

## SCHOOL BOARD MEETING

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

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

January 12, 2023

*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: AP Scholars; MHS Marching Band and Colorguard; Girls Swim & Dive; Bowling Club; U-Chicago Teacher Awards; Minnetonka Community Education Staff/Program Award
- 7:00 I. Call to Order
- II. Pledge to the Flag
- III. Adoption of the Agenda
- IV. Election of School Board Officers for 2023
- A. Chair
  - B. Vice-Chair
  - C. Treasurer
  - D. Clerk
  - E. Deputy Clerk/Deputy Treasurer
- 7:05 V. School Report: MME
- 7:20 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.
- 7:25 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
- 7:40 VIII. Approval of School Board Goals
- 7:50 IX. Adoption of Policy #613: Graduation Requirements
- 7:55 X. Approval of Aviation Courses
- 8:00 XI. Approval of FY23 Amended Budget
- 8:10 XII. Approval of Sale of 2023A COP Bonds
- 8:15 XIII. Approval of Bids for Excelsior Classroom Modifications
- 8:20 XIV. CONSENT AGENDA
- a. Minutes of December 1, 2022, Regular Meeting
  - b. Study Session Summary of December 15, 2022
  - c. Payment of Bills
  - d. Recommended Personnel Items
  - e. Gifts and Donations
  - f. Electronic Fund Transfers
  - g. Approval of Enrollment Limits
  - h. Approval of New Course Title Change
- 8:20 XV. Board Reports
- 8:25 XVI. Superintendent's Report
- 8:30 XVII. Announcements
- 8:35 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 2023**

**Date: January 12, 2023**

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**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.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that:

1. The School Board elect from its membership persons to fill the following positions:
  - Chairperson
  - Vice-Chairperson
  - Treasurer
  - Clerk
  
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.



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David Law, Superintendent

**REPORT**

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

**Board Agenda Item V.**

**Title: School Report: MME**

**Date: January 12, 2023**

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**EXECUTIVE SUMMARY:**

MME ESL teacher Anna Bjork and Social Worker Katie Klemme worked collaboratively to create a vision of a "Community Night" that would cater to the historically underrepresented/under-engaged families in the Minnetonka community. This vision became a reality on December 1st when MME hosted its first Community Night. MME Principal Pete Dymit will be joined by Ms. Bjork and Ms. Klemme to share highlights from this successful event.

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



David Law, Superintendent

**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  
Regular Board Meetings**

**Date: January 12, 2023**

**OVERVIEW:**

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

**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board fix the following day of each regular School Board meeting during 2023 as listed below. There will be no meeting in July. Board meetings are held in the Community Room at 5621 County Road 101, Minnetonka, Minnesota, and begin at 7:00 p.m.

**School Board Meeting Dates for 2023**

Thursday, January 12, 2023  
Thursday, February 9, 2023  
Thursday, March 9, 2023  
Thursday, April 13, 2023  
Thursday, May 4, 2023  
Thursday, June 1, 2023

Thursday, August 3, 2023  
Thursday, September 7, 2023  
Thursday, October 5, 2023  
Thursday, November 2, 2023  
Thursday, December 7, 2023



**David Law, 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 12, 2023**

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**OVERVIEW:**

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

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board fix the following day of each School Board Study Session during 2023 as listed below. There will be no Study Session in July. Study Sessions are held in the Community Room at 5621 County Road 101, Minnetonka, Minnesota, and begin at 6:00 p.m.

**School Board Study Session Dates for 2023:**

Thursday, January 26, 2023  
Thursday, February 23, 2023  
Thursday, March 23, 2023  
Thursday, April 27, 2023  
Thursday, May 25, 2023  
Thursday, June 15, 2023

Thursday, August 17, 2023  
Thursday, September 21, 2023  
Thursday, October 26, 2023  
Thursday, November 16, 2023  
Thursday, December 14, 2023



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David Law, 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 12, 2023**

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**OVERVIEW:**

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

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**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 2023 for the Chairperson. (For 2022 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 2023 for the Vice Chairperson. (For 2022 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 2023 for the Clerk. (For 2022 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 2023 for the Treasurer. (For 2022 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 2023 for Board Members. (For 2022, all board members received \$375 per month.)
6. That School Board members receive a stipend of \$50.00 per meeting during 2023 for up to four standing committee meetings per month. (This was instituted in January 2004.)



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David Law, Superintendent

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

**Board Agenda Item VII. d**

**Title: Resolution Designating Depositories**

**Date: January 12, 2023**

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**OVERVIEW:**

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

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**RECOMMENDATION/FUTURE DIRECTION:**

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

- 1. US Bank, Minneapolis, MN**
- 2. Wells Fargo, 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 Accounting and Audit Jess Hulitt.

**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, 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.



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David Law, 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 12, 2023**

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**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; and Mr. Dennis O'Brien. It is advantageous to the District to continue the current working relationships with these firms and individuals to obtain the best possible legal service for the District on issues that arise.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board appoint as legal counsel for 2023 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.



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David Law, 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 12, 2023**

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**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 website as an alternative official means of dissemination for bids, quotes and requests for proposal.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board designate the Sun-Sailor as the official newspaper for 2023 for legal publications such as the Minutes of Proceedings, the Policy Statement on Free and Reduced School Lunch Program and Bids for District Purposes. The approved Minutes of Proceedings are also posted on the District's website.

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



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David Law, Superintendent



December 12, 2022

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, 2023:

First insertion:	<b>\$12.20</b> per column inch
Subsequent insertions:	<b>\$7.50</b> per column inch
Characters per inch:	<b>320</b>
Lines per inch:	<b>9</b>

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. Early deadlines apply the week of a holiday. Please email legal notices to [publicnotice@apgecm.com](mailto: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 blue ink that reads 'Tonya Orbeck'.

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

10917 VALLEY VIEW ROAD, EDEN PRAIRIE, MN 55344 • 952-392-6844 • SAILOR.MNSUN.COM

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**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 12, 2023**

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**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.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board designate radio station WCCO-AM as the official station during 2023 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), 9 (FOX) and 11 (KARE) and will be posted to the District's website at <http://www.minnetonkaschools.org>.



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David Law, 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 12, 2023**

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**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.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the firm of CliftonLarsonAllen, LLP be appointed to conduct the annual audit in 2023.



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David Law, 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 12, 2023**

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**OVERVIEW:**

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

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**RECOMMENDATION/FUTURE DIRECTION:**

A mid-term conference on the Superintendent's performance and progress on goals will be held in February 2023 and the final evaluation will be held by June 30, 2023. It is proposed that the mid-term meeting of board members and the Superintendent be on Thursday, February 23 at 4:00 p.m. It is proposed that three dates be set aside for completing the evaluation in June. Those dates are Thursday, June 15 at 4:00 p.m. (self-evaluation report); Monday, June 19 at 6:00 p.m. (Board development of its evaluation of the Superintendent); and Thursday, June 22 at 6:00 p.m. (Board review of the evaluation with the Superintendent).



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David Law, 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 12, 2023**

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**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 2023, that rate has been set at 65.5 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.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board authorize the IRS-approved rate of 65.5 cents per mile for personal automobile usage for school business purposes in 2023 when an employee or School Board member is not thereby covered under a formally negotiated agreement.



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David Law, 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 12, 2023**

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**OVERVIEW:**

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

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**RECOMMENDATION/FUTURE DIRECTION**

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



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David Law, Superintendent

**MINNETONKA SCHOOL DISTRICT #276  
SCHOOL BOARD APPOINTMENTS  
2023**

<b>Committee</b>	<b>2023 Representatives</b>
AMSD (Association of Metropolitan School Districts)	Mike Remucal
MTA Liaisons	Chair and Vice Chair
Finance Advisory Committee	Patrick Lee-O'Halloran
Materials Review Committee	Meghan Selinger
Teaching and Learning Advisory	Meghan Selinger
Minnetonka Foundation	Chris Vitale
PTO/PTA Leaders	Mark Ambrosen
Special Education Advisory	Katie Becker
Tonka CARES	Mike Remucal/Mark Ambrosen
Mental Health Advisory	Mike Remucal
CASE	Lisa Wagner/Patrick Lee-O'Halloran
Community Education Advisory	Katie Becker
Preschool/ECFE Advisory	Meghan Selinger/Chris Vitale
OPEB Advisory	Patrick Lee-O'Halloran

**APPROVAL**

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

**Board Agenda Item VIII.**

**Title: Approval of School Board Goals**

**Date: January 12, 2023**

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**EXECUTIVE SUMMARY:**

Each year, the Minnetonka School Board meets with the Superintendent to set annual goals for the school year. This process includes a review of the previous year's goals, a review of student data on standardized assessments and graduation, survey data from students and parents and input from District staff. This year's goal-setting meetings were held on Monday, September 12 and Monday, November 14. A first read of the goals was presented at the School Board Meeting on December 1, 2022 and no changes were recommended at that time. Moving forward, the Board plans to finalize and approve the goals for the next year in the spring.

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**RECOMMENDATION/FUTURE DIRECTION:**

That the Board approve the goals for 2022-23.

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



David Law, Superintendent

**Minnetonka School District**  
*Innovate, Inspire, Excel.*  
**2022-2023 School Board Goals**

**Excellence in Well-being, Connection and Belonging**

The Minnetonka School Board and District Administration believe a commitment to world-class, child-centered excellence strengthens Minnetonka Public Schools. The well-being and belonging of our students are both continuing priorities for families and for the District.

**Student well-being** is defined here as the positive sense of self and belonging that is felt when one's cognitive, emotional, social and physical needs are being met.

**Belonging** is defined here as a strong feeling of positive connection, acceptance and importance as a member of the Minnetonka Schools community, regardless of race, religion, gender identity, sexual orientation, country of origin, *ability*, and/or socioeconomic status.

Integrating student well-being, connection and belonging efforts will ensure all students have the support needed to achieve at their highest potential.

The District will continue to foster and promote positive student well-being, connection and belonging efforts and will identify and remove barriers that have a detrimental effect on students' well-being, connection and sense of belonging. The District will strive for the fair treatment, opportunity and advancement of all students to pursue their highest levels of academic and personal achievement. The Board's vision for child-centered excellence will be the foundation for these efforts.

For the 2022-23 school year, this goal will include the following action steps:

- 1) Deepen implementation of the Multi-Tiered Systems of Support (MTSS) framework in the area of social and emotional learning with the target of consistency across all District schools in the MTSS referral process and student support. This will include expanding efforts to address needs identified in the [2020 Student and Family Well-being Report \(Link\)](#) and recommendations from the [Mental Health Advisory Council \(Link\)](#).
  - a. The District will present reports at least twice to the School Board on measures of success and progress of MTSS.

- i. Reports will be based on year one of the MTSS three-year plan focused on social and emotional learning, including progress in addressing needs identified in the 2020 Student and Family Well Being Report. (LINK)
    - ii. Reports will include a summary of the efforts on the Mental Health Advisory Council at mid-year and year-end.
  - b. The District will survey stakeholders at least annually on their experience and share results with the School Board.
- 2) Deepen implementation of belonging efforts to ensure a welcoming, inclusive and safe school environment for all. This will include improving systems and processes to identify, analyze, monitor and respond to student trends and data with attention to identifying and addressing barriers affecting different student demographic groups. Reduce bullying through revisiting and raising awareness of existing bullying prevention efforts and opportunities across all learning levels as measured by student discipline data, student reports and survey data. Empower and encourage staff to support belonging efforts, including through staff development.
  - a. Principals and their staff will present reports to the School Board throughout the academic year that include their school's well-being, connection and belonging efforts and outcomes, including professional development opportunities for staff.
- 3) Increase communication and engagement work that reflects the District's commitment to excellence in well-being, connection and belonging.
  - a. The District will present a report at mid-year and year end summarizing communications, outreach and engagement work in this area.

### **Excellence in Student Learning and Support**

Excellence in student learning and support is a foundational principle guiding the Minnetonka School Board and District Administration in their work. The School Board and District Administration believe that each student is capable of achieving at their highest potential and is committed to work with families to achieve this. The continuation of the District's excellence will be driven through deep implementation of educational frameworks and strategic programs to support student learning. At the same time, the District will continue to respond to the challenges presented during the pandemic that have had a lasting impact on our students and the District.

For the 2022-23 school year, this goal will include the following action steps:

- 1) Advance the Multi-Tiered Systems of Support (MTSS) framework, processes and practices to ensure delivery of high-quality academics on an ongoing basis.
  - a. The District will present reports to the School Board on measures of success and progress of the MTSS framework, focused on high quality universal instruction, including interventions and enrichment in all three tiers of the MTSS framework based on year one of the MTSS three-year plan at mid-year and year-end.
- 2) Increase opportunities for improved academic outcomes for all students while focusing additional efforts to improve student literacy at all levels and in all content areas as measured by student performance standardized and benchmark assessments. This includes assessing and addressing uneven and unfinished learning due to the past two years of COVID-19. This will also include identifying and addressing any gaps in achievement that exist between measured student groups, with attention to predictable outcomes.
  - a. The District will provide a report to the School Board on Literacy efforts.
  - b. The District will report results from District standardized assessments including from MCA and NWEA, as they relate to efforts to address uneven and unfinished learning.
- 3) Broaden the reach of the Minnetonka experience through the Tonka Online K-12 e-learning program. This will include continuing to assess the program's successes and challenges and to make recommendations and plans for adjustments for the 2023-24 academic year.
  - a. The District will present mid-year and year-end reports to the School Board on enrollment and marketing efforts, trends and opportunities for the Tonka Online K-12 e-learning program.
- 4) Utilize space strategically to accommodate all of the District's growing innovative programming, including, in particular, VANTAGE Advanced Professional Studies and MOMENTUM Design and Skilled Trades, as well as meeting the space needs for all other District programs and efforts. This includes long-term facility planning for the programming needs of the District in all academic and co-curricular programs.
  - a. The District will provide an update on the VANTAGE and MOMENTUM facilities and programs for the School Board.
  - b. The District will provide an update on the next iteration of the District's Innovation efforts and processes.

- c. The District will present multiple updates to the School Board regarding facilities throughout the year.

### **Excellence in Leadership and Organizational Support**

The Minnetonka School District has built a reputation as a national leader in providing exceptional, innovative student programming and unique and diversified pathways for students to experience world-class opportunities and to achieve unrivaled outcomes. The District will strive for excellence in all levels of leadership and organizational support using the following assumptions:

- ***The District will share opportunities, challenges and barriers to implementation and suggest recommendations to address them.***
- ***Staff are critical partners in reaching District goals and will be encouraged to share input and ideas.***
- ***Families are critical partners in their students' educational success and in reaching District goals and will be encouraged to share input and ideas with District leadership.***
- ***Student voice is valued and will be solicited to support District goals, as often as is practical.***

For the 2022-23 school year, this goal will include the following action steps:

- 1) Build stronger community trust by informing and engaging District constituents, including students, families, staff and the broad community through outreach and engagement opportunities and efforts. To fulfill this expectation and in response to community input the District commits to the following actions:
  - a. The District will create new in-person engagement opportunities for community members to connect with District leadership and the Board and will resume Board engagement activities that existed prior to COVID-19.
  - b. The District will survey residents, families, students and staff regarding their experiences and sentiments about the District, including their access to information about the District and will develop strategies to address any challenges revealed by the data. Further, the School Board will evaluate District policies and procedures related to community engagement.
  - c. The District will increase communication and engagement with local and statewide elected officials.

- d. The District will present a mid-year and year-end communications report to the School Board, summarizing the efforts and communications completed and providing recommendations.
- 2) Take steps to maximize long-term financial stability and sustainability for the District.
- a. The District will provide periodic updates to the Board on the District's finances, including recommendations to improve financial stability.
  - b. The District will gather information about the voter-approved funding that supports student learning and present options to the School Board for future decision-making.
- 3) Enhance the District's focus on recruitment and retention of exceptional teachers and staff, to include efforts to create a representative workforce that will enrich the learning environment for all students.
- a. The District will provide semi-annual School Board updates on open positions and an annual presentation on recruitment and retention efforts, including information on the use of new platforms for recruitment and summaries of exit interviews.

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

Board Agenda Item IX.

Title: Review of Policy 613: Graduation Requirements      Date: January 12, 2023

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**OVERVIEW:**

School Board Policy #613 outlines requirements for graduation from the Minnetonka School District. State statute requires that School Boards adopt graduation requirements that meet or exceed State graduation requirements and that allow students to satisfy state academic standards. The current policy was last updated in 2005 and reflects a transition in graduation requirements for students over a three-year time period. Since that time, the state requirements have remained consistent, and the state no longer requires students to take the Basic Skills Test. This revision reflects these changes and aligns this policy with current practice outlined in the Minnetonka High School Skipper log.

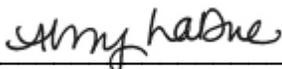
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**ATTACHMENT:**

- Policy 613: Graduation Requirements (with recommended revisions shown and in clean form)
- 

**RECOMMENDATION/FUTURE DIRECTION:**

Adopt the revisions to Policy #613 as proposed.

Submitted by:   
Amy LaDue, Associate Superintendent

Concurrence:   
David Law, Superintendent

# MINNETONKA PUBLIC SCHOOLS

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## GRADUATION REQUIREMENTS

#613

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### 1.0 PURPOSE

The purpose of this policy is to set forth requirements for graduation from the Minnetonka School District.

### 2.0 GENERAL STATEMENT OF POLICY

The policy of the Minnetonka School District is that all students, in order to earn a high school diploma, must demonstrate their satisfactory completion of the credit requirements and their understanding of academic standards ~~meet established Minnetonka graduation requirements and must pass the Basic Skills tests in reading, mathematics and written composition required by the state of Minnesota.~~

The Minnetonka School District will provide a comprehensive academic program, which addresses knowledge, skills, concepts and processes as determined by local standards and curriculum and state academic standards.

Special Education students who properly complete the programs specified in their IEP (Individual Education Plan) and have received the recommendation of their IEP Team shall be awarded a diploma.

### 3.0 AREAS OF RESPONSIBILITY

- 3.1 Authorization to certify pupils for graduation from high school shall be vested in the Principal of Minnetonka High School, in accordance with District Policy.
- 3.2 Administrators and guidance counselors have the responsibility to communicate to parents and students the full range of course and program options.
- 3.3 Credits may be transferred to Minnetonka High School from other accredited secondary schools upon evaluation by the high school administration and/or counselors.

### 4.0 CREDIT REQUIREMENTS

To receive a Minnetonka High School Diploma, a student must have accumulated 22.5 credits and meet all requirements outlined below.

Students must be enrolled for a minimum of six (6) credits at grades nine and ten, and must enroll for an adequate numbers of credits in grades eleven and twelve to accumulate the number of credits required for graduation.

## 4.1

**Graduation Requirements Chart**

<b>Course of Study</b>	<b>Credits Required for Graduating Class of 2004-05</b>	<b>Credits Required for Graduating Class of 2005-06</b>	<b>Credits Required for Graduating Class of 2006-07 and Forward</b>
English	4	4	4
Social Studies	4	4	3.5
Mathematics	2	2	3
Science	2	3	3
Physical Education	1	1	1
Health	.5	.5	.5
Electives	8 (including 1 credit in the arts)	8 (including 1 credit in the arts)	7.5 (including 1 credit in the arts)
<b>Total Credits</b>	<b>21.5</b>	<b>22.5</b>	<b>22.5</b>

- 4.2 ~~Beginning with the graduating class of 2007, full-time students must be enrolled for a minimum of six (6) credits at grades nine and ten, and must enroll for adequate numbers of credits in grades eleven and twelve to graduate on schedule. While students could take these minimums in any given year, students need to recognize that they are required to accumulate 22.5 credits.~~
- 4.3 ~~A student taking a full course load each year may earn a total of twenty four (24) credits. A student may earn a maximum of six (6) credits during the regular school day each year in grades nine through twelve, plus credits taken in zero hour, after school and online, as approved.~~
- 4.4 ~~A student who satisfactorily completes a high school course shall receive secondary course credit and the credit shall count toward the student's graduation requirements. Courses organized on a ¼ basis shall receive such credits as they meet requirements. Courses organized on a semester basis shall receive a ½ credit as they meet requirements. Courses organized on a year long basis shall receive ½ unit of credit for each semester as they meet requirements.~~
- 4.5 ~~Student enrolled in Career Exploration Work Program CEWP, Mini-School or Hennepin Technical Center (HT) must meet their graduating class's credit requirements in English, social studies, mathematics, science, health, physical education and the arts. In addition to these required credits, students must acquire elective credit to meet their graduating class total credit requirements.~~

**4.1 Four credits of language arts sufficient to satisfy all academic standards in English language arts;**

- 4.2 Three credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;
- 4.3 An algebra I credit by the end of 8<sup>th</sup> grade sufficient to satisfy all of the 8<sup>th</sup> grade standards in mathematics;
- 4.4 Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- 4.5 Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
- 4.6 One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts;
- 4.7 One credit of physical education;
- 4.8 One-half credit of health; and
- 4.9 A minimum of six and one-half elective credits.

## **5.0 PARTICIPATION IN THE COMMENCEMENT CEREMONY**

Participation in the Minnetonka High graduation ceremony is a privilege afforded to students who meet eligibility requirements. These requirements include:

- 5.1 Being a member of the current year graduating class.
- 5.2 Having completed all course and credit requirements.
- 5.3 ~~Having passed the Minnesota Basic Skills Tests in reading, math and written composition.~~
- 5.4 Being in good disciplinary standing.
- 5.5 In the event of medical emergencies or other extenuating circumstances, an “opportunity for administrative review” will be afforded to those students that do not meet the requirements set forth in this policy.

## 6.0 SUMMER COMMENCEMENT

A summer commencement will be held for those students completing their graduation requirements after the close of the regular school year.

## 7.0 ~~FOREIGN EXCHANGE~~ **INTERNATIONAL** STUDENTS

~~Foreign Exchange~~ **International** students shall be permitted to participate in the graduation ceremony and shall be awarded an honorary diploma unless they meet the criteria for a regular diploma.

## **8.0 EARLY GRADUATION**

Students may be considered for early graduation, as provided for within Minnesota Statutes section 120B.07, upon meeting the following conditions:

8.1 All course or standards and credit requirements must be met;

8.2 The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and

8.3 The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

**Legal References:** Minn. Stat. 2002, Section 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)  
 Minn. Stat. 2002, Section 120B.16 (Secondary Credit for Students)  
 Minn. Stat. § 120B.07 (Early Graduation)  
 Minn. Stat. § 120B.021 (Required Academic Standards)  
 Minn. Stat. § 120B.024 (Credits)  
 Minn. Stat 2003, Section 124D.095 (On-line Learning Option Act)

*Approved: November 20, 2004*

*Revised: January 27, 2005*

*Adopted: June 2, 2005*

*Revised: December 15, 2022*

## **MINNETONKA PUBLIC SCHOOLS**

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### **POLICY #613: GRADUATION REQUIREMENTS**

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#### **1.0 PURPOSE**

The purpose of this policy is to set forth requirements for graduation from the Minnetonka School District.

#### **2.0 GENERAL STATEMENT OF POLICY**

The policy of the Minnetonka School District is that all students, in order to earn a high school diploma, must demonstrate their satisfactory completion of the credit requirements and their understanding of academic standards.

The Minnetonka School District will provide a comprehensive academic program, which addresses knowledge, skills, concepts and processes as determined by local standards and curriculum and state academic standards.

Special Education students who properly complete the programs specified in their IEP (Individual Education Plan) and have received the recommendation of their IEP Team shall be awarded a diploma.

#### **3.0 AREAS OF RESPONSIBILITY**

3.1 Authorization to certify pupils for graduation from high school shall be vested in the Principal of Minnetonka High School, in accordance with District Policy.

3.2 Administrators and guidance counselors have the responsibility to communicate to parents and students the full range of course and program options.

3.3 Credits may be transferred to Minnetonka High School from other accredited secondary schools upon evaluation by the high school administration and/or counselors.

#### **4.0 CREDIT REQUIREMENTS**

To receive a Minnetonka High School Diploma, a student must have accumulated 22.5 credits and meet all requirements outlined below.

Students must be enrolled for a minimum of six (6) credits at grades nine and ten, and must enroll for an adequate number of credits in grades eleven and twelve to accumulate the number of credits required for graduation.

- 4.1 Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- 4.2 Three credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;
- 4.3 An algebra I credit by the end of 8<sup>th</sup> grade sufficient to satisfy all of the 8<sup>th</sup> grade standards in mathematics;
- 4.4 Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- 4.5 Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
- 4.6 One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts;
- 4.7 One credit of physical education;
- 4.8 One-half credit of health; and
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- 5.4 In the event of medical emergencies or other extenuating circumstances, an “opportunity for administrative review” will be afforded to those students that do not meet the requirements set forth in this policy.

## **6.0 SUMMER COMMENCEMENT**

A summer commencement will be held for those students completing their graduation requirements after the close of the regular school year.

## **7.0 INTERNATIONAL STUDENTS**

International students shall be permitted to participate in the graduation ceremony and shall be awarded an honorary diploma unless they meet the criteria for a regular diploma.

