



**Independent School District 834  
Oak Park, 6355 Osman Ave N, Stillwater, MN  
School Board Business Meeting Agenda – December 19, 2019, 6:00 p.m.**

- I. Call to Order**
- II. Roll Call**
- III. Pledge of Allegiance**
- IV. District Mission Statement and School Board Goals**
- V. Approval of Agenda**
- VI. Superintendent Report**
- VII. Introductory Items**
  - A. Recognition – Maddie Whittington
- VIII. Open Forum**
- IX. Consent Agenda**
  - A. Minutes of December 12, 2019 Business Meeting
  - B. Human Resources Personnel Report
  - C. Disbursement Register December 14 - 20, 2019
  - D. Accepts Gifts and Donations November 2019
  - E. Field Trip: For 4 coaches, 1 chaperone and 28 boys Lacrosse players to travel to Cambria Durham, NC on April 2-5, 2020 for practice and attending games.
- X. Action Items**
  - A. Certify the 2019 Payable 2020 Tax Levy – Ms. Hoheisel/Director Burns
  - B. 2019-2020 Revised Budget – Ms. Hoheisel
  - C. 2019-2021 Master Contract for Cafeteria Employees' Organization – Ms. Moen
  - D. Pathways Coordinator – Dr. McDowell
- XI. Adjournment**
  - A. Adjourn



**Agenda Item I.**  
**Date Prepared: December 13, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Call to Order  
Meeting Date: December 19, 2019

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*Background:*

The School Board Chair will call the meeting to order.

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*Recommendation:*

Board action is not required.



**Agenda Item II.**  
**Date Prepared: December 13, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Roll Call  
Meeting Date: December 19, 2019

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*Background:*

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

**Board Members**

Mike Ptacek, Board Chair

Shelley Pearson, Vice Chair

Liz Weisberg, Treasurer

Sarah Stivland, Clerk

Mark Burns, Director

Jennifer Pelletier, Director

Tina Riehle, Director

Denise Pontrelli, Superintendent of Schools (ex-officio)

Khuluc Yang, Student Representative for 2019-2020

Elise Riniker, Student Representative for 2019-2020

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**Recommendation:**

Board action is not required.



**Agenda Item III.**  
**Date Prepared: December 13, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Pledge of Allegiance  
Meeting Date: December 19, 2019

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*Background:*

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

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

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*Recommendation:*

Board action is not required.



**Agenda Item IV.**  
**Date Prepared: December 13, 2019**  
**ISD 834 Board Meeting**

Agenda Item: District Mission and School Board Goals  
Meeting Date: December 19, 2019

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*A School Board member will read the District Mission statement.*

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

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

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

Increasing student achievement for ALL students.

Securing long-term financial stability of the district.

Increasing community trust and engagement.

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*Recommendation:*

Board action is not required.



**Agenda Item V.**  
**Date Prepared: December 13, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Approval of the Agenda  
Meeting Date: December 19, 2019

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***Background:***

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

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***Recommendation:***

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

***Motion by:*** \_\_\_\_\_ ***Seconded by:*** \_\_\_\_\_ ***Vote:*** \_\_\_\_\_



**Agenda Item VI.**  
**Date Prepared: December 18, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Superintendent Report  
Meeting Date: December 19, 2019

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*Background:*

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

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*Recommendation:*

Board action is not required.



**Agenda Item VII. A**  
**Date Prepared: December 18, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Introductory Items  
Meeting Date: December 19, 2019  
Student Report and District Recognition

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*Background:*

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

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*Recommendation:*

Board action is not required.





**Agenda Item VIII.**  
**Date Prepared: December 18, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Open Forum  
Meeting Date: December 19, 2019

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*Background:*

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

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

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

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

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

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*Recommendation:*

This is for informational purposes only.



**Agenda Item IX. A.B.C.D.E.**  
**Date Prepared: December 18, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Consent Agenda  
Meeting Date: December 19, 2019  
Contact Person: Varies by item

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**Background:**

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

- A. School Board Meeting Minutes – December 12, 2019  
Contact Person: Sarah Stivland, Clerk or Sherri Skogen, Secretary  
A copy of the minutes is included for your review.
- B. Human Resources Personnel Report  
Contact Person: Cathy Moen, Executive Director of Administrative Services  
A summary of personnel transactions for the month is included for your review.
- C. Disbursement Register December 14-20, 2019  
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations  
A copy of the register has been distributed to board members.
- D. Accept Gifts and Donations –November 2019  
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations  
A copy of the register has been distributed to board members.
- E. Field Trip: For four coaches, one chaperone and 28 members of the boy's Lacrosse team to travel to Cambria Durham, NC on April 2-5, 2020 for practices and attending games.

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**Recommendation:**

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

**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_



Independent School District No. 834 – Stillwater Area Public Schools  
Stillwater City Hall, 216 North 4<sup>th</sup> Street, Stillwater, MN  
December 12, 2019 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6:01 p.m.
- II. **Roll Call:** Present: Mike Ptacek, chair; Shelley Pearson, vice chair; Liz Weisberg, treasurer; Sarah Stivland, clerk; Mark Burns, director; Jennifer Pelletier, director; Tina Riehle, director; Superintendent Pontrelli, ex-officio.  
Student Representatives: Elise Riniker and Khuluc Yang
- III. **Pledge of Allegiance:** Chair Ptacek led the Pledge of Allegiance.
- IV. **District Mission and School Board Goals:** The mission statement was read by Director Stivland and the goals were read by Director Weisberg.
- V. **Approval of the Agenda**

*Motion to approve the agenda by: Member Stivland; Second by: Member Riehle, Vote: 7 ayes, 0 nays, Motion Carried Unanimously.*

VI. **Superintendent Report**

- Marketing Dept. worked with pre-school teachers to send out 900 flyers to 3 and 4 year olds.
- Attended St Croix Retired Educators luncheon – listened to Vagabonds
- Attended Rotary today with Principal Fields to present on career exploration at Oakland Middle School.
- Partnering with seniors throughout the district at the Community Engagement Workgroup today.

VII. **Introductory Items**

- A. Student Report: Elise Riniker and Khuluc Yang reported:
  - Elise shared a mock e-learning day took place, brought in singers to play holiday music during lunch and NHS held a blood drive.
  - Khuluc reported that debaters went to state; winter concerts happening now; unity dance during flex time; Theater department is putting on a spring play – Beauty and the Beast; and Human Rights Day was this past Tuesday at the school.

