

SCHOOL BOARD MEETING

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

www.minnetonkaschools.org

January 6, 2022

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)

- | | | |
|------|------|---|
| 6:40 | | Recognitions: AP Scholars; SAT Exam Top Score Recipients; Employee Giving Campaign Site Coordinators |
| 6:55 | | Swearing In of Newly Elected and Re-Elected School Board Members |
| 7:00 | I. | Call to Order |
| | II. | Pledge to the Flag |
| 7:02 | III. | Adoption of the Agenda |
| 7:03 | IV. | Election of School Board Officers for 2022 |
| | | A. Chair |
| | | B. Vice-Chair |
| | | C. Treasurer |
| | | D. Clerk |
| | | E. Deputy Clerk/Deputy Treasurer |
| 7:08 | V. | School Report: Clear Springs |
| 7:30 | VI. | Community Comments |
| | | 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 at the end of this agenda. |
| 7:45 | VII. | Organization of the School Board |
| | | A. Fixing the Time, Day and Place of Each Regular Board Meeting |
| | | B. Fixing the Time, Day and Place of Board Study Sessions |
| | | C. Setting of Salaries: Chairperson; Vice Chairperson; Treasurer; Clerk and Board Directors |
| | | D. Resolution Designating Depositories |
| | | E. Resolution Appointing School Attorneys |
| | | F. Designation of Official Newspaper |
| | | G. Designation of Official Radio Station for Emergency Announcements |

- H. Appointment of Auditor
- I. Setting of Superintendent's Evaluation Dates
- J. Setting of Mileage Allowance for Business Purposes
- K. Determination of Board Committee Assignments

- 8:15 VIII. Review of Survey Results
- 8:45 IX. Review of Safe Learning Plan
- 9:15 X. Update on Superintendent Search Process
- 9:45 XI. Report on Status of Review and Comment for VANTAGE/MOMENTUM Building
- 10:15 XII. Adoption of Policy #307: Data Practices
- 10:25 XIII. Acceptance of Sale of Used iPads
- 10:30 XIV. CONSENT AGENDA
 - a. Minutes of December 2, 2021 Regular Meeting; December 13 Special Meeting; and December 16 Special Meeting
 - b. Study Session Summaries of December 9 and December 16
 - c. Payment of Bills
 - d. Recommended Personnel Items
 - e. Gifts and Donations
 - f. Electronic Fund Transfers
 - g. Trust Funds
- 10:32 XV. Board Reports
- 10:34 XVI. Superintendent's Report
- 10:36 XVII. Announcements
- 10:38 XVIII. 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 this agenda—except for information that personally identifies or violates the privacy rights of employees or students—during *Community Comments* will be acknowledged by the Board Chair. When called upon to speak, please state your name, address 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 that 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 questions of you in order to gain a thorough understanding of your concern, suggestion or request. If there is any follow-up to your comment or suggestion, you will be contacted by a member of the Board or administration.
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, 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.*

ACTION

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

Board Agenda Item IV.

Title: Election of School Board Officers for 2022

Date: January 6, 2022

OVERVIEW:

Each year at the organizational meeting of the School Board, Board members are asked to elect from its membership, by majority vote, persons to fill the positions of Chairperson, Vice-Chairperson, Treasurer, and Clerk.

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that:

1. The School Board elect from its membership persons to fill the following positions:

Chairperson: Chris Vitale

Vice-Chairperson: Mark Ambrosen

Treasurer: Katie Becker

Clerk: Lisa Wagner

2. Also, that the School Board appoint Executive Director of Finance & Operations, Paul Bourgeois, as Deputy Clerk, who can act on the Clerk's behalf on normal and routine business matters, and as Deputy Treasurer to carry out duties as described in law and in his Job Description.



Dennis L. Peterson
Superintendent of Schools

REPORT

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

Board Agenda Item V.

Title: School Report: Clear Springs

Date: January 6, 2022

EXECUTIVE SUMMARY:

Clear Springs Elementary Principal Curt Carpenter and members of his staff will highlight many of the ways they are personalizing their programs to meet the needs of all learners. Teachers from their Classroom, Intervention, Advanced Learning and Special Education programs will share highlights with the Board.

Submitted by: _____



Dennis Peterson, Superintendent

ACTION

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

Board Agenda Item VII. a

**Title: Fixing the Day, Time and Place of
Each Regular Board Meeting**

Date: January 6, 2022

OVERVIEW:

Each year, at the organizational meeting of the School Board, Board members are asked to decide upon a day, time and place of each regular School Board meeting.

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board fix the following day, time and place of each regular School Board meeting during 2022:

7:00 p.m. on the first Thursday of every month. There will be no meeting in July. Board meetings are held in the Community Room at 5621 County Road 101, Minnetonka, Minnesota.

Recommended School Board Meeting Dates for 2022

Thursday, January 6, 2022
Thursday, February 3, 2022
Thursday, March 3, 2022
Thursday, April 7, 2022
Thursday, May 5, 2022
Thursday, June 2, 2022

Thursday, August 4, 2022
Thursday, September 1, 2022
Thursday, October 6, 2022
Thursday, November 3, 2022
Thursday, December 1, 2022



Dennis Peterson, Superintendent

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

Board Agenda Item VII. b

**Title: Fixing the Day, Time and Place
of Study Sessions**

Date: January 6, 2022

OVERVIEW:

Each year, at the organizational meeting of the School Board, Board members are asked to decide upon a day, time and place of each School Board Study Session.

RECOMMENDATION/FUTURE DIRECTION:


It is recommended that the School Board fix the following day, time and place of each School Board Study Session during 2022:

6:00 p.m. on the third Thursday of each month, except in February and October when other dates have been chosen to avoid conflicts. There will be no Study Session in July. Study Sessions are held in the Community Room at 5621 County Road 101, Minnetonka, Minnesota.

Recommended School Board Study Session Dates for 2022:

Thursday, January 20, 2022
Thursday, February 24, 2022
Thursday, March 17, 2022
Thursday, April 21, 2022
Thursday, May 19, 2022
Thursday, June 16, 2022

Thursday, August 18, 2022
Thursday, September 15, 2022
Thursday, October 27, 2022
Thursday, November 17, 2022
Thursday, December 15, 2022



Dennis Peterson, Superintendent

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

Board Agenda Item VII. c

Title: Setting of Salaries

Date: January 6, 2022

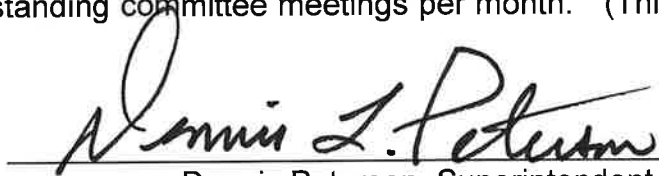
OVERVIEW:

Each year, at the organizational meeting, Board members are asked to establish salaries for the Chairperson, Vice Chairperson, Clerk, Treasurer and Board Directors.

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the Board establish salaries for each position, as authorized by Minnesota Statutes 123B.09, Subd.12, as follows:

1. That the School Board establish an annual salary of \$1500 during 2022 for the Chairperson. (For 2021 the amount was set at \$1500. In addition, the Board Chair received the \$375 per month set for all board members.)
2. That the School Board establish an annual salary of \$750 during 2022 for the Vice Chairperson. (For 2021 the amount was set at \$750. In addition, the Board Vice-chair received the \$375 per month set for all board members.)
3. That the School Board establish no extra amount during 2022 for the Clerk. (For 2021 no extra amount was set other than the \$375 per month set for all board members.)
4. That the School Board establish no extra amount during 2022 for the Treasurer. (For 2021 no extra amount was set other than the \$375 per month set for all board members.)
5. That the School Board establish a salary of \$375 per month during 2022 for Board Members. (For 2021, all board members received \$375 per month.)
6. That School Board members receive a stipend of \$50.00 per meeting during 2022 for up to four standing committee meetings per month. (This was instituted in January 2004.)


Dennis Peterson, Superintendent

ACTION

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

Board Agenda Item VII. d

Title: Resolution Designating Depositories

Date: January 6, 2022

OVERVIEW:

Each year, at the organizational meeting, Board members are asked to approve a resolution designating depositories.

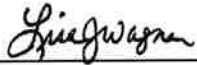
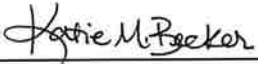
RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board formally adopt the following resolution:

- 1. US Bank, Minneapolis, MN**
- 2. Wells Fargo Bank, NA, Minneapolis, MN**
- 3. Alerus Financial, NA, Grand Forks, ND**
- 4. MN Trust Investment Fund (PMA Financial Network), Albertville, MN**
- 5. Chase Manhattan Bank (Smith Barney, Inc.), New York, NY**
- 6. MN School District Liquid Asset Fund (PFM Asset Management), Minneapolis, MN**
- 7. Northland Trust Services, Minneapolis, MN**
- 8. Bank of New York Mellon, New York, NY**
- 9. Computershare Trust Company, NA, Canton, MA**

be designated as depositories for the funds of this District, and any designated representatives of this District hereby authorized to open or cause to be opened an account or accounts with said institutions of such terms, conditions and agreements as shall be required by said institutions, to endorse or cause to be endorsed, in the name of the District or to negotiate or to deposit or cause to be deposited in such account or accounts any money, checks, drafts, orders, notes and other instruments for the payment of money and to make any other agreements deemed advisable in regard thereto. The designated representatives are the Executive Director of Finance & Operations Paul Bourgeois, or Coordinator of Budget and Financial Systems Ashwin Muni.

RESOLVED FURTHER, that checks or other withdrawal orders issued against the funds of this District on deposit with said institutions may be signed by the regular facsimile signature as follows:

1. , Clerk
2. , Chairperson
3. , Treasurer


and said institutions are hereby fully authorized to pay and charge to the account of this District any checks, drafts or other withdrawal orders, so signed, including those payable to the individual order of the person signing the same and including also checks or other withdrawal orders payable to said institutions or to any other person or corporation, which are applied in payment or any indebtedness owing to said institutions from the person or persons who signed such checks or other withdrawal orders. Upon telephone request of the designated representatives, transfer of funds between designated depositories is authorized.

RESOLVED FURTHER, that the resolution shall continue in force until express written notice of its recession or modification has been furnished to and received by said institutions.

RESOLVED FURTHER, that any and all resolutions heretofore adopted by the School Board of the District and certified to:

1. **US Bank, Minneapolis, MN**
2. **Wells Fargo Bank, NA, Minneapolis, MN**
3. **Alerus Financial, NA, Grand Forks, ND**
4. **MN Trust Investment Fund (PMA Financial Network), Albertville, MN**
5. **Chase Manhattan Bank (Smith Barney, Inc.), New York, NY**
6. **MN School District Liquid Asset Fund (PFM Asset Management), Minneapolis, MN**
7. **Northland Trust Services, Minneapolis, MN**
8. **Bank of New York Mellon, New York, NY**
9. **Computershare Trust Company, NA, Canton, MA**

as governing the operation of this District's account(s) with them be and are hereby continued in full force and effect, except as the same may be supplemented or modified by the foregoing.


Dennis Peterson, Superintendent

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

Board Agenda Item VII. e

Title: Resolution Appointing School Attorneys

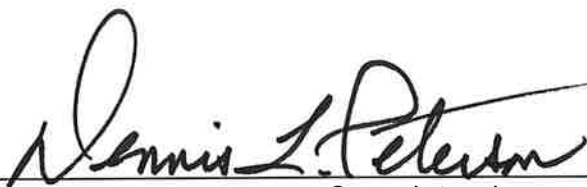
Date: January 6, 2022

OVERVIEW:

Each year, at the Organizational Meeting, the Board appoints individual attorneys and firms as legal counsel for the upcoming school year. Attorneys from Kennedy & Graven have provided extensive legal advice and counsel on a variety of subjects for several years as have attorneys from Dorsey & Whitney; Ratwik, Roszak & Maloney; Hitesman & Wold for benefits issues; and Mr. Dennis O'Brien who is with Engelmeier & Umanah, P.A. It is advantageous to the District to continue the current working relationships with these firms to obtain the best possible legal service for the District on issues that arise.

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board appoint as legal counsel for 2022 the law firms of Kennedy & Graven; Dorsey & Whitney; Ratwik, Roszak & Maloney; Hitesman & Wold; and Mr. Dennis O'Brien; and authorize administrative staff and Board leadership to seek legal counsel from these firms and individuals, as dictated by the circumstance.

A handwritten signature in black ink, reading "Dennis L. Peterson". The signature is written in a cursive style with a large, looping initial "D".

Dennis Peterson, Superintendent

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

Board Agenda Item VII. f

**Title: Designation of Official Newspaper
And Alternative Dissemination of Bids and Quotes**

Date: January 6, 2022

OVERVIEW:

Each year, at the organizational meeting, Board members are asked to designate an official newspaper for legal publications. The Sun-Sailor has expressed an interest in being the District's official newspaper for legal publications (see attached).

In addition, Minnesota Statutes 331A.03, Subd. 3(b), allows school districts to utilize their district Web site as an alternative official means of dissemination for bids, quotes and requests for proposal.

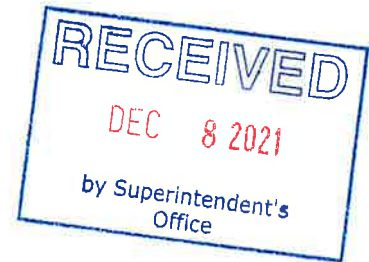
RECOMMENDATION/FUTURE DIRECTION:

It is recommended that in designating the official newspaper for legal publications such as unapproved Minutes of School Board Meetings, the Policy Statement on Free and Reduced School Lunch Program and Bids for District Purposes, the School Board authorize the Sun-Sailor as the official newspaper for 2022. Once approved by the Board at a subsequent meeting, the Minutes of School Board Meetings are posted on the District's Web site.

It is also recommended that the School Board authorize the use of the District Web site as an alternative means of dissemination for District bids, quotes and requests for proposals as authorized under Minnesota Statutes 331A.03 Subd. 3(b).



Dennis Peterson, Superintendent



December 3, 2021

School District 276
Dennis Peterson, Ph.D
Superintendent
5621 County Road 101
Minnetonka, MN 55345

Dear Mr. Peterson:

Please accept the following bid from the **Excelsior/Shorewood & Hopkins/Minnetonka Sun-Sailor** for legal newspaper designation for School District 276. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

The following rate structure for legals is effective January 1, 2022:

First insertion:	\$11.90 per column inch
Subsequent insertions:	\$7.00 per column inch
Characters per inch:	320
Lines per inch:	9

A notarized affidavit will be provided for each notice published. A \$20 charge will be assessed on legal notices that require typing. All published legal notices are posted on the **Sun-Sailor** website at no additional charge.

The **Sun-Sailor** is published weekly on Thursdays. The deadline is 2:00 p.m. on Thursday for publication the following Thursday. Please email legal notices to **publicnotice@apgecm.com**

Thank you for considering the **Sun-Sailor** as the official newspaper for School District 276 for the upcoming year. We appreciate the opportunity to serve the needs of your community.