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- 8.1 All course or standards and credit requirements must be met;
- 8.2 The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- 8.3 The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

***Legal References:*** Minn. Stat. 2002, Section 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)  
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Minn. Stat 2003, Section 124D.095 (On-line Learning Option Act)

*Approved: November 20, 2004*

*Revised: January 27, 2005*

*Adopted: June 2, 2005*

*Revised: December 15, 2022*

*Approved: January 12, 2023*

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

**Board Agenda Item X.**

**Title: Approval of MOMENTUM Aviation Courses**

**Date: January 12, 2023**

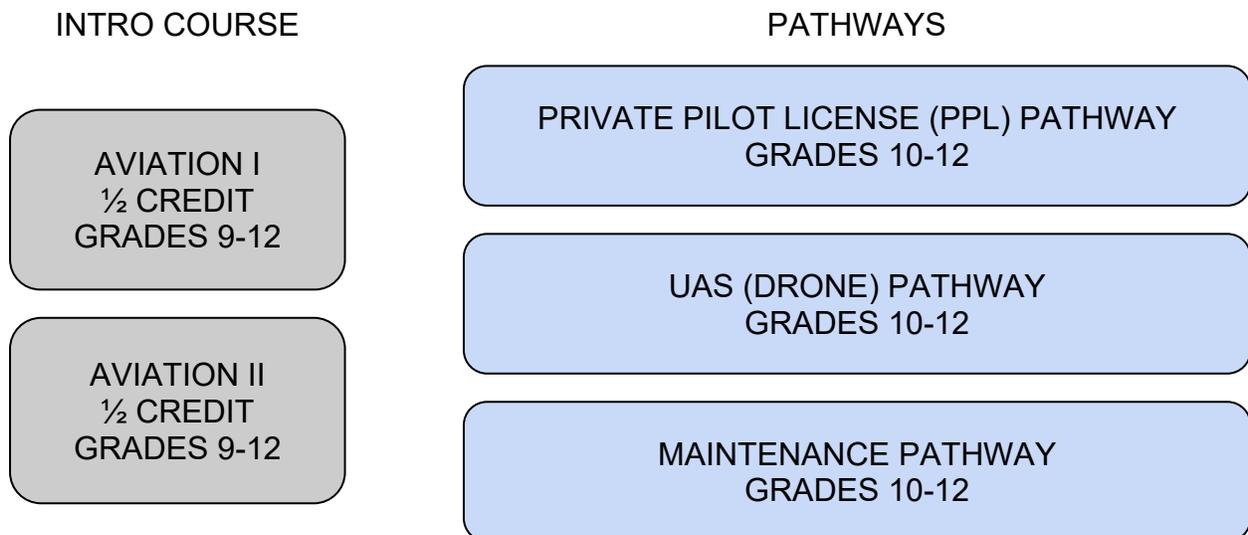
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**OVERVIEW:**

The MOMENTUM Program launched in the 2020-21 school year. This program was designed to offer a variety of pathways for students who are passionate about real world, hands-on learning that can lead to opportunities in the skilled trades. During the previous year, a new facility was built at Minnetonka High School which opened in January of 2022 to support expansion of programs. For the 2022-23 school year, four pathways were offered: Construction Systems, Manufacturing, Design, and Transportation.

With the construction of the new VANTAGE and MOMENTUM building underway, the MOMENTUM leadership team continues to develop the MOMENTUM program including identification of additional pathways that are responsive to student interests and needs while aligning to the research completed by the team. For the 2023-24 school year an Aviation/Aeronautics pathway is being introduced.

**Aviation/Aeronautics Pathway**



To support the launch of this new Momentum pathway, the leadership team is proposing two initial course offerings. The full proposals for both courses are attached.

Course Title	Grade(s)
Aviation I	9-12
Aviation II	9-12

**Next Steps:**

The MOMENTUM leadership team along with stakeholders is undertaking an initial process to develop the long-term vision for this program. Additionally, over the coming months, members of this team will continue meeting with other districts and experts in the field to further develop the aviation pathway.

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**ATTACHMENTS:**

- Attachment A: Aviation I Course Proposal
- Attachment B: Aviation II Course Proposal

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**RECOMMENDATION/FUTURE DIRECTION:**

Recommend approval of Aviation I and Aviation II course proposals.

Submitted by:   
Amy LaDue, Associate Superintendent

Concurrence:   
David Law, Superintendent



**Course Title: Aviation I**

Submitted by: Alex Hinseth  
Department: Momentum

**Description of the Proposal:**

**1) What is the proposed course name (for Skipper Log)?** Aviation I

Description (utilizes semester 1 of AOPA Grade 9 course):

This course provides a foundation in flying and unmanned aircraft systems (drones). Students will learn about the engineering process, problem solving, and innovations and technological developments that led to the aviation and aerospace industries of today. Students will learn problem-solving that served as the basis for today's modern space exploration. Students will also gain historical perspective from earliest flying machines to modern aircraft and the integral role aviation plays in today's world. This is a hands-on course and students will learn to fly on simulators as well as take flight in a real airplane.

**What grade levels can enroll?** Grades 9-12

**Semester long course for 0.5 credits or full-year course for 1.0 credits?**

Semester (0.5)

**One-part or two-part course?** 1 part (Aviation II also being proposed)

**Offered in Semester 1; Semester 2 or both?** Both

**Any pre-requisite courses?** None

**In what subject will students earn this credit (English, Tech Ed, Art, Elective, etc.)?** Elective

**2) How did this proposal originate?**

Administration

**3) What is the anticipated level of participation? What information are you using to determine this level of participation?**

While it is difficult to gauge the level of participation, there has been demonstrated success in similar hands-on, experiential learning courses in Momentum.

**4) What is the rationale for the proposal? What need does it fulfill?**

This proposal builds upon current offerings in the Momentum program. It fulfills the need to continually offer opportunities for students to have experiential learning experiences and explore passions.

## Analysis of the Proposal:

### 1) How is this proposal compatible with the vision, mission, and beliefs of the district?

This proposal is related to recommendations from external consultant David Stillman to provide students with graduation “currency” and is in line with the district's goals to provide career exploration and preparation opportunities for all students. The field of aviation is growing and currently experiencing worker shortages in many areas.

### 2) What is the relation of the proposal to the Minnesota Graduation Standards?

None

### 3) What is the effect of the proposal on district resources?

#### a) **Space: Where is space currently available for the activity?**

The course could run in any classroom. The ideal space is a classroom with room for flight simulators ([example](#)) for enhanced student experience (yet not required.)

#### b) **Time: Where will the activity fit in the daily schedule?**

Any hour, 1-6

#### c) **Personnel: What staff will be necessary?**

The curriculum can be taught by a teacher licensed in any area. Teachers would need to complete AOPA curriculum training. This person would be integral to the growth and development of the Aviation program.

#### d) **Financial Costs: What is the cost to the district of this proposal? What are the requirements for texts, equipment/supplies/curriculum writing? Are funds currently allocated and available for this activity?**

- Equipment/supplies: ~\$1000 per section
- Teacher Training: Training is offered in-person or online. Training is free but does not include travel/accommodations.
- Simulators: \$2500-2800 approximately for each

### 4) What will be the effect of the proposal on the rest of the curriculum or on other activities?

#### a) **How does the proposal expand, complement or strengthen an existing program?**

This course would expand the existing Momentum program to add additional opportunities for students to have experiential learning experiences. This course would be a foundation for future Momentum pathways in Private Pilot License (PPL), Drone Operations (UAS), and Aviation Maintenance.

- b) How does the proposal affect existing programs?**  
See description above.
- c) Does this course/activity substitute for an existing program? Could it be integrated into an existing course/activity? Are there courses/activities that should be eliminated if this proposal is approved?**  
No



**Course Title: Aviation II**

Submitted by: Alex Hinseth  
Department: Momentum

**Description of the Proposal:**

**1) What is the proposed course name (for Skipper Log)?** Aviation II

Description (utilizes semester 2 of AOPA Grade 9 course):

This core aerospace and aviation course is designed to give students a clear understanding of career opportunities in aviation and aerospace and the critical issues affecting the aviation system. Students will explore modern innovations and will develop their own ideas to address real-world aviation industry challenges. This is a hands-on course and students will learn to fly on simulators as well as take flight in a real airplane.

**What grade levels can enroll?** Grades 9-12

**Semester long course for 0.5 credits or full-year course for 1.0 credits?**

Semester (0.5)

**One-part or two-part course?** 1 part (Aviation I also being proposed)

**Offered in Semester 1; Semester 2 or both?** Both

**Any pre-requisite courses?** None

**In what subject will students earn this credit (English, Tech Ed, Art, Elective, etc.)?** Elective

**2) How did this proposal originate?**

Administration

**3) What is the anticipated level of participation? What information are you using to determine this level of participation?**

While it is difficult to gauge the level of participation, there has been demonstrated success in similar hands-on, experiential learning courses in Momentum.

**4) What is the rationale for the proposal? What need does it fulfill?**

This proposal builds upon current offerings in the Momentum program. It fulfills the need to continually offer opportunities for students to have experiential learning experiences and explore passions.

**Analysis of the Proposal:**

**1) How is this proposal compatible with the vision, mission, and beliefs of the district?**

This proposal is related to recommendations from external consultant David Stillman to provide students with graduation "currency" and is in line with the district's goals to provide

career exploration and preparation opportunities for all students. The field of aviation is growing and currently experiencing worker shortages in many areas.

**2) What is the relation of the proposal to the Minnesota Graduation Standards?**

None

**3) What is the effect of the proposal on district resources?**

- a) **Space: Where is space currently available for the activity?**  
The course could run in any classroom. The ideal space is a classroom with room for flight simulators ([example](#)) for enhanced student experience.
- b) **Time: Where will the activity fit in the daily schedule?**  
Any hour, 1-6
- c) **Personnel: What staff will be necessary?**  
The curriculum can be taught by a teacher licensed in any area. Teachers would need to complete AOPA curriculum training. This person would be integral to the growth and development of the Aviation program.
- d) **Financial Costs: What is the cost to the district of this proposal? What are the requirements for texts, equipment/supplies/curriculum writing? Are funds currently allocated and available for this activity?**
  - Equipment/supplies: ~\$1000 per section
  - Teacher Training: Training is offered in-person or online. Training is free but does not include travel/accommodations.

**4) What will be the effect of the proposal on the rest of the curriculum or on other activities?**

- a) **How does the proposal expand, complement or strengthen an existing program?**  
This course would expand the existing Momentum program to add additional opportunities for students to have experiential learning experiences. This course would be a foundation for future Momentum pathways in Private Pilot License (PPL), Drone Operations (UAS), and Aviation Maintenance.
- b) **How does the proposal affect existing programs?**  
See description above.
- c) **Does this course/activity substitute for an existing program? Could it be integrated into an existing course/activity? Are there courses/activities that should be eliminated if this proposal is approved?**  
No

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

**Board Agenda Item XI.**

**Title: Approval of FY2023 Amended Budget**

**Date: January 12, 2023**

**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 FY2023 only.

The FY2024 budget is in the process of development during the months of February through May for final approval in June prior to the start of FY2024 on July 1, 2023. Initial FY2024 projections are included for informational purposes, but as part of the FY2024 budget process, updated projections including any changes by the Legislature for FY2024 and subsequent years will be presented at that time.

The School Board reviewed the FY2023 Amended Budget for all funds in detail at the December 15, 2022 Study Session.

The FY2023 Amended Budget projects the following amounts for the General Operating Fund:

General Operating Fund Revenues	\$149,993,396
General Operating Fund Expenditures	\$149,619,087
Projected Revenues Over (Under) Expenditures	\$ 374,309
Net Change in Fund Balance	\$ 374,309
Projected Ending Unassigned Fund Balance	\$ 23,000,676
Unassigned Fund Balance as Percent of Expenses	15.4%
Net Change in Unassigned Fund Balance From FY22	\$ 1,145,142

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:**

FY2023 Amended General Operating Fund Budget  
FY2023 Amended Budget and FY22-FY26 Projection Assumptions  
FY2023 Summary of General Operating Fund Budget Amendments  
FY2023 Reconciliation of Adopted Budget to Amended Budget  
Food & Nutrition 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:**

It is recommended that the School Board approve the FY2023 Amended Budget as presented.

***Resolution to Approve Amended Budgets for Fiscal Year 2023***

*BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby approve amendments to the Fiscal Year 2023 Budget for all funds as presented in the District fund projections for Fiscal Year 2023 as of January 12, 2023, including General Operating Fund Revenues of \$149,993,396 and General Operating Fund Expenditures of \$149,619,087.*

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

**Concurrence:**   
David Law, Superintendent

**MINNETONKA INDEPENDENT SCHOOL DISTRICT 276**  
**FY2023 AMENDED GENERAL OPERATING FUND BUDGET**  
**PROJECTION FOR FY2024 THROUGH FY2028**

General (01), Transportation (03), & Extra Curricular (11) Funds		+36.86 Tchr FTE	+5.05 Tchr FTE*	+10.29 Tchr FTE	+15.38 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 FY22)		3	36	185	-23	0	0	0	0	0
October 1 K-12 Enrollment Target (Actuals Thru FY22)		11,050	11,223	11,372	11,200	11,200	11,200	11,200	11,200	11,200
Definitions		Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Amended 2022-2023	Projected 2023-2024	Projected 2024-2025	Projected 2025-2026	Projected 2026-2027	Projected 2027-2028
<b>SOURCES OF REVENUE:</b>	Gen Ed Rev - Resident	\$52,510,901	\$54,087,221	\$54,720,212	\$53,792,352	\$55,936,099	\$58,220,959	\$59,377,941	\$60,562,051	\$61,769,685
	Gen Ed Rev - Open Enroll	27,301,085	\$28,762,422	\$30,479,725	\$30,405,024	\$31,616,732	\$32,908,203	\$33,562,164	\$34,231,457	\$34,914,047
	Categorical	21,521,800	22,125,490	23,424,543	24,805,714	26,262,083	26,099,819	26,846,197	26,737,818	27,509,286
	Miscellaneous	2,586,547	3,472,364	3,308,277	4,365,326	3,963,277	3,663,277	3,363,277	3,363,277	3,363,277
	Federal	5,147,599	4,244,490	4,539,986	4,998,248	2,895,087	2,895,087	2,895,087	2,895,087	2,895,087
	Revenue Before Ref.	109,067,932	112,691,987	116,472,743	118,366,664	120,673,278	123,787,345	126,044,665	127,789,690	130,451,381
	Total Voter Approved Referendum Rev	22,694,451	23,007,370	22,917,435	22,917,435	28,059,527	26,484,892	27,114,722	27,785,680	28,466,734
	Local Option Revenue Tier 1	5,129,722	5,292,763	5,163,642	5,163,642	5,429,663	5,220,882	5,220,882	5,220,882	5,220,882
	Local Option Revenue Tier 2	3,553,519	3,489,811	3,545,655	3,545,655	3,541,958	3,592,681	3,592,681	3,592,681	3,592,681
	Total Revenue	\$140,445,624	\$144,481,932	\$148,099,474	\$149,993,396	\$157,704,426	\$159,085,799	\$161,972,950	\$164,388,932	\$167,731,678
<b>USES OF REVENUE:</b>	Salaries & Wages	\$95,528,645	\$98,311,029	\$99,749,752	\$101,114,527	\$106,049,331	\$111,102,623	\$115,054,672	\$119,144,228	\$123,375,940
	Benefits	29,942,724	30,769,754	31,469,063	31,644,605	33,302,103	34,774,386	35,874,348	37,030,070	38,238,720
	Purchased Serv.	5,986,769	7,234,495	6,449,367	6,766,180	6,177,573	6,283,919	6,391,452	6,500,197	6,610,182
	Supplies	5,620,744	4,534,112	4,482,547	4,428,048	4,313,071	4,367,822	4,411,000	4,454,610	4,498,656
	Transportation	5,217,071	6,004,090	5,823,881	5,824,112	6,855,431	7,364,070	7,711,299	8,075,413	8,313,227
	Transfers	554,482	591,230	634,286	626,562	645,359	664,720	684,661	705,201	726,357
	Transfer from OPEB Trust	(750,607)	(754,419)	(768,720)	(784,947)	(735,108)	(716,705)	(665,879)	(613,378)	(570,595)
	Total Expenses	\$142,099,827	\$146,690,293	\$147,840,176	\$149,619,087	\$156,607,760	\$163,840,834	\$169,461,553	\$175,296,342	\$181,192,487
<b>BOTTOM LINE:</b>	Ongoing Revenue Over (Under) Expenditures	(\$1,654,204)	(\$2,208,361)	\$259,298	\$374,309	\$1,096,666	(\$4,755,035)	(\$7,488,603)	(\$10,907,410)	(\$13,460,809)
<b>FUND BALANCE:</b>	Beginning	\$27,398,932	\$25,744,728	\$24,637,906	\$23,536,367	\$23,910,676	\$25,007,342	\$20,252,307	\$12,763,704	\$1,856,294
	Ongoing Revenue Over (Under) Expenditures	(\$1,654,204)	(\$2,208,361)	\$259,298	\$374,309	\$1,096,666	(\$4,755,035)	(\$7,488,603)	(\$10,907,410)	(\$13,460,809)
	One-Time Transfer from OPEB Fund (VANTAGE/MOMENTUM)	\$0	\$9,850,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	One-Time Transfer to Operating Capital/Construction Fund	\$0	(\$9,850,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Ending	25,744,728	23,536,367	24,897,204	23,910,676	25,007,342	20,252,307	12,763,704	1,856,294	(11,604,515)
<b>RECON. OF ENDING FUND BALANCE:</b>	Assigned Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Op Cap Deferred Use	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Assigned Fund Balance	\$296,986	\$436,430	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
	Q-Comp	\$296,986	\$436,430	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
	Restricted Fund Balance	\$135,058	\$111,162	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
	3rd Party Billing	\$135,058	\$111,162	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
	Non Spendable Fd Bal	\$1,225,989	\$1,133,240	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000
	Prepays & Inventories	\$1,225,989	\$1,133,240	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000
	Total Assigned, Non Spendable or Restricted Fd Bal	\$1,658,033	\$1,680,833	\$910,000	\$910,000	\$910,000	\$910,000	\$910,000	\$910,000	\$910,000
	Total Unassigned Fund Balance	\$24,086,696	\$21,855,534	\$23,987,204	\$23,000,676	\$24,097,342	\$19,342,307	\$11,853,704	\$946,294	-\$12,514,515
	Total Fund Balance as % of Expenditures	18.1%	16.0%	16.8%	16.0%	16.0%	12.4%	7.5%	1.1%	-6.4%
	Unassigned as a % of Expenditures	17.0%	14.9%	16.2%	15.4%	15.4%	11.8%	7.0%	0.5%	-6.9%
* 10.28 FTE Teacher staff (of the additional 15.38 FTE Teacher staff) are assigned to the Tonka Online Comprehensive eLearning Program										

Amended Budget Six-Year Projection Assumptions  
FY23-FY28  
December 15, 2022  
General Operating Fund  
Projected FY23-FY28 Major Budget Assumptions  
Under Current Statutes through FY22 Legislature

The following major assumptions and factors are included in the Amended Budget Projected FY23 through FY28 Budget Projections:

- Enrollment
  - FY23 Amended Budget at 11,200 K-12 students per November 2022 Enrollment. (Includes 11,073 in-person students and 127 Tonka On Line Comprehensive eLearning students)
  - FY24 through FY28 K-12 students set at 11,200 K-12 students based on 11,200 FY23 In-Person and Tonka Online Comprehensive enrolled students continuing as Tonka Online Comprehensive or In-Person students in FY24
- Total Revenues for FY23 of \$149,993,396 which is a \$1,893,922 increase over FY23 Adopted Budget Revenues of \$148,099,474
  - Major items – State Special Education Comprehensive Aid increase per 11/7/22 MDE report; New allocation for COVID-19 Testing; FEMA reimbursement of prior year(s) COVID-19 expenditures
  - General Education Formula Per Pupil FY23 – actual 2.0% increase of \$135 to \$6,863 based on state statute
  - General Education Formula Per Pupil FY24 – assumes 4.0% increase of \$275 to \$7,138 based on \$17.6 billion projected State surplus
  - General Education Formula Per Pupil FY25 – assumes 4.0% increase of \$286 to \$7,424 based on \$17.6 billion projected State surplus
  - General Education Formula Per Pupil FY26 – assumes 2.0% increase of \$148 to \$7,572 based on conservative estimate from historical averages
  - General Education Formula Per Pupil FY27 – assumes 2.0% increase of \$151 to \$7,723 based on conservative estimate from historical averages
  - General Education Formula Per Pupil FY28 – assumes 2.0% increase of \$154 to \$7,877 based on conservative estimate from historical averages
- Local Option Revenue Tier 1 for FY23 and later remains at \$424 per Adjusted Pupil Unit which generates \$5,163,642 in FY23 – 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 FY23 at \$300 and adjusted for inflation through FY28 at Operating Referendum Inflation Rate – generates \$3,545,655 in FY23
- Categorical Programs revenue (Q-Comp, Equity, etc.) FY23– remain at current funding levels per pupil as levied on 21 Pay 22 Levy for FY23
- Special Education Cross Subsidy Reduction Aid increased from 6% to 10% based on \$17.6 billion projected State surplus

- FY23 Federal Revenue (as well as offsetting expenditures) set at estimated grant levels per grant letters including estimated carryover revenue from FY22 for both COVID Relief funds and Regular Federal funds (Title/IDEA)
  - FY23 COVID Federal Relief funds are budgeted at \$2,102,864 which includes 12.28 FTE Teacher positions and other personnel expenditures
  - FY24 assumes no COVID Federal relief funds will be carried forward or available (most COVID Federal funds will expire on 6/30/23 and are fully budgeted to be utilized in FY23)
  - New allocation for COVID-19 Testing grant in FY23
- Operating Referendum Revenue – \$1,881.81 per Adjusted Pupil Unit levied for FY23
  - Subsequent years increased by inflation factors per June 2022 MDE Inflation Estimates Memo
  - \$1,881.81 per Adjusted Pupil Unit in FY23 (set to actual 21 Pay 22 levy)
  - \$2,110.97 per Adjusted Pupil Unit in FY24 plus one time prior year adjustment of \$2,184,946 due to increased CPI inflation
  - \$2,150.90 per Adjusted Pupil Unit in FY25
  - \$2,202.05 per Adjusted Pupil Unit in FY26
  - \$2,256.54 per Adjusted Pupil Unit in FY27
  - \$2,311.85 per Adjusted Pupil Unit in FY28
    - District is at the Operating Referendum Cap starting in FY20 and future years – only annual increase is for CPI inflation as approved by the voters of the District
- Miscellaneous Revenue - Includes \$560,581 reimbursement from FEMA for prior year expenditures related to COVID-19, \$196,750 in Tonka Online Comprehensive Partner school districts for Semester 1 and 2, \$55,000 additional revenues for activity tickets and fees based on prior year actuals, and additional \$250,000 for 3<sup>rd</sup> Party Billing based on increased billings from prior years.
  - Investment income of \$1,500,000 based on locked in 12-month investments and higher interest earnings at local banks
- Total Expenditures for FY23 of \$149,619,087 which is a \$1,778,911 increase over FY23 Adopted Budget Expenditures of \$147,840,176
- Salaries – Salaries are 67.6% of the General Operating Fund Budget – together with Benefits at 20.6%, they make up 88.2% of the General Operating Fund Budget
  - Teachers (Fund 01)
    - FY23 Amended Budget in-person K-12<sup>th</sup> teaching staff at 824.88 FTE through the 10/25/22 staffing document from Human Resources. Since FY23 Adopted Budget, 5.10 FTE In-Person teachers have been added for in-person K-12<sup>th</sup> programming.
    - FY23 Amended budget Tonka Online Comprehensive eLearning Program, 10.28 FTE Teaching staff have been added for this program.
    - FY24-FY28 assumes no teacher growth over FY23

- FY23 includes salary and benefit package increases per MTA contract of 4.42%.
    - FY23 New Hire estimated Teacher Salary is \$66,139 with a total position cost of \$87,954 including benefits
    - FY23 Average Teacher Salary is \$84,860 with a total position cost of \$111,180 including benefits
    - FY23 Teacher Salaries are 51.32% of the General Fund Budget (\$76,782,166) - Teacher Benefits are 15.66% of the General Fund Budget (\$23,433,541) - Together, Teacher Salary and Benefit costs are 66.98% of the General Operating Fund Budget.
    - FY24-FY28 assumes 4.0% salary and benefit package increases each year for MTA
  - Other Staff
    - FY23 includes actual salary and benefit per Board approved contract agreements, and then assumes 4.0% salary increase projections for FY24-28
    - Non-teaching staff increased position FTEs by adding an additional 9.86 FTE which includes 2.75 FTE for additional Assistant Principals at both Middle Schools and Scenic Heights (previously filled by teachers on special assignment), 0.40 FTE K-12 Leadership role to support Tonka Online (new); and 6.71 FTE Paraprofessionals (includes position vacancy savings)
- Benefits – Benefits inclusive of the OPEB Retirement Benefits transfer reduction are 20.6% of the General Operating Fund Budget – together with Salaries they make up 88.2% of the General Operating Fund Budget
  - Actual fringe benefit contribution increases for FY23 are included for MTA with a 4.0% on-going salary and benefit package increase for FY24 through FY28
  - Teachers Retirement Association (TRA) pension contributions at 8.55% in FY23 and 8.75% in FY24 and thereafter
    - 2018 Pension Bill increased the Employer TRA contribution rate in future years but State Aid revenue will be provided to offset the increase
  - Public Employees Retirement Association pension contributions at 7.50% in FY23 through FY28
  - OPEB Trust transfer of \$784,947 is calculated by CBIZ actuaries and reduces OPEB benefit expenditures in the General Operating Fund
- Total Salaries and Benefits of \$131,974,185 are 88.2% of Total General Operating Fund Expenditures of \$149,619,087
- Purchased Services
  - From FY23 Adopted Budget to FY23 Amended budget, purchased services increased by \$316,813 which includes an increase in printing

costs at the individual school level and for Districtwide communications to promote Tonka Online and other District programs.

