Independent School District 834
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Business Meeting Agenda – June 23, 2022 6:30 p.m.
REVISED

I. **Public Comment**
Up to fifteen speakers will be allotted three minutes each to speak

II. **Call to Order**

III. **Roll Call**

IV. **Pledge of Allegiance**

V. **Approval of Agenda**

VI. **Superintendent Report**

VII. **Board Chair Report**

VIII. **Consent Agenda**
- A. Minutes of June 9, 2022 Business Meeting
- B. Payment of Invoices – June 11, 2022 – June 24, 2022
- C. Accept Gifts and Donations – May 2022
- D. Treasurer's Report – May 2022
- E. Fiscal Year 2022 Census
- F. School Nutrition Program Joint Agreement with Pankalo 916 Program
- G. School Nutrition Program Joint Agreement with NE Metro 916 Program
- H. Early Childhood Family Center (ECFC) with NE Metro Intermediate School District 916
- I. Collaborative School Transportation (CSTMN) Contract
- J. Transportation Contract with Twin City Transportation (TCT)
- K. CliftonLarsonAllen LLP
- L. Human Resources Personnel Report

IX. **Action Items**
- A. Long-Term Facilities Maintenance 10 Year Plan – Mr. Mark Drommerhausen
- B. 2022-2023 Preliminary Budget - Dr. John Thein
- C. 2021-2023 Cafeteria Employees Master Contract- Ms. Cindy Gustafson
- D. 2022-2024 Terms and Conditions of Employment for Community Education Leads and Assistants- Ms. Cindy Gustafson

X. **Reports**
- A. District Handbook

XI. **Adjournment**
- A. Adjourn

Attachment:
- Finance and Operations Notes
- Director Hockert 916 Notes

Agenda Item I.
Date Prepared: June 14, 2022
ISD 834 Board Meeting

Agenda Item: Public Comment
Meeting Date: June 23, 2022

Background:

The school board encourages community input. While comments and questions are welcome, law prohibits the board from discussing concerns about individual employees or students in a public meeting. The board will not deliberate, discuss, or engage in conversation with speakers. However, the board may ask administration to review the concern(s) presented.

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.

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.

Recommendation:
This is for informational purposes only.

Agenda Item II.
Date Prepared: June 14, 2022
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: June 23, 2022

Background:

The School Board Chair will call the meeting to order.

Recommendation:
Board action is not required.

Agenda Item III.
Date Prepared: June 14, 2022
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: June 23, 2022

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

Alison Sherman, Chair

Katie Hockert, Vice Chair

Annie Porbeni, Clerk

Beverly Petrie, Treasurer

Pete Kelzenberg, Director

Tina Riehle, Director

Vivian Votava, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

Recommendation:
Board action is not required.

Agenda Item IV.
Date Prepared: June 14, 2022
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: June 23, 2022

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

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

Recommendation:
Board action is not required.

Agenda Item V.
Date Prepared: June 14, 2022
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: June 23, 2022

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

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

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

Agenda Item VI.
Date Prepared: June 14, 2022
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: June 23, 2022

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

Recommendation:
Board action is not required.

Agenda Item VII.
Date Prepared: June 14, 2022
ISD 834 Board Meeting

Agenda Item: Board Chair Report
Meeting Date: June 23, 2022

Background:

Each meeting the Board Chair board will provide updates on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed, and the meeting date. 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: Consent Agenda
Meeting Date: June 23, 2022
Contact Person: Varies by item

Agenda Item VIII. A.B.C.D.E.F.G.H.I.J.K.L.
Date Prepared: June 14, 2022
ISD 834 Board Meeting

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 Special Meeting Minutes, June 9, 2022
Contact Person: Dr. Annie Porbeni, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review.

B. Payment of Invoices – June 11, 2022 – June 24, 2022
Contact Person: Dr. John Thein, Director, Finance
A copy of the register has been distributed to board members.

C. Accept Gifts and Donations – May 2022
Contact Person: Dr. John Thein, Director, Finance
A copy of the register has been distributed to board members.

D. Treasurer's Report – May 2022
Contact Person: Dr. John Thein, Director, Finance
A copy of the register has been distributed to board members.

E. Fiscal Year 2022 Census
Contact Person: Ms. Annette Sallman, Director, Community Education
A copy of the agreement is included for your review.

F. School Nutrition Program Joint Agreement with Pankalo 916 Program
Contact Person: Mr. Mark Drommerhausen, Director, Operations
A copy of the agreement is included for your review.

G. School Nutrition Program Joint Agreement with NE Metro 916 Program
Contact Person: Mr. Mark Drommerhausen, Director, Operations
A copy of the agreement is included for your review.

H. Early Childhood Family Center (ECFC) with NE Metro Intermediate School district 916
Contact Person: Mr. Mark Drommerhausen, Director, Operations
A copy of the agreement is included for your review.

I. Collaborative School Transportation (CSTMN) Contract
Contact Person: Mr. Mark Drommerhausen, Director, Operations
A copy of the contract is included for your review.

J. Transportation Contract with Twin City Transportation (TCT)
Contact Person: Mr. Mark Drommerhausen, Director, Operations
A copy of the contract is included for your review.

K. CliftonLarsonAllen LLP
Contact Person: Dr. John Thein, Director, Finance
A copy of the engagement letter is included for your review.

L. Human Resources Personnel Report
Contact Person: Ms. Cindy Gustafson, Director, Human Resources
A summary of personnel transactions for the month is included for your review

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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 L 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
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
June 9, 2022 – 6:30 p.m. Special Meeting Minutes

I. **Recognition**
Grif Sadow received the 2022 Theater Educator Award from Spotlight Education.

II. **Public Comment**
- No speakers

III. **Call to Order**: The meeting was called to order at 6:45 p.m.

IV. **Roll Call:** Present: Alison Sherman, Beverly Petrie, treasurer, Annie Porbeni, clerk, Tina Riehle, director

Not present: Katie Hockert, vice chair, Vivian Votava, director

V. Pledge of Allegiance

VI. Approval of Agenda

Motion to approve the agenda by: Member Porbeni; second by: Member Kelzenberg; Vote: 5 ayes, 0 nays; Motion carried unanimously.

VII. Superintendent Report
- Congratulations to the senior class of 2022. The graduation ceremony is posted on Valley Access Cable Channel 15 website.
- Congratulations to the synchronized swim team for successfully defending their state crown.
- This fall buses in the district will be equipped with new technology that will fix problems with GPS connectivity by installing a tablet on each bus.
- The district will again be providing free meals to any child in our community between the ages of 1 and 18 this summer. More details.
- Meal prices will be increasing by 20 cents next year.
- Community members can donate new school supplies to local students as part of the annual Stuff the Bus initiative. Check out a list of donation requests or the Amazon Wish List. Families in need will be able to register for free school supplies online July 25 at 9 a.m. through August 8 at 12 p.m. More information is available on Community Thread's website.

VIII. Board Chair Report
- Nothing to report

IX. Consent Agenda
A. Minutes of May 26, 2022 Business Meeting
B. Payment of Invoices – May 28, 2022 - June 20, 2022
C. Joint Power Agreement for Nutrition Services between Independent School District No. 834 - Stillwater and Independent School District No. 832 - Mahtomedi
D. New Heights School Nutrition Services Agreement

E. School Nutrition Program Joint Agreement with St. Croix Catholic School
F. Nutrition Service Milk & Dairy Distributor
G. Entity Name Change for Schmitty & Sons
H. Human Resources Personnel Report

Motion to approve item A, B, C, D, E, F, G, H by: Member Sherman; second by: Member Porbeni; Vote: 5 ayes, 0 nays; Motion carried unanimously.

X. Action Item

A. 2021-2023 Principal Master Contract – Ms. Cindy Gustafson
Under the terms of the agreements, the salary schedule was increased by 1.5% in year one and 2.75% in year two.

Motion to approve the 2021-2023 Principal Master Contract by: Member Kelzenberg; second by: Member Porbeni; Vote: 5 ayes, 0 nays; Motion carried unanimously.

B. 2021-2023 Terms and Conditions of Employment for District Directors, Managers and Program Administrators – Ms. Cindy Gustafson
Under the terms of the agreements, the salary schedule was increased by 1.5% in year one and 2.75% in year two.

Motion to approve the 2021-2023 Terms and Conditions of Employment for District Directors, Managers and Program Administrators by: Member Kelzenberg; second by: Member Porbeni; Vote: 5 ayes, 0 nays; Motion carried unanimously.

C. 2021-2023 Terms and Conditions of Employment for Tech Support and Coordinators/Supervisors/Specialists (CSS) – Ms. Cindy Gustafson
Under the terms of the agreements, the salary schedule was increased by 1.5% in year one and 2.75% in year two.

Motion to approve the 2021-2023 Terms and Conditions of Employment for Tech Support and Coordinators/Supervisors/Specialists (CSS) by: Member Porbeni; second by: Member Kelzenberg; Vote: 5 ayes, 0 nays; Motion carried unanimously.

XI. Reports

A. Q Comp Annual Report – Dr. Jennifer Cherry and Ms. Deb VanKlei
School board members received an update on the Q-Comp program.

B. LTFM Report – Mr. Mark Drommerhausen
School board members were presented with a comprehensive list of projects that qualify for long-term facility maintenance funding.

C. Review of 2021-22 General Fund Budget – Dr. John Thein
School board members received an overview of the 2021-2022 budget.

D. 2022-23 Draft Preliminary Budget Update - Dr. John Thein
School board members reviewed the preliminary general fund budget for the 2022-2023 school year.

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Adjournment

A. The meeting adjourned at 8:31 p.m.
Respectfully submitted, Annie Porbeni, Clerk

Agenda Item VIII.E.
Date Prepared: May 23, 2022
ISD 834 Board Meeting

Agenda Item: 2022 District 834 Census
Meeting Date: June 23, 2022
Contact Person: Annette Sallman, Director of Community Education

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Background:
Funding for Community Education programs is based on the school district population. It is to our benefit to update our population data annually. Working with the State Demographer, data has been secured to update the census count for the school district.

Certification of the updated census for Stillwater Area Public Schools will be based on the Stillwater Area Public Schools Demographic, Housing, & Enrollment Analysis completed by Team Works International in September 2021. This updated estimate reduces our previously estimated school district population by 177 to a new total of 68,357. Once certified, this revised population total will be used to calculate per-capita levy and aid for the 2022-23 fiscal year.

Pursuant to Minnesota Statutes, a school district may submit revised population figures to the State Demographer's office, and upon approval of the local Board of Education and the Demographer, receive appropriate per capita levy and aid revenue based on current district population. Minnesota law requires the school district, through a Board of Education resolution, to adopt the new population figure in order to qualify for additional revenue. A School Board resolution updating the district census count is requested. The school district population figures will then be submitted to the State Demographer's office along with the Board of Education resolution.

Attachment: Population Certification

Recommendation:

Board approval is requested.

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

Population Certification

Be it resolved by the School Board of Independent School District 834 that the 2022 estimated population of the School District be set at 68,357. This figure will be submitted to the State Demographer for use in all appropriate funding formulas.

Alison Sherman, Board Chair Date

Annie Porbeni, Board Clerk Date

Agenda VIII. F.
Date Prepared: May 25, 2022
ISD 834 Board Meeting

Consent Report: School Nutrition Program Joint Agreement with Pankalo 916 Program
Meeting Date: June 23, 2022
Contact Person: Mark Drommerhausen, Director of Operations

Report Purpose:
The purpose of this report is to recommend a School Nutrition Program Joint Agreement with Stillwater Area Public Schools and Pankalo 916 Program

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Summary:
Stillwater Area Public Schools Nutrition Services will provide meals for the Pankalo 916 Program located at 8568 Eagle Point Blvd in Lake Elmo, MN. The agreement will begin on July 1, 2022 and expire on June 30, 2024. ISD 834 staff will prepare and provide breakfast and lunch on site.

Administration recommends approval of the School Nutrition Program Joint Agreement with Pankalo 916 School District along with authorization to sign the necessary documents.

Attachment: Pankalo 916 Program Agreement

Recommendation:

Approval of the Consent Agenda will be requested.

Stillwater Area Public Schools ISD #834
and
Pankalo 916 Program
2022-2023 and 2023-2024

This Agreement dated July 1, 2022 between Pankalo 916 Program, (hereinafter called Pankalo) and Stillwater Area Public Schools ISD 834 (hereinafter called ISD 834) authorizes that the ISD 834 shall be retained by Pankalo to provide meals for the period of July 1, 2022 through June 30, 2024, in accordance with the following conditions:

Meal Requirements and Meal Service

1. ISD 834 will provide breakfast, lunch and extra milk. Meals will be available as offer vs serve as agreed upon.
2. All meals provided and claimed for reimbursement by the ISD 834 shall conform to the minimum meal pattern requirements of the U.S. Department of Agriculture (USDA) and rules for selling extra milk.
3. ISD 834 shall be liable for meals which do not meet meal pattern requirements or are spoiled or unwholesome at time of service.
4. Federally mandated on-site reviews will be conducted by ISD 834's Supervisor of Nutrition Services by February of each year. Pankalo and ISD 834 are required to follow the established Hazard Analysis Critical Control Point (HACCP) Plan to maintain the highest degree of food safety and sanitation.

Delivery and Ordering

1. Pankalo shall provide a calendar of the days meals are required to ISD 834.

Health and Sanitation

1. ISD 834 and Pankalo agree that the state and local health and sanitation requirements will be met at all times.
2. All food will be properly stored, prepared and served at appropriate temperatures and free of contamination in accordance with the Hazard Analysis Critical Control Point (HACCP) Plan.

Equipment and Smallwares

1. ISD 834 will purchase all necessary smallwares.
2. Pankalo is responsible for the purchasing, upkeep and repairs of all kitchen equipment.

Record Keeping

1. ISD 834 agrees to maintain all records applicable to this agreement for a period of three years after the end of the Federal fiscal year to which they pertain. This includes records of meal counts, menus, food purchases, quantities prepared and the use of USDA donated commodities.
2. Pankalo agrees that the books and records pertaining to the School Nutrition Program(s) will be made available to representatives of the Minnesota Department of Education — Food and Nutrition Service and the USDA, and the US General Accounting Office at any reasonable time and place.
3. ISD 834 will be responsible for processing the Pankalo's free and reduced price meal applications.
4. ISD 834 will be responsible for the mailing and notification letters to each household submitting an application. Procedures will be set up so that children approved for free and reduced price meals will not be discriminated against because of their inability to pay full student price of the meal.
5. ISD 834 staff will take daily counts at the point of service using Primero Edge of the number of reimbursable free, reduced price, and paid meals served to eligible children, the number of adult meals served and the extra one-half pints of milk used.
6. ISD 834 will be responsible for submitting claims to the Food and Nutrition Service, Minnesota Department of Education for meal reimbursements via clics and for maintaining all required records needed to meet its responsibilities under its School Nutrition Programs Agreement.

Receipts and Billing

1. Children and adult meal charges will follow that of ISD 834 meal charges.
2. The collection of money and/or the sale of meal pre-payments to students and adults shall be the responsibility of ISD 834.
3. The money collected shall be deposited into ISD 834 revenue. All payments received under this Agreement and all expenditures made by ISD 834 in connection with this Agreement shall be paid from such fund.
4. Negative student balances will be reimbursed by Pankalo annually.
5. In the event the food service program experiences an annual loss, Pankalo will reimburse ISD 834 the annual loss.

Building Support and Supervision

1. Student conduct and supervision will be the responsibility of Pankalo.
    a. If a student conducts him/herself inappropriately, there will be a conference with the school principal to decide on an action plan.
2. Pankalo is responsible for the custodial support as it relates to cleaning in the kitchen and café.

Expense reimbursement

1. Pankalo will reimburse ISD 834 salary and benefits for kitchen and cafeteria staff and other costs not covered by program reimbursements and meal charges.
2. ISD 834 shall be reimbursed by Pankalo for all small wares that are purchased.
3. ISD 834 shall be reimbursed by Pankalo for Primero Edge or another point of sale software cost.
4. ISD 834 shall be reimbursed for indirect support in the form of a supervisor, dietitian, clerical support, human resources, payroll and accounts payable staff in the amount of $4,244.00 for 2022-2023 and $4,371.00 for 2023-2024.

Non-Performance Cancellation Rights/Renewal

1. Either party may cancel this Agreement with thirty days written notice.

Preparation of Assigned	Receiving Site Kitchen
Name: ISD 834	Name: Pankalo 916 Program
Address: 1875 South Greeley Street	Address:
City, State, Zip Stillwater, MN 55082	City, State, Zip Lake Elmo, MN 55042
Telephone:	Telephone:
Manager:	Manager:

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duty authorized representatives as of the day and year written above.

Stillwater Area Public Schools ISD 834	Pankalo Education Center
Name: Dr. John Thein	Name: Mark Kumlien
Signature:	Signature: Mark Kumlien
Date:	Date: 6/2/22
Telephone: 651-351-8321	Telephone: 651-415-5650

Agenda VIII. G.
Date Prepared: May 25, 2022
ISD 834 Board Meeting

Consent Report: School Nutrition Program Joint Agreement with NE Metro 916 Program
Meeting Date: June 23, 2022
Contact Person: Mark Drommerhausen, Director of Operations

Report Purpose:
The purpose of this report is to recommend a School Nutrition Program Joint Agreement with Stillwater Area Public Schools and Northeast Metropolitan Intermediate School District 916

Summary:
Stillwater Area Public Schools Nutrition Services will provide meals for the NE Metro 916 program located at the Early Childhood Family Center. The agreement will begin on August 23, 2022 and expire on June 2, 2024. Lunch and 1% milk will be delivered to the ECFC when ordered before 9:30 AM. Breakfast will be provided as needed. The food will be prepared at Stillwater Middle School and delivered by Stillwater staff.

Administration recommends approval of the School Nutrition Program Joint Agreement with NE Metro 916 along with authorization to sign the necessary documents.

Attachment: School Nutrition Program Joint Agreement

Recommendation:

Approval of the Consent Agenda will be requested.

Joint Agreement Between
Stillwater Area Public Schools I.S.D. #834 and
Northeast Metropolitan Intermediate School District #916

This Agreement, dated May 12, 2022 between Northeast Metropolitan Intermediate School District 916 (hereinafter called NEM 916) and Stillwater Area Public Schools #834 (hereinafter called ISD 834) authorizes that ISD 834 shall be retained by NEM 916 to provide food service as follows for the period of August 22, 2022 through June 7, 2023 and August 21, 2023 through June 5, 2024 in accordance with the following conditions:

I. MEAL REQUIREMENTS AND MEAL SERVICE

A. ISD 834 will provide the following: One (1) lunch entrée choice, which includes 1% milk, fruit and veggie. ISD 834 will also provide eating utensils, disposable supplies, condiments, and safe transportation containers. Lunches will be served according to ISD 834 school district calendar, and only on days when school is in session for ISD 834.

B. Meals will be delivered family style.

C. All meals provided and claimed for reimbursement by ISD 834 shall conform with the meal pattern requirements of the U.S. Department of Agriculture (USDA).

D. ISD 834 shall be liable for meals, which do not meet meal pattern requirements, or are spoiled or unwholesome at time of delivery.

E. Set-up and clean up of the eating area will be the responsibility of NEM 916.

II. DELIVERY, ORDERING

A. The lunches will be delivered to the ECFC building at an agreed upon time.

B. NEM 916 shall notify ISD 834 daily, by email before 9:30 a.m. with the names of each student ordering lunch and the names of each student ordering milk.

C. ISD 834 will be responsible for cleaning transport containers after lunch service.

D. Empty transport containers must be returned to the designated location at the ECFC building by NEM 916 each day after lunch.

III. HEALTH AND SANITATION

A. ISD 834 and NEM 916 agree that state and local health and sanitation requirements will be met at all times. All food will be properly sorted, prepared, packaged, and transported at appropriate temperatures and free of contamination.

IV. EQUIPMENT AND UTENSILS

A. The following disposable eating utensils will be furnished with each meal, as appropriate: food container, plastic fork, plastic spoon and napkin, and shall be the responsibility of ISD 834.

V. RECORD KEEPING

A. ISD 834 will claim the meals for State and Federal Reimbursement.

B. ISD 834 agrees to maintain all records applicable to this agreement for a period of three years after the end of the federal fiscal year to which they pertain. This includes records of meal counts, menus, food purchases, quantities prepared and delivered, and the use of USDA donated commodities.

C. ISD 834 agrees that the books and records pertaining to ISD 834 School Nutrition Program(s) will be made available to representatives of the Minnesota Department of Children, Families and Learning – Food and Nutrition Service, the USDA, and the U.S. General Accounting Office at any reasonable time and place.

D. ISD 834 will be responsible for processing NEM 916 free and reduced price meal applications. Procedures will be set up between ISD 834 and NEM 916 so that children approved for free and reduced price meals will not be discriminated against because of their inability to pay the full student price of the meal.

E. ISD 834 shall record the number of reimbursable free, reduced price, and paid meals served to eligible children, the number of adult meals served and the extra one-half pints of milk sold. ISD 834 will accurately record and report these counts. ISD 834 will be responsible for submitting claims to the Food and Nutrition Service, Minnesota Department of Children, Families and Learning for meal reimbursements and for maintaining all required records needed to meet its responsibilities under its School Nutrition Programs Agreement.

VI. STUDENT AND ADULT CHARGES

A. Children and adult charges are as follows:

	Children Elementary	**Adult**
Lunch – Paid	$ 2.95	$ 4.30
Extra Milk	$ 0.55	$ 0.55

B. In the event ISD 834 lunch and milk prices increase during the school year, NEM 916 lunch charges would be raised at the same rate and be the same as ISD 834 prices.

VII. RECEIPTS AND BILLING

A. The collection of money shall be done through ISD 834 approved system. Parent payment should be made online.

B. The money collected shall be deposited into ISD 834 nonprofit Food Service fund. All payments received under this Agreement and all expenditures made by ISD 834 in connection with this Agreement shall be paid from such fund.

C. Any negative balances at the end of the year will be the responsibility of 916.

VIII. NON-PERFORMANCE OR CANCELLATION RIGHTS

Either party may cancel this Agreement with thirty (30) days written notice.

IX.

Preparation Kitchen Assigned:	**Receiving Site:**
Name: Stillwater Middle School	**Name:** Northeast Metropolitan Intermediate School District 916
Address: 523 West Marsh Street	**Address:** 1111 Holcombe Street West
City, State, Zip: Stillwater, MN 55082	**City, State, Zip:** Stillwater, MN 55082
Telephone: (651) 351-6910/6923	**Telephone:** (651) 351-4036
Manager: Renee Clark	**Manager:**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the day and year written above.

School Food Authority: Stillwater Area Public Schools ISD 834	**School:** Northeast Metropolitan Intermediate School District 916
By: Dr. John Thein Director of Finance 1875 South Greeley Street Stillwater, MN 55082	**By:** Mark Kumlien Executive Director of Finance Northeast Metropolitan Intermediate School District 916 2540 County Road F East White Bear Lake, MN 55110
Signature:	**Signature:** Mark Kumlien
Date:	**Date:** 6/2/22
Telephone: (651) 351-8321	Telephone: (651) 415-5650

Revised 5/9/22

Agenda VIII.H.
Date Prepared: May 25, 2022
ISD 834 Board Meeting

Consent Report: Early Childhood Family Center (ECFC) with NE Metro Intermediate School District 916
Meeting Date: June 23, 2022
Contact Person: Mark Drommerhausen, Director of Operations

Summary:

Administration recommends approval of the proposed lease agreement for the Early Childhood Family Center in their current location at 14480 North 60th Street, Stillwater, Minnesota. This document will be a five (5) year lease with two renewals of five (5) years each, beginning July 1, 2022 through June 30, 2027.