Sincerely,

A handwritten signature in black ink that reads "Tonya Orbeck".

Tonya Orbeck
Adams Publishing Group
Legal Notice Department Manager
763-691-6001

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

Board Agenda Item VII. g

**Title: Designation of Official Radio Station for
Emergency Announcements**

Date: January 6, 2022

OVERVIEW:

Each year, at the organizational meeting, the Board designates a radio station as the official station for emergency school announcements. While several stations may use our messages and we have more direct messaging tools, an official radio station is still necessary.

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board designate radio station WCCO-AM as the official station during 2022 for emergency school announcements, such as the closing of school due to inclement weather.

NOTE: Emergency school announcements will also be called in to TV Channels 4 (WCCO), 5 (KSTP) and 11 (KARE) and will be posted to the District's Web site. The Web site address is <http://www.minnetonkaschools.org>.



Dennis Peterson, Superintendent

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

Board Agenda Item VII. h

Title: Appointment of Auditor

Date: January 6, 2022

OVERVIEW:

CliftonLarsonAllen, LLP was initially appointed in March of 1999 and has been appointed each subsequent year to perform the annual audit on behalf of the School Board. This firm has done exemplary work for the District, and they stay current with emerging accounting issues.

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the firm of CliftonLarsonAllen, LLP be appointed to conduct the annual audit in 2022.

A handwritten signature in black ink, reading "Dennis L. Peterson". The signature is written in a cursive style with a large, looping initial "D".

Dennis Peterson, Superintendent

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

Board Agenda Item VII. i

Title: Setting of Superintendent's Evaluation Dates

Date: January 6, 2022

OVERVIEW:

The Board will need to set a schedule and process for the mid-year progress report and end-of-school year evaluation of the Superintendent.

RECOMMENDATION/FUTURE DIRECTION:

A mid-term conference on the Superintendent's performance and progress on goals will be held in February 2022 and the final evaluation will be held by June 30, 2022. It is proposed that the mid-term meeting of board members and the Superintendent be on February 24 at 4:00 p.m. It is proposed that three dates be set aside for completing the evaluation in June. Those dates are June 16 at 4:00 p.m. (self-evaluation report); June 20 at 6:00 p.m. (Board development of its evaluation of the Superintendent); and June 23 at 6:00 p.m. (Board review of the evaluation with the Superintendent).



Dennis Peterson, Superintendent

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

Board Agenda Item VII. j

**Title: Setting of Mileage Allowance for
Business Purposes Not Covered Thereby
through Negotiated Agreements**

Date: January 6, 2022

OVERVIEW:

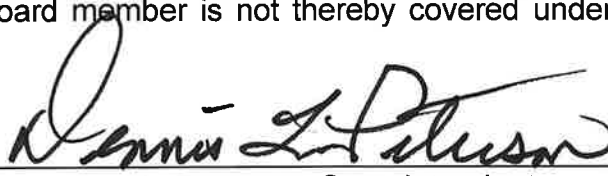
Each year, at the organizational meeting, the Board is asked to review mileage allowance for business purposes not covered through negotiated agreements. The School District purchases vehicles for maintenance department use only; that is, vans, etc., which allows workers to carry necessary tools and equipment with them to their places of assignment.

The District purchases no automobiles for direct employee use for school business purposes. It has been advantageous to provide per mile allowance instead. The number of people needing transportation and the unpredictable scheduling of events makes the purchase of school-owned vehicles for this purpose impractical. It is important, therefore, that satisfactory reimbursement be provided for automobile expenditures incurred when personal use of one's own vehicle is essential for carrying out school business. The alternative is to purchase school-owned vehicles (and keep them maintained) or to ask in essence that the employee subsidize out of salary the operation of his/her own vehicle for school business purposes.

Noteworthy herein is the fact that most Master Agreements in the Minnetonka School District now refer to the IRS-approved mileage rate which changes over time. For 2022, that rate has been set at 58.5 cents per mile. For simplicity and consistency, the recommendation is that the Board also apply this standard to employees who are not so covered. As authorized by Minnesota Statutes 471.665, this rate would also be paid to School Board members when conducting school business.

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board authorize the IRS-approved rate of 58.5 cents per mile for personal automobile usage for school business purposes in 2022 when an employee or School Board member is not thereby covered under a formally negotiated agreement.



Dennis Peterson, Superintendent

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

Board Agenda Item VII. k

**Title: Determination of Board
Committee Assignments**

Date: January 6, 2022

OVERVIEW:

Each year, at the organizational meeting, the Board is asked to review and approve the list of Board committee assignments for the coming year.

RECOMMENDATION/FUTURE DIRECTION

It is recommended that the representatives designated as appointees to the attached list of committees and organizations be approved as presented.

A handwritten signature in black ink, appearing to read "Dennis L. Peterson", is written over a horizontal line.

Dennis Peterson, Superintendent

**MINNETONKA SCHOOL DISTRICT #276
SCHOOL BOARD APPOINTMENTS TO COMMITTEES
2022**

Chair: Chris Vitale
Vice Chair: Mark Ambrosen
Treasurer: Katie Becker
Clerk: Lisa Wagner

Committee	2022 Representatives
AMSD (Association of Metropolitan School Districts)	Patrick Lee-O'Halloran
MTA Liaisons	Chris Vitale/Mark Ambrosen
Finance Advisory Committee	Katie Becker
Materials Review Committee	Mark Ambrosen
Teaching and Learning Advisory	Lisa Wagner
Minnetonka Foundation	John Odom
PTO/PTA Leaders	Meghan Selinger
Special Education Advisory	Meghan Selinger
Tonka CARES	Mark Ambrosen
Mental Health Advisory	John Odom
CASE	Lisa Wagner/Patrick Lee-O'Halloran
Community Education Advisory	Katie Becker
Preschool and ECCE Advisory	Meghan Selinger/Lisa Wagner
OPEB Advisory	Katie Becker

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

Board Agenda Item VIII.

Title: Review of Survey Results

Date: January 6, 2022

OVERVIEW

The Safe Learning Plan, approved by the School Board, was put into place by District administration at the beginning of the 2021-22 school year. The Plan was developed and implemented in response to the COVID-19 pandemic to instruct and guide District students, parents and staff on the expectations and practices that would provide a safe learning environment where child-centered excellence would flourish.

As stated in the 2021-22 School Board Goals, the Board has instructed the District to provide stakeholder feedback on the success of the Safe Learning Plan. This information will assist District leaders and the School Board in monitoring and responding to the District's changing and evolving needs and to ensure that stakeholder feedback is a component of their decision-making.

Students, parents and staff were surveyed in December 2021. Assistant Superintendent for Instruction Dr. Amy LaDue will present the results.

RECOMMENDATION/FUTURE DIRECTION:

The information presented will inform the School Board on the results of the Safe Learning Plan survey administered to students, parents and staff in December 2021.

Submitted by: 
Amy LaDue, Assistant Superintendent for Instruction

Submitted by: 
JacQueline Getty, Executive Director of Communications

Concurrence: 
Dennis Peterson, Superintendent

REVIEW

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

Board Agenda Item IX.

Title: Review of Safe Learning Plan

Date: January 6, 2022

EXECUTIVE SUMMARY:

The Board has an expectation of reviewing the District's Safe Learning Plan at each regular meeting of the Board. The Plan was last reviewed on December 2, and no changes were made at that time. Current conditions with COVID-19 cases in the schools and the community will be shared, and the status of vaccinations for younger students and updated quarantining requirements will be reviewed.

The Board also determined at a previous meeting that it would review masking requirements for Grades E-8 at this meeting.

Submitted by:



**Dennis L. Peterson
Superintendent of Schools**

Options for the Board's Discussion Regarding Face Coverings

The School Board has expressed its intent to consider changing the face covering requirement for students in Grades E-8, as a higher percentage of those students are vaccinated. The following options are provided for that discussion.

Option One

Continue the requirement for all students in Grades E-8 and the respective staff for those grades.

Option Two

Change the requirement for all students in Grades 6-8 and the respective staff for those grades to "strongly recommend face coverings," effective immediately. This change is based on the high percentage of these students and staff members having been fully vaccinated. The quarantining requirements will be changed to be consistent with that level of face coverings.

Option Three

Change the requirement for all students in Grades 6-8 and the respective staff for those grades to "strongly recommend face coverings," effective when the percentage of such students reaches 80% in both schools. This change is based on the great protection students will have when the percentage of these students and staff members are fully vaccinated at that level of concentration. The quarantining requirements will be changed to be consistent with that level of face coverings.

Option Four

Change the requirement for all students in Grades 6-8 and the respective staff for those grades to "strongly recommend face coverings," effective sixty (60) days after the level of vaccinations reaches 80% of the students in Grades 6-8 in both schools. This change is based on the high percentage of these students and staff members having been fully vaccinated. The quarantining requirements will be changed to be consistent with that level of face coverings.

Option Five

Continue the requirement for all students in Grades E-5 and the respective staff for those grades, if another option besides Option One is chosen for students in Grades 6-8.

Option Six

Change the requirement for all students in Grades E-5 and the respective staff for those grades to "strongly recommend face coverings," effective immediately. This change is based on the high percentage of these students and staff members having been fully vaccinated. The quarantining requirements will be changed to be consistent with that level of face coverings.

Option Seven

Change the requirement for all students in Grades E-5 and the respective staff for those grades to “strongly recommend face coverings,” effective when the percentage of such students reaches 80% in all six K-5 schools. This change is based on the great protection students will have when the percentage of these students and staff members are fully vaccinated at that level of concentration. The quarantining requirements will be changed to be consistent with that level of face coverings.

Option Eight

Change the requirement for all students in Grades E-5 and the respective staff for those grades to “strongly recommend face coverings,” effective sixty (60) days after the level of vaccinations reaches 80% of the students in Grades E-5 in all six K-5 schools. This change is based on the high percentage of these students and staff members having been fully vaccinated. The quarantining requirements will be changed to be consistent with that level of face coverings.

UPDATE

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

Board Agenda Item X.

Title: Update on Superintendent Search Process

Date: January 6, 2022

EXECUTIVE SUMMARY:

An update regarding the Superintendent search process will be shared by the Board's Subcommittee.

Submitted by:

A handwritten signature in black ink, appearing to read "Dennis L. Peterson", is written over a horizontal line.

**Dennis L. Peterson
Superintendent of Schools**

REPORT

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

Board Agenda Item XI.

**Title: Report on Status of Review and Comment
For VANTAGE/MOMENTUM Building**

Date: January 6, 2022

EXECUTIVE SUMMARY:

At the October 7, 2021 School Board Meeting, the School Board of Minnetonka Independent School District 276 approved construction of a 36,300-square-foot building on District-owned land at 5735 County Road 101, Minnetonka, MN to house the VANTAGE Advanced Professional Studies program and some of the MOMENTUM Design and Skilled Trades program.

This construction project will be the first one in 56 years to construct an all-new building since ground was broken 56 years ago for the Scenic Heights Elementary School construction project in 1966.

As part of the process of procuring Certificates of Participation bond funding for construction of the facility, it was necessary for the District to submit the project for Review and Comment by the Minnesota Department of Education (MDE). The Review and Comment document was submitted on November 5, 2021 which started a 60-calendar-day clock for MDE to finish their review and comment and send their response to the District.

The 60-calendar-day deadline is January 4, 2022, which is two days before the date of this School Board Meeting.

The Review and Comment will be reported on as well as a review of the next steps that need to be taken in the process to construct the VANTAGE/MOMENTUM building and have it ready to house classes in September 2023.

ATTACHMENTS:

VANTAGE/MOMENTUM Presentation from the December 16, 2021 Study Session

RECOMMENDATION/FUTURE DIRECTION:

The report on the VANGAGE/MOMENTUM project review and comment is presented for the School Board's information.

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

Concurrence: Dennis L. Peterson
Dennis Peterson, Superintendent



Minnetonka School Board Study Session

December 16, 2021



A T S + R



Minnetonka School Board Study Session

December 16, 2021

Agenda for the Meeting

1. History ... Background / Steps in Planning
2. Traffic Study / Vehicle Circulation routes
3. Survey / Tree Inventory / Tree Ordinance
4. Concept Site Plan – Tree Preservation
5. Concept Site Plan - Grading / Parking
6. Concept Building plans / Design Development of Floor Plans
7. Concept Building massing
8. Project Schedule
9. Comments and Questions



History...

VANTAGE program

YR 1	2012	Program approved, at The Commons facility in Excelsior
YR 2	2013	moved to the Edina Realty Building on Hwy 7 (growth)
YR 3-4	2014	moved to the Baker Road site (growth)
YR 5-8	2015/18	expanded at the Baker Road site (growth)
YR 9-11...	2019...	expanded again to use the former TSP Architects building, as well as The Loft and parts of the science labs at MHS.

MOMENTUM program

YR 1...	2021...	Board decision to build the facility at MHS to accommodate program needs and the need for additional space as interest in MOMENTUM is growing.
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GOAL 3

2020/21	Purchased Kolstad K-9 Acres property 2020 with goal to consolidate all VANTAGE programs at a single site...
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Future Utilization – 5735 Co. Rd. 101 Property

MHS Vantage Facility Co. Rd. 101 (11-12)

2.85 Acres
(tbd) Square Feet
Prog Cap: tbd
Note:



4/23/20



Background

The School District purchased the Kolstad K-9 Acres property in 2020 and began planning to **consolidate** the various locations for the **MHS Vantage Programs**.

The proposed construction of this **new 36,300 square foot high school building** is to house the **VANTAGE Advanced Professional Studies program** and a portion of the **MOMENTUM Design and Skilled Trades program**.

The new high school building will serve as many as 600 students daily in **half-day classes of 300 students** each half-day portion.

The students will be primarily in **grades 11-12**.

The school building will be located on a **2.85-acre parcel of land** located at 5735 County Road 101, Minnetonka, immediately adjacent to the south of Clear Springs Elementary School and the District Service Center.



Background

The District intends to run 5 round trip **shuttle buses** in the morning and 5 in the afternoon to the Vantage / Momentum Education Center using 76 passenger buses.

The **bus routes will utilize the existing Clear Springs Elementary bus loop**. The arrival / departure times are staggered between the High School and Elementary student buses.

Students, teachers, and guests arriving in vehicles other than buses access the site via the **controlled intersection at Hanus / 101** and depart the site via the one-way drive back to the controlled intersection.

Service vehicles will access the fenced service yard via the **existing access drive off Covington Road** and will accommodate 26-foot service / emergency vehicles as well as building service staff and administrators.