VIII. **Open Forum**

1. Joel Bryan – Space for some classes is not available. Time to give extra space to Brookview.
2. Kelly Feldkamp – Speaking on behalf of Brookview teachers. Expansion will start to provide equity and unity to students in the south.
3. Mary Moynagh – Pre-school is negatively impacted by the shortage of space at Brookview.
4. Jessica Rudolph – Support the funding of Brookview. Received a decrease in our taxes and the need to proceed with the 8 additional classrooms.
5. Vivian Votava – West Lakeland – In reviewing the data, it shows we need to expand Brookview.

## **IX. Consent Agenda**

- A. Minutes of November 21, 2019 Business Meeting
- B. Disbursement Register November 23-December 13, 2019
- C. Human Resources Personnel Report
- D. Program and Course Changes
- E. Approval of Increase to Non-Teacher District Sub-rates
- F. Leave Agreement with Employee
- G. Chiller #3 Internal Inspection and Overhaul
- H. Rutherford Kindergarten FTE
- I. Field Trip: For 5 coaches, 4 chaperones and the boy's baseball team to travel to Florida on March 25-30, 2020 to play baseball for team bonding, better weather conditions and facilities.
- J. Field Trip: For 1 Director, 5 Chaperones and 48 students to travel to Omaha, NE on April 16-19, 2020 for the annual spring choir tour.

Director Burns requested that item B be acted on separately to comment on the retirement of Ms. Damon.

Director Pelletier requested that item C be acted on separately to bring attention the legal fees with Kennedy and Gravin.

*Motion by: Member Burns to accept and approve items A, D, E, F, G, H, I, J; Second by: Member Weisberg; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.*

*Motion by: Member Burns to approve item B; Second by: Member Pelletier; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.*

*Motion by Member Pelletier to pass the disbursements for the legal fees except for the board related legal fees; Second by: Member Burns; Vote: 2 ayes; 5 nays, Motion fails.*

*Motion by: Member Stivland to approve the disbursements as presented; Second by: Member Weisberg; Vote: 6 ayes, 1 nay. Motion carried.*

Clarification of the procedure of the legal invoices being paid and the process for delivery of invoices will be discussed at a future Chair/Superintendent meeting.

## **X. Reports**

### **A. Truth in Taxation**

The Board certified the maximum for 2019 Payable 2020 levy on September 26, 2019. Ms. Hoheisel provided information on the Truth in Taxation requirements including the current budget, the preliminary revenue, expenditure budgets and the proposed Tax Levy for Taxes Payable 2020.

The building/land lease of \$1,779,349 – only number changed since 9/26/19 meeting in the general fund levies.

An opportunity for public comment was provided.

- Kathy Saltzman – Use it to address building needs and show that you see the needs.
- Vivian Votava - Taxes pay for the legal fees and that is not a good use of tax dollars.

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

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

Action will be taken at the December 19, 2019 Board meeting.

B. Building Assets, Reducing Risks (BARR) NSI Program

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

After initially starting in Minnesota, The BARR Center is working to expand to a national level through its Network for School Improvement (NSI), a program now made possible through funding from the Bill & Melinda Gates Foundation. The goal of the NSI is to increase grade point averages in grades 11 and 12; course passing rates in grades 9 and 10; advanced course taking; ELA and mathematics proficiency; and high school graduation rates.

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

Stillwater Area High School has been invited to join the BARR Center's Network for School Improvement as an anchor school. Funding from the Gates Foundation will help to cover costs associated with the membership expectations.

C. 2019-2020 Revised Budget

Ms. Hoheisel provided a summary of the revised budget to the preliminary budget approved in May. The revised budget is based on October 1 student enrollment and revised revenue estimates. If there are large employee contract settlements by the beginning of March an updated revised budget will be done in the spring. If large employee contracts are not settled and adopted by the board prior to the beginning of March, the budget will not be revised again for the remainder of the fiscal year. A summary of funds and significant changes from preliminary budget, review of revenue sources and expenditure categories were provided.

Action will be requested at the December 19 board meeting.

D. Expenditure Approval Form

Director Pearson shared the new Expenditure approval form. Originally brought to the Finance Working Group to have consistency on how the board looks at expenditures over \$50,000. The form gives clarity and consistency so the board gets the same basic questions answered.

If any changes or edits, please forward to Director Pearson. Discussion to have a procedure developed.

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

- E. Policy 209 – Code of Conduct - Two new items #16 and #17 were added to the policy. Director Burns indicated that #17 had much discussion at the work group sessions. SBR, SL and BGP old policies have not yet been revoked. The old policies that relate to policy 209 will be placed back on the website for reference.
- F. Policy 521 - Student Disability Nondiscrimination – replaces R 1.3.3.

These policies will come for second reading at a future board meeting.

#### **XI. Action Items**

The Final Reading of the policies below was presented by Director Stivland.

- A. Policy 722 – Public Data Requests - No changes have been made since previous reading.

*Motion to approve Policy 722 by: Member Weisberg; Second by Member Pelletier; Vote: 7 ayes; 0 nays, Motion Carried Unanimously.*

- B. Policy 401 – Equal Opportunity Employment – No changes have been made since previous reading.

*Motion to approve Policy 401 and remove policy SR 1.9 and R 1.3.1 by: Member Stivland; Second by Member Burns; Vote: 7 ayes; 0 nays, Motion Carried Unanimously.*

- C. Policy 402 – Disability Nondiscrimination – No changes have been made since previous reading.

*Motion to approve Policy 402 and remove policy SR 1.9 and R 1.3.1 by: Member Stivland; Second by Member Weisberg; Vote: 7 ayes; 0 nays, Motion Carried Unanimously.*

Chair Ptacek requested to adjourn to be respectful of the time length of the meeting.

#### **XII. Board Reports**

- A. Board Member Reports

- 1. Director Stivland – Bus Drivers collected donations for Community Thread

#### **XIII. Adjournment**

- A. The meeting adjourned at 8:30 p.m.

