Balance Severance Pay	-	-	-	
<b>Total Assigned, Non Spendable or Restricted Fd Bal</b>	<u>\$ 898,579</u>	<u>\$ 910,000</u>	<u>\$ 910,000</u>	
<b>Total Unassigned Fund Balance</b>	<u>\$ 26,500,352</u>	<u>\$ 25,528,421</u>	<u>\$ 20,135,155</u>	
<b>Total Fund Balance as a % of Expenditures</b>	21.1%	19.3%	14.4%	
<b>Total Unassigned as a % Expenditures</b>	20.4%	18.7%	13.8%	

(a) Includes Operating Fund (01), Transportation Fund (03) and Extra Curricular Fund (11)

**Minnetonka Public Schools  
Fund 02 - Food & Nutrition Services Fund  
Reconciliation of Adopted Budget to Amended Budget**

	<u>Adopted Budget</u>		<u>Amended Budget</u>		<u>Difference</u>
<b>REVENUE</b>	\$ 6,282,460	\$	2,908,500	\$	(3,373,960)
Reduce State Aid				\$	(129,666)
Increase Federal Aid				\$	1,546,256
Reduce Meal Revenue				\$	(4,790,550)
<b>EXPENDITURES</b>	\$ 6,404,360	\$	4,196,220	\$	(2,208,140)
Reduce Salary and Benefits				\$	(442,278)
Reduce Services/Repairs				\$	(58,019)
Reduce Supplies, Food, Milk				\$	(1,556,343)
Reduce Equipment				\$	(21,500)
Reduce Credit Card Fees				\$	(130,000)
	<u>2020-2021 ADOPTED</u>		<u>2020-2021 AMENDED</u>		
<b>REVENUE OVER (UNDER EXP)</b>	\$ (121,900)	\$	(1,287,720)		
<b>BEGINNING FUND BALANCE</b>	\$ 2,057,489	\$	1,555,913		
<b>ENDING FUND BALANCE</b>	<u>\$ 1,935,589</u>	<u>\$</u>	<u>268,193</u>		



**Minnetonka Public Schools  
Fund 04 - Community Services Fund  
Reconciliation of Adopted Budget to Amended Budget**

	<u>Adopted Budget</u>	<u>Amended Budget</u>	<u>Difference</u>
<b>REVENUE</b>			
MCE-Community Services	\$ 12,016,310	\$ 7,733,393	\$ (4,282,917)

<b>EXPENDITURES</b>			
MCE-Community Services	\$ 11,945,132	\$ 8,816,710	\$ (3,128,422)

**REVENUE:**

Decrease Project Soar PRG 504	\$	(22,500)
Decrease General Comm Educ PRG 505	\$	(180,788)
Decrease Adult Enrichment PRG 508	\$	(72,815)
Decrease First Aid PRG 559	\$	(17,500)
Decrease Music Academy PRG 564	\$	(28,040)
Decrease Youth Recreation PRG 569	\$	(361,850)
Decrease Explorers Club PRG 570	\$	(2,887,000)
Decrease Ski Club PRG 573	\$	(101,600)
Decrease ECFE PRG 580	\$	(29,554)
Increase School Readiness PRG 582	\$	1,000
Decrease Youth Development PRG 585	\$	(350,497)
Decrease MTKA Preschool PRG 590	\$	(214,873)
Decrease Drivers Education PRG 591	\$	(34,000)
Increase Non-Public Funding PRG 592	\$	17,100

**EXPENDITURES:**

Decrease Project Soar PRG 504	\$	(29,587)
Decrease General Comm Educ PRG 505	\$	(18,877)
Decrease Adult Enrichment PRG 508	\$	(73,087)
Decrease Catalog PRG 521	\$	(18,913)
Decrease First Aid PRG 559	\$	(18,787)
Decrease MCEC Building PRG 561	\$	(73,137)
Decrease Music Academy PRG 564	\$	(26,009)
Decrease Youth Recreation PRG 569	\$	(340,945)
Decrease Explorers Club PRG 570	\$	(1,983,818)
Decrease Ski Club PRG 573	\$	(84,981)
Decrease ECFE PRG 580	\$	(51,213)
Decrease School Readiness PRG 582	\$	(58,337)
Decrease Youth Development PRG 585	\$	(272,298)
Decrease MTKA Preschool PRG 590	\$	(66,110)
Decrease Drivers Education PRG 591	\$	(29,423)
Increase Non-Public Funding PRG 592	\$	17,100

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<b>MCE Fund Balance</b>	<b>2020-2021</b>	<b>2020-2021</b>
	<b>ADOPTED</b>	<b>AMENDED</b>
<b>REVENUE OVER (UNDER EXP)</b>	71,178	(1,083,317)
<b>BEGINNING FUND BALANCE</b>	2,294,919	1,379,827
<b>ENDING FUND BALANCE</b>	<u>2,366,097</u>	<u>296,510</u>

**Minnetonka Public Schools  
Fund 05 - Capital Expenditures Fund  
Reconciliation of Adopted Budget to Amended Budget**

	<u>Adopted Budget</u>	<u>Amended Budget</u>	<u>Difference</u>
<b>REVENUE</b>	\$ 5,600,185	\$ 5,600,185	\$ -
<b>EXPENDITURES</b>	\$ 8,898,169	\$ 8,356,128	\$ (542,041)
MCEC Building Addition - More Construction Expenses in FY20			\$ (446,527)
2014B Refunded with 2020I - Lower Bond Payments			\$ (95,514)
	<u>2020-2021 ADOPTED</u>	<u>2020-2021 AMENDED</u>	
<b>REVENUE OVER (UNDER EXP)</b>	\$ (3,297,984)	\$ (2,755,943)	
<b>BEGINNING FUND BALANCE</b>	\$ 3,447,778	\$ 3,581,539	
<b>ONE-TIME TRANSFER TO GENERAL FUND</b>			
<b>ONE-TIME TRANSFER FROM GENERAL FUND</b>	\$ -	\$ -	
<b>ENDING FUND BALANCE</b>	<u>\$ 149,794</u>	<u>\$ 825,596</u>	

**Minnetonka Public Schools  
Fund 07 - Debt Service Fund  
Reconciliation of Adopted Budget to Amended Budget**

	<u>Adopted Budget</u>	<u>Amended Budget</u>	<u>Difference</u>
<b>REVENUE</b>	\$ 7,599,496	\$ 11,952,563	\$ 4,353,067
LTFM and Misc Aid increases			\$ 141,202
Sale of Bond 2020F Refunding 2012C 2014A			\$ 2,140,620
Sale of Bond 2020H Refunding 2013F			\$ 718,508
Sale of Bond 2020I Refunding 2014B			\$ 1,352,737
<b>EXPENDITURES</b>	\$ 7,934,385	\$ 12,304,372	\$ 4,369,987
Bond Issuance Costs 2020F Refunding 2012C 2014A			\$ 2,137,390
Bond Issuance Costs 2020H Refunding 2013F			\$ 716,392
Bond Issuance Costs 2020I Refunding 2014B			\$ 1,352,725
Principal & Interest 2020C Refunding 2015C			\$ 137,547
Reduce Principal & Interest 2015C Refunded by 2020C			\$ (108,192)
Principal & Interest 2020E			\$ 134,125
<b>REVENUE OVER (UNDER) EXPENSES</b>	<u>\$ (334,889)</u>	<u>\$ (351,809)</u>	

Fund Balances	Fund Balance	Revenue	Expenditures	Ending Fund Balance
<b>Restricted Fund Balance</b>	2,519,707	11,952,563	(12,304,372)	2,167,898
<b>Totals</b>	2,519,707	11,952,563	(12,304,372)	2,167,898

**Minnetonka Public Schools  
Fund 09 - Fiduciary Funds - Donations  
Reconciliation of Adopted Budget to Revised Budget**

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
<b>REVENUE</b>	\$ 1,628,000	\$ 1,616,758	\$ (11,242)
Decrease to Match Actual Trust Balances Rolled to FY21			\$ (11,242)
<b>EXPENDITURES</b>	\$ 1,553,000	\$ 1,616,758	\$ 63,758
Increase to Match Available FY21 Trust Balances			\$ 63,758

	<u>2020-2021 ADOPTED</u>	<u>2020-2021 REVISED</u>
<b>REVENUE OVER (UNDER EXP)</b>	\$ 75,000	\$ -
<b>BEGINNING FUND BALANCE</b>	\$ 1,566,401	\$ 1,616,755
<b>ENDING FUND BALANCE</b>	<u>\$ 1,641,401</u>	<u>\$ 1,616,755</u>

**Minnetonka Public Schools  
Fund 12 - Athletic Equipment Fund  
Reconciliation of Adopted Budget to Revised Budget**

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
<b>REVENUE</b>	\$ 230,000	\$ 330,785	\$ 100,785
Increase to Match Actual Equipment Balances Rolled to FY21			\$ 100,785
 <b>EXPENDITURES</b>	 \$ 204,000	 \$ 330,785	 \$ 126,785
Increase to Match Available FY21 Equipment Balances			\$ 126,785

	<u>2020-2021 ADOPTED</u>	<u>2020-2021 REVISED</u>
<b>REVENUE OVER (UNDER EXP)</b>	\$ 26,000	\$ -
<b>BEGINNING FUND BALANCE</b>	\$ 388,450	\$ 330,784
<b>ENDING FUND BALANCE</b>	<u>\$ 414,450</u>	<u>\$ 330,784</u>

**Minnetonka Public Schools  
Fund 20 - Self Insurance Fund (Health & Dental)  
Reconciliation of Adopted Budget to Revised Budget**

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
<b>REVENUE</b>	\$ 16,094,231	\$ 16,094,231	\$ -
<b>EXPENSES</b>	\$ 15,905,401	\$ 15,905,401	\$ -
	<u>ADOPTED</u>	<u>REVISED</u>	
<b>REVENUE OVER (UNDER EXP)</b>	\$ 188,830	\$ 188,830	
<b>BEGINNING FUND BALANCE</b>	\$ 5,653,987	\$ 8,305,552	
<b>ENDING FUND BALANCE</b>	<u>\$ 5,842,817</u>	<u>\$ 8,494,382</u>	

**Minnetonka Public Schools  
Fund 25 - OPEB  
Reconciliation of Adopted Budget to Revised Budget**

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
<b>REVENUE</b>	\$ 500,000	\$ 1,500,000	\$ 1,000,000
Investment Earnings			\$ 1,000,000
 <b>EXPENSES</b>	 \$ 797,423	 \$ 797,423	 \$ -

	<u>2020-2021 ADOPTED</u>	<u>2020-2021 REVISED</u>
<b>REVENUE OVER (UNDER EXP)</b>	\$ (297,423)	\$ 702,577
<b>BEGINNING FUND BALANCE</b>	\$ 23,327,097	\$ 23,300,418
<b>ENDING FUND BALANCE</b>	<u>\$ 23,029,674</u>	<u>\$ 24,002,995</u>

**Minnetonka Public Schools  
Fund 40 - Arts Center  
Reconciliation of Adopted Budget to Revised Budget**

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
<b>REVENUE</b>	\$ 919,699	\$ 919,699	\$ -
<b>EXPENDITURES</b>	\$ 919,699	\$ 919,699	\$ -
	<u>2020-2021 ADOPTED</u>	<u>2020-2021 REVISED</u>	
<b>REVENUE OVER (UNDER EXP)</b>	\$ -	\$ -	
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ -	
<b>ENDING FUND BALANCE</b>	<u>\$ -</u>	<u>\$ -</u>	
<b>Minnetonka Community Theater Trust Balance 6/30/20 09.311.211.119.000.XXX</b>	<b>\$ 184,557.32</b>		



**Minnetonka Public Schools**  
**Fund 41 - Dome Operations**  
**Reconciliation of Adopted Budget to Revised Budget**

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
<b>REVENUE</b>			
Rent	\$ 319,778	\$ 246,357	\$ (73,421)
Transfer In/(Out) Dome Trust	\$ (22,415)	\$ 36,696	\$ 59,111
Transfer In/(Out) General Fund		\$ 35,624	\$ 35,624
<b>TOTAL REVENUE</b>	<b>\$ 297,363</b>	<b>\$ 318,677</b>	<b>\$ 21,314</b>
<b>EXPENDITURES</b>	<b>\$ 297,363</b>	<b>\$ 318,677</b>	<b>\$ 21,314</b>
Increase Gas			\$ 23,447
Decrease Electricity			\$ (2,133)

	<u>2020-2021 ADOPTED</u>	<u>2020-2021 REVISED</u>
REVENUE OVER (UNDER EXP)	\$ -	\$ -
BEGINNING FUND BALANCE	\$ -	\$ -
ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>