- New allocation for Federal COVID relief funds for COVID-19 Testing services have been added to FY23 as these dollars will expire on 6/30/23.
  - Pavement repair costs have been increased for FY23 based on current expenditures.
  - Special Education Tuition for reimbursement to other Minnesota School Districts (cost-sharing programs) has decreased with increased participation with in-house programming.
  - Utilities expenditure budgets for both Electricity and Gas have increased by 5% for FY23 based on rising energy costs.
  - FY24 includes a 13.52% increase to electricity per Xcel Customer Service representative communication and a 10% increase to Natural Gas, and 3% increases in FY25-FY28
  - FY24-FY28 includes a 1% inflation factor increased for all cost center budgets for purchased services
- 
- Purchased Services are 4.5% of General Operating Fund Budget
    - Includes line items such as utility costs (electricity, etc.), 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 & Other
    - Line items at FY23 Adopted Budget were held flat for all budgets unless an increase was approved by the Superintendent for FY23, then increased by 1% inflation for FY24-FY28.
    - Academic textbooks, instructional materials, and classroom equipment for non-categorical or non-SPED purchases have been shifted from the General Operating Fund to the Technology Levy.
    - MHS Momentum program costs have been added for new classes including Auto Bay, Maker Bay, and new curriculum materials
    - Maintenance & Building painting budget has been shifted from the General Operating Fund to the Long-Term Facilities Maintenance Fund
    - Bond principal and interest payments for both the MCEC Project and MME Pool have been shifted from the General Operating Fund to the Operating Fund
    - FY24-FY28 includes a 1% inflation factor increased for all cost center budgets for supplies and other expenditures
- 
- Supplies and Other are 3.0% of General Operating Fund Budget
    - Includes line items such as instructional, 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 lawnmowers, and dues and memberships

- Transportation
  - Increase of 2.75% for FY23 which is the final year of a four-year contract.
  - Bus routes in FY23 are at the same number as in FY22
  - FY24 assumes a 19.88% increase for contracted transportation per the First Student contract proposal received
  - FY25 assumes a 8.00% increase for contracted transportation per the First Student contract proposal received
  - FY26 assumes a 5.00% increase for contracted transportation per the First Student contract proposal received
  - FY27 assumes a 5.00% increase for contracted transportation per the First Student contract proposal received
  
- Transportation is 3.9% of the General Operating Fund Budget
  
- Transfers
  - This is the transfer to the Arts Center operations budget in the amount of \$573,721 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 FY23 Amended Budget includes a transfer to the Community Education Fund 04 (PRG 583) in the amount of \$52,841 to pay for expenditures over revenues related to pre-school screening. UFARS accounting changes now considers pre-school screening to be a General Fund cost.
  - FY24-FY28 assumes a 3.00% increase for each year
  
- Transfers are 0.4% of the General Operating Fund Budget

**MINNETONKA PUBLIC SCHOOL DISTRICT #276**  
**SUMMARY OF GENERAL FUND BUDGET AMENDMENTS**  
**FISCAL YEAR 2022-2023**

	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>	
	<b>ACTUAL</b>	<b>ADOPTED BUDGET</b>	<b>AMENDED BUDGET</b>	<b>CHANGE</b>
<b>REVENUE:</b>				
General Education Revenue	\$ 82,849,643	\$ 85,199,937	\$ 84,197,376	\$ (1,002,561)
Categorical Revenue	\$ 22,125,490	\$ 23,424,543	\$ 24,805,714	1,381,171
Federal Programs	\$ 4,244,490	\$ 4,539,986	\$ 4,998,248	458,262
Other Revenue	\$ 3,472,364	\$ 3,308,277	\$ 4,365,326	1,057,049
Referendum Revenue	\$ 23,007,370	\$ 22,917,435	\$ 22,917,435	-
Location Equity Revenue	\$ 8,782,574	\$ 8,709,297	\$ 8,709,297	-
<b>TOTAL REVENUE</b>	<b>\$ 144,481,932</b>	<b>\$ 148,099,474</b>	<b>\$ 149,993,396</b>	<b>\$ 1,893,922</b>
<b>OPERATIONAL EXPENDITURES:</b>				
Wages and Salaries	\$ 98,661,508	\$ 100,079,518	\$ 101,454,563	\$ 1,375,045
Employee Benefits	30,891,688	31,588,882	31,766,885	178,003
Transfer from OPEB Trust (Reclassification)	\$ (754,419)	\$ (768,720)	\$ (784,947)	(16,227)
<b>Total Personnel Expenditures</b>	<b>128,798,777</b>	<b>130,899,680</b>	<b>132,436,501</b>	<b>1,536,821</b>
Contracted Services	12,240,235	11,641,063	11,945,502	304,439
Supplies	2,944,417	2,683,081	2,683,391	310
Miscellaneous Expenditures	2,706,864	2,616,352	2,553,693	(62,659)
<b>Total Non-Personnel Expenditures</b>	<b>17,891,516</b>	<b>16,940,496</b>	<b>17,182,586</b>	<b>242,090</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 146,690,293</b>	<b>\$ 147,840,176</b>	<b>\$ 149,619,087</b>	<b>\$ 1,778,911</b>
<b>REVENUE OVER (UNDER EXP)</b>	<b>\$ (2,208,361)</b>	<b>\$ 259,298</b>	<b>\$ 374,309</b>	<b>\$ 115,011</b>
One-Time Transfer from OPEB Fund (VANTAGE/MOMENTUM)	\$ 9,850,000	\$ -	\$ -	\$ -
One-Time Transfer to Operating Capital/Construction Fund	\$ (9,850,000)	\$ -	\$ -	\$ -
<b>BEGINNING FUND BALANCE</b>	<b>\$ 25,744,728</b>	<b>\$ 24,637,906</b>	<b>\$ 23,536,367</b>	<b>\$ (1,101,539)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 23,536,367</b>	<b>\$ 24,897,204</b>	<b>\$ 23,910,676</b>	<b>\$ (986,528)</b>
<b>FUND BALANCE RESERVES</b>				
Assigned Fund Balance Oper Cap Deferred Use	\$ -	\$ -	\$ -	
Assigned Fund Balance Q-Comp	436,430	300,000	300,000	
Assigned Fund Balance 3rd Party Billing	111,162	60,000	60,000	
Non spendable Fd Bal Prepays & Inventories	1,133,240	550,000	550,000	
<b>Total Assigned, Non Spendable or Restricted Fd Bal</b>	<b>\$ 1,680,833</b>	<b>\$ 910,000</b>	<b>\$ 910,000</b>	
<b>Total Unassigned Fund Balance</b>	<b>\$ 21,855,534</b>	<b>\$ 23,987,204</b>	<b>\$ 23,000,676</b>	
<b>Total Fund Balance as a % of Expenditures</b>	<b>16.0%</b>	<b>16.8%</b>	<b>16.0%</b>	
<b>Total Unassigned as a % Expenditures</b>	<b>14.9%</b>	<b>16.2%</b>	<b>15.4%</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 2022-23**  
**Reconciliation of Adopted Budget to Amended Budget**  
**Fiscal Year Ending June 30, 2023**

<b>General Operating Fund - Funds 01, 03 11</b>	<b>2022-2023 ADOPTED BUDGET</b>	<b>2022-2023 AMENDED BUDGET</b>	<b>2022-2023 DIFFERENCE</b>
<b><u>REVENUE</u></b>	<b>\$ 148,099,474</b>	<b>\$ 149,993,396</b>	<b>\$ 1,893,922</b>
<b>General Education Revenue</b>			
Adjust enrollment from 11,100 projected in-person to 11,073 actual November 2022 enrollment for Grades Pre-K to 12. (Regular Education)			(991,193)
Adjust enrollment from 272 projected in-person/online to 127 actual November 2022 enrollment for Grades Pre-K to 12. (eLearning Program)			(11,368)
<b>Categorical Revenue</b>			
Compensatory Education Revenue Adjusted per 10/03/22 MDE State Aid Report. Reduced number of students qualifying/applying for free and reduced-priced meals.			(16,880)
LEP/ELL Education Revenue Adjusted per 10/03/22 MDE State Aid Report. Increased number of students identified as English Language Learners.			51,264
Schools Trust Land Endowment increased per 10/15/22 IDEAS report			42,024
State Special Education Revenue increased based on 11/7/22 State Special Education Comprehensive Aid Report			1,129,015
NonPublic Transportation increased per 10/15/22 IDEAS report			79,577
Alternative Teacher Comp (Q-Comp Revenue) increased based on Levy adjustment			27,755
GASB 68 TRA contribution allocation increase in revenue from \$777,579 to \$845,996 per 11/14/22 MDE General Education Aid Report for FY23 (see corresponding expenditures)			68,417
<b>Federal Programs Revenue</b>			
New COVID Relief Funds (New Allocation - COVID-19 Testing)			271,481
Carryover COVID Relief Funds (IDEA / Summer Programming / Nonpublic Schools)			128,703
ESEA Title Programs / IDEA SPED Funds (MDE Allocation adjustments align with corresponding expenditures)			58,078
<b>Miscellaneous and Other Revenue</b>			
FEMA - Reimbursement of prior year expenditures due to COVID-19 (no offsetting expenditures in FY23)			560,581
Tonka On Line Comprehensive Partner school districts (Only 1st Semester - 54 students invoiced)			129,250
Tonka On Line Comprehensive Partner school districts (Projected Only 2nd Semester - 27 students X \$2,500/Semester)			67,500
Activity Tickets and Fees (based on prior year actuals)			55,000
Adjust LCTS actual award allocations (see corresponding expenditures)			(5,282)
Increase revenues for 3rd Party Billing based on increased billings and prior year activity			250,000
<b>Total Revenue Changes</b>			<b>\$ 1,893,922</b>

**Minnetonka Public School District**  
**SUMMARY OF GENERAL OPERATING FUND BUDGET CHANGES**  
**FISCAL YEAR 2022-23**  
**Reconciliation of Adopted Budget to Amended Budget**  
**Fiscal Year Ending June 30, 2023**

<b>General Operating Fund - Funds 01, 03 11</b>	<b>2022-2023 ADOPTED BUDGET</b>	<b>2022-2023 AMENDED BUDGET</b>	<b>2022-2023 DIFFERENCE</b>
<b><u>EXPENDITURES</u></b>	<b>\$ 147,840,176</b>	<b>\$ 149,619,087</b>	<b>\$ 1,778,911</b>
<b>Salaries &amp; Benefits</b>			
Increase in MTA staffing for additional 5.10 FTE after adopted budget for 824.88 Total FTE (Regular Education)		490,908	
Increase in MTA staffing for additional 10.28 FTE (eLearning Program) - Adopted Budget included 0.00 FTE as enrollment was undetermined for Tonka Online Comprehensive eLearning Program		1,048,041	
Increase in Elementary & Middle School Assistant Principal positions = +2.75 FTE (MME, MMW, and Scenic Heights)		303,607	
Per Principal (MAP) contract negotiations, FY23 Adopted Budget included an assumed 4% increase, Actual negotiated increased ended at 4.55% for FY23 (4.65% for FY24)		236,000	
Position vacancy savings on 1.0 FTE Maintenance Specialist		(58,935)	
Position vacancy savings on Clerical Support positions and reduced 1.0 FTE Human Resources Technician		(133,855)	
Increase in Non-Licensed and Administrators - 1.0 FTE Human Resources Staffing Specialist; 0.4 FTE K-12 Leadership Role position to support Tonka Online; 1.0 FTE Academic Student Support Coordinator at MHS; Interim Executive Director of Human Resources		154,156	
Increase in Paraprofessional position staffing 6.46 FTE (Regular Education); 0.25 FTE (eLearning Program) (Reduced costs due to position vacancies)		(500,349)	
Six-Week Float Teacher Substitutes based on YTD actual costs		128,551	
<b>Federal Programs Expenditures</b>			
FIN 140 - ARP IDEA 611 - offset by federal revenue		165,637	
FIN 141 - ARP IDEA Preschool 619 - offset by federal revenue		(599)	
FIN 150 - ARP Summer Academic Enrichment - offset by federal revenue		(13,709)	
FIN 151 - ESSER 9.5% carryover nonpublic allocation - offset by federal revenue		1,399	
FIN 153 - GEER carryover nonpublic allocation - offset by federal revenue		887	
FIN 163 - ESSER II Expanded Summer Learning - offset by federal revenue (fully utilized in summer of FY22)		(24,912)	

**Minnetonka Public School District**  
**SUMMARY OF GENERAL OPERATING FUND BUDGET CHANGES**  
**FISCAL YEAR 2022-23**  
**Reconciliation of Adopted Budget to Amended Budget**  
**Fiscal Year Ending June 30, 2023**

	2022-2023 ADOPTED BUDGET	2022-2023 AMENDED BUDGET	2022-2023 DIFFERENCE
<b>General Operating Fund - Funds 01, 03 11</b>			
<b><u>EXPENDITURES (CONTINUED)</u></b>	<b>\$ 147,840,176</b>	<b>\$ 149,619,087</b>	<b>\$ 1,778,911</b>
FIN 170 - MN COVID-19 Testing Program (New allocation for FY23 to continue COVID Testing Partnership) - offset by federal revenue	271,481		
ESEA Title Programs / IDEA SPED Funds - offset by federal revenue		58,078	
<b>Other Expenditure Lines</b>			
Academic and operations related expenditures due to COVID-19 including mask and Dual-Mod programming	7,341		
Administrator special requests for New World Ventures social media consulting services		30,000	
School elections costs for additional ballots needed for various polling sites		2,000	
Communications Department budget increases: Advertising costs for TOL Comprehensive eLearning program; printing costs for new materials for external audiences/community; general communication costs with continued purchase of materials for Tonka Online, freelance photographers for top events and yearly photo shoots, podcasting, and other events; and additional costs for special events to cover food, medals, trophies, awards and other event expenditures.		124,000	
Increase school-level printing and paper budgets due to rising costs		40,237	
Arts Center Fund Transfer Loss (decrease staffing costs) - General Fund expenditure decrease		(7,724)	
LCTS award allocations - offset by corresponding revenues (Tonka Cares, Student Well Being, Project Play, Mini Grants)		(5,282)	
Maintenance & Building Painting budget will be shifted from the General Fund to the LTFM Fund		(108,946)	
Bond principal and interest payments for both the MCEC Project and MME Pool will be shifted from the General Fund to the Operating Capital Fund.		(269,270)	
Academic textbooks, instructional materials, and classroom equipment (non-categorical and non-SPED) will be shifted from the General Fund to the Capital Projects Levy		(246,388)	
Middle School Building Budgets - stipends for clerical staff to change locker combinations over the summer		3,454	
BERB Accounts - increase per principal negotiations and additional Assistant Principal staffing		9,000	
High Potential Program - Universal CogAT testing for 2nd Grade students		8,000	
Decrease Special Education Tuition for reimbursement to other Minnesota School Districts (cost sharing program) due to increase participation with in-house programs		(247,094)	

**Minnetonka Public School District**  
**SUMMARY OF GENERAL OPERATING FUND BUDGET CHANGES**  
**FISCAL YEAR 2022-23**  
**Reconciliation of Adopted Budget to Amended Budget**  
**Fiscal Year Ending June 30, 2023**

	2022-2023 ADOPTED BUDGET	2022-2023 AMENDED BUDGET	2022-2023 DIFFERENCE
<b>General Operating Fund - Funds 01, 03 11</b>			
<b><u>EXPENDITURES (CONTINUED)</u></b>	<b>\$ 147,840,176</b>	<b>\$ 149,619,087</b>	<b>\$ 1,778,911</b>
Adjusted lunchroom supervision chargeback based on position costs for paraprofessionals assigned specifically to lunchroom duty (\$274,421) rather than all paraprofessionals (\$335,183) - General Fund expenditure increase	60,762		
GASB 68 TRA contribution allocation increase in expenditures from \$777,579 to \$845,996 per 11/14/22 MDE General Education Aid Report for FY23	68,417		
Adjusted LTFM chargeback from \$200,000 to actual projected costs of 5% based on projected and maximum claimable administrative costs = 5% X \$6,045,000 = \$302,250 - General Fund expenditure decrease	(102,250)		
Momentum program costs proposal for Auto Bay, Maker Bay, and new curriculum materials	60,124		
Pavement repairs based on current actuals	134,470		
PSEO costs based on current actuals and increased participation	14,300		
Property and Liability Insurance - Adjust to actuals	29,424		
Decrease Worker's Compensation budget based on year-end claim projections	(39,718)		
School Board and Opening School Staff Event budget (reduce dues/membership fees)	(26,000)		
OPEB Transfer per OPEB Valuation from CBIZ and MTA Retiree Schedule	(16,227)		
T.A.S.K. (Tonka Academically Supporting Kids) - After school tutoring program at MHS, approximately \$1,600/month for 7 more months in the school year (New program for FY23)	11,200		
Increase in project studies budget for planning of MMW parking lot redesign and District initiatives	25,000		
Utilities - Increase for both Electricity and Gas based on rising energy costs (5%)	74,550		
Transportation - Additional FTE positions for Bus and Traffic Support Paraprofessionals	13,350		
Athletics/Extra-Curriculars - Increase in projected overtime costs for hourly staff	5,795		
<b>Total Expenditure Changes</b>	<b>\$ 1,778,911</b>		
<b><u>BOTTOM LINE: Ongoing Revenue Over (Under) Expenditures</u></b>	<b>\$ 259,298</b>	<b>\$ 374,309</b>	<b>\$ 115,011</b>

**Minnetonka Public Schools  
Fund 02 - Food & Nutrition Services Fund  
Reconciliation of FY23 Adopted Budget to FY23 Amended Budget**

	<b>2021-2022 AUDITED ACTUALS</b>	<b>2022-2023 ADOPTED BUDGET</b>	<b>2022-2023 AMENDED BUDGET</b>	<b>2022-2023 DIFFERENCE</b>
<b>REVENUE</b>	\$ 6,734,028	\$ 6,073,247	\$ 6,106,801	\$ 33,554
FEMA - Reimbursement of prior year expenditures due to COVID-19 (no offsetting expenditures in FY23)				\$ 33,554
<b>EXPENDITURES</b>	\$ 4,986,676	\$ 6,593,354	\$ 6,889,392	\$ 296,038
MHS Kitchen Freezer Renovation Project, Salad Bar, and Equipment				\$ 356,800
Adjusted lunchroom supervision chargeback based on position costs for paraprofessionals assigned specifically to lunchroom duty (\$274,421) rather than all paraprofessionals (\$335,183)				\$ (60,762)
	<b>2021-2022 AUDITED ACTUALS</b>	<b>2022-2023 ADOPTED BUDGET</b>	<b>2022-2023 AMENDED BUDGET</b>	
<b>REVENUE OVER (UNDER EXP)</b>	\$ 1,747,352	\$ (520,107)	\$ (782,591)	
<b>BEGINNING FUND BALANCE</b>	\$ 1,433,782	\$ 1,244,451	\$ 3,181,134	
<b>ENDING FUND BALANCE</b>	<u>\$ 3,181,134</u>	<u>\$ 724,344</u>	<u>\$ 2,398,543</u>	

**Minnetonka Public Schools  
Fund 05 - Operating Capital Fund  
Reconciliation of FY23 Adopted Budget to FY23 Amended Budget**

	<b>2021-2022 AUDITED ACTUALS</b>	<b>2022-2023 ADOPTED BUDGET</b>	<b>2022-2023 AMENDED BUDGET</b>	<b>2022-2023 DIFFERENCE</b>
<b>REVENUE</b>	\$ 6,192,154	\$ 5,881,736	\$ 5,855,662	\$ (26,074)
Adjust State Aid Revenue per October 1st, 2022 actual enrollment				\$ (26,190)
Adjust Levy per prior year change in Adjusted Pupil Units (APUs)				\$ 116
<b>EXPENDITURES</b>	\$ 5,990,485	\$ 6,171,075	\$ 6,179,345	\$ 8,270
Shift bond principal and interest payments for both MCEC Project and MME Pool to Operating Capital Fund (General Fund expenditure decrease)				\$ 269,270
Design For Learning				\$ (32,000)
Excelsior Classroom Modifications (moved to 2023A Bonds)				\$ (50,000)
Scenic Heights Playground and Navigator Multipurpose Conversion (moved to 2023A Bonds)				\$ (250,000)
Equipment - Maintenance-Floor Scrubber Replacement				\$ 35,000
MHS Capital Budget Increase (Prior year budget per delay in shipping)				\$ 36,000

	<b>2021-2022 AUDITED ACTUALS</b>	<b>2022-2023 ADOPTED BUDGET</b>	<b>2022-2023 AMENDED BUDGET</b>
<b>REVENUE OVER (UNDER EXP)</b>	\$ 201,669	\$ (289,339)	\$ (323,683)
<b>BEGINNING FUND BALANCE</b>	\$ 1,049,111	\$ 872,571	\$ 1,250,781
<b>ONE-TIME TRANSFER TO GENERAL FUND</b>	\$ -	\$ -	\$ -
<b>ONE-TIME TRANSFER FROM GENERAL FUND</b>	\$ -	\$ -	\$ -
<b>ENDING FUND BALANCE</b>	<u>\$ 1,250,781</u>	<u>\$ 583,232</u>	<u>\$ 927,098</u>

**Minnetonka Public Schools  
Fund 07 - Debt Service Fund  
Reconciliation of FY23 Adopted Budget to FY23 Amended Budget**

	<b>2021-2022 AUDITED ACTUALS</b>	<b>2022-2023 ADOPTED BUDGET</b>	<b>2022-2023 AMENDED BUDGET</b>	<b>2022-2023 DIFFERENCE</b>
<b>REVENUE</b>	\$ 51,369,388	\$ 8,668,500	\$ 8,668,500	\$ -
(No Change)				
 <b>EXPENDITURES</b>	 \$ 51,825,091	 \$ 9,023,967	 \$ 9,023,967	 \$ -
(No Change)				
 <b>REVENUE OVER (UNDER EXP)</b>	 \$ (455,703)	 \$ (355,467)	 \$ (355,467)	
<b>BEGINNING FUND BALANCE</b>	\$ 1,745,730	\$ 1,830,015	\$ 1,290,027	
<b>ENDING FUND BALANCE</b>	<u>\$ 1,290,027</u>	<u>\$ 1,474,548</u>	<u>\$ 934,560</u>	

**Minnetonka Public Schools**  
**Fund 09 - Fiduciary Funds - Donations**  
**Reconciliation of FY23 Adopted Budget to FY23 Amended Budget**

	<b>2021-2022 AUDITED ACTUALS</b>	<b>2022-2023 ADOPTED BUDGET</b>	<b>2022-2023 AMENDED BUDGET</b>	<b>2022-2023 DIFFERENCE</b>
<b>REVENUE</b>	\$ 1,615,210	\$ 1,585,303	\$ 1,800,106	\$ 214,803
Increase to Match Actual Trust Balances Rolled to FY23				\$ 96,203
Confucius Classroom Grant Application				\$ 118,600
<b>EXPENDITURES</b>	\$ 1,358,242	\$ 1,515,688	\$ 1,800,106	\$ 284,418
Increase to Match Available FY23 Trust Balances				\$ 165,818
Confucius Classroom - Chinese language education and cultural activities for personnel costs				\$ 118,600

	<b>2021-2022 AUDITED ACTUALS</b>	<b>2022-2023 ADOPTED BUDGET</b>	<b>2022-2023 AMENDED BUDGET</b>
<b>REVENUE OVER (UNDER EXP)</b>	\$ 256,968	\$ 69,615	\$ -
<b>BEGINNING FUND BALANCE</b>	\$ 1,533,072	\$ 1,533,072	\$ 1,790,041
<b>ENDING FUND BALANCE</b>	<u>\$ 1,790,041</u>	<u>\$ 1,602,687</u>	<u>\$ 1,790,041</u>

**Minnetonka Public Schools  
Fund 12 - Athletic Equipment Fund  
Reconciliation of FY23 Adopted Budget to FY23 Amended Budget**