Administration recommends approval of the Early Childhood Family Center (ECFC) with NE Metro Intermediate School District 916.

Attachment: Early Childhood Family Center (ECFC) with NE Metro Intermediate School District 916 lease agreement.

Recommendation:

A motion and a second to approve the Early Childhood Family Center (ECFC) with NE Metro Intermediate School District 916 lease agreement.

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

EARLY CHILDHOOD FAMILY CENTER LEASE

THIS INDENTURE is made and entered into as of this 1st day of June, 2022, by and between the Independent School District No. 834, a political subdivision of the State of Minnesota ("Landlord") and Intermediate School District 916, a political subdivision of the State of Minnesota ("Tenant").

WITNESSETH:

ARTICLE I – BASIC LEASE PROVISIONS

1.1	LANDLORD:	Independent School District No. 834 1875 South Greeley Street Stillwater, MN 55082
1.2	TENANT:	Northeast Metropolitan Intermediate School District 916 2540 County Road F East White Bear Lake, MN 55110
1.3	LEASED PREMISES:	Exclusive use of the space more specifically described on the attached Exhibit A and depicted on the attached Exhibit B, consisting of approximately 2947 square feet and located within the building known as the Early Childhood Family Center building ("Building"). Non-exclusive low-volume use, shared with other tenants, of the space described on the attached Exhibit A and depicted on the attached Exhibit B, consisting of approximately 6014 square feet located within the Building.
1.4	ORIGINAL TERM:	Five (5) years.
1.5	TERM COMMENCEMENT DATE:	July 1, 2022
1.6	RENT COMMENCEMENT DATE:	The Term Commencement Date or issuance of a Certificate of Occupancy for the Leased Premises, whichever is later.
1.7	RENEWAL TERMS:	Two renewals of five years each, as more specifically set forth at Section 2.3 of this Lease.
1.8	BASE RENT:	Initial Base Rent of $14.00 per square foot per year for exclusive-use space, and $2.80 per square foot per year for low-volume shared-uses space, payable in monthly installments of $4,841.43 on or before the first day of each month, subject to adjustment as set forth in Article III below.

1.9 PRO RATA SHARE OF CAM: 8.59% of actual CAM, subject to adjustment as provided in Section 3.2 hereof. (The percentage CAM is determined by allocating 100% of square footage in exclusive-use space (2947 s.f.) and 20% of square footage in low-volume shared-use space (1203 s.f.), for a total of 4150 square feet, which is 8.59% of the total Building square footage of 48,284 s.f.)

ARTICLE II - GRANT; TERM AND EXTENSION OPTIONS

2.1 LEASED PREMISES; COMMON AREAS. . In consideration of the rents, covenants and agreements herein to be performed by Tenant, Landlord leases to Tenant that portion of the building known as the Early Childhood Family Center located at 1111 Holcombe Street, Stillwater, Minnesota 55082 (the "Building") consisting of exclusive use of that portion of the Building described on the attached Exhibit A and depicted on the attached Exhibit B and comprised of approximately 2,947 square feet (the "Exclusive Space") and non-exclusive low-volume use shared with other tenants of that portion of the Building described on the attached Exhibit A and depicted on the attached Exhibit B and comprised of approximately 6014 square feet (the "Low-Volume Shared Space" or "Shared Space"). The Exclusive Space and the Shared Space are collectively referred to as the "Leased Premises". As part of the lease of the Leased Premises, Landlord hereby leases to Tenant all fixtures and equipment located in or on the Leased Premises. Throughout the term of this Lease, Tenant also shall have the non-exclusive right to use common areas of the Building, including staff and public restrooms, lobby and hallways, playground area, sidewalks and parking lot ("Common Areas"), in common with Landlord and other tenants of the Building and their respective agents, employees, and invitees.

Tenant's non-exclusive use of the Common Areas shall be subject to such reasonable limitations as Landlord may from time to time impose, as long as such limitations do not interfere in any material respect with Tenant's rights to obtain access to the Leased Premises. Through the building's scheduling office, Tenant has the right to schedule and use, at no extra cost, other space in the building at times when the building is open, and space is available and not being used for its primary purpose.

2.2 TERM COMMENCEMENT. The term of this Lease shall commence upon the later of July 1, 2022 or the issuance of a certificate of occupancy for the Leased Premises, and the Lease shall expire on June 30, 2027, subject to extension as provided in section 2.3 below (the "Term Expiration Date"), unless sooner terminated as provided in this Lease. Tenant acknowledges that the Building must be constructed. Landlord shall be not liable to Tenant for any delay in the Term Commencement Date, whether attributable to Landlord, Landlord's contractor or agents, act of God, or foreseen or unforeseen circumstances.

2.3. EXTENSION OPTIONS.

2.3.1 First Extension Option. Landlord hereby grants Tenant the option (the "First Extension Option") to extend the Term of this Lease for five years (the "First Extended Term") on and subject to the terms of this Section 2.3. The First Extended Term, if any, shall commence on the day following the then-current Term Expiration Date, and shall continue for a period of five years thereafter. Tenant's option to extend the Term shall be both: (a) upon condition (which may be waived by Landlord in its sole discretion) that no Event of Default exists at the time of the giving by Tenant of its notice of exercise; and, (b) upon further condition (which may be waived by Landlord in its sole discretion) that no Event of Default exists at the time of the commencement of the First Extended Term. If Tenant elects to exercise the First Extension Option, Tenant shall give Landlord notice (a "First Extension Notice") on or before the date which is 9 months prior to the then-applicable Term Expiration Date. From and after commencement of the First Extended Term, all of the other terms, covenants and conditions of the Lease shall apply, and references to the Term shall be deemed to include the First Extended Term.

2.3.2 Second Extension Option. Landlord hereby grants Tenant the option (the "Second Extension Option") to extend the Term of this Lease for five years (the "Second Extended Term") on and subject to the terms of this Section 2.3. The Second Extended Term, if any, shall commence on the last day of the First Extended Term, and shall continue for a period of five years thereafter. Tenant's option to extend the Term shall be both: (a) upon condition (which may be waived by Landlord in its sole discretion) that no Event of Default exists at the time of the giving by Tenant of its notice of exercise; and, (b) upon further condition (which may be waived by Landlord in its sole discretion) that no Event of Default exists at the time of the commencement of the Second Extended Term. If Tenant elects to exercise the Second Extension Option, Tenant shall give Landlord notice (a "Second Extension Notice") on or before the date, which is 9 months prior to the then-applicable Term Expiration Date. From and after commencement of the Second Extended Term, all of the other terms, covenants and conditions of the Lease shall apply, and references to the Term shall be deemed to include the Second Extended Term.

2.4 TERMINATION OF LEASE. Notwithstanding any other provision in this Lease, either party shall have the option to terminate this Lease, effective as of June 30 of any year, by delivering written notice to the other party of its decision to terminate on or before July 1 of the year preceding the year in which this Agreement is to terminate. Upon the effective date of any such termination, neither party shall have any further obligation to the other party under this Lease. Further, Tenant shall have the option to terminate this Lease immediately in the event the Legislature of the State of Minnesota fails to appropriate funding for these Lease costs.

ARTICLE III - RENT

3.1 RENT COMMENCEMENT. Tenant's obligation to pay rent will commence on the later of the Term Commencement Date or the date that a certificate of occupancy is issued for Tenant's occupancy of the Leased Premises (the "Rent Commencement Date").

3.2 RENT. During the term of this Lease, Tenant agrees to pay to Landlord at 1875 South Greeley Street, Stillwater, MN 55082 or at such other place as the Landlord may from time to time designate in writing, Base Rent for the Leased Premises as set forth at Section 1.8 above. Such

payments shall be made within Fifteen (15) days of invoice receipt without deduction or set-off. Rent for any partial month shall be pro rated.

3.3 ADJUSTMENTS TO RENT. On August 1 of every year following the Term Commencement Date during the Original and any Extended Terms of this Lease, the Base Rent shall be increased to 2.5 percent from the previous year.

3.3 EXTENSIONS. At the end of the fourth year of this Lease, the parties will negotiate in good faith to establish the Base Rent payable during the term of the First Extended Term and the Second Extended Term.

3.4 COMMON AREA MAINTENANCE CHARGES. Tenant shall also pay as additional rent Tenant's pro rata share of the operating expenses of Landlord for the Building. Landlord may invoice Tenant monthly for Tenant's pro rata share of the estimated operating expenses for each calendar year, which amount shall be adjusted from time to time by Landlord based upon anticipated operating expenses. No later than September 1 of each calendar year, Landlord shall provide Tenant an accounting showing in reasonable detail the computations of additional rent due under this Section. In the event the accounting shows that the total of the monthly payments made by Tenant exceeds the amount of additional rent due by Tenant under this Section, the excess amount shall be shown as a credit adjustment against the additional rent due in the year succeeding the year for which the accounting was made. In any event if the accounting shows that the total of the monthly payments made by Tenant is less than the amount of additional rent due by Tenant under this Section, the accounting shall be accompanied by an invoice for the additional rent. Notwithstanding any other provisions in this Lease, during the year in which this Lease terminates, Landlord, prior to the termination date, shall have the option to invoice Tenant for Tenant's pro rata share of the operating expenses based upon the previous year's operating expenses. If this Lease shall terminate on a day other than the last day of a calendar year, the amount of any additional rent payable by Tenant applicable to the year in which the termination shall occur shall be pro rated on the ratio that the number of days from the commencement of the calendar year to and including such termination date bears to 365. Tenant agrees to pay any additional rent due under this Section within thirty (30) days following receipt of the invoice or accounting showing additional rent due. Tenant's Pro Rata Share, expressed as a percentage. Tenant's pro rata share set forth in Section 1.9 shall, subject to reasonable adjustment by Landlord, be equal to a percentage based upon a fraction, the denominator of which shall be the net rentable area of the Building, as the same may change from time to time, and the numerator of which shall be determined according to the following formula: ((Tenant's Exclusive Space square footage x 100%) + (Tenant's Low-Volume Shared-Use Space x 20%)). Landlord shall maintain books and records showing, in reasonable detail, actual operating expenses in accordance with sound accounting practices. All such books and records shall be made available to Tenant for inspection upon reasonable prior notice.

3.5 DEFINITION OF OPERATING EXPENSES. The term "operating expenses" includes all expenses incurred by Landlord with respect to the maintenance and operation of the Building, including, but not limited to, the following: maintenance, repair and replacement costs; equipment used for maintenance and operation of the Building; operational expenses; management fees, wages and benefits payable to employees of Landlord whose duties are directly connected with the operation and maintenance of the Building; all services, supplies, repairs, replacements or

other expenses for maintaining and operating the Building including parking and common areas; improvements made to the Building which are required under any governmental law or regulation that was not applicable to the Building at the time it was constructed; installation of any device or other equipment which improves the operating efficiency of any system within the Premises and thereby reduces operating expenses; all gas, electric, water and sewer utility, and telephone and telecommunications utility fees; all other expenses which would generally be regarded as operating, repair, replacement and maintenance expenses; installments of special assessments levied against the Property; and all insurance premiums Landlord is required to pay or deems necessary to pay, including fire and extended coverage, and rent loss and public liability insurance, with respect to the Building.

3.6 ADDITIONAL RENT. Any other charges to be paid by the Tenant pursuant to the provisions of any other sections of this Lease shall be designated as "Additional Rent". For convenience, Tenant may include payment for such charges and the Base Rent in one monthly check, provided all Additional Rent items are shown separately from Base Rent. Such Additional Rent shall not for any reason be considered as Base Rent as defined above. Failure of Tenant to pay Additional Rent shall give Landlord the right to declare an event of default.

3.7 RENT DELINQUENCIES. Should the Tenant, for any reason whatsoever, fail to pay, when the same is due and payable, any Base Rent and/or Additional Rent and should said rent not be paid within ten (10) days of due date, Tenant shall pay a late penalty equal to five percent (5%) of total rents due. In addition, all unpaid rents shall bear interest from the date due to the date of payment at the rate of two percent (2%) per annum in excess of the prime rate as quoted by US Bank, N.A. to its best customers, or the highest rate permitted by law, whichever is less. Landlord may waive the penalty provided under this paragraph only in writing, and any waiver is effective only as to the specific delinquency(ies) identified in the writing.

3.8 GROSS LEASE; NO ADDITIONAL RENT. Except for the cost of telephone service, notwithstanding any contrary provision contained in this Lease, this Lease shall be deemed a "gross" lease, Landlord shall be responsible for the supply of electricity, natural gas, water, sanitary sewer, daily cleaning, and trash collection and snow removal for the Leased Premises, and Landlord (and not Tenant) shall be responsible for any other monetary obligations associated with ownership or operation of the Leased Premises.

ARTICLE IV – TAXES AND SPECIAL ASSESSMENTS

4.1. TAXES AND SPECIAL ASSESSMENTS. Landlord's use of the Property is exempt from real estate taxes. Tenant shall be responsible for any real or personal property taxes, if any, that become due and payable as a result of Tenant's use of the Leased Premises. The provisions of this section shall survive termination of this Lease. Landlord shall pay before delinquent all installments of special assessments with respect to the Property due and payable during the term of this Lease.

ARTICLE V – USE OF PREMISES

5.1 TENANT'S USE. During the term of this Lease, the Leased Premises shall be used solely for the purpose of general educational and therapeutic purposes. Tenant shall not assign this Lease or sublease the Leased Premises in whole or in part without Landlord's prior written approval.

5.2 BUILDING ACCESS. The Building will be open to the public between the hours of Monday-Thursday from 7:00 a.m. to 7:00 p.m. and on Friday from 8:00 a.m. to 4:30 p.m. Landlord will schedule weekend hours for the Building and communicate those to Tenant on a quarterly basis. Tenant staff will have access to the Building beginning at 6:00 a.m. Monday – Friday. The Building will be closed to the public on school district employee holidays, which may include the following days plus a minimum of two additional days (which Landlord will schedule and communicate on a quarterly basis): Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, December 24 and 25, January 1, Memorial Day, July 4. Landlord reserves the right to close the Building to the public for preventive maintenance purposes, which Landlord will communicate to Tenant at least three months' in advance of maintenance. If Tenant desires to program outside of the days and hours of operation determined by Landlord, Landlord will charge Additional Rent in an amount that depends upon the nature and staffing needs of the event.

5.3 SHARED SPACE. Tenant shall have access to and use of the Shared Space on a non-exclusive basis, in common with Landlord and other tenants. Tenant's use of the Low Volume Shared Space designated on Exhibit A will be occasional for parent meetings, and staff trainings. As part of the Shared Space, Tenant will have the use of one office work station within the open office area designated on the attached Exhibit A. Use of the office area includes access to copier, fax, wireless internet access, storage room and the staff lounge. Tenant will be responsible for copier and fax charges as established from time to time for all copier and fax users.

5.4 AFFIRMATIVE COVENANTS OF TENANT. Without in any way limiting or restricting other covenants of Tenant elsewhere contained in this Lease, the Tenant affirmatively covenants and agrees as follows:

(a) Tenant shall neither permit or suffer any conduct, noise, odor or other nuisance in, on or about said Leased Premises to unreasonably annoy or disturb any persons occupying adjacent premises, Shared Space or common areas;

(b) Tenant shall arrange for and accept deliveries only at such times, in the areas, and through the entrances designated for such purpose by Landlord;

(c) Tenant shall not use or permit the Leased Premises to be used for any purpose or purposes other than that set forth in Section 5.1 above;

(d) Tenant will control its clients and invitees to prevent unruly or obnoxious behavior.

ARTICLE VI – MAINTENANCE AND REPAIRS

6.1 MAINTENANCE AND REPAIRS. Landlord shall be responsible for repairs and maintenance of the Property, Building and Leased Premises. Tenant shall be responsible for damages caused by Tenant, its clients or invitees.

6.2 SURRENDER OF PREMISES. At the expiration or termination of this Lease, Tenant shall surrender the Leased Premises in the same condition as existed on the commencement date of this Lease, ordinary wear and tear excepted.

ARTICLE VII – UTILITIES AND SIGNAGE

7.1 UTILITIES PROVIDED BY LANDLORD. Subject to Sections 3.4, 7.3 and 7.4, Landlord shall cause public utilities and/or public agencies to furnish to the Leased Premises the following utility services: gas for heat, electricity, domestic water, sewer; refuse collection and recycling; and Landlord shall timely pay the bills for those services.

7.2 TELECOMMUNICATIONS. Landlord shall contract for all telephone and other telecommunications connections and services for the Leased Premises. Tenant shall pay for all telecommunications services furnished the Tenant for use in the Leased Premises as part of Tenant's common area maintenance charges under Section 3.4.

7.3 SUPPLY OF UTILITY SERVICES. Landlord shall not be liable in any way to Tenant for any failure or defect in the supply or character of electricity, water, sewer, or gas furnished by reason of any change, requirement, act, neglect or omission of the public utility serving the Demised Premises or for any reason not attributed to Landlord.

7.4 INTERRUPTION OR DISCONTINUANCE OF LANDLORD'S SERVICE. Tenant agrees that Landlord shall not be liable for failure to supply any service when Landlord uses reasonable diligence to supply the same, it being understood that Landlord reserves the right to temporarily discontinue such services, or any of them, at such times as may be necessary by reason of accident, unavailability of employees, failure of supply, repairs, alterations or improvements, or by reason of fire, strikes, flood, lockouts, riots, acts of God or any other happening beyond the reasonable control of Landlord.

7.5 GARBAGE AND REFUSE COLLECTION. Tenant shall keep all garbage and refuse in containers and shall place the same in locations designated by the Landlord in a manner that is prepared for processing and/or collection.

7.6 SIGNAGE. Tenant may not install any signs, numerals, letters or other graphics on the Leased Premises without Landlord's prior written approval, which approval may not be unreasonably withheld.

ARTICLE VIII – ALTERATIONS

8.1 ALTERATIONS. Tenant shall not make any alterations or changes to the interior of the Leased Premises, including the Exclusive Space, without Landlord's prior approval.

ARTICLE IX – INSURANCE, RELEASE, INDEMNIFICATION

9.1 TENANT'S INSURANCE REQUIREMENTS. At all times during the term of this Lease, Tenant, at its own expense, shall maintain, with insurance companies which are admitted to do business in the State of Minnesota and which are rated by A.M. Best "A" or better, and which are acceptable to the Landlord, the following insurance coverages:

(a) Commercial General Liability Insurance – Written on an Occurrence basis, insuring against claims for bodily injury and personal injury, death and property damage occurring in connection with the use and occupancy of the Leased Premises by Tenant and shall name Landlord as an additional insured. Commercial General Liability insurance shall afford a limit of at least $1,000,000 for each occurrence and at least $2,000,000 General Aggregate.

(b) Workers Compensation Insurance – Workers Compensation insurance shall meet or exceed the statutory requirements set by the State of Minnesota and shall include Employer's Liability insurance.

(c) Property Insurance – Tenant shall maintain fire and extended property insurance against all risks of physical loss for the full value of all personal property and leasehold improvements of the Tenant within or outside the Leased Premises. Landlord and Tenant agree to waive all claims for recovery from the other party for any loss or damage to any of its property insured under valid and collectible insurance policies to the extent of any recovery collectible under such insurance, subject to the limitation that this waiver shall apply only when permitted by the applicable policy of insurance.

Tenant shall deliver to Landlord prior to occupancy and annually thereafter Certificates of Insurance evidencing compliance with the above insurance requirements and shall provide notice to the Landlord thirty days prior to cancellation or material change.

ARTICLE X – DESTRUCTION AND RESTORATION

10.1 RESTORATION OPTION IF MORE THAN 30% DAMAGED. If the Leased Premises shall be damaged to the extent of thirty percent (30%) or more of the cost of replacement thereof or damaged by any uninsured casualty, Landlord shall have the option to rebuild or to terminate this Lease by exercise of notice to Tenant given not more than 30 days from the date of such damage.

10.2 RESTORATION OPTION IF LESS THAN 30% DAMAGED.

(a) If the Leased Premises shall be damaged to the extent of less than ten percent (10%) of the cost of replacement by fire or other casualty covered by Landlord's policy of fire coverage insurance during the term of this Lease the base rental herein shall abate as of the date of the occurrence in accordance with the provisions of Section 11.2(b), and the Landlord shall restore the Leased Premises. If such an event occurs during the last one (1) year of this Lease or extension thereof, then Landlord shall have the option to

rebuild or terminate this Lease to be exercised by notice to tenant given not more than 90 days from the date of such damage.

(b) In the event of such partial destruction or damage whereby Tenant shall be deprived of occupancy and use for only a portion of the Leased Premises, then "base rent" shall be equitably apportioned according to the area of the Leased Premises which is unusable by Tenant from the date of occurrence, until such time as the Leased Premises are repaired or restored as provided herein.

10.3 TOTAL DESTRUCTION. In the event of total destruction of the Leased Premises, Tenant's rent shall completely abate from the date of such destruction. If Landlord elects to rebuild as aforesaid, Tenant's rent shall completely abate from the date of such destruction until forty-five (45) days after the date when Landlord notifies tenant that the shell of the Leased Premises is ready for commencement of Tenant's work, or upon the day when Tenant opens for business, whichever event shall first occur.

10.4 ADDITIONAL HAZARDS. Tenant covenants and agrees that it will not do or permit anything to be done in or upon the Leased Premises or bring in anything or keep anything therein which shall cause the cancellation of, or increase the rate of insurance, on the Leased Premises above the standard rate on said premises and building. Tenant further agrees that in the event it shall do anything to so increase the insurance rate, Tenant shall promptly pay to Landlord on demand any such increase resulting therefrom, which shall be due and payable as "additional rent" hereunder. At Tenant's request, Landlord shall make available for Tenant's inspection during regular business hours, all documents pertaining to Landlord's calculation of Tenant's "additional rent" required under this section. Said "additional rent" shall be due and payable as billed by Landlord.

10.5 NOTICE. Tenant shall give immediate written notice to Landlord of any damage to the Leased Premises of which Tenant becomes aware.

10.6 ABATEMENT. Tenant agrees that during any period of reconstruction or repair of the Leased Premises. it will continue the operation of its business within the Leased Premises to the extent practicable. If Landlord is required to repair and rebuild, then during the period from the occurrence of the casualty until Landlords repairs are completed, the "base rent" set forth herein shall be reduced to such extent as may be fair and reasonable under the circumstances.

ARTICLE XI – EMINENT DOMAIN

11.1 PARTIAL OR TOTAL CONDEMNATION. If the whole or any part of the Leased Premises or the structure encompassing same shall be taken by any public authority under the power of eminent domain, the Tenant shall have no claim to, nor shall Tenant be entitled to, any portion of any award, for damages or otherwise. Nothing herein shall be construed to prevent Tenant to claim and recover from the condemning authority relocation benefits for which Tenant may be eligible.

ARTICLE XII – MISCELLANEOUS PROVISIONS

12.1 WAIVER. Failure on the part of the Landlord to complain of any action or non-action on the part of Tenant, no matter how long the same may continue, and no matter what other

action or non-action by Tenant that Landlord has already complained of shall never be deemed to be a waiver by Landlord of any of his rights hereunder. Further, it is covenanted and agreed that no waiver at any time of any of the provisions hereof by Landlord, shall be construed as a waiver of any of the other provisions hereof and that a waiver at any time of any of the provisions hereof shall not be construed as a waiver at any subsequent time of the same provisions. The consent or approval of the Landlord to or of any action by Tenant requiring Landlord's consent or approval shall not be deemed to waive or render unnecessary Landlord's consent or approval to or of any subsequent similar act by Tenant.

