

## SCHOOL BOARD MEETING

Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota

[www.minnetonkaschools.org](http://www.minnetonkaschools.org)

April 11, 2024

*The mission of the Minnetonka School District, a community that transcends traditional definitions of excellence and where dreams set sail, is to ensure all students envision and pursue their highest aspirations while serving the greater good, through teaching and learning which*

- *Value and nurture each individual,*
- *Inspire in everyone a passion to excel with confidence and hope, and*
- *Instill expectations that stimulate extraordinary achievement in the classroom and in life.*

(All times are approximate)

- |      |       |  |
|------|-------|--|
| 6:30 |       | Recognitions: Girls Hockey State 3 <sup>rd</sup> Place Finishers; Girls Gymnastics State Qualifiers; Boys Swim & Dive State Runners-up; Wrestling State Qualifiers; Fencing State Qualifiers; Middle School Orchestra All-State Qualifiers; Middle School MathCounts State and National Qualifiers; High School Math Team State Qualifiers; Science Olympiad State Qualifiers; Elementary, Middle and High School Chess State Qualifiers; and Minnetonka Community Education LERN Awards |
| 7:00 | I.    | Call of Meeting to Order   |
|      | II.   | Pledge to the Flag   |
|      | III.  | Adoption of the Agenda   |
|      | IV.   | School Reports: Community Education and Excelsior  |
| 7:30 | V.    | Community Comments<br>Community Comments is an opportunity for the public to address the School Board on an item included in this agenda in accordance with the guidelines printed on the reverse.   |
| 7:35 | VI.   | Adoption of Minnetonka Foundation's Teacher Grants   |
| 7:40 | VII.  | Approval of FY24 Amended Budget  |
| 8:05 | VIII. | Review and Approval of Policy #534: Equal Educational Opportunity  |
| 8:10 | IX.   | Approval of Long-Term Facilities Maintenance 10-Year Plan Annual Update  |

- 8:20 X. CONSENT AGENDA
- a. Minutes of March 7 Regular Meeting and Closed Session; and March 21 Special Meeting
  - b. Study Session Summary of March 21, 2024
  - c. Payment of Bills
  - d. Recommended Personnel Items
  - e. Gifts and Donations
  - f. Electronic Fund Transfers
  - g. Trust Funds
  - h. Policy #440: Handbook for MCE and/or Aquatics Personnel
- 8:20 XI. Board Reports
- 8:22 XII. Superintendent's Report
- 8:24 XIII. Announcements
- 8:25 XIV. Adjournment

#### GUIDELINES FOR COMMUNITY COMMENTS

Welcome to the Minnetonka Schools Board Meeting! In the interest of open communications, the Minnetonka School District wishes to provide an opportunity for the public to address the School Board. That opportunity is provided at every regular School Board meeting during *Community Comments*.

1. Anyone indicating a desire to speak to an item included in the meeting agenda—except for the Consent Agenda and/or information that personally identifies or violates the privacy rights of an individual—during *Community Comments* will be acknowledged by the Board Chair. When called upon to speak, please state your name, connection to the district, and topic. All remarks shall be addressed to the Board as a whole, not to any specific member(s) or to any person who is not a member of the Board.
2. If there are a number of individuals present to speak on the same topic, please designate a spokesperson who can summarize the issue.
3. Please limit your comments to three minutes. Longer time may be granted at the discretion of the Board Chair. If you have written comments, the Board would like to have a copy, which will help them better understand, investigate and respond to your concern.
4. During *Community Comments* the Board and administration listen to comments. Board members or the Superintendent may ask clarifying questions of you in order to gain a thorough understanding of your concern, suggestion or request. If there is any response or follow-up to your comment or suggestion, you will be contacted via email or phone by a member of the Board or administration in a timely manner.
5. Please be aware that disrespectful comments or comments of a personal nature, directed at an individual either by name or inference, will not be allowed. Personnel concerns should be directed first to a principal or executive director of the department, then to the Executive Director of Human Resources, then to the Superintendent and finally in writing to the Board.

*School Board meetings are rebroadcast via a local cable provider.  
Please visit the "District/Leadership/School Board" page on our website for a current schedule.*

## REPORT

**School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota**

### **Board Agenda Item IV.**

**Title: School Reports: Community Education and  
Excelsior Elementary**

**Date: April 11, 2024**

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#### **EXECUTIVE SUMMARY:**

##### Community Education

Administrators from Community Education will present MCE program and marketing information. They will also share a short video as part of the presentation.

##### Excelsior Elementary

Principal Jen Smasal, members of her staff and students will share two major themes with the Board: the impact of building a connected school community and setting conditions for excellence in student learning and support.

**Submitted by:** \_\_\_\_\_



David Law, Superintendent

**ACTION**

**School Board  
Minnetonka I.S.D. # 276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item VI.**

**Title: Acceptance of Minnetonka Foundation's  
Teacher Grants**

**Date: April 11, 2024**

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**OVERVIEW**

The Minnetonka Public Schools Foundation annually funds a significant number of innovative grants to teachers. The Board will need to accept the grants.

*Note: Grant information will be shared with the public once the Foundation notifies the teachers of their acceptance.*

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board accept the Minnetonka Foundation's Teacher Grants, as presented.

**Submitted by:**



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David Law, Superintendent



**ACTION**

**SCHOOL BOARD  
Minnetonka I.S.D. 276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item VII.**

**Title: Approval of FY2024 Amended Budget**

**Date: April 11, 2024**

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**EXECUTIVE SUMMARY:**

Minnetonka Independent School District 276 continually monitors actual revenue and expenses against budgeted amounts through the year, and typically makes mid-year budget adjustments to reflect any changes in revenue and expense projections that have materialized in the first 6-7 months of the year.

The attached amended budget information is for FY24 only. The FY25 budget is in the process of development during the months of April through May for final approval in June prior to the start of FY25 on July 1, 2024. Initial projections are included for informational purposes, but as part of the FY25 budget process, updated projections including any changes by the 2024 Legislature for FY25 and subsequent years will be presented at that time.

The FY24-FY25 Minnetonka Teachers Association Contract has been approved. All differences in the final negotiated settlement from the compensation assumptions included in the FY24 Amended Budget Review at the February 22 Study Session have been included in both the FY24 Amended Budget and the FY25-FY29 projection as of April 11, 2024.

The FY24 Amended Budget projection also includes all the known changes in revenues and expenditures that have occurred since the FY24 Budget was adopted on June 15, 2023.

The General Operating Fund FY24 Amended Budget inclusive of all the changes mentioned above is estimated to come in a deficit of revenues to expenditures of (\$2,371,088), which is a decrease of (\$4,436,213) from the FY24 Adopted Budget estimated surplus of \$2,065,125.

Revenues increased from the FY24 Adopted Budget amount of \$161,022,727 to \$162,407,686 at the FY24 Amended Budget, or an increase of \$1,384,959.

Expenditure increased from the FY24 Adopted Budget amount of \$158,957,602 to \$164,778,774 at the FY24 Amended Budget, or an increase of \$5,821,172.

It is important to note that the General Operating Fund is supported in both FY24 and FY25 by significant one-time or transitory revenue as follows:

- FY24 revenue is supported by \$2,184,946 in one-time Operating Referendum Revenue from a prior-year adjustment for actual inflation that ran higher than the inflation level estimated by the Minnesota Department of Education
- FY24 revenue is also supported by \$2,602,583 in transitory interest earnings on cash due to increased interest rates by the Federal Reserve to combat inflation – as the Federal Reserve lowers interest rates in the future this level of interest earnings will not be available, but the District is taking maximum advantage of the rates while they still exist by locking in future earnings
- Absent the one-time Operating Referendum revenue and the transitory higher-than-normal interest earnings, the FY24 Adopted Budget and Amended Budget would not be showing an estimated surplus
- FY25 revenue is supported by \$1,746,428 in one-time Operating Referendum revenue, \$320,967 in one-time Reemployment revenue, and \$112,111 in one-time Local Optional revenue, totaling \$2,179,506 in one-time revenue from prior-year adjustments due to MDE estimates being lower than actual
- FY25 revenue is also supported by \$2,000,000 in transitory interest earnings on cash due to increase interest rates by the Federal Reserve compared to normal rate levels, but estimated to decline approximately 25% during FY25 from FY24 levels
- Absent the one-time Operating Referendum revenue, one time Reemployment revenue, and one-time Local Optional revenue, and the transitory higher-than-normal interest earnings, the FY25 Adopted Budget estimate would show significantly larger deficit of revenue to expenditures
- The absence of one-time revenues in FY26 is one of the primary reasons that the estimated deficit of revenues to expenditures is larger by over \$4,000,000, at (\$6,082,468) in FY26 compared to (\$1,981,675) in FY25

The FY24 Amended Budget projects the following amounts for the General Operating Fund:

General Operating Fund Revenues	\$162,407,686
General Operating Fund Expenditures	\$164,778,774
Projected Revenues Over (Under) Expenditures	(\$ 2,371,088)
Net Change in Ending Fund Balance	(\$ 2,371,088)
Projected Ending Unassigned Fund Balance	\$ 19,706,133
Unassigned Fund Balance as Percent of Expenses	12.0%
Net Change in Unassigned Fund Balance From FY23	(\$ 2,114,022)

Amended Budgets for the Nutrition Services Fund, Capital Expenditures Fund, Debt Service Fund, Fiduciary Funds-Donations, Athletic Equipment Fund, Self-Insurance Health & Dental Fund, Other Post-Employment Benefits Fund, Arts Center Fund, Dome Operations Fund, Aquatics Fund, Pagel Center Operations Fund, Long Term Facilities Maintenance Fund, Building Construction Fund, OPEB Bonds Debt Service Fund, and Capital Projects Technology Fund and are also attached for review.

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**ATTACHMENTS:**

FY2024 Amended General Operating Fund Budget  
FY2024 Amended Budget and FY24-FY29 Major Projection Assumptions  
FY2024 Summary of General Operating Fund Budget Amendments  
FY2024 Reconciliation of Adopted Budget to Amended Budget  
Food & Nutrition Services Fund  
Community Services Fund  
Operating Capital Fund  
Debt Service Fund  
Fiduciary Funds - Donations  
Athletic Equipment Fund  
Self-Insurance Health & Dental Fund  
Other Post-Employment Benefits Fund  
Arts Center Fund  
Dome Operations Fund  
Aquatics Fund  
Pagel Center Operations Fund  
Long Term Facilities Maintenance Fund  
Other Post-Employment Benefits Debt Service Fund  
Building Construction Fund  
Capital Projects Technology Fund

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**RECOMMENDATION/FUTURE DIRECTION:**

The FY24 Amended Budget is presented for the School Board's approval.

***Motion to Approve Amended Budgets for Fiscal Year 2024***

*BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby approve amendments to the Fiscal Year 2024 Budget for all funds as presented in the District fund projections for Fiscal Year 2024 as of April 11, 2024, including General Operating Fund Revenues of \$162,407,686 and General Operating Fund Expenditures of \$164,778,774.*

**Submitted by:** \_\_\_\_\_



Paul Bourgeois, Executive Director of Finance & Operations

**Concurrence:** \_\_\_\_\_



David Law, Superintendent

**MINNETONKA INDEPENDENT SCHOOL DISTRICT 276**  
**FY2024 AMENDED GENERAL OPERATING FUND BUDGET AND PROJECTION WITH MTA MEDIATION SETTLEMENT**

General (01), Transportation (03), & Extra Curricular (11) Funds		+5.05 Tchr FTE*	+3.43 Tchr FTE	+3.09 Tchr FTE*	+2.59 Tchr FTE*	+0 Tchr FTE	+0 Tchr FTE	+0 Tchr FTE	+0 Tchr FTE	+0 Tchr FTE
K-12 Student Growth Oct Target Numbers (Actuals Thru FY23)		163	32	-6	36	130	0	0	0	0
October 1 K-12 Enrollment Target (Actuals Thru FY23)		11,174	11,206	11,200	11,242	11,372	11,372	11,372	11,372	11,372
Definitions		Actual 2021-2022	Actual 2022-2023	Adopted 2023-2024	Amended 2023-2024	Projected 2024-2025	Projected 2025-2026	Projected 2026-2027	Projected 2027-2028	Projected 2028-2029
<b>SOURCES OF REVENUE:</b>	Gen Ed Rev - Resident	\$54,087,221	\$54,306,048	\$55,936,099	\$55,903,042	\$57,116,198	\$58,592,014	\$59,846,359	\$61,140,754	\$62,458,632
	Gen Ed Rev - Open Enroll	\$28,762,422	\$30,695,379	\$31,616,732	\$31,924,602	\$33,650,099	\$34,519,579	\$35,258,578	\$36,021,174	\$36,797,603
	Categorical	22,125,490	24,241,930	29,181,854	28,518,903	28,862,334	29,175,877	30,149,810	30,804,910	30,983,764
	Miscellaneous	3,472,364	5,058,977	4,253,840	6,087,261	4,580,000	3,980,000	3,880,000	3,780,000	3,780,000
	Federal	4,244,490	4,305,768	3,003,053	2,942,729	2,895,087	2,895,087	2,895,087	2,895,087	2,895,087
	Revenue Before Ref.	112,691,987	118,608,101	123,991,578	125,376,537	127,103,719	129,162,556	132,029,834	134,641,925	136,915,086
	Total Voter Approved Referendum Rev	23,007,370	23,151,349	28,059,527	28,059,527	29,294,449	28,304,722	29,035,413	29,773,982	30,470,908
	Local Option Revenue Tier 1	5,292,763	5,163,642	5,429,663	5,429,663	5,387,386	5,302,290	5,302,290	5,302,290	5,302,290
	Local Option Revenue Tier 2	3,489,811	3,545,655	3,541,958	3,541,958	3,624,485	3,624,485	3,624,485	3,624,485	3,624,485
	Total Revenue	\$144,481,932	\$150,468,746	\$161,022,727	\$162,407,686	\$165,410,038	\$166,394,053	\$169,992,021	\$173,342,681	\$176,312,768
<b>USES OF REVENUE:</b>	Salaries & Wages	\$98,311,029	\$101,936,550	\$106,519,637	\$110,335,807	\$115,857,956	\$117,584,650	\$120,975,086	\$124,457,379	\$128,033,756
	Benefits	30,769,754	31,860,123	33,468,615	35,009,639	36,726,461	37,146,321	38,094,475	39,071,302	40,119,502
	Purchased Serv.	7,234,495	7,291,213	7,015,105	7,495,857	7,301,496	7,326,402	7,454,040	7,584,480	7,717,798
	Supplies	4,534,112	3,267,029	4,926,418	4,963,267	4,257,261	4,324,583	4,367,329	4,410,503	3,661,285
	Transportation	6,004,090	5,898,407	7,192,749	7,141,305	7,660,325	8,028,396	8,410,099	8,658,089	8,913,452
	Transfers	591,230	569,608	650,155	647,976	667,415	687,438	708,061	729,303	751,182
	Transfer from OPEB Trust	(754,419)	(815,037)	(815,077)	(815,077)	(793,266)	(737,880)	(679,468)	(621,296)	(606,606)
	Total Expenses	\$146,690,293	\$150,007,893	\$158,957,602	\$164,778,774	\$171,677,649	\$174,359,911	\$179,329,622	\$184,289,759	\$188,590,368
<b>BOTTOM LINE:</b>	Ongoing Revenue Over (Under) Expenditures	(\$2,208,361)	\$460,854	\$2,065,125	(\$2,371,088)	(\$6,267,611)	(\$7,965,858)	(\$9,337,601)	(\$10,947,078)	(\$12,277,600)
<b>FUND BALANCE:</b>										
Beginning		\$25,744,728	\$23,536,367	\$23,910,676	\$23,997,221	\$21,626,133	\$15,358,522	\$7,392,664	(\$1,944,937)	(\$12,892,015)
Ongoing Revenue Over (Under) Expenditures		(\$2,208,361)	\$460,854	\$2,065,125	(\$2,371,088)	(\$6,267,611)	(\$7,965,858)	(\$9,337,601)	(\$10,947,078)	(\$12,277,600)
One-Time Transfer from OPEB Fund (VANTAGE/MOMENTUM)		\$9,850,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
One-Time Transfer to Operating Capital/Construction Fund		(\$9,850,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ending		23,536,367	23,997,221	25,975,801	21,626,133	15,358,522	7,392,664	(1,944,937)	(12,892,015)	(25,169,615)
<b>RECON. OF ENDING FUND BALANCE:</b>										
Assigned Fund Balance	Op Cap Deferred Use	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assigned Fund Balance	Q-Comp	\$436,430	\$533,560	\$300,000	\$485,000	\$485,000	\$485,000	\$485,000	\$485,000	\$485,000
Restricted Fund Balance	3rd Party Billing	\$111,162	\$59,981	\$60,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
Non Spendable Fd Bal	Prepays & Inventories	\$1,133,240	\$1,583,525	\$550,000	\$1,350,000	\$1,350,000	\$1,350,000	\$1,350,000	\$1,350,000	\$1,350,000
Total Assigned, Non Spendable or Restricted Fd Bal		\$1,680,833	\$2,177,066	\$910,000	\$1,920,000	\$1,920,000	\$1,920,000	\$1,920,000	\$1,920,000	\$1,920,000
Total Unassigned Fund Balance		\$21,855,534	\$21,820,155	\$25,065,801	\$19,706,133	\$13,438,522	\$5,472,664	-\$3,864,937	-\$14,812,015	-\$27,089,615
Total Fund Balance as % of Expenditures		16.0%	16.0%	16.3%	13.1%	8.9%	4.2%	-1.1%	-7.0%	-13.3%
Unassigned as a % of Expenditures		14.9%	14.5%	15.8%	12.0%	7.8%	3.1%	-2.2%	-8.0%	-14.4%
* 9.04 FTE Teacher staff are assigned to the Tonka Online Comprehensive eLearning Program										

Amended Budget Six-Year Projection Assumptions  
FY24-FY29  
February 22, 2024  
Projected FY24-FY29 Major Budget Assumptions  
Under Current Statutes through FY23 Legislature

The following major assumptions and factors are included in the Amended Budget Projected FY24 through FY29 Budget Projections:

- Enrollment
  - FY24 Amended Budget at 11,242 K-12 students per October 1<sup>st</sup>, 2023 Enrollment (Includes both in-person and Tonka Online Comprehensive eLearning students)
  - FY25 through FY29 K-12 students set at 11,372 K-12 based on projected increase of 130 students per School Board approval of In-Person enrollment cap from 11,100 to 11,250 plus 122 Tonka On-line Comprehensive enrolled students continuing as Tonka On-Line Comprehensive or In-Person students in FY25
- Total Revenues for FY24 Amended Budget of \$162,407,686 which is a \$1,384,959 increase over FY24 Adopted Budget Revenues of \$161,022,727
  - Major items – State Special Education Cross Subsidy Reduction Aid decrease per 1/30/24 State SPED Comprehensive Aid Report
  - Unemployment Insurance increase per new legislature requirements; Investment Earnings increase per locked in rates through Dec 2023.
  - General Education Formula Per Pupil FY24 – actual 4.0% increase of \$275 to \$7,138 based on state statute
  - General Education Formula Per Pupil FY25 – assumes 2.0% increase of \$143 to \$7,281 based on state statute
  - General Education Formula Per Pupil FY26 – assumes 2.58% increase of \$188 to \$7,469 based on MDE calculation of projected inflation
  - General Education Formula Per Pupil FY27 – assumes 2.14% increase of \$160 to \$7,629 based on MDE calculation of projected inflation
  - General Education Formula Per Pupil FY28 – assumes 2.16% increase of \$165 to \$7,794 based on MDE calculation of projected inflation
  - General Education Formula Per Pupil FY29 – assumes 2.16% increase of \$168 to \$7,962 based on MDE calculation of projected inflation
- Local Option Revenue Tier 1 for FY24 and later remains at \$424 per Adjusted Pupil Unit which generates \$5,429,663 in FY24 – this is local levy so additional students above the estimate generate revenue in a subsequent year with a make-up levy
- Local Option Revenue Tier 2 for FY24 at \$300 and adjusted for inflation through FY26 at Operating Referendum Inflation Rate – generates \$3,541,958 in FY24
- Categorical Programs revenue (Q-Comp, Equity, etc.) FY24 – remain at current funding levels per pupil as levied on 22 Pay 23 Levy for FY24. Includes new funding formulas for:

- Student Support Personnel Aid of \$11.94 per pupil
- Library Aid of \$16.11 per pupil
- Compensatory Revenue funding formula which will hold harmless due to the enactment of Universal Meals program
- English Learner Cross Subsidy Reduction Aid increase which increases the EL Revenue per pupil from \$704 to \$1,228 along with the EL Concentration Revenue per pupil from \$250 to \$436
- Special Education (SPED) Cross Subsidy Reduction Aid decrease per 1/30/24 State SPED Comprehensive Aid Report which reduces the cross-subsidy by 44% in FY24 (previously at 6% in FY23)
  - SPED Cross Subsidy Reduction Aid = \$2,811,183 (Estimated at \$3,504,575 at FY24 Adopted Budget)
- FY24 Federal Revenue (as well as offsetting expenditures) set at actual grant levels per grant awards including actual carryover revenue from FY23 for ARP, ESSER, ESEA, and IDEA federal funds
  - FY25 no longer includes any new or carryover ARP and ESSER federal funds (projected to be fully utilized in FY24)
  - Any permanent positions previously funded by ARP and ESSER federal funds are continuing to be funded out of the General Operating Fund (non-federal)
- Operating Referendum Revenue – \$2,110.97 per Adjusted Pupil Unit levied for FY24
  - Larger than normal inflation factor adjustment calculated by MDE and MMB of 12.18% generated a \$229.16 per Adjusted Pupil Unit increase totaling \$2,957,146.58 – normal inflation adjustments are between \$40 and \$60 per Adjusted Pupil Unit
  - One-time prior year adjustment of \$2,184,946 due to increased CPI inflation above original estimate calculated by MDE and MMB
  - Subsequent years increased by inflation factors per MDE Referendum Revenue estimates
  - \$2,202.89 per Adjusted Pupil Unit in FY25 (Per 23 Pay 24 Property Tax Levy)
  - One-time prior year adjustment of \$1,746,428 due to increased CPI inflation above original estimate calculated by MDE and MMB
  - \$2,263.40 per Adjusted Pupil Unit in FY26 (Based on MDE Inflation Estimates at 2.75%)
  - \$2,321.83 per Adjusted Pupil Unit in FY27 (Based on MDE Inflation Estimates at 2.58%)
  - \$2,380.89 per Adjusted Pupil Unit in FY28 (Based on MDE Inflation Estimates at 2.54%)
  - \$2,463.62 per Adjusted Pupil Unit in FY29 (Based on MDE Inflation Estimates at 2.34%)
    - District is at the Operating Referendum Cap starting in FY20 and future years – only annual increase is for inflation as approved by the voters of the District. The District does not have the option of asking the voters of the District for additional revenue

- Miscellaneous Revenue
  - Interest earnings of approximately \$2,602,583 based on MSDLAF Term rates locked in to deliver a guaranteed \$2,202,583 as of December 31, 2023 plus an estimated \$400,000 added for Jan-Jun 2024 at 89% of the interest actually earned on liquid accounts July-Dec 2023
  - Unemployment Insurance reimbursement increased by an estimated \$673,000 based on new legislature requirements for hourly workers to be eligible for unemployment benefits between school terms (summer months) – see corresponding expenditures in FY24 only
- Notes On One-Time and Transitory Revenue
  - FY24 revenue is supported by \$2,184,946 in one-time Operating Referendum Revenue from a prior-year adjustment for actual inflation that ran higher than the inflation level estimated by the Minnesota Department of Education
  - FY24 revenue is also supported by \$2,602,583 in transitory interest earnings on cash due to increased interest rates by the Federal Reserve to combat inflation – as the Federal Reserve lowers interest rates in the future this level of interest earnings will not be available, but the District is taking maximum advantage of the rates while they still exist by locking in future earnings
  - Absent the one-time Operating Referendum revenue and the transitory higher-than-normal interest earnings, the FY24 Amended Budget would be showing a deeper deficit of approximately \$3,184,946 (\$1,000,000 less interest and \$2,184,946 one-time)
  - FY25 revenue is supported by \$1,746,428 in one-time Operating Referendum revenue, \$320,967 in one-time Reemployment revenue, and \$112,111 in one-time Local Optional revenue, totaling \$2,179,506 in one-time revenue from prior-year adjustments due to MDE estimates being lower than actual
  - FY25 revenue is also supported by \$1,600,000 in transitory interest earnings on cash due to increased interest rates by the Federal Reserve compared to normal rate levels, but estimated to decline approximately 25% during FY25 from FY24 levels
  - Absent the one-time Operating Referendum revenue, one-time Reemployment revenue, and one-time Local Optional revenue, and the transitory higher-than-normal interest earnings, the FY25 Adopted Budget estimate would show a larger deficit of expenditures to revenues of approximately \$2,579,506 (\$400,000 less interest and \$2,179,506 one-time)
- Total Expenditures for FY24 Amended Budget of \$164,778,774 which is an increase of \$5,821,172 over FY24 Adopted Budget Expenditures of \$158,957,602
- Salaries – Salaries are 66.96% of the General Operating Fund Budget – together with Benefits at 20.75%, they make up 87.71% of the General Operating Fund Budget

○ Teachers (Fund 01)

- FY24 Amended Budget K-12 teaching staff at 840.84 FTE through the 2/27/24 staffing document from Human Resources. Since the FY24 Adopted Budget, 2.59 FTE teachers have been added.
  - FY25 through FY29 assumes no teacher growth over FY24
- FY24 & FY25 includes a Total Compensation Package increase of 12.79% ongoing and 4.52% one-time as follows:
  - FY24 – 6.55% Salaries and benefits ongoing
  - FY24 – \$2,500 one-time stipend per FTE
  - FY24 – 17.01% TRA, Social Security, Medicare, and Workers Compensation Benefits of \$425 one-time
  - FY25 – 6.24% Salaries and benefits ongoing
  - FY25 – \$2,000 one-time stipend per FTE
  - FY25 – 17.01% TRA, Social Security, Medicare, and Workers Compensation Benefits of \$340 one-time
- FY24 New Hire estimated Teacher Salary is estimated at \$68,786 with a total position cost of \$93,261 including benefits
- FY24 Average Teacher Salary is \$89,413 with a total position cost of \$119,306 including benefits
- Together, Teacher Salary and Benefit costs are 66.12% of the General Operating Fund Budget. FY24 Amended Budget Teacher Salaries 50.87% of the General Operating Fund Budget (\$83,818,630) - Teacher Benefits are 15.25% of the General Operating Fund Budget (\$25,135,555)
- FY26 through FY29 assumes 3.00% salary and benefit package increase each year for MTA assuming a return to normal inflation in the 2.0% range in FY26.

○ Other Staff

- FY24 includes actual salary and benefits per Board approved contract agreements.
- FY25 and FY26 assume a 4.00% increase to salary and benefit projections, and then FY27-fY29 assume a 3.00% increase to salary and benefit projections all other bargaining unit contracts
- Non-teaching staff increased position FTEs by adding 4.34 FTEs to the FY24 Amended Budget which includes:
  - +1.00 FTE Temporary Elementary Principal at Minnewashta (Current Principal on Leave)
  - +0.75 FTE Principal on Special Assignment position at DSC to support student enrollment
  - +2.00 FTE Assistant Principals at MHS (-2.0 FTE TOSA/Dean positions)
  - +0.75 FTE Human Resources Office Assistant
  - +0.60 FTE Security & Emergency Mgt. Coordinator
  - +1.00 FTE Assistant Coordinator of Payroll (Prorated to 0.50 FTE based on 1/1/24 Hire Date)



- +2.63 FTE Paraprofessional positions (includes position vacancy savings)
  - -0.15 FTE Coordinator of Grounds, Health, and Safety position shifted to Health & Safety Levy funding
  - -3.90 FTE Student Accounting Data Management positions shifted to Capital Projects Tech Levy fund, reflective of their work focus managing the student database
- Benefits – Benefits inclusive of the OPEB Retirement Benefits transfer reduction are 20.75% of the General Operating Fund Budget – together with Salaries they make up 87.71% of the General Operating Fund Budget
  - Fringe benefit contribution increases for FY24 (+7.19%) & FY25 (+8.12%) assume a 15.32% increase for Teaching staff per the projected MTA contract settlement, followed by a 3.00% fringe benefit increase projected for FY26 through FY29
  - Other Staff Fringe Benefit increases are projected at 4.00% for FY25 and FY26, and then 3.00% for FY27-FY29
  - Teachers Retirement Association (TRA) pension contributions at 8.75% in FY24 and FY25:
    - 2018 Pension Bill increased the TRA contribution rate in future years, but State Aid revenue will be provided to offset the increase
  - FY26 and thereafter, TRA pension contributions will increase to 9.50%
  - Public Employees Retirement Association (PERA) pension contributions at 7.50% in FY24 through FY29
  - Unemployment Insurance increased by approximately \$673,000 based on new legislature requirements for unemployment costs of hourly workers over the summer term (offset by corresponding revenues in FY24; FY25 and thereafter will no longer have available revenue reimbursement therefore, will need to be covered by the General Operating Fund)
  - OPEB Trust transfer of \$815,077 is calculated by CBIZ actuaries and reduces benefit expenditures in the General Operating Fund
- Total Salaries and Benefits of \$144,530,369 are 87.71% of Total General Operating Fund Expenditures of \$164,778,774
- Purchased Services
  - From FY24 Adopted Budget to FY24 Amended Budget, purchased services increased by \$480,752 which includes an increase of \$200,002 for electricity costs based on FY23 actual costs (did not increase natural gas for heating as winter has been warmer than normal)
  - PSEO (Post Secondary Enrollment Options) budget increased by \$172,341 based on prior years' actual costs along with increased participation
  - Dome setup and takedown budget increased by \$33,894 based on actual costs from the prior two years trending higher than previously budgeted
  - Literacy Incentive budget increased by \$120,000 to support the implementation of evidence-based reading/literacy instruction through training of instructional staff provided by CORE Learning

- Legal services were reduced by \$100,000 as the General Counsel & Executive Director for Human Resources has assumed all duties as negotiator for collective bargaining contracts so an outside negotiator is no longer used
- Purchased Services are 4.55% of General Operating Fund Budget
  - Includes line items such as electricity, water and sewer, gas for appliances, refuse removal, recycling, snow removal, repair and preventive maintenance costs of building systems, property insurance, legal counsel, Special Education tuition at various care facilities, and professional consultants
- Supplies
  - Increased by \$36,849 from the FY24 Adopted Budget to the FY24 Amended Budget. FY25-FY29 assumes a 1% inflationary increase for all cost centers budgets
  - Business Expense Reimbursement Budgets (BERB) for Principals increased by \$6,375 due to an increase of 2.75 FTE additional Principal staffing from the Adopted Budget
  - MHS Building Budget increased by \$4,500 to support new science elective courses in Anatomy, Forensics, and U.S. Parks
  - Staff moving costs increased by \$10,000 with the transition to the new VANTAGE/MOMENTUM Building
  - American Indian Education instructional support increased by \$17,157 (offset by corresponding increase to State Aid)
- Supplies are 3.01% of General Operating Fund Budget
  - Includes line items such as instructional materials and textbooks, restroom and cleaning supplies, maintenance repair supplies such as HVAC system filters, and grounds supplies such as fuel for the maintenance vehicles and replacement parts for the snow removal and grass mowing equipment
- Transportation
  - Decrease of \$51,444 from FY24 Adopted Budget to FY24 Amended Budget:
    - Amended 4-year contract with First Student includes an increase of 19.88% in FY24, an increase of 8.00% in FY25, and an increase of 5.00% in both FY26 and FY27
  - -0.40 FTE Supervisor of Student Accounting/Transportation shifted to Tech Levy based on job description re-evaluation to better reflect percent of duty time spent on student accounting data management
- Transportation is 4.34% of the General Operating Fund Budget
- Transfers

- This includes the transfer to the Arts Center operations budget in the amount of \$614,193 to fund the operating expenditures of the Arts Center that are not paid for out of play ticket receipts and facility rental revenue
  - Additionally, beginning in FY21, the FY24 Adopted Budget includes a transfer to the Community Education Fund 04 (PRG 583 Early Childhood Screening) in the amount of \$33,783 to pay for expenditures over revenues related to pre-school screening (UFARS accounting changes now considers pre-school screening to be a General Operating Fund cost)
  - FY25-FY29 assumes a 3.0% increase for each year
- Transfers are 0.39% of the General Operating Fund Budget

**MINNETONKA PUBLIC SCHOOL DISTRICT #276**  
**SUMMARY OF GENERAL OPERATING FUND BUDGET AMENDMENTS**  
**FISCAL YEAR 2023-2024**

	2022-2023 <u>ACTUAL</u>	2023-2024 <u>ADOPTED BUDGET</u>	2023-2024 <u>AMENDED BUDGET</u>	2023-2024 <u>CHANGE</u>
<b>REVENUE:</b>				
General Education Revenue	\$ 85,001,427	\$ 87,552,831	\$ 87,827,644	\$ 274,813
Categorical Revenue	\$ 24,241,930	\$ 29,181,854	\$ 28,518,903	(662,951)
Federal Programs	\$ 4,305,768	\$ 3,003,053	\$ 2,942,729	(60,324)
Other Revenue	\$ 5,058,977	\$ 4,253,840	\$ 6,087,261	1,833,421
Referendum Revenue	\$ 23,151,349	\$ 28,059,527	\$ 28,059,527	-
Location Equity Revenue	\$ 8,709,297	\$ 8,971,621	\$ 8,971,621	-
<b>TOTAL REVENUE</b>	<b>\$ 150,468,746</b>	<b>\$ 161,022,727</b>	<b>\$ 162,407,686</b>	<b>\$ 1,384,959</b>
<b>OPERATIONAL EXPENDITURES:</b>				
Wages and Salaries	\$ 102,251,726	\$ 106,866,936	\$ 110,629,888	\$ 3,762,952
Employee Benefits	31,980,794	33,596,563	35,124,728	1,528,165
Transfer from OPEB Trust (Reclassification)	\$ (815,037)	\$ (815,077)	\$ (815,077)	-
<b>Total Personnel Expenditures</b>	<b>133,417,483</b>	<b>139,648,422</b>	<b>144,939,539</b>	<b>5,291,117</b>
Contracted Services	12,615,298	13,568,544	14,075,929	507,385
Supplies	2,341,813	2,804,866	3,397,513	592,647
Miscellaneous Expenditures	1,633,300	2,935,770	2,365,793	(569,977)
<b>Total Non-Personnel Expenditures</b>	<b>16,590,410</b>	<b>19,309,180</b>	<b>19,839,235</b>	<b>530,055</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 150,007,893</b>	<b>\$ 158,957,602</b>	<b>\$ 164,778,774</b>	<b>\$ 5,821,172</b>
<b>REVENUE OVER (UNDER EXP)</b>	<b>\$ 460,854</b>	<b>\$ 2,065,125</b>	<b>\$ (2,371,088)</b>	<b>\$ (4,436,213)</b>
One-Time Transfer from OPEB Fund (VANTAGE/MOMENTUM)	\$ -	\$ -	\$ -	\$ -
One-Time Transfer to Operating Capital/Construction Fund	\$ -	\$ -	\$ -	\$ -
<b>BEGINNING FUND BALANCE</b>	<b>\$ 23,536,367</b>	<b>\$ 23,910,676</b>	<b>\$ 23,997,221</b>	<b>\$ 86,545</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 23,997,220</b>	<b>\$ 25,975,800</b>	<b>\$ 21,626,133</b>	<b>\$ (4,349,668)</b>
<b>FUND BALANCE RESERVES</b>				
Assigned Fund Balance Oper Cap Deferred Use	\$ -	\$ -	\$ -	
Assigned Fund Balance Q-Comp	533,560	300,000	485,000	
Assigned Fund Balance 3rd Party Billing	59,981	60,000	85,000	
Non spendable Fd Bal Prepaids & Inventories	1,583,525	550,000	1,350,000	
<b>Total Assigned, Non Spendable or Restricted Fd Bal</b>	<b>\$ 2,177,066</b>	<b>\$ 910,000</b>	<b>\$ 1,920,000</b>	
<b>Total Unassigned Fund Balance</b>	<b>\$ 21,820,154</b>	<b>\$ 25,065,800</b>	<b>\$ 19,706,133</b>	
<b>Total Fund Balance as a % of Expenditures</b>	<b>16.0%</b>	<b>16.3%</b>	<b>13.1%</b>	
<b>Total Unassigned as a % Expenditures</b>	<b>14.5%</b>	<b>15.8%</b>	<b>12.0%</b>	

(a) Includes Operating Fund (01), Transportation Fund (03) and Extra Curricular Fund (11)

**Minnetonka Public School District**  
**SUMMARY OF GENERAL OPERATING FUND BUDGET CHANGES**  
**FISCAL YEAR 2023-24**  
**Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**  
**Fiscal Year Ending June 30, 2024**

		2023-2024 ADOPTED BUDGET	2023-2024 AMENDED BUDGET	2023-2024 DIFFERENCE
<b>General Operating Fund - Funds 01, 03 11</b>				
<b><u>REVENUE</u></b>		\$ 161,022,727	\$ 162,407,686	\$ 1,384,959
<b>General Education Revenue</b>				
Adjust enrollment from 11,200 projected to 11,242 actual October 1st, 2023 enrollment for Grades K-12 (Enrollment includes TOL Comprehensive students)	274,813			
<b>Categorical Revenue</b>				
Compensatory Ed, Gifted & Talented, Student Support Services, and Library Aid Revenue adjusted per 10/02/23 Levy Certification (Increased number of students qualifying/applying for free and reduced-priced meals); Literacy Incentive Aid increased per 1/10/24 IDEAS Report	30,442			
SPED Cross Subsidy Reduction Aid decreased per 1/30/24 State SPED Comprehensive Aid Report due to smaller increase than estimated.	(693,392)			
<b>Federal Programs Revenue</b>				
Remaining carryover amounts (see corresponding federal expenditures)	(60,324)			
<b>Miscellaneous and Other Revenue</b>				
American Indian Education Aid increased per approved allocation from MDE based on first 20 students generating the minimum amount of \$40,000 and each additional student beyond 20 generating an additional \$500 (see corresponding expenditures)	17,157			
Unemployment Insurance increased based on new legislature requirements for hourly workers to be eligible for unemployment benefits between school terms (summer months) (see corresponding expenditures)	673,000			
E-rate subsidy revenue for internet bandwidth and maintenance (Final decision from Federal Govt)	(4,320)			
Investment earnings increased for investment income related to MSDLA Term locked in showing \$2,202,583 in the bank by December 31, 2023 and an estimated \$400,000 added for Jan-Jun 2024 at 89% of the interest actually earned on liquid accounts July-Dec 2023	1,102,583			
Activity Tickets and Fees (based on prior year actuals)	45,000			
<b>Total Revenue Changes</b>		<b>\$ 1,384,959</b>		

**Minnetonka Public School District**  
**SUMMARY OF GENERAL OPERATING FUND BUDGET CHANGES**  
**FISCAL YEAR 2023-24**  
**Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**  
**Fiscal Year Ending June 30, 2024**

		2023-2024 ADOPTED BUDGET	2023-2024 AMENDED BUDGET	2023-2024 DIFFERENCE
<b>General Operating Fund - Funds 01, 03 11</b>				
<b><u>EXPENDITURES</u></b>		<b>\$ 158,957,602</b>	<b>\$ 164,778,774</b>	<b>\$ 5,821,172</b>
<b>Salaries &amp; Benefits</b>				
Increase in MTA staffing of +2.59 FTE after FY23 Adopted Budget for total of 840.84 FTE (Includes +1.48 FTE per projected MTA Settlement for 6th Class Overload FTEs)	298,435			
Increase in MTA projected costs with FY24 Adopted Budget including a 4% increase in projected MTA Negotiations as compared to FY24 Amended Budget including a projected 6.55% increase per projected MTA Contract Settlement	2,152,283			
\$2,500 One-Time Stipend and benefits per FTE in FY24 per projected MTA Settlement	2,433,676			
Increase in Temporary Elementary Principal position at Minnewashta (Current Principal on Leave) = +1.0 FTE; Increase in Principal on Special Assignment position at DSC to support student enrollment = +0.75 FTE (Previous Excelsior Elementary School Principal)	332,783			
Net Increase in conversion of -2.00 FTE TOSA/Dean positions to +2.00 FTE HS Assistant Principal positions	57,512			
Increase in projected Custodian staffing costs as overtime hours are running higher due to position vacancies	141,198			
Increase in staffing costs for Office Assistant and Confidential Support staff positions with addition of 0.75 FTE Human Resources Office Assistant	62,237			
Increase in Non-Licensed Support Staff and Administrators with addition of 0.60 FTE Security and Emergency Management Coordinator; 1.00 FTE Assistant Coordinator of Payroll (Prorated to 0.50 FTE based on 1/1/24 Hire Date); Realign funding source for portion of Coordinator of Grounds, Health, and Safety position to Operating Capital Fund	226,373			
Realign funding source for 0.15 FTE portion of Coordinator of Grounds, Health, and Safety position to Operating Capital Fund	(23,550)			
Shift in costs for 2.00 FTE Student Accounting Enrollment Assistants, 1.00 FTE Student Accounting and Tonka Online Assistant, and 0.90 FTE Supervisor of Student Accounting/Transportation have been shifted to Tech Levy fund to more accurately reflect time spent on student accounting data management	(381,442)			
Increase in Paraprofessional position staffing of +2.63 FTE after FY23 Adopted Budget for total of 283.88 FTE	156,130			
Savings in Paraprofessional position staffing due to position vacancies	(643,715)			
Six-Week Float Teacher Substitutes based on increase in teacher leave of absences and FY23 Actuals	200,000			
<b>Federal Programs Expenditures</b>				
ARP, ESSER, ESEA Title Programs, and IDEA SPED carryover adjustments (offset by corresponding federal revenue)	(60,324)			

**Minnetonka Public School District**  
**SUMMARY OF GENERAL OPERATING FUND BUDGET CHANGES**  
**FISCAL YEAR 2023-24**  
**Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**  
**Fiscal Year Ending June 30, 2024**

	2023-2024 ADOPTED BUDGET	2023-2024 AMENDED BUDGET	2023-2024 DIFFERENCE
<b>General Operating Fund - Funds 01, 03 11</b>			
<b><u>EXPENDITURES (CONTINUED)</u></b>	<b>\$ 158,957,602</b>	<b>\$ 164,778,774</b>	<b>\$ 5,821,172</b>
<b>Other Expenditure Lines</b>			
Dome setup and takedown budget increased based on actual costs from the prior two years trending higher than previously budgeted	33,894		
BERB (Business Expense Reimbursement Budget) Accounts - Increased per additional Principal positions (per contract)	6,375		
PSEO (Post Secondary Enrollment Opportunities) costs increased by \$172,341 for a total budget of \$350,000 based on prior years actuals and increased participation	172,341		
CORE Learning contract to support implementation of evidence-based reading/literacy instruction	120,000		
Legal services reduced by \$100,000 as an outside negotiator for collective bargaining contracts is no longer needed and fewer employee grievances and complaints have occurred this year.	(100,000)		
Utilities - Increase for Electricity costs based on FY23 Actuals (held off on increasing heat for boilers and natural gas as winter was relatively warmer)	200,002		
Orange Frog staff training costs reduced by \$4,248 down to \$0	(4,248)		
MHS Building Budget - Increased by \$4,500 for new science elective courses (Anatomy, Forensics, and U.S. Parks)	4,500		
VANTAGE/MOMENTUM Building Construction Project Management	(116,663)		
MOMENTUM Aviation Construction Project Management	(100,000)		
Fund 01 Chargebacks for Indirect Costs back to Federal Programs due to award adjustments and remaining carryover. (FY24 Indirect Cost Rate = 4.6%)	6,318		
Pre-school Screening Transfer decreased with increase in projected State Aid from increased enrollments	(2,179)		
Staff Moving costs increased with new VANTAGE MOMENTUM Building Transition (FY24 & FY25)	10,000		
Unemployment Insurance increased based on new legislature requirements for unemployment costs of hourly workers over the summer term (offset by corresponding revenue)	673,000		
American Indian Ed - Instructional support services (offset by corresponding revenue)	17,157		
Transportation - Less 0.30 FTE positions for Bus and Traffic Support Paraprofessionals. Supervisor of Transportation position realignment of 0.40 FTE into Tech Levy fund to better reflect time spent on student accounting data management	(51,444)		
Athletics/Extra-Curriculars - Increase with staffing adjustments and fringe benefits	523		
<b>Total Expenditure Changes</b>	<b>\$ 5,821,172</b>		
<b><u>BOTTOM LINE: Ongoing Revenue Over (Under) Expenditures</u></b>	<b>\$ 2,065,125</b>	<b>\$ (2,371,088)</b>	<b>\$ (4,436,213)</b>

**Minnetonka Public Schools  
Fund 02 - Food & Nutrition Services Fund  
Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**

	<b>2022-2023 AUDITED ACTUALS</b>	<b>2023-2024 ADOPTED BUDGET</b>	<b>2023-2024 AMENDED BUDGET</b>	<b>2023-2024 DIFFERENCE</b>
<b>REVENUE</b>	\$ 6,312,341	\$ 9,934,883	\$ 9,934,883	\$ -
(No Changes)				\$ -
<b>EXPENDITURES</b>	\$ 5,694,841	\$ 9,088,460	\$ 9,088,460	\$ -
(No Changes)				\$ -

	<b>2022-2023 AUDITED ACTUALS</b>	<b>2023-2024 ADOPTED BUDGET</b>	<b>2023-2024 AMENDED BUDGET</b>
<b>REVENUE OVER (UNDER EXP)</b>	\$ 617,499	\$ 846,423	\$ 846,423
<b>BEGINNING FUND BALANCE</b>	\$ 3,181,134	\$ 2,398,543	\$ 3,798,633
<b>ENDING FUND BALANCE</b>	<u>\$ 3,798,633</u>	<u>\$ 3,244,966</u>	<u>\$ 4,645,056</u>



**Minnetonka Public Schools**  
**Fund 04 - Community Services Fund**  
**Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**

	2022-2023 AUDITED ACTUALS	2023-2024 ADOPTED BUDGET	2023-2024 AMENDED BUDGET	2023-2024 DIFFERENCE
<b>REVENUE</b>				
MCE-Community Services	\$ 13,761,506	\$ 13,118,598	\$ 14,596,338	\$ 1,477,740
<b>EXPENDITURES</b>				
MCE-Community Services	\$ 11,831,125	\$ 13,170,705	\$ 14,390,492	\$ 1,219,787
<b>REVENUE:</b>				
Increase Project Soar PRG 504			\$ 15,636	
Decrease Adult Enrichment PRG 508			\$ 10,250	
Decrease Catalog PRG 521			\$ (1,000)	
Increase First Aid PRG 559			\$ 1,500	
Increase MCEC Building PRG 561			\$ 300	
Increase Music Academy PRG 564			\$ 31,300	
Increase Youth Recreation PRG 569			\$ 266,590	
Increase Explorers Club PRG 570 - Increased enrollment in Explorers and fee increases			\$ 947,000	
Increase Ski Club PRG 573 - Increased participation in ski club and related expenses			\$ 39,000	
Increase ECFE PRG 580			\$ 18,401	
Decrease Screening PRG 583			\$ (83)	
Increase Youth Development PRG 585			\$ 97,900	
Increase MTKA Preschool PRG 590			\$ 19,460	
Increase Drivers Education PRG 591			\$ 20,000	
Increase Non-Public Funding PRG 592			\$ 11,486	
<b>EXPENDITURES:</b>				
Increase Project Soar PRG 504			\$ 15,737	
Increase General Comm Educ PRG 505			\$ 22,115	
Increase Adult Enrichment PRG 508			\$ 11,329	
Decrease Catalog PRG 521			\$ (5,000)	
Increase First Aid PRG 559			\$ 50	
Decrease MCEC Building PRG 561			\$ (22,468)	
Increase Music Academy PRG 564			\$ 12,391	
Increase Youth Recreation PRG 569			\$ 295,659	
Increase Explorers Club PRG 570 - Increased enrollment in Explorers and fee increases			\$ 745,202	
Increase Ski Club PRG 573 - Increased participation in ski club and related expenses			\$ 13,195	
Decrease ECFE PRG 580 - Includes projected increase per projected MTA contract settlement			\$ (3,877)	
Increase School Readiness PRG 582 - Includes projected increase per projected MTA contract settlement			\$ 13,851	
Decrease Screening PRG 583			\$ (83)	
Increase Youth Development PRG 585			\$ 114,130	
Decrease MTKA Preschool PRG 590 - Includes projected increase per projected MTA contract settlement			\$ (3,930)	
Increase Non-Public Funding PRG 592			\$ 11,486	
<b>MCE Fund Balance</b>	<b>2022-2023 AUDITED ACTUALS</b>	<b>2023-2024 ADOPTED BUDGET</b>	<b>2023-2024 AMENDED BUDGET</b>	
<b>REVENUE OVER (UNDER EXP)</b>	1,930,381	(52,107)	205,846	
<b>BEGINNING FUND BALANCE</b>	3,304,549	3,254,029	5,234,930	
<b>ENDING FUND BALANCE</b>	5,234,930	3,201,922	5,440,776	