*Respectfully submitted, Sarah Stivland, school board clerk.*

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

**RETIREMENT/RESIGNATION/RELEASE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Halgrimson, Joan	Resignation	Cafeteria 4.0 hours/day Stillwater Area High School	Cafeteria	December 4, 2019
Thompson, Kim	Retirement (23 years)	1.0 FTE English Teacher Stillwater Area High School	SCEA	June 15, 2019

**HIRES/REHIRES**

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Flom, Stephanie	.2 FTE Speech Pathologist Lily Lake Elementary	\$73,286	2019-20 Staffing	SCEA	December 9, 2019
Ryan, Rebecca	Community Education Casual District Wide	\$13.25 /hour	Casual	Casual	December 9, 2019

**ASSIGNMENT CHANGES**

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Johnson, Valentine	Custodian V, 8.0 hours / day Brookview Elementary	Custodian IV - B, 8.0 hours / day Oak-Land Middle School	Replacement	Custodian	December 10, 2019
Melchoir, Melissa	Paraprofessional 6.0 hour/day Rutherford Elementary School	Paraprofessional 6.25 hour/day Rutherford Elementary School	Student Need	SCPA	December 4, 2019



**Agenda Item X. A.**  
**Date Prepared: December 18, 2019**  
**ISD 834 Board Meeting**

**Action Item:** Certify the 2019 Payable 2020 Tax Levy  
**Meeting Date:** December 19, 2019  
**Contact Person:** Kristen Hoheisel, Executive Director of Finance and Operations  
**Action Timeline:** December 19, 2019

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**Summary:**

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

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

Includes COP for Brookview Elementary	
General Fund	\$ 27,426,251.02
Community Service Fund	\$ 964,995.14
Debt Service Fund	\$ 10,332,401.91
<b>Total Levy</b>	<b>\$ 38,723,648.07</b>

Removes COP for Brookview Elementary	
General Fund	\$ 26,949,251.02
Community Service Fund	\$ 964,995.14
Debt Service Fund	\$ 10,332,401.91
<b>Total Levy</b>	<b>\$ 38,246,648.07</b>

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**Recommendation:**

A motion and a second to adopt the final levy for Taxes Payable 2020 is requested.

**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_



# Totals

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



**Stillwater**  
AREA PUBLIC SCHOOLS

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# Totals

Levy Description of Categoricals	Pay 2019 RMV Information	Pay 2019 NTC Information	Total	Est. Pay 2020 RMV Information	Est. Pay 2020 NTC Information	Total
General	19,862,130.88	9,102,410.68	28,964,541.56	19,906,134.63	7,043,116.39	26,949,251.02
Community Service	0.00	940,576.60	940,576.60	0.00	964,995.14	964,995.14
Debt Service	0.00	9,940,886.82	9,940,886.82	0.00	10,332,401.91	10,332,401.91
Total	19,862,130.88	19,983,874.10	39,846,004.98	19,906,134.63	18,340,513.44	38,246,648.07



**Stillwater**  
AREA PUBLIC SCHOOLS

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**Agenda Item X.B.**  
**Date Prepared: December 18, 2019**  
**ISD 834 Board Meeting**

**Action Item:** 2019-2020 Revised Budget  
**Meeting Date:** December 19, 2019  
**Contact Person:** Kristen Hoheisel, Executive Director of Finance and Operations  
**Action Timeline:** December 19, 2019

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***Summary:***

Ms. Hoheisel presented the 2019-2020 Revised Budget at the December 12, 2019 board business meeting.

The 2019-2020 Revised Budget adopted by the Board of Education midyear is an update to the Preliminary Budget approved the previous June. The Preliminary Budget is built on conservative enrollment projections and estimates of revenues. The Revised Budget is based on the October 1 student enrollment and revised revenue estimates.

Administration recommends approval of the 2019-2020 Revised Budget.

A copy of the 2019-20 Revised Budget was provided.

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***Recommendation:***

A motion and a second to approve the 2019-2020 Revised Budget is requested.

***Motion by:*** \_\_\_\_\_ ***Seconded by:*** \_\_\_\_\_ ***Vote:*** \_\_\_\_\_



# **Stillwater**

AREA PUBLIC SCHOOLS  
Independent School District 834

***2019-2020***

# **REVISED BUDGET**

**Stillwater, Minnesota  
December 2019**



# **Stillwater**

AREA PUBLIC SCHOOLS

## **2019-20 REVISED BUDGET**

### **INDEPENDENT SCHOOL DISTRICT NO. 834 STILLWATER, MINNESOTA**

**1875 South Greeley Street  
Stillwater, MN 55082  
[www.stillwaterschools.org](http://www.stillwaterschools.org)  
651-351-8321**

#### **Finance Department**

**Kristen Hoheisel, Executive Director of Finance and Operations  
[hoheiselk@stillwaterschools.org](mailto:hoheiselk@stillwaterschools.org)**

**Lynne Ritzer, Supervisor of Financial Services**

**Kathy Tuenge, District Accountant**

**Mary Acosta, Student Support Services Accountant**

**Linda Moncrief, Admin Assistant**

**Aimee Tarman, Accounts Processing Technician**

**Lorna Wells, Accounts Processing Technician**

**Tracy Caples-McDonald, Payroll Technician**

**Amber Schauer, Payroll Technician**

**December 2019**

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# **SECTION I**

## **Introduction**

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## **SCHOOL BOARD**

Dr. Michael Ptacek	Board Chair
Ms. Shelley Pearson	Vice Chair
Ms. Sarah Stivland	Clerk
Ms. Liz Weisberg	Treasurer
Mr. Mark Burns	Director
Ms. Jennifer Pelletier	Director
Ms. Tina Riehle	Director

## **ADMINISTRATION**

Ms. Denise Pontrelli	Superintendent of Schools
Dr. Bob McDowell	Assistant Superintendent
Ms. Kristen Hoheisel	Executive Director of Finance and Operations
Ms. Cathy Moen	Executive Director of Administrative Services
Ms. Rachel Larson	Director of Learning and Student Engagement
Mr. Paul Lee	Director of Student Support Services
Mr. John Perry	Director of Learning, Technology and Design Systems
Ms. Annette Sallman	Director of Community Education and Community Relations

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# Curiosity Thrives Here

## OUR STRATEGIC PLAN 2018-2021

*Developed by stakeholders of the Stillwater Area Public Schools*

### OUR MISSION

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

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

### OUR VISION

What we commit to creating for our students.