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Planning Steps

- Kolstad K-9 Acres property was purchased, and existing structures removed in **2020**.
- **Conceptual program includes spaces for consolidation of the current VANTAGE programs, and future MOMENTUM programs on the Kolstad site, with a total of 36,300 square feet.**
- Preliminary meeting with City of Minnetonka **April 15, 2021** (Initiated Traffic Study)
- Initial programming meeting with staff May 6, 2021
- Review with the School Board **May 20, 2021**.
- Meeting with City of Minnetonka **July 16, 2021** – Traffic Study Recommendations
- Meeting with City of Minnetonka **(8/19/21)** – Incl. City Recommendations
- Update design progress with School Board **August 19, 2021**
- Received direction from the City of Minnetonka regarding the retention pond September 3, 2021
- Update design options with School Board **September 23, 2021**
- Board Meeting **October 7, 2021** – Selection of Option for Review and Comment prep.
- Meeting with City of Minnetonka regarding implementation of new Tree Ordinance **November 1, 2021**
- Submit Review and Comment Document to Minnesota Department of Education **November 5, 2021**
- Community - Neighborhood Meeting **November 30, 2021**
- City of Minnetonka Concept Planning Meeting **December 2, 2021**,
- Update design progress with School Board **December 16, 2021**
- City of Minnetonka Concept Planning Meeting **December 20, 2021**
- Submit Development Package to City of Minnetonka **January 5, 2022**



ISD#276 Neighborhood Meeting

- A Neighborhood Community Meeting was held for the VANTAGE MOMENTUM project on Tuesday **November 30, 2021** and began at 6:00 PM.
- The meeting lasted until approximately 7:15 PM.
- There were **9 community members in attendance**, one of whom happens to be a District employee in addition to being a resident.
- Overall, there was a **generally positive response** from those in attendance.
- One concern focused primarily on understanding the **traffic flows**. Once those present really understood how vehicle flow is proposed to occur between the Hanus stoplight entrance, the **service entrance**, and the shuttle buses using the **bus corral**, it seemed there were no further concern.
- Another **concern was the possibility of students parking in the side streets** and walking to the building. They do not want that to happen. We told them that during our discussions with the City that topic had also come up and the solution would likely have to be signing for no parking during school days and school hours, as has been done in other neighborhoods around MME in particular, and that seems to do the trick. They did not want a situation like Delton Road down by Frattalone's Hardware developing in their neighborhoods.



ISD#276 Neighborhood Meeting

- The last issue they asked about was landscaping. Several expressed a hope that the look of the building along Highway 101 could be softened with landscaping, such as some evergreen trees along there also. We told them that we do have a landscaping requirement, but even absent that requirement, we want to have **pleasant landscaping particularly along Highway 101** where the building will be most visible to the public.
- Question was asked not related to our project:
 - Question if the City was planning to add a traffic light at Covington/101 ?
 - We responded (based on our prior our meetings with the City) that this is unlikely.
- **Very positive comments and questions.**





City of Mtka Planning Commission Meeting

- Very **excited** about this project / **important building for the Community.**
- Great to hear we **worked with City Planning Staff**, traffic study, 'new' tree ordinance, all of which helped **shape the best overall solution** for the site and building.
- **Transportation plan works well**, City will post side streets if necessary to deter parking in neighborhoods, we are not developing any walks / access points to promote this.
- **Service / Emergency vehicle and administrative and maintenance staff parking** access to Covington at existing driveway is **good**.
- Working with the Tree ordinance / No resulting impact on building program / **Good preservation of the Trees.**
- Additional **landscaping to soften the edge on CR 101**
- **Great use of this piece of land** and working with the neighbors, **Can't think of a better use of this site.**
- Looking forward to this moving forward ! **NEXT STEP** heard by City Council Dec 20, 2021

Planning Steps – City of Minnetonka

Our preliminary review comments include:

*Email 8/19/21
Traffic Study / site access*

The site egress to Covington Rd. would continue to be problematic as noted in the previously identified concerns.

The egress could also create unrealistic expectations and added confusion for drivers wishing to access the site from Covington Rd.

A better site access/circulation option would be to utilize the Clear Springs Elementary/District Service Center access at the signalized Hanus Rd./Co. Rd. 101 intersection.

A 90-car parking lot may not adequately handle parking for a 300 student building population plus teachers/instructors unless similar double occupant or more vehicle parking policies as the High School are implemented along with a higher percentage of students utilizing shuttle busing.

Similar to Michael Lane adjacent to the High School, the city would consider signing Covington Rd. to restrict on-street parking during school hours.

*Meeting 11/1/21
Revised Tree Ordinance*

Revised Tree Ordinance from
City of Minnetonka

Ordinance No. 2021-24

Action on this ordinance:

Date of introduction: Sept. 13, 2021

Date of adoption: Oct 18, 2021

Incorporated New Ordinance
Requirements 11-3-21



MINNETONKA
PUBLIC SCHOOLS

VANTAGE
MINNETONKA ADVANCED PROFESSIONAL STUDIES

MOMENTUM
MINNETONKA DESIGN AND SKILLED TRADES

Open Fall 2023

REQUIRED PARKING

350 capacity (19 CR equivalent - TBD)

- $HS\ 35+19 = 54\ req'd$

3 STORY BUILDING

12,600 SF per floor

Total of 37,800 SF

CAPACITY

350 students AM

350 students PM

SITE PLAN – OPT 19a

5/20/21

A T S R

Issue: Covington / 101 Intersection

exceeded by AM cars



REVISED

VANTAGE
MINNETONKA ADVANCED PROFESSIONAL STUDIES

OMENTUM
MINNETONKA DESIGN AND SKILLED TRADES



MINNETONKA
PUBLIC SCHOOLS

Open Fall 2023

3 STORY BUILDING

12,000 +/- SF per floor

Total of 36,300 SF

Traffic / Parking

8/20/21

SITE PLAN

A T S R

© Copyr

VANMO car access through
the controlled intersection at
CLSP/DSC

7:30-7:45 AM

9:45 AM departure

2:30 PM departure

8:30-8:40 AM

3:10-3:20 departure

VanMo shuttle bus at
existing CLSP bus loop

building
signage

Level 0

Level 1

90 cars

Service
Yard
gate

Minor vehicle access,
service minimal cars (6-8)

COUNTY RD NO 101

POND ISLE

UNDERGROUND STORM
WATER STORAGE TANKS

POND EASEMENT

RETIRED HALL

Planning – DSC / Clear Springs Elem (K-5) / MHS-VanMo (11-12)



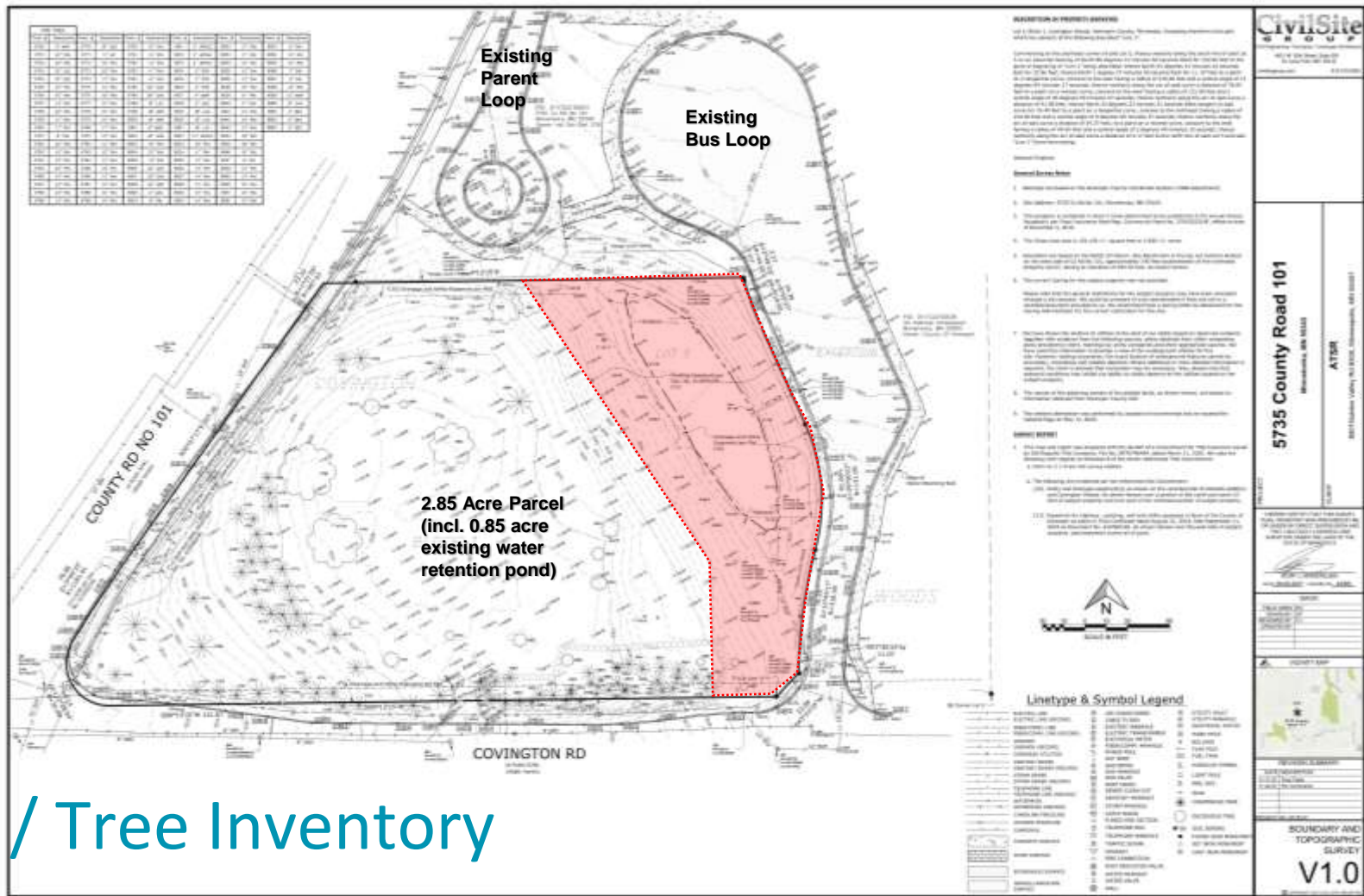
2/23/21



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PUBLIC SCHOOLS

11/22/21

Survey / Tree Inventory





Open Fall 2023

3 STORY BUILDING

12,000 +/- SF per floor

Total of 36,300 SF

Trees

○ Preserved

Removed

10/11/21

SITE PLAN

High Priority Trees:

10 Deciduous (10"+)

7 Coniferous (15'+)

...in Grouped buffer:

1 Deciduous (8"+)

77 Coniferous (15'+)

TOTAL H.P. TREES:

95 Current

29 Preserved (31%)
(35% max removal)

Significant Trees:

6 Deciduous (4"+)

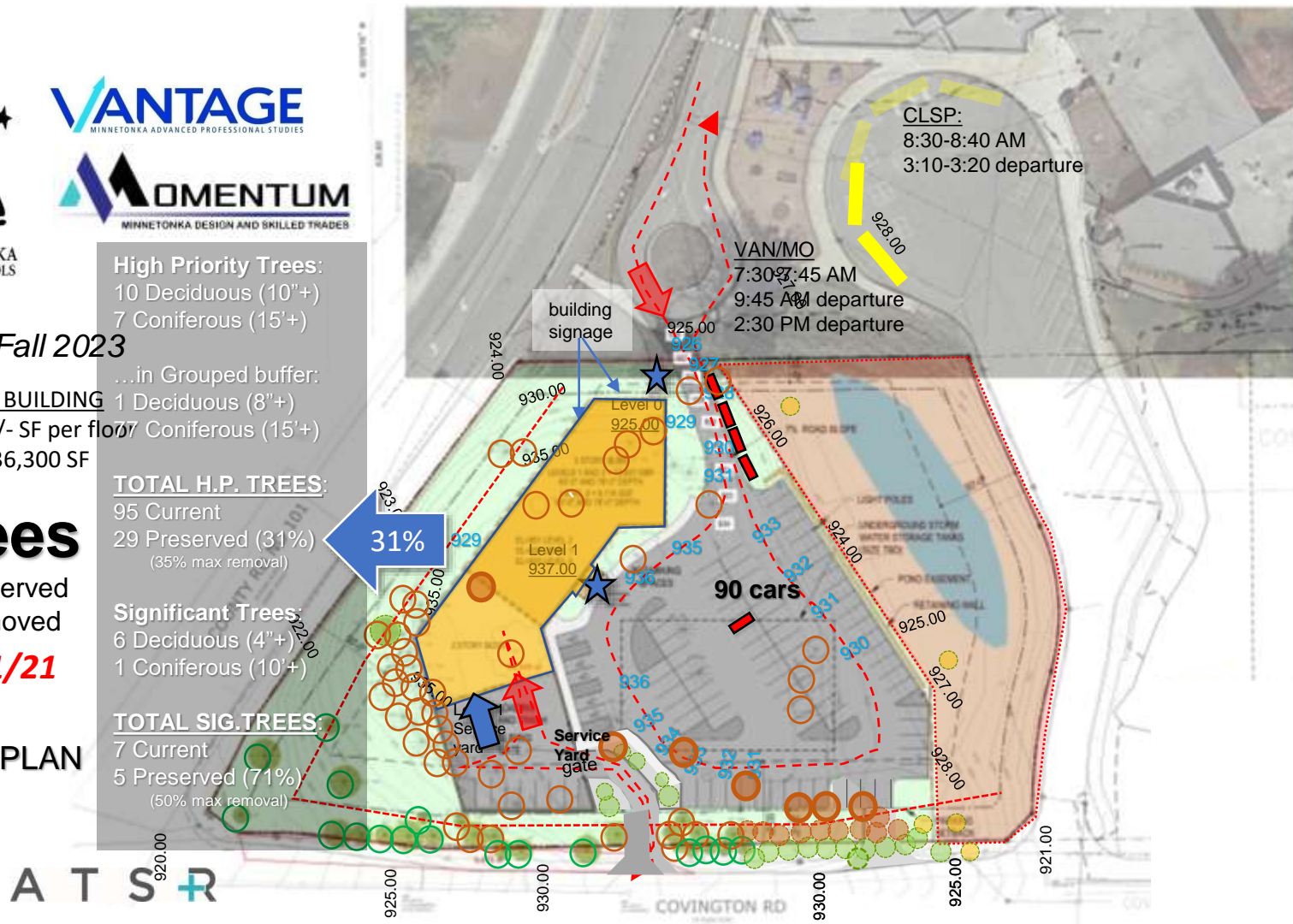
1 Coniferous (10'+)

TOTAL SIG.TREES:

7 Current

5 Preserved (71%)

(50% max removal)





