

Finance Committee Meeting

Monday, September 18, 2023 7:30 AM

Faribault Public Schools District Office, 710 17th Street SW, Faribault, MN 55021

I. Business Items

I.A. Approval of minutes from the August 14 Finance Committee meeting.

II. Contracts, Agreements, Bids and Grants for Review

II.A. Consider approval of a Physical Therapy Teacher contract for the FY23 school year.

II.B. Consider approval of the preliminary 23 pay 24 Property Tax Levy.

III. Financial Performance

III.A. FY23 Audit Update

III.B. FY23 Monthly Student Counts

III.C. FY24 Preliminary Monthly Student Counts

III.D. August 2023 Investments

IV. Financial Strategies

V. Next Meeting

V.A. Next Finance meeting will be held October 16 at 7:30 am.

VI. Adjourn - ACTION

FINANCE COMMITTEE MINUTES

This meeting was held remotely via Google Meet
August 14, 2023 at 8:15 a.m.

Members in Attendance: Chad Wolff, Jamie Bente, John Bellingham, Roxanne Hill, Scott Gerdes, Jason Engbrecht, Stacy Fox, Dave Campbell, Joel Olson, Meghan Knutson and Brett Martindale.

Other in Attendance: Janet Lewis Muth, Zach Pruitt, Rob Dehnert

Members Absent: Richard Olson

This meeting was called to order at 8:15 a.m.

- I. Business Items
 - a. Motion by to approve John Bellingham the minutes from the July 17, 2023 Finance Committee Meeting, second by Roxanne Hill. Motion passed.

- II. Contracts, Agreements, Bids and Grants for Review
 - a. Approval of a Deaf and Hard of Hearing Services Teacher for the 2023-2024 school year: Mr Dehnert presented a need that was created when Shane Gunderson moved to AD. This is a contract position from Northfield. Motion to approve by Mr. Wolff. Second by by Mr. Campbell. Motion passed.
 - b. Approval of the 2023-2024 Health Finders Collaborative memorandum of understanding (MOU): Mr Dehnert presented two benefits of partnering with Health Finders. First, moving from Fernbrook to Heath Finders for mental health for students. Second, they will provide chemical health services. Both of these benefits will be funded through grants. Motion to approve by Mr. Olson, seconded by Mr. Campbell. Motion passed.
 - c. Approval of three Community School Coordinators for the 2023-2024 school year: Mr Pruitt presented that the district received an award for at least 3 years but is hoping this grant will carry on to 6 years without having to reapply. This grant will allow the creation of community schools at all buildings funded by the grant. Motion to approve by Mr. Bellingham, seconded by by Mr. Bente. Motion passed.
 - d. Approval of a RISE Program Manager for the 2023-2024 school year: Mr Pruitt presented a need to expand the program to serve 300 students at the high school level to support students at risk of not graduating and to get them back on track. Motion to approve by Mr. Wolff, seconded by Ms Hill. Motion carried.
 - e. Approval of an additional Kindergarten teacher at Roosevelt for the 2023-2024 school year: Mr Bente announced that the Kindergarten student numbers did not drop off as expected. Roosevelt is in need of another teacher to keep the number

of students per class to around 20. Motion to approve by Mr. Olson, seconded by Mr Bellingham. Motion carried.

III. Financial Performance

- a. FY2023 ADM Student Counts: Mr Gerdes presented ADM as of July 29, 2023. We budgeted the year at 3223 ADM. As of July 29th we are at 3243 ADM which is 20 ADM over budget.
- b. July 2023 Investment Report: Mr Gerdes presented that the investments dropped by 1.5 million but this was expected and not a surprise.

IV. Financial Strategies

- a. None

V. Next Meeting Monday September 18, 2023 at 7:30 am.

VI. Motion by Mr. Campbell to adjourn the meeting, second by Mr. Olson . Meeting adjourned at 8:39 a.m.

Respectfully submitted by Brett Martindale



710 17th St. SW, Faribault, MN 55021

Office: 507-333-6000 | Fax: 507-333-6050

MEMORANDUM

TO: Faribault Public School Board

FROM: Robert Dehnert
Director of Special Services

DATE : August 25, 2023

RE: Contract for Physical Therapy Teacher

Please consider approving the contract for a 1 hour a week of Physical Therapy Teacher for FY 2023-2024. This teacher's contract rate will be their hourly rate for the 2023-24 school year plus mileage. The Physical Therapy Teacher will provide evaluation, direct instruction and consultation to the Cannon Valley Special Education Cooperative for students with Physical Therapy services listed on their IEPs as a related service. These services will be contracted from the Faribault Public Schools.

