

Finance & Facilities Committee

Monday, October 3, 2022 7:00 PM

Waconia Public Schools - District Office, 512 Industrial Blvd., Waconia, MN
55387

1. DISCUSSION ITEMS

1.A. Audit Update - Verbal ADM Adjustment impact

1.B. Enrollment Update - Models and Submission

FALL CHECK-OFF COMPARISON REPORT

This report compares your MARSS data submitted from
 Final Fall FY 2021-22 to the Fall FY 2022-23 that was loaded on 09-22-2022 .

Counts use the Oct 1 flag or Dec 1 flag unless otherwise noted.***

GRADE COMPARISON

Grade	Fall 2021-22	Fall 2022-23	Percent Change
EC	55	54	-1.82%
PK	0	0	0.00%
PS	157	37	-76.43%
HK	39	40	2.56%
KG	239	203	-15.06%
01	263	286	8.75%
02	276	277	0.36%
03	255	284	11.37%
04	305	262	-14.10%
05	297	315	6.06%
06	338	306	-9.47%
07	296	332	12.16%
08	310	298	-3.87%
09	345	347	0.58%
10	356	334	-6.18%
11	343	354	3.21%
12	332	352	6.02%
Total students - unduplicated count	4206	4081	-3.06%
Grade Comparisons Verified by:			

FALL CHECK-OFF COMPARISON REPORT

This report compares your MARSS data submitted from
 Final Fall FY 2021-22 to the Fall 2022-23 that was loaded on 09-22-2022 .
 Counts use the Oct 1 flag or Dec 1 flag unless otherwise noted.***

DATA ITEM*	Oct 1/Dec 1 Flag	Fall 2021-22	Fall 2022-23	Percent Change	Verified By ***
Total number of students served on October 1	Oct. 1	4049	4044	-0.12%	
Eligible for Free Meals (Economic Indicator = 2)	Oct. 1	168	36	-78.57%	
Eligible for Reduced Meals (Economic Indicator = 1)	Oct. 1	35	16	-54.29%	
North American Indians for Indian Education Aid	Oct. 1	16	17	6.25%	
American Indian (Fed Race = I)	Oct. 1	10	10	0.00%	
Asian (Fed Race = A)	Oct. 1	42	44	4.76%	
Hispanic (Fed Race = H)	Oct. 1	219	207	-5.48%	
Black (Fed Race = B)	Oct. 1	54	65	20.37%	
White (Fed Race = W)	Oct. 1	3594	3574	-0.56%	
Hawaiian/Pacific Islander (Fed Race = P)	Oct. 1	3	2	-33.33%	
Multi (Fed Race = M)	Oct. 1	127	142	11.81%	
Spec Pupil	Oct. 1	0	0	0.00%	
Homebound	Oct. 1	0	0	0.00%	
Homeless	***	9	4	-55.56%	
Open Enrolled Students (SAC = 01, 03, 04, 11 or 12)	Oct. 1	642	675	5.14%	
Shared Time (SAC=16,17,18)	***	27	29	7.41%	
Home Primary Language not equal to English	Oct. 1	180	164	-8.89%	
English Learners (EL=Y)	Oct. 1	82	68	-17.07%	
EL Served (EL with valid EL start date)	Oct. 1	57	46	-19.30%	
Special Education (Evaluation Status = 4, 6 or 9)	Dec. 1	780	799	2.44%	
Special Education Public (SAC <> 16,17,18)	Dec. 1	761	776	1.97%	
Special Education Non-Public (SAC = 16,17,18)	Dec. 1	19	23	21.05%	
Served outside MN (SAC = 14)	***	2	0	100.00%	
Students served in MN Private C & T (SAC 28)	***	0	0	0.00%	
Migrant	Oct. 1	0	0	0.00%	
Gifted/Talented (G/T=Y)	Oct. 1	132	120	-9.09%	
Extended School Year (SAC 46)	***	102	126	23.53%	
Pre-School Screening (grade = PS)	Oct. 1	157	37	-76.43%	
Students Graduating in Summer	***	0	0	0.00%	
PK eligible for funding	Oct. 1	0	0	0.00%	

Fall CHECK-OFF COMPARISON ERROR REPORT

This report compares your MARSS data submitted from Final Fall FY 2021-22 to the most recent Fall FY 2022-23 that was loaded on .