<b>Trust Account Balance 6/30/20</b>	<b>\$ 36,696.34</b>
<b>09.310.292.296.000.XXX</b>	

<b>Bond Payment 2016K</b>	<b>\$ 150,369.50</b>
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<b>Debt Outstanding Balance 2016K</b>		<b>2020-2021</b>
Beginning Debt Outstanding Balance		1,165,000
Less Principal Payment		(115,000)
Ending Debt Outstanding Balance		<u>\$ 1,050,000</u>
<b>Bonds Retired 02/01/29</b>		

**Minnetonka Public Schools  
Fund 42 - Aquatics Fund  
Reconciliation of Adopted Budget to Amended Budget**

	<u>Adopted Budget</u>	<u>Amended Budget</u>	<u>Difference</u>
<b>REVENUE</b>			
Aquatics Program @ MME	\$ 1,178,701	\$ 945,184	\$ (233,517)
<b>EXPENDITURES</b>			
Salaries & Benefits	\$ 827,200	\$ 758,308	\$ (68,892)
Purchased Services	\$ 206,651	\$ 53,901	\$ (152,750)
Supplies	\$ 37,750	\$ 36,250	\$ (1,500)
Equipment	\$ 7,000	\$ 7,000	\$ -
Meet Fees, memberships, Credit Card Fees	\$ 100,100	\$ 89,725	\$ (10,375)
Subtotal - Direct Expenses	\$ 1,178,701	\$ 945,184	\$ (233,517)
Interdepartmental Chargeback for District Support	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 1,178,701</u>	<u>\$ 945,184</u>	<u>\$ (233,517)</u>

**REVENUE:**

\$ -  
          -  
          -

**EXPENSES:**

          -  
          -

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**Aquatics Fund Balance**

**REVENUE OVER (UNDER EXP)  
BEGINNING FUND BALANCE  
ENDING FUND BALANCE**

	<u>2020-2021 ADOPTED</u>	<u>2020-2021 AMENDED</u>
	-	-
	<u>          -</u>	<u>          -</u>
	<u>          -</u>	<u>          -</u>

**Aquatics Trust Account Balance 6/30/20**      \$ -  
**09.205.292.357.000.XXX**

**Minnetonka Public Schools  
Fund 43 - Pagel Center Operations  
Reconciliation of Adopted Budget to Revised Budget**

	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Difference</u>
<b>REVENUE</b>	\$ 622,249	\$ 622,249	\$ -
<b>EXPENDITURES</b>	\$ 575,983	\$ 575,983	\$ -

	<u>2020-2021 ADOPTED</u>	<u>2020-2021 REVISED</u>
<b>REVENUE OVER (UNDER EXP)</b>	\$ 46,266	\$ 46,266
<b>BEGINNING FUND BALANCE</b>	\$ (992,266)	\$ (1,017,640)
<b>ENDING FUND BALANCE</b>	<u>\$ (946,000)</u>	<u>\$ (971,374)</u>

*The Pagel Center Fund will show a negative fund balance because the reimbursement levy revenue will always be two years behind. The Pagel Center Fund will be reported as part of the General Fund in the annual audit.*

**Minnetonka Public Schools  
Fund 46 - Long Term Facilities Maintenance  
Reconciliation of Adopted Budget to Amended Budget**

	<u>Adopted Budget</u>	<u>Amended Budget</u>	<u>Difference</u>
<b>REVENUE</b>	\$ 2,045,000	\$ 7,202,963	\$ 5,157,963
Sale of Bond 2020E Additional Proceeds			\$ 49,525
Sale of Bond 2020G			\$ 5,108,438
<b>EXPENDITURES</b>	\$ 4,000,000	\$ 2,500,000	\$ (1,500,000)
Projects paid for in FY20 budgeted in FY21 Original			\$ (1,500,000)

	<u>2020-2021 ADOPTED</u>	<u>2020-2021 AMENDED</u>
<b>REVENUE OVER (UNDER EXP)</b>	(1,955,000)	4,702,963
<b>BEGINNING FUND BALANCE</b>	1,989,836	936,224
<b>ENDING FUND BALANCE</b>	<u>34,836</u>	<u>5,639,187</u>

**Minnetonka Public Schools  
Fund 47 - OPEB Bonds Debt Service Fund  
Reconciliation of Adopted Budget to Amended Budget**

	<u>Adopted Budget</u>	<u>Amended Budget</u>	<u>Difference</u>
<b>REVENUE</b>	\$ 1,692,882	\$ 1,692,892	\$ 10
Increase in Misc Aid			10
<b>EXPENDITURES</b>	\$ 1,611,108	\$ 1,611,603	\$ 495
Agent Fee 2013E			495

Fund Balances	Actual Beginning Fund Balance	Revenue	Expenditures	Ending Fund Balance
Restricted Fund Balance	314,164	1,692,892	(1,611,603)	395,453
<b>Totals</b>	314,164	1,692,892	(1,611,603)	395,453

**Debt Outstanding Balance 2013E, 2016J**

	<b>2020-2021</b>
Beginning Debt Outstanding Balance	21,490,000
Less Principal Payment	(985,000)
Ending Debt Outstanding Balance	20,505,000
Bonds Retired 01/01/38	20,505,000

**Minnetonka Public Schools  
Fund 56 - Building Construction Fund  
Reconciliation of Adopted Budget to Amended Budget**

	<u>Adopted Budget</u>	<u>Amended Budget</u>	<u>Difference</u>
<b>REVENUE</b>	\$ 25,000	\$ 3,475,000	\$ 3,450,000
Shorewood Ed Center			\$ 2,200,000
Momentum			\$ 1,250,000
<b>EXPENDITURES</b>	\$ 325,000	\$ 3,250,000	\$ 2,925,000
Shorewood Ed Center			\$ 2,000,000
Momentum			\$ 1,250,000
Kolstad Land Purchase - FY20			\$ (325,000)

	<u>2020-2021 ADOPTED</u>	<u>2020-2021 AMENDED</u>
<b>REVENUE OVER (UNDER EXP)</b>	(300,000)	225,000
<b>BEGINNING FUND BALANCE</b>	374,565	373,693
<b>ENDING FUND BALANCE</b>	<u>74,565</u>	<u>598,693</u>

Fund Balances	Beginning Fund Balance	Revenue	Expenditures	Transfer	Ending Fund Balance
<b>2020D Kolstad</b>	1,252,092			-	1,252,092
<b>Momentum</b>		1,250,000	(1,250,000)		-
<b>Shorewood Ed Center</b>		2,200,000	(2,000,000)		200,000
					-
					-
<b>Unreserved Fund Balance</b>	(878,399)	25,000			(853,399)
<b>Totals</b>	373,693	3,475,000	(3,250,000)	0	598,693

**Minnetonka Public Schools  
Fund 66 - Technology Levy Budget  
Reconciliation of Adopted Budget to Amended Budget**

	<u>Adopted Budget</u>	<u>Amended Budget</u>	<u>Difference</u>
<b>REVENUE</b>	\$ 6,901,752	\$ 6,960,183	\$ 58,431
Move E-Rate Equity Aid to Fund 01			\$ (71,070)
Increase Sale of iPads			\$ 129,501
 <b>EXPENDITURES</b>	 \$ 6,966,360	 \$ 7,654,657	 \$ 688,297
Increase Salaries and Benefits to Actual Settled Contracts			\$ 40,551
Decrease E-Rate/Internet Services			\$ (45,000)
Increase Hardware Admin and Instruction			\$ 18,377
Increase SANS Loan Payment			\$ 674,369
 <b>REVENUE OVER (UNDER EXP)</b>	 <u>2020-2021</u> <u>ADOPTED</u> (64,608)	 <u>2020-2021</u> <u>AMENDED</u> (694,474)	
<b>BEGINNING FUND BALANCE</b>	170,829	1,044,909	
<b>ENDING FUND BALANCE</b>	<u>106,221</u>	<u>350,435</u>	

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

**Board Agenda Item VIII.**

**Title: Approval of Self-Insurance Fund Rates for FY22**

**Date: March 4, 2021**

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**EXECUTIVE SUMMARY:**

Minnetonka Independent School District 276 has had a Self-Insurance Fund for health and dental insurance since Fiscal Year 2001 (FY2001). In the 19-year period since FY2002 after the fund established its reserve, average premium increases have been 3.51%, significantly below regional health insurance cost trends over that same time.

For FY21, the Health Insurance Plan through January is having a closer-to-normal year compared to FY20. Projections for June 30, 2021 indicate a potential cash-basis surplus estimated at \$394,927.96, or 2.5% of projected expenses. This would follow on the FY20 cash-basis surplus of \$2,837,639.11, or 23.3% of actual expenses, which was primarily the result of the onset of the COVID-19 Pandemic. It is important to note that medical premiums were increased 2.2% for FY21.

FY21 Medical Claims of \$6,871,602.14 through January 2021 are running approximately level with FY20 Medical Claims of \$6,853,242 through January 2020 (prior to the onset of the pandemic).

For FY21, the Dental Insurance Plan through January 31, 2021 is running at a projected break-even level on a cash basis after premiums were held flat with FY20 premiums. The dental plan had a cash-basis surplus in FY20 of \$203,016.59, or 20.7% of actual expenses. The Dental Plan is projected to have an ending FY21 cash balance of \$292,760.45, or 25.9% of expenses for the year.

Looking forward to FY22, for the Health Insurance Plan, applying medical trend rates of 7.5% as projected by the Segal Health Trend Cost Survey (a widely used projection by actuaries for developing health insurance premiums) to the FY21 District projection, and 3% historical inflation rates to administrative costs to the FY21 District projection results in total expected expenses for the Health Insurance Plan in FY22 of \$16,158,553. This compares to the CBIZ Actuarial Calculation which used expenses of \$16,066,679 for the 12 months of calendar 2019 (weighted at 20%) and \$15,520,179 for the 12 months of calendar 2020 (weighted at 80%), to get a calculation of \$15,629,479 for FY22.

CBIZ Actuaries have calculated that to have revenues equal expenses for the Health Insurance Plan in FY22, a premium decrease of (1.19%) would achieve that balance. However, they recommend to never reduce premiums in the health insurance world given that the long-term trend is for increasing costs. But they have communicated that a 0% increase in medical rates would be appropriate.



District calculations using the District alternative methodology of applying trend rates to the FY21 projection, (which uses actual expense projected out to year end based on prior month averages) does show that a 0% premium increase would generate an estimated \$15,516,066 in revenue, which is essentially a breakeven level with numbers very close to the CBIZ Actuary estimates.

Given the unusual medical activity levels over the prior 12 months related to the pandemic, it is prudent to rely on the CBIZ Actuary projection in this instance. Given the fact that the Health Plan had an abnormally high surplus in FY20 due to the pandemic, and that it is projected to operate at a small surplus in FY21, there are sufficient resources to availability to cover a small revenue shortfall in FY22 should that materialize. This option would also be the best way to utilize some of the assets from the large FY20 surplus, by using small amounts at a time to hold down premium increases over time, which has the effect of funneling some of those funds back to the plan members while not setting up a large premium increase at a later date.

The following table of rates are being recommended by the Self-Insurance Advisory Committee for approval by the School Board, with the recommendation having been approved by the Self-Insurance Advisory Committee on a 13-0 vote at their meeting of February 22, 2021, as follows:

<b>Base Plan Perform Network</b>	<b>FY21</b>	<b>FY22</b>	<b>Change</b>
Employee	\$727	\$727	\$0
Employee + 1	\$1,235	\$1,235	\$0
Family	\$1,735	\$1,735	\$0
<b>VEBA HRA Plan Open Access</b>	<b>FY21</b>	<b>FY22</b>	<b>Change</b>
Employee	\$672	\$672	\$0
Employee + 1	\$1,144	\$1,144	\$0
Family	\$1,608	\$1,608	\$0
<b>HD HSA Plan Open Access</b>	<b>FY21</b>	<b>FY22</b>	<b>Change</b>
Employee	\$605	\$605	\$0
Employee + 1	\$1,028	\$1,028	\$0
Family	\$1,446	\$1,446	\$0
<b>Smart Care HD HSA Care Lane</b>	<b>FY21</b>	<b>FY22</b>	<b>Change</b>
Employee	\$547	\$547	\$0
Employee + 1	\$929	\$929	\$0
Family	\$1,306	\$1,306	\$0

Looking forward to FY22 for the Dental Insurance Plan, applying dental trend rates of 2.6% as projected by the Segal Health Trend Cost Survey (a widely used projection by actuaries for developing dental insurance premiums), and 3% historical inflation rates to administrative costs results in total expected expenses for the Dental Insurance Plan in FY22 of \$1,158,746.82. District alternative projections indicate that a 2.6% rate increase would result in FY22 Dental Insurance Plan revenues equaling expenses. This would be an increase that would be rounded to \$2 per month for both Employee and Family monthly premiums.