If you have any questions, please contact me. Thanks!

Rob Dehnert

Purchase of Service Agreement

This is a purchase of service agreement between the Faribault Public School, 710 17th Street SW, Faribault, MN 55021 (“Provider”) and the Cannon Valley Special Education Cooperative 200 Western Ave NW, Faribault, MN 55021 (“Purchaser”).

1. The Purchaser is in need of Physical Therapy Services (PT) services during the 2023-24 school year.
2. The Provider agrees to provide PT services to the Purchaser for up to 1 hour per week or more as needed.
3. The Purchaser agrees to pay an hourly rate based on the actual salary and benefits plus an administrative fee as set by the Minnesota Department of Education Restricted Indirect Cost Rates.
 - a. PI services for students attending the CVSEC Program and have Physical Therapy services listed on their Individual Education Plans (IEP). PT services include providing movement, positioning, and lifting supervision services to students on IEPs
 - b. Time spent providing assessment and other PT Services,
 - c. Time spent scoring assessments, writing Evaluation Reports and performing other consultation to staff and parents for the Purchaser,
 - d. Time spent commuting to and from the Provider and Purchaser,
 - e. Mileage expenses, at the current IRS rate, for commuting to and from the Provider and Purchaser,
4. Each party shall be responsible for its own acts and behaviors, and the results thereof.
5. Either party may terminate this agreement at any time, with or without cause, upon 30 days written notice to the other parties.
 - a. During the course of this Agreement, the Purchaser shall have and keep in force a comprehensive general liability policy, including professional errors and omission coverage.

The limits of such policies will, at a minimum, be in the amounts set forth in Minnesota Statutes Section 446.04, as amended.

6. The parties agree that the Purchaser is solely responsible for the provision of substitute services including direct instruction and Personal Care Attendant services for students attending the Alexander Learning Academy. The Provider's only obligation is to provide the services set forth in this Agreement. The Purchaser agrees to indemnify, save, and hold, the Provider, it's employees, officers, directors, subcontractors, and agent harmless against any and all claims, demands, suits, costs, judgements, or other forms of liability, actual or claimed, including attorney's fees, in connection with any special education or related services provided to students enrolled in the Cannon Valley Special Education Cooperative. The Purchaser's duty to indemnify as set out in this paragraph includes, but is not limited to, any injury or alleged injury resulting from any actual or alleged
 - i. Violation of the United States Constitution, Minnesota Constitution, Individuals with Disabilities Education Act ("IDEA"), Section 1983 of the Civil Rights Act ("Section 1983"), The Minnesota Human Rights Act ("MHRA"), Minnesota Statute, Chapter 125A, and any other Federal, State, and /or local laws and / or proceeding within the purview of this Paragraph brought against the Provider, it's provision in this Agreement, the Purchaser shall not settle or compromise any claim against the Provider without the Provider's written approval. The Parties agree and acknowledge that the Purchaser's duty to defend and indemnify the Provider survives the termination and / or expiration of this Agreement.
 - b. Payment
 - i. The Purchaser will pay the Provider for all services performed by the Provider under this contract as follows:
 1. Hours of services will not exceed the total hours without an amendment to this agreement.

2. Services will be provided at the school in which the student is enrolled unless otherwise agreed upon by the Director of Special Services.
3. Invoices for the services will be sent to the Cannon Valley Cooperative Director of Special Services.
4. All payments for services will be made to Faribault Public Schools, 710 17th Street SW, Faribault, MN 55021

c. Miscellaneous

- i. This Agreement has been entered into by the parties in the State of Minnesota and shall be construed and enforced in accordance with the laws of the State of Minnesota.
- ii. This Agreement contains the entire agreement between the parties relating to the subject matter hereof and supersedes all prior agreement and understandings, whether written or oral, between the parties relating to such subject matter.
- iii. This Agreement may be terminated by either party with 30 days written notice.
- iv. This Agreement cannot be amended or changed except in writing executed by both parties.