**Minnetonka Public Schools  
Fund 05 - Operating Capital Fund  
Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**

	<b>2022-2023 AUDITED ACTUALS</b>	<b>2023-2024 ADOPTED BUDGET</b>	<b>2023-2024 AMENDED BUDGET</b>	<b>2023-2024 DIFFERENCE</b>
<b>REVENUE</b>	\$ 6,112,814	\$ 5,542,424	\$ 5,556,084	\$ 13,660
Adjust Operating Capital Revenue per October 1st, 2023 actual enrollment				\$ 13,660
<b>EXPENDITURES</b>	\$ 6,617,039	\$ 5,778,244	\$ 5,944,143	\$ 165,899
MOMENTUM Aviation Strand Startup Equipment funded from project funds				\$ (90,748)
VANTAGE MOMENTUM 2022A - Capitalized Interest Payment From Bond Premium				\$ 283,113
MHS West Gym Replace 17-Year-Old Malfunctioning Scoreboard				\$ 65,691
Network Output Devices				\$ (99,800)
MHS Capital Budget Increase (Prior year budget per delay in shipping)				\$ 7,643

	<b>2022-2023 AUDITED ACTUALS</b>	<b>2023-2024 ADOPTED BUDGET</b>	<b>2023-2024 AMENDED BUDGET</b>
<b>REVENUE OVER (UNDER EXP)</b>	\$ (504,225)	\$ (235,820)	\$ (388,059)
<b>BEGINNING FUND BALANCE</b>	\$ 1,275,943	\$ 952,260	\$ 771,718
<b>ONE-TIME TRANSFER TO GENERAL FUND</b>	\$ -	\$ -	\$ -
<b>ONE-TIME TRANSFER FROM GENERAL FUND</b>	\$ -	\$ -	\$ -
<b>ENDING FUND BALANCE</b>	<u>\$ 771,718</u>	<u>\$ 716,440</u>	<u>\$ 383,659</u>

**Minnetonka Public Schools  
Fund 07 - Debt Service Fund  
Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**

	<b>2022-2023 AUDITED ACTUALS</b>	<b>2023-2024 ADOPTED BUDGET</b>	<b>2023-2024 AMENDED BUDGET</b>	<b>2023-2024 DIFFERENCE</b>
<b>REVENUE</b>	\$ 12,731,845	\$ 9,086,889	\$ 9,086,889	\$ -

(No Change)

<b>EXPENDITURES</b>	\$ 12,650,297	\$ 9,093,154	\$ 9,093,154	\$ -
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(No Change)

	<b>2022-2023 AUDITED ACTUALS</b>	<b>2023-2024 ADOPTED BUDGET</b>	<b>2023-2024 AMENDED BUDGET</b>
<b>REVENUE OVER (UNDER EXP)</b>	\$ 81,549	\$ (6,265)	\$ (6,265)
<b>BEGINNING FUND BALANCE</b>	\$ 1,377,349	\$ 1,021,883	\$ 1,458,898
<b>ENDING FUND BALANCE</b>	<u>\$ 1,458,898</u>	<u>\$ 1,015,618</u>	<u>\$ 1,452,633</u>

**Minnetonka Public Schools**  
**Fund 09 - Fiduciary Funds - Donations**  
**Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**

	<b>2022-2023 AUDITED ACTUALS</b>	<b>2023-2024 ADOPTED BUDGET</b>	<b>2023-2024 AMENDED BUDGET</b>	<b>2023-2024 DIFFERENCE</b>
<b>REVENUE</b>	\$ 1,875,772	\$ 1,591,285	\$ 1,914,823	\$ 323,538
Increase to Match Actual Trust Balances Rolled to FY24				\$ 323,538
 <b>EXPENDITURES</b>	 \$ 1,781,153	 \$ 1,484,200	 \$ 1,914,823	 \$ 430,623
Increase to Match Available FY24 Trust Balances				\$ 430,623

	<b>2022-2023 AUDITED ACTUALS</b>	<b>2023-2024 ADOPTED BUDGET</b>	<b>2023-2024 AMENDED BUDGET</b>
<b>REVENUE OVER (UNDER EXP)</b>	\$ 94,619	\$ 107,085	\$ -
<b>BEGINNING FUND BALANCE</b>	\$ 1,790,041	\$ 1,790,041	\$ 1,884,660
<b>ENDING FUND BALANCE</b>	<u>\$ 1,884,660</u>	<u>\$ 1,897,126</u>	<u>\$ 1,884,660</u>

**Minnetonka Public Schools  
Fund 12 - Athletic Equipment Fund  
Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**

	<b>2022-2023 AUDITED ACTUALS</b>	<b>2023-2024 ADOPTED BUDGET</b>	<b>2023-2024 AMENDED BUDGET</b>	<b>2023-2024 DIFFERENCE</b>
<b>REVENUE</b>	\$ 278,809	\$ 240,000	\$ 560,672	\$ 320,672
Increase to Match Actual Equipment Balances Rolled to FY24				\$ 320,672
 <b>EXPENDITURES</b>	 \$ 290,566	 \$ 220,000	 \$ 560,672	 \$ 340,672
Increase to Match Available FY24 Equipment Balances				\$ 340,672

	<b>2022-2023 AUDITED ACTUALS</b>	<b>2023-2024 ADOPTED BUDGET</b>	<b>2023-2024 AMENDED BUDGET</b>
<b>REVENUE OVER (UNDER EXP)</b>	\$ (11,756)	\$ 20,000	\$ -
<b>BEGINNING FUND BALANCE</b>	\$ 489,392	\$ 489,378	\$ 477,635
<b>ENDING FUND BALANCE</b>	<u>\$ 477,635</u>	<u>\$ 509,378</u>	<u>\$ 477,635</u>

**Minnetonka Public Schools**  
**Fund 20 - Self Insurance Fund (Health & Dental)**  
**Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**

	<b><u>2022-2023</u></b> <b><u>AUDITED</u></b> <b><u>ACTUALS</u></b>	<b><u>2023-2024</u></b> <b><u>ADOPTED</u></b> <b><u>BUDGET</u></b>	<b><u>2023-2024</u></b> <b><u>AMENDED</u></b> <b><u>BUDGET</u></b>	<b><u>2023-2024</u></b> <b><u>DIFFERENCE</u></b>
<b>REVENUE</b>	\$ 17,265,653	\$ 18,625,103	\$ 18,635,714	\$ 10,611
Increase based on average monthly premiums and Interest Income				\$ 10,611
 <b>EXPENDITURES</b>	 \$ 19,107,955	 \$ 19,490,302	 \$ 21,543,341	 \$ 2,053,039
Increase in Health claims based on end of year projections				\$ 2,073,511
Decrease in Dental claims based on end of year projections				\$ (20,472)

	<b><u>2022-2023</u></b> <b><u>AUDITED</u></b> <b><u>ACTUALS</u></b>	<b><u>2023-2024</u></b> <b><u>ADOPTED</u></b> <b><u>BUDGET</u></b>	<b><u>2023-2024</u></b> <b><u>AMENDED</u></b> <b><u>BUDGET</u></b>
<b>REVENUE OVER (UNDER EXP)</b>	\$ (1,842,302)	\$ (865,199)	\$ (2,907,627)
<b>BEGINNING FUND BALANCE</b>	\$ 10,643,467	\$ 10,764,031	\$ 8,801,165
<b>ENDING FUND BALANCE</b>	<u>\$ 8,801,165</u>	<u>\$ 9,898,832</u>	<u>\$ 5,893,538</u>

**Minnetonka Public Schools  
Fund 25 - OPEB  
Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**

	<b><u>2022-2023 AUDITED ACTUALS</u></b>	<b><u>2023-2024 ADOPTED BUDGET</u></b>	<b><u>2023-2024 AMENDED BUDGET</u></b>	<b><u>2023-2024 DIFFERENCE</u></b>
<b>REVENUE</b>	\$ 1,043,487	\$ 803,571	\$ 803,571	\$ -
(No Changes)				
 <b>EXPENDITURES</b>	 \$ 815,037	 \$ 815,077	 \$ 815,077	 \$ -
(No Changes)				

	<b><u>2022-2023 AUDITED ACTUALS</u></b>	<b><u>2023-2024 ADOPTED BUDGET</u></b>	<b><u>2023-2024 AMENDED BUDGET</u></b>
<b>REVENUE OVER (UNDER EXP)</b>	\$ 228,450	\$ (11,506)	\$ (11,506)
<b>BEGINNING FUND BALANCE</b>	\$ 14,500,276	\$ 14,165,329	\$ 14,728,726
<b>ENDING FUND BALANCE</b>	<u>\$ 14,728,726</u>	<u>\$ 14,153,823</u>	<u>\$ 14,717,220</u>

**Minnetonka Public Schools  
Fund 40 - Arts Center  
Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**

	<b><u>2022-2023 AUDITED ACTUALS</u></b>	<b><u>2023-2024 ADOPTED BUDGET</u></b>	<b><u>2023-2024 AMENDED BUDGET</u></b>	<b><u>2023-2024 DIFFERENCE</u></b>
<b>REVENUE</b>				
Direct revenues from activities, plays, and rental fees (No Change)	\$ 435,880	\$ 377,600	\$ 377,600	\$ -
Transfer In From General Fund (No Change)	\$ 544,901	\$ 614,193	\$ 614,193	\$ -
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$ 980,781</b>	<b>\$ 991,793</b>	<b>\$ 991,793</b>	<b>\$ -</b>

<b>EXPENDITURES</b>	\$ 980,781	\$ 991,793	\$ 991,793	\$ -
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(No Changes)

	<b><u>2022-2023 AUDITED ACTUALS</u></b>	<b><u>2023-2024 ADOPTED BUDGET</u></b>	<b><u>2023-2024 AMENDED BUDGET</u></b>
<b>REVENUE OVER (UNDER EXP)</b>	\$ -	\$ -	\$ -
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ -	\$ -
<b>ENDING FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Minnetonka Community Theater Trust Balance 6/30/23</b>	<b>\$ 232,725</b>
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**Minnetonka Public Schools  
Fund 41 - Dome Operations  
Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**

	<b><u>2022-2023 AUDITED ACTUALS</u></b>	<b><u>2023-2024 ADOPTED BUDGET</u></b>	<b><u>2023-2024 AMENDED BUDGET</u></b>	<b><u>2023-2024 DIFFERENCE</u></b>
<b>REVENUE</b>	\$ 359,232	\$ 367,980	\$ 380,883	\$ 12,903
Increase rental income per prior year actuals				\$ 12,903
<b>EXPENDITURES</b>	\$ 395,652	\$ 367,980	\$ 380,883	\$ 12,903
Increase Salaries/Benefits & Utilities (Electricity)				\$ 12,903

	<b><u>2022-2023 AUDITED ACTUALS</u></b>	<b><u>2023-2024 ADOPTED BUDGET</u></b>	<b><u>2023-2024 AMENDED BUDGET</u></b>
<b>REVENUE OVER (UNDER EXP)</b>	\$ (36,420)	\$ -	\$ -
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ -	\$ (36,420)
<b>ENDING FUND BALANCE</b>	<u>\$ (36,420)</u>	<u>\$ -</u>	<u>\$ (36,420)</u>

<b>Trust Account Balance 6/30/23</b>	\$ -
<b>Bond Payment 2016K</b>	\$ 151,873

<b><u>Debt Outstanding Balance 2016K</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2023-2024</u></b>
Beginning Debt Outstanding Balance	1,045,000	925,000	925,000
Less Principal Payment	(120,000)	(125,000)	(125,000)
Ending Debt Outstanding Balance	<u>\$ 925,000</u>	<u>\$ 800,000</u>	<u>\$ 800,000</u>
Bonds Retired 02/01/29			

**Minnetonka Public Schools  
Fund 42 - Aquatics Fund  
Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**

	<b><u>2022-2023 AUDITED ACTUALS</u></b>	<b><u>2023-2024 ADOPTED BUDGET</u></b>	<b><u>2023-2024 AMENDED BUDGET</u></b>	<b><u>2023-2024 DIFFERENCE</u></b>
<b>REVENUE</b>				
Aquatics Program @ MME	\$ 1,312,677	\$ 1,170,754	\$ 1,172,048	\$ 1,294
Increase income from Competitive Swim Team				\$ 1,294
<b>EXPENDITURES</b>				
Salaries & Benefits	\$ 787,818	\$ 772,882	\$ 774,176	\$ 1,294
Purchased Services	\$ 349,330	\$ 169,300	\$ 169,300	\$ -
Supplies	\$ 123,930	\$ 67,148	\$ 67,148	\$ -
Equipment	\$ 16,268	\$ 3,000	\$ 3,000	\$ -
Meet Fees, memberships, Credit Card Fees	\$ 13,128	\$ 26,189	\$ 26,189	\$ -
Subtotal - Direct Expenses	\$ 1,290,473	\$ 1,038,519	\$ 1,039,813	\$ 1,294
Interdepartmental Chargeback for District Support	\$ 134,635	\$ 132,235	\$ 132,235	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,425,108</b>	<b>\$ 1,170,754</b>	<b>\$ 1,172,048</b>	<b>\$ 1,294</b>

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	<b><u>2022-2023 AUDITED ACTUALS</u></b>	<b><u>2023-2024 ADOPTED BUDGET</u></b>	<b><u>2023-2024 AMENDED BUDGET</u></b>
<b>Aquatics Fund Balance</b>			
<b>REVENUE OVER (UNDER EXP)</b>	\$ (112,432)	\$ -	\$ -
<b>BEGINNING FUND BALANCE</b>	\$ (530,346)	\$ (530,346)	\$ (642,778)
<b>ENDING FUND BALANCE</b>	<u>\$ (642,778)</u>	<u>\$ (530,346)</u>	<u>\$ (642,778)</u>

**Aquatics Trust Account Balance 6/30/23**      \$      -

**Minnetonka Public Schools  
Fund 43 - Pagel Center Operations  
Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**

	<b><u>2022-2023 AUDITED ACTUALS</u></b>	<b><u>2023-2024 ADOPTED BUDGET</u></b>	<b><u>2023-2024 AMENDED BUDGET</u></b>	<b><u>2023-2024 DIFFERENCE</u></b>
<b>REVENUE</b>	\$ 632,048	\$ 577,440	\$ 577,440	\$ -
(No Changes)				
<b>EXPENDITURES</b>	\$ 581,902	\$ 646,593	\$ 688,447	\$ 41,854
Staffing Changes / Projected Overtime Costs				\$ 2,912
Repair costs for leaking water heaters				\$ 38,942
<b>REVENUE OVER (UNDER EXP)</b>	\$ 50,146	\$ (69,153)	\$ (111,007)	
<b>BEGINNING FUND BALANCE</b>	\$ (1,034,535)	\$ (1,031,430)	\$ (984,389)	
<b>ENDING FUND BALANCE</b>	<u>\$ (984,389)</u>	<u>\$ (1,100,583)</u>	<u>\$ (1,095,396)</u>	

***The Pagel Center Fund will show a negative fund balance because the reimbursement levy revenue will always be two years behind. The Pagel Center Fund will be reported as part of the General Fund in the annual audit.***

**Minnetonka Public Schools  
Fund 46 - Long Term Facilities Maintenance  
Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**

	<b><u>2022-2023 AUDITED ACTUALS</u></b>	<b><u>2023-2024 ADOPTED BUDGET</u></b>	<b><u>2023-2024 AMENDED BUDGET</u></b>	<b><u>2023-2024 DIFFERENCE</u></b>
<b>REVENUE</b>	\$ 9,533,259	\$ 11,000,196	\$ 12,175,649	\$ 1,175,453
Sale of Bond 2023B Proceeds For Summer 2024 Projects				\$ 1,175,453
<b>EXPENDITURES</b>	\$ 8,798,648	\$ 9,693,078	\$ 9,693,078	\$ -

(No Changes)

	<b><u>2022-2023 AUDITED ACTUALS</u></b>	<b><u>2023-2024 ADOPTED BUDGET</u></b>	<b><u>2023-2024 AMENDED BUDGET</u></b>
<b>REVENUE OVER (UNDER EXP)</b>	\$ 734,611	\$ 1,307,118	\$ 2,482,571
<b>BEGINNING FUND BALANCE</b>	\$ 5,337,007	\$ 8,414,069	\$ 6,071,618
<b>ENDING FUND BALANCE</b>	<u>\$ 6,071,618</u>	<u>\$ 9,721,187</u>	<u>\$ 8,554,189</u>

**Minnetonka Public Schools  
Fund 47 - OPEB Bonds Debt Service Fund  
Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**

	<b><u>2022-2023 AUDITED ACTUALS</u></b>	<b><u>2023-2024 ADOPTED BUDGET</u></b>	<b><u>2023-2024 AMENDED BUDGET</u></b>	<b><u>2023-2024 DIFFERENCE</u></b>
<b>REVENUE</b>	\$ 1,542,217	\$ 1,378,308	\$ 1,378,308	\$ -
(No Changes)				
<b>EXPENDITURES</b>	\$ 1,475,746	\$ 1,478,096	\$ 1,478,096	\$ -
(No Changes)				

	<b><u>2022-2023 AUDITED ACTUALS</u></b>	<b><u>2023-2024 ADOPTED BUDGET</u></b>	<b><u>2023-2024 AMENDED BUDGET</u></b>
<b>REVENUE OVER (UNDER EXP)</b>	\$ 66,471	\$ (99,788)	\$ (99,788)
<b>BEGINNING FUND BALANCE</b>	\$ 504,375	\$ 579,971	\$ 570,847
<b>ENDING FUND BALANCE</b>	<u>\$ 570,847</u>	<u>\$ 480,183</u>	<u>\$ 471,059</u>

**Debt Outstanding Balance 2013E, 2016J, 2021A (refunded 2013E in 20-21)**

	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2023-2024</u></b>
Beginning Debt Outstanding Balance	\$ 19,720,000	\$ 18,600,000	\$ 18,600,000
Less Principal Payment	\$ (1,120,000)	\$ (1,145,000)	\$ (1,145,000)
Ending Debt Outstanding Balance	<u>\$ 18,600,000</u>	<u>\$ 17,455,000</u>	<u>\$ 17,455,000</u>
Bonds Retired 01/01/38			

**Minnetonka Public Schools**  
**Fund 56 - Building Construction Fund**  
**Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**

	<b>2022-2023 AUDITED ACTUALS</b>	<b>2023-2024 ADOPTED BUDGET</b>	<b>2023-2024 AMENDED BUDGET</b>	<b>2023-2024 DIFFERENCE</b>
<b>REVENUE</b>	\$ 2,755,331	\$ 150,000	\$ 2,311,698	\$ 2,161,698
Sale of 2024A COP Bond Proceeds				\$ 2,161,698
<b>EXPENDITURES</b>	\$ 8,077,835	\$ 8,220,100	\$ 12,889,306	\$ 4,669,206
VANTAGE/MOMENTUM Building (project completion)				\$ 2,687,543
2024A COP Bond MOMENTUM Aviation Project				\$ 1,765,000
VANTAGE/MOMENTUM Building Construction Project Management				\$ 116,663
MOMENTUM Aviation Construction Project Management				\$ 100,000
<b>TRANSFERS IN</b>	\$ -	\$ -	\$ -	\$ -
<b>REVENUE OVER (UNDER EXP)</b>	\$ (5,322,504)	\$ (8,070,100)	\$ (10,577,608)	
<b>TRANSFER IN FROM GEN FUND</b>	\$ -	\$ -	\$ -	
<b>BEGINNING FUND BALANCE</b>	\$ 16,590,101	\$ 8,070,100	\$ 11,267,597	
<b>ENDING FUND BALANCE</b>	\$ 11,267,597	\$ -	\$ 689,989	

<b>Fund Balances</b>	<b>Beginning Fund Balance</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Transfers</b>	<b>Ending Fund Balance</b>
2020D Kolstad	\$ -	\$ -	\$ -	\$ -	\$ -
MOMENTUM	\$ -	\$ -	\$ -	\$ -	\$ -
Shorewood Ed Center	\$ -	\$ -	\$ -	\$ -	\$ -
VANTAGE/MOMENTUM	\$ 9,284,643	\$ 143,000	\$ (9,544,306)	\$ -	\$ (116,663)
2023A COP Bond (MMW Parking, etc. )	\$ 1,982,954	\$ 7,000	\$ (1,480,000)	\$ -	\$ 509,954
2024A COP Bond (MOMENTUM Aviation)	\$ -	\$ 2,161,698	\$ (1,865,000)	\$ -	\$ 296,698
Transfer In from Operating Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>	\$ 11,267,597	\$ 2,311,698	\$ (12,889,306)	\$ -	\$ 689,989

**Minnetonka Public Schools  
Fund 66 - Technology Levy Budget  
Reconciliation of FY24 Adopted Budget to FY24 Amended Budget**

	<u>2022-2023 AUDITED ACTUALS</u>	<u>2023-2024 ADOPTED BUDGET</u>	<u>2023-2024 AMENDED BUDGET</u>	<u>2023-2024 DIFFERENCE</u>
<b>REVENUE</b>	\$ 7,613,072	\$ 8,096,670	\$ 8,608,495	\$ 511,825
Decrease sale of Used MacBooks				\$ (84,000)
Increase sale of Used iPads				\$ 168,886
USAC ECF (Emergency Connectivity Fund) Program reimbursement of iPad Lease from prior year & E-rate qualifying firewall and UPS (battery backup) purchases this year				\$ 426,939
<b>EXPENDITURES</b>	\$ 8,166,234	\$ 8,444,377	\$ 9,186,916	\$ 742,539
Align funding source for Student Accounting Data Management salaries and benefits to Capital Projects Technology Fund				\$ 381,442
Increase in continuing commitments for Technology Operations salaries and benefits				\$ 31,039
Actual Payment Per Final Lease Purchase Agreement for 2021 Lease and additional \$100,000 Initial Payment on Lease Purchase Agreement for 2024 iPads for 4th-12th Grade				\$ 100,000
Projected increase in use of resources for Instructional Technology Staff Development per projected MTA contract settlement				\$ 32,314
Network Output Devices				\$ 99,800
Decrease in VANTAGE MOMENTUM Classroom Equipment				\$ (125,000)
Increased in Infrastructure-Security Barriers				\$ 222,944
	<u>2022-2023 AUDITED ACTUALS</u>	<u>2023-2024 ADOPTED BUDGET</u>	<u>2023-2024 AMENDED BUDGET</u>	
<b>REVENUE OVER (UNDER EXP)</b>	\$ (553,161)	\$ (347,707)	\$ (578,421)	
<b>BEGINNING FUND BALANCE</b>	\$ 1,432,056	\$ 431,185	\$ 878,895	
<b>ENDING FUND BALANCE</b>	<u>\$ 878,895</u>	<u>\$ 83,478</u>	<u>\$ 300,474</u>	



MINNETONKA  
PUBLIC SCHOOLS

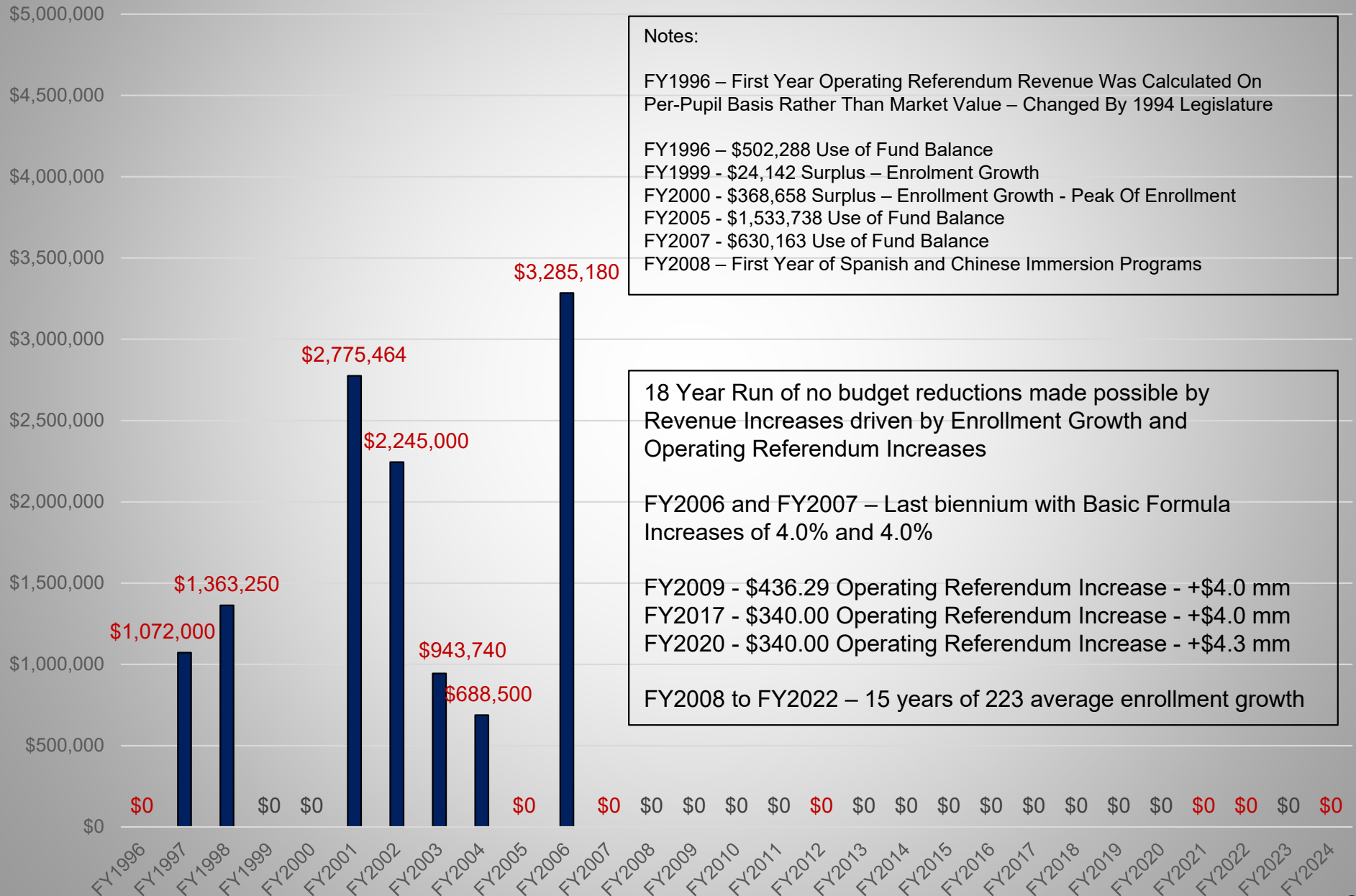
# Approval of Fiscal Year 2024 Amended Budget

April 11, 2024



# Minnetonka Independent School District 276

## Budget Reduction (Cost Containment) History Since FY1996

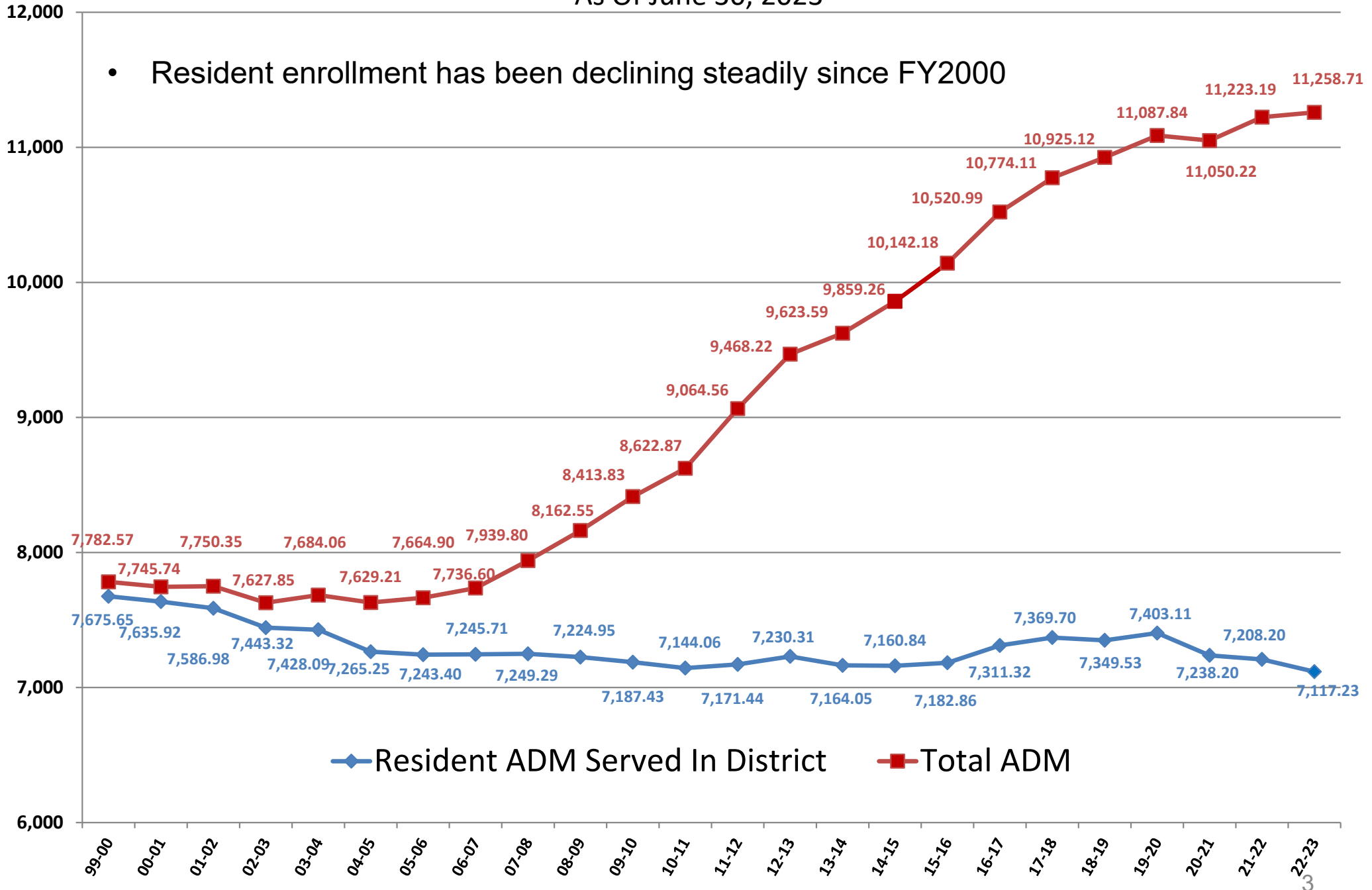


# Minnetonka ISD 276

## Resident ADM Served In District to Total ADM History – Pre-K HDCP To Grade 12

### As Of June 30, 2023

- Resident enrollment has been declining steadily since FY2000



## FY24 Is The Eight Year With Additional Operating Referendum Funds Authorized By The November 3, 2015 Operating Referendum Election

- Two-step Referendum Authority was unique at the time
  - \$340 per pupil plus inflation starting in FY17 – approximately \$4.0 million
  - \$340 per pupil plus inflation starting in FY20 – approximately \$4.3 million
- Received 72% approval
- Authority runs through the 2024 Pay 2025 Levy to fund FY26
- Operating Referendum Inflation Increase for FY24 of 12.18% is \$229.16 per pupil – two year make up over original estimates
  - District received \$3.0 million - approximately 5 times the normal Operating Referendum inflation increase of approximately \$600,000 per year
  - Plus \$2.1 million one-time makeup levy from prior year for increased inflation over estimate
- Under current statutes, the District has no further capacity to increase the Operating Referendum other than receiving annual inflation increases
- *District has been lobbying the Legislature to increase the Operating Referendum Cap since the 2018 Legislative Session – no success so far*
- *2024 Legislature once again is not moving on an increase in the Operating Referendum Cap in spite of our best efforts*



# Piloting A Supertanker Through The Bosphorus (Istanbul) Strait



48,000 trips annually – 3-4 times the Suez Canal or Panama Canal



## Piloting A Supertanker Through The Bosphorus (Istanbul) Strait



## Piloting A Supertanker Through The Bosphorus (Istanbul) Strait

The narrowest point of the Bosphorus (Istanbul) Strait





## December 7, 2017 – 2018 Legislative Position Statements Adopted

### **Increase Operating Referendum Cap by \$600¶**



The Basic Formula revenue has lagged inflation by \$596 per pupil since 2002-2003, and the Legislature has been unable to have the Basic Formula Revenue keep pace with inflation over that time period. The Operating Referendum Cap should be increased by \$600 per pupil. With a cap increase, school districts will be able to ask their voters if they would be willing to make up for what the State of Minnesota is unable to provide and bring their districts back to even with inflation. The current cap for Operating Referendum Revenue is \$1,967.32 for FY19.¶



### **Provide Annual Inflation Increase to Local Optional Revenue¶**



The 2014 Legislature provided \$424 in Local Optional Revenue to all Minnesota school districts through a combination of local levy and aid. Local Optional Revenue has no built-in inflation factor, which means it will quickly lose several percent of its purchasing power each year. The Legislature should provide for an annual inflation increase to Local Optional Revenue.¶



### **Increase the Basic Formula Revenue by 4% in FY19¶**



The 2013 Legislature provided funding increases to the formula for the first time in many years, and the 2015 Legislature provided 2% increases on the Basic Formula Revenue for FY16 and FY17, which were the first 2% year-over-year increases in over a decade. However, even those increases did not catch Basic Formula revenue up to inflation since the 2002-2003 school year—to do so would require an additional 9%—\$596614¶ per pupil according to research produced by the Minnesota Association of School Business Officials (MASBO). It is important to increase the Basic Formula to both fund inflation and catch up on the shortfall for prior years. The Basic Formula should be increased by an additional 4% in FY19 (2% for inflation already approved and 2% for “catch up”). This will increase the Basic Formula to \$6,435 per pupil in FY19, or an additional \$123 per pupil above the currently-scheduled \$6,312 per pupil.¶



### **Fully Fund Special Education by Eliminating the Cross Subsidy¶**



The 2015 Legislature increase special education funding by \$179.8 million over the FY16-FY17 Biennium, which narrowed the Statewide Cross Subsidy Deficit to approximately \$438 million, or an estimated \$507 per total pupils. The Legislature should continue to reduce the Statewide Cross Subsidy Deficit by funding an additional \$250 per pupil in FY19 and \$250 per pupil in FY20.¶

## FY25 And FY26 Deficits Are Not A Surprise – No Help From Legislature Since 2018

### ■ FY25 Deficit Projections – FY25 Starts July 1, 2024

- June 2019 for FY20 Adopted Budget – FY25 Deficit Projected at (\$4,673,869)
- June 2020 for FY21 Adopted Budget – FY25 Deficit Projected at (\$8,043,723)
- June 2021 for FY22 Adopted Budget – FY25 Deficit Projected at (\$4,863,052)
- June 2022 for FY23 Adopted Budget – FY25 Deficit Projected at (\$4,000,967)
- June 2023 for FY24 Adopted Budget – FY25 Deficit Projected at (\$3,837,803)
- March 2024 for FY24 Amended Budget – FY25 Deficit Projected at (\$6,271,611)\*

### ■ FY26 Deficit Projections – FY26 Starts July 1, 2025

- June 2020 for FY21 Adopted Budget – FY26 Deficit Projected at (\$10,225,948)
- June 2021 for FY22 Adopted Budget – FY26 Deficit Projected at (\$7,096,316)
- June 2022 for FY23 Adopted Budget – FY26 Deficit Projected at (\$6,179,905)
- June 2023 for FY24 Adopted Budget – FY26 Deficit Projected at (\$6,171,911)
- March 2024 for FY24 Amended Budget – FY26 Deficit Projected at (\$7,965,858)\*\*

\*Adjustments to FY25 Budget are in process

\*\*Adjustments to FY25 Budget will flow through to FY26 Budget



# General Operating Fund FY24 Amended Budget

- Revenues \$162,407,686
  - Increase of \$1,384,959 over FY24 Adopted
- Expenditures \$164,778,774
  - Increase of \$5,821,172 over FY24 Adopted
- Net Deficit – Revenues To Expenditures (\$ 2,371,088)
  
- Unassigned Fund Balance 06/30/24 \$ 19,706,133
- Unassigned Fund Balance Percent 12.0%
- Key Assumptions And Estimates
  - 11,242 In-Person K-12 enrollment for October 1 first MDE reporting period plus Tonka Online students – 12,363.40 APU for funding calculations
  - 4% increase in Basic Revenue per Adjusted Pupil Unit – \$275 - \$7,138
  - Operating Referendum at \$2,110.97 - \$229.16 (5x “normal”)- per Adjusted Pupil Unit – at State Cap
  - 839.36 teacher FTE — based on actual teacher assignments from Human Resources
  - 12.79% total ongoing package MTA unit increase and one-time money of \$2,500 per FTE FY24 and \$2,000 per FTE FY25 negotiated for FY24-FY25 and 3.00% FY26-FY29
  - Other groups at actual FY24 and then all other groups at estimated total compensation increases of 3.0% annually FY25-FY29
  - Average Teacher Salary and Benefits - \$123,990 FY24
  - Average New Hire Teacher Salary and Benefits - \$93,261

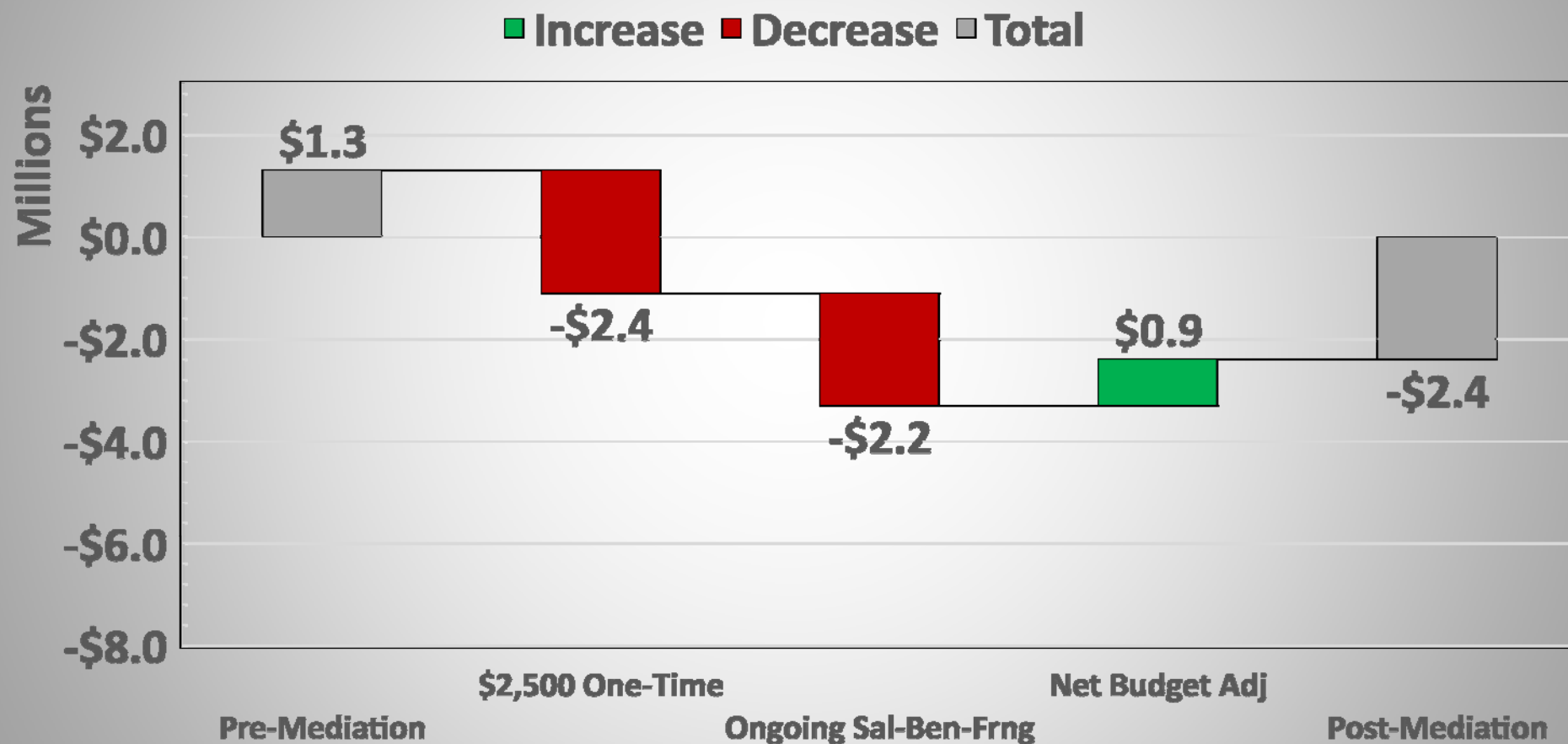
# General Operating Fund Long Range Projection

## Revenues To Expenditures

FY24	FY25	FY26	FY27	FY28	FY29
\$162,407,686	\$165,810,038	\$166,394,053	\$169,992,021	\$173,342,681	\$176,312,768
\$164,778,774	\$171,677,649	\$174,359,911	\$179,329,622	\$184,289,759	\$188,590,368
(\$2,371,088)	(\$6,267,611)	(\$7,965,858)	(\$9,337,601)	(\$10,947,078)	(\$12,277,600)

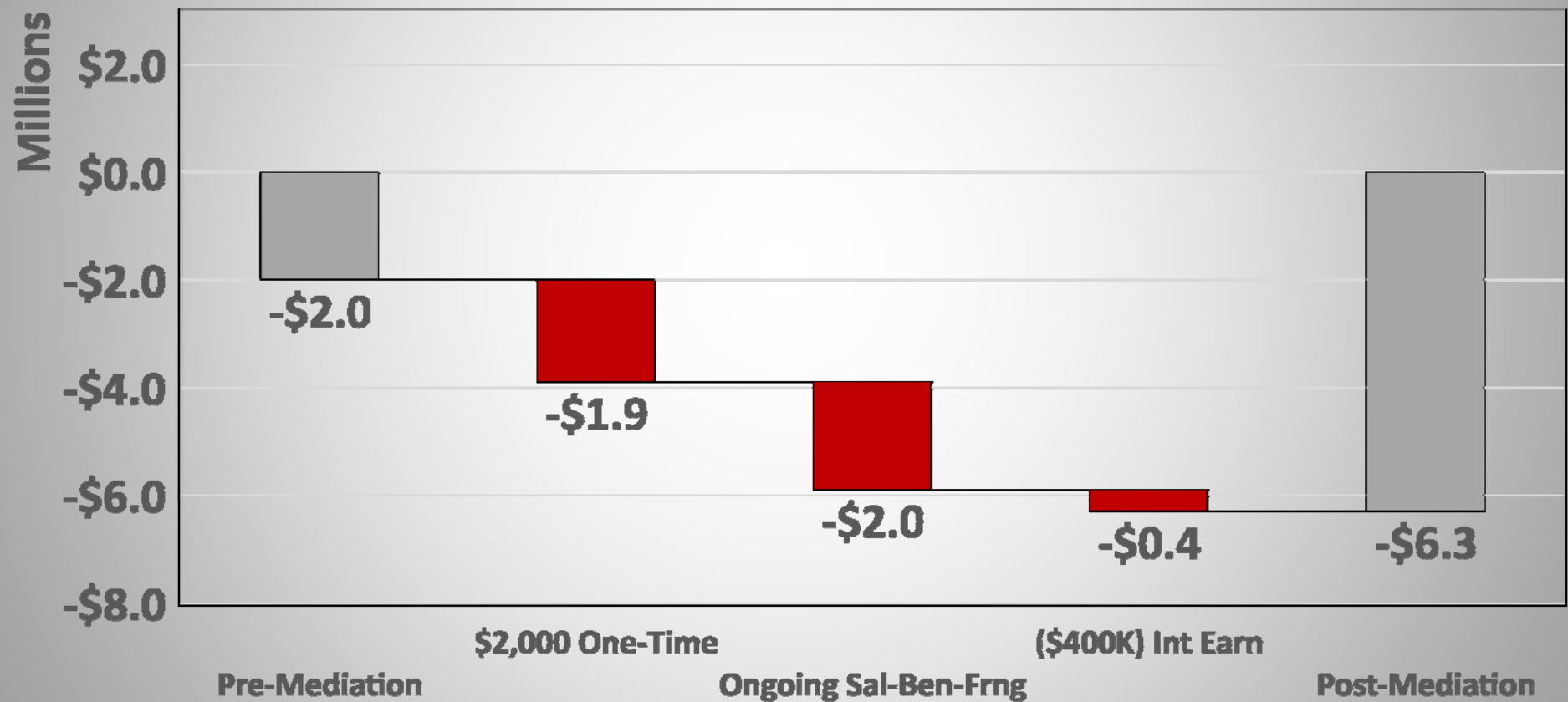
- Key Assumptions For Future Years (FY26 Is Last Year Of Current Operating Referendum Levy Authority with last levy December 24 Pay 25 for FY26)
  - K-12 Enrollment at approximately 11,250 In-Person and 122 Tonka Online Comprehensive
  - State funding of General Education Basic Revenue at 4.00% for FY24 - \$275 per APU in FY24 – 2.0% plus inflation per MDE June 2023 inflation projection
  - Operating Referendum Revenue increases annually with inflation - \$229.16 or 12.18% for FY24 – unusually large \$2,957,147 ongoing and \$2,184,946 one time due to large inflation catch up over original State estimates of inflation – normal range is \$40-\$60
  - FY24 – Interest Revenue is estimated at \$2,602,583 based on locked in investment earnings and liquid earnings through January 2024
    - Up from \$293,934 in FY22 and \$1,263,039 in FY23 - taking maximum advantage of elevated rates – transitory revenue - will be lower in future years when the Fed lowers rates
  - Transportation rates increased at low bid contract rates of 19.88% for FY24, 8.00% for FY25, 5.00% for FY26 and FY27, and 3.00% thereafter
    - 4.5% of General Fund expenditures, up from 4.0%-4.1% range in prior years
  - Supplies increase 1.00% annually and electricity and natural gas increase 3.00% annually