No payment by Tenant, or acceptance by Landlord, of a lesser amount than shall be due from Tenant to Landlord, even after demand by Landlord for rent pursuant to Tenant's rent default shall be treated otherwise than a payment on account. The acceptance by Landlord of a check for a lesser amount with an endorsement or statement thereon, or upon any letter accompanying such check, that said lesser amount is payment in full shall be given no effect, and Landlord may accept such check without prejudice to any further rights or remedies which Landlord may have against Tenant. Further, failure of the Landlord to bill timely for taxes or other additional rent as heretofore required shall not be deemed a waiver of Tenant's liability to pay same.

12.2 ENTIRE AGREEMENT. This Lease is executed in identical counterparts, each of which, when bearing original initials of the parties on each page and at each change in the text hereof as well as original signatures at the end of each document, shall constitute an original for all purposes. All previous agreements, whether oral or written, are superseded by and merged into this Lease. Subsequent change shall not be binding unless reduced to writing and signed by the parties hereto.

12.3 GOVERNING LAW. The laws of the State of Minnesota shall govern the interpretation, validity, performance and enforcement of this Lease.

12.4 NOTICES. Any notice which is required under this Lease shall be deemed "given" upon hand delivery or three (3) days after prepaid posting in the U. S. Mail whichever shall first occur. Notice shall be addressed to the addresses listed in Article I above or to any other address as shall be designated by written notice.

Where in this Lease a certain number of days from date of notice to a given action is specified, unless the specific provision otherwise states, the days shall be counted as follows: The first calendar day shall be excluded and the last day shall be included, unless the last day is a Saturday, Sunday, or legal holiday, in which event the period shall be extended to include the next day which is not a Saturday, Sunday or legal holiday.

12.5 DATE OF LEASE. All references to the "date of this Lease" or "date hereof shall be deemed to be that date on which all parties hereto have executed this Lease.

12.6 HEADINGS. The heading, section numbers and article numbers appearing in this Lease are not intended in any manner to define, limit or describe the scope of any such section or article and are solely inserted for ready reference purposes.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures the day and year first above written.

LANDLORD: INDEPENDENT SCHOOL DISTRICT NO. 834

BY: _____
Annie Porbeni

ITS: Board Clerk

Date: _____

BY: _____
Dr. John Thein

ITS: Director of Finance

Date: _____

TENANT INTERMEDIATE SCHOOL DISTRICT 916

BY: Kevin Donovan

ITS: Board Clerk

Date: 6/1/22

BY: Mark Kumlien

ITS: Executive Director of Finance + operations.

Date: 6/2/22

396267v3 CAH ST500-49

Stillwater Area Public Schools Early Childhood Family Center

Exhibit A: Partner Organization Space Usage

June 1, 2022

NORTH EAST METROPOLITAN INTERMEDIATE SCHOOL DISTRICT 916

Exclusive = 2,947/Shared = 1203

Exclusive Space:	**(sf)**	(see **GREEN** on attached map)
• Classroom 15	1,045	(includes exclusive therapy and rest room)
• Classroom 16	1,046	(includes exclusive therapy and rest room)
• Classroom 17	856	

Subtotal Exclusive Space: 2947

Shared Program Space

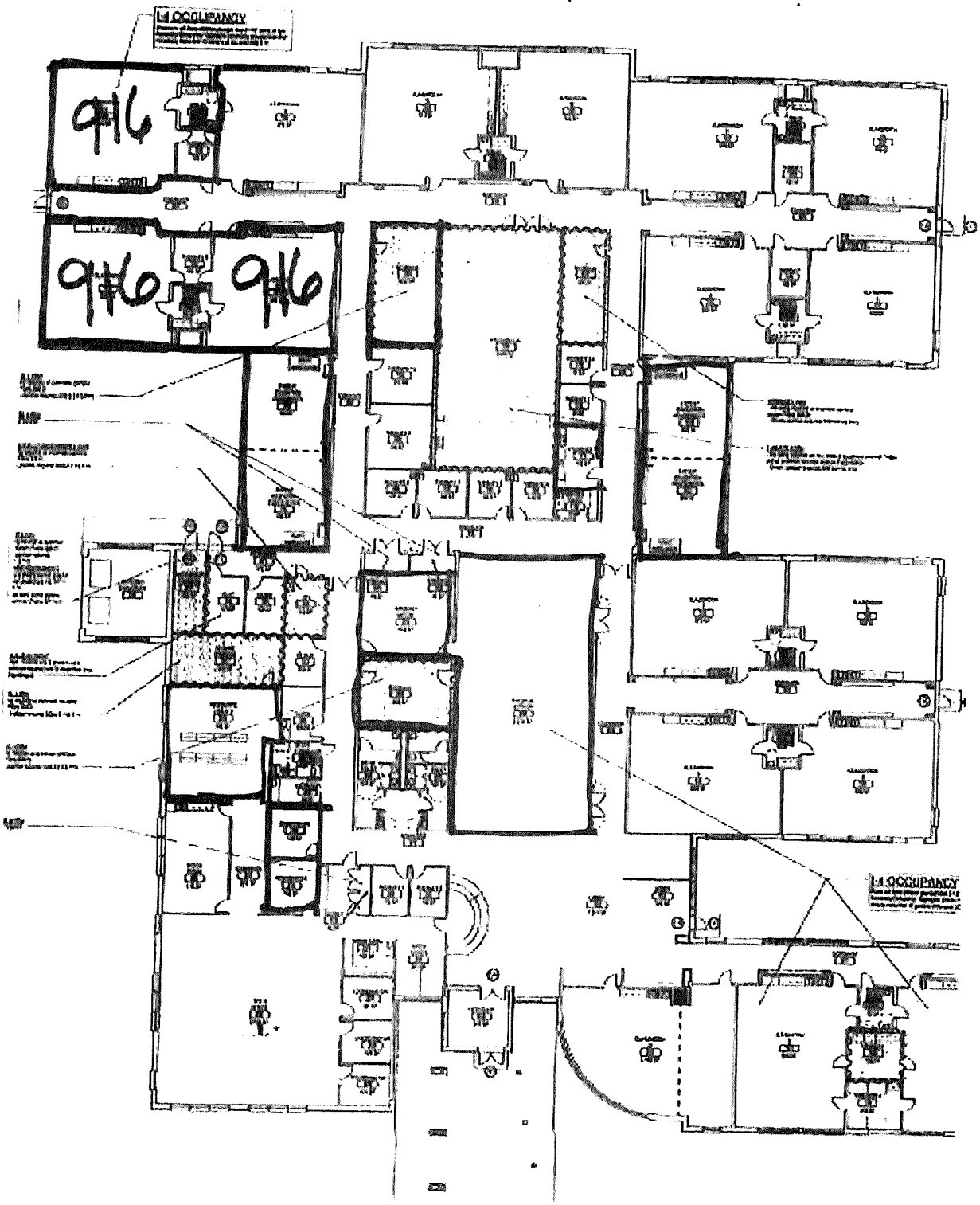
Low Volume (occasional use for physical activity, parent meetings, staff trainings (see **BLUE** on attached map)

• Physical Activity Rm	2,224	(30-60 minutes/day)
• Sensory Motor Rm	455	
• Parent Ed.Rms	1,947	
• Small conf. Rms	158	
• Resource Library	709	
• Kitchenette	162	
• Gym storage	359	SUBTOTAL = 6,014 sf x 20% = 1,203 **sf Shared Space**

*As a partner in the shared office area, organizations will have access to copier, fax, wireless internet access, locked storage room, and staff lounge.

All partners will share access to common areas such as staff and public restrooms, lobby, and playground areas.

Exhibit: B Draft



396267v3 CAH ST500-49

Agenda Item VIII.I.
Date Prepared: June 14, 2022
ISD 834 Board Meeting

Consent Items*:* Collaborative School Transportation (CSTMN) Contract
Meeting Date: June 23, 2022
Contact Person: Mark Drommerhausen, Director of Transportation

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Summary:

Collaborative School Transportation (CSTMN) provides Stillwater Area Public Schools with services for individual students who are in need of care and treatment, Special Education and homeless / highly mobile transportation.

Administration recommends that the Board approves the agreement with Collaborative School Transportation (CSTMN) that will expire on June 30, 2025.

Administration recommends approval of the contract with Collaborative School Transportation (CSTMN)

A copy of the CSTMN contract was provided.

Recommendation:

A motion and a second to approve the CSTMN contract will be requested.

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

CSTMN Partnership

Stillwater Area Public Schools

Contract Proposal for
Pupil Transportation Management Services
2022-25

Collaborative Student Transportation Minnesota

To:
Stillwater Area Public Schools
1875 Greeley St S
Stillwater, MN 55082

On behalf of our organization and our vendor network - thank you for the opportunity to submit this contract proposal for pupil transportation management services.

Collaborative Student Transportation of Minnesota (CSTMN) was created to provide educational stability for students while achieving cost saving opportunities for schools through collaborative transportation services. We look at the transportation industry with a global lens as we partner with over 70 school districts and charter schools as well as over 40 transportation vendors across the metro area.

We know there are many driving forces that create instability for at-risk youth and special education students - we believe consistent access to transportation should not be one of those challenges. We strive to support these students each day through our responsive service, resources and collaborative approach. Our team of professionals come from a diverse set of career backgrounds from transportation directors and bus drivers to social workers and mechanical engineers. We have all joined forces to achieve the mission of bridging the gap in transportation accessibility for communities with limited resources.

We truly love what we do.

Attached you will find a detailed look at our organization as well as an overview of our portfolio of services. Please don't hesitate to reach out if you have any questions.

Sincerely,

Dillon LaHaye, Chief of Staff
dillon.lahaye@cstmn.org | 952.843.3164

1.0

Scope of Work

Collaborative Student Transportation of Minnesota (CSTMN) operates the largest transportation network to support charter schools, private schools and school districts. Currently CSTMN serves over 70 school districts and charter schools by managing 40 contractors to transport over 700 routes each day. Through our unique collaborative model, we provide schools access to transportation resources that could not be achieved alone.

As an extension of the schools we serve - our team oversees all aspects of the transportation program to ensure each route is run safely and efficiently while providing responsive customer service to all who collaborate.

Below are a summary of services provided:

- ❏ Routing and planning to assure maximum efficiencies for routes as students are requested by your organization. Routing requests are processed within 2-3 business days depending on the request.
- ❏ Customer Service Professionals available from 5am - 7pm to support school officials and families as needed.
- ❏ Technology to communicate transportation changes, weather delays and mass messaging as needed.
- ❏ Selection, continued evaluation, negotiation, and assignment of appropriate contractors for transportation services.
- ❏ Bi-annual safety and compliance audits of all assigned contractors
- ❏ Complete monthly billing summaries for annual reporting.
- ❏ GPS / Camera Verification with all selected contractors.
- ❏ Contractor Invoice Verification and Processing
- ❏ Detailed Invoice report for school admin featuring individual student mileage, program code and our management fee.
- ❏ Insurance Verification with all selected contractors. (Certificates of Insurance will be provided to each school for all selected contractors)

As a part of this contract, CSTMN provides a diverse staff to ensure that all operational expectations are met and exceeded. We utilize the latest technology available to create effective and responsive service to our customers. Over the last few years we have developed processes and procedures to ensure data accuracy, route efficiency and timely communication to all involved. Below are feature highlights of our operations:

- ❏ Utilization of the routing software Versatrans for student data management and route creation.
- ❏ E-link login information for your school admin and staff to view your current student transportation information within our live Versatrans system.
- ❏ Route monitoring and evaluation to ensure routes run on time each day.
- ❏ Mass messaging capability to notify families of new bus information, time changes, weather delays, and emergency communication (if needed) within seconds.
- ❏ GPS application monitoring to know the coordinates of each route each day.
- ❏ Web-based phone system to quickly manage calls from anywhere.
- ❏ Daily route change procedures to manage new transportation requests at a high level.
- ❏ Responsive customer service available from 5am - 7pm each day. Management teams are available outside of these hours to support schools as needed.
- ❏ Daily billing audits and evaluation to ensure monthly billing is accurate and on time.
- ❏ No ride reporting to ensure routes are up to date.

A thorough Safety & Compliance team is critical to the success of our organization. Our Safety & Compliance director has specialized in this field and has developed processes to ensure all contractors are compliant with state and federal regulations so that they are transporting students safely each day.

All contractors are evaluated bi-annually through an on-site visit and inspection of all data, vehicles and personnel.

Daily correspondence with contractors is conducted to ensure that they are compliant with our policies and expectations. GPS and camera footage are utilized heavily to monitor daily activity in addition to our data analytics and reports. These processes have created a very competitive contractor market to keep performance high. Below are the features of our Safety & Compliance department.

- ❏ Management of all student conduct reports and accident reports. (Electronic historical files are kept for reference as needed)
- ❏ Assurance that routes are being test run prior to a route schedule change becomes live.
- ❏ GPS and Camera systems on each vehicle.
- ❏ Daily weather reporting and evaluation to support all contractors.
- ❏ Support and guidance on training and collision avoidance.
- ❏ Bi-annual on-site visit and inspection for each contractor's vehicles, facility and equipment.
- ❏ Collection and distribution of all vehicle information including the year, make and model.
- ❏ Collection and distribution of all contractor employee information as needed.
- ❏ Collection and distribution of all Certificates of Insurance featuring your school as an additional insured.
- ❏ Performance analytics for each contractor to identify growth opportunities

Below are the insurance requirements of CSTMN for each contractor within our network:

<u>School Bus Types A, B, C and D</u>

a)	Bodily Injury Liability:	$1,000,000 per occurrence
b)	Comprehensive Property Damage:	$1,000,000 per occurrence
c)	Worker's Compensation:	Per Minnesota Statutes
d)	Umbrella Liability:	$4,000,000
e)	Uninsured Motorist Coverage	$1,000,000 per occurrence
f)	Underinsured Motorist Coverage	$1,000,000 per occurrence

<u>School Bus Type III</u>

a)	Bodily Injury Liability:	$1,000,000 per occurrence
b)	Comprehensive Property Damage:	$1,000,000 per occurrence
c)	Worker's Compensation:	Per Minnesota Statutes
d)	Umbrella Liability:	$2,000,000
e)	Uninsured Motorist Coverage	$1,000,000 per occurrence
f)	Underinsured Motorist Coverage	$1,000,000 per occurrence

2.0

Education Billing Structure

Cost Per Day:

- Management Fee: 10% of daily transportation service

The total cost of monthly transportation services will be invoiced by CSTMN no later than 21 days after the completion of every month that work is performed. Payment will then be due upon receipt of the invoice with Net 15 terms.

3.0

Terms of Agreement

This agreement between Stillwater Area Public Schools and CSTMN for Collaborative Transportation Services would be effective July 1st, 2022 and would end June 30th, 2025. In the event that there is a violation of the terms within this contract, either party may request a meeting to address the violation. This meeting must be held within fourteen (14) business days of the meeting request where the party out of compliance is extended thirty (30) days to remedy the violation of terms. If terms are still not met after these thirty (30) days, the contract may be terminated sixty (60) days after that date. This agreement is not contingent upon the number of routes awarded to CSTMN.

Collaborative Student Transportation Minnesota

4.0

Authorization

As authorization to proceed under the Contract, please sign below, keep a copy for your records, and return a fully executed version to Collaborative Student Transportation of Minnesota, LLC.

I have carefully reviewed the above proposal and authorize CSTMN to proceed.

Customer:

Stillwater Area Public Schools
1875 Greeley St S
Stillwater, MN 55082

Authorized Signature Date

Authorized Printed

Professional:

Dillon LaHaye
Chief of Staff
CSTMN
615 1st Ave NE, Suite 115
Minneapolis, MN 55413

6/14/2022

Authorized SIgnature Date

Dillon LaHaye

Authorized Printed

Agenda Item VIII.J.
Date Prepared: June 14, 2022
ISD 834 Board Meeting

Consent Items*:* Transportation Contract with Twin City Transportation (TCT)
Meeting Date: June 23, 2022
Contact Person: Mark Drommerhausen, Director of Transportation

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Summary:

Twin City Transportation provides Stillwater Area Public Schools with services for individual students who are in need of care and treatment, Special Education and homeless / highly mobile transportation.

Administration recommends that the Board approves the agreement with Twin City Transportation that will expire on June 30, 2023.

Administration recommends approval of the contract with Twin City Transportation (TCT).

A copy of the TCT contract was provided.

Recommendation:

A motion and a second to approve the TCT contract will be requested.

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

This Addendum is entered into by and between Stillwater school district 834 ("School") and Twin City Transportation, Inc. ("Contractor").

WHEREAS, School and Contractor are parties to an agreement for Contractor to provide transportation to certain students during the 2021-2022 school year ("Agreement");

WHEREAS, School and Contractor are in agreement to extend the AGREEMENT for Contractor to provide transportation to certain students during the 2022-2023 school year.

WHEREAS, School and Contractor are in agreement with new Price and Rate Schedule - schedule 1 attached.

1. **Equal Drafting.** In the event any person asserts that a provision of this document is ambiguous, this document must be construed to have been drafted equally by the parties.

2. **Complete Agreement.** This Addendum constitutes the entire agreement between the parties. No party has relied upon any statements or promises that are not set forth in this Addendum. This Addendum controls, supersedes and amend the Agreement to the extent that the Addendum conflicts with Agreement.

3. **Miscellaneous.** No changes to this Addendum are valid unless they are in writing and signed by both parties. A copy of this Addendum will have the same legal effect as the original.

IN WITNESS WHEREOF, the parties have entered into this Addendum on the dates shown by their signatures.

SCHOOL:

_____ _____

Date

Title_____

CONTRACTOR

JS Jynett 06/13/2022

Twin City Transportation, Inc. Date

Title GM

Schedule 1

Standard Rates:

$1.80 per minute live time
55 minute minimum ($99.00) per route AM/MID/PM
Bus Aide - $35 per hour – 2 hour minimum
Routes start at first student/or aide scheduled on route and end at destination
3% management fee (routing, dispatch, billing, reports)
3% employee wellness fee

Specialty vehicle additional charges:
Large van - $10
Lift equipped vehicle - $15
SCV – (Specialty Care Vehicle) $249 per route AM/MID/PM includes aide

Annual Rate Increase: _3_%

SCHOOL CLOSINGS OR CHANGES IN SCHEDULE. Whenever school is canceled for: a) health and safety concerns; b) inclement weather or impassibility of roads; or c) force majeure, including but not limited to, civil disturbance, fire, riot, war, terrorism, unless otherwise set forth in Schedule 1, District shall pay Twin City ninety four and 33/100th percent (94.33%) of the amount that would be owing to Twin City based upon the greater of the actual schedule trips had school not been cancelled for each day school so canceled, or the actual scheduled trips prior to the cancellation event for such transportation ("Adjusted Net Amount"). District shall use its best efforts to notify Twin City by 5:00 a.m. on such day of a cancellation.

Should school be delayed, or an early dismissal occurs, District shall pay Twin City its daily rate for each such day school is so delayed or dismissed. District shall use its best efforts to notify Twin City no later than two (2) hours before the delay or early dismissal.

Should distance learning be implemented prior to the beginning of the start of the school year, District shall pay Twin City ninety four and 33/100th percent (94.33%) of the amount that would be owing to Twin City based upon the previous school years Jan1st through May 30th daily average. As in-person learning returns District shall pay the difference between provided services and previous school years Jan1st through May 30th daily average.

Should distance learning be implemented by the District or the State of Minnesota, Twin City shall provide any and all reasonable transportation services that District requests in District's efforts to facilitate distance learning or to facilitate services which may include, but are not limited to, delivering meals, delivering student learning materials, picking up student materials, providing emergency transportation, and providing transportation for children and employees related to childcare. During any distance learning period, District shall pay Twin City at least the Adjusted Net Amount.

Twin City will continue to pay it's employees during these school closings or changes in schedule.

10/05/21

Agenda Item: VIII.K.
Date Prepared: June 1, 2022
ISD 834 Board Meeting

Consent Agenda**:** CliftonLarsonAllen LLP
Meeting Date: June 23, 2022
Contact Person: Dr. John Thein, Director of Finance

Summary:
Dr. John Thein presented CliftonLarsonAllen LLP engagement letter explaining the basic services they will perform in conjunction with our upcoming audit at the Finance and Operations Working Group on June 15, 2022.

Administration recommends that the board approve the engagement letter with CliftonLarsonAllen LLP for the 2021-22 audit.

A copy of the engagement letter was provided.

Recommendation:

Approval of the Consent Agenda will be requested.

CliftonLarsonAllen LLP
220 South Sixth Street, Suite 300
Minneapolis, MN 55402-1436

phone 612-376-4500 **fax** 612-376-4850
CLAconnect.com

May 23, 2022

The School Board and Management of
Independent School District No. 834
1875 Greeley Street South
Stillwater, MN 55082

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for Independent School District No. 834 ("you," "your," or "the entity") for the year ended June 30, 2022.

Michelle Hoffman is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Independent School District No. 834, as of and for the year ended June 30, 2022, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements. The RSI will be subjected to certain limited procedures, but will not be audited. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management's discussion and analysis.

2. GASB-required supplementary pension, OPEB, and infrastructure information under modified reporting.

We will also evaluate and report on the presentation of the following supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole:

1. Combining and individual fund statements and supporting schedules.

2. Schedule of expenditures of federal awards

3. Uniform Financial Accounting and Reporting Standards (UFARS) Compliance Table.

The following supplementary information other than RSI accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditors' report will not provide an opinion or any assurance on that information:

1. Statistical data.

2. Introductory section.

Further, we have agreed that the document will include statistical information and a transmittal letter to facilitate the entity's application for the ASBO Certificate of Excellence in Financial Reporting. Our engagement does not assure the entity that the ASBO Certificate will be awarded.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements, schedule of expenditures of federal awards, related notes, and RSI.
- Preparation of supplementary information.
- Proposing adjusting journal entries, as necessary.
- Prepare the Data Collection Form.

Audit objectives

The objectives of our audit are to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements or the single audit compliance opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, and the Uniform Guidance. Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing opinions on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the basic financial statements, including the amounts and disclosures, and whether the basic financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity’s ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Revenue recognition

- Management override of controls

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws

or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and

evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for

informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review during preliminary fieldwork.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is

also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements, schedule of expenditures of federal awards, related notes, and RSI in conformity with U.S. GAAP and the Uniform Guidance based on information provided by you. Since the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and RSI is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and RSI and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, related notes, and RSI prior to their issuance and have accepted responsibility for them. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements, schedule of expenditures of federal awards, and RSI.

- We will prepare a draft of your supplementary information. Since the preparation of the supplementary information in accordance with the applicable criteria is your responsibility, you will be required to review, approve, and accept responsibility for the supplementary information prior to its issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on the supplementary information.

- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

- We will prepare the Data Collection Form. Management is responsible to review for completeness and accuracy before submitting to the Federal Audit Clearing House.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Use of financial statements

With regard to using the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or bond offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Minnesota Department of Education, the Minnesota Office of the State Auditor, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies and legislative staff.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Department of Education or, the Minnesota Office of the State Auditor. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Our engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Mediation

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

Time limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Fees

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. Based on our audit proposal, the total fees and expenses for the engagement should be $56,000 for the audit and a one-time fee of $1,000 for the first-year audit of leases under GASB No. 87. Should the district also request assistance with the implementation of GASB Statement No. 87, an additional fee would be charged, which will be discussed with you beforehand. These estimates are based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee and expense estimate. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and related fees and to reimburse us for all out-of-pocket expenditures through the date of termination.

Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

Finance charges and collection expenses

You agree that if any statement is not paid within 60 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

HIPAA Business Associate Agreement

To protect the privacy and provide for the security of any protected health information, as such is defined by the Health Insurance Portability and Accountability Act of 1996, as amended from time to time, and the regulations and policy guidances thereunder (HIPAA), we acknowledge that Independent School District No. 834 and CLA have entered into a HIPAA Business Associate Agreement (BAA) as attached hereto dated May 23, 2022.

