



**INDEPENDENT SCHOOL DISTRICT NO. 108**  
**NORWOOD YOUNG AMERICA, MN 55368**  
**AGENDA: Monday, June 26, 2023**



**6:00 PM Meeting**  
**Cologne Community Center**

A. PROCEDURAL ITEMS:

Board Chair

1. Call to order

Board Chair

call the meeting to order

2. Roll Call

Board Chair

3. Pledge of Allegiance

Board Chair

4. Approval of Agenda

Board Chair

Board members can amend the presented agenda by adding, removing or adjusting items to suit the needs of a particular meeting.

5. Consent Agenda

Board Chair

a) Approval of Minutes

May 22, 2023 Regular Board Meeting Minutes

b) Payment of Invoices

c) Correspondence

d) Approve Field Trip(s)

e) Human Resources Items:

1. Retirement

a).

2. Lane Change

a).

3. Resignations

a). Megan Nelson - Secondary Paraeducator

b). **Stacy Olson - Social Worker**

4. Non-Renewal

a).

5. New Hires

a). Chelsea Paggen - School Nurse

b). Kelli Perlich - MARSS Specialist

c). Krista Shelton - Speech - SW Metro

5

- d). Tara Stahn - Paraeducator
- e). Carol Lagergren - Parent Educator

6. Leave of Absence

- f) Extra Curricular Assignments
- g) Volunteer Coaches:

6. Acceptance of Gifts

Board Chair

\$300.00 from Central Coaches Association for scholarships.

B. PUBLIC FORUM

Board Chair

During the Public Forum any person may address the School Board on a topic of interest or concern. Listed below are the procedures.

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3 minutes per speaker, 10 minutes per topic, and no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those wishing to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district official at the meeting
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.
6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided, a phone call from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATIONAL ITEMS: MONTHLY REPORTS

Board Chair

1. Student Council

- Board Chair
- 2. Student Representative  
Board Chair
- 3. Superintendent  
Board Chair
- 4. Board 16  
Board Chair  
**Minnesota State High School League**  
Representative: Strickfaden; Alt: Erickson  
**Community Education Board**  
Representatives: Lehrke, Kroells  
**Southwest Metro Educational Coop**  
Representative: Perlbachs Alt: Kroells  
**Technology Committee**  
\*No Members for the 2023 Calendar Year  
**Community Development/County & City Liaison**  
Representative: Smith; Alt: Eischens  
**Finance Committee**  
Representative: Strickfaden: Alt: Eischens  
**Policy Committee:**  
Representatives: Erickson, Lehrke, Kroells

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Negotiation Committees:

- MN School Employees Association:**  
Representatives: Erickson, Strickfaden, Eischens
- Teachers Association:**  
Representatives: Smith, Lehrke, Perlbachs
- Superintendent:**  
Representatives: Erickson, Kroells, Eischens
- Principals/Administration:**  
Representatives Kroells Lehrke, Eischens
- Non-Union Support Staff, Technology Director, Community Ed. Director:**  
Representatives Smith, Erickson, Perlbachs

D. DISCUSSION ITEMS

- Board Chair
- 1. First Reading of Policy 624 - Online Learning Options 21
- 2. First reading of Policy 516.5 - Overdose Medication 25  
**Effective July 1, 2023**, a new state law — Minnesota Statutes 121A.224 (Opiate Antagonists) — requires a school district or charter school to:
  - 1. maintain a supply of opiate antagonists; and

2.	each school building must have two doses of nasal naloxone available on-site.	
3.	<b>Policy Review Update</b> MSBA sending new updates	
4.	<b>Board Planning for 2023-24</b>	<b>29</b>
5.	<b>Parent Survey Results</b>	<b>31</b>
E.	OPERATIONAL ITEMS	
	Board Chair	
1.	Consideration of Approval for Policy 721 - UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES	39
	721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES	
2.	Consideration of Approval for Policy 704 - DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM	52
3.	<b>Consideration FY24 Budget</b>	<b>53</b>
4.	<b>Consideration of Joint Powers Agreement with the City of NYA</b>	<b>63</b>
F.	NEXT BOARD MEETING	
	Board Chair	
	The next meeting will be held on Monday July 24, 2023 at 6:00 pm at Cologne Community Center.	
G.	ADJOURNMENT	
	Board Chair	

## May 22, 2023

Monday, May 22, 2023 6:00 PM

Cologne Community Center, 1211 Village Pkwy, Cologne, MN 55322

Sara Eischens: Present  
Shelby Erickson: Present  
Josh Kroells: Present  
Sarah Lehrke: Absent  
Emily Perlbachs: Present  
Connor Smith: Present  
Kyle Strickfaden: Present  
T. Schochenmaier  
A. Franck  
S. Smith  
H. Smith  
A. Kolstad

A. <b>PROCEDURAL ITEMS:</b>	<b>Speaker (s):</b> Board Chair
A.1. Call to order	<b>Speaker (s):</b> Board Chair
A.2. Roll Call	<b>Speaker (s):</b> Board Chair
A.3. Pledge of Allegiance	<b>Speaker (s):</b> Board Chair
A.4. Approval of Agenda <b>Action(s):</b> Move to approve the agenda as presented/amended:. This motion, made by Shelby Erickson and seconded by Emily Perlbachs, Carried. <b>Voting Detail:</b> Sara Eischens: Yea Shelby Erickson: Yea  Josh Kroells: Yea Sarah Lehrke: Absent Emily Perlbachs: Yea  Connor Smith: Yea Kyle Strickfaden: Yea <b>Voting Summary:</b> Yea: 6, Nay: 0, Absent: 1	<b>Speaker (s):</b> Board Chair
A.5. Consent Agenda <b>Action(s):</b> Move to approve Consent agenda as presented. This motion, made by Sara Eischens and seconded by Josh Kroells, Carried. <b>Voting Detail:</b>	<b>Speaker (s):</b> Board Chair

Sara Eischens: Yea  
 Shelby Erickson: Yea  
  
 Josh Kroells: Yea  
 Sarah Lehrke: Absent  
 Emily Perlbachs: Yea  
  
 Connor Smith: Yea  
 Kyle  
 Strickfaden: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

A.6. Acceptance of Gifts

**Speaker (s):** Board Chair

**Action(s):**

Move to approve gifts. This motion, made by Emily Perlbachs and seconded by Shelby Erickson, Carried.

**Voting Detail:**

Sara Eischens: Yea  
 Shelby Erickson: Yea  
  
 Josh Kroells: Yea  
 Sarah Lehrke: Absent  
 Emily Perlbachs: Yea  
  
 Connor Smith: Yea  
 Kyle  
 Strickfaden: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

B. PUBLIC FORUM

**Speaker (s):** Board Chair

C. INFORMATIONAL ITEMS: MONTHLY REPORTS

**Speaker (s):** Board Chair

C.1. Student Council

**Speaker (s):** Board Chair

C.2. Student Representative

**Speaker (s):** Board Chair

C.3. Superintendent

**Speaker (s):** Board Chair

C.4. Board

**Speaker (s):** Board Chair

D. DISCUSSION ITEMS

**Speaker (s):** Board Chair

D.1. ELA Curriculum Update

D.2. 23-24 Preliminary Budget

D.3. First Reading of policies:

- 201, Legal Status of the School Board
- 202, School Board Officers
- 203, Operation of the School Board - Governing Rules
- 203.2, Order of the Regular School Board Meeting

203.5, School Board Meeting Agenda  
203.6, Consent Agenda  
414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse  
415, Mandated Reporting of Maltreatment of Vulnerable Adults  
535, Service Animals on School Property  
605, Alternative Programs

608, Instructional Services - Special Education  
624, Online Learning Options  
704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM  
701.1, Modification of School District Budget  
709, Student Transportation Safety Policy  
721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

D.4. Superintendent Evaluation 2022-23

D.5. Building Update

**E. OPERATIONAL ITEMS**

**Speaker(s):** Board Chair

E.1. Consideration of Taher Renewal Contract

**Action(s):**

Move to approve contract as presented. This motion, made by Shelby Erickson and seconded by Sara Eischens, Carried.

**Voting Detail:**

Sara Eischens: Yea

Shelby Erickson: Yea

Josh Kroells: Yea

Sarah Lehrke: Absent

Emily Perlbachs: Yea

Connor Smith: Yea

Kyle Strickfaden: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

E.2. Consideration of 23-25 Community Education Director Contract

**Action(s):**

Move to approve Community Ed Director Contract as presented. This motion, made by Sara Eischens and seconded by Josh Kroells, Carried.

**Voting Detail:**

Sara Eischens: Yea

Shelby Erickson: Yea

Josh Kroells: Yea

Sarah Lehrke: Absent

Emily Perlbachs: Yea

Connor Smith: Yea

Kyle  
Strickfaden: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

E.3. Consideration of 23-24 IOWA Resolution

**Action(s):**

Move to approve Iowa resolution as presented:  
Roll call Kroells Strickfaden Eischens Perlbachs  
Smith Erickson. This motion, made by Josh Kroells  
and seconded by Connor Smith, Carried.

**Voting Detail:**

Sara Eischens: Yea

Shelby Erickson: Yea

Josh Kroells: Yea

Sarah Lehrke: Absent

Emily Perlbachs: Yea

Connor Smith: Yea

Kyle  
Strickfaden: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

E.4. Consideration of MSHSL Membership Resolution

**Action(s):**

Move to approve MSHSL Membership resolution as  
presented; Roll Call: Erickson Smith Perlbachs  
Eischens Strickfaden Kroells. This motion, made  
by Josh Kroells and seconded by Shelby Erickson,  
Carried.

**Voting Detail:**

Sara Eischens: Yea

Shelby Erickson: Yea

Josh Kroells: Yea

Sarah Lehrke: Absent

Emily Perlbachs: Yea

Connor Smith: Yea

Kyle  
Strickfaden: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

E.5. Consideration of Resolution; SW Metro Safe  
School Program

**Action(s):**

Move to approve SW Metro Safe Schools program  
resolution as presented: Roll Call Kroells  
Strickfaden Eischens Perlbachs Smith Erickson.  
This motion, made by Sara Eischens and seconded  
by Emily Perlbachs, Carried.

**Voting Detail:**

Sara Eischens: Yea  
Shelby Erickson: Yea  
  
Josh Kroells: Yea  
Sarah Lehrke: Absent  
Emily Perlbachs: Yea  
  
Connor Smith: Yea  
Kyle  
Strickfaden: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

E.6. Consideration of Resolution for SW Metro LTFM program

**Action(s):**

Move to approve SW MEtro LTFM resolution as presented Erickson Smith Perlbachs Eischens Strickfaden Kroells. This motion, made by Shelby Erickson and seconded by Josh Kroells, Carried.

**Voting Detail:**

Sara Eischens: Yea  
Shelby Erickson: Yea  
  
Josh Kroells: Yea  
Sarah Lehrke: Absent  
Emily Perlbachs: Yea  
  
Connor Smith: Yea  
Kyle  
Strickfaden: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

E.7. Consideration of resolution GENERAL OBLIGATION BONDS, SERIES 2023A

**Action(s):**

Move to approve General Obligation Bond Series 2023A resolution as presented: Roll Call; Kroells Strickfaden Eischens Perlbachs Smith Erickson. This motion, made by Emily Perlbachs and seconded by Connor Smith, Carried.

**Voting Detail:**

Sara Eischens: Yea  
Shelby Erickson: Yea  
  
Josh Kroells: Yea  
Sarah Lehrke: Absent  
Emily Perlbachs: Yea  
  
Connor Smith: Yea  
Kyle  
Strickfaden: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

E.8. Consideration of resolution of THE SALE OF THE DISTRICT'S GENERAL OBLIGATION BONDS, SERIES 2023A

**Action(s) :**

Move to approve resolution as presented Roll CALL Erickson Smith Perlbachs Eischens Strickfaden Kroells. This motion, made by Shelby Erickson and seconded by Connor Smith, Carried.

**Voting Detail:**

Sara Eischens: Yea

Shelby Erickson: Yea

Josh Kroells: Yea

Sarah Lehrke: Absent

Emily Perlbachs: Yea

Connor Smith: Yea

Kyle Strickfaden: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

E.9. Consideration of RESOLUTION RELATING TO SCHOOL DISTRICT PROPERTY AND EQUIPMENT AND THE FINANCING THEREOF; SERIES 2023B

**Action(s) :**

move to approve resolution as presented roll call: Erickson Smith Perlbachs Eischens Strickfaden Kroells. This motion, made by Sara Eischens and seconded by Emily Perlbachs, Carried.

**Voting Detail:**

Sara Eischens: Yea

Shelby Erickson: Yea

Josh Kroells: Yea

Sarah Lehrke: Absent

Emily Perlbachs: Yea

Connor Smith: Yea

Kyle Strickfaden: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

F. **NEXT BOARD MEETING**

**Speaker(s) :** Board Chair

G. **School Board Members Closed session:**

**Negotiations**

**Action(s) :**

Move to temporarily adjourn regular meeting for closed session. This motion, made by Sara Eischens and seconded by Emily Perlbachs, Carried.