CBIZ Actuaries have calculated that to have revenues equal expenses for the Health Insurance Plan in FY22, a premium increase of 0.98% would achieve that balance. This would be an increase rounded to \$1 per month for both Employee and Family Premiums.

The Self-Insurance Advisory Committee had discussion about the proposed \$1 per month dental premium increase, taking into consideration state of the overall balance of the Self-Insurance Fund and the cash-balance of the Dental Insurance Plan. Projections by the District show that for

FY22, if rates were held flat in the Dental Fund, the Dental Insurance Plan would use a projected \$26,154.35, leaving the ending FY22 cash balance at \$266,606.10, or 23.0% of projected expenses.

Given that the Dental Insurance Plan is projected to have a sturdy cash balance at the end of FY21 even if dental premiums are not increased, after discussion the Self-Insurance Advisory Committee voted by a unanimous vote of 13-0 to recommend to the School Board that Dental Premiums stay at the current rates for FY22.

Suggested Dental Insurance Plan premiums for FY22 are as follows:

Dental Plan	FY21	FY22	Change
Employee	\$43	\$43	\$0
Family	\$106	\$106	\$0

The Self-Insurance Plan also is required by Minnesota statute to request proposals for Third-Party Health and Dental Insurance premium rates for FY22 need to be set at the March 4, 2021 meeting so that they can be communicated to employees and plan members 90 days before they become effective, as required by the Affordable Care Act.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board set the Health Insurance premium rates and Dental Insurance premium rates for fiscal year 2022 at the same level as fiscal year 2021.

***RECOMMENDED MOTION***

*BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby set Health Insurance Premium rates and Dental Insurance Premium rates for the Self-Insurance Trust Fund for fiscal year 2022 at the same level as fiscal year 2021.*

Submitted by:   
Paul Bourgeois, Executive Director of Finance & Operations

Concurrence:   
Dennis Peterson, Superintendent

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

**Board Agenda Item IX.**

**Title: Approval of Self-Insurance Fund Third-Party Administrator      Date: March 4, 2021**

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**EXECUTIVE SUMMARY:**

The Self-Insurance Fund is required by Minnesota statute to request proposals for Third-Party Administrator (TPA) services every two years, or after three years with the approval of the largest bargaining unit.

It is important to note that requesting proposals for Third Party Administrator services is a solicitation for professional services, rather than asking for bids on an identical product. With a bid process, the bid solicitor is required to take the low bid meeting specifications. With a request for professional services, each professional organization's service is considered a unique product, so the solicitor may select the service provider based on the whole of factors considered, and not just the price quoted.

Third Party Administrator Services make up a very small part of the overall expenses of the Self Insurance Fund, typically accounting for less than 1% of annual expenses. TPA fees are one component of the analysis but are actually the smallest component.

In addition to administering claims, the Self-Insurance Fund will typically overlay its plan onto existing networks of the Third-Party Administrator, so the networks available to accommodate the Self-Insurance Fund's Plans are a very critical component to the overall evaluation process in selecting a Third-Party Administrator.

Another important factor is discount levels for services. Third Party Administrators can provide deeper discounts to for claims at health facilities owned by the Third-Party Administrator. Accordingly, employee choice in selection of primary care facilities and hospital care facilities are very important because the deeper discounts at Third Party Administrator-owned facilities will result in the lowest overall cost of care to the Self Insurance Fund. Inherent within this component is the analysis of provider disruption to members.

Before discussing an analysis of the proposals, it is important to discuss a bit of history of the plan.

Prior to FY13, most of the plan members were enrolled in the Base Plan, which had open access to all providers. This plan was a very good plan for the member, but it is also the most expensive plan. A relative few were enrolled in the VEBA-HRA plan with a high deductible. In FY13 there was a spike in high-dollar-claims (such as cancers). This necessitated a mid-year 15% premium increase to ensure the fund had a positive Unassigned Fund Balance at the end of the year.

After that year, many changes have been recommended to the Self-Insurance Committee and enacted by the School Board that made the VEBA-HRA plan more attractive to members and added two HSA high-deductible plan options. Included in those changes were one that made the

Base Plan no longer open access by moving Mayo Clinic and Hazelden Clinic out of the Base Plan network.

The various changes have moved enrollment to 55% in the VEBA-HRA and HSA plans, and 45% remaining in the Base Plan. As the Base Plan typically has a loss ratio at-or-above 100% of the premium contributions of the members choosing the base plan, and the VEBA-HRA and HSA plans typically have a loss ratio low enough to cover their costs, cover the plan administrative costs, and cover any Base Plan expenses over a 100% Base Plan loss ratio, the fund has been very stable.

Continuing to make the VEBA-HRA and HSA plans more attractive to District employees by having lower premium and open access compared to the Base Plan is a critical component of the future financial success of the Self-Insurance Fund. The variety of plan offerings enable it to continue forward with average premium increases in the 3.5% range as has been its history because it incents staff to move to the lower cost plans over time.

In Minnesota, there are five entities that make up the Third-Party Administrator Market:

Blue Cross Blue Shield of Minnesota  
HealthPartners  
Medica  
Preferred One  
United Healthcare

Of these providers, all but United Healthcare have served for periods of time as the Third-Party Administrator for the Self-Insurance Fund, with HealthPartners being the current TPA provider.

Quote packets were received from Blue Cross Blue Shield of Minnesota, Health Partners, and United Health Care.

The District works with CBIZ Consulting as advisors to the Self Insurance Fund and for all other insurance work such as long-term disability and group life insurance. CBIZ assisted the District with the analysis of the three proposals.

A summary of the results of the three key factors for the proposals are as follows:

#### Estimated Fee Proposal

- United Healthcare proposed the lowest fees of the three, with an estimate of \$34,033 per year.
- Blue Cross Blue Shield proposed a fee with an estimate of \$59,431 per year
- HealthPartners proposed a fee estimated at \$118,862 per year.

#### Overlaying Current Plan Offerings on Proposer TPA Networks

- United Health Care's proposal would place the restricted-access Base Plan, open access VEBA-HRA and open access HSA into the UHC Open Access network - it would move the high-cost Base Plan into open access, which would disincentivize the use of VEBA-HRA plan and HSA Plans
  - The lowest cost limited primary care access network (Core ACO) for the \$3,000 limited primary care access HSA is competitive in terms of locations (3)

- Blue Cross Blue Shields’s proposal would place the restricted-access Base Plan, open access VEBA-HRA and open access HSA into the BCBS Aware Open Access network - it would move the high-cost Base Plan into open access, which would disincentivize the use of VEBA-HRA plans and HSA Plans
  - The lowest cost limited primary care access network (High Value Network) for the \$3,000 limited primary care access HSA is competitive in terms of locations (6)
- Health Partners’ proposal would keep all plans in their current categories regarding open access, with the Base Plan continuing as restricted access and the VEBA-HRA plan and HSA plans continuing as open access – this would allow for continuing the incentivizing of movement to the lower cost plan to increase those percentages above 55% over time
  - The lowest cost limited primary care access network (SmartCare) for the \$3,000 limited primary care access HSA is competitive in terms of locations (4)

Service Discounts

- As previously stated, Third Party Administrators will offer deeper discounts on health care prices for claims that come through the facilities that they own. These can run in the high-six-figure range and possibly more during the year. The largest provider of primary care and additional care to members of the Self Insurance Fund, out of 42 total providers used by plan members over the last 18 months, is Park Nicollet, which handles 52% of all claims of the Self Insurance Fund.
  - The next largest provider is Ridgeview Clinics, which handles 10% of all claims
  - The remaining 38% of claims are divided among the remaining 40 providers
- Health Partners owns Park Nicollet facilities. Health Partners gives discounts on claims of services from Park Nicollet facilities, which typically are running \$125,000-\$135,000 per year. These discounts, termed Shared Savings by HealthPartners, are greater than the total amount of Third-Party Administrator fees charged by HealthPartners, in effect resulting in the Self-Insurance Fund receiving Third Party Administrator Services from HealthPartners at no cost.to the fund after each factor is considered.

After analyzing all the factors, the Self-Insurance Advisory Committee on a vote of 13-0 is recommending to the School Board that the School Board retain HealthPartners as the Third-Party Administrator for the Self-Insurance Fund for fiscal years 2021 and 2022.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board retain HealthPartners as the Third-Party Administrator for the Self-Insurance Fund for fiscal years 2021 and 2022.

***RECOMMENDED MOTION***

*BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby approve HealthPartners as the Third-Party Administrator for the Self-Insurance Fund for fiscal years 2021 and 2022.*

**Submitted by:**   
 Paul Bourgeois, Executive Director of Finance & Operations

**Concurrence:**   
 Dennis Peterson, Superintendent

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

**Board Agenda Item X.**

**Title: Approval of Sale of 2021B Certificates of Participation  
Refunding Bonds**

**Date: March 4, 2021**

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**EXECUTIVE SUMMARY:**

On January 7, 2021, the School Board of Minnetonka Independent School District 276 approved the purchase of the building at 19685 Highway 7 in Shorewood, MN and conversion of that building into an educational facility to house the Transition to Adult Program. The purchase of that building for \$1,700,000 and conversion at a cost of \$500,000 will require the issuance of the \$2,200,000 2021C Certificates of Participation. It is financially advantageous for the approximately \$138,900 estimated annual 2021C payments to be paid for out of Operating Capital funds, because that will in turn free up approximately \$131,632 in General Fund revenues to be used to cover other costs in the General Fund.

In order to make the 2021C payments out of Operating Capital, it is necessary to refund and restructure the 2013A Certificates of Participation that were issued to fund the construction of the Excelsior Elementary School multipurpose room and kitchen addition. The estimate of the refunding transaction calculated by the District financial advisory R. W. Baird is that the 2013A COP Bond refunding transaction will result in annual payments being lowered from an average of approximately \$243,095 down to an average of approximately \$151,539 for the new 2021B COP Refunding Bonds, or a reduction of approximately \$89,556. This is sufficient to be able to layer the 2021C COP payments into the annual Operating Capital Budget. In addition, the transaction will lower the interest rate from the current 2.97% down to an estimated 2.17% and produce a modest net present value of savings estimated at \$7,072.63.

The School Board authorizes the sale of the 2021B COP Refunding Bonds on February 4, 2021. The 2021B COP Bonds were sold on Wednesday, February 10, 2021. There was significant interest in the COP Bonds from the market, with subscriptions for the bonds in excess of 100% of the bonds being offered. The bonds were sold at a total interest cost of 2.21% with a net present value savings of \$24,023.36, while reducing annual payments by an average of \$88,402.34..

The attached resolution approving the sale of the 2021B COP Refunding Bonds was prepared by the District's bond counsel Dorsey & Whitney, LLP.

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**ATTACHMENTS:**

RESOLUTION RELATING TO THE LEASE-PURCHASE OF DISTRICT IMPROVEMENTS; PROVIDING FOR THE REFINANCING THEREOF AND ISSUANCE OF TAXABLE REFUNDING CERTIFICATES OF PARTICIPATION WITH RESPECT THERETO; AUTHORIZING THE EXECUTION AND DELIVERY

OF A LEASE-PURCHASE AGREEMENT AND APPROVING AND  
AUTHORIZING EXECUTION OF RELATED DOCUMENTS

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board approve the 2021B Sale Resolution as prepared by Dorsey & Whitney.

Submitted by: Paul Bourgeois  
Paul Bourgeois, Executive Director of Finance & Operations

Concurrence: Dennis L. Peterson  
Dennis Peterson, Superintendent

CERTIFICATION OF MINUTES RELATING TO  
\$2,495,000 TAXABLE REFUNDING CERTIFICATES OF PARTICIPATION, SERIES 2021B

Issuer: Independent School District No. 276 (Minnetonka), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held March 4, 2021, at 7:00 p.m., in the School District offices.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO SCHOOL DISTRICT PROPERTY AND  
IMPROVEMENTS AND THE REFINANCING THEREOF; AUTHORIZING A  
LEASE-PURCHASE AGREEMENT AND THE CREATION OF TAXABLE  
REFUNDING CERTIFICATES OF PARTICIPATION; AND APPROVING AND  
AUTHORIZING THE EXECUTION OF DOCUMENTATION RELATING THERETO

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on March \_\_\_\_, 2020.