## FY24 Surplus(Deficit) Pre-Mediation To Post-Mediation



## FY25 Surplus(Deficit) Pre-Mediation To Post-Mediation

■ Increase ■ Decrease ■ Total



# FY24 General Operating Fund Amended Budget

General (01), Transportation (03), & Extra Curricular (11) Funds		+5.05 Tchr FTE*	+3.43 Tchr FTE	+3.09 Tchr FTE*	+2.59 Tchr FTE*	+0 Tchr FTE	+0 Tchr FTE	+0 Tchr FTE	+0 Tchr FTE	+0 Tchr FTE
K-12 Student Growth Oct Target Numbers (Actuals Thru FY23)		163	32	-6	36	130	0	0	0	0
October 1 K-12 Enrollment Target (Actuals Thru FY23)		11,174	11,206	11,200	11,242	11,372	11,372	11,372	11,372	11,372
Definitions		Actual 2021-2022	Actual 2022-2023	Adopted 2023-2024	Amended 2023-2024	Projected 2024-2025	Projected 2025-2026	Projected 2026-2027	Projected 2027-2028	Projected 2028-2029
<b>SOURCES OF REVENUE:</b>	Gen Ed Rev - Resident	\$54,087,221	\$54,306,048	\$55,936,099	\$55,903,042	\$57,116,198	\$58,592,014	\$59,846,359	\$61,140,754	\$62,458,632
	Gen Ed Rev - Open Enroll	\$28,762,422	\$30,695,379	\$31,616,732	\$31,924,602	\$33,650,099	\$34,519,579	\$35,258,578	\$36,021,174	\$36,797,603
	Categorical	22,125,490	24,241,930	29,181,854	28,518,903	28,862,334	29,175,877	30,149,810	30,804,910	30,983,764
	Miscellaneous	3,472,364	5,058,977	4,253,840	6,087,261	4,580,000	3,980,000	3,880,000	3,780,000	3,780,000
	Federal	4,244,490	4,305,768	3,003,053	2,942,729	2,895,087	2,895,087	2,895,087	2,895,087	2,895,087
	Revenue Before Ref.	112,691,987	118,608,101	123,991,578	125,376,537	127,103,719	129,162,556	132,029,834	134,641,925	136,915,086
	Total Voter Approved Referendum Rev	23,007,370	23,151,349	28,059,527	28,059,527	29,294,449	28,304,722	29,035,413	29,773,982	30,470,908
	Local Option Revenue Tier 1	5,292,763	5,163,642	5,429,663	5,429,663	5,387,386	5,302,290	5,302,290	5,302,290	5,302,290
	Local Option Revenue Tier 2	3,489,811	3,545,655	3,541,958	3,541,958	3,624,485	3,624,485	3,624,485	3,624,485	3,624,485
	Total Revenue	\$144,481,932	\$150,468,746	\$161,022,727	\$162,407,686	\$165,410,038	\$166,394,053	\$169,992,021	\$173,342,681	\$176,312,768
<b>USES OF REVENUE:</b>	Salaries & Wages	\$98,311,029	\$101,936,550	\$106,519,637	\$110,335,807	\$115,857,956	\$117,584,650	\$120,975,086	\$124,457,379	\$128,033,756
	Benefits	30,769,754	31,860,123	33,468,615	35,009,639	36,726,461	37,146,321	38,094,475	39,071,302	40,119,502
	Purchased Serv.	7,234,495	7,291,213	7,015,105	7,495,857	7,301,496	7,326,402	7,454,040	7,584,480	7,717,798
	Supplies	4,534,112	3,267,029	4,926,418	4,963,267	4,257,261	4,324,583	4,367,329	4,410,503	3,661,285
	Transportation	6,004,090	5,898,407	7,192,749	7,141,305	7,660,325	8,028,396	8,410,099	8,658,089	8,913,452
	Transfers	591,230	569,608	650,155	647,976	667,415	687,438	708,061	729,303	751,182
	Transfer from OPEB Trust	(754,419)	(815,037)	(815,077)	(815,077)	(793,266)	(737,880)	(679,468)	(621,296)	(606,606)
	Total Expenses	\$146,690,293	\$150,007,893	\$158,957,602	\$164,778,774	\$171,677,649	\$174,359,911	\$179,329,622	\$184,289,759	\$188,590,368
	Ongoing Revenue Over (Under) Expenditures	(\$2,208,361)	\$460,854	\$2,065,125	(\$2,371,088)	(\$6,267,611)	(\$7,965,858)	(\$9,337,601)	(\$10,947,078)	(\$12,277,600)
	<b>BOTTOM LINE:</b>	(\$2,208,361)	\$460,854	\$2,065,125	(\$2,371,088)	(\$6,267,611)	(\$7,965,858)	(\$9,337,601)	(\$10,947,078)	(\$12,277,600)
<b>FUND BALANCE:</b>	Beginning	\$25,744,728	\$23,536,367	\$23,910,676	\$23,997,221	\$21,626,133	\$15,358,522	\$7,392,664	(\$1,944,937)	(\$12,892,015)
	Ongoing Revenue Over (Under) Expenditures	(\$2,208,361)	\$460,854	\$2,065,125	(\$2,371,088)	(\$6,267,611)	(\$7,965,858)	(\$9,337,601)	(\$10,947,078)	(\$12,277,600)
	One-Time Transfer from OPEB Fund (VANTAGE/MOMENTUM)	\$9,850,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	One-Time Transfer to Operating Capital/Construction Fund	(\$9,850,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Ending	23,536,367	23,997,221	25,975,801	21,626,133	15,358,522	7,392,664	(1,944,937)	(12,892,015)	(25,169,615)
<b>RECON. OF ENDING FUND BALANCE:</b>										
Assigned Fund Balance	Op Cap Deferred Use	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assigned Fund Balance	Q-Comp	\$436,430	\$533,560	\$300,000	\$485,000	\$485,000	\$485,000	\$485,000	\$485,000	\$485,000
Restricted Fund Balance	3rd Party Billing	\$111,162	\$59,981	\$80,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
Non Spendable Fd Bal	Prepays & Inventories	\$1,133,240	\$1,583,525	\$550,000	\$1,350,000	\$1,350,000	\$1,350,000	\$1,350,000	\$1,350,000	\$1,350,000
Total Assigned, Non Spendable or Restricted Fd Bal		\$1,680,833	\$2,177,066	\$930,000	\$1,920,000	\$1,920,000	\$1,920,000	\$1,920,000	\$1,920,000	\$1,920,000
Total Unassigned Fund Balance		\$21,855,534	\$21,820,155	\$25,045,801	\$19,706,133	\$13,438,522	\$5,472,664	-\$3,864,937	-\$14,812,015	-\$27,089,615
Total Fund Balance as % of Expenditures		16.0%	16.0%	16.3%	13.1%	8.9%	4.2%	-1.1%	-7.0%	-13.3%
Unassigned as a % of Expenditures		14.9%	14.5%	15.8%	12.0%	7.8%	3.1%	-2.2%	-8.0%	-14.4%

\* 9.04 FTE Teacher staff are assigned to the Tonka Online Comprehensive eLearning Program



# General Operating Fund Revenue From Per Pupil Formulas In FY24

## Minnetonka Independent School District 276 FY24 Amounts Per 1.0 APU

### General Fund Revenue

General Ed Revenue	\$ 7,138.00
Location Equity Revenue	\$ 724.00
Referendum Revenue	\$ 2,110.97
Q-Comp Revenue	\$ 260.00
Equity Revenue	\$ 69.01
Transition Revenue	\$ 1.55
Gate Revenue	\$ 13.00
Safe Schools Revenue	<u>\$ 36.00</u>

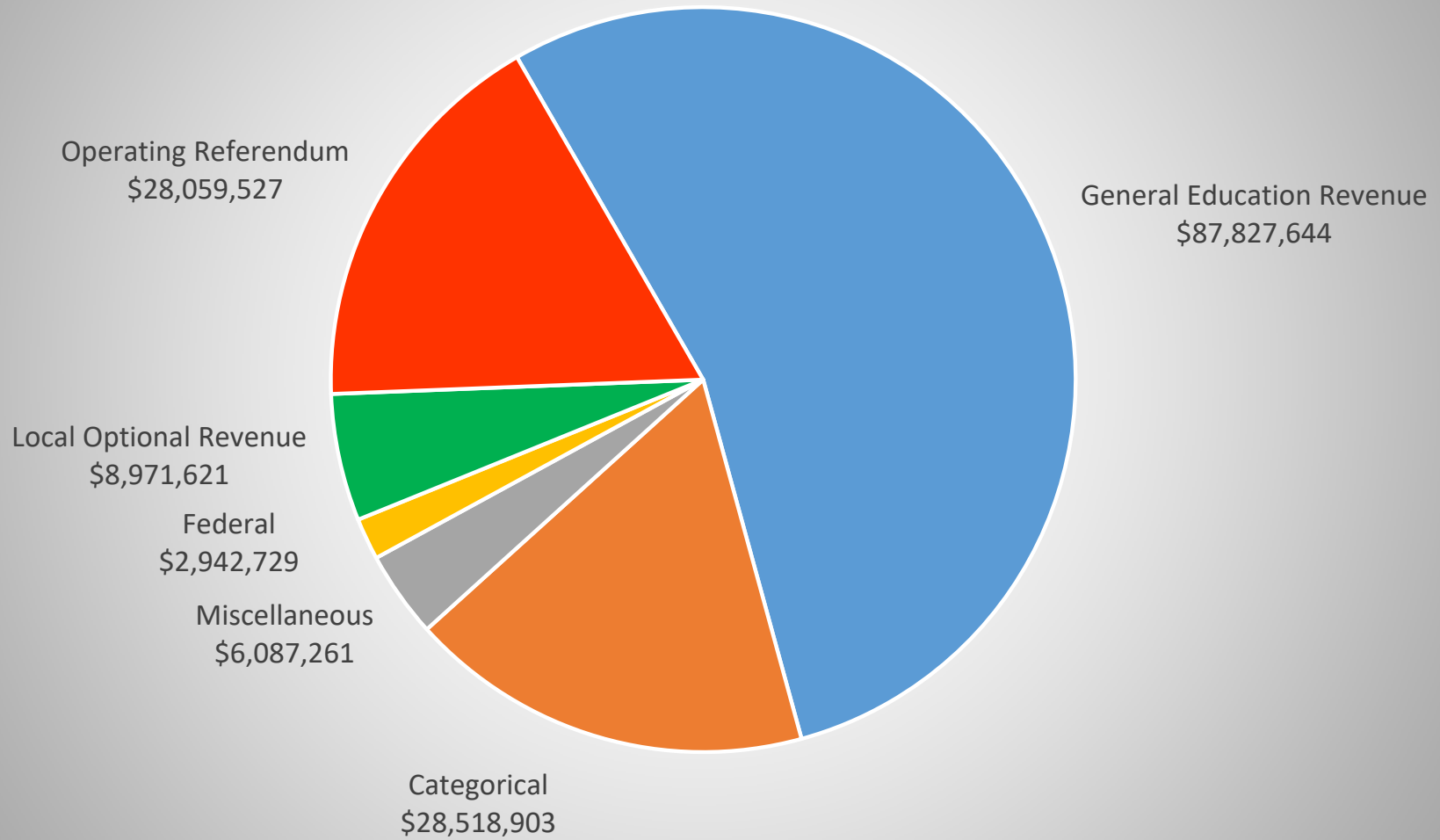
Total Gen Fund Rev Per 1.0 APU K-6 \$ 10,352.53

Total Gen Fund Rev Per 1.2 APU 7-12 \$ 12,423.04

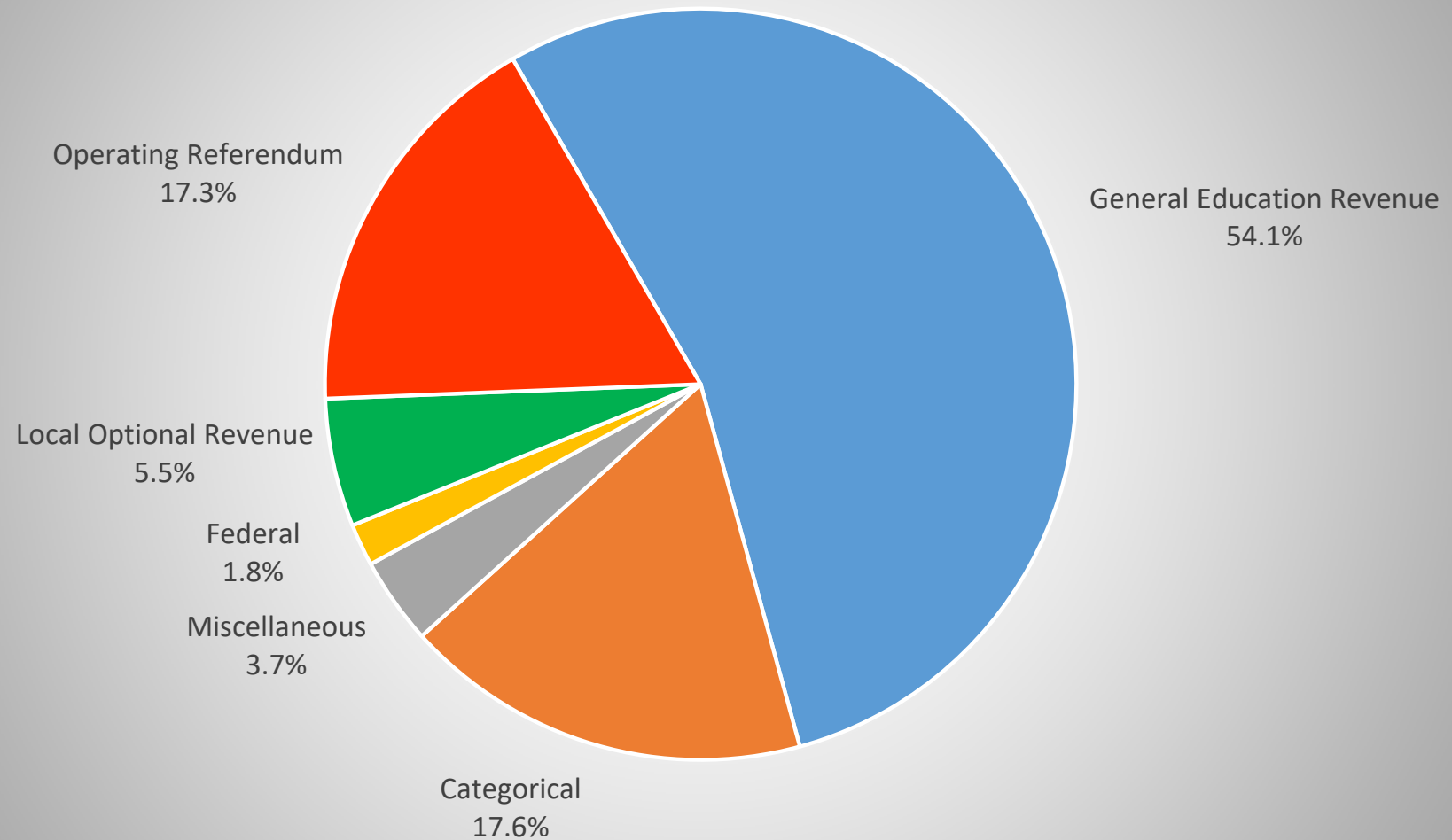
Operating Capital \$229.11 K-6  
\$274.92 7-12

Lease Levy \$212.00 K-6  
\$254.40 7-12

## FY24 Amended Budget General Operating Fund Revenue

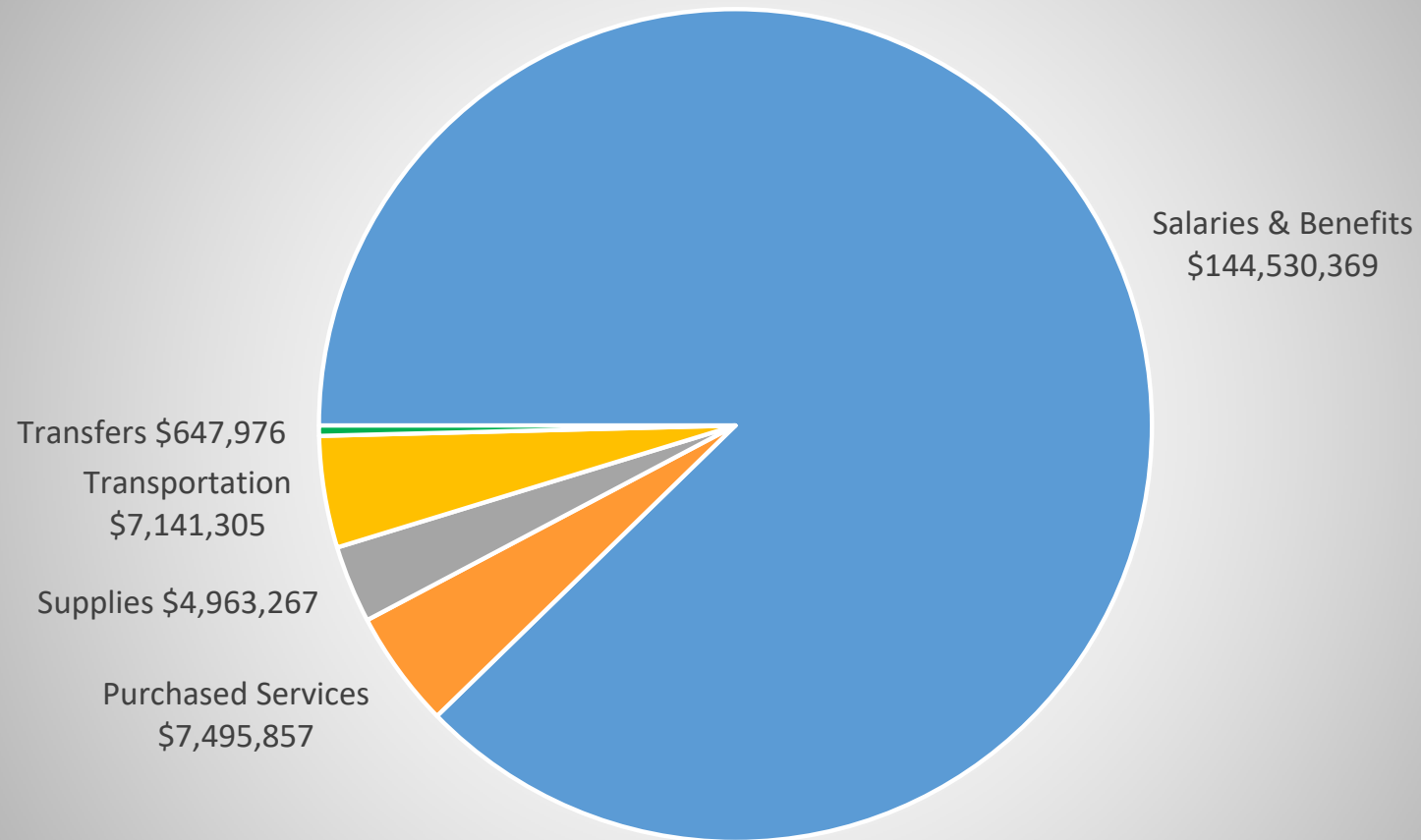


## FY24 Amended Budget General Operating Fund Revenue

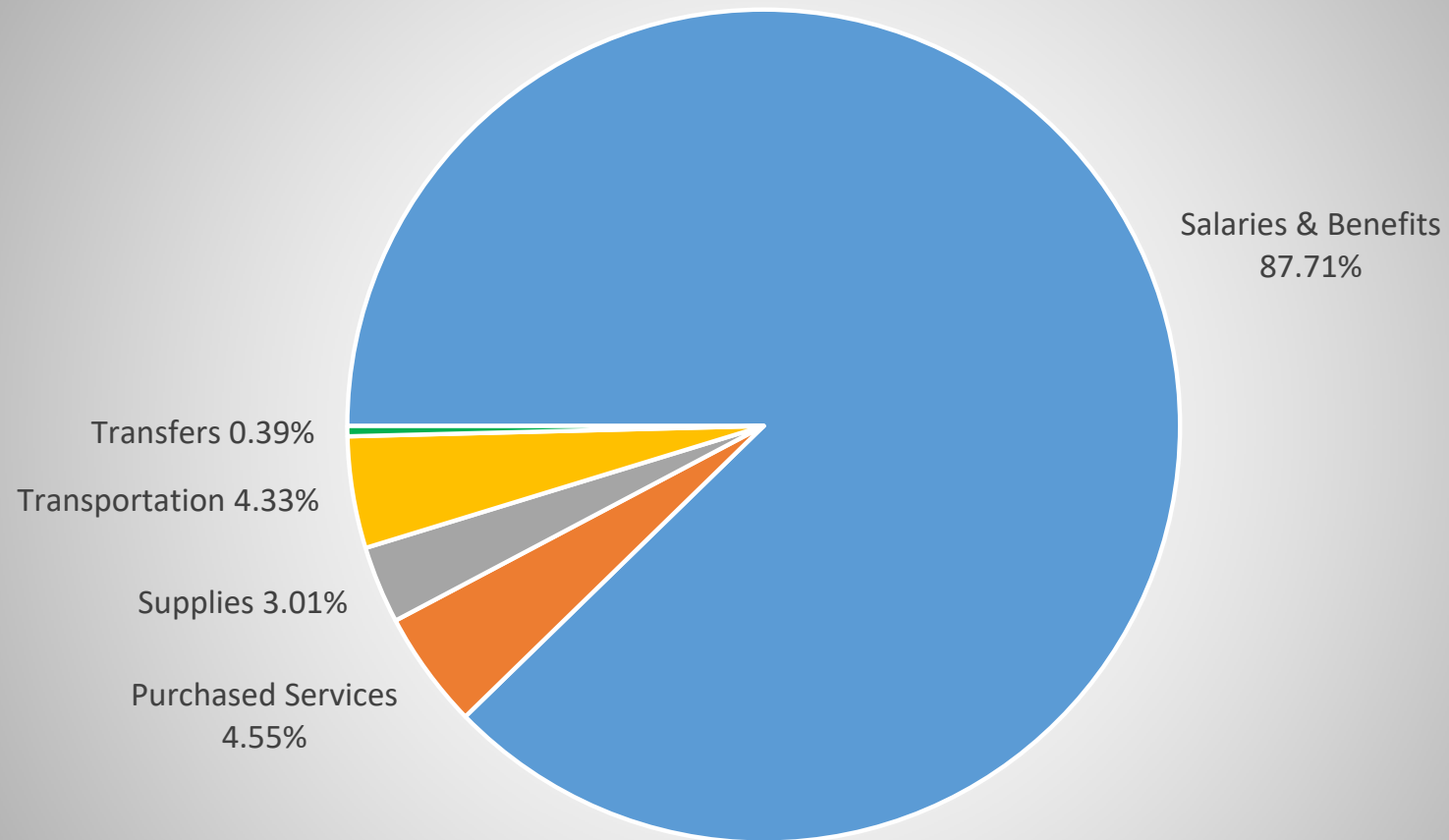




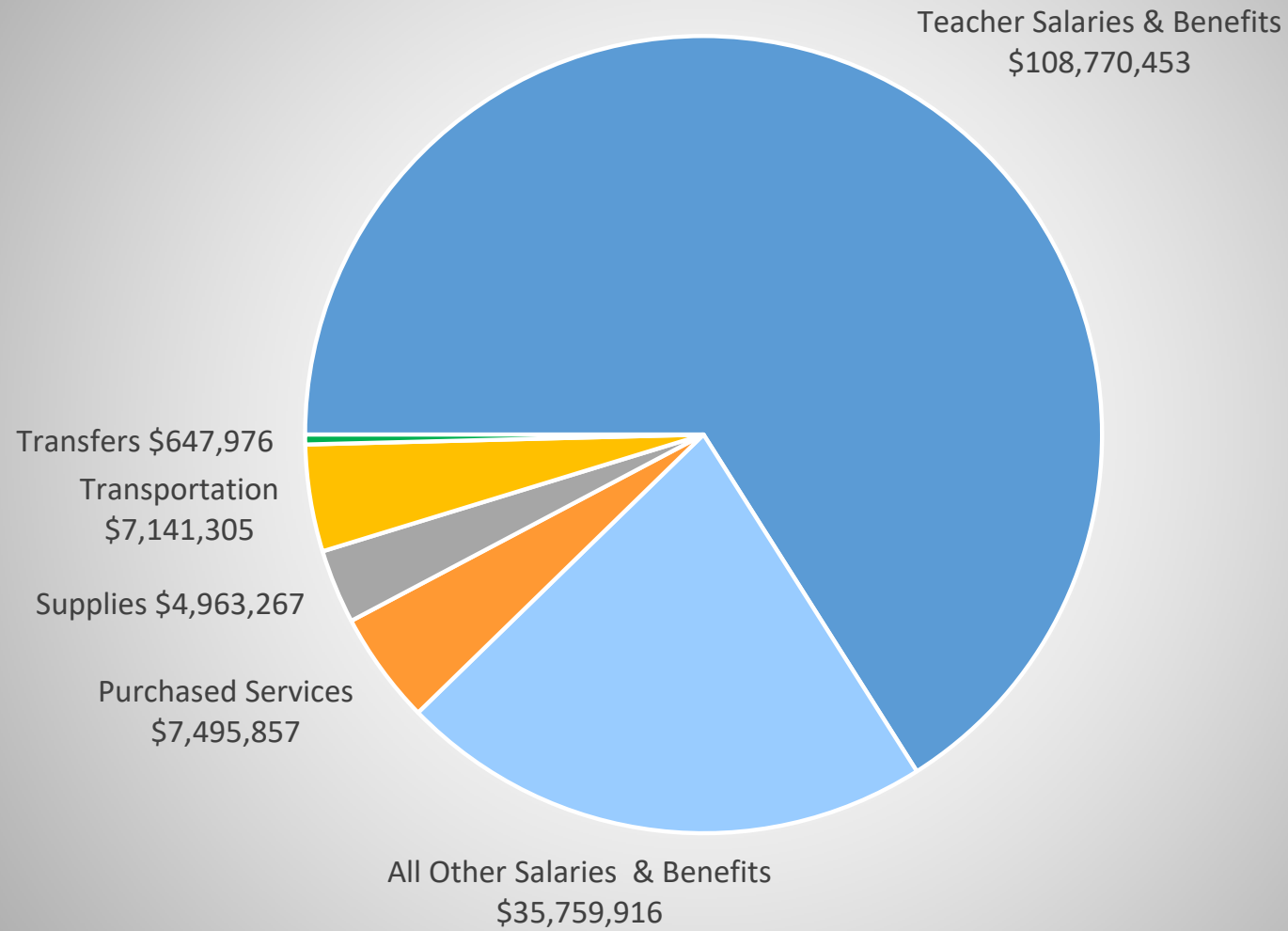
## FY24 Amended Budget General Operating Fund Expenditures



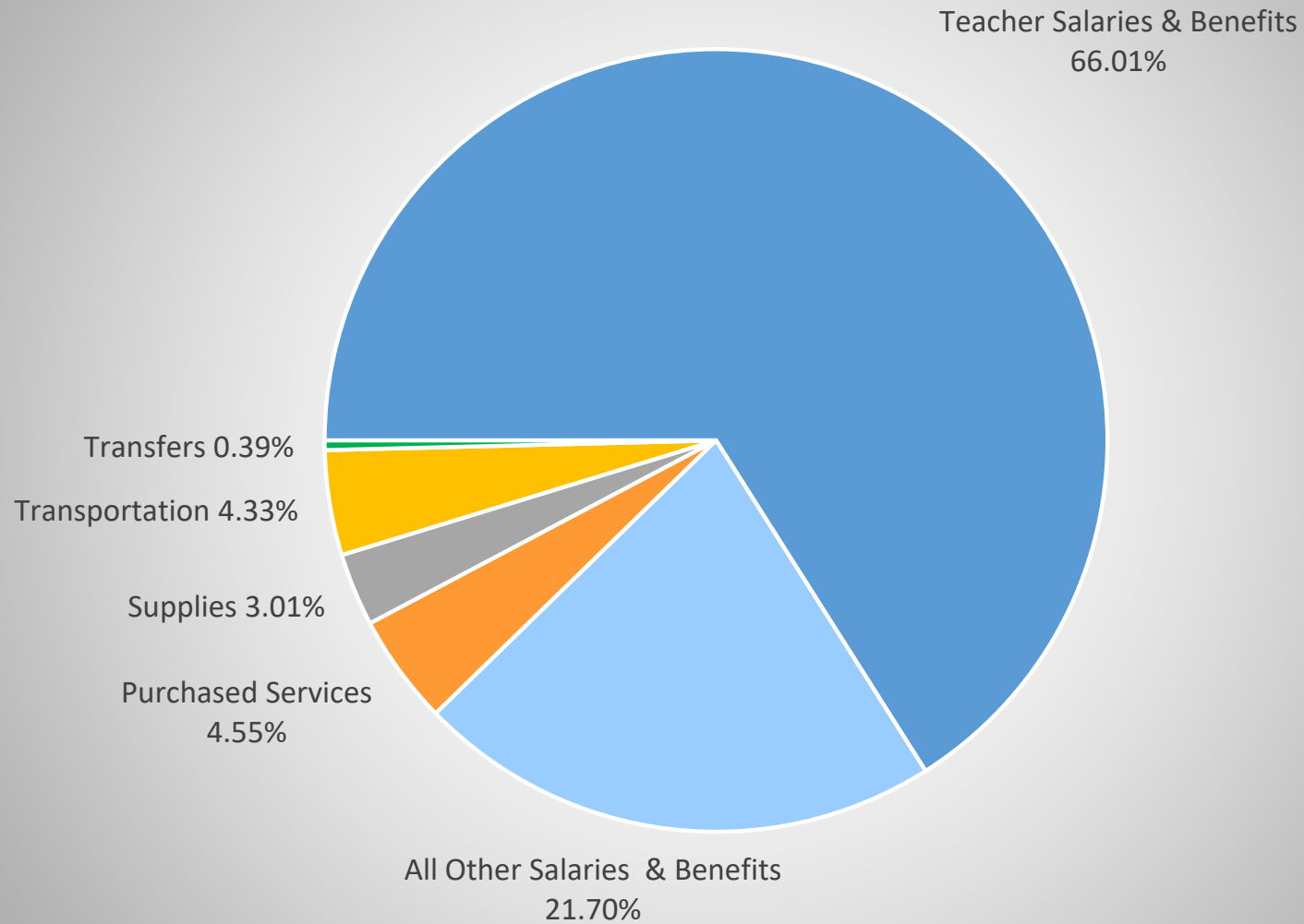
## FY24 Amended Budget General Operating Fund Expenditures



## FY24 Amended Budget General Operating Fund Expenditures

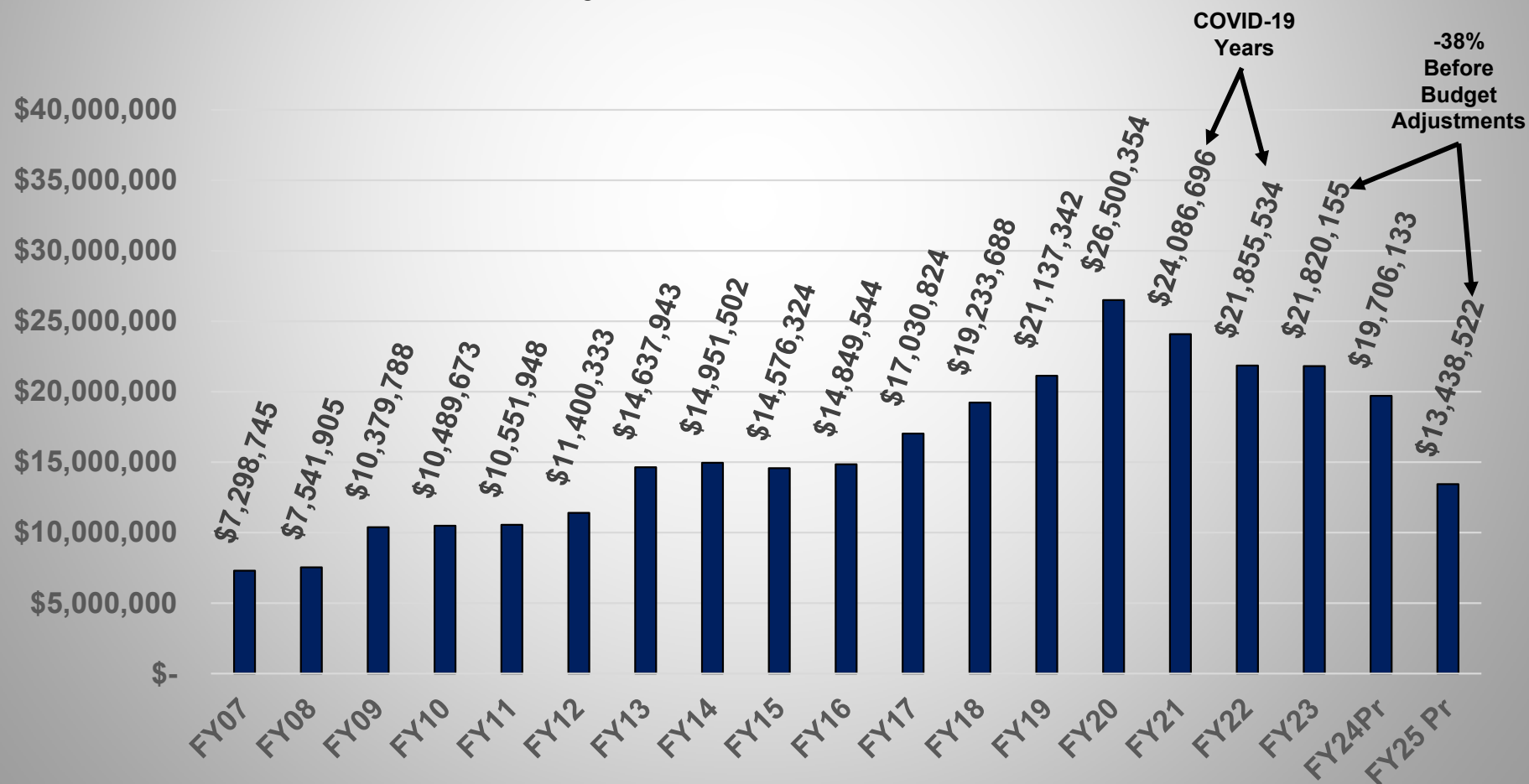


## FY24 Amended Budget General Operating Fund Expenditures



## Status Of General Operating Fund Unassigned Fund Balance

- Unassigned Fund Balance provides financial stability
- Is a major source of investment earnings revenue
- Cash is invested and earnings are revenue to the General Operating Fund
- Is a cornerstone of the District's Aaa Bond Rating first earned in April 2010
- Lower balance means lower interest earnings



## General Operating Fund FY24 Major Categories - Revenues

■	General Education Revenue – 54.1%	\$87,827,644
□	Resident Pupils	\$55,903,042
□	Open-Enrolled Pupils	\$31,924,602
□	\$7,138 per Adjusted Pupil Unit	
■	Categorical Revenue – 17.6%	\$28,518,903
□	Special Education	\$19,928,278
□	Q-Comp	\$ 2,933,744
□	Equity Revenue	\$ 855,221
□	Various Other Categorical Revenue Items	\$ 4,801,660
■	Miscellaneous Revenue – 3.7%	\$ 6,087,261
□	Investment Income, Transportation Fees, Student Fees, Etc.	
■	Federal Revenue – 1.9%	\$ 2,942,729
□	Title Programs Based On Grant Letters	
□	Estimated FY23 Carryovers included in Adopted Budget	

## General Operating Fund FY24 Major Categories - Revenues

- Voter Approved Referendum Revenue – 17.4% \$28,059,527
  - \$2,110.97 per Adjusted Pupil Unit – at State Cap
  - FY24 Unusually Large Increase Due To Inflation
  - \$229.16 per APU is ~5X normal rate of increase
  - \$3.0 million ongoing increase for FY24
  - \$2.1 million one-time makeup levy for FY23
- Local Optional Revenue – 5.6% \$ 8,971,621
  - \$724 per Adjusted Pupil Unit
- Other Notes
  - Minnetonka rank out of 331 school districts in terms of General Fund State Aid per pupil – 307
  - Minnetonka rank out of 331 school districts including Operating Referendum Revenue – 151
  - Latest Available School District Profiles Data from FY22

## General Operating Fund FY24 Major Categories - Expenditures

- Salaries & Benefits – 87.41% \$140,868,629
- Purchased Services – 4.66% \$ 7,504,343
  - Examples of Expenditures:
    - Utilities - \$2,114,641
    - Maintenance Repairs - \$887,386
    - Property & Liability Insurance - \$660,091
    - Special Education and Care & Treatment Tuition - \$537,561
    - Professional Services - \$2,256,920
- Supplies – 3.08% \$ 4,963,267
  - Examples of Expenditures:
    - Instructional Supplies – \$2,543,250
    - Textbooks – \$759,591 (Additional \$1,085,900 in Capital Projects Fund)
    - Maintenance Supplies – \$176,400
- Transportation – 4.45% \$ 7,171,188
  - 50 K-12 Transportation bus routes and 19 Special Education bus routes
  - 19.88% Increase – Low Proposal From RFP Process - \$1,017,518
  - VANTAGE MOMENTUM Shuttle Routes - \$350,000
- Transfers (Arts Center) – 0.40% \$ 647,976




# Summary

- FY24 is 18<sup>th</sup> consecutive year without a budget reduction process
- Lots of work to do for FY25 and following years
- Future major sources of funding increases for FY25 and beyond - as of now - are State Aid and Local Levy, both controlled by formulas set by the Legislature
- Minnetonka ISD 276 gets the least amount of State Aid per pupil of the 57 Seven-County Metro Area school districts
- Minnetonka ISD 276 is in the bottom decile for State Aid out of all the 331 total school districts in Minnesota

# Summary

- Challenge - continue to deliver excellence with the revenue we have
- Absent a cumulative ~\$12 million more in annual large “chunks” of revenue such as an increase in the Operating Referendum Cap or an additional tier of Local Optional Revenue, the only other choice is to deliver excellence in a more efficient manner by lowering expenditures
- General Operating Fund Revenue FY25-FY29 averages \$170,370,312
- General Operating Fund Expenditures FY25-FY29 Averages \$179,647,426
- Average Deficit FY25-FY29 of (\$9,277,114) Long term the General Operating Fund is currently structurally unbalanced for FY25-FY29 by an average of 5.4%
- Coincidentally that is approximately the same percentage as the last time the District had to make major budget reductions for FY2006 (\$3,285,180) to get General Operating Fund Expenditures down to \$61,906,921 or 5.1% reduction



# General Operating Fund Questions

## Nutrition Services Fund FY24

- |   |             |
|---|-------------|
| ■ Revenues  | \$9,934,883 |
| ■ Expenditures  | \$9,088,460 |
| ■ Net Surplus (Deficit)   | \$ 846,423  |
| ■ Operating Margin Percent  | 9.3%        |
| ■ Fund Balance 06/30/24   | \$4,645,056 |
| ■ Fund Balance Percent  | 51%         |
| ■ Other Key Assumptions   |             |
| □ Universal Free Meals for Breakfast and Lunch Commence in FY24   |             |
| □ Reimbursement rate from Federal and State of \$4.41 per lunch is higher than what the District has been charging for paid lunches (\$3.40 HS, \$3.20 MS, \$3.10 EL) |             |
| □ Reimbursement rate from Federal and State of \$2.26 per breakfast   |             |
| □ Fund balance has grown the last several years due to Federal reimbursement during COVID-19 pandemic and a shortage of lunch service employees.                      |             |
| □ Shift in positions to all 6-hours with year-round health benefits is starting to attract employees  |             |
| □ Staffing for FY24 is up to 60% of targeted positions – up from 35% at mid-year – need to fill 15 positions by September 2024 for full staffing                      |             |

## Community Services Fund FY24

■ Revenues	\$14,596,338
■ Expenditures	\$14,390,492
■ Net Surplus	\$ 205,846
■ Operating Margin Percent	(0.4%)
■ Fund Balance 06/30/24	\$ 5,440,776
■ Fund Balance Percent	37.8%
■ Other Key Assumptions	
□ \$1,012,042 Local Tax Revenue – 6.9%	
□ \$592,763 State Tax Revenue – 4.1%	
□ \$12,991,533 Class and Service Fees and Interest Revenue – 89.0%	

## Capital Expenditures Fund FY24 – Operating Capital & Instructional Lease Levy

- |                         |              |
|-------------------------|--------------|
| ■ Revenues              | \$5,556,084  |
| ■ Expenditures          | \$5,944,143  |
| ■ Net Surplus (Deficit) | (\$ 388,059) |
| ■ Fund Balance 06/30/24 | \$ 383,659   |
- Spend down is primarily due to Milestone Security Software Upgrade and MOMENTUM Aviation Startup Equipment
- Other Key Assumptions
- |  |             |
|--|-------------|
| □ Operating Capital Revenue - \$229.11 per APU         | \$2,849,746 |
| □ Lease Levy Revenue – Up to \$212 per APU or Payments | \$2,554,555 |
| □ Health & Safety Program Revenue                      | \$ 600,000  |
| □ Payments On Classroom Lease Levy Bonds               | \$2,554,555 |
| □ Operating Capital Site and Maintenance allocations   | \$ 205,843  |
| □ Operating Capital Classroom & Site Project Bonds     | \$1,890,070 |

## Debt Service Fund FY24

- |                         |             |
|-------------------------|-------------|
| ■ Revenues              | \$9,086,889 |
| ■ Expenditures          | \$9,093,154 |
| ■ Net Surplus (Deficit) | (\$ 6,265)  |
| ■ Fund Balance 06/30/24 | \$1,452,633 |
- Debt Service Fund Balance is applied in future years to lower future levies – comes from mandated 5% GO Bond over-levy or savings from bond refunding transactions
  - Revenues and expenses include “normal” annual debt payments plus the issue of refunding bonds and the paying off of refunded bonds

## Fiduciary Funds Budget FY24

■ Revenues	\$1,914,823
■ Expenditures	\$1,914,823
■ Net Surplus (Deficit)	\$0
■ Fund Balance 06/30/24	\$1,884,660

■ Revenues from donations for specific functions held in trust for those specific functions.	
--	--



## Athletic Equipment Budget FY24

- |                         |           |
|-------------------------|-----------|
| ■ Revenues              | \$560,072 |
| ■ Expenditures          | \$560,072 |
| ■ Net Surplus (Deficit) | \$0       |
| ■ Fund Balance 06/30/24 | \$477,635 |
- 
- Revenues from activity fees go to support the purchase of equipment for the various athletic teams - \$50 per participant goes to Activities operations and any amount above that goes in to the Athletic Equipment Fund.

## Self Insurance Fund Budget FY24

- |                         |                |
|-------------------------|----------------|
| ■ Revenues              | \$18,635,714   |
| ■ Expenditures          | \$21,543,341   |
| ■ Net Surplus (Deficit) | (\$ 2,907,627) |
| ■ Fund Balance 06/30/24 | \$ 5,893,538   |
| ■ Fund Balance Percent  | 27.4%          |
- Very successful program – generates revenues from employee premium contributions
  - Approximately 2,375 covered lives
  - Employees are all represented on a Self Insurance Committee that works cooperatively on health and dental plan design and costs
  - Has resulted in significantly lower average annual premium increases compared to the regional cost trend since the fund was started in 2001
  - 8.0% premium increase in FY24 due to increased claims

## OPEB Trust Fund Budget FY24

- |                                   |              |
|-----------------------------------|--------------|
| ■ Revenues – Investment Earnings  | \$ 803,571   |
| ■ Expenditures - Benefit Payments | \$ 815,077   |
| ■ Net Surplus (Deficit)           | (\$ 11,506)  |
| ■ Fund Balance 06/30/24           | \$14,717,726 |
| ■ OPEB Liability 06/30/24         | \$ 9,288,436 |
- Funds held in trust to fund future post retirement benefit commitments contracted for prior to 2002
  - Actuarially-projected to make payments on those commitments through FY2039
  - Investment earnings on the corpus of the trust over time are sufficient to fund the annual payments, thereby relieving the operational funds of those costs
  - Has disbursed \$20,697,795 since Trust Fund was established in 2008

## Arts Center on 7 Budget FY24

- |                         |           |
|-------------------------|-----------|
| ■ Revenues              | \$991,793 |
| ■ Expenditures          | \$991,793 |
| ■ Net Surplus (Deficit) | \$0       |
| ■ Fund Balance 06/30/24 | \$0       |
- 
- Revenues from ticket sales from plays covers the cost of the operation of the plays – approximately \$377,600 – any excess goes to the Equipment Replacement Trust Fund which is at \$239,768
  - Staff and daily operations are supported with a transfer from the General Fund of \$647,976

## Dome Operations Budget FY24

■ Revenues	\$380,883
■ Expenditures	\$216,107
■ Net Surplus (Deficit) Before Bond Payment	\$151,873
■ Bond Payment	(\$151,873)
■ Net Surplus (Deficit) After Bond Payment	\$0
<ul style="list-style-type: none"><li>□ Revenues are sufficient to cover operations and the annual bond payment</li><li>□ Any revenues after bond payment are held in the Dome Trust Fund for future replacement of the Dome Kevlar shell or large maintenance items</li><li>□ Last bond payment is February 1, 2029, after which the Dome will have been used for 124 months, or the equivalent of 10 years and 4 months</li></ul>	
■ Trust Fund Balance 06/30/24	\$ 13,297

## Aquatics Program Budget FY24

- Revenues \$1,172,048
- Expenditures \$1,039,813
  
- Net Surplus (Deficit) Before Bond Payment \$ 132,235
  
- Chargeback for Bond Payment (\$ 132,235)
  
- Trust Fund Balance 06/30/24 (\$ 642,778)
  
- Very successful program – generates revenues from fees and donations which covers operations plus annual payment on pool expansion bond – exception in FY21-FY23 due to anticipated loss of revenue from COVID-19 closures – General Fund picks up the payment – COVID-19 impacted ending balance
- Is part of Fund 04 Community Education for GASB and UFARS

## Pagel Center Operations Budget FY24

- |                         |               |
|-------------------------|---------------|
| ■ Revenues              | \$ 577,440    |
| ■ Expenditures          | \$ 688,447    |
| ■ Net Surplus (Deficit) | (\$ 111,007)  |
| ■ Fund Balance 06/30/24 | (\$1,095,396) |
- Ice Arena Levy funds any operational shortfall in the second fiscal year after the end of a given fiscal year
  - It is a reimbursement levy – a shortfall of revenue to expenditures is levied in the following fall, and collected in the next calendar year
  - Reimbursement comes two fiscal years after expenditures incurred
  - Negative Fund Balance represents two years of pending reimbursements in process
  - 13 school districts in the State own their own ice arena

## Long Term Facilities Maintenance Fund FY24

■ Revenues from Bond Proceeds	\$12,175,649
■ Expenditures for Projects	\$ 9,693,078
■ Net Surplus (Deficit)	\$ 2,482,571
■ Fund Balance 06/30/24	\$ 8,554,189

### ■ Other Key Assumptions – Projects In Process

- Funds are all used on LTFM projects in the 10-Year Plan
- Approximately 10%-12% of bond proceeds are expended on design costs in one fiscal year and then expended on the project work in the next fiscal year



## OPEB Debt Service Budget FY24


- |                                       |              |
|---------------------------------------|--------------|
| ■ Revenues                            | \$ 1,378,308 |
| ■ Expenditures                        | \$ 1,478,096 |
| ■ Net Surplus (Deficit)               | (\$ 99,788)  |
| ■ Fund Balance 06/30/24               | \$ 471,059   |
| ■ Outstanding Bond Principal 06/30/24 | \$17,455,000 |
- OPEB Debt Service Fund Balance is used to reduce future debt service levies
  - Bonds will be paid off on January 1, 2038

## Building Construction Fund FY24

- Revenues from Bond Proceeds and Interest   \$ 2,311,698
- Expenditures for Projects                               \$12,889,306
  
- Net Surplus (Deficit)                                       (\$10,577,608)
  
- Fund Balance 06/30/24                                       \$    689,989
  
- Key Assumptions – Projects In Process During FY24
  - VANTAGE MOMENTUM project was completed in FY24
  - MMW Parking Lot and classroom space conversion projects at MMW, MME, EXC and SCH were completed in FY24
  - MOMENTUM Aviation project will be completed in FY24 and parking in FY25
- This fund has revenues from bond proceeds for specific projects
- When projects are completed and revenues for them used up, if there are no further construction projects scheduled, the fund balance should end up at \$0

## Capital Projects Technology Fund FY24

- |                         |              |
|-------------------------|--------------|
| ■ Revenues              | \$8,608,495  |
| ■ Expenditures          | \$9,186,916  |
| ■ Net Surplus (Deficit) | (\$ 578,421) |
| ■ Fund Balance 06/30/24 | \$ 300,474   |
- 
- Other Key Assumptions
    - Based on 6.569% of net tax capacity on the district which is calculated on property values
    - Levy is \$7,609,670
    - iPad insurance revenue of \$150,000
    - Sale of used prior-generation equipment generates and C19 Emergency Connectivity Fund generated \$511,825 of additional revenue
    - Deficit is related to equipment and technology expenditures to equip the VANTAGE MOMENTUM building
    - Must be expended on categories allowed for in Operating Capital Statute but specified in the referendum question
    - 52 school districts in the State have Capital Projects Referendum Revenue
    - FY25 levy revenue increases to \$9,240,483 with successful passage of Operating Capital Referendum increase and extension



# Other Funds Questions

## REVIEW AND APPROVAL

School Board  
Minnetonka I.S.D. # 276  
5621 County Road 101  
Minnetonka, Minnesota

### Board Agenda Item VIII.

**Title: Policy 534: Equal Educational Opportunity**

**DATE: April 11, 2024**

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#### OVERVIEW:

Administration is recommending changes to Policy 534: Equal Educational Opportunity due to legislative language changes and to remove an unnecessary note.