A Stillwater Area Public Schools student will be an effective:

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

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

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

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

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

### OUR GOALS: WORLD'S BEST WORKFORCE

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

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

### OUR PARAMETERS

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

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

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



**\* Goals unique to our district**

Approved by the School Board - May 10, 2018

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## **A BRIEF HISTORY OF DISTRICT 834**

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

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

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

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

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

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

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

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

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## 2019-20 REVISED BUDGET OVERVIEW

### Introduction

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

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

### Budget Timeline

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

#### Spring

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

#### Summer

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

#### Fall

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

#### Winter

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

## Budget Assumptions

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

### Enrollment Trends and Enrollment Projections

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

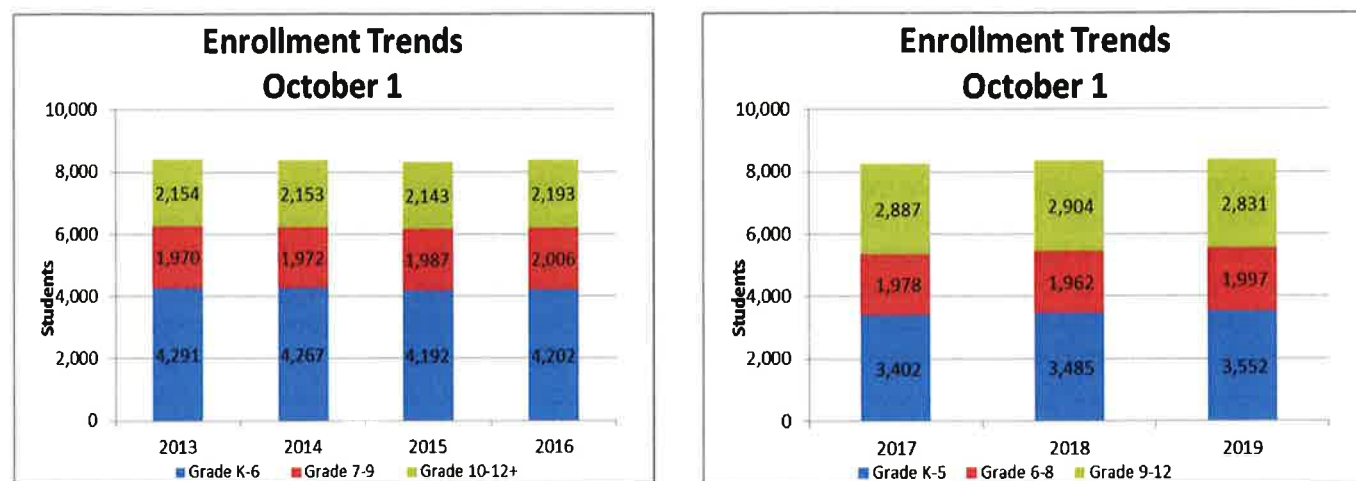


Figure 1

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

### Employee Contracts

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

### General Education Revenue

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

### School Allocations

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

### **Special Education Revenue**

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

### **Payment Delays, Tax Shifts and Legislative Changes**

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

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

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

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

### Revenues

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

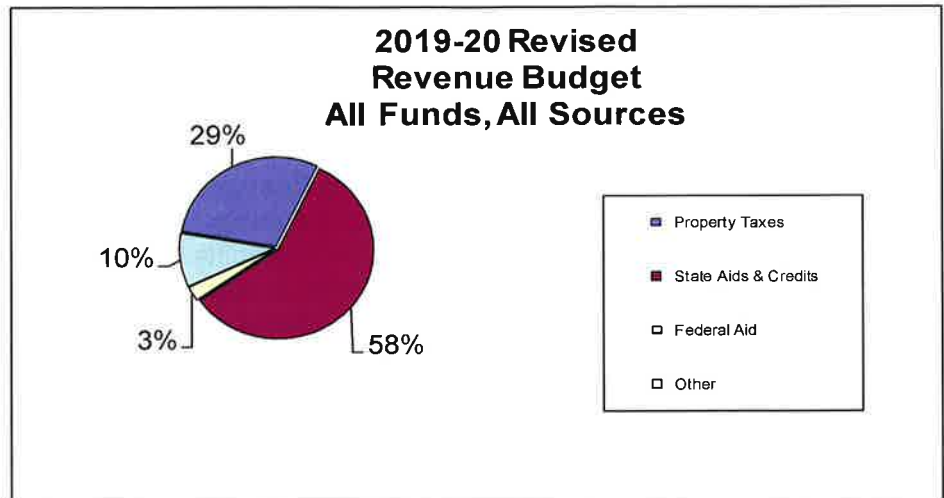


Figure 2

### Expenditures

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

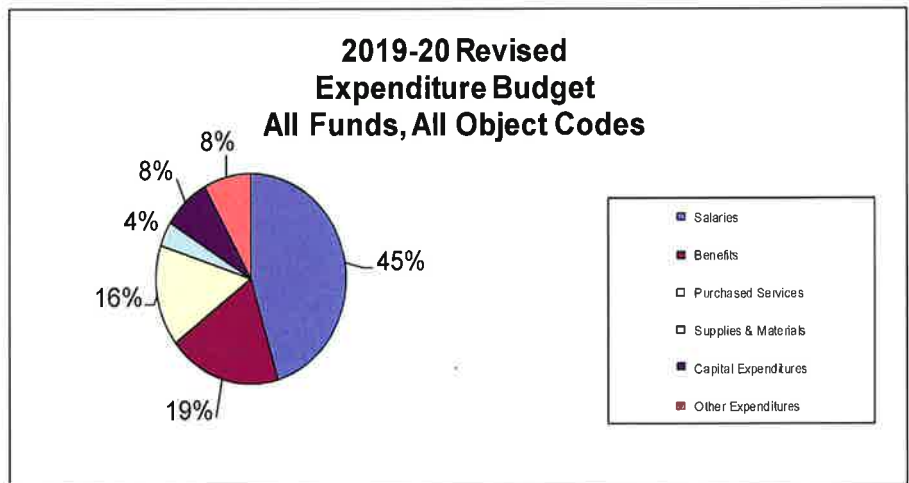


Figure 3

# **SECTION II**

**2019-20**

**Revised Budget**

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# 2019-20 REVISED BUDGET

## Budget Process and Assumptions

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

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

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

### Enrollment

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

### Staffing allocations

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

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

**Table 1**

\*This does not represent average class size.