**Voting Detail:**

Sara Eischens: Yea

Shelby Erickson: Yea

Josh Kroells: Yea

Sarah Lehrke: Absent

Emily Perlbachs: Yea

Connor Smith: Yea

Kyle  
Strickfaden: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

H. **ADJOURNMENT**

**Speaker (s):** Board  
Chair

**Action(s):**

Move to adjourn regular board meeting. This motion, made by Emily Perlbachs and seconded by Josh Kroells, Carried.

**Voting Detail:**

Sara Eischens: Yea

Shelby Erickson: Yea

Josh Kroells: Yea

Sarah Lehrke: Absent

Emily Perlbachs: Yea

Connor Smith: Yea

Kyle  
Strickfaden: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

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Board Secretary

### June 5-2023 PAYROLL

GROSS PAY	\$280,733.74
FEDERAL TAX	(19,842.98)
MN STATE TAX	(9,984.65)
OASDI	(16,345.90)
MEDICARE	(3,822.79)
PERA	(2,668.44)
TRA	(17,251.83)
ANNUITIES	(5,580.62)
FLEX	(17,104.74)
VOLUNTARIES	(1,536.71)
NET PAYROLL	<u><u>\$186,595.08</u></u>

### June 20-2023 PAYROLL

GROSS PAY	\$268,287.46
FEDERAL TAX	(19,728.56)
MN STATE TAX	(9,882.90)
OASDI	(15,679.03)
MEDICARE	(3,666.90)
PERA	(2,074.71)
TRA	(16,977.23)
ANNUITIES	(4,558.21)
FLEX	(15,399.91)
VOLUNTARIES	(1,354.90)
NET PAYROLL	<u><u>\$178,965.11</u></u>

### Norwood-Young America School Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
												Void	Date	
GEN1	P31125	55900		Wire	1	01606		CENTERPOINT ENERGY		No	No	No	05/30/2023	8,792.16
GEN1	P31125	55901		Wire	1	09609		XCEL ENERGY		No	No	No	05/30/2023	19,183.33
GEN1	P31125	55902		Wire	1	2728		BREMER BANK, NA28		No	Yes	No	05/30/2023	59.50
GEN1	P31125	55903		Wire	1	6605		ELEYO	S Corporation	No	Yes	No	05/30/2023	2,478.20
GEN1	P31125	55904		Wire	1	6821		WEX Health Inc.		No	Yes	No	05/30/2023	242.25
GEN1	P31125	55972		Wire	1	2468	R2	MASTERCARD - HARRIS BANK		No	No	No	05/30/2023	1,437.48
GEN1	P31125	55973		Wire	1	4091		MASTERCARD - HARRIS BANK		No	No	No	05/30/2023	4,082.47
GEN1	p31231	55974		Wire	1	04035		TEACHERS RETIREMENT ASSOC		No	No	No	06/05/2023	36,918.88
GEN1	p31231	55975		Wire	1	05255		DEPARTMENT OF THE TREASURY		No	No	No	06/05/2023	60,180.36
GEN1	p31231	55976		Wire	1	06027		COMMISSIONER OF REVENUE		No	No	No	06/05/2023	9,984.65
GEN1	p31231	55977		Wire	1	3785		EDUCATORS FINANCIAL SERVICES		No	No	No	06/05/2023	9,914.31
GEN1	p31231	55978		Wire	1	6821		WEX Health Inc.		No	No	No	06/05/2023	453.93
GEN1	P31226	56034		Wire	1	5002		WASTE MANAGEMENT OF WI-MN		No	No	No	06/14/2023	3,050.52
GEN1	p31231	56035		Wire	1	01780		MN CHILD SUPPORT PAYMENT CTR		No	No	No	06/20/2023	499.00
GEN1	p31231	56036		Wire	1	04035		TEACHERS RETIREMENT ASSOC		No	No	No	06/20/2023	36,331.28
GEN1	p31231	56037		Wire	1	05255		DEPARTMENT OF THE TREASURY		No	No	No	06/20/2023	58,420.42
GEN1	p31231	56038		Wire	1	06027		COMMISSIONER OF REVENUE		No	No	No	06/20/2023	9,882.90
GEN1	p31231	56039		Wire	1	2260		AFLAC		No	No	No	06/20/2023	100.29
GEN1	p31231	56040		Wire	1	3785		EDUCATORS FINANCIAL SERVICES		No	No	No	06/20/2023	8,577.74
GEN1	p31231	56041		Wire	1	4164		MN STATE RETIREMENT SYST (Empower)		No	No	No	06/20/2023	31,083.46
GEN1	p31231	56042		Wire	1	5699		MN PUBLIC EMPLOYEES INSURANCE PF		No	No	No	06/20/2023	74,983.56
GEN1	p31231	56043		Wire	1	6773		Medica-MN Healthcare Consortium		No	No	No	06/20/2023	28,388.28
GEN1	p31231	56044		Wire	1	6821		WEX Health Inc.		No	No	No	06/20/2023	1,051.71
GEN1	P31125	55899	41599	Check	1	5893		CASH		Yes	Yes	No	05/24/2023	500.00
GEN1	P31125	55933	41600	Check	1	4413		BARFKNECHT, ALAN		Yes	No	No	05/30/2023	190.00
GEN1	P31125	55944	41601	Check	1	6461		BEHRENS, CHUCK		Yes	No	No	05/30/2023	240.00
GEN1	P31125	55928	41602	Check	1	3414		BIG LAKE BASEBALL ASSOCIATION		Yes	No	No	05/30/2023	375.00
GEN1	P31125	55931	41603	Check	1	3620		BRAUN, REBECCA		Yes	Yes	No	05/30/2023	432.27
GEN1	P31125	55943	41604	Check	1	6435		BRICK & BREW PROPERTIES LLC		Yes	No	No	05/30/2023	1,894.90
GEN1	P31125	55938	41605	Check	1	4946		BSN SPORTS LLC		Yes	No	No	05/30/2023	884.34
GEN1	P31125	55927	41606	Check	1	3213		CENTURYLINK		Yes	No	No	05/30/2023	625.28
GEN1	P31125	55905	41607	Check	1	00061		CITY OF NORWOOD YOUNG AMERICA		Yes	No	No	05/30/2023	3,104.74
GEN1	P31125	55913	41608	Check	1	01171		COLLEGE BOARD		Yes	No	No	05/30/2023	6,377.00
GEN1	P31125	55917	41609	Check	1	1275		CUSTOM TEE'S		Yes	No	No	05/30/2023	849.75
GEN1	P31125	55919	41610	Check	1	1442		DALCO		Yes	No	No	05/30/2023	498.72
GEN1	P31125	55924	41611	Check	1	2721		DASHIR MANAGEMENT SERVICES INC		Yes	No	No	05/30/2023	24,787.62
GEN1	P31125	55950	41612	Check	1	6791		DIVERSIFIED PLUMBING & HEATING		Yes	No	No	05/30/2023	512.50
GEN1	P31125	55937	41613	Check	1	4717		ECM PUBLISHERS, INC.		Yes	No	No	05/30/2023	181.85
GEN1	P31125	55910	41614	Check	1	00666		ECOLAB PEST ELIMINATION DIVISION		Yes	No	No	05/30/2023	138.97
GEN1	P31125	55930	41615	Check	1	3535		FOUR POINT 0 SCHOOL SERVICES		Yes	No	No	05/30/2023	184,498.18
GEN1	P31125	55925	41616	Check	1	2947		FRANCK, NIK	Ind/Sole Proprietor	Yes	No	No	05/30/2023	710.00
GEN1	P31125	55945	41617	Check	1	6468		GARCIA-SANCHEZ, FLORMIRA		Yes	No	No	05/30/2023	215.00
GEN1	P31125	55940	41618	Check	1	5274		GRAMS, RYAN	Ind/Sole Proprietor	Yes	No	No	05/30/2023	95.00
GEN1	P31125	55958	41619	Check	1	6968		GREAT LAKES AQUARIUM		Yes	No	No	05/30/2023	82.00
GEN1	P31125	55951	41620	Check	1	6796		GREATER MN COMMUNICATIONS		Yes	No	No	05/30/2023	60.00
GEN1	P31125	55923	41621	Check	1	2647		HOME DEPOT CREDIT SERVICES		Yes	No	No	05/30/2023	72.69
GEN1	P31125	55922	41622	Check	1	1984		IDE, GERALD	Ind/Sole Proprietor	Yes	No	No	05/30/2023	88.00
GEN1	P31125	55948	41623	Check	1	6620		IDEAL ENERGIES SOLAR LEASING 2021 I LLC - Partnership		Yes	No	No	05/30/2023	420.94
GEN1	P31125	55952	41624	Check	1	6840		INCUBATE TO INNOVATE, LLC		Yes	No	No	05/30/2023	5,600.00
GEN1	P31125	55915	41625	Check	1	05663		ISD #2859 -GLENCOE-SILVER LAKE		Yes	No	No	05/30/2023	150.00
GEN1	P31125	55934	41626	Check	1	4471		ISD #2905 TRI-CITY UNITED PUBLIC SCH		Yes	No	No	05/30/2023	675.00
GEN1	P31125	55911	41627	Check	1	00838		JOSTENS INC		Yes	No	No	05/30/2023	52.42
GEN1	P31125	55932	41628	Check	1	4102		KOTEK, MARK		Yes	No	No	05/30/2023	190.00
GEN1	P31125	55942	41629	Check	1	5865		KUSKE, MARK	Ind/Sole Proprietor	Yes	No	No	05/30/2023	165.00
GEN1	P31125	55957	41630	Check	1	6967		LEE MOEN		Yes	No	No	05/30/2023	100.00
GEN1	P31125	55926	41631	Check	1	3185		MARCO TECHNOLOGIES, LLC	LLC - Partnership	Yes	No	No	05/30/2023	414.00
GEN1	P31125	55953	41632	Check	1	6865		MIDAMERICA ADMINISTRATIVE & RETIREM		Yes	No	No	05/30/2023	96.00
GEN1	P31125	55947	41633	Check	1	6560		MN HIGHWAY SAFETY & RESEARCH CEN		Yes	No	No	05/30/2023	216.00
GEN1	P31125	55909	41634	Check	1	00585		MN HISTORICAL SOCIETY		Yes	No	No	05/30/2023	342.00
GEN1	P31125	55954	41635	Check	1	6879		NEUBARTH LAWN CARE & LANDSCAPING		Yes	No	No	05/30/2023	530.00
GEN1	P31125	55939	41636	Check	1	5193		PALO, JASON		Yes	No	No	05/30/2023	165.00
GEN1	P31125	55929	41637	Check	1	3468		PETERSON, LYNN		Yes	Yes	No	05/30/2023	330.78
GEN1	P31125	55920	41638	Check	1	1578		PIECHOWSKI, DENNIS	Ind/Sole Proprietor	Yes	No	No	05/30/2023	95.00
GEN1	P31125	55918	41639	Check	1	1313		POHLMEIER, RICH		Yes	No	No	05/30/2023	88.00
GEN1	P31125	55949	41640	Check	1	6633		POPP, RANDY	Ind/Sole Proprietor	Yes	No	No	05/30/2023	88.00
GEN1	P31125	55955	41641	Check	1	6902		PREHN, DAN	Ind/Sole Proprietor	Yes	No	No	05/30/2023	285.00
GEN1	P31125	55921	41642	Check	1	1657		RATWIK, ROSZAK & MALONEY, P.A.		Yes	No	No	05/30/2023	200.00
GEN1	P31125	55914	41643	Check	1	05638		RIDDELL ALL AMERICAN SPORTS CORP.		Yes	No	No	05/30/2023	647.83
GEN1	P31125	55906	41644	Check	1	00356		SCHMITT MUSIC		Yes	No	No	05/30/2023	159.82
GEN1	P31125	55912	41645	Check	1	01070		SCHOOL NURSE SUPPLY INC		Yes	No	No	05/30/2023	789.95
GEN1	P31125	55959	41646	Check	1	6969		SIGNUP.COM		Yes	No	No	05/30/2023	99.00
GEN1	P31125	55907	41647	Check	1	00374		SMITH OIL CO.		Yes	No	No	05/30/2023	76.30