	<b>2021-2022 AUDITED ACTUALS</b>	<b>2022-2023 ADOPTED BUDGET</b>	<b>2022-2023 AMENDED BUDGET</b>	<b>2022-2023 DIFFERENCE</b>
<b>REVENUE</b>	\$ 294,502	\$ 230,000	\$ 489,391	\$ 259,391
Increase to Match Actual Equipment Balances Rolled to FY23				\$ 259,391
<b>EXPENDITURES</b>	\$ 187,645	\$ 220,000	\$ 489,391	\$ 269,391
Increase to Match Available FY23 Equipment Balances				\$ 269,391
	<b>2021-2022 AUDITED ACTUALS</b>	<b>2022-2023 ADOPTED BUDGET</b>	<b>2022-2023 AMENDED BUDGET</b>	
<b>REVENUE OVER (UNDER EXP)</b>	\$ 106,857	\$ 10,000	\$ -	
<b>BEGINNING FUND BALANCE</b>	\$ 382,534	\$ 330,777	\$ 489,392	
<b>ENDING FUND BALANCE</b>	<u>\$ 489,392</u>	<u>\$ 340,777</u>	<u>\$ 489,392</u>	

**Minnetonka Public Schools**  
**Fund 20 - Self Insurance Fund (Health & Dental)**  
**Reconciliation of FY23 Adopted Budget to FY23 Amended Budget**

	<b>2021-2022 AUDITED ACTUALS</b>	<b>2022-2023 ADOPTED BUDGET</b>	<b>2022-2023 AMENDED BUDGET</b>	<b>2022-2023 DIFFERENCE</b>
<b>REVENUE</b>	\$ 16,959,428	\$ 17,051,972	\$ 17,051,972	\$ -
(No Change)				
<b>EXPENDITURES</b>	\$ 16,049,838	\$ 16,930,417	\$ 16,931,407	\$ 990
Increase in administrative costs				\$ 990
	<b>2021-2022 AUDITED ACTUALS</b>	<b>2022-2023 ADOPTED BUDGET</b>	<b>2022-2023 AMENDED BUDGET</b>	
<b>REVENUE OVER (UNDER EXP)</b>	\$ 909,590	\$ 121,555	\$ 120,565	
<b>BEGINNING FUND BALANCE</b>	\$ 9,733,877	\$ 10,216,051	\$ 10,643,467	
<b>ENDING FUND BALANCE</b>	<u>\$ 10,643,467</u>	<u>\$ 10,337,606</u>	<u>\$ 10,764,032</u>	

**Minnetonka Public Schools**  
**Fund 25 - OPEB**  
**Reconciliation of FY23 Adopted Budget to FY23 Amended Budget**

	<b>2021-2022 AUDITED ACTUALS</b>	<b>2022-2023 ADOPTED BUDGET</b>	<b>2022-2023 AMENDED BUDGET</b>	<b>2022-2023 DIFFERENCE</b>
<b>REVENUE</b>	\$ (2,196,078)	\$ 450,000	\$ 450,000	\$ -
(No Change)				
<b>EXPENDITURES</b>	\$ 10,604,419	\$ 768,720	\$ 784,947	\$ 16,227
<i>*FY22 Actuals includes \$9,850,000 OPEB Permanent Transfer to General Fund for VANMO Building</i>				
OPEB Valuation from CBIZ fom FY22				\$ (9,947)
FY22 actual expenditures and MTA retiree schedule for FY23				\$ 26,174

	<b>2021-2022 AUDITED ACTUALS</b>	<b>2022-2023 ADOPTED BUDGET</b>	<b>2022-2023 AMENDED BUDGET</b>
<b>REVENUE OVER (UNDER EXP)</b>	\$ (12,800,497)	\$ (318,720)	\$ (334,947)
<b>BEGINNING FUND BALANCE</b>	\$ 27,300,773	\$ 21,031,846	\$ 14,500,276
<b>ENDING FUND BALANCE</b>	<u>\$ 14,500,276</u>	<u>\$ 20,713,126</u>	<u>\$ 14,165,329</u>

**Minnetonka Public Schools  
Fund 40 - Arts Center  
Reconciliation of FY23 Adopted Budget to FY23 Amended Budget**

	<b><u>2021-2022 AUDITED ACTUALS</u></b>	<b><u>2022-2023 ADOPTED BUDGET</u></b>	<b><u>2022-2023 AMENDED BUDGET</u></b>	<b><u>2022-2023 DIFFERENCE</u></b>
<b>REVENUE</b>				
Direct revenues from activities, plays, and rental fees	\$ 471,141	\$ 377,600	\$ 377,600	\$ -
Transfer In From General Fund	\$ 551,460	\$ 581,445	\$ 573,721	\$ (7,724)
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$ 1,022,601</b>	<b>\$ 959,045</b>	<b>\$ 951,321</b>	<b>\$ (7,724)</b>
 <b>EXPENDITURES</b>				
	\$ 1,022,601	\$ 959,045	\$ 951,321	\$ (7,724)
Decrease in position staffing costs				\$ (7,724)
 <b>REVENUE OVER (UNDER EXP)</b>				
	\$ -	\$ -	\$ -	
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ -	\$ -	
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -	
 <b>Minnetonka Community Theater Trust Balance 6/30/22</b>	 <b>\$ 239,768</b>			
<b>09.311.211.119.000.XXX</b>				



**Minnetonka Public Schools  
Fund 42 - Aquatics Fund  
Reconciliation of FY23 Adopted Budget to FY23 Amended Budget**

	<b>2021-2022 AUDITED ACTUALS</b>	<b>2022-2023 ADOPTED BUDGET</b>	<b>2022-2023 AMENDED BUDGET</b>	<b>2022-2023 DIFFERENCE</b>
<b>REVENUE</b>				
Aquatics Program @ MME (No Change)	\$ 1,048,787	\$ 1,157,700	\$ 1,157,700	\$ -
<b>EXPENDITURES</b>				
Salaries & Benefits	\$ 748,208	\$ 757,996	\$ 757,996	\$ -
Purchased Services	\$ 214,509	\$ 144,300	\$ 144,300	\$ -
Supplies	\$ 35,966	\$ 35,750	\$ 35,750	\$ -
Equipment	\$ 3,207	\$ 3,000	\$ 3,000	\$ -
Meet Fees, memberships, Credit Card Fees	\$ 103,540	\$ 82,019	\$ 82,019	\$ -
Subtotal - Direct Expenses	\$ 1,105,430	\$ 1,023,065	\$ 1,023,065	\$ -
Interdepartmental Chargeback for District Support	\$ 131,885	\$ 134,635	\$ 134,635	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,237,315</b>	<b>\$ 1,157,700</b>	<b>\$ 1,157,700</b>	<b>\$ -</b>

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	<b>2021-2022 AUDITED ACTUALS</b>	<b>2022-2023 ADOPTED BUDGET</b>	<b>2022-2023 AMENDED BUDGET</b>
<b>Aquatics Fund Balance</b>			
<b>REVENUE OVER (UNDER EXP)</b>	\$ (188,527)	\$ -	\$ -
<b>BEGINNING FUND BALANCE</b>	\$ (341,819)	\$ (341,819)	\$ (530,346)
<b>ENDING FUND BALANCE</b>	<b>\$ (530,346)</b>	<b>\$ (341,819)</b>	<b>\$ (530,346)</b>

**Aquatics Trust Account Balance 6/30/22**      \$                      -  
**09.205.292.357.000.XXX**

**Minnetonka Public Schools  
Fund 43 - Pagel Center Operations  
Reconciliation of FY23 Adopted Budget to FY23 Amended Budget**

	<u>2021-2022 AUDITED ACTUALS</u>	<u>2022-2023 ADOPTED BUDGET</u>	<u>2022-2023 AMENDED BUDGET</u>	<u>2022-2023 DIFFERENCE</u>
<b>REVENUE</b>	\$ 584,878	\$ 632,048	\$ 632,048	\$ -
(No Change)				
<b>EXPENDITURES</b>	\$ 578,885	\$ 641,650	\$ 628,943	\$ (12,707)
Position/Vacancy Savings				\$ (12,707)
<b>REVENUE OVER (UNDER EXP)</b>	\$ 5,994	\$ (9,602)	\$ 3,105	
<b>BEGINNING FUND BALANCE</b>	\$ (1,040,529)	\$ (1,074,094)	\$ (1,034,535)	
<b>ENDING FUND BALANCE</b>	<u>\$ (1,034,535)</u>	<u>\$ (1,083,696)</u>	<u>\$ (1,031,430)</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 FY23 Adopted Budget to FY23 Amended Budget**

	<u>2021-2022 AUDITED ACTUALS</u>	<u>2022-2023 ADOPTED BUDGET</u>	<u>2022-2023 AMENDED BUDGET</u>	<u>2022-2023 DIFFERENCE</u>
<b>REVENUE</b>	\$ 6,472,727	\$ 8,985,000	\$ 9,533,258	\$ 548,258
Sale of Bond 2022B additional proceeds				\$ 548,258
<b>EXPENDITURES</b>	\$ 5,728,118	\$ 6,245,000	\$ 6,456,196	\$ 211,196
Increase LTFM chargeback from \$200,000 to \$302,250 - 5% of projected and maximum claimable administrative costs (General Fund expenditure decrease)				\$ 102,250
Maintenance & Building Painting budget shift to LTFM Fund (General Fund expenditure decrease)				\$ 108,946
	<u>2021-2022 AUDITED ACTUALS</u>	<u>2022-2023 ADOPTED BUDGET</u>	<u>2022-2023 AMENDED BUDGET</u>	
<b>REVENUE OVER (UNDER EXP)</b>	\$ 744,609	\$ 2,740,000	\$ 3,077,062	
<b>BEGINNING FUND BALANCE</b>	\$ 4,592,398	\$ 5,737,398	\$ 5,337,007	
<b>ENDING FUND BALANCE</b>	<u>\$ 5,337,007</u>	<u>\$ 8,477,398</u>	<u>\$ 8,414,069</u>	

**Minnetonka Public Schools  
Fund 47 - OPEB Bonds Debt Service Fund  
Reconciliation of FY23 Adopted Budget to FY23 Amended Budget**

	<u>2021-2022 AUDITED ACTUALS</u>	<u>2022-2023 ADOPTED BUDGET</u>	<u>2022-2023 AMENDED BUDGET</u>	<u>2022-2023 DIFFERENCE</u>
<b>REVENUE</b>	\$ 1,696,788	\$ 1,551,342	\$ 1,551,342	\$ -
(No Change)				
<b>EXPENDITURES</b>	\$ 1,606,660	\$ 1,475,746	\$ 1,475,746	\$ -
(No Change)				

	<u>2021-2022 AUDITED ACTUALS</u>	<u>2022-2023 ADOPTED BUDGET</u>	<u>2022-2023 AMENDED BUDGET</u>
<b>REVENUE OVER (UNDER EXP)</b>	\$ 90,128	\$ 75,596	\$ 75,596
<b>BEGINNING FUND BALANCE</b>	\$ 414,247	\$ 495,902	\$ 504,375
<b>ENDING FUND BALANCE</b>	<u>\$ 504,375</u>	<u>\$ 571,498</u>	<u>\$ 579,971</u>

<b>Debt Outstanding Balance 2013E, 2016J, 2021A (refunded 2013E in 20-21)</b>			
	<u>2021-2022</u>	<u>2022-2023</u>	<u>2022-2023</u>
Beginning Debt Outstanding Balance	\$ 20,975,000	\$ 19,720,000	\$ 19,720,000
Less Principal Payment	\$ (1,255,000)	\$ (1,120,000)	\$ (1,120,000)
Ending Debt Outstanding Balance	<u>\$ 19,720,000</u>	<u>\$ 18,600,000</u>	<u>\$ 18,600,000</u>
Bonds Retired 01/01/38			

**Minnetonka Public Schools**  
**Fund 56 - Building Construction Fund**  
**Reconciliation of FY23 Adopted Budget to FY23 Amended Budget**

	<u>2021-2022</u> <u>AUDITED</u> <u>ACTUALS</u>	<u>2022-2023</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>2022-2023</u> <u>AMENDED</u> <u>BUDGET</u>	<u>2022-2023</u> <u>DIFFERENCE</u>
<b>REVENUE</b>	\$ 10,588,293	\$ -	\$ 1,850,000	\$ 1,850,000
Sale of 2023A COP Bond				\$ 1,850,000
<b>EXPENDITURES</b>	\$ 4,906,382	\$ 10,000,000	\$ 10,370,000	\$ 370,000
2023A COP Bond Projects				\$ 370,000
<b>TRANSFERS IN</b>	\$ 9,850,000	\$ -	\$ -	\$ -
	<u>2021-2022</u> <u>AUDITED</u> <u>ACTUALS</u>	<u>2022-2023</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>2022-2023</u> <u>AMENDED</u> <u>BUDGET</u>	
<b>REVENUE OVER (UNDER EXP)</b>	\$ 5,681,911	\$ (10,000,000)	\$ (8,520,000)	
<b>TRANSFER IN FROM GEN FUND</b>	\$ 9,850,000	\$ -	\$ -	
<b>BEGINNING FUND BALANCE</b>	\$ 1,058,190	\$ 13,232,491	\$ 16,590,101	
<b>ENDING FUND BALANCE</b>	<u>\$ 16,590,101</u>	<u>\$ 3,232,491</u>	<u>\$ 8,070,101</u>	

Fund Balances	Beginning Fund Balance	Revenue	Expenditures	Transfers	Ending Fund Balance
2020D Kolstad	\$ 1	\$ -	\$ -	\$ -	\$ 1
MOMENTUM	\$ 17	\$ -	\$ -	\$ -	\$ 17
Shorewood Ed Center	\$ 30	\$ -	\$ -	\$ -	\$ 30
VANTAGE/MOMENTUM	\$ 16,590,053	\$ -	\$ (10,000,000)	\$ -	\$ 6,590,053
2023A COP Bond Projects	\$ -	\$ 1,850,000	\$ (370,000)	\$ -	\$ 1,480,000
Transfer In from Operating Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>	<u>\$ 16,590,101</u>	<u>\$ 1,850,000</u>	<u>\$ (10,370,000)</u>	<u>\$ -</u>	<u>\$ 8,070,101</u>

**Minnetonka Public Schools**  
**Fund 66 - Technology Levy Budget**  
**Reconciliation of FY23 Adopted Budget to FY23 Amended Budget**

	<b>2021-2022 AUDITED ACTUALS</b>	<b>2022-2023 ADOPTED BUDGET</b>	<b>2022-2023 AMENDED BUDGET</b>	<b>2022-2023 DIFFERENCE</b>
<b>REVENUE</b>	\$ 8,496,596	\$ 7,433,915	\$ 7,428,915	\$ (5,000)
Decrease in iPad Insurance				\$ (5,000)
 <b>EXPENDITURES</b>	 \$ 7,914,748	 \$ 8,044,934	 \$ 8,429,786	 \$ 384,852
Decrease Salaries and Benefits per projected staff assignments				\$ (30,148)
Increase in continuing commitments for insured iPad repair costs and software licensures				\$ 130,000
Shift in funding sources for textbooks, instructional materials, and classroom equipment from the General Fund				\$ 246,388
Additional textbooks, instructional materials, and classroom equipment				\$ 118,612
Decrease in Hardware-Network Software				\$ (80,000)
 <b>REVENUE OVER (UNDER EXP)</b>	 \$ 581,848	 \$ (611,020)	 \$ (1,000,871)	
<b>BEGINNING FUND BALANCE</b>	<b>\$ 850,208</b>	<b>\$ 924,861</b>	<b>\$ 1,432,056</b>	
<b>ENDING FUND BALANCE</b>	<b>\$ 1,432,056</b>	<b>\$ 313,842</b>	<b>\$ 431,185</b>	

**ACTION**

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

**Board Agenda Item XII.**

**Title: Approval of Sale of 2023A COP Bonds  
For Miscellaneous Projects**

**Date: January 12, 2023**

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**EXECUTIVE SUMMARY:**

At the School Board Meeting of December 1, 2022, the School Board authorized the sale of the \$1,850,000 Par Value 2023A Certificates of Participation Bonds to fund five small facilities projects at Excelsior Elementary School, Scenic Heights Elementary School, Minnetonka Middle School East and Minnetonka Middle School West. The estimated interest rate of the bonds at that time was 6.30%.

The 2023A Certificates of Participation were sold on January 4, 2023 at a Total Interest Cost of 5.50%.

The attached resolution approving the sale of the 2023A Certificates of Participation was prepared by the District's bond counsel Dorsey & Whitney.

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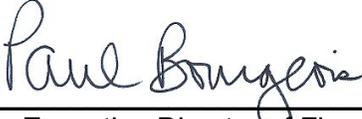
**ATTACHMENTS:**

RESOLUTION RELATING TO SCHOOL DISTRICT PROPERTY AND IMPROVEMENTS AND THE FINANCING THEREOF; AUTHORIZING THE EXECUTION AND DELIVERY OF A LEASE-PURCHASE AGREEMENT AND APPROVING; AND AUTHORIZING THE EXECUTION OF RELATED DOCUMENTS AND THE ISSUANCE OF CERTIFICATES OF PARTICIPATION

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board approve the 2023A Sale Resolution as prepared by Dorsey & Whitney.

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

**Concurrence:**   
David Law, Superintendent

CERTIFICATION OF MINUTES RELATING TO LEASE-PURCHASE AGREEMENT AND  
CERTIFICATES OF PARTICIPATION

*Issuer:* Independent School District No. 276 (Minnetonka), Minnesota

*Governing Body:* School Board

*Kind, date, time and place of meeting:* A regular meeting held January 12, 2023 at 7:00 p.m., at the school district offices located at 5621 County Road 101, Minnetonka, Minnesota 55345, or by electronic means, as authorized by law.

*Members present:*

*Members absent:*

*Documents Attached:* Excerpt of minutes of the above-described meeting relating to the resolution described below.

RESOLUTION RELATING TO SCHOOL DISTRICT PROPERTY AND  
IMPROVEMENTS AND THE FINANCING THEREOF; AUTHORIZING THE  
EXECUTION AND DELIVERY OF A LEASE-PURCHASE AGREEMENT AND  
APPROVING; AND AUTHORIZING THE EXECUTION OF RELATED  
DOCUMENTS AND THE ISSUANCE OF CERTIFICATES OF PARTICIPATION

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto have been carefully compared with the original records of said public corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the portion of the minutes of a meeting of the governing body of said public corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body of the public corporation at the time and place indicated above and attended throughout by the members of the governing body in a number sufficient to legally transact business, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on January\_\_\_\_, 2023.

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Deputy Clerk

## EXCERPT OF MINUTES

Member \_\_\_\_\_ introduced the following resolution and moved its adoption, which motion was seconded by Member \_\_\_\_\_:

RESOLUTION RELATING TO SCHOOL DISTRICT PROPERTY AND IMPROVEMENTS AND THE FINANCING THEREOF; AUTHORIZING THE EXECUTION AND DELIVERY OF A LEASE-PURCHASE AGREEMENT AND APPROVING; AND AUTHORIZING THE EXECUTION OF RELATED DOCUMENTS AND THE ISSUANCE OF CERTIFICATES OF PARTICIPATION

BE IT RESOLVED by the School Board (the "Board") of Independent School District No. 276 (Minnetonka), Minnesota (the "District"), as follows:

SECTION 1. PRIOR AUTHORIZATION. By resolution duly adopted on December 1, 2022 (the "Parameters Resolution"), this Board found it in the best interest of the District to enter into a Lease-Purchase Agreement (the "Lease") and issue certificates of participation therein (the "Certificates") for the purpose of (i) financing the acquisition, construction, installation and improvements of classrooms at Scenic Heights Elementary and Excelsior Elementary, small group rooms at Minnetonka Middle School East and Minnetonka Middle School West, and a parking lot reconfiguration at Minnetonka Middle School West (collectively, the "Project"), and (ii) financing costs of issuing the Lease and Certificates. By the Parameters Resolution, this Board further authorized the Superintendent or Executive Director of Finance & Operations of the District, and a Board officer (together, the "Award Committee"), to approve the award of the Lease and sale of the Certificates in the Lease to Robert W. Baird & Co. Incorporated, in Milwaukee, Wisconsin (the "Purchaser") in an aggregate principal amount not to exceed \$1,850,000, provided that the true interest cost of the Lease and Certificates to the District is less than or equal to 6.75% per annum. Pursuant to Minnesota Statutes, Section 465.71, this Board hereby further authorizes the execution and delivery of the Lease and the creation of the Certificates therein for the purpose of financing the Project and other authorized costs. The scope of the Project described in the Parameters Resolution is hereby amended to match the scope of the Project in this resolution, as if such amendment was effective as of the date the Parameters Resolution was adopted.

SECTION 2. AWARD AUTHORIZATION. On January 4, 2023, the District received a proposal from the Purchaser to purchase the Certificates, in an aggregate amount of \$1,850,000.00, at a price of \$2,158,936.45 (representing a par amount of \$1,850,000.00, plus premium of \$341,311.45, less Purchaser compensation of \$32,375.00), at a true interest cost of 5.504280% per annum. The Award Committee hereby approves the award of the Lease and sale of the Certificates to the Purchaser, and the authorized officers of the District are authorized to approve and execute a purchase agreement for the sale of the Certificates to the Purchaser. The terms of the sale and the execution of the purchase agreement being in compliance with the parameters set forth in the Parameters Resolution, this Board hereby ratifies such action in all respects and authorizes the issuance of the Certificates in the principal amount of \$1,850,000 on the further terms and conditions set forth herein.

SECTION 3. FINANCING DOCUMENTS. The following documents have been prepared and are on file in the office of the Deputy Clerk:

- (a) a Ground Lease Agreement (the "Ground Lease"), between the District, as ground lessor, and Computershare Trust Company N.A., as trustee (the "Trustee"), as ground lessee;
- (b) a Lease-Purchase Agreement (the "Lease"), between the Trustee, as lessor, and the District, as lessee; and
- (c) a Trust Agreement (the "Trust Agreement"), between the District and the Trustee.

The forms of such documents (collectively, the "Documents") are hereby approved, with such variations, insertions and additions as are deemed appropriate by the parties and approved by counsel to the District, Dorsey & Whitney LLP.

**SECTION 4. EXECUTION.** Upon completion of the Documents and the execution thereof by the other parties thereto, the Board Chair and Deputy Clerk of the District, or other designated signatories acting on their behalf, are hereby authorized to execute and deliver the Documents on behalf of the District. The Chair and Deputy Clerk (or their designated signatories acting on their behalf, or in the case of the IRS Form 8038-G, the Executive Director of Finance & Operations individually) are hereby further authorized to execute, on behalf of the District, such other contracts, certifications, documents or instruments as counsel to the District or the Trustee shall require, and all certifications, recitals, warranties and representations therein and in the Documents shall constitute the certifications, recitals, warranties and representations of the District. Execution of any contract, certification, document or instrument by one or more appropriate officers of the District will constitute and be deemed conclusive evidence of the approval and authorization by the District and the Board of the contract, certification, document or instrument so executed. Without limiting the generality of the foregoing, in the absence or other unavailability of the Chair, any document authorized in this resolution to be executed by the Chair may be executed by the Vice Chair or the Acting Chair and, in the absence or other unavailability of the Deputy Clerk, any document authorized in this resolution to be executed by the Deputy Clerk may be executed by the Acting Clerk.

**SECTION 5. PAYMENT OF RENTAL PAYMENTS; NO GENERAL OBLIGATION; CAPITAL EXPENDITURE LEVY.** Subject to the provisions of the Lease, the District shall pay to the Trustee promptly when due, all of the Rental Payments (as defined in the Lease) and other amounts required by the Lease. The Lease and the obligations of the District thereunder will be special, limited obligations of the District payable in each fiscal year solely from funds of the District legally appropriated for such purpose in the annual budget of the District; provided, however, that the District shall not be obligated to make any such appropriation. The full faith and credit and ability of the District to levy ad valorem taxes without limitation as to rate or amount are not pledged to the payment of the Lease or any obligation of the District thereunder.

**SECTION 6. ISSUANCE OF CERTIFICATES.** Upon all acts, conditions and things which are required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed precedent to and in the valid issuance of the Documents and the Certificates, the Trustee shall be directed forthwith by the District to issue the Certificates in the form and upon the terms set forth in the Trust Agreement. The Chair and Deputy Clerk, or other designated signatories acting on their behalf, are hereby authorized to so direct the Trustee and to approve the final terms of the Certificates, which approval shall be conclusively evidenced by the execution of the Trust Agreement by said officers, and the District shall deliver to the Trustee such

documents as are required by the Trust Agreement. The Certificates will be prepared, executed and delivered as prescribed in the Trust Agreement for delivery to or for the account of the Purchaser or the registered owners of the Certificates. The Trustee is hereby appointed authenticating agent with respect to the Certificates and paying agent for the Certificates, pursuant to the Trust Agreement.

**SECTION 7. OFFICIAL STATEMENT; RATIFICATION OF PRIOR ACTIONS TAKEN.**

The Preliminary Official Statement dated December 29, 2022, and the Final Official Statement dated on or about the date hereof, each relating to the Certificates and prepared and distributed by the Purchaser, and the District, together with any necessary amendments or supplements to be prepared hereafter, are hereby approved. The Chair and Deputy Clerk, or other designated signatories acting on their behalf, or any one of the same, are authorized and hereby directed to sign such certifications as may be necessary with respect to the completeness and accuracy of the Preliminary Official Statement or the Final Official Statement. The Purchaser is hereby authorized on behalf of the District to prepare and distribute, within seven business days from the date hereof, a Final Official Statement listing the offering price, the interest rates, selling compensation, delivery date, the underwriters and such other information relating to the Lease and Certificates required to be included in the Official Statement by the Rule (as defined herein). All actions heretofore taken by District officers and staff, or by others acting on behalf of the District, with respect to the acquisition of the Project, the structuring of the financing, the marketing and sale of the Certificates, the preparation of Documents and the consummation of the transaction contemplated by the Documents and this resolution, including but not limited to the engagement of third-party advisors and counsel, are hereby ratified and approved in full.