Purchaser: Cannon Valley Special Education Cooperative

By: *Sarah McGuire*

Title: Executive Director

Date: 9/6/2023

Provider: Faribault Public Schools

By: _____

Title: _____

Date: _____



📍 710 17th St. SW, Faribault, MN 55021

📞 **Office:** 507-333-6000 | **Fax:** 507-333-6050

MEMORANDUM

Date: September 18, 2023

TO: Finance Committee
Board of Education
Jamie Bente, Superintendent

FR: Scott Gerdes, Director of Finance & Operations

RE: 23 Pay 24 Property Tax Levy

Please consider approving the “Maximum” for the preliminary Property Tax Levy for fiscal year 2025. By approving the maximum amount, the Board of Education will have a chance to capture the maximum levy amount at the December 4, 2023 board meeting.

Faribault Public Schools Proposed Property Tax Levy

Introduced to Finance Committee on September 18, 2023
 1 To Be Approved (Preliminary) on September 25, 2023
 To Be Heard at a Public Hearing on December 4, 2023
 To Be Approved (Final) on December 4, 2023
 To Be Collected on May 15, 2024 and October 15, 2024
 To Be Recognized as Revenue in FY 2024-25

	Payable 2023	Payable 2024	Difference	Notes
Adjusted Pupil Units	3,463.61	3,363.23	(100.38)	estimated
Local Optional Allowance per Pupil Unit	\$ 724.00	\$ 724.00	\$ -	approved by Legislature and Governor in 2014
Voter Approved Levy per Pupil Unit	\$ 972.35	\$ 982.20	\$ 9.85	approved \$300 - \$41.62 board approved - \$258.38
Total Local Levy per Pupil Unit	\$ 1,696.35	\$ 1,706.20	\$ 9.85	1.0257% inflation estimated by MDE staff

Levies Distributed on Referendum Market Value	Payable 2023	Payable 2024	Difference	Notes
Referendum Market Value adds up all properties with value and divides the taxes in a prorated manner amongst them. This means a homeowner and a business are taxed at the same percentage. Seasonal recreational (cabins) and agricultural (farms) are excluded from these school taxes. The District's Referendum Market Value is \$3,099,425,300 for Pay24 compared to \$2,680,862,100 for Pay23, an improvement of 15.61%.				
Local Optional	\$ 2,086,721	\$ 2,162,760	\$ 76,039	State aid adds \$272,219 vs \$350,965 in Pay 24
Local Optional Adjustment	\$ 105,358	\$ 76,024	\$ (29,333)	
Voter Approved Referendum	\$ 3,273,873	\$ 3,303,365	\$ 29,491	State aid adds \$-0- of funding to this number
Voter Approved Referendum Adjustment	\$ 468,310	\$ 346,207	\$ (122,103)	
Board Approved Referendum	\$ -	\$ -	\$ -	Included in LOR as part of calculation modification
Board Approved Referendum Adjustment	\$ -	\$ -	\$ -	
Equity	\$ 397,345	\$ 404,849	\$ 7,504	State aid adds \$-0- of funding to this number
Equity Adjustment	\$ 14,734	\$ 19,706	\$ 4,972	
Transition	\$ 42,087	\$ 42,040	\$ (47)	State aid adds \$-0- of funding to this number
Transition Adjustment	\$ 2,370	\$ 2,080	\$ (289)	
	\$ 6,390,798	\$ 6,357,031	\$ (33,766)	

