



AGENDA
WORK SESSION MEETING
ROYALTON BOARD OF EDUCATION
ECC RM PK 15
120 SOUTH HAWTHORN STREET
ROYALTON, MN 56373
AUGUST 16, 2023
6:00 PM

1. **Call to Order**
2. **Pledge to Flag**
3. **Roll Call**
4. **Discussion/Information**
 - a. Representative Isaac Shultz
 - b. 10 Year LTFM Plan Review 2
 - c. Survey Questions for Track & Field Discussion Continued 9
 - d. Discipline Data Discussion 52
5. **Work Session meeting ended at 7:52pm**



ROYALTON
PUBLIC SCHOOLS
Creating a Collaborative and Caring Community

LTFM Plan Update

August 11, 2023 Work Session

LTFM Plan 2023

[LTFM Plan](#)

First a look at Current Building Conditions

Elementary:

The overall condition of the building is very good inside and out. With continued general maintenance, it should last many more years. Only detriment would be the possibility of growing out of it someday.

High School/Middle School:

The overall condition of the building is very good inside and out. With continued general maintenance, it will last for many years to come.

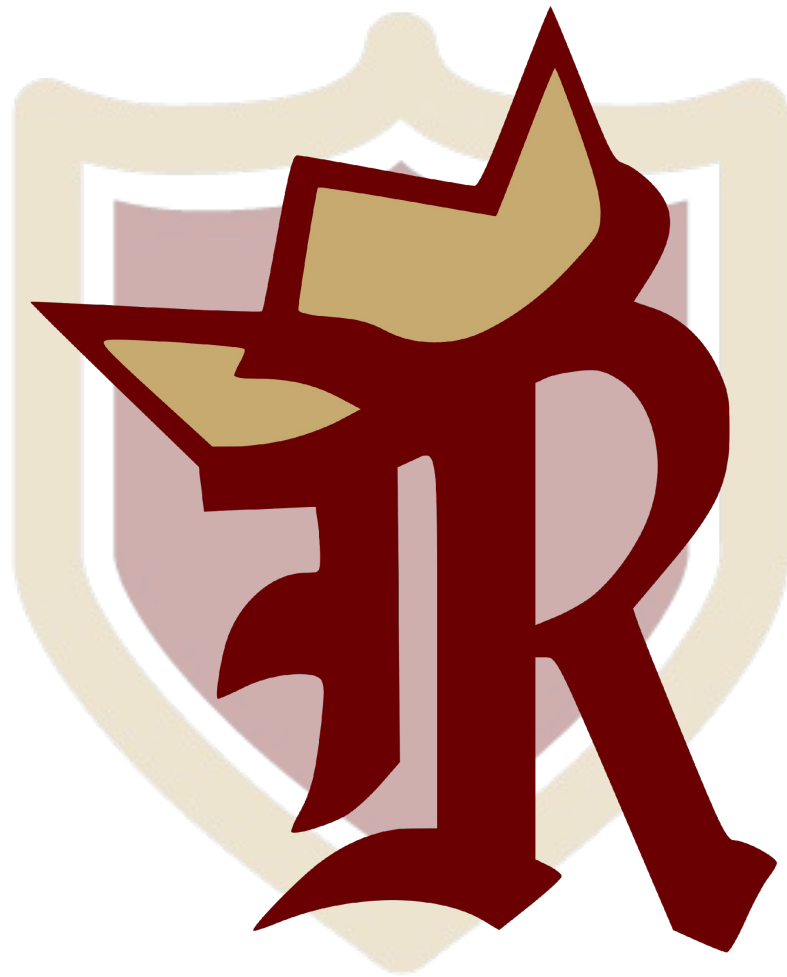
Upcoming Building Needs - Elementary 3-10 Year Outlook

- Continued carpet replacement as needed. Many floors are 1996 vintage but are holding up surprisingly well.
- Continue to upgrade to LED lighting in classrooms and corridors.
- Continued crack filling and repainting of parking lots.
- 10 Years: the roofing techs advise the oldest sections of the roof could last beyond the year 2033 with continued maintenance.
- 10 Years: Potential new parking lot due to wear and tear

Upcoming Building Needs - HS/MS 3-10 Year Outlook

- Continue to upgrade or replace to LED lighting, flooring, crack filling and repainting parking lots, leveling and reseeding of all the ballfields turf, laser grading of the dirt infields and fence repair and some replacement.
- The Districts out buildings are in good condition, just general maintenance needed.
- 1 Air handler replacement in 3 -5 years possible
- 10 Years: the roofing techs advise the oldest sections of the roof could last beyond the year 2033 with continued maintenance.
- 10 Years: Potential new parking lot due to wear and tear

Discussion



Thank you!



