

Dawson-Boyd School Board  
Monday, May 13, 2024 Regular Meeting Time - 6:00 p.m.  
Upstairs High School Commons Area  
Monthly Board Meeting  
Google Meet joining info:  
Regular School Board Meeting  
Monday, May 13 · 6:00 - 9:00pm  
Time zone: America/Chicago  
Google Meet joining info  
Video call link: <https://meet.google.com/sne-jgeg-yow>  
Or dial: ?(US) +1 417-719-7730? PIN: ?758 046 584?#

## **Meeting Agenda**

1. Call to order - 6:00 p.m.
  - Pledge of Allegiance
2. Adopt/Amend Agenda
3. Public Comments
4. Consent Agenda: THE FOLLOWING ITEMS ARE SUBMITTED FOR CONSENT APPROVAL
  - a. Approval of Meeting Minutes
    - Regular April Meeting
    - April Work Session
  - b. Approval of Financial Report and Monthly Claims and Accounts
  - c. Approval of Staffing Matters/Personnel
    - Patti Mork - 1 unpaid days - 5/30/24
    - Jesse Wilson - resignation - 4/29/24
    - Nick Smith - resignation - 5/2/24
    - Pam Lonquist - retirement - 6/30/2024
    - Stan Menning - retirement - 5/30/2024
    - Sara Hayes - daycare - 5/14/24
    - Shelby Moen - .5 ECSE
5. Communications: THE FOLLOWING ITEMS ARE SUBMITTED FOR CONSIDERATION
6. Information Items:
  - a. Blackjack Coffee Club  
Nichole Swenson, Alyssa Croatt & students
  - b. Principal Reports
  - c. Superintendent Report
7. Discussion/Approval Items:

8. Action Items:

- a. Resolution-District Donations
- b. Approval of School Fundraisers
  - Harry's Pizza - 3/14-28 - Spanish Club
  - Amazing Race - Spanish Club - previously approved, but the new date is June 29th from 3:00 to 7:00.
- c. Advertising for sealed bids for milk and commodities for the 2024-2025 school year.
- d. Advertising for sealed bids for fuel for transportation for the 2024-2025 school year.
- e. MSHSL Membership Renewal
- f. Benson is requesting to join the Camden Conference
- g. Set 2024-2025 Admission Prices
  - DB/LqPV/Canby/TMB/YME/MACCRA Y - \$7 adult, \$5 youth
  - Minneota - \$8 adult, \$4 youth
  - KMS/RCW/Ortonville - \$6 adult, \$4 youth
- h. Approve 2024-2025 Event Worker Fees
  - Supervisor: \$56 (primary), \$42 (secondary)
  - Play by Play: \$50
  - Game Worker: \$42 or \$28
  - JV Official: \$56 per game
  - JH Official: \$35 per game
- i. Register for 2024-25 Activities (due May 24) - Cost as listed below = \$3,621.75
  - Fall: FB, VB, CC\*, Girls Tennis\*
  - Winter: BBB, GBB, Wr\*, Dance\*(High Kick and Jazz), Girls Swimming\*
  - Spring: SB, BB, Track\*, Boys Tennis\*, Golf
- j. Activities: Music, OAP, Robotics, Clay Target, *Speech*
- k. 2024-2025 PreK Fees
- l. Approve 2024-2025 Daycare Fees
- m. Approval for the following positions for summer:
  - SLP not to exceed 55 hours
  - Education Express: 1 para and 2 teachers not to exceed 48.75 hours
- n. Budget reduction recommendations
- o. Resolution Nonrenewing a Tier 2 Teacher
- p. Resolution reducing ECSE position from a 1.0 FTE to a 0.5 FTE
- q. Revenue generation options
- r. Teachwell Contract
- s. BoardBook User Agreement
- t. CrisisGo Contract

- u. Fastbridge Contract
  - v. MVCC Contract
  - w. SFMH (Challege Program) contract for 2024-2025
9. Adjournment

Dawson-Boyd Independent School District No. 378

**Board Work Session**

April 16, 2024

A work session of the Board of Education was held on April 16, 2024, in the Dawson-Boyd Blackjack Den. Members present were Kelly, Buer, Marotzke, Perkins, Lund, Schindler, and administrative staff. Jurgenson was absent. Chair Kelly called the work session to order at 6:00 pm.

Michael Hart from PMA presented the board with options to increase revenue in the upcoming years.

Chairwoman Kelly adjourned the work session at 7:32 pm.

Dawson-Boyd Independent School District No. 378  
**Regular April Board Meeting**  
April 8, 2024

The regular March meeting of the Board of Education was held on April 8, 2024, in the Dawson-Boyd upstairs common area. Members present were Kelly, Jurgenson, Buer, Marotzke, Perkins, Lund, Schindler, and administrative staff. Chair Kelly called the meeting to order at 6:00 pm. The pledge of allegiance was recited. The agenda was adopted (Lund/Marotzke). There were no public comments. The March minutes were approved as presented (Perkins/Lund). Regular claims and accounts totaling \$250,765.11, \$2,817.11 for student activities, and \$18,547.84 for the building project were approved as presented (Buer/Schindler). Approval was given for postponing the Super Smash Brothers fundraiser, t-shirt sales for the Spanish club, and the Amazing Race Fundraiser for the Spanish Club on June 29, 2024 (Buer/Jurgenson).

In staffing matters, the board approved the resignation of Danielle Breberg, 3/21/24 from the elementary as a paraprofessional, the resignation of Eva Trevino Hernandez, 4/5/24, from the daycare, the hiring of Erika Ramirez, 3/15/24, in the daycare, and a leave of absence for Sarah Lee from 8/26/24-11/15/24 as a paraprofessional in the elementary school (Marotzke/Jurgenson).

In information, Principal Hiedeman updated the board on math masters, Energy Bus, pre-k and kindergarten registration, upcoming assemblies, and MCA testing. Principal Stotesbery shared information regarding ACT testing, MTAS testing, music competitions, robotics, and student council activities. Superintendent Ward shared an explanation of the MTAS testing, she congratulated the robotics team on their achievements and congratulated the class of 2023 for graduating at a 100% rate. Ward updated the board on the upcoming construction projects, READ Act legislation, highly qualified paraprofessional training, insurance, and negotiations.

In action items, the board voted to approve the insurance bid for the 2025 fiscal year through NIS with Blue Cross and Blue Shield pending union approval (Marotzke/Buer). The board approved the addition of telehealth for Dawson-Boyd Public School staff and board members beginning July 1, 2024 (Lund/Schindler). The board directed the superintendent to make recommendations for fiscal year 20245 budget reductions at the May 2024 regular school board meeting (Lund/Perkins).

With no further business, Chairwoman Kelly moved the board into a closed session to discuss negotiation strategy at 6:38 pm (Jurgenson/Perkins).

The closed session adjourned at 8:24 pm (Jurgenson/Schindler).

APRIL 2024 TRANSFERS FROM MSDLAF TO GREATER COMM CO-OP CREDIT UNION

4/11/2024	\$300,000.00
4/29/2024	\$400,000.00

APRIL 2024 TRANSFERS FROM INVESTMENTS (CONSTRUCTION) TO GREATER COMM CU

4/09/2024	\$18,547.84
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APRIL 2024 MANUAL CHECKS

72072	4/15/2024	Vendor Void	\$	0.00
72073	4/15/2024	Vendor Void	\$	0.00
72074	4/15/2024	Aviben	\$	5,859.54
72075	4/15/2024	DBEA	\$	1,944.63
72076	4/15/2024	DB Flex Account	\$	822.90
72077	4/15/2024	Vendor Void	\$	0.00
72078	4/15/2024	Vendor Void	\$	0.00
72079	4/15/2024	Void	\$	0.00
72080	4/15/2024	Void	\$	0.00
72081	4/15/2024	Vendor Void	\$	0.00
72082	4/15/2024	PERA	\$	10,798.77
72083	4/15/2024	TRA	\$	25,580.92
72084	4/15/2024	WEX	\$	3,197.44
72085	4/08/2024	Diem, Pam	\$	173.36
72086	4/08/2024	Jack Attack Booster Club	\$	2,488.73
72087	4/08/2024	Karas, Blake	\$	190.00
72088	4/08/2024	Schiller, Clint	\$	190.00
72089	4/08/2024	Tufto, Kelly	\$	254.18
72090	4/08/2024	Willmar Public School	\$	200.00
72091	4/12/2024	Aafedt, Anthony	\$	21.25
72092	4/12/2024	Buer, Brett	\$	45.84
72093	4/12/2024	Farmer's Mutual Telephone Company	\$	562.68
72094	4/12/2024	Great Plains Natural Gas	\$	3,311.97
72095	4/12/2024	Lakeview ISD #2167	\$	90.00
72096	4/12/2024	Minnesota Public School	\$	90.00
72097	4/12/2024	New London-Spicer High School	\$	150.00
72098	4/12/2024	Photos by Joyce	\$	104.00
72099	4/18/2024	Activity Fund	\$	100.00
72100	4/18/2024	Andrews, Nichole	\$	93.64
72101	4/18/2024	Aviben	\$	136.69
72102	4/18/2024	Cortez, James	\$	125.00
72103	4/18/2024	Emery, Serena	\$	500.00
72104	4/18/2024	Grussing, Mark	\$	190.00
72105	4/18/2024	Hoffman Jr, Martin	\$	125.00
72106	4/18/2024	Hurley, Brandon	\$	727.33
72107	4/18/2024	Jergenson, Robert	\$	125.00
72108	4/18/2024	Jimmy John's	\$	275.00
72109	4/18/2024	Karas, Blake	\$	190.00
72110	4/18/2024	Legacy Production Group	\$	1,050.00
72111	4/18/2024	Lund, Lisa	\$	75.00
72112	4/18/2024	Merritt, Hunter	\$	125.00
72113	4/18/2024	Pemberton, Sorlie, Rufer & Kershwin	\$	402.50
72114	4/18/2024	Red Rock Central High School	\$	120.00
72115	4/18/2024	Swedzinski, Darla	\$	105.97
72116	4/18/2024	Vendor Void	\$	0.00

72117	4/18/2024	US Bank	\$ 14,075.12
72118	4/23/2024	Adelman, Keith	\$ 190.00
72119	4/23/2024	Blake, Clinton	\$ 25.00
72120	4/23/2024	Doschadis, Kevin	\$ 190.00
72121	4/23/2024	Maland, Camey	\$ 118.30
72122	4/23/2024	Norman, Kevin	\$ 99.66
72123	4/23/2024	Staab, Carlton	\$ 42.00
72124	4/30/2024	Vendor Void	\$ 0.00
72125	4/30/2024	AFLAC	\$ 1,269.10
72126	4/30/2024	Vendor Void	\$ 0.00
72127	4/30/2024	Vendor Void	\$ 0.00
72128	4/30/2024	Aviben	\$ 5,754.09
72129	4/30/2024	DBEA	\$ 1,900.81
72130	4/30/2024	DB Flex Account	\$ 822.90
72131	4/30/2024	Vendor Void	\$ 0.00
72132	4/30/2024	Vendor Void	\$ 0.00
72133	4/30/2024	Void	\$ 0.00
72134	4/30/2024	Madison National Life	\$ 897.84
72135	4/30/2024	Void	\$ 0.00
72136	4/30/2024	NCPERS Group Life Ins.	\$ 16.00
72137	4/30/2024	Everly Life Insurance	\$ 99.78
72138	4/30/2024	Vendor Void	\$ 0.00
72139	4/30/2024	PERA	\$ 13,199.90
72140	4/30/2024	TRA	\$ 25,491.83
72141	4/30/2024	WEX	\$ 3,117.50
72142	4/26/2024	Adelman, Keith	\$ 190.00
72143	4/26/2024	Doschadis, Kevin	\$ 190.00
72144	4/26/2024	Rademacher, Michael	\$ 125.00
72145	4/26/2024	Thomas, John	\$ 125.00
72146	4/26/2024	Willmar Public School	\$ 150.00
72147	4/26/2024	Activity Fund	\$ 2,967.63
72148	4/26/2024	ISD #378	\$ 1,489.21
72149	4/26/2024	Jack Attack Booster Club	\$ 450.00
72150	4/26/2024	Omland, Amber	\$ 62.61
72151	4/30/2024	Doschadis, Kevin	\$ 125.00
72152	4/30/2024	Staab, Carlton	\$ 42.00
72153	5/01/2024	ISD #378 Food Service	\$ 293.50
72154	5/01/2024	ISD #378-State Robotics meal per diem	\$ 440.00
72155	5/01/2024	Lutheran Social Services	\$ 1,500.00
72156	5/02/2024	Boenger, Dominique	\$ 125.00
72157	5/02/2024	Dolan, Bob	\$ 130.00
72158	5/02/2024	Sutter, Ross	\$ 3,648.00
72159	5/02/2024	Trevino Hernandez, Eva	\$ 198.00
72160	5/07/2024	Benson Public School	\$ 200.00
72161	5/07/2024	Halldorson, Patricia	\$ 24.48
72162	5/07/2024	Merritt, Hunter	\$ 125.00
72163	5/07/2024	Monson, Scott	\$ 125.00
72164	5/07/2024	Mork, Patti	\$ 199.63
72165	5/07/2024	Nickelodeon Universe	\$ 300.00
72166	5/07/2024	Staab, Carlton	\$ 42.00
72167	5/07/2024	Sykora, Brandon	\$ 190.00
72168	5/07/2024	Thomas, John	\$ 190.00
72169	5/15/2024	Vendor Void	\$ 0.00
72170	5/15/2024	Vendor Void	\$ 0.00
72171	5/15/2024	Aviben	\$ 5,859.54
72172	5/15/2024	DBEA	\$ 1,944.63
72173	5/15/2024	DB Flex Account	\$ 822.90