### Norwood-Young America School Payment Reg by Bank and Check

											Pay/Void		
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount
GEN1	P31125	55941	41648	Check	1	5287	SOUTHWEST METRO INTERMEDIATE DIS		Yes	No	No	05/30/2023	17,943.30
GEN1	P31125	55946	41649	Check	1	6557	TATE, PAUL	Ind/Sole Proprietor	Yes	No	No	05/30/2023	95.00
GEN1	P31125	55935	41650	Check	1	4473	THOMPSON, ERROL	Ind/Sole Proprietor	Yes	No	No	05/30/2023	165.00
GEN1	P31125	55908	41651	Check	1	00584	UNIVERSITY OF MINNESOTA		Yes	No	No	05/30/2023	1,328.43
GEN1	P31125	55936	41652	Check	1	4583	WROGE, DAVID		Yes	No	No	05/30/2023	95.00
GEN1	P31125	55916	41653	Check	1	1249	WROGE, JON		Yes	No	No	05/30/2023	294.26
GEN1	P31125	55956	41654	Check	1	6962	ZELLMANN, TERRY	Ind/Sole Proprietor	Yes	No	No	05/30/2023	715.00
GEN1	P31125	55965	41655	Check	1	6728	BLUUM OF MINNESOTA, LLC	LLC - C Corp	Yes	No	No	05/30/2023	2,566.20
GEN1	P31125	55968	41656	Check	1	6928	DAVIS MECHANICAL SYSTEMS, INC.		Yes	No	No	05/30/2023	90,725.00
GEN1	P31125	55967	41657	Check	1	6855	EDUCATION ON BUDGET	Ind/Sole Proprietor	Yes	No	No	05/30/2023	6,000.00
GEN1	P31125	55962	41658	Check	1	5964	ENVIRONMENTAL TESTING & INSPECTIO		Yes	No	No	05/30/2023	3,366.80
GEN1	P31125	55964	41659	Check	1	6722	HEARTLAND BUSINESS SYSTEMS, LLC.		Yes	No	No	05/30/2023	84,257.96
GEN1	P31125	55966	41660	Check	1	6809	LAKETOWN ELECTRIC CORPORATION		Yes	No	No	05/30/2023	93,100.00
GEN1	P31125	55960	41661	Check	1	00505	LANO EQUIPMENT		Yes	No	No	05/30/2023	16,593.00
GEN1	P31125	55970	41662	Check	1	6965	MCDOWALL COMPANY		Yes	No	No	05/30/2023	33,587.25
GEN1	P31125	55963	41663	Check	1	6704	NEXUS SOLUTIONS LLC	LLC - S Corp	Yes	No	No	05/30/2023	283,822.10
GEN1	P31125	55971	41664	Check	1	6966	PIETSCH CONSTRUCTION		Yes	No	No	05/30/2023	34,200.00
GEN1	P31125	55961	41665	Check	1	4284	ROCHON CORPORATION		Yes	No	No	05/30/2023	499,733.65
GEN1	P31125	55969	41666	Check	1	6942	WELLS CONCRETE		Yes	No	No	05/30/2023	215,541.50
GEN1	p31231	55980	41667	Check	1	06032	MINNESOTA SCHOOL EMP ASSOC		Yes	No	No	06/05/2023	185.38
GEN1	p31231	55979	41668	Check	1	04034	PERA		Yes	No	No	06/05/2023	5,747.37
GEN1	P31226	55987	41669	Check	1	00765	ACADEMIC THERAPY PUBLICATIONS		Yes	No	No	06/14/2023	1,039.50
GEN1	P31226	55999	41670	Check	1	2867	ACT, INC.		Yes	No	No	06/14/2023	2,929.00
GEN1	P31226	56014	41671	Check	1	6020	ADVANCED ELECTRICAL SERVICES, INC.	S Corporation	Yes	No	No	06/14/2023	815.00
GEN1	P31226	56027	41672	Check	1	6939	AMPLIFY		Yes	No	No	06/14/2023	47,457.28
GEN1	P31226	56033	41673	Check	1	6975	AMTRUST NORTH AMERICA		Yes	No	No	06/14/2023	12,771.00
GEN1	P31226	56005	41674	Check	1	4046	ANDERSON'S		Yes	No	No	06/14/2023	2,315.83
GEN1	P31226	56013	41675	Check	1	5823	AURICH, JANINE		Yes	No	No	06/14/2023	711.96
GEN1	P31226	55995	41676	Check	1	2247	AUTO-OWNERS INSURANCE		Yes	No	No	06/14/2023	875.98
GEN1	P31226	56017	41677	Check	1	6412	AVIBEN		Yes	No	No	06/14/2023	133.46
GEN1	P31226	56032	41678	Check	1	6974	BECKER, TIM		Yes	No	No	06/14/2023	1.37
GEN1	P31226	56031	41679	Check	1	6973	BIFFS, INC.		Yes	No	No	06/14/2023	62.85
GEN1	P31226	56023	41680	Check	1	6728	BLUUM OF MINNESOTA, LLC	LLC - C Corp	Yes	No	No	06/14/2023	140.60
GEN1	P31226	56011	41681	Check	1	4946	BSN SPORTS LLC		Yes	No	No	06/14/2023	1,708.97
GEN1	P31226	55997	41682	Check	1	2382	CITY OF COLOGNE		Yes	No	No	06/14/2023	71.85
GEN1	P31226	55981	41683	Check	1	00061	CITY OF NORWOOD YOUNG AMERICA		Yes	No	No	06/14/2023	2,589.42
GEN1	P31226	55993	41684	Check	1	1937	CNA SURETY		Yes	No	No	06/14/2023	360.00
GEN1	P31226	55992	41685	Check	1	1275	CUSTOM TEE'S		Yes	No	No	06/14/2023	3,387.50
GEN1	P31226	56008	41686	Check	1	4484	CZECH AREA CONCERTINA CLUB		Yes	No	No	06/14/2023	350.00
GEN1	P31226	55998	41687	Check	1	2721	DASHIR MANAGEMENT SERVICES INC		Yes	No	No	06/14/2023	28,849.88
GEN1	P31226	56015	41688	Check	1	6033	DONNA, JAMES J.	Ind/Sole Proprietor	Yes	No	No	06/14/2023	950.00
GEN1	P31226	56009	41689	Check	1	4717	ECM PUBLISHERS, INC.		Yes	No	No	06/14/2023	48.60
GEN1	P31226	56000	41690	Check	1	3535	FOUR POINT 0 SCHOOL SERVICES		Yes	No	No	06/14/2023	53,147.93
GEN1	P31226	56028	41691	Check	1	6970	HILLCREST CAFE & CATERING		Yes	No	No	06/14/2023	1,358.29
GEN1	P31226	55982	41692	Check	1	00182	HOME SOLUTIONS UNLIMITED		Yes	No	No	06/14/2023	375.76
GEN1	P31226	56020	41693	Check	1	6610	ILLUMINATE EDUCATION, INC.		Yes	No	No	06/14/2023	500.00
GEN1	P31226	55991	41694	Check	1	05692	ISD #2310 - SIBLEY EAST		Yes	No	No	06/14/2023	150.00
GEN1	P31226	56022	41695	Check	1	6692	ISD #2884 - RED ROCK CENTRAL		Yes	No	No	06/14/2023	3,428.57
GEN1	P31226	56006	41696	Check	1	4202	KELZER, DEBRA SUSAN		Yes	No	No	06/14/2023	3,335.50
GEN1	P31226	56030	41697	Check	1	6972	KRAY, MIKE	Ind/Sole Proprietor	Yes	No	No	06/14/2023	385.00
GEN1	P31226	56029	41698	Check	1	6971	KROELLS, LAURA		Yes	No	No	06/14/2023	135.74
GEN1	P31226	56019	41699	Check	1	6545	MARCO TECHNOLOGIES LLC	LLC - Partnership	Yes	No	No	06/14/2023	2,397.16
GEN1	P31226	56007	41700	Check	1	4316	MCDOWELL AGENCY, INC.		Yes	No	No	06/14/2023	192.00
GEN1	P31226	55990	41701	Check	1	05234	MCGRAW-HILL SCHOOL EDUCATION HOI		Yes	No	No	06/14/2023	34,762.50
GEN1	P31226	56001	41702	Check	1	3703	MILLER, DIANE		Yes	No	No	06/14/2023	3,000.00
GEN1	P31226	55994	41703	Check	1	1982	MN CLAY USA		Yes	No	No	06/14/2023	292.50
GEN1	P31226	55986	41704	Check	1	00585	MN HISTORICAL SOCIETY		Yes	No	No	06/14/2023	78.00
GEN1	P31226	55989	41705	Check	1	01530	MUSIC MART		Yes	No	No	06/14/2023	15.00
GEN1	P31226	56018	41706	Check	1	6448	NAPA AUTO & TRUCK PARTS		Yes	No	No	06/14/2023	51.18
GEN1	P31226	56004	41707	Check	1	3774	NCS PEARSON		Yes	No	No	06/14/2023	621.39
GEN1	P31226	56025	41708	Check	1	6879	NEUBARTH LAWN CARE & LANDSCAPING		Yes	No	No	06/14/2023	260.00
GEN1	P31226	56003	41709	Check	1	3734	PYSICK, BETSY		Yes	No	No	06/14/2023	76.20
GEN1	P31226	55983	41710	Check	1	00223	REGION 5A - MSHSL		Yes	No	No	06/14/2023	1,745.00
GEN1	P31226	56002	41711	Check	1	3713	ROCHESTER TELECOM SYSTEMS, INC		Yes	No	No	06/14/2023	22.02
GEN1	P31226	55988	41712	Check	1	01070	SCHOOL NURSE SUPPLY INC		Yes	No	No	06/14/2023	2,140.53
GEN1	P31226	55984	41713	Check	1	00374	SMOOTH OIL CO.		Yes	No	No	06/14/2023	256.80
GEN1	P31226	56012	41714	Check	1	5287	SOUTHWEST METRO INTERMEDIATE DIS		Yes	No	No	06/14/2023	21,340.78
GEN1	P31226	56026	41715	Check	1	6924	STEM SUPPLIES		Yes	No	No	06/14/2023	1,799.10
GEN1	P31226	56021	41716	Check	1	6654	SUMMIT FIRE PROTECTION		Yes	No	No	06/14/2023	436.25
GEN1	P31226	55996	41717	Check	1	2325	TAHER, INC. - BIN# 135092		Yes	No	No	06/14/2023	13,396.18
GEN1	P31226	56024	41718	Check	1	6778	THIRD PARTY INTEGRITY, INC.	S Corporation	Yes	No	No	06/14/2023	1,462.50
GEN1	P31226	56016	41719	Check	1	6252	T-MOBILE		Yes	No	No	06/14/2023	760.00

**Norwood-Young America School  
Payment Reg by Bank and Check**

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
GEN1	P31226	55985	41720	Check	1	00584	UNIVERSITY OF MINNESOTA		Yes	No	No	06/14/2023	1,328.43
GEN1	P31226	56010	41721	Check	1	4810	WILLEMS, LORA		Yes	No	No	06/14/2023	513.86
GEN1	p31231	56050	41722	Check	1	6398	AUL HEALTH BENEFIT TRUST-MIDAMAER		Yes	No	No	06/20/2023	132,182.61
GEN1	p31231	56048	41723	Check	1	1439	DELTA DENTAL PLAN OF MN		Yes	No	No	06/20/2023	6,271.62
GEN1	p31231	56046	41724	Check	1	01140	MADISON NAT'L LIFE INS CO INC.		Yes	No	No	06/20/2023	1,202.19
GEN1	p31231	56049	41725	Check	1	3796	NATIONAL INSURANCE SERVICES OF WI		Yes	No	No	06/20/2023	382.20
GEN1	p31231	56045	41726	Check	1	00808	NCPERS Group Life Ins.		Yes	No	No	06/20/2023	32.00
GEN1	p31231	56047	41727	Check	1	04034	PERA		Yes	No	No	06/20/2023	4,468.66
Bank Total:												\$2,437,422.23	
Report Total:												\$2,437,422.23	

