

## **Finance & Facilities Committee**

Monday, May 22, 2023 6:00 PM

Waconia City Hall, 201 S Vine Street, Waconia, MN 55387

### **1. LTFM Projects List**

LTFM list of projects for 2023-2024 yr

District wide handicap door issues = \$55,000

Bayview one room of carpet = \$6500

3 Elementary playgrounds refreshing = \$15,000

ECFE playground refreshing = \$7,500

Middle school cement by loading dock = \$ getting bids

Middle school new blacktop in main drives = \$ getting bids

High school remove lockers in locker banks = \$5,000

District office new blacktop front and back =\$ getting bids

2. **Buildings & Grounds Board Presentation**

# Buildings & Grounds

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By Tim Bisek  
2022-present



WACONIA  
PUBLIC SCHOOLS ISD 110

# What are we responsible for?

Maintain & create spaces that allow students and staff to learn and grow in a safe and secure environment.

- **Student Safety**
  - **Staff Safety**
  - **Community Safety**
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# 949,400 sq

**6 School Buildings**

**Willow House**

**Waconia Enrichment Center**  
(ECFE, DO, Kid's Co.)

**Partnership: Safari Island**

- **6 Cafeterias**
- **6 Gymnasiums**
- **5 Kitchens**
- **2 Performing Arts**
- **4 Loading Docks**

# Buildings

# 248 acres

School Garden

School Orchard

Maintenance Shops - 5

Outdoor Classrooms - Forest, Wetland

Tennis Courts - 12

Partnership: Outdoor Hockey Rink

Playgrounds - 4

Parking Lots - 7

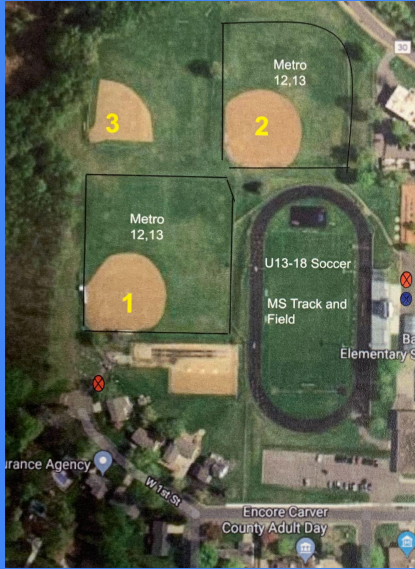
Athletic Stadiums - 2

Gymnasiums - 6

Athletic Fields - 25

Green Spaces

# Outdoor Facilities



# Outdoor Space

**EVALUATE:**

**Age of building/ facilities**

**Square footage**

**Create areas of focus**

**Real challenges**

**Set priorities**

**Create a 10 Year Vision**

**Train staff**

**Create partnerships**

**Site Logic**

# #1 GOAL: Assess Priorities

## Individual Departments

Principals

Technology

Cafe #110

Community Ed

Activities

## Create a Vision

Safety

Security

Community Partnership

Communicate Plan

Phase in Plans

# Funding

Create spending plans

Budget for the long term

Seek grants

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## MEMORANDUM

**TO:** ISD 110 School Board

**FROM:** Brian Gersich, Superintendent

**DATE:** May 22, 2023

**SUBJECT:** Dr. Roger Worner, Facilities Consultant findings

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As noted to the Board previously, Dr. Roger Worner of Roger Worner Associations, Inc. agreed to support some high-level review of our district and facilities and offer some perspectives and insights related to space use. Dr. Worner has experience conducting hundreds of facilities studies in his career.

As a result of our budget situation, as well as multiple housing developments, members of the ISD 110 admin team had some initial conversations about how to monitor our community's potential for enrollment growth while also targeting financial efficiencies. Some ideas shared included considering the creation of primary and intermediate elementary school sites or moving grade 5 to the middle school. Given this background, Dr. Worner was specifically asked for feedback on facilities through the context of space utilization, grade configurations, and operating efficiencies.

Dr. Worner spent time over the course of winter and spring reviewing numerous sets of data related to ISD 110 including district finances, enrollment trends, and class sizes. He also personally toured ISD 110 facilities in early April. Following his review, Dr. Worner offered a few of his insights based on past studies and experience.

First, with regard to grade configurations, Dr. Worner shared that moving to a primary school and intermediate school model would not be advisable, offering this is not a great plan for districts that are expected to experience enrollment growth. While ISD 110 data modeling suggests potentially flat enrollment, the growth of housing in the community suggests the district should continue to monitor carefully and expect enrollment to increase. Further, Dr. Worner shared that our class sizes are nice, but not "lavish", and therefore there are no real cost savings to be expected that would be worth the negative potential consequences that typically accompany such a reconfiguration. He stated:

*...changing from a K-5 or K-4 grade level configuration to some other configuration (P-K; 1-2; 3-4) - in my experiences - was nearly always OR always precipitated by (1) the*

*district's declining enrollment; (2) buildings with small enrollments (2 or 3 sections...usually 2); (3) significantly imbalanced class section sizes between/among the district's elementary schools. Generally, a recommendation for such reconfigurations (in my studies) also included the closing of a school with sizable (a million dollars or more) savings to the district. This is definitely not the Waconia scenario.*

That said, ISD 110 should continue to monitor growth, with a clear plan for the next steps if growth became sizeable or rapid. To help manage the potential for both the budgetary operational expense as well as future capital needs, Dr. Worner recommended:

*As Waconia's elementary school enrollment expands, my first step would be to move grade 5 to the middle school (1) because there is plenty of space and (2) because you incur NO NEW operating expenses. Then, with growing elementary school enrollment AND no new operating facilities, you will generate increasing quantities of revenue that will help to solve your General Fund issues AND/OR build a nest egg for the operating revenue you will need when, eventually, you must build a fourth elementary school OR build additions to your three existing facilities.*

As a final note through his review, Dr. Worner suggested that our team focus on, and establish goals around, our enrollment. Specifically, he recommends we continue to review and consider establishing goals around our open enrollment trends, with a focus on working to monitor and improve our market capture rate of students in our district.

### 3. Draft Reimbursement Guidelines



# DRAFT-Waconia Public Schools Reimbursement Guidelines, Process and Forms

# Waconia Public Schools

## General Expense Reimbursement Guidelines

### I. Use of the Employee Expense Reimbursement System

- A. The employee expense reimbursement system is not to be used as an alternative to the normal district purchasing process. Employee expense claims may be denied if it is determined that the purchase should have been handled through the normal procurement process.