**SECTION 8. TAX COVENANTS AND ARBITRAGE MATTERS.**

(a) Covenant. The District covenants and agrees with the owners from time to time of the Certificates that it will not take, or permit to be taken by any of its officers, employees or agents, any action which would cause the interest component of the Rental Payments payable under the Lease and received by the registered owners of the Certificates to become subject to taxation under the Internal Revenue Code of 1986 (the "Code") and any regulations issued thereunder (the "Regulations"), in effect at the time of such action, and that it will take, or it will cause its officers, employees or agents to take, all affirmative actions within their powers which may be necessary to ensure that the interest component of the Rental Payments payable under the Lease and received by the registered owners of the Certificates will not become subject to taxation under the Code and the Regulations, as presently existing or as hereafter amended and made applicable to the Lease and Certificates. So long as the Lease and Certificates are outstanding, the District will not enter into any lease, use agreement or other contract or agreement respecting the Project which would cause the Lease and Certificates to be considered a "private activity bond" or "private loan bond" pursuant to the provisions of Section 141 of the Code.

(b) Tax Certificate. The Chair and Deputy Clerk, or their respective authorized designees, being the officers of the District charged with the responsibility for issuing the Lease and Certificates pursuant to this resolution, are authorized and hereby directed to execute and deliver a certificate (the "Tax Certificate") in accordance with the provisions of Section 148 of the Code, and Section 1.148-2(b) of the Regulations, stating, among other things, the facts, estimates and circumstances in existence on the date of issue and delivery of the Lease and Certificates which make it reasonable to expect that the proceeds of the Lease and Certificates will not be used in a manner that would cause the Lease and Certificates to be an arbitrage bond within the meaning of the Code and the Regulations.

(c) Arbitrage Rebate. The District acknowledges that the Lease and Certificates are subject to the rebate requirements of Section 148(f) of the Code. The District covenants and agrees to retain such records, make such determinations, file such reports and documents and pay such amounts at such times as are required under Section 148(f) and applicable Regulations to preserve the exclusion of interest on the Lease and Certificates from gross income for federal income tax purposes, unless the Lease and Certificates qualify for an exception from the rebate requirement pursuant to one of the exceptions set forth in the Code and the Regulations.

(d) Reimbursement. The District certifies that the proceeds of the Lease and Certificates will not be used by the District to reimburse itself for any expenditure with respect to the Project which the District paid or will have paid more than 60 days prior to December 1, 2022, as authorized by the Code and the Regulations.

#### SECTION 9. CONTINUING DISCLOSURE.

(a) Definitions. The following capitalized terms shall have the following meanings for purposes of this section.

“*Annual Report*” means any annual report provided by the District pursuant to, and as described in, subsection (c) of this section.

“*Beneficial Owner*” means any person which (i) has the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, any Certificates (including persons holding Certificates through nominees, depositories or other intermediaries), or (ii) is treated as the owner of any Certificates for federal income tax purposes.

“*EMMA*” means the MSRB’s Electronic Municipal Market Access system available at <http://emma.msrb.org>.

“*Holder*” means the registered holders of the Certificates, as recorded in the registration books of the Registrar (as defined in the Trust Agreement).

“*Listed Events*” means the events listed in subsection (d) of this section.

“*MSRB*” means the Municipal Securities Rulemaking Board, 1300 I Street NW, Suite 1000, Washington, DC 20005.

“*Participating Underwriter*” means any of the original underwriters of the Certificates required to comply with the Rule in connection with offering of the Certificates.

“*Rule*” means Rule 15c2-12 adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as the same may be amended from time to time.

(b) Purpose and Beneficiaries. The District makes the following covenants for the benefit of the Holders and Beneficial Owners of the Certificates and in order to assist the Participating Underwriters in complying with the Rule.

(c) Provision of Annual Reports.

(i) Not later than 12 months after the end of each fiscal year of the District (the “Submission Deadline”) (the first report being due not later than 12 months after

June 30, 2022), the District shall, either directly or indirectly through an agent designated by the District, file on EMMA an electronic copy of its Annual Report in a format and accompanied by such identifying information as prescribed by the MSRB. If the District's fiscal year changes, it shall, either directly or indirectly through an agent designated by the District, give notice of such change in the same manner as for a Listed Event under subsection (d), and the Submission Deadline beginning with the subsequent fiscal year will become one year following the end of the new fiscal year. If the District is unable to provide an Annual Report by the Submission Deadline, in a timely manner thereafter, the District shall, either directly or indirectly through an agent designated by the District, file a notice on EMMA stating that there has been a failure to provide an Annual Report on or before the Submission Deadline.

- (ii) The Annual Report must contain or include by reference the following:
  - (1) The audited financial statements of the District for the prior fiscal year, prepared in accordance with generally accepted accounting principles promulgated by the Financial Accounting Standards Board as modified in accordance with the governmental accounting standards promulgated by the Governmental Accounting Standards Board or as otherwise provided under Minnesota state law, as in effect from time to time, or, if and to the extent such audited financial statements have not been prepared in accordance with generally accepted accounting principles, noting the discrepancies therefrom and the effect thereof. If the District's audited financial statements are not available by the Submission Deadline, the Annual Report shall contain unaudited financial information (which may include any annual filing information required by Minnesota state law) accompanied by a notice that the audited financial statements are not yet available, and the audited financial statements shall be filed on EMMA within 10 days of when they become available.
  - (2) To the extent not included in the financial statements provided as part of the Annual Report, tables, schedules or other information of the type contained in the Official Statement for the Certificates under the following headings or captions, which information may be unaudited:
    - (A) Economic and Financial Information
    - (B) Summary of Debt and Debt Statistics
    - (C) General Information – Major Employers
- (iii) The Annual Report may be submitted as a single document or as separate documents comprising a package. The contents of the Annual Report may be included in the Annual Report by specific reference to other documents, including official statements of debt issues of the District or related public entities, which are available on EMMA or are filed with the Securities and Exchange Commission. If the document included by reference is a final official statement, it must be available on EMMA. The Annual Report shall clearly identify each such other document so included by reference. The audited financial statements of the District may be submitted separately from the balance of the Annual Report and later than the Submission Deadline if they are not available by that date.

(d) Reporting of Significant Events.

- (i) The District shall, either directly or indirectly through an agent designated by the District, give notice of the occurrence of any of the following events with respect to the Certificates, all pursuant to the provisions of this subsection (d):
- (1) Principal and interest payment delinquencies.
  - (2) Non-payment related defaults, if material.
  - (3) Unscheduled draws on debt service reserves reflecting financial difficulties.
  - (4) Unscheduled draws on credit enhancements reflecting financial difficulties.
  - (5) Substitution of credit or liquidity providers, or their failure to perform.
  - (6) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security.
  - (7) Modifications to rights of security holders, if material.
  - (8) Bond calls, if material, and tender offers.
  - (9) Defeasances.
  - (10) Release, substitution, or sale of property securing repayment of the securities, if material.
  - (11) Rating changes.
  - (12) Bankruptcy, insolvency, receivership or similar event of the obligated person.

*For the purposes of the event identified in this subparagraph (12), the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.*

- (13) The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material.
- (14) Appointment of a successor or additional trustee or the change of name of a trustee, if material.
- (15) Incurrence of a Financial Obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the obligated person, any of which affect security holders, if material.
- (16) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the obligated person, any of which reflect financial difficulties.

*For purposes of the events identified in subparagraph (15) and (16) above, the term "Financial Obligation" means a (i) debt obligation, (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation, or (iii) guarantee of either (i) or (ii). The term "Financial Obligation" does not include municipal securities as to which a final official statement has been provided to the MSRB pursuant to the Rule.*

- (ii) If a Listed Event described in subparagraph (2), (7), (8) (but only with respect to bond calls under (8)), (10), (13), (14) or (15) has occurred and the District has determined that such Listed Event is material under applicable federal securities laws, the District shall, either directly or indirectly through an agent designated by the District, in a timely manner but not later than 10 business days after the occurrence of such Listed Event, promptly file a notice of such occurrence on EMMA, with such notice in a format and accompanied by such identifying information as prescribed by the MSRB.
- (iii) If a Listed Event described in subparagraph (1), (3), (4), (5), (6), (8) (but only with respect to tender offers under (8)), (9), (11), (12) or (16) has occurred the District shall, either directly or indirectly through an agent designated by the District, in a timely manner but not later than 10 business days after the occurrence of such Listed Event, promptly file a notice of such occurrence on EMMA, with such notice in a format and accompanied by such identifying information as prescribed by the MSRB. Notwithstanding the foregoing, notice of Listed Events described in subparagraphs (8) and (9) need not be given under this subsection (d) any earlier than the notice (if any) of the underlying event is given to Holders of affected Certificates pursuant to the Trust Agreement.

(e) Termination of Reporting Obligation. The District's obligations under this section will terminate upon the legal defeasance, prior redemption or payment in full of all of the Certificates or upon the District's receipt of an opinion of nationally recognized bond counsel to the effect that,

because of legislative action or final judicial action or administrative actions or proceedings, the failure of the District to comply with the terms hereof will not cause Participating Underwriters to be in violation of the Rule or other applicable requirements of the Securities Exchange Act of 1934, as amended.

(f) Dissemination Agent. The District may, from time to time, appoint or engage a dissemination agent to assist it in carrying out its obligations under this section, and may discharge any such dissemination agent, with or without appointing a successor dissemination agent. The dissemination agent will not be responsible in any manner for the content of any notice or Annual Report prepared by the District pursuant to this section.

(g) Amendment; Waiver. Notwithstanding any other provision of this section, the District may amend the covenants contained in this section, and any provision of this section may be waived, if

- (i) (1) the amendment or waiver is made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature or status of an obligated person with respect to the Certificates, or the type of business conducted; (2) the undertaking, as amended or taking into account such waiver, would, in the opinion of nationally recognized bond counsel, have complied with the requirements of the Rule at the time of the original issuance of the Certificates, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; and (3) the amendment or waiver either (A) is approved by a majority of the Holders, or (B) does not, in the opinion of nationally recognized bond counsel, materially impair the interests of the Holders or Beneficial Owners; or
- (ii) the amendment or waiver is necessary to comply with modifications to or interpretations of the provisions of the Rule as announced by the Securities and Exchange Commission.

In the event of any amendment or waiver of a provision of this section, the District shall describe such amendment in the next Annual Report, and shall include, as applicable, a narrative explanation of the reason for the amendment or waiver and its impact on the type (or in the case of a change of accounting principles, on the presentation) of financial information or operating data being presented by the District. In addition, if the amendment relates to the accounting principles to be followed in preparing audited financial statements, (i) notice of such change shall be given in the same manner as for a Listed Event under subsection (d), and (ii) the Annual Report for the year in which the change is made will present a comparison or other discussion in narrative form (and also, if feasible, in quantitative form) describing or illustrating the material differences between the audited financial statements as prepared on the basis of the new accounting principles and those prepared on the basis of the former accounting principles.

(h) Additional Information. Nothing in this section will be deemed to prevent the District from disseminating any other information, using the means of dissemination set forth in this section or any other means of communication, or including any other information in any Annual Report or notice of occurrence of a Listed Event, in addition to that which is required by this section. If the District chooses to include any information in any Annual Report or notice of occurrence of a Listed Event in addition to that which is specifically required by this section, the District shall have

no obligation under this section to update such information or include it in any future Annual Report or notice of occurrence of a Listed Event.

(i) Default. In the event of a failure of the District to comply with any provision of this section, any Holder or Beneficial Owner may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this section. Direct, indirect, consequential and punitive damages will not be recoverable by any person for any default hereunder and are hereby waived to the extent permitted by law. A default under this section will not be deemed an event of default under the Lease, the Trust Agreement or this resolution, and the sole remedy under this section in the event of any failure of the District to comply with this section will be an action to compel performance.

SECTION 10. EXPIRATION OF AUTHORITY. If an agreement with the Purchaser for the sale of Certificates has not been entered into by December 31, 2023, this resolution and all approvals hereunder shall expire.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

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

**Board Agenda Item XIII.**

**Title: Acceptance of Bid for Excelsior  
Classroom Modification**

**Date: January 12, 2023**

**EXECUTIVE SUMMARY:**

The former staff lounge area at Excelsior Elementary School has been repurposed as small classroom for the FY23 school year.

Modifications to the area to provide additional space for the classroom out of existing small group rooms and the capturing of existing space in the west foyer for small group rooms are being proposed to support the instructional needs for the students that will occupy that classroom going forward. The Initial estimate of the construction cost by ATSR Architects was \$700,000, with the project to be funded out of the 2023A Certificates of Participation Bonds.

Bids were opened at 2:00 PM on Tuesday, December 20, 2022. Seven (7) bids were received for the project as follows:

Construction Results Corporation	\$456,220.00
Morcon Construction	\$482,382.00
Greiner Construction	\$484,000.00
Dering Pierson Group	\$491,900.00
Parkos Construction	\$521,800.00
Versacon, Inc.	\$545,000.00
CM Construction Company, Inc.	\$548,800.00

**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board accept the low bid of Construction Results Corporation in the amount of \$456,220.00 for classroom modifications at Excelsior Elementary School in summer 2023.

***RECOMMENDED MOTION***

*BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the low bid of Construction Results Corporation in the amount of \$456,220.00 for classroom modifications at Excelsior Elementary School in summer 2023.*

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

**Concurrence:**   
David Law, Superintendent

**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 12, 2023**

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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 January 12, 2023:

- a. Minutes of December 1, 2022 Regular Meeting
  - b. Study Session Summary of December 15, 2022
  - c. Payment of Bills
  - d. Recommended Personnel Items
  - e. Gifts and Donations
  - f. Electronic Fund Transfers
  - g. Approval of Enrollment Limits
  - h. Approval of New Course Title Change
- 

**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 XIV. a**

**Title: Meeting Minutes**

**Date: January 12, 2023**

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**OVERVIEW:**

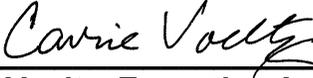
The minutes of the proceedings of the Minnetonka School Board's following meeting are attached:

1. December 1, 2022 Regular 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**  
**District Service Center**  
**5621 County Road 101**  
**Minnetonka, Minnesota**

**Minutes of December 1, 2022 Regular Board Meeting**

The School Board of Minnetonka Independent School District #276 met in regular session at 7:00 p.m. on Thursday, December 1, 2022 in the Community Room at the District Service Center, 5621 County Road 101, Minnetonka, Minnesota. Chairperson Chris Vitale presided. Other Board members present were: Mark Ambrosen, Katie Becker, Patrick Lee-O'Halloran, Michael Remucal, Meghan Selinger, Lisa Wagner and Superintendent David Law, ex officio. The meeting was also livestreamed on the District's YouTube channel.

Prior to the meeting, the Board recognized, via a video, the Girls Varsity Tennis State Champions; Boys Varsity Cross Country State Qualifiers (4<sup>th</sup> place); Girls Varsity Cross Country State Qualifiers (2<sup>nd</sup> place); Middle School Mountain Biking State Champions; District Service Center Honored Artists (Middle Level); AP Scholars with Honor from the 2021-22 School Year; and Leaders and Site Coordinators for the Employee Charitable Giving Campaign.

Also prior to the regular meeting, the Board held its annual Truth in Taxation Hearing. Superintendent Law said that this time was set aside to provide information to District residents and that the Board would take action on the levy as part of that evening's regular meeting agenda. He called upon Paul Bourgeois, Executive Director of Finance and Operations, to present the information to the Board.

Mr. Bourgeois began by saying that MN Statutes have required since 1988 that every school district, city and county hold a Truth in Taxation hearing prior to adopting the annual property tax levy. At the hearing, the School District must present information on the current year budget, information on the proposed levy, and it must explain major changes in the proposed levy. In addition, after the presentation, the School District is required to take public comment on the proposed levy.

Highlights of Mr. Bourgeois' presentation included the following:

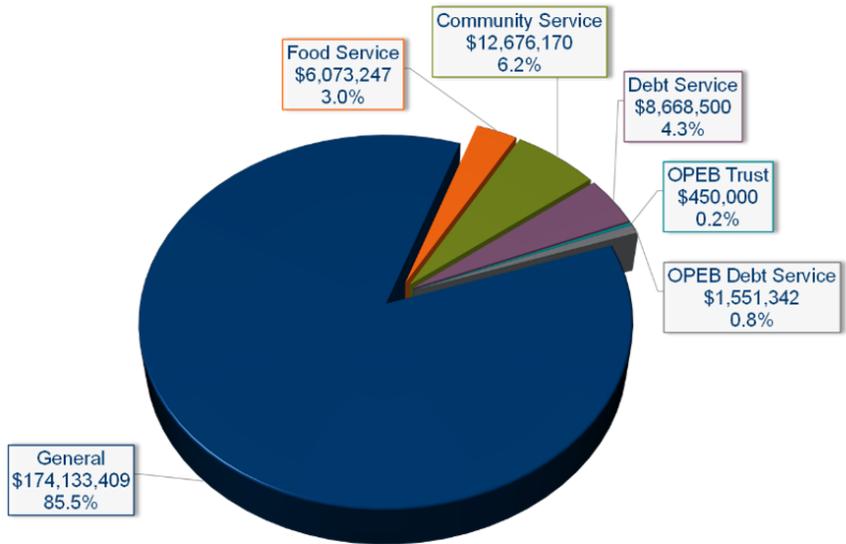
**District Revenues and Expenditures**  
Actual for FY 2022, Budget for FY 2023

	FISCAL 2022 BEGINNING	2021-22 ACTUAL	2021-22 ACTUAL	JUNE 30, 2022 ACTUAL	2022-23 BUDGET	2022-23 BUDGET	JUNE 30, 2023 PROJECTED
	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSERS OUT	FUND BALANCES	REVENUES & TRANSERS IN	EXPENDITURES & TRANSERS OUT	FUND BALANCES
<b>General/Restricted</b>	\$4,513,957	\$24,607,685	\$24,899,719	\$4,221,923	\$22,300,651	\$20,461,009	\$6,061,565
<b>General/Other</b>	28,597,565	154,741,188	154,775,987	28,562,766	151,832,758	151,503,447	28,892,077
<b>Food Service</b>	1,433,782	6,565,747	4,986,676	3,012,852	6,073,247	6,593,354	2,492,745
<b>Community Service</b>	911,122	13,141,158	11,278,077	2,774,203	12,676,170	12,911,282	2,539,091
<b>Building Construction</b>	1,058,190	20,438,293	4,906,382	16,590,101	-	10,000,000	6,590,101
<b>Debt Service</b>	1,745,730	51,369,388	51,825,091	1,290,027	8,668,500	9,023,967	934,560
<b>Internal Service</b>	9,733,877			10,643,467			10,765,022
<b>OPEB* Revocable Trust</b>	27,300,773	(2,196,078)	10,604,419	14,500,277	450,000	768,720	14,181,557
<b>OPEB* Debt Service</b>	414,247	1,696,788	1,606,660	504,375	1,551,342	1,475,746	579,971
<b>Total All Funds</b>	<b>\$75,709,244</b>	<b>\$270,364,169</b>	<b>\$264,883,011</b>	<b>\$82,099,991</b>	<b>\$203,552,668</b>	<b>\$212,737,525</b>	<b>\$73,036,689</b>

\*Other Post Employment Benefits

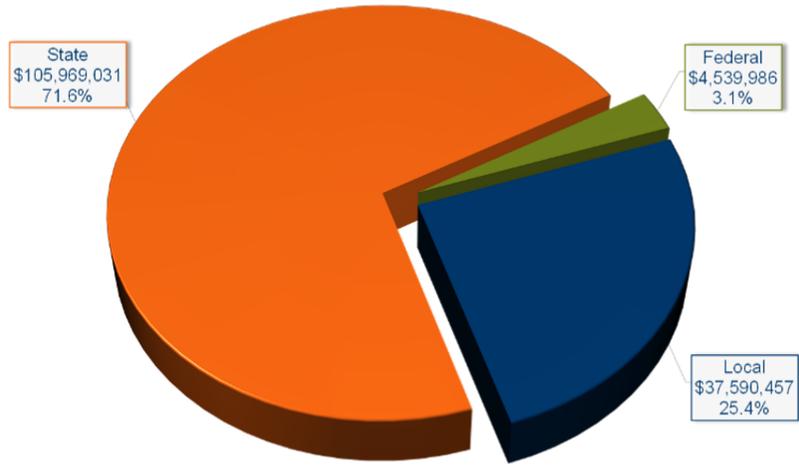
**Revenue  
- All Funds -**

2022-23 Budget  
\$203,552,668



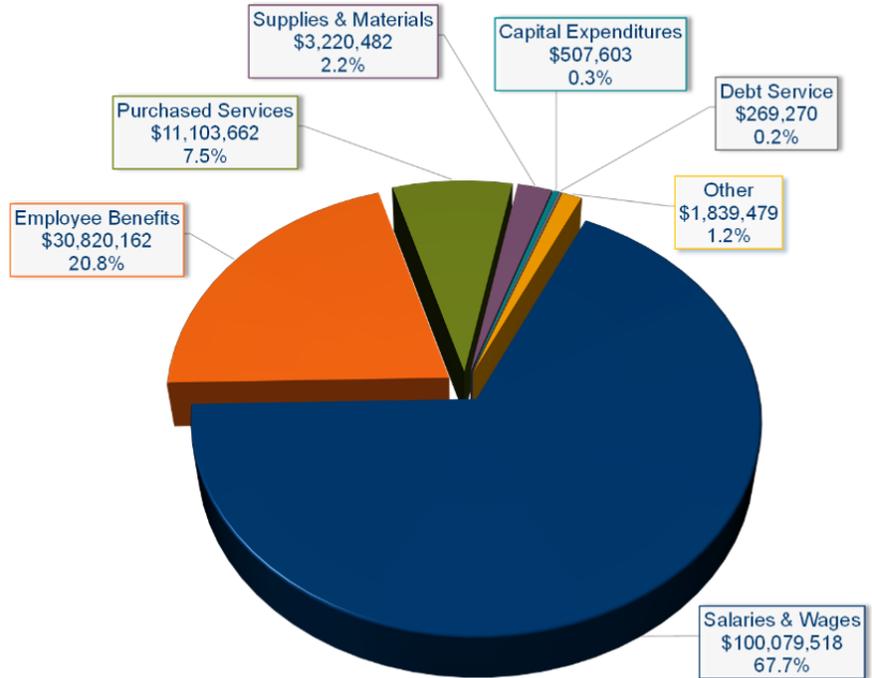
# General Fund Revenue

2022-23 Budget  
\$148,099,474



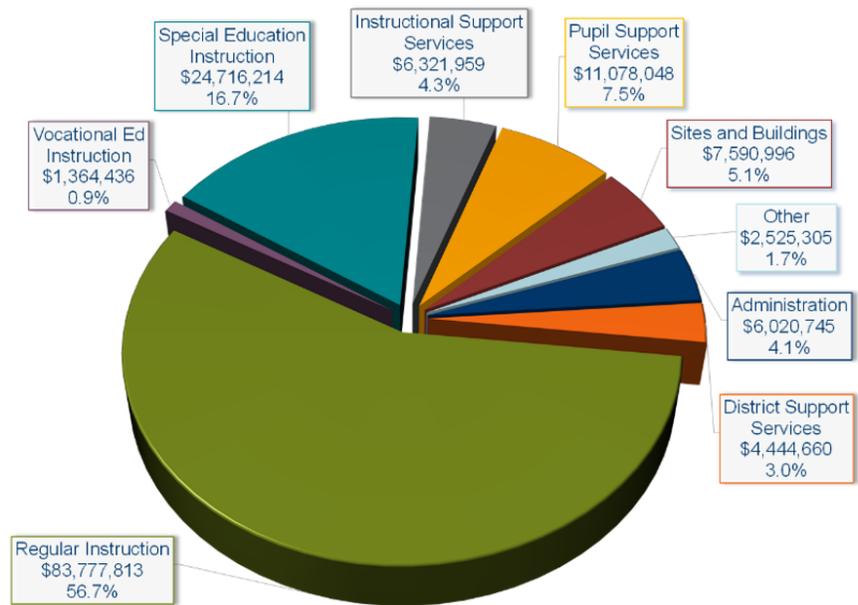
# General Fund Expenditures - by Object -

2022-23 Budget  
\$147,840,176



# General Fund Expenditures - by Program -

2022-23 Budget  
\$147,840,176



## Overview of District's Proposed Tax Levy

- Proposed Payable 2023 tax levy is an increase from 2022 of \$6,138,935 or 10.9%
- Changes by levy category and reasons for major increases & decreases in levy are included on following slides