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#### ATTACHMENTS:

- Policy 534: Equal Educational Opportunity (edited copy and clean copy)
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#### RECOMMENDATION/FUTURE DIRECTION:

That the School Board approve the recommended policy changes.

Submitted by:



Anjie Flowers, General Counsel & Exec. Dir. of Human Resources

Concurrence:



David Law, Superintendent

# MINNETONKA PUBLIC SCHOOLS

## Policy 534: EQUAL EDUCATIONAL OPPORTUNITY

### I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the District.

### II. GENERAL STATEMENT OF POLICY

- A. It is the District's policy to provide equal educational opportunity for all students. The District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, parental status, status with regard to public assistance, sexual orientation, or disability. The District also makes reasonable accommodations for students with disabilities.

~~*[Note: Part of the definition of "sexual orientation" within the Minnesota Human Rights Act (MHRA) is "having or being perceived as having a self image or identity not traditionally associated with one's biological maleness or femaleness," which is how gender identity and expression gain protection under the MHRA. Minn. Stat. § 363A.03, Subd. 44.]*~~

- B. The District prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the District's policy on harassment and violence and the District's procedures for addressing such complaints, refer to the District's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, counseling, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every District employee and other personnel to comply with this policy.
- E. The school district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be

considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

- F. Any student, parent or guardian having any questions regarding this policy should contact General Counsel and Executive Director of Human Resources Anjie Flowers (952-401-5015 – [anjie.flowers@minnetonkaschools.org](mailto:anjie.flowers@minnetonkaschools.org)). The reporting party or complainant may also utilize the “Let’s Talk” reporting tool on the District website.

#### ***Legal References:***

*Minn. Stat. Ch. 363 (Minnesota Human Rights Act)*

*Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)*

*Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)*

*42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)*

*20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)*

#### ***Cross References:***

*Policy 427: Harassment and Violence*

*Policy 521: Student Disability Nondiscrimination*

*Approved: September 2, 2010*

*Reviewed: September 17, 2020*

*Reviewed: October 22, 2020*

*Reviewed: November 19, 2020*

*Reviewed: December 17, 2020*

*Approved: January 7, 2021*

*Reviewed: August 17, 2023*

*Approved: September 7, 2023*

*Reviewed: April 11, 2024*

## MINNETONKA PUBLIC SCHOOLS

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### Policy 534: EQUAL EDUCATIONAL OPPORTUNITY

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#### I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the District.

#### II. GENERAL STATEMENT OF POLICY

- A. It is the District's policy to provide equal educational opportunity for all students. The District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, parental status, status with regard to public assistance, sexual orientation, or disability. The District also makes reasonable accommodations for students with disabilities.
- B. The District prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the District's policy on harassment and violence and the District's procedures for addressing such complaints, refer to the District's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, counseling, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every District employee and other personnel to comply with this policy.
- E. The school district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of



sports and levels of competition effectively accommodate the demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

- F. Any student, parent or guardian having any questions regarding this policy should contact General Counsel and Executive Director of Human Resources Anjie Flowers (952-401-5015 – [anjie.flowers@minnetonkaschools.org](mailto:anjie.flowers@minnetonkaschools.org)). The reporting party or complainant may also utilize the “Let’s Talk” reporting tool on the District website.

***Legal References:***

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*Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)*

*42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)*

*20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)*

***Cross References:***

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*Policy 521: Student Disability Nondiscrimination*

*Approved: September 2, 2010*

*Reviewed: September 17, 2020*

*Reviewed: October 22, 2020*

*Reviewed: November 19, 2020*

*Reviewed: December 17, 2020*

*Approved: January 7, 2021*

*Reviewed: August 17, 2023*

*Approved: September 7, 2023*

*Reviewed: April 11, 2024*

**School Board  
Minnetonka I.S.D #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item IX.**

**Title: Approval of Long-Term Facilities Maintenance  
Ten-Year Plan Annual Update**

**April 11, 2024**

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**EXECUTIVE SUMMARY:**

Minnetonka Independent School District 276 is eligible for participation in the Long-Term Facilities Maintenance Program (the Program). The statutes governing the Program require that an update of the 10-Year Plan be reviewed and approved by the School Board annually and filed with the Minnesota Department of Education.

Minnetonka Independent School District 276 has 1,869,909 square feet of space after completion of the Aviation 2<sup>nd</sup> floor infill and 259 acres of land that require sustained long-term maintenance to remain in a state of good repair to support the educational programs. Of the 1,869,909 square feet, 1,520,793 or 81% is 26 years old or older, and 1,043,714 – 56% - is 56 years old or older. All the district's school facilities were initially built in 1967 or earlier, except for the former TSP building, which was constructed in 2001, the former Shorewood Professional Building, which was constructed in 1997, and the new VANATAGE MOMENTUM Building. Included in that square footage is 469,363 square feet that exceeds 66 years of age. Excelsior Elementary School has the three-story section dating to 1929, Minnewashta Elementary School has a section that dates to 1936, and Minnetonka Community Education Center has a large section that dates to 1938. The bulk of the remainder of District original construction was built starting with the 1947 addition to the Minnetonka Community Education Center and continuing through the ensuing 20 years with the completion of Scenic Heights Elementary School in 1967. The original construction on Minnetonka High School dates to 1952 with the first class graduating in spring 1953 – which means that as of the end of the FY24 school year it will have had 72 years of use and 72 graduating classes. The replacement value of the 1,869,909 square feet is \$895,686,411 at current new school construction costs of \$479 per square foot.

The age of so much square footage has resulted in the need to make significant “mid-life” component replacement in the facilities to ensure their readiness for the next 60 years of use. In effect, the district facilities are in the process of being “re-built” in place during the summers when school is not in session. Since the District qualified for the Alternative Facilities program in FY2004 (now the Long-Term Facilities Maintenance Program), the District has completed over \$118 million in long term facility maintenance projects to work towards catching up on and eliminating deferred maintenance through the end of FY2023. Additional mid-life component replacement needs to be continued over the next 10 years, as with a large fleet of buildings the need for long term maintenance is ongoing.

The update of the 10 Year Long Term Facilities Maintenance Plan projects out remaining long term maintenance needs for the next decade starting with FY2026 through FY2035. The total projects listed in the plan for those 10 years are estimated at \$76,010,000, or an average of approximately \$7.6 million annually.

Each of the years in the FY2026-FY2035 Long-Term Facilities Maintenance Plan will be able to be funded with bond funding while at the same time the total amount of outstanding long-term bonds of the district declines every year as older bonds are paid off. While the annual plan projects potential needs of approximately \$7.6 million annually, if in a given year competitive prices result in not all the bond proceeds being spent in that year, that will allow for bonding at a lower level in the subsequent year. The overall goal continues to be keeping the facilities in a state of good repair by doing only necessary projects and completing those necessary projects for the most competitive cost.

The net result of this rebuilding of the district facilities infrastructure means that the community's original investment in its school facilities is being maximized, as these facilities will continue to be used for another 60 years or more each. This is a much more cost-effective strategy to maximize taxpayer investment, as the alternative to rebuilding would be the cost of complete replacement at a time much sooner in the future. As previously noted, at current construction costs of \$479 per square foot (118 times more than the annual long-term maintenance cost per square foot of \$4.07), the cost of complete replacement of district buildings would total approximately \$895 million.

The use of long-term maintenance funding to ensure that our fleet of 50-year-old, 65-year-old, and older buildings continue to function effectively for the next 60 years is the most cost effective and prudent course of action for our school district and our community for the long term.

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#### **ATTACHMENTS:**

Long-Term Maintenance Ten-Year Plan – FY2026 through FY2035  
Long-Term Maintenance Ten-Year Plan – FY2026 through FY2035 Update Presentation

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#### **RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board approve the 10-Year Long-Term Facilities Maintenance Plan for FY2026 through FY2035 as presented.

#### ***RECOMMENDED MOTION***

*BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby approve the Long-Term Facilities Maintenance Plan for FY2026 through FY2035 including projects estimated at a total cost of \$76,010,000.*

**Submitted by:**



Paul Bourgeois, Executive Director of Finance & Operations

**Concurrence:**



David Law, Superintendent

**Minnetonka Independent School District 276  
Long Term Facilities Maintenance Plan**

**FY2026 Projects**

<b>School</b>	<b>Cost Ctr Course</b>	<b>Fin MDE</b>	<b>Project Description</b>	<b>Project Amount</b>
<b>Clear Springs Elementary</b>	900	379	Painting per plan	\$ 10,000
	903	379	Carpet/VCT replacement	\$ 10,000
	905	380	Exterior siding replacement	\$ 1,300,000
	905	380	R-22 rooftop compressor replacement - 8 units	\$ 320,000
	908	368	1996 window replacement - south wing	\$ 320,000
<b>Deephaven Elementary</b>	900	379	Painting per plan	\$ 10,000
	903	379	Carpet/VCT replacement	\$ 10,000
	901	384	Pavement mill and overlay per plan	\$ 300,000
	908	368	1996 window replacement - south wing	\$ 900,000
<b>Excelsior Elementary</b>	900	379	Painting per plan	\$ 10,000
	901	384	Pavement mill and overlay per plan	\$ 300,000
	902	383	Roofing replacement per plan	\$ 900,000
	903	379	Carpet/VCT replacement	\$ 200,000
	905	380	R-22 rooftop compressor replacement - 6 units	\$ 240,000
<b>Groveland Elementary</b>	900	379	Painting per plan	\$ 10,000
	903	379	Carpet/VCT replacement	\$ 10,000
	904	379	1966 wall tile replacement	\$ 200,000
	905	380	R-22 rooftop compressor replacement - 6 units	\$ 240,000
	908	368	1996 window replacement - west wing	\$ 900,000
	920	379	1966 classroom cabinet replacement - 12 rooms	\$ 500,000
<b>Minnewashta Elementary</b>	900	379	Painting per plan	\$ 10,000
	903	379	Carpet/VCT replacement	\$ 10,000
	904	379	1955 wall tile replacement	\$ 100,000
	905	380	Replace unit ventilators-1955-64 section - 21 rooms	\$ 1,220,000
	920	379	1955 classroom cabinet replacement - 12 rooms	\$ 600,000
<b>Scenic Heights Elementary</b>	900	379	Painting per plan	\$ 10,000
	903	379	Carpet/VCT replacement	\$ 10,000
	905	380	1993 replace gym area hvac rooftop units	\$ 200,000
	905	380	R-22 rooftop compressor replacement - 5 units	\$ 200,000
	920	379	1967 classroom cabinet replacement - 14 rooms	\$ 600,000
<b>Minnetonka Middle School East</b>	900	379	Painting per plan	\$ 10,000
	903	379	Carpet/VCT replacement	\$ 15,000
	905	380	Replace unit ventilators - 1964 section - 20 rooms	\$ 1,150,000
<b>Minnetonka Middle School West</b>	900	379	Painting per plan	\$ 10,000
	903	379	Carpet/VCT replacement	\$ 15,000
	905	380	Replace unit ventilators - 1964 section - 20 rooms	\$ 1,150,000
<b>Minnetonka High School</b>	900	379	Painting per plan	\$ 20,000
	901	384	Pavement mill and overlay per plan	\$ 400,000
	903	379	Carpet/VCT replacement	\$ 130,000
	905	380	1996 replace gym area hvac rooftop units	\$ 500,000
	921	368	Roofing replacement per plan	\$ 900,000
<b>Communtiy Education Center</b>	900	379	Painting per plan	\$ 9,000
	905	380	R-22 rooftop compressor replacement - 4 units	\$ 300,000
<b>Pagel Activity Center</b>	900	379	Painting per plan	\$ 15,000
<b>Highway 7 Education Center</b>	900	379	Painting per plan	\$ 3,000
<b>Shorewood Education Center</b>	900	379	Painting per plan	\$ 3,000
<b>District Service Center</b>	900	379	Painting per plan	\$ 4,000
<b>Warehouse</b>	900	379	Painting per plan	\$ 1,000
<b>Total 25-26</b>				<b>\$ 14,285,000</b>

**Minnetonka Independent School District 276  
Long Term Facilities Maintenance Plan**

**FY2027 Projects**

<b>School</b>	<b>Cost Ctr Course</b>	<b>Fin MDE</b>	<b>Project Description</b>	<b>Project Amount</b>
<b>Clear Springs Elementary</b>	900	379	Painting per plan	\$ 7,000
	901	384	Pavement mill and overlay per plan	\$ 300,000
	903	379	Carpet/VCT replacement	\$ 10,000
	908	368	1996 window replacement - east wing	\$ 800,000
	967	380	1993 hvac replacement	\$ 150,000
<b>Deephaven Elementary</b>	900	379	Painting per plan	\$ 7,000
	902	383	Roofing replacement per plan	\$ 500,000
	903	379	Carpet/VCT replacement	\$ 10,000
	908	368	1996 window replacement - north wing	\$ 500,000
	967	380	1993 hvac replacement	\$ 150,000
<b>Excelsior Elementary</b>	900	379	Painting per plan	\$ 7,000
	901	384	Pavement mill and overlay per plan	\$ 100,000
	903	379	Carpet/VCT replacement	\$ 10,000
	904	379	1958 wall tile replacement	\$ 300,000
<b>Groveland Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
	967	380	1993 hvac replacement	\$ 150,000
<b>Minnewashta Elementary</b>	900	379	Painting per plan	\$ 7,000
	901	384	Pavement mill and overlay per plan	\$ 250,000
	902	383	Roofing replacement per plan	\$ 1,050,000
	903	379	Carpet/VCT replacement	\$ 10,000
	920	369	1993 classroom countertop replacement - 20 rooms	\$ 200,000
<b>Scenic Heights Elementary</b>	900	379	Painting per plan	\$ 7,000
	901	384	Pavement mill and overlay per plan	\$ 300,000
	903	379	Carpet/VCT replacement	\$ 10,000
	920	369	1967 classroom cabinet replacement - 20 rooms	\$ 800,000
	967	380	1993 hvac replacement	\$ 400,000
<b>Minnetonka Middle School East</b>	900	379	Painting per plan	\$ 14,000
	902	383	Roofing replacement per plan	\$ 1,000,000
	903	379	Carpet/VCT replacement	\$ 15,000
	905	380	R-22 rooftop compressor replacement - 5 units	\$ 200,000
<b>Minnetonka Middle School West</b>	900	379	Painting per plan	\$ 14,000
	902	383	Roofing replacement per plan	\$ 1,000,000
	903	379	Carpet/VCT replacement	\$ 15,000
	905	380	R-22 rooftop compressor replacement - 7 units	\$ 280,000
<b>Minnetonka High School</b>	900	379	Painting per plan	\$ 21,000
	902	383	Roofing replacement per plan	\$ 1,000,000
	903	379	Carpet/VCT replacement	\$ 20,000
	989	384	2013 replace synthetic turf soccer field	\$ 795,000
<b>Communtiy Education Center</b>	900	379	Painting per plan	\$ 7,000
	905	380	Replace 1938-area hvac rooftop units-partial	\$ 120,000
<b>Page1 Activity Center</b>	900	379	Painting per plan	\$ 3,000
<b>Highway 7 Education Center</b>	900	379	Painting per plan	\$ 1,000
	967	380	HVAC replacement	\$ 1,050,000
<b>Shorewood Education Center</b>	900	379	Painting per plan	\$ 1,000
	920	368	Window-exterior brick-wall tile replacement	\$ 420,000
<b>District Service Center</b>	900	379	Painting per plan	\$ 1,000
<b>Warehouse</b>	900	379	Painting per plan	\$ 1,000
<b>Total 26-27</b>				<b>\$ 12,030,000</b>

**Minnetonka Independent School District 276  
Long Term Facilities Maintenance Plan**

**FY2028 Projects**

<b>School</b>	<b>Cost Ctr Course</b>	<b>Fin MDE</b>	<b>Project Description</b>	<b>Project Amount</b>
<b>Clear Springs Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
	908	368	1996 window replacement-1958 courtyard	\$ 1,000,000
<b>Deephaven Elementary</b>	900	379	Painting per plan	\$ 7,000
	902	383	Roofing replacement per plan	\$ 800,000
	903	379	Carpet/VCT replacement	\$ 10,000
	908	368	1996 window replacement-1958 courtyard	\$ 700,000
<b>Excelsior Elementary</b>	900	379	Painting per plan	\$ 7,000
	901	384	Pavement mill and overlay per plan	\$ 525,000
	903	379	Carpet/VCT replacement	\$ 10,000
	908	368	1996 window replacement-1958 courtyard	\$ 700,000
<b>Groveland Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
	908	368	1996 window replacement - north wing	\$ 985,000
<b>Minnewashta Elementary</b>	900	379	Painting per plan	\$ 7,000
	901	384	Pavement rebuild per plan	\$ 300,000
	901	384	North field drainage replacement	\$ 1,000,000
	903	379	Carpet/VCT replacement	\$ 10,000
	908	368	1996 window replacement - 1955 courtyard	\$ 600,000
<b>Scenic Heights Elementary</b>	900	379	Painting per plan	\$ 7,000
	901	384	Pavement rebuild per plan	\$ 280,000
	902	383	Roofing replacement per plan	\$ 800,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Minnetonka Middle School East</b>	900	379	Painting per plan	\$ 14,000
	903	379	Carpet/VCT replacement	\$ 15,000
	967	380	1993 hvac replacement - R-22	\$ 500,000
<b>Minnetonka Middle School West</b>	900	379	Painting per plan	\$ 14,000
	902	383	Roofing replacement per plan	\$ 800,000
	903	379	Carpet/VCT replacement	\$ 15,000
	967	380	1993 hvac replacement - R-22	\$ 500,000
<b>Minnetonka High School</b>	900	379	Painting per plan	\$ 21,000
	903	379	Carpet/VCT replacement	\$ 10,000
	977	381	Replace restroom plumbing & fixtures - 1996 area	\$ 900,000
	904	379	Replace plumbing-flooring-lockers - 1996 area	\$ 900,000
<b>Communtiy Education Center</b>	900	379	Painting per plan	\$ 7,000
<b>Pagel Activity Center</b>	900	379	Painting per plan	\$ 3,000
<b>Highway 7 Education Center</b>	900	379	Painting per plan	\$ 1,000
<b>Shorewood Education Center</b>	900	379	Painting per plan	\$ 1,000
<b>District Service Center</b>	900	379	Painting per plan	\$ 1,000
	902	383	Roofing replacement per plan	\$ 350,000
<b>Warehouse</b>	900	379	Painting per plan	\$ 1,000
<b>Total 27-28</b>				<b>\$ 11,845,000</b>

**Minnetonka Independent School District 276  
Long Term Facilities Maintenance Plan**

**FY2029 Projects**

<b>School</b>	<b>Cost Ctr Course</b>	<b>Fin MDE</b>	<b>Project Description</b>	<b>Project Amount</b>
<b>Clear Springs Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Deephaven Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Excelsior Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Groveland Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Minnewashta Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Scenic Heights Elementary</b>	900	379	Painting per plan	\$ 7,000
	902	383	Roofing replacement per plan	\$ 825,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Minnetonka Middle School East</b>	900	379	Painting per plan	\$ 14,000
	901	384	Pavement mill and overlay per plan	\$ 300,000
	902	383	Roofing replacement per plan	\$ 800,000
	903	379	Carpet/VCT replacement	\$ 15,000
	905	368	Stucco repair and replacement	\$ 600,000
<b>Minnetonka Middle School West</b>	900	379	Painting per plan	\$ 14,000
	901	384	Pavement mill and overlay per plan	\$ 300,000
	902	383	Roofing replacement per plan	\$ 800,000
	903	379	Carpet/VCT replacement	\$ 15,000
	905	368	Stucco repair and replacement	\$ 600,000
<b>Minnetonka High School</b>	900	379	Painting per plan	\$ 21,000
	901	384	Pavement mill and overlay per plan	\$ 100,000
	902	383	Roofing replacement per plan	\$ 300,000
	903	379	Carpet/VCT replacement	\$ 20,000
	977	380	Replace MHS cooling tower	\$ 1,545,000
<b>Communtiy Education Center</b>	900	379	Painting per plan	\$ 7,000
<b>Pagel Activity Center</b>	900	379	Painting per plan	\$ 3,000
<b>Highway 7 Education Center</b>	900	379	Painting per plan	\$ 1,000
<b>Shorewood Education Center</b>	900	379	Painting per plan	\$ 1,000
	902	383	Roofing replacement per plan	\$ 300,000
<b>District Service Center</b>	900	379	Painting per plan	\$ 1,000
<b>Warehouse</b>	900	379	Painting per plan	\$ 1,000
<b>Total 28-29</b>				<b>\$ 6,685,000</b>

**Minnetonka Independent School District 276  
Long Term Facilities Maintenance Plan**

**FY2030 Projects**

<b>School</b>	<b>Cost Ctr Course</b>	<b>Fin MDE</b>	<b>Project Description</b>	<b>Project Amount</b>
<b>Clear Springs Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Deephaven Elementary</b>	900	379	Painting per plan	\$ 7,000
	901	384	Pavement mill and overlay per plan	\$ 300,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Excelsior Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
	939	368	1958 tuckpointing	\$ 345,000
<b>Groveland Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Minnewashta Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Scenic Heights Elementary</b>	900	379	Painting per plan	\$ 7,000
	902	383	Roofing replacement per plan	\$ 280,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Minnetonka Middle School East</b>	900	379	Painting per plan	\$ 14,000
	902	383	Roofing replacement per plan	\$ 380,000
	903	379	Carpet/VCT replacement	\$ 15,000
<b>Minnetonka Middle School West</b>	900	379	Painting per plan	\$ 14,000
	902	383	Roofing replacement per plan	\$ 330,000
	903	379	Carpet/VCT replacement	\$ 15,000
<b>Minnetonka High School</b>	900	379	Painting per plan	\$ 21,000
	901	384	Pavement mill and overlay per plan	\$ 300,000
	902	383	Roofing replacement per plan	\$ 995,000
	903	379	Carpet/VCT replacement	\$ 20,000
<b>Minnetonka Dome</b>	902	383	Roofing replacement of dome	\$ 1,900,000
<b>Community Education Center</b>	900	379	Painting per plan	\$ 7,000
	901	384	Pavement mill and overlay per plan	\$ 300,000
<b>Pagel Activity Center</b>	900	379	Painting per plan	\$ 3,000
<b>Highway 7 Education Center</b>	900	379	Painting per plan	\$ 1,000
<b>Shorewood Education Center</b>	900	379	Painting per plan	\$ 1,000
<b>District Service Center</b>	900	379	Painting per plan	\$ 1,000
<b>Warehouse</b>	900	379	Painting per plan	\$ 1,000
<b>Total 29-30</b>				<b>\$ 5,345,000</b>



**Minnetonka Independent School District 276  
Long Term Facilities Maintenance Plan**

**FY2031 Projects**

<b>School</b>	<b>Cost Ctr Course</b>	<b>Fin MDE</b>	<b>Project Description</b>	<b>Project Amount</b>
<b>Clear Springs Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
	939	368	1958 tuckpointing	\$ 345,000
<b>Deephaven Elementary</b>	900	379	Painting per plan	\$ 7,000
	901	384	Pavement mill and overlay per plan	\$ 300,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Excelsior Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Groveland Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Minnewashta Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Scenic Heights Elementary</b>	900	379	Painting per plan	\$ 7,000
	902	383	Roofing replacement per plan	\$ 280,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Minnetonka Middle School East</b>	900	379	Painting per plan	\$ 14,000
	902	383	Roofing replacement per plan	\$ 380,000
	903	379	Carpet/VCT replacement	\$ 15,000
	902	368	Tuckpointing 1964 section	\$ 600,000
<b>Minnetonka Middle School West</b>	900	379	Painting per plan	\$ 14,000
	902	383	Roofing replacement per plan	\$ 330,000
	903	379	Carpet/VCT replacement	\$ 15,000
	902	368	Tuckpointing 1964 section	\$ 600,000
<b>Minnetonka High School</b>	900	379	Painting per plan	\$ 21,000
	901	384	Pavement mill and overlay per plan	\$ 300,000
	902	383	Roofing replacement per plan	\$ 350,000
	903	379	Carpet/VCT replacement	\$ 20,000
	977	380	1962-64-86 window replacement	\$ 1,045,000
<b>Communtiy Education Center</b>	900	379	Painting per plan	\$ 7,000
	901	384	Pavement rebuild per plan	\$ 300,000
<b>Pagel Activity Center</b>	900	379	Painting per plan	\$ 3,000
<b>Highway 7 Education Center</b>	901	384	Parking lot mill & overlay	\$ 1,000
<b>Shorewood Education Center</b>	900	379	Painting per plan	\$ 1,000
<b>District Service Center</b>	900	379	Painting per plan	\$ 1,000
<b>Warehouse</b>	900	379	Painting per plan	\$ 1,000
<b>Total 30-31</b>				<b>\$ 5,045,000</b>

**Minnetonka Independent School District 276  
Long Term Facilities Maintenance Plan  
Minnetonka Independent School District 276  
Long Term Facilities Maintenance Plan**

**FY2032 Projects**

<b>School</b>	<b>Cost Ctr Course</b>	<b>Fin MDE</b>	<b>Project Description</b>	<b>Project Amount</b>
<b>Clear Springs Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Deephaven Elementary</b>	900	379	Painting per plan	\$ 7,000
	901	384	Pavement mill and overlay per plan	\$ 300,000
	903	379	Carpet/VCT replacement	\$ 10,000
	939	368	1956 tuckpointing	\$ 345,000
<b>Excelsior Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Groveland Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Minnewashta Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Scenic Heights Elementary</b>	900	379	Painting per plan	\$ 7,000
	902	383	Roofing replacement per plan	\$ 280,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Minnetonka Middle School East</b>	900	379	Painting per plan	\$ 14,000
	902	383	Roofing replacement per plan	\$ 380,000
	903	379	Carpet/VCT replacement	\$ 15,000
<b>Minnetonka Middle School West</b>	900	379	Painting per plan	\$ 14,000
	902	383	Roofing replacement per plan	\$ 330,000
	903	379	Carpet/VCT replacement	\$ 15,000
<b>Minnetonka High School</b>	900	379	Painting per plan	\$ 21,000
	901	384	Pavement mill and overlay per plan	\$ 300,000
	902	383	Roofing replacement per plan	\$ 650,000
	903	379	Carpet/VCT replacement	\$ 20,000
<b>Communtiy Education Center</b>	900	379	Painting per plan	\$ 7,000
	901	384	Pavement mill and overlay per plan	\$ 300,000
<b>Pagel Activity Center</b>	900	379	Painting per plan	\$ 3,000
	915	380	Ice chiller R-22 replacement	\$ 1,900,000
<b>Highway 7 Education Center</b>	901	384	Pavement mill and overlay per plan	\$ 1,000
<b>Shorewood Education Center</b>	900	379	Painting per plan	\$ 1,000
<b>District Service Center</b>	900	379	Painting per plan	\$ 1,000
<b>Warehouse</b>	900	379	Painting per plan	\$ 1,000
<b>Total 30-31</b>				<b>\$ 5,000,000</b>

**Minnetonka Independent School District 276  
Long Term Facilities Maintenance Plan**

**FY2033 Projects**

<b>School</b>	<b>Cost Ctr Course</b>	<b>Fin MDE</b>	<b>Project Description</b>	<b>Project Amount</b>
<b>Clear Springs Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Deephaven Elementary</b>	900	379	Painting per plan	\$ 7,000
	901	384	Pavement mill and overlay per plan	\$ 300,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Excelsior Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Groveland Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
	939	368	1958 tuckpointing	\$ 345,000
<b>Minnewashta Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Scenic Heights Elementary</b>	900	379	Painting per plan	\$ 7,000
	902	383	Roofing replacement per plan	\$ 700,000
	903	379	Carpet/VCT replacement	\$ 10,000
	908	368	1967 window replacement	\$ 400,000
<b>Minnetonka Middle School East</b>	900	379	Painting per plan	\$ 14,000
	902	383	Roofing replacement per plan	\$ 700,000
	903	379	Carpet/VCT replacement	\$ 15,000
<b>Minnetonka Middle School West</b>	900	379	Painting per plan	\$ 14,000
	902	383	Roofing replacement per plan	\$ 700,000
	903	379	Carpet/VCT replacement	\$ 15,000
<b>Minnetonka High School</b>	900	379	Painting per plan	\$ 21,000
	901	384	Pavement rebuild per plan	\$ 300,000
	902	383	Roofing replacement per plan	\$ 1,000,000
	903	379	Carpet/VCT replacement	\$ 20,000
	977	380	1962-64-86 window replacement	\$ 500,000
<b>Communtty Education Center</b>	900	379	Painting per plan	\$ 7,000
	901	384	Pavement rebuild per plan	\$ 300,000
<b>Page1 Activity Center</b>	900	379	Painting per plan	\$ 3,000
<b>Highway 7 Education Center</b>	901	384	Parking lot mill & overlay	\$ 1,000
<b>Shorewood Education Center</b>	900	379	Painting per plan	\$ 1,000
<b>District Service Center</b>	900	379	Painting per plan	\$ 1,000
<b>Warehouse</b>	900	379	Painting per plan	\$ 1,000
<b>Total 30-31</b>				<b>\$ 5,460,000</b>

**Minnetonka Independent School District 276  
Long Term Facilities Maintenance Plan**

**FY2034 Projects**

<b>School</b>	<b>Cost Ctr Course</b>	<b>Fin MDE</b>	<b>Project Description</b>	<b>Project Amount</b>
<b>Clear Springs Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Deephaven Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Excelsior Elementary</b>	900	379	Painting per plan	\$ 7,000
	901	384	Pavement mill and overlay per plan	\$ 300,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Groveland Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Minnewashta Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
	939	368	1955-64 tuckpointing	\$ 345,000
<b>Scenic Heights Elementary</b>	900	379	Painting per plan	\$ 7,000
	902	383	Roofing replacement per plan	\$ 500,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Minnetonka Middle School East</b>	900	379	Painting per plan	\$ 14,000
	902	383	Roofing replacement per plan	\$ 700,000
	903	379	Carpet/VCT replacement	\$ 15,000
	971	370	1964 replace original switch gear & transformer	\$ 400,000
<b>Minnetonka Middle School West</b>	900	379	Painting per plan	\$ 700,000
	902	383	Roofing replacement per plan	\$ 330,000
	903	379	Carpet/VCT replacement	\$ 15,000
	970	370	1964 replace original switch gear & transformer	\$ 400,000
<b>Minnetonka High School</b>	900	379	Painting per plan	\$ 21,000
	901	384	Pavement mill and overlay per plan	\$ 400,000
	902	383	Roofing replacement per plan	\$ 700,000
	903	379	Carpet/VCT replacement	\$ 20,000
<b>Communtiy Education Center</b>	900	379	Painting per plan	\$ 11,000
	901	384	Pavement rebuild per plan	\$ 300,000
<b>Pagel Activity Center</b>	900	379	Painting per plan	\$ 3,000
<b>Highway 7 Education Center</b>	901	384	Parking lot mill & overlay	\$ 1,000
<b>Shorewood Education Center</b>	900	379	Painting per plan	\$ 1,000
<b>District Service Center</b>	900	379	Painting per plan	\$ 1,000
<b>Warehouse</b>	900	379	Painting per plan	\$ 1,000
<b>Total 30-31</b>				<b>\$ 5,280,000</b>

**Minnetonka Independent School District 276  
Long Term Facilities Maintenance Plan**

**FY2035 Projects**

<b>School</b>	<b>Cost Ctr Course</b>	<b>Fin MDE</b>	<b>Project Description</b>	<b>Project Amount</b>
<b>Clear Springs Elementary</b>	900	379	Painting per plan	\$ 7,000
	902	383	Roofing replacement per plan	\$ 500,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Deephaven Elementary</b>	900	379	Painting per plan	\$ 7,000
	902	383	Roofing replacement per plan	\$ 330,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Excelsior Elementary</b>	900	379	Painting per plan	\$ 7,000
	902	383	Roofing replacement per plan	\$ 500,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Groveland Elementary</b>	900	379	Painting per plan	\$ 7,000
	901	384	Pavement mill and overlay per plan	\$ 300,000
	902	383	Roofing replacement per plan	\$ 700,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Minnewashta Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Scenic Heights Elementary</b>	900	379	Painting per plan	\$ 7,000
	903	379	Carpet/VCT replacement	\$ 10,000
<b>Minnetonka Middle School East</b>	900	379	Painting per plan	\$ 14,000
	903	379	Carpet/VCT replacement	\$ 15,000
<b>Minnetonka Middle School West</b>	900	379	Painting per plan	\$ 700,000
	903	379	Carpet/VCT replacement	\$ 15,000
<b>Minnetonka High School</b>	900	379	Painting per plan	\$ 21,000
	901	384	Pavement mill and overlay per plan	\$ 400,000
	902	383	Roofing replacement per plan	\$ 700,000
	903	379	Carpet/VCT replacement	\$ 20,000
<b>Communtty Education Center</b>	900	379	Painting per plan	\$ 11,000
	902	383	Roofing replacement per plan	\$ 700,000
<b>Pagel Activity Center</b>	900	379	Painting per plan	\$ 3,000
<b>Highway 7 Education Center</b>	900	379	Painting per plan	\$ 1,000
<b>Shorewood Education Center</b>	900	379	Painting per plan	\$ 1,000
<b>District Service Center</b>	900	379	Painting per plan	\$ 1,000
<b>Warehouse</b>	900	379	Painting per plan	\$ 1,000
<b>Total 30-31</b>				<b>\$ 5,035,000</b>



MINNETONKA  
PUBLIC SCHOOLS

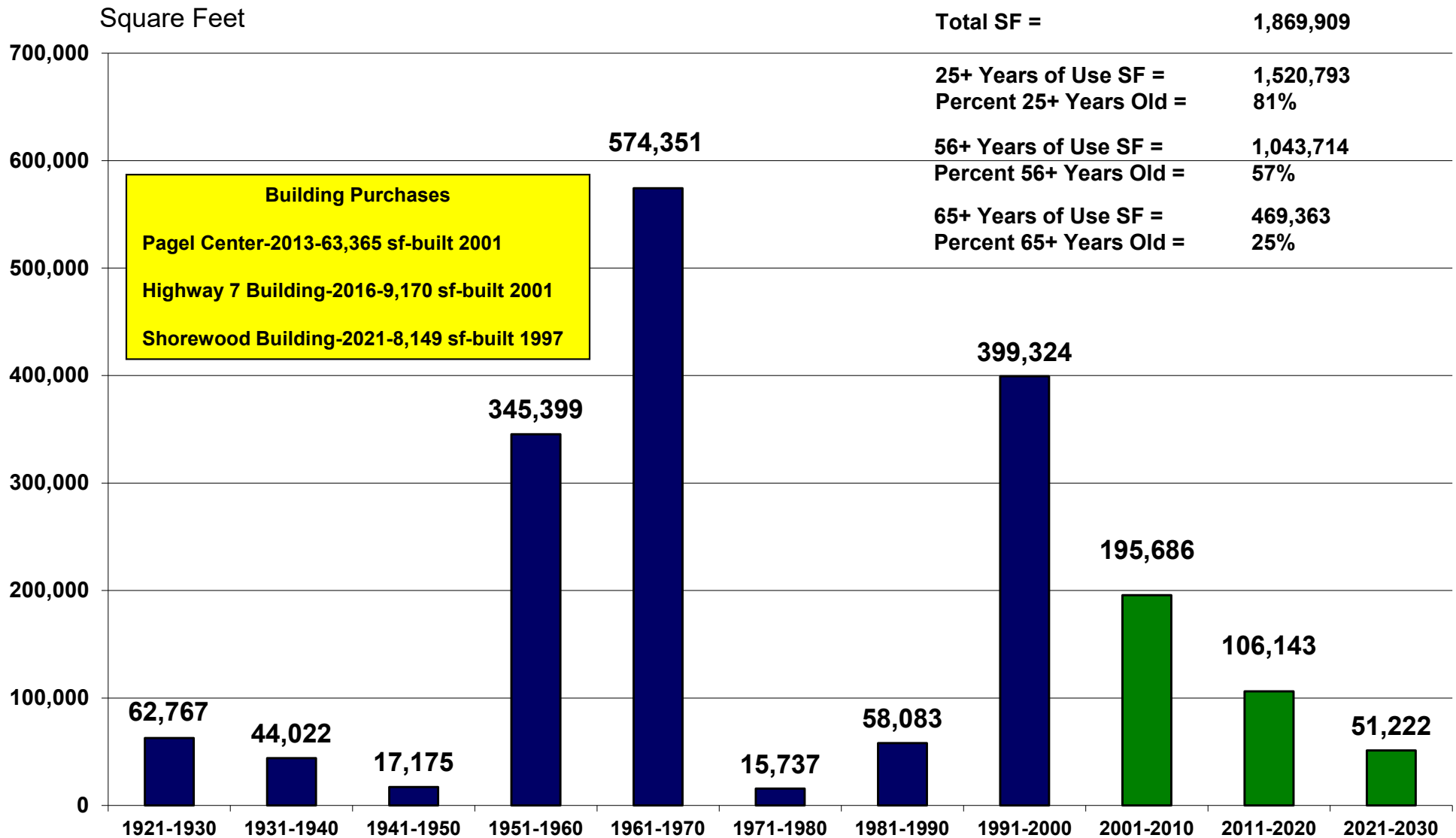
# Long-Term Facilities Maintenance 10-Year Plan Update FY26-FY35

April 11, 2024

# Minnetonka Independent School District 276

## Facilities Construction And Acquisition By Decade

### As Of June 30, 2024



COP Bond	Main Project	Original Amount
2008C	Minnewashta & Scenic Heights Classrooms	\$ 3,600,000
2008F	Aquatics Center Pool Addition	\$ 2,750,000
2008G	Community Education Addition	\$ 2,545,000
2008H	Minnewashta Parking	\$ 1,685,000
2009B	Elementary Classrooms	\$ 3,830,000
2009D	Veterans Baseball Field & Legacy Fields Softball Complex	\$ 3,145,000
2009E	Elementary Classrooms & Minnewashta Gymnasium	\$ 5,350,000
2010B	MHS Student Union and 14 High School Classrooms	\$ 6,500,000
2010E	Secure Entries Additions Refunding Wells Fargo Leases	\$ 3,290,000
2011A	Clear Springs & Groveland Classrooms	\$ 2,365,000
2011B	Clear Springs & Excelsior Parking	\$ 1,700,000
2012A	Middle School Classrooms & Groveland Media Center	\$ 3,425,000
2013A	Excelsior Kitchen & Multipurpose Room	\$ 2,400,000
2013C	Pagel Activity Center	\$ 2,970,000
2013D	Scenic Heights Classrooms	\$ 1,200,000
2014B	All Day K and Music Additions at 6 Elementary Schools	\$ 1,700,000
2014C	All Day K and Music Additions at 6 Elementary Schools	\$ 4,700,000
2016F	Minnetonka Research and High School Science Labs	\$ 4,510,000
2016G	High School Parking	\$ 1,000,000
2016N	Groveland Parking	\$ 1,190,000
2016O	Highway 7 Education Center	\$ 1,585,000
2017A	Groveland Gymnasium & Classroom	\$ 3,000,000
2018A	Clear Springs-Scenic Heights Gymnasiums & Spec Rooms	\$ 1,900,000
2018C	Clear Springs-Scenic Heights Gymnasiums & Spec Rooms	\$ 4,800,000
2020D	5735 Highway 101 Site Purchase, Demolition & Site Prep	\$ 1,250,000
2021C	Shorewood Professional Building - SAIL Program	\$ 2,200,000
2021D	Momentum Skilled Trades Addition to Pagel Center	\$ 1,250,000
2021E	Momentum Skilled Trades Addition to Pagel Center	\$ 2,750,000
2022A	VANTAGE MOMENTUM Building	\$ 7,000,000
2023A	EXC, SCH, MME, MMW Classrooms - MMW Parking	\$ 1,850,000
2024A	MOMENTUM Tonka Flight School-Tonka Drone Academy	\$ 1,765,000
2024B	Deephaven Auto Queue	\$ 1,525,000
Total COPs		\$ 90,730,000
OPEB Excess Assets	VANTAGE MOMENTUM Building	\$ 9,850,000
Total All Sources		\$ 100,580,000

Lease Levy Instructional Spaces	\$ 45,770,000
Operating Capital	\$ 40,290,000
Fees and Rentals	\$ 3,145,000
OPEB Revocable Trust Fund Excess Assets	\$ 9,850,000



LTM GO Bond	Main Project	Original Amount
2008B	GO Alternative Facilities Capital Appreciation LTM Bonds	\$ 15,579,548
2008E	GO Alternative Facilities LTM Bonds	\$ 14,975,000
2009F	GO Alternative Facilities LTM Bonds	\$ 5,925,000
2010C	GO Alternative Facilities LTM Bonds - Build America	\$ 7,020,000
2012B	GO Alternative Facilities LTM Bonds	\$ 1,800,000
2012C	GO Alternative Facilities LTM Bonds	\$ 1,400,000
2012G	GO Alternative Facilities LTM Bonds	\$ 1,245,000
2013B	GO Alternative Facilities LTM Bonds	\$ 2,200,000
2013F	GO Alternative Facilities LTM Bonds	\$ 1,230,000
2013G	GO Alternative Facilities LTM Bonds	\$ 3,475,000
2014A	GO Alternative Facilities LTM Bonds	\$ 1,650,000
2014D	GO Alternative Facilities LTM Bonds	\$ 1,950,000
2015A	GO Alternative Facilities LTM Bonds	\$ 3,005,000
2015D	GO Alternative Facilities LTM Bonds	\$ 1,595,000
2015E	GO Alternative Facilities LTM Bonds	\$ 4,000,000
2016E	GO Long Term Facilities Maintenance Bonds	\$ 5,870,000
2016M	GO Long Term Facilities Maintenance Bonds	\$ 5,785,000
2019B	GO Long Term Facilities Maintenance Bonds	\$ 2,000,000
2019D	GO Long Term Facilities Maintenance Bonds	\$ 2,710,000
2019F	GO Long Term Facilities Maintenance Bonds	\$ 1,955,000
2020E	GO Long Term Facilities Maintenance Bonds	\$ 1,975,000
2020G	GO Long Term Facilities Maintenance Bonds	\$ 4,870,000
2021G	GO Long Term Facilities Maintenance Bonds	\$ 6,245,000
2022B	GO Long Term Facilities Maintenance Bonds	\$ 8,985,000
2023B	GO Long Term Facilities Maintenance Bonds	\$ 10,785,000
Total		\$ 118,229,548