72174	5/15/2024	Vendor Void	\$	0.00
72175	5/15/2024	Vendor Void	\$	0.00
72176	5/15/2024	Void	\$	0.00
72177	5/15/2024	Void	\$	0.00
72178	5/15/2024	Vendor Void	\$	0.00
72179	5/15/2024	PERA	\$	12,569.57
72180	5/15/2024	TRA	\$	25,386.00
72181	5/15/2024	WEX	\$	3,197.44
			\$	191,279.31

APRIL 2024 FEDERAL & STATE TAX PAYMENT

FEDERAL	4/15/24	\$48,201.75	STATE	4/15/24	\$7,495.42
	4/30/24	\$51,264.10		4/30/24	\$7,811.53
	5/15/24	\$50,241.21		5/15/24	\$7,642.00

Check Nbr	Vendor Name	Check Date	Check Amount
72182	Vendor Continued Check	05/13/2024	0.00
72183	A & B AUTO PARTS	05/13/2024	178.03
72184	ACTIVITY FUND	05/13/2024	70.00
72185	ADELMAN, KEITH	05/13/2024	190.00
72186	AL'S MERCANTILE	05/13/2024	306.65
72187	AMERICAN WELDING & GAS INC	05/13/2024	238.24
72188	AVIBEN	05/13/2024	66.61
72189	CARLSON & STEWART REFRIG. INC.	05/13/2024	316.50
72190	CITY OF DAWSON	05/13/2024	3,648.20
72191	DANA F. COLE & COMPANY LLP	05/13/2024	75.00
72192	DAVE'S PLUMBING, HEATING & A/C	05/13/2024	60.00
72193	DAWSON SENTINEL	05/13/2024	528.02
72194	DOSCHADIS, KEVIN	05/13/2024	125.00
72195	FARMERS MUTUAL TELEPHONE COMPA	05/13/2024	579.13
72196	HERITAGE EMBROIDERY & DESIGN	05/13/2024	190.00
72197	Vendor Continued Check	05/13/2024	0.00
72198	HILLYARD/HUTCHINSON	05/13/2024	6,044.19
72199	HUTT'S TEXACO	05/13/2024	334.69
72200	Vendor Continued Check	05/13/2024	0.00
72201	Vendor Continued Check	05/13/2024	0.00
72202	IFD FOODSERVICE DISTRIBUTOR	05/13/2024	19,191.18
72203	INSTITUTE FOR ENVIRONMENTAL AS	05/13/2024	50.00
72204	INTERSTATE ALL BATTERY CENTER	05/13/2024	125.00
72205	JIM'S CLOTHING	05/13/2024	1,528.45
72206	JOHNSON MEMORIAL HEALTH SVCS	05/13/2024	7,960.00

Check Nbr	Vendor Name	Check Date	Check Amount
72207	JULIE'S MASSAGE THERAPY	05/13/2024	500.00
72208	KDMA RADIO	05/13/2024	150.00
72209	Vendor Continued Check	05/13/2024	0.00
72210	KEMPS LLC (DBA CASS-CLAY CREAM	05/13/2024	3,532.03
72211	KLEVEN, CARRIE L	05/13/2024	123.76
72212	KYLE'S SMALL ENGINE REPAIR & S	05/13/2024	945.00
72213	LAC QUI PARLE COOP OIL	05/13/2024	11,049.67
72214	MADISON BOTTLING CO.	05/13/2024	526.00
72215	MANDI JOHNSON-MASSAGE THERAPY	05/13/2024	500.00
72216	MARCO TECHNOLOGIES LLC	05/13/2024	2,104.75
72217	MARCO TECHNOLOGIES LLC	05/13/2024	196.08
72218	MASBO	05/13/2024	680.00
72219	MERRITT, HUNTER	05/13/2024	125.00
72220	MINNESOTA DEPARTMENT OF HEALTH	05/13/2024	180.00
72221	MINNESOTA RIVER ED DIST.	05/13/2024	305.00
72222	MUSIC STREET	05/13/2024	590.18
72223	OLSON SANITATION LLC	05/13/2024	1,190.24
72224	OTTER TAIL POWER	05/13/2024	13,465.94
72225	PAN-O-GOLD BAKING COMPANY	05/13/2024	468.48
72226	PEMBERTON, SORLIE, RUFER & KER	05/13/2024	1,132.00
72227	J.W. PEPPER & SON, INC.	05/13/2024	61.60
72228	PLUNKETT'S PEST CONTROL	05/13/2024	98.54
72229	PRESTHOLDT, LEAH G	05/13/2024	545.65
72230	QUILL CORPORATION	05/13/2024	315.79
72231	RADEMACHER, MICHAEL	05/13/2024	190.00

Check Nbr	Vendor Name	Check Date	Check Amount
72232	RUSSEL-TYLER-RUTHTON H.S.	05/13/2024	180.00
72233	SARLETTES MUSIC	05/13/2024	75.00
72234	KEN SATHER CONSTRUCTION LLC	05/13/2024	719.19
72235	STRATMOEN, STACY	05/13/2024	391.28
72236	SW/WC SC	05/13/2024	1,519.00
72237	SWEDZINSKI, DARLA	05/13/2024	67.90
72238	TEACHWELL SOLUTIONS	05/13/2024	6,955.00
72239	THE MCDOWELL AGENCY INC	05/13/2024	56.00
72240	THOMAS, JOHN	05/13/2024	190.00
72241	TIM'S FOOD PRIDE	05/13/2024	132.90
72242	TINYMOBILEROBOTS US LLC	05/13/2024	900.00
72243	TITAN MACHINERY	05/13/2024	55.84
72244	US AWARDS	05/13/2024	316.22
72245	VESTIS	05/13/2024	208.33
72246	WAGER CHIROPRACTIC P.L.L.C.	05/13/2024	150.00
72247	WARD, HOLLY L	05/13/2024	480.01
66	Computer	Check(s) For a Total of	93,177.27

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
66	Computer	Checks For a Total of	93,177.27
Total For 66	Manual, Wire Tran, ACH & Computer Checks		93,177.27
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		93,177.27

## F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	56.00	3,470.65	64,426.41	67,953.06
02	FOOD FUND	0.00	0.00	24,808.33	24,808.33
04	COMMUNITY EDUCAT	0.00	0.00	415.88	415.88

Check Nbr	Vendor Name	Check Date	Check Amount
72248	CHAPPELL CENTRAL INC	05/13/2024	1,334.20
72249	ICS CONSULTING, LLC	05/13/2024	46,763.00
72250	LAKE COUNTRY MECHANICAL	05/13/2024	58,615.00
72251	WILLMAR ELECTRIC SERVICE	05/13/2024	1,780.27
4	Computer	Check(s) For a Total of	108,492.47

INDEPENDENT SCHOOL DISTRICT NO. 378

TREASURER'S REPORT TO SCHOOL BOARD

DATE: MAY 3, 2024

MONTH: APRIL 2024

FUNDS	BEGINNING OF MONTH BAL.	CURRENT MONTH ACTIVITY	OTHER	END OF MONTH BALANCE
GENERAL	-\$374,258.16	\$32,365.67	\$0.00	-\$341,892.49
FOOD SERVICE	\$121,539.62	\$7,776.76	\$0.00	\$129,316.38
COMMUNITY SERVICE	-\$10,931.56	\$11,136.90	\$0.00	\$205.34
BUILDING/CONST	\$0.00	\$0.00	\$0.00	\$0.00
DEBT REDEMPTION	\$364,050.87	\$416.67	\$0.00	\$364,467.54
TRUST AND AGENCY	\$6,750.00	\$0.00	\$0.00	\$6,750.00
TOTALS	\$107,150.77	\$51,696.00	\$0.00	\$158,846.77

RECONCILIATION WITH BANK STATEMENT

BALANCE PER BANK STATEMENT	LESS OUTSTANDING CHECKS	LESS OUTSTANDING RECEIPTS	LESS INTERST ON B.S.	ADD INSUFFICIENT FUNDS CHECKS	ADD-OTHER	BALANCE AGREES W/ TREASURER'S
\$193,226.84	-\$34,380.07					\$158,846.77

INVESTMENTS

REGULAR FUND-600216	CERTIFICATE NUMBER	DOLLAR AMOUNT
MSDLAF		\$0.00
MSDMAX		\$0.00
MNTRUST		\$882,361.96
TOTAL		\$882,361.96

BLACKJACK  
COFFEECLUB



# Blackjack Coffee Club Baristas



# Weekly Schedule

**Monday**: Inventory, Work Skills, Discuss Feedback

**Tuesday**: Money Skills

**Wednesday**: Shop for supplies, Make coffee for our iced coffee

**Thursday**: Make treats and lemonade, Finish making iced coffee,  
Prepare orders

**Friday**: Make/Deliver coffee and treats then clean-up

# Comments & Feedback

- ★ Keep up the great work! Coffee has been delicious!
- ★ thank you for the delicious Mayday basket last week!!
- ★ Awesome coffee, Loved the refills... Made my day
- ★ It is so nice to see how professional the students are to their customers.  
Keep it up!
- ★ Love that the kids are getting the hang of things. Keep up the good work!
- ★ Still Fantastic. Keep up the good work!
- ★ Thank you so much for the amazing May Day cup! It was a nice surprise!
- ★ I can't wait till friday ... Thank you
- ★ ★★★★★ 5/5 The coffee is delicious, affordable, and supports a good local cause. Plus you can't beat free delivery and a snack! Keep up the good work!
- ★ This such a wonderful service! Keep up the good work. The delivery staff is always so cheerful and friendly.