Fund Levy Category	Actual Levy Payable in 2022	Proposed Levy Payable in 2023	\$ Change	% Change
<b>General</b>				
Voter Approved Operating Referendum	\$22,917,435	\$25,874,581	\$2,957,147	
Local Optional Revenue (LOR)	8,658,282	8,721,859	63,577	
Equity	842,593	845,900	3,307	
Capital Project/Technology Referendum	7,275,915	7,609,742	333,827	
Operating Capital	1,177,566	1,236,845	59,278	
Alternate Teacher Compensation	1,034,188	1,050,093	15,905	
Long Term Facilities Maintenance	590,000	600,000	10,000	
Instructional Lease	2,462,671	2,554,553	91,882	
Other	1,304,431	1,288,747	(15,684)	
Prior Year Adjustments	(202,115)	2,243,377	2,445,492	
<b>Total, General Fund</b>	<b>\$46,060,966</b>	<b>\$52,025,697</b>	<b>\$5,964,731</b>	<b>12.9%</b>
<b>Community Service</b>				
Basic Community Education	\$303,140	\$303,140	\$0	
Early Childhood Family Education	290,752	305,505	14,753	
School-Age Child Care	100,000	100,000	0	
Other	12,123	11,452	(671)	
Prior Year Adjustments	274,034	289,581	15,546	
<b>Total, Community Service Fund</b>	<b>\$980,049</b>	<b>\$1,009,678</b>	<b>\$29,628</b>	<b>3.0%</b>
<b>Debt Service</b>				
Voter Approved	\$1,862,015	\$1,706,700	(\$155,315)	
Long Term Facility Maintenance	6,409,458	6,490,149	80,691	
Other Post Employment Benefits	1,549,533	1,552,001	2,468	
Reduction for Debt Excess	(400,000)	(175,385)	224,615	
Prior Year Adjustments	12,837	4,954	(7,883)	
<b>Total, Debt Service Fund</b>	<b>\$9,433,843</b>	<b>\$9,578,418</b>	<b>\$144,576</b>	<b>1.5%</b>
<b>Total Levy, All Funds</b>	<b>\$56,474,858</b>	<b>\$62,613,793</b>	<b>\$6,138,935</b>	<b>10.9%</b>
<b>Subtotal by Truth in Taxation Categories:</b>				
Voter Approved	31,719,607	37,382,854	5,663,247	
Other	24,755,251	25,230,939	475,688	
<b>Total</b>	<b>\$56,474,858</b>	<b>\$62,613,793</b>	<b>\$6,138,935</b>	<b>10.9%</b>

## Explanation of Levy Changes

**Category:** General Fund – Prior Year Adjustments

**Change:** +\$2,445,492 – Largest Adjustment Is FY23 Operating Referendum 4.3% of the 10.9% increase – one-time – drops off next year

**Use of Funds:** Various - Primarily General Fund Operating Expenditures

**Reason for Change:** Initial levies are based on estimates. In next year, amounts are recalculated with actual results and retroactively adjusted. \$1,881.81 estimated - \$2,074.17 actual - \$165.36 or 8.9%

## Explanation of Levy Changes

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<b>Category:</b>	General Fund - Voter Approved Operating Referendum
<b>Change:</b>	+\$2,957,147 – 5.2% of the 10.9% increase – ongoing
<b>Use of Funds:</b>	General Operating Expenditures
<b>Reason for Change:</b>	Voter approved operating referendum inflation increase per pupil \$1,881.81 for 21 Pay 22 versus \$2,110.97 for 22 Pay 23 \$229.16 or 12.2% increase per pupil over 21 Pay 22 Levy

## Explanation of Levy Changes

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<b>Category:</b>	Capital Projects (Technology) Referendum
<b>Change:</b>	+\$333,827 – 0.6% of the 10.9% increase
<b>Use of Funds:</b>	Primarily District Technology and also classroom equipment and security barriers per voter approved referendum question
<b>Reason for Change:</b>	Based on 6.569% of net tax capacity <u>calculated</u> on property values which increased 4.59% in Calendar 2021

## Explanation of Levy Changes

<b>Category:</b>	Reduction for Debt Service Excess
<b>Change:</b>	+\$224,615 – 0.4% of the 10.9%
<b>Use of Funds:</b>	Payments on General Obligation Bond Payments
<b>Reason for Change:</b>	GO Bonds are levied at 105% of required bond payments so a Balance gradually builds up so is used to offset future levies Prior year was (\$400,000) – Current year (\$175,385)

## Factors Impacting Individual Taxpayers' School Taxes

Many factors can cause a tax bill for an individual property to increase or decrease from year to year

- Changes in value of individual property
- Changes in total value of all property within District
- Increases or decreases in levy amounts caused by changes in state funding formulas, local needs & costs, voter-approved referendums & other factors

# Four Year School Levy Comparison

- Examples include school district taxes only & are shown based on no change and a 22.0% increase in property value for residential homes over the past four years
  - Actual changes in value may be more or less than this for any parcel of property
  - Intended to provide a fair representation of what happened to school district property taxes over this period for typical properties
- Examples are for property in City of Minnetonka
- Amounts for 2023 are preliminary estimates; final amounts could change slightly
- Estimates prepared by Ehlers (District’s municipal financial advisors)

Estimated Changes in School Property Taxes, 2020 to 2023  
Based on No Changes in Property Values

Type of Property	Estimated Market Value	Actual Taxes Payable in 2020	Actual Taxes Payable in 2021	Actual Taxes Payable in 2022	Estimated Taxes Payable in 2023	Change in Taxes 2020 to 2023	Change in Taxes 2022 to 2023
Residential Homestead	\$300,000	\$1,630	\$1,581	\$1,545	\$1,434	-\$196	-\$111
	400,000	2,200	2,134	2,086	1,933	-267	-153
	500,000	2,754	2,670	2,611	2,420	-334	-191
	600,000	3,357	3,257	3,186	2,948	-409	-238
	700,000	3,961	3,843	3,761	3,476	-485	-285
	800,000	4,565	4,430	4,336	4,004	-561	-332
Commercial/Industrial #	900,000	5,168	5,016	4,910	4,532	-636	-378
	\$1,000,000	\$5,899	\$5,773	\$5,541	\$5,210	-\$689	-\$331
	1,250,000	7,399	7,241	6,950	6,534	-865	-416
	1,500,000	8,898	8,709	8,358	7,857	-1,041	-501
	2,000,000	11,897	11,645	11,176	10,504	-1,393	-672
2,500,000	14,895	14,581	13,994	13,151	-1,744	-843	

# For commercial-industrial property, amounts above are for property in the City of Minnetonka. Taxes for commercial-industrial property in other municipalities may be slightly different, due to the impact of the Fiscal Disparities Program.

**General Notes**

1. Amounts are based on school district taxes only, and do not include taxes for city or township, county, state, or other taxing jurisdictions.
2. Estimates of taxes payable in 2023 are preliminary, based on the best data available.
3. For all examples of properties, taxes are calculated based on no changes in estimated market value from 2020 to 2023.

Mr. Bourgeois noted that the 2022 Payable 2023 Levy to be presented for Certification by the School Board is \$62,613,793.43. A school district can always lower the Final Levy Certification from the amount of the Preliminary Levy Certification in a particular category, but it can never increase it from the Preliminary Levy Certification unless there is a voter-approved referendum for facilities, capital projects, or operations. The proposed final levy of \$62,613,793.43 is an increase of \$6,138,935.16 or 10.87% from the prior year amount of \$56,474,858.27.

At this point in the proceedings, Chairperson Vitale invited members of the public to speak regarding the proposed levy. Eden Prairie resident Sarah Jackson addressed the Board at this time, expressing her concern regarding the increase in the levy. Chairperson Vitale then closed the public hearing, called the regular meeting to order and asked that everyone stand and recite the Pledge of Allegiance to the Flag.

1. **AGENDA**

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

2. **SCHOOL REPORT: MMW**

MMW Principal Freya Schirmacher provided an update summarizing the first quarter highlights at MMW. She also offered a snapshot of what is to come for the rest of the 2022-23 school year. This report specifically focused on reviewing MMW's Literacy Initiatives, developing the Multi-Tiered Systems of Support framework, and the continued focus on belonging, inclusion and community at MMW. Several MMW students joined Principal Schirmacher in presenting to the Board. Chairperson Vitale thanked the students and Principal Schirmacher for coming in and for the great presentation.

3. **COMMUNITY COMMENTS**

Chairperson Vitale 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. He also read the guidelines for Community Comments, for the benefit of those who wished to speak.

The following individuals then addressed the Board:

- Chanhassen resident Tara Lee Stone addressed the Board regarding her concerns with the District's provider for Transportation Services
- Excelsior resident Stacey Klein addressed the Board regarding her concerns with the Board's goals and priorities, the District's literacy plan, and the increase in the levy

Chairperson Vitale thanked the community members for their comments.

#### 4. **ACCEPTANCE OF FY22 AUDIT**

Executive Director of Finance and Operations Paul Bourgeois noted that the audit of the Fiscal Year 2022 Financial Statements has been completed by the auditing firm of CliftonLarsonAllen LLP. He introduced Michelle Hoffman of CliftonLarsonAllen, who reviewed the Basic Financial Statements in the audit for the Board. Upon approval, the audited financial statements will be filed with the Minnesota Department of Education as required by statute. The District will be receiving an unmodified opinion from CliftonLarsonAllen, which means the financial statements present fairly the financial position of the District on June 30, 2022.

The results of operations in the District's General Fund Accounts for ongoing school site operations, administration, and extracurricular activities were impacted by the recovery process from the COVID-19 Pandemic, which lasted through all of FY2021. There was still uncertainty as to how things would materialize so in preparation for a potential continuation of the Pandemic, additional expenditures for personal protective equipment and air filtering equipment were incurred prior to the start of the school year. There was also the need to address student learning loss that occurred in the prior years of the Pandemic, which required the use of additional instructional staff resources. The General Fund Accounts produced an operating deficit of ongoing revenues over ongoing expenditures of (\$2,208,361) for FY2022. Inclusive of all capital revenues and costs, including the Operating Capital Fund having a surplus of revenues over expenditures of \$223,832, the Fiduciary Fund receiving more donation revenue over expenditures by \$256,968, the Activities Fund having a surplus of revenue to expenditures of \$106,857 and the Capital Projects Fund having a surplus of revenues over expenditures of \$581,848, the results of operations for the District's Comprehensive General Fund showed a deficit of revenues to expenditures of (\$1,029,860.) (According to Generally Accepted Accounting Principles and MDE accounting requirements, the Comprehensive General Fund includes the District's General Fund, Transportation Fund, Operating Capital Fund, Activities Fund, Fiduciary Fund, Arts Center Fund, Pagel Center Fund, Tonka Dome Fund and Capital Projects (Technology) Fund.)

The District General Fund Accounts for ongoing school site operations administration and extracurricular activities had an Unassigned Fund Balance of \$21,855,534, which is 14.9% of General Fund expenditures for ongoing operations. The strength of the District's financial position is reflected in the School District maintaining an Aaa bond rating from Moody's Investors Service, which is held by only 90 out of 13,584 school districts in the country as of the latest information available to the District. The District's Unassigned Fund Balance is an important component that is considered by Moody's Investors Service when assigning bond ratings. The Fiscal Year 2022 Audit will be published on the District's website.

Becker moved, Wagner seconded, that the Board approve the following motion:

*BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the Fiscal Year 2022 Audit as performed by the auditing firm of CliftonLarsonAllen LLP and directs administration to file the audit with the Minnesota Department of Education.*

Upon vote being taken thereon, the motion carried unanimously.

**5. ADOPTION OF 2022 PAYABLE 2023 LEVY**

Mr. Bourgeois repeated his presentation from the Truth in Taxation Hearing that had occurred earlier that evening. He noted that MN Statutes require that each school district certify a final property tax levy by December 30, 2022 for property taxes to be collected in calendar year 2023. The 2022 Payable 2023 Levy being presented for Certification by the School Board is \$62,613,793.43. A school district can always lower the Final Levy Certification from the amount of the Preliminary Levy Certification, but the district can never increase it from the Preliminary Levy Certification unless there is a voter-approved referendum for facilities, capital projects, or operations.

The proposed final levy of \$61,613,793.43 is an increase of \$6,138,793.43 or 10.87% over the prior year amount of \$56,474,858.27. Certification of this levy amount will set this amount as the amount that the School Board will levy for the 2022 Payable 2023 levy.

Ambrosen moved, Becker seconded, that the Board approve the following motion:

*BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby certify the 2022 Pay 2023 Property Tax Levy in the amount of \$62,613,793.43, and;*

*BE IT FURTHER RESOLVED, that the Deputy Clerk of Minnetonka Independent School District 276 is hereby directed to deliver a signed original of the 2022 Payable 2023 Levy Certification to the County Auditors of Hennepin and Carver Counties prior to December 30, 2022 and deliver a copy to the Minnesota Department of Education Program Finance Division no later than December 30, 2022.*

Upon vote being taken thereon, the motion carried unanimously.

**6. REVIEW OF SCHOOL BOARD GOALS**

Each year, the School Board meets with the Superintendent to set annual goals for the school year. This process includes a review of the previous year's goals, a review of student data on standardized assessments and graduation, survey data from students and parents and input from District staff. This year's goal-setting meetings were held on Monday, September 12 and Monday, November 14. Executive Director of Communications Dr. JacQui Getty presented the School Board's proposed goals for the 2022-23 school year as a first read for the public. The School Board will

formally approve its goals at its first regular meeting in January 2023. Moving forward, the Board plans to finalize and approve the goals for the next year in the spring.

Chairperson Vitale thanked Board members, Superintendent Law, Dr. LaDue and Dr. Getty for providing input and said it was a good, collaborative effort and that we have strong goals. Board member Selinger stated there were very rich, thoughtful conversations during the goal planning and that a lot of thought was put into the first draft and revisions and that the goals were written in the best interest of students.

## **7. APPROVAL OF MCE FEES**

Each year, in December, the School Board receives fee recommendations from the Superintendent and Minnetonka Community Education administrators for Minnetonka Preschool, ECFE and Explorers programs. These fees have also been presented to the Minnetonka Preschool/ECFE PTO leadership. Fee recommendations are for the upcoming school year. Marketing materials need to be prepared for January mailings and Open House events. The Board's early input and approval allows for these key District programs to be marketed and planned for in an efficient manner.

The Minnetonka Community Education administrators asked the School Board to approve a 4.5% fee increase proposal for Minnetonka ECFE for 2023-24, as well as to increase the length of the ECFE school year from 34 to 36 weeks. Additionally, they asked the Board to approve a 5.5% fee increase for Minnetonka Preschool for 2023-24, as well as to increase the length of the Minnetonka Preschool year from 36 to 37 weeks. And, they asked the Board to approve a proposed fee increase of 4.5% for Explorers in 2023-24.

Wagner moved, Becker seconded, that the Board approve the 4.5% fee increase proposal for Minnetonka ECFE for 2023-24, as well as increasing the length of the ECFE school year from 34 to 36 weeks. Upon vote being taken thereon, the motion carried unanimously.

Selinger moved, Becker seconded, that the Board approve the 5.5% fee increase for Minnetonka Preschool for 2023-24, as well as increasing the length of the Minnetonka Preschool year from 36 to 37 weeks. Upon vote being taken thereon, the motion carried unanimously.

Lee-O'Halloran moved, Wagner seconded, that the Board approve the proposed fee increase of 4.5% for Explorers in 2023-24. Upon vote being taken thereon, the motion carried unanimously.

Board member Selinger said there was very strong support from parents to extend the calendar year for these programs. Board member Becker agreed and said she's glad to see the sliding scale for the fees.

## 8. APPROVAL OF NEW COURSE PROPOSALS, CHANGES AND DELETIONS

Superintendent Law noted that these proposals have been reviewed by department chairs, building administration, district administration, the District Teaching and Learning Advisory Committee, and the Student Teaching and Learning Advisory Committee. Courses that are approved by the School Board will be included in the Skipper Log and available to students as they register for the 2023-24 school year. Course development and implementation funds will be allocated for each course based on sufficient enrollment.

### DEPARTMENT PROPOSALS

The following proposals respond to programmatic needs that have been identified by the respective departments and administration.

Course Title	Grade(s)
AP Precalculus	9-12
Guitar Ensemble	9-12
Introduction to Computing Systems (College in the Schools)	9-12
Lifetime Sports and Activities	9-12
Sports and Entertainment Marketing and Management	10-12
Beginning Orchestra / Beginning Band	6

### TONKA ONLINE PROPOSALS

Tonka Online (TO) proposals expand current offerings and introduce several existing courses to an online environment.

Course Title	Grade(s)
Astronomy	10-12
Engineering Design Fundamentals	9-12
Exploring Science Through Literature	10-12
Sports and Entertainment Marketing and Management	10-12

### VANTAGE PROPOSALS

The VANTAGE program is proposing a new strand, International Relations, which will introduce a new College Writing (College in the Schools) course and incorporate an existing IB Global Politics course. In addition, VANTAGE is proposing to introduce a Creative Marketing Design (College in the Schools) course to replace an existing Graphic and Product Design course.

Course Title	Grade(s)
International Relations Strand	10-12

College Writing	10-12
Creative Marketing Design	10-12

### **MOMENTUM PROPOSAL**

The MOMENTUM leadership team continues to explore opportunities to expand pathways for students. Members of the team will be meeting with other districts and experts in the field over the coming months to determine courses that would support a potential aviation pathway. In addition, a Transportation Careers and Global Commerce course is proposed for the 2023-24 school year.

<b>Course Title</b>	<b>Grade(s)</b>
Transportation Careers and Global Commerce	9-12

### **COURSE REMOVAL LIST**

Over the past three years, the following courses have not reached minimum student enrollment or have been replaced by a new course. Building and District administration will continue to monitor courses that have not run for subsequent years.

<b>Course</b>
Algebra 1
App Development with Swift
Introduction to Education
Graphic Arts
Chinese Immersion Intro to Politics
Spanish Immersion Intro to Politics

### **COURSE TITLE CHANGES**

Departments have recommended revising several course titles to more accurately reflect the content of the courses and course sequences. The proposed and current titles are listed below.

<b>Proposed Title</b>	<b>Current Title</b>
English Language Development (ELD)	Beginning English
Graphic and Product Design	Graphic and Product Design Thinking
Multimedia Communications	Digital Journalism

Superintendent Law clarified that while an earlier version of this agenda item referenced removing Honors Precalculus, that is no longer the case. Next fall both AP Precalculus and Honors Precalculus will be offered. Board member Wagner noted that there are several students on the Teaching and Learning Advisory Committee,

which reviews course proposals and changes, and that the students' voices matter greatly in the process. She said students were very excited about the new courses being offered, especially those that allow more accessibility—such as ways to get into guitar or into band when a student may not already have experience in it.

Wagner moved, Becker seconded, that the Board approve the full slate of new course proposals, changes and deletions. Upon vote being taken thereon, the motion carried unanimously.

## 9. **APPROVAL OF TRANSPORTATION CONTRACT FOR FY24-27**

Mr. Bourgeois presented this item to the Board. He noted that the four-year contract with First Student for regular transportation and special education transportation expires on June 30, 2023. The District sent out a Request for Proposal for Transportation Services for Fiscal Years 2024 and 2025 with an option for Fiscal Years 2026 and 2027 in September 2022. The proposals were due to be received on November 11, 2022. Two companies submitted proposals—First Student and Transit Team.

After reviewing the two proposals, First Student submitted a proposal that was substantially lower in the first year of the two-year contract with options for 2 additional years. Based on that significantly lower starting point, the District then entered final review with First Student as allowed by Minnesota Statutes 123B.52 Subdivision 3.

Superintendent Law noted that part of this process is that the bus company must provide a safety plan, and he provided that plan to all Board members and verified that all MDE guidelines are met by this vendor and have been submitted on an ongoing basis.

Mr. Bourgeois recommended that the Board accept the proposal of First Student, Inc. for transportation services for FY2024 through FY2027. Board member Lee-O'Halloran asked about the length of time of the contract. Mr. Bourgeois said there is a two-year contact with ability to option an additional two years, and the District negotiated that. Board member Lee-O'Halloran asked how we audit our safety practices. Mr. Bourgeois said this is an ongoing effort. We do this on a daily basis and constantly make improvements—not in a one-time annual update. Board member Selinger asked whether it is the District's transportation department that creates the routes. Mr. Bourgeois said the District has two routers and First Student also has one, and they work collaboratively to adjust routes.

Ambrosen moved, Wagner seconded, that the Board approve the following motion:

*BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby accept the proposal of First Student, Inc., for transportation services for Fiscal Year 2024 at the average transportation rates of 19.88% above the Fiscal Year 2023 rates, followed by 8.00% increases in transportation rates for Fiscal Year*

*2025, 5.00% increases in transportation rates in Fiscal Year 2026, and 5.00% increases in transportation rates in Fiscal Year 2027, and;*

*BE IT FURTHER RESOLVED, that the School Board of Minnetonka Independent School District 276 authorizes administration to execute the contract with First Student incorporating the aforementioned rate increases and all the terms and conditions specified by the District in the District Request for Proposal for Transportation Services.*

Upon vote being taken thereon, the motion carried unanimously.

#### **10. APPROVAL OF 2023 LEGISLATIVE POSITION STATEMENTS**

Each year during the fall the Finance Advisory Committee works with District administrative staff and the citizens lobbying group Community Action for Student Education (CASE) to develop a platform of position statements for use in communicating District priorities to legislators during the subsequent legislative session. The 2023 Legislative Position Statements articulate key areas in which the District requires support from the Legislature in order for the District to continue to deliver high performing citizens into society in future years. The 2023 Legislative Position Statements focus on the need for the Legislature to provide sufficient funding for key funding formulas that are the backbone of programmatic stability for the District. Mr. Bourgeois shared the drafts of the legislative position statements, which include asking the legislature to increase the basic formula revenue to combat the effects of inflation, to increase special education formulas by the rate of inflation and to increase the operating referendum cap.

Wagner moved, Lee-O'Halloran seconded, that the Board approve the following motion:

*BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby approve the 2023 Legislative Position Statements and directs administration to utilize these position statements as the Minnetonka ISD 276 Platform for communications with the Governor and State Legislature during the 2023 Legislative Session.*

In the discussion that followed, Board member Lee-O'Halloran asked why we settled on a particular level of reduction for the special education subsidy. Superintendent Law said the effort was to make incremental gains. Board member Wagner said she liked how the position statements are crucial for districts across the state, not just Minnetonka, and that it will be good for us to lobby and partner with community parents to tell the legislators our story. Board member Selinger asked whether the positions were prioritized. Superintendent Law explained which would benefit all districts and which would be more Minnetonka-specific.

Upon vote being taken thereon, the motion carried unanimously.

## 11. **AUTHORIZATION OF SALE OF 2023A BONDS**

Mr. Bourgeois presented this item to the Board. He noted that at the School Board Meeting of November 17, 2022, the Board had approved moving forward with the financing of five projects for summer 2023 that will improve school district facilities at four school sites in the District:

- Scenic Heights ½ Multipurpose Room Conversion to Classroom - \$300,000
- Excelsior Staff Lounge Conversion to Classroom & Breakout Rooms - \$700,000
- MMW Parking Reconfiguration for Car Queuing - \$450,000
- MMW Temporary Space to Small Classroom - \$225,000
- MME Temporary Space to Small Classroom - \$175,000

The total all-in estimates of these projects is \$1,850,000. Funding for the projects will be through the 2023A Certificates of Participation Bonds. Annual payments are estimated at \$142,175 at an estimated interest rate of approximately 6.3%. Authorization is being requested to sell the 2023A Certificates of Participation Bonds to fund these school improvement projects for completion by August 18, 2023.

Lee-O'Halloran moved, Selinger seconded, that the Board approve the 2023A Authorizing Resolution as prepared by the District's bond counsel, Dorsey & Whitney. Upon vote being taken thereon, the motion carried unanimously.

## 12. **CONSENT AGENDA**

Wagner moved, Ambrosen seconded, that the School Board approve the recommendations included within the following Consent Agenda items:

- Minutes of November 3 Regular Meeting and November 17 Special Meeting
- Study Session Summary of November 17, 2022
- Payment of Bills
- Recommended Personnel Items
- Gifts and Donations for November 2022: \$2625.00 from the Deephaven PTA to be placed in the Deephaven Elementary Lexia Licenses Fund. \$199.97 from the Deephaven PTA to be placed in the Deephaven Elementary Teacher Grants Fund. \$990.00 from the Blackbaud Giving Fund to be placed in the MHS Principal Discretionary Fund. \$500.00 from Artsonia to be placed in the Clear Springs Elementary Art Account. \$20.99 from U'Sagain, LLC to be placed in the Minnewashta Elementary School Principal Discretionary Fund. \$30.00 from Target c/o Cyber Grants to be placed in the Deephaven Elementary Principal Discretionary Fund. A 2002 Dodge Caravan from Diane Sampson and a 2004 Jeep Grand Cherokee from Joyce & Larry Hewer, both to be placed in the MHS MOMENTUM Program. \$500.00 from RBA, Inc to be placed in the MHS Tonka Hacks Fund. \$100.00 from Richard & Delores Klein to be placed in the

Minnetonka Special Education Classroom Funds for MMW teachers Meghan Becker & Jennifer Pearce. \$1,000.00 from Family Friends to be placed in the Minnetonka Nutrition Services Fund. \$250.00 from the Minnetonka Skippers Booster Club to the MHS Best Buddies Club. \$250.00 from the Minnetonka Skippers Booster Club to the MHS Bunny Besties Club. \$72.93 from Brent Rickenbach and \$35.90 from Charities Aid Foundation America; both to be placed in the Scenic Heights Elementary School Principal Discretionary Fund. \$52.00 from the Blackburn Giving Fund to be placed in the MME Principal Discretionary Fund. \$200.00 from Canon Medical Informatics, Inc. to be placed in the MHS Robotics Fund. \$468.00 from the Veterans of Foreign Wars (American flag) to be placed in the MHS Homecoming Fund. \$1,500.00 from the American Legion Post (American flag) to be placed in the MHS Fund. \$100.00 from Dale Nelson & Elizabeth Simpson to be placed in the Minnetonka Community Education Rake-a-thon Fund. Total Gifts and Donations thus far for 2022-23: \$374,444.03.