# Clear Springs Elementary

**2014 Addition**  
5,203 SF

First Floor  
92,726 SF

**2008 Addition**  
1,080 SF

**1995 Addition**  
5,099 SF

**2011 Addition**  
2,042 SF

**2011 Addition**  
1,469 SF

**1993 Addition**  
11,783 SF

**2009 Addition**  
5,997 SF

**2018 Addition**  
8,274 SF

**1960 Addition**  
15,387 SF

**1986 Addition**  
3,775 SF

**1958 Original Building**  
32,327 SF

## Building Age - Years

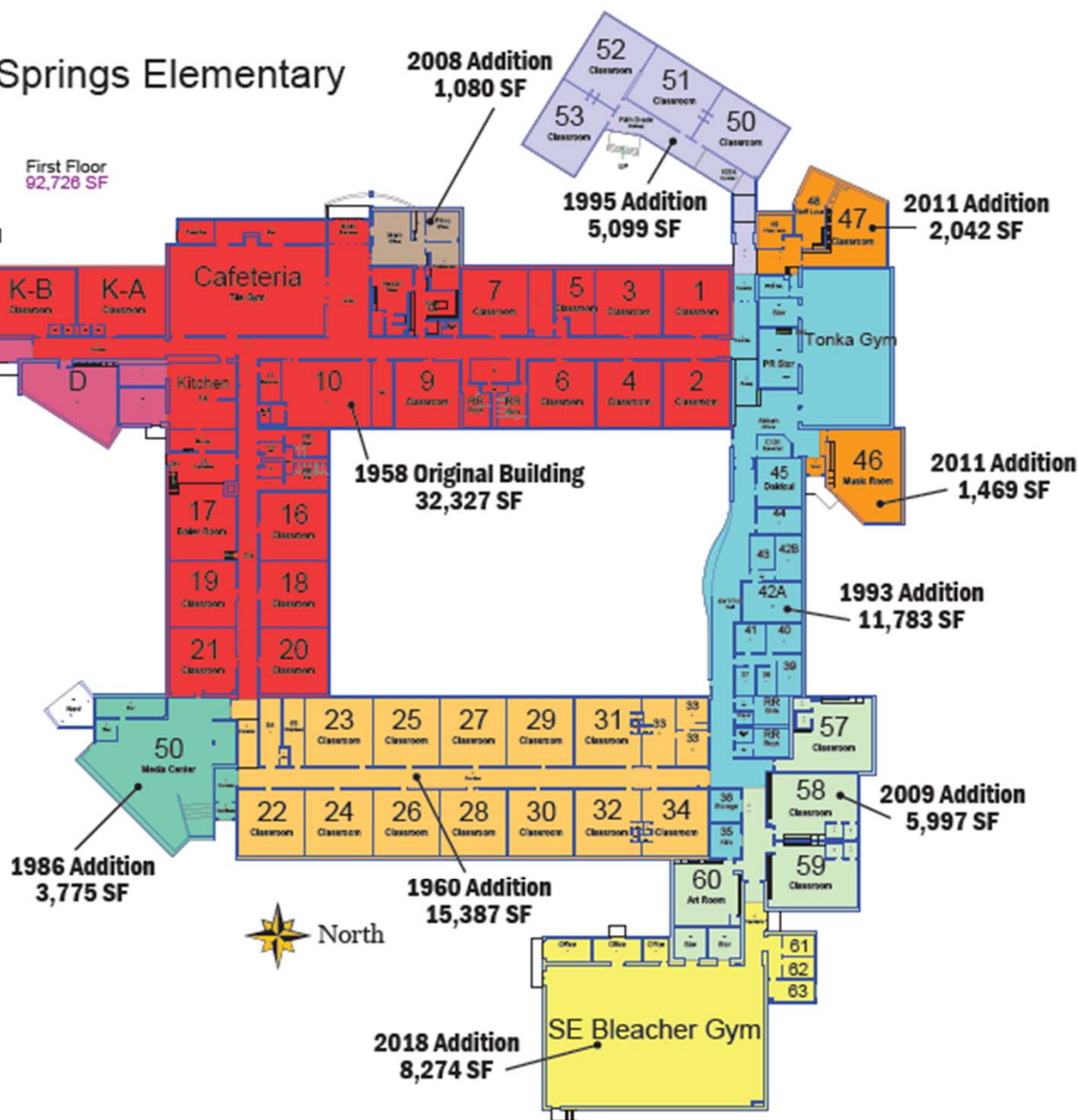
Last Calculated: 12/09/20

null

null

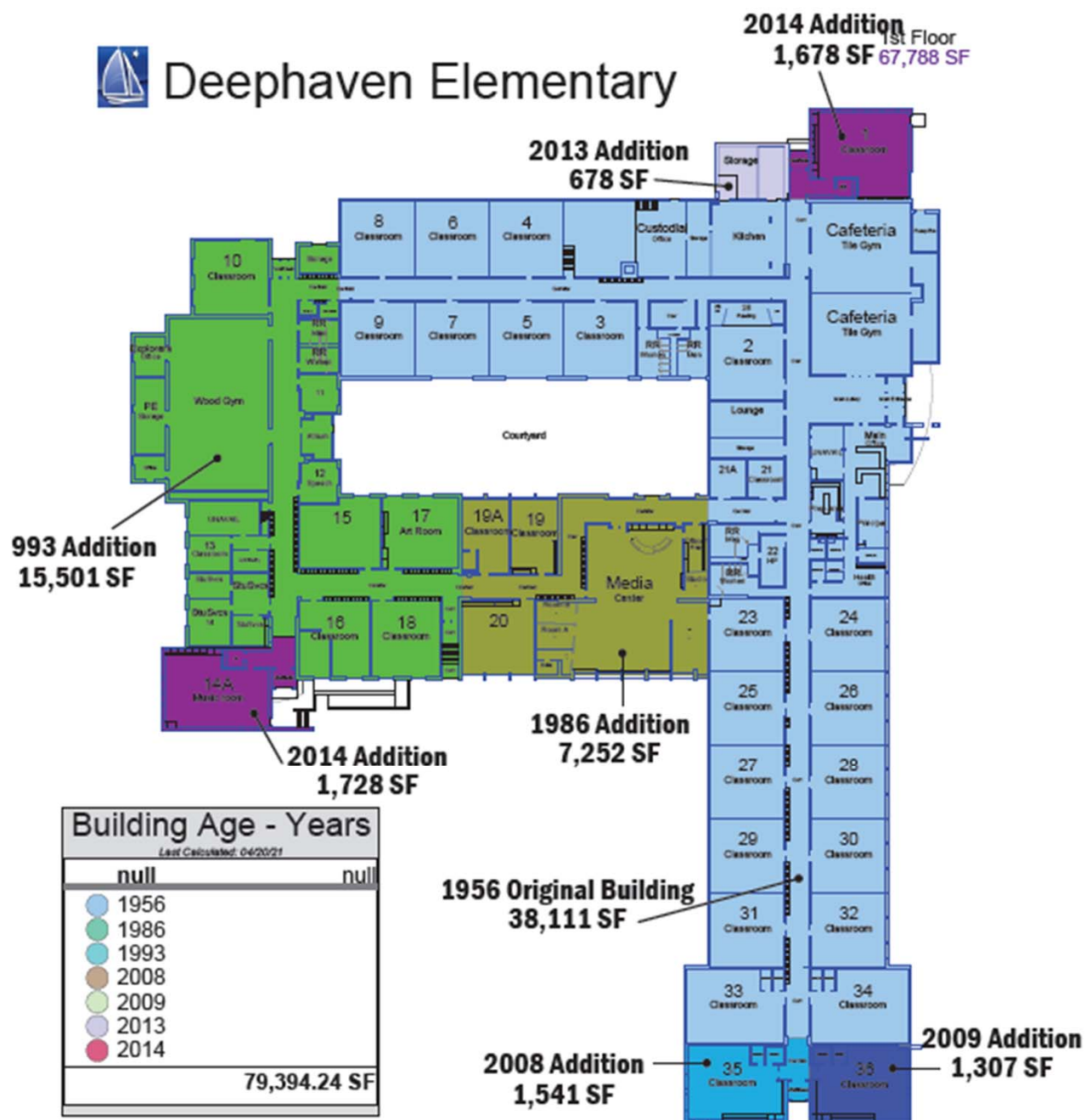
- 1958
- 1960
- 1986
- 1993
- 1995
- 2008
- 2009
- 2011
- 2014
- 2018

**108,313.46 SF**





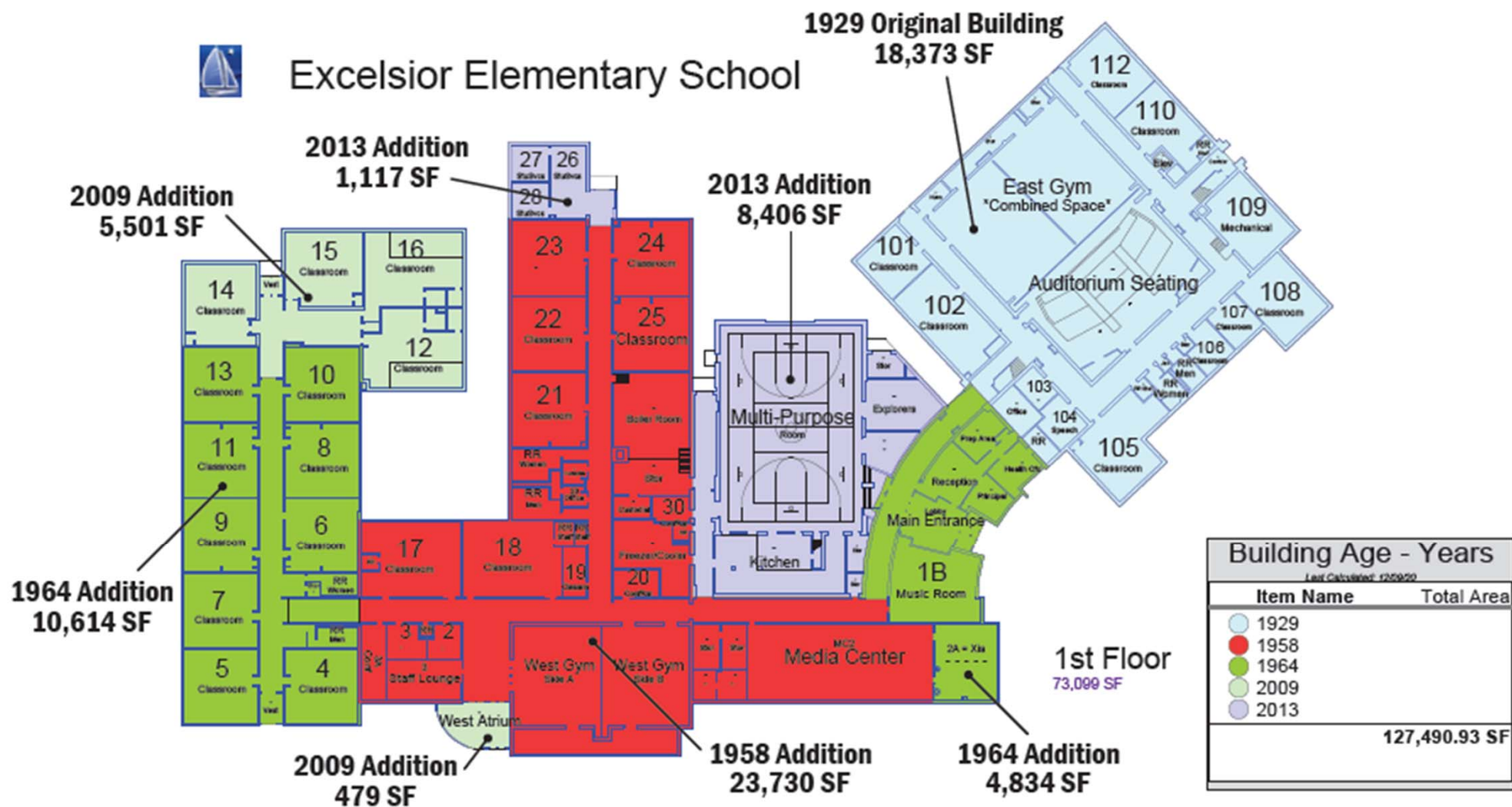
# Deephaven Elementary

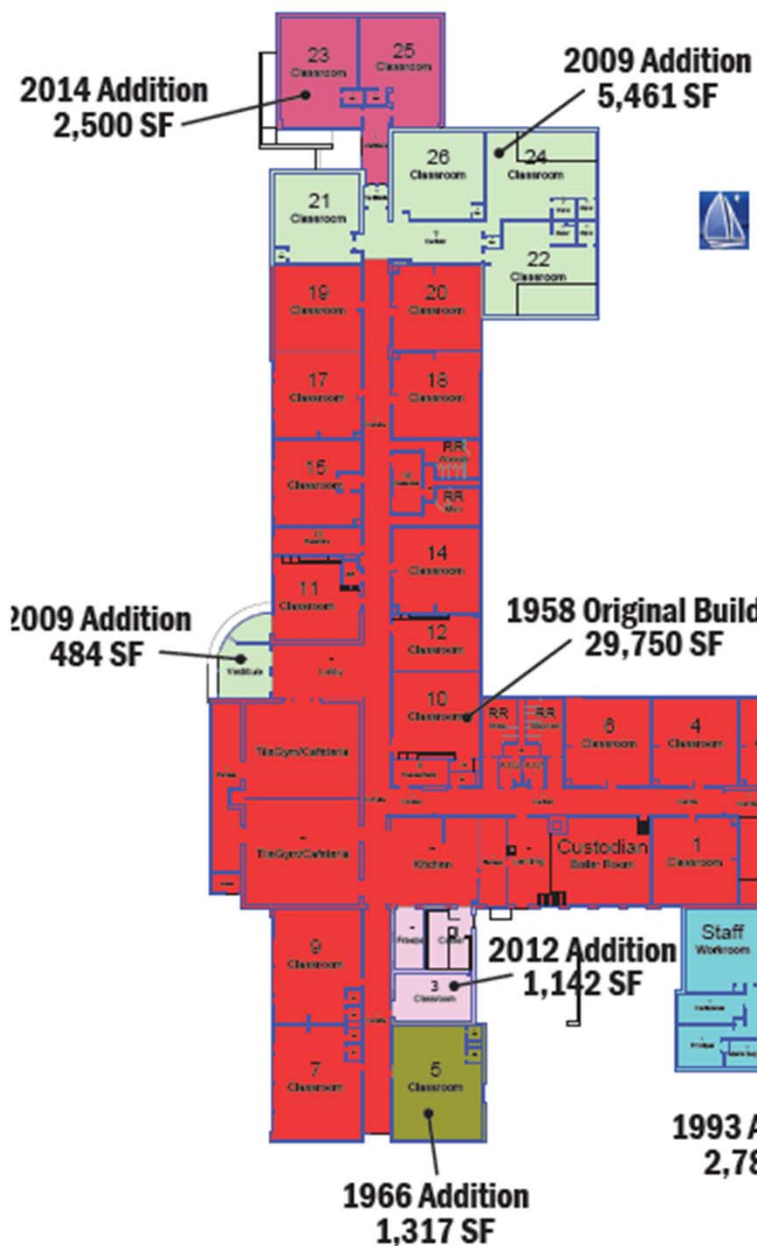






Excelsior Elementary School



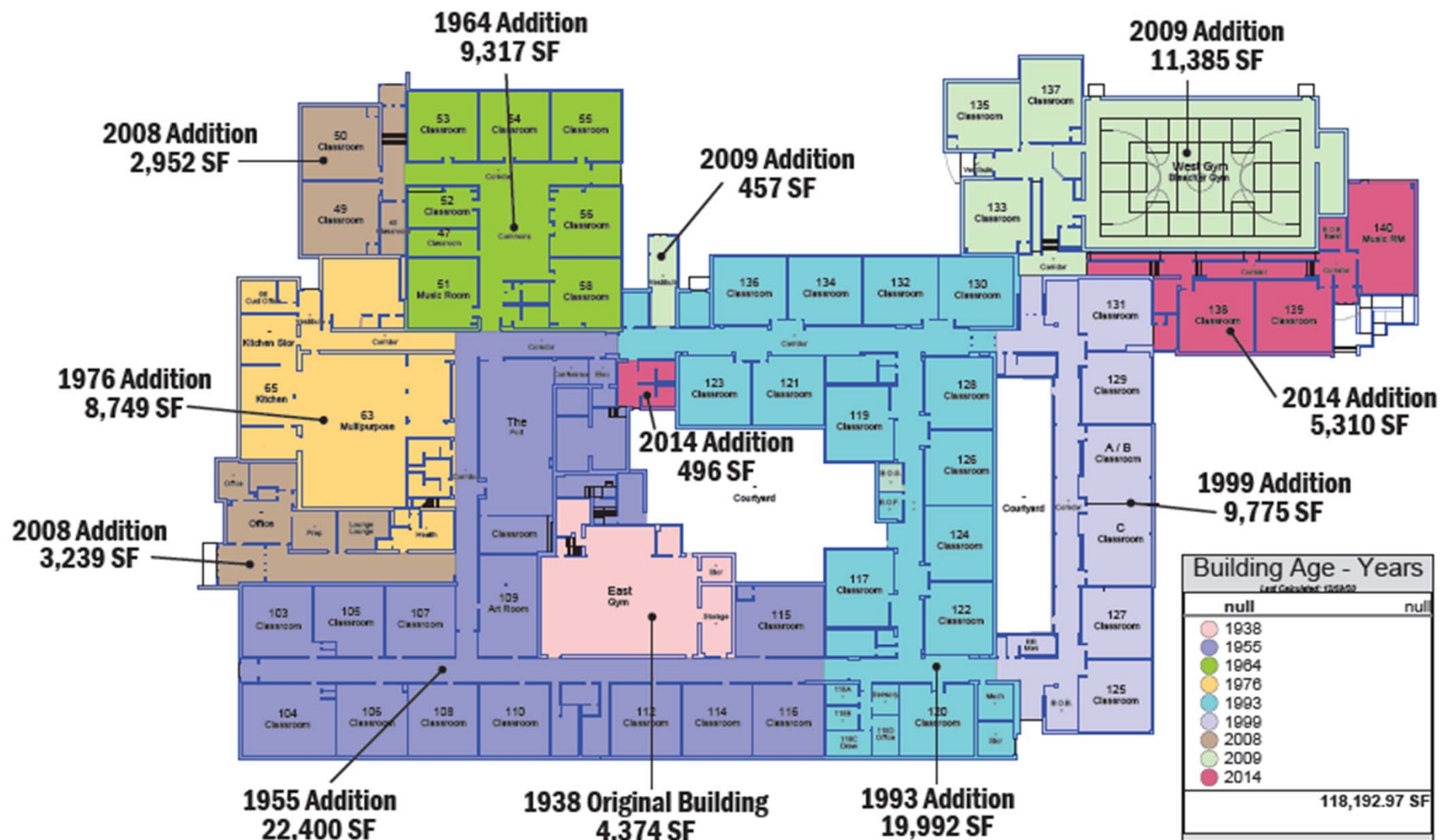


# Groveland Elementary School

Building Age - Years	
Last Calculated: 07/01/21	
Item Name	Total Area
1958	
1966	
1993	
2009	
2011	
2012	
2014	
2017	
109,869.62 SF	



# Minnewashta Elementary School

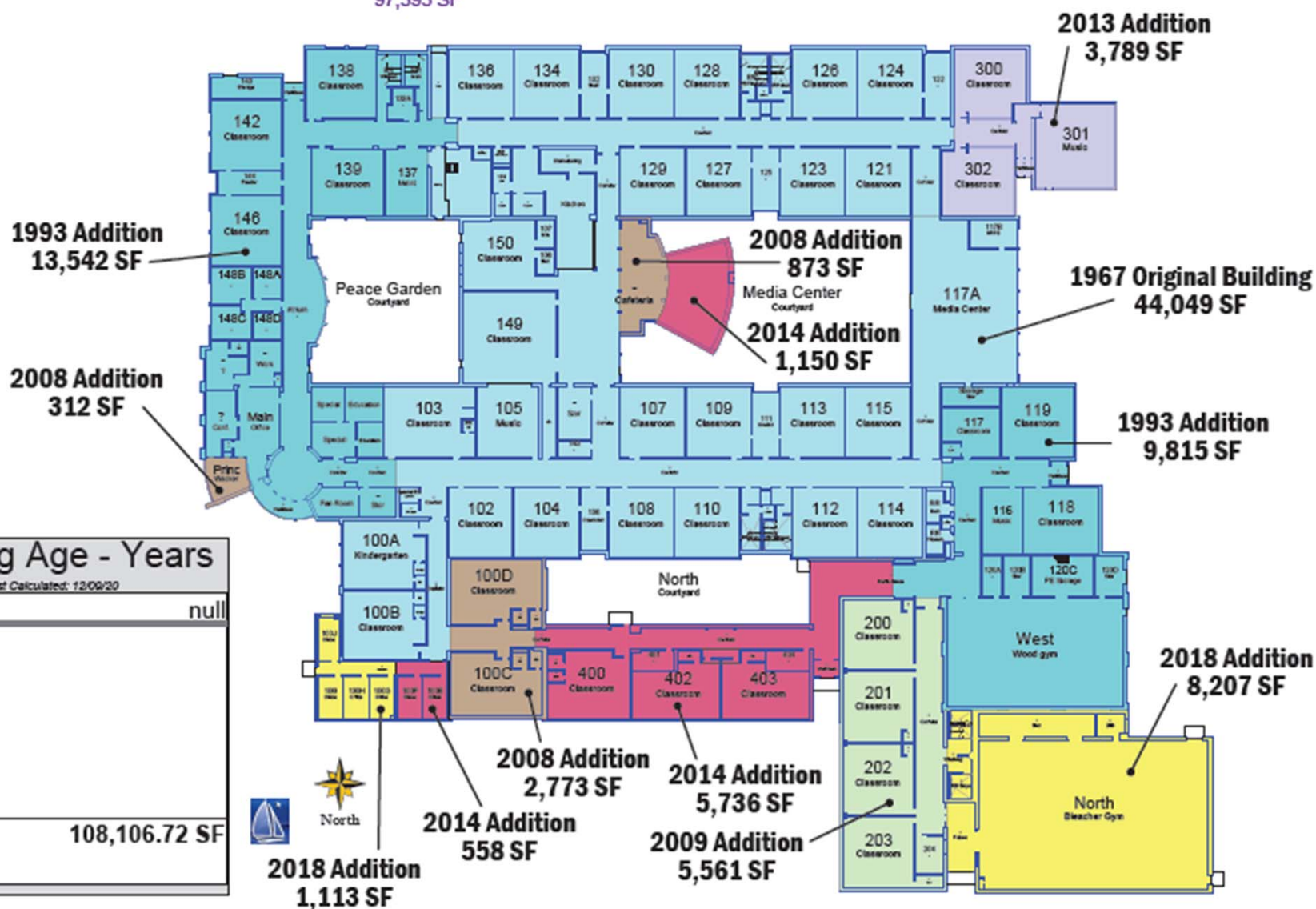






# Scenic Heights Elementary

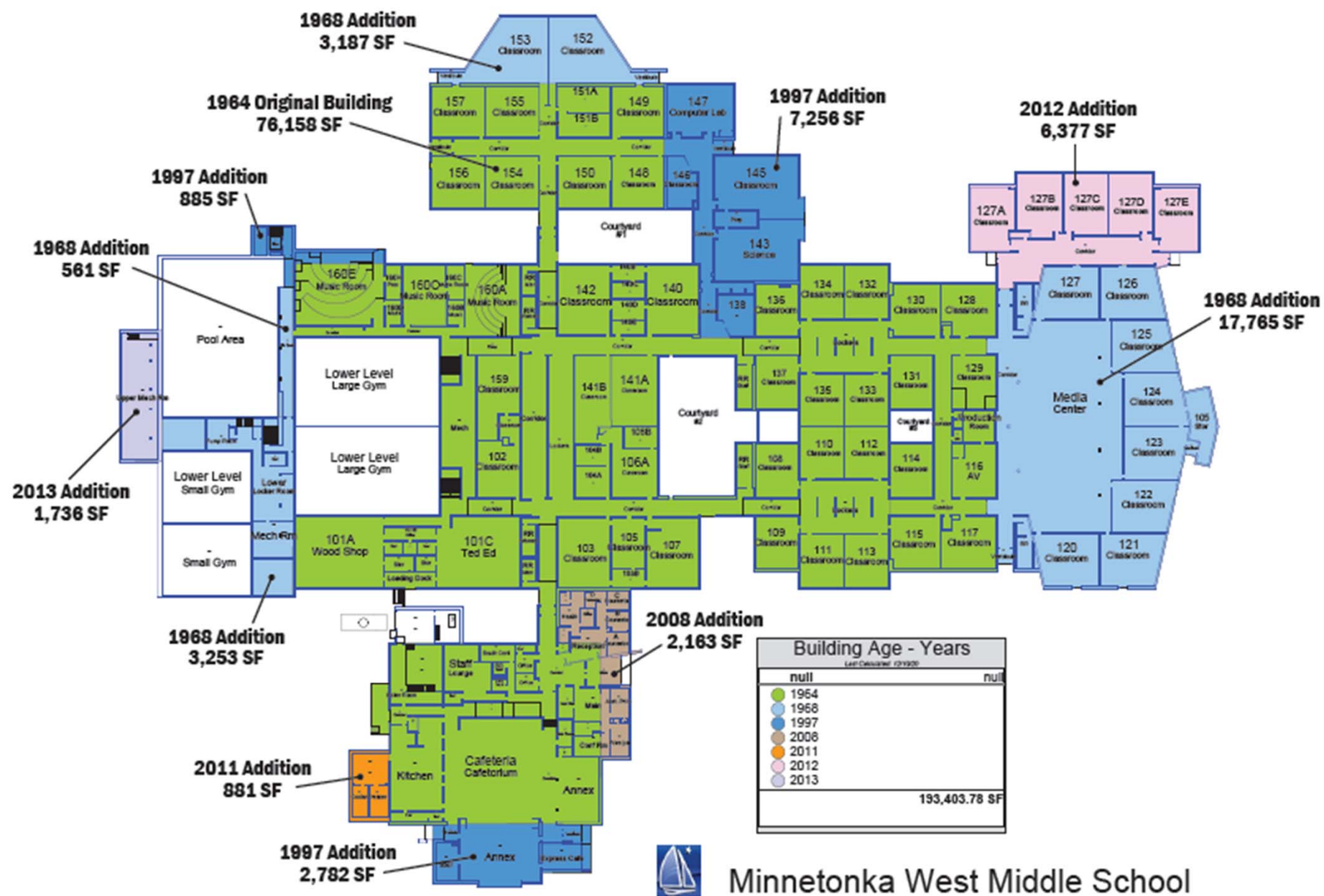
First Floor  
97,393 SF

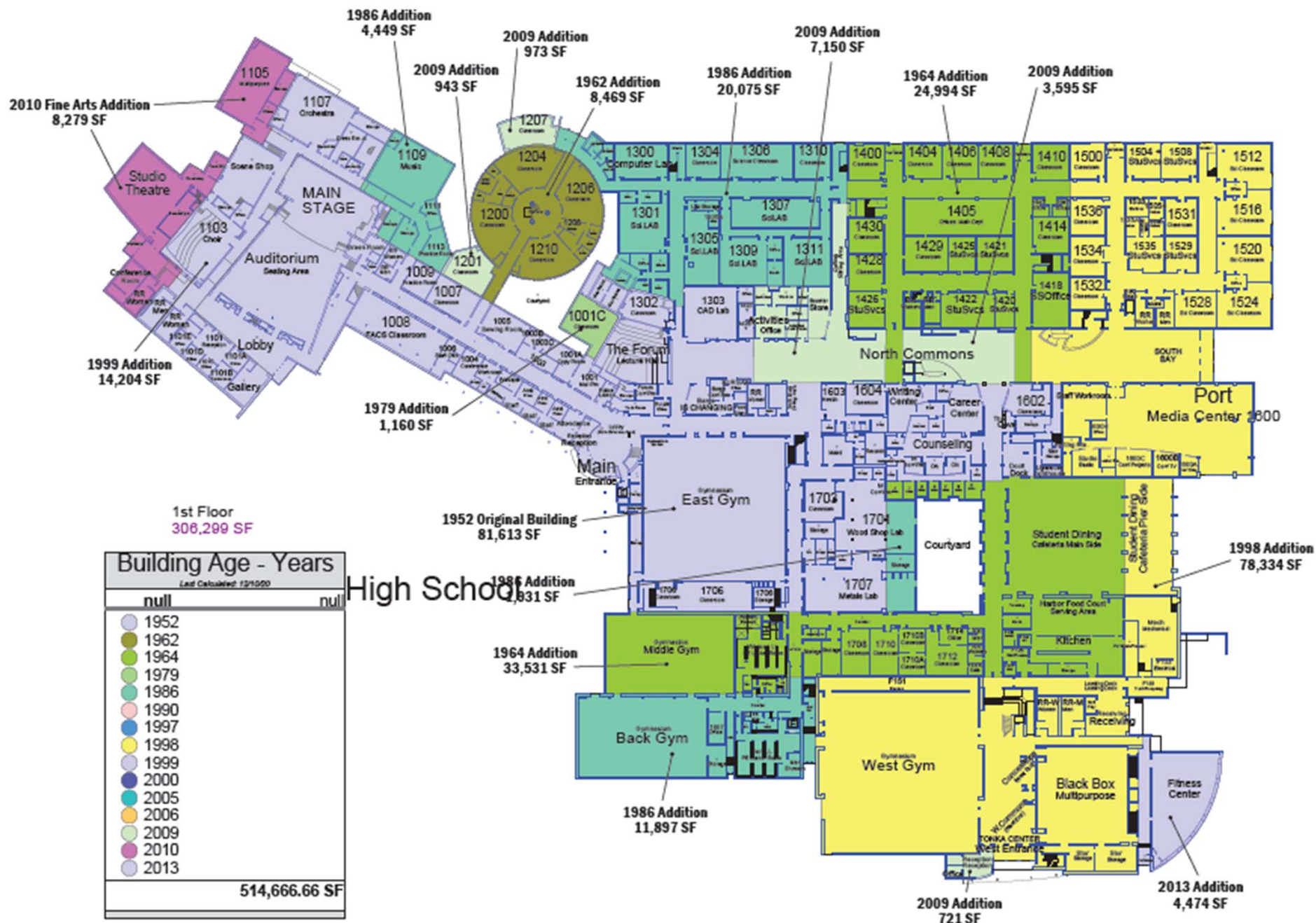


Building Age - Years	
Last Calculated: 12/09/20	
1967	1993
2008	2009
2013	2014
2018	
108,106.72 SF	



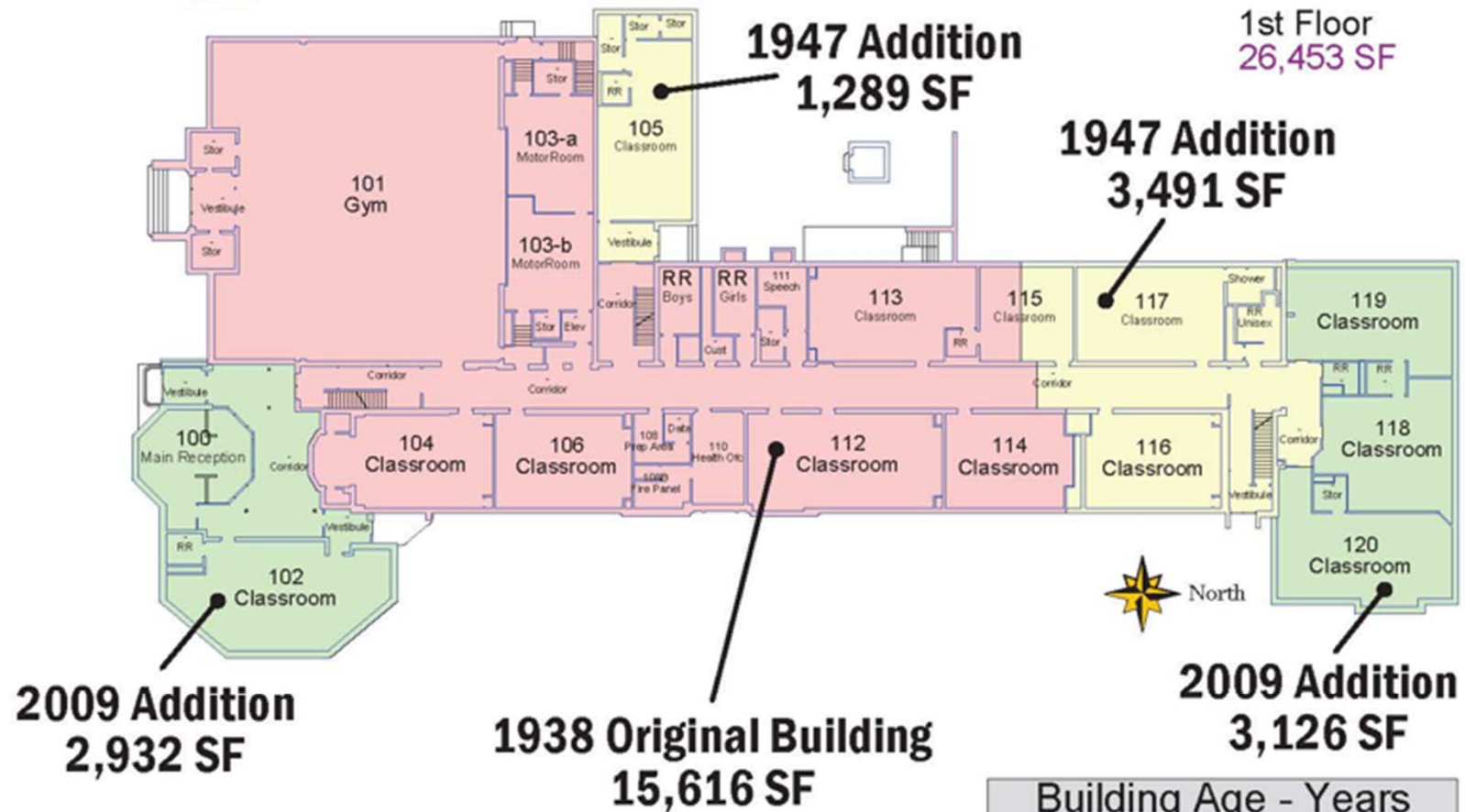








# Minnetonka Community Education Center



## Building Age - Years

Last Calculated: 11/06/19

Item Name	Area Sq.
1938	37,703.78 SF
1947	17,195.89 SF
2009	15,838.38 SF
	<b>70,738.04 SF</b>

Scale: 1" = 29.81'



## Eliminating Deferred Maintenance As Of June 30, 2024

- Long-Term Facilities Maintenance – Rebuilding For 2075 Since 2007
  - Room unit ventilator systems current
  - Roof replacement current
  - Parking lot repaving current
  - Lighting current
  - Windows current
  - Doors current
  - Flooring current





## Eliminating Deferred Maintenance As Of June 30, 2024

- Long-Term Facilities Maintenance – Rebuilding For 2075 Since 2007
  - Pool mechanical systems current
  - Synthetic turf fields current
  - Painting current on seven-year rotation
  - Kitchen overhauls at every District kitchen completed summer 2015
  - Door safety hardware replacement completed fall 2015
  - Door replacement completed summer 2016
  - Public Address (PA) safety system replacement completed summer 2016



## Eliminating Deferred Maintenance As Of June 30, 2024

- Long-Term Facilities Maintenance – Rebuilding For 2075 Since 2007
  - Hallway-high use areas wall tiling completed summer 2016-adding 3 small brick areas
  - Restroom overhauls completed summer 2022 – except for one set in 1998 section MHS
  - Boiler room overhauls completed summer 2017
  - Media center lights-ceiling-painting-flooring completed summer 2019
  - Mechanical room overhauls completed summer 2021
  - Mechanical systems digital controls will be completed in summer 2026 – MHS

## Minnetonka High School “Before” Sample Hallway - 1309-1311





# Minnetonka High School “After” Sample Hallways







# Facility Maintenance Strategy

- This major rebuilding is taking place over approximately 20 years
- This time frame also roughly parallels the time of post World War II “baby boom” district building construction from 1947 to 1967
- As of FY2024 the District is current with major facilities maintenance
  - Exception – roofs because of Texas Polar Vortex resulting in supply shortages in 2021 and 2022 – catching up in FY25
- Will always be long-term maintenance needs that will need to be addressed as major components wear out
- Never ever done maintaining 1,869,909 square feet of buildings, and 259.29 acres of outdoor facilities
  - 56% has 56 or more years of use
- Most cost effective over the long term – average of \$4.07 per square foot annually over the next 10 years is 1/118<sup>th</sup> the current cost of new construction of \$479 per square foot

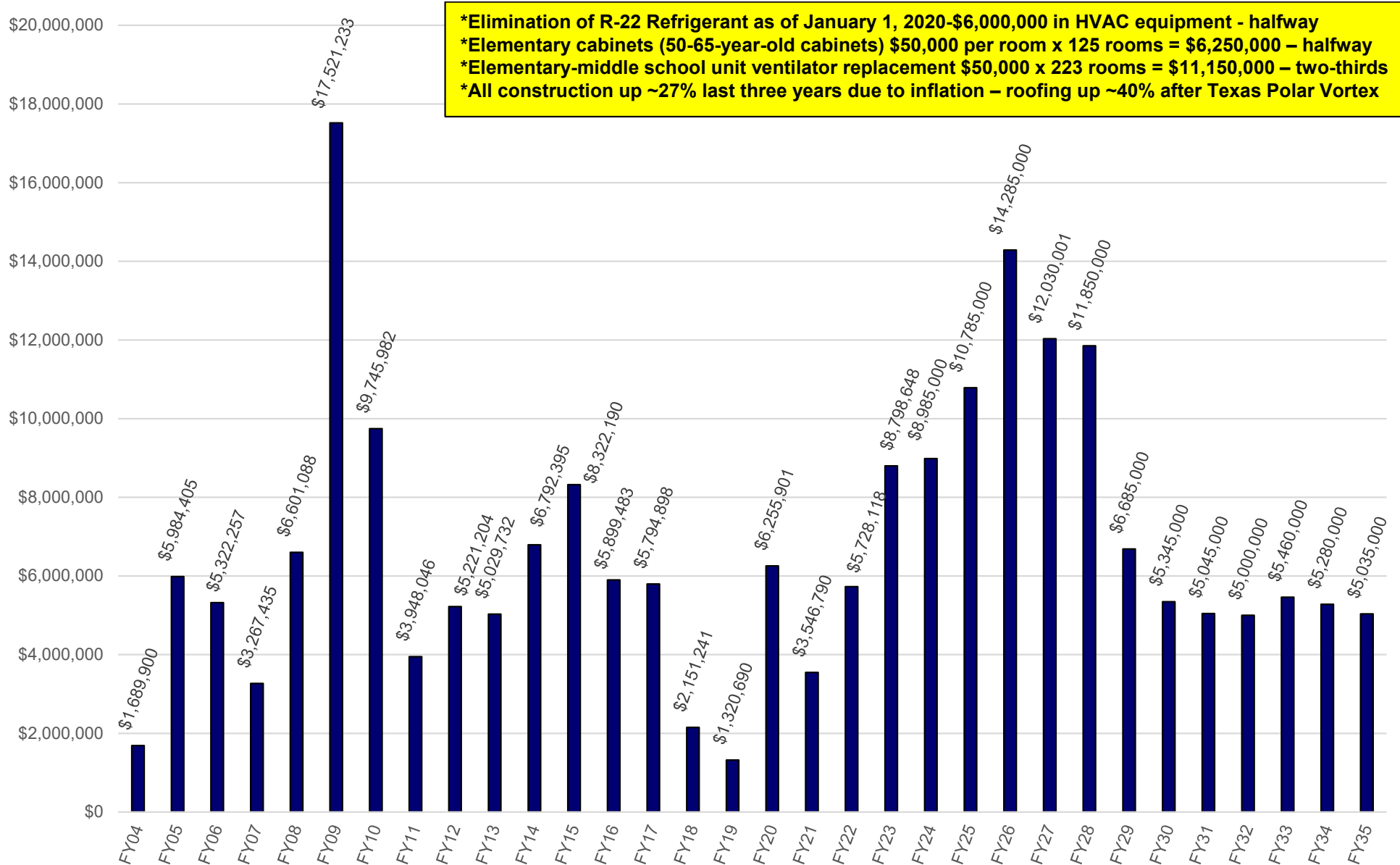


## Long-Term Maintenance Plan Project Levels

- Prudent course of action is to maintain buildings in a state of good repair and maximize the community's investment in them
  - Much more cost effective than tearing down and rebuilding
  - \$895,686,411 to build new at \$479 per square foot current new construction cost

# Long Term Facilities Maintenance History And Projection

Eliminating Deferred Maintenance and Maintaining Buildings in a State of Good Repair for the Long Term



## FY2026 Summer 2025 Projects – Elementary Schools

<b>Clear Springs Elementary</b>	900	379	Painting per plan	\$	10,000
	903	379	Carpet/VCT replacement	\$	10,000
	905	380	Exterior siding replacement	\$	1,300,000
	905	380	R-22 rooftop compressor replacement - 8 units	\$	320,000
	908	368	1996 window replacement - south wing	\$	320,000
<b>Deephaven Elementary</b>	900	379	Painting per plan	\$	10,000
	903	379	Carpet/VCT replacement	\$	10,000
	901	384	Pavement mill and overlay per plan	\$	300,000
	908	368	1996 window replacement - south wing	\$	900,000
<b>Excelsior Elementary</b>	900	379	Painting per plan	\$	10,000
	901	384	Pavement mill and overlay per plan	\$	300,000
	902	383	Roofing replacement per plan	\$	900,000
	903	379	Carpet/VCT replacement	\$	200,000
	905	380	R-22 rooftop compressor replacement - 6 units	\$	240,000
<b>Groveland Elementary</b>	900	379	Painting per plan	\$	10,000
	903	379	Carpet/VCT replacement	\$	10,000
	904	379	1966 wall tile replacement	\$	200,000
	905	380	R-22 rooftop compressor replacement - 6 units	\$	240,000
	908	368	1996 window replacement - west wing	\$	900,000
	920	379	1966 classroom cabinet replacement - 12 rooms	\$	500,000
<b>Minnewashta Elementary</b>	900	379	Painting per plan	\$	10,000
	903	379	Carpet/VCT replacement	\$	10,000
	904	379	1955 wall tile replacement	\$	100,000
	905	380	Replace unit ventilators-1955-64 section - 21 rooms	\$	1,220,000
	920	379	1955 classroom cabinet replacement - 12 rooms	\$	600,000
<b>Scenic Heights Elementary</b>	900	379	Painting per plan	\$	10,000
	903	379	Carpet/VCT replacement	\$	10,000
	905	380	1993 replace gym area hvac rooftop units	\$	200,000
	905	380	R-22 rooftop compressor replacement - 5 units	\$	200,000
	920	379	1967 classroom cabinet replacement - 14 rooms	\$	600,000

## FY2026 Summer 2025 Projects – Secondary Schools

<b>Minnetonka Middle School East</b>	900	379	Painting per plan	\$	10,000
	903	379	Carpet/VCT replacement	\$	15,000
	905	380	Replace unit ventilators - 1964 section - 20 rooms	\$	1,150,000
<b>Minnetonka Middle School West</b>	900	379	Painting per plan	\$	10,000
	903	379	Carpet/VCT replacement	\$	15,000
	905	380	Replace unit ventilators - 1964 section - 20 rooms	\$	1,150,000
<b>Minnetonka High School</b>	900	379	Painting per plan	\$	20,000
	901	384	Pavement mill and overlay per plan	\$	400,000
	903	379	Carpet/VCT replacement	\$	130,000
	905	380	1996 replace gym area hvac rooftop units	\$	500,000
	921	368	Roofing replacement per plan	\$	900,000

## FY2026 Summer 2025 Projects – Other Facilities

<b>Communtiy Education Center</b>	900	379	Painting per plan	\$	9,000
	905	380	R-22 rooftop compressor replacement - 4 units	\$	300,000
<b>Pagel Activity Center</b>	900	379	Painting per plan	\$	15,000
<b>Highway 7 Education Center</b>	900	379	Painting per plan	\$	3,000
<b>Shorewood Education Center</b>	900	379	Painting per plan	\$	3,000
<b>District Service Center</b>	900	379	Painting per plan	\$	4,000
<b>Warehouse</b>	900	379	Painting per plan	\$	1,000



## Other Notes

- All unit ventilators replaced by FY2026 summer 2025
- All classroom cabinets replaced by FY2027 summer 2026
- Einer Anderson track rebuild FY2025 summer 2024
- Upper Field North synthetic turf replacement FY2027 summer 2026
- MHS west end cooling tower replacement FY2029 summer 2028
- Pagel R-22 ice system replacement FY2032 summer 2031\*
- Starting window replacement at elementary level

\*District stockpiled R-22 for Pagel before it was banned

- System is running well so could run more years past summer 2031



Questions?



## CONSENT

**School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota**

### **Board Agenda Item X.**

**Title: Resolution Pertaining to Consent Agenda**

**Date: April 11, 2024**

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#### **OVERVIEW:**

The School Board formally adopted the Consent Agenda concept on March 1, 1979. For the Consent Agenda to work efficiently, Board members should call staff prior to the meeting regarding any questions they may have on the following items. If a member wishes to discuss any matter on the Consent Agenda, he/she should request, at the beginning of the meeting, that the item be placed on the regular agenda (during Agenda Item III: Adoption of the Agenda).

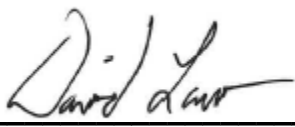
The following are the recommendations included within the Consent Agenda for April 11, 2024:

- a. Minutes of March 7 Regular Meeting and Closed Session; and March 21 Special Meeting
  - b. Study Session Summary of March 21, 2024
  - c. Payment of Bills
  - d. Recommended Personnel Items
  - e. Gifts and Donations
  - f. Electronic Fund Transfers
  - g. Trust Funds
  - h. Policy #440: Handbook for MCE and/or Aquatics Personnel
- 

#### **RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board approve all recommendations included within the Consent Agenda items.

**Submitted by:** \_\_\_\_\_

  
David Law, Superintendent

CONSENT

School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota

Board Agenda Item X. a

Title: Meeting Minutes

Date: April 11, 2024

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**OVERVIEW:**

The minutes of the proceedings of the Minnetonka School Board's following meetings are attached:

1. March 7 regular meeting
2. March 7 closed session
3. March 21 special meeting

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board approve these minutes, as presented.

Submitted by:   
Carrie Voeltz, Executive Assistant  
to the Superintendent and School Board

**MINNETONKA INDEPENDENT SCHOOL DISTRICT #276**

**Service Center  
5621 County Road 101  
Minnetonka, Minnesota**

**Minutes of March 7, 2024 Closed Session**

The School Board of Minnetonka Independent School District #276 met in closed session at 8:20 p.m. on Thursday, March 7 in the Community Room at the District Service Center, 5621 County Road 101, Minnetonka, Minnesota. Chairperson Meghan Selinger presided. Other Board members present were: Sally Browne, Kemerie Foss, Patrick Lee-O'Halloran, Dan Olson, Mike Remucal, Chris Vitale and Superintendent David Law, ex officio.

Also present in the room were General Counsel and Executive Director of Human Resources Anjie Flowers, Executive Director of Finance and Operations Paul Bourgeois and Associate Superintendent for Instruction Amy LaDue.

Chairperson Selinger called the meeting to order and announced that in accordance with Minnesota Statutes 13D.03, the meeting would be closed to the public in order to discuss the status of negotiations with the MTA. Chairperson Selinger said in keeping with District Policy #205: Open and Closed Meetings, the proceedings would be recorded.

At 9:00 p.m., Olson moved, Foss seconded, that the School Board adjourn the closed session. Upon vote being taken thereon, the motion carried unanimously.



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Chris Vitale, Clerk

## **MINNETONKA INDEPENDENT SCHOOL DISTRICT #276**

**District Service Center**

**5621 County Road 101**

**Minnetonka, Minnesota**

### **Minutes of March 7, 2024 Regular Board Meeting**

The School Board of Minnetonka Independent School District #276 met in regular session at 7:00 p.m. on Thursday, March 7, 2024 in the Community Room at the District Service Center, 5621 County Road 101, Minnetonka, Minnesota. Chairperson Meghan Selinger presided. Other Board members present were: Sally Browne, Kemerie Foss, Patrick Lee-O'Halloran, Dan Olson, Michael Remucal, Chris Vitale and Superintendent David Law, ex officio. The meeting was also livestreamed on the District's YouTube channel.

Prior to the meeting, Board members recognized, via a video, the following groups and individuals: Girls Alpine Ski State Champions, Boys Alpine Ski State Runners-Up, Girls Nordic Ski State Qualifiers, Boys Nordic Ski State Qualifier, Varsity Cheerleading State Champions and National Runners-Up, JV Cheerleading State Qualifiers, High School Science Bowl State Runners-Up, Middle School Science Bowl State Champions and National Qualifiers, and First Lego League State Qualifiers.

Chairperson Selinger called the meeting to order and asked that everyone stand and recite the Pledge of Allegiance to the flag.

#### **1. AGENDA**

Vitale moved, Olson seconded, that the School Board approve the agenda, as presented. Upon vote being taken thereon, the motion carried unanimously.

#### **2. INTRODUCTION OF CHILEAN STUDENT TEACHERS**

In October of 2009, the District entered into an agreement to support the placement of student teachers in Minnetonka with Universidad de Concepción in Chile. The opportunity resulted in the placement of six student teachers in our Spanish immersion program for ten weeks during the spring of 2010. St. Cloud State was the third partner until 2018, when the district entered into a partnership with the University of St. Thomas. This experience has been highly successful for students and host families. The program has become incredibly attractive to education students at the university and has become a model program within the country of Chile. This program has opened many doors that has allowed the district to develop partnerships at the K-12 level in Concepción.

The last group of student teachers was here in the spring of 2020. After pausing due to COVID, the program has relaunched. This year, six student teachers from Universidad de Concepción are in-district for a twenty-week experience. All six student teachers will work in our Spanish immersion programs. The program will provide cultural and linguistic benefits to our students.

General Counsel and Executive Director of Human Resources Anjie Flowers provided an overview of the partnership between the school district and the university and introduced this year's Chilean student teachers. As Ms. Flowers shared, the District is pleased to bring this program back and looks forward to its continued success in the future. Board members welcomed the student teachers to the district and wished them all the best during their stay in Minnetonka.

### **3. SCHOOL REPORT FROM CLEAR SPRINGS**

Clear Springs Principal Curt Carpenter and Assistant Principal David Wicklund updated the School Board on belonging efforts at Clear Springs. Two fifth-grade student leaders highlighted their roles as student mentors and what it has meant to their sense of belonging. Board member Foss thanked the students and Clear Springs leadership for their efforts and presentation. The students also spoke about what their favorite part of the day was at Clear Springs.