# *Finance Committee Report*



**June 26 2023**

# *Purpose*

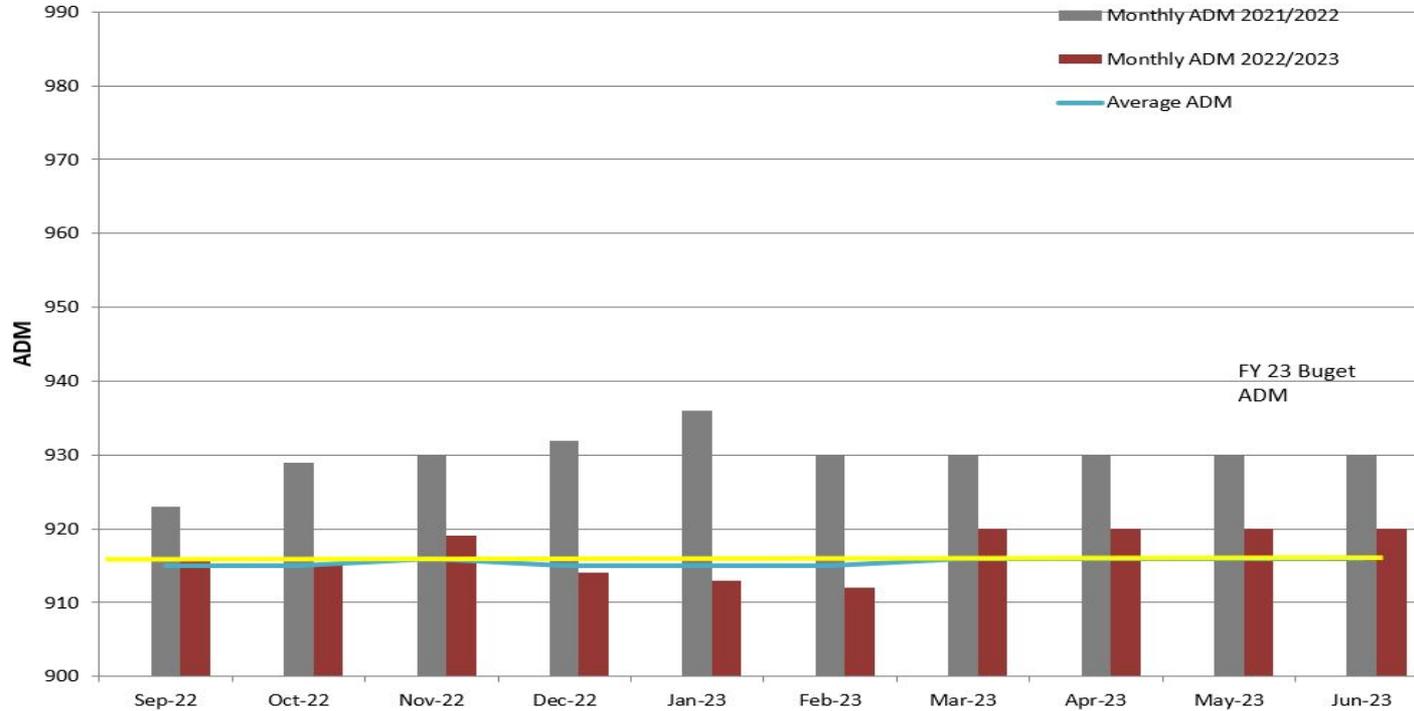


- Provide an overview of the previous months revenue, expense, and enrollment.
- Review significant changes

# Enrollment by Month



## 22-23 Monthly, Average, and Budgeted Daily Membership



# Monthly Revenue/Expense



May 2023 Data

Using FY23 Revised Budget

YTD Revenues						
	22-23 Revenue Budget	22-23 Revenue to Date	% of Budget	21-22 Revenue Budget	21-22 Revenue to Date	% of Budget
General Fund	\$ 12,426,742	\$ 9,550,266	76.9%	\$ 12,721,423	\$ 10,009,016	78.7%
Food Services	\$ 649,132	\$ 503,288	77.5%	\$ 621,706	\$ 551,459	88.7%
Community Services	\$ 991,834	\$ 843,438	85.0%	\$ 896,778	\$ 780,447	87.0%
Debt Services	\$ 2,253,133	\$ 1,561,890	69.3%	\$ 980,801	\$ 788,249	80.4%
Scholarships	\$ 4,000	\$ 3,713	92.8%	\$ 3,000	\$ 4,553	151.8%
Student Activities	\$ -	\$ 77,316	0.0%	\$ -	\$ 92,396	0.0%
<b>Total Revenue</b>	<b>\$ 16,324,841</b>	<b>\$ 12,539,912</b>	<b>76.8%</b>	<b>\$ 15,223,708</b>	<b>\$ 12,226,119</b>	<b>80.3%</b>
YTD Expenses						
	22-23 Expense Budget	22-23 Expenses to Date	% of Budget	21-22 Expense Budget	21-22 Expenses to Date	% of Budget
General Fund	\$ 12,394,073	\$ 9,945,994	80.2%	\$ 12,365,337	\$ 9,602,703	77.7%
Food Services	\$ 555,628	\$ 477,164	85.9%	\$ 531,824	\$ 368,227	69.2%
Community Services	\$ 939,134	\$ 902,454	96.1%	\$ 882,606	\$ 782,352	88.6%
Debt Services	\$ 2,158,536	\$ 2,154,986	99.8%	\$ 988,979	\$ 988,254	99.9%
Scholarships	\$ 4,000	\$ 3,200	80.0%	\$ 3,000	\$ 3,350	111.7%
Student Activities	\$ -	\$ 91,091	0.0%	\$ -	\$ 93,800	0.0%
<b>Total Expenses</b>	<b>\$ 16,051,371</b>	<b>\$ 13,574,888</b>	<b>84.6%</b>	<b>\$ 14,771,746</b>	<b>\$ 11,838,685</b>	<b>80.1%</b>
<b>Favorable/(Unfavorable)</b>	<b>\$ 273,470</b>	<b>\$ (1,034,976)</b>	<b>-378.46%</b>	<b>\$ 451,962</b>	<b>\$ 387,433</b>	<b>85.7%</b>

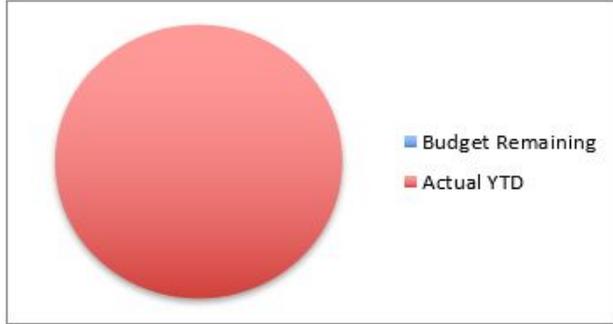
22-23 Fund Balance					
	Audited Fund Balance 7/1/22	22-23 Revenues to Date	22-23 Expenses to Date	Fund Balance 6/30/23	Favorable/(Unfavorable)
General Fund	\$ 2,636,453	\$ 9,550,266	\$ 9,945,994	\$ 2,240,726	\$ (395,727)
Food Services	\$ 247,906	\$ 503,288	\$ 477,164	\$ 274,030	\$ 26,124
Community Services	\$ 261,874	\$ 843,438	\$ 902,454	\$ 202,858	\$ (59,016)
Debt Services	\$ 195,018	\$ 1,561,890	\$ 2,154,986	\$ (398,078)	\$ (593,096)
Scholarships	\$ 31,777	\$ 3,713	\$ 3,200	\$ 32,290	\$ 513
Student Activities	\$ 103,060	\$ 77,316	\$ 91,091	\$ 89,285	\$ (13,775)
<b>Total Fund Balance</b>	<b>\$ 3,476,087</b>	<b>\$ 12,539,912</b>	<b>\$ 13,574,888</b>	<b>\$ 2,441,111</b>	<b>\$ (1,034,976)</b>

# ISD 108 Promise to Voters



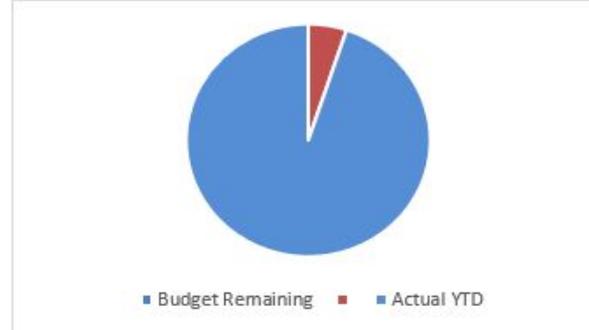
## Q1 Curriculum

Budget Remaining Actual YTD  
0 144,200



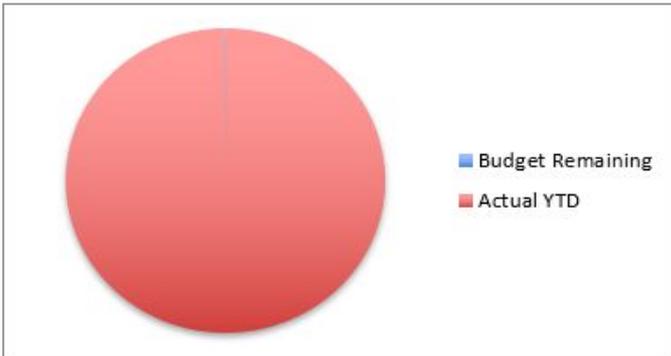
## Q1 Staff Development

Budget Remaining Actual YTD  
3457 64,500



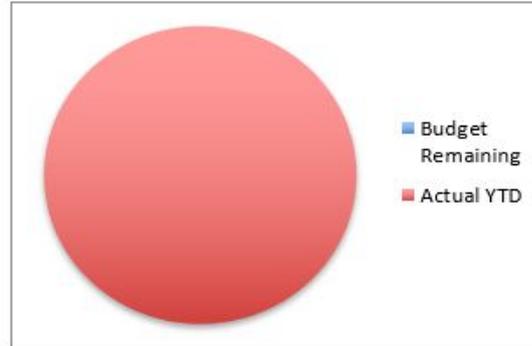
## Q2 Tech Levy

Budget Remaining Actual YTD  
565 430,131



## Q1 Maintain Class Size

Budget Remaining Actual YTD  
0 347,186



Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 624

Orig. 2003

Revised: \_\_\_\_\_

Rev. 2022

## **624 ONLINE LEARNING OPTIONS**

***[Note: The provisions of this policy substantially reflect the statutory requirements of Minnesota Statutes section 124D.095, the Online Learning Option Act.]***

### **I. PURPOSE**

The purpose of this policy is to recognize and govern online learning options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online learning provider for supplemental or full-time online learning.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district shall not prohibit an enrolled student from applying to enroll in online learning.
- B. The school district shall grant academic credit for completing the requirements of an online learning course or program.
- C. The school district shall allow an online learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district. An online learning provider must assist an online learning student whose family qualifies for education tax credit to acquire computer hardware and educational software for online learning purposes.
- D. The school district shall continue to provide non-academic services to online learning students.
- E. Online learning students may participate in the extracurricular activities of the school district on the same basis as other enrolled students.

***[Note: The school district may itself offer digital learning to its enrolled students. Such digital learning does not generate online learning funds. To the extent digital learning is offered by the school district only to its enrolled students, it is not subject to the Minnesota Department of Education (MDE) reporting or review requirements unless the school district is a full-time online learning provider. See Minnesota Statutes section 124D.095, subdivision. 4(d) and (e).]***

***To the extent the school district provides to resident students curriculum that has both physical and electronic components, the school district must make the electronic component accessible to a resident student in a home school at the request of the home-schooled student or student's parent or guardian, provided that the school district does not incur more than an incidental cost as a result of providing access electronically. See Minnesota Statutes section 123B.42.]***

### **III. DEFINITIONS**

- A. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- B. "Digital learning" is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.

- C. "Enrolling district" means the school district or charter school in which a student is enrolled under Minnesota Statutes section 120A.22, subdivision 4, for purposes of compulsory education.
- D. "Full-time online learning provider" means an enrolling school authorized by MDE to deliver comprehensive public education at any or all of the elementary, middle, or high school levels.
- E. "Online learning course syllabus" is a written document that an online learning provider transmits to the enrolling school district using a format prescribed by the Commissioner of MDE (Commissioner) to identify the state academic standards embedded in an online learning course, the course content outline, required course assessments, expectations for actual teacher contact time, and other student-to-teacher communications, and the academic support available to the online learning student.
- F. "Online learning" is a form of digital learning delivered by an approved online learning provider under Paragraph III.H.
- G. "Online learning student" is a student enrolled in an online learning course or program delivered by an authorized online learning provider.
- H. "Online learning provider" is a school district, an intermediate school district, or an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. "Student" is a Minnesota resident enrolled in a public school, a nonpublic school, church or religious organization, or home school in which a child is provided instruction in compliance with Minnesota Statutes sections 120A.22 and 120A.24.
- J. "Supplemental online learning" means an online learning course taken in place of a course period at a local district school.

#### **IV. PROCEDURES**

- A. Dissemination and Receipt of Information
  - 1. The school district shall make available information about online learning to all interested people. The school district may utilize the list of approved online learning providers and online learning courses and programs developed, published, and maintained by MDE.
  - 2. The school district will receive and maintain information provided to it by online learning providers.
  - 3. The online learning provider must report or make available information on an individual student's progress and accumulated credit to the student, the student's parent, and the enrolling district in a manner specified by the Commissioner unless the enrolling district and the online learning provider agree to a different form of notice and notify the Commissioner.
  - 4. The enrolling district must designate a contact person to help facilitate and monitor the student's academic progress and accumulated credits toward graduation.
- B. Student Enrollment
  - 1. A student may apply for full-time enrollment in an approved online learning program. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.