Open Fall 2023

3 FLOOR BUILDING

12,000 +/- SF FLR

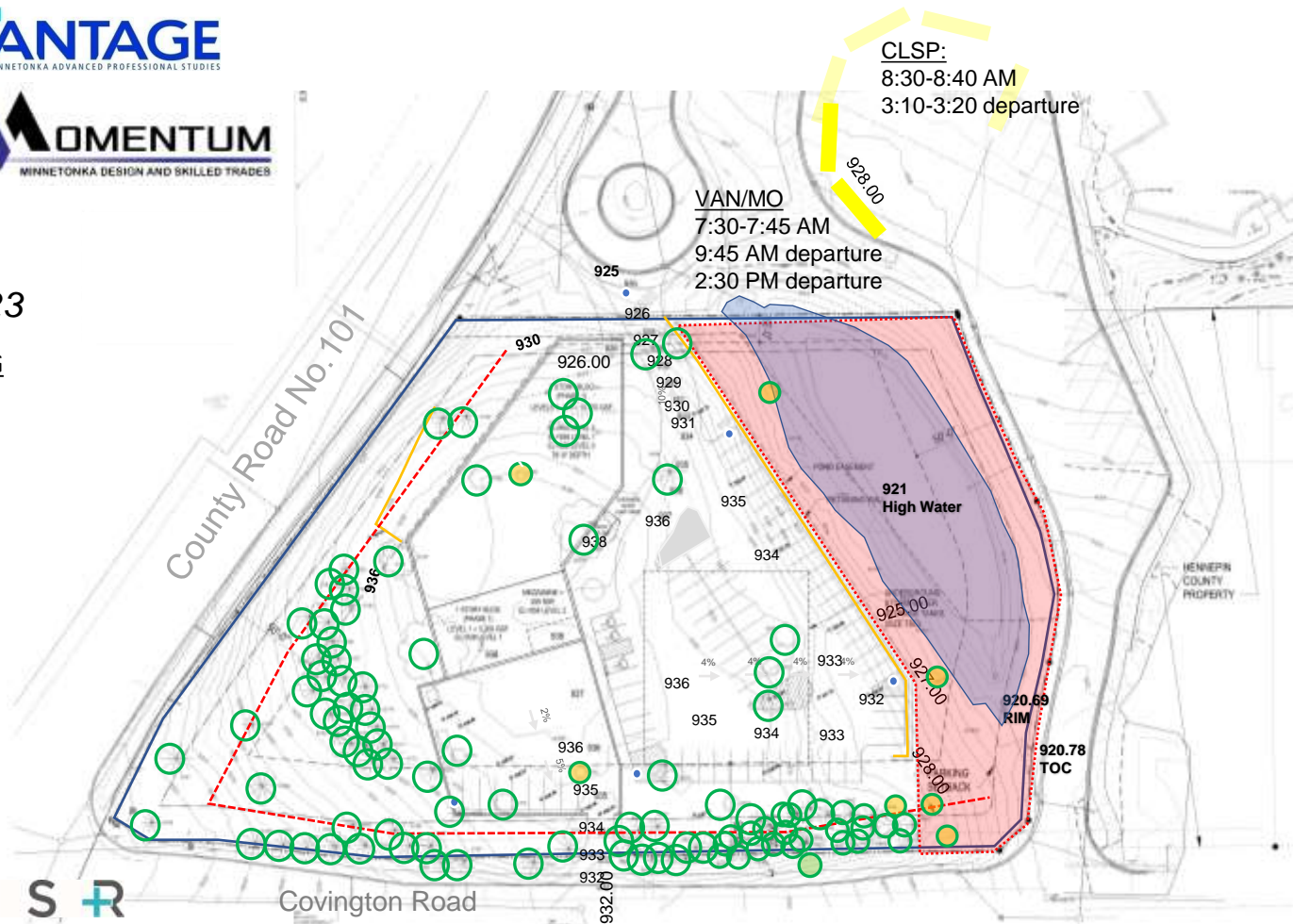
Total of 36,300 SF

Trees

○ Current

11/3/21

SITE PLAN



REVISED

VANTAGE
MINNETONKA ADVANCED PROFESSIONAL STUDIES

OMENTUM
MINNETONKA DESIGN AND SKILLED TRADES



MINNETONKA
PUBLIC SCHOOLS

Open Fall 2023

3 FLOOR BUILDING

12,000 +/- SF FLR

Total of 36,300 SF

Trees

○ Preserved

○ Removed

11/19/21

SITE PLAN

High Priority Trees:
10 Deciduous (10"+)
7 Coniferous (15'+)

...in Grouped buffer:
1 Deciduous (8"+)
77 Coniferous (15'+)

TOTAL H.P. TREES:
95 Current
64 Preserved (67%)
(35% max removal)

Significant Trees:
6 Deciduous (4"+)
1 Coniferous (10'+)

TOTAL SIG. TREES:
7 Current
5 Preserved (71%)
(50% max removal)

67%

building
signage

Students / Parents
FROM and TO
signalized CLSP
Intersection

CLSP:

8:30-8:40 AM

3:10-3:20 departure

VAN/MO

7:30-7:45 AM

9:45 AM departure

2:30 PM departure

County Road No. 101

L2-954.00
L1-938.00
L0-926.00

938.00 / 938.00

937

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Trees

○ Preserved
○ Removed

11/18/21

Tree Inventory

TREE TABLE									
Point #	Description	Point #	Description	Point #	Description	Point #	Description	Point #	Description
6750	9" MAP	6772	18" PIN	6794	14" PIN	6816	2" POP	6840	11" PIN
6751	20" PIN	6773	20" PIN	6795	52" OAK	6817	4" MAP	6841	14" PIN
6752	20" PIN	6774	13" PIN	6796	26" OAK	6818	3" OAK	6842	15" PIN
6753	15" LOC	6775	14" PIN	6797	28" OAK	6819	18" LOC	6843	13" PIN
6754	16" CED	6776	18" PIN	6798	16" LOC	6820	13" LOC	6844	18" PIN
6755	16" PIN	6777	15" PIN	6799	18" SPR	6821	16" LOC	6845	18" PIN
6756	16" PIN	6778	15" PIN	6800	16" SPR	6822	13" APPLE	6846	16" PIN
6757	14" PIN	6779	15" PIN	6801	8" MAP	6823	18" PIN	6847	9" PIN
6758	20" PIN	6780	17" PIN	6802	42" ASH	6824	11" PIN	6848	12" PIN
6759	11" PIN	6781	15" PIN	6803	15" PIN	6825	13" PIN	6849	13" PIN
6760	17" PIN	6782	12" PIN	6804	15" PIN	6826	14" PIN	6850	16" PIN
6761	9" PIN	6783	10" PIN	6805	13" PIN	6827	14" PIN	6851	16" PIN
6762	20" PIN	6784	12" PIN	6806	32" OAK	6828	12" PIN	6852	13" PIN
6763	14" PIN	6785	18" PIN	6807	30" OAK	6830	13" PIN	6853	9" PIN
6764	16" PIN	6786	13" PIN	6808	24" SPR	6831	14" PIN	6854	14" PIN
6765	20" PIN	6787	15" PIN	6809	3" OAK	6832	17" PIN	6855	14" PIN
6766	14" PIN	6788	16" PIN	6810	5" PIN	6833	11" PIN	6856	7" PIN
6767	23" PIN	6789	14" PIN	6811	2" APPLE	6834	12" PIN	6857	9" PIN
6768	23" PIN	6790	15" PIN	6812	2" APPLE	6835	12" PIN	6858	10" PIN
6769	13" PIN	6791	14" PIN	6813	2" APPLE	6836	13" PIN	6859	12" MAP
6770	14" CED	6792	14" PIN	6814	2" POP	6838	15" PIN		
6771	11" MT	6793	11" PIN	6815	2" POP	6839	11" PIN		

Survey / Tree Inventory



MINNETONKA
PUBLIC SCHOOLS

VANTAGE
MINNETONKA ADVANCED PROFESSIONAL STUDIES

OMENTUM
MINNETONKA DESIGN AND SKILLED TRADES

Open Fall 2023

3 FLOOR BUILDING

12,000 +/- SF FLR

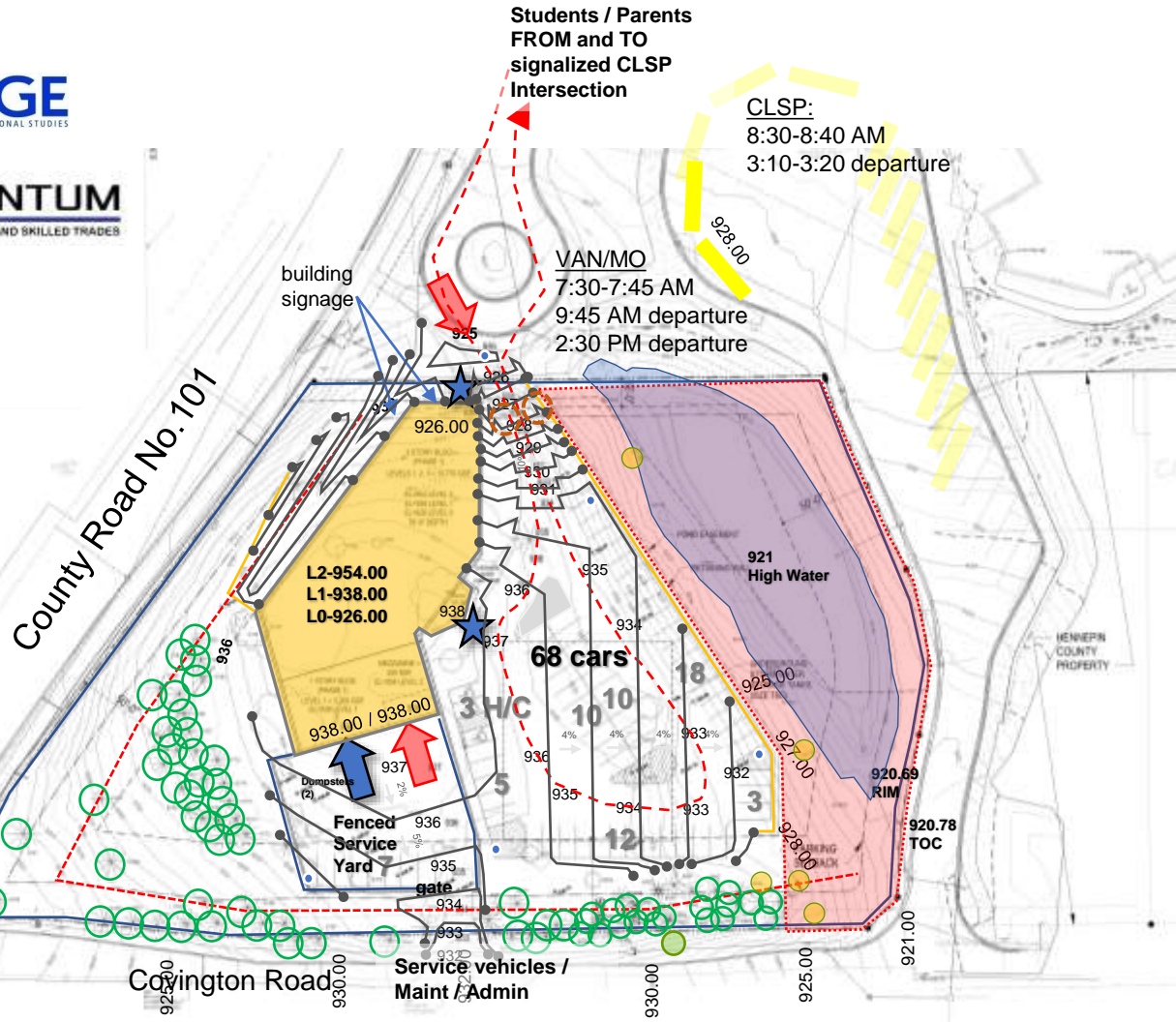
Total of 36,300 SF

Grading

11/19/21

SITE PLAN

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Open Fall 2023

3 FLOOR BUILDING

12,000 +/- SF FLR

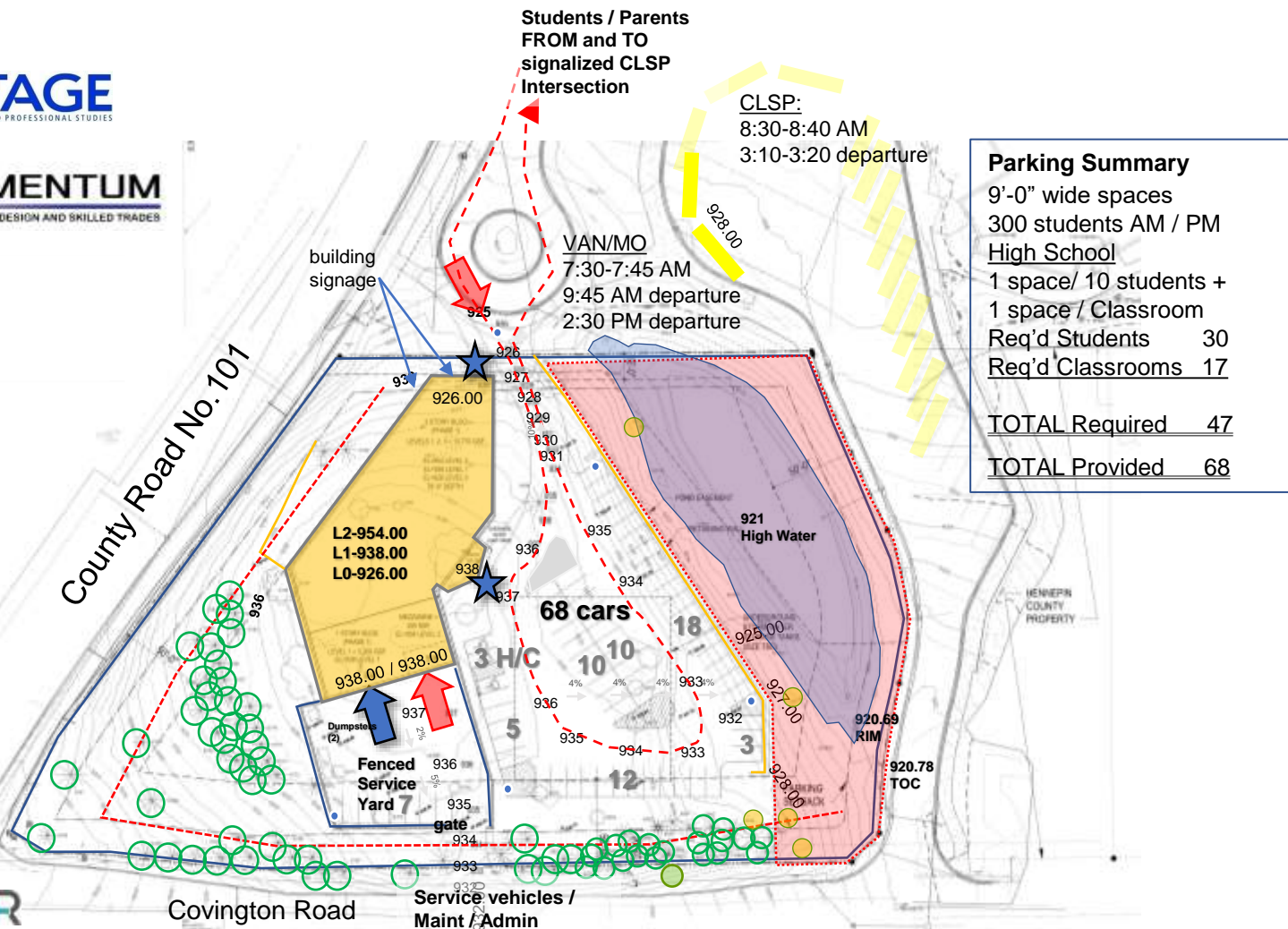
Total of 36,300 SF

Traffic / Parking

11/19/21

SITE PLAN

A T S + R



12/6/21



- Large group room centrally located for all groups

- Future (CR/ Lab/ Stor.) programming

Double wall construction,

Floor Plan - Level 1

A T S + R

**BUSINESS
POD**

Admin

Forum

Boiler

Rec'v

Service Yard

68 cars

3 H/C

5

BUSINESS POD:

- Global Business
- Business Analytics
- AP Stats

LIGHT POLE

UNDERGROUND
WATER STORAGE
(SIZE TBD)

18

10 10

12/14/21



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OPTION 1a

12/15/21



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FORUM

- Large group room centrally located for all groups

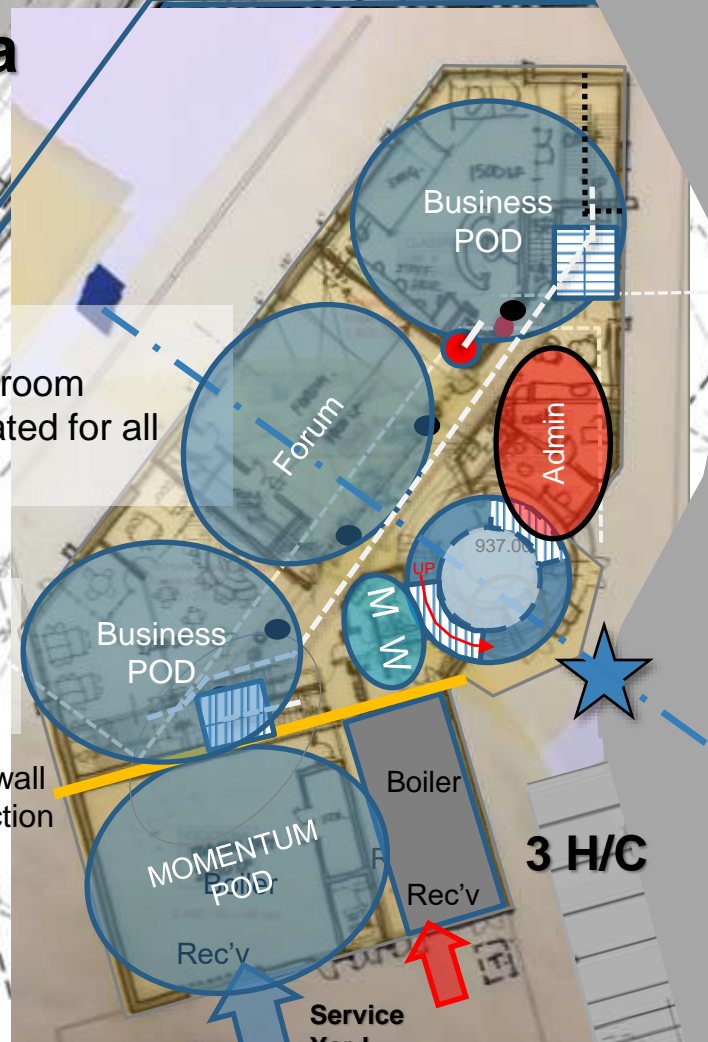
MOMENTUM POD:

- Future (CR/ Lab/ Stor.) programming

Double wall construction

Floor Plan - Level 1

A T S R



BUSINESS POD:

- Global Business
- Business Analytics
- AP Stats

68 cars

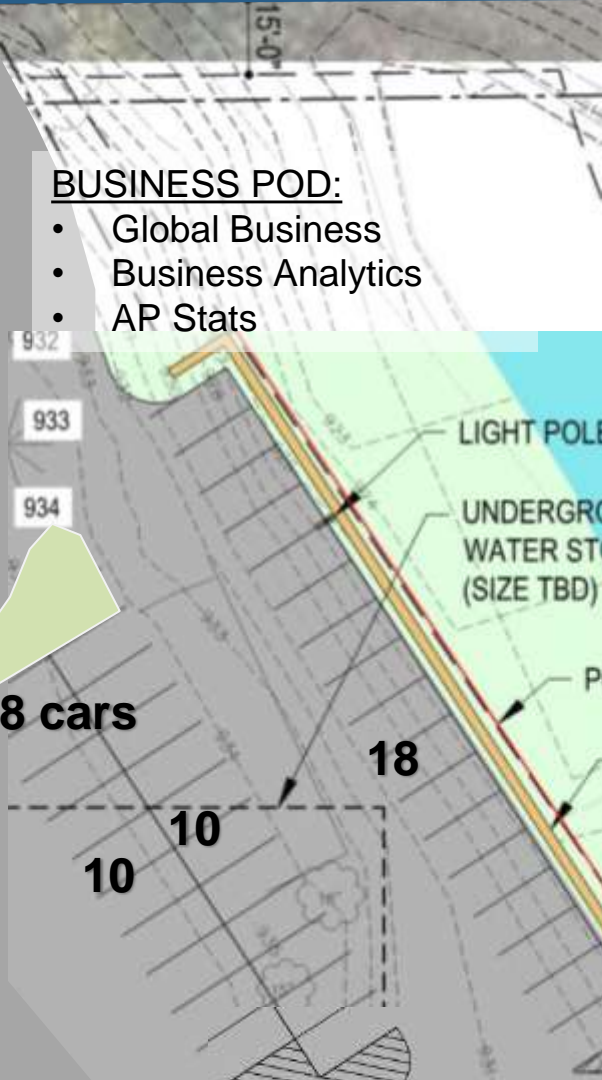
18

3 H/C

10

10

5



OPTION 1a

12/15/21



FORUM

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Large group room
centrally located for all
groups

MOMENTUM POD:

- Future (CR/ Lab/ Stor.)
programming

Double wall
construction

Floor Plan - Level 1

A T S R



BUSINESS POD:

- 124 • Global Business
- (79) • Business Analytics
- AP Stats

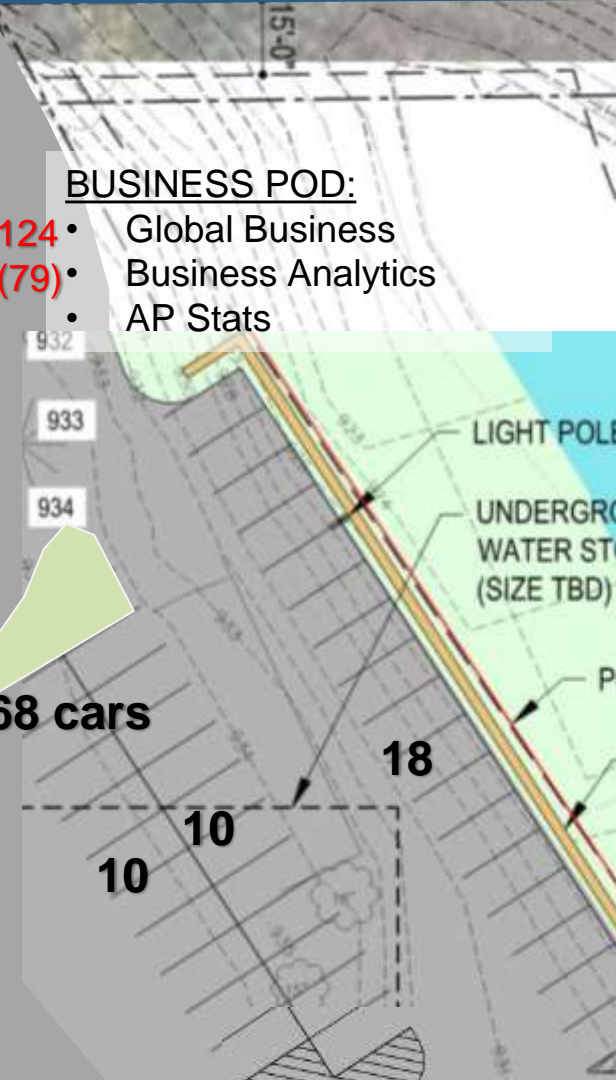
68 cars

3 H/C

18

10 10 10

5



OPTION 1a

12/6/21



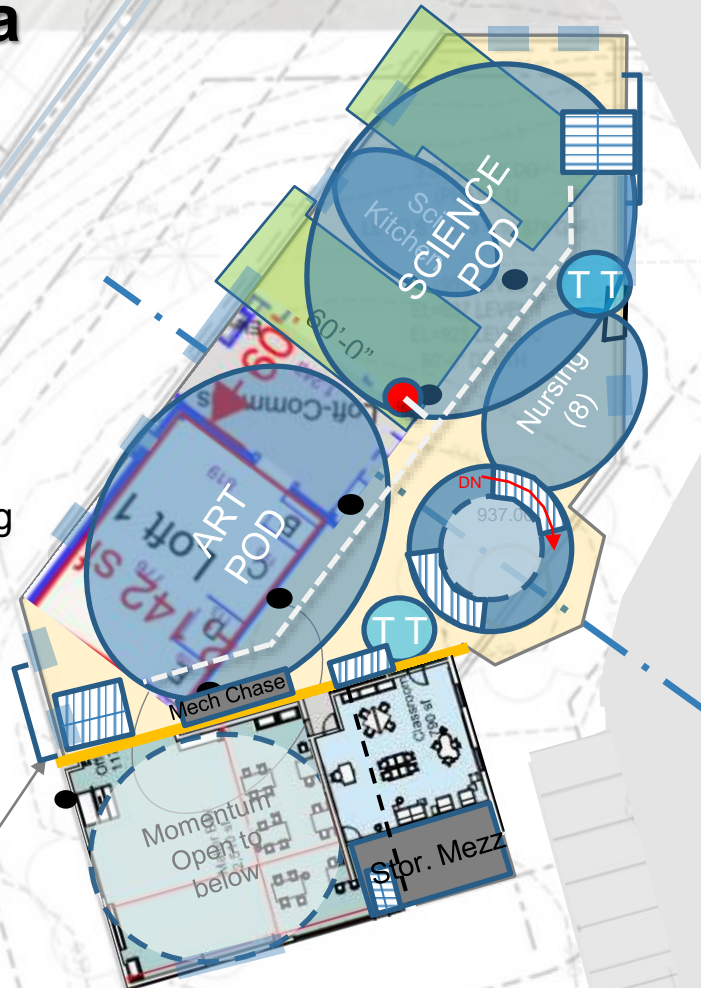
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ART POD:

- 22 • Digital Journalism
- 29 • Design and Marketing
- 17 • User Experience
Design Lab

SCIENCE POD:

- 26 • Global Sustainability
- 70 • Human Anatomy /
Physiology Lab
- Health Sciences Lab
- Commercial Kitchen
- Nursing beds (8)



Double wall
construction

Floor Plan - Level 2

A T S + R

OPTION 1a

12/15/21



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PUBLIC SCHOOLS

ART POD:

- 22 • Digital Journalism
- 29 • Design and Marketing
- 17 • User Experience Design Lab

Double wall
construction

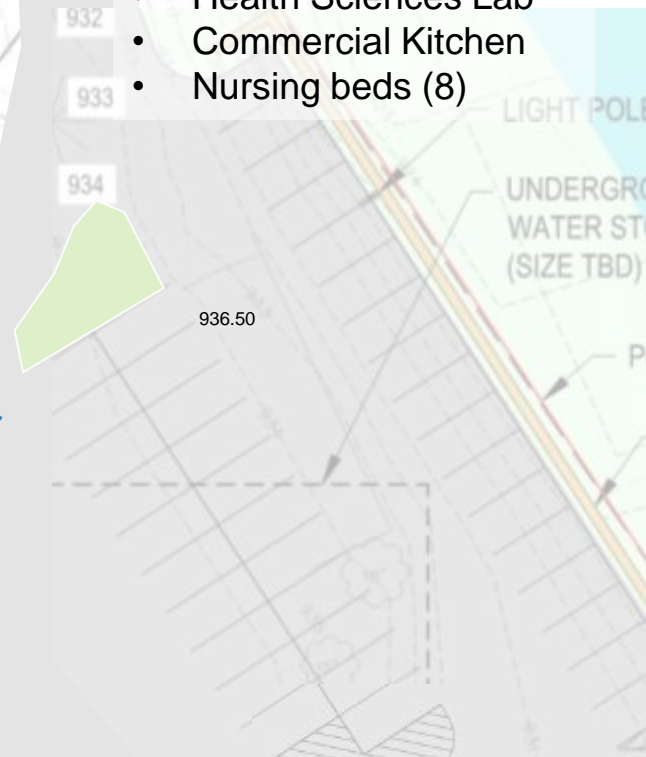
Floor Plan - Level 2

A T S + R



SCIENCE POD:

- 26 • Global Sustainability
- 70 • Human Anatomy / Physiology Lab
- Health Sciences Lab
- Commercial Kitchen
- Nursing beds (8)



OPTION 1a

12/15/21



MINNETONKA
PUBLIC SCHOOLS

ART POD:

- 22 • Digital Journalism
- 29 • Design and Marketing
- 17 • User Experience
Design Lab

Double wall
construction

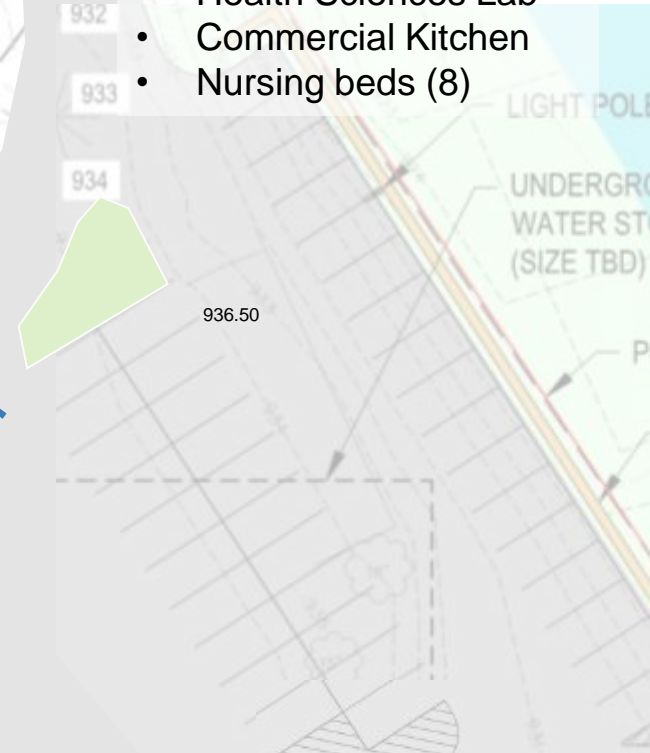
Floor Plan - Level 2

A T S + R



SCIENCE POD:

- 26 • Global Sustainability
- 70 • Human Anatomy /
Physiology Lab
- Health Sciences Lab
- Commercial Kitchen
- Nursing beds (8)

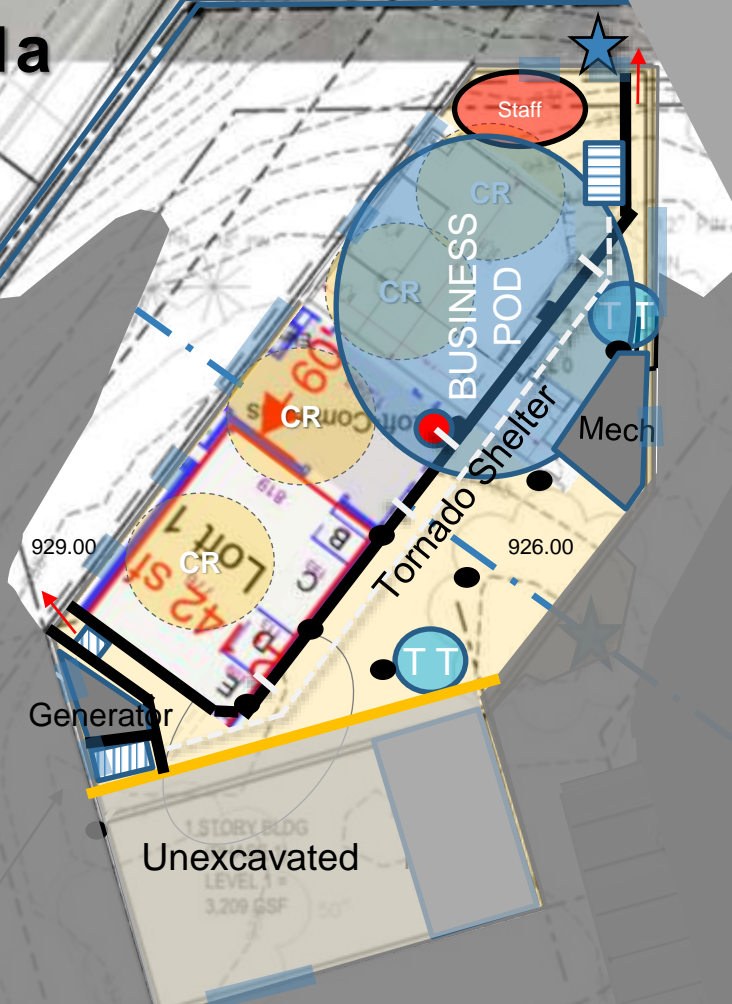


OPTION 1a

12/6/21



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BUSINESS POD:

- (79) • Global Business
- 37 • Business Analytics
- AP Stats

Floor Plan - Level 0

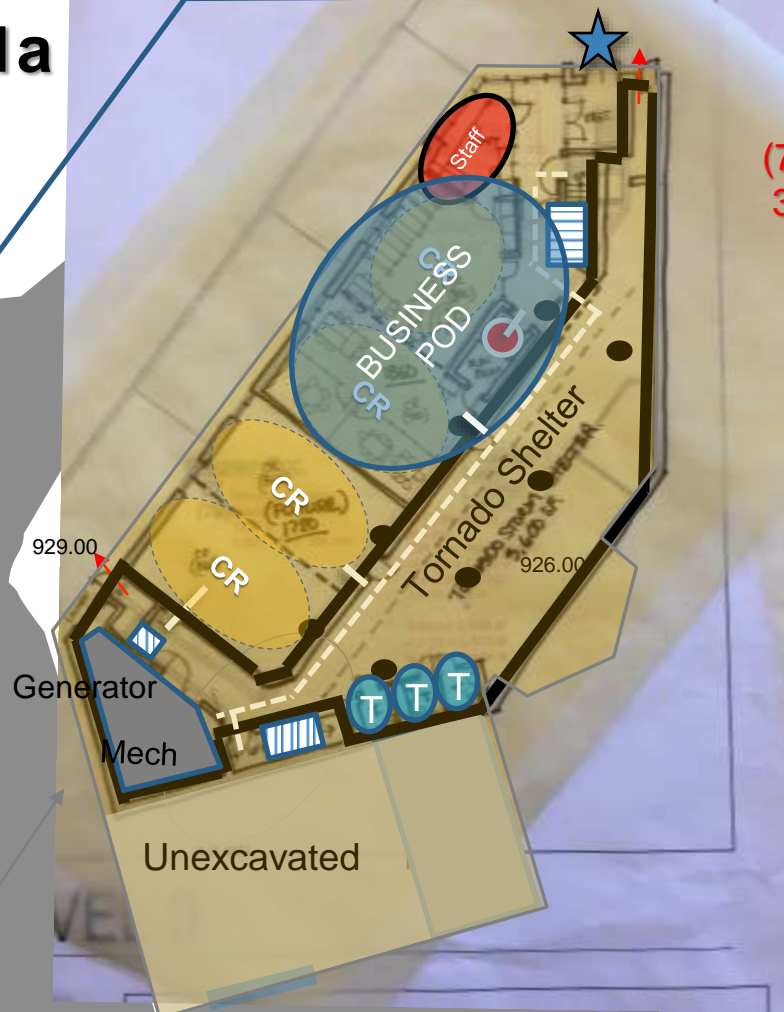
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OPTION 1a

12/15/21



MINNETONKA
PUBLIC SCHOOLS



BUSINESS POD:

- (79) • Global Business
- 37 • Business Analytics
- AP Stats

Floor Plan - Level 0

A T S R

OPTION 1a

12/15/21

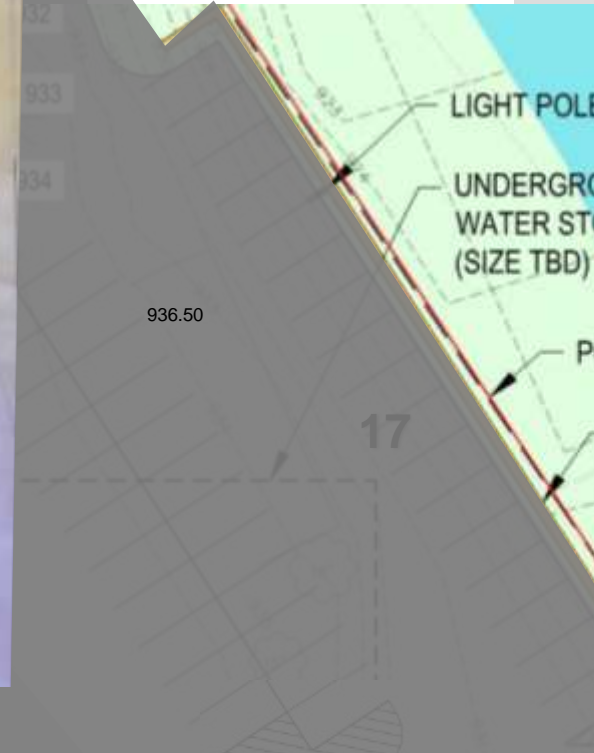


MINNETONKA
PUBLIC SCHOOLS



BUSINESS POD:

- (79) • Global Business
- 37 • Business Analytics
- AP Stats



Floor Plan - Level 0

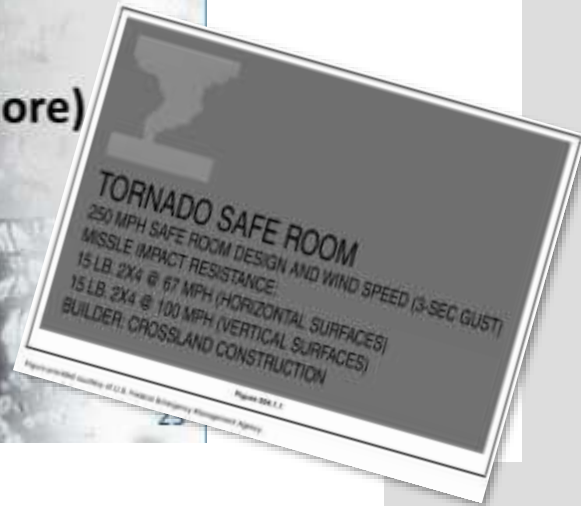
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Tornado Shelter - 2020

New Construction: Required Storm Shelters

- Where tornado wind speeds > 250 mph
- Critical Emergency Operations
- K-12 Schools (50 or more)

ICC 500 (2014 Standard)



12/6/21



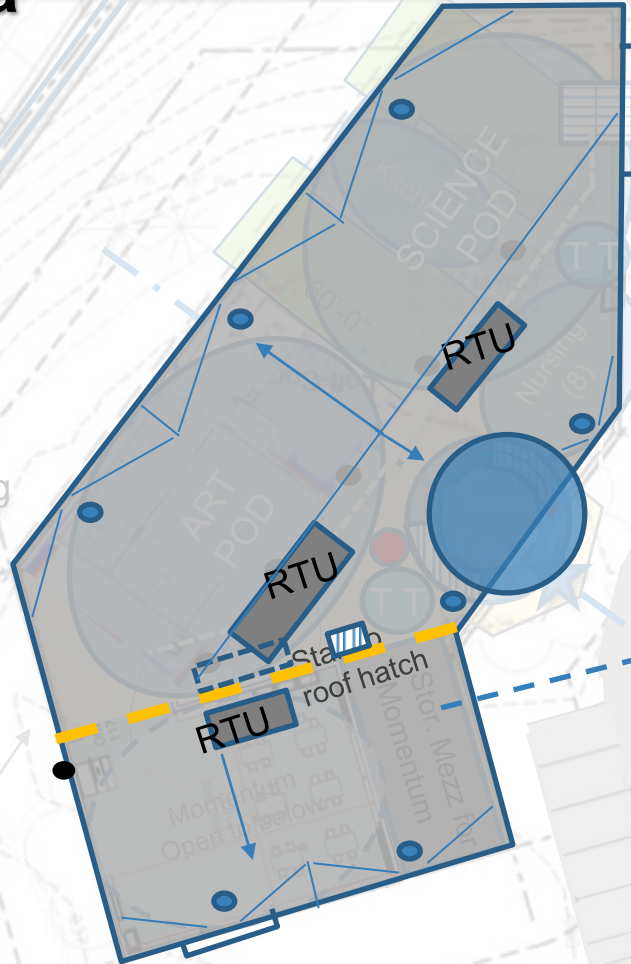
- Digital Journalism
- Design and Marketing
- User Experience

Design Lab

Double wall construction

Roof Plan

A T S + R



Manhole

To storm
chambers

Concept View from CR 101





Open Fall 2023

3 FLOOR BUILDING

12,000 +/- SF FLR

Total of 36,300 SF

Soil Borings

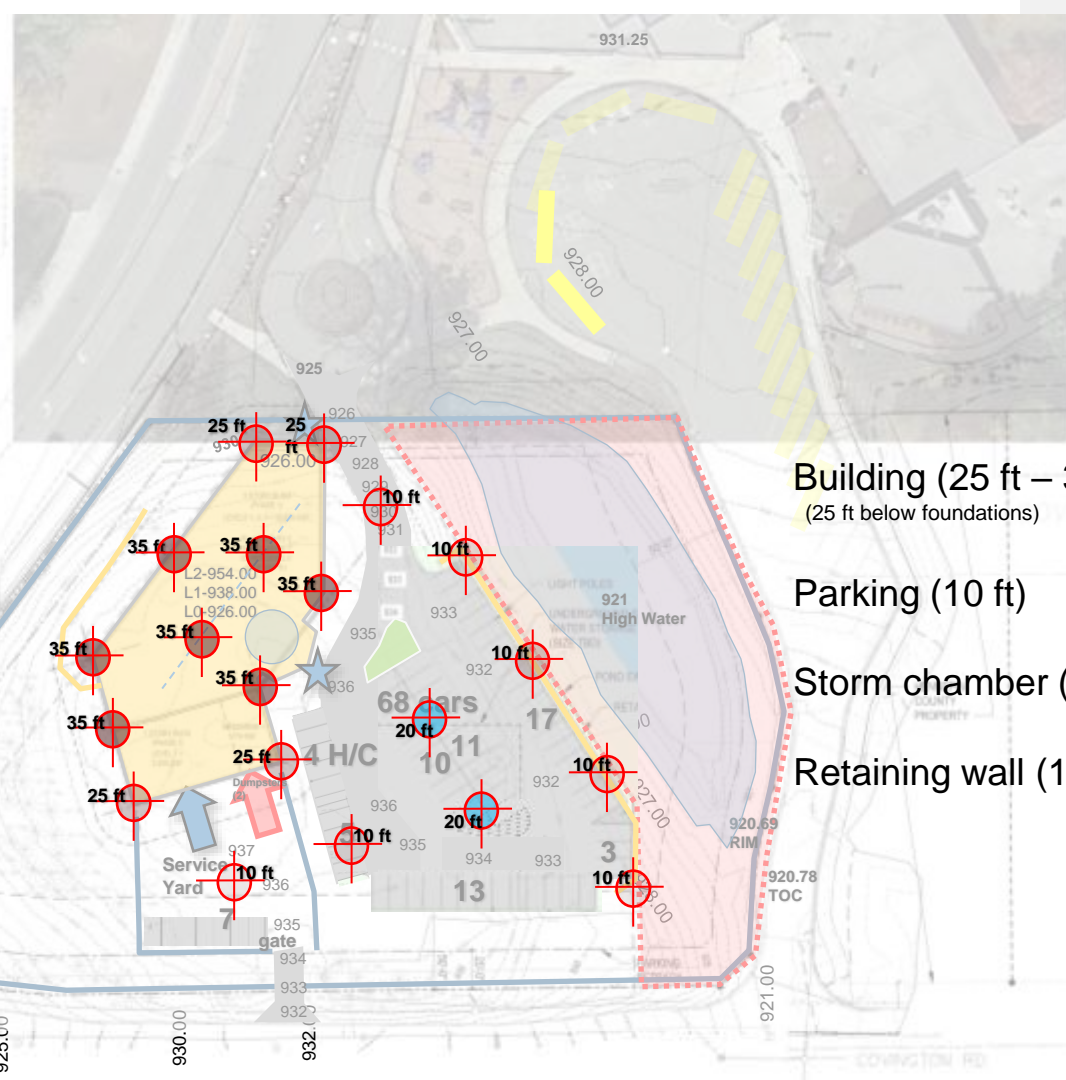
11/13/21

SITE PLAN

A T S⁹² + R

© Copy

STANDARD				
UNIT: GRADE 5				
TOPIC: GRADE 5 MATHEMATICS				
UNIT	TOPIC	DATE	TIME	SCORE
GRADE 5 MATHEMATICS				
GRADE 5 MATHEMATICS				
UNIT	TOPIC	DATE	TIME	SCORE
5	5	5	5	5



Building (25 ft – 35 ft)
(25 ft below foundations)

Parking (10 ft)

Storm chamber (20 ft)

Retaining wall (10 ft)