### **4. COMMUNITY COMMENTS**

Chairperson Selinger noted that this opportunity for comment was available to community members who wished to address the Board on any item on that night's agenda. She also read the guidelines for Community Comments, for the benefit of those who wished to speak.

The following individuals then addressed the Board:

- District parent Nicole Nejezchleba spoke regarding Policy 626 and its weighted grade requirements. She asked the Board to retain the requirements.
- District parent Chad Herman spoke regarding Policy 626 and its weighted grade requirements. He asked the Board to retain the requirements.
- District parent Felicia Homberger spoke regarding Policy 626 and its weighted grade requirements. She asked the Board to approve the possible revisions to the policy.
- District parent Tara Lee Stone spoke regarding Policy 626 and its weighted grade requirements. She asked the Board to approve the possible revisions to the policy.

Chairperson Selinger thanked the community members for their comments.

### **5. ADOPTION OF FY25 HEALTH AND DENTAL INSURANCE PREMIUMS**

Executive Director of Finance and Operations Paul Bourgeois began by giving some background on the district's Self Insurance Fund. He noted that the district has been self-insured for employee health and dental insurance since July 1, 2002. Self-Insurance for health and dental benefits means the district has its own plan for health and dental benefits, and then contracts out third-party administration for the adjudication of claims. Premiums are contributed by employees out of the bi-weekly paychecks and by matching amounts from their fringe benefits compensation.

The School Board are the Trustees of the Self-Insurance Fund. There is a self-insurance advisory committee made up of representatives of all the employee groups of the District. This body makes recommendations to the School Board on annual premium levels and plan benefit levels for the School Board to consider when they are setting the annual premium rates and any plan design changes.

The Self-Insurance Fund has been very beneficial to both the District and employees. Since its inception, annual premium increases have averaged 3.39% over the first 22 years of the Self-Insurance Fund. In FY23, the Self-Insurance Fund finished the year with a cash balance of \$10,982,964 and a fund balance after liability accruals of \$8,804,564. Over Fiscal Years 2020 through 2022, because of the COVID-19 Pandemic muting medical activity, the Self-Insurance Fund ended up with higher than normal year end surpluses. In normal years, premium levels are set at an amount that would generate a break-even to slightly above break-even level of surplus. During those three fiscal years, surpluses totaled a cumulative \$5,537,971. As a result, premium levels for FY23 were left at the same level as the prior year for the second year in a row. In FY23, the Self-Insurance Fund is projected to utilize \$1,793,903 of those additional surplus funds to cover all expense of the Fund, in effect “giving back” a portion of the larger-than-normal surplus from Fiscal Years 2020 through 2022.

For FY24, premium levels were increased 8.0% - the third highest premium level increase in the history of the fund, in a move that was intended to help turn the Self-Insurance Fund toward a break-even level for FY24. Unfortunately, in FY24, claim costs have not stabilized and in fact have continued to accelerate. Average monthly claims per member increased at a 20.2% rate in FY23 and are running at an increased rate of 13.5% in FY24. Those two years mark the highest increases in claims per member in the history of the Self-Insurance Fund.

The Self-Insurance Fund has been hit with a spike in cancer cases, with cancer treatment costs per member running at double the rate of the overall Health Partners total book of health insurance business. Those types of cases tend to span multiple fiscal years. As a result, the Self-Insurance Health Plan is running at a projected deficit of approximately \$2.7 million for FY24.

That is also occurring within the backdrop of the overall inflation rates for the country which is impacting health care provider costs. Health care inflation trend rates for 2024 into FY25 are running at 7% and pharmacy inflation trend rates for 2024 into FY25 are running at 10% per the 2024 Segal Health Trend Plan Cost Survey.

In light of these significant cost pressures, the initial CBIZ Actuaries recommendation for health insurance premium increases for FY25 was for a 22.2% increase to break even. Several plan options were looked at to see what impact changes would have on that projected increase. The most productive one is to increase deductibles in the Base Plan and VEBA Plan by \$300 (equivalent to \$25 per month), increase the Base Plan and VEBA Plan by Out of Pocket Maximum by \$300 (approximately 20% of members reach the out of

pocket maximum), and increase office visit and urgent care copays by \$5. These changes result in a premium increase of 19.8% for FY25 to bring the Self-Insurance Plan to a break-even level for FY25 per CBIZ actuaries. For the Dental Plan, the proposed premium increase is 7%.

Rates for FY25 are proposed as follows:

Base Plan Perform Network	FY24	FY25	Change
Employee	\$785	\$940	\$155
Employee + 1	\$1,334	\$1,598	\$264
Family	\$1,874	\$2,245	\$371
VEBA HRA Plan Open Access	FY24	FY25	Change
Employee	\$726	\$870	\$144
Employee + 1	\$1,236	\$1,481	\$245
Family	\$1,737	\$2,081	\$344
HD HSA Plan Open Access	FY24	FY25	Change
Employee	\$653	\$782	\$129
Employee + 1	\$1,110	\$1,330	\$220
Family	\$1,562	\$1,871	\$309
Smart Care HD HSA Care Lane	FY24	FY25	Change
Employee	\$591	\$708	\$117
Employee + 1	\$1,003	\$1,201	\$198
Family	\$1,410	\$1,689	\$279

Dental Plan	FY24	FY25	Change
Employee	\$45	\$48	\$3
Family	\$110	\$118	\$8

The Self-Insurance Advisory Committee met on February 26, 2024 to review these options and voted 12-1 to recommend to the School Board that for FY25 medical premiums be increased 19.8%, office visit and urgent care copays be increased by \$5 to \$35, deductible and out of pocket maximums be increased by \$300, and dental premiums be increased 7%. It is recommended that the School Board approve the Fiscal Year 2025 Health and Dental Insurance Premiums as presented.

Olson moved, Remucal seconded, that the Board approve the following motion:

*BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby set Health Insurance Premium rates for the Self-Insurance Trust Fund for Fiscal Year 2025 at an increase of 19.8% for Health Insurance Premiums over Fiscal Year*

*2024 rates, office and urgent care visit copays be increased by \$5 to \$35, deductibles and out of pocket maximums be increased by \$300 for the Base and VEBA plans, and does hereby set the Dental Insurance Premium rates at an increase of 7% for Dental Insurance Premiums over Fiscal Year 2024 rates.*

Upon vote being taken thereon, the motion carried unanimously. Board member Olson noted that he had done some cost comparisons of other health insurance plans on the open market, and those plans have much higher deductibles and are not as robust as the district's plans.

## **6. APPROVAL OF POLICY #417: CHEMICAL USE VIOLATIONS**

General Counsel and Executive Director of Human Resources Anjie Flowers presented this item to the Board. She noted that the changes to this policy were being driven by recent legislative action. She said that the policy in its previous form did serve as both the Drug-Free Workplace Policy and also detailed the consequences for students for violations of the policy. The district recently updated the Drug-Free Workplace Policy, which the Board approved, and now we have a comprehensive policy in place for drug and alcohol use. The second part of that update is tonight's policy 417. This policy encompasses consequences only, specifically for tobacco and drug violations. Our Drug-Free Workplace Policy and this policy combined, support the notion that the district is committed to a safe and healthy environment for our students. Ms. Flowers noted that she and the district's Director of Health Services worked extensively with principals on these policy revisions. It was months in the making. The revised policy has language that ensures that we are compliant with new disciplinary standards, pursuant to the legislature that required non-exclusionary supports. Our full discipline policy is still under review and will be brought forward once that review is complete. Although consequences increase as violations increase in this policy, non-exclusionary practices and supports occur at each level. It was important that we ensure that the policy allowed for individual student supports, and the ability to be flexible with necessary interventions for students who might be struggling. Some of the supports and non-exclusionary practices include education, working with a psychologist, social worker, counselor, or other service provider. Sometimes that may also include working with a contracted chemical health specialist. All district principals were consulted on these changes, and they had direct input, as we realized the policy looks different at each level because student needs differ at each level. It is now a balance of potential consequences and supports for our students. Ms. Flowers asked that the Board approve the policy changes.

In the discussion that followed, Board member Remucal noted that the Board had received some feedback from the community that the policy changes were too punitive. He said that after meeting with MHS Principal Jeff Erickson, Director of Health Services Annie Lumbar Bendson, and Ms. Flowers, he was reassured that administration will customize the consequences on a case-by-case basis, according to the specific incident that occurs. He noted that Mr. Erickson had assured him that the goal was to use non-exclusionary practices in most cases. He noted that as the Board representative to the District's Mental



Health Advisory Committee, he is aware that there is a strong correlation between chemical use violations and mental health issues, and he wanted to make sure that those students were getting their needs met. Principal Erickson was very reassuring that that is indeed the case.

Remucal moved, Lee-O'Halloran seconded, that the Board approve Policy #417: Chemical Use Violations, as presented. Upon vote being taken thereon, the motion carried unanimously.

7. **APPROVAL OF POLICY #626: SECONDARY GRADING AND REPORTING PUPIL ACHIEVEMENT (WEIGHTED GRADES)**

Superintendent Law began by giving an overview of the review the Board has undertaken in the past few months regarding this policy. He said the district had received some questions from parents about why our policy regarding grade weighting differed from other school districts. In November 2023, the Board asked the district to review its policy and conduct surveys of stakeholders, which included MHS students, MHS AP/IB teachers, MHS parents and MHS counselors. As Mr. Law explained, the School Board reviewed the survey drafts and provided input in developing the questions for the surveys. Survey results were presented to the Board in January 2024. At that time, the Board consensus on changes seemed to be a move from earning a certain level of letter grade and test score to earning a certain level of grade *or* a certain level of test score. That concept was then shared with all MHS teachers by MHS Principal Jeff Erickson, and the feedback from teachers was mixed. The policy was then again discussed at the February meeting, tabled, and then discussed at the February study session. At that session, the Board also looked at information from the original survey, as well as information about how many students would earn a weighted grade if the policy changed. It was determined hundreds of students would earn a weighted grade who had not in the past. There was a discussion about how the district would measure the impact of the change.

Mr. Law said if this policy change passes, the impact of the change will be measured based on registration numbers in AP/IB courses, as well as looking at how many students sign up for AP/IB assessments in the future, and student scores on those assessments. Additionally, MHS AP/IB teachers can be surveyed at the end of next school year to determine if engagement levels changed in their classroom. The policy could be revisited if the district finds there is a negative impact from the change.

Prior to the vote, Board member Lee-O'Halloran said he remains supportive of this change as it removes barriers for some students and is similar to surrounding districts' policies. He said it also encourages more students to participate in rigorous courses. Board member Foss said she would like to thank the Board for taking more time to research this, and she thanked the community for that, as well. She said she has received feedback from many members of the public who are in support of keeping this policy as is. She said she looks forward to analyzing the data around the impact. She noted that she supports the Board as the Board is a cohesive unit, but wants to bring the voice of the community, as well.

Chairperson Selinger thanked the Board members for conducting several robust, respectful and collaborative conversations on this topic in the past few months.

Lee-O'Halloran moved, Browne seconded, that the Board approve the recommended changes to Policy 626 that were detailed in the board packet. Upon vote being taken thereon, the following voted in favor: Browne, Lee-O'Halloran, Olson, Remucal, and Selinger, and the following voted against: Foss and Vitale, whereupon the motion carried by a 5-2 vote.

## **8. APPROVAL OF SALE OF 2024B COP BONDS FOR DEEPHAVEN AUTO QUEUE**

Mr. Bourgeois presented this item to the Board. He noted that the district has continually made adjustments to the parking lots and auto circulation for student drop off and pick up at all schools when funding has become available to pay for improvements. Significant changes to parking lots and auto queues over the past 17 years have been constructed at several of our schools. At Deephaven Elementary School, the student drop off and pick up queue has remained largely unchanged, with autos queueing up primarily on Vine Hill Road, often backing up over the bridge over the LRT bike trail, which blocks that bridge for police, fire and emergency vehicle access.

Funding for the auto queue construction will be from \$1,525,000 2024B Certificates of Participation Bonds, with payment of the annual bond payment coming from Operating Capital Revenues. The estimated interest rate is 4.79%. Mr. Bourgeois asked that the Board approve the 2024B Authorizing Resolution as prepared by Dorsey & Whitney to fund the project for completion by August 23, 2024.

Vitale moved, Olson seconded, that the Board approve the resolution as presented. Upon vote being taken thereon, the motion carried unanimously.

## **9. CONSENT AGENDA**

Chairperson Selinger noted that Consent Agenda Item G: Approval of Policy #534: Equal Educational Opportunity, would be pulled from the agenda and revisited at a subsequent Board meeting.

Lee-O'Halloran moved, Foss seconded, that the Board approve the recommendations included within the following Consent Agenda items:

- Minutes of February 1 Regular Meeting, Closed Session of February 8, and Closed Session of February 22
- Study Session Summary of February 22
- Payment of Bills – in the sum of \$18,154,079.43
- Recommended Personnel Items
- Gifts and Donations for February 2024: a miniature airport replica from Scott Shaffer to be placed in the MHS VANTAGE Aviation Program. A USCGC Minnetonka Print

(matted and framed) from Paul Bourgeois to be placed at MHS. \$5.60 from the Blackbaud Giving Fund to be placed in the MMW Principal Discretionary Fund. \$50.04 from the Blackbaud Giving Fund to be placed in the MME Principal Discretionary Fund. \$222.57 from the Benevity Giving Fund and \$350.00 from Elizabeth Engelmänn, both to be placed in the Scenic Heights Elementary Principal Discretionary Fund. \$501.00 from JEM Technical, Certified Holdings, Inc. to be placed in the MHS Robotics Team Fund. \$10.00 from Charities Aid Foundation America to be placed in the MPS General Fund. \$20.00 from the Charities Aid Foundation America to be placed in the Deeplaven Elementary School Principal Discretionary Fund. \$220.00 from the Blackbaud Giving Fund to be placed in the MHS Principal Discretionary Fund. \$850.00 from the Groveland Elementary PTO to be placed in the Groveland Elementary School Physical Education Fund. Total Gifts and Donations thus far for 2023-24: \$509,692.24.

- Electronic Fund Transfers

Upon vote being taken on the foregoing Consent Agenda items, the motion carried unanimously.

#### 9. **BOARD REPORTS**

Board Treasurer Olson said he had recently attended meetings of both the OPEB Advisory Committee and the Finance Advisory Committee. He said the OPEB Fund is in great shape to meet obligations. Regarding general finances, he noted that the district is facing a budget deficit for the coming year. Once those numbers are finalized, district administration and the Board will get to work on tackling that.

Board member Lee-O'Halloran shared that the district's CASE (Community Action for Student Education) Committee held a successful Day at the Capitol this past Tuesday and met with several legislators to advocate for additional school funding. There was a large group from Minnetonka of parents, administrators and School Board members. Please reach out to Board member Lee-O'Halloran or the district's Communications department if you would like to get involved with CASE.

#### 10. **SUPERINTENDENT'S REPORT**

Superintendent Law shared that one of the Board's goals for the school district is to ensure excellence in leadership and organizational support. Ensuring that district facilities meet the current and future needs of students is a component of this goal. To this end, the district will be creating a Facilities Study Task Force in April 2024.

The district is seeking representatives from across the school community and residential community to serve on the Task Force. From mid-April through mid-October 2024 (including over the summer months), the Task Force will tour and review each school and district building. The Task Force's work will also include studying the history and status of each facility, reviewing survey data from key stakeholders, and discussing suggestions of

changes or additions that would allow the facilities to better support students' educational needs now and in the future. From there, the Task Force will develop a set of recommendations for the School Board to review to help the Board determine whether future actions are warranted to ensure that district facilities can support the evolution of instructional programs of Minnetonka Schools' students far into the future.

If you would like to be considered to serve on the Task Force, please fill out the interest form on the School Board page of the district website. The form will be live for the next two weeks.

11. **ANNOUNCEMENTS**

There were no announcements this evening.

12. **ADJOURNMENT**

Vitale moved, Olson seconded, adjournment to closed session at 8:15 p.m. Upon vote being taken thereon, the motion carried unanimously.

A handwritten signature in black ink, appearing to read "Chris Vitale", is positioned above a horizontal line.

Chris Vitale, Clerk

**MINNETONKA INDEPENDENT SCHOOL DISTRICT #276**  
**District Service Center**  
**5621 County Road 101**  
**Minnetonka, Minnesota**

**Minutes of March 21, 2024 Special School Board Meeting**

The School Board of Minnetonka Independent School District #276 met in special session at 6:00 p.m. on Thursday, March 21, 2024 in the Community Room at the District Service Center, 5621 County Road 101, Minnetonka, Minnesota. Chairperson Meghan Selinger presided. Other Board members present were Sally Browne, Kemerie Foss, Patrick Lee-O'Halloran, Dan Olson, Michael Remucal, Chris Vitale and Superintendent David Law, ex officio.

Chairperson Selinger called the special meeting to order and asked that everyone stand and recite the Pledge of Allegiance to the Flag.

1. **AGENDA**

Vitale moved, Foss seconded, that the School Board approve the agenda as presented. Upon vote being taken thereon, the motion carried unanimously.

2. **APPROVAL OF 2024-25 CALENDAR CHANGE FOR PROFESSIONAL LEARNING**

Associate Superintendent for Instruction Amy LaDue presented this item to the Board and shared the following information:

**District Professional Learning Opportunities**

Prior to this school year, two late starts and two early releases were provided for teacher professional learning. In addition to this time, principals embedded professional learning into their existing structures such as fall back-to-school workshops and staff meetings. The District also provides several optional professional learning opportunities including the Annual August Teaching and Learning Academy. The professional learning pilot during the 2023-24 school year was the first time in more than 20 years that full-days of job-embedded required professional learning occurred.

**Professional Learning Focus Areas for 2024-25 School Year**

Based on the preliminary School Board's goals, the evolving needs of students, and state legislative requirements, dedicated time for required adult learning continues to be a priority. Should the Board support continuation of full-day professional learning by approving a modification to the 2024-25 school calendar to create job-embedded professional learning days, the focus of the learning will be aligned across sites and will continue to focus on key District goals and priorities, including:

- READ Act literacy requirements, including any state identified literacy learning requirements for Phase 2 teachers
- English Language Arts standards, curriculum, and strategies
- MTSS processes and responses, including and not limited to
  - Designing and responding to formative assessments
  - Data literacy
  - Tier 1 evidence-based instructional practices
  - Tier 1 intervention and extension
- Assessment practices and design
- Instructional practices to support a new middle school program model

These learning needs are universal within the teaching role. Additionally, targeted professional learning for non-instructional educators such as school counselors, school psychologists, social workers, therapeutic specialists, and nurses will align to the District goals and priorities.

### **Professional Learning Proposal for 2024-25 School Year**

In the current Board-approved District calendar for the 2024-25 school year, four early release and late starts are identified:

- September 27, Early Release
- November 1, Late Start
- February 14, Early Release
- April 28, Late Start

Given the significant adult learning needs for 2024-25, it is recommended that the Board consider dedicating three full days for professional learning in place of the identified late start and early release dates. To identify the proposed dates, the following criteria was established: family friendly, conducive to adult professional learning, and conducive to digital learning for secondary students, if necessary. Additionally, frontloading professional learning prior to the start of the year and during the first half of the year creates the potential to have the greatest impact on student learning.

The District has gathered stakeholder feedback on dates that meet these criteria and should be considered as options for full-day job-embedded professional learning. In addition, teachers were offered an opportunity to provide feedback on the model as well as preferred dates. More than 500 teachers, over half of the teaching staff, completed the survey. Teachers were asked to identify their preference for full day learning over late starts and early releases. On a scale from zero to ten, teachers indicated they prefer full professional learning days with an average rating of nine. When asked to what degree they value having full-days of job-embedded professional learning, teachers rated this as an 8.8 out of ten. Both teachers and parent leaders identified the same three dates as the best options for these job-embedded

professional learning days.

The three proposed professional learning dates for the 2024-25 school year include:

- August 26, 2024, in exchange for June 11, 2025. June 10 will be the last student school day. June 11 will be the teacher planning and grading day. June 12 will be a non-duty day.
- November 1, 2024, full professional learning day
- January 6, 2025, full professional learning day

Ms. LaDue concluded by saying that the recommendation from Administration was for the Board to approve the modified 2024-25 school year calendar that eliminates late starts and early releases and replaces these with three full professional learning days.

Remucal moved, Lee-O'Halloran seconded, that the Board approve the modified 2024-25 calendar as presented. Upon vote being taken thereon, the motion carried unanimously.

### 3. **APPROVAL OF COLLECTIVE BARGAINING AGREEMENT WITH THE MTA**

General Counsel and Executive Director of Human Resources Anjie Flowers presented this item to the Board. She said she was pleased to report that on February 23, 2024, the Minnetonka Teachers Association and representatives of the Minnetonka School District reached a tentative agreement on the collective bargaining agreement for the period July 1, 2023, through June 30, 2025. This agreement concluded after negotiations, which began in April of 2023. The MTA membership approved this tentative agreement on March 12, 2024.

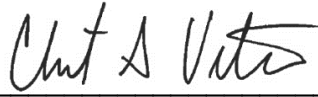
The financial settlement includes a 4% enhancement to the salary schedule in year one and a 4% enhancement to the salary schedule in year two. The ECFE, Nurses and co-curricular salary schedules will increase by the same percentages in the indicated years. Step movement will occur in each year of the agreement. In addition to the salary schedule enhancements, there is a one-time off-schedule payment of \$2,500 in year one and \$2,000 in year two. Improvements were also made to insurance and benefits.

Ms. Flowers acknowledged the hard work of both negotiation teams: Paul Bourgeois, Executive Director of Finance & Operations, Amy LaDue, Associate Superintendent of Instruction, and Sandy Souba, Human Resources Coordinator; the members of the teacher negotiation team included Minnetonka teachers Jennifer Lipsky, Sonia Labs, Mike Cutshall, Cheryl Duncan, and Melinda Barry.

Vitale moved, Olson seconded, that the Board approve the collective bargaining agreement between the Minnetonka Teachers Association and the District for the period July 1, 2023 through June 30, 2025. Upon vote being taken thereon, the motion carried unanimously.

4. **ADJOURNMENT**

Remucal moved, Foss seconded, adjournment to study session at 6:15 p.m. Upon vote being taken thereon, the motion carried unanimously.

A handwritten signature in black ink, appearing to read "Chris Vitale", is positioned above a horizontal line.

Chris Vitale, Clerk



CONSENT

School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota

Board Agenda Item X. b

Title: Study Session Summary

Date: April 11, 2024

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**OVERVIEW:**

The summary of the proceedings of the Minnetonka School Board's March 21 Study Session is attached.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board approve this summary as presented.

Submitted by: \_\_\_\_\_



Carrie Voeltz, Executive Assistant  
to the Superintendent and School Board

**MINNETONKA INDEPENDENT SCHOOL DISTRICT #276**  
**District Service Center**  
**5621 County Road 101**  
**Minnetonka, Minnesota**

**Summary of March 21, 2024 Study Session**

The School Board of Minnetonka Independent School District #276 met in study session at 6:00 p.m. on Thursday, March 21, 2024 in the Community Room at the District Service Center, 5621 County Road 101, Minnetonka, Minnesota. Chairperson Meghan Selinger presided. Other Board members present were Sally Browne, Kemerie Foss, Patrick Lee-O'Halloran, Dan Olson, Michael Remucal, Chris Vitale and Superintendent David Law, ex officio.

Prior to the study session, the Board conducted a special meeting to approve a 2024-25 calendar change for professional learning, and the collective bargaining agreement with the Minnetonka Teachers Association.

**CITIZEN INPUT**

Chairperson Selinger extended an invitation to members of the audience who wished to address the Board on any topic. She also read the guidelines for Citizen Input, for the benefit of those who wished to speak.

The following individuals then addressed the Board:

- District resident Nicole Nejezchleba addressed the Board regarding the possible addition of students to the Board and expressed her concerns. She said she was surprised that the Board was focusing on this instead of other problems. She also noted she was concerned about the process of choosing the students and worried that it would be one-directional.
- District resident Stacey Klein read the following prepared statement:

*Tonight's agenda includes Transparency, yet unfortunately, its essential counterpart, Accountability, is noticeably absent. Cherry-picking aspects of professionalism is untenable. This board and your administration have long struggled with both. Your actions continue to undermine your professionalism. I object to the allocation of taxpayer funds towards filing lawsuits against students who advocate for their right to learn to read IN SCHOOL or appealing rulings from the MN Dept. of Education that identify violations of IDEA federal law. I further object to the board picking and choosing which public business to conduct in open meetings and which public matters are shrouded in secrecy.*

*I am not the only one who upholds such standards. Pamela Snow, a widely respected Professor of Cognitive Psychology and advocate for literacy, recently expressed her professional views on Transparency and Accountability in Education. Professor Snow wrote:*

*Some in education like to promulgate the myth that the lucky folk in other professions, such as medicine, psychology, engineering and accounting get to make their own decisions about how they practice their craft. Of course, they do have latitude to exercise discretion here and there, but in the main, being a professional means signing up for a highly constrained form of public accountability. It does not mean "Don't question me. Just let me get on with this in my own way." It does not mean that in education either, and the work of educators would have very low currency in the eyes of the community if it did.*

*Professionalism in other professions also means accountability and public scrutiny, which can involve periods of suspension, mandated retraining, and even de-registration for failure to practice at the expected standard. People who speak for teachers can't cherry-pick the parts of professionalism that are appealing (like making autonomous decisions) and shirk the undesirable parts, like being held to account for poor student outcomes.*

*It is the legal duty of this board to uphold standards of Transparency and Accountability. As elected representatives of our community it is also your responsibility to reject the misuse of taxpayer funds for legal battles against students advocating for their rights. You are also responsible for ensuring that all public matters are conducted openly. Those standards apply equally to your board meetings, testimony at the legislature, court filings, and the various announcements and advertisements you make to the public. Anything less is unprofessional - unlawful - and stands in stark contrast to the "Excellence" this district proclaims.*

Chairperson Selinger thanked the individuals for their comments.

### **UPDATE ON CAREER AND COLLEGE PLANNING**

MHS Principal Jeff Erickson and members of the MHS Counseling staff updated the Board on their work. The following information was shared:

#### Support for All Students

- Counseling Seminar
- Individual meetings
- Registration Seminars
- Anchor Times – topic-specific sessions
- Targeted interventions



## 9th

- **September 9th grade seminar**
  - Focus on resources available through school counselors and post-secondary counselors.
  - Highlighting involvement- development of the whole student and how that relates to career and self-exploration
  - Role of academic record in post-secondary options
- **9th-grade individual meeting**
  - Getting to know student strengths, needs, interests, passions, and family background
  - Every 9th grader meets with their counselor during the second quarter of the academic year
  - Counselors help students reflect on quarter 1 academically, socially, and extracurricular involvement
  - Goal setting is a major part of these conversations, establishing the foundation for an ongoing conversation on postsecondary plans for each student.
- **9th-grade registration seminars**
  - Every 9th grader meets in small group seminars to learn more about academic opportunities and their connections to postsecondary options.
  - Heavy emphasis on unique programming at MHS (e.g. Vantage, Momentum, PLTW, Tonka Online, IB program, etc)
  - Economic trends and exposure to high-demand career fields are highlighted as students begin selecting coursework for 10th grade.



## 10th

- **10th grade September Seminar**
  - Counselors lead small group discussions around career planning with use of Naviance tools
  - Every 10th grader completes the Career Interest Profiler on Naviance- results are automatically saved to the Careers tab.
  - Timelines on postsecondary planning for four-year, two-year, military, and employment are highlighted
  - Students are given tips on a variety of ways to explore careers outside of the classrooms (e.g. volunteering, work, clubs, activities, and job shadowing)
  - Start of discussion on strategies for post-secondary financing (e.g. jobs that offer tuition reimbursement)
- **10th-grade registration seminars**
  - Every 10th grader meets in small group seminars to learn more about academic opportunities and their connections to postsecondary options.
  - Heavy emphasis on unique programming at MHS (e.g. Vantage, Momentum, PLTW, Tonka Online, IB program, etc)
  - Economic trends and exposure to high-demand career fields are highlighted as students begin selecting coursework for 11th grade.



## 11th

- **11th grade September seminar**
  - College admissions testing is a major focus of this seminar
  - Timelines for testing, tips for preparation, and the ever-changing nuances of requirements for college admissions in this area
  - College fairs and the process for conducting visits on campuses as well as the process for visiting with reps in our College and Career Center are demonstrated to students
  - All juniors participate in starting a college list (both two-year and four-year)
- **11th-grade registration seminar**
  - Every 11th grader meets in small group seminars to learn more about academic opportunities and their connections to postsecondary options.
  - Heavy emphasis on unique programming at MHS (e.g. Vantage, Momentum, PLTW, Tonka Online, IB program, etc)
  - Emphasis on senior year classes required by different types of Colleges (2 and 4 year) and decisions making around potential interest areas.
  - Economic trends and exposure to high-demand career fields are highlighted as students begin selecting coursework for 12th grade.



## 11th Continued

- **11th-grade Post-secondary Planning Seminar**
  - Collaboration between post-secondary counselors and school counselors for all juniors.
  - Detailed information on postsecondary options and relevant admissions requirements are covered as students ramp up their post-secondary search.
  - Scholarship and financial aid information is detailed in this seminar as well as reminders of offerings from post-secondary counselors for students and parents alike on targeted topics in the post-secondary search.
  - Resources, assessments, and research tools on Naviance.
- **11th-grade individual meeting**
  - First priority of every junior meeting is assuring academic progress to graduation- these meetings occur after registration has closed so counselors can verify all requirements will be met by graduation
  - Timelines for visits, research, applications and final decisions are discussed
  - Individualized planning based on a student's individual postsecondary goals (e.g. PSEO student, technical school, and four year examples shared with board)
  - Counselors lay out a timeline for follow up meetings in fall where 90% of students will be actively applying to colleges throughout semester 1.



### 12th

- **12th grade fall senior seminar**
  - Detailed information, steps, and directions on the college application process.
  - My game plan in Naviance
  - Detailed information on the financial aid process for 2 and 4 year schools
  - Reminder of resources available through the school counselor and post-secondary counselor
- **12th-grade individual meeting**
  - Individual planning is tailored to meet students where they are at in the process, provide next steps, and follow up.
  - Assistant with college applications through Naviance and other platforms
  - Support around planning and research on other pathways (Volunteer programs/Americorps, gap year, work, apprenticeship, etc.)
  - Identification of additional supports needed and follow-up throughout the year
    - Assistance with the financial aid process
    - Additional support for all steps involved throughout the senior year to be prepared to start a post-secondary program (example: first-generation college).



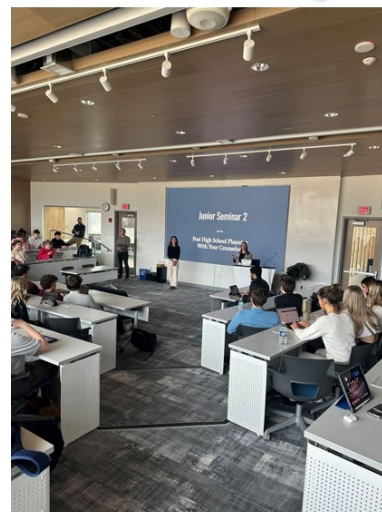
## **POST-SECONDARY & CAREER PLANNING**

- Evening events
  - College/University reps (UC System, highly competitive, large public, two-year community and technical colleges) were invited to present to our students and parents to provide more information about their school and their specific application process
  - Parent Nights
    - Senior Parent Nights (four events during the school year)
    - Junior Parent Nights (four events in the winter/spring)
    - Sophomore Parent Night
  - Military Night
  - Skilled Trades and Aviation Information Night and Fair
- Normandale Campus Visit for Spanish-Speaking Students
- College Fair(s)- Bused interested students to the National College Fair and HBCU fair



## Junior Seminar Topics Covered

- Wellness
- Postsecondary Planning
- My Post Secondary Plan Survey
- Naviance
- Schedule Junior Meeting!



**Advanced College Search - Type** [Search for colleges](#)

To start, begin with a question that's important to you. It's up to you which questions you answer and in what order. You can view your results at any point along the way by clicking [View Matches](#). Once you have narrowed down your list of schools, you will be able to compare these colleges using historical admissions results from your own school.

**6575 Matches**

[View Matches](#) [Start Over](#)

**Type** [Location](#) [Students](#) [Admissions](#) [Athletics](#) [Majors](#) [Costs](#) [Special Programs](#)

**School Type**

**Two-Year vs. Four-Year**

☐ Two-Year

☐ Four-Year

☒ No preference

**Gender vs. Single-sex**

☐ All Male

☐ All Female

☒ Coed

☐ No preference

**Public vs. Private**

☐ Public

☐ Private

☒ No preference

**College Groups**

☐ No Preference

**Religious Affiliation**

☐ No Preference

**Campus Surroundings**

☐ Large City

☐ Small City

☐ Large Town

☐ Small Town

☐ Rural

[View Matches](#) [Next](#)



## Historical Data

### For the Class of 2023

4-year College - 76%  
2-year College - 7.7%  
Apprenticeship - 2.2%  
Undecided - 14.1%

### For the Class of 2022

4-year College - 76.5%  
2-year College - 6.4%  
Apprenticeship - 1.32%  
Undecided - 15.78%

### For the Class of 2021

4-year College - 74.5%  
2-year College - 11.9%  
Apprenticeship - 1.8%  
Undecided - 11.8%

In the discussion that followed, Board members asked questions regarding what is covered in the Anchor Time sessions. The counselors responded that the time is used for various things, including academic support for students, meetings of specific student groups, the sharing of registration and PSEO information, and assistance with filling out applications, writing application essays, etc.

Board member Lee-O'Halloran suggested that the counseling department survey past senior families to find out what went well in the process, what could have been done better, etc. Chairperson Selinger noted the importance of publicizing the Military Nights, information on the trades, etc, to both students and families.

## **INNOVATION UPDATE**

Dr. LaDue and Director of Instructional Technology Amanda Fay led the discussion. They noted that the purpose of tonight's report was to give an overview of the District's innovation process and to share initial plans for the launch later this spring. Beginning in 2021, District leadership began the process to reimagine the District Innovation process. An ad hoc committee, utilizing the research and findings from the initial work, defined the next evolution for District Innovation, which centers on District goals and priorities. This structure is designed to have two pathways for soliciting ideas to address goals and priorities. One pathway affords district leaders the option to request ideas for an existing need or problem; this is identified as a Request for Ideas (RFI). The other pathway provides an open-ended option where individuals with an idea to meet a goal or address a priority can submit an unrestricted idea. This will be an ongoing opportunity for staff with no specific timeline, a shift from the previous Innovation program that was event-centric.

As the District ad hoc team finalized initial plans for the next iteration of Innovation, teachers had an opportunity, prior to the end of last school year, to express interest in becoming involved in leadership roles. A District Innovation Leadership team was convened to represent each school and the district level. Additionally, building innovation leads, including a building administrator and teacher leader, were selected to support the work at the school level. Both the District team and school-level leaders have been collaborating since late last summer to finalize the infrastructure and develop plans to relaunch Innovation district-wide.

### **Why Innovation?**

- We open the doors to our students' limitless potential by nurturing a culture of innovation
- We believe that innovation is a mindset and an extension of continuous improvement



## **Innovation Process – Step 1 - Propose**

- Two pathways
- Must be tied directly to a school board goal or priority
- Ideas can be submitted year-round
- Fill out Google Form

## **Step 2 – Initial Review**

- Open idea or request for innovation idea is reviewed by the District Innovation Leadership Team – does it align? Is it related to a school or district goal?
- If aligned, team assigned for further assessment
- Submitter will be notified as to the status of their proposal

## **Step 3 – Assess**

- Using the one-point rubric, the assigned team will review proposal using the innovation criteria
- Submitters will be notified of next steps

## **Step 4 – Design and Launch**

- Idea submitter meets with assigned team:
  - Review the proposal
  - Determine which process will further develop the proposal
  - Create a development plan for the proposal, including measurements for success, a launch plan and timeline

## **Step 5 – Evaluate**

- Following the launch, the team will meet to:
  - Reflect on the innovation
  - Evaluate the innovation based on the determined measurements of success
  - Determine any potential next steps for further scaling or continued implementation
- Team will potentially present their work and results to the Board

## **Innovation Criteria**

- School Board Goal – the idea demonstrates clear connection to the School Board goal
- Expected Outcomes – the idea identifies success indicators and will positively impact the goal
- Feasibility – there is a reasonable path to implementation

- Resource Considerations – resources were clearly defined
- Novelty – does the idea exist in some shape or form in the District?
- Cost-Benefit – is the cost worth the benefit?



In the discussion that followed, Ms. LaDue and Ms. Fay noted that the “Minnetonka Next” website and logo would launch in the coming weeks. They said that staff are very excited about the next iteration of the process. Ms. LaDue noted that while innovation had occurred during COVID (when districts were innovating out of necessity), it was exciting to ramp up the process and take innovation to the next level. The current Innovation Committee was formed this past August. Board member Browne gave kudos to the team for their work, noting that as an organizational coach, she is very familiar with this process and the district seems to be hitting all the marks. She also noted the importance of trying small things/ideas in the process. Chairperson Selinger asked if there would be an opportunity for community members to share ideas, and Dr. LaDue said they were not sure how that would look yet, but they will certainly keep it in mind for the future.

### **ANNUAL REVIEW OF LONG-TERM FACILITIES MAINTENANCE PLAN**

Mr. Bourgeois went over the latest iteration of the Plan with the Board. He also showed schematics for every district building and noted how all of them had been improved/added onto over the years. He noted that the Board must review and approve the Plan annually and file the Plan with the MN Department of Education. The current version of the Plan

projects out remaining long term maintenance needs for the next decade starting with FY2026 through FY2035. The total projects listed in the plan for those 10 years are estimated at \$76,010,000, or an average of approximately \$7.6 million annually.

Each of the years in the FY2026-FY2035 Long-Term Facilities Maintenance Plan will be able to be funded with bond funding while at the same time the total amount of outstanding long-term bonds of the district declines every year as older bonds are paid off. While the annual plan projects potential needs of approximately \$7.6 million annually, if in a given year competitive prices result in not all the bond proceeds being spent in that year, that will allow for bonding at a lower level in the subsequent year. The overall goal continues to be keeping the facilities in a state of good repair by doing only necessary projects and completing those necessary projects for the most competitive cost.

The net result of this rebuilding of the district facilities infrastructure means that the community's original investment in its school facilities is being maximized, as these facilities will continue to be used for another 60 years or more each. This is a much more cost-effective strategy to maximize taxpayer investment, as the alternative to rebuilding would be the cost of complete replacement at a time much sooner in the future. As previously noted, at current construction costs of \$479 per square foot (118 times more than the annual long-term maintenance cost per square foot of \$4.07), the cost of complete replacement of district buildings would total approximately \$895 million.

The use of long-term maintenance funding to ensure that our fleet of 50-year-old, 65-year-old, and older buildings continue to function effectively for the next 60 years is the most cost effective and prudent course of action for our school district and our community for the long term.

Chairperson Selinger noted that the Plan would be brought back to the April regular meeting for approval. Board member Vitale noted that while LTFM discussions were perhaps not as exciting as innovation discussions, they are no less important to the Board. "The condition of our buildings is so important to make the kids feel safe and ready to learn," he said.

### **BOARD GOAL UPDATE ON STUDENT VOICE AND TRANSPARENCY**

Superintendent Law led the discussion. He noted that he and Chairperson Selinger had recently met with district officials from Bloomington, Shakopee, and West St. Paul to discuss their experience with student representation on their school boards. They gleaned the following information:

- All three districts said the experience had been beneficial and they would recommend it to other districts
- Recommendation was for two student reps – as high school students are busy
- Perhaps one junior and one senior

- The students are not voting members of the Board, but they attend meetings and can weigh in on topics
- Recommended an application and interview process
- Two-year term
- An intentional purpose should be defined – should not just be students reporting on high school events

Superintendent Law said he would be happy to gather more information for the Board and report back at a subsequent meeting. In the meantime, the Board could perhaps delve more deeply into the “why” of this possibility, which would then dictate the role of the student(s) on the Board.

In the discussion that followed, Board members were interested in exploring the idea further, but some had questions as to how the process would actually work. Possible ideas for the students to report on included scheduling, student survey data, school climate and ideas for innovation. Board member Foss said she would like more information on what the community would think about this. Board member Browne said she has had conversations in the community on this topic for the past several years and is interested in exploring it further. She also talked about asking the VANTAGE students in the Public Policy strand for their ideas/suggestions. Board member Remucal wondered if there were other roles for the students, possibly as representatives to various district committees. Board member Vitale noted that the Board would be attending the National School Boards Association annual conference the first weekend in April, and there would perhaps be sessions offered on this topic that the Board members could attend. Board member Olson noted how important it was for the Board to include student voice and perspectives in their work, and this would be an excellent way to do that. “The more student input makes its way to the Board, the better the Board is,” he said.

Superintendent Law said he would gather more information for the Board and report back to them at a future meeting. He also raised the possibility of recording study sessions and making the audio recording available to the public. Some of the Board members were in favor of this as a way to build community trust, while others worried that the more free-form aspect of discussions at study sessions would suffer. After further discussion, it was agreed that the Board would try this at a future study session and then reassess from there.

## **ADJOURNMENT**

The Board adjourned the study session at 8:45 p.m.

**CONSENT**

**School Board  
Minnetonka I.S.D. # 276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item X. c**

**Title: Payment of Bills**

**Date: April 11, 2024**

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**OVERVIEW:**

Presented for Board approval are the monthly disbursement totals by fund for Minnetonka Public Schools for the month of February 2024.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the Board approve the disbursements as presented for the month of February 2024.

**Submitted by:**



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**Jessica Hulitt  
Coordinator of Accounting**

**Approved by:**



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**Paul Bourgeois  
Executive Director of Finance & Operations**

**Concurrence:**



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**David Law  
Superintendent of Schools**

## MINNETONKA DISTRICT #276

TO: David Law

FROM: Jessica Hulitt

RE: Payment of Bills – February 2024  
Board Meeting Date: April 11, 2024

The following disbursements are submitted for the month of February:

Recommend the payment of bills in the sum of \$10,305,335.44 by check #483047 - #483609 and ACH #232401990 - #232402295, and wire transactions #202301039 - #202301229 as follows:

### February

FUND	
01 GENERAL FUND	5,162,258.01
02 CHILD NUTRITION	503,314.88
03 PUPIL TRANSPORTATION	1,145,339.41
04 COMMUNITY SERVICE	403,356.51
05 CAPITAL EXPENDITURE	427,752.67
07 DEBT SERVICE FUND	132,700.00
09 TRUST - FIDUCIARY	146,570.59
11 EXTRA/CO-CURRICULAR	227,882.13
12 ATHLETIC FEE	10,390.16
18 CUSTODIAL FUND	3,650.93
20 SELF INSURANCE	127,213.92
40 CULTURAL ARTS CENTER	24,034.45
41 DOME OPERATIONS	26,020.96
42 AQUATICS PROGRAM	42,670.54
43 PAGEL CENTER	41,068.14
46 LTFM	219,691.34
56 CONSTRUCTION PROJECTS	1,343,561.58
66 CAPITAL PROJECTS LEVY	317,859.22
	\$ 10,305,335.44
 SALARIES	 \$ 5,817,280.03
 TOTAL	 \$ 16,122,615.47



\_\_\_\_\_  
Jessica Hulitt

April 1, 2024  
Date

**SCHOOL BOARD  
MINNETONKA I.S.D. #276  
5621 County Rd. 101  
Minnetonka, MN  
Community Room**

**Board Agenda Item X. d.**

**TITLE:** Recommended Personnel Items

**DATE:** April 11, 2024

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**BACKGROUND:** Under the authorization of district policy, and the terms and conditions of the collective bargaining agreements between the Minnetonka Public Schools and employee groups recognized under Minnesota law, the executive director for human resources makes recommendations for employment, leaves, employee status changes, and resignations or release from contracts.

Those recommendations of a routine nature are attached in summary fashion. This section includes routine changes affecting an employee under the terms and conditions of the collective bargaining agreements, and new hires that occur between board meetings or are scheduled for the future.

State law requires that the School Board formally approve all personnel actions. At the time of hiring, employees are told that the administration formally recommends employment, and that the employment action is finalized only after Board action. On these routine matters, however, the administration may initiate the change prior to formal Board action in order to provide continuity of service to students.

Personnel changes of an exceptional nature requiring the interpretation of other district policies or laws are marked with an asterisk on the summary page, and have a separate explanation. In these cases, the administration does not take action until after Board action.

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**FUTURE ACTION/RECOMMENDATION:**

The administration recommends approval of all attached personnel changes.