Consent

Consent to use information for benchmarking analysis

In an effort to better serve the needs of our clients, we develop a variety of benchmark, performance indicator, and predictive analysis reports, using anonymized client data obtained from our audit, tax, and other engagements. Business and financial information that you provide to us may be combined with information from other clients and included within the aggregated data that we use in these reports. While some of these analytical reports will be published and released publicly, please be assured that the separate information that we obtain from you will remain confidential, as required by the AICPA Code of Professional Conduct.

Subcontractors

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement and the BAA.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP

Michelle Hoffman, CPA
Principal
612-397-3269

Michelle.hoffman@CLAconnect.com

Response:

This letter correctly sets forth the understanding of Independent School District No. 834.

Authorized governance signature: _____

Title: _____

Date: _____

Authorized management signature: _____

Title: _____

Date: _____

HIPAA BUSINESS ASSOCIATE AGREEMENT

THIS HIPAA BUSINESS ASSOCIATE AGREEMENT ("Agreement") is made by and between Independent School District No. 834 (hereinafter referred to as "Client") and CliftonLarsonAllen LLP (hereinafter referred to as "CLA"). This Agreement is effective as of the date signed by Client.

RECITALS

WHEREAS, Client is a "covered entity" within the meaning of 45 CFR § 160.103;

WHEREAS, CLA provides accounting, consulting, or other services to Client and, in connection therewith, Client wishes to disclose "protected health information" within the meaning of 45 CFR § 160.103 to CLA and CLA wishes to receive protected health information and, on behalf of Client, create, maintain, or transmit protected health information (collectively, "Client's PHI");

WHEREAS, CLA is a "business associate" within the meaning of 45 CFR § 160.103;

WHEREAS, Client and CLA intend to protect the privacy and provide for the security of Client's PHI in compliance with the Health Insurance Portability and Accountability Act of 1996, the Health Information Technology for Economic and Clinical Health Act of 2009, and the regulations and policy guidance thereunder ("HIPAA Rules");

WHEREAS, the HIPAA Rules require that Client receive adequate assurances that CLA will comply with certain obligations with respect to Client's PHI and, accordingly, the parties hereto desire to enter into this Agreement for the purpose of setting forth in writing the terms and conditions for the use, disclosure, and safeguarding of Client's PHI, including provisions required by the HIPAA Rules as the same may be amended from time to time;

NOW, THEREFORE, in consideration of the foregoing recitals and mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

TERMS OF AGREEMENT

1. Obligations and Activities of CLA.

a. Permitted and Required Uses and Disclosures. CLA shall not use or disclose Client's PHI except as permitted or required by this Agreement or as required by law. Specifically, CLA agrees as follows:

i. CLA may only use or disclose Client's PHI as necessary to perform the services set forth in the service agreement, if any, between Client and CLA, to perform functions, activities, or services for, or on behalf of, Client as requested by Client from time to time, or as required by law.

ii. CLA shall use or disclose only the "Minimum Necessary" amount of information, as such term is defined in the HIPAA Rules, required to conduct the authorized activities herein, except that CLA will limit disclosures to a limited data set as set forth in 45 CFR § 164.514(e)(2) as required by the HIPAA Rules.

iii. CLA may not use or disclose Client's PHI in a manner that would violate Subpart E of 45 CFR Part 164 if done by Client, except that CLA may use or disclose Client's PHI for the proper management and administration of CLA or to carry out the legal responsibilities of CLA, provided the use or disclosures are required by law or CLA obtains reasonable assurances from the person to whom the information is disclosed that Client's PHI will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies CLA of any instances of which it is aware in which the confidentiality of Client's PHI has been breached.

iv. CLA may use Client's PHI to provide "data aggregation services" relating to the health care operations of Client within the meaning of 45 CFR § 164.501.

v. CLA shall not disclose Client's PHI in a manner that would violate any restriction thereof which has been duly communicated to CLA.

vi. Except as permitted by the HIPAA Rules, CLA shall not directly or indirectly receive remuneration in exchange for any of Client's PHI unless authorized in writing by Client.

b. Safeguards. CLA shall use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of Client's PHI other than as provided in this Agreement.

i. Administrative Safeguards. CLA shall implement all required administrative safeguards pursuant to 45 CFR § 164.308 as such are made applicable to business associates pursuant to the HIPAA Rules. Additionally, CLA shall either implement or properly document the reasons for non-implementation of all administrative safeguards of 45 CFR § 164.308 that are designated as "addressable" as such are made applicable to business associates pursuant to the HIPAA Rules.

ii. Physical Safeguards. CLA shall implement all required physical safeguards pursuant to 45 CFR § 164.310 as such are made applicable to business associates pursuant to the HIPAA Rules. Additionally, CLA shall either implement or properly document the reasons for non-implementation of all physical safeguards of 45 CFR § 164.310 that are designated as "addressable" as such are made applicable to business associates pursuant to the HIPAA Rules.

iii. Technical Safeguards. CLA shall implement all required technical safeguards pursuant to 45 CFR § 164.312 as such are made applicable to business associates pursuant to the HIPAA Rules. Additionally, CLA shall either

implement or properly document the reasons for non-implementation of all technical safeguards of 45 CFR § 164.312 that are designated as "addressable" as such are made applicable to business associates pursuant to the HIPAA Rules.

c. Reporting of Disclosures. CLA shall report to Client any use or disclosure of Client's PHI not provided for by this Agreement of which CLA becomes aware, including any acquisition, access, use or disclosure (i.e., "breach") of "unsecured protected health information," within the meaning of 45 CFR § 164.403, and any security incident of which CLA becomes aware. CLA shall make such report to Client without unreasonable delay and in no case later than sixty (60) calendar days following discovery of the breach. CLA's notice to Client shall include all information needed by Client to provide notice to affected individuals and otherwise satisfy the requirements of 45 CFR § 164.410.

d. CLA's Subcontractors. CLA may disclose Client's PHI to one or more subcontractors and may allow its subcontractors to create, receive, maintain, or transmit Client's PHI on behalf of CLA. CLA shall obtain satisfactory assurances from any such subcontractor that it will appropriately safeguard Client's PHI in accordance with 45 CFR § 164.314(a) and shall ensure that the subcontractor agrees in writing to the same or more stringent restrictions, conditions, and requirements that apply to CLA with respect to Client's PHI. Upon CLA contracting with a subcontractor regarding Client's PHI, CLA shall provide Client written notice of such executed agreement and copy of agreement.

e. Satisfying Requests for Access. CLA shall make available to Client Client's PHI in a "designated record set," within the meaning of 45 CFR § 164.501, as Client may require to satisfy its obligations to respond to a request for access pursuant to 45 CFR § 164.524. If CLA receives a request for access directly from an individual or an individual's designee, CLA shall forward such request within five (5) calendar days to Client for Client to fulfill. Alternatively, if directed by Client and agreed to by CLA, CLA shall make available to the individual or the individual's designee Client's PHI in a designated record set, as necessary to satisfy the requirements of 45 CFR § 164.524. CLA shall provide such access within thirty (30) calendar days of receiving a request for access and shall confirm to Client in writing that such request has been fulfilled.

f. Satisfying Requests for Amendment. CLA shall make any amendments to Client's PHI in a designated record set, as Client may require to satisfy its obligations to respond to a request for amendment pursuant to 45 CFR § 164.526. If CLA receives a request for amendment directly from an individual or an individual's designee, CLA shall forward such request within ten (10) calendar days to Client for Client to fulfill. Alternatively, if directed by Client and agreed to by CLA, CLA shall make an amendment to Client's PHI in a designated record set, as necessary to satisfy the requirements of 45 CFR § 164.526. CLA shall make such amendment within sixty (60) calendar days of receiving a request for amendment and shall confirm to Client in writing that such request has been fulfilled.

g. Internal Practices. CLA shall make its internal practices, books and records relating to the use and disclosure of Client's PHI available to the Secretary of the

United States Department of Health and Human Services or his or her designee for purposes of determining compliance with the HIPAA Rules.

h. Accounting. CLA shall document disclosures of Client's PHI and information related to such disclosures and otherwise maintain and make available the information required to provide an accounting of disclosures to the Client as necessary to permit the Client to respond to a request for an accounting pursuant to 45 CFR § 164.528. If CLA receives a request for an accounting directly from an individual or an individual's designee, CLA shall forward such request within ten (10) calendar days to Client for Client to fulfill. Alternatively, if directed by Client and agreed to by CLA, CLA shall provide an accounting as necessary to satisfy the requirements of 45 CFR § 164.528. CLA shall satisfy such request within sixty (60) calendar days of receiving a request for an accounting and shall confirm to Client in writing that such request has been fulfilled.

i. Policies and Procedures; Documentation. CLA shall develop appropriate policies and procedures relating to its compliance with the administrative, physical, and technical safeguards set forth in Section 1.b. and shall document, retain, and update such policies and procedures as required by 45 CFR § 164.316.

j. Compliance as if Covered Entity. To the extent CLA is to carry out one or more of the obligations imposed on the Client as a "covered entity" under Subpart E of 45 CFR Part 164, CLA shall comply with the requirements of said Subpart E that apply to the Client in the performance of such obligations.

2. Client Obligations. Client shall provide notice to CLA of any of the following:

a. Any limitations in the notice of privacy practices of Client under 45 CFR § 164.520, as well as any changes to such limitations, to the extent that such limitation may affect CLA's use or disclosure of Client's PHI.

b. Any changes in, or revocation of, the permission by an individual to use or disclose his or her protected health information, to the extent that such changes may affect CLA's use or disclosure of Client's PHI.

c. Any restriction on the use or disclosure of protected health information that Client has agreed to or is required to abide by under 45 CFR § 164.522, to the extent that such restriction may affect CLA's use or disclosure of Client's PHI.

Client shall not request CLA to use or disclose Client's PHI in any manner that would not be permissible under the HIPAA Rules if done by Client, except that Client may request CLA to provide to Client "data aggregation services" relating to the health care operations of the Client within the meaning of 45 CFR § 164.501, as permitted by 45 CFR § 164.504(e)(2)(i)(B).

3. Termination of Agreement.

a. This Agreement shall terminate on the earliest to occur of an expiration or termination date of the engagement letter, the date either party terminates the Agreement "for cause," as described in Section 3.b., the date CLA terminates as described in Section

3c., or pursuant to Section 5 upon either party's failure to negotiate or enter into an amendment to this Agreement.

b. Termination for Cause. A breach of any provision of this Agreement by either party, as determined by the non-breaching party, shall constitute a material breach of the Agreement and shall provide grounds for termination of the Agreement for cause if the breaching party is unable to cure such breach to the other party's satisfaction within ten (10) days following written notice of such breach. The breaching party shall cooperate with the other party as necessary to mitigate the extent of any unauthorized disclosures of Client's PHI or any damages or potential damages and liability under the HIPAA Rules caused by any violation of this Agreement or other unauthorized use of Client's PHI.

c. Termination by CLA. Upon thirty (30) days' advance written notice, CLA shall have the right to terminate this Agreement if Client imposes additional restrictions or requirements regarding the use, disclosure, or maintenance of Client's PHI that CLA reasonably determines will materially affect CLA's ability to perform its responsibilities under this Agreement or will materially increase CLA's costs to perform its responsibilities under this Agreement.

4. Treatment of Client's PHI after Termination. Upon termination of this Agreement for any reason, CLA, with respect to Client's PHI, shall:

a. Retain only that portion of Client's PHI which is necessary for CLA to continue its proper management and administration or to carry out its legal responsibilities;

b. Return to Client or, if agreed to by Client, destroy remaining Client's PHI that CLA still maintains in any form and retain no copies of such Client's PHI;

c. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of Client's PHI, other than as provided for in this Section, for as long as CLA retains any Client's PHI;

d. Not use or disclose Client's PHI retained by CLA other than for the purposes for which Client's PHI was retained and subject to the same conditions, as set forth in Section 2, which applied prior to termination;

e. Return to Client or, if agreed to by Client, destroy remaining Client's PHI retained by CLA when it is no longer needed by CLA for its proper management and administration or to carry out its legal responsibilities and retain no copies of such Client's PHI;

f. Obtain or ensure the destruction of any Client's PHI created, received, or maintained by any of CLA's subcontractors; and

g. Within thirty (30) calendar days after termination or expiration of this Agreement, certify in a written statement signed by a senior officer of CLA, that all Client's PHI has been returned or disposed of as required above.

If the parties mutually agree that return or destruction is not feasible, this Agreement shall continue to apply to Client's PHI and, without limitation to the foregoing, the obligations of CLA under this Agreement shall survive the termination of this Agreement with respect to any Client's PHI retained by CLA. CLA shall limit further use and disclosure of Client's PHI to those purposes that make the return or destruction of Client's PHI infeasible.

5. **Amendment to Comply with Law**. The parties acknowledge that state and federal laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such developments. The parties agree to promptly enter into negotiations concerning the terms of an amendment to this Agreement embodying written assurances consistent with the HIPAA Rules or other applicable law upon the written request of either party. Either party may terminate this Agreement upon thirty (30) days' written notice in the event (i) the other party does not promptly enter into negotiations to amend this Agreement upon the request of the party giving notice or (ii) the other party fails to execute an amendment to this Agreement upon the request of the party giving notice.

6. **No Third Party Beneficiaries**. Nothing expressed or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than Client, CLA, and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.

7. **Indemnification**. Client shall indemnify, hold harmless, and defend (with counsel of CLA's choosing) CLA, its subsidiaries, affiliates, partners, and employees from and against all claims, suits, administrative proceedings, demands, losses, damages, or penalties, including reasonable attorneys' fees, arising out of Client's misuse or improper disclosure of Client's PHI, breach of this Agreement, or violation of the HIPAA Rules or any other law or regulation.

8. **Interpretation**. This Agreement shall be interpreted as broadly as necessary to implement and comply with the HIPAA Rules. The parties agree that any ambiguity in this Agreement shall be resolved in favor of a meaning that complies and is consistent with the HIPAA Rules. There shall be no presumption for or against either party, by reason of one of the parties causing this Agreement to be drafted, with respect to the interpretation or enforcement of this Agreement.

9. **Notices**. All notices and other communications required or permitted hereunder or necessary or convenient in connection herewith shall be in writing and shall be deemed to have been given when hand delivered or mailed by registered or certified mail, as follows (provided that notice of change of address shall be deemed given only when received):

If to Client, to: John Thein, Director of Finance
1875 Greeley Street South
Stillwater, MN 55082

If to CLA, to: CliftonLarsonAllen LLP
200 South Sixth Street, Suite 300
Minneapolis, MN 55442
Attention: Michelle Hoffman, Principal

or to such other names or addresses as Client or CLA, as the case may be, shall designate by notice to the other in the manner specified in this Section 9.

10. Survival. The obligations contained in this Agreement which by their nature or context survive or are expressly intended to survive the expiration or termination of this Agreement will so survive and continue in full force and effect. Without limiting the generality of the foregoing, Sections 2, 4, and 7 shall survive the termination of this Agreement.

11. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the remaining provisions of this Agreement shall remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.

12. Entire Agreement. This Agreement constitutes the entire agreement between the parties on the matters contained herein. All prior and contemporaneous negotiations and agreements between the parties on the matters contained in this Agreement are superseded by this Agreement.

13. Non-Waiver. No failure or delay in exercising any right or remedy under this Agreement and no course of dealing between the parties operates as a waiver or estoppel of any right, remedy, or condition. A waiver made in writing on one occasion is effective only in that instance and only for the purpose that it is given and is not to be construed as a waiver on any future occasion.

14. Governing Law. This Agreement shall be governed, construed, and interpreted in accordance with the laws of the State of Minnesota without regard to such state's conflict of laws provisions.

IN WITNESS WHEREOF, the parties have signed this Agreement.

Independent School District No. 834	**CliftonLarsonAllen LLP**
By: _____	By: Michelle Hoffman _____
Print Name: _____	Print Name: Michelle Hoffman_____
Title: _____	Title: Principal_____

Date: _____ Date: May 23, 2022_____

_____

PERSONNEL CHANGES:

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

BOARD MEETING 06/23/2022

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Acers, Kieran	Resignation	Community Education Aide 12.5 hrs/day Rutherford Elementary	CE Leads & Assistants	June 2, 2022
Blix, Ashley	Resignation	Coordinator - CE Adult Enrichment & Aquatics Central Services	CSS	June 30, 2022
Fisher, Erika	Resignation	Volleyball Coach Stillwater Middle School	Co-Curricular	May 27, 2022
Frankfurth May, Emily	Resignation	1.0 FTE Counselor Stillwater Middle School	SCEA	June 6, 2022
Gaffaney, Erin	Resignation	1.0 FTE Music Teacher Stillwater Middle School	SCEA	June 6, 2022
Hibbard, Kalynne	Resignation	1.0 FTE Speech Pathologist Lake Elmo Elementary	SCEA	June 6, 2022
Lee, Bo	Resignation	Human Resource Technician Central Services	Tech Support	July 1, 2022
Mohamoud, Farhan	Resignation	1.0 FTE Special Education Teacher Brookview Elementary	SCEA	June 6, 2022
Moncrief, Linda	Retirement (26 years)	Administrative Assistant - Director Central Services	Tech Support	September 20, 2022
Rogers, Christopher	Resignation	Elementary Principal Brookview Elementary	Principals	June 30, 2022
Schroeder, Suzanne	Resignation	Community Education Assistant 20 hrs/week Stonebridge Elementary	CE Leads & Assistants	May 26, 2022
Thein, John	Resignation	Director of Finance Central Services	Director	June 30, 2022
Weld, Laura	Retirement (18 years)	1.0 FTE Middle School Success Teacher Stillwater Middle School	SCEA	June 6, 2022

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Anderson, Lilly	Community Education Assistant Lily Lake Elementary	$15.63 / hour	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Bartlett, Kiley	Community Education Assistant Lake Elmo Elementary	16.53 / hour	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Byrd, Sierra	Paraprofessional 6.5 hrs/day Stonebridge Elementary	$17.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Chau, Jill	Paraprofessional 6.5 hrs/day Transition	$18.88 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Grgurovic, Anna Patricia	1.0 FTE Counselor Stillwater Area High School	$76,472	Replacement	SCEA	August 16, 2022
Hanson, Alexandra	Health Paraprofessional 6.5 hrs/day Brookview Elementary	$19.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Hensen, Olivia Rehire	ESY Paraprofessional Oak-Land Middle School	$16.78 / hour	2021-2022 Staffing	SCPA	July 11, 2022 - July 28, 2022
Huntress, Connar	Paraprofessional 6.0 hrs/day Stonebridge Elementary	$17.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Jonason, Kristina Rehire	1.0 FTE Elementary Education Teacher Afton-Lakeland Elementary	$82,948	2022-2023 Staffing	SCEA	August 22, 2022
Konigson, Jack Rehire	Summer Grounds Crew Lake Elmo Elementary	$14.50 / hour	2021-2022 Staffing	Custodial	June 16, 2022 - September 15, 2022
Lakeberg, Ashley Rehire	1.0 FTE Kindergarten Teacher Lake Elmo Elementary	$82,948	2022-2023 Staffing	SCEA	August 22, 2022
McDonough, Alyssa	1.0 FTE School Psychologist Stillwater Area High School	$78,230	Replacement	SCEA	August 16, 2022
McGuire, Amy	1.0 FTE Speech Pathologist Lake Elmo Elementary	$79,640	2022-2023 Staffing	SCEA	August 16, 2022
Mendez Cueva, Luis	1.0 FTE Elementary Immersion Teacher Lake Elmo Elementary	$60,128	Replacement	SCEA	August 16, 2022
Nettleton, Brianna	.6 FTE Math Teacher Stillwater Area High School	$75,987	Replacement	SCEA	August 16, 2022

Oberg, Alexander Rehire	ESY Paraprofessional Oak-Land Middle School	$16.78 / hour	2021-2022 Staffing	SCPA	July 11, 2022 - July 28, 2022
Pilz, Tyler	.8 FTE Science Teacher St. Croix Valley ALC	$79,640	Replacement	SCEA	August 16, 2022
Prasad, Jazmyne	Secretary - ECFC, 8.0 hrs/day Early Childhood Family Center	$22.00 / hour	Replacement	Tech Support	June 20, 2022
Pults, Donald	1.0 FTE English Teacher Stillwater Area High School	$79,640	Replacement	SCEA	August 16, 2022
Rangel, Anthony	1.2 FTE Choir Teacher Stillwater Middle School	$99,448	Replacement	SCEA	August 22, 2022
Reyes Garcia, Pedro	1.0 FTE Elementary Immersion Teacher Lake Elmo Elementary	$78,230	2022-2023 Staffing	SCEA	August 16, 2022
Schroeder, Daniel Rehire	ESY Paraprofessional Oak-Land Middle School	$16.78 / hour	2021-2022 Staffing	SCPA	July 11, 2022 - July 28, 2022
Schluender, Courtney	1.0 FTE Special Education Teacher Brookview Elementary	$79,640	Replacement	SCEA	August 16, 2022
Shern, Alec	1.0 FTE Counselor Stillwater Area High School	$54,728	Replacement	SCEA	August 16, 2022
Toft, Jacob Rehire	1.0 FTE Middle School Success Teacher Oak-Land Middle School	$51,397	Replacement	SCEA	August 22, 2022
Vincent, Dustin Rehire	.80 FTE Middle School Athletic Coordinator Oak-Land & Stillwater Middle School	$63,758	2022-2023 Staffing	CSS	July 1, 2022
Warner, Kim	Paraprofessional 2.0 hrs/day Stonebridge Elementary	$16.67 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Banks, Kelly	Approve	.8 FTE School Psychologist Andersen Elementary	SCEA	October 4, 2022 - December 20, 2022
Eck, Emily	Approve	1.0 FTE Elementary Education Teacher Afton-Lakeland Elementary	SCEA	October 4, 2022 - January 21, 2023

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Barber, Mikki	.5 FTE Intervention Teacher Rutherford Elementary	.6 FTE Intervention Teacher Rutherford Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Bentley, Amber	1.0 FTE Instructional Coach Stillwater Middle School	Coordinator - STEM/CTE Central Services	2022-2023 Staffing	CSS	August 1, 2022
Coleman, Julie	1.0 FTE Instructional Coach Andersen & Brookview Elementary	1.0 FTE Instructional Coach Afton-Lakeland & Andersen Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Giardino, Ann	Student Support Services Supervisor Oak Park	Assistant Middle School Principal Stillwater Middle School	Replacement	Principal	July 1, 2022
Green, Shae	Project Assistant - Teaching & Learning Central Services	IT Project Management Specialist Central Services	2022-2023 Staffing	CSS	July 1, 2022
Greene, Greg	Custodian, Lvl VI, 8.0 hrs/day Stillwater Area High School	Custodian, Lvl VI, 8.0 hrs/day Stillwater Middle School	Replacement	Custodial	May 30, 2022
Homberg, Shelly	1.0 FTE Science Teacher Stillwater Area High School	1.2 FTE Science Teacher Stillwater Area High School	2022-2023 Staffing	SCEA	August 22, 2022
Lansfeldt, Malinda	Interim Superintendent Central Services	1.0 FTE Principal Brookview Elementary	2022-2023 Staffing	Principal	July 1, 2022
Mogren, Lori	Paraprofessional & Due Process Secretary, 6.65 hrs/day Brookview Elementary	Due Process Secretary, 7.0 hrs/day Afton-Lakeland, Andersen & Brookview Elementary	2022-2023 Staffing	Tech Support	August 22, 2022
Otto, Christine	Middle School Principal Stillwater Middle School	Assistant Principal on Special Assignment Central Services	ESSER	Principal	July 1, 2022 - September 19, 2022
Perry, Brittany	1.0 FTE ELL Teacher Brookview Elementary	1.0 FTE Instructional Coach Brookview Elementary	Replacement	SCEA	August 22, 2022
Sandager, Stella	.6 FTE ELL Teacher Andersen & Rutherford Elementary	.8 FTE ELL Teacher Andersen & Rutherford Elementary	2022-2023 Staffing	SCEA	August 22, 2022 - June 8, 2023
Steil, Rachel	1.0 FTE English Teacher Stillwater Area High School	1.2 FTE English & Pathways Teacher Stillwater Area High School	2022-2023 Staffing	SCEA	August 22, 2022
Swendra, Katie	1.0 FTE Instructional Coach Lily Lake & Stonebridge Elementary	1.0 FTE Instructional Coach Stonebridge Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Walk, Michael	1.0 FTE Band Teacher	1.1 FTE Band Teacher	2022-2023	SCEA	August 22, 2022 - June 8, 2023