THE FOLLOWING SCHOOLS WERE FOUND TO HAVE NO STUDENTS REPORTED OR STUDENTS WERE REPORTED WITH LOCAL ERRORS

School Number	School Name	No Students	Local Errors	Statewide Errors

*Records with local errors or statewide date overlap errors are excluded from these counts.

**These totals may not be the same as the totals you receive from the transportation reports that are sent out from the transportation department due to changes made by MD

***This is required for district staff to sign off after verifying data. This form needs to be kept on file for district audits and appeals.

MARSS Contact Signature _____ Date _____

marsswes_fall_checkoff_errors

1.C. Draft Purchasing Policy

Draft Purchasing Policy

I. Purpose

This policy outlines and defines the process for purchasing supplies, equipment, materials, and services that will be used to meet the needs and purpose of Waconia Public Schools Independent School District 110. The policy is to assist Waconia Public Schools' purchases and adhere to all applicable state and federal regulations and guidelines.

II. General Statement of Policy

Waconia Public Schools' purchasing process will adhere to state and federal guidelines as well as statutes with the Minnesota Department of Education in partnership with Waconia Public Schools' best practices. This process will be subject to Waconia Public Schools' annual financial audit.

III. Requisition and Purchase Order Process

Any orders that are of material value will follow the Waconia Public Schools' requisition and purchase order process established by the Director of Finance and Operations. In the event there is an emergency and time is of the essence, this process may be modified with a pre-approval by the Director of Finance and Operations. Payments to vendors are to follow the process of creating a purchase order with the approval workflow. In the event a request for payment is not followed by the receivable process in no such terms will payment be approved. Every purchase order must be signed and dated including an indication of receipt of merchandise and forwarded to the Waconia Public School District Finance office for payment.

IV. Orders, Quotations, Bids, and Request for Proposal (RFP) Requirements

All products, equipment, and services purchases must conform to Waconia Public Schools guidelines and protocol established by the Director of Finance and Operations including purchases of \$25,000 and/or less must be completed through quotations in the open market. Departments are required to request quotes at a minimum from two vendors, three or more when funding is from Federal Grants that exceed \$3,000. When contracts reach a \$25,000 cumulative total, SAM.gov (<https://www.sam.gov/portal/SAM/#11>) will be utilized to confirm that vendors have not been debarred or suspended.

For purchases that are \$25,000 to \$175,000 two quotes at the minimum must be obtained. NO exception to this rule. Quotes will be awarded based on the needs of Waconia Public Schools. Consideration will be given to qualified vendors based on experience, price, and responsibility for quality products or services that will perform to the needs of Waconia Public Schools.

Purchases exceeding \$175,000 are to be put to bid with exception of professional services, book requests under copyright law, or any joint powers agreements.

Any requests for proposals of services must include a document detailing the rationale of services being sought, criteria for the selection process, and the application. In the spirit of best practice, Waconia Public School holds the right every three to five years to seek RFPs for services such as administrative service, waste management, legal services, and insurance carriers.

Legal References:

Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)

Minn. Stat. 471.345 Subd. 3 (Contracts Over \$175,000)

Minn. Stat. 471.345 Subd. 4 (Contracts Exceeding \$25,000 But Not \$175,000)

Minn. Stat. 471.345 Subd. 5 (Contracts \$25,000 Or Less)

Minn. Stat. 471.345 Subd. 15 (Cooperative Purchasing)

2. **UPCOMING ACTION ITEMS**

3. **OTHER ITEMS**

4. **FUTURE ITEMS**