# Inventory Day



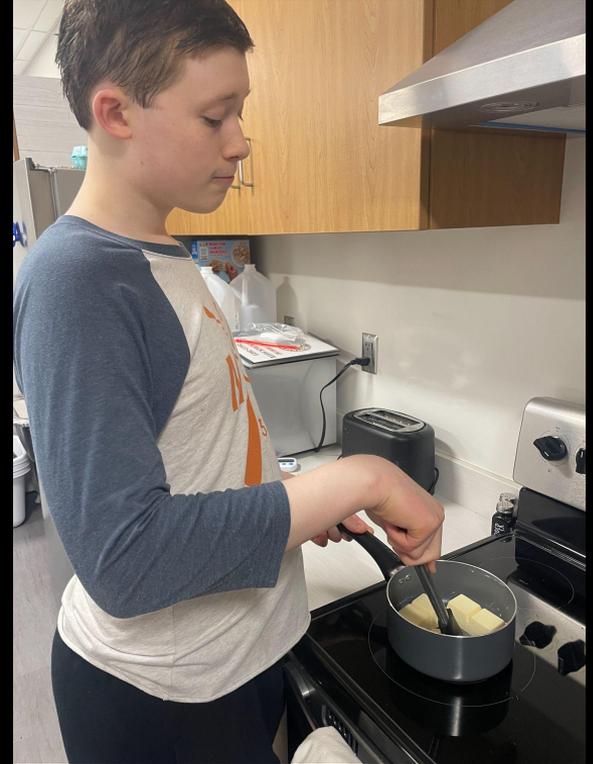
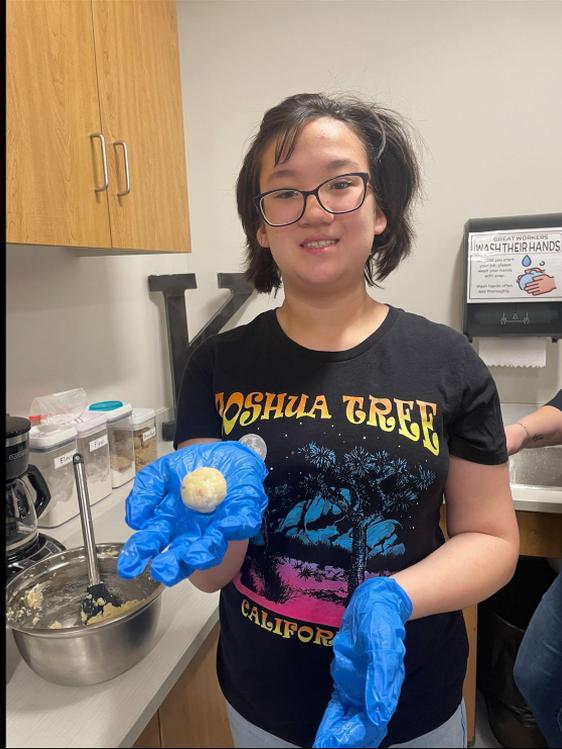
# Shopping



# Making the Coffee



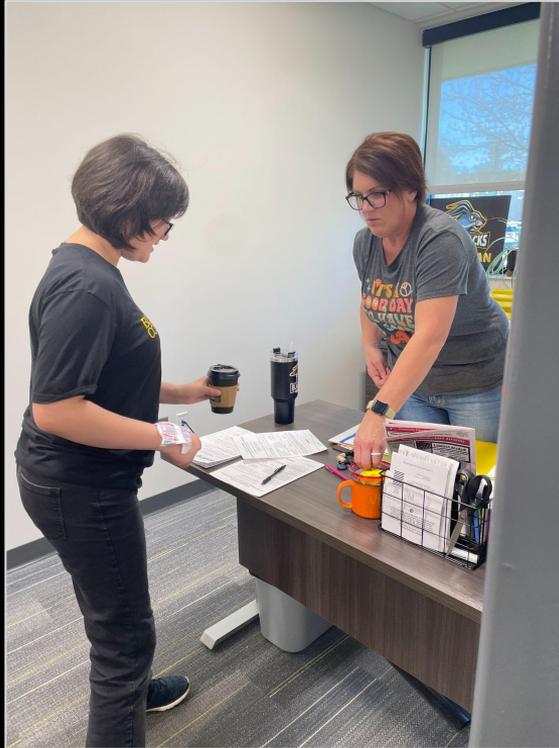
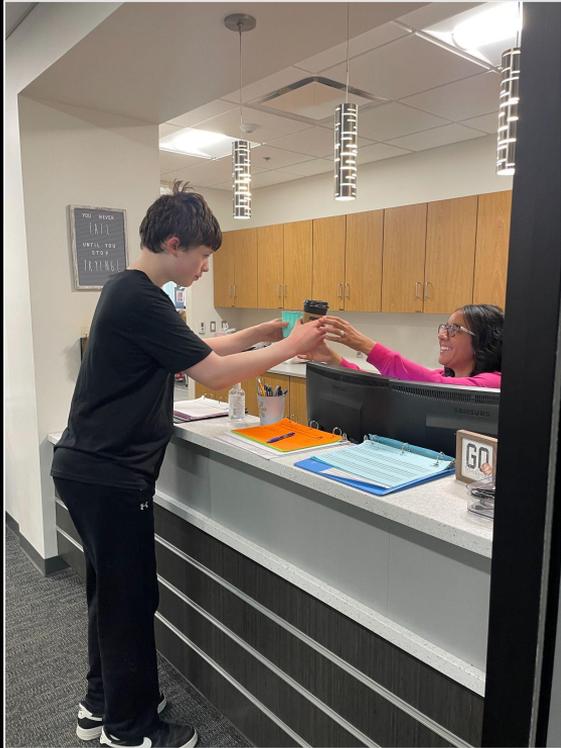
# Making Treats



# Clean-up



# Delivering



**Thank you for allowing us to come  
and speak at the board meeting.**

If you have any questions,  
please feel free to contact us at  
**[blackjackcoffeclub@dwby.k12.mn.us](mailto:blackjackcoffeclub@dwby.k12.mn.us)**

# FY 2025 Budget Reductions



# Dawson-Boyd Finance and Budget

- Annual General Fund Budget of Approximately \$8.1million.
- Basics of School Finance:
  - Fund 1 - General Fund - 80% is staff salaries and benefits
  - Fund 2 - Food Service
  - Fund 4 - Community Service
  - Fund 6 - Construction
  - Fund 7 - Debt Service
- Fund 1 can be used to cover shortfalls in other funds; however, the reverse is not true.
  - Funds 2, 4, 6, and 7 are restricted by state law and cannot be moved to Fund 1.



# Dawson-Boyd Fund Balance Policy

Dawson-Boyd Policy 714 states, “The school district will strive to maintain a minimum unassigned general fund balance of two (2) months of operating expenses.”

2 months of expenses = \$1,972,000 or 15%

Why?

District revenue is dependent upon taxes (commercial, agriculture, and homestead) as well as state and federal revenue. State revenue is the largest within a school district budget. State revenue funding formulas are decided at the legislative level and funding formula enhancements continue to not keep pace with inflation. Revenue is not fully realized in situations in which property taxes are not paid, are not paid timely, and/or if property valuations are disputed by the owner.



# Statutory Operating Debt (SOD)

- Dawson-Boyd Schools began fiscal year 2024 with a 4.54% general fund balance. (Fund Balance Policy = 15% - 4.54% actual general fund balance = 10.46% below our policy).
- Our 4.54% general fund balance plus an additional 2.5% beyond our general fund balance was 7.04% away from SOD  
On June 30, 2023.
- Minnesota Statutes 123B.81, subd. 2
  - Governs Statutory Operating Debt for School Districts



# Statutory Operating Debt (continued)

## 2023 Minnesota Statutes

### 123B.81 STATUTORY OPERATING DEBT.

Subdivision 1. **Operating debt.** The "operating debt" of a school district means the net negative unreserved general fund balance calculated as of June 30 of each year in accordance with the uniform financial accounting and reporting standards for Minnesota school districts.

Subd. 2. **Statutory operating debt.** If the amount of the operating debt is more than 2-1/2 percent of the most recent fiscal year's expenditure amount for the funds considered under subdivision 1, the net negative undesignated fund balance is defined as "statutory operating debt" for the purposes of this section and section [123B.83](#).

Subd. 3. **Debt verification.** The commissioner shall establish a uniform auditing or other verification procedure for districts to determine whether a statutory operating debt exists in any Minnesota school district. The standards for this uniform auditing or verification procedure must be promulgated by the commissioner. If a district applies to the commissioner for a statutory operating debt verification, the commissioner shall require a verification of the amount of the statutory operating debt which actually does exist.

Subd. 4. **Debt elimination.** If an audit or other verification procedure conducted pursuant to subdivision 3 determines that a statutory operating debt exists, a district must follow the procedures in section [123B.83](#) to eliminate this statutory operating debt.

Subd. 5. **Certification of debt.** The commissioner shall certify the amount of statutory operating debt for each district.

Subd. 6. [Repealed, [1Sp2003 c 9 art 1 s 54](#)]

Subd. 7. **Applicability.** This section is applicable only to common, independent, and special school districts and districts formed pursuant to Laws 1967, chapter 822, as amended, and Laws 1969, chapters 775 and 1060, as amended. This section does not apply to Independent School District No. 625.

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**History:** [1976 c 271 s 32](#); [1977 c 447 art 7 s 9-12](#); [1980 c 609 art 7 s 7](#); [1982 c 424 s 130](#); [1986 c 444](#); [1987 c 398 art 7 s 42](#); [1991 c 130 s 37](#); [1992 c 499 art 12 s 29](#); [1Sp1995 c 3 art 16 s 13](#); [1996 c 412 art 13 s 6](#); [1998 c 397 art 6 s 29-35,124](#); [art 11 s 3](#); [1Sp2005 c 5 art 1 s 6](#); [2007 c 146 art 11 s 4-6](#); [2009 c 96 art 5 s 4-6](#)



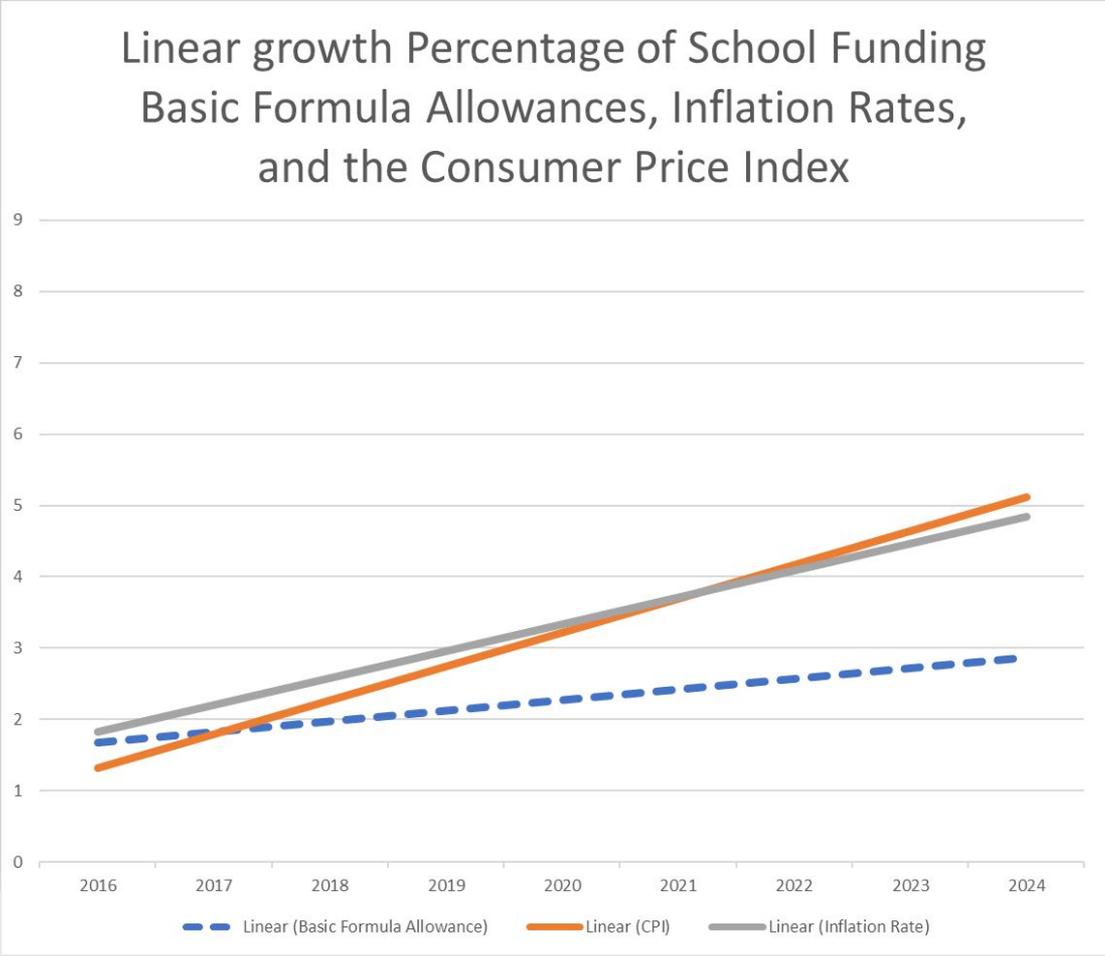
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Local control essentially goes away. Everything must be approved by the state of MN.