	Stillwater Middle School	Stillwater Middle School	Staffing		

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Aarness, Brenda	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
Alfaro, Karen	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Ament, Kimberly	Cafeteria Summer Program 5.5 hrs/day Andersen Elementary	2021-2022 Staffing	Cafeteria	July 15, 2022 - August 4, 2022
Anderson, Cassandra	ESY Paraprofessional Lily Lake Elementary	2021-2022 Staffing	SCPA	July 11, 2022 - July 28, 2022
Anderson, Claire	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Antczak, Thane	Web Advisor - Shared Oak-Land Middle School	Replacement	Co-Curricular	August 23, 2021
Bauer, Jean	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Bayers, Lisa	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Benson, Gina	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Benson, Lauren	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Boehle, Emma	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Bonin, Laura	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
Boucher, Jolene	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
Breucop de Flores, Silvia	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Bursik, Rachel	Web Advisor - Shared Oak-Land Middle School	Replacement	Co-Curricular	August 23, 2021
Cady, Gina	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Cody, Mariah	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Cook, Amy	Web Advisor - Shared Oak-Land Middle School	Replacement	Co-Curricular	August 23, 2021
Dabrowski, Emily	Web Advisor - Shared Oak-Land Middle School	Replacement	Co-Curricular	August 23, 2021
Dahl, Alex	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Dahlen, Ben	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
Darst, Sandra	Cafeteria Summer Program 4.0 hrs/day Lily Lake Elementary	2021-2022 Staffing	Cafeteria	June 6, 2022 - August 19, 2022
Delander, Caitlin	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
DiGiacomo, Joe	Community Education Aide Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Donar, Andrea	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
Dornfeld, Amy	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Durant, Kelly	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Farver, Jean	Cafeteria Summer Program 6.5 hrs/day Andersen Elementary	2021-2022 Staffing	Cafeteria	July 15, 2022 - August 4, 2022
Filipiak, Sidney	Community Education Aide Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Fischer, Melissa	ESY Health Care Specialist	2021-2022	SCEA	July 11, 2022 - July 28, 2022

	Oak-Land Middle School	Staffing		
Fitzgerald, Carah	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Flanders-Turman, Dana	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
Gallager, Abigail	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
Garrett, Ryan	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Gipple, Emily	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Goulet, Kaitlyn	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
Gruetzmacher, Krista	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Gunderson, Merry	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Haslach, Keri	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Haslach, William	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Henning, Michelle	ESY Paraprofessional Lily Lake Elementary	2021-2022 Staffing	SCPA	July 11, 2022 - July 28, 2022
Hill, Jada	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Hinnekamp, Eve	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Hoffman, Amy	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
Hollerbach, Casey	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Huntress, Connar	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Johnson, Ashley	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Johnson, Katie	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
Judkins, Abby	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Kane, Samantha	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Kapping, Antonella	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Kearney, Carrie	ESY Paraprofessional Oak-Land Middle School	2021-2022 Staffing	SCPA	July 11, 2022 - July 28, 2022
Kroening, Alexis	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Laning, Madison	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
Lockard, Leasa	ESY Paraprofessional Oak-Land Middle School	2021-2022 Staffing	SCPA	July 11, 2022 - July 28, 2022
Luby, Roberta	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
Lynskey, Peighton	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Lynskey, Stacy	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Machana, Sarah	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
McAllister, Jon	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
McCabe, Julie	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022

McCormick, Hayley	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Michelson, Lisa	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
Mobroten, Robin	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Nisleit, Carly	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
Olivieri, Isabella	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Olson, Andrew	Summer Grounds Crew District Wide	2021-2022 Staffing	Custodial	June 6, 2022 - August 1, 2022
Pantila, Logan	ESY Paraprofessional Oak-Land Middle School	2021-2022 Staffing	SCPA	July 11, 2022 - July 28, 2022
Panuska, Robyn	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Parent, Ally	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Pauley, Lisa	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Peterson, Melissa	ESY Paraprofessional Oak-Land Middle School	2021-2022 Staffing	SCPA	July 11, 2022 - July 28, 2022
Price, Heather	ESY Paraprofessional Oak-Land Middle School	2021-2022 Staffing	SCPA	July 11, 2022 - July 28, 2022
Rapp, Evalie	Web Advisor - Shared Oak-Land Middle School	Replacement	Co-Curricular	August 23, 2021
Richie, Joann	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Roque, Alicia	ESY Paraprofessional Oak-Land Middle School	2021-2022 Staffing	SCPA	July 11, 2022 - July 28, 2022
Runk, Laura	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Schmalz, Kevin	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
Schoenecker, Nancy	ESY Paraprofessional Oak-Land Middle School	2021-2022 Staffing	SCPA	July 11, 2022 - July 28, 2022
Schroeder, Sarah	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
Schumann, Ariana	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Seggelke, Susan	Cafeteria Summer Program 6.0 hrs/day Lily Lake Elementary	2021-2022 Staffing	Cafeteria	June 6. 2022 - August 19, 2022
Selb, Marilyn	Community Education Assistant Floater Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Simpson, Jamie	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
Skillings, Katherine	ESY Paraprofessional Oak-Land Middle School	2021-2022 Staffing	SCPA	July 11, 2022 - July 28, 2022
Spain, Maggie	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Spaulding, Melissa	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Stahl, Fiona	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Stangl, Emily	Summer Success Teacher Andersen Elementary	2021-2022 Staffing	SCEA	July 18, 2022 - August 4, 2022
Tennant, Ann	Cafeteria Summer Program 6.75 hrs/day Andersen Elementary	2021-2022 Staffing	Cafeteria	July 15, 2022 - August 4, 2022
Toft, Jacob	ESY Teacher Oak-Land Middle School	2021-2022 Staffing	SCEA	July 11, 2022 - July 28, 2022
Van Alstine, Tanya	ESY Paraprofessional Oak-Land Middle School	2021-2022 Staffing	SCPA	July 11, 2022 - July 28, 2022
Vertin, Mary	ESY Teacher	2021-2022	SCEA	July 11, 2022 - July 28, 2022

	Oak-Land Middle School	Staffing		
Weisbrod, Ryan	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Weiss, Lauren	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Wendelboe, Zachary	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Wilgren, Jon	ESY Paraprofessional Oak-Land Middle School	2021-2022 Staffing	SCPA	July 11, 2022 - July 28, 2022
Wodaszewski, Charmaine	Community Education Assistant Lily Lake Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Zemlicka, Maddison	Community Education Assistant Lake Elmo Elementary	2021-2022 Staffing	CE Leads & Assistants	June 3, 2022 - August 19, 2022
Ziegler, Andrew	ESY Paraprofessional Oak-Land Middle School	2021-2022 Staffing	SCPA	July 11, 2022 - July 28, 2022

Agenda Item IX.A.
Date Prepared: June 14, 2022
ISD 834 Board Meeting

Action Items**:** Long-Term Facilities Maintenance 10 Year Plan
Meeting Date: June 23, 2022
Contact Person: Mr. Mark Drommerhausen, Director of Operations

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Summary:
Fiscal Year 2024 Ten Year Plan

Mr. Mark Drommerhausen presented a comprehensive list of projects that qualify for Long-Term Facility Maintenance funding at the June 9, 2022 school board business meeting.

The 2015, 1st Special Session, Chapter 3, Article 6 sections 1-4 and 14 (2015 Education Act) established this program for school districts, intermediate districts, other cooperatives and charter schools. The Long-Term Facility Maintenance Ten Year Revenue Application replaces the old Health and Safety Revenue, Deferred Maintenance Revenue and Alternative Facilities Revenue programs beginning in FY 2018.

Four documents will be required as part of the Long-Term Facility Maintenance application. The application must include a Long-Term Facilities Maintenance Revenue Application-Ten Year Expenditure, Long-Term Facilities Maintenance Projection, Statement of Assurances and School Board resolution/meeting minutes adopting the LTFM Ten Year plan.

To qualify for a 2023 payable property tax levy, the 2024 Ten Year Plan must be adopted and submitted to the Department of Education.

Administration recommends approval of the Long-Term Facilities Maintenance Revenue Application.

Attachments:
Long-Term Facilities Maintenance Revenue Application - Ten Year Expenditure Plan
Long-Term Facilities Maintenance Revenue Projection
Statement of Assurances
School Board Resolution

Recommendation:

A motion and a second to approve the FY24 Long-Term Facilities Maintenance Ten Year Plan will be requested.

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

Stillwater
AREA PUBLIC SCHOOLS

Independent School District 834
1875 South Greeley Street I Stillwater, Minnesota 55082
Tel: 651.351.8340 I fax: 651.351.8380
www.stillwaterschools.org

EXPENDITURE APPROVAL FORM

REQUESTED BY: Mark Drommerhausen, Director of Operations
DATE: June 23, 2022

DESCRIPTION OF REQUEST

Finance	Category	
347	Physical Hazards	$85,000
349	Other Hazardous Materials	$75,000
352	Environmental Health & Safety Management	$210,000
358	Asbestos Removal and Encapsulation	$60,000
363	Fire Safety	$250,000
366	Indoor Air Quality	$50,000
	Total Health and Safety Capital Projects	$730,000
	Health and Safety, Projects Costing > $100,000 per Site	
358	Asbestos Removal and Encapsulation	$0
363	Fire Safety	$0
366	Indoor Air Quality	$0
	Total Health and Safety Capital Projects $100,000 or More	$0
	Accessibility	
Finance	Category	
367	Accessibility	$0
	Deferred Capital Expenditures and Maintenance Projects	
Finance	Category	
368	Building Envelope	$187,000
369	Building Hardware and Equipment	$538,000
370	Electrical	$608,000
379	Interior Surfaces	$1,345,000
380	Mechanical Systems	$1,760,000
381	Plumbing	$1,358,000
382	Professional Services and Salary	$1,175,000
383	Roof Systems	$1,079,000
384	Site Projects	$755,000
	Total Deferred Capital Expense and Maintenance	$8,805,000
	Total Annual 10 Year Plan Expenditures	$9,535,000

FINANCIAL IMPACT

The above description is summary of the proposed FY24 Long-Term Facilities Maintenance (LTFM) program projects. This is a preliminary plan that can be modified as needs and priorities change. The approval of the expenditures is required to complete the LTFM application.

Budget(s) Impacted: Fiscal Year 2024 Long-Term Facility Maintenance Budget total of$9,535,000

Is This a One-Time Expenditure?

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

No, it will need to be funded indefinitely

D **No,** it will need to be funded for Fiscal Years 2021-?

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

Yes List Source(s): Long-Term Facilities Maintenance 2023 payable property tax

0No

PROGRESS MONITORING

2024 Long-Term Facilities Maintenance program

DEPARTMENT OF EDUCATION

Division of School Finance
400 NE Stinson Blvd
Minneapolis, MN 55413

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only

ED - 02478-08

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	Enter Information	District Info.	Enter Information
District Name:	Stillwater Area Public Schools	Date:	6/21/2022
District Number:	834	Email:	theinj@stillwaterschools.org
District Contact Name:	John Thein		
Contact Phone #	(651)351-8321		

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2022 (base year)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Health and Safety - this section excludes project costs in Category 2 of $100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	**Category (1)**											
347	Physical Hazards	$80,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000	$85,000
349	Other Hazardous Materials	$70,000	$75,000	$75,000	$75,000	$75,000	$75,000	$75,000	$75,000	$75,000	$75,000	$75,000
352	Environmental Health and Safety Management	$200,000	$210,000	$210,000	$210,000	$210,000	$210,000	$210,000	$210,000	$210,000	$210,000	$210,000
358	Asbestos Removal and Encapsulation	$160,000	$60,000	$60,000	$60,000	$60,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000
363	Fire Safety	$200,000	$250,000	$250,000	$200,000	$250,000	$250,000	$200,000	$250,000	$300,000	$310,000	$290,000
366	Indoor Air Quality	$45,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000
	Total Health and Safety Capital Projects	$755,000	$730,000	$730,000	$680,000	$730,000	$720,000	$670,000	$720,000	$770,000	$780,000	$760,000
Health and Safety - Projects Costing $100,000 or more per Project/Site/Year												
Finance Code	**Category (2)**											
358	Asbestos Removal and Encapsulation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
363	Fire Safety	$0	$275,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
366	Indoor Air Quality	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Health and Safety Capital Projects $100,000 or More	$0	$275,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	**Category (3)**											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Approved Voluntary Pre-K Projects	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Accessibility												
Finance Code	**Category (4)**											
367	Accessibility	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Accessibility Projects	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	**Category (5)**											
368	Building Envelope	$492,000	$615,000	$187,000	$510,000	$512,000	$522,000	$532,000	$537,000	$547,000	$555,000	$570,000
369	Building Hardware and Equipment	$1,042,000	$821,000	$538,000	$480,000	$485,000	$500,000	$500,000	$500,000	$500,000	$500,000	$550,000
370	Electrical	$481,000	$505,000	$608,000	$1,120,000	$1,300,000	$1,400,000	$1,500,000	$1,600,000	$1,600,000	$1,600,000	$1,700,000
379	Interior Surfaces	$1,851,000	$1,496,000	$1,345,000	$1,684,000	$1,700,000	$1,200,000	$1,000,000	$1,100,000	$1,100,000	$1,200,000	$1,625,000
380	Mechanical Systems	$773,000	$205,000	$1,760,000	$2,775,000	$2,550,000	$2,300,000	$2,000,000	$1,150,000	$1,275,000	$1,355,000	$1,450,000
381	Plumbing	$704,000	$2,236,000	$1,358,000	$750,000	$750,000	$755,000	$755,000	$755,000	$775,000	$775,000	$850,000
382	Professional Services and Salary	$609,000	$1,300,000	$1,175,000	$750,000	$765,000	$765,000	$770,000	$770,000	$700,000	$770,000	$790,000
383	Roof Systems	$590,000	$820,000	$1,079,000	$700,000	$650,000	$675,000	$688,000	$700,000	$750,000	$750,000	$850,000
384	Site Projects	$838,000	$940,000	$755,000	$859,999	$865,000	$2,800,000	$3,900,000	$1,025,000	$1,050,000	$850,000	$1,020,000
	Total Deferred Capital Expense and Maintenance	$7,380,000	$8,938,000	$8,805,000	$9,628,999	$9,577,000	$10,917,000	$11,645,000	$8,137,000	$8,297,000	$8,355,000	$9,405,000
	Total Annual 10-Year Plan Expenditures	**$8,135,000**	**$9,943,000**	**$9,535,000**	**$10,308,999**	**$10,307,000**	**$11,637,000**	**$12,315,000**	**$8,857,000**	**$9,067,000**	**$9,135,000**	**$10,165,000**
Fund Balance Section												
	Fund 01											
	Beginning Fund Balance 01-467-XX	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue - Levy	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue - AID if Applicable	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT if applicable - Special Legislation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Ending Fiscal Year Fund Balance 01-467-XX	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
	Fund 06											
	Beginning Fund Balance 06-467-XX	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Bonded Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Other Transfers	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Ending Fiscal Year Fund Balance 06-467-XX	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

End of worksheet

FY 24 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection

Revised 5/04/2022

834 <= Type in School District Number

STILLWATER AREA PUBLIC SCHOOL DIST.

Calculations for Ten Year Projection

		Pay 22 LLC #	Change only if requiring levy adjustments FY 2022	Payable 2022 LLC Certification FY 2023	Current Estimate FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
1	Type your district number in cell A2 (Minneapolis = 1.2)													
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b													
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33													
4	Look-up data from following tabs													
5	**Initial Formula Revenue**													
6	Current year APU	57		9,069.40	9,163.04	8,957.40	8,957.40	8,957.40	8,957.40	8,957.40	8,957.40	8,957.40	8,957.40	8,957.40
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)													
6b	Total Adjusted Pupil Units = (6) + (6a)				9,163.04	8,957.40	8,957.40	8,957.40	8,957.40	8,957.40	8,957.40	8,957.40	8,957.40	8,957.40
7	District average building age (uncapped)	451		40.31	39.91	40.91	41.91	42.91	43.91	44.91	45.91	46.91	47.91	48.91
8	Formula allowance			$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	452			1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	453		3,446,372	3,481,957	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811
11	**Added revenue for Eligible H&S Projects > $100,000 / site**													
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702			-	-	-	-	-	-	-	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756			-	-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > $100,000 per site (1A)	701			-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > $100,000 per site (1A)	755			-	-	-	-	-	-	-	-	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > $100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab				-	-	-	-	-	-	-	-	-	-
16b	New debt service for LTFM bonds for eligible new H&S projects > $100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue				-	-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > $100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	767			-	-	-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > $100,000 / site	455			-	-	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)	456		-	-	-	-	-	-	-	-	-	-	-
	Added revenue for Pre-K remodeling (for VPK approvals only)													
20a	Net debt service for bonds approved for Pre-K remodeling	768			-	-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	457			-									
20c	Total Pre-K revenue				-	-	-	-	-	-	-	-	-	-
20d	**Total New Law Revenue (10) + (19) + (20c)**	458			3,481,957	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811

FY 24 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection

Revised 5/04/2022

834 <= Type in School District Number

STILLWATER AREA PUBLIC SCHOOL DIST.

	Calculations for Ten Year Projection	Pay 22 LLC #	Change only if requiring levy adjustments FY 2022	Payable 2022 LLC Certification FY 2023	Current Estimate FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
	Old Formula revenue													
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2024)	459		600,319	715,000	-	-	-	-	-	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701			-	-	-	-	-	-	-	-	-	-
23	Debt Excess allocated to line 22				-	-	-	-	-	-	-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	765			-	-	-	-	-	-	-	-	-	-
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	766			-	-	-	-	-	-	-	-	-	-
26	Old formula alt facilities pay as you go revenue (1A)	460	-		6,876,000	-	-	-	-	-	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > $500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2023)	463			-	-	-	-	-	-	-	-	-	-
27a	LTFM "H&S >100K per site" bonds	767			-	-	-	-	-	-	-	-	-	-
27b	LTFM "other" bonds for 1A hold harmless	769			-	252,810	252,810	252,810	252,810	252,810	252,810	1,040,310	958,935	947,070
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * ($64 / formula allowance))	466			-	-	-	-	-	-	-	-	-	-
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467		7,023,319	7,591,000	252,810	252,810	252,810	252,810	252,810	252,810	1,040,310	958,935	947,070
30	**Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]**	468		7,023,319	7,591,000	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	469		-	-	-	-	-	-	-	-	-	-	-
32	**District LTFM Revenue (30) - (31)**	470		7,023,319	7,591,000	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471		15,416		-	-	-	-	-	-	-	-	-
34	**Grand Total LTFM Revenue (32) + (33)**	472		7,038,735	7,591,000	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811
	Aid and Levy Shares of Total Revenue													
35	For ANTC & APU, three year prior date			2020	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
36	Three year prior Ag Modified ANTC	33		125,144,385	125,144,385	136,682,408	142,149,704	147,835,692	153,749,120	159,899,084	166,295,048	172,946,850	179,864,724	187,059,313
37	Three year prior Adjusted PU (New Weights)	54		9,283.07	9,280.86	8,998.17	9,419.42	9,163.04	8,957.40	8,957.40	8,957.40	8,957.40	8,957.40	8,957.40
38	ANTC / APU = (36) / (37)	474		13,480.93	13,484.14	15,190.03	15,091.14	16,133.91	17,164.49	17,851.07	18,565.11	19,307.71	20,080.02	20,883.22
39	State average ANTC / APU with ag value adjustment	475		9,596.79	9,596.79	10,491.16	11,673.33	12,421.51	12,918.00	13,435.00	13,972.00	14,531.00	15,112.00	15,716.00
40	Equalizing Factor = 123% of (39)	476		11,804.05	11,804.05	12,904.13	14,358.20	15,278.46	15,889.14	16,525.05	17,185.56	17,873.13	18,587.76	19,330.68
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	477		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
42	State (aid) share of Equalized Revenue (1 - (41))	478		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
43	Equalized Revenue (lesser of (34) or (6) * (8))	473		3,446,372	3,481,957	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811
44	Initial LTFM State Aid (42) * (43)	479		-	-	-	-	-	-	-	-	-	-	-
45	Old formula Grandfathered Alternative Facilities Aid	481		-	-	-	-	-	-	-	-	-	-	-
46	Total LTFM State Aid (Greater of (44) or (45))	482		-	-	-	-	-	-	-	-	-	-	-
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	485		7,038,735	7,591,000	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811	3,403,811
48	**Debt Service Portion of Revenue (non-grandfather districts)**													
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	765+766+767+768			-	-	-	-	-	-	-	-	-	-
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	769			-	252,810	252,810	252,810	252,810	252,810	252,810	1,040,310	958,935	947,070
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05				-	-	-	-	-	-	-	-	-	-
51	Total Debt Service Revenue = (49) + (50) + (50b)	770			-	252,810	252,810	252,810	252,810	252,810	252,810	1,040,310	958,935	947,070
52	Equalized debt Service Revenue (lesser of (43) or (51))	486			-	252,810	252,810	252,810	252,810	252,810	252,810	1,040,310	958,935	947,070
53	Debt Service Aid = (52) * (42)	488			-	-	-	-	-	-	-	-	-	-

FY 24 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection

Revised 5/04/2022

834 <= Type in School District Number

STILLWATER AREA PUBLIC SCHOOL DIST.

	Calculations for Ten Year Projection	Pay 22 LLC #	Change only if requiring levy adjustments FY 2022	Payable 2022 LLC Certification FY 2023	Current Estimate FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
54	Equalized Debt Service Levy = (52) - (53)	489			-	252,810	252,810	252,810	252,810	252,810	252,810	1,040,310	958,935	947,070
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490			-	-	-	-	-	-	-	-	-	-
56	**General Fund Portion of Revenue (non-grandfather districts)**													
57	Total General Fund Revenue = (34) - (51)	491			7,591,000	3,151,001	3,151,001	3,151,001	3,151,001	3,151,001	3,151,001	2,363,501	2,444,876	2,456,741
58	General Fund Equalized Revenue = (43) - (52)	492			3,481,957	3,151,001	3,151,001	3,151,001	3,151,001	3,151,001	3,151,001	2,363,501	2,444,876	2,456,741
59	Total General Fund Aid = (46) - (53)	493			-	-	-	-	-	-	-	-	-	-
60	General Fund Equalized Levy = (58) * (41)	494			3,481,957	3,151,001	3,151,001	3,151,001	3,151,001	3,151,001	3,151,001	2,363,501	2,444,876	2,456,741
61	General Fund Unequalized levy = (57) - (58)	495			4,109,043	-	-	-	-	-	-	-	-	-
62	Total General Fund Levy = (60) + (61)	496			7,591,000	3,151,001	3,151,001	3,151,001	3,151,001	3,151,001	3,151,001	2,363,501	2,444,876	2,456,741

Notes:

1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.