Exceptions to the normal procurement process include:

1. Emergency purchases for which the normal purchasing process is not timely and the expense was unforeseen.
  2. Expenses related to approved travel which may include expenses for parking, mileage, admission, meal, and lodging. If approved travel costs are to be pre-paid the employee should utilize the district's Purchasing Card.
  3. Expenses related to approved department uniform purchases. (Custodial and Food Service)
  4. Expenses related to an approved cell phone plan reimbursement. (See Cell Phone Reimbursement Guidelines)
- B. The employee will not be reimbursed for sales tax incurred because of the district's tax-exempt status. The district does have tax exemption forms available. In order to get the tax exemption forms. The employee will need to reach out to the business office for a tax exemption form.
- C. Employee expense claims will be denied if inadequate documentation is submitted with the claim and/or if the claim is not submitted according to the published timetables. (See Appendix A). If a claim is denied, the expenditure becomes the

personal responsibility of the employee. Expense claims must contain itemized detail.

## II. Sales Tax

- A. The district is exempt from paying Minnesota sales tax on most items. To avoid paying sales tax, a purchase order or a district Pcard along with an approved sales tax exemption form should be used.
- B. Employees cannot use district sales tax exemption forms when they are personally paying for the expense. In order for a purchase to be tax exempt it must be paid for directly by the district.
- C. Sales tax will only be reimbursed for items not exempt from state tax per the Minnesota Department of Revenue.

## III. Claiming Reimbursement

- A. Reimbursement claims must be submitted in Skyward. An employee may need to be setup in Skyward to use this function. Contact the Controller in the Business Office to get setup.
- B. Proof of purchase such as an original, itemized receipt must be included. If the cash register/credit card receipt does not clearly indicate the vendor name, the purchase date, the method of payment, and the item(s) purchased; a vendor receipt containing those items must be obtained by the employee.
- C. Receipts should be scanned in as PDF file and must be uploaded to the Skyward Expense Reimbursement record. JPEG, TIFF and Google documents are not acceptable formats as they are not readable in Skyward.

- D. The purchase information must be clearly documented in the Skyward record, including the public purpose, its use, and location within the district.
- E. Expenses incurred by a spouse or personal guest are not reimbursable expenses.

## Waconia Public Schools

# Mileage Reimbursement Guidelines

### I. Approved Mileage Reimbursement

- A. Mileage to and from district related functions and between buildings of the district is paid to the employees at the current Internal Revenue Service rate, in accordance with current master agreements with the employee groups.
- B. Mileage reimbursement claims must be submitted according to the published timetables. (See Appendix A)
- C. Travel within the District requires using the Excel Mileage Log. Mileage between buildings is documented in the Teacher contract but is to be used for all staff traveling between buildings. Any mileage reimbursement that includes outside the District travel must also include a .pdf copy of a google map or map-quest showing at least the one-way mileage. JPEG, TIFF and Google Documents are not acceptable as they are not readable in Skyward.
- D. In most instances, mileage should be measured from the building that the employee works in to the destination. However, if the employee is traveling out of District and will not be going into work that day, the District pays mileage for the shortest distance between either their home or work. For example, if the employee lives in Eden Prairie and is attending a meeting in Minneapolis and not going to their office, the mileage paid will be based on Eden Prairie to Minneapolis.

- E. Mileage reimbursement must be submitted at least twice during a fiscal year. For any miles incurred between July and December, mileage reimbursement must be requested by January 15 and for miles incurred between January and June, mileage reimbursement must be requested by July 15. (See Appendix A)

## Waconia Public Schools Travel, Convention, or Conference Reimbursement Guidelines

- I. Expenses for Travel to/from a Convention or Conference (Pre Approval Required)
  - A. All out-of-state travel or any in-state travel that involves lodging and/or meals must be approved in advance with the Director of Finance and Operations.
  - B. When a meal is included in the registration of an event or is paid by another source, reimbursement for that meal is not permitted. The cost of alcoholic beverages is not reimbursed by the district.
  - C. The following expenses may be reimbursed:
    - 1. Ground transportation and other incidental expenses incurred while traveling on behalf of the district.
    - 2. Commercial lodging, not to exceed the single-room rate.
    - 3. Commercial transportation, not to exceed coach air rate.
    - 4. If a personal vehicle is driven in lieu of commercial air transportation, employees will be reimbursed using mileage reimbursement, not to exceed the coach air rate.

## II. Claiming Reimbursement

- A. Claims for meal reimbursement should only be made by the employee. If several employees are traveling together, one employee can pay for the meal but must include all the other employees' names on the reimbursement.
- B. Expenses incurred by a spouse or personal guest are not reimbursable expenses.

### Meal Reimbursement Rates for Employees

Approved meal reimbursement rates for employees, including service tips, will not exceed:

- Daily meal reimbursement amount: \$59/day
- Partial day reimbursement amount:
  - Breakfast: \$11.00
  - Lunch: \$18.00
  - Dinner: \$30.00

# Waconia Public Schools

## Purchase Card Guidelines

### I. Guidelines

- A. Any requests for a personal or department Pcard must be made to the Director of Finance and Operations who will decide if one will be issued.
- B. Allowable Pcard purchases will follow district purchasing guidelines.
- C. Prohibitive Pcard purchases consist of alcoholic beverages, tobacco, lottery tickets, cash advances, gift cards/certificates and all other purchases that do not align with district purchasing guidelines.
- D. It should be considered standard District procedure that sales tax will not be reimbursed through the expense reimbursement process. Additionally, any sales tax incurred through the use of the Purchasing Card program is the responsibility of the user. Employees who check out and use the District Pcard will be provided with a tax exempt form to use with the vendor. Employees will be responsible for getting any sales tax charged in error to the Pcard refunded.
  - 1. Many vendors will require a Tax Exempt certificate or registration of District 110 as a tax exempt organization.
  - 2. Sales tax will only be permitted for items not exempt from state tax per Minnesota Department of Revenue.
  - 3. Card holders are responsible for Sales Tax not aligned to these guidelines.
- E. In the event of misuse of a Pcard or any procedures associated with using the Pcard can result in the employee being prohibited from using a district Pcard. An internal investigation will also be conducted to find the root cause of such misuse.
- F. Purchase Orders and Pcard receipts with signed approval need to be sent to the Business Office in a timely manner. Generally, purchase

paperwork should be submitted within a week of incurring a charge. If paperwork is not received in a timely manner, then Pcard use can be suspended until paperwork is received. If issues continue with late or missing paperwork, the employee may lose the privilege of using the district's Pcard.

- G. If a Pcard is lost or stolen it should be reported immediately to the Controller and/or the District Business Office.
- H. In the event the card holder leaves the district and they have an assigned Pcard it should be returned to the Controller and or District Business Office prior to their last day.

# Waconia Public Schools

## Cell Phone Reimbursement Guidelines

The district recognizes that cell phones serve a role in effective communications and collaboration. This document provides guidelines for determining who needs a cell phone to perform their duties and the reimbursement rate.