- Electronic Fund Transfers
- Designated Combined Polling Places

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

13. **BOARD REPORTS**

None.

14. **SUPERINTENDENT'S REPORT**

Superintendent Law noted that the District has kicked off its winter athletic season. He encouraged District families to get out and watch the events and also to see a Minnetonka Theatre performance. "Come out and see our kids. They are amazing," he said.

15. **ANNOUNCEMENTS**

Board member Becker reminded the community there are upcoming opportunities to buy winter Tonka apparel. The MHS Booster Store is open every day and on December 8 and 15 the store will also be open from 5:00-7:00 p.m. in the evenings. All proceeds go to support high school athletics and activities. Also, the Tonka Pride sale is Friday, December 9 from 3:00-7:00 p.m. and Saturday, December 10 from 8:00 a.m.-1:00 p.m. at the District Service Center. Proceeds from that sale go to the E-8 PTO and PTA organizations.

16. **ADJOURNMENT**

Ambrosen moved, Wagner seconded, adjournment at 9:25 p.m. Upon vote being taken thereon, the motion carried unanimously.

*Lisa Wagner*

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Lisa Wagner, Clerk

CONSENT

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

Board Agenda Item XIV. b

Title: Study Session Summary

Date: January 12, 2023

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**OVERVIEW:**

The summary of the proceedings of the Minnetonka School Board's December 15 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**

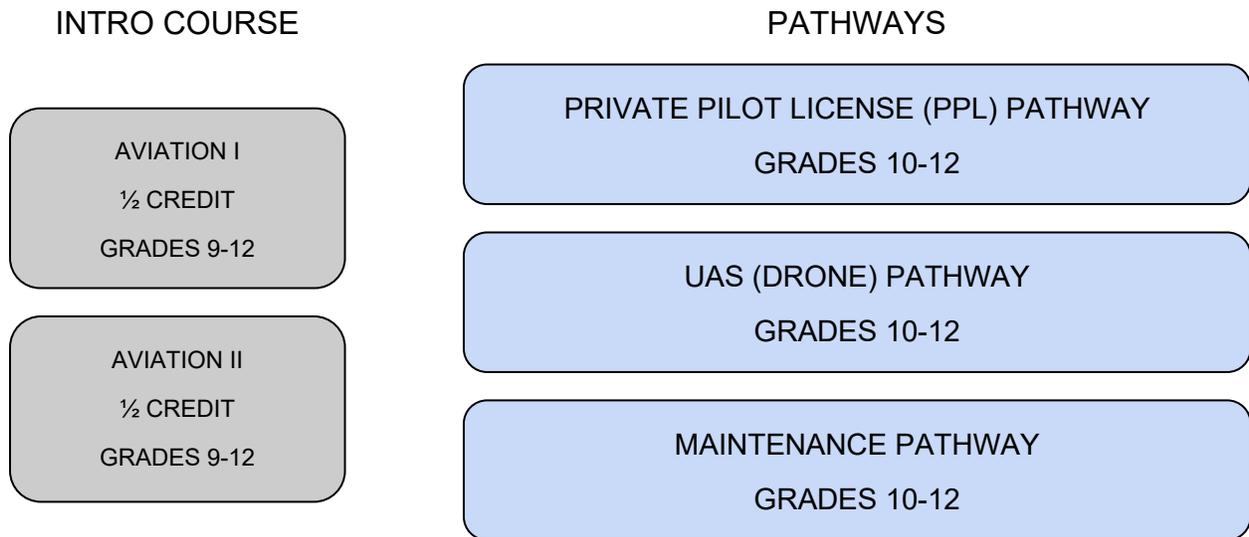
**Summary of December 15, 2022 Study Session**

The School Board of Minnetonka Independent School District #276 met in study session at 6:00 p.m. on Thursday, December 15, 2022 in the Community Room at the District Service Center, 5621 County Road 101, Minnetonka, Minnesota. Chairperson Chris Vitale presided. Other Board members present were Mark Ambrosen, Patrick Lee-O'Halloran, Michael Remucal, Meghan Selinger, Lisa Wagner and Superintendent David Law, ex officio. Absent: Katie Becker.

**UPDATE ON MOMENTUM AVIATION STRAND**

Assistant Superintendent for Instruction Amy LaDue and MHS Principal Jeff Erickson led the discussion. They updated the Board on the Aviation pathway in the MOMENTUM program and discussed course proposals for next year. Highlights included the following:

**Aviation/Aeronautics Pathway**



To support the launch of this new Momentum pathway, the leadership team is proposing two initial course offerings, Aviation I and Aviation II.

### Aviation I – Description

This course provides a foundation in flying and unmanned aircraft systems (drones). Students will learn about the engineering process, problem solving, and innovations and technological developments that led to the aviation and aerospace industries of today. Students will learn problem-solving that served as the basis for today's modern space exploration. Students will also gain historical perspective from earliest flying machines to modern aircraft and the integral role aviation plays in today's world. This is a hands-on course and students will learn to fly on simulators as well as take flight in a real airplane.

- Grades 9-12
- Semester course - .5 credit
- One-part course (Aviation II also being proposed)
- Offered in both Semester I and II
- No pre-requisite
- Elective course
- Builds upon current offerings
- Course could run in any classroom
- Teacher(s) would need to complete AOPA curriculum training
- Course would expand the existing program to add additional opportunities

### Aviation II – Description

This core aerospace and aviation course is designed to give students a clear understanding of career opportunities in aviation and aerospace and the critical issues affecting the aviation system. Students will explore modern innovations and will develop their own ideas to address real-world aviation industry challenges. This is a hands-on course and students will learn to fly on simulators as well as take flight in a real airplane.

- Grades 9-12
- Semester course - .5 credit
- One-part course (Aviation I also being proposed)
- Offered in both Semester I and II
- No pre-requisite
- Elective course
- Builds upon current offerings
- Course could run in any classroom
- Teacher(s) would need to complete AOPA curriculum training
- Course would expand the existing program to add additional opportunities

Ms. LaDue and Mr. Erickson noted that the MOMENTUM leadership team along with stakeholders is undertaking an initial process to develop the long-term vision for this program. Additionally, over the coming months, members of this team will continue meeting with other districts and experts in the field to further develop the aviation pathway.

In the discussion that followed, Board members asked questions regarding the possible use of drones and/or flight simulators, the possibility of partnering with neighboring Flying Cloud Airport, and the need for future mentors in this program. Questions were also raised regarding the possible cost component of some of these future courses, and whether scholarships would be offered.

Chairperson Vitale said that the course proposals presented tonight would be brought back to the January regular meeting for approval.

## **UPDATE ON INNOVATION PROCESS**

Dr. LaDue and David Stillman of New World Ventures led the discussion. They discussed the culture of innovation that the District has developed and sustained over the past decade and possible future pathways for innovation. Highlights included the following:

- Relaunching an evolved process based upon learning from previous iterations
- Listening tours have been conducted of stakeholders who have been involved in the innovation work to date
- Researching best practices to inform the evolution of the process
- Ad-hoc committee of stakeholders has been convened
- Formal innovation processes are key (must retain)
- Crowd-sourcing software called Spigot was used in the past
- Spigot received good reviews, but was harder for non-English speakers to use
- Innovation coaches should all receive design thinking training
- Great feedback on the consideration of all ideas – both big and small
- Possibility of compensation for teachers to work on their ideas
- Focus on innovation should be part of new teacher orientation
- Use of Thought Starters to generate ideas
- District-level administration needs to be involved in the process
- Creation of cross-disciplinary teams
- Go slow to go fast
- Build iterations into the process
- Have empathy for those you're going to serve

### **Innovation Process**

- Step One: Innovation Sourcing
- Step Two: Advocacy and Screening
- Step Three: Experimentation
- Step Four: Commercialization
- Step Five: Diffusion and Implementation

### **Types of Innovation Processes**

- Design thinking

- Lean startup model
- Design sprints
- Business model innovation
- Agile methodology
- Growth and scaling

### Foundational Work

- The Why – what do we stand for, what is our purpose, cause or belief?
  - To open the doors to our students’ limitless potential by nurturing a culture of innovation
  - Innovation is a mindset and an extension of continuous improvement
- The What – the job we want to perform
  - An approach for gathering, assessing, implementing and evaluating student centered innovations in service to District priorities –
- The How – how do we get to where we want to be
  - Key performance indicators, ownership, cross-pollination

### Next Steps

- Define leadership base
- District-wide goals
- Sponsorship
- Crowd sourcing

In the discussion that followed, Board member Selinger expressed a desire for this process to be used for board-identified goals, perhaps through the use of focus groups with the community, teachers, students, etc. Chairperson Vitale noted that the innovation process could help inform the Board on where the goals need to go. Board member Wagner said that in past years, there were innovations that were tied to specific board goals, or things that came up in the innovation process and then became board goals. Superintendent Law said that administrators and teachers need the gift of time to get together and meet, and work through this process. Chairperson Vitale asked that students be included in this process and that their feedback be taken into consideration. Board member Lee-O’Halloran noted the importance of including all stakeholders in this process, especially those who may not have contributed in the past.

### **CITIZEN INPUT**

Chairperson Vitale extended an invitation to members of the audience who wished to address the Board on any topic. No one responded to this invitation to speak.

## **REVIEW OF POLICY #613: GRADUATION REQUIREMENTS**

Dr. LaDue explained that the District's Policy #603 outlines requirements for graduation. State statute requires that School Boards adopt graduation requirements that meet or exceed State graduation requirements and that allow students to satisfy state academic standards. The current policy was last updated in 2005 and reflects a transition in graduation requirements for students over a three-year time period. Since that time, the state requirements have remained consistent, and the state no longer requires students to take the Basic Skills Test. Dr. LaDue noted that this recommended revision reflects those changes and aligns the policy with current practice outlined in the MHS Skipper log.

Board members agreed to the recommended revisions. Chairperson Vitale noted that the policy would be brought back to the January 12 regular meeting for approval.

## **REVIEW OF FY23 AMENDED BUDGET**

Executive Director of Finance and Operations Paul Bourgeois led the discussion. He explained that the District 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.

Mr. Bourgeois noted that the FY2023 Amended Budget projects the following amounts for the General Operating Fund:

<i>General Operating Fund Revenues</i>	\$149,993,396
<i>General Operating Fund Expenditures</i>	\$149,619,087
<i>Projected Revenues Over (Under) Expenditures</i>	\$ 374,309
<i>Net Change in Fund Balance</i>	\$ 374,309
<i>Projected Ending Unassigned Fund Balance</i>	\$ 23,000,676
<i>Unassigned Fund Balance as Percent of Expenses</i>	15.4%
<i>Net Change in Unassigned Fund Balance From FY23</i>	\$ 1,145,142

Mr. Bourgeois then went over amended budgets for the Nutrition Services Fund, Community 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. Chairperson Vitale noted that the FY23 amended budget would be brought back to the Board's regular meeting in January for approval.

## **UPDATE ON SECURE ENTRANCES AT BUILDINGS**

Mr. Bourgeois presented this item to the Board. He began by saying that the District has spent the last 15 years steadily making improvements to physical security for its school buildings. Most school districts will typically include physical security improvements in large building bond elections, so that the bond proceeds approved by the voters can cover all the building changes and equipment requirements for building security.

The District has not run a building bond election since 1996, so there has not been an opportunity to access that type of funding for building security. As a result, the District has made steady and sustained progress utilizing existing revenue streams as funds become available.

The first phase of physical building security occurred in 2008 when the District utilized lease purchase funding to construct physical additions and changes to all the vestibules in the schools of the District. Prior to that point in time, the main entrances had vestibules that only opened right into the school building, with access to the office off the interior hallway. There were no entrances directly from the vestibules into the offices. The District invested \$2,185,000 to make changes to the offices and entry ways of the school buildings. The result of all that work was that interior doors of main-entry vestibules could be locked and all visitors directed through a side door internal to the vestibule into the Office of each school.

Subsequent to those projects, the District spent approximately \$1,000,000 over approximately four years changing out all the interior doors and door locks in the District to ensure that they could be locked from the inside of the room in the event of unwarranted persons entering the building. Prior to these changes, staff would have to go out into the school hallways to lock the doors from the hallway side in that situation. This investment changed that condition to improve security.

In 2015 as part of the November 3, 2015 Capital Projects Referendum, the District added security barriers to the Capital Projects Referendum Question that passed with over 70% approval. Allowing access to those funds made it possible for the addition of additional locking mechanisms at all schools to prevent a person leaving the office areas unless permitted by staff. Approximately \$100,000 was expended for the door hardware and electronics.

Access to Capital Projects Referendum Funds have also allowed for the District to begin the process of adding armored sheathing to exterior windows and door windows of all schools. The sheathing product is constructed in such a manner that it will prevent an unauthorized person from getting into a school building by breaching a window. The sheathing makes it virtually impossible for a window to be breached in any physical manner. Projects are undertaken as Capital Projects Technology Funds become available.

Approximately 1,101,050 square feet of the District's 1,832,944 square feet of building have been completely equipped with the sheathing. An additional approximately \$700,000 is required to equip the ground floor exterior windows of the remaining 731,894 square feet of buildings in the District. Once the VANTAGE MOMENTUM Building is completed there should be additional funds available to work on finishing that aspect of physical security across the District.

On July 1, 2022, the District ordered \$93,916 worth of additional door locks and video cameras with speakers inclusive of installation and training to complete the last phase of physical barrier protection for the main entrances of all schools. This phase will result in all visitors to a school being kept in the vestibule of the main entrance until being evaluated by the office staff and then physically let into the office for further conversation. The cameras will broadcast the vestibule picture to office staff workstation computers, and the microphone in the camera unit will allow for office staff to converse with persons by using their desk phone, or in many cases, their phone headset. These cameras and additional locks have all been installed and training on the interface software is taking place, which will allow this phase of security to go "live" on January 3, 2023.

Additional procedures that the District has in place are for all exterior doors to be closed and locked around the perimeter of the building at all times during the school day and evenings, so that visitors must enter through the main controlled entrance. Doors to the playgrounds either are or are in the process of being equipped with card reader access so that staff does not have to use a physical key to open them during recess times when letting students out to the playground or back into the school.

Once the window and door-glass sheathing project is completed, all school buildings will have complete physical barriers to unauthorized access. The District has over half of its buildings already at that stage once the camera and "buzz in" system is activated in January 2023.

Board members thanked Mr. Bourgeois for the information. Superintendent Law noted that District families would be notified in early January regarding the enhancements.

### **DISCUSSION ON BOARD LEADERSHIP POSITIONS, BOARD MEETING DATES AND COMMITTEE ASSIGNMENTS FOR 2023**

The Board discussed who would be willing to fill the positions of Board Chairperson, Vice-Chairperson, Treasurer and Clerk for 2023. They also discussed and finalized their committee assignments for 2023, with Chairperson Vitale noting that these assignments would be approved at the January regular meeting.

### **ADJOURNMENT**

The Board adjourned the Study Session at 9:15 p.m.

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

Board Agenda Item XIV. c

Title: Payment of Bills

Date: January 12, 2023

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**OVERVIEW:**

Presented for Board approval are the monthly disbursement totals by fund for Minnetonka Public Schools for the month of November 2022.

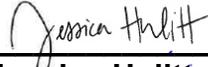
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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the Board approve the disbursements as presented for the month of November 2022.

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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 – November 2022  
Board Meeting Date: January 12, 2023

The following disbursements are submitted for the month of November:

Recommend the payment of bills in the sum of \$8,122,455.27 by check #475402 - #475869 and ACH #222301016 - #222301309, and wire transactions #202200774 - #202201000 as follows:

November		
	FUND	
01	GENERAL FUND	5,231,929.74
02	CHILD NUTRITION	45,577.76
03	PUPIL TRANSPORTATION	872,294.30
04	COMMUNITY SERVICE	437,513.87
05	CAPITAL EXPENDITURE	200,252.30
09	TRUST - FIDUCIARY	75,664.57
11	EXTRA/CO-CURRICULAR	197,026.77
12	ATHLETIC FEE	20,808.44
18	CUSTODIAL FUND	5,285.66
20	SELF INSURANCE	116,647.37
40	CULTURAL ARTS CENTER	49,761.47
41	DOMES OPERATIONS	3,442.07
42	AQUATICS PROGRAM	48,333.71
43	PAGEL CENTER	29,300.96
46	LTFM	354,901.90
56	CONSTRUCTION PROJECTS	250,024.34
66	CAPITAL PROJECTS LEVY	183,690.04
		\$ 8,122,455.27
	SALARIES	\$ 5,763,089.21
	TOTAL	<u>\$ 13,885,544.48</u>

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

January 3, 2023  
 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 12, 2023

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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.

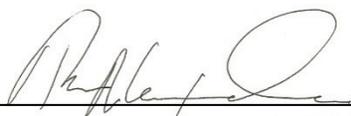
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**FUTURE ACTION/RECOMMENDATION:**

The administration recommends approval of all attached personnel changes.

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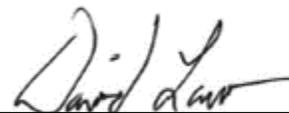
Submitted by:



Tim Alexander

Interim Executive Director of Human Resources

Concurrence by:



David Law  
Superintendent

**RECOMMENDED PERSONNEL ITEMS**

**I. INSTRUCTION**

APPOINTMENTS	ASSIGNMENT	EFFECTIVE	SALARY
GREELEY, TIMOTHY	BLIND/VISUALLY IMPAIRED, 1.0 FTE, SAIL	1/3/23	\$62,361.81

RESIGNATIONS	ASSIGNMENT	EFFECTIVE	REASON
FLATNESS, SYDNEY DUMMERMUTH, JACOB TAVARES, GIANA	ART TEMP TEACHER, 0.4 FTE, MHS MATH, 1.0 FTE, MMW SPECIAL ED, 1.0 FTE, CS	1/30/23-6/9/23 12/21/22 1/6/23	RESIGNATION RESIGNATION RESIGNATION

LEAVES	ASSIGNMENT	EFFECTIVE	REASON
BASILE, JACQUELINE BURGOS, ELIZABETH GLOVER, JAMIE KERN, SEAN KVITRUD, ZIYING PRICE, PATRICIA SCHWARTZ, ALEESHA TEAL, JENNIFER	ELT, 0.72 FTE, CS GRADE 5 SPANISH IMMERSION, 1.0 FTE, DH SCHOOL PSYCHOLOGIST, 1.0 FTE, MWTA LANG ARTS, 1.0 FTE, MHS ELEM CHINESE IMMERSION FLOAT, 1.0 FTE, SH INSTRUCTIONAL TECHNOLOGY COACH/SCIENCE TEACHER, 1.0 FTE, MHS ECSE, 1.0 FTE, MCEC GRADE 4, 1.0 FTE, CS	2/27/23 X 4-6 WEEKS 5/27/23-6/9/23 5/25/23-6/9/23 3/11/23-4/7/23 1/9/23-1/27/23 4/30/23-6/9/23 4/17/23-6/9/23 4/12/23-6/9/23	MEDICAL CHILD REARING CHILD REARING CHILD REARING FAMILY ILLNESS CHILD REARING CHILD REARING CHILD REARING

STATUS CHANGES	CURRENT ASSIGNMENT	EFFECTIVE	CHANGE
ANDERSON, ELIZABETH BERGLAND, MARY FLATNESS, SYDNEY FOSTER, BETH GORSKI, SARAH HALDEMAN MEIERHOFER, SHARON KIMBALL, JENNIFER REDEZKE, EMILY WANG, YI TING	MUSIC, 1.0 FTE, DH RESERVE TEACHER ART LTS, 1.0 FTE, MHS, 8/30/22-11/11/22 PHY ED LTS, 1.0 FTE, MMW, 9/28/22-12/21/22 MUSIC, 1.0 FTE, GR SCIENCE LTS, 0.6 FTE, MHS, 11/21/22-3/31/23 MUSIC, 1.0 FTE, CS WILSON READING TEACHER, 0.68 FTE, GR GRADE 5 CHINESE IMM LTS, 1.0 FTE, EXC, 8/30/22-12/21/22	2022-23 1/23/23-4/21/23 2/21/23-5/19/23 1/3/23-3/17/23 2022-23 1/30/23-6/9/23 2022-23 12/1/22-6/9/23 1/3/23-2/8/23	MUSIC, 1.0 FTE, DH/ELEARN MS RSK LTS, 1.0 FTE, CS ART LTS, 1.0 FTE, MHS LANGUAGE ARTS LTS, 1.0 FTE, MME MUSIC, 1.0 FTE, GR/ELEARN MS ADD: SCIENCE LTS, 0.2 FTE, MHS MUSIC, 1.0 FTE, CS/ELEARN MS ADD: WILSON READING TEMP, 0.12 FTE, GR GRADE 3 CHINESE IMM LTS, 1.0 FTE, EXC

**II. BUSINESS AND OTHER NON-INSTRUCTIONAL SERVICES**

APPOINTMENTS	ASSIGNMENT	EFFECTIVE	SALARY
FLOWERS, ANJALECK GAARD, JUSTIN HACKBARTH, LAUREN HILLSTROM, PATTI HOLM, KYJA KACZMAREK, JERI MCCARTHY, THERESE MCCLELLAN, RENEE NIZ, EDVIN  SHORTRIDGE, LILIANA STEELE, ALAN	EXECUTIVE DIRECTOR OF HR, 1.0 FTE, DSC CLASS A LR/PG PARA, 6-12 HRS/WK, DH EXPLORERS CLUB JR LEAD INSTRUCTOR, 40 HRS/WK, MCEC CLASS A LR/PG PARA, 6 HRS/WK, MWTA SWIM INSTRUCTOR, 15 HRS/WK, AQUATICS EXPLORERS CLUB PRGM ASST, 6 HRS/WK, SH EXPLORERS CLUB PRGM ASST, 6 HRS/WK, MWTA CLASS D SWIMMING/PHY ED PARA, 6.5 HRS/DAY, MME CLASS D SPEC ED PARA, 6.5 HRS/DAY, MME CLASS B SUPVRY PARA, 1.5 HRS/DAY, MME EXPLORERS CLUB STUDENT ASST, 10 HRS/WK, MWTA CLASS D SPEC ED PARA, 6.5 HRS/DAY, MME CLASS B SUPVRY PARA, 1 HR/DAY, MME	2/6/23-6/30/25 1/4/23 12/5/22 11/28/22 1/8/23 12/2/22 12/20/22 1/3/23 1/3/23  12/2/22 12/12/22	\$198,000 ANNUALLY \$19.66/HR \$23.00/HR \$19.66/HR \$14.00/HR \$17.00/HR \$17.00/HR \$22.19/HR \$22.19/HR \$20.74/HR \$13.00/HR \$19.72/HR \$18.44/HR

RESIGNATIONS	ASSIGNMENT	EFFECTIVE	REASON
ELY, LYDIA HAMES, SEAN LENZ, CYNTHIA MORAN, ADDISON PAN, YUE TEMPLE, MOLLY	EXPLORERS CLUB PRGM LEADER, 7 HRS/DAY, MWTA EXPLORERS CLUB SITE SUPVR, 8 HRS/DAY, EXC LEVEL IV STUD ACCOUNTING & TONKA ONLINE OFFICE ASST, 8 HRS/DAY, DSC CLASS D SPEC ED PARA, 6.5 HRS/DAY, EXC CLASS C CLRM CHINES IMMERSION PARA, 6 HRS/DAY, SH CLASS D SPEC ED PARA, 4.5 HRS/DAY, CS	11/2/22 12/9/22 12/30/22 12/21/22 11/30/22 1/6/23	RESIGNATION RESIGNATION RESIGNATION RESIGNATION RESIGNATION RESIGNATION

LEAVES	ASSIGNMENT	EFFECTIVE	REASON
SCHULTZ, WENDY SHERMAN, ANDREA	CLASS II COOK, 6 HRS/DAY, MME EXPLORERS CLUB SITE SUPVR, 8 HRS/DAY, SH	12/6/22-12/20/22 1/26/23-5/5/23	PERSONAL STUDENT TEACHING