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Deputy Clerk



Member \_\_\_\_\_ introduced the following resolution and moved its adoption, which motion was seconded by Member \_\_\_\_\_:

RESOLUTION RELATING TO THE LEASE-PURCHASE OF DISTRICT IMPROVEMENTS; PROVIDING FOR THE REFINANCING THEREOF AND ISSUANCE OF TAXABLE REFUNDING CERTIFICATES OF PARTICIPATION WITH RESPECT THERETO; AUTHORIZING THE EXECUTION AND DELIVERY OF A LEASE-PURCHASE AGREEMENT AND APPROVING AND AUTHORIZING EXECUTION OF RELATED DOCUMENTS

BE IT RESOLVED by the School Board (the "Board") of the Independent School District No. 276 (Minnetonka), Minnesota (the "District"), as follows:

SECTION 1. AUTHORIZATION AND SALE.

1.1. Authorization. By resolution duly adopted on February 4, 2021 (the "Authorizing Resolution"), this Board authorized the execution of a Lease-Purchase Agreement (the "Lease") and the creation of certificates of participation therein (the "Certificates") for the purpose of discharging the Refunded Lease (as defined herein) and defeasing and refunding in advance of maturity all of the District's outstanding Certificates of Participation, Series 2013A (the "Refunded Certificates"). The Refunded Certificates were created in a Lease-Purchase Agreement dated as of January 1, 2013, between the District, as lessee, and Wells Fargo Bank, National Association, as trustee (the "Prior Trustee"), as lessor.

The Board further authorized the sale of the Certificates by the Superintendent or Executive Director of Finance & Operations and a Board officer to Robert W. Baird & Co. Incorporated, in Milwaukee, Wisconsin (the "Purchaser") of Certificates in an aggregate principal amount not to exceed \$2,545,000, provided that the true interest cost of such Certificates to the District is less than or equal to 3.50% per annum. Pursuant to Minnesota Statutes, Section 465.71, this Board hereby further authorizes the execution and delivery of the Lease and the creation of the Certificates therein to accomplish the refunding of the Refunded Certificates which will be called for redemption on March 1, 2022 (the "Redemption Date"). The Refunded Lease and the Refunded Certificates were originally issued to finance the improvement of and additions to various District facilities and properties (the "Improvements").

1.2. Ratification of Sale. On February 10, 2021, the District received a proposal from the Purchaser to purchase the Certificates, in an aggregate principal amount of \$2,495,000, at a price of \$2,434,597.85 and a true interest cost of 2.212259% per annum. The authorized officers of the District approved and executed a purchase agreement for the sale of the Certificates to the Purchaser. The terms of the sale and the execution of the purchase agreement being in compliance with the parameters set forth in the Authorizing Resolution, this Board hereby ratifies such action in all respects and authorizes the issuance of the Certificates in the aggregate principal amount of \$2,495,000 on the further terms and conditions set forth herein.

SECTION 2. DOCUMENTS.

2.1. Ground Lease. Pursuant to a Ground Lease Agreement, to be dated on or about March 1, 2021 (the "Ground Lease"), between the District, as lessor, and Wells Fargo Bank, National Association, as trustee (the "Trustee"), as ground lessee, the District will lease to the Trustee certain interests in real property owned by the District (the "Land" and, together with the Improvements, the "Project").

2.2. Lease-Purchase Agreement. Pursuant to the Lease, to be dated on or about March 1, 2021, between the District, as lessee, and the Trustee, as lessor, the Trustee will sublease its interest in the Land and lease and agree to sell the Improvements to the District.

2.3. Trust Agreement and Escrow Agreement. The Trustee will execute and deliver a Trust Agreement, to be dated on or about March 1, 2021 (the "Trust Agreement"), joined in by the District, pursuant to which the Trustee will (i) issue the Certificates representing interests in the Rental Payments (as defined in the Lease) to be made by the District under the Lease; (ii) receive the proceeds of the sale of the Certificates and apply such proceeds to (a) discharge the Refunded Lease, and (b) defease and redeem the Refunded Certificates, and (iii) pay costs of issuance of the Certificates. A portion of the proceeds of the Certificates will be deposited in an escrow account created by an escrow agreement (the "Escrow Agreement") to accomplish the discharge of the Refunded Lease and the defeasance of the Refunded Certificates.

2.4. Form of Documents. In connection with the proposed refunding of the Refunded Certificates and the issuance of the Certificates, forms of the Lease, the Ground Lease, the Trust Agreement and the Escrow Agreement (collectively, the "Documents") have been prepared, submitted to the District and filed with the Deputy Clerk.

### SECTION 3. APPROVAL OF DOCUMENTS; OFFICIAL STATEMENT.

3.1. Approval of Documents. The forms of the Documents are hereby approved and shall be executed and delivered in the name and on behalf of the District by the Chairperson and Deputy Clerk, or their authorized designees, in substantially the form on file, but with such final changes thereto as may be approved by the officers executing the same, which approval shall be conclusively evidenced by the execution thereof. The Chairperson and Deputy Clerk, or their authorized designees, are also authorized and directed to execute such closing certificates and other documents as may be necessary to complete the issuance and delivery of the Certificates. The authority granted hereby is effective with respect to the Chairperson holding office as of the date hereof and any successor. No execution of any document, certificate or instrument by the Chairperson holding office as of the date hereof shall be considered invalidated or unauthorized by replacement of such Chairperson between the date of execution and consummation of the transaction described in the Documents.

3.2. Official Statement. The Preliminary Official Statement relating to the Certificates, dated on or about February 5, 2021, prepared and distributed on behalf of the District by the Purchaser, is hereby approved. The final Official Statement to be dated February 17, 2021, prepared and distributed on behalf of the District by the Purchaser (the Preliminary Official Statement and the final Official Statement, the "Official Statement") listing the offering price, the interest rates, selling compensation, delivery date, the underwriters and such other information relating to the Certificates required to be included in the Official Statement by Rule 15c2-12 adopted by the Securities and Exchange Commission (the "SEC") under the Securities Exchange Act of 1934 is hereby approved. The officers of the District are hereby authorized and directed to execute such certificates as may be appropriate concerning the accuracy, completeness and sufficiency of the Official Statement.

SECTION 4. ISSUANCE OF CERTIFICATES. All acts, conditions and things which are required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed precedent to and in the valid issuance of the Lease and Certificates having been done, now existing, having happened and having been performed, the District shall proceed forthwith to

cause the Trustee to issue the Certificates in the form and upon the terms set forth in the Trust Agreement and the proposal received by the Purchaser. The Chairperson and Deputy Clerk are authorized to approve the final terms of the Certificates, which approval shall be conclusively evidenced by the execution of the Trust Agreement by said officers. The Certificates shall be prepared, executed and delivered as prescribed in the Trust Agreement and the officers of the District shall deliver to the Trustee a certified copy of this resolution and other documents required by the Trust Agreement, for authentication and delivery to the Purchaser. The Trustee is hereby appointed authenticating agent with respect to the Certificates, and as paying agent for the Certificates pursuant to the Trust Agreement.

SECTION 5. PAYMENT OF RENTAL PAYMENTS. The District will pay to the Trustee promptly when due, all of the Rental Payments and other amounts required by the Lease. Payment of the Rental Payments is subject to the provisions for termination set forth in the Lease, which provides that the Lease is subject to termination by the District, without penalty, at the end of any fiscal year of the District, in accordance with the terms thereof. The full faith and credit and ad valorem taxing powers of the District are not pledged to the payment of the District's obligations under the Lease or the Certificates.

SECTION 6. CONTINUING DISCLOSURE.

(a) Definitions. The following capitalized terms shall have the following meanings for purposes of this section.

*"Annual Report"* means any annual report provided by the District pursuant to, and as described in, subsection (c) of this section.

*"Beneficial Owner"* means any person which (i) has the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, any Certificates (including persons holding Certificates through nominees, depositories or other intermediaries), or (ii) is treated as the owner of any Certificates for federal income tax purposes.

*"EMMA"* means the MSRB's Electronic Municipal Market Access system available at <http://emma.msrb.org>.

*"Financial Obligation"* means a (i) debt obligation, (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation, or (iii) guarantee of either (i) or (ii). The term "Financial Obligation" does not include municipal securities as to which a final official statement has been provided to the MSRB pursuant to the Rule.

*"Holders"* means the registered holders of the Certificates, as recorded in the registration books of the Registrar (as defined in the Trust Agreement).

*"Listed Events"* means the events listed in subsection (d)(i) of this section.

*"MSRB"* means the Municipal Securities Rulemaking Board, 1300 I Street NW, Suite 1000, Washington, DC 20005.

*"Participating Underwriter"* means any of the original underwriters of the Certificates required to comply with the Rule in connection with offering of the Certificates.

“Rule” means Rule 15c2-12 adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as the same may be amended from time to time.

(b) Purpose and Beneficiaries. The District makes the following covenants for the benefit of the Holders and Beneficial Owners of the Certificates and in order to assist the Participating Underwriters in complying with the Rule.

(c) Provision of Annual Reports.

(i) Not later than 12 months after the end of each fiscal year of the District (the “Submission Deadline”) (the first report being due not later than 12 months after June 30, 2021), the District shall, either directly or indirectly through an agent designated by the District, file on EMMA an electronic copy of its Annual Report in a format and accompanied by such identifying information as prescribed by the MSRB. If the District’s fiscal year changes, it shall, either directly or indirectly through an agent designated by the District, give notice of such change in the same manner as for a Listed Event under subsection (d), and the Submission Deadline beginning with the subsequent fiscal year will become one year following the end of the new fiscal year. If the District is unable to provide an Annual Report by the Submission Deadline, in a timely manner thereafter, the District shall, either directly or indirectly through an agent designated by the District, file a notice on EMMA stating that there has been a failure to provide an Annual Report on or before the Submission Deadline.

(ii) The Annual Report must contain or include by reference the following:

(1) The audited financial statements of the District for the prior fiscal year, prepared in accordance with generally accepted accounting principles promulgated by the Financial Accounting Standards Board as modified in accordance with the governmental accounting standards promulgated by the Governmental Accounting Standards Board or as otherwise provided under Minnesota state law, as in effect from time to time, or, if and to the extent such audited financial statements have not been prepared in accordance with generally accepted accounting principles, noting the discrepancies therefrom and the effect thereof. If the District’s audited financial statements are not available by the Submission Deadline, the Annual Report shall contain unaudited financial information (which may include any annual filing information required by Minnesota state law) accompanied by a notice that the audited financial statements are not yet available, and the audited financial statements shall be filed on EMMA within 10 days of when they become available.

(2) To the extent not included in the financial statements provided as part of the Annual Report, tables, schedules or other information of the type contained in the Official Statement for the Certificates under the following headings or captions, which information may be unaudited:

- (A) Economic and Financial Information
- (B) Summary of Debt and Debt Statistics
- (C) General Information –“Major Employers.”

- (iii) The Annual Report may be submitted as a single document or as separate documents comprising a package. The contents of the Annual Report may be included in the Annual Report by specific reference to other documents, including official statements of debt issues of the District or related public entities, which are available on EMMA or are filed with the Securities and Exchange Commission. If the document included by reference is a final official statement, it must be available on EMMA. The Annual Report shall clearly identify each such other document so included by reference. The audited financial statements of the District may be submitted separately from the balance of the Annual Report and later than the Submission Deadline if they are not available by that date.

(d) Reporting of Significant Events.

- (i) The District shall, either directly or indirectly through an agent designated by the District, give notice of the occurrence of any of the following events with respect to the Certificates, all pursuant to the provisions of this subsection (d):
  - (1) Principal and interest payment delinquencies.
  - (2) Non-payment related defaults, if material.
  - (3) Unscheduled draws on debt service reserves reflecting financial difficulties.
  - (4) Unscheduled draws on credit enhancements reflecting financial difficulties.
  - (5) Substitution of credit or liquidity providers, or their failure to perform.
  - (6) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security.
  - (7) Modifications to rights of security holders, if material.
  - (8) Bond calls, if material, and tender offers.
  - (9) Defeasances.
  - (10) Release, substitution, or sale of property securing repayment of the securities, if material.
  - (11) Rating changes.
  - (12) Bankruptcy, insolvency, receivership or similar event of the obligated person.

For the purposes this subparagraph (12), the Listed Event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the

U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.