### Non-salary budgets

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

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

**Table 2**

### Staff development

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

## 2019-20 Revised Budget – Fund Detail

### General Fund

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

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

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

#### **Revenue**

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

#### **Expenditures**

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

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

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



### Capital Expenditure Account

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

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

### Expenditures by Program

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

General Fund	2018-19	2019-20 Preliminary	2019-20 Revised	Prel. / Rev.	Prel. / Rev.
	Actual	Budget	Budget	Change	% Change
Administration	3,628,236	3,705,652	3,526,499	(179,153)	-4.83%
District Support Services	3,774,731	3,826,320	3,841,149	14,829	0.39%
Regular & Vocational Instruction	47,804,953	47,742,291	47,474,156	(268,135)	-0.56%
Special Education Instruction	19,527,685	19,869,729	20,297,323	427,594	2.15%
Community Service	75,000	0	0	0	0.00%
Instructional Support Services	7,248,996	6,989,607	7,118,022	128,415	1.84%
Pupil Support Services	4,436,486	4,491,781	4,639,797	148,016	3.30%
Transportation (Pupil Support)	7,676,044	8,242,381	8,088,434	(153,947)	-1.87%
Operations and Maintenance	15,589,401	17,782,935	18,168,088	385,153	2.17%
Fiscal and Other Fixed Costs	298,619	313,740	326,000	12,260	3.91%
<b>Total</b>	<b>110,060,150</b>	<b>112,964,436</b>	<b>113,479,468</b>	<b>515,032</b>	<b>0.46%</b>

### Administration

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

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

**District Support Services**

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

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

**Regular and Vocational Instruction**

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

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

**Special Education Instruction**

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

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

**Instructional Support Services**

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

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

**Pupil Support Services (Including Transportation)**

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

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

### Operations and Maintenance

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

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

### Fiscal and Other Fixed Costs

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

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

## Food Service Fund

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

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

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

### Community Service Fund

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

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

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

### Building Construction Fund

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

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

Expenditures reflect planned bond projects.

## Debt Service Fund

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

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

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

### OPEB Debt Service Fund

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

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

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

## Trust Fund

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

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

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

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

### **OPEB Trust**

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

### **Internal Service Fund**

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

# 2019-20 REVISED BUDGET SUMMARY

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

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



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# **SECTION III**

## **Summary**

# SUMMARY OF REVENUES BY SOURCE CATEGORY AND FUND

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

## Section III ~ Summary

# SUMMARY OF EXPENDITURES BY OBJECT CATEGORY AND FUND

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

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## BUDGET DETAIL SUMMARY

### REVENUE BY SOURCE

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

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## REVENUE BY SOURCE

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

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## REVENUE BY SOURCE

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

## BUILDING CONSTRUCTION FUND

092 Interest Earnings	126,867	0	75,000	
<b>Total</b>	<b>126,867</b>	<b>0</b>	<b>75,000</b>	



## REVENUE BY SOURCE

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

## EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2018-19 ACTUAL	2019-20 PRELIM	2019-20 REVISED	NOTES
<b>GENERAL FUND</b>				
100 Administrators	1,697,884	1,719,638	1,589,629	Reduced to reflect school board reductions.
101 School Board	32,727	33,750	33,750	
110 Principals	2,210,146	2,213,314	2,202,069	
120 Supervisors	668,786	624,437	693,807	Increased to reflect code correction from object 154.
121 Confidential/Specialists	997,574	996,535	1,032,971	
122 Subs-Health Specialists	8,413	25,000	25,000	
140 Teachers	33,948,632	34,351,203	34,057,268	
141 Paraprofessionals	882,856	924,803	909,256	
142 Subs-Paraprofessionals	3,115	21,150	21,150	
143 Coordinators	1,361,299	1,407,656	1,256,037	Reduced to reflect school board reductions.
144 Librarians	200,565	203,412	202,948	
145 Subs-Teacher	38,004	100,000	100,000	
150 Subs-Teacher School Business	14,810	37,878	35,722	
151 Occupational Therapists	266,438	270,222	271,128	
152 Speech Language Pathologists	1,442,596	1,474,718	1,552,767	
154 School Nurse	275,651	411,935	176,748	Decreased to reflect actual staffing and code correction to object 120.
155 Health Care Specialists	314,499	323,558	322,508	
156 School Social Worker	470,769	479,745	481,353	
157 Psychologists	853,981	863,991	868,251	
161 Paraprofessionals - Certified	2,342,495	2,609,040	2,672,241	
162 Paraprofessionals - One-to-One	169,525	177,051	167,675	
165 School Counselors	1,076,521	1,099,417	1,147,304	
170 Tech Support	2,169,801	2,239,409	2,180,249	
171 Subs-Tech Support	19,200	9,477	11,077	
172 Custodians	2,309,464	2,503,624	2,344,956	Reduced to reflect school board reductions.
173 Overtime	182,086	102,998	123,498	
174 DAPE Specialists	176,217	178,575	216,265	Increase in staffing.
176 Subs-Custodian	131,566	95,000	95,000	
177 Crossing Guards	8,452	10,506	10,453	
178 Lunchroom Supervisors-Licensed	10,297	10,000	10,000	
179 Lunchroom Supervisors-Non-Licensed	1,638	1,758	1,730	
180 Coaches	731,091	693,081	724,795	
185 Advisors	183,554	192,965	179,407	
186 Other Salary Payments-Non-Licensed	297,460	333,783	326,804	
189 Other Salary Payments-Licensed	776,820	876,301	838,501	
196 School Board Reductions	0	-557,000	0	Reductions reflected in appropriate object codes.
210 FICA	4,137,161	4,320,333	4,303,526	

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## EXPENDITURE BY OBJECT

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

## EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2018-19 ACTUAL	2019-20 PRELIM	2019-20 REVISED	NOTES
327 Contracted Subs - SPED School Business	16,739	5,582	3,780	
329 Postage	37,878	58,103	59,123	
330 Electricity	1,296,662	1,175,400	1,178,900	
331 Natural Gas	399,223	382,900	380,400	
332 Water and Sewer	156,675	147,300	147,400	
333 Garbage Collection	66,169	71,400	68,800	
340 Insurance	298,619	313,740	310,000	
350 Repair/Maintenance Services	1,737,657	1,378,718	1,679,718	Increased to better reflect projected for Long Term Facility Maintenance.
357 Interpreter for Deaf Services	488	0	366	
358 Foreign Language Interpreter	9,019	7,000	7,000	
360 Transportation Contracts	7,702,938	8,242,104	8,078,645	Decreased to better reflect projected.
362 Mental Health Practitioner Services	15,000	0	15,000	
365 Transportation Chargebacks	-450	-8,140	-7,800	
366 Travel and Conferences	197,556	243,215	311,894	Increased to better reflect projected.
368 Out-Of-State Travel - Federal	4,629	1,200	1,200	
369 Entry Fees/Student Travel Expenditures	569,498	658,530	640,900	
370 Rentals and Leases	886,054	743,072	837,036	Increased for NE Metro 916 and Stagecoach leases.
371 Equipment Leases	1,342	2,000	1,700	
372 Graduation Expense	54,711	40,000	40,000	
380 Computer/Tech Related Hardware Rental	4,004	2,000	2,000	
390 Tuition To Oth MN School Districts	178,846	200,000	180,000	
391 Pmt To MN Sch-Cost Share Agreement	631,053	735,576	702,972	
393 Sped Contracted Services - Non Sch Dist	160,035	125,000	125,000	
394 Payments to Other Agencies	816,314	566,500	744,000	Increased primarily to better reflect projected in tuition.
396 Sped Salaries Purchase from Oth Districts	365,767	331,800	301,067	
397 Sped Benefits Purchase from Oth Districts	173,579	201,883	177,100	
398 Administrative Chargebacks	-407,756	-400,000	-400,000	
401 Non-Instructional Supplies	708,755	709,224	905,404	Shift of student activities to general fund.
404 ID Badges	2,778	2,800	2,800	
405 Non-Instructional Annual License Software	519,263	398,575	327,517	Decreased primarily to better reflect projected for testing.
406 Instructional Software License	185,120	235,836	355,358	Increased primarily to reflect shift for testing from object 461.
409 Uniforms	7,419	8,000	8,000	
410 Custodial/Repair Supplies	512,823	519,500	502,500	
430 Instructional Supplies	675,536	412,962	344,215	Decreased primarily in Learning & Innovation net an increase in donations and the addition of grants.
433 Individualized Instructional Supplies	76,911	81,445	90,559	
440 Fuel For Buildings	45,925	45,000	38,000	
442 Gasoline	21,474	32,000	32,000	