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Track & Field Upgrade Options

January 23, 2023

Background

- Current track is not regulation and cannot accommodate home track meets
- The School Board requested a review of updating our current track to a competition track
- Operations Director reached out to Bradbury Stamm Construction for options

Option 1

- Surface the existing ag-lime track, using current layout
- Allows for better practice experience
- Does not allow for home track meets
- Approximate Cost: **\$600,000-\$700,000**

Option 2

- Redo existing track/football field, includes:
 - earthwork, site demo, seeding, irrigation;
 - new lights, relocate goal posts;
 - track surface/field.
- Full practice experience
- Allows for track meets to be held
- Approximate Cost: **\$1,900,000-\$2,100,000**

**ROYALTON SCHOOLS
RE-DO EXISTING
FOOTBALL FIELD &
NEW TRACK SURFACE**



Royalton High School

Option 3

- New track/football field complex at the NE corner of school property, includes:
 - Earthwork, site demo, utility extensions, seeding, irrigation;
 - Track surface/field events, lighting, bleachers (cap. 1000);
 - Press box (8'x18'), fencing;
 - Basic scoreboard, concession stand/restroom building, sidewalks
- Approximate Cost: **\$3,800,000-\$4,200,000**

**ROYALTON SCHOOLS
NEW FOOTBALL &
TRACK COMPLEX**



Royalton High School

Finance Options

- Borrow against Operating Capital (Option 1)
- Lease Levy (All 3 Options, but high interest rate, so prefer minimal number of years)
- Bonding Referendum (All 3 Options)

Discussion



ROYALTON
PUBLIC SCHOOLS
Creating a Collaborative and Caring Community

Track & Field Update and LTFM Plan

May 11, 2023 (Did not review due to lack of time)

May 22⁸, 2023

August 16, 2023 Work Session Review

First a look at Current Building Conditions

Elementary:

The overall condition of the building is very good inside and out. With continued general maintenance, it should last many more years. Only detriment would be the possibility of growing out of it someday.

High School/Middle School:

The overall condition of the building is very good inside and out. With continued general maintenance, it will last for many years to come.

Upcoming Building Needs - Elementary

- Needs new boilers as the existing system is aging and obsolete.
 - Received three quotes
 - Chose Climate Makers bid at \$165,900 with a \$38,000 rebate
- Continued carpet replacement as needed. Many floors are 1996 vintage but are holding up surprisingly well.
- Continue to upgrade to LED lighting in classrooms and corridors.
- The roof is assessed annually, and preventive repairs are done as needed.
 - The roofing techs advise the oldest sections of the roof could last beyond the year 2030 with continued maintenance.
- A section of sidewalk on the north side should be replaced this summer.

Upcoming Building Needs - HS/MS

- Continue to upgrade to LED lighting in classrooms and corridors.
- Continued flooring replacement where needed. The VCT tile in the North Commons has been patched together many times.
- A section of sidewalk outside of door 11 needs to be replaced this summer.
- Continued crack filling and repainting of parking lots.

Upcoming Building Needs HS/MS Cont...

- The roof is assessed yearly. Preventive repairs done as needed.
 - The roofing techs advise that we should start budgeting to replace a large section of the 1970 part of the building around the year 2030. The existing roof at that time will be nearing 40 yrs old.
- There are four original air handlers vintage 1970 in the building.
- Replacing AHU2 and it's airconditioning unit would be priority.
- Continued leveling and reseeding of all the ballfields turf, laser grading of the dirt infields and fence repair and some replacement.
- The Districts out buildings are in good condition, just general maintenance needed.

LTFM Plan

District Info.	Enter Information	District Info.	Enter Information									
District Name:	Royalton Public Schools	Date:	6/16/2022									
District Number:	0485	Email:	dave.lampat@isd485.org									
District Contact Name:	David Lampat											
Contact Phone #	5076967964											
Fiscal Year (FY) Ending June 30												
Expenditure Categories		2022 (base year)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	Category (1)											
347	Physical Hazards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
349	Other Hazardous Materials	\$4,920	\$100	\$400	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
352	Environmental Health and Safety Management	\$6,000	\$7,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,600	\$6,650	\$6,700
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$8,233	\$11,500	\$11,500	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,500	\$12,500	\$12,700
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$19,153	\$19,100	\$18,400	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000	\$19,600	\$19,650	\$19,900
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year												
Finance Code	Category (5)											
368	Building Envelope	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$26,770	\$18,800	\$300	\$330	\$350	\$350	\$350	\$350	\$350	\$350	\$350
370	Electrical	\$18,851	\$12,400	\$12,200	\$13,000	\$15,000	\$16,000	\$16,000	\$17,000	\$17,000	\$17,000	\$17,000
379	Interior Surfaces	\$13,319	\$15,000	\$25,000	\$25,000	\$25,000	\$25,000	\$9,500	\$9,500	\$9,500	\$9,500	\$10,000
380	Mechanical Systems	\$0	\$159,000	\$9,000	\$12,000	\$12,500	\$15,000	\$30,000	\$40,000	\$50,000	\$60,000	\$60,000
381	Plumbing	\$0	\$4,106	\$7,450	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$8,200
382	Professional Services and Salary	\$0	\$0	\$0	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
383	Roof Systems	\$4,119	\$6,000	\$10,000	\$10,000	\$10,000	\$10,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
384	Site Projects	\$109,347	\$14,000	\$21,000	\$21,000	\$21,000	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000	\$21,000
Total Deferred Capital Expense and Maintenance		\$172,406	\$229,306	\$84,950	\$90,030	\$92,550	\$94,050	\$95,550	\$106,550	\$116,550	\$126,550	\$129,750
Total Annual 10-Year Plan Expenditures		\$191,559	\$248,406	\$103,350	\$109,030	\$111,550	\$113,050	\$114,550	\$125,550	\$136,150	\$146,200	\$149,650

Track & Field Update

- Preconstruction Services:
 - Bradbury Stamm services: \$8,500
 - Design Tree Engineering: \$9,500

Option #1 – Surface Existing Track