- (13) The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material.
  - (14) Appointment of a successor or additional trustee or the change of name of a trustee, if material.
  - (15) Incurrence of a Financial Obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the obligated person, any of which affect security holders, if material.
  - (16) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the obligated person, any of which reflect financial difficulties.
- (ii) If a Listed Event described in subparagraph (2), (7), (8) (but only with respect to bond calls under (8)), (10), (13), (14) or (15) has occurred *and the District has determined that such Listed Event is material under applicable federal securities laws*, the District shall, either directly or indirectly through an agent designated by the District, in a timely manner but not later than 10 business days after the occurrence of such Listed Event, promptly file a notice of such occurrence on EMMA, with such notice in a format and accompanied by such identifying information as prescribed by the MSRB.
  - (iii) If a Listed Event described in subparagraph (1), (3), (4), (5), (6), (8) (but only with respect to tender offers under (8)), (9), (11), (12) or (16) above has occurred the District shall, either directly or indirectly through an agent designated by the District, in a timely manner but not later than 10 business days after the occurrence of such Listed Event, promptly file a notice of such occurrence on EMMA, with such notice in a format and accompanied by such identifying information as prescribed by the MSRB. Notwithstanding the foregoing, notice of Listed Events described in subparagraphs (8) and (9) need not be given under this subsection (d) any earlier than the notice (if any) of the underlying event is given to Holders of affected Certificates pursuant to the Trust Agreement.
- (e) Termination of Reporting Obligation. The District's obligations under this section will terminate upon the legal defeasance, prior redemption or payment in full of all of the Certificates

or upon the District's receipt of an opinion of nationally recognized bond counsel to the effect that, because of legislative action or final judicial action or administrative actions or proceedings, the failure of the District to comply with the terms hereof will not cause Participating Underwriters to be in violation of the Rule or other applicable requirements of the Securities Exchange Act of 1934, as amended.

(f) Dissemination Agent. The District may, from time to time, appoint or engage a dissemination agent to assist it in carrying out its obligations under this section, and may discharge any such dissemination agent, with or without appointing a successor dissemination agent. The dissemination agent will not be responsible in any manner for the content of any notice or Annual Report prepared by the District pursuant to this section.

(g) Amendment; Waiver. Notwithstanding any other provision of this section, the District may amend the covenants contained in this section, and any provision of this section may be waived, if

- (i) (1) the amendment or waiver is made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature or status of an obligated person with respect to the Certificates, or the type of business conducted; (2) the undertaking, as amended or taking into account such waiver, would, in the opinion of nationally recognized bond counsel, have complied with the requirements of the Rule at the time of the original issuance of the Certificates, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; and (3) the amendment or waiver either (A) is approved by a majority of the Holders, or (B) does not, in the opinion of nationally recognized bond counsel, materially impair the interests of the Holders or Beneficial Owners; or
- (ii) the amendment or waiver is necessary to comply with modifications to or interpretations of the provisions of the Rule as announced by the Securities and Exchange Commission.

In the event of any amendment or waiver of a provision of this section, the District shall describe such amendment in the next Annual Report, and shall include, as applicable, a narrative explanation of the reason for the amendment or waiver and its impact on the type (or in the case of a change of accounting principles, on the presentation) of financial information or operating data being presented by the District. In addition, if the amendment relates to the accounting principles to be followed in preparing audited financial statements, (i) notice of such change shall be given in the same manner as for a Listed Event under subsection (d), and (ii) the Annual Report for the year in which the change is made will present a comparison or other discussion in narrative form (and also, if feasible, in quantitative form) describing or illustrating the material differences between the audited financial statements as prepared on the basis of the new accounting principles and those prepared on the basis of the former accounting principles.

(h) Additional Information. Nothing in this section will be deemed to prevent the District from disseminating any other information, using the means of dissemination set forth in this section or any other means of communication, or including any other information in any Annual Report or notice of occurrence of a Listed Event, in addition to that which is required by this section. If the District chooses to include any information in any Annual Report or notice of occurrence of a Listed Event in addition to that which is specifically required by this section, the District shall have

no obligation under this section to update such information or include it in any future Annual Report or notice of occurrence of a Listed Event.

(i) Default. In the event of a failure of the District to comply with any provision of this section, any Holder or Beneficial Owner may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this section. Direct, indirect, consequential and punitive damages will not be recoverable by any person for any default hereunder and are hereby waived to the extent permitted by law. A default under this section will not be deemed an event of default under the Lease, the Trust Agreement or this resolution, and the sole remedy under this section in the event of any failure of the District to comply with this section will be an action to compel performance.

SECTION 7. ADDITIONAL AUTHORIZATIONS. In the absence or other unavailability of the Chairperson, any document authorized in this resolution to be executed by the Chairperson may be executed by the Vice Chairperson or the Acting Chairperson and, in the absence or other unavailability of the Deputy Clerk, any document authorized in this resolution to be executed by the Deputy Clerk may be executed by the Acting Deputy Clerk.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.



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

Board Agenda Item XI.

Title: Resolution Pertaining to Consent Agenda

Date: March 4, 2021

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**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 March 4, 2021:

- a. Minutes of February 4, 2021 Regular Meeting and February 18, 2021 Closed Session
- b. Study Session Summary of February 18, 2021
- c. Payment of Bills
- d. Recommended Personnel Items
- e. Gifts and Donations
- f. Electronic Fund Transfers
- g. Approval of Underground Easement for CenterPoint Energy at Minnetonka Community Education Center
- h. Approval of UNUM Insurance Proposal for Ancillary Insurance for Employees in FY22 and FY23

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**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

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

Board Agenda Item XI. c

Title: Payment of Bills

Date: March 4, 2021

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**OVERVIEW:**

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

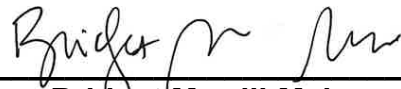
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**RECOMMENDATION/FUTURE DIRECTION:**

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

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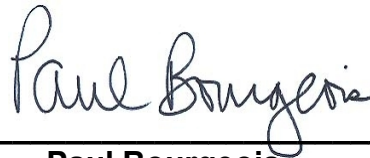
Submitted by:



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**Bridget Merrill-Myhre**  
Coordinator of Accounting

Approved by:



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**Paul Bourgeois**  
Executive Director of Finance & Operations

Concurrence:



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**Dennis L. Peterson**  
Superintendent of Schools

## MINNETONKA DISTRICT #276

TO: Dr. Dennis Peterson

FROM: Bridget Merrill-Myhre

RE: Payment of Bills – January 2021  
Board Meeting Date: March 4, 2021

The following disbursements are submitted for the month of January:

Recommend the payment of bills in the sum of \$13,103,230.17 by check #464279 - #464617 and ACH #202101392 - #202101554, and wire transactions #202000978 - #202001108 as follows:

January		
	FUND	
01	GENERAL FUND	4,839,814.10
02	CHILD NUTRITION	148,619.47
03	PUPIL TRANSPORTATION	533,341.66
04	COMMUNITY SERVICE	205,628.67
05	CAPITAL EXPENDITURE	2,020,534.02
07	DEBT SERVICE FUND	4,604,219.10
09	TRUST - FIDUCIARY	44,497.42
11	EXTRA/CO-CURRICULAR	49,024.89
12	ATHLETIC FEE	7,869.79
18	CUSTODIAL FUND	2,902.22
20	SELF INSURANCE	112,863.54
40	CULTURAL ARTS CENTER	13,612.26
41	DOMES OPERATIONS	142,972.01
42	AQUATICS PROGRAM	16,054.43
43	PAGEL CENTER	39,344.50
46	LTFM	25,761.59
56	CONSTRUCTION PROJECTS	129,135.23
66	CAPITAL PROJECTS LEVY	167,035.27
		\$ 13,103,230.17
	SALARIES	\$ 4,994,636.44
	TOTAL	<u>\$ 18,097,866.61</u>

  
\_\_\_\_\_  
Bridget Merrill-Myhre

February 24, 2021  
Date

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

**Board Agenda Item XI. d.**

**TITLE:** Recommended Personnel Items

**DATE:** March 4, 2021

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**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.

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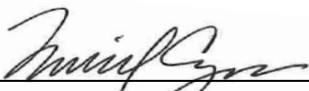
**FUTURE ACTION/RECOMMENDATION:**

The administration recommends approval of all attached personnel changes.


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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
ALLEY, ELIZABETH COIL, HANNAH ENGSTROM, PETER *MATRE, ANDRENE NETZKE, LAUREN POLSKI, DANIEL	GRADE 3, 1.0 FTE, EXC SCHOOL NURSE, 0.8 FTE, MME SOCIAL STUDIES, 0.8 FTE, MHS ELT/WILSON READING, 0.89 FTE, CS ECSE, 1.0 FTE, MCEC READING, 0.8 FTE, SH	1/21/21-4/23/21 2020-21 2/9/21-3/26/21 2/25/21-3/26/21 3/5/21-6/10/21 2/16/21-6/10/21	\$18,418.04 \$35.67/HOUR \$6,620.68 \$7,281.09 \$19,012.17 \$21,587.34

RESIGNATIONS	ASSIGNMENT	EFFECTIVE	REASON
*BLAD, SALLY BURMESCH, MARY KAY *FERRIS, MICHELLE JOHNSON, SCOTT *MARCANTONIO, JESSICA SEPULVEDA, MARTHA TELLEKSON, KARIN	COORD OF MTKA PRESCHOOL, ECFE & EARLY CHILDHOOD, 1.0 FTE, MCEC SPECIAL ED, 1.0 FTE, MME EXECUTIVE DIRECTOR OF STUDENT SUPPORT SERVICES, 0.6 FTE, DSC SPECIAL ED, 1.0 FTE, MHS KINDERGARTEN SPANISH IMMERSION, 1.0 FTE, MWTA GRADE 3 SPANISH IMMERSION, 1.0 FTE, DH ADAPTIVE PHY ED, 1.0 FTE, MME/MHS	6/30/21 6/10/21 6/30/21 6/10/21 6/10/21 3/5/21 8/27/21	RESIGNATION RETIREMENT RESIGNATION RETIREMENT RESIGNATION RESIGNATION RETIREMENT

LEAVES	ASSIGNMENT	EFFECTIVE	REASON
ABEL, MICHELE *ADAMEK, MARYROSE ENGDAHL, ALYSSA HARMAN, KARI JAMISON, MARY ANDREA LARSEN, AMBER REISER, HALEY THIEL, TYLER TURNER, ELISABETH WALKER, BERNADETTE	READING, 1.0 FTE, SH GRADE 3, 1.0 FTE, ELEARNING OCCUPATIONAL THERAPIST, 1.0 FTE, CS/EXC/MHS READING (ENG/SPAN) 0.75 FTE, GR ELT/READING, 0.89 FTE, CS SPECIAL ED, 1.0 FTE, DH GRADE 5, 1.0 FTE, GR SOCIAL STUDIES, 1.0 FTE, MS ELEARNING MTKA PRESCHOOL, 0.568 FTE, MCEC READING/GRADE 1 SUPPT, GR – OUT ON 0.5 FTE LOA (WORKING 0.5 FTE)	1/27/21-4/26/21 3/1/21-3/26/21 7/7/21-10/1/21 10/26/20-6/10/21 2/16/21-4/4/21 8/9/21-1/21/22 4/20/21-6/10/21 3/10/21-4/13/21 1/5/21-3/14/21 2/5/21-3/19/21	MEDICAL FMLA CHILD REARING MEDICAL MEDICAL CHILD REARING CHILD REARING CHILD REARING MEDICAL MEDICAL