# How Did We Get Here?

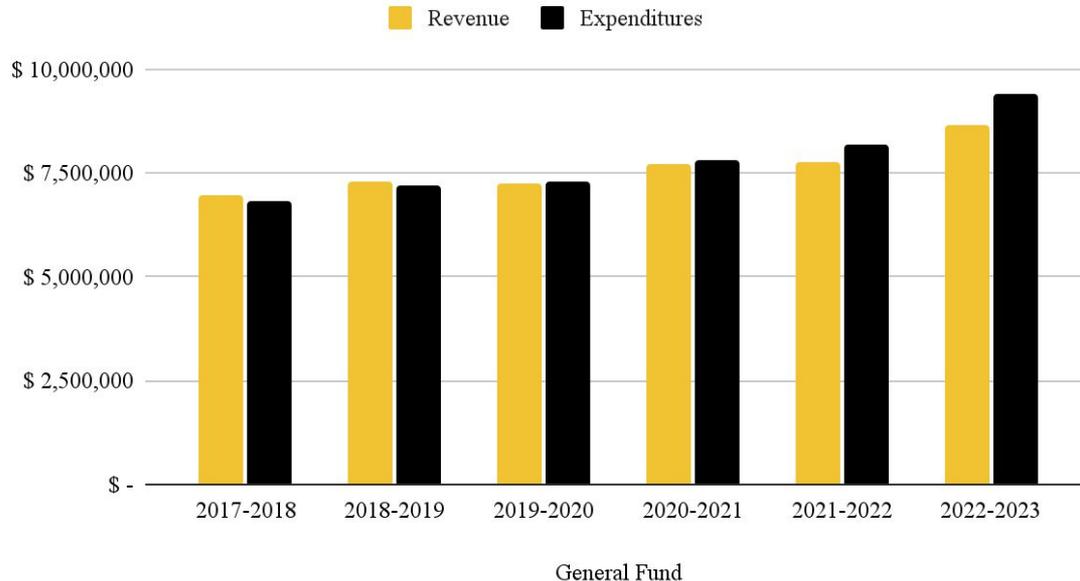


# How Did We Get Here?

General Fund	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenue	\$ 6,965,496	\$ 7,310,308	\$ 7,243,962	\$ 7,711,494	\$ 7,754,013	\$ 8,649,628
Expenditures	\$ 6,813,787	\$ 7,183,773	\$ 7,298,774	\$ 7,799,292	\$ 8,172,555	\$ 9,425,982
<b>Result</b>	<b>\$ 151,709</b>	<b>\$ 126,535</b>	<b>\$ (54,812)</b>	<b>\$ (87,798)</b>	<b>\$ (418,542)</b>	<b>\$ (776,354)</b>
<b>Change from Previous Year</b>		<b>\$ (25,174)</b>	<b>\$ (181,347)</b>	<b>\$ (32,986)</b>	<b>\$ (330,744)</b>	<b>\$ (357,812)</b>

**From 2019 to 2023 (4 fiscal years), the General Fund deficit was \$1,337,506.**

## Revenue and Expenditures



Not a result of mismanagement. Some explanations include:

- Phase 2 security cameras being expensive but more economical to install during construction
- New furniture

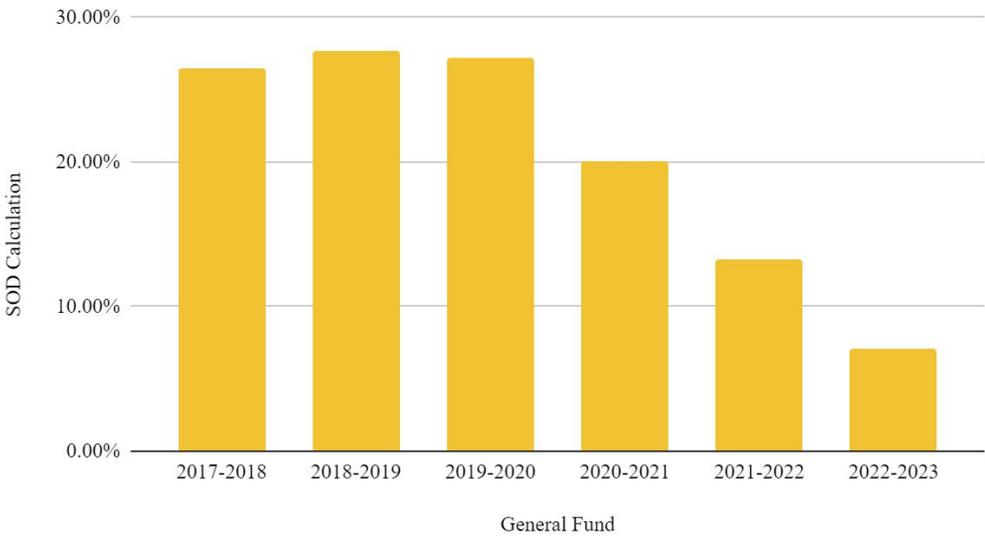


# How Did We Get Here? (continued)

General Fund	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Fund Balance	\$ 1,575,775	\$ 1,725,741	\$ 1,727,194	\$ 1,370,223	\$ 972,700	\$ 594,078
MDE Expenditures	\$ 5,948,386	\$ 6,225,734	\$ 6,358,769	\$ 6,844,537	\$ 7,353,602	\$ 8,440,749
SOD Calculation	26.49%	27.72%	27.16%	20.02%	13.23%	7.04%

**From 2018 to 2023 (5 fiscal years), the General Fund Balance has decreased by \$1,131,663.**

SOD Calculation vs. General Fund



In 2017-2019, we set aside funds for school safety (security cameras) and equipment (furniture). This built up our general fund in anticipation of larger purchases.

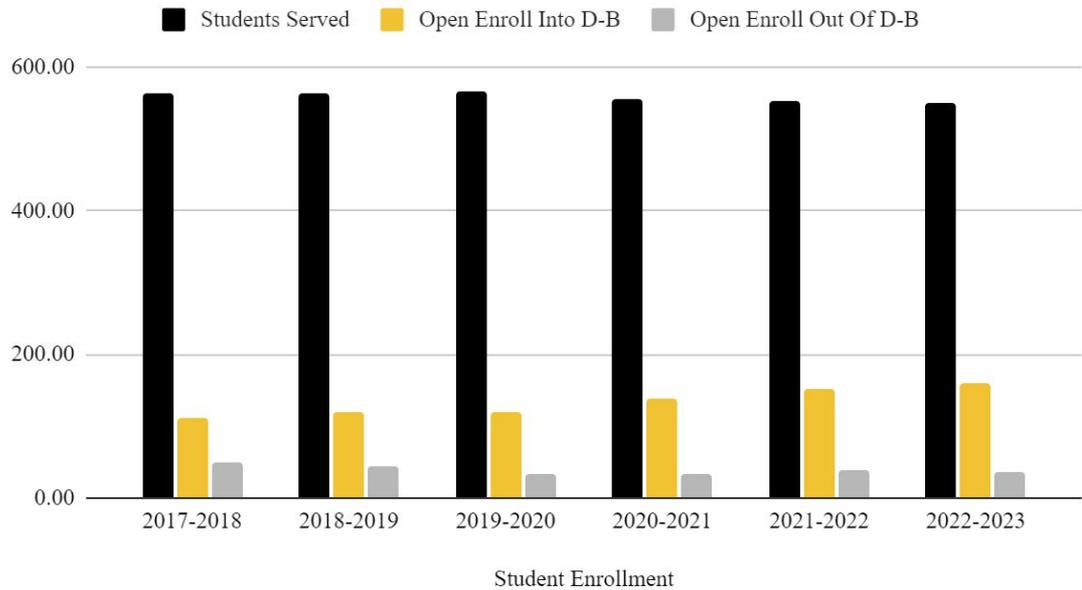


# How Did We Get Here? (continued)

Student Enrollment	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Students Served	561.80	563.86	566.16	555.26	552.15	548.57
Open Enroll Into D-B	111.15	118.26	119.49	137.55	152.07	159.28
Open Enroll Out Of D-B	50.38	44.26	34.15	33.00	38.78	36.18

**Since 2017, open enrollment into D-B has increased by 43.3%; open enrolled in students don't generate as much funding.**  
**Between 2017 and 2023, students served decreased by 13 students, which is a 2.4% reduction.**

Students Served, Open Enroll Into D-B and Open Enroll Out Of D-B



# Five Year Budget Projection (part 1)

With no adjustments to revenues or expenditures we will likely be in SOD by June 30, 2026 (SY 2025-2026).

Categories	FY 2022	FY 2023	Chg	FY 2024	Chg	FY 2025	Chg	FY 2026	Chg	FY 2027	Chg	FY 2028	Chg
Revenue	7,754,013	8,649,628	11.6%	8,107,221	-6.3%	8,441,689	4.1%	8,557,403	1.4%	8,635,483	0.9%	8,708,240	0.8%
Expenditures	8,172,555	9,425,942	15.3%	8,249,707	-12.5%	8,763,756	6.2%	9,068,644	3.5%	9,389,633	3.5%	9,746,299	3.8%
Difference over/(under)	(418,542)	(776,314)		(142,486)		(322,067)		(511,241)		(754,150)		(1,038,059)	
Assigned/Unassigned Fund Balance	955,657	568,329		425,843		103,776		(407,465)		(1,161,614)		(2,199,674)	
Fund Balance %	11.7%	6.0%		5.16%		1.18%		-4.49%		-12.37%		-22.57%	

Operational Adjustments (\$811,613) (\$1,210,787) (\$1,767,761) (\$2,570,059) (\$3,661,619)

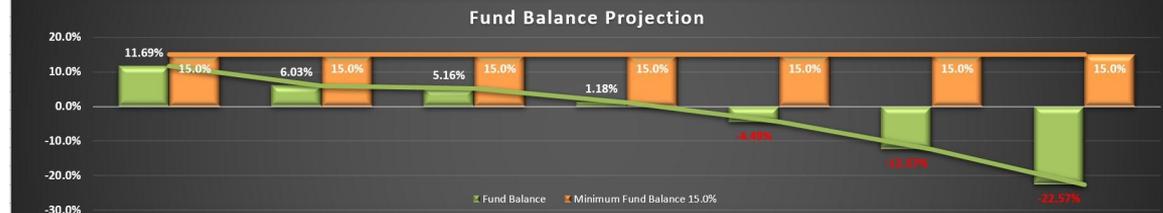
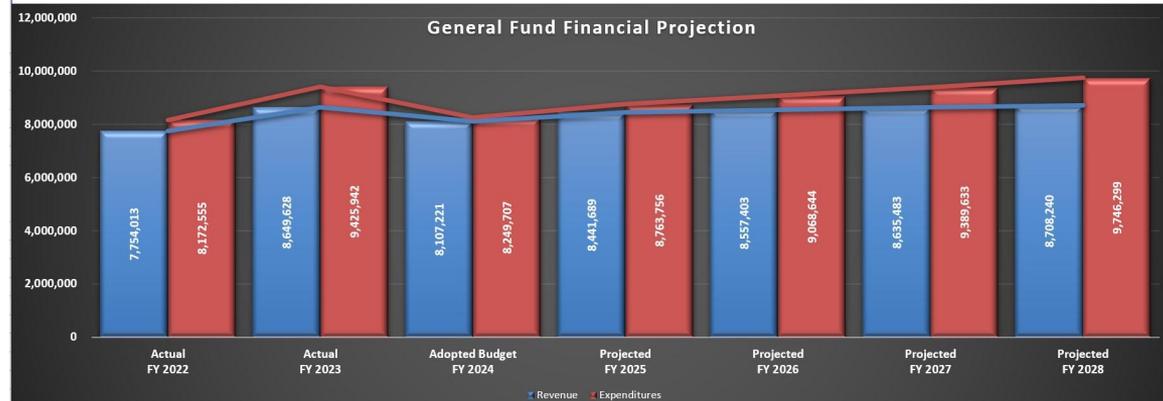
S.O.D. S.O.D. S.O.D.