Levies Distributed on Net Tax Capacity	Payable 2023	Payable 2024	Difference	Notes
Net Tax Capacity assigns each property type a value to distribute the taxes disproportionately to different types of properties. A homestead residence under \$500,000 is counted as 1.0% of its value compared to a Commercial Property under \$150,000 which is counted at 1.5% of its value. Farmland under \$1,900,000 is discounted to 0.5% of its value. The District's Net Tax Capacity is \$41,188,167 for Pay24 compared to \$35,438,737 for Pay23, an improvement of 16.22%.				
Operating Capital	\$ 392,827	\$ 467,637	\$ 74,810	State aid adds \$309,168 vs \$377,824 in Pay 24
Operating Capital Adjustment	\$ (2,019)	\$ 1,238	\$ 3,257	
Achievement & Integration	\$ 213,781	\$ 220,012	\$ 6,231	State aid adds \$511,267 of funding to this number
Achievement & Integration Adjustment	\$ (5,633)	\$ 8,809	\$ 14,442	
Unemployment Insurance	\$ 35,000	\$ 137,155	\$ 102,155	
Unemployment Insurance Adjustment	\$ (50,000)	\$ (25,000)	\$ 25,000	
Safe Schools	\$ 121,211	\$ 121,076	\$ (135)	
Safe Schools Adjustment	\$ (6,439)	\$ (3,762)	\$ 2,677	
Career & Technical Education	\$ 223,269	\$ 223,269	\$ -	
Career & Technical Education Adjustment	\$ 11,125	\$ (40,753)	\$ (51,878)	
Judgments	\$ -	\$ 40,000	\$ 40,000	
Long Term Facilities Maintenance	\$ 999,919	\$ 1,278,027	\$ 278,109	State aid adds \$-0- of funding to this number
Long Term Facilities Maintenance Adjustment	\$ (10,828)	\$ 30,827	\$ 41,655	
Leases	\$ 713,798	\$ 780,757	\$ 66,959	
Leases Adjustment	\$ (47)	\$ 22,400	\$ 22,447	
Other General Adjustment	\$ -	\$ -	\$ -	
General Community Ed	\$ 228,728	\$ 175,479	\$ (53,250)	State aid adds \$85,324 of funding to this num. (NEW)
General Community Ed Adjustment	\$ -	\$ -	\$ -	
Early Childhood Family Education	\$ 97,125	\$ 93,716	\$ (3,409)	State aid adds \$147,092 of funding to this number
Early Childhood Family Education Adjustment	\$ (19)	\$ (4,743)	\$ (4,724)	
Home Visiting	\$ 2,998	\$ 3,480	\$ 482	State aid adds \$834 of funding to this number
Home Visiting Adjustment	\$ 185	\$ (10)	\$ (195)	
Adults with Disabilities	\$ 15,000	\$ 2,808	\$ (12,192)	State aid adds \$42,192 of funding to this num. (NEW)
School Age Child Care	\$ 74,289	\$ 126,542	\$ 52,253	
School Age Child Care Adjustment	\$ 14,645	\$ 44,512	\$ 29,867	
Long Term Facilities Maintenance Debt Service	\$ 226,275	\$ 226,013	\$ (262)	
Long Term Facilities Maintenance Debt Service Adjustment	\$ (13,507)	\$ -	\$ 13,507	
General Debt Service	\$ 2,142,000	\$ 2,073,422	\$ (68,578)	State aid adds \$258,242 of funding to this number
General Debt Service Adjustment	\$ (127,866)	\$ (125,312)	\$ 2,554	
Property Tax Abatement Adjustments	\$ 47,439	\$ 3,236	\$ (44,204)	
	\$ 5,343,256	\$ 5,880,836	\$ 537,580	State Aid Total
				1,626,338.00

Grand Total **\$ 11,734,054** **\$ 12,237,867** **4.29%**

\$503,813.49

I. COMPUTATION OF 2023 PAYABLE 2024 LEVY LIMITATION BY FUND (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	INITIAL LEVY LIMITATION	LIMITATION ADJUSTMENTS	ABATEMENT ADJUSTMENTS	OFFSET ADJUSTMENTS	TAC/MAX EFF ADJUSTMENT	MAXIMUM LEVY LIMITATION
GEN-RMV VOTER-EXEMP	3,303,364.51	346,207.16	N/A			3,649,571.67
GEN-RMV OTHER-EXEMP	2,609,649.04	97,810.64	N/A			2,707,459.68
GEN-NTC VOTER-EXEMP			N/A			
GEN-NTC OTHER-GENED	N/A	N/A	N/A	N/A	N/A	N/A
GEN-NTC OTHER-EXEMP	3,267,933.82	6,240.33-	2,223.16			3,263,916.65
TOTAL GENERAL	9,180,947.37	437,777.47	2,223.16			9,620,948.00
COM SERV-EXEMP	402,023.77	39,759.21	112.26			441,895.24
DEBT-VOTER-NONEXEMP						
DEBT-OTHER-NONEXEMP	2,299,435.42	125,311.75-	900.50			2,175,024.17
TOTAL DEBT SERV	2,299,435.42	125,311.75-	900.50			2,175,024.17
OPEB-VOTER-NONEXEMP						
OPEB-OTHER-NONEXEMP						
TOTAL OPEB/PENSION						
TOTAL	11,882,406.56	352,224.93	3,235.92			12,237,867.41