STATUS CHANGES	CURRENT ASSIGNMENT	EFFECTIVE	CHANGE
BERLIN, KYLE DE SANTIAGO CONRERAS, CARLOS GAARD, JENNIFER HEDSTROM, MARY HEIN-FERRIS, MEGAN JIN, JIEMING JOHNSON, REBECCA KITZMANN, DAVID LENDINO, ANN OWENS, SUSAN REDFERN, ANNE STOCK, JESSICA STUEBER, ALISON	MATH, 0.8 FTE, MMW MATH, 0.2 FTE, MMW (TEMPORARY 9/1/20-1/25/21) CLASS C SPAN IMM CLRM PARA, 6 HRS 45 MIN/DAY, GR CLASS A LR/PG/SUPVRY PARA, 10 HRS/WK, DH LANG ARTS LTS, 1.0 FTE, MHS, 12/10/20-2/12/21 ELEM FLOAT TEMP/READING LTS, 1.0 FTE, GR, 11/16/20-3/5/21 GR. 2 CHINESE IMM, 1.0 FTE, ELEARNS (11/2/20-3/26/21) TEACHER ON LOA 11/5/20-2/1/21 TECH ED, 1.0 FTE, MHS SPANISH READING, 0.75 FTE, GR ELEM SPAN IMM FLOAT, 1.0 FTE, ELEM BLDGS, 4/5/21-6/10/21 WILSON READING, 0.4125 FTE, GR/MWTA GR. 6/SPANISH IMMERSION, 1.0 FTE, MME AND SPANISH IMMERSION, 0.2 FTE, MME (OVERLOAD Q2) RESERVE TEACHER	1/26/21-6/10/21 2/16/21-6/10/21 2/1/21-6/10/21 2/16/21-2/26/21 11/16/20-6/10/21 4/5/21-6/10/21 2/2/21-6/10/21 1/26/21-6/10/21 11/5/20-6/10/21 3/15/21-6/10/21 2/1/21-6/10/21 2020-21 1/27/21-6/10/21	CONTINUE TEMPORARY MATH, 0.2 FTE, MMW GR. 3 SPAN IMM TEMP TEACHER, 1.0 FTE, GR ADD: ELT TEMP TEACHER, 0.205 FTE, DH ADD: LANG ARTS LTS, 0.5 FTE, MHS ELEM FLOAT TEMP/READING LTS, 1.0 FTE, GR ELEM CHINESE IMM FLOAT, 1.0 FTE, EXC/SH/ELEARN ELEM SUPPT TEACHER (READ/RTI/MATH/SUPPT) 1.0 FTE, ELEARNG (DH HOME BLDG) ADD: TECH ED OVERLOAD, 0.2 FTE, MHS ADD: SPANISH READING LTS, 0.25 FTE, GR GR. 3 SPAN IMM TEMP, 1.0 FTE, DH WILSON READING, 0.45 FTE, GR GR. 6/SPANISH IMM/WORLD LANG SPANISH, 1.0 FTE, MME WORLD LANG SPANISH OVERLOAD, 0.2 FTE, MME, QTRS 2, 3, 4 GRADE 4 TEMPORARY TEACHER, 1.0 FTE, SH

**II. BUSINESS AND OTHER NON-INSTRUCTIONAL SERVICES**

APPOINTMENTS	ASSIGNMENT	EFFECTIVE	SALARY
BRADLEY, JOHN LAUBACH, MELISSA SIMENSON, RILEY SMITH, RODNEY	AQUATICS DIRECTOR, 1.0 FTE, AQUATICS LEVEL III YOUTH PROGRAMS OFFICE ASST, 8 HRS/DAY, MCEC MTKA COMM ED MARKETING SPECIALIST, 1.0 FTE, MCEC CUSTODIAN, 1.0 FTE, EXC	3/8/21 2/2/21 2/17/21 2/24/21	\$86,500 ANNUALLY \$21.68/HR \$64,500 ANNUALLY \$18.31/HR

RESIGNATIONS	ASSIGNMENT	EFFECTIVE	REASON
ARKHIPENKOVA, ANASTASIA BOULHAN, LIBAN CABRERA, JOSE DUBOIS, SUSAN EISEL, BAILEY FAGERLIE, MARTHA GULLIKSON, KAITLYN HOFFMANN, DEBRA KRATTLEY, KATHRYN PETERSON, CHERYL ROBERTSON, JENNA	CLASS D SPEC ED PARA, 6.5 HRS/DAY, MHS CUSTODIAN, 1.0 FTE, EXC HEAD CUSTODIAN, 1.0 FTE, MMW COOK HELPER, 4 HRS/DAY, MHS CUSTODIAN, 1.0 FTE, EXC ENRICHMENT INSTRUCTOR FOR PREK SPANISH IMM, 3 HRS/WK, MCEC EARLY CHILDHOOD SCREENER, 5 HRS/WK, MCEC COORDINATOR OF PURCHASING, 1.0 FTE, DSC EXPLORERS CLUB PRGM LEAD, 5 HRS/DAY, GR CLASS D SPEC ED PARA, 6.5 HRS/DAY, CS CLASS D SPEC ED PARA, 6.5 HRS/DAY, MWTA	3/8/21 2/23/21 2/16/21 1/29/21 1/28/21 2/19/21 5/12/21 8/2/21 2/26/21 6/9/21 3/1/21	RESIGNATION JOB ABANDONMENT RESIGNATION RESIGNATION RESIGNATION RESIGNATION RESIGNATION RETIREMENT RESIGNATION RETIREMENT RESIGNATION

LEAVES	ASSIGNMENT	EFFECTIVE	REASON
ALLENSON, WENDY MYLONAKI, MARIA OLSON, ROBYN PASSE, KAITLIN RICHINS, LINDSAY	CLASS C CLRM PARA, 6.75 HRS/DAY, SH CLASS D SPEC ED PARA, 5 HRS/DAY, MWTA EXPLORERS CLUB PROGM LEADER, 6.5 HRS/DAY, CS EXPLORERS CLUB LEAD JR INSTRUCTOR, 7.5 HRS/DAY, MCEC PROJECT SOAR PRGM MGR, 6 HRS/DAY, MCEC	1/21/21-6/9/21 3/11/21-4/30/21 12/2/20-6/9/21 2/23/21-5/18/21 5/2/21/23/21	PERSONAL MEDICAL PERSONAL CHILD REARING CHILD REARING

STATUS CHANGES	CURRENT ASSIGNMENT	EFFECTIVE	CHANGE
AHMADI, AMEL BOULHAN, LIBAN DANIELSON, ANDRES JENSON, CLAY KITE, DALTON LEVITON, SARAH MAXWELL, TERRY MCCARTHY, DEBORAH MCLOONE, PATRICK MELLO, ALAN MILLER, JOAN ODEGAARD, THOMAS PETERSON, KATHERINE RUFF, MARK SINGLETON, TAYLOR TOLBERT, MICHAEL WALD, KAYLA WOLFF LEWIS, EMILY	EXPLORERS CLUB PRGM ASST, 16 HRS/WK, GR CUSTODIAN, 1.0 FTE, MHS CUSTODIAN, 1.0 FTE, CS EXPLORERS CLUB PRGM LEADER, 20 HRS/WK, EXC HELPDESK ASST, 8 HRS/DAY, TECH CTR CLASS A LR/PG/SUPVRY PARA, 4 HRS/DAY, CS CLASS C CLRM PARA, 6.75 HRS/DAY, CS CLASS C SPANISH IMM CLRM PARA, 6.75 HRS/DAY, GR CLASS C CLRM AND BUS/TRAFFIC PARA, 7 HRS/DAY, GR CLASS C CLRM PARA, 6.75 HRS/DAY, GR CLASS A LR/PG/SUPVRY PARA, 3 HRS/DAY, MWTA CLASS D SPEC ED PARA, 2 HRS/DAY, MWTA HEAD CUSTODIAN, 1.0 FTE, EXC EXPLORERS CLUB PRGM LEADER, 25 HRS/WK, DH CLASS A LR/PG/SUPVRY PARA, 2.25 HRS/DAY, MWTA CLASS A LR/PG/SUPVRY PARA, 3 HRS/DAY, GR CLASS B HALL PARA, 15 HRS/WK, MHS EXPLORERS CLUB PRGM ASST, 20 HRS/WK, EXC EXPLORERS CLUB PRGM ASST, 4 HRS/WK, DH	2/1/21 2/1/21 1/25/21 2/1/21 2/15/21 2/1/21 2/1/21 2/1/21 2/5/21 2/1/21 2/1/21 2/22/21 2/1/21 2/1/21 2/8/21 2/1/21 2/1/21 2/1/21	EXPLORERS CLUB PRGM ASST, 16 HRS/WK, MWTA CUSTODIAN, 1.0 FTE, EXC CUSTODIAN, 1.0 FTE, GR EXPLORERS CLUB PRGM LEADER, 30 HRS/WK, EXC HELPDESK & DATABASE SUPPT TECH, 8 HRS/DAY, TECH CTR CLASS C SPAN IMM KINDER PARA, 5 HRS/DAY, CS CLASS D SPEC ED PARA, 6.75 HRS/DAY, CS CLASS C MIDDLE SCHOOL CLRM PARA, 6.75 HRS/DAY, MME CLASS A LR/PG/SUPVRY PARA, 3 HRS/DAY GR CLASS C MATH PARA, 5 HRS/DAY, GR CLASS D SPEC ED PARA, 6.5 HRS/DAY, MWTA HEAD CUSTODIAN, 1.0 FTE, MMW EXPLORERS CLUB PRGM LEADER, 30 HRS/WK, DH CLASS C CLRM PARA, 6.5 HRS/DAY, MWTA CLASS C CLRM PARA, 6.75 HRS/DAY, GR (TEMP THRU 4/2021) ADD: EXPLORERS CLUB PRGM ASST, 6 HRS/WK, GR EXPLORERS CLUB PRGM ASST, 20 HRS/WK, SH EXPLORERS CLUB PRGM ASST, 17.5 HRS/WK, DH
<b>RETURNING FROM LAYOFF STATUS:</b> AESHLIMAN, CELINA ANDERSON, KATIE BRUSH, JOSEPH DREW, AVERY GAGNON, JULIA ILLICH, MACY LABADIE, SOPHIA MARTINSON, HOLLY MARTINSON, JAMIE SCHEIB, WILL	LAYOFF STATUS LAYOFF STATUS LAYOFF STATUS LAYOFF STATUS LAYOFF STATUS LAYOFF STATUS LAYOFF STATUS LAYOFF STATUS LAYOFF STATUS LAYOFF STATUS	2/1/21 2/1/21 2/1/21 2/1/21 2/1/21 2/1/21 2/1/21 2/1/21 2/1/21 2/1/21	EXPLORERS CLUB HS ASST, 10 HRS/WK, CS EXPLORERS CLUB PRGM ASST, 10 HRS/WK, SH EXPLORERS CLUB HS ASST, 7.5 HRS/WK, GR EXPLORERS CLUB HS ASST, 15 HRS/WK, EXC EXPLORERS CLUB BEHAVIOR ASST, 5.25 HRS/WK, MWTA EXPLORERS CLUB PRGM LEADER, 2.5 HRS/WK, CS EXPLORERS CLUB HS ASST, 12 HRS/WK, MWTA EXPLORERS CLUB PRGM LEADER, 8 HRS/WK, CS EXPLORERS CLUB PRGM ASST, 15 HRS/WK, MWTA EXPLORERS CLUB HS ASST, 15 HRS/WK, SH

SIMMS, DONNA	LAYOFF STATUS	2/1/21	EXPLORERS CLUB PRGM ASST, 6.75 HRS/WK, EXC
TROUT, IAN	LAYOFF STATUS	2/1/21	EXPLORERS CLUB PRGM LEADER, 20 HRS/WK, SH
WEISSER, SHERI	LAYOFF STATUS	2/1/21	EXPLORERS CLUB PRGM ASST, 12 HRS/WK, SH
WEST, PATRICK	LAYOFF STATUS	2/1/21	EXPLORERS CLUB PRGM ASST, 12.5 HRS/WK, SH

### III. IN-DISTRICT APPOINTMENTS

APPOINTMENT	ASSIGNMENT	BUILDING	EFFECTIVE	SALARY
ANDERSON, CHRISTA	DRAMA-SPRING MUSICAL CHOREOGRAPHER	MMW	2/1/21-4/9/21	\$1,551
BERGERSON, KAYLA	ADAPTED FLOOR HOCKEY CI ASST COACH	MHS	11/30/20-3/21/21	\$2,587
BOYD, SETH	DRAMA-MUSICAL VOCAL DIRECTOR	MME	2/15/21-4/23/21	\$2,516
BURMEISTER, MELANIE	MCE GYMNASTICS COACH	MCEC	1/11/21	\$19.99/HR
FOUTS, JACOB	DRAMA-MUSICAL PLAY DIRECTOR	MME	2/15/21-4/23/21	\$2,516
GOTZ, JOEL	DRAMA-SPRING MUSICAL-VOCAL DIRECTOR	MMW	1/27/21-3/22/21	\$2,746
HIBBARD, SANDRA	EVENT WORKER	MHS	2020-21	VARIES
HOKS, PHILIP	DRAMA-SPRING MUSICAL SET DESIGNER	MMW	2/1/21-4/9/21	\$2,746
HOKS, PHILIP	DRAMA-SPRING MUSICAL COSTUME DESIGNER	MMW	2/1/21-4/9/21	\$2,746
JANSEN, MATT	DRAMA-SPRING MUSICAL LIGHT/SOUND DESIGNER	MMW	2/1/21-4/9/21	\$2,746
JORE, AMY	DRAMA-MUSICAL PLAY DIRECTOR	MME	2/15/21-4/23/21	\$2,746
KIRLEY, KATIE	DRAMA-SPRING MUSICAL ASST DIRECTOR	MMW	2/1/21-4/9/21	\$2,027
KIVIMAKI, MARK	SPEECH ASST ADVISOR	MHS	12/2020-5/2021	\$2,396
LANGHOLZ, DAVID	EVENT WORKER	MHS	2020-21	VARIES
LAVINE, ERIN	DRAMA-SPRING MUSICAL STAGE MANAGER	MMW	2/1/21-4/9/21	\$1,551
MAUS, CRAIG	GIRLS BASKETBALL ASST COACH	MHS	11/30/20-4/3/21	\$5,147
MCALLISTER, LIZ	DRAMA-MUSICAL DIRECTOR	MME	2/15/21-4/23/21	\$3,824
PETERSON, MIKAYLA	MCE STUDENT GYMNASTICS COACH	MCEC	1/11/21	\$12.10/HR
PITTEL, DANIELLE	DRAMA-SPRING MUSICAL PLAY DIRECTOR	MMW	2/1/21-4/9/21	\$3,824
ROCHE, JOHN	GIRLS BASKETBALL ASST COACH	MHS	11/30/20-4/3/21	\$5,147
SALCEDO, JUAN PABLO	LEGACY 2021 CO-ADVISOR	MHS	2020-21	\$500
SAMUELSON, LEXIS	DANCE ASST COACH	MHS	1/4/21-2/13/21	\$1,500
TESDAHL, BRYCE	SPRING-STRENGTH TRAINING/WEIGHT ROOM SUPVR	MHS	3/22/21-6/6/21	\$2,600
TRIPP, KELLEY	DRAMA-SPRING MUSICAL CHOREOGRAPHER	MME	2/15/21-4/23/21	\$1,551
WILSON, WHITNEY	MCE CHEER COACH	MCEC	1/21/21	\$250
WOCK, LAWRENCE	ELEM SKI & SNOWBOARD SITE LEAD	MCEC	1/28/21	\$400
ZIMMERMAN, DAVID	PIANO ACCOMPANIST, GRADES 4-6 DISTRICT CHOIR	DISTRICT	2020-21	\$2,258