### Assumptions

General Formula increase 2% FY 2025, and then 2-3% based on CPI

Expenditure increase of 3.0% annually

(\$10,021,839) in total operational adjustments needed to meet minimum fund balance requirement



# What Are Our Options?

1. Increase Revenue:
  - a. Increase Enrollment
  - b. Pass an Operating Levy
  - c. Pass a Capital Projects Levy
  
2. Decrease Expenses From Our General Fund

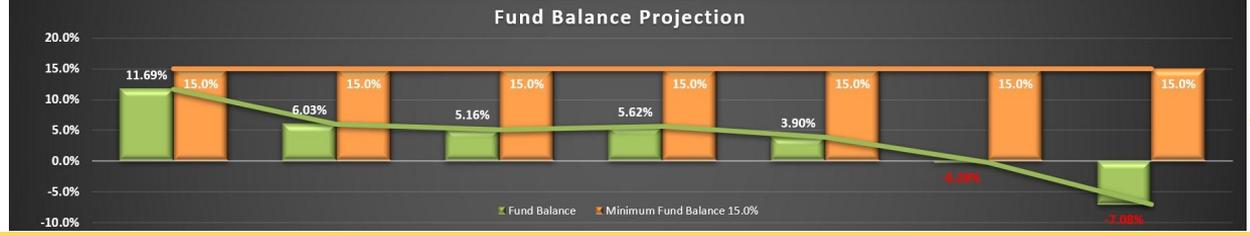
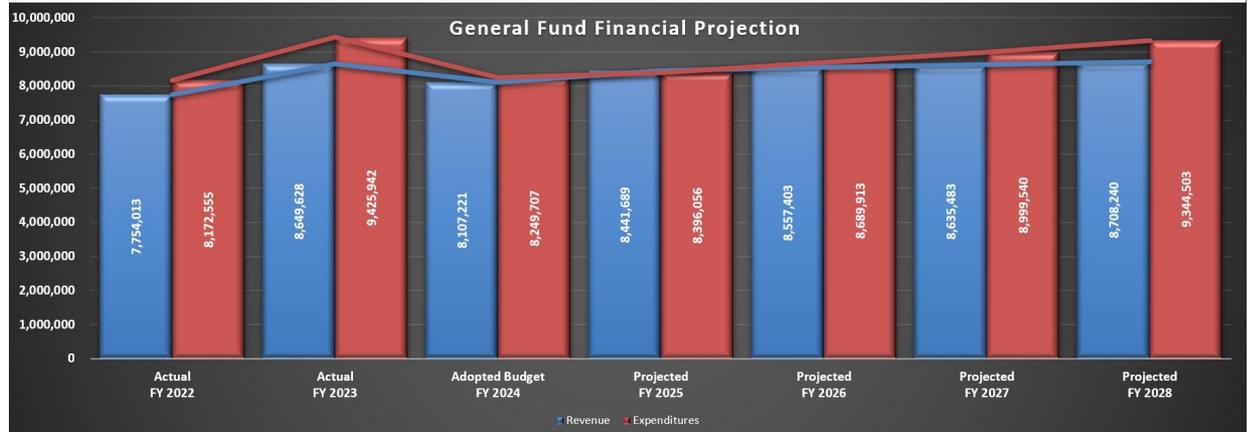


# Five Year Budget Projection (part 2)

With \$367,700 in reduced expenditures for the 2024-2025 school year, we are projected to be in SOD by June 30, 2028 vs June 30, 2026).

Categories	FY 2022	FY 2023	Chg	FY 2024	Chg	FY 2025	Chg	FY 2026	Chg	FY 2027	Chg	FY 2028	Chg
Revenue	7,754,013	8,649,628	11.6%	8,107,221	-6.3%	8,441,689	4.1%	8,557,403	1.4%	8,635,483	0.9%	8,708,240	0.8%
Expenditures	8,172,555	9,425,942	15.3%	8,249,707	-12.5%	8,396,056	1.8%	8,689,913	3.5%	8,999,540	3.6%	9,344,503	3.8%
Difference over/(under)	(418,542)	(776,314)		(142,486)		45,633		(132,510)		(364,057)		(636,264)	
Assigned/Unassigned Fund Balance	955,657	568,329		425,843		471,476		338,966		(25,090)		(661,354)	
Fund Balance %	11.7%	6.0%		5.16%		5.62%		3.90%		-0.28%		-7.08%	
<b>Operational Adjustments</b>				(\$811,613)		(\$787,932)		(\$964,521)		(\$1,375,021)		(\$2,063,030)	

**Assumptions**  
 General Formula increase 2% FY 2025, and then 2-3% based on CPI  
 Expenditure increase of 3.0% annually  
S.O.D.  
(\$6,002,116) in total operational adjustments needed to meet minimum fund balance requirement



# Budget Reduction Process

- For 2024-2025 Budget
  - Superintendent and business manager gathered and analyzed data
  - Board work session with Michael Hart of PMA discussing the urgency and need for a combination of budget reductions and increased revenue
  - Superintendent and business manager gathered and analyzed data to identify possibilities.
  - Leadership team discussed, made changes and came to consensus
- For Future Budget Years
  - Superintendent and business manager gather and analyze data
  - Board work sessions to examine needs
  - Team of stakeholders including staff and community members will examine data to provide input on potential budget adjustments
  - Leadership team discuss, make changes and come to consensus



# Recommendations

Reduction Areas	Estimated Savings
Pool will remain closed: resulting in an annual operating cost savings	\$ (48,000.00)
AR/STAR assessments replaced with Fastbridge assessments (READ Act requirement) *Subsequent years will save \$5,000 because of training cost in the first year.	\$ 1,751.60
Tech reductions - Planned replacement of phone, voice, and network equipment will wait until future date	\$ (92,300.00)
Activities Budget - lawn groomer purchase will wait	\$ (20,000.00)
No short term subs for HS - students go to study hall and work on coursework in google classroom.	\$ (31,242.50)
Reduce 1 FTE custodial position (achieved through attrition)	\$ (48,000.00)
Realignment of paraprofessional support through use of support rubric (achieved through attrition)	\$ (39,162.60)
ECSE reduction to a .5 FTE (this will be a new hire)	\$ (23,781.36)
Reduce 1 FTE HS special education position (reduction of an existing position)	\$ (66,963.74)
Grand Total	\$ (367,698.60)



Independent School District No. 378  
Dawson-Boyd Public Schools

# FUNDRAISER APPLICATION

Today's Date: 4/29/24

Person Completing Form: Erin Johnson-Crosby

Organization Represented: Dawson Boyd Spanish Club

Describe Fundraiser Activity: [i.e. varsity hockey team selling candy door-to-door]

Harry's Pizza Fundrasier

Start Date & End Date: Start May 14th end May 28, 2024

Estimated Revenue From Activity: \$1000

Who Will Collect/Receipt Revenue: Elissa Ward/Nichole Andrews

How Will Revenue Be Used: Trip to Costa Rica (individual student accounts)

Who Makes Decisions On How Revenue Will Be Disbursed: Elissa Ward/Nichole Andrews



Signature of Advisor / or /  
Organization Representative

► For Office Use Only ◀  
► Fundraiser ◀  
► \_\_\_\_\_ Authorized ◀  
► \_\_\_\_\_ Not Authorized ◀



**Dawson-Boyd Preschool and School Readiness  
2024-25 School Year  
for 3, 4, & 5 year old children**

Sponsored by Dawson-Boyd Preschool and  
School Readiness in Stevens Elementary in Dawson  
All classes are supported by School Readiness Funding

**FEE SCHEDULE: FULL DAYS**

\$369.00/month for 4 full days/week  
\$297.00/month for 3 full days/week

Three year olds  
\$220.00/month for 2 full days/week

**Reduced Fee Schedule\*for Full Days:**

**If your family qualifies under Reduced Rates and School Readiness guidelines\*, your fees are as follows:**

\$319.00/month for 4 full days/week  
\$257.00/month for 3 full days/week

Three year olds  
\$190.00/month for 2 full days/week

**If your family qualifies under Free Lunch and School Readiness guidelines\*, your fees are as follows:**

\$285.00/month for 4 full days/week  
\$229.00/month for 3 full days/week

Three year olds  
\$171.00/month for 2 full days/week

.....

*Fees are due and payable on the first of each month  
and are considered late by the fifth of the month.*

***PAYMENT:*** Use of the Procure program will deduct payment on a monthly basis. If you are unable to make these payments, please contact in advance: Community Education at [taafedt@dwby.k12.mn.us](mailto:taafedt@dwby.k12.mn.us) or 320-312-2317 or stop in during the day to the Community Education Office at the Dawson-Boyd High School.



**Watch the Community Education Brochure for  
Early Childhood Family Education classes for this coming year.**

\*You may qualify for our reduced fee schedule based on family income levels and School Readiness Guidelines. Paperwork to determine your family's qualifications for educational benefits is available at [www.dawsonbydschools.org](http://www.dawsonbydschools.org) or Pathway Scholarships will also be available.

**Fund 4: Community Ed Budget Jul 1, 2023 - Jun 30, 2024**

General	Revenue	Expense	NET
TA & CK	\$ -	\$ (48,225.65)	\$ (48,225.65)
Arts Director	\$ -	\$ (6,751.15)	\$ (6,751.15)
Misc Expenses	\$ -	\$ (10,060.78)	\$ (10,060.78)
Levy, Aide, & Misc. Rev.	\$ 39,933.14	\$ -	\$ 39,933.14
<b>Total</b>	<b>\$ 39,933.14</b>	<b>\$ (65,037.58)</b>	<b>\$ (25,104.44)</b>

Note:

Early Childhood	Revenue	Expense	NET
ECFE	\$ 7,632.37	\$ (11,957.48)	\$ (4,325.11)
PreSchool	\$ 112,798.10	\$ (91,968.20)	\$ 20,829.90
School Readiness	\$ 19,364.85	\$ (54,411.09)	\$ (35,046.24)
<b>Total</b>	<b>\$ 139,795.32</b>	<b>\$ (158,336.77)</b>	<b>\$ (18,541.45)</b>

Note:

Daycare	Revenue	Expense	NET
BlackJack Babies*	\$ 162,489.97	\$ (329,547.12)	\$ (167,057.15)
BJB Grants	\$ 53,944.53		\$ 53,944.53
Little Jacks (PreK)	\$ 104,981.40	\$ (53,958.06)	\$ 51,023.34
Junior Jacks (KCH)	\$ 68,128.25	\$ (18,215.41)	\$ 49,912.84
JJ Grants	\$ 17,093.20		\$ 17,093.20
<b>Total</b>	<b>\$ 406,637.35</b>	<b>\$ (401,720.59)</b>	<b>\$ 4,916.76</b>

Note:

Community Services	Revenue	Expense	NET
Pool	\$ -	\$ (9,932.33)	\$ (9,932.33)
Fitness Center	\$ 22,265.70	\$ (5,914.83)	\$ 16,350.87
Weight Room			
Adult Classes			
<b>Total</b>	<b>\$ 22,265.70</b>	<b>\$ (15,847.16)</b>	<b>\$ 6,418.54</b>

Note: Pool costs do not include utilities nor custodial costs to check chemicals on weekends

Youth Services	Revenue	Expense	NET
Summer Rec	\$ 15,575.00	\$ (8,766.31)	\$ 6,808.69
City of Dawson	\$ -		
Service Learning		\$ 1,354.00	
Youth Athletics	\$ 7,487.00		
<b>Total</b>	<b>\$ 23,062.00</b>	<b>\$ (7,412.31)</b>	<b>\$ 15,649.69</b>

Driver's Training	Revenue	Expense	NET
Classroom	\$ 3,875.00	\$ (519.14)	
BTW	\$ 7,900.00	\$ (8,985.78)	
Misc Fees		\$ (7,000.00)	
<b>Total</b>	<b>\$ 11,775.00</b>	<b>\$ (16,504.92)</b>	<b>\$ (4,729.92)</b>

Note: Cost of Driver's Ed car not included in expenses, car is used for SPED transportation daily as well.

Fund 4 Total	Revenue	Expense	NET
	\$ 643,468.51	\$ (664,859.33)	\$ (21,390.82)

2023-24 Daycare Revenue Projections		Tuition Per Week	Tuition Per Yr
Infant	9	\$175.00	\$ 1,575.00
Infant (PT)	1	\$105.00	\$ 105.00
Infant (PT)	3	\$140.00	\$ 420.00
Toddler	12	\$165.00	\$ 1,980.00
Toddler (PT)	2	\$ 99.00	\$ 198.00
Littles (SY)	10	\$150.00	\$ 1,500.00
Littles (SY-PT)	1	\$120.00	\$ 120.00
Littles (SY-PT)	7	\$ 90.00	\$ 630.00
Littles (SY-PT)	2	\$ 60.00	\$ 120.00
Littles (SY-PT)	10	\$ 30.00	\$ 300.00
Littles (Sum)	20	\$150.00	\$ 3,000.00
Junior Jacks (SY)	12	\$ 40.00	\$ 480.00
Junior Jacks (SY)	10	\$ 50.00	\$ 500.00
Junior Jacks (Sum)	25	\$140.00	\$ 3,500.00
<b>Total Tuition</b>			<b>\$ 419,016.00</b>
<b>Grants</b>			
Great Start BJB		\$ 3,500.00	\$ 42,000.00
Great Start JJ/Littles		\$ 1,500.00	\$ 18,000.00
EDA		\$ 5,000.00	\$ 5,000.00
<b>Total Grant</b>			<b>\$ 65,000.00</b>
<b>Total Revenue</b>			<b>\$ 484,016.00</b>

2024-25 Daycare Revenue Projections		Tuition Per Week	Tuition Per Yr
Infant	16	\$190.00	\$ 3,040.00
Toddler	14	\$180.00	\$ 2,520.00
Littles (SY)	10	\$165.00	\$ 1,650.00
Littles (SY-PT)	1	\$140.00	\$ 140.00
Littles (SY-PT)	7	\$105.00	\$ 735.00
Littles (SY-PT)	2	\$ 70.00	\$ 140.00
Littles (SY-PT)	10	\$ 35.00	\$ 350.00
Littles (Sum)	20	\$165.00	\$ 3,300.00
Junior Jacks (SY)	12	\$ 50.00	\$ 600.00
Junior Jacks (SY)	10	\$ 70.00	\$ 700.00
Junior Jacks (Sum)	25	\$155.00	\$ 3,875.00
<b>Total Tuition</b>			<b>\$ 511,420.00</b>
<b>Grants</b>			
Great Start BJB		\$ 3,500.00	\$ 42,000.00
Great Start JJ/Littles		\$ 1,500.00	\$ 18,000.00
EDA		\$ 10,000.00	\$ 10,000.00
<b>Total Grant</b>			<b>\$ 70,000.00</b>
<b>Total Revenue</b>			<b>\$ 581,420.00</b>

# FY 2025 Budget Reductions



# Dawson-Boyd Finance and Budget

- Annual General Fund Budget of Approximately \$8.1million.
- Basics of School Finance:
  - Fund 1 - General Fund - 80% is staff salaries and benefits
  - Fund 2 - Food Service
  - Fund 4 - Community Service
  - Fund 6 - Construction
  - Fund 7 - Debt Service
- Fund 1 can be used to cover shortfalls in other funds; however, the reverse is not true.
  - Funds 2, 4, 6, and 7 are restricted by state law and cannot be moved to Fund 1.