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Submitted by:

Concurrence by:



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Anjie Flowers  
Executive Director of Human Resources



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David Law  
Superintendent

Human Resources Personnel Recommendations

Licensed Employment

Last Name	First Name	Position	Building	Salary	FTE	Start Date	End Date
NONE							

Non-Licensed Employment

Last Name	First Name	Position	Building	Salary	FTE	Start Date	End Date (if applicable)
BARNETT	JESSICA	EXPLORERS PROGRAM ASSISTANT	GROVELAND	\$17.50	0.44	03/05/2024	
FAIRFIELD-JOHNSON	ALEX	YOUTH RECREATION PROGRAM MGR	MCEC	\$62,250.00	1.00	03/04/2024	
HURTADO HIDALGO	ISOLDA	CUSTODIAN	CLEAR SPRINGS	\$19.97	1.00	03/22/2024	
ISSE	KADRA	CUSTODIAN	SCENIC HEIGHTS	\$19.97	1.00	03/11/2024	
KOTILINEK	GABRIEL	SPECIAL EDUCATION PARA	MINNEWASHTA	\$20.61	0.75	03/13/2024	05/24/2024
KOTILINEK	GABRIEL	BUS AND TRAFFIC PARA	MINNEWASHTA	\$20.61	0.11	03/13/2024	05/24/2024
MANGELSEN	TODD	ACCOUNTING SPECIALIST/BURSAR	MHS	\$67,000.00	1.00	03/13/2024	
MAYO	MARLEE	LUNCHROOM/PLAYGROUND PARA	CLEAR SPRINGS	\$19.87	0.38	03/13/2024	
MAYO	MARLEE	SPECIAL EDUCATION PARA	CLEAR SPRINGS	\$22.47	0.38	03/13/2024	
MILLHONE	KIRK	MASTERS SWIMMING COACH	AQUATICS	\$22.00	0.13	03/01/2024	
MOZINGO	CECIL	COOK HELPER	EXCELSIOR	\$19.97	0.75	03/25/2024	
NZIGIRE	NEEMA	COOK HELPER	MMW	\$19.97	0.75	03/25/2024	
SHERMAN	ASHLEY	EXPLORERS PROGRAM LEADER	GROVELAND	\$19.55	0.50	03/05/2024	

Assignment Changes

Last Name	First Name	Modification	Building	Effective Date	End Date (if applicable)
BERGER	JULIANNA	SPECIAL ED FACILITATOR, 0.5 FTE at EXC SPECIAL ED FACILITATOR, 0.5 FTE at DH	EXCELSIOR & DEEPAHVEN	02/20/2024	06/10/2024
BURKE	RUSSELL	COOK HELPER, 0.625 FTE	CLEAR SPRINGS	03/18/2024	
FASNACHT	KRISTI	EXPLORERS OFFICE ASSISTANT, 0.75 FTE	MCEC	03/13/2024	
FURNESS	JENNIFER	TEACHER INSTRUCTIONAL COACH (TIC), 1.0 FTE	DSC	08/27/2024	06/30/2027
GORDON	NICOLE	TEMPORARY ECSE PARA, 0.33125 FTE	MCEC	04/09/2024	05/24/2024
KANGAS	KELLY	LANG ARTS, 0.6 FTE	MHS	08/27/2024	



KNUTSON	JENNIFER	ADD: WILSON READING LTS, 0.57 FTE	GROVELAND	04/16/2024	06/10/2024
KVITRUD	ZIYING	ELEM CHINESE IMM FLOAT TEACHER, 1.0 FTE	EXCELSIOR	04/08/2024	
LANDT	SARAH	ADD: SPANISH IMM READING LTS, 0.32 FTE	GROVELAND	01/16/2024	06/10/2024
LEE	KUANG-CHI	GRADE 1 CHINESE IMM, 1.0 FTE	SCENIC HEIGHTS	08/27/2024	
LU	YUAN	GRADE 5 CHINESE IMM, 1.0 FTE	SCENIC HEIGHTS	08/27/2024	
MENDENHALL	QINGLING	GRADE 3 CHINESE IMM, 1.0 FTE	SCENIC HEIGHTS	08/27/2024	
MILLER	CLARE	GRADE 5, 1.0 FTE	SCENIC HEIGHTS	08/27/2024	
NELSON	DEREK	COOK MANAGER, 0.9375 FTE	CLEAR SPRINGS	03/07/2024	
OLSON	MALORIE	ADD: BUSINESS ED LTS, 1.0 FTE	MHS/VANTAGE	04/09/2024	06/10/2024
RANALLO	TERESA	LUNCHROOM/PLAYGROUND PARA, 0.15 FTE	GROVELAND	03/12/2024	
ROSENTHAL	ABBY	HEALTH LTS TEACHER, 0.8 FTE	MMW	02/12/2024	05/03/2024
SAMMON	ANGELA	COOK MANAGER, 0.9375 FTE	MMW	03/11/2024	
SPAULDING	JENNA	MATH LTS, 1.0 FTE	MME	03/25/2024	06/10/2024
SYPAL	ALICIA	GRADE 1 LTS, 1.0 FTE	EXCELSIOR	03/05/2024	05/03/2024
WEAVING	HALIE	MUSIC LTS, 1.0 FTE	MME	04/18/2024	06/10/2024
XIA	QIAN	GRADE 1 CHINESE IMM, 1.0 FTE	SCENIC HEIGHTS	08/27/2024	
YAN	MING	CHINESE IMMERSION FLOAT TEACHER, 1.0 FTE	EXCELSIOR	04/08/2024	

### Leave of Absence

Last Name	First Name	Position	Building	Leave Start	Leave End
BATTERMAN	KATHRYN	BUSINESS EDUCATION TEACHER, 0.4 FTE	MHS	08/27/2024	06/12/2025
BERGER	LEE	TECHNOLOGY EDUCATION, 1.0 FTE	MHS	02/28/2024	03/08/2024
BERON	SARAH	MATHEMATICS TEACHER, 0.2 FTE	MHS	08/27/2024	06/12/2025
CAMPBELL	SUSAN	WORLD LANGUAGE-FRENCH TEACHER, 0.2 FTE	MHS	08/27/2024	06/12/2025
CONNOLLY RUSSOW	JESSICA	AUDIOLOGIST, 0.2 FTE	DSC	03/15/2024	06/10/2024
CUSHING	JORDAN	LANGUAGE ARTS TEACHER, 1.0 FTE	MHS	03/24/2024	05/12/2024
FRANSEN	LAURA	SPECIAL EDUCATION TEACHER, 1.0 FTE	MHS	08/27/2024	11/27/2024
GREEN	TINESHA	COOK HELPER	SCENIC HEIGHTS	01/03/2024	04/08/2024
HIESERICH	ANNE	MATHEMATICS TEACHER, 1.0 FTE	MMW	08/27/2024	06/12/2025
HOPPMANN	JANA	SOCIAL STUDIES TEACHER, 1.0 FTE	MHS	08/27/2024	06/12/2025
IKOLA	TESSA	LANGUAGE ARTS TEACHER, 1.0 FTE	MHS	08/27/2024	06/12/2025
INOSTROZA	RAYEN	SPANISH IMMERSION TEACHER, 0.2 FTE	MHS	08/27/2024	06/12/2025
IRVIN	TRISHA	SOCIAL STUDIES TEACHER, 0.4 FTE	MHS	08/27/2024	06/12/2025

KOHNEN	HEATHER	ELT (ENGLISH LANGUAGE TEACHER), 1.0 FTE	CLEAR SPRINGS	08/27/2024	06/12/2025
KOPISCHKE	ERIN	READING TEACHER-SPANISH IMMERS WILSON READING TEACHER, 1.0 FTE	GROVELAND	01/16/2024	06/10/2024
KOWALCZYK	GEORGINA	KINDERGARTEN TEACHER SPANISH, 1.0 FTE	DEEPHAVEN	03/18/2024	05/26/2024
KUBUSEK	ANN	SOCIAL STUDIES CHINESE IMM TEACHER, 1.0 FTE	MME	08/27/2024	06/12/2025
MAAS	ERIK	BUS/TRAFFIC PARA	MINNEWASHTA	02/19/2024	03/07/2024
MAAS	ERIK	SPECIAL EDUCATION PARA	MINNEWASHTA	02/19/2024	03/07/2024
MAAS	ERIK	LUNCHROOM/PLAYGROUND PARA	MINNEWASHTA	02/19/2024	03/07/2024
MOREEN	KRISTEN	SPECIAL EDUCATION TEACHER, 1.0 FTE	SAIL	03/20/2024	03/28/2024
MORENO-PARRA	FREDERMAN	WORLD LANGUAGE-SPANISH TEACHER, 1.0 FTE	MHS	08/27/2024	06/12/2025
PAEZ MADRIGAL	KARINA	GRADE 5 TEACHER SPANISH, 1.0 FTE	GROVELAND	08/27/2024	06/12/2025
PATRICK	LISA	SCIENCE TEACHER, 0.6 FTE	MHS	08/27/2024	06/12/2025
SURVER	DAVID	MATHEMATICS TEACHER, 0.2 FTE	MHS	07/01/2024	06/30/2025
WILDER	MANDIE	FAMILY CONSUMER SCI TEACHER, 0.2 FTE	MHS	08/27/2024	06/12/2025
WILSON	BRIANA	SPANISH IMMERSION TEACHER, 0.2 FTE	MHS	08/27/2024	06/12/2025
WOJCIECHOWSKI	NORA	LANGUAGE ARTS TEACHER, 0.2 FTE	MME	08/27/2024	06/12/2025

### Resignations, Retirements, Terminations, Non-Renewals

Last Name	First Name	Position	Building	Effective Date
ALFUTH	JOBETHANY	ATTENDANCE OFFICE ASSISTANT	MHS	03/29/2024
BERGER	LEE	TECHNOLOGY EDUCATION TEACHER	MHS	06/10/2024
BORGENDALE	MICHAEL	GRADE 5 TEACHER	DEEPHAVEN	06/10/2024
BRIX	MACALL	EXPLORERS SITE SUPERVISOR	GROVELAND	03/22/2024
DASOVICH	LEAH	LANGUAGE ARTS TEACHER	MHS	06/10/2024
DRONEN	MICHAEL	EXEC DIRECTOR OF TECHNOLOGY	DISTRICT TECH	06/30/2024
EICHTEN HUSTAD	AMBER	BEHAVIORAL PLANNING PARA	EXCELSIOR	03/28/2024
EICHTEN HUSTAD	AMBER	LUNCHROOM/PLAYGROUND PARA	EXCELSIOR	03/28/2024
FELAND	SUZANNE	ORCHESTRA TEACHER	DEEPHAVEN	06/10/2024
GARIBALDI-DAVIS	HEATHER	SPECIAL EDUCATION TEACHER	MINNEWASHTA	06/10/2024
HAIGH-GRIAK	MONICA	EARLY CHILD SPECIAL ED PARA	MCEC	03/28/2024
JOHNSON	ADRIENNE	SPECIAL EDUCATION TEACHER	MME	06/10/2024
KOKESH	TIMOTHY	SCIENCE TEACHER	MHS	06/10/2024

KURAMOTO	NATALIE	DEAF/HARD OF HEARING TEACHER	DSC	06/10/2024
LARSON	KATHRYN	GRADE 4 TEACHER	MINNEWASHTA	06/10/2024
LEARY	ANNA	EXPLORERS PROGRAM AIDE	MCEC	03/29/2024
LEVITON	SARAH	CLASSROOM PARA-SPANISH KTG	CLEAR SPRINGS	06/07/2024
MEYEN	JESSE	GRADE 6 TEACHER	MMW	06/10/2024
PENNING	HANNAH	KINDERGARTEN SPANISH IMMERSION TEACHER	MINNEWASHTA TONKA	06/10/2024
RAISANEN	TARA	COUNSELOR/LANGUAGE ARTS TEACHER	ONLINE/MMW	06/10/2024
SIMINGTON	ANN	LUNCHROOM/PLAYGROUND PARA	MINNEWASHTA	03/27/2024
SPAULDING	SHEILA	EARLY CHILD SPECIAL ED TEACHER	MCEC	06/10/2024
WAHL	JEFFREY	LUNCHROOM/PLAYGROUND PARA	CLEAR SPRINGS	03/08/2024
WELSH	KATHY	HEALTH PARA	MINNEWASHTA	06/10/2024
WYSE MOORE	EMILY	ASSISTANT PRINCIPAL	EXCELSIOR	06/30/2024

### In-District Appointments

Last Name	First Name	Position	Building	Stipend	Start Date	End Date (if applicable)
BADENHORST	STEPHANUS	TENNIS-BOYS-HEAD COACH	MME	\$3,256.00	03/25/2024	05/24/2024
BELL	JASON	TRACK & FIELD-BOYS-ASSISTANT	MHS	\$4,848.00	03/11/2024	06/08/2024
BRUNIK	MICHELLE	TECHNOVATION ADVISOR	MME	\$1,894.00	11/15/2022	05/09/2023
DEJONG	LAUREN	ARTSCENTER MAKEUP HAIR WORKSHOP	MHS	\$2,000.00	04/04/2024	05/12/2024
FINCH	JAMES	TRACK & FIELD-BOYS-HEAD COACH	MHS	\$6,642.00	03/11/2024	06/08/2024
GOODSPEED-GROSS	JERI	TRACK & FIELD-GIRLS-ASSISTANT	MMW	\$3,119.00	03/25/2024	05/24/2024
HAGER	ROBERT	BASEBALL-ASSISTANT	MHS	\$2,734.27	03/18/2024	06/17/2024
HALL	JACK	TENNIS-BOYS-ASSISTANT	MMW	\$2,559.00	03/25/2024	05/24/2024
HANSON	RACHEL	TRACK & FIELD-BOYS-ASSISTANT	MME	\$3,000.00	03/24/2024	05/24/2024
HARIG	ISABELLE	CHEER COACH INSTRUCTOR	MCEC	\$238.00	03/28/2024	06/28/2024
HOLDMAN	WENDY	ARTSCENTER STUDENT TRAINER PRO	MHS	\$974.00	11/10/2023	06/16/2024
KALLEVIG	KENDRA	ARTSCENTER PAINTER LEADER	MHS	\$63.00	02/14/2024	02/14/2024
KARON	ISMAIL	TRACK & FIELD-BOYS-ASSISTANT	MME	\$3,119.00	03/25/2024	05/24/2024
KATKOV	SANDRA	TRACK & FIELD-GIRLS-ASSISTANT	MME	\$3,119.00	03/25/2024	05/24/2024
LARSON	KRISTA	TRACK & FIELD-GIRLS-ASSISTANT	MHS	\$4,848.00	03/11/2024	06/08/2024
LEBLANC	LEEANN	TRACK & FIELD-GIRLS-ASSISTANT	MHS	\$4,729.00	03/11/2024	06/08/2024
LIVORSI	ANTHONY	BASEBALL-ASSISTANT	MHS	\$3,468.75	03/18/2024	06/17/2024

MAURER	DAVID	BASEBALL-ASSISTANT	MHS	\$3,896.41	03/18/2024	06/17/2024
MONTPLAISIR	MATTHEW	TRACK & FIELD-BOYS-ASSISTANT	MHS	\$3,546.75	03/11/2024	06/08/2024
NELSON	DEREK	BASEBALL-ASSISTANT	MHS	\$2,450.03	03/18/2024	06/17/2024
OSTFIELD	TAFAT	ARTSCENTER WORKSHOP LEADER	MHS	\$1,000.00	11/10/2023	06/17/2024
PASQUALINI	HEATHER	ADAPTED SOFTBALL ASST COACH	MHS	\$2,229.00	03/11/2024	05/17/2024
PEARCE	JENNIFER	TRACK & FIELD-GIRLS-ASSISTANT	MMW	\$2,883.00	03/25/2024	05/24/2024
PIPER	ALEXANDER	VOLLEYBALL COACH	MCEC	\$1,250.00	03/18/2024	06/28/2024
RASMUSSEN METZGER	KELLI	TRACK & FIELD-GIRLS-HEAD COACH	MME	\$4,080.00	03/25/2024	05/24/2024
RENFROE	ALLISON	SOFTBALL ASST COACH	MHS	\$2,306.00	03/11/2024	06/07/2024
ROENSCH-QUIST	SUZANNE	ARTSCENTER PIT PLAYER	MHS	\$2,500.00	04/20/2024	05/12/2024
SCHNORR	TRUDY	ARTSCENTER WORKSHOP LEADER	MHS	\$1,500.00	11/10/2023	06/16/2024
SENSION	TIMOTHY	GOLF-BOYS-ASSISTANT	MHS	\$2,875.16	03/18/2024	06/12/2024
SHERRY	JOSEPH	TRACK & FIELD-BOYS-ASSISTANT	MHS	\$3,073.85	03/11/2024	06/08/2024
STEFFEN	JOHN	TRACK & FIELD-BOYS-ASSISTANT	MHS	\$4,848.00	03/11/2024	06/08/2024
THOMASSON	REBEKAH	TRACK & FIELD-GIRLS-ASSISTANT	MMW	\$2,883.00	03/25/2024	05/24/2024
TWENGE	PAUL	BASEBALL-HEAD COACH	MHS	\$6,642.00	03/18/2024	06/17/2024
WAGNER	JOSHUA	TRACK & FIELD-BOYS-ASSISTANT	MHS	\$4,848.00	03/11/2024	06/08/2024
WESTMEYER	JONATHAN	TRACK & FIELD-BOYS-ASSISTANT	MMW	\$2,883.00	03/25/2024	05/24/2024
WIIG	MARY	SOFTBALL HEAD COACH	MHS	\$6,642.00	03/11/2024	06/07/2024
WITHERS	GERALD	BASEBALL-ASSISTANT	MHS	\$2,450.03	03/18/2024	06/17/2024
WOODRUFF	REILLY	TENNIS-BOYS-ASSISTANT	MMW	\$2,559.00	03/25/2024	05/24/2024

**Human Resources Personnel Recommendations - End of document**

## CONSENT

**School Board  
Minnetonka ISD #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item X. e**

**Title: Gifts and Donations**

**Date: April 11, 2024**

**EXECUTIVE SUMMARY:**

In accordance with Minnetonka School District Policy #706, the Minnetonka School District encourages gifts and donations to enhance quality education to both students and residents. The School Board makes the final determination on the acceptability of a gift or donation. All gifts and donations become District No. 276 property under the complete authority of the Minnetonka School Board.

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka High School Vantage Aviation Program (donor correction from previous report):

James Johnson

Miniature Airport Replica

**RECOMMENDATION:** That the School Board accepts the following donation for the Minnetonka School District Wellness Program:

Imbue Wellness & Acupuncture

Cupping Session

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Middle School West Principal Discretionary Fund:

The Blackbaud Giving Fund

\$5.60

**RECOMMENDATION:** That the School Board accepts the following donations to be placed in the Deephaven Elementary School Principal Discretionary Fund:

Charities Aid Foundation America

\$40.00

The Blackbaud Giving Fund

\$200.00

**RECOMMENDATION:** That the School Board accepts the following donations to be placed in the Minnetonka High School 2024 Seniors Serve Fund/Program:

Glen Lake Optimist Club

\$1000.00

Seacole-CRC, LLC

\$250.00

Cynthia Zabilla

Fleece Fabric

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Deephaven Elementary School Teacher Grants Fund:

Deephaven PTA

\$4970.00

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka High School Mark Allen Streeter Scholarship Fund:

Mark Allen Streeter Foundation

\$1298.63

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Scenic Heights Elementary Principal Discretionary Fund:

The Blackbaud Giving Fund \$95.00

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka High School Men's Baseball Spring Travel Fund:

The Parachute Foundation \$500.00

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka School District General Fund:

The JP Morgan Charitable Giving Fund \$250.00

**RECOMMENDATION:** That the School Board accepts the following donations to be given as door prizes at the Minnetonka Community Education Tour de Tonka Event:

Snuffy's Malt Shop \$10 Gift Card  
Crumbl Cookies Two 4-Pack Coupons

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Groveland Elementary School Sensory Path Fund:

Groveland PTO \$1500.00

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Middle School East Principal Discretionary Fund:

The Blackbaud Giving Fund \$50.00

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**TOTAL GIFTS AND DONATIONS FOR 2023-2024\*** = **\$519,851.47**

\*Total amount reflects gifts & donations submitted for board approval in 2023-2024.

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Submitted by:   
Paul Bourgeois, Executive Director of Finance & Operations

**CONSENT**

**School Board  
Minnetonka I.S.D #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item X. f**

**Title:** Electronic Fund Transfers

**Date:** April 11, 2024

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**EXECUTIVE SUMMARY:**

Minnesota Statute 471.38 requires that a list of electronic fund transfers be submitted to the School Board each month for approval.

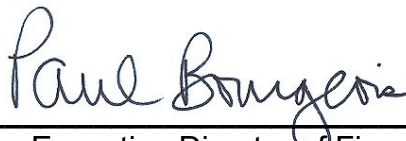
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**RECOMMENDATION:**

It is recommended that the School Board approve the attached automatic withdrawals and investments from the General Fund for February 2024.

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**Submitted by:**



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Paul Bourgeois, Executive Director of Finance & Operations

February 2024 FROM GENERAL FUND				
DATE	PAYEE			AMOUNT
2/2/2024	AP Payment			95,465.42
2/2/2024	Wex			5,258.08
2/5/2024	Claims Health Partners			194,073.91
2/5/2024	Delta Dental			28,413.91
2/6/2024	Payroll			2,860,541.18
2/9/2024	AP Payment			1,460,090.87
2/9/2024	Wex			17,471.80
2/12/2024	Claims Health Partners			328,977.64
2/12/2024	Delta Dental			31,166.60
2/16/2024	AP Payment			777,739.16
2/16/2024	Wex			28,120.56
2/20/2024	Claims Health Partners			132,089.56
2/20/2024	Delta Dental			23,560.61
2/21/2024	Delta Dental Premium			6,787.25
2/21/2024	Payroll			2,957,437.89
2/23/2024	AP Payment			1,313,639.91
2/23/2024	Health Partners Premium			75,077.20
2/23/2024	Wex			35,367.60
2/26/2024	Claims Health Partners			334,232.33
2/26/2024	Delta Dental			19,132.24
2/29/2024	Solutran - Healthy Savings			4,197.21
2/29/2024	Wex			27,515.71
2/29/2024	Wex Admin Fee			4,245.25
February	Art Center CC Processing Fees			1,323.11
February	Athletic CC Processing Fees			930.15
February	Bank Monthly Service Charge			914.53
February	MCEC Credit Card Processing Fees			24,711.53
February	Monthly Postage Charges			1,500.00
February	Mtka Webstore CC Processing Fees			15,359.34
				<b>\$ 10,805,340.55</b>
<b>February</b>				
INVESTMENT		MATURITY	INTEREST	ENDING
DESCRIPTION	BANK	DATE	RATE	BALANCE
Money Market	Alerus Bank ICS Savings	NA	3.25%	3,289,489.11
Money Market	MSDLAF+ Liquid Class	NA	5.22%	13,080,049.37
Money Market	MSDLAF+ MAX Class	NA	0.35%	-
Term	MSDLAF	NA	Var	38,100,000.00
CD	MSDLAF	NA	Var	946,000.00
Money Market	PMA IS	NA	5.23%	10,405,224.10
Term	PMA MN Trust Term Series	NA	0.00%	-
Municipal Bonds	Northland Securities	NA	4.51%	657,820.82
Various	Wells Fargo OPEB	NA	Var	14,838,341.82
				<b>\$ 81,316,925.22</b>



## CONSENT

School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota

### Board Agenda Item X. g

Title: Trust Funds

Date: April 11, 2024

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#### OVERVIEW:

Policy #725: Liability Insurance for Parent Volunteer Organizations was adopted by the School Board on January 18, 2007. The purpose of the policy is to incorporate under the District's general liability insurance plan members of parent volunteer organizations who support the curricular or extra curricular activities of District students by offering District provided financial administration of their organization within the District's Trust and Agency Fund.

In accordance with Policy #725, approval by the School Board is required prior to providing financial services and accepting funds. Each organization participating must have as its primary mission service to the youth of the Minnetonka School District. Each organization shall have a District administrative liaison.

The following organizations have requested incorporation into the District financial umbrella.

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#### RECOMMENDATION/FUTURE DIRECTION:

The School Board approves the following list of organizations for incorporation under the financial management of the Minnetonka School District.

<u>NAME OF ORGANIZATION</u>	<u>DISTRICT LIAISON</u>	<u>DESCRIPTION</u>
Lynn Street Student Support Trust	Joe Wacker	This fund is to be used by Scenic Heights for the direct benefit of students, both individual and groups.

Submitted by: Paul Bourgeois  
Paul Bourgeois, Executive Director of Finance and Operations

CONSENT

School Board  
Minnetonka I.S.D. # 276  
5621 County Road 101  
Minnetonka, Minnesota

Agenda Item X.h.

Title: **Approval of Policy #440:  
Handbook for Minnetonka Community Education and/or  
Aquatics Employees**

DATE: April 11, 2024

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**OVERVIEW:**

This evening the administration is making a recommendation for School Board Policy 440 Handbook for Minnetonka Community Education and Aquatics employees for 2023-2025. These changes include a market adjustment for Program Managers and are reflected in the Policy 440 Handbook revisions.

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**RECOMMENDATION/FUTURE DIRECTION:**

That the School Board approve the revisions to the Handbook for Minnetonka Community Education and Aquatics Employees for 2023-2025.

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Submitted by:

*AM Flowers*

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Anjie Flowers, Executive Director of Human Resources

Concurrence:

*David Law*

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David Law, Superintendent

## MINNETONKA PUBLIC SCHOOLS

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### **Policy #440: HANDBOOK FOR MINNETONKA COMMUNITY EDUCATION AND/OR AQUATICS PERSONNEL TERMS OF EMPLOYMENT AND WAGES**

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#### **1.0 PURPOSE**

The purpose of this policy is to provide the terms and conditions of employment for Minnetonka Community Education and/or Aquatics employees who are not covered by a Master Agreement effective from July 1, 2023, until June 30, 2025.

This policy is not an employment contract, express or implied, nor does it guarantee employment for any specific length of time. The Minnetonka Public Schools may modify, amend, or rescind this policy without notice. The Minnetonka Public Schools has sole responsibility for interpretation of any issues as they relate to this policy.

#### **2.0 EMPLOYMENT**

**2.1** Formal guidelines are necessary to set salaries/wages, establish benefits and determine working conditions for employees of Minnetonka Community Education and/or Aquatics.

**2.1.1** Exceptions are employees who are covered by a Master Agreement between the School Board and respective employee groups of the Minnetonka Public Schools.

**2.1.2** The Executive Director of Minnetonka Community Education and Aquatics Director have individual contracts with the School Board and are therefore exceptions to this policy.

**2.2** Wages paid should reflect marketplace availability of personnel as well as the following two conditions:

**2.2.1** All wages will be paid at or above the minimum wage rate as prescribed by law.

**2.2.2** No wages will exceed the parameters established per position.

#### **2.3 Definitions**

**Full-time, Full Year:** shall mean any Minnetonka Community Education and/or Aquatics employee whose normal work week is 30 hours or more and works 12 months per year.

**Full-time, Partial Year:** shall mean any Minnetonka Community Education and/or Aquatics employee whose normal work week is 30 hours or more and works fewer than 12 months per year but more than 67 continuous workdays per year.

**Part-Time/Seasonal:** shall mean any Minnetonka Community Education and/or Aquatics employee whose normal work week is regularly scheduled for fewer than 30 hours per

week. This also includes employees who work more than 30 hours per week but fewer than 67 continuous workdays per year.

**Exempt vs. Non-Exempt:** Determination of exempt vs. non-exempt status will follow the requirements that are outlined in the FLSA regulations.

#### **2.4 Confirmation of Employment**

Each employee will receive written notification stating the position title, employment classification, normal workweek, eligible benefits, and rate of pay. The District will on an annual basis provide updated individual assignment information online via Skyward Employee Access.

#### **2.5 Time Records.**

To ensure that accurate records are kept and that employees are paid in a timely manner, hourly employees will submit an employee time sheet for all hours worked in each two-week pay period. All employees are responsible for reporting time off -- including any vacation, holidays, or any other leave.

#### **2.6 Length of Work Week and Hours**

Recognizing the nature of Minnetonka Community Education and/or Aquatics whereby employment takes place before and after the school day, many employees work a nontraditional workday and/or nontraditional work week. Each employee is entitled to one (1) 15-minute break for every 4 hours of employment. If an employee works eight (8) consecutive hours per day the employee shall have an unpaid duty-free lunch (dinner) period that shall be at least one-half hour but not to exceed one hour.

#### **2.7 Probationary Period**

**2.7.1** An employee is a probationary employee during the first twelve calendar months of employment. Months not worked shall not be counted towards completion of the probationary period (i.e., summer months).

**2.7.2** The Employer reserves the right to discipline, lay off, and/or discharge with respect to probationary employees. No matter concerning the discipline, layoff or termination of a probationary employee shall be subject to the grievance procedure. However, a probationary employee shall have the right to bring a grievance on any other provisions of the policy alleged to have been violated.

**2.7.3** During the probationary period, the district shall provide a written performance appraisal prior to the completion of the twelve-month probationary period.

#### **2.8 Performance Evaluations**

The District shall provide performance evaluations to each employee with a written performance appraisal at least annually. The performance evaluation shall be reviewed with the employee and a copy placed in the employee's personnel file.

#### **2.9 Professional Development**

The District supervisors shall provide support for employee professional development in accord with the District staff development plan.

## **2.10 Employee Conduct and Disciplinary Action**

### **2.10.1 Employee Conduct and Performance**

Employees are expected to comply with all state and federal laws and all School District policies, and to meet performance expectations.

### **2.10.2 Disciplinary Action**

If employee conduct violates state or federal laws, District policy, or performance does not meet acceptable standards, the District may take appropriate corrections or disciplinary actions, including oral warning, written warning, suspension with or without pay, or termination. The employee shall be afforded due process in accord with law.

## **2.11 Reduction in Hours**

Recognizing the nature of Minnetonka Community Education and/or Aquatics, where employment is based on enrollment or funding, it may be necessary to change the employment status of employees. The employer shall normally give the employee two (2) weeks advance notice.

## **2.12 Layoff**

For the purpose of this section, layoff is defined as the elimination of a position. The employer may give the employee two (2) weeks advance notice. An employee on layoff will be placed on a recall list for up to two years.

## **2.13 Emergency Closings**

In the event it becomes necessary to delay the opening, close early or close completely a school facility due to an emergency, the following shall cover all non-exempt (hourly) employees:

### **2.13.1 School Start Time is Delayed:**

All Employees Except Explorers:

Delayed openings will be communicated via the official radio station or directly to the employee by phone. Upon notification the employee may delay reporting to work for the same period as the school opening is delayed. If rescheduling on that day is possible, the employee will work the normal daily hours once the employee reports to work. If rescheduling on that day is not possible, the employee shall receive pay for the time that the employee was scheduled to work. An employee whose work schedule is not affected by the delay will report to work at the normal scheduled time.

Explorers:

When the opening of school is delayed, Explorers employees are expected to be at work to receive students beginning at the normal time. Explorers employees shall be entitled to 1-1/2 times their regular rate of pay for time worked as follows:

Elementary: Staff will be paid 1-1/2 times their regular rate of pay up until the delayed school start time on that day.

Example: There is a two-hour delayed school start time, so school will start at 10:00 a.m. instead of 8:00 a.m. The employee will be paid 1-1/2 times their regular rate from the time they started that morning up until 10:00 a.m.

Junior Explorers Staff will be paid 1-1/2 times their regular rate of pay up until 11:45 a.m.

Example: Minnetonka Preschool will not have morning classes because the start of the school day is delayed across the District. The employee will be paid 1-1/2 times their regular rate from the time they started that morning up until 11:45 a.m.

#### **2.13.2 School is Closed:**

All Employees Except Explorers:

School closing will be communicated via the official radio station or in some cases directly to the employee by phone. Upon notification the employee will not be required to report to work that day. Employees covered under Appendix A and full-time employees covered under Appendix C will be paid for the day at their regular rate of pay. Part-time employees covered under Appendix C and Appendix D will not be paid but will have the first opportunity to be scheduled for a make-up day.

Explorers:

The Superintendent and Executive Director of Community Education will determine whether Explorers will be open on days when school is closed.

When Explorers is closed, employees will be paid at their regular hourly rate for the hours they were scheduled to work on that day.

When Explorers is open, a limited number of sites will be open. Staff are expected to report to work as scheduled. A chart detailing staff assignments on closure days will be distributed in the fall of each school year.

Staff will be paid time and a half for the hours they work on these days.

- a. Staff scheduled to work in the morning may be released earlier than scheduled based on discretion of MCE Management. Any staff released earlier than scheduled will be paid for a minimum of two hours at time and a half.
- b. An employee may request to leave their shift early on these days. If MCE Management approves this request, the employee will only be paid at time and a half for the time that they worked.
- c. Staff scheduled to work afternoon shifts may be contacted and told they don't need to report. This notice will be given with at least one-hour advance notice before their start time.
- d. Staff not assigned to work on closure days will not receive compensation.

### **2.13.3 School is Dismissed Early:**

All Employees Except Explorers:

Supervisors may dismiss the employee after all students have safely departed. If less than one-hour advanced notice is given, employees shall be paid for a maximum of two hours after early dismissal but not more than their normal shift for that day. If one-hour or more advanced notice is given, the employee will not be paid for any hours after early dismissal and supervisors will notify the employees of potential make-up day opportunities.

Explorers:

Explorers will be open until all children have been picked up by parents or guardians. Explorers staff must make arrangements to assure supervision of remaining students. Explorers employees shall be entitled to 1-1/2 times their regular rate of pay for time worked after school is dismissed until the employee is released for the day by a supervisor.

Example: School is dismissed early at 1:30 p.m. The employee will be paid 1-1/2 times their regular rate from the time they started at 1:30 p.m. or later until they are notified by a supervisor that their shift is complete.

### **2.13.4 Summer Aquatics**

Aquatics Facility or Beach is closed due to weather or emergencies or if the supervisor deems that the shift is overstaffed:

The employee has arrived at work and has already worked for more than 2 hours, the employee will be paid for hours worked.

The employee scheduled to work less than 2 hours arrives at work and the facility/beach is closed, then the employee will be paid for normal scheduled hours.

The employee scheduled to work more than 2 hours arrives at work and the facility/beach is closed, then the employee will be paid for 2 hours.

## **3.0 SALARY STRUCTURE**

**3.1** Employees will be compensated according to the following ranges and schedules:

- Program Managers (Appendix A)
- Explorers (Appendix B)
- All other MCE employees (Appendix C)
- Aquatics Employees (Appendix D)

Any position that does not clearly fall under Appendix A, B, C or D may be paid based on a percentage of the net proceeds. Programs with structured competitive seasons may be paid based on a seasonal stipend.

The determination of job classification placement shall be at the discretion of the Minnetonka Public Schools.

**3.2** Eligibility for salary increases for MCE employees will be granted on the following basis:

Approved salary increases will only be provided for staff with satisfactory job performance and continually improved performance. Failure to fulfill expectations shall result in possible withholding of the salary increases in addition to the corrective and disciplinary actions outlined in section 2.10.

Program Managers on Appendix A shall receive a 3-4% increase on July 1, 2023 ~~and a 3% increase on July 1, 2024. Program Managers hired prior to July 1, 2023, will also receive a 10% increase on January 1, 2024, but will not receive an increase on July 1, 2024. Program Managers hired after July 1, 2023, will receive a 3% increase on July 1, 2024.~~

Explorers staff on Appendix B shall receive a 3% increase on July 1, 2023, and a 3% increase on July 1, 2024.

MCE employees on Appendix C will receive a 3% increase on July 1, 2023, and a 3% increase on July 1, 2024.

No employees covered by Appendices A-D will be eligible for an increase on July 1, if they have not been employed for at least two (2) months.

**3.3** Eligibility for step salary increases for Aquatics employees will be granted on the following basis:

Employees who have worked for Aquatics for a minimum of six months will be eligible for a step increase on July 1 in a year in which a new agreement has been approved through School Board action that provides for step advancement. In a year when a new agreement has not been approved by the School Board, employees will remain at their current step until a new agreement is approved that provides for step advancement.

Substitute employees are not eligible for step advancement. Rates for substitutes will be determined on an individual basis by the Aquatics Director.

Approved step advancements will only be provided for staff with satisfactory job performance and continually improved performance. Failure to fulfill expectations shall result in possible withholding of the step increment.

Lifeguard Services rates will increase for eligible employees on May 1, 2024, and May 1, 2025.

Step increases shall be given to all other eligible Aquatics employees on Appendix D on July 1, 2023 and July 1, 2024. Employees above the schedule will receive a 2% increase on July 1, 2023 and July 1, 2024.

**4.0 RETIREMENT or VOLUNTARY SEVERANCE PLAN**

**4.1** This plan is available to all full-time employees. The employee must be at least 55 years of age and have completed a minimum of 20 years of service with the Minnetonka Public Schools.



Voluntary Severance Plan benefits will be credited to eligible employees from two sources: credit for years of service and credit for unused basic leave. For the purpose of this section, "day's salary" is defined as the highest daily salary received.

**4.2** Total credits shall be calculated as follows:

- 4.2.1** Credit for two (2) days salary for each year of service completed up to a maximum of 20 days.
- 4.2.2** Unused basic leave credit: Based on the district records of unused basic leave at the time of retirement up to 30 days salary will be awarded.
- 4.2.3** The dollar amount shall be paid in a lump sum.
- 4.2.4** In the event of the employee's death prior to the final payment the balance of such payments shall be paid to the employee's beneficiary or the employee's estate.

**5.0 APPROVED TIME OFF**

**5.1 Vacations**

- 5.1.1** Vacations shall apply only to employees who are employed full-time, full year as defined in Section 2.3 of this Handbook. They shall be granted a paid vacation which the employee shall earn from July 1 to June 30. Vacation shall be credited monthly. Such employees will be permitted to utilize their vacation period at a time, or times, mutually agreeable to the employee and the employee's supervisor.
  - 5.1.1.1** If employment is terminated because of a layoff, discontinuance of position, retirement, or resignation following a minimum of thirty (30) calendar days prior notice to the Employer, the employee is entitled to a prorated share of vacation earned and credited, which may be taken as time off or as direct compensation, at the discretion of the Employer.
- 5.1.2** Vacations are to be provided as follows. All employee vacation schedules are to be authorized by the employee's supervisor.
  - 5.1.2.1** Twelve (12) working days per year for the first five (5) years of employment, credited at the rate of 1 day per month.
  - 5.1.2.2** Fifteen (15) working days beginning with the sixth (6th) year of employment, credited at the rate of 1.25 days per month.
  - 5.1.2.3** Twenty (20) working days beginning with the eleventh (11<sup>th</sup>) year of employment credited at the rate of 1.66 days per month.
  - 5.1.2.4** Twenty-two (22) working days beginning with the sixteenth (16<sup>th</sup>) year of employment credited at the rate of 1.83 days per month.
- 5.1.3** For the purpose of computing vacation accrual for years of employment subsequent to the initial year of employment, the Employer will give a full year's credit if an employee is hired on a full-time basis prior to January 1. If initial employment occurs after January 1, no credit will be given for the first year of employment.
  - 5.1.3.1** As of July 1, the employee may carryover vacation up to a maximum of 25 days.

## 5.2 Holidays

The following holidays are observed:

1. Independence Day\*
2. Labor Day
3. Thanksgiving Day
4. The day following Thanksgiving
5. Christmas Eve
6. Christmas Day
7. New Year's Day
8. President's Day\*\*
9. Martin Luther King Day\*\*
10. Good Friday (If Good Friday is not recognized as a district holiday the employee shall have New Year's Eve Day as a holiday.)
11. Memorial Day

\*Aquatics employees who work on Independence Day will be paid as follows:

- 1.5 times their regular rate when July 4 is on Tuesday, Wednesday, or Thursday.
- 2 times their regular rate when July 4 is on Friday, Saturday, Sunday, or Monday.

\*\*Explorers employees who work on Martin Luther King Day and/or President's Day will receive the following:

- Holiday pay for the hours they would normally be scheduled to work on that day.
- A pro-rated floating holiday equivalent to the hours they worked on that day.
  - The floating holiday will be tracked in Skyward Employee Access and the date the floating holiday is used must be approved by the employee's supervisor.
  - If the floating holiday is not used by May 31 of the same school year, the hours will be paid out at 1 ½ times the regular rate on the first available payroll in June.

All employees who work a minimum of 15 hours per week or who are regularly scheduled to work five days per week for a minimum of 67 workdays per year are eligible for holiday pay. The employee must have worked the day preceding and following the holiday unless absent from work because of vacation, or authorized paid leave, or authorized non-duty day.

Employees shall be eligible for holiday pay only for those holidays falling within their annual assignment period. (Example: Employees who do not work summer and are not required to report to work until the first day of school will not be paid for Labor Day if Labor Day falls prior to the first day of school.)

Employees who do not work during the winter break or spring break are not eligible to receive holiday pay for any holiday that falls within that period of time.

If school is in session on any of these days or if any of these days falls on a weekend the holiday shall be taken on a day specified by the employer.

### **5.3 Basic Leave**

Basic leave is granted to all employees who work a minimum of 15 hours per week for a minimum of 67 workdays per year. The earned rate shall be one (1) day per each full month of employment. The rate is prorated for part-time employees. This leave shall be accrued throughout the length of the employee's employment. As a supplement to the monthly allocation, employees shall accrue one (1) additional basic leave day per year.

#### **5.3.1 Personal Medical Leave and Sick Leave**

Basic leave may be used when an employee is absent due to an illness or physical disability of the employee which prevented the employee's attendance at the employee's place of work and the performance of duties on that day or days.

The Employer may require an employee to furnish evidence of illness during an absence. In such event, the employee will be notified by Human Resources or his/her supervisor and instructed what medical documentation is required before the employee may return to work.

Employees whose absence, due to illness or injury, exceeds their accrued basic leave may request a leave without pay or the use of accrued vacation days if eligible.

In the event the illness or physical disability is one that can be predicted before its commencement, such as by way of example, but not limited to, elective surgery or pregnancy, the employee shall inform the employer in writing no later than three (3) months prior to the contemplated start date of the illness or physical disability, or as soon as the contemplated illness or disability is known, whichever occurs first.

In the event an employee fails to adhere to the requirements above, the District may at its option deny the use of basic leave to such employee during any absence for which the District did not receive proper notice from the employee.

During any one period of absence, employees shall be permitted to use their total accrued sick leave for the long-term disability (LTD) elimination period of 90 calendar days or up to 65 days of the employee's total accrued sick leave, whichever comes first.

An employee who returns to the District from an absence due to illness or physical disability for which the employee did not receive pay directly from the District shall retain all previous experience credit and any unused leave time accumulated under the provisions of this document at the beginning of the period of disability. The employee shall not accrue additional experience credit or leave time during the period of absence due to illness or physical disability for which the employee did not receive pay directly from the District.

### **5.3.2 Sick Child Care Leave**

An employee who qualifies for basic leave may use time accrued for absences due to an illness of the employee's child (under the age of 18) for such reasonable periods as the employee's attendance with the child may be necessary.

The employer may require an employee to furnish a medical certificate from a qualified physician as evidence of the child's illness during an extended absence of the employee or as the result of an unusual or abnormal pattern of absences in order to qualify for basic leave pay. In the event a medical certificate is required, the employee will be so advised.

### **5.3.3 Serious Illness Leave**

Basic leave may be used by employees for life-threatening surgery or serious illness where life is in peril in the employee's family.

Up to five (5) days if the illness involves the employee's parents, sister, brother, spouse, grandparents, children, grandchildren, or a blood relative who resides in the same household.

Three (3) days for the employee's spouse's father, mother, sister or brother or grandparents.

One (1) day per occurrence may be allowed for other relative or close friend.

Additional leave may be allowed under this Section at the discretion of the Employer, and if so, authorized in writing.

### **5.3.4 Bereavement Leave**

Employees may use basic leave for death or funeral according to the guidelines stated below:

Up to five (5) days if the death involves the employee's parents, sister, brother, spouse, grandparents, children, grandchildren, or a blood relative who resides in the same household.

Three (3) days for the employee's spouse's father, mother, sister or brother or grandparents.

One (1) day per occurrence may be allowed for other relative or close friend.

Additional leave may be allowed under this Section at the discretion of the Employer, and if so, authorized in writing.

### **5.3.5 Personal Leave**

Upon request one (1) day of personal leave will be granted without salary deduction following one year of employment to all personnel. This day of leave will be deducted from accrued basic leave.

Requests for personal leave shall be made in advance of its use and shall be subject to the approval of the immediate supervisor.

#### **5.3.6 Child Care Leave**

Child rearing leave of absences shall be available to employees for a period of time, not to exceed 12 weeks, for the purpose of caring for a newborn infant for whom the applicant has the legal responsibility for the care and/or support. Such leave is to be subsequent to the birth of the child or in the case of adoption, when the child is physically released to employee-parent.

At least two (2) calendar months prior to the estimated delivery date of the child, the employee shall be required to notify the Employer in writing whether or not the employee intends to take child-rearing leave. This election may be changed at any time before the employee is no longer disabled from working due to childbirth or pregnancy related disability or before the fifteenth (15th) day after the birth of the child, whichever is sooner. The estimated commencement date shall be the physician's projected date the employee will no longer be disabled from working due to childbirth or pregnancy related disability.

Upon filing an application for adoption of a child, the employee shall be required to notify the Employer in writing of the intention to take a child-rearing leave. Such notice is to include the estimated date when such leave shall become effective.

The actual commencement date of child-rearing leave shall be the date following the birth of the child on which the employee is no longer disabled due to childbirth and pregnancy related disability; or, in the case of adoption, the date when the child is physically released to the employee-parent. The return date shall be 12 weeks following the actual commencement of the leave.

If an employee complies with all the provisions of this section a child-rearing leave will be granted by the Employer. The Employer will notify the employee in writing of its action.

By mutual agreement, the length of a child-rearing leave may be altered.

An employee returning from child-rearing leave will be reinstated in the employee's former position or in a position of comparable level and hours, at the employer's discretion.

Employees on child-rearing leave shall notify the Employer in writing at least thirty (30) calendar days prior to the specified return date of said leave of their intention to either: (1) return to employment as scheduled in accordance with the return date of the leave or, (2) resign.

An employee who returns from child-rearing leave within the provisions of this Article, shall retain all previous experience credit and any unused leave time accumulated under the provisions of this agreement at the beginning of the leave.

The employee shall not accrue additional experience credit for leave time during the period of absence for child-rearing leave.

A child-rearing leave of absence granted under this article shall be a leave without pay or benefits, except if required by the Family Medical Leave Act.

**5.3.7 Extended Illness Leave**

Employees who are employed on a full-time, twelve-month basis and have been working for Minnetonka Community Education for at least one calendar year shall be granted forty-five (45) days of leave which shall be reserved for use only when accrued sick leave has been exhausted and in case of extended illness only, and which shall remain as “reserved leave” during employment. “Extended illness” shall be defined as an illness or disability extending more than fifteen (15) consecutive working days. This benefit can only be used one time during the employee’s work history with Minnetonka Schools.

**5.3.8 Adoption Leave**

Upon request to the Employer and approval from the supervisor, an employee who adopts a dependent child may use up to 10 days of basic leave for responsibilities associated with the adoption. To qualify for this leave, the employee shall provide the School District with documentation of the adoption. The number of approved days will be determined by the supervisor.

**5.4 JURY DUTY LEAVE**

When an employee serves on jury duty, the employee will be granted the day or days necessary as stipulated by the court to discharge this civic responsibility. The employee shall immediately notify the employer upon receipt of jury service notice. When the employee is released for a day or part of a day during any period of jury service, the employee shall report for work. The employee will receive pay for the hours the employee would have been regularly scheduled to work.

Compensation for jury duty service received by the employee shall be remitted in full to the employer. Compensation does not include expenses reimbursed to the employee by the Court. The employee may be required to submit proof of jury duty service.

**5.5 OTHER LONG and SHORT-TERM LEAVES**

An employee may apply for a leave of absence for any reason not covered under previous sections of this document.

Applications must be made in writing to the employer, setting forth the reason for the requested leave. No such leave shall be granted unless expressly authorized by the employer in writing.

In considering such leave requests, the employer will give consideration to the reason for the request, the effect on the organization, the availability of a substitute and other factors as may be deemed relevant by the employer. The granting or denying of such leave requests rests in the discretion of the employer. All leaves will be limited to two years.

Leaves of absence required by law will be granted according to the provisions of the law.

The employee shall not be eligible for wages or the fringe benefits provided for in this document. Employees granted leaves under this section shall be permitted to purchase at their own expense hospital/medical insurance fringe benefits to the extent permitted by the insurance carriers involved.

The employee will retain earned basic leave and vacation leave that was accrued up to the time of the leave for use upon the employee's return. No accrual for any purpose shall take place during the time that the employee is on such leave unless the employer has expressly provided for such in writing at the time of granting the leave.

Employees on leave shall notify the employer of their intention to return at least thirty (30) days in advance. Failure to return will result in termination of employment.

## **6.0 INSURANCE BENEFITS**

### **6.1 Medical/Hospital Insurance**

An employee shall be eligible for hospital/medical and major medical insurance benefits if the employee:

- is regularly employed for a minimum of thirty (30) hours per week for a minimum of 100 continuous duty days;
- is qualified under the terms of the insurance policy;
- has not terminated employment with the district.

Each eligible employee is offered the option of purchasing individual or family health insurance.

**6.1.1 Health Insurance for Full-time employees:** The employer will contribute up to \$726 per month toward the purchase of single, employee plus one, or family health insurance coverage. In the event that the monthly premium for single insurance increases by more than 5% in year 2 of the policy, the employee will be responsible to pay for the first 5% of the premium increase. The District will increase its monthly contribution to cover the cost of the premium increase above the first 5% not to exceed \$50 per month.

#### **6.1.2 Program Managers:**

District contributions for health insurance for Program Managers:

<b>Type of Insurance Coverage</b>	<b>Monthly District Contribution 2023-24</b>	<b>Monthly District Contribution 2024-25</b>
Single	\$726	\$762
Employee +1	\$809	\$849
Family	\$910	\$956

In the event that the monthly premium increases by more than the District contribution in year 2 of the policy, the employee will be responsible for the additional cost of the monthly premium.

**6.1.3** The district's contribution may be applied to any plan offered by the district.

**6.1.4** Coverage begins on the date of hire, or as provided by the carrier.

**6.1.5** An employee shall continue to be eligible for hospitalization, medical and major medical insurance benefits if the employee is on a medical leave of absence, approved in writing, for a period not to exceed two (2) years. The district shall pay \$100 toward the cost of health insurance for the employee; the period shall not exceed two (2) years.