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

**Board Agenda Item XI. e**

**Title: Gifts and Donations**

**Date: March 4, 2021**

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**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.

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**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka High School Upper Field South Turf Account:

MHS Soccer Booster Club \$5,000.00

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka High School Bunny Besties Service Club Account:

Minnetonka Skipper Booster Club \$200.00

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka High School Assistant Coach Stipend Fund:

Skipperettes Booster Club \$4,267.46

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka High School Student Clubs:

Skipperettes Booster Club \$400.00

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka High School Orchestra Boosters Club:

Parent Booster USA, Inc \$100.00

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka High School Student Needs Fund:

The Blackbaud Giving Fund \$400.00

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Middle School West Principal Discretionary Fund:

The Blackbaud Giving Fund \$18.00



**RECOMMENDATION:** That the School Board accepts the following donation to be placed in Deephaven Elementary Student Need Fund:

The Blackbaud Giving Fund \$1,350.00

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

The Blackbaud Giving Fund \$100.00

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

The Blackbaud Giving Fund \$14.00

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

Blackbaud Giving Fund \$105.00  
The Benevity Fund \$367.94  
Kowalski's Market \$500.00

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

Anonymous \$50.00

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the MCEC General Scholarship Fund:

Apple Automatic \$75.00

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**TOTAL GIFTS AND DONATIONS FOR 2020-2021\*** = **\$138,319.74**

\*Total amount reflects gifts & donations submitted for board approval in 2020-2021.

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Submitted by: Paul Bourgeois  
Paul Bourgeois, Executive Director of Finance & Operations

**CONSENT**

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

**Board Agenda Item XI. f**

**Title:** Electronic Fund Transfers

**Date:** March 4, 2021

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**EXECUTIVE SUMMARY:**

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

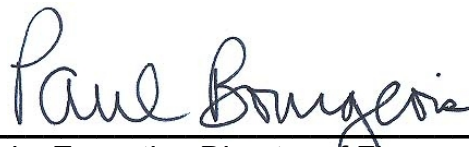
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**RECOMMENDATION:**

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

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**Submitted by:**



Paul Bourgeois, Executive Director of Finance & Operations

<b>JANUARY 2021 FROM GENERAL FUND</b>				
DATE	PAYEE			AMOUNT
1/5/2021	Claims HealthPartners			226,676.17
1/5/2021	Delta Dental			15,573.26
1/5/2021	Further - Flex			15,834.31
1/8/2021	AP Payment			553,668.02
1/8/2021	Mtka Webstore CC Processing Fees			477.08
1/8/2021	MCEC Credit Card Processing Fees			14,302.06
1/11/2021	Further - Flex			20,860.06
1/11/2021	Claims HealthPartners			161,731.72
1/11/2021	Delta Dental			20,271.30
1/12/2021	Payroll			2,372,224.63
1/15/2021	AP Payment			137,502.22
1/19/2021	Delta Dental			27,588.28
1/19/2021	Further - Flex			31,858.02
1/21/2021	Delta Dental fee			6,919.00
1/22/2021	AP Payment			17,686.53
1/25/2021	Further - Flex			14,849.83
1/25/2021	Claims HealthPartners			291,878.21
1/25/2021	Delta Dental			21,509.38
1/26/2021	Payroll			2,622,411.81
1/29/2021	Further - Flex			103,869.17
1/29/2021	AP Payment			77,127.52
JANUARY	Deluxe Bus Sys Products			86.07
JANUARY	Athletic CC Processing Fees			1,140.74
JANUARY	Postage			2,904.00
JANUARY	Bank Monthly Service Charge			778.40
				\$ 6,759,727.79
<b>JANUARY</b>				
<b>INVESTMENT</b>		<b>MATURITY</b>	<b>INTEREST</b>	<b>ENDING</b>
<b>DESCRIPTION</b>	<b>BANK</b>	<b>DATE</b>	<b>RATE</b>	<b>BALANCE</b>
Money Market	Alerus Bank ICS Savings	NA	0.33%	36,947,461.99
Money Market	MSDLAF+ Liquid Class	NA	0.05%	502,784.26
Money Market	MSDLAF+ MAX Class	NA	0.07%	0.01
Term	MSDLAF	NA		-
CD	MSDLAF	NA	1.46%	3,442,000.00
Money Market	PMA IS	NA	0.03%	10,372,609.05
Term	PMA MN Trust Term Series	NA	0.00%	-
Municipal Bonds	Northland Securities	NA	0.00%	624,630.28
Various	Wells Fargo OPEB	NA	Var	26,968,932.39
				\$ 78,858,417.98

**CONSENT**

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

**Board Agenda Item XI. g**

**Title: Approval of Underground Easement for CenterPoint  
Energy at Minnetonka Community Education Center**

**Date: March 4, 2021**

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**EXECUTIVE SUMMARY:**

CenterPoint Energy is in the process of upgrading underground natural gas distribution lines in the vicinity of the Minnetonka Community Education Center.

They are requesting a permanent underground easement for a small 15-foot-wide strip of land between the east parking lot of Minnetonka Community Education Center and Eastwood Drive that totals 1.797 square feet.

The area where the easement is being requested is maintained as grass and is a sloping area up from the east parking lot to the shoulder of Eastwood Drive. There is no other useable function for the piece of land.

It is recommended that the School Board approve the permanent underground easement for installation of an upgraded natural gas line.

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**ATTACHMENTS:**

Easement  
Exhibit A Deephaven Gas Easement  
Exhibit 1 Deephaven Gas Easement

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board approve the 1,797 square foot underground gas easement at Minnetonka Community Education Center.

***RECOMMENDED MOTION***

*BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby grant a permanent underground easement of 1,797 square feet at Minnetonka Community Education Center as designated by Exhibit A and Exhibit 1 of the proposed easement agreement and authorizes administration to execute the easement documents for Minnetonka Independent School District 276.*

Submitted by: Paul Bourgeois  
Paul Bourgeois, Executive Director of Finance & Operations

Concurrence: Dennis L. Peterson  
Dennis Peterson, Superintendent

## EASEMENT

2020-049  
Abstract

THIS EASEMENT made \_\_\_\_\_, 2021, by and between Minnetonka Public Schools, a public corporation under the laws of the State of Minnesota, situated in the County of Hennepin, State of Minnesota ("Grantor"), and CenterPoint Energy Resources Corp., a Delaware corporation, doing business in Minnesota as CenterPoint Energy Minnesota Gas, its successors and assigns ("Grantee").

1. Grantor warrants it is the owner of that certain real property in Deephaven, Hennepin, County, Minnesota, described below and in Document No. 2944564 filed of record in the Office of Recorder Hennepin, County, Minnesota, and has the right, without title restriction, to execute and deliver this instrument:

See Attached Exhibit "A" Legal description incorporated and apart of this Document to be recorded. ("Grantor's Property").

2. Grantee desires an easement in, under, and upon Grantor's Property. Grantor, in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration paid by Grantee, the receipt of which is acknowledged, hereby grants to Grantee, its successors and assigns, forever, a perpetual, exclusive 15-foot easement to lay, construct, inspect, protect, operate, maintain, alter, abandon, replace, substitute and remove the gas transmission or distribution pipelines or pipeline facilities and appurtenances thereto ("gas facilities") in, under and upon Grantor's Property in Deephaven, Hennepin, County, Minnesota. Said easement is described as:

See Attached Exhibit 1 Legal description incorporated and apart of this Document to be recorded.

As shown in Exhibit 1 attached to and incorporated herein by reference.

3. In addition, Grantor grants to Grantee, its successors and assigns, the right of ingress and egress to and from Grantor's Property and Grantee's Easement; the right of surveying, the right of lateral and subjacent support; and the right to place signs and markers on Grantee's Easement as required by law, or in Grantee's judgment, to protect the public interest or property owner or to notify them of Grantee's Easement. Grantor also

grants to Grantee, its successors and assigns, the privilege of temporarily placing tools, equipment, material, and soil on Grantor's Property for the above purposes.

4. Grantor further grants to Grantee the right to clear and keep Grantee's Easement cleared of trees, roots, brush, or other encroachments or obstructions on the surface, sub-surface, and over Grantee's Easement which may interfere with the gas facilities. However, subject to Grantee's written approval, Grantor retains the right to landscape Grantee's Easement with grass, mulch, or similar material and to pave Grantee's Easement for parking and driveway purposes. In the event, Grantee disrupts, removes, or destroys any grass, trees, or other landscaping in the Grantee's Easement in exercising its rights hereunder, Grantee will repair, replace and restore the disturbed area as close to its original condition as possible.

5. Grantor agrees not to interfere with, obstruct, or perform or undertake any activity that could damage or restrict Grantee's use or operation of its gas facilities or the rights granted to Grantee by this instrument. Additionally, Grantor agrees not to encroach upon Grantee's Easement by filling, excavating, or erecting buildings or permanent enclosures unless the same are pre-approved by Grantee, which approval shall not be unreasonably delayed or withheld. Grantor understands and agrees that Grantee may remove any unapproved encroachments or obstructions Grantor places on Grantee's Easement, at Grantor's expense.

6. Grantor agrees that future utilities or other entities will not be located within Grantee's Easement without Grantee's advance written consent, which consent shall not be unreasonably delayed or withheld.

7. Grantee will exercise due care, and diligence to avoid injury or damage to Grantor's non-encroaching buildings, permitted personal property, and permitted landscaping. Grantee indemnifies Grantor from any such damage or loss arising or occurring to such property solely by reason of the operation, maintenance, relocation, replacement, substitution, or removal of Grantee's gas facilities.

8. If Grantee discontinues the use of its gas facilities, Grantee has the right, but not the duty, to enter upon Grantee's Easement and remove all or any portion of its gas facilities.

9. Grantee may exercise the rights conveyed herein from time-to-time as may be necessary and convenient, and Grantee's failure to exercise said rights will not limit or extinguish said rights. Grantee's rights can only be extinguished or modified by a written instrument executed by Grantee and filed of record in the county and state aforesaid.

10. Recitals are incorporated and made a part of this Easement.

11. The persons signing this Easement have the real and apparent authority to bind the respective parties.

12. The terms and provisions of this instrument run with the land and extend to

and are binding upon Grantor and Grantor's heirs, legal representatives, successors, and assigns. Grantee may assign or lease this Easement in whole or in part.

(REMAINDER OF PAGE LEFT BLANK INTENTIONALLY)



**GRANTOR:**

By: \_\_\_\_\_  
Paul Bourgeois, Executive Director of Finance and Operations

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by Paul Bourgeois, Executive Director of Finance and Operations, Minnetonka Public Schools, a public corporation under the laws of the State of Minnesota, situated in the County of Hennepin, State of Minnesota.