### I. Cell Phone Service Reimbursement Qualifications

A. Employees may qualify for a monthly reimbursement towards the cost of their cell phone service if it is determined by their Supervisor and the Director of Finance and Operations that either;

1. The job requires the employee to be mobile, with direct contact with the school and or department or
2. The job consistently requires timely and business critical two way communications.

B. Employee's eligibility, based on these requirements, must be documented by their Supervisor and approved by the Director of Finance and Operations. Justification of need must be specific as to why other means of communication provided by the school or department (i.e. office phones, email, etc.) are not adequate to meet the communication requirements of the employee's job. Only one cell phone monthly service reimbursement will be approved for each qualified employee.

### II. Authorization

A. All requests for cell phone service reimbursements must be preapproved by the business office and the employee's principal/supervisor. In addition, any employee receiving a cell phone service reimbursement needs to provide his/her cell phone number to the district. Request for reimbursement will also need to be match up

with employee bargaining group if such benefits are afforded per employee agreement.

### III. Reimbursement Process

- A. Employees requiring a cell phone to perform their work will be expected to submit a reimbursement request in the Expense Reimbursement Module in Skyward. Currently the eligible Custodians who are approved for this benefit must submit the required paperwork to the Director of Building and Grounds.
- B. Employees have the choice to submit either monthly, quarterly, semi-annual or annually. (See Appendix A)
- C. For each month the employee is seeking a cell phone service reimbursement, a copy of that month's cell phone summary page will need to be scanned or saved as a .pdf file and uploaded into the Skyward Expense Reimbursement record. The form upload does not need to include the entire cell phone statement. There is generally one page that shows the time period, cell phone number and amount and name. This information is required in order to receive a reimbursement.
- D. Currently Custodians are reimbursed up to \$50 per month according to their contract and all other employees are up to \$30 per month.

## Appendix A Reimbursement Deadlines

Cell Phone Service	Mileage	Other (Supplies, Travel, Uniform, etc.)
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<p>Can be submitted monthly, quarterly or annually. Reimbursement for a fiscal year is due no later than July 15 of the following fiscal year.</p>	<p>Can be submitted monthly, quarterly or semi-annually. January 15 is deadline for any mileage July-December and July 15 is the deadline for any mileage January-June.</p>	<p>Must be submitted within 30 days of when the expense was incurred unless a department has provided another deadline.</p>
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#### 4. TCO Agreement



Waconia High School

Sports Medicine & Sports Performance Contract

July 1, 2023



**EFFECTIVE DATE:** July 1, 2023

**PARTIES:**

Twin Cities Orthopedics ("TCO")

Waconia High School ("WHS")

**RECITALS:**

- A. TCO employs qualified Licensed Athletic Trainers and Strength and Performance Coaches and desires to provide services to Waconia High School.
- B. Waconia High School requires the services of one (1) Licensed Athletic Trainer and one (1) Strength and Performance Coach for its high school athletic programs and desires to contract with TCO for such services.

**AGREEMENT:**

1. **Engagement of TCO.** WHS hereby engages TCO to provide one Licensed Athletic Trainer and one Strength and Performance Coach for its athletic programs for a period of three (3) years commencing July 1, 2023 and ending on June 30, 2026 ("Term"). TCO will provide one (1) Licensed Athletic Trainer ("Athletic Trainer") and (1) Strength and Performance Coach ("Strength Coach") for WHS who shall provide the services set forth in this Agreement. TCO will work in conjunction with representatives of WHS in determining the Athletic Trainer and the Strength Coach. The Licensed Athletic Trainer and the Strength Coach shall cooperate with WHS in scheduling and providing services for student-athletes. The Licensed Athletic Trainer and the Strength Coach shall be employees of TCO. Prior to being hired, the Athletic Trainer and the Strength Coach must pass a background check per TCO policy. WHS will be provided the results of the background check if requested. WHS may conduct their own background check on the Athletic Trainer and the Strength Coach but it will be at their cost. TCO shall be responsible for all payments to be made to the Athletic Trainer and the Strength Coach, insurance and other benefits, workers compensation insurance, professional liability insurance, taxes and payroll withholding and appropriate supervision. TCO is an equal opportunity employer.
2. **Qualifications/Expectations of the Full-Time Licensed Athletic Trainers.** TCO agrees that the Licensed Athletic Trainers will: (1) possess a degree in athletic training or related field; (2) be certified by the Board of Certification (BOC) for Athletic Training; (3) be qualified to perform CPR with valid CPR certification verifying their training; (4) be licensed to practice athletic training in Minnesota or eligible for licensure at the time of hire; (5) demonstrate professionalism and appropriate demeanor when interacting with students; (6) adhere to and be responsible for all applicable WHS District Policies that apply to those individuals who are responsible for providing services that are authorized by the WHS Board.

**3. Duties of the Licensed Athletic Trainers.**

- Performance of the following duties: prevention, evaluation, documentation, treatment and rehabilitation of athletic injuries; administration of emergency care for student-athletes.
- If there is an emergency involving spectators or faculty the Licensed Athletic Trainer may respond to the situation in the capacity of a First Responder until a transition can be made to emergency services once they arrive.
- Provide appropriate medical referrals; injury assessments, documentation, and communication of these findings to coaches, parents, physicians, school officials (principals, activities directors, school nurse, but only if the information is required as part of the school policy and within their scope of practice) any other health care provider engaged in the treatment and/or coordination of care with the student athlete as permitted by law.
- Coordinate and cooperate with consulting physicians from TCO or beyond as necessary.
- Perform coverage and travel of events and practices as identified by the Agreement and/or Activities Director per agreement standards outlined in this contract.
- Assist school personnel as needed in assuring that safety procedures are followed with regard to the use of athletic equipment.

**4. Qualifications/Expectations of the Full-Time Strength and Performance Coach.** TCO agrees that the Strength and Performance Coach will: (1) possess a degree in exercise science or related field; (2) to be certified as a strength and conditioning provider (eg. CSCS, PES, etc.); (3) qualified to perform CPR certification verifying their training; and (4) demonstrate professionalism and appropriate demeanor when interacting with students, staff, and parents.