## **6.2 Income Protection Insurance**

The Employer shall pay the full premium for income protection insurance for each employee who is regularly scheduled to work thirty (30) or more hours per week. The premium shall be paid by the employee on an after-tax basis. Such income protection insurance provisions shall be available for employees only if offered by the insurance carrier and then only on the basis of the provisions and coverage the carrier is willing to provide. Coverages and benefits provided shall be, in all cases, governed by the terms and conditions of the insurance carrier. Such income protection insurance provision shall be available for employees over the age of sixty-five (65), only if offered by the insurance carrier and then only based on the provisions and coverage the carrier is willing to provide. The Employer will select the insurance carrier and the insurance policy.

## **6.3 Dental Insurance**

The employer shall pay for individual dental coverage for all employees who are eligible for and enrolled in the School District Group Dental Plan. Family dental is available; the difference between family and single shall be borne by the employee.

## **6.4 Term Life Insurance**

The Employer shall pay for a \$25,000 term life insurance policy, each with a double-indemnity provision in the case of an accidental death for each employee who is regularly scheduled to work thirty (30) or more hours per week. Such life insurance provisions shall be available for employees only based on the provisions and coverage the carrier is willing to provide. Life insurance provisions shall be available for employees over the age of sixty-five (65) only if offered by the insurance carrier and then only based on the provisions and coverage the carrier is willing to provide. The Employer will select the insurance carrier and the policy of the insurance.

## **6.5 Tax Sheltered Annuity**

**6.5.1** This program is available through the school district for all full-time, full-year and full-time, partial year employees as defined in Section 2.3 of this Handbook. In order to qualify employees must enter into a contract modification on a form provided by the school district payroll department.

**6.5.2** No contract modifications for the purchase of a tax-sheltered annuity will be accepted for less than \$10.00 per pay period.



**6.5.3** All full-time employees who enter into a contract modification for this program are eligible to receive a district matching annuity if they meet the following eligibility requirements:

**6.5.3.1** Up to one (1) percent match of base earnings after three (3) continuous years of service as a full time, full-year, or full-time, partial year employee as of July 1 of each year.

**6.5.3.2** Up to two (2) percent match of base earnings after six (6) continuous years of service as a full time, full-year, or full-time, partial year employee as of July 1 of each year.

**6.5.3.3** Up to three (3) percent match of base earnings after ten (10) continuous years of service as a full time, full-year, or full-time, partial year employee as of July 1 of each year.

## **6.6 Flex-Choice Plan**

**6.6.1** All regularly paid employees are eligible to participate in this plan. Employees may elect to allocate moneys from their salary to be used for the purchase of medical, vision, dental, and dependent care expenses on a pre-tax basis.

## **7.0 GRIEVANCE PROCEDURE**

**7.1** A grievance shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and employer as to the interpretation or application of terms and conditions of employment as outlined in this document.

**7.2** If a situation should ever develop where an employee wants to bring a grievance to the attention of management, the following procedure will be used:

**7.2.1** Level I Informal Discussion: Before a written grievance is submitted, informal discussions shall take place between the aggrieved party and the supervisor. Through these discussions the parties shall attempt to resolve the problem. If the grievance is not resolved, the employee may request in writing a Level II grievance hearing with the Executive Director.

**7.2.2** Level II Executive Director. If the grievance is not resolved through informal discussions between the employee and the Executive Director, the employee may request in writing a Level III grievance hearing with the Superintendent or the Superintendent's designee.

**7.2.3** Level III Superintendent or Designee: If the grievance is not resolved through informal discussions between the employee and the Superintendent of School or the Superintendent's designee, the Superintendent or the Designee shall issue a written decision on the grievance. Said written decision shall be issue within ten (10) days after the informal discussions have terminated.

**7.2.4** Level IV School Board. In the event the grievance is not resolved at Level III, the decision rendered by the Superintendent may be appealed to the School Board provided such appeal is made in writing within five (5) days after receipt of the decision in level III. If a grievance is properly appealed to the School Board, the School Board shall set forth a time to hear the grievance. Said hearing shall be

scheduled within thirty (30) days of receipt of the appeal. Within ten (10) days after the meeting, the School Board shall issue its decision in writing to the parties involve.

## **8.0 EVENTS FOR PROGRAM MANAGERS**

- 8.1** Program Managers are exempt from receiving overtime pay. The District will continue to work with Program Managers fairly in regards to working important weekend events for Minnetonka Community Education. Therefore, the following procedure is put into place.
- 8.2** MCE will assign a Saturday or Sunday as part of the normal work week for Program Managers based on seasonal needs for specific programs. When assigning a Saturday or a Sunday, a weekday (Monday through Friday) will be exchanged for the Saturday or Sunday workday within the same week. This schedule will be assigned by MCE Management.
- 8.3** Due to the nature of our program offerings, Program Managers will be assigned to work on weekday evenings, holidays, and weekends.

If the assignment involves five or more hours, the Program Manager will be credited eight hours of floating holiday time for this work. Program Managers that work ten or more hours on the day of Tour de Tonka will be credited 16 hours of floating holiday time. Program Managers with a seasonal weekend assignment (example: Rec Basketball on Saturday or Sunday) will take an approved weekday off following the weekend in which they worked.

Floating Holiday time may be used per the following criteria:

- a. Program Managers must use the floating holiday time in the fiscal year it was earned, no later than June 30. Floating Holiday(s) not used by June 30 are lost.
- b. No more than two days of Floating Holiday time can be combined to create multiple paid days off.
- c. The Program Manager must have received prior approval by the Program Manager's supervisor for the requested time off.
- d. If the work performed falls within their personal last pay-period of employment, there will be no compensation for a Floating Holiday(s).
- e. If the assignment involves less than five hours work, there will be no Floating Holiday time earned.
- f. This benefit is pro-rated for part-time staff.
- g. The following work assignments may earn Floating Holiday time:
  - a. Youth Triathlon
  - b. Firecracker Run (if the event is managed by MCE)
  - c. Tour de Tonka
  - d. Fall de Tonka
  - e. Recitals
  - f. Finales or East Meets West
  - g. Weekend Basketball
  - h. Ski & Snowboard Club Trips
  - i. Other MCE and School Events (not including those listed above)

***Cross References:***

401	Equal Employment Opportunities
404	Employment Background Checks
406	Records of Employees/Policies Regarding Collection, Maintenance and Release Thereof
410	Family and Medical Leave Act
412	Employee Reimbursement Policy
417	Chemical Use Policy
418	Tobacco-free Environment
424	License Status
425	Leave of Absence Without Pay
427	Harassment and Violence
428	Respectful Workplace
431	Wage Rates–Part Time and/or Substitute
433	Nepotism

*Approved: June 1, 2023*

*Reviewed: April 11, 2024*

## APPENDIX A: MINIMUM SALARIES FOR MCE PROGRAM MANAGERS

Position	FTE	2023-2025 New Hire Minimum
Adult Program Manager	1	\$50,000
Explorers Manager	1	\$62,500
Music Academy Manager	0.75	\$37,500
Project SOAR Manager (210 days per year)	0.75	\$31,750
Youth and Adult Program Manager	1	\$50,000
Youth Enrichment Manager	1	\$50,000
Youth Recreation Manager	1	\$50,000

## APPENDIX B: EXPLORERS EMPLOYEES MINIMUM HOURLY RATES

Position	Minimum Rates	
	July 1, 2023	July 1, 2024
Student Assistants 15 yrs old	\$11.35	\$11.70
High School Assistants 16+ yrs old	\$13.40	\$13.80
Program Aide	\$15.45	\$15.90
Program Assistants	\$17.50	\$18.00
Program Leaders	\$19.55	\$20.10
Behavior Assistant	\$20.10	\$20.70
Assistant Site Supervisor K-5	\$21.65	\$22.30
Assistant Site Supervisor for Juniors	\$23.70	\$24.40
Program Specialist	\$22.15	\$22.80
Lead Juniors Instructor	\$22.65	\$23.30
Site Supervisor	\$24.70	\$25.40

- Explorers staff working a split shift are paid an additional 55 cents per hour.
- Explorers staff are required to complete annual professional development hours. The professional development schedule must be pre-approved by the program coordinator or program manager. Employees will be paid at their regular rate of pay for professional development hours. Full-time employees must complete the professional development hours within their regularly scheduled work hours.

## APPENDIX C: MINNETONKA COMMUNITY EDUCATION MINIMUM WAGE RATES FOR 2023-2025

Positions	Minimum Rate for 2023-2025
Student Program Assistants & Coaching Assistants (under age 16)	\$11.00
Gymnastics Student Coach (under age 16)	\$11.83
Student Field/Gym Supervisors, Student Program Assistants & Coaching Assistants (age 16+)	\$14.00
High School Student Referee per game	\$15.00
Gymnastics Student Coach (age 16+)	\$15.84
Building/Field/Gym Supervisor (adult)	\$18.00
Adult & Youth Program Instructors I	\$18.50
Alone at Home/First Aid Instructors, Quest Counselors	\$19.00
Adult & Youth Instructors II, Gymnastics Coach I (adult), Program Supervisor, Summer Rec Supervisor, Student Support Assistant	\$20.00
Tennis Instructors	\$21.00
Tutor I and Early Childhood Screener	\$22.00
Adult & Youth Instructors III, Quest Supervisor	\$23.00
Gymnastics Coaches II (adult)	\$23.81
Referee per game (adult)	\$25.00
ABE Instructors, Music Instructors I, and Tutor II (teacher license), MCE CPR Instructors	\$28.36
Youth Instructor IV	\$31.00
Gymnastics Manager, Music Instructors II, Tutor III (teacher license with Master's degree)	\$31.86
Computer Instructors	\$34.00

## APPENDIX D: 2023-2025 MINNETONKA AQUATICS PAY SCHEDULES

Hourly Positions	Step 1	Step 2	Step 3	Step 4
<b>LIFEGUARD SERVICES (Rates effective 5/1/2023)</b>				
Pool Lifeguard	\$15.00	\$15.50	\$16.00	\$16.50
Beach Lifeguard	\$16.50	\$16.75	\$17.00	\$17.25
Lead Lifeguard	\$18.00	\$18.50	\$19.00	\$19.50
Beach Supervisor	\$20.00	\$20.50	\$21.00	\$21.50
Lifeguard Training Instructor & Coordinator	\$21.00	\$21.50	\$22.00	\$22.50
Beach Services Program Coordinator	\$21.00	\$21.50	\$22.00	\$22.50
<b>REC PROGRAMS</b>				
Rec Team Coach	\$ 15.00	\$ 15.25	\$ 15.50	\$ 15.75
Assistant Diving Instructor	\$ 15.00	\$ 15.25	\$ 15.50	\$ 15.75
Swim Instructors	\$ 15.00	\$ 15.25	\$ 15.50	\$ 15.75
On Deck Coordinator	\$ 17.00	\$ 17.50	\$ 18.00	\$ 18.50
Lead Diving Instructor	\$ 17.00	\$ 17.50	\$ 18.00	\$ 18.50
<b>COMPETITIVE SWIM PROGRAMS</b>				
Assistant Swim Club Coach	\$ 18.00	\$ 18.50	\$ 19.00	\$ 19.50
Junior Coach	\$ 16.00	\$ 16.50	\$ 17.00	\$ 17.50
Masters Coach	\$ 22.00	\$ 22.50	\$ 23.00	\$ 23.50

## MINNETONKA PUBLIC SCHOOLS

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### Policy #440: HANDBOOK FOR MINNETONKA COMMUNITY EDUCATION AND/OR AQUATICS PERSONNEL TERMS OF EMPLOYMENT AND WAGES

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#### 1.0 PURPOSE

The purpose of this policy is to provide the terms and conditions of employment for Minnetonka Community Education and/or Aquatics employees who are not covered by a Master Agreement effective from July 1, 2023, until June 30, 2025.

This policy is not an employment contract, express or implied, nor does it guarantee employment for any specific length of time. The Minnetonka Public Schools may modify, amend, or rescind this policy without notice. The Minnetonka Public Schools has sole responsibility for interpretation of any issues as they relate to this policy.

#### 2.0 EMPLOYMENT

**2.1** Formal guidelines are necessary to set salaries/wages, establish benefits and determine working conditions for employees of Minnetonka Community Education and/or Aquatics.

**2.1.1** Exceptions are employees who are covered by a Master Agreement between the School Board and respective employee groups of the Minnetonka Public Schools.

**2.1.2** The Executive Director of Minnetonka Community Education and Aquatics Director have individual contracts with the School Board and are therefore exceptions to this policy.

**2.2** Wages paid should reflect marketplace availability of personnel as well as the following two conditions:

**2.2.1** All wages will be paid at or above the minimum wage rate as prescribed by law.

**2.2.2** No wages will exceed the parameters established per position.

#### **2.3 Definitions**

**Full-time, Full Year:** shall mean any Minnetonka Community Education and/or Aquatics employee whose normal work week is 30 hours or more and works 12 months per year.

**Full-time, Partial Year:** shall mean any Minnetonka Community Education and/or Aquatics employee whose normal work week is 30 hours or more and works fewer than 12 months per year but more than 67 continuous workdays per year.

**Part-Time/Seasonal:** shall mean any Minnetonka Community Education and/or Aquatics employee whose normal work week is regularly scheduled for fewer than 30 hours per



week. This also includes employees who work more than 30 hours per week but fewer than 67 continuous workdays per year.

**Exempt vs. Non-Exempt:** Determination of exempt vs. non-exempt status will follow the requirements that are outlined in the FLSA regulations.

#### **2.4 Confirmation of Employment**

Each employee will receive written notification stating the position title, employment classification, normal workweek, eligible benefits, and rate of pay. The District will on an annual basis provide updated individual assignment information online via Skyward Employee Access.

#### **2.5 Time Records.**

To ensure that accurate records are kept and that employees are paid in a timely manner, hourly employees will submit an employee time sheet for all hours worked in each two-week pay period. All employees are responsible for reporting time off -- including any vacation, holidays, or any other leave.

#### **2.6 Length of Work Week and Hours**

Recognizing the nature of Minnetonka Community Education and/or Aquatics whereby employment takes place before and after the school day, many employees work a nontraditional workday and/or nontraditional work week. Each employee is entitled to one (1) 15-minute break for every 4 hours of employment. If an employee works eight (8) consecutive hours per day the employee shall have an unpaid duty-free lunch (dinner) period that shall be at least one-half hour but not to exceed one hour.

#### **2.7 Probationary Period**

**2.7.1** An employee is a probationary employee during the first twelve calendar months of employment. Months not worked shall not be counted towards completion of the probationary period (i.e., summer months).

**2.7.2** The Employer reserves the right to discipline, lay off, and/or discharge with respect to probationary employees. No matter concerning the discipline, layoff or termination of a probationary employee shall be subject to the grievance procedure. However, a probationary employee shall have the right to bring a grievance on any other provisions of the policy alleged to have been violated.

**2.7.3** During the probationary period, the district shall provide a written performance appraisal prior to the completion of the twelve-month probationary period.

#### **2.8 Performance Evaluations**

The District shall provide performance evaluations to each employee with a written performance appraisal at least annually. The performance evaluation shall be reviewed with the employee and a copy placed in the employee's personnel file.

#### **2.9 Professional Development**

The District supervisors shall provide support for employee professional development in accord with the District staff development plan.

## **2.10 Employee Conduct and Disciplinary Action**

### **2.10.1 Employee Conduct and Performance**

Employees are expected to comply with all state and federal laws and all School District policies, and to meet performance expectations.

### **2.10.2 Disciplinary Action**

If employee conduct violates state or federal laws, District policy, or performance does not meet acceptable standards, the District may take appropriate corrections or disciplinary actions, including oral warning, written warning, suspension with or without pay, or termination. The employee shall be afforded due process in accord with law.

## **2.11 Reduction in Hours**

Recognizing the nature of Minnetonka Community Education and/or Aquatics, where employment is based on enrollment or funding, it may be necessary to change the employment status of employees. The employer shall normally give the employee two (2) weeks advance notice.

## **2.12 Layoff**

For the purpose of this section, layoff is defined as the elimination of a position. The employer may give the employee two (2) weeks advance notice. An employee on layoff will be placed on a recall list for up to two years.

## **2.13 Emergency Closings**

In the event it becomes necessary to delay the opening, close early or close completely a school facility due to an emergency, the following shall cover all non-exempt (hourly) employees:

### **2.13.1 School Start Time is Delayed:**

All Employees Except Explorers:

Delayed openings will be communicated via the official radio station or directly to the employee by phone. Upon notification the employee may delay reporting to work for the same period as the school opening is delayed. If rescheduling on that day is possible, the employee will work the normal daily hours once the employee reports to work. If rescheduling on that day is not possible, the employee shall receive pay for the time that the employee was scheduled to work. An employee whose work schedule is not affected by the delay will report to work at the normal scheduled time.

Explorers:

When the opening of school is delayed, Explorers employees are expected to be at work to receive students beginning at the normal time. Explorers employees shall be entitled to 1-1/2 times their regular rate of pay for time worked as follows:

Elementary: Staff will be paid 1-1/2 times their regular rate of pay up until the delayed school start time on that day.

Example: There is a two-hour delayed school start time, so school will start at 10:00 a.m. instead of 8:00 a.m. The employee will be paid 1-1/2 times their regular rate from the time they started that morning up until 10:00 a.m.

Junior Explorers Staff will be paid 1-1/2 times their regular rate of pay up until 11:45 a.m.

Example: Minnetonka Preschool will not have morning classes because the start of the school day is delayed across the District. The employee will be paid 1-1/2 times their regular rate from the time they started that morning up until 11:45 a.m.

### **2.13.2 School is Closed:**

All Employees Except Explorers:

School closing will be communicated via the official radio station or in some cases directly to the employee by phone. Upon notification the employee will not be required to report to work that day. Employees covered under Appendix A and full-time employees covered under Appendix C will be paid for the day at their regular rate of pay. Part-time employees covered under Appendix C and Appendix D will not be paid but will have the first opportunity to be scheduled for a make-up day.

Explorers:

The Superintendent and Executive Director of Community Education will determine whether Explorers will be open on days when school is closed.

When Explorers is closed, employees will be paid at their regular hourly rate for the hours they were scheduled to work on that day.

When Explorers is open, a limited number of sites will be open. Staff are expected to report to work as scheduled. A chart detailing staff assignments on closure days will be distributed in the fall of each school year.

Staff will be paid time and a half for the hours they work on these days.

- a. Staff scheduled to work in the morning may be released earlier than scheduled based on discretion of MCE Management. Any staff released earlier than scheduled will be paid for a minimum of two hours at time and a half.
- b. An employee may request to leave their shift early on these days. If MCE Management approves this request, the employee will only be paid at time and a half for the time that they worked.
- c. Staff scheduled to work afternoon shifts may be contacted and told they don't need to report. This notice will be given with at least one-hour advance notice before their start time.
- d. Staff not assigned to work on closure days will not receive compensation.

### **2.13.3 School is Dismissed Early:**

All Employees Except Explorers:

Supervisors may dismiss the employee after all students have safely departed. If less than one-hour advanced notice is given, employees shall be paid for a maximum of two hours after early dismissal but not more than their normal shift for that day. If one-hour or more advanced notice is given, the employee will not be paid for any hours after early dismissal and supervisors will notify the employees of potential make-up day opportunities.

Explorers:

Explorers will be open until all children have been picked up by parents or guardians. Explorers staff must make arrangements to assure supervision of remaining students. Explorers employees shall be entitled to 1-1/2 times their regular rate of pay for time worked after school is dismissed until the employee is released for the day by a supervisor.

Example: School is dismissed early at 1:30 p.m. The employee will be paid 1-1/2 times their regular rate from the time they started at 1:30 p.m. or later until they are notified by a supervisor that their shift is complete.

### **2.13.4 Summer Aquatics**

Aquatics Facility or Beach is closed due to weather or emergencies or if the supervisor deems that the shift is overstaffed:

The employee has arrived at work and has already worked for more than 2 hours, the employee will be paid for hours worked.

The employee scheduled to work less than 2 hours arrives at work and the facility/beach is closed, then the employee will be paid for normal scheduled hours.

The employee scheduled to work more than 2 hours arrives at work and the facility/beach is closed, then the employee will be paid for 2 hours.

## **3.0 SALARY STRUCTURE**

**3.1** Employees will be compensated according to the following ranges and schedules:

- Program Managers (Appendix A)
- Explorers (Appendix B)
- All other MCE employees (Appendix C)
- Aquatics Employees (Appendix D)

Any position that does not clearly fall under Appendix A, B, C or D may be paid based on a percentage of the net proceeds. Programs with structured competitive seasons may be paid based on a seasonal stipend.

The determination of job classification placement shall be at the discretion of the Minnetonka Public Schools.

**3.2** Eligibility for salary increases for MCE employees will be granted on the following basis:

Approved salary increases will only be provided for staff with satisfactory job performance and continually improved performance. Failure to fulfill expectations shall result in possible withholding of the salary increases in addition to the corrective and disciplinary actions outlined in section 2.10.

Program Managers on Appendix A shall receive a 3-4% increase on July 1, 2023. Program Managers hired prior to July 1, 2023, will also receive a 10% increase on January 1, 2024, but will not receive an increase on July 1, 2024. Program Managers hired after July 1, 2023, will receive a 3% increase on July 1, 2024.

Explorers staff on Appendix B shall receive a 3% increase on July 1, 2023, and a 3% increase on July 1, 2024.

MCE employees on Appendix C will receive a 3% increase on July 1, 2023, and a 3% increase on July 1, 2024.

No employees covered by Appendices A-D will be eligible for an increase on July 1, if they have not been employed for at least two (2) months.

**3.3** Eligibility for step salary increases for Aquatics employees will be granted on the following basis:

Employees who have worked for Aquatics for a minimum of six months will be eligible for a step increase on July 1 in a year in which a new agreement has been approved through School Board action that provides for step advancement. In a year when a new agreement has not been approved by the School Board, employees will remain at their current step until a new agreement is approved that provides for step advancement.

Substitute employees are not eligible for step advancement. Rates for substitutes will be determined on an individual basis by the Aquatics Director.

Approved step advancements will only be provided for staff with satisfactory job performance and continually improved performance. Failure to fulfill expectations shall result in possible withholding of the step increment.

Lifeguard Services rates will increase for eligible employees on May 1, 2024, and May 1, 2025.

Step increases shall be given to all other eligible Aquatics employees on Appendix D on July 1, 2023 and July 1, 2024. Employees above the schedule will receive a 2% increase on July 1, 2023 and July 1, 2024.

**4.0 RETIREMENT or VOLUNTARY SEVERANCE PLAN**

**4.1** This plan is available to all full-time employees. The employee must be at least 55 years of age and have completed a minimum of 20 years of service with the Minnetonka Public Schools.

Voluntary Severance Plan benefits will be credited to eligible employees from two sources: credit for years of service and credit for unused basic leave. For the purpose of this section, "day's salary" is defined as the highest daily salary received.

**4.2** Total credits shall be calculated as follows:

- 4.2.1** Credit for two (2) days salary for each year of service completed up to a maximum of 20 days.
- 4.2.2** Unused basic leave credit: Based on the district records of unused basic leave at the time of retirement up to 30 days salary will be awarded.
- 4.2.3** The dollar amount shall be paid in a lump sum.
- 4.2.4** In the event of the employee's death prior to the final payment the balance of such payments shall be paid to the employee's beneficiary or the employee's estate.

**5.0 APPROVED TIME OFF**

**5.1 Vacations**

- 5.1.1** Vacations shall apply only to employees who are employed full-time, full year as defined in Section 2.3 of this Handbook. They shall be granted a paid vacation which the employee shall earn from July 1 to June 30. Vacation shall be credited monthly. Such employees will be permitted to utilize their vacation period at a time, or times, mutually agreeable to the employee and the employee's supervisor.
  - 5.1.1.1** If employment is terminated because of a layoff, discontinuance of position, retirement, or resignation following a minimum of thirty (30) calendar days prior notice to the Employer, the employee is entitled to a prorated share of vacation earned and credited, which may be taken as time off or as direct compensation, at the discretion of the Employer.
- 5.1.2** Vacations are to be provided as follows. All employee vacation schedules are to be authorized by the employee's supervisor.
  - 5.1.2.1** Twelve (12) working days per year for the first five (5) years of employment, credited at the rate of 1 day per month.
  - 5.1.2.2** Fifteen (15) working days beginning with the sixth (6th) year of employment, credited at the rate of 1.25 days per month.
  - 5.1.2.3** Twenty (20) working days beginning with the eleventh (11<sup>th</sup>) year of employment credited at the rate of 1.66 days per month.
  - 5.1.2.4** Twenty-two (22) working days beginning with the sixteenth (16<sup>th</sup>) year of employment credited at the rate of 1.83 days per month.
- 5.1.3** For the purpose of computing vacation accrual for years of employment subsequent to the initial year of employment, the Employer will give a full year's credit if an employee is hired on a full-time basis prior to January 1. If initial employment occurs after January 1, no credit will be given for the first year of employment.
  - 5.1.3.1** As of July 1, the employee may carryover vacation up to a maximum of 25 days.

## 5.2 Holidays

The following holidays are observed:

1. Independence Day\*
2. Labor Day
3. Thanksgiving Day
4. The day following Thanksgiving
5. Christmas Eve
6. Christmas Day
7. New Year's Day
8. President's Day\*\*
9. Martin Luther King Day\*\*
10. Good Friday (If Good Friday is not recognized as a district holiday the employee shall have New Year's Eve Day as a holiday.)
11. Memorial Day

\*Aquatics employees who work on Independence Day will be paid as follows:

- 1.5 times their regular rate when July 4 is on Tuesday, Wednesday, or Thursday.
- 2 times their regular rate when July 4 is on Friday, Saturday, Sunday, or Monday.

\*\*Explorers employees who work on Martin Luther King Day and/or President's Day will receive the following:

- Holiday pay for the hours they would normally be scheduled to work on that day.
- A pro-rated floating holiday equivalent to the hours they worked on that day.
  - The floating holiday will be tracked in Skyward Employee Access and the date the floating holiday is used must be approved by the employee's supervisor.
  - If the floating holiday is not used by May 31 of the same school year, the hours will be paid out at 1 ½ times the regular rate on the first available payroll in June.

All employees who work a minimum of 15 hours per week or who are regularly scheduled to work five days per week for a minimum of 67 workdays per year are eligible for holiday pay. The employee must have worked the day preceding and following the holiday unless absent from work because of vacation, or authorized paid leave, or authorized non-duty day.

Employees shall be eligible for holiday pay only for those holidays falling within their annual assignment period. (Example: Employees who do not work summer and are not required to report to work until the first day of school will not be paid for Labor Day if Labor Day falls prior to the first day of school.)

Employees who do not work during the winter break or spring break are not eligible to receive holiday pay for any holiday that falls within that period of time.

If school is in session on any of these days or if any of these days falls on a weekend the holiday shall be taken on a day specified by the employer.

### **5.3 Basic Leave**

Basic leave is granted to all employees who work a minimum of 15 hours per week for a minimum of 67 workdays per year. The earned rate shall be one (1) day per each full month of employment. The rate is prorated for part-time employees. This leave shall be accrued throughout the length of the employee's employment. As a supplement to the monthly allocation, employees shall accrue one (1) additional basic leave day per year.

#### **5.3.1 Personal Medical Leave and Sick Leave**

Basic leave may be used when an employee is absent due to an illness or physical disability of the employee which prevented the employee's attendance at the employee's place of work and the performance of duties on that day or days.

The Employer may require an employee to furnish evidence of illness during an absence. In such event, the employee will be notified by Human Resources or his/her supervisor and instructed what medical documentation is required before the employee may return to work.

Employees whose absence, due to illness or injury, exceeds their accrued basic leave may request a leave without pay or the use of accrued vacation days if eligible.

In the event the illness or physical disability is one that can be predicted before its commencement, such as by way of example, but not limited to, elective surgery or pregnancy, the employee shall inform the employer in writing no later than three (3) months prior to the contemplated start date of the illness or physical disability, or as soon as the contemplated illness or disability is known, whichever occurs first.

In the event an employee fails to adhere to the requirements above, the District may at its option deny the use of basic leave to such employee during any absence for which the District did not receive proper notice from the employee.

During any one period of absence, employees shall be permitted to use their total accrued sick leave for the long-term disability (LTD) elimination period of 90 calendar days or up to 65 days of the employee's total accrued sick leave, whichever comes first.

An employee who returns to the District from an absence due to illness or physical disability for which the employee did not receive pay directly from the District shall retain all previous experience credit and any unused leave time accumulated under the provisions of this document at the beginning of the period of disability. The employee shall not accrue additional experience credit or leave time during the period of absence due to illness or physical disability for which the employee did not receive pay directly from the District.



### **5.3.2 Sick Child Care Leave**

An employee who qualifies for basic leave may use time accrued for absences due to an illness of the employee's child (under the age of 18) for such reasonable periods as the employee's attendance with the child may be necessary.

The employer may require an employee to furnish a medical certificate from a qualified physician as evidence of the child's illness during an extended absence of the employee or as the result of an unusual or abnormal pattern of absences in order to qualify for basic leave pay. In the event a medical certificate is required, the employee will be so advised.

### **5.3.3 Serious Illness Leave**

Basic leave may be used by employees for life-threatening surgery or serious illness where life is in peril in the employee's family.

Up to five (5) days if the illness involves the employee's parents, sister, brother, spouse, grandparents, children, grandchildren, or a blood relative who resides in the same household.

Three (3) days for the employee's spouse's father, mother, sister or brother or grandparents.

One (1) day per occurrence may be allowed for other relative or close friend.

Additional leave may be allowed under this Section at the discretion of the Employer, and if so, authorized in writing.

### **5.3.4 Bereavement Leave**

Employees may use basic leave for death or funeral according to the guidelines stated below:

Up to five (5) days if the death involves the employee's parents, sister, brother, spouse, grandparents, children, grandchildren, or a blood relative who resides in the same household.

Three (3) days for the employee's spouse's father, mother, sister or brother or grandparents.

One (1) day per occurrence may be allowed for other relative or close friend.

Additional leave may be allowed under this Section at the discretion of the Employer, and if so, authorized in writing.

### **5.3.5 Personal Leave**

Upon request one (1) day of personal leave will be granted without salary deduction following one year of employment to all personnel. This day of leave will be deducted from accrued basic leave.

Requests for personal leave shall be made in advance of its use and shall be subject to the approval of the immediate supervisor.

#### **5.3.6 Child Care Leave**

Child rearing leave of absences shall be available to employees for a period of time, not to exceed 12 weeks, for the purpose of caring for a newborn infant for whom the applicant has the legal responsibility for the care and/or support. Such leave is to be subsequent to the birth of the child or in the case of adoption, when the child is physically released to employee-parent.

At least two (2) calendar months prior to the estimated delivery date of the child, the employee shall be required to notify the Employer in writing whether or not the employee intends to take child-rearing leave. This election may be changed at any time before the employee is no longer disabled from working due to childbirth or pregnancy related disability or before the fifteenth (15th) day after the birth of the child, whichever is sooner. The estimated commencement date shall be the physician's projected date the employee will no longer be disabled from working due to childbirth or pregnancy related disability.

Upon filing an application for adoption of a child, the employee shall be required to notify the Employer in writing of the intention to take a child-rearing leave. Such notice is to include the estimated date when such leave shall become effective.

The actual commencement date of child-rearing leave shall be the date following the birth of the child on which the employee is no longer disabled due to childbirth and pregnancy related disability; or, in the case of adoption, the date when the child is physically released to the employee-parent. The return date shall be 12 weeks following the actual commencement of the leave.

If an employee complies with all the provisions of this section a child-rearing leave will be granted by the Employer. The Employer will notify the employee in writing of its action.

By mutual agreement, the length of a child-rearing leave may be altered.

An employee returning from child-rearing leave will be reinstated in the employee's former position or in a position of comparable level and hours, at the employer's discretion.

Employees on child-rearing leave shall notify the Employer in writing at least thirty (30) calendar days prior to the specified return date of said leave of their intention to either: (1) return to employment as scheduled in accordance with the return date of the leave or, (2) resign.

An employee who returns from child-rearing leave within the provisions of this Article, shall retain all previous experience credit and any unused leave time accumulated under the provisions of this agreement at the beginning of the leave.

The employee shall not accrue additional experience credit for leave time during the period of absence for child-rearing leave.

A child-rearing leave of absence granted under this article shall be a leave without pay or benefits, except if required by the Family Medical Leave Act.

#### **5.3.7 Extended Illness Leave**

Employees who are employed on a full-time, twelve-month basis and have been working for Minnetonka Community Education for at least one calendar year shall be granted forty-five (45) days of leave which shall be reserved for use only when accrued sick leave has been exhausted and in case of extended illness only, and which shall remain as “reserved leave” during employment. “Extended illness” shall be defined as an illness or disability extending more than fifteen (15) consecutive working days. This benefit can only be used one time during the employee’s work history with Minnetonka Schools.

#### **5.3.8 Adoption Leave**

Upon request to the Employer and approval from the supervisor, an employee who adopts a dependent child may use up to 10 days of basic leave for responsibilities associated with the adoption. To qualify for this leave, the employee shall provide the School District with documentation of the adoption. The number of approved days will be determined by the supervisor.

### **5.4 JURY DUTY LEAVE**

When an employee serves on jury duty, the employee will be granted the day or days necessary as stipulated by the court to discharge this civic responsibility. The employee shall immediately notify the employer upon receipt of jury service notice. When the employee is released for a day or part of a day during any period of jury service, the employee shall report for work. The employee will receive pay for the hours the employee would have been regularly scheduled to work.

Compensation for jury duty service received by the employee shall be remitted in full to the employer. Compensation does not include expenses reimbursed to the employee by the Court. The employee may be required to submit proof of jury duty service.

### **5.5 OTHER LONG and SHORT-TERM LEAVES**

An employee may apply for a leave of absence for any reason not covered under previous sections of this document.

Applications must be made in writing to the employer, setting forth the reason for the requested leave. No such leave shall be granted unless expressly authorized by the employer in writing.

In considering such leave requests, the employer will give consideration to the reason for the request, the effect on the organization, the availability of a substitute and other factors as may be deemed relevant by the employer. The granting or denying of such leave requests rests in the discretion of the employer. All leaves will be limited to two years.

Leaves of absence required by law will be granted according to the provisions of the law.

The employee shall not be eligible for wages or the fringe benefits provided for in this document. Employees granted leaves under this section shall be permitted to purchase at their own expense hospital/medical insurance fringe benefits to the extent permitted by the insurance carriers involved.

The employee will retain earned basic leave and vacation leave that was accrued up to the time of the leave for use upon the employee's return. No accrual for any purpose shall take place during the time that the employee is on such leave unless the employer has expressly provided for such in writing at the time of granting the leave.

Employees on leave shall notify the employer of their intention to return at least thirty (30) days in advance. Failure to return will result in termination of employment.

## **6.0 INSURANCE BENEFITS**

### **6.1 Medical/Hospital Insurance**

An employee shall be eligible for hospital/medical and major medical insurance benefits if the employee:

- is regularly employed for a minimum of thirty (30) hours per week for a minimum of 100 continuous duty days;
- is qualified under the terms of the insurance policy;
- has not terminated employment with the district.

Each eligible employee is offered the option of purchasing individual or family health insurance.

**6.1.1 Health Insurance for Full-time employees:** The employer will contribute up to \$726 per month toward the purchase of single, employee plus one, or family health insurance coverage. In the event that the monthly premium for single insurance increases by more than 5% in year 2 of the policy, the employee will be responsible to pay for the first 5% of the premium increase. The District will increase its monthly contribution to cover the cost of the premium increase above the first 5% not to exceed \$50 per month.

#### **6.1.2 Program Managers:**

District contributions for health insurance for Program Managers:

<b>Type of Insurance Coverage</b>	<b>Monthly District Contribution 2023-24</b>	<b>Monthly District Contribution 2024-25</b>
Single	\$726	\$762
Employee +1	\$809	\$849
Family	\$910	\$956

In the event that the monthly premium increases by more than the District contribution in year 2 of the policy, the employee will be responsible for the additional cost of the monthly premium.

**6.1.3** The district's contribution may be applied to any plan offered by the district.

**6.1.4** Coverage begins on the date of hire, or as provided by the carrier.

**6.1.5** An employee shall continue to be eligible for hospitalization, medical and major medical insurance benefits if the employee is on a medical leave of absence, approved in writing, for a period not to exceed two (2) years. The district shall pay \$100 toward the cost of health insurance for the employee; the period shall not exceed two (2) years.

## **6.2 Income Protection Insurance**

The Employer shall pay the full premium for income protection insurance for each employee who is regularly scheduled to work thirty (30) or more hours per week. The premium shall be paid by the employee on an after-tax basis. Such income protection insurance provisions shall be available for employees only if offered by the insurance carrier and then only on the basis of the provisions and coverage the carrier is willing to provide. Coverages and benefits provided shall be, in all cases, governed by the terms and conditions of the insurance carrier. Such income protection insurance provision shall be available for employees over the age of sixty-five (65), only if offered by the insurance carrier and then only based on the provisions and coverage the carrier is willing to provide. The Employer will select the insurance carrier and the insurance policy.

## **6.3 Dental Insurance**

The employer shall pay for individual dental coverage for all employees who are eligible for and enrolled in the School District Group Dental Plan. Family dental is available; the difference between family and single shall be borne by the employee.

## **6.4 Term Life Insurance**

The Employer shall pay for a \$25,000 term life insurance policy, each with a double-indemnity provision in the case of an accidental death for each employee who is regularly scheduled to work thirty (30) or more hours per week. Such life insurance provisions shall be available for employees only based on the provisions and coverage the carrier is willing to provide. Life insurance provisions shall be available for employees over the age of sixty-five (65) only if offered by the insurance carrier and then only based on the provisions and coverage the carrier is willing to provide. The Employer will select the insurance carrier and the policy of the insurance.

## **6.5 Tax Sheltered Annuity**

**6.5.1** This program is available through the school district for all full-time, full-year and full-time, partial year employees as defined in Section 2.3 of this Handbook. In order to qualify employees must enter into a contract modification on a form provided by the school district payroll department.

**6.5.2** No contract modifications for the purchase of a tax-sheltered annuity will be accepted for less than \$10.00 per pay period.

**6.5.3** All full-time employees who enter into a contract modification for this program are eligible to receive a district matching annuity if they meet the following eligibility requirements:

**6.5.3.1** Up to one (1) percent match of base earnings after three (3) continuous years of service as a full time, full-year, or full-time, partial year employee as of July 1 of each year.

**6.5.3.2** Up to two (2) percent match of base earnings after six (6) continuous years of service as a full time, full-year, or full-time, partial year employee as of July 1 of each year.

**6.5.3.3** Up to three (3) percent match of base earnings after ten (10) continuous years of service as a full time, full-year, or full-time, partial year employee as of July 1 of each year.

## **6.6 Flex-Choice Plan**

**6.6.1** All regularly paid employees are eligible to participate in this plan. Employees may elect to allocate moneys from their salary to be used for the purchase of medical, vision, dental, and dependent care expenses on a pre-tax basis.

## **7.0 GRIEVANCE PROCEDURE**

**7.1** A grievance shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and employer as to the interpretation or application of terms and conditions of employment as outlined in this document.

**7.2** If a situation should ever develop where an employee wants to bring a grievance to the attention of management, the following procedure will be used:

**7.2.1** Level I Informal Discussion: Before a written grievance is submitted, informal discussions shall take place between the aggrieved party and the supervisor. Through these discussions the parties shall attempt to resolve the problem. If the grievance is not resolved, the employee may request in writing a Level II grievance hearing with the Executive Director.

**7.2.2** Level II Executive Director. If the grievance is not resolved through informal discussions between the employee and the Executive Director, the employee may request in writing a Level III grievance hearing with the Superintendent or the Superintendent's designee.

**7.2.3** Level III Superintendent or Designee: If the grievance is not resolved through informal discussions between the employee and the Superintendent of School or the Superintendent's designee, the Superintendent or the Designee shall issue a written decision on the grievance. Said written decision shall be issue within ten (10) days after the informal discussions have terminated.

**7.2.4** Level IV School Board. In the event the grievance is not resolved at Level III, the decision rendered by the Superintendent may be appealed to the School Board provided such appeal is made in writing within five (5) days after receipt of the decision in level III. If a grievance is properly appealed to the School Board, the School Board shall set forth a time to hear the grievance. Said hearing shall be

scheduled within thirty (30) days of receipt of the appeal. Within ten (10) days after the meeting, the School Board shall issue its decision in writing to the parties involve.

## **8.0 EVENTS FOR PROGRAM MANAGERS**

- 8.1** Program Managers are exempt from receiving overtime pay. The District will continue to work with Program Managers fairly in regards to working important weekend events for Minnetonka Community Education. Therefore, the following procedure is put into place.
- 8.2** MCE will assign a Saturday or Sunday as part of the normal work week for Program Managers based on seasonal needs for specific programs. When assigning a Saturday or a Sunday, a weekday (Monday through Friday) will be exchanged for the Saturday or Sunday workday within the same week. This schedule will be assigned by MCE Management.
- 8.3** Due to the nature of our program offerings, Program Managers will be assigned to work on weekday evenings, holidays, and weekends.

If the assignment involves five or more hours, the Program Manager will be credited eight hours of floating holiday time for this work. Program Managers that work ten or more hours on the day of Tour de Tonka will be credited 16 hours of floating holiday time. Program Managers with a seasonal weekend assignment (example: Rec Basketball on Saturday or Sunday) will take an approved weekday off following the weekend in which they worked.

Floating Holiday time may be used per the following criteria:

- a. Program Managers must use the floating holiday time in the fiscal year it was earned, no later than June 30. Floating Holiday(s) not used by June 30 are lost.
- b. No more than two days of Floating Holiday time can be combined to create multiple paid days off.
- c. The Program Manager must have received prior approval by the Program Manager's supervisor for the requested time off.
- d. If the work performed falls within their personal last pay-period of employment, there will be no compensation for a Floating Holiday(s).
- e. If the assignment involves less than five hours work, there will be no Floating Holiday time earned.
- f. This benefit is pro-rated for part-time staff.
- g. The following work assignments may earn Floating Holiday time:
  - a. Youth Triathlon
  - b. Firecracker Run (if the event is managed by MCE)
  - c. Tour de Tonka
  - d. Fall de Tonka
  - e. Recitals
  - f. Finales or East Meets West
  - g. Weekend Basketball
  - h. Ski & Snowboard Club Trips
  - i. Other MCE and School Events (not including those listed above)

***Cross References:***

401	Equal Employment Opportunities
404	Employment Background Checks
406	Records of Employees/Policies Regarding Collection, Maintenance and Release Thereof
410	Family and Medical Leave Act
412	Employee Reimbursement Policy
417	Chemical Use Policy
418	Tobacco-free Environment
424	License Status
425	Leave of Absence Without Pay
427	Harassment and Violence
428	Respectful Workplace
431	Wage Rates—Part Time and/or Substitute
433	Nepotism

*Approved: June 1, 2023*

*Reviewed: April 11, 2024*



## APPENDIX A: MINIMUM SALARIES FOR MCE PROGRAM MANAGERS

Position	FTE	2023-2025 New Hire Minimum
Adult Program Manager	1	\$50,000
Explorers Manager	1	\$62,500
Music Academy Manager	0.75	\$37,500
Project SOAR Manager (210 days per year)	0.75	\$31,750
Youth and Adult Program Manager	1	\$50,000
Youth Enrichment Manager	1	\$50,000
Youth Recreation Manager	1	\$50,000

## APPENDIX B: EXPLORERS EMPLOYEES MINIMUM HOURLY RATES

Position	Minimum Rates	
	July 1, 2023	July 1, 2024
Student Assistants 15 yrs old	\$11.35	\$11.70
High School Assistants 16+ yrs old	\$13.40	\$13.80
Program Aide	\$15.45	\$15.90
Program Assistants	\$17.50	\$18.00
Program Leaders	\$19.55	\$20.10
Behavior Assistant	\$20.10	\$20.70
Assistant Site Supervisor K-5	\$21.65	\$22.30
Assistant Site Supervisor for Juniors	\$23.70	\$24.40
Program Specialist	\$22.15	\$22.80
Lead Juniors Instructor	\$22.65	\$23.30
Site Supervisor	\$24.70	\$25.40

- Explorers staff working a split shift are paid an additional 55 cents per hour.
- Explorers staff are required to complete annual professional development hours. The professional development schedule must be pre-approved by the program coordinator or program manager. Employees will be paid at their regular rate of pay for professional development hours. Full-time employees must complete the professional development hours within their regularly scheduled work hours.

## APPENDIX C: MINNETONKA COMMUNITY EDUCATION MINIMUM WAGE RATES FOR 2023-2025

Positions	Minimum Rate for 2023-2025
Student Program Assistants & Coaching Assistants (under age 16)	\$11.00
Gymnastics Student Coach (under age 16)	\$11.83
Student Field/Gym Supervisors, Student Program Assistants & Coaching Assistants (age 16+)	\$14.00
High School Student Referee per game	\$15.00
Gymnastics Student Coach (age 16+)	\$15.84
Building/Field/Gym Supervisor (adult)	\$18.00
Adult & Youth Program Instructors I	\$18.50
Alone at Home/First Aid Instructors, Quest Counselors	\$19.00
Adult & Youth Instructors II, Gymnastics Coach I (adult), Program Supervisor, Summer Rec Supervisor, Student Support Assistant	\$20.00
Tennis Instructors	\$21.00
Tutor I and Early Childhood Screener	\$22.00
Adult & Youth Instructors III, Quest Supervisor	\$23.00
Gymnastics Coaches II (adult)	\$23.81
Referee per game (adult)	\$25.00
ABE Instructors, Music Instructors I, and Tutor II (teacher license), MCE CPR Instructors	\$28.36
Youth Instructor IV	\$31.00
Gymnastics Manager, Music Instructors II, Tutor III (teacher license with Master's degree)	\$31.86
Computer Instructors	\$34.00

## APPENDIX D: 2023-2025 MINNETONKA AQUATICS PAY SCHEDULES

Hourly Positions	Step 1	Step 2	Step 3	Step 4
<b>LIFEGUARD SERVICES (Rates effective 5/1/2023)</b>				
Pool Lifeguard	\$15.00	\$15.50	\$16.00	\$16.50
Beach Lifeguard	\$16.50	\$16.75	\$17.00	\$17.25
Lead Lifeguard	\$18.00	\$18.50	\$19.00	\$19.50
Beach Supervisor	\$20.00	\$20.50	\$21.00	\$21.50
Lifeguard Training Instructor & Coordinator	\$21.00	\$21.50	\$22.00	\$22.50
Beach Services Program Coordinator	\$21.00	\$21.50	\$22.00	\$22.50
<b>REC PROGRAMS</b>				
Rec Team Coach	\$ 15.00	\$ 15.25	\$ 15.50	\$ 15.75
Assistant Diving Instructor	\$ 15.00	\$ 15.25	\$ 15.50	\$ 15.75
Swim Instructors	\$ 15.00	\$ 15.25	\$ 15.50	\$ 15.75
On Deck Coordinator	\$ 17.00	\$ 17.50	\$ 18.00	\$ 18.50
Lead Diving Instructor	\$ 17.00	\$ 17.50	\$ 18.00	\$ 18.50
<b>COMPETITIVE SWIM PROGRAMS</b>				
Assistant Swim Club Coach	\$ 18.00	\$ 18.50	\$ 19.00	\$ 19.50
Junior Coach	\$ 16.00	\$ 16.50	\$ 17.00	\$ 17.50
	\$ 22.00	\$ 22.50	\$ 23.00	\$ 23.50
Masters Coach				