2. The student and the student's parents must submit an application to the online learning provider and identify the student's reason for enrolling. An online learning provider that accepts a student under this section must notify the student and the enrolling district in writing within ten days if the enrolling district is not the online learning provider. The student and the student's parent must notify the online learning provider of the student's intent to enroll in online learning within ten days of being accepted, at which time the student and the student's parent must sign a statement indicating that they have reviewed the online course or program and understand the expectations of enrolling in online learning. The online learning provider must use a form provided by MDE to notify the enrolling district of the student's application to enroll in online learning.
3. The supplemental online learning notice to the enrolling district when a student applies to the online learning provider will include the courses or program, credits to be awarded, and the start date of the online learning course or program. An online learning provider must make available the supplemental online learning course syllabus to the enrolling district. Within 15 days after the online learning provider makes information in this paragraph available to the enrolling district, the enrolling district must notify the online learning provider whether the student, the student's parent, and the enrolling district agree or disagree that the course meets the enrolling district's graduation requirements. A student may enroll in a supplemental online learning course up to the midpoint of the school district's term. The school district may waive this requirement for special circumstances with the agreement of the online learning provider.
4. An online learning course or program that meets or exceeds a graduation standard or the grade progression requirement of the enrolling district as described in the provider's online learning course syllabus meets the corresponding graduation requirements applicable to the student in the enrolling district. If the enrolling district does not agree that the course or program meets its graduation requirements, then the enrolling district must make available an explanation of its decision to the student, the student's parent, and the online learning provider; and the online learning provider may make available a response to the enrolling district, showing how the course or program meets the graduation requirements of the enrolling district.
5. An online learning student may enroll in supplemental online learning courses equal to a maximum of 50 percent of the student's full schedule of courses per term during a single school year, and the student may exceed the supplemental online learning registration limit if the enrolling district permits for supplemental online learning enrollment above the limit or if the enrolling district and the online learning provider agree to the instructional services. To enroll in more than 50 percent of the student's full schedule or courses per term in online learning, the student must qualify to exceed the supplemental online learning registration limit or apply to enroll in an approved full-time online learning program consistent with Paragraph IV.B.2. above. Full-time online learning students may enroll in classes at a local school under a contract for instructional services between the online learning provider and the school district.
6. An online learning student may complete course work at a grade level that is different from the student's current grade level.
7. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.

C. Classroom Membership and Teacher Contact Time

1. The enrolling district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
2. The school district may reduce the course schedule of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.
3. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving online learning from an enrolling district. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher holding a Minnesota license.
4. The online learning provider, other than a digital learning provider offering digital learning to its enrolled students only under Minnesota Statutes section 124D.095, Subd. 4(d), must give the Commissioner written assurance that all courses meet state academic standards and the online learning curriculum, instruction, and assessment expectations for actual teacher contact time or other student-teacher communications and academic support meet nationally recognized standards and are described as such in an online learning course syllabus that meets the Commissioner's requirements.

D. Academic Credit; Graduation Standards or Requirements

1. The school district shall apply the same graduation requirements to all students, including online learning students.
2. The school district shall use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
3. The school district may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with MDE.
4. The school district shall count secondary credits granted to an online learning student toward its graduation and credit requirements.
5. If a student completes an online learning course or program that meets or exceeds a graduation standard or grade progression requirement at the school district, that standard or requirement will be met.
6. Weighted grades will also be applicable if the school district has adopted a policy to offer weighted grades.

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 123B.42, Subd. 1a (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)  
Minn. Stat. § 124D.095 (Online Learning Option Act)

**Cross References:** MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)  
MSBA/MASA Model Policy 605 (Alternative Programs)  
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 620 (Credit for Learning)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 516.5

Orig. 2023

Revised:

Rev: June 2023

## 516.5 OVERDOSE MEDICATION

***[Note: The 2023 Minnesota legislature enacted legislation requiring school districts to maintain a supply of opiate antagonists. School districts and their employees are legally permitted to purchase, store, and administer Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of medication. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools.]***

### I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan), and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

### II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

### III. DEFINITIONS

- A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is [insert title of staff person appointed as coordinator].
- C. **"Opiate"** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having

such addiction forming or addiction sustaining liability.

- D. **“Opiate Antagonist”** means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **“Standing Order”** means directions from the school district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
  - 1. Administration type
  - 2. Dosage
  - 3. Date of issuance
  - 4. Signature of the authorized provider

#### **IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES**

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team (“District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

- 1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
- 2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.

3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
  - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
  - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
  - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
  - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

## V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).

***[Note: School districts may decide that Naloxone will not be sent on field trips, transportation or activities that occur outside of the typical school day or off school property and may modify this statement accordingly. If Naloxone is provided during these auxiliary activities, schools should ensure that it is only provided if there is an available trained staff member to administer it and that the medication can be safely and legally stored and transported.]***

- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

## VI. Privacy Protections

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 121A.21 (School Health Services)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.224 (Opiate Antagonists)  
Minn. Stat. § 144.344 (Emergency Treatment)  
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)  
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.02 (Schedules of Controlled Substances)

Minn. Stat. § 604A.01 (Good Samaritan Law)  
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)  
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)  
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)  
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)  
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

**Cross Reference:** MSBA/MASA Model Policy 516 (Student Medication)  
Minnesota Department of Health Toolkit on the Administration of Naloxone

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<sup>i</sup> Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

## **January**

Organizational meeting  
Revised Budget  
Reduction of Licensed Positions  
Resolution

## **February**

Highlights from CE

## **March**

Highlights from Secondary

## **April**

First look at following year budget  
Legislative updates  
Budget parameters set  
Parent Survey Formation  
Highlights from Activities

## **May**

Discussion about next FY budget  
IOWA Resolution  
MSHSL Resolution  
Highlights from Curriculum

## **June**

Approve next FY budget (required  
by law by June 30)  
End-of-Year Results on Goals  
from Principals  
Parent Survey Results

## **July**

Organization meeting #2

Set lunch prices, pay for workers,  
adjust meeting dates, set legal,  
publication, etc...

Set superintendent and board  
goals for the next FY

**August** (was discussed to have  
this meeting 2nd week of Aug so  
not to overlap with Stif Fest and  
workshop week)

School, Activity and CE

Handbooks

LTFM Plan Due to MDE

## **September**

Approve preliminary levy by Sept  
by law

## **October**

Vision Card results based on MDE  
and local data

Principal Goals to Board

## **November**

Audit from previous FY

School Calendar First Draft

On an election year- canvassing  
results

Highlights from Student Services

## **December**

Truth in Taxation meeting  
(required by law)

Finalize levy for two FYs from now

School Calendar Final Draft  
Highlights from Elementary

# *Parent Survey Results*



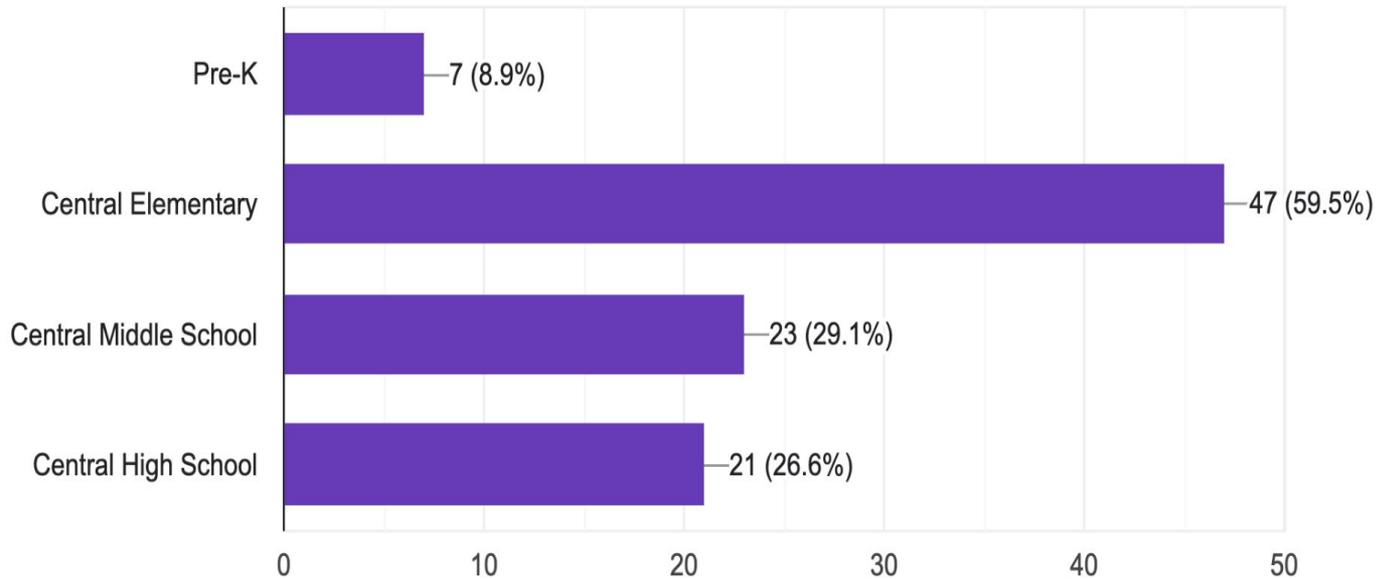
**June 2023**

# Overall Data



## My family attends (check all that apply)

79 responses

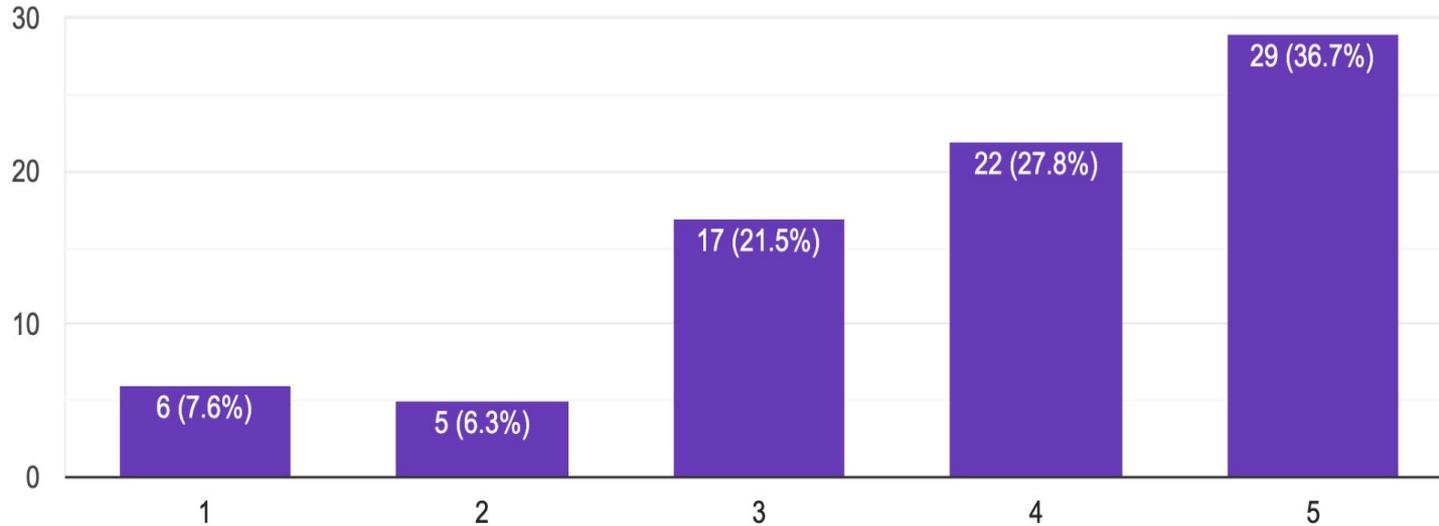


# Overall Data



I regularly receive feedback from school staff on how well my child is learning?

79 responses

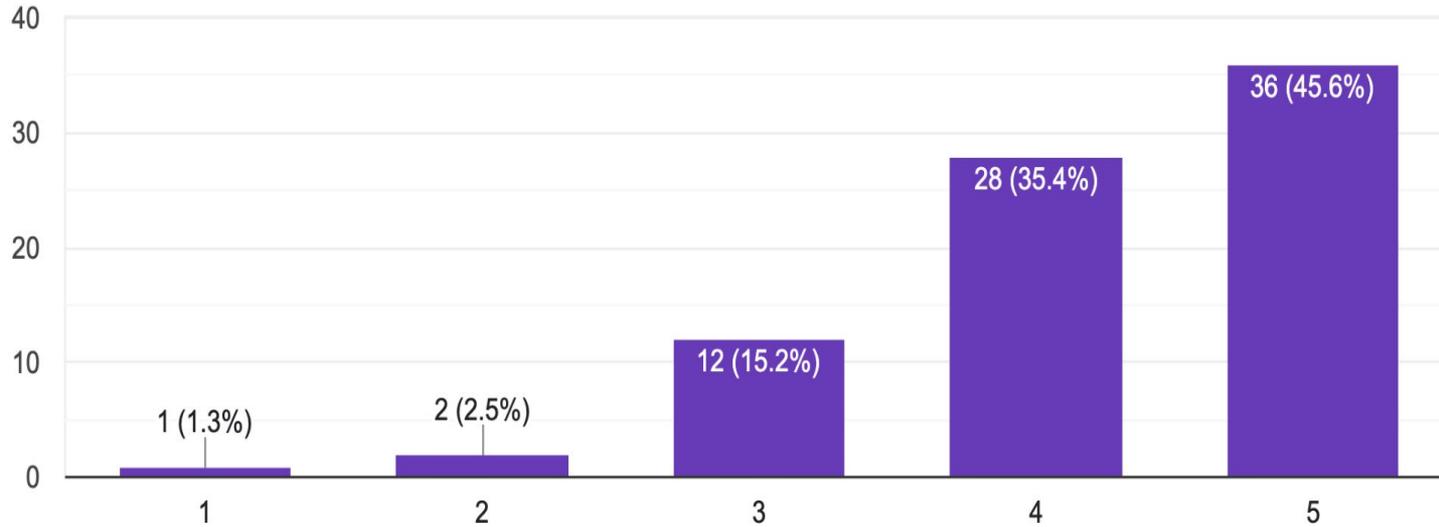


# Overall Data



The quality of instruction meets my expectations?