End of Worksheet

DEPARTMENT OF EDUCATION

Division of School Finance
400 NE Stinson Blvd.
Minneapolis, MN 55413

Fiscal Year (FY) 2024 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

ED-02477-08
Due: July 31, 2022

General Information: Minnesota school districts, intermediate school districts, cooperative districts, applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2021, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue - Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MOE) by July 31, 2022. Submit to Sarah C. Miller (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

Identification Information

Name of District or Cooperative:	District Number and Type:	Date Submitted:
Stillwater Area Public Schools	**0834**	**6/24/22**

Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2021, section 1238.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2021, section 123B.595, subd. 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2021, section 1238.595, subd. 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2021, section 1238.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2024 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2021, section 1238.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2021, section 1238.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section **E,** Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2021, section 1238.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2024 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2021, section 1238.595, subd. 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2021, section 123B.595, subd. 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.411, subd. 3[2021]).
6. The district's plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2021]). ***The district's ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers {ASHRAE} guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM} per person.***

Certification of Statement of Assurances

Signature - ***Must be signed*** by Superintendent or Cooperative Director:	Name - Superintendent or Cooperative Director (Please print)	Date:
	Malinda Lansfeldt	**6/24/22**

EXTRACT OF MINUTES OF MEETING OF
SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT #834
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of School Board ofIndependent School District No. 834 State of Minnesota, was held on ___ _ ___ 2022, at ____ clock p.m., for the purpose, in part, of approving the Stillwater Area Public School District No. 834's long term facility maintenance revenue ten year plan.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING STILLWATER AREA PUBLIC SCHOOL DISTRICT NO. 834'S LONG TERM FACILITY MAINTENANCE REVENUE TEN YEAR PLAN

BE IT RESOLVED by the School Board of Independent School District No. 834, State of Minnesota, as follows:

The school board of Stillwater Area Public School District No. 834 has approved a long term facility maintenance revenue ten year plan for its facilities for the 2023-2024 school year in the amount of$ 9,535,000. The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTY OF Washington

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 834, State of Minnesota, hereby attest that the preceding information is accurate.

WITNESS MY HAND officially as such Clerk this ___ day of ___ _, 2022.

_____
Clerk
Independent School District No. 834

Agenda Item IX.B
Date Prepared: May 25, 2022
ISD 834 Board Meeting

Action Item*:* 2022-2023 Preliminary Budget
Meeting Date: June 23, 2022
Contact Person: Dr. John Thein, Director of Finance

Summary:

Dr. Thein presented the draft 2022-2023 Preliminary Budget at the June 9, 2022 board business meeting. The Board of Education is required by law to adopt a preliminary budget by June 30, 2022.

Administration recommends approval of the 2022-2023 Preliminary Budget.

A copy of the 2022-2023 Preliminary Budget was provided.

Recommendation:

A motion and a second to approve the 2022-2023 Preliminary Budget will be requested.

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

Stillwater
AREA PUBLIC SCHOOLS

2022-23
PRELIMINARY BUDGET

Stillwater, Minnesota
June 2022

Stillwater
AREA PUBLIC SCHOOLS

2022-23
PRELIMINARY BUDGET

INDEPENDENT SCHOOL DISTRICT NO. 834
STILLWATER, MINNESOTA

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

Finance Department

Dr. John Thein, Director of Finance
theinj@stillwaterschools.org

Lynne Ritzer, Supervisor of Financial Services

Makenzie Fedors, District Accountant

Amanda Brunsvold, Student Support Services Accountant

Linda Moncrief, Admin Assistant

Tracy Constant, Accounts Processing Technician

Lorna Wells, Accounts Processing Technician

Nancy Brenholt, Payroll Technician

Tracy Caples-McDonald, Payroll Technician

June 2022

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Stillwater
AREA PUBLIC SCHOOLS

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SECTION I

Introduction

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Stillwater
AREA PUBLIC SCHOOLS

SCHOOL BOARD

Ms. Alison Sherman	Board Chair
Ms. Katie Hockert	Vice Chair
Dr. Annie Porbeni	Clerk
Ms. Beverly Petrie	Treasurer
Mr. Pete Kelzenberg	Director
Ms. Tina Riehle	Director
Ms. Vivian Votava	Director

ADMINISTRATION

Ms. Malinda Lansfeldt	Superintendent of Schools
Dr. Jennifer Cherry	Assistant Superintendent
Dr. John Thein	Director of Finance
Dr. Caleb Drexler Booth	Director of Learning and Student Engagement
Mr. Mark Drommerhausen	Director of Operations
Ms. Cynthia Gustafson	Director of Human Resources
Ms. Carissa Keister	Director of Communications
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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STILLWATER AREA PUBLIC SCHOOLS

Strategic Plan

Our Strategic Plan is the roadmap we follow in our continuing - and measurable - focus on meeting the learning needs of each student. It defines our vision, establishes our objectives, and identifies the experiences students will have as a Portrait of a Stillwater Graduate.

Our Vision

Stillwater Area Public Schools will be the schools of choice within our community by:

- preparing each learner for success in an ever-changing world;
- developing curious individuals who are active and engaged learners
- Resulting in career and college readiness and the development of essential life skills.

Our Parameters

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.

Our Objectives

- 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 will be seen, served and supported

KEY = World's Best Workforce Goals | = Stillwater specific goals

PORTRAIT OF A STILLWATER GRADUATE

We will ensure Stillwater graduates have the skills and attributes for success as future employees, co-workers and neighbors. We do this by providing our students opportunities to think critically, work collaboratively, communicate clearly, create fearlessly, and advocate passionately for themselves and others.

Collaborator

- Builds strong relationships
- Works effectively and respectfully with diverse teams
- Seeks out diverse ideas and perspectives
- Values the individual contributions made by each team member

Critical Thinker

- Shows empathy for others
- Solves complex problems
  - Discerns accurate, relevant information
  - Reasons effectively to make sound judgments and decisions

Creator

- Courageous, takes risks and learns from failure
- Open minded and responsive to new and diverse perspectives
- Flexible and can adapt to new environments and situations
- Carefully considers ideas in order to improve and maximize creative efforts

Communicator

- Expresses themselves effectively in both written and oral communications
- Listens actively to others
- Shows cultural understanding and global awareness when engaging with others
- Treats others with kindness and respect

Self-Advocate

- Remains curious and loves to learn new things
- Understands personal strengths and areas for growth
- Is motivated and confident
- Follows their passions and interests

Approved by School Board 05/10/2018

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Stillwater
AREA PUBLIC SCHOOLS

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, one 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 approximately 8,250 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 66,500.

Transportation services are provided to over 5,765 public, non-public, and charter school students. Buses are scheduled to make over 1,875 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 eighteen 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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2022-23 PRELIMINARY BUDGET OVERVIEW

Introduction

The preliminary budget is adopted by the Board of Education by June 30. 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 is typically 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 that are based on trend data, economic environments, and cautious optimism.

Budget Timeline

The school district's budget timeline reflects many overlapping processes. The general timeline is listed to provide an understanding of the annual budgeting process. Deviations from the general timeline may exist depending on annual circumstances and events.

Spring

- Administration completes preparation of preliminary budget for the next school year, including compiling capital requests and completing a general fund forecast.
- 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

The district makes assumptions based on a number of variables which comprise the district's budget. Examples of the variables with additional information are listed below.

Enrollment Trends and Enrollment Projections

Enrollment in the district is estimated to decrease for the 2022-23 school year and is projected to remain relatively constant for 2023-24 and beyond. Figure 1 shows the enrollment trends for each level over the last four years.

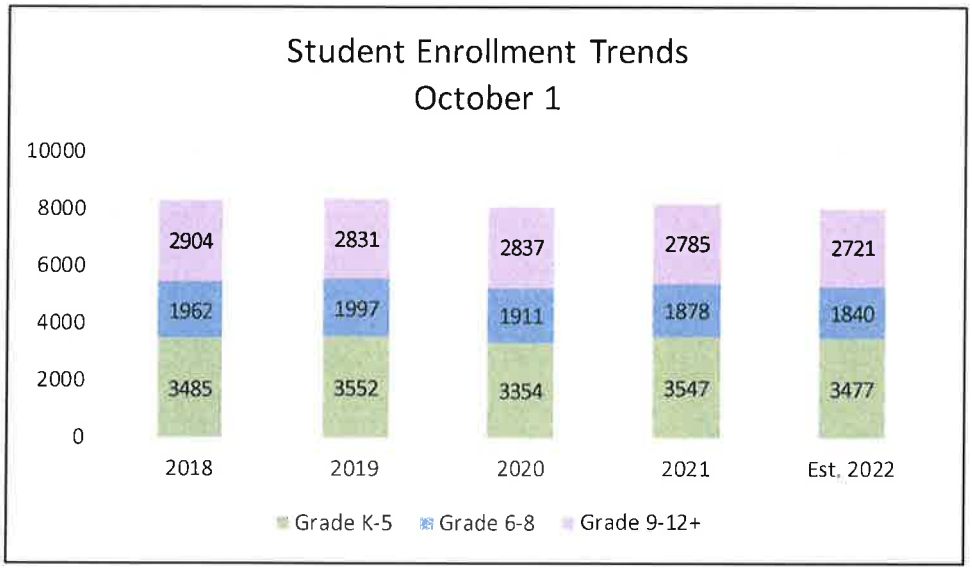

Figure 1

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 preliminary budget does include SCEA renewed contracts for 2022-23. For 2022-23, the district will continue with a self-funded health insurance plan. Insurance rates will show a modest 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 preliminary 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 conservative when developing the special education expenditure budget. Due to the unknown number of students that will be identified as special education students, the district tries to estimate liberally, potentially generating a larger than expected expenditure budget for the preliminary budget. Special education data is not finalized until well into the next fiscal year, leaving some variability in revenue estimates.

The 2022-23 Preliminary Budget includes a two percent (2%) increase in the general education revenue formula from the 2021 Legislative session. When the 2022 Legislative session is finalized, any new changes will be reflected in the 2022-23 Revised Budget.

Summary – 2022-23 Preliminary Budgets

The 2022-23 Preliminary Budget reflects an increase in the unassigned fund balance for the general fund compared to the 2021-22 Budget. This increase indicates that projected revenue is more 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 (56%) of the total district revenues (see Figure 2).

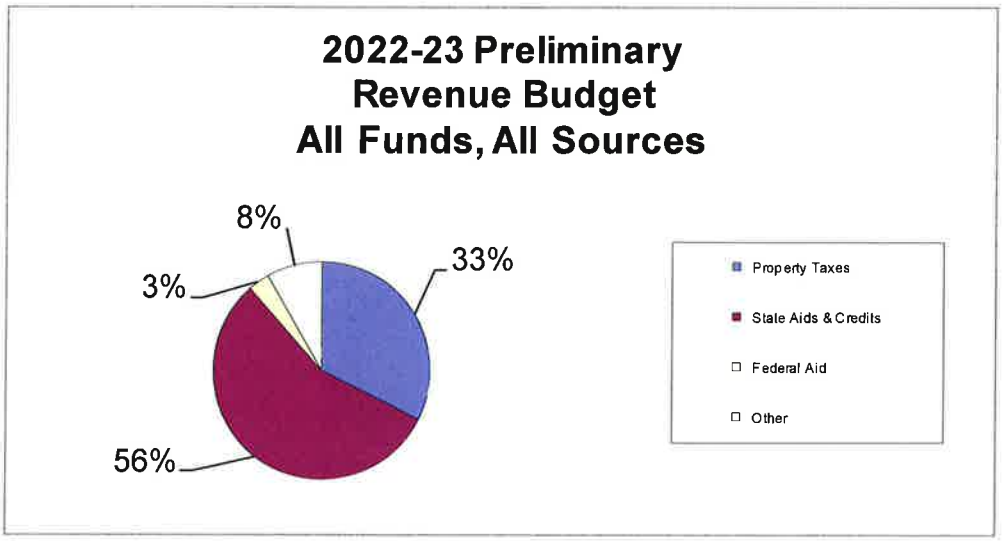

Figure 2

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 2022-23, salaries and benefits make up 72% of the district's general fund budget and 66% 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 18% of the total budget. Historically, the district's budget managers monitor expenditures closely and typically come in under budget.

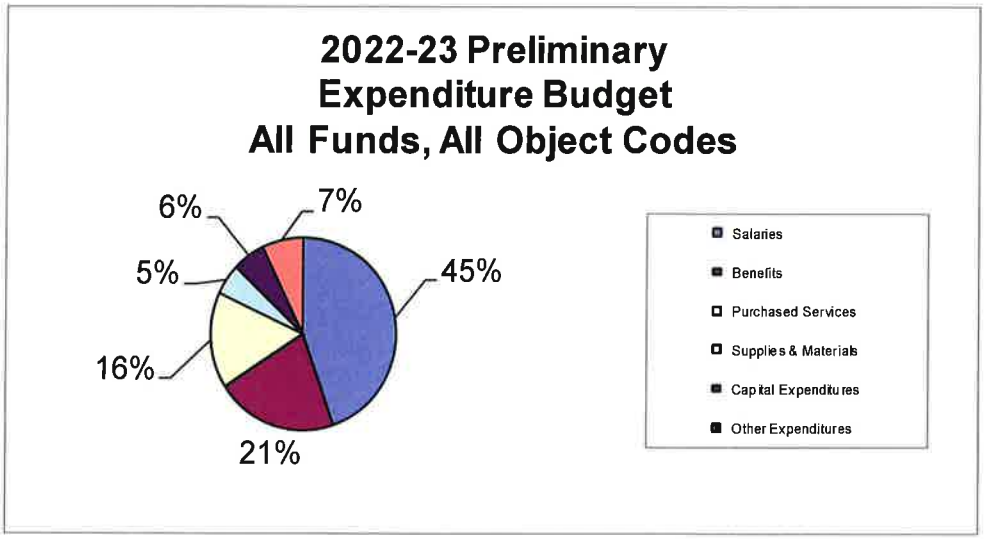

Figure 3

SECTION II

2022-23
Preliminary Budget

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2022-23 PRELIMINARY 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 2022-23 for the general education aid from the state is estimated to be $6,863 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. However, it does not include any percentage increase on open contracts.

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 2022-23 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*		
	2021-22	2022-23
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 2021-22 and 2022-23. The supply/material and library/media allocations will remain the same for the 2022-23 budget, with a hold-back of 2.5%. An adjustment will be made on October 1, based on the enrollment at that time.

Supply and Material Allocations Per Student		
Elementary	2021-22	2022-23
Supply and Material	$27.92	$27.92
Library/Media	9.77	9.77
Capital	0.00	0.00
Secondary	2021-22	2022-23
Supply and Material	$53.55	$53.55
Library/Media	14.23	14.23
Capital	0.00	0.00

Table 2

Staff development
Funds to be used for staff development are allocated based on two percent (2%) of the district's general education aid. Two percent (2%) is projected to be approximately $1,313,000. The Learning and Innovation Department uses the allocation for professional development support and professional development days.

2022-23 Preliminary 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 and transportation. By statute, the district is obligated to account for capital expenditures separately from the general fund. Although all three accounts comprise the general fund and are reported to the state as such, the preliminary budget information is broken apart and is located in the tables below.

General Fund	2020-21 Actual	2021-22 Revised Budget	2022-23 Preliminary Budget	Rev. / Prel. Change	Rev. / Prel. % Change
Beginning Fund Balance	28,717,123	21,564,066	21,755,401	191,335	0.89%
Revenues	113,213,337	119,751,137	125,950,000	6,198,863	5.18%
Expenditures	120,366,394	119,559,802	123,528,417	3,968,615	3.32%
Revenues less Expenditures	(7,153,057)	191,335	2,421,583	2,230,248	
Ending Fund Balance	21,564,066	21,755,401	24,176,984	2,421,583	11.13%

Comparison of 2022-23 Preliminary Budget to 2021-22 Revised Budget

Revenue
Preliminary 2022-23 revenue estimates are $6,198,863 more than the 2021-22 Revised Budget primarily due to an increase in tax levy revenue for the new Technology Levy, additional referendum, and Q-Comp net a decrease for Long Term Facility Maintenance (LTFM) and reduced federal COVID funds.

Expenditures
Preliminary 2022-23 expenditures increased by $3,968,615 from the 2021-22 Revised Budget primarily due to the new Tech Levy, SCEA contract settlement costs, transportation, fixed and Q-Comp net a decrease for federal COVID and LTFM. 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 and operating capital. The net revenue budget without these categorical revenues is $117,956,131. The net expenditure budget without these categorical expenditures is $114,694,280. As a result, the projected unassigned fund balance increases to 6.99% of expenditures for 2022-23, up from the projected unassigned fund balance of 4.49% for 2021-22. The Board's goal of a 5% unassigned fund balance has been met.

The total fund balance for the general fund is expected to increase from $21.8 million to $24.2 million in the preliminary 2022-23 budget. The unassigned fund balance (the amount of unallocated funds) is projected to increase from $5.4 million to $8.6 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 increasing due to an increase in the levy amount. The expenditures are decreasing primarily due to a shift of tech expenditures to the Tech Levy codes. The projected fund balance will increase from $6.0 million to $7.7 million compared to the 2021-22 Revised Budget.

General Fund Capital Expenditure Account	2020-21 Actual	2021-22 Revised Budget	2022-23 Preliminary Budget	Rev. / Prel. Change	Rev. / Prel. % Change
Beginning Fund Balance	6,246,890	6,478,031	6,009,971	(468,060)	-7.23%
Revenues	2,905,145	2,913,540	4,055,059	1,141,519	39.18%
Expenditures	2,674,004	3,381,600	2,413,100	(968,500)	-28.64%
Revenues less Expenditures	231,141	(468,060)	1,641,959	2,110,019	
Ending Fund Balance	6,478,031	6,009,971	7,651,930	1,641,959	27.32%

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 2021-22 Revised Budget to the 2022-23 Preliminary Budget.

General Fund	2020-21 Actual	2021-22 Revised Budget	2022-23 Preliminary Budget	Rev. / Prel. Change	Rev. / Prel. % Change
Administration	4,097,726	3,656,061	3,652,383	(3,678)	-0.10%
District Support Services	7,021,886	3,915,681	5,742,774	1,827,093	46.66%
Regular & Vocational Instruction	52,462,254	51,007,907	49,081,716	(1,926,191)	-3.78%
Special Education Instruction	21,263,770	21,822,652	23,361,979	1,539,327	7.05%
Community Service	23,949	0	0	0	0.00%
Instructional Support Services	6,881,670	6,754,226	8,184,911	1,430,685	21.18%
Pupil Support Services	4,494,617	5,080,088	4,770,244	(309,844)	-6.10%
Transportation (Pupil Support)	8,380,626	8,878,517	10,028,410	1,149,893	12.95%
Operations and Maintenance	15,241,907	17,978,670	18,225,000	246,330	1.37%
Fiscal and Other Fixed Costs	497,990	466,000	481,000	15,000	3.22%
Total	**120,366,394**	**119,559,802**	**123,528,417**	**3,968,615**	**3.32%**

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 $3,678 from the 2021-22 Revised Budget is reflective of planned expenditures.

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

The increase of $1,827,093 from the 2021-22 Revised Budget is primarily reflective of the addition of the Technology Levy.

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 $1,926,191 from the 2021-22 Revised Budget is primarily due to projected retiree savings, unidentified staffing changes, and fewer COVID expenditures net an increase for contract settlement costs and a TRA rate increase.

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 $1,539,327 from the 2021-22 Revised Budget is primarily due to contract settlement costs.

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 $1,430,685 from the 2021-22 Revised Budget is primarily due to additional Q-Comp expenditures, addition of the Tech Levy, and is reflective of projected staffing levels.

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 increase of $840,049 from the 2021-22 Revised Budget is primarily due to an increase for transportation costs net a decrease to reflect no COVID expenditures.

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 $246,330 from the 2021-22 Revised Budget is primarily due to an increase for the addition of the Technology Levy and fixed costs net a decrease for LTFM.

Fiscal and Other Fixed Costs
This program accounts for expenditures related to the 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 $15,000 from the 2021-22 Revised Budget is due to an expected increase 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	2020-21 Actual	2021-22 Revised Budget	2022-23 Preliminary Budget	Rev. / Prel. Change	Rev. / Prel. % Change
Beginning Fund Balance	1,133,840	1,493,523	1,532,545	39,022	2.61%
Revenues	3,618,152	5,446,382	4,806,085	(640,297)	-11.76%
Expenditures	3,258,470	5,407,360	4,864,842	(542,518)	-10.03%
Revenues less Expenditures	359,683	39,022	(58,757)	(97,779)	
Ending Fund Balance	1,493,523	1,532,545	1,473,788	(58,757)	-3.83%

Revenues and expenditures are projected to decrease and are reflective of the shift from federal-paid lunches to student-paid lunches. Sales to students are expected to decrease as lunches will no longer be free. For that reason, food costs are also expected to decrease.

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	2020-21 Actual	2021-22 Revised Budget	2022-23 Preliminary Budget	Rev. / Prel. Change	Rev. / Prel. % Change
Beginning Fund Balance	585,310	134	(235,769)	(235,903)	-175549.19%
Revenues	5,230,325	7,113,948	7,231,778	117,830	1.66%
Expenditures	5,815,499	7,349,851	7,372,606	22,755	0.31%
Revenues less Expenditures	(585,175)	(235,903)	(140,828)	95,075	
Ending Fund Balance	134	(235,769)	(376,597)	(140,828)	59.73%

Revenues are projected to decrease, primarily due to phaseout of the Child Stabilization Grant and not budgeting for federal COVID grants. Expenditures are projected to increase slightly from the prior year.

Building Construction Fund

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

Building Construction Fund	2020-21 Actual	2021-22 Revised Budget	2022-23 Preliminary Budget	Rev. / Prel. Change	Rev. / Prel. % Change
Beginning Fund Balance	1,372,199	8,391,777	7,900,777	(491,000)	-5.85%
Revenues	7,282,909	1,000	2,000	1,000	100.00%
Expenditures	263,330	492,000	1,800,000	1,308,000	265.85%
Revenues less Expenditures	7,019,578	(491,000)	(1,798,000)	(1,307,000)	
Ending Fund Balance	8,391,777	7,900,777	6,102,777	(1,798,000)	-22.76%

Expenditures are increasing to reflect activity for the Brookview Elementary addition.

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	2020-21 Actual	2021-22 Revised Budget	2022-23 Preliminary Budget	Rev. / Prel. Change	Rev. / Prel. % Change
Beginning Fund Balance	2,860,180	3,240,253	2,430,396	(809,857)	-24.99%
Revenues	10,507,671	9,284,306	9,704,495	420,189	4.53%
Expenditures	10,127,598	10,094,163	9,691,675	(402,488)	-3.99%
Revenues less Expenditures	380,073	(809,857)	12,820	822,677	
Ending Fund Balance	3,240,253	2,430,396	2,443,216	12,820	0.53%

Revenues and expenditures are reflective of actual bond and interest payments.

Trust Fund

Due to the implementation of GASB (Governmental Accounting Standards Board) No. 84, 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). 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.

Custodial Fund (Scholarships)	2020-21 Actual	2021-22 Revised Budget	2022-23 Preliminary Budget	Rev. / Prel. Change	Rev. / Prel. % Change
Beginning Fund Balance	68,877	72,067	72,067	0	0.00%
Revenues	12,440	15,000	10,000	(5,000)	-33.33%
Expenditures	9,250	15,000	10,000	(5,000)	-33.33%
Revenues less Expenditures	3,190	0	0	0	
Ending Fund Balance	72,067	72,067	72,067	0	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, 2021 the net position balance in the OPEB trust account was $6,402,009.

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, 2021 the net position balance in the internal service fund for health and dental insurance was $5,642,624.