Section III ~ 2019-2020 Revised Budget

## EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2018-19 ACTUAL	2019-20 PRELIM	2019-20 REVISED	NOTES
455 Non-Instructional Technology Supplies	28,674	12,300	12,500	
456 Instructional Technology Supplies	22,972	10,300	20,700	
460 Textbooks and Workbooks	114,096	207,820	259,423	Increased for English curriculum purchase.
461 Standardized Tests	287,265	234,187	165,000	Decreased primarily to reflect shift for testing to object 406.
465 Non-Instructional Technology Devices	49,327	500	500	
466 Instructional Technology Devices	242,662	52,678	92,134	Increased to better reflect projected.
470 Media Resources	19,644	22,526	17,125	
490 Food	20,315	18,730	24,575	
505 Non-Instructional Technology Software	0	5,500	0	
520 Bldg Acquisition/Construction	3,887,405	6,183,014	6,314,714	
522 Vandalism	18,096	25,000	25,000	
530 Other Equipment Purchased	624,202	534,742	819,469	Increased for operating capital equipment and the addition of grants.
533 Special Ed Equipment	8,746	6,000	0	
555 Capitalized Non-Instruct Tech Hardware	102,131	323,100	305,100	
556 Capitalized Instruct Tech Hardware	35,055	415,134	417,247	
730 Loan Principal	530,000	550,000	550,102	
740 Loan Interest	292,413	275,188	275,188	
820 Dues and Memberships	116,216	119,995	125,752	
891 TRA/PERA Special Funding Pension Exp	339,922	0	0	
895 Federal Indirect Costs	-3,548	-4,000	-4,000	
896 Taxes, Special Assessments and Interest	5,810	75,000	75,000	
898 Scholarships	0	0	16,000	Shift of some scholarships to general fund.
<b>Total</b>	<b>110,060,150</b>	<b>112,964,436</b>	<b>113,479,468</b>	

## FOOD SERVICE FUND

120 Supervisors	164,307	174,100	171,500
160 Cooks	1,131,662	1,145,182	1,160,309
162 Subs-Cook	23,340	19,000	18,500
170 Tech Support	38,800	41,450	43,000
172 Custodians	2,402	2,425	5,000
173 Overtime	143	0	300
186 Event Pay	942	0	1,550
189 Other Salary Payments	548	0	0
210 FICA	96,980	102,851	99,715
214 PERA	101,096	88,991	103,320
220 Health Insurance	325,309	357,639	333,622

## EXPENDITURE BY OBJECT

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

### COMMUNITY SERVICE FUND

100 Administrators	148,183	138,399	145,683	
120 Supervisors	421,816	440,144	464,872	Added Pathways Coordinator.
121 Confidential/Specialists	54,107	55,081	55,082	
123 SAC Site Leaders	327,273	331,107	358,925	Board approved pay increase for site leads.
125 Schl Readiness/ABE Supervisor	164,367	171,434	171,434	

Section III ~ 2019-2020 Revised Budget

## EXPENDITURE BY OBJECT

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

Section III ~ 2019-2020 Revised Budget

## EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2018-19 ACTUAL	2019-20 PRELIM	2019-20 REVISED	NOTES
358 Foreign Language Interpreter	0	0	250	
360 Transportation Contracts	54,655	53,000	62,110	Increased enrollment in Adventure Club will require more field trip buses.
365 Transportation Chargebacks	450	640	800	
366 Travel and Conferences	30,658	30,300	26,100	
369 Entry Fees/Student Travel Exp	47,721	44,190	53,450	Increased enrollment in Adventure Club will result in more entrance fees.
370 Rentals and Leases	31,627	31,675	36,295	
398 Administrative Chargebacks	289,613	296,720	312,639	
401 Non-Instructional Supplies	162,605	150,078	150,135	
405 Non-Instructional Annual License Software	4,106	3,800	4,150	
410 Custodial/Repair Supplies	9,127	4,000	4,000	
430 Instructional Supplies	27,985	7,050	11,900	
460 Textbooks and Workbooks	30,255	36,646	36,846	
461 Standardized Tests	3,246	200	200	
465 Non-Instructional Technology Devices	33,757	5,500	18,700	Purchasing chromebooks for ABE.
490 Food	107,767	110,612	118,210	
530 Other Equipment Purchased	16,758	44,500	36,617	
820 Dues and Memberships	21,263	21,650	23,000	
895 Federal Indirect Costs	3,548	3,858	3,858	
<b>Total</b>	<b>6,963,307</b>	<b>7,109,802</b>	<b>7,654,144</b>	

### BUILDING CONSTRUCTION FUND

305 Consulting/Service Fees	119,218	0	10,000	
307 Legal Services	0	0	10,000	
350 Repair/Maintenance Services	10,860	0	0	
510 Site or Grounds Acquisition	4,311,892	0	0	
520 Bldg Acquisition/Construction	904,327	1,278,516	2,990,610	Increased to reflect expected transportation facility improvements.
530 Other Equipment Purchased	61,167	0	2,370	
<b>Total</b>	<b>5,407,464</b>	<b>1,278,516</b>	<b>3,012,980</b>	