\_\_\_\_\_  
Notary Public

**GRANTEE:**  
CenterPoint Energy Resources Corp.,  
d/b/a CenterPoint Energy Minnesota Gas

By: \_\_\_\_\_  
Brad A. Tutunjian, Division Vice President  
CenterPoint Energy  
Regional Gas Operations

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF HENNEPIN )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by Brad A. Tutunjian, Division Vice President CenterPoint Energy Regional Gas Operations of CenterPoint Energy Resources Corp, CenterPoint Energy Minnesota Gas.

\_\_\_\_\_  
Notary Public

**ATTENTION COUNTY RECORDER:**  
  
Please mail this document after recording to:  
  
Chuck Mayers **SR/WA**  
Senior Agent, Right of Way  
CenterPoint Energy  
P.O. Box 1165  
Minneapolis, MN 55440-1165

**THIS INSTRUMENT WAS DRAFTED BY:**  
**CenterPoint Energy Resources Corp., d/b/a CenterPoint  
Energy Minnesota Gas  
700 West Linden Avenue  
Minneapolis, MN 55440-1165**

P.I.D. No. 24-117-23-44-0005

**EXHIBIT "A"**

***That part of the following described parcel of land in the City of Deephaven:***

That part of Government Lot 5, Section 24, Township 117, Range 23, described as follows:

Beginning at a point on the South line of said Government Lot 5, distant 297.00 feet Westerly from the Southeast corner of said Government Lot 5; thence Easterly along said South line a distance of 297.00 feet to said Southeast corner; thence Northerly along the East line of said Government Lot 5 a distance of 560.25 feet; thence Westerly, parallel with the South line of said Government Lot 5, a distance of 330.00 feet; thence Southerly, parallel with said East line, a distance of 490.15 feet; thence Southeasterly a distance of 77.60 feet to the point of beginning.

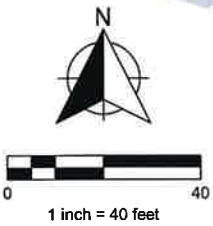
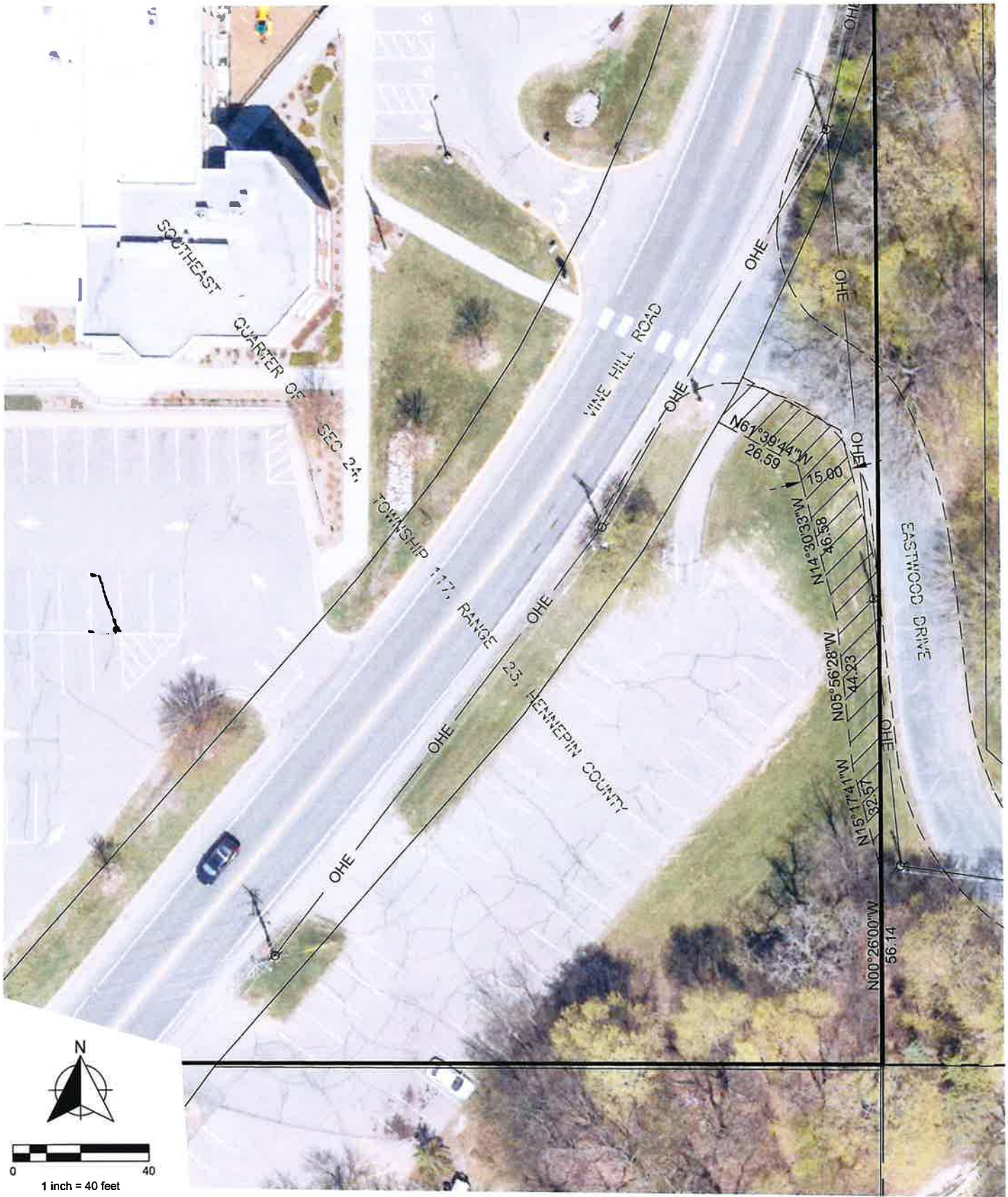
***Which lies within the following easement for utility purposes:***

**EXHIBIT 1**

A strip of land 15.00 feet in width over that part of the above described parcel of land the westerly line of said strip is described as follows: commencing at the Southeast corner of the of the Southeast Quarter of Section 24, Township 117, Range 23, Hennepin County, Minnesota; thence North 00 degrees 26 minutes 00 seconds West, assumed bearing along the East line of said Southeast Quarter 56.14 feet to the point of beginning of said line to be hereinafter described; thence North 15 degrees 17 minutes 41 seconds West, 32.57 feet; thence North 05 degrees 56 minutes 28 seconds West, 44.23 feet; thence North 14 degrees 30 minutes 33 seconds West, 46.58 feet; thence 61 degrees 39 minutes 44 seconds West, 26.59 feet to said southeasterly right of way line and said line there terminating. Said strip of land is to extend by its full width from said East line to the southeasterly right of way line of Vine Hill Road.

Parties: MINNETONKA PUBLIC SCHOOLS SERVICE CENTER  
5621 CO RD NO 101  
MINNETONKA MN 55345

*Note: This is not a legal document. It is intended only to present the information to prepare the necessary documents for the acquisition of the easements described above by proceedings in eminent domain or negotiation.*



 PERMANENT UTILITY EASEMENT AREA = 1,797 SQ. FT.

Prepared by:



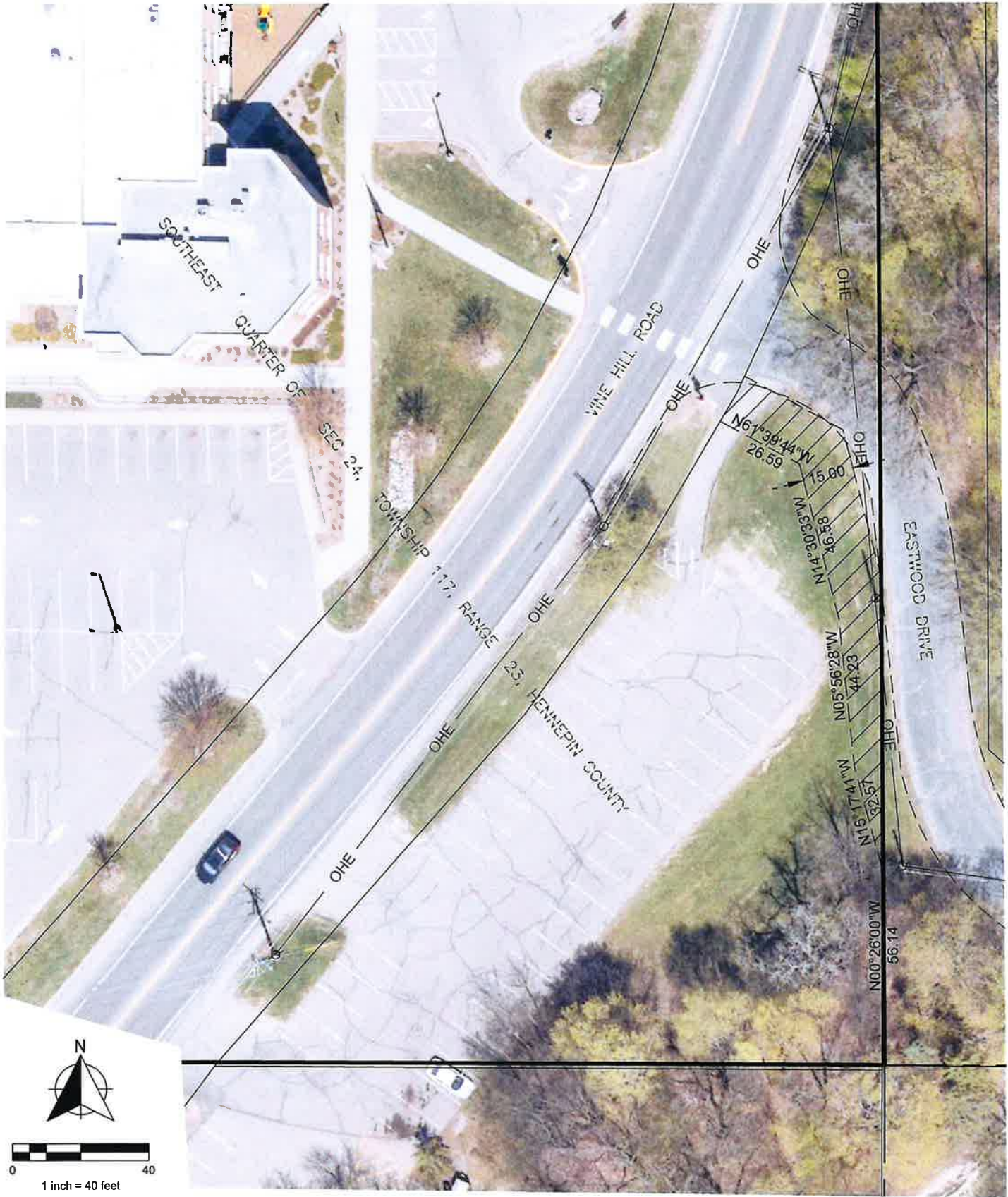
Deephaven Gas Easement

Parcel Sketch  
City of Deephaven, Minnesota

WSB Project No. 017637-00

Date: 02/17/2021





1 inch = 40 feet



PERMANENT UTILITY EASEMENT AREA = 1,797 SQ. FT.

Prepared by:



Deephaven Gas Easement

EXHIBIT 1  
City of Deephaven, Minnesota

WSB Project No. 017637-00

Date: 02/17/2021



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

Board Agenda Item XI. h

Title: Approval of UNUM Insurance Proposal for  
Ancillary Insurance for Employees in FY22 and FY23

Date: March 4, 2021

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**EXECUTIVE SUMMARY:**

As part of the benefits offered for employees, Minnetonka ISD 276 provides basic life insurance, accidental death and dismemberment insurance, and long-term disability insurance at group rates. Employees also can purchase additional life insurance coverage over the basic amount paid for by the District. The contract with the current provider, New York Life, will be completed as of June 30, 2021. Minnetonka Independent School District 276 requested proposals from the insurance market for these ancillary insurance services.

Proposals were received from three insurance companies with annual proposed rates resulting in annual costs for the ancillary insurance as follows:

Lincoln Financial Insurance Company	\$304,632.00
New York Life Insurance Company	\$301,559.22
UNUM Insurance Company	\$275,276.00

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board approve UNUM Insurance Company as the provider of basic life insurance, accidental death and dismemberment insurance, and long term disability insurance for Fiscal Years 2022 and 2023.

**RECOMMENDED MOTION**

*BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby approve UNUM Insurance Company as the provider of basic life insurance, accidental death and dismemberment insurance, and long term disability insurance for Fiscal Years 2022 and 2023.*

Submitted by: Paul Bourgeois  
Paul Bourgeois, Executive Director of Finance & Operations

Concurrence: Dennis L. Peterson  
Dennis Peterson, Superintendent