2022-23 PRELIMINARY BUDGET SUMMARY

PROJECTED REVENUES, EXPENDITURES AND FUND BALANCE BY FUND 2022-23

Fund	Proj. Fund Balance 6/30/22	2022-23 Revenue Budget	2022-23 Expenditure Budget	Proj. Fund Balance 6/30/23
General Fund	21,755,401	125,950,000	123,528,417	24,176,984
Food Service Fund	1,532,545	4,806,085	4,864,842	1,473,788
Community Service Fund	(235,769)	7,231,778	7,372,606	(376,597)
Sub-Total Operating Funds	**23,052,177**	**137,987,863**	**135,765,865**	**25,274,175**
Building Construction Fund	7,900,777	2,000	1,800,000	6,102,777
Debt Service Fund	2,430,396	9,704,495	9,691,675	2,443,216
Sub-Total Non-Operating Funds	**10,331,173**	**9,706,495**	**11,491,675**	**8,545,993**
Trust Fund	72,067	10,000	10,000	72,067
Total All Funds	**33,455,417**	**147,704,358**	**147,267,540**	**33,892,235**

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SECTION III

Summary

SUMMARY OF REVENUES BY SOURCE CATEGORY AND FUND

Fund	Source Category	2020-21 Actual	Pct. of Total	2021-22 Rev. Bud.	2022-23 Prelim. Budget	Pct. of Total	Revised - Preliminary Percent Change	Revised - Preliminary Amount Change
01	**General Fund**							
	Property Taxes	27,443,738	24.24%	29,626,542	37,272,131	29.59%	25.81%	7,645,589
	State Aids & Credits	78,859,924	69.66%	81,771,264	81,698,572	64.87%	-0.09%	(72,692)
	Federal Aid	4,594,383	4.06%	4,747,231	3,449,297	2.74%	-27.34%	(1,297,934)
	Other	2,315,292	2.05%	3,606,100	3,530,000	2.80%	-2.11%	(76,100)
	Total General Fund	113,213,337	100.00%	119,751,137	125,950,000	100.00%	5.18%	6,198,863
02	**Food Service**							
	Property Taxes	0	0.00%	0	0	0.00%	0.00%	0
	State Aids & Credits	37,587	1.04%	170,000	195,000	4.06%	14.71%	25,000
	Federal Aid	2,878,069	79.55%	3,956,676	1,253,935	26.09%	-68.31%	(2,702,741)
	Other	702,496	19.42%	1,319,706	3,357,150	69.85%	154.39%	2,037,444
	Total Food Service	3,618,152	100.00%	5,446,382	4,806,085	100.00%	-11.76%	(640,297)
04	**Community Service**							
	Property Taxes	964,738	18.45%	1,000,031	989,513	13.68%	-1.05%	(10,518)
	State Aids & Credits	1,070,384	20.46%	1,061,641	961,004	13.29%	-9.48%	(100,637)
	Federal Aid	460,673	8.81%	104,253	3,913	0.05%	-96.25%	(100,340)
	Other	2,734,530	52.28%	4,948,023	5,277,348	72.97%	6.66%	329,325
	Total Comm. Service	5,230,325	100.00%	7,113,948	7,231,778	100.00%	1.66%	117,830
06	**Building Construction**							
	Other	239,220	3.28%	1,000	2,000	100.00%	100.00%	1,000
	COP-Lease Purchase	7,043,689	96.72%	0	0	0.00%	0.00%	0
	Total Bldg Construction	7,282,909	100.00%	1,000	2,000	100.00%	100.00%	1,000
07	**Debt Service**							
	Property Taxes	10,237,264	97.43%	9,146,306	9,591,495	98.84%	4.87%	445,189
	State Aids & Credits	104,063	0.99%	88,000	93,000	0.96%	5.68%	5,000
	Other	17,368	0.17%	50,000	20,000	0.21%	-60.00%	(30,000)
	COP-Lease Purchase	148,976	1.42%	0	0	0.00%	0.00%	0
	Total Debt Service	10,507,671	100.00%	9,284,306	9,704,495	100.00%	4.53%	420,189
18	**Custodial Fund**							
	Other	12,440	100.00%	15,000	10,000	100.00%	-33.33%	(5,000)
	All Funds							
	Property Taxes	38,645,740	27.63%	39,772,879	47,853,139	32.40%	20.32%	8,080,260
	State Aids & Credits	80,071,958	57.25%	83,090,905	82,947,576	56.16%	-0.17%	(143,329)
	Federal Aid	7,933,125	5.67%	8,808,160	4,707,145	3.19%	-46.56%	(4,101,015)
	Other	6,021,345	4.31%	9,939,829	12,196,498	8.26%	22.70%	2,256,669
	COP-Lease Purchase	7,192,665	5.14%	0	0	0.00%	0.00%	0
	Total All Funds	139,864,833	100.00%	141,611,773	147,704,358	100.00%	4.30%	6,092,585

SUMMARY OF EXPENDITURES BY OBJECT CATEGORY AND FUND

Fund	Object Category	2020-21 Actual	Pct. of Total	2021-22 Rev. Bud.	2022-23 Prelim. Budget	Pct. of Total	Revised - Preliminary Percent Change	Revised - Preliminary Amount Change
01	**General Fund**							
	Salaries	61,916,226	51.44%	58,759,999	59,904,994	48.49%	1.95%	1,144,995
	Benefits	27,990,570	23.25%	27,449,689	29,040,832	23.51%	5.80%	1,591,143
	Purchased Services	19,462,029	16.17%	20,395,917	21,921,921	17.75%	7.48%	1,526,004
	Supplies & Materials	5,669,768	4.71%	3,605,768	4,978,794	4.03%	38.08%	1,373,026
	Capital Expenditures	4,080,611	3.39%	8,411,549	6,805,346	5.51%	-19.10%	(1,606,203)
	Debt Service	819,589	0.68%	723,400	721,400	0.58%	-0.28%	(2,000)
	Other Expenditures	427,600	0.36%	213,480	155,130	0.13%	-27.33%	(58,350)
	Total General Fund	120,366,394	100.00%	119,559,802	123,528,417	100.00%	3.32%	3,968,615
02	**Food Service**							
	Salaries	1,325,683	40.68%	1,411,700	1,384,600	28.46%	-1.92%	(27,100)
	Benefits	655,925	20.13%	739,976	729,592	15.00%	-1.40%	(10,384)
	Purchased Services	85,522	2.62%	256,000	260,900	5.36%	1.91%	4,900
	Supplies & Materials	1,178,142	36.16%	2,645,109	2,412,400	49.59%	-8.80%	(232,709)
	Capital Expenditures	8,073	0.25%	351,000	75,000	1.54%	-78.63%	(276,000)
	Other Expenditures	5,127	0.16%	3,575	2,350	0.05%	-34.27%	(1,225)
	Total Food Service	3,258,470	100.00%	5,407,360	4,864,842	100.00%	-10.03%	(542,518)
04	**Community Service**							
	Salaries	3,813,005	65.57%	4,423,253	4,391,727	59.57%	-0.71%	(31,526)
	Benefits	1,255,401	21.59%	1,375,093	1,417,785	19.23%	3.10%	42,692
	Purchased Services	562,037	9.66%	1,217,812	1,249,544	16.95%	2.61%	31,732
	Supplies & Materials	145,193	2.50%	285,402	271,893	3.69%	-4.73%	(13,509)
	Capital Expenditures	0	0.00%	18,379	13,879	0.19%	-24.48%	(4,500)
	Other Expenditures	39,864	0.69%	29,912	27,778	0.38%	-7.13%	(2,134)
	Total Comm. Service	5,815,499	100.00%	7,349,851	7,372,606	100.00%	0.31%	22,755
06	**Building Construction**							
	Purchased Services	209,015	79.37%	20,000	371,000	20.61%	1755.00%	351,000
	Capital Expenditures	54,315	20.63%	472,000	1,429,000	79.39%	202.75%	957,000
	Total Bldg. Const.	263,330	100.00%	492,000	1,800,000	100.00%	265.85%	1,308,000
07	**Debt Service**							
	Other	10,127,598	100.00%	10,094,163	9,691,675	100.00%	-3.99%	(402,488)
18	**Custodial Fund**							
	Other	9,250	100.00%	15,000	10,000	100.00%	-33.33%	(5,000)
	All Funds							
	Salaries	67,054,913	47.95%	64,594,952	65,681,321	44.60%	1.68%	1,086,369
	Benefits	29,901,896	21.38%	29,564,758	31,188,209	21.18%	5.49%	1,623,451
	Purchased Services	20,318,603	14.53%	21,889,729	23,803,365	16.16%	8.74%	1,913,636
	Supplies & Materials	6,993,103	5.00%	6,536,279	7,663,087	5.20%	17.24%	1,126,808
	Capital Expenditures	4,142,999	2.96%	9,252,928	8,323,225	5.65%	-10.05%	(929,703)
	Other Expenditures	11,429,026	8.17%	11,079,530	10,608,333	7.20%	-4.25%	(471,197)
	Total All Funds	139,840,541	100.00%	142,918,176	147,267,540	100.00%	3.04%	4,349,364

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BUDGET DETAIL SUMMARY

REVENUE BY SOURCE

SRC	DESCRIPTION	2020-21 ACTUAL	2021-22 REVISED	2022-23 PRELIM.	NOTES
	GENERAL FUND				
001	Property Tax Levy-General	27,137,507	29,577,936	37,194,842	Increased primarily to reflect passage of a new Technology Levy and a referendum, the addition of Q-Comp, net a decrease for long term facility maintenance.
004	TIF	6,238	0	0	
005	Reemployment Compensation Levy	48,606	48,606	77,289	
010	County Apportionment	247,673	0	0	
019	Misc. County Tax Revenue	3,713	0	0	
021	Tuition from MN School Districts	7,014	0	0	
022	SPED Purch Serv from Oth MN	67,908	80,000	50,000	
050	Fees from Patrons	573,281	835,000	839,000	
051	Parking Fees	70,585	170,000	170,000	
052	Criminal Background Checks	15	200	0	
053	Transcript Fees	4,749	10,000	10,000	
060	Admission/Student Act Revenue	40,516	150,000	165,000	
071	Medical Assistance Revenue	385,414	300,000	325,000	
088	E-Rate Revenue	85,800	100,000	100,000	
092	Interest Earnings	101,216	100,000	125,000	
093	Rent for School Facilities	211,025	308,900	331,000	
096	Gifts & Bequests	371,535	716,000	716,000	
099	Miscellaneous Local Revenue	293,867	545,000	429,000	
201	Endowment Fund Apportionment	356,214	342,730	335,000	
211	General Education Aid	62,807,077	64,836,460	64,911,438	
212	Literacy Incentive Aid	433,627	434,000	434,000	
213	Shared Time Aid	16,224	31,128	31,000	
227	Abatement Aid	4,236	5,147	5,000	
234	Homestd/Agr Mrkt Value Credit	9,019	12,000	12,000	
300	State Aids Rec'd from DOE	2,302,654	2,324,799	2,410,134	
360	Special Education Aid	12,607,150	13,725,000	13,500,000	
370	Other Aid from DOE	10,467	60,000	60,000	
397	TRA/PERA Special Funding Revenue	313,257	0	0	
400	Federal Aids rec'd thru DOE	3,962,238	4,741,987	3,444,053	Decreased primarily to reflect less federal COVID revenue.
405	Federal Aid rec'd thru Other	626,662	0	0	
500	Federal Aids rec'd from Fed	5,483	5,244	5,244	
619	Cost of Materials for Profit	-23,212	-90,000	-90,000	
620	Sales of Materials for Profit	100,865	320,000	320,000	
621	Sale of Materials Purch-Resale	24,715	40,000	40,000	
624	Sale of Equipment	0	1,000	0	
625	Insurance Recovery	0	20,000	0	
	Total	**113,213,337**	**119,751,137**	**125,950,000**	

REVENUE BY SOURCE

SRC	DESCRIPTION	2020-21 ACTUAL	2021-22 REVISED	2022-23 PRELIM.	NOTES
	FOOD SERVICE FUND				
021	Sales to Mahtomedi	600,001	622,000	664,000	
092	Interest Earnings	3,186	3,000	10,000	
096	Gifts & Bequests	710	2,400	2,000	
099	Miscellaneous Local Revenue	3,060	9,500	3,500	
300	State Aids Rec'd from DOE	37,587	170,000	195,000	
400	Federal Aids Rec'd thru DOE	201,994	0	0	
471	School Lunch Program	5,659	6,676	270,000	Increased to reflect pre-pandemic activity.
472	Free and Reduced Lunch Program	44,987	3,000,000	510,000	Decreased to reflect pre-pandemic activity.
473	Commodity Cash Rebate Program	8,214	0	0	
474	Commodity Distribution Program	256,823	250,000	268,935	
476	School Breakfast Program	20,329	700,000	170,000	Decreased to reflect pre-pandemic activity.
479	Summer Food Service Program	2,340,062	0	35,000	
601	Food Service Sales to Pupils	52,917	641,800	2,521,600	Increased to reflect pre-pandemic activity.
602	Food Service Sale of Milk	1,934	1,790	17,965	
606	Food Service Sales to Adults	6,410	4,216	25,585	
608	Special Function Food Sales	34,278	35,000	110,000	
624	Sale of Equipment	0	0	2,500	
	Total	**3,618,152**	**5,446,382**	**4,806,085**	
	COMMUNITY SERVICE FUND				
001	Property Tax Levy-General	964,738	1,000,031	989,513	
021	Tuition from MN School Dists	144,680	233,000	243,950	
040	Tuition	485,401	1,068,000	1,192,690	
050	Fees from Patrons	123,117	270,624	307,086	Increased to reflect pre-pandemic activity.
092	Interest Earnings	2,274	2,500	1,500	
096	Gifts & Bequests	22,201	113,959	50,000	Decreased to reflect planned revenue.
099	Miscellaneous Local Revenue	39,745	50,606	47,800	
227	Abatement Aid	381	0	691	
234	Homestd/Agr Mrkt Value Credit	1,235	0	0	
300	State Aids Rec'd from DOE	578,324	565,580	579,052	
301	Nonpublic Aid	78,388	104,546	104,546	
369	Other Revenue State Agencies	173,000	130,000	72,000	Reduction of Childcare Stabalization Grant.
370	Other Aid from DOE	224,537	261,515	204,715	Reduction of Childcare Stabalization Grant.
397	TRA/PERA Special Funding Revenue	14,519	0	0	
400	Federal Aids Rec'd thru DOE	456,776	100,340	0	Decreased to reflect no federal COVID revenue.
405	Federal Aid Rec'd thru Other	3,896	3,913	3,913	
548	Gymnastics	58,668	48,408	62,555	
549	Aquatics	53,983	58,596	60,828	

REVENUE BY SOURCE

SRC	DESCRIPTION	2020-21 ACTUAL	2021-22 REVISED	2022-23 PRELIM.	NOTES
551	Adult Athletics	26,027	32,000	32,000	
552	Adult Enrichment	38,609	70,883	79,950	
553	Youth Athletics	106,187	166,000	175,000	
554	Camps and Clinics	147,914	150,000	145,000	
562	Instructional Music	256	13,100	13,100	
564	Special Events	43,593	124,000	156,000	
570	School Age Care Tuition	940,333	1,832,727	1,934,260	
571	School Age Care Preschool	76,108	137,977	143,148	
585	Youth Development/Youth Serv	235,494	335,000	380,000	
591	Facilities Use	189,786	240,643	249,504	
592	Turf Fields Use	153	0	2,977	
	Total	**5,230,325**	**7,113,948**	**7,231,778**	
	BUILDING CONSTRUCTION FUND				
092	Interest Earnings	803	1,000	2,000	
099	Misc. Local Revenue	238,417	0	0	
635	COP-Lease Purchase	7,043,689	0	0	
	Total	**7,282,909**	**1,000**	**2,000**	
	DEBT SERVICE FUND				
001	Property Tax Levy-General	10,237,264	9,146,306	9,591,495	
092	Interest Earnings	17,368	50,000	20,000	
234	Homestd/Agr Mrkt Value Credit	13,227	13,000	13,000	
258	Other State Credits	90,836	75,000	80,000	
635	COP-Lease Purchase	148,976	0	0	
	Total	**10,507,671**	**9,284,306**	**9,704,495**	
	CUSTODIAL FUND (SCHOLARSHIPS)				
	All Gift Directed Revenues	12,440	15,000	10,000	
	Total	**12,440**	**15,000**	**10,000**	

EXPENDITURE BY OBJECT

OBJ	DESCRIPTION	2020-21 ACTUAL	2021-22 REVISED	2022-23 PRELIM.	NOTES
	GENERAL FUND				
100	Administrators	1,979,826	1,549,666	1,589,364	
101	School Board	33,223	36,553	33,750	
110	Principals	2,256,004	2,270,664	2,313,531	
120	Supervisors	694,480	899,612	806,436	Decreased to reflect shift for Tech Levy to object 121.
121	Confidential/Specialists	1,003,677	920,150	1,220,024	Increased to reflect shift from object 120 along with add'l staff for the Tech Levy.
122	Subs-Health Specialists	2,695	25,000	25,000	
140	Teachers	38,073,175	33,910,952	37,618,086	Increased to reflect projected staffing levels along with contract settlement costs.
141	Paraprofessionals	926,405	1,224,611	1,232,084	
142	Subs-Paraprofessionals	651	21,000	21,000	
143	Coordinators	1,289,291	1,351,039	2,247,798	Increased to reflect projected staffing levels.
144	Librarians	204,290	216,708	233,112	
145	Subs-Teacher	14,041	100,000	100,000	
150	Subs-Teacher School Business	1,163	41,454	64,061	
151	Occupational Therapists	334,824	325,853	350,519	
152	Speech Language Pathologists	1,628,724	1,570,025	1,688,875	
154	School Nurse	262,652	295,366	231,433	Decreased to reflect no federal COVID expenditures.
155	Health Care Specialists	379,952	473,036	431,280	Decreased to reflect no federal COVID expenditures.
156	School Social Worker	488,955	549,997	591,632	
157	Psychologists	930,150	1,027,634	1,090,152	
161	Paraprofessionals - Certified	2,468,613	3,375,671	3,362,876	
162	Paraprofessionals - One-to-One	189,700	207,344	207,344	
165	School Counselors	1,153,935	1,198,427	1,302,410	
170	Tech Support	2,316,746	2,326,694	2,280,901	
171	Subs-Tech Support	4,815	11,900	11,900	
172	Custodians	2,251,025	2,394,867	2,394,867	
173	Overtime	225,000	138,750	153,249	
174	DAPE Specialists	227,226	221,933	238,731	
176	Subs-Custodian	393,890	95,000	95,000	
177	Crossing Guards	10,166	14,152	14,152	
178	Lunchroom Supervisors-Licensed	6,160	10,000	10,000	
180	Coaches	745,421	724,795	754,714	
185	Advisors	192,716	181,407	189,344	
186	Other Salary Payments-Non-Licensed	163,699	214,484	220,401	
189	Other Salary Payments-Licensed	1,062,932	835,255	1,482,518	Increased primarily for Integration, Q-Comp and Tech Levy.
195	Teacher Retirement Pay Differential	0	0	-4,701,550	Decreased to reflect adjustments to staffing and retiree savings.
210	FICA	4,590,361	4,601,865	4,805,303	
214	PERA	867,386	930,126	948,943	

EXPENDITURE BY OBJECT

OBJ	DESCRIPTION	2020-21 ACTUAL	2021-22 REVISED	2022-23 PRELIM.	NOTES
218	TRA	4,002,465	3,923,652	4,229,841	Increased primarily to reflect rate increase.
220	Health Insurance	12,771,629	12,623,710	13,057,104	Increased primarily to reflect rate increase.
225	Dental Insurance	811,535	823,365	839,467	
230	Life Insurance	107,389	196,453	205,293	
235	LTD Insurance	149,737	158,082	165,451	
236	Short Term Disability	76,956	14,409	14,409	
240	Legal Insurance	1,272	0	0	
250	TSA	1,157,871	1,165,835	1,463,258	Increased primarily to reflect contract settlement rate increase.
251	Severance TSA	168,553	180,000	180,000	
252	Severance Health	79,566	100,000	100,000	
253	Health Care Savings Plan	717,815	720,269	760,965	
254	VEBA Contribution	1,275,315	1,344,511	1,331,922	
270	Workers Compensation	336,113	331,112	342,030	
280	Reemployment Comp Insurance	0	46,388	46,388	
291	OPEB (pay as you go)	846,024	243,442	503,988	Increased to reflect planned expenditures.
297	Tuition/Classes	9,797	14,400	14,400	
298	Contract Dues	16,136	17,870	17,870	
299	Other Employee Benefits	4,650	14,200	14,200	
300	Contracted Services Not Subs	24,200	121,700	57,500	Decreased primarily in Learning & Innovation.
301	Contracted Service Subs	651,287	600,000	800,000	Increased to reflect planned expenditures.
302	Background Check	2,388	22,789	20,000	
303	Federal Contracts < $25,000	22,677	221,264	68,164	Decreased to reflect no federal COVID expenditures.
304	Federal Contracts > $25,000	0	789,669	0	Decreased to reflect no federal COVID expenditures.
305	Consulting/Service Fees	1,997,494	1,357,153	2,280,526	Increased primarily for planned long term facility maintenance projects and transportation.
306	Audit Services	67,213	70,000	71,000	
307	Legal Services	231,161	114,225	100,000	
308	Printing Services	58,345	63,200	65,350	
309	Credit Card Fees	2,734	0	0	
310	Snow Removal/Lawn Services	151,568	229,500	314,700	Increased to reflect planned expenditures.
312	Officials/Judges	50,211	65,600	68,845	
313	Laundry Services	16,597	21,125	23,600	
314	On-Line Courses	25,285	30,000	90,000	Increased primarily in Learning & Innovation.
315	Computer/Tech Repair and Maint	34,479	26,564	25,450	
316	Special Ed Litigation	211	2,171	5,000	
317	Contracted Subs for SPED Program	192,700	375,000	300,000	Decreased to reflect planned expenditures.
318	Data Processing & Entry Services	0	2,000	0	
319	Computer/Tech Services	121,738	40,000	6,000	
320	Communication Services	344,943	283,426	374,655	Increased to reflect planned expenditures.