II. COMPARISON OF 2022 PAYABLE 2023 LEVY LIMITATION WITH 2023 PAYABLE 2024 LEVY LIMITATION (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	2022 PAY 2023 LIMITATION	2023 PAY 2024 LIMITATION	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	9,053,875.23	9,620,948.00	567,072.77	6.26
COMMUNITY SERVICE	435,224.08	441,895.24	6,671.16	1.53
GENERAL DEBT SERVICE	2,244,954.61	2,175,024.17	69,930.44-	3.12-
OPEB DEBT SERVICE				
TOTAL	11,734,053.92	12,237,867.41	503,813.49	4.29

III. COMPARISON OF 2022 PAYABLE 2023 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS WITH 2023 PAYABLE 2024 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS:

FUND	2022 PAY 2023 CERTIFIED LEVY + ADJUSTMENTS	2023 PAY 2024 CERTIFIED LEVY + ADJUSTMENTS	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	9,053,875.23			
COMMUNITY SERVICE	435,224.08			
GENERAL DEBT SERVICE	2,244,954.61			
OPEB DEBT SERVICE				
TOTAL AFTER ADJUSTMENTS	11,734,053.92			

**Faribault Public Schools
Enrollment Report by Month**

School Year 2022 - 2023

**Enrollment Used for
FY23
Final Budget**

	September	October	November	December	January	February	March	April	May	YTD Average	Plus: Projected Tuition	Projected Total ADM	Served @ FPS	Plus: Projected Tuition	Total
Early Childhood	64	69	70	70	70	70	70	70	70	69	2	71	66	2	68
VPK	46	46	46	46	46	46	46	46	46	46		46	46		46
Kindergarten	241	245	244	242	241	241	239	229	238	240	1	241	237	1	238
1	211	210	208	206	208	209	206	207	207	208	1	209	204	1	205
2	170	169	168	167	166	166	164	163	163	166	1	167	166	1	167
3	201	203	201	199	199	198	197	196	197	199	4	203	199	4	203
4	206	208	205	203	204	206	204	204	203	205	3	208	207	3	210
5	207	210	209	206	208	208	205	207	207	207	6	213	203	6	209
6	220	222	222	220	220	218	215	214	215	218	2	220	217	2	219
7	227	225	227	229	227	228	227	224	225	227	2	229	225	2	227
8	278	280	278	274	276	275	268	270	269	274	2	276	273	2	275
9	270	271	270	266	266	266	263	260	261	266	8	274	269	8	277
10	275	281	282	279	279	284	284	283	281	281	5	286	281	5	286
11	277	275	274	273	273	264	260	263	272	270	10	280	274	10	284
12	284	286	284	288	283	273	280	280	269	278	25	303	284	25	309
Total	3,178	3,200	3,186	3,170	3,166	3,151	3,128	3,115	3,124	3,155	72	3,227	3,151	72	3,223

22 (14) (17) (4) (15) (23) (13) 9

EC-12 Average
September -
June

3,200 3,193 3,185 3,180 3,175 3,167 3,159 3,155

Over (Under) Budget 4

Final For 2022-2023			
	Served @ FPS	Plus: Tuitioned	Total
EC	87.62	2.00	89.62
VPK	43.58		43.58
Kindergarten	241.03	1.00	242.03
1	208.69	1.00	209.69
2	168.38	1.00	169.38
3	200.01	4.00	204.01
4	204.72	3.00	207.72
5	209.07	6.00	215.07
6	219.08	2.00	221.08
7	227.01	2.00	229.01
8	274.87	2.00	276.87
9	266.16	8.00	274.16
10	281.50	5.00	286.50
11	266.94	10.00	276.94
12	271.55	25.00	296.55
Total	3,170.21	72.00	3,242.21