DESIGN DEVELOPMENT PLANNING MATRIX

12/8/21 12/15/21

**MINNETONKA
PUBLIC SCHOOLS**

an approval

approval

final DDF&E plan approval

Initial Meeting
Drawn

Meeting
Drawn - preliminary plan
Reviewed - preliminary
Drawn

- preliminary plan
 Reviewed - preliminary plan
 Drawn - final plan
 Reviewed

any plan
ed - preliminary plan
Drawn - final plan layout
Reviewed - final plan
Drawn

Reviewed - final plan layout

en plan layout
 - equipment / casework
 Reviewed - equipment / case
 Plans - final chan
 FF&E - fi

Plans - final changes completed
FF&E - final changes completed
Review

work / casework
final changes completed
FF&E-final changes completed
Review meeting

work
ages completed
inal changes completed
Review meeting deadline

Meeting completed

[illegible]

User Groups

12/15/21

Group	Duration	Meeting with:
Group A Meetings (date / time)		
A	1/2 hr	Administration / Staff
A	1 hr	Shared spaces - Toilets, Corridors, Stairs, Kitchenette, Mentor
A	1/2 hr	Parking: Visitor / Staff / Student
A	1/2 hr	Science Pod - Sustainability / Health Sci Lab
A	1/2 hr	Science Pod - Anatomy / Physiology Lab
A	1/2 hr	Science Pod - Commercial Kitchen
A	1/2 hr	Science Pod - Nursing
	4 hrs	
Group B Meetings (date / time)		
B	1/2 hr	Forum Room / Support
B	1/2 hr	Art Pod: Digital Journalism
B	1/2 hr	Art Pod: Design Marketing / User Experience
B	1/2 hr	Business Pod: Global Business
B	1/2 hr	Business Pod: Business Analytics
B	1/2 hr	Business Pod: AP Stats
B	1/2 hr	Receiving / Custodial
B	1/2 hr	Tornado Shelter
	4 hrs	

SCHEDULE



MINNETONKA
PUBLIC SCHOOLS

R&C Submitted to MDE

Concept Submitted to
City of Minnetonka

Neighborhood Meeting

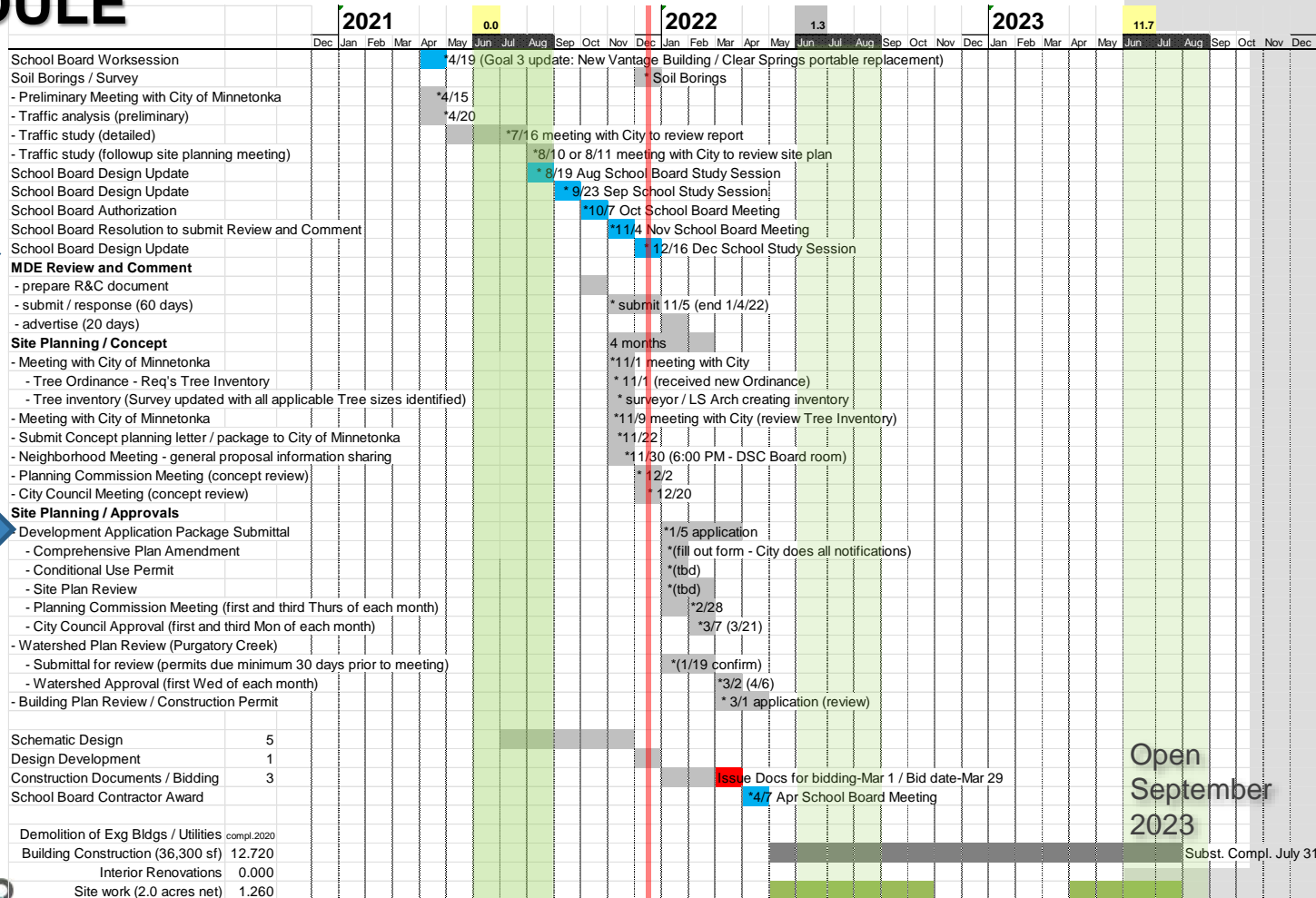
Submit to City of Mtna
Development Application

Submit to Purgatory
Creek Watershed District

Submit to City of Mtna
Plan Review / Permit

Groundbreak Spring 2022

A T S R



Open
September
2023

Subst. Compl. July 31

12/15/21



MINNETONKA
PUBLIC SCHOOLS



Next Steps

- *Soil Borings / Geotech Report for building and site structural design basis (ETA mid January)*
- *Receive MDE response to Review and Comment submittal (60 day period ends 1/4/22)*
- *Meet with User Groups – Design Development*
- *Development Package Submittal to City of Minnetonka January 5, 2022*



MINNETONKA
PUBLIC SCHOOLS



Minnetonka School Board Study Session

December 16, 2021

**COMMENTS...
QUESTIONS?**

Thank you !

ADOPTION

**School Board
Minnetonka I.S.D. #276
5621 County Road 101
Minnetonka, MN 55345**

Board Agenda Item XII.

TITLE: Policy #307 – Data Practices

DATE: January 6, 2021

BACKGROUND:

The Board's Policy #307 guides the community and school personnel on the District's compliance with the Minnesota Government Data Practices Act. The current policy was adopted almost fourteen years ago; in the intervening time, the MSBA has put forward a new model policy which we have used for the potential revisions we are proposing. In addition to adopting the more streamlined approach that MSBA has delineated, we also propose revisions that reflect the District's actual practice of naming the overall "Responsible Authority" for compliance as well as a Data Practices Officer who will respond to requests for data under ordinary circumstances.

New in this policy is a listing of the rights that subjects of data have with regard to their review of private records about themselves. State statute requires us to enumerate these rights in policy. Apart from the revisions proposed, the Administration is working on a publicly posted web page that spells out the process for requesting data and emphasizes the benefit of collaborating with District staff to maximize utility of the information for the requestor and manageability in terms of the scope of the request. The proposed revisions have met the approval of the District's legal counsel.

RECOMMENDATION/FUTURE ACTION:

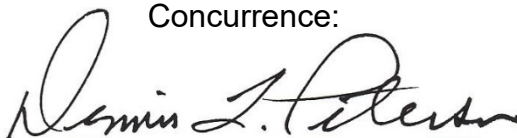
Adopt the revisions to Policy 307 as proposed or as amended by the Board.

Submitted by:



Michael Cyrus, Ed.D., Executive Director of Human Resources

Concurrence:



Dennis Peterson, Superintendent

MINNETONKA PUBLIC SCHOOLS

ACCESS AND DISSEMINATION PUBLIC DATA REQUESTS

#307

(COMPLIANCE WITH MINNESOTA GOVERNMENT DATA PRACTICES ACT)

I. POLICY STATEMENT

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes. The purpose of this policy is to provide guidance to School District employees as to the data the School District collects and maintains and the permissible distribution of such data.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 12 (MGDPA) and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

A. ~~All data on individuals collected, created, received, maintained or disseminated by the School District, which is classified by state statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the School District.~~

B. ~~All other data on individuals is private or confidential.~~

III. DEFINITIONS

A. Government Data

~~The term, data, when used in this policy, means government data. Government data are all data kept in any recorded form by government entities in the executive branch of government in Minnesota. As long as data are recorded in some way by a government entity, they are government data, no matter what physical form they are in, or how they are stored or used. Government data may be stored on paper forms/records/files, in electronic form, on audio or videotape, on charts, maps, etc. "Government data" means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.~~

B. Inspection

"Inspection" means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the

public and the ability to print copies of or download the data on the public's own computer equipment.

C. Public Data

"Public data" means that the data is available to anyone who requests it all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification, pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

~~D. **Private Data** Private data means the data is available to the subject of the data and to School District staff who need it to conduct the business of the School District and to others outside the School District who are given access to the private data by state statute or federal law.~~

~~A. **Confidential Data** Confidential data means the data is not available to the subject and is accessible only by authorized staff of the School District and to others outside the School District who are given access to the private data by state statute or federal law.~~

~~B. **Personnel Data** Personnel Data means data on individuals collected because they are or were employees of the School District, or is or were applicants for employment, volunteers for the School District, or is a member of or applicant for an advisory board or commission.~~

~~C. **Educational Data** Educational Data means those records which: (1) are directly related to a student; and (2) are maintained by the School District or by a party acting for the School District.~~

~~D. **Not Public Data** Not public data means data on individuals that is private or confidential or data not on individuals that are non-public or protected non-public as classified by state or federal law.~~

IV. RESPONSIBLE AUTHORITY DATA PRACTICES COMPLIANCE OFFICIAL

The School District has designated the Superintendent of Schools as the authority responsible for the maintenance and security of School District records and the Assistant Superintendent or Executive Director for Human Resources as the data practices compliance official to whom one may direct questions or concerns regarding obtaining access to data, rights of subjects of data or other data practices matters. Questions regarding School District data privacy practices and procedures should be directed to the Assistant Superintendent or Executive Director for Human Resources.

~~A. The School District will name additional data practices designees and post those names annually.~~

- B. The responsible authority will establish procedures to ensure that the district responds promptly to requests for government data.

V. DATA SUBJECT'S RIGHT TO ACCESS DATA

Upon request to a responsible authority or designee, an individual shall be informed whether that individual, the individual's minor child or person for whom the individual has been appointed guardian is the subject of stored data and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data shall be shown that public or private data about themselves without any charge and, if desired, shall be informed of the content and meaning of that data. Except as required by law, after an individual has been shown this and informed of its meaning, the school district need not disclose the data to that individual for six months unless additional data on the individual has been collected or created. The school district shall provide copies of the private or public data upon request by the individual subject of the data. The school district may require the requesting person to pay the actual costs of making and certifying the copies.

VI. DATA SUBJECT'S IDENTIFICATION

The school district reserves the right to require that an individual requesting private data on the individual or the individual's minor child provide valid photo identification at the time that the data is requested or provided. The school district will not disclose private data on anyone other than the individual requesting data or that individual's minor child without receiving a valid release signed by the subject of the data.

VII. RIGHTS OF DATA SUBJECTS

A. Challenging Inaccurate or Incomplete Data

Consistent with the MGDPA, any person who believes that information contained in the school district's records regarding that individual, the individual's minor child, or person over whom the individual has been appointed legal guardian is inaccurate or incomplete may request that the school district amend those records. To exercise this right, the individual must notify the responsible authority described in Attachment C in writing of the nature of the disagreement. Upon receiving such notification, the school district will take action as required by the MGDPA. Please note that the submission of a challenge to data does not guarantee that the school district will amend its records.

B. Other Rights of Data Subjects

Nothing in this policy shall be construed as limiting the rights provided by the MGDPA. Individuals who are the subject of data in the school district's possession have all of the rights afforded by Minnesota Statutes, Section 13.04.

VIII. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing and directed to the data practices compliance officer.

1. A request for public data must include the following information:
 - a) Date the request is made;
 - b) A clear description of the data requested;
 - c) Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d) Method to contact the requestor (such as phone number, address, or email address).
 2. A requestor is not required to explain the reason for the data request.
 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 4. The data practices compliance officer may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The data practices compliance officer will respond to a data request at reasonable times and places as follows:
1. The data practices compliance officer will notify the requestor in writing as follows:
 - a) The requested data does not exist; or
 - b) The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the data practices compliance officer determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the data practices compliance officer shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c) The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not

picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

IX. COSTS

A. A. Public Data

1. The school district will charge for copies provided as follows:
 - a) 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b) More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for in cash in advance of receiving the copies.

~~X. DATA PRIVACY COMPLIANCE TRAINING~~

- ~~A. The School District shall review annually and revise, as necessary, its policies, practices, procedures and notices with respect to the privacy and protection of educational and personnel records as well as public access procedures. Copies of~~

~~these policies, procedures and notices shall be distributed to all School District employees on an annual basis or by giving notice to employees and making this information available on the web page.~~

- ~~B. The School District shall determine annually the need to provide training to School District personnel who respond to requests for data and/or are provided with access to public, private and/or confidential personnel and/or educational data. Such training shall be provided to those individuals determined to have a need for such training.~~

~~XI. RECORDS MANAGEMENT~~

- ~~A. The School District shall review annually the administration of data practices and develop an annual plan to assure compliance with law and policy and improve procedures as necessary.~~
- ~~B. The School District shall dispose of and transfer records in accordance with statutory procedures.~~
- ~~C. The School District shall modify data collection and maintenance procedures to eliminate unnecessary data.~~

~~XII. COMPLIANCE~~

- ~~A. The School District shall require private sector contractors to comply with Minnesota Government Data Practices Act as if it were a government entity when such contractors perform functions that involve collecting, creating, receiving, maintaining or disseminating data.~~
- ~~B. The School District shall not share not public data with another entity unless required or permitted by state statute or federal law.~~

Legal References: ~~20 U.S.C. Sec. 1232g et. Seq. (Family Educational Rights and Privacy Act)~~

~~————— Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)~~

~~————— Minn. Rules Pts. 1205.0100-1205.2000~~

Adopted 5/1/2008

Reviewed 12/16/2021

MINNETONKA PUBLIC SCHOOLS

PUBLIC DATA REQUESTS

#307

(COMPLIANCE WITH MINNESOTA GOVERNMENT DATA PRACTICES ACT)

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 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for in cash in advance of receiving the copies.