**5. Duties of the Strength and Performance Coach:** The Strength and Performance Coach will be responsible for the performance of the following duties:

- Develop Performance Programs in high school setting in collaboration with school administration (Athletic Director), sport coaches, and Sports Medicine staff with a focus on quality, scientific based strength and performance methods
- Meet with each head coaches at the beginning of each season for sports specific program planning
- Foster relationships related to Sports Performance within the school's community to include sports program staff, teachers, administration, and sport specific booster organizations
- Meet regularly with coaches, parents, administrators, and booster clubs to follow through on delivery of sports performance quality and development in accordance with the vision of TCO Sports Performance team
- Communicate regularly with school's Athletic Trainer and other Sports Medicine/Physical Therapy providers to best implement high quality sports performance programs
- Provide feedback on equipment/supply purchasing

- Pre-determined days and times will be established by the AD and Strength Coach prior to the start of the school year and each season
- Participate in strategy development and implementation of Sports Performance program growth
- Practice within the scope of MN State rules/regulations
- Maintain safe work environment
- Documentation and programming information will be kept and will remain property of TCO
- Weight room coverage will take place only on days when school is in session unless prior arrangements have been made by the AD and Strength Coach. No coverage on national holidays, snow/weather delays or cancellations
- Each season the Strength Coach will host 8 weeks of speed and agility training. This training will take place before school as detailed in the agreement
- The AD and Strength Coach will determine what student athletes and teams take part in the speed and agility training. Only athletes who are not currently competing in high school sports will be allowed to participate

**6. Duties of WHS Activities Director:**

- Provide the Licensed Athletic Trainer with adequate space in the school to preform assessments, treatment, and rehabilitation.
- Provide the Licensed Athletic Trainer with seasonal sports schedules at least one month prior to beginning of the season.
- Communicate to Licensed Athletic Trainers sports schedule changes as soon as changes are made.
- Help facilitate communication between the Licensed Athletic Trainer and coaches, parents, student-athletes, and booster clubs.
- Provide opportunities to inform your community of TCO's support of WHS activities; through parent, coach, and community meetings.
- Support the Licensed Athletic Trainers in implementing the Minnesota State High School League (MSHSL) medical policies.
- Provide the Licensed Athletic Trainer with accurate records and emergency contact information for athletes who have signed up and released treatment consent for activities with the school.

**7. Athletic Training Room and Event Coverage.**
Athletic Training Room Hours

- Unless at games/practices
- On in-session school days

Season	Hours & Days of Week	Approx. Months
Pre	TBD by AD and ATC	August
Fall	2:30 – 5:30 Mon-Fri	Aug – Nov
Winter	2:30 – 5: 30 Mon-Fri	Dec – Mar
Spring	2:30 – 5: 30 Mon-Fri	Apr - June

Event Coverage:

TCO will provide athletic training coverage for the following as requested by the Activities Director.

Home Events under this agreement would be hosted at the school or their designated “home” locations.

<b>COVERAGE REQUESTS</b>	
On Sideline	To be on the sideline for the event
On Site	To be at the school, but may be at another event or in the ATR
On Call	Not likely to be on site, but is available to be called or will be at school for student athletes to visit
<b>FALL</b>	
Football: Varsity - Home and Away *physician at varsity home events only*	On sideline
Football: JV - Home only	On sideline
Football: 10 - Home only	On sideline
Football: 9 - Home only	On sideline
Volleyball: Varsity & JV – Home only	On sideline
Volleyball: 10 <sup>th</sup> & 9 <sup>th</sup> – Home only	On call
Soccer (boys and girls): Varsity – Home only	On sideline
Soccer (boys and girls): JV – Home only	On call
Girls Swimming	On site
Cross Country	On sideline
Girls Tennis	On call
<b>WINTER</b>	
Basketball (boys and girls): Varsity & JV - Home only	On sideline
Basketball (boys and girls): 10 and 9 - Home only	On site
Hockey (boys and girls): Varsity & JV - Home only	On sideline
Wrestling: Varsity & JV – Home only	On sideline

-Girls and boys teams -Coverage of events up to quad regular season events	
Gymnastics: Varsity & JV - Home only	On sideline
Boys Swimming	On site
Dance: Varsity - (1) Invite & (1) Conference	On site
<b>SPRING</b>	
Track (boys and girls): Varsity & JV - Home meets (and invites)	On sideline
Lacrosse (boys and girls): Varsity - Home only	On sideline
Lacrosse (boys and girls): JV - Home only	On site
Softball: Varsity - Home only	On sideline
Baseball: Varsity - Home only	On sideline

- On dates where there are multiple event coverage requests, TCO will work with the Licensed Athletic Trainer to arrange additional athletic training coverage.
- Tournament coverage, for example "Holiday Tournaments", invitationals, post season home events, summer camps, etc. will be invoiced at the current coverage rate for athletic training services (contact TCO for amount).

Schedule Changes:

- A multiple event schedule will be provided to the Activities Director prior to each season by the Athletic Trainer to review for accuracy. Any variation to this schedule must be reported directly to the Athletic Trainer.
- The Athletic Trainer must be notified immediately of any schedule changes for any reason.
- Schedule changes made four (4) days or less may result in the event going uncovered. TCO will make every effort to get a re-scheduled event covered but in certain instances a re-scheduled event may go uncovered. In cases in which an event will NOT be covered, the Activities Director will prioritize available coverage.

**8. Sports Performance Schedule**

Weight Room Coverage and Programming:

- Will begin each year in August when varsity sports begin and run through the first week of June the following year (40 weeks of training) - approximately 24 hours per week of coverage (seasonal times may vary: before and after school availability)

Speed and Agility Sessions:

- Space reserved for out of season varsity level athletes. Schedule outlined below is an estimate. Each year the AD and Strength Coach will determine the exact start and end dates of each session.

<b>Season</b>	<b>Hours &amp; Days of Week</b>	<b>Approx. Months</b>
Fall	2 mornings per week for 45 minutes	Sept - Nov
Winter	2 mornings per week for 45 minutes (2 providers)	Jan - Mar
Spring	2 mornings per week for 45 minutes	Apr - May

**9. Duties of TCO**

TCO Physician will be responsible for the following:

- Coverage of WHS home varsity football games and home postseason football games if physician is available.
- Coordination of physician coverage at other home WHS varsity events as needed.
- Function cohesively in conjunction with Athletic Training staff and Athletics/Activities Director.

- 10. Financial Commitment.** TCO will provide an annual financial commitment for WHS athletic training room supplies in the amount of \$5,000.00 per year. TCO will coordinate the purchasing of the requested items with the Licensed Athletic Trainer per WHS purchasing policy. This payment will be made to WHS in the fall at start of school year from TCO.

**Other value added service opportunities at the discretion of WHS from TCO include:**

Concussion Testing

For the term of the agreement for all sports (grades 9-12 students) that either voluntary or mandatory provide an ImPACT Testing Program, the Twin Cities Orthopedics Foundation will provide financial support for the actual cost of the ImPACT test.

Multiple/Dual Event Coverage

TCO will work with the Licensed Athletic Trainer of WHS to provide multiple event coverage at no additional cost

- Staff of 130+ casual Licensed Athletic Trainers to support WHS multiple/dual event coverage requests

Therapy Services

An opportunity to provide physical therapy services up to two hours per week within the athletic training room. This would be a value-added service at no cost to JHS or the student. No third-party insurance billing would occur.