Actual under Budget projection 19.21

Faribault Public Schools Enrollment Report by Month

School Year 2023 - 2024

Enrollment Used for FY24 Adopted Budget

	September	October	November	December	January	February	March	April	May	YTD Average	Plus: Projected Tuition	Projected Total ADM	Served @ FPS	Plus: Projected Tuition	Total
Early Childhood	70	-	-	-	-	-	-	-	-	70	2	72	72	2	74
VPK	46	-	-	-	-	-	-	-	-	46		46	46		46
Kindergarten	204	-	-	-	-	-	-	-	-	204	1	205	218	1	219
1	219	-	-	-	-	-	-	-	-	219	1	220	218	1	219
2	189	-	-	-	-	-	-	-	-	189	1	190	218	1	219
3	149	-	-	-	-	-	-	-	-	149	4	153	176	4	180
4	186	-	-	-	-	-	-	-	-	186	3	189	204	3	207
5	185	-	-	-	-	-	-	-	-	185	6	191	207	6	213
6	205	-	-	-	-	-	-	-	-	205	2	207	196	2	198
7	211	-	-	-	-	-	-	-	-	211	2	213	216	2	218
8	230	-	-	-	-	-	-	-	-	230	2	232	225	2	227
9	289	-	-	-	-	-	-	-	-	289	8	297	289	8	297
10	278	-	-	-	-	-	-	-	-	278	5	283	287	5	292
11	295	-	-	-	-	-	-	-	-	295	10	305	268	10	278
12	307	-	-	-	-	-	-	-	-	307	25	332	278	25	303
Total	3,063	-	-	-	-	-	-	-	-	3,063	72	3,135	3,118	72	3,190
EC-12 Average		(3,063)	-	-	-	-	-	-	-						
September - June		-	-	-	-	-	-	-	-						
													Over (Under) Budget		(56)

FARIBAULT PUBLIC SCHOOLS

Investment Balances
as of August 31, 2023

	Ending Balance 7/31/2023	Ending Balance 8/31/2023	Interest/Div Earned
CCF - MAIN CHECKING	1,676,368.58	2,311,619.52	\$ 7,511.00
CCF -SAVINGS	443,547.04	445,581.64	2,034.60
MSDLAF+LIQUID MONEY MARKET	113,711.76	114,217.72	505.96
MSDLAF+ MAX MONEY MARKET	134,334.03	134,943.55	609.52
MN TRUST	4,230,606.60	6,020,554.11	22,713.53
MN TRUST TERM SERIES REDEMPTIO	887,281.93	891,260.12	3,978.19
US BANK - IRREVOCABLE TRUST	2,382,049.19	2,339,080.25	(41,687.71)
MN Trust Fixed Investment	-	1,000,000.00	
US BANK - ROOSEVELT ADDITION	123.07	123.55	0.48
MN TRUST INVESTMENT CD	963,900.00	963,900.00	
MN TRUST INVESTMENT CD	249,200.00	249,200.00	
MN TRUST INVESTMENT CD	249,248.90	249,248.90	
MN TRUST INVESTMENT CD	244,555.39	244,555.39	
MN TRUST INVESTMENT CD	241,550.00	241,550.00	
MN TRUST INVESTMENT CD	241,500.00	241,500.00	
MN TRUST INVESTMENT CD	238,450.00	238,450.00	
MN TRUST INVESTMENT CD	238,650.00	238,650.00	
MN TRUST INVESTMENT CD	233,050.00	233,050.00	
MN TRUST INVESTMENT CD	229,250.00	229,250.00	
MN TRUST INVESTMENT CD	228,650.00	228,650.00	
FIRST UNITED BANK CD	150,000.00	150,000.00	-
PREMIER BANK CD	150,000.00	150,000.00	-
RELIANCE BANK CD	150,000.00	150,000.00	-
STATE BANK OF FARIBAULT CD	150,000.00	150,000.00	-
PETTY CASH	2,810.00	2,810.00	\$ -
TOTAL CASH AND INVESTMENTS	\$ 13,828,836.49	\$ 17,218,194.75	\$ (4,334.43)