### DEBT SERVICE FUND

710 Bond-Principal	5,795,000	6,165,000	6,165,000	
720 Bond-Interest	4,049,920	3,946,258	3,946,258	
790 Oth Debt Service Expenditures	2,490	2,000	2,000	
910 Permanent Transfers	1,148,081	0	0	
<b>Total</b>	<b>10,995,491</b>	<b>10,113,258</b>	<b>10,113,258</b>	

Section III ~ 2019-2020 Revised Budget



## EXPENDITURE BY OBJECT

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

# **SECTION IV**

## **Glossary**

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# GLOSSARY

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

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

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

#### **State Revenue (Source 200-399)**

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

### Federal Revenues (Source 400-499, 599)

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

### Other Revenue (Source 600-699)

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

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

### Expenditure Object Codes

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



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**Agenda Item X. C.**  
**Date Prepared: December 18, 2019**  
**ISD 834 Board Meeting**

Agenda Item: 2019-2021 Master Contract  
Meeting Date: December 19, 2019  
Contact Person: Cathy Moen, Executive Director of Administrative Services

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*Background:*

The Master Contract for the Cafeteria Employees' Organization expired on June 30, 2019.

The District has recently reached agreement on the terms and conditions of employment for the 2019-2021 Master Contract with the Cafeteria Employees Organization, covering the period of July 1, 2019 through June 30, 2021.

Information regarding the updates will be provided to the Board. Administration recommends approval of the Master Contract.

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*Recommendation:*

A motion and second will be requested to approve the Master Contract with the Cafeteria Employees' Organization.

**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_



**Agenda Item: X. D.**  
**Date Prepared: December 18, 2019**  
**ISD 834 Board Meeting**

Report for Action: Career Pathways Coordinator  
Contact Person: Dr. McDowell, Assistant Superintendent  
Action Timeline: December 19, 2019

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Summary: Pathways is one of the current school board's top priorities. The Stillwater Area High School Pathways Group presented to the school board during the August 20, 2019 work session. At this work session, the overall vision for the program, and the plans for course alignment were shared. In addition, it was shared that the current and future workload could not continue on the shoulders of full time teachers. From research with other districts, it was clear that a position is needed to provide focused work in the areas outlined in the job description below. This position, in its current form, would be a one-semester position. The needs and ability to sustain such a position would be evaluated toward the end of the 2019-2020 school year. Community Education has funding available for this short term, and the Partnership Plan has also expressed interest in helping with financial support of the Pathways program.

### **1.0 Coordinator Position (Winter/Spring 2020)**

This full-time TOSA position will be responsible for leading the career pathways program in District 834 during the second semester of the 2019-2020 school year. The primary goals will be to continue the momentum gained through the work of the Innovations Committee and put ideas into action for the 2020-21 school year. Implementation of the pathways course registration system and the development of programming that highlights a new emphasis on trades and other high wage, high demand careers will be a hallmark of this first stage of the pathways initiative.

1. Provide vision & messaging for pathways program and communicate this to stakeholders, including District 834 staff and students, the larger Stillwater community and local businesses.
2. Build relationships and procure partnerships with businesses.
3. Serve as a liaison to post-secondary institutions.
4. Set and implement budget.
5. Generate funding through industry partners, grants and community members.
6. Oversee development of pathways program at the high school, including curriculum linked to post-secondary and/or local business partnerships.
7. Lead Innovation Team to continue work around building level support and execution of initiatives.
8. On-board staff oversees summer writing time and lead PD.

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Recommendation: The administration is recommending the school board approve the Career Pathways position, as presented.

A motion and a second to approve the Career Pathways position as presented.

**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

## EXPENDITURE APPROVAL FORM

### Fiscal Year 2019-2020

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

**REQUESTED BY:** Bob McDowell      **DATE:** 12/9/19

#### DESCRIPTION OF REQUEST

Pathways2Possibility has reached the stage where there is a need for a full time coordinator to manage the next steps in planning and organizing. This position would start second semester of 2019-2020 and run through June of 2020.

#### FINANCIAL IMPACT

**\$ 53,500** (based on ½ of ave. teacher cost)

**Budget(s) Impacted:** The Community Education budget will bear the initial cost for this position with funds that are allocated for student career development.

#### Is This a One-Time Expenditure?

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

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

☒ **No**, it will need to be funded for Fiscal Years 2020-? The position is assumed to play a significant role in the development of the Pathways program at the high school.

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

☒ **Yes**      List Source(s): Additional resources may be allocated by the Partnership Plan for 2020 and 2021

☐ **No**

#### PROGRESS MONITORING

The board will be kept updated with the Pathways program as it continues to be developed.



**Stillwater**  
AREA PUBLIC SCHOOLS

## CAREER PATHWAYS COORDINATOR

# Making High School More Relevant

*Presented to the School Board December 19, 2019*



**Stillwater Area High School**

WE LEARN NOT FOR SCHOOL BUT FOR LIFE



### IT'S YOUR FUTURE. BE READY.

We're making it easier than ever for you to not only consider what you want to be when you grow up, but what your path to get there might look like. Use this planning guide to help you:

**Step 1:** Discover your interests

**Step 2:** Consider potential careers

**Step 3:** Explore courses and opportunities available as SAHS

- Select your core courses
- Check out career pathways to find electives in areas of interest to you.
- See something you like, choose from classes to help you reach your goal.
- Don't know what career is for you, no problem! Just pick any elective, from any pathway or the global electives category, that you're interested in.

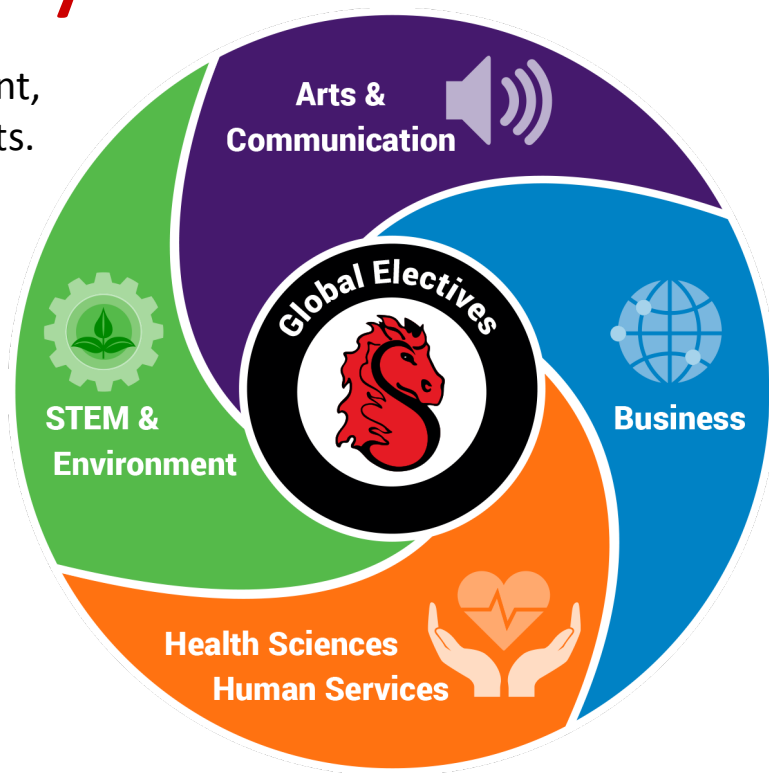
**Step 4:** Check out clubs and activities to give you even more real-world experiences to make you marketable and in-demand!