Educate to Elevate

TCO offers expert guidance on multiple subjects ranging from nutrition guidance through recruitment tips for high school athletes. These opportunities are provided through an online platform that will be shared at the start of every year.

11. **Compensation.** TCO Values providing Sports Medicine coverage to the communities we serve. The services identified in this proposal would be provided to Waconia at the cost listed below along with the understanding that TCO is provided the recognition opportunities as outlined in this agreement. The annual amount listed below is payable in equal installments due on December 31 and April 30 of each year throughout the term.

Timeframe	Annual Payment	Installments due in Dec and April
August 2023 – July 2024	\$50,000	\$25,000
August 2024 – July 2025	\$50,000	\$25,000
August 2025 – July 2026	\$50,000	\$25,000

12. **Sponsorship Advertising Elements.** TCO will be recognized as the “Official Sports Medicine Provider”, “Official Sports Performance Provider”, and “Official Sports Medicine and Performance Provider” for WHS. See Exhibit A for specific advertising elements. All advertisement will follow WHS polices.
13. **Right of First Refusal.** TCO requests the right of first refusal on any sports medicine, sports performance or wellness related service and sponsorship opportunities which are NOT currently included within this agreement.
14. **Termination.** This Agreement will terminate as follows:
- (a) By mutual written agreement of TCO and WHS.
  - (b) Following the Term by either party for any reason by providing not less than ninety (90) days written notice to the other party.
  - (c) Upon the filing of a petition in bankruptcy or the insolvency of either party.
  - (d) In the event either party wishes to terminate this Agreement because cause, the other party has breached a material term, the non-breaching party must first give the other party a written notice setting forth the substance of the claimed breach and the requested curative action. If the breach has not been resolved to the reasonable satisfaction of the non-breaching party within thirty (30) days after giving such notice, the non-breaching party may immediately terminate this Agreement by giving a written notice of termination to the breaching party.
  - (e) In the event the Licensed Athletic Trainer conducts themselves in a manner that WHS deems as inappropriate or unprofessional behavior.
15. **Force Majeure.**
- (a) Neither party shall be in breach of this Agreement nor liable for delay in performing, or failure to perform, any of its obligations under this Agreement if such delay or failure results from events, circumstances or causes beyond its reasonable control including (without limitation) acts of God or natural disaster, epidemic or pandemic, chemical or biological contamination, wars, strikes, riots, or acts of domestic or international terrorism. In such circumstances the time for performance shall be extended by a period equal to the period during which performance of the obligation has been delayed or failure to be performed. If the period of delay or non-performance continues for eight

weeks, either party may terminate this Agreement by giving thirty days' written notice to the other party.

Upon termination, neither party will have any further obligation under this Agreement except for (i) obligations accruing prior to the date of termination, and (ii) the indemnification obligations under Section 16.

- 16. Indemnification.** To the extent allowed by Minnesota law each party to this Agreement shall defend, hold harmless and indemnify the other party against any and all claims, liabilities, damages, costs and expenses (including reasonable attorney fees and costs) asserted against, imposed upon or incurred by a party that arises out of, or in connection with, the party's default under or failure to perform any contractual or other obligations, commitment or undertaking under this Agreement, or the malpractice or negligence of the party or its employees, agents, or representatives in the discharge of its or their professional responsibilities, except to the extent any such action, claim, demand, liability, losses, damages, cost or expense was caused by the actions or omissions of the party claiming indemnification hereunder, or its directors, officers, employees, agents, or representatives. The provision of this Section 16 shall survive termination of the Agreement with respect to any claim, action, or proceeding that relates to acts or omissions occurring during the term of this Agreement.
- 17. Construction of Agreement.** This Agreement constitutes the entire agreement of the parties with respect to the provision of sports medicine services and shall be construed and the rights and obligations of the parties hereunder enforced, in accordance with the laws of the State of Minnesota to the extent not preempted by federal law.
- 18. Assignment.** Neither party may assign this Agreement or any of its rights and obligations hereunder, in whole or in part, without the prior written consent of the other party except as allowed by law.

**(Exhibit A)**

**Twin Cities Orthopedics and Waconia High School Sponsorship Elements**

For no additional fee to TCO, TCO will work in coordination with WHS to provide the following advertising opportunities to the extent possible and subject to the agreement of both parties. All advertising opportunities must be consistent with HHS policy and procedure and not be in conflict with other contractual obligations.

1. Static Signage in all WHS district-owned athletic venues / arenas, "To the Extent Possible"
  - Football stadium
  - Fieldhouse / Gymnasium
  - Baseball/Softball Field(s)
  - Soccer Field(s)
  - Lacrosse Field(s)
  - Hockey Arenas
  - Athletic Training Rooms
  - Additional venues/arenas as agreed upon
2. When applicable, print/digital ad(s) in all Athletic Programs and WHS sponsored newsletters
3. When applicable, PA announcement at athletic events announcing TCO as the "Official Sports Medicine Provider" for WHS
4. Web link from WHS athletics web page
  - Opportunities for education content and announcements
5. WHS will provide TCO with information, including contact information, about booster clubs that are active in WHS athletics. TCO will contact booster clubs about opportunities for paid advertising.
6. TCO has ability to use approved WHS logos with "Official Sports Medicine Provider" notation