# Dawson-Boyd Fund Balance Policy

Dawson-Boyd Policy 714 states, “The school district will strive to maintain a minimum unassigned general fund balance of two (2) months of operating expenses.”

2 months of expenses = \$1,972,000 or 15%

Why?

District revenue is dependent upon taxes (commercial, agriculture, and homestead) as well as state and federal revenue. State revenue is the largest within a school district budget. State revenue funding formulas are decided at the legislative level and funding formula enhancements continue to not keep pace with inflation. Revenue is not fully realized in situations in which property taxes are not paid, are not paid timely, and/or if property valuations are disputed by the owner.



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# Statutory Operating Debt (continued)

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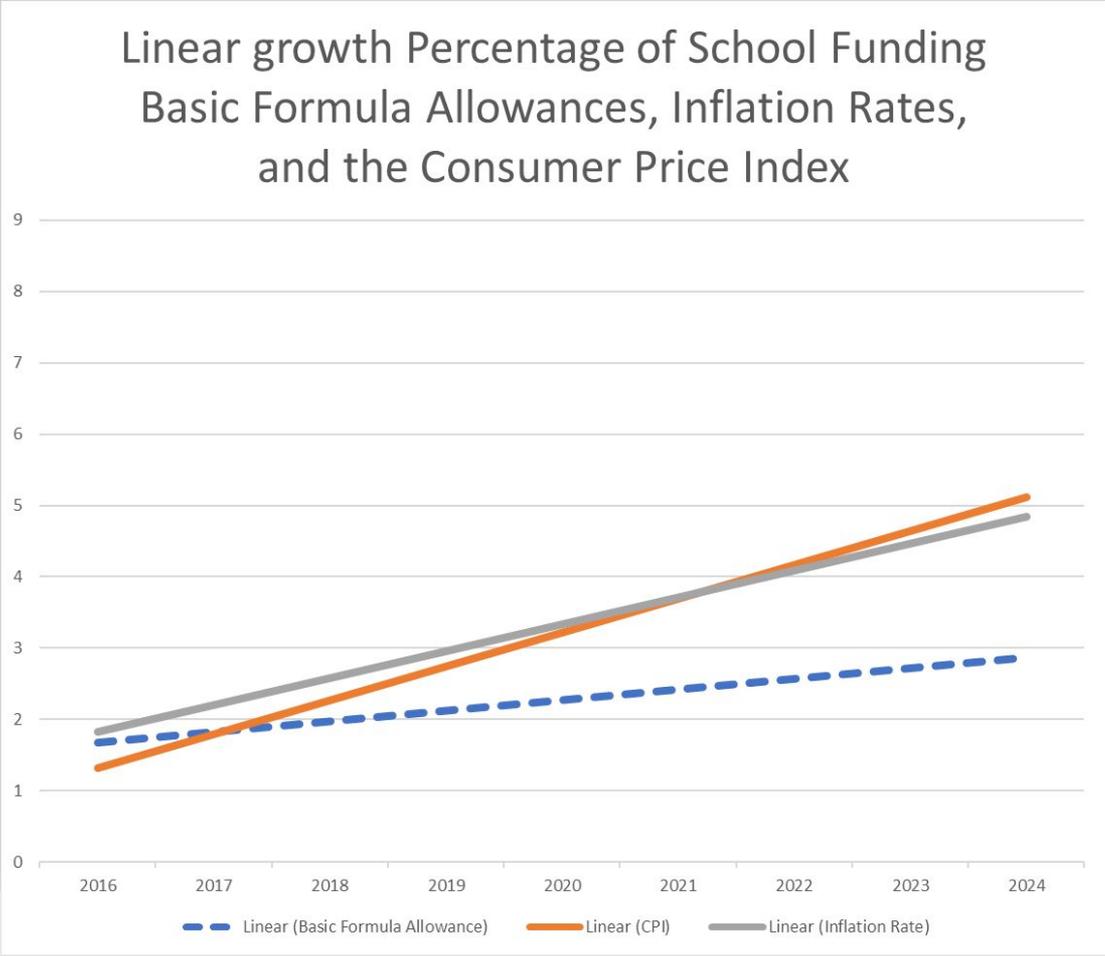
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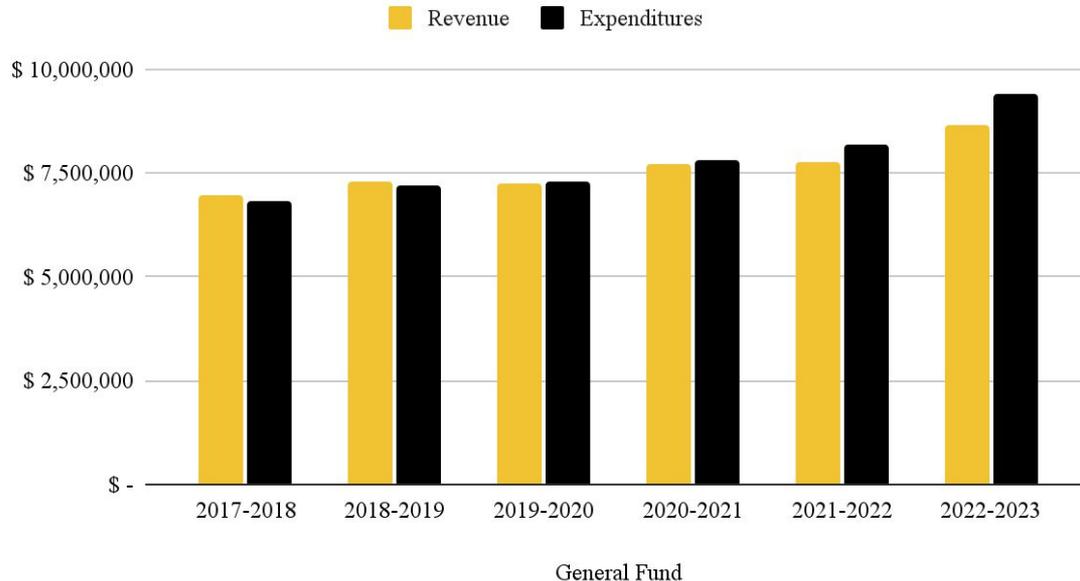


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Revenue	\$ 6,965,496	\$ 7,310,308	\$ 7,243,962	\$ 7,711,494	\$ 7,754,013	\$ 8,649,628
Expenditures	\$ 6,813,787	\$ 7,183,773	\$ 7,298,774	\$ 7,799,292	\$ 8,172,555	\$ 9,425,982
<b>Result</b>	<b>\$ 151,709</b>	<b>\$ 126,535</b>	<b>\$ (54,812)</b>	<b>\$ (87,798)</b>	<b>\$ (418,542)</b>	<b>\$ (776,354)</b>
<b>Change from Previous Year</b>		<b>\$ (25,174)</b>	<b>\$ (181,347)</b>	<b>\$ (32,986)</b>	<b>\$ (330,744)</b>	<b>\$ (357,812)</b>

**From 2019 to 2023 (4 fiscal years), the General Fund deficit was \$1,337,506.**

## Revenue and Expenditures



Not a result of mismanagement. Some explanations include:

- Phase 2 security cameras being expensive but more economical to install during construction
- New furniture

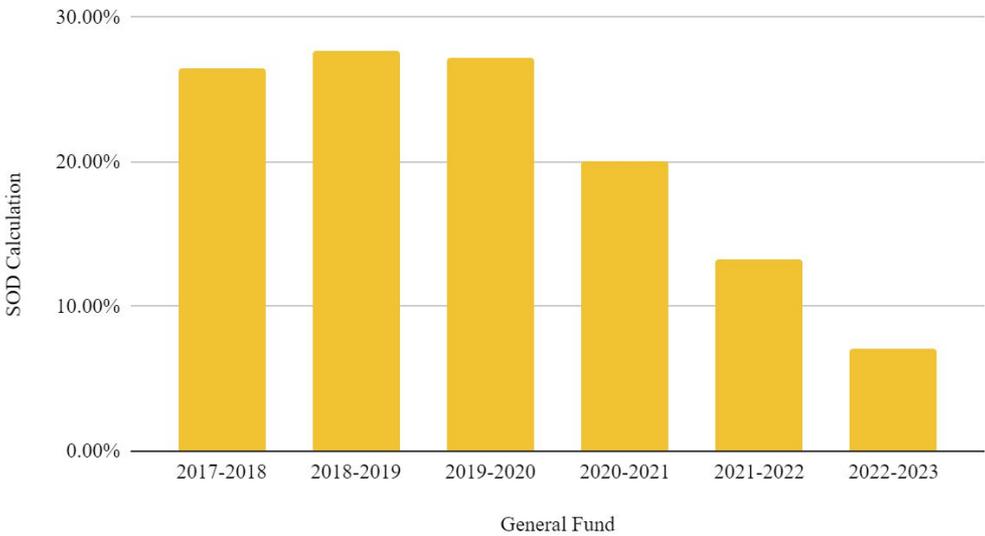


# How Did We Get Here? (continued)

General Fund	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Fund Balance	\$ 1,575,775	\$ 1,725,741	\$ 1,727,194	\$ 1,370,223	\$ 972,700	\$ 594,078
MDE Expenditures	\$ 5,948,386	\$ 6,225,734	\$ 6,358,769	\$ 6,844,537	\$ 7,353,602	\$ 8,440,749
SOD Calculation	26.49%	27.72%	27.16%	20.02%	13.23%	7.04%

**From 2018 to 2023 (5 fiscal years), the General Fund Balance has decreased by \$1,131,663.**

SOD Calculation vs. General Fund



In 2017-2019, we set aside funds for school safety (security cameras) and equipment (furniture). This built up our general fund in anticipation of larger purchases.

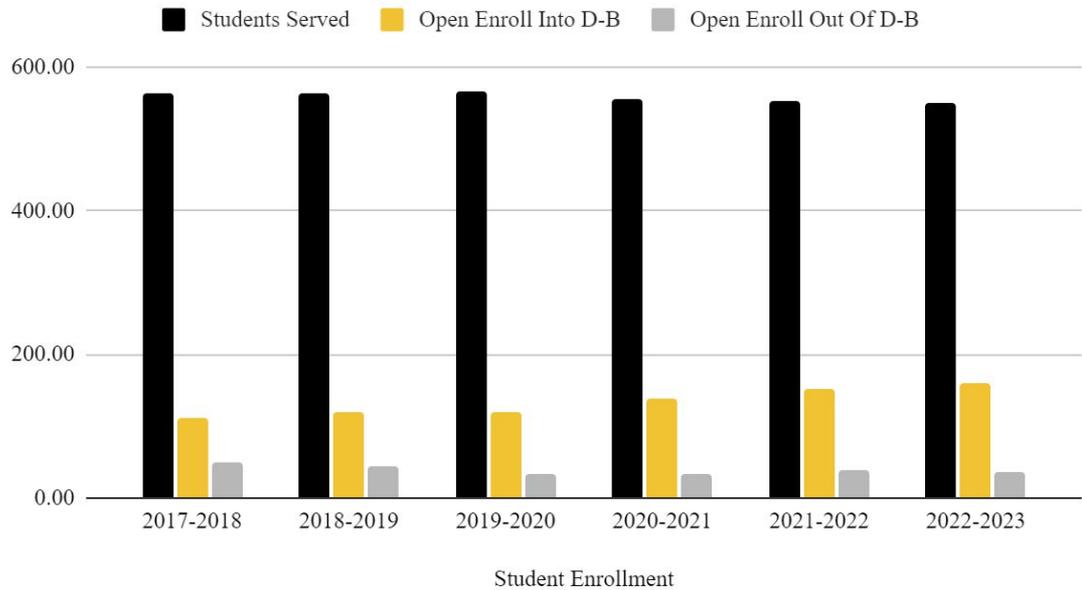


# How Did We Get Here? (continued)

Student Enrollment	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Students Served	561.80	563.86	566.16	555.26	552.15	548.57
Open Enroll Into D-B	111.15	118.26	119.49	137.55	152.07	159.28
Open Enroll Out Of D-B	50.38	44.26	34.15	33.00	38.78	36.18

**Since 2017, open enrollment into D-B has increased by 43.3%; open enrolled in students don't generate as much funding.**  
**Between 2017 and 2023, students served decreased by 13 students, which is a 2.4% reduction.**

Students Served, Open Enroll Into D-B and Open Enroll Out Of D-B



# Five Year Budget Projection (part 1)

With no adjustments to revenues or expenditures we will likely be in SOD by June 30, 2026 (SY 2025-2026).