**2020-2021**

Course Registration Guide

# Our Vision for Pathways

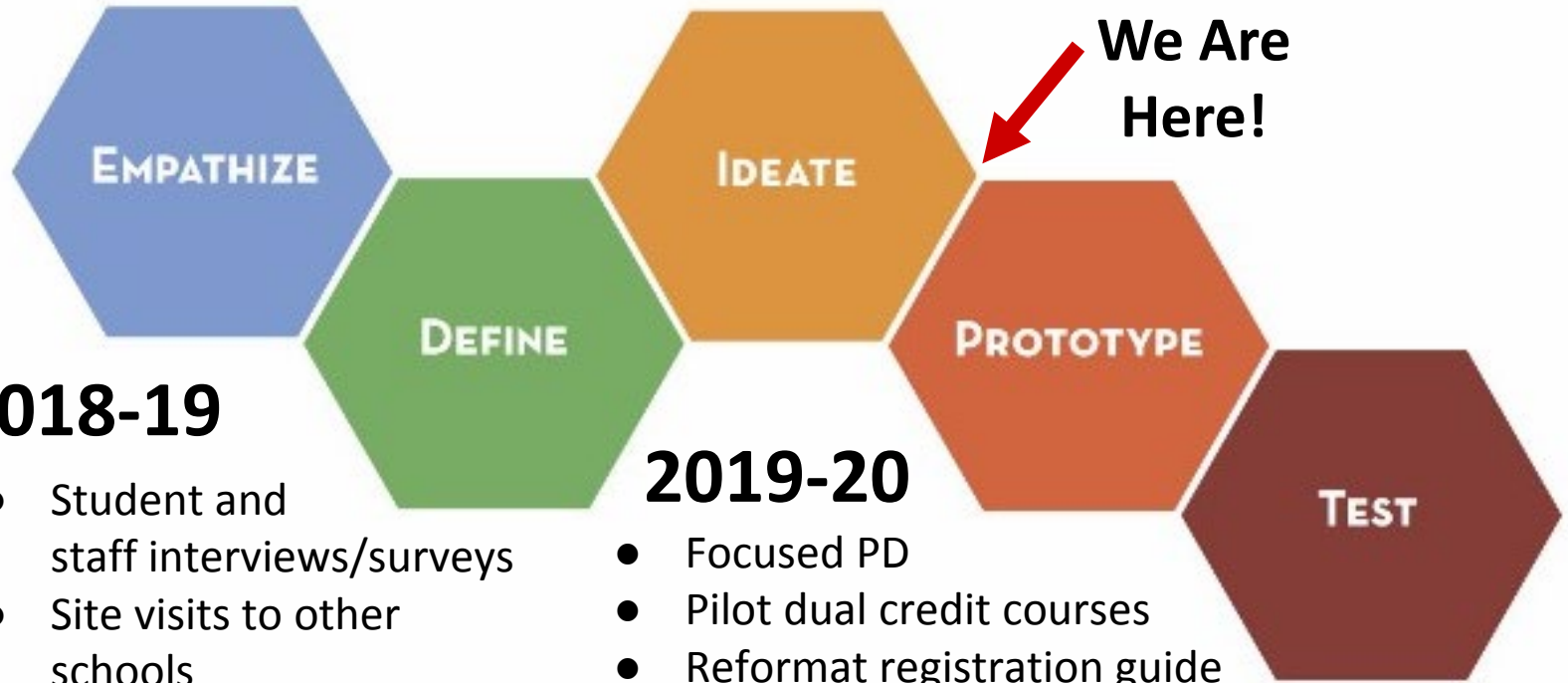
1. Develop a system that supports academic achievement, is relevant and provides opportunities for ALL students.
2. Design a framework that aligns and vertically articulates our course offerings.
3. Create flexible paths for students centered around articulated programming:
  - *Business*
  - *Arts & Communication*
  - *STEM & Environment*
  - *Health Sciences & Human Services*



# Design Thinking At Work

## 2018-19

- Student and staff interviews/surveys
- Site visits to other schools
- Research/data collection
- Identify Pathways, align current class offerings



## 2019-20

- Focused PD
- Pilot dual credit courses
- Reformat registration guide
- Consider credit by assessment
- Partner with Century College
- Develop business partnerships
- Explore scheduling options
- <sup>79</sup>Consider freshmen experience

# Next Steps: Building Relevancy, Community Partnerships and Academic Achievement

- Mentorships
- Internships or externships
- Partner/career guided project-based learning
- Capstone Experience
- Extracurricular Activities

*Ways to offer more flexible scheduling to make time for applied learning:*

- Credit by assessment
- Dual credit
- Online courses



## Potential Partners:

Lakeview Health - Twin Cities Orthopedic - 3M -  
Andersen Windows - Zephyr Theater - Story Ark -  
WOLD Architects - Kraus/Anderson - Associated Eye -  
Dia Sorin - Washington County



# Pathways Coordinator Position

## Role

- Lead the career pathways program in District 834
  - Beginning second semester of the 2019-2020 school year.
- Continue the momentum gained through the work of the Innovations Team to put ideas into action for the 2020-2021 school year:
  - Work with staff on curriculum, program design and implementation of Pathways course registration:
    - Emphasis on trades and other high wage, high demand careers
  - Work with local businesses to coordinate real-world experiences for students



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# Questions?

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**Agenda Item XI.**  
**Date Prepared: December 18, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Adjournment  
Meeting Date: December 19, 2019  
Contact Person: School Board Chair

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*Background:*  
The meeting must be adjourned formally.

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