5. **FY 23-24 Adopted Budgets Updates**



# FY 22-23 Adopted Budget Updates

Presented by Ra Chhoth  
Director of Finance and Operations

# Adopted Budget FY 23-24 Financial Forecast Assumptions

**Enrollment: 4000**

**General Ed Formula Allowance: 4%**

**Special Education Revenue Maximization 44%**

**Salaries-Per Contract or Board Parameters**

**Utilities 3%**

**Transportation 3%**

**All other 3%**



# WACONIA Public School District

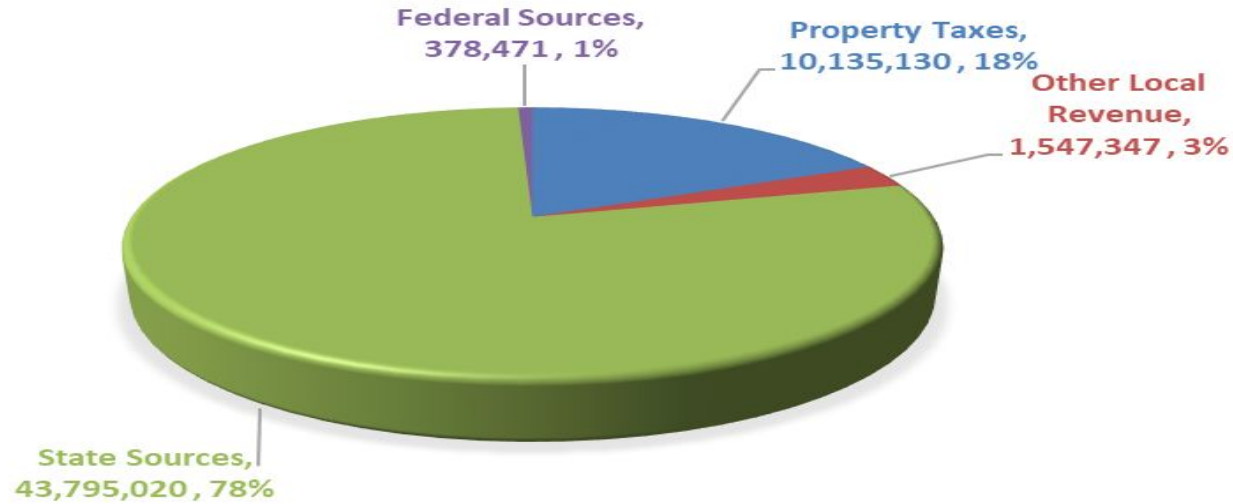
## Historical Adjusted Average Daily Membership (ADM)

Grade	Actual 17-18	Actual 18-19	Actual 19-20	Actual 20-21	Actual 21-22	Budget 22-23	Projected 23-24	Projected 24-25	Projected 25-26	Projected 26-27	Projected 27-28
EC	36.84	34.23	31.49	30.31	29.75	29.60	29.60	29.60	29.60	29.60	29.60
PKG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Kgt Hdp	35.63	37.79	44.19	31.83	48.63	59.62	59.62	59.62	59.62	59.62	59.62
KDG	269.15	239.47	239.84	225.74	230.94	227.70	227.70	227.70	227.70	227.70	227.70
1	279.43	298.31	279.55	275.12	266.07	279.30	288.84	288.84	288.84	288.84	288.84
2	317.32	283.29	307.55	263.68	276.77	277.80	283.37	293.05	293.05	293.05	293.05
3	290.88	315.30	288.31	302.79	256.74	285.90	279.23	284.83	294.56	294.56	294.56
4	286.28	290.51	321.71	283.33	309.08	260.50	289.15	282.40	288.07	297.91	297.91
5	314.30	292.84	289.96	320.73	299.74	312.90	267.01	296.38	289.46	295.26	305.35
6	317.92	321.17	308.78	291.20	339.67	307.50	323.33	275.91	306.26	299.11	305.11
7	311.86	325.76	329.91	309.95	298.22	334.50	307.82	323.67	276.20	306.58	299.43
8	301.24	305.71	325.05	330.45	309.16	297.20	333.74	307.12	322.93	275.57	305.88
9	319.60	323.83	340.70	360.54	343.16	333.38	318.06	357.16	328.68	345.60	294.91
10	346.82	321.42	328.24	332.49	359.85	336.20	328.45	313.35	351.88	323.81	340.49
11	325.88	337.36	309.94	314.13	332.04	335.70	322.36	314.92	300.45	337.39	310.48
12	285.65	323.67	326.18	299.82	318.14	322.20	330.33	317.20	309.88	295.64	331.99
	4,038.80	4,050.66	4,071.40	3,972.10	4,017.96	4,000.00	3,988.60	3,971.76	3,967.18	3,970.25	3,984.91



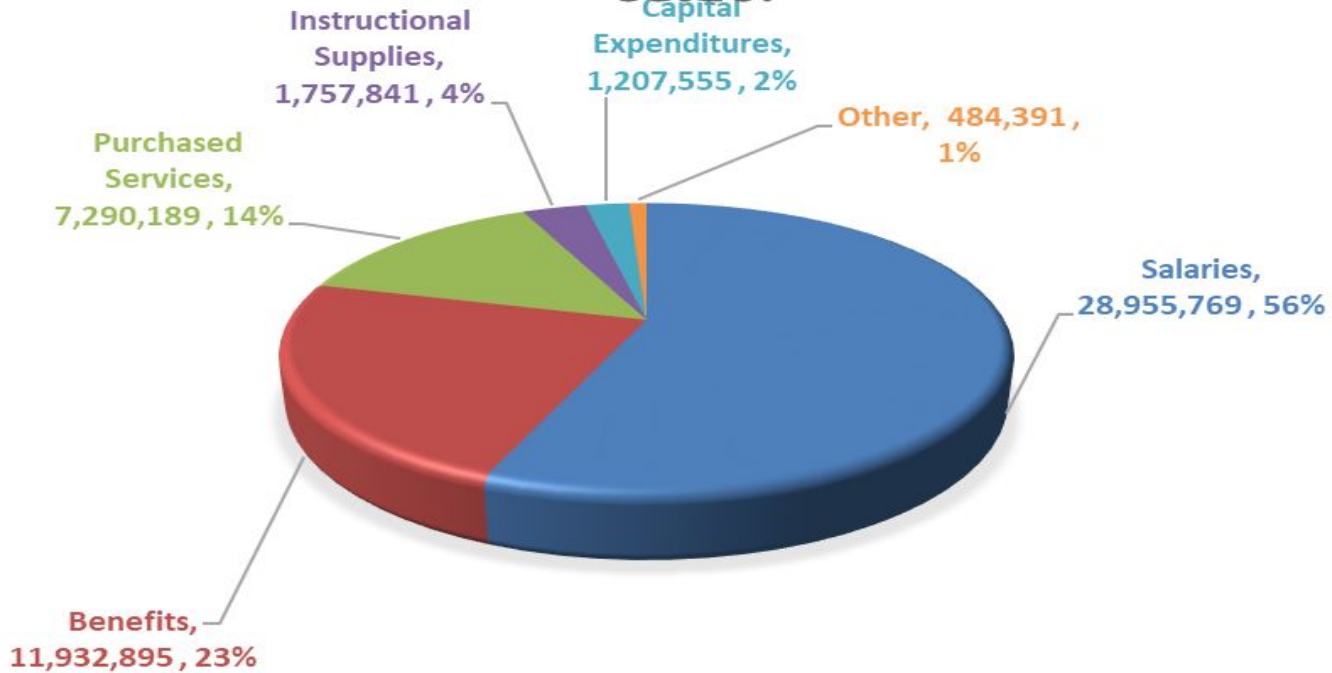
# INDEPENDENT SCHOOL DISTRICT NO. 110 GENERAL FUND (GF) TOTAL GENERAL FUND REVENUE \$55,855,968