STATUS CHANGES	CURRENT ASSIGNMENT	EFFECTIVE	CHANGE
ALTIC, KELLY BROWN, MEGAN FREDRICKSON, SOLVEIG HUNT, ANITA LIM, YEN PENG POULIOT, ADRIENNE TOMASHEK, THOMAS TURNBLAD, KRISTEN	COOK HELPER, 6 HRS/DAY, MWTA CLASS C NAVIGATOR PARA, 4 HRS/DAY, EXC LEAVE OF ABSENCE CLASS A LR/PG PARA, 3 HRS/DAY, DH PARA SUB PARA SUB RESERVE TEACHER/RETIRED TEACHER ASST SUPVR OF NUTRITION SERVICES, 1.0 FTE, DSC	1/9/23 12/19/22 12/19/22 1/9/23 12/6/22 12/7/22 12/13/22 11/1/22- 2/28/23	CLASS A LR/PG PARA, 2.5 HRS/DAY, EXC CLASS C ACADEMIC STUD SUPPT PARA, 4 HRS/DAY, EXC CLASS D SPEC ED PARA, 4 HRS/DAY, EXC CLASS C NAVIGATOR PARA, 4 HRS/DAY, EXC CLASS D SPEC ED PARA, 2.5 HRS/DAY, EXC ADD: CLASS C EXEC FUNCT COA PARA, 6 HRS/WK, DH CLASS B MTKA PRESCHOOL PARA, 13 HRS/WK, MCEC CLASS E HEALTH PARA, 22.5 HRS/WK, GR CLASS C SCIENCE PARA, 6.5 HRS/DAY, MHS STIPEND OF \$2,000 MONTHLY FOR MAIN SITE MANAGER EXTENDED RESPONSIBILITIES

### III. IN-DISTRICT APPOINTMENTS

APPOINTMENT	ASSIGNMENT	BUILDING	EFFECTIVE	SALARY
ABELSEN, MARK	MTKA THEATER, LITTLE WOMEN, VOCAL/PIT DIRECTOR	ARTSCTR	DEC. 2022	\$3,300
ABELSEN, SARAH	MUSIC K-8 CHAIRPERSON	MWTA	2022-23	\$3,560
ARONSON, STEVE	BOYS HOCKEY ASST COACH	MHS	11/14/22-3/11/23	\$5,662
ATWOOD, RICHARD	BOYS/GIRLS NORDIC SKI ASST COACH	MHS	11/14/22-2/16/23	\$4,143
BAHR, NICK	COMPUTER SCIENCE 6-12 CHAIRPERSON	MHS	2022-23	\$3,560
BOYD, SETH	MIDDLE SCHOOL SELECT CHOIR ADVISOR	MME	10/6/22-5/31/23	\$1,516
BRADLEY, JOHN	BOYS SWIM HEAD COACH	MHS	11/28/22-3/4/23	\$6,642
BREIDENBACH, JENIFER	KNOWLEDGE BOWL ADVISOR	MHS	10/22-4/23	\$3,393
CALLAHAN, MARY	CO-RELICENSURE COMMITTEE BUILDING REPRESENTATIVE	MMW	2022-23	\$62.50
CHIES, DANIEL	KNOWLEDGE BOWL ADVISOR	MMW	10/24/22-2/24/23	\$804
COSGRIFF, BRIAN	GIRLS BASKETBALL HEAD COACH	MHS	12/22-3/23	\$7,773
DADASHEV, DENNIS	BOYS SWIM/DIVE ASST COACH	MHS	11/28/22-3/4/23	\$1,745.28
DAHL, LAUREN	BOYS/GIRLS NORDIC SKI ASST COACH	MHS	11/14/22-2/16/23	\$3,907
DRAGSETH, ALEX	STUDENT REFEREE	MCEC	12/3/22	\$15.00/GAME
DURKEE, RUSSELL	ASTRONOMY CLUB ADVISOR	MHS	2022-23	\$1,499
EILERS, ALEXANDER	STUDENT REFEREE	MCEC	12/3/22	\$15.00/GAME
ESCH, MARK	WINTER WEIGHT ROOM SUPVR	MHS	11/28/22-3/24/23	\$6,359.50
FOSSEY, ROWAN	STUDENT REFEREE	MCEC	12/3/22	\$15.00/GAME
FOUTS, JACOB	RELICENSURE COMMITTEE BUILDING REPRESENTATIVE	MME	2022-23	\$125
FREITAS, SAMANTHA	BOYS SWIM/DIVE ASST COACH	MHS	11/28/22-3/4/23	\$4,729
FRENCH, OWEN	STUDENT REFEREE	MCEC	12/3/22	\$15.00/GAME
FRIE, JOSH	CO-HEAD WRESTLING COACH	MHS	11/21/22-3/4/23	\$5,745
GONDECK-BECKER, DAVID	CROSS COUNTRY SKI ASST COACH	MMW	1/3/23-3/9/23	\$1,221
GRUND, BETTINA	RELICENSURE COMMITTEE BUILDING REPRESENTATIVE	CS	2022-23	\$125
GUGGENBERGER, LUCAS	STUDENT REFEREE	MCEC	12/3/22	\$15.00/GAME
HAMSA, KAHIN	GYM SUPERVISOR	MCEC	12/3/22	\$18.00/HR
HARTLEY, DEB	KNOWLEDGE BOWL ADVISOR	MMW	10/24/22-2/24/23	\$1,894
HATLESTAD, MACY	GIRLS BASKETBALL ASST COACH	MHS	11/15/22-3/18/23	\$5,426
HAZEN, JEN	DRAMA-WINTER MUSICAL VOCAL DIRECTOR	MME	12/12/22-3/18/23	\$1,444
JEEVANATHAN, ALAN	KNOWLEDGE BOWL ADVISOR	MMW	11/14/22-2/24/23	\$1,894
JOHNSON, MIKE	BOYS HOCKEY ASST COACH	MHS	11/14/22-3/11/23	\$5,662
JOHNSON, STEVE	BOYS HOCKEY ASST COACH	MHS	11/14/22-3/11/23	\$5,426

JORE, AMY	MTKA THEATER, LITTLE WOMEN, COSTUME CO-DESIGNER	ARTSCTR	DEC. 2022	\$1,200
JORE, AMY	MTKA THEATER, LITTLE WOMEN, COSTUME CREW ADVISOR	ARTSCTR	DEC. 2022	\$750
KERN, SEAN	BOYS/GIRLS NORDIC SKI HEAD COACH	MHS	11/14/22-2/16/23	\$7,245
KRIEGER, CLAYTON	TONKA DOME SITE COORD	MHS	11/18/22-3/23	\$20.00/HR
LAFONTAINE, OLIVIA	STUDENT REFEREE	MCEC	12/3/22	\$15.00/GAME
LEGANIA, HAROLD	TONKA DOME SITE COORD	MHS	11/18/22-3/23	\$20.00/HR
LENZON, ALEX	DIGITAL DRAWING INSTRUCTIONAL SESSION	MHS	2022-23	\$250
LEWIS, KELLY	CROSS COUNTRY SKI HEAD COACH	MMW	1/3/23-3/19/23	\$3,373
MATEJKA, JENNIFER	CROSS COUNTRY SKI ASST COACH	MMW	1/3/23-3/9/23	\$1,221
MEVISSSEN, GRACE	SOCIAL STUDIES K-5 CO-CHAIRPERSON	GR	2022-23	\$2,373
MOZINGO, MELANIE	ART K-5 CHAIRPERSON	MWTA	2022-23	\$3,560
MYERS, CHRISTINE	GYMNASTICS HEAD COACH	MHS	11/14/22-2/25/23	\$6,642
MYERS, JACQUE	GYMNASTICS ASST COACH	MHS	11/14/22-2/25/23	\$4,848
NAWROCKI, JULIE JO	RELICENSURE COMMITTEE BUILDING REPRESENTATIVE	SH	2022-23	\$125
NELSON, GINA	KNOWLEDGE BOWL ADVISOR	MME	11/1/22-3/1/23	\$1,894
NOEL, TODD	KNOWLEDGE BOWL ADVISOR	MMW	10/24/22-2/24/23	\$1,136.40
PAKKEBIER, KATIE	MTKA THATER, LITTLE WOMEN, STAGE MANAGER	MHS	DEC. 2022	\$1,200
PAULSEN, ERIK	BOYS/GIRLS NORDIC SKI ASST COACH	MHS	11/14/22-2/16/23	\$4,024
PEDERSON, KIRSTEN	RELICENSURE COMMITTEE BUILDING REPRESENTATIVE	MWTA	2022-23	\$125
PEKAREK, JAMES	SPEECH ADVISOR	MME	11/14/22-2/3/23	\$2,446
POWELL, BETSEY	MATH K-5 CHAIRPERSON	DH	2022-23	\$4,746
RAFFERTY, JAYNA	ELL E-12 CHAIRPERSON	MHS	2022-23	\$4,034
RAMSAY, MIRANDA	SHORELINE VOLLEYBALL COACH, MCE	MHS	12/1/22	\$3,100
REESE, MADISON	GYMNASTICS STUDENT COACH, MCE	MHS	11/26/22	\$11.83/HR
REESE, TIM	BOYS/GIRLS NORDIC SKI ASST COACH	MHS	11/14/22-2/16/23	\$4,024
RODRIGUEZ, FAVIAN	RELICENSURE COMMITTEE BUILDING REPRESENTATIVE	GR	2022-23	\$125
ROELS, RENEE	MUSICAL – SET DESIGN BUILDER	MME	12/12/22-3/18/23	\$2,888
ROGERS, ALLESSANDRA	GIRLS BASKETBALL ASST COACH	MHS	11/7/22-3/18/23	\$5,426
ROMAN, KRISTYN	RELICENSURE COMMITTEE BUILDING REPRESENTATIVE	MHS	2022-23	\$125
ROSE, NOAH	STUDENT REFEREE	MCEC	12/3/22	\$15.00/GAME
RUNNELS, NATASHA	STUDENT REFEREE	MCEC	12/3/22	\$15.00/GAME
SCHRIMPF, JOEL	WRESTLING CO-HEAD COACH	MHS	11/21/22-3/4/23	\$5,745
SCHULMAN, CHARLIE	STUDENT REFEREE	MCEC	12/17/22	\$15.00/GAME
SCHULTZ, WES	BOYS SWIM/DIVE ASST COACH	MHS	11/28/22-3/4/23	\$3,102.72
SCHWARTZ, MELANI	ELEMENTARY CHOIR DIRECTOR-GRADE 3	DISTRICT	2022-23	\$3,355
SHABAZZ, MARTEZ	TONKA DOME SITE COORD	MHS	11/18/22-3/23	\$20.00/HR
SLADKY VALLEY, JANE	RELICENSURE COMMITTEE BUILDING REPRESENTATIVE	DH	2022-23	\$125
SORENSEN, DAWN	CROSS COUNTRY SKI ASST COACH	MME	12/5/22-2/25/23	\$2,559
SORRELLS, HATTIE	MTKA RUN CLUB LEAD INSTRUCTOR	EXC	3/21/23	\$19.99/HR
ST. MARTIN, MADELINE	CO-RELICENSURE COMMITTEE BUILDING REPRESENTATIVE	MMW	2022-23	\$62.50
STEPHAN, JOSH	HEALTH 9-12 CHAIRPERSON	MHS	2022-23	\$3,560
STILES, TOM	CROSS COUNTRY SKI HEAD COACH	MME	12/5/22-2/25/23	\$3,492
STOCK, JESSICA	CROSS COUNTRY SKI ASST COACH	MME	12/5/22-2/25/23	\$2,559
STRETAR, TOM	BOYS HOCKEY ASST COACH	MHS	11/14/22-3/11/23	\$5,543
STROM, TYLER	ESPORTS HEAD ADVISOR	MHS	9/22-12/15/22	\$2,526
SYVERSON, JEN	HEALTH 6-8 CHAIRPERSON	MMW	2022-23	\$3,560
TRIPP, KELLEY	MTKA THEATER, LITTLE WOMEN, HAIR/WIG DESIGNER	MHS	DEC. 2022	\$1,200
TYMINSKI, REBEKAH	WORLD LANGUAGE 6-12 CHAIRPERSON	MHS	2022-23	\$4,034
UELAND, KRISTIN	RELICENSURE COMMITTEE BUILDING REPRESENTATIVE	MHS	2022-23	\$125
UNDERWOOD, KARI	RELICENSURE COMMITTEE BUILDING REPRESENTATIVE	MCEC	2022-23	\$125

WARD, KAYLA	ADAPTED SOCCER CI ASST COACH	MHS	9/22-11/22	\$2,275
WENTZEL, ANDREA	HEAD COMPETITION DANCE COACH	MHS	10/24/22-2/18/23	\$5,662
WHEATLEY, HALLE	ASST DANCE COACH	MHS	10/24/22-2/18/23	\$2,891.06
WILKER, GRACE	SHORELINE VOLLEYBALL COACH	MHS	11/22/22	\$3,100
WILLENZIK, HOWARD	REFEREE	MCEC	12/3/22	\$25.00/GAME
WITTROCK, LIZZY	GYMNASTICS ASST COACH	MHS	11/14/22-2/25/23	\$4,612
ZACK, MARY	GYMNASTICS COACH, MCE	MHS	11/30/22	\$19.99/HR
ZHAO, JING	RELICENSURE COMMITTEE BUILDING REPRESENTATIVE	EXC	2022-23	\$125

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

**Board Agenda XIV. e.**

**Title: Gifts and Donations**

**Date: January 12, 2023**

**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 donations to be placed in the Deephaven Elementary Student Need Fund:

Kiddywampus, Inc. \$10.40

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

The Blackbaud Giving Fund \$200.00

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

Morgan Welker \$97.10  
Chelsea Jones \$97.10  
Alena Yankouskaya \$97.90

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

American Online Giving Foundation \$103.00  
Benevity, Inc. \$75.00  
Frontstream \$33.32

**RECOMMENDATION:** That the School Board accepts the following donations to be placed in the Minnetonka Nutrition Services Fund:

Family Friends \$1000.00

**RECOMMENDATION:** That the School Board accepts donations from the Minnetonka Skippers Booster Club for the following clubs:

MHS Human Rights Club \$250.00  
MHS American Red Cross Club \$250.00  
MHS Hispanic Student Union \$250.00  
MHS Fencing Club \$250.00  
MHS Marching Band \$250.00  
MHS Jazz Ensemble \$250.00

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

Brent Rickenbach	\$48.62
Ashley Parker	\$59.40
Ryan Majkrzak	\$105.00
Lin Fan	\$349.39
Chan Kim	\$32.95
Kurt Hoddinot	\$116.68
Blackbaud Giving Fund	\$60.00

**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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**RECOMMENDATION:** That the School Board accepts the following donations to be placed in the Minnetonka High School Science Department:

Marge Page	Celestron Telescope
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**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Middle School East Community Night Fund:

Kopp Family Foundation	\$1000.00
Seed Company	\$1000.00
MME PTA	\$300.00
Clear Springs PTO	\$300.00

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

Minnetonka Preschool & ECFE PTO	\$200.00
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**RECOMMENDATION:** That the School Board accepts the following donations to be placed in the Minnetonka Community Education Rake-a-Thon Fund:

Robert Bodal	\$950.00
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**RECOMMENDATION:** That the School Board accepts the following donations to be placed in the Minnetonka Community Education Playground Fund:

Tim Litfin	\$300.00
Chrystal Marty	\$20.00

**RECOMMENDATION:** That the School Board accepts the following donations to be placed in the Minnetonka High School Concessions Fund:

King Solutions, Inc.	\$25.78
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**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Middle School West Principal Discretionary Fund:

Luiza Nicolae & Cargill	\$125.00
The Blackbaud Giving Fund	\$8.40

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Middle School West Random Acts of Kindness Fund:

Kopp Family Foundation	\$3000.00
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**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Middle School West Families in Need Fund:

The Callahan Family	Gift Cards
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**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka High School Theater Fund:

Angela Lindberg	\$1000.00
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**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka High School Girls Tennis & Girls Soccer Funds:

Benjamin Nye	\$2000.00
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**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Preschool & ECFE Field Trip Fund:

Minnetonka Preschool & ECFE PTO	\$3000.00
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**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Public Schools General Fund:

Ann Lien	\$51.00
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**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Public Schools Tonka Online Fund:

Medical Information Technology, Inc.	\$15,000.00
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**TOTAL GIFTS AND DONATIONS FOR 2022-2023\*** = **\$406,706.07**

\*Total amount reflects gifts & donations submitted for board approval in 2022-2023.

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Submitted by: Paul Bourgeois  
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 12, 2023

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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 November 2022.

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

*Paul Bourgeois*

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. g**

**Title: Enrollment Limits**

**Date: January 12, 2023**

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**EXECUTIVE SUMMARY:**

The Board's adoption of an upper limit on overall K-12 enrollment in the District for years starting with 2020-21 necessitates the setting of school-by-school limits on enrollment in order to accomplish staying within the overall limit. Furthermore, in order to comply with Minnesota Statutes, there should also be limits on each grade (K-12) in the District. Those limits are described on the attached document. All of these limits will enable the District to accept all students who have applied for Open Enrollment by January 15, 2023.

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**RECOMMENDATION/FUTURE DIRECTION:**

Recommend adoption of enrollment limits.

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



David Law, Superintendent

## **Student Enrollment Limits for 2023-2024**

The School Board K-12 enrollment target is set at 11,100 in-person students. This will continue to be the target enrollment, excluding Tonka Online students, for the 2023-2024 school year. The School Board needs to approve these limits on an annual basis according to Minnesota Statute 124D.03, Enrollment Options.

The enrollment limits of individual schools are set below. The overall total of these enrollment limits of individual schools in the District is 11,100. The school limits are as follows:

Clear Springs	850
Deephaven	670
Excelsior	800
Groveland	890
Minnewashta	890
Scenic Heights	880
Minnetonka Middle School East	1,290
Minnetonka Middle School West	1,280
Minnetonka High School	3,550

It will also be necessary to limit the size of individual grades within the District in order to keep overall enrollment at or below 11,100. Since students apply for Open Enrollment by grade within the District, by law, the limits on grade enrollment are stated irrespective of school limits per grade. As grades get close to the limit for each respective grade, the other grades will need to be adjusted downward to assure the overall enrollment limit is not exceeded. The limits for individual grades are as follows:

Kindergarten	1,190
First Grade	820
Second Grade	820
Third Grade	820
Fourth Grade	850
Fifth Grade	900
Sixth Grade	870
Seventh Grade	870
Eighth Grade	890
Ninth Grade	910
Tenth Grade	900
Eleventh Grade	910
Twelfth Grade	900

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

**Board Agenda Item XIV. h**

**Title: Approval of New Course Title Change**

**Date: January 12, 2023**

**OVERVIEW**

This report includes a title change for a new course that was approved December 1 for the 2023-24 school year. The proposed new course that was approved is a part of the VANTAGE Design + Marketing strand and pairs a 1.0 art credit with a 1.0 business elective credit. The initial course change included offering a new University of Minnesota, College in the Schools (CIS) course, Creative Problem Solving, to this strand in order to provide students with college credit and a weighted grade on a student’s Minnetonka High School transcript.

As the District continues to deepen our understanding of how to best implement CIS courses, we have learned that higher education institutions recommend course names on a student’s high school transcript match the course name on the associated college transcript. This means the new VANTAGE course should be named "CIS Creative Problem Solving" instead of "Creative Marketing Design."

There are two core reasons this is preferable:

- 1) As a college level course, this course will carry a weighted grade. Including a CIS prefix makes this clear to all stakeholders in the Skipper Log and on the student transcript.
- 2) When students are applying to Universities and Colleges for admission upon graduation from high school, they will submit both their high school and college transcripts generated through CIS courses. Having the same course name appear on both transcripts will simplify the evaluation process for admissions officials, ensuring clarity and accuracy with the evaluation.

All other content in the newly approved class will remain the same.

**COURSE TITLE CHANGE**

The proposed and current titles are listed below.

<b>Proposed Title</b>	<b>Current Title</b>
CIS - Creative Problem Solving	Creative Marketing Design

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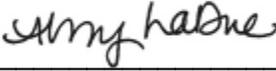
**ATTACHMENTS:**

Attachment A: VANTAGE course proposal

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board approve the course title change submitted in this report.

**Submitted by:**   
\_\_\_\_\_  
Amy LaDue, Associate Superintendent

**Concurrence:**   
\_\_\_\_\_  
David Law, Superintendent



**Course Title: CIS-Creative Problem Solving**

Submitted by: Roger Andre  
Department: VANTAGE

**Description of the Proposal:**

- 1) What is the proposed course name (for Skipper Log)?** CIS-Creative Problem Solving – this course will replace recently approved “Creative Marketing Design” and previous course “Graphic and Product Design I & II”  
**What grade levels can enroll?** Grades 10-12  
**Semester-long course for 0.5 credits or a full-year course for 1.0 credits?** Full-year 1 credit  
**One-part or two-part course?** One-part course  
**Offered in Semester 1, Semester 2, or either/both?** Both  
**Any pre-requisite courses?** None  
**In what subject will students earn this credit (English, Tech Ed, Art, Elective, etc.)?** Art  
**Will you be asking that this course carries a weighted grade?** This course includes a University of Minnesota CIS course called “Creative Problem Solving” (DES 1111), earning 3 University of Minnesota credits and a University transcript. For this reason, this course should carry a weighted grade at MHS.

- 2) How did this proposal originate?**  
This proposal originated through collaboration between a VANTAGE teacher and the VANTAGE leadership team.

- 3) What is the anticipated level of participation? What information are you using to determine this level of participation?**  
The VANTAGE Design and Marketing strand has had an enrollment of 25-40 over the last five years. This course change is expected to possibly make the strand more popular because of the opportunity to earn U of M credit. We expect enrollment to be between 30-60 students.

- 4) What is the rationale for the proposal? What need does it fulfill?**  
Part of the mission of VANTAGE is to encourage more MHS students to stretch into college-level courses. By incorporating the CIS design course, the new course aligns with that mission. By incorporating the University of Minnesota's “Creative Problem Solving” CIS design class, this new course will expose MHS students to the most current methods of creative design.

## **Analysis of the Proposal:**

### **1) How is this proposal compatible with the vision, mission, and beliefs of the district?**

These are the elements of the MSD vision that are most strongly addressed in this course proposal and how:

- **Challenge and support all students in the pursuit of their highest levels of academic and personal achievement.** By incorporating a fourth CIS course into the VANTAGE Design and Marketing strand, we expect to pull more students into college-level coursework while still at MHS.
- **Practice prudent and innovative management of public resources.** Students completing this course will have a University of Minnesota transcript and 3 credits towards graduation. The value of these credits is at least several thousand dollars. The cost to the district is less than \$150 per student.
- **Attract, develop, and support the highest quality teachers and other educational professionals.** MHS Art Teacher Jonathan Maki has already been approved by the University of Minnesota CIS Program as a U of M Teaching Specialist. He has started the training through the U of M. CIS organizes a cohort with a faculty advisor and provides annual training for all approved CIS Teaching Specialists. This development opportunity is only available through CIS and has been invaluable to the other VANTAGE teachers teaching CIS courses.
- **Create positive, enjoyable learning environments.** Creative Problem Solving is focused on experiential learning. Pairing it with Marketing I & II in the VANTAGE Design and Marketing strand will create an exceptional learning opportunity.
- **Produce outstanding graduates who are ready to contribute and thrive in a wide array of future pursuits and engage in life-long learning.** Like all VANTAGE strands, the revised VANTAGE Design and Marketing strand will emphasize professionalism and develop critical soft skills that will enhance future success. VANTAGE alumni and parent surveys indicate that VANTAGE prepares students well for post-HS academic success and for professional success.
- **Earn and maintain broad-based community support.** The VANTAGE program incorporates over 1,200 enthusiastic volunteers over the course of the school year. The overwhelming majority of these volunteers offer to return because they have had a great experience interacting with the VANTAGE students and our program. This community engagement builds strong support for our schools.

### **2) What is the relation of the proposal to the Minnesota Graduation Standards?**

MHS students are required to have one full art credit to graduate. This course would fulfill that requirement.

**3) What is the effect of the proposal on district resources?**

**a) Space: Where is space currently available for the activity?**

MHS - no change

**b) Time: Where will the activity fit in the daily schedule?**

We plan to continue to run VANTAGE Design and Marketing periods 5 and 6.

**c) Personnel: What staff will be necessary?**

The teacher will not change, and he has already been approved by the University of Minnesota to teach this course.

**d) Financial: What is the cost to the district of this proposal? What are the requirements for texts, equipment/supplies/curriculum writing? Are funds currently allocated and available for this activity?**

The U of M course fee will be about \$150 per student. If the student passes the course, they will earn 3 credits from the University of Minnesota. The value of these credits is over \$3,000 per student.

**4) What will be the effect of the proposal on the rest of the curriculum or on other activities?**

**a) How does the proposal expand, complement or strengthen an existing program?**

This program strengthens the VANTAGE Design + Marketing strand by updating the curriculum and modernizing the course content.

**b) How does the proposal affect existing programs?**

It is expected to increase enrollment in this VANTAGE strand.

**c) Does this course/activity substitute for an existing program? Could it be integrated into an existing course/activity? Are there courses/activities that should be eliminated if this proposal is approved?**

Yes, this course replaces the existing curriculum for VANTAGE Design + Marketing.