Categories	FY 2022	FY 2023	Chg	FY 2024	Chg	FY 2025	Chg	FY 2026	Chg	FY 2027	Chg	FY 2028	Chg
Revenue	7,754,013	8,649,628	11.6%	8,107,221	-6.3%	8,441,689	4.1%	8,557,403	1.4%	8,635,483	0.9%	8,708,240	0.8%
Expenditures	8,172,555	9,425,942	15.3%	8,249,707	-12.5%	8,763,756	6.2%	9,068,644	3.5%	9,389,633	3.5%	9,746,299	3.8%
Difference over/(under)	(418,542)	(776,314)		(142,486)		(322,067)		(511,241)		(754,150)		(1,038,059)	
Assigned/Unassigned Fund Balance	955,657	568,329		425,843		103,776		(407,465)		(1,161,614)		(2,199,674)	
Fund Balance %	11.7%	6.0%		5.16%		1.18%		-4.49%		-12.37%		-22.57%	

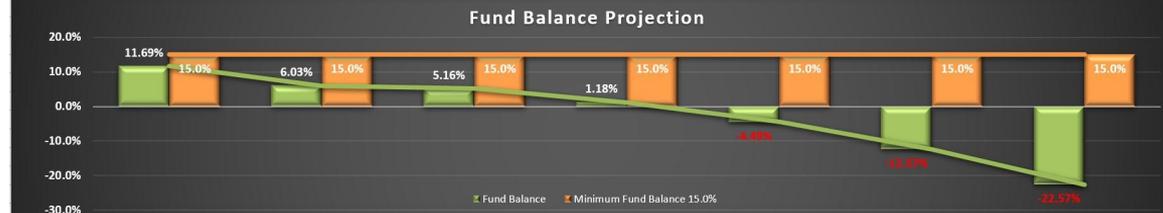
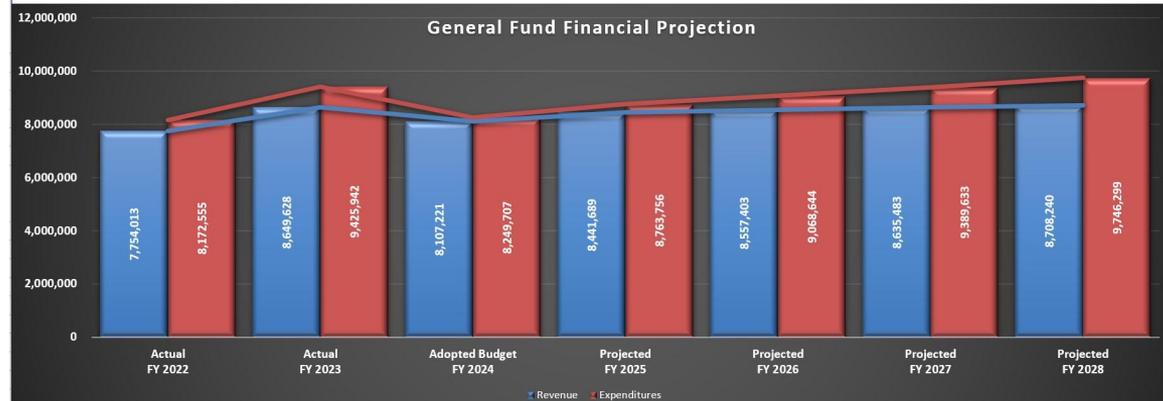
Operational Adjustments (\$811,613) (\$1,210,787) (\$1,767,761) (\$2,570,059) (\$3,661,619)  
**S.O.D.** **S.O.D.** **S.O.D.**

### Assumptions

General Formula increase 2% FY 2025, and then 2-3% based on CPI

Expenditure increase of 3.0% annually

(\$10,021,839) in total operational adjustments needed to meet minimum fund balance requirement



# What Are Our Options?

1. Increase Revenue:
  - a. Increase Enrollment
  - b. Pass an Operating Levy
  - c. Pass a Capital Projects Levy
  
2. Decrease Expenses From Our General Fund

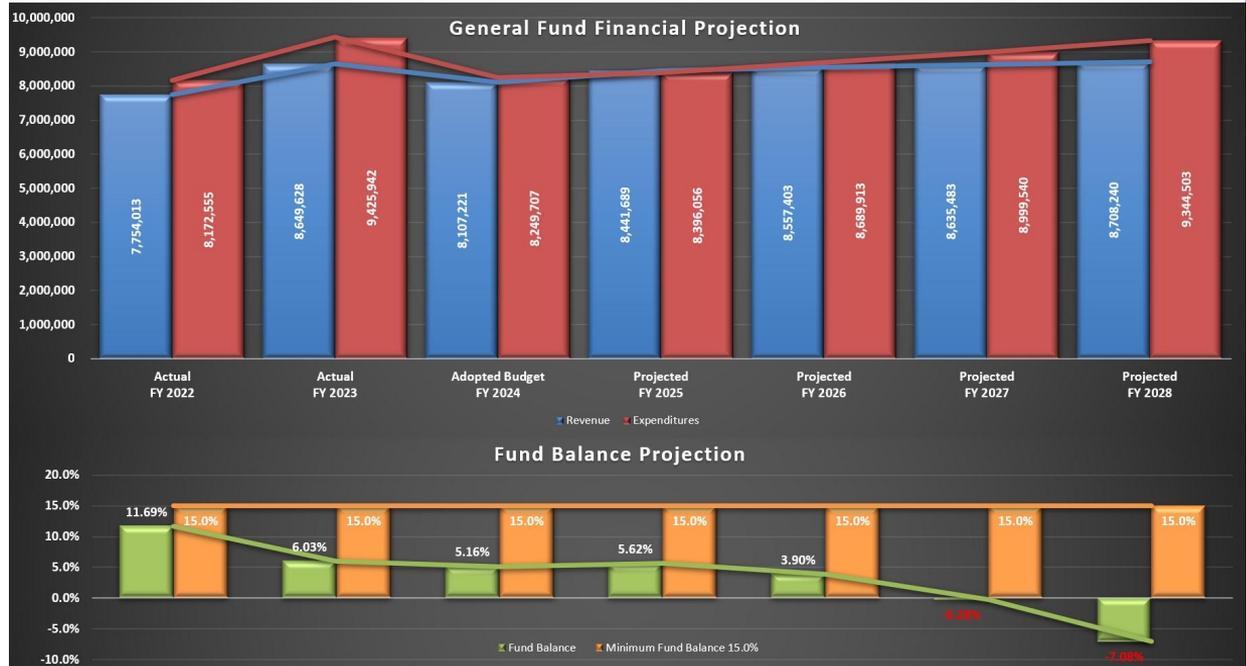


# Five Year Budget Projection (part 2)

With \$367,700 in reduced expenditures for the 2024-2025 school year, we are projected to be in SOD by June 30, 2028 vs June 30, 2026).

Categories	FY 2022	FY 2023	Chg	FY 2024	Chg	FY 2025	Chg	FY 2026	Chg	FY 2027	Chg	FY 2028	Chg
Revenue	7,754,013	8,649,628	11.6%	8,107,221	-6.3%	8,441,689	4.1%	8,557,403	1.4%	8,635,483	0.9%	8,708,240	0.8%
Expenditures	8,172,555	9,425,942	15.3%	8,249,707	-12.5%	8,396,056	1.8%	8,689,913	3.5%	8,999,540	3.6%	9,344,503	3.8%
Difference over/(under)	(418,542)	(776,314)		(142,486)		45,633		(132,510)		(364,057)		(636,264)	
Assigned/Unassigned Fund Balance	955,657	568,329		425,843		471,476		338,966		(25,090)		(661,354)	
Fund Balance %	11.7%	6.0%		5.16%		5.62%		3.90%		-0.28%		-7.08%	
<b>Operational Adjustments</b>				(\$811,613)		(\$787,932)		(\$964,521)		(\$1,375,021)		(\$2,063,030)	

**Assumptions**  
 General Formula increase 2% FY 2025, and then 2-3% based on CPI  
 Expenditure increase of 3.0% annually  
(\$6,002,116) in total operational adjustments needed to meet minimum fund balance requirement  
S.O.D.



# Budget Reduction Process

- For 2024-2025 Budget
  - Superintendent and business manager gathered and analyzed data
  - Board work session with Michael Hart of PMA discussing the urgency and need for a combination of budget reductions and increased revenue
  - Superintendent and business manager gathered and analyzed data to identify possibilities.
  - Leadership team discussed, made changes and came to consensus
- For Future Budget Years
  - Superintendent and business manager gather and analyze data
  - Board work sessions to examine needs
  - Team of stakeholders including staff and community members will examine data to provide input on potential budget adjustments
  - Leadership team discuss, make changes and come to consensus



# Recommendations

Reduction Areas	Estimated Savings
Pool will remain closed: resulting in an annual operating cost savings	\$ (48,000.00)
AR/STAR assessments replaced with Fastbridge assessments (READ Act requirement) *Subsequent years will save \$5,000 because of training cost in the first year.	\$ 1,751.60
Tech reductions - Planned replacement of phone, voice, and network equipment will wait until future date	\$ (92,300.00)
Activities Budget - lawn groomer purchase will wait	\$ (20,000.00)
No short term subs for HS - students go to study hall and work on coursework in google classroom.	\$ (31,242.50)
Reduce 1 FTE custodial position (achieved through attrition)	\$ (48,000.00)
Realignment of paraprofessional support through use of support rubric (achieved through attrition)	\$ (39,162.60)
ECSE reduction to a .5 FTE (this will be a new hire)	\$ (23,781.36)
Reduce 1 FTE HS special education position (reduction of an existing position)	\$ (66,963.74)
Grand Total	\$ (367,698.60)



**PURCHASE OF SERVICE CONTRACT AGREEMENT BETWEEN**

**DAWSON-BOYD PUBLIC SCHOOLS ISD # 378**

**AND**

**GREATER MINNESOTA FAMILY SERVICES**

**for**

***SCHOOL FAMILY MENTAL HEALTH (SFMH) SERVICES***

**JULY 1, 2024 TO JUNE 30, 2025**

This Agreement is entered into by and between Dawson-Boyd Public Schools ISD # 378, 848 Chestnut St., Dawson, MN 56232, (hereafter District) and Greater Minnesota Family Services, 2320 East Highway 12, Willmar, MN 56201, (hereafter Contractor).

**RECITALS**

WHEREAS, the Contractor is an organization approved under Minnesota Department of Human Services (DHS) MS 245i.20 as a certified mental health clinic, and C.T.S.S. (Children's Therapeutic Support Services) provider;

WHEREAS the District, wishes to purchase the services of the Contractor for Mental Health Services and Supports to Students, and Indirect/Consultative Support to teachers and administrative staff for clients and general mental health information to the District when requested;

WHEREAS, there are funds available for the purchase of these services;

NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the District and the Contractor agree as follows:

**TERM AND COST OF THE AGREEMENT**

This contract shall be in effect from July 1, 2024 to June 30, 2025 by all parties, or from commencement of services hereunder. All of the agreed upon services are available to the District at the same rate with or without the service being included in an individual educational plan.