Adopted 5/1/2008

Reviewed 12/16/2021

Adopted 1/6/2022

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

Board Agenda Item XIII.

Title: Acceptance of Sale of Used iPads

Date: January 6, 2022

EXECUTIVE SUMMARY:

The instructional program of Minnetonka ISD 276 relies on the use of iPads and associated instructional software to be a key component of the instructional process for students. In order to ensure that K-12 students are using iPads that are capable of running the latest versions of instructional software, Minnetonka Independent School District 276 has set up a 3-year rotation system of lease purchasing iPads and supporting equipment such as charging bricks for three years.

At the end of three years, the old iPads are purchased for \$1, and are then sold on the open market. The District executes another three-year lease purchase with Apple for the latest iPad versions. The sale of the old iPads covers the first year payment on the new lease purchase, meaning the District nets out three years of use for the equivalent of two lease payments, while ensuring the iPads used by students will be capable of running the latest software.

The District updated Grade 4-12 iPads with a new 3-year lease purchase with Apple in July of 2021. The next step in the systemic process was to offer the obsolete equipment to the highest bidder in what is called a reverse auction. A reverse auction functions like a bid process for purchasing, but instead of having the low bidder win the bid in a purchasing bid, for a reverse auction the highest bidder wins the right to purchase equipment from the District.

A total of 7,988 iPads, 3,340 charging bricks, 3,000 cable sets and 9 older Mac laptops were offered for sale.

Bidders were requested to submit a lump sum for the whole lot by 1:00 PM on Friday, December 17, 2021.

A total of eight (8) bids were received as follows:

Limitless USA	\$1,041,280.06
RA Solutions	\$1,000,098.56
Integrated Recycling Technologies	\$ 982,663.20
Total Technology	\$ 944,515.94
Second Life Mac	\$ 864,514.00
IMAAN International	\$ 705,107.00
Diamond Assets	\$ 704,643.00
Techno Rescue	\$ 593,017.60

Limitless USA has the high bid of \$1,041,280.06. After payment of 7.525% sales tax as required by Minnesota Statutes, the District will receive net revenue of \$968,407.40, which after allowing for \$10 each for the charging bricks and cables, equates to \$113.55 per unit. This amount is sufficient to cover the down payment for the iPad lease purchase of \$951,923.00, with remaining funds deposited in the Capital Projects Technology Fund.

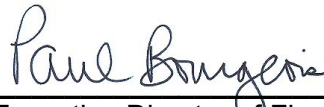
RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board accept the high bid of Limitless USA in the amount of \$1,041,280.06 for 7,988 surplus Apple iPads, 3,340 charging bricks, 3,000 cables and 9 Mac laptops.

RECOMMENDED MOTION

BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the high bid of Limitless USA in the amount of \$1,041,280.06 for 7,988 surplus Apple iPads, 3,340 charging bricks, 3,000 cables and 9 Mac laptops.

Submitted by:



Paul Bourgeois, Executive Director of Finance & Operations

Concurrence:



Dennis Peterson, Superintendent

CONSENT

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

Board Agenda Item XIV.

Title: Resolution Pertaining to Consent Agenda

Date: January 6, 2022

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 January 6, 2022:

- a. Minutes of December 2, 2021 Regular Meeting; December 13 Special Meeting; and December 16 Special Meeting
 - b. Study Session Summaries of December 9 and December 16
 - c. Payment of Bills
 - d. Recommended Personnel Items
 - e. Gifts and Donations
 - f. Electronic Fund Transfers
 - g. Trust Funds
-

RECOMMENDATION/FUTURE DIRECTION:

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

Submitted by:



Dennis L. Peterson, Superintendent

CONSENT

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

Board Agenda Item XIV. c

Title: Payment of Bills

Date: January 6, 2022

OVERVIEW:

Presented for Board approval are the monthly disbursement totals by fund for Minnetonka Public Schools for the month of November 2021.

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the Board approve the disbursements as presented for the month of November 2021.

Submitted by:



Jessica Hulitt
Coordinator of Accounting

Approved by:



Paul Bourgeois
Executive Director of Finance & Operations

Concurrence:



Dennis L. Peterson
Superintendent of Schools

MINNETONKA DISTRICT #276

TO: Dr. Dennis Peterson

FROM: Jessica Hulitt

RE: Payment of Bills – November 2021
Board Meeting Date: January 6, 2022

The following disbursements are submitted for the month of November:

Recommend the payment of bills in the sum of \$7,777,303.63 by check #469057 - #469524 and ACH #212200890 - #212201131, and wire transactions #202170212 - #202170409

November		
	FUND	
01	GENERAL FUND	5,484,494.81
02	CHILD NUTRITION	116,390.22
03	PUPIL TRANSPORTATION	450,355.73
04	COMMUNITY SERVICE	309,212.90
05	CAPITAL EXPENDITURE	183,067.56
09	TRUST - FIDUCIARY	109,278.40
11	EXTRA/CO-CURRICULAR	128,120.23
12	ATHLETIC FEE	931.95
18	CUSTODIAL FUND	4,314.17
20	SELF INSURANCE	109,730.50
40	CULTURAL ARTS CENTER	56,735.06
41	DOMES OPERATIONS	1,522.22
42	AQUATICS PROGRAM	33,451.45
43	PAGEL CENTER	15,279.29
46	LTFM	290,670.19
56	CONSTRUCTION PROJECTS	227,388.32
66	CAPITAL PROJECTS LEVY	256,360.61
		\$ 7,777,303.61
	SALARIES	\$ 6,446,306.00
	TOTAL	\$ 14,223,609.61



Jessica Hulitt

December 22, 2021
Date

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

Board Agenda Item XIV. d.

TITLE: Recommended Personnel Items

DATE: January 6, 2022

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.

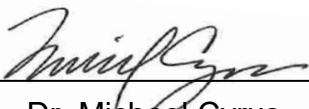
State law requires that the School Board formally approve all personnel actions. At the time of hiring, employees are told that the administration formally recommends employment, and that the employment action is finalized only after Board action. On these routine matters, however, the administration 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.

FUTURE ACTION/RECOMMENDATION:

The administration recommends approval of all attached personnel changes.

Submitted by:



Dr. Michael Cyrus
Executive Director of Human Resources

Concurrence by:



Dr. Dennis L. Peterson
Superintendent

RECOMMENDED PERSONNEL ITEMS

I. INSTRUCTION

APPOINTMENTS	ASSIGNMENT	EFFECTIVE	SALARY
NONE			

RESIGNATIONS	ASSIGNMENT	EFFECTIVE	REASON
NONE			

LEAVES	ASSIGNMENT	EFFECTIVE	REASON
CERRITOS, SOFIA MOREEN, KRISTEN	KINDERGARTEN SPANISH IMMERSION, 1.0 FTE, MWTA SPECIAL ED, 1.0 FTE, MHS	2/22/22-3/25/22 1/26/22-2/9/22	MEDICAL MEDICAL

STATUS CHANGES	CURRENT ASSIGNMENT	EFFECTIVE	CHANGE
NONE			

II. BUSINESS AND OTHER NON-INSTRUCTIONAL SERVICES

APPOINTMENTS	ASSIGNMENT	EFFECTIVE	SALARY
LUTZ, ARIANA SHARBO, EMILY	CLASS D SPEC ED PARA, 6.5 HRS/DAY, MHS CLASS D SPEC ED PARA, 6.5 HRS/DAY, MMW CLASS B SUPVRY PARA, 15 MIN/DAY, MMW	1/3/22 1/3/22 1/3/22	\$20.53/HR \$20.53/HR (CLASS D) \$19.17/HR (CLASS B)

RESIGNATIONS	ASSIGNMENT	EFFECTIVE	REASON
FEENEY, TARA	CLASS B SUPERVISORY PARA, 7 HRS/DAY, MME	12/22/21	RESIGNATION

LEAVES	ASSIGNMENT	EFFECTIVE	REASON
ZHENG, RONG	CLASS C CHINESE IMMERSION PARA, 6 HRS/DAY, SH	10/8/21-1/28/22	PERSONAL

STATUS CHANGES	CURRENT ASSIGNMENT	EFFECTIVE	CHANGE
BAIRD, HOWARD	CLASS D SPEC ED PARA, 6.5 HRS/DAY, MME	1/3/22	CLASS D SPEC ED PARA, 2 HRS/DAY, MME

III. IN-DISTRICT APPOINTMENTS

APPOINTMENT	ASSIGNMENT	BUILDING	EFFECTIVE	SALARY
WERDAHL, KARIN ZIMMERMAN, DAVID	ACCOMPANIST: DISTRICT 4, 5, 6 CHOIR ACCOMPANIST: GRADE 4, 5, 6 DISTRICT CHOIR	DISTRICT DISTRICT	2021-22 2021-22	\$2,321 \$2,321

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

Board Agenda Item XIV. e

Title: Gifts and Donations

Date: January 6, 2022

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 jurisdiction of the Minnetonka School Board.

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Athletic Department Football Account:

Minnetonka Touchdown Club	\$1499.97
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RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Theater Account:

Cambria	\$10,000.00
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RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Trust Account:

The Blackbaud Giving Fund	\$560.00
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RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Student Activities JV Bowling Club Account:

Minnetonka Skippers Booster Club	\$100.00
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RECOMMENDATION: That the School Board accepts the following donations to be placed in the Deephaven Elementary School Trust Account:

James Colwell	\$150.00
The Blackbaud Giving Fund	\$300.00
Target c/o Cyber Grants, LLC	\$50.00

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Deephaven Elementary School PTA Trust Account for Birthday Books:

Deephaven PTA	\$8047.00
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RECOMMENDATION: That the School Board accepts the following donation to be placed in the Deephaven Elementary School PTA Trust Account for K-1 Lexia Licenses:

Deephaven PTA	\$2080.00
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RECOMMENDATION: That the School Board accepts the following donation to be placed in the Deephaven Elementary School Curricular Choice Account:

Deephaven PTA	\$8500.00
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RECOMMENDATION: That the School Board accepts the following donation for Deephaven Elementary School:

Browne+Browne Marketing Inc.	Quacky Smacky & Tacky Books
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RECOMMENDATION: That the School Board accepts the following donation to be placed in the Excelsior Elementary School Kindergarten Trust Account:

Eldridge S. Chase III	\$3000.00
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RECOMMENDATION: That the School Board accepts the following donation to be placed in the Excelsior Elementary School Trust Account:

The Blackbaud Giving Fund	\$5.60
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RECOMMENDATION: That the School Board accepts the following donations to be placed in the Scenic Heights Elementary School Trust Account:

Brent Rickenbach	\$118.60
Karen Winterhof	\$50.00
Ramar Tan	\$100.00
Anonymous	\$600.00
Kristi Nokken-Holla	\$30.00
Stephanie Nelson	\$90.00
Danielle Bley	\$200.00
Nasim Shopbell	\$140.00
Gregory Smith	\$120.00
Tim Wilson	\$30.00
Jennifer Blair	\$50.00

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

Frontstream	\$33.32
MightyCause Charitable Foundation	\$70.00

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

The Benevity Community Fund	\$951.62
The Blackbaud Giving Fund	\$110.00
The Merck Foundation	\$55.00
U'Sagain, LLC	\$28.39

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka Elementary Orchestra Program:

Sara & Jeremy Hunt and Family	Violin
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RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka Elementary Band Program:


Jessica & Bryan Dunn

Xylophone

TOTAL GIFTS AND DONATIONS FOR 2021-2022*	=	\$181,700.92
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*Total amount reflects gifts & donations submitted for board approval in 2021-2022.

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 XIV. f

Title: Electronic Fund Transfers

Date: January 6, 2022

EXECUTIVE SUMMARY:

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

RECOMMENDATION:

It is recommended that the School Board approve the attached automatic withdrawals and investments from the General Fund for November 2021.

Submitted by:



Paul Bourgeois, Executive Director of Finance & Operations

NOVEMBER 2021 FROM GENERAL FUND				
DATE	PAYEE			AMOUNT
11/2/2021	Distrot Equity Bond Contribution			205,418.75
11/2/2021	Distrot Equity Bond Contribution			256,975.00
11/2/2021	Distrot Equity Bond Contribution			277,800.00
11/5/2021	AP Payment			112,383.86
11/8/2021	Further - Flex			6,606.90
11/8/2021	Claims HealthPartners			346,421.48
11/8/2021	Delta Dental			25,233.99
11/2/2021	Payroll			2,587,317.09
11/12/2021	AP Payment			158,799.27
11/15/2021	Claims HealthPartners			192,658.09
11/15/2021	Delta Dental			17,706.83
11/12/2021	Solutran - Wellness Program			4,235.69
11/19/2021	AP Payment			432,204.85
11/16/2021	HealthPartners Premium			70,880.28
11/16/2021	Further - Flex			16,192.66
11/22/2021	Claims HealthPartners			319,278.00
11/23/2021	Delta Dental			6,744.75
11/16/2021	Payroll			3,147,731.67
11/19/2021	Payroll			709,667.16
11/22/2021	Further - Flex			6,681.23
11/22/2021	Delta Dental			18,653.08
11/24/2021	Further - Premium			4,904.50
11/26/2021	AP Payment			103,742.49
11/30/2021	Claims HealthPartners			282,463.68
11/30/2021	Delta Dental			17,657.66
11/30/2021	Distrot Equity Bond Contribution			70,536.25
11/30/2021	Payroll			2,716,389.10
NOVEMBER	Art Center CC Processing Fees			9,521.67
NOVEMBER	MCEC Credit Card Processing Fees			20,740.37
NOVEMBER	Mtka Webstore CC Processing Fees			15,068.45
NOVEMBER	Athletic CC Processing Fees			5,366.60
NOVEMBER	Postage			3,104.00
NOVEMBER	Bank Monthly Service Charge			1,045.67
NOVEMBER	Aquatics CC Processing Fees			2,679.09
				\$ 11,432,616.41
NOVEMBER				
INVESTMENT		MATURITY	INTEREST	ENDING
DESCRIPTION	BANK	DATE	RATE	BALANCE
Money Market	Alerus Bank ICS Savings	NA	0.22%	55,670,579.22
Money Market	MSDLAF+ Liquid Class	NA	0.01%	1,992,576.84
Money Market	MSDLAF+ MAX Class	NA	0.03%	0.01
Term	MSDLAF	NA	-	2,000,000.00
CD	MSDLAF	NA	0.25%	-
Money Market	PMA IS	NA	0.01%	14,393,320.57
Term	PMA MN Trust Term Series	NA	0.00%	-
Municipal Bonds	Northland Securities	NA	0.00%	624,630.37
Various	Wells Fargo OPEB	NA	Var	21,281,759.14
				\$ 95,962,866.15

CONSENT

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

Board Agenda Item XIV. g

Title: Trust Funds

Date: January 6, 2021

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.

RECOMMENDATION:

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>	
Tonka Prep	Careino Gurley	Funds will be used for the benefit of Minnetonka High School Students to meet their basic needs and improve their academic performance.

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