## 2023-24 ADOPTED REVENUE BUDGET - BY SOURCE



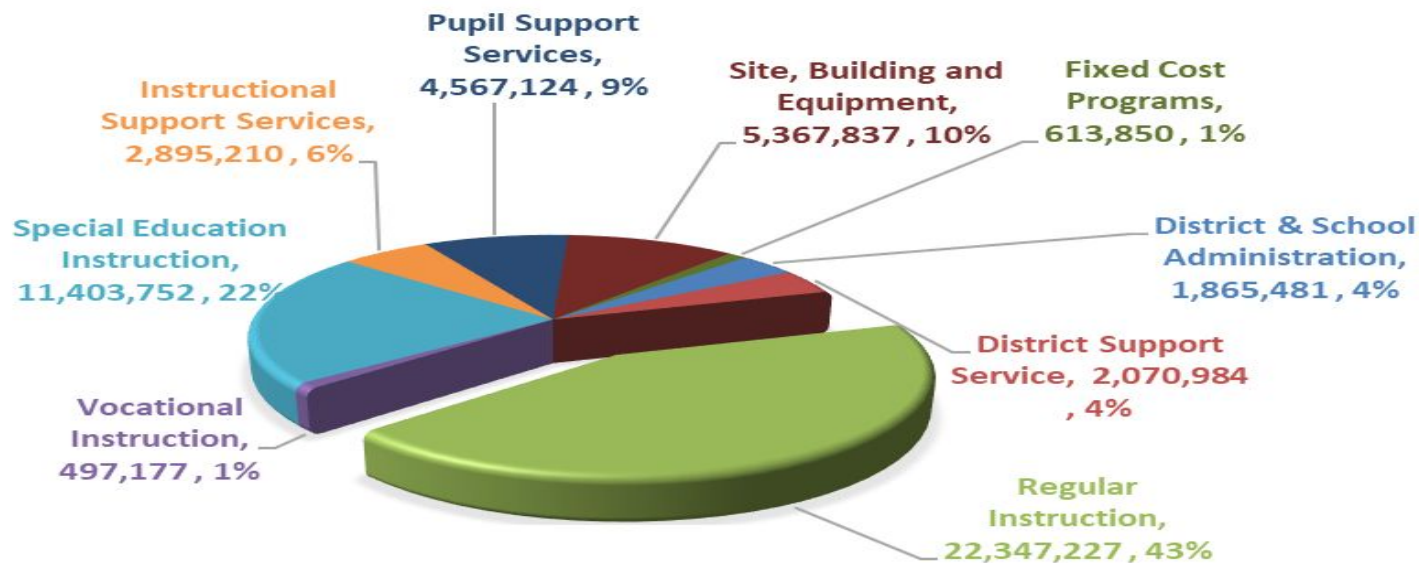
**2023-24 GF  
ADOPTED EXPENDITURE \$51,628,641**

**2023-24 ADOPTED EXPENDITURE BUDGET - BY  
OBJECT**



# 2023-24 GF EXPENDITURE ADOPTED BUDGET \$51,628,641

## 2023-24 EXPENDITURE BUDGET - BY PROGRAM



**\*\* Current Projections given recent assumptions not including pending cost considerations from Legislature**

**INDEPENDENT SCHOOL DISTRICT #110  
COMBINED STATEMENT OF BUDGETED REVENUES, EXPENDITURES,  
AND PROJECTED CHANGES IN GENERAL FUND BALANCE  
Fiscal Year Ending June 30, 2024**

	Projected Balance June 30, 2023	FY23-24 Adopted Revenues	FY23-24 Adopted Expenditures	FY23-24 Original Required Transfers	Original Projected Balance June 30, 2024
<b>Subtotal Nonspendable</b>	<b>188,139</b>	-	-	-	<b>188,139</b>
Restricted for Student Activities	249,481	-	-	-	249,481
Restricted for Staff Development	-	626,937	372,438	(254,499)	-
Restricted for Capital	(128,809)	1,523,080	1,437,127	42,856	-
Restricted for Learning & Development	-	859,352	222,715	(636,637)	-
Restricted for ALC	-	465,569	281,758	(183,811)	-
Restricted for Gifted Education	-	57,094	16,186	(40,908)	-
Restricted for Basic Skills-ML	-	46,589	254,418	207,829	-
Restricted for Basic Skills-Compensatory	-	246,293	927	(245,366)	-
Restricted for Safe Schools	32,536	166,557	146,040	-	53,053
Restricted for Long Term Facilities Maintenance	122,761	596,616	414,131	-	305,246
Restricted for Medical Assistance	180,363	279,000	411,864	(47,499)	-
<b>Subtotal Restricted</b>	<b>456,332</b>	<b>4,867,088</b>	<b>3,557,605</b>	<b>(1,158,035)</b>	<b>607,780</b>
Unassigned - Unemployment	(20,000)	(30,000)	82,400	-	(132,400)
Unassigned - Lease Levy	-	-	-	-	-
Unassigned - Career and Technical	-	147,866	497,177	349,311	-
Unassigned - General	(6,236,532)	50,871,013	47,491,460	808,725	(2,048,254)
<b>Subtotal Unassigned</b>	<b>(6,256,532)</b>	<b>50,988,879</b>	<b>48,071,036</b>	<b>1,158,035</b>	<b>(1,931,173)</b>
<b>Total General</b>	<b>(5,612,061)</b>	<b>55,855,968</b>	<b>51,628,641</b>	<b>-</b>	<b>(1,135,253)</b>