EXPENDITURE BY OBJECT

OBJ	DESCRIPTION	2020-21 ACTUAL	2021-22 REVISED	2022-23 PRELIM.	NOTES
321	Other Contracted Security Services	94,715	74,000	88,363	
322	School Resource Officer	279,854	350,538	275,000	Decreased to reflect planned expenditures.
327	Contracted Subs SPED Prog Sch Bus	11,292	18,887	14,175	
329	Postage	27,530	30,170	29,050	
330	Electricity	1,359,195	1,231,200	1,351,200	Increased to reflect planned expenditures.
331	Natural Gas	556,130	377,100	700,900	Increased to reflect planned expenditures.
332	Water and Sewer	158,094	152,700	165,900	
333	Garbage Collection	76,635	78,200	120,800	Increased to reflect planned expenditures.
335	Short Term Lease/Rental	0	401,500	154,400	Decreased primarily in transportation as there is no need to rent additional space.
340	Insurance	480,990	450,000	465,000	
350	Repair/Maintenance Services	1,046,315	1,451,184	1,315,115	
357	Interpreter for Deaf Services	349	763	763	
358	Foreign Language Interpreter	25,728	6,000	20,000	
360	Transportation Contracts	7,945,089	8,911,459	10,123,150	Increased to reflect higher transportation costs.
364	Federal Trans Contracts >$25,000	0	1,594	1,594	
365	Transportation Chargebacks	0	-4,875	1,750	
366	Travel and Conferences	100,352	247,990	271,711	
368	Out Of State Travel - Federal	0	1,200	1,200	
369	Entry Fees/Student Travel Exp	40,445	572,475	539,825	
370	Rentals and Leases	1,106,088	0	22,000	
371	Equipment Leases	1,342	0	0	
372	Graduation Expense	46,097	42,000	42,000	
376	Licensed Nursing Services	1,074	1,075	0	
380	Computer/Tech Hardware Rental	3,974	15,000	13,000	
390	Tuition To Oth MN Sch District	196,558	200,707	118,300	Decreased to reflect planned expenditures.
391	Pmt To MN Sch-Cost Share Agmt	550,533	424,200	554,950	Increased to reflect planned expenditures.
393	Sped Cont Serv - Non Sch Dist	184,091	187,800	157,800	
394	Payments to Oth Agencies	762,172	728,263	768,150	
396	Sped Sal Purchase fr Oth Dist	414,272	309,401	208,000	Decreased to reflect planned expenditures.
397	Sped Bens Purchase fr Oth Dist	177,974	100,000	127,035	
398	Administrative Chargebacks	-180,092	-400,000	-400,000	
401	Non-Instructional Supplies	548,365	1,114,602	807,884	Decreased primarily to reflect no federal COVID expenditures.
404	ID Badges	4,064	2,800	2,800	
405	Non-Instructional Annual Software License	873,562	345,334	908,845	Increased primarily due to the addition of the Technology Levy.
406	Instructional Software License	546,925	385,405	577,100	Increased primarily due to the addition of the Technology Levy.
409	Uniforms	6,796	8,000	8,000	
410	Custodial/Repair Supplies	740,874	532,132	555,432	
430	Instructional Supplies	453,792	403,757	356,039	
433	Individualized Instructional Supplies	67,522	110,401	101,538	

EXPENDITURE BY OBJECT

OBJ	DESCRIPTION	2020-21 ACTUAL	2021-22 REVISED	2022-23 PRELIM.	NOTES
440	Fuel For Buildings	53,664	25,500	62,668	Increased to reflect planned expenditures.
442	Gasoline	8,090	31,507	31,707	
455	Non-Instructional Technology Supplies	118,244	13,050	29,550	
456	Instructional Technology Supplies	239,195	31,600	27,550	
460	Textbooks and Workbooks	202,727	258,094	238,925	
461	Standardized Tests	155,769	151,107	159,900	
465	Non-Instructional Technology Devices	517,683	9,850	260,050	Increased primarily due to the addition of the Technology Levy.
466	Instructional Technology Devices	1,108,016	142,400	801,256	Increased primarily due to the addition of the Technology Levy.
470	Library Books	18,215	17,125	30,650	
490	Food	6,267	23,104	18,900	
520	Bldg Acquisition/Construction	3,035,381	6,389,200	4,824,237	Decreased primarily to reflect planned long term facility maintenance bonding.
522	Vandalism	4,358	25,000	25,000	
530	Other Equipment Purchased	455,393	567,000	786,800	Increased primarily due to the addition of the Technology Levy.
533	Sped Equipment	4,118	7,600	5,000	
548	Pupil Transportation Vehicle	95,232	0	0	
555	Technology Equipment	80,561	303,100	256,700	
556	Capitalized Instructional Tech Hardware	405,569	410,000	0	Decreased in Operating Capital.
560	Long Term Computer/Tech Lease	0	184,109	184,109	
570	Long Term Bldg/Land Lease	0	520,000	520,000	
580	Long Term Lease	0	5,540	203,500	Increased primarily due to the addition of the Technology Levy.
730	Loan Principal	595,000	550,000	570,000	
740	Loan Interest	224,589	173,400	151,400	
820	Dues and Memberships	101,505	124,180	65,630	
891	TRA/PERA Special Funding Expenditures	310,157	0	0	
895	Federal Indirect Costs	-3,733	-4,000	-4,000	
896	Taxes, Special Assessments and Interest	2,671	77,300	77,500	
898	Scholarships	17,000	16,000	16,000	
	Total	**120,366,394**	**119,559,802**	**123,528,417**	
	FOOD SERVICE FUND				
120	Supervisors	171,683	177,500	195,500	
160	Cooks	1,099,763	1,155,500	1,116,800	
162	Subs-Cook	1,751	18,200	12,850	
170	Tech Support	45,708	50,000	50,000	
172	Custodians	6,181	7,000	6,700	
173	Overtime	409	500	250	

EXPENDITURE BY OBJECT

OBJ	DESCRIPTION	2020-21 ACTUAL	2021-22 REVISED	2022-23 PRELIM.	NOTES
186	Event Pay	188	1,000	1,500	
189	Other Salary Payments	0	2,000	1,000	
210	FICA	95,143	113,425	111,805	
214	PERA	98,970	122,605	107,455	
218	TRA	0	101	101	
220	Health Insurance	342,349	367,650	381,600	
225	Dental Insurance	22,113	23,840	24,575	
230	Life Insurance	1,167	1,727	1,204	
235	LTD Insurance	1,918	2,629	2,133	
236	Short Term Disability	0	2,500	1,500	
250	TSA	20,077	23,669	19,694	
251	Severance TSA	14,898	5,000	5,000	
253	Health Care Savings Plan	3,075	3,200	3,200	
254	VEBA Contribution	16,375	25,050	26,625	
270	Workers Compensation	39,841	48,580	44,700	
305	Consulting/Service Fees	154	600	600	
309	Credit Card Fees	2,563	75,000	95,000	Increased to reflect planned expenditures.
320	Communication Services	907	1,200	1,000	
329	Postage	111	200	300	
350	Repair/Maintenance Services	15,028	40,000	40,000	
366	Travel and Conferences	2,666	4,000	4,000	
398	Administrative Chargebacks	64,092	135,000	120,000	
401	Non-Instructional Supplies	77,263	143,845	112,300	Decreased to reflect planned expenditures.
402	Promotions	0	750	750	
403	Small Equipment	1,233	62,100	26,500	Decreased to reflect planned expenditures.
404	Signage	0	40,000	50,000	
405	Non-Instructional Annual License/Software	17,165	17,500	17,165	
442	Gasoline	202	550	650	
455	Non-Instructional Technology Supplies	498	500	0	
465	Non-Instructional Technology Devices	0	2,500	15,000	
490	Food	696,845	1,967,614	1,710,600	Decreased to reflect a reduction in food sales due to meals no longer being free.
491	Commodities	256,823	250,000	268,935	
495	Milk	128,113	159,750	210,500	Milk prices are increasing.
530	Other Equipment Purchased	8,073	351,000	75,000	Decreased to reflect planned expenditures.
820	Dues and Memberships	2,027	3,575	2,350	
891	TRA/PERA Special Funding Expenditures	3,100	0	0	
	Total	**3,258,470**	**5,407,360**	**4,864,842**	

EXPENDITURE BY OBJECT

OBJ	DESCRIPTION	2020-21 ACTUAL	2021-22 REVISED	2022-23 PRELIM.	NOTES
	COMMUNITY SERVICE FUND				
100	Administrators	154,302	154,302	154,302	
120	Supervisors	453,439	484,296	488,513	
121	Confidential/Specialists	58,369	50,305	44,716	
122	Subs-Health Specialists	164	250	250	
123	SAC Site Leaders	274,724	382,440	374,602	
125	Schl Readiness/ABE Supervisor	179,370	182,167	186,980	
140	Teachers	819,138	1,109,462	1,108,680	
141	Community Ed Assistants	818,265	1,184,838	1,152,346	
142	Subs-Comm Ed Assts	680	2,000	2,000	
150	Subs-Teacher School Business	0	250	250	
154	School Nurse	17,006	18,159	18,159	
155	Health Care Specialists	5,186	14,037	14,037	
165	School Counselors	11,581	21,409	21,409	
170	Tech Support	313,739	313,735	307,586	
172	Custodians	29,117	35,000	35,431	
173	Overtime	35,432	43,225	43,675	
186	Casual/Other Pmts Non-Licensed	555,921	314,776	334,457	
189	Casual/Other Pmts Licensed	86,571	112,602	104,334	
210	FICA	285,276	333,763	331,459	
214	PERA	181,978	219,441	217,550	
218	TRA	92,939	122,170	121,598	
220	Health Insurance	481,594	441,990	498,445	Increased primarily to reflect rate increase.
225	Dental Insurance	34,353	37,629	40,477	
230	Life Insurance	8,009	8,487	8,468	
235	LTD Insurance	4,487	6,508	6,535	
236	Short Term Disability	2,477	11,942	0	
250	TSA	43,429	53,479	54,053	
253	Health Care Savings Plan	35,932	42,257	41,366	
254	VEBA Contribution	59,994	64,139	68,275	
270	Workers Compensation	20,503	29,288	29,259	
297	Tuition/Classes	4,431	3,700	0	
299	Other Employee Benefits	0	300	300	
301	Contracted Service Subs	13,366	44,000	44,000	
303	Federal Contracts < $25,000	1,150	33,000	0	Decreased to reflect no federal COVID expenditures.
304	Advertising Services	45	500	500	

EXPENDITURE BY OBJECT

OBJ	DESCRIPTION	2020-21 ACTUAL	2021-22 REVISED	2022-23 PRELIM.	NOTES
305	Consulting/Service Fees	259,868	420,511	458,969	
308	Printing Services	18,368	42,300	39,725	
309	Credit Card Fees	89,763	162,461	186,350	Increased to reflect planned expenditures.
310	Snow Removal/Lawn Services	1,404	3,000	3,000	
320	Communication Services	3,075	4,160	4,240	
329	Postage	3,504	15,075	14,525	
330	Electricity	24,626	23,200	25,200	
331	Natural Gas	5,391	10,000	10,000	
332	Water and Sewer	3,157	7,700	7,700	
333	Garbage Collection	1,519	2,000	2,200	
335	Short Term Lease/Rental	0	21,800	19,050	
350	Repair/Maintenance Services	0	1,600	600	
358	Foreign Language Interpreter	0	1,750	250	
360	Transportation Contracts	0	58,500	63,700	
365	Transportation Chargebacks	0	450	510	
366	Travel and Conferences	1,529	11,700	20,600	
369	Entry Fees/Student Travel Exp	2,125	46,434	55,400	
370	Rentals and Leases	17,147	0	1,550	
398	Administrative Chargebacks	116,000	307,671	291,475	
401	Non-Instructional Supplies	57,800	120,493	124,577	
405	Non-Instructional Annual License Software	2,190	5,000	4,000	
406	Instructional Software License	0	1,797	0	
410	Custodial/Repair Supplies	5,958	8,000	8,000	
430	Instructional Supplies	10,011	6,550	4,750	
460	Textbooks and Workbooks	26,982	43,616	42,116	
461	Standardized Tests	1,142	1,320	700	
465	Non-Instructional Devices	3,930	19,934	8,100	
490	Food	37,181	78,692	79,650	
530	Other Equipment Purchased	0	15,500	11,500	
560	Long Term Computer/Tech Lease	0	2,879	2,379	
820	Dues and Memberships	21,612	24,934	22,800	
891	TRA/PERA Special Funding Expenditures	14,519	0	0	
895	Federal Indirect Costs	3,733	4,978	4,978	
	Total	**5,815,499**	**7,349,851**	**7,372,606**	

EXPENDITURE BY OBJECT

OBJ	DESCRIPTION	2020-21 ACTUAL	2021-22 REVISED	2022-23 PRELIM.	NOTES
	BUILDING CONSTRUCTION FUND				
305	Consulting/Service Fees	148,146	0	371,000	Increased to reflect planned COP (Certificates of Participation) projects.
307	Legal Services	55,334	20,000	0	
350	Repair/Maintenance Services	5,535	0	0	
520	Bldg Acquisition/Construction	54,315	472,000	1,279,000	Increased to reflect planned COP (Certificates of Participation) projects.
530	Other Equipment Purchased	0	0	150,000	Increased to reflect planned COP (Certificates of Participation) projects.
	Total	**263,330**	**492,000**	**1,800,000**	
	DEBT SERVICE FUND				
710	Bond-Principal	6,470,000	6,735,000	6,645,000	
720	Bond-Interest	3,655,108	3,356,663	3,044,175	
790	Oth Debt Service Expenditures	2,490	2,500	2,500	
	Total	**10,127,598**	**10,094,163**	**9,691,675**	
	CUSTODIAL FUND (SCHOLARSHIPS)				
	All Gift Directed Expenditures	9,250	15,000	10,000	
	Total	**9,250**	**15,000**	**10,000**	

SECTION IV

Glossary

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GLOSSARY

Revenue Codes
Local Revenue (Source 001-199, 510-592)

001	**Property Tax Levy - General** 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.
004	**Revenue from Municipalities for Tax Increment Finance** Record all revenues received from cities or counties for tax increment financing district payments.
005	**Reemployment Compensation Levy** 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.
010	**County Apportionment** Record revenue that the county auditor apportions to school districts at the time of the March and November settlements.
019	**Miscellaneous Tax Revenues** Record miscellaneous county tax revenues.
021	**Tuition from Other Minnesota School Districts** Tuition receipts received from other Minnesota school districts for services provided by ISD 834 during regular and summer sessions.
022	**SPED Purchased Services from Other Minnesota School Districts** Record reimbursement and revenue from a Minnesota school district for all special education costs that have been sold to another district.
040	**Tuition** Revenue from students, parents, or guardians for tuition.
050	**Fees from Patrons** 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	**Parking Fees** Fees charged to students for the use of the student parking lots.
052	**Criminal Background Checks** Revenue for the collection of criminal background check fees.
053	**Transcript Fees** Fees charged for copies of transcripts.
060	**Admissions and Student Activity Revenue** This revenue source is from district admission charges for athletic and fine arts events.
071	**Medical Assistance Revenue** Revenue received from billing medical assistance for the provisions of IEP.
088	**E-Rate** Federal reimbursement for telecommunications services.
092	**Interest Earnings** This is income from temporary investments in government bonds, treasury certificates, or other investments authorized by statute.

093	**Rent for School Facilities** This revenue is from rental of district facilities. Examples include gyms and pools.
096	**Gifts & Bequests** This revenue reflects contributions from local philanthropic foundations, local private individuals, or local private organizations for which no repayment or special service to the contributor is expected.
099	**Miscellaneous Local Revenue** This revenue source includes other miscellaneous revenue from local sources not classified elsewhere.
548-592	**Miscellaneous Community Service Program Revenue** This is revenue received from patrons for community service programs and services.

State Revenue (Source 200-399)

201	**Endowment Fund Apportionment** Revenue received from the permanent school fund. The amount of the revenue is determined by dividing the earnings by the number of pupil units in average daily attendance in the State of Minnesota. General education aid is reduced by the amount of revenue from this source.
211	**General Education Aid** 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 skill (compensatory, assurance of mastery and limited English proficiency), training and experience, transportation sparsity, operating capital, equity and supplemental aids.
212	**Literacy Incentive Aid** This state aid is based on schools enrolling third and fourth grade students and with MCA test results from the prior year.
213	**Shared Time Aid** Shared time aid represents state revenue received for a student that attends both public and nonpublic school. State revenue is based on the percentage of the student time attending the public school.
227	**Abatement Aid** This state aid is received from the state for a calculated percentage of the net revenue loss in prior years due to county abatements of property tax levies.
234	**Agricultural Market Value Credit** This is revenue received for agricultural market value credit.
258	**Other State Credits** Various other reimbursements which are received from the state to replace property taxes on specific types of property which receive tax credits through state formulas.
300	**State Aids Received from MN Department of Education** This revenue code is used to record state aids and grants for projects specifically defined by the MN Department of Education.
301	**Nonpublic School Aid** Revenues received from the state for services and materials provided to nonpublic school students. Textbooks, instructional materials, guidance services, and nursing services are examples of items that may be provided.
360	**State Aid for Special Education** 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.

369	**Other Revenue from Other State Agencies** Record state revenue received from state agencies other than MDE.
370	**Miscellaneous Revenue from MN Department of Education** This represents miscellaneous revenue received from the MN Department of Education.
397	**TRA AND PERA Special Funding Situations Revenue** Record the support received from the State of Minnesota per GASB Statement No. 68.

Federal Revenues (Source 400-499, 599)

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

Other Revenue (Source 600-699)

601	**Food Service Sales to Pupils** This revenue represents sales of lunches to students less any federal aid for free and reduced-price lunches.
602	**Food Service Sale of Milk** This revenue represents sales of milk.
606	**Food Service Sales to Adults** This revenue source represents sales of adult lunches.
608	**Special Function Food Sales** Record revenue generated from food services provided for school-related meetings and lunch functions not related to the National School Lunch Program.

619	**Cost of Materials for Revenue Producing Activities (Contra Revenue)** Record the cost of the materials that were purchased for the purpose of producing an object for sale or for reselling of the material at a profit.
620	**Sales of Materials from Revenue Producing Activities** Record the revenue generated from the sale of goods and services under the control of the Board of Education.
621	**Sale of Materials Purchased for Resale** Record revenue from sales of materials and supplies to pupils.
624	**Sale of Equipment** Record proceeds from the sale of equipment.
625	**Insurance Recovery** Record revenue from insurance recoveries for losses of school property.
635	**Certificates of Participation** Record proceeds received from Certificates of Participation.

Expenditure Object Codes

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

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Agenda Item IX.C.
Date Prepared: June 13, 2022
ISD 834 Board Meeting

Agenda Item: 2021-2023 Cafeteria Employees Master Contract
Meeting Date: June 23, 2022
Contact Person: Cindy Gustafson, Director of Human Resources

Background:

The Master Contract for Cafeteria Employees expired on June 30, 2021.

The District has recently reached agreement on the terms and conditions of employment for the 2021-2023 Master Contract with Cafeteria Employees, covering the period of July 1, 2021 through June 30, 2023.

Information regarding the updates will be provided to the Board. Settlement is within board parameters. Administration recommends approval of the Master Contract.

Recommendation:

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

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

Agenda Item IX. D.
Date Prepared: June 13, 2022
ISD 834 Board Meeting

Agenda Item: 2022-2024 Terms and Conditions of Employment for Community Education Leads and Assistants
Meeting Date: June 23, 2022
Contact Person: Cindy Gustafson, Director of Human Resources

Background:

The Terms and Conditions of Employment for the Community Education Leads and Assistants employees expire on June 30, 2022.

The District has recently updated the Terms and Conditions of Employment for the period of July 1, 2022 through June 30, 2024.

Information regarding the updates will be provided to the Board. Administration recommends approval of the updated Terms and Conditions of Employment.

Recommendation:

A motion and second will be requested to approve the updated Terms and Conditions of Employment for the Community Education Leads and Assistants.

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

Agenda Item X. A.
Date Prepared: June 14, 2022
ISD 834 Board Meeting

Report for Action: District Handbook 2020-2021
Meeting Date: June 23, 2022
Contact Person: Ms. Carissa Keister, Director of Communications

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Report Purpose:
Each year the district is required to inform parents/guardians of district policies, required notices, and student/parent rights and responsibilities. This information is included in the District Handbook.

The district handbook contains summaries of the various required notices, as well as an overview and links to relevant school board-approved policies. The handbook is published electronically and can be found on the district's website. Families receive multiple communications each fall directing them to the online handbook. Each year, parents/guardians are required to sign off that they have reviewed the policies, procedures and required notices contained within this handbook.

Administration requests approval of the 2022-2023 District Handbook, which is available for review at stillwaterschools.org/handbook.

Recommendation:

Approval of the District Handbook for 2022-2023 will be requested at a future business meeting.

Agenda Item: Adjournment
Meeting Date: June 23, 2022
Contact Person: School Board Chair

Agenda Item XI. A.
Date Prepared: June 14, 2022
ISD 834 Board Meeting

The meeting must formally adjourn.

Stillwater School Board
Finance Operations Committee Meeting Notes
June 15, 2022
8:15am

Attendees: Malinda Lansfeldt, Mark Drommerhausen, John Thein, Mike Funk, Derick Agate - CESO, Alison Sherman, Pete Kelzenberg

a. School Nutrition Joint Agreement with Pankalo 916 Program - Mark Drommerhausen
   - Reviewed by committee and moved to the consent agenda for the next board meeting.

b. School Nutrition Agreement with NE Metro 916 Program - Mark Drommerhausen
   - Reviewed by committee and moved to the consent agenda for the next board meeting.

c. ECFC Lease with NE Metro Intermediate School District 916 - Mark Drommerhausen
   - Reviewed by committee and moved to the consent agenda for the next board meeting.

d. Collaborative School Transportation (CSTMN) - Mark Drommerhausen
   - Reviewed by committee and moved to the consent agenda for the next board meeting for board vote.

e. Twin Cities Transportation (TCT) - Mark Drommerhausen
   - Reviewed by committee and moved to the consent agenda for the next board meeting.

f. 2022 Auditor Engagement Letter - John Thein
   - Reviewed by committee and moved to the consent agenda for the next board meeting.

Respectfully submitted by Alison Sherman

NORTHEAST METRO Intermediate School District | 916
partners in education

TO: Northeast Metro 916 Board of Education

FROM: Dr. Val Rae Boe, Superintendent

DATE: June 7, 2022

RE: June 1 Board of Education Meeting Talking Points

Members present: Knisely-12, Palmer-13, Starck-14, Forsberg-16, Oksnevad-282, Westerman-621, Clark-623, Daniels-624, Keto-83, Donovan-832, Dols-833 and Hockert-834.

Members absent: Yener-622.

Presentation: English Learner Program: Dean Reasoner and Andy Parker shared an overview of the EL program at 916. The program serves an average of 120-140 students throughout the district with over 25 languages represented. They described how services are provided at both the ALC and Setting IV programs. They spoke of some of the achievements this school year including 34 EL graduates and 24 Bilingual Seals awarded to ALC students. They shared some of the professional development that was offered to staff this past year, as well as the research and partnerships they have with ELSWD and ALTELLA. Lastly, they shared the steps they have taken with family engagement and the goal they have set of having all staff have the ability to contact multilingual families by next year.

Presentation: First Reading of Policies

- **Policy 109-Equity:** In May, the Board was presented with a draft of the Equity Board Policy. After having conversation and hearing feedback, Policy 109 was presented as a first reading with adjustments.
- **Policy 413- Harassment and Violence and 413 Form**
- **Policy 524- Technology Responsible Use Safety Policy, 524 Form, 524 Guidelines, and Policy 524.1- Social Media**

Resolution Reinstating Reduced Educational Positions: In May, a resolution was adopted to reduce a position. Enrollment in the program has increased which warrants reinstating the reduced position of 0.3 FTE Teacher, PAES Plus.

Joint Powers Agreement with Century College Memorandum of Understanding: The School Board approved the Memorandum of Understanding to continue the partnership between Century College and NE Metro 916 through June 2024. A new agreement will be worked on and planned to put into place by the Fall of 2022.

FY23 Preliminary Budget: The School Board approved the preliminary 2022-23 operating budget of $75,878,215.

FY23 Intermediate District Tuition, Membership, and Access Fees: The School Board voted to approve a slight increase in access fees, membership fees, and tuition rates for the FY23 school year.

Approval of Contract with City of Fridley: The School Board approved a two-year agreement between 916 and the City of Fridley for the Fridley Police Department to provide a full time School Resource Officer at Metro Heights Academy for two years, July 1, 2022 through June 30, 2024, in the amount of $254,000.

Know the Truth Contract: The School Board approved a one-year agreement between Know the Truth and 916 to provide chemical health individual and group support to the ALC programs, Quora Secondary School and WELS N in the amount of $76,079.

Collaborative Transportation Management Services: The School Board approved a one-year contract with Collaborative Student Transportation of Minnesota to provide transportation between programs, work experience sites and field trips.

Approval of CDW Quote: The School Board approved the CDW quote totaling $63,410 to replace end of life Chromebooks purchased in 2018.

Food Service Agreements: The School Board approved food service agreements for the 2022-23 school year with Centennial #12 for Karner Blue and Stillwater #834 for Pankalo and Auditory Oral.

Approval of Lease Agreement with ISD 834: The School Board approved the lease agreement with Stillwater School District to continue providing space for 916's Auditory Oral program for the period of July 1, 2022 through June 30, 2027.