**PRIMARY FUNDING SOURCE FROM MEDICAL ASSISTANCE PLANS:** Medical Assistance (MA) and Prepaid Medical Assistance Programs (PMAP) and other insurances are the primary source of funding for these 2.0 FTE positions, serving children who are Medical Assistance eligible, fully enrolled in a State of Minnesota MA plan, and meet diagnostic criteria of Medical Assistance for reimbursement. These services are:

1. Individual (at times Family, for critical care cases) direct service
2. Individual and Family Crisis Calls
3. Small Group Sessions

4. Travel to clients' homes/foster homes/crisis centers (at times for critical care cases)
5. Diagnostic and Treatment Planning services required by Medical Assistance and DHS.

**SECONDARY FUNDING SOURCE FROM THE DISTRICT:**

1. For Non-Enrolled children in a MA/PMAP program.
2. For Non-Reimbursable MA/PMAP services. These are essential school-based services, often called 'Wraparound' or indirect care supports for children, that are not recognized by Medical Assistance but are critical for a whole person approach to Mental Health recovery: classroom observations, teacher/staff consultations, parent contact, IEP collaboration and meetings with District staff, case opening (up to 3 hours maximum per new case for opening documentation, signatures, client rights, testing and *required* DHS screens: 1. CBCL—Child Behavior Check List. 2. CASII—Child and Adolescent Service Intensity Instrument for CTSS services, and Inservice/staff trainings for the District.
3. The District agrees to reimburse the Contractor for non-eligible Medical Assistance Clients and Wraparound Client Services *Not to Exceed* \$17,736.89 annually for these two positions. The funding amount will not be charged if the mental health professionals are not in place (recruiting period, or a staff person leaves the position), or this amount will be prorated accordingly in the event the position is filled by less than 2 FTE. Payment for services shall be made directly to the Contractor yearly of \$17,736.89 and billed by the Contractor to the District each year.

Availability of Funds of the District: If payment under this Agreement is dependent upon the availability of federal, state, District or other funds and such funds are reduced or terminated, this Agreement may be renegotiated or terminated at the sole discretion of the District. In the event of termination, Contractor shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. Time is an essential element of this Contract. If the Contractor fails for any reason, excepting delays caused by uncontrollable circumstances to complete installation of all items before the Contract completion date as set forth in Section 2, it is hereby agreed that the District shall have the right to deduct liquidated damages from any money or monies due or coming due to the Contractor. Any monies deducted are not to be construed as a penalty, but as liquidated damages to compensate for the additional cost and inconvenience incurred by the District. Contractor certifies that payment for purchased services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of services and, if the services are being purchased from another public agency, the cost reasonably assignable to such services. For final payment, Contractor shall comply with all requirements contained in Minnesota Statute. §290.92 regarding the withholding of taxes and wages. Contractor shall submit documentation of compliance with its claim for final payment. A certificate by the Minnesota State Commissioner of Revenue will satisfy this requirement (Form IC-134). Contractor is not entitled to final payment until such documentation is submitted.

**AMOUNT OF SERVICES PROVIDED:** This contract will be filled by 2.0 F.T.E. staff (staff continue services throughout summer months). All the contractor's staff positions are qualified to access Medical Assistance/PMAP (Prepaid Medical Assistance Programs) or other insurances for direct client services for Medical Assistance eligible children. The Contractor's positions are: 'Counselor' (job title at GMFS)-aka-Mental Health Practitioner (per DHS language) under the

direct supervision of a Therapist; Or, ‘Licensure Candidate’ (per DHS language with a Master’s degree) under the direct supervision of a Therapist; Or, ‘Therapist’ (job title at GMFS)-aka- Qualified Mental Health Professional (per DHS language).

**RATE LISTING REQUIRED BY THE DEPARTMENT OF HUMAN SERVICES (DHS) FOR GMFS’S DIRECT MENTAL HEALTH SERVICES:**

- A. Individual direct service. Counselor \$71.92 per hour. Licensure Candidate/Therapist \$101.56 per hour
- B. Individual and Family Crisis Calls. Counselor \$71.92 per hour. Licensure Candidate/Therapist \$101.56 per hour
- C. Small Group Sessions. Counselor \$71.92 per hour. Licensure Candidate/Therapist \$101.56 per hour
- D. Travel to clients’ homes/foster homes/crisis centers. Counselor \$71.92 per hour. Licensure Candidate/Therapist \$101.56 per hour
- E. Diagnostic and Treatment Planning services required by Medical Assistance and DHS. Licensure Candidate/Therapist \$101.56 per hour

**RATE LISTING REQUIRED BY THE DEPARTMENT OF HUMAN SERVICES (DHS) FOR ‘WRAPAROUND’ DISTRICT SERVICES NOT COVERED BY MEDICAL ASSISTANCE:**

- A. Individual Educational Plan Team Meetings for child receiving services. Counselor \$71.92 per hour. Licensure Candidate/Therapist \$101.56 per hour
- B. Classroom Observations, Teacher/staff consultation and meetings, parent contact. . Formal and Informal Consultation and Team Meetings. Counselor \$71.92 per hour. Licensure Candidate/Therapist \$101.56 per hour
- C. Case opening (up to 3 hours maximum per new case for opening documentation, signatures, client rights, testing and *required* DHS screens: 1. CBCL—Child Behavior Check List. 2. CASII—Child and Adolescent Service Intensity Instrument for CTSS services. Counselor \$71.92 per hour. Licensure Candidate/Therapist \$101.56 per hour.
- D. Staff Training and Inservice. Counselor \$71.92 per hour. Licensure Candidate/Therapist \$101.56 per hour.
- E. Day Treatment: The rate for day treatment services provided as part of a student’s Individual Education Plan is \$87.36 per hour.

**1. BONDS**

If required and contemporaneous with the execution of this Agreement, Contractor agrees to provide payment and performance bond for the District pursuant to Minnesota Statute §§375.21 & 574.26 and in equal to or greater than the Contract amount. Said bonds shall guarantee the faithful performance of all obligations required of Contractor under terms of this Contract, including payment of labor and material.

**2. INDEPENDENT CONTRACTOR**

- A. Contractor is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the County. No tenure or any rights including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available Contractor's employees, including indemnification for third party personal injury/property damage claims, shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.
- B. Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or other, will be made from the payments due Contractor and it is Contractor's sole obligation to comply with all federal and state tax laws.
- C. Contractor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified in this Agreement.
- D. Contractor is responsible for hiring sufficient workers to perform the services required by this Agreement and withholding taxes and paying all other employment tax obligation on their behalf.
- E. The Contractor is solely responsible for supervision, control and direction of the Contract personnel utilized to provide the services under this agreement.

### **3. INDEMNIFICATION AND INSURANCE**

Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any negligent act or omission of the party, its agents, servants or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement.

It is understood and agreed that the District's and the Contractor's liability shall be limited by the provisions of Minnesota Statute § 466 and/or other applicable law.

Contractor further agrees that in order to protect itself as well as the District under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force liability insurance The following minimum limits apply:

- \$4,000,000 Aggregate
- \$1,000,000 Personal Injury and Advertising Injury
- \$1,000,000 Each Occurrence
- \$ 100,000 Fire Damage Limit
- \$ 5,000 Medical Expense

The policy should be written on an “occurrence” basis and not a “claims-made” basis.

- B. Automobile Liability Insurance including owned, non-owned, and hired vehicles in an amount not less than \$1,000,000 combined single limit (CSL) for total bodily injuries and/or damages arising from any one accident.
- C. Professional Liability Insurance (when required) the following minimum limits apply:
  - \$3,000,000 Aggregate
  - \$1,000,000 per claim
- D. Excess Umbrella Liability Policy will be additionally required if any of the above policies have lower limits than stated.
- E. Worker’s Compensation Insurance.

#### **4. DATA PRIVACY/DATA OWNERSHIP**

- A. Data Practices.

All data collected, created, received, maintained, or disseminated in any form, for any purposes by the activities of Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules promulgated pursuant to Chapter 13. The person responsible for release of all data under this Agreement shall be the Director of Special Education of the District employee identified in provision 10.

- B. Health Insurance Portability and Accountability Act (HIPAA – 45 C.F.R. §§160,162,164)

If under this Agreement the exchange of Protected Health Information in any form is anticipated the Contractor shall comply with all regulatory obligations including signing any required agreements (e.g., Business Associate Agreement). Such Agreements shall be attached to and incorporated into this Agreement.

- C. Release.

No educational data may be released by the Contractor to a third party without the express consent of the District’s representative as indicated below – this includes any media relations.

- D. Ownership.

Ownership of all data prepared for or by the District whether having commercial value or not shall remain with the District. Any reports, studies, photographs, negatives or other documents or any other form of data prepares by the Contractor in the performance of its obligations under this contract shall be the exclusive property of the District, and all such material or data shall be remitted to the District by the Contractor upon completion, termination or cancellation of this contract. The Contractor shall not use, allow, or cause to have such materials used for any purpose other than performance of the Contractor’s obligations under this contract without the prior written consent of the District.

## **5. RECORDS: AVAILABILITY AND RETENTION**

Pursuant to Minnesota Statute §16C.05, subd. 5, the Contractor agrees that the District, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, et., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this Agreement. Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement. Any educational data may be retained for a longer period, as the District may determine in accordance with applicable law and policy.

## **6. MERGER AND MODIFICATION**

- A. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are presumed to be incorporated or attached and are deemed to be part of this Agreement. Where the incorporated terms differ with the terms of this Agreement, the terms of this Agreement shall control.
- B. Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties.

## **7. DEFAULT AND CANCELLATION**

- A. If the Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Unless the Provider's default is excused by the District, the District may, upon written notice to the Contractor's representative listed herein, cancel this Agreement in its entirety as indicated in (10 B.) below.
- B. This Agreement may be cancelled with or without cause by either party upon thirty (30) days written notice.
- C. Unless Contractor's default is excused under the terms of this Contract the District may recover from Contractor such damages as it may sustained by reason of additional administrative costs, expenses of re-awarding the contract and other damages sustained by the District by reason of delay, price changes, loss of other contracts, loss of income, inability of the District to fulfill other contracts, loss of other benefits of this Contract and any other damages directly or consequently arising out of this Contract or failure to perform the same by Contractor.
- D. The District and the Contractor agree to attempt to resolve quickly all matters related to uncontrollable circumstances and use all reasonable efforts to mitigate its effects.

## **8. SUBCONTRACTING AND ASSIGNMENT**

- A. Contractor shall not enter into any subcontract for the performance of any services contemplated under this Agreement without the prior written approval of the District and subject to such conditions and provisions as the District may deem necessary. The Contractor shall be responsible for the performance of all Subcontracts. Any agreement between the Contractor and any subcontractor shall obligate the subcontractor with the general terms of this Contract.
- B. No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other Parties and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors.

## **9. NONDISCRIMINATION**

During the performance of this Agreement, the Contractor agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual orientation, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

## **10. HEALTH AND SAFETY**

The Contractor shall be solely responsible for the health and safety of its employees and subcontractor's employees in connection with the services performed in accordance with this Agreement. The Contractor shall ensure that all employees, including those of all subcontractors, have received training required to properly and safely perform services outlined in this Agreement. Such training is to include, but not be limited to, all applicable sections of the State and Federal Occupation, Safety and Health Administration (OSHA) laws, Superfund Amendments and Reauthorization Act (SARA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Uniform fire Code and/or any other applicable health and safety regulations. Upon the request of the District, the Contractor shall provide copies of any licenses and/or training records for Contractor and/or Contractor's employees or subcontractor's employees who perform services pursuant to this Agreement.

## **11. NONWAIVER, SEVERABILITY & APPLICABLE LAWS**

- A. Nonwaiver.  
Nothing in this Agreement shall constitute a waiver by the District of any statute of limitations or exceptions on liability. If the District does not enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- B. Severability.

If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.

C. **Applicable Laws.**

The Laws of the State of Minnesota shall apply to this Agreement. The Contractor shall abide by all Federal, State, or local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which Contractor is responsible.

**12. SECTION HEADINGS**

The section headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

**13. THIRD PARTIES**

This Agreement does not create any rights, claims or benefits inuring to any person that is not a party hereto nor create or establish any third party beneficiary.

**14. CONFLICT OF INTEREST**

Contractor agrees that it will not contract for or accept employment for the performance of any work or services with any individual, business, partnership, corporation, government, governmental unit or any other organization that would create a conflict of interest in the performance of its obligations under this Contract.

District and Contractor, having signed this Agreement and pursuant to the proper District and Contractor officials having signed this Agreement, the parties hereto agree to be bound by the provisions herein and attached.

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Greater Minnesota Family Services/Date  
George Dubie, CEO

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ISD # 378/Date  
Holly Ward, Superintendent

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ISD # 378/Date  
Chairperson, School Board

An Equal Opportunity/Affirmative Action Employer