79 responses

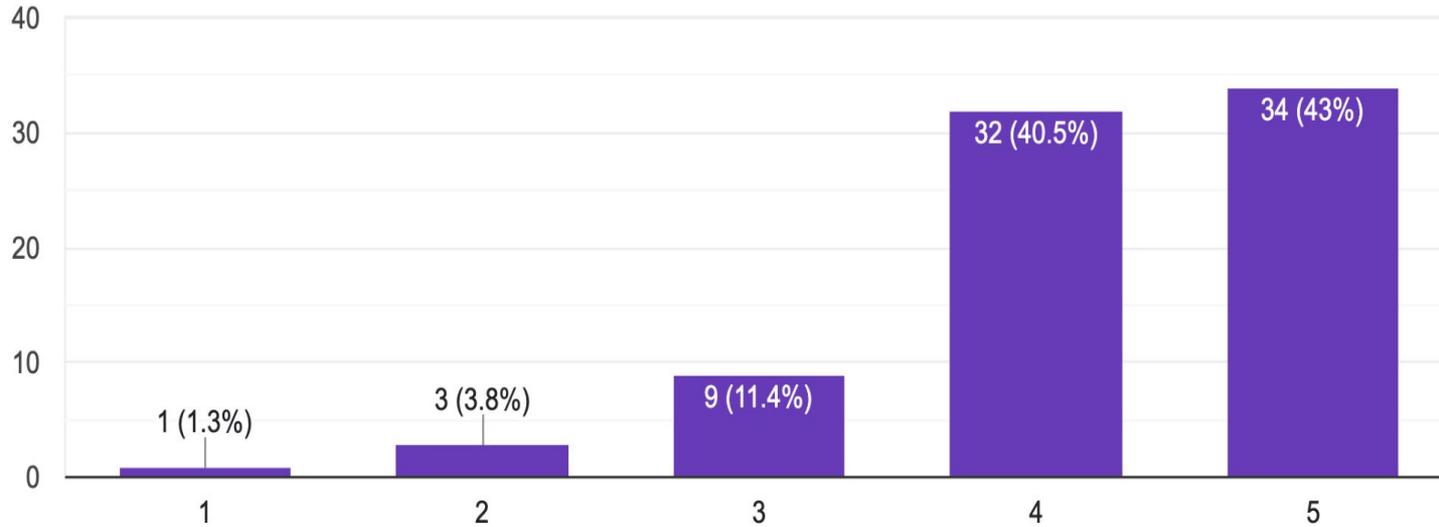


# Overall Data



The technology my child uses for school meets my family's expectations?

79 responses

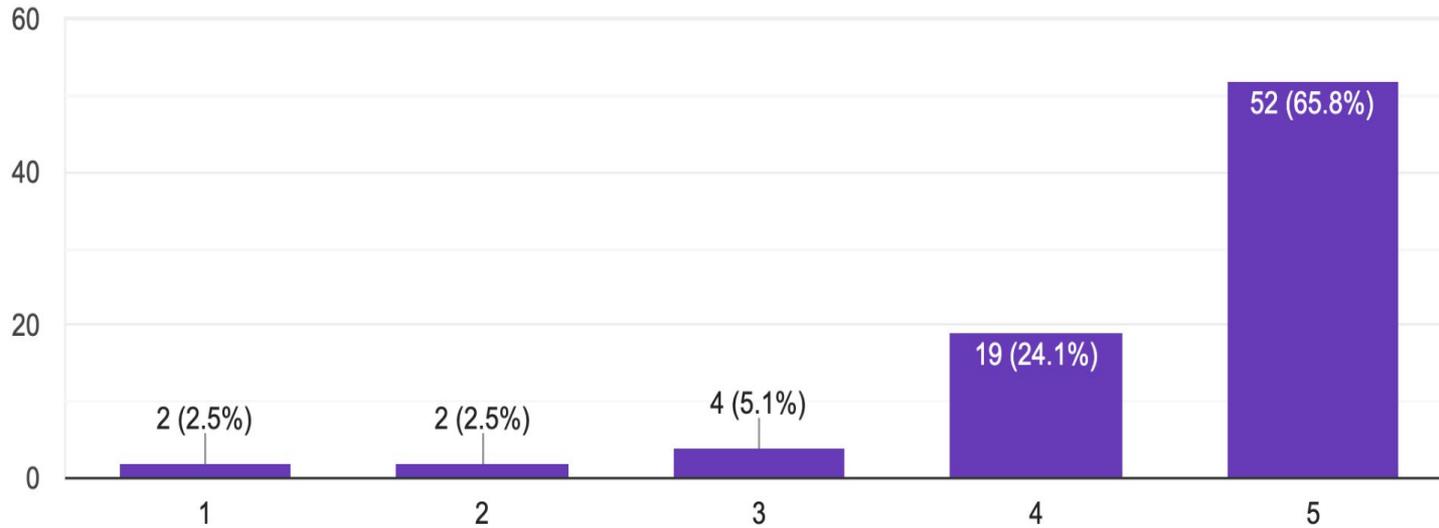


# Overall Data



I would recommend Central Public Schools to other families?

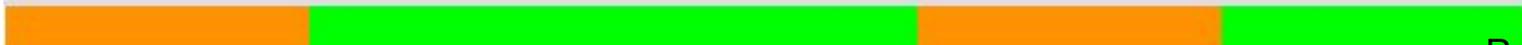
79 responses



# Digging Deeper



I regularly receive feedback from school staff on how well my child is learning?	I am satisfied with the facilities at Central Public Schools?	The quality of instruction meets my expectations?	The technology my child uses for school meets my family's expectations?	I would recommend Central Public Schools to other families?
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Pre-K

I regularly receive feedback from school staff on how well my child is learning?	I am satisfied with the facilities at Central Public Schools?	The quality of instruction meets my expectations?	The technology my child uses for school meets my family's expectations?	I would recommend Central Public Schools to other families?
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CES

I regularly receive feedback from school staff on how well my child is learning?	I am satisfied with the facilities at Central Public Schools?	The quality of instruction meets my expectations?	The technology my child uses for school meets my family's expectations?	I would recommend Central Public Schools to other families?
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CMS

I regularly receive feedback from school staff on how well my child is learning?	I am satisfied with the facilities at Central Public Schools?	The quality of instruction meets my expectations?	The technology my child uses for school meets my family's expectations?	I would recommend Central Public Schools to other families?
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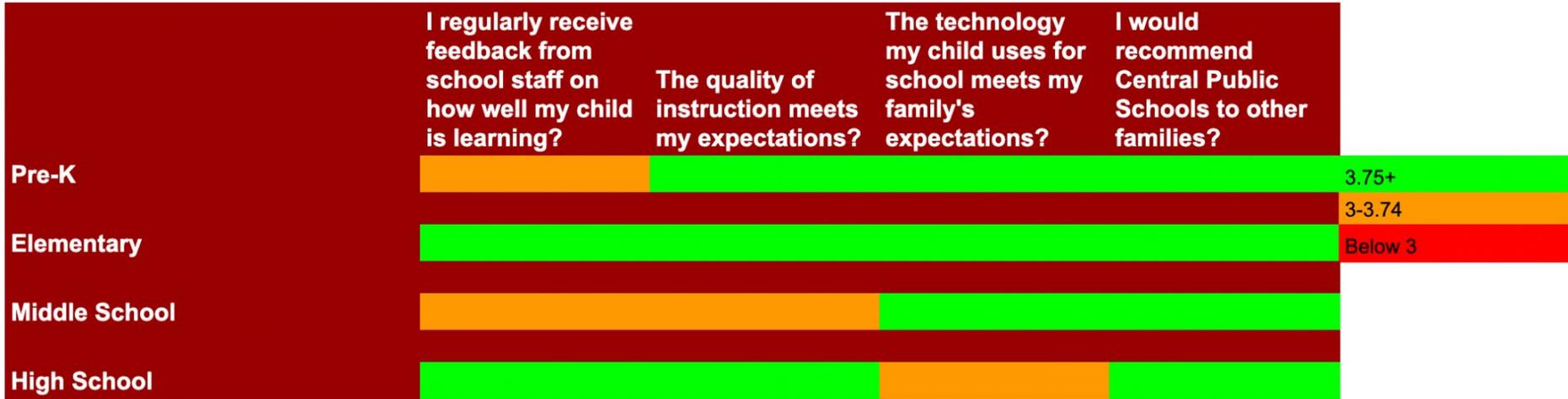
CHS

3.75+

3.0-3.74

3.0 and lower

# Digging Deeper



Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 721

Orig. 2016

Revised: \_\_\_\_\_

Rev. 2022

## **721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES**

***[Note: School districts are required by the federal Uniform Grant Guidance regulations, 2 Code of Federal Regulations Part 200, to have the policies which establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. In June 2018, the United States Office of Management and Budget increased the threshold dollar amounts for both simplified acquisition costs (\$250,000) and micro-purchases (\$10,000).]***

### **I. PURPOSE**

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

### **II. DEFINITIONS**

#### **A. Grants**

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

***[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]***

B. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

C. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1.
  - a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101 (Applicability); or
  - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-

government-owned, contractor-operated facilities.

- D. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations Subpart 2.1 or as periodically adjusted for inflation).  
  
**[Note: Minnesota school districts may choose to increase their federal micro-purchase threshold to \$25,000, which would align with the Minnesota limit. School districts choosing to adopt this increase must annually certify the higher threshold and the justification for using the higher threshold. Acceptable reasons for justification must meet one of the following criteria: (1) a qualification as a low-risk auditee, in accordance with the criteria established in 2 Code of Federal Regulations section 200.520; (2) an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or (3) a higher threshold consistent with state law.]**
  2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$250,000 (periodically adjusted for inflation).
  3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
  4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
  5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- F. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations section 200.431 (Compensation - Fringe Benefits).
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations section 200.431(g) for retirees and their spouses, dependents, and survivors.

- I. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### **III. CONFLICT OF INTEREST**

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.
- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

### **IV. ACCEPTABLE METHODS OF PROCUREMENT**

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
  - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
  - 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
  - 3. Procurement by sealed bids (formal advertising).
  - 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
    - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
    - b. Proposals must be solicited from an adequate number of qualified sources;
    - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
    - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
    - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
  - 5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:

- a. The item is available only from a single source;
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
  - d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
- 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
  - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations section 180.215.

**V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations sections 200.311, 200.314, and 200.315.

- B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award,

until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

## **VI. FINANCIAL MANAGEMENT REQUIREMENTS**

A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

## **VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES**

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
- B. Definitions
1. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
  2. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
  3. "Omni Circular" or "2 Code of Federal Regulations Part 200s" or "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
  4. "Advance payment" means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
- C. Allowable Costs. The following items are costs that may be allowable under the 2 Code of Federal Regulations Part 200s under specific conditions:
1. Advisory councils;
  2. Audit costs and related services;
  3. Bonding costs;
  4. Communication costs;
  5. Compensation for personal services;
  6. Depreciation and use allowances;
  7. Employee morale, health, and welfare costs;
  8. Equipment and other capital expenditures;
  9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;

10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 Code of Federal Regulations Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 Code of Federal Regulations section 200.441 as allowable;

13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
  - a. Necessary for the proper and efficient performance or administration of the program.
  - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
  - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
  - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
  - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected

items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the "supplement, not supplant" provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three situations:
  - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
  - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
  - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

**VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING**

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity-wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

**B. Compensation – Fringe Benefits**

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
  - b. The costs are equitably allocated to all related activities, including federal awards; and
  - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
  3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
  4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
  5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
  6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established

policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
  - 1. Critical and necessary for the conduct of the project;
  - 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
  - 3. Consistent with the school district's cost accounting practices and school district policy; and
  - 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

- 1. Participation of the individual is necessary to the federal award; and
- 2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

- 1. A direct result of the individual's travel for the federal award;
- 2. Consistent with the school district's documented travel policy for all school district travel; and
- 3. Only temporary during the travel period.

***[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 Code of Federal Regulations section 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the***

***school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 Code of Federal Regulations Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]***

**Legal References:**

2 C.F.R. § 200.1 (Definitions: Capital Assets)  
2 C.F.R. § 200.112 (Conflict of Interest)  
2 C.F.R. § 200.113 (Mandatory Disclosures)  
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)  
2 C.F.R. § 200.214 (Suspension and Debarment)  
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)  
2 C.F.R. § 200.302 (Financial Management)  
2 C.F.R. § 200.303 (Internal Controls)  
2 C.F.R. § 200.305(b)(1) (Federal Payment)  
2 C.F.R. § 200.310 (Insurance Coverage)  
2 C.F.R. § 200.311 (Federally-owned and Exempt Property)  
2 C.F.R. § 200.313(d) (Equipment)  
2 C.F.R. § 200.314 (Supplies)  
2 C.F.R. § 200.315 (Intangible Property)  
2 C.F.R. § 200.318 (General Procurement Standards)  
2 C.F.R. § 200.319(c) (Competition)  
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)  
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)  
2 C.F.R. § 200.328 (Financial Reporting)  
2 C.F.R. § 200.339 ( )  
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)  
2 C.F.R. § 200.430 (Compensation – Personal Services)  
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)  
2 C.F.R. § 200.447 (Insurance and Indemnification)  
2 C.F.R. § 200.463 (Recruiting Costs)  
2 C.F.R. § 200.464 (Relocation Costs of Employees)  
2 C.F.R. § 200.474 (Transportation Costs)  
2 C.F.R. § 200.475 (Travel Costs)

**Cross References:**

MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)  
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)  
MSBA/MASA Model Policy 703 (Annual Audit)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 704

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2022

**704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM**

**I. PURPOSE**

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

**II. GENERAL STATEMENT OF POLICY**

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

**III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM**

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

**IV. REPORT**

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

**Legal References:**

Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)

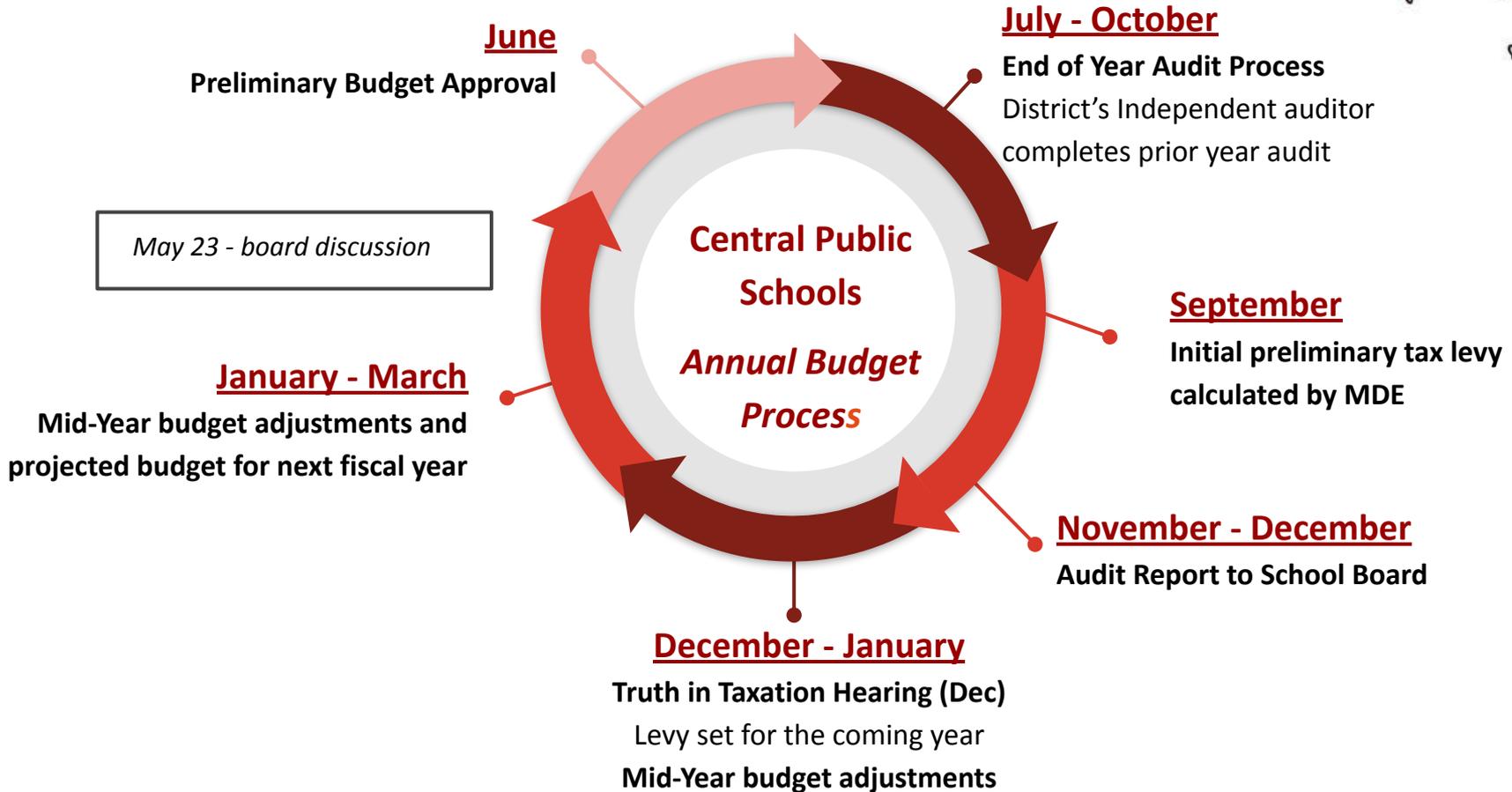
**Cross References:**

MSBA/MASA Model Policy 702 (Accounting)

# ***FY24 Preliminary Budget***



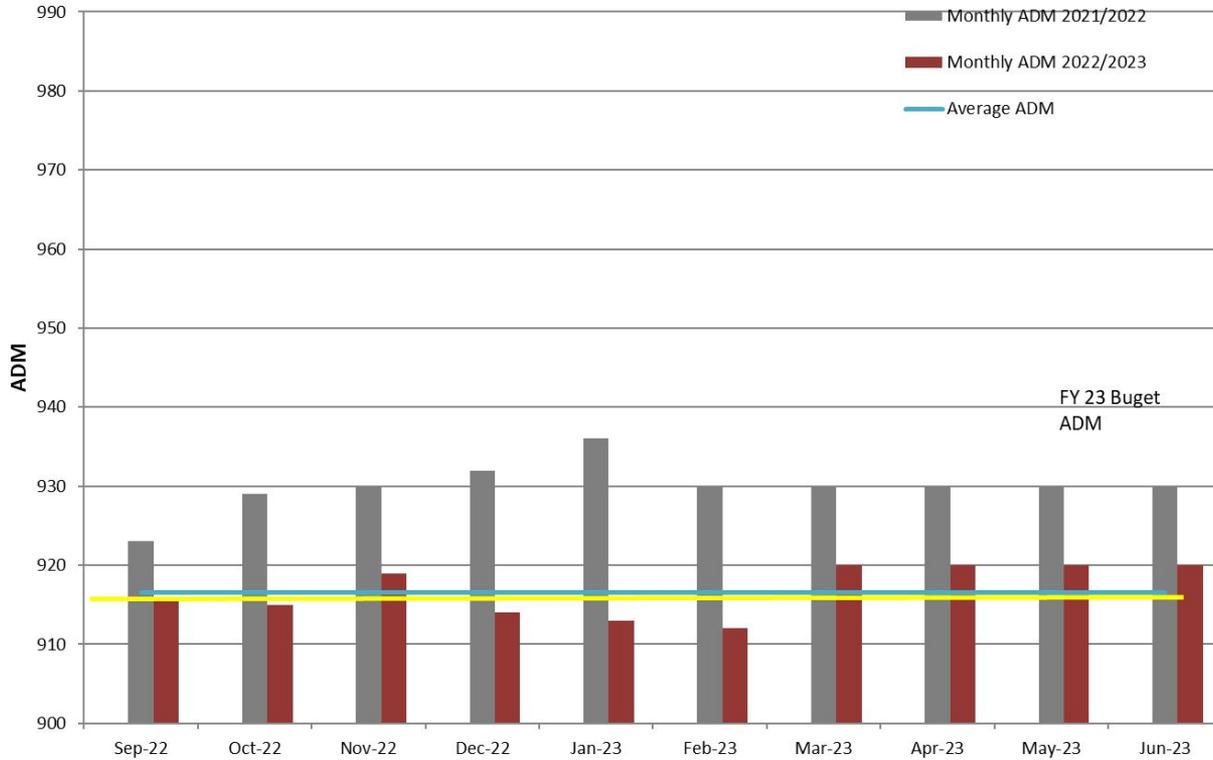
**June 26, 2023**



# Enrollment by Month



## 22-23 Monthly, Average, and Budgeted Daily Membership



# FY24 Preliminary Budget Overview



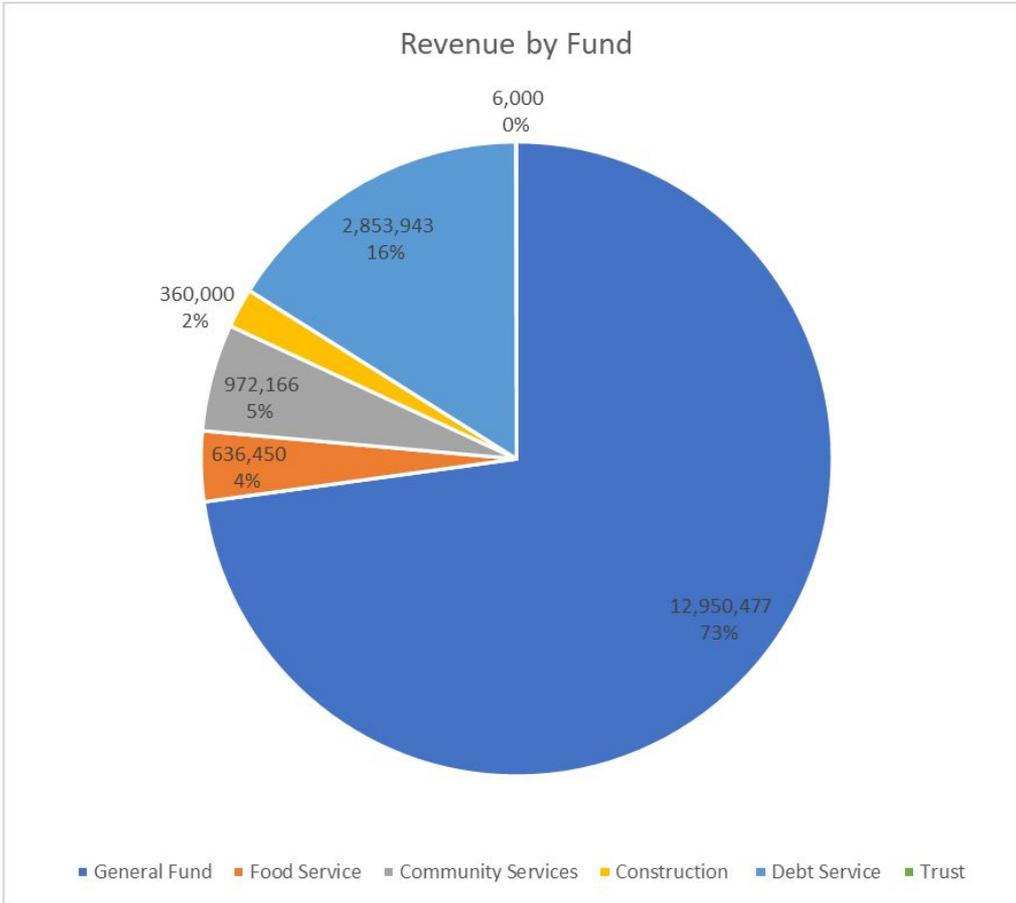
## REVENUES

	General Fund	Food Service	Community Services	Construction	Debt Service	Trust
Levy	2,860,415	-	125,391	-	2,853,943	
Misc Local Revenue	244,724	87,950	673,382	360,000	-	
State Aid	9,711,338	13,000	173,393	-	-	
Federal Aid	134,000	535,500	-	-	-	
<b>TOTALS</b>	<b>12,950,477</b>	<b>636,450</b>	<b>972,166</b>	<b>360,000</b>	<b>2,853,943</b>	

## EXPENDITURES

	General Fund	Food Service	Community Services	Construction	Debt Service	Trust
Salaries and Wages	6,718,796	11,000	584,667	-	-	
Employee Benefits	1,910,056	1,100	128,296	-	-	
Purchased Services	2,648,578	324,500	182,545	-	-	
Supplies & Materials	882,637	223,300	41,325	164,000	-	
Capital Expenditures	1,287,373	-	-	25,663,000	-	
Other Expenses	28,950	-	500	-	2,238,191	
<b>Totals</b>	<b>13,476,390</b>	<b>548,900</b>	<b>937,333</b>	<b>25,827,000</b>	<b>2,238,191</b>	
Budget Balance	(525,913)	87,550	34,833	(25,467,000)	615,752	

# FY24 Preliminary Budget Revenue by Fund



# FY24 Preliminary Budget Overview



General Fund	FY24 Preliminary Budget	FY23 Revised Budget	Difference
Levy	2,860,415	2,614,845	245,570
Misc Local Revenue	244,724	228,055	16,669
State Aid	9,711,338	8,997,189	714,149
Federal Aid	134,000	586,653	(452,653)
<b>TOTALS</b>	<b>12,950,477</b>	<b>12,426,742</b>	<b>523,735</b>

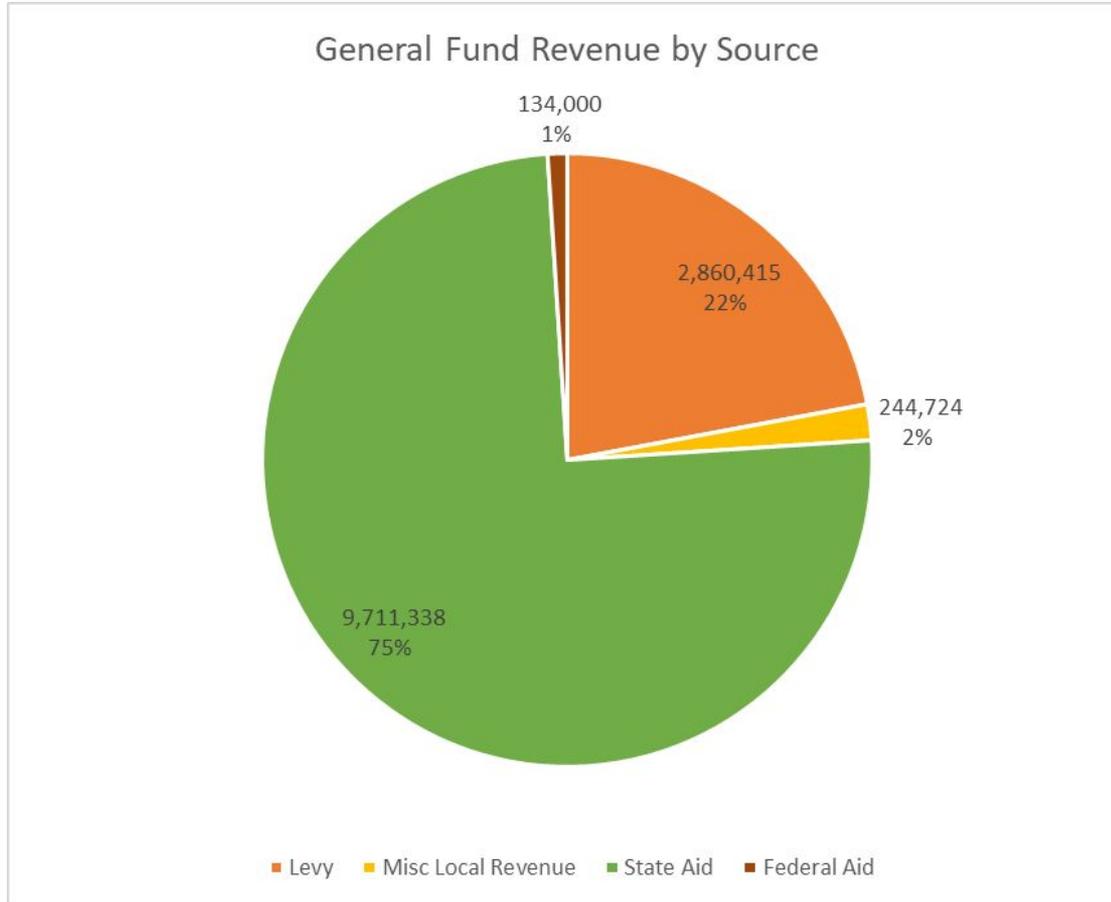
General Fund	FY24 Preliminary Budget	FY23 Revised Budget	Difference
Salaries and Wages	6,718,796	6,430,756	288,040
Employee Benefits	1,910,056	2,094,214	(184,158)
Purchased Services	2,648,578	2,360,355	288,223
Supplies & Materials	882,637	915,870	(33,233)
Capital Expenditures	1,287,373	562,098	725,275
Other Expenses	28,950	30,780	(1,830)
<b>Totals</b>	<b>13,476,390</b>	<b>12,394,073</b>	<b>1,082,317</b>

**Difference**

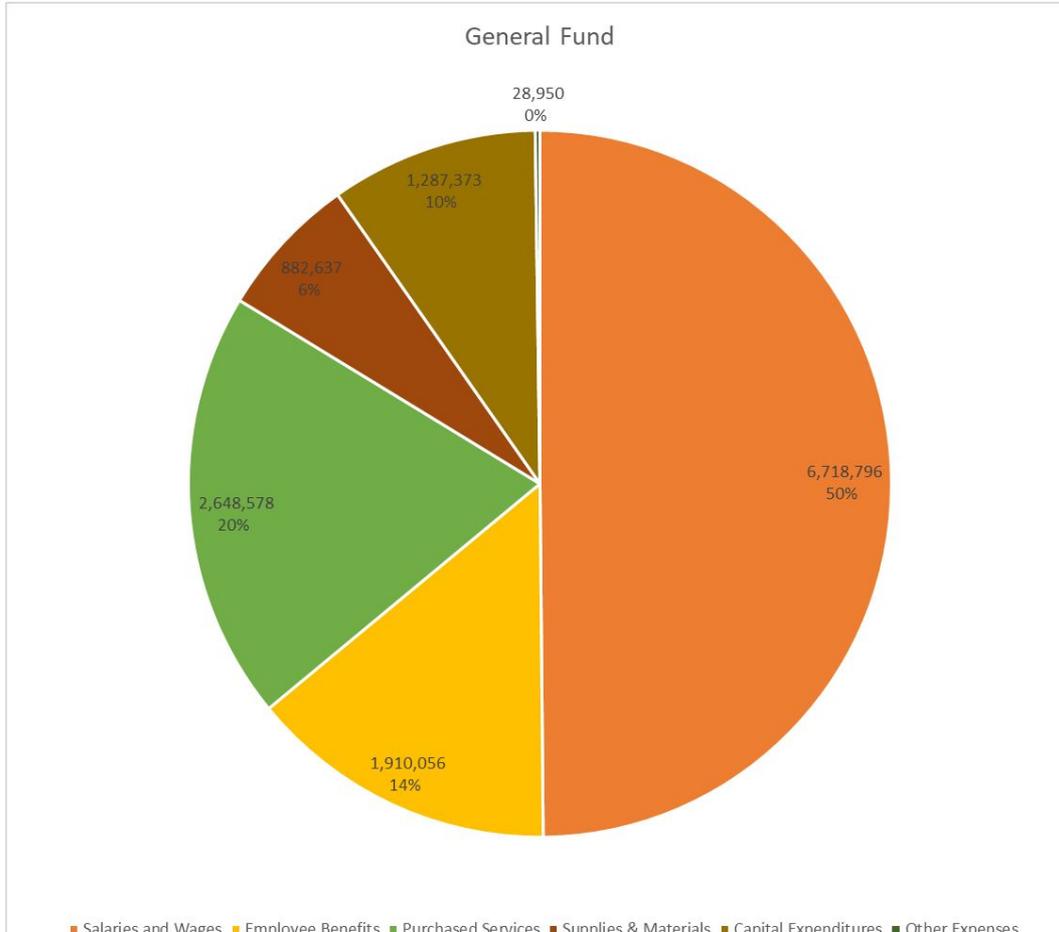
**(525,913)**

**32,669**

# FY24 Preliminary Budget Revenue Source



# FY24 Preliminary Budget Expense



# ***FY24 Preliminary Budget Overview***



Comm Ed	FY24 Preliminary Budget	FY23 Revised Budget	Difference
Levy	125,391	156,779	(31,388)
Misc Local Revenue	673,382	664,324	9,058
State Aid	173,393	162,331	11,062
Federal Aid	-	8,400	(8,400)
<b>TOTALS</b>	<b>972,166</b>	<b>991,834</b>	<b>(19,668)</b>

Comm Ed	FY24 Preliminary Budget	FY23 Revised Budget	Difference
Salaries and Wages	584,667	595,509	(10,842)
Employee Benefits	128,296	116,155	12,141
Purchased Services	182,545	163,615	18,930
Supplies & Materials	41,325	61,905	(20,580)
Capital Expenditures	-	-	-
Other Expenses	500	1,950	(1,450)
<b>Totals</b>	<b>937,333</b>	<b>939,134</b>	<b>(1,801)</b>

<b>Difference</b>	<b>34,833</b>	<b>52,700</b>
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Requesting board approval  
of the FY24 Preliminary  
Budget.

Questions?



## JOINT POWERS AGREEMENT

This Joint Powers Agreement ("Agreement") is entered into on this 12<sup>th</sup> day of June 2023 by and between the Central Public Schools ("School District"), a public school district organized and existing under the laws of the State of Minnesota, and the City of Norwood Young America ("City"), a municipal corporation organized and existing under the laws of the State of Minnesota.

## RECITALS

A. The School District owns and operates a sports facility located at 531 Morse St., Norwood Young America, MN 55368 (the "Facility").

B. The City desires to contribute funds to the School District for the construction of a ground level track and a court separator screen at the Facility.

C. The School District desires to accept the City's contribution and to allow residents of the City to have free use of the Facility as described herein.

D. The School District and the City desire to enter into this Agreement to set forth their respective rights and obligations regarding the Facility.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the School District and the City agree as follows:

## ARTICLE 1 - DEFINITIONS

1.1 "Facility" means the sports facility located at 531 Morse St., Norwood Young America, MN 55368 (Newly constructed gym space with ground level walking track).

1.2 "City" means the City of Norwood Young America.

1.3 "School District" means the Central Public Schools.

1.4 "Contribution" means the sum of \$830,000 to be contributed by the City to the School District for the construction of a ground level track and a court separator screen at the Facility.

1.5 "Residents" means individuals residing within the incorporated city limits of the City.

## ARTICLE 2 - CITY CONTRIBUTION

2.1 The City shall contribute the sum of \$830,000 to the School District for the construction of a ground level track and a court separator screen at the Facility. The contribution shall be payable as follows: (1) the City will pay the School District the sum of \$680,000, and (2) the remaining \$150,000 will be credited to the School District as a deduction in lieu of ERU fees.

2.2 The School District shall pay the City for the actual building inspection fees for the Facility in an amount not to exceed \$50,000. The City shall notify the School District of the applicable building inspection fees and request payment in writing when final fee amounts are available. The City shall be responsible for any portion of the fees that exceed \$50,000.

## ARTICLE 3 - USE OF THE FACILITY

3.1 The School District shall allow Residents of the City to use the Facility free of charge at reasonable times and hours agreed to by the parties under Section 3.3 below.

3.2 The School District may establish reasonable rules and regulations for the use of the Facility by Residents of the City.

3.3 The parties hereto agree to meet prior to the opening of the Facility to determine hours of Facility usage under this agreement, and rules and regulations that will apply to Facility usage. The parties shall meet annually thereafter to review the usage hours and Facility rules and regulations to assure they are appropriate and up to date.

#### ARTICLE 4 - MAINTENANCE AND INSURANCE

4.1 The School District shall be responsible for the maintenance of the Facility, and shall keep it maintained in good condition and usable by City residents for the purposes intended by this agreement.

4.2 The School District shall maintain liability insurance for the Facility. Insurance limits shall be at least in the amounts specified in Minnesota Statutes Chapter 466.

#### ARTICLE 5 - TERM

5.1 This Agreement shall commence on the date first above written and shall continue in effect until terminated by either party upon thirty (30) days written notice to the other party. However, if the School District terminates this Agreement prior to the 30<sup>th</sup> anniversary of the first date of operation of the Facility, it shall pay the City back a pro-rata share of the City's contribution based on an expected useful life of the Facility of 30 years. By way of example, if the School District terminates the Agreement on the 20<sup>th</sup> anniversary of operation, it would repay the district \$267,667 of the contribution ( $10/30 \times 830,000 = 267,667$ ). If the School District elects to close or otherwise make the Facility unavailable to City residents prior to the 30<sup>th</sup> anniversary of this Agreement, it shall likewise make a pro-rata refund to the City.

#### ARTICLE 6 - NOTICES

6.1 All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered by hand, sent by certified mail or sent by email to the following addresses:

If to the School District:

531 More St.

PO 247

Norwood Young America, MN 55368

If to the City:

310 Elm Street W

Po Box 59

Norwood Young America, MN 55368

#### ARTICLE 7 - GOVERNING LAW

7.1 This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

#### ARTICLE 8 - ENTIRE AGREEMENT

8.1 This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings and agreements between the parties relating to the subject matter of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

CENTRAL PUBLIC SCHOOLS

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Timothy Schochenmaier, Superintendent

CITY OF NORWOOD YOUNG AMERICA

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Carol Lagergren, Mayor