# Additional Cost Considerations

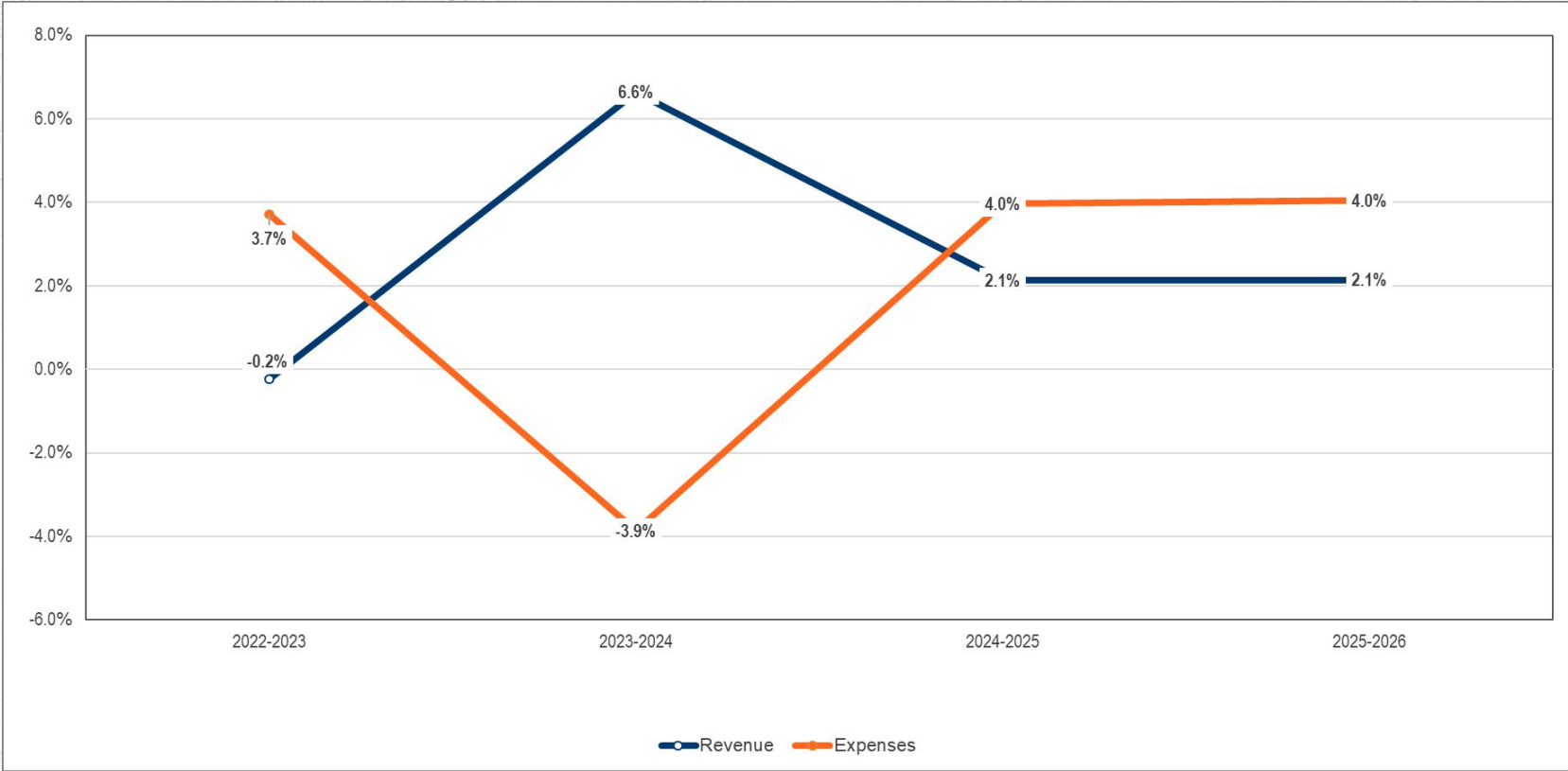
## Labor/Pension Bill

- Class Size
- Prep Time
- TRA (Teacher Retirement Association) employer rate increase

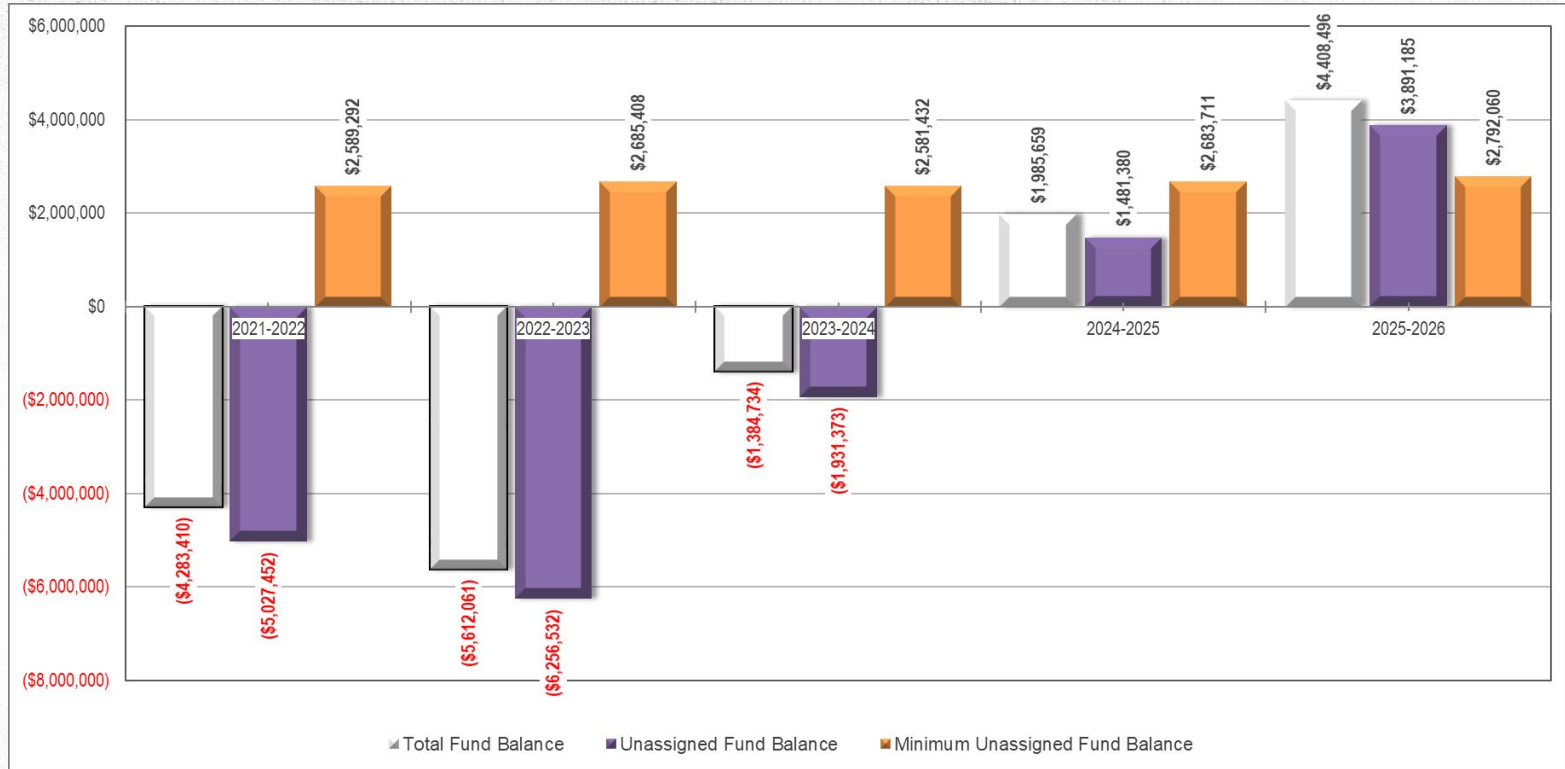
Unemployment (State Appropriation to cover expense)



# Window out of Statutory Operating Debt



# Window out of SOD



# Next Steps & Summary

## ■ Monitor results of:

- Legislative session
- Demographic Study
- Continued Internal Controls/Budgets Reporting

**ISD 110 Long Term plan is to maintain the District fund balance at the Board policy level so that all available resources are used to provide educational opportunities to all students**





**Thank You**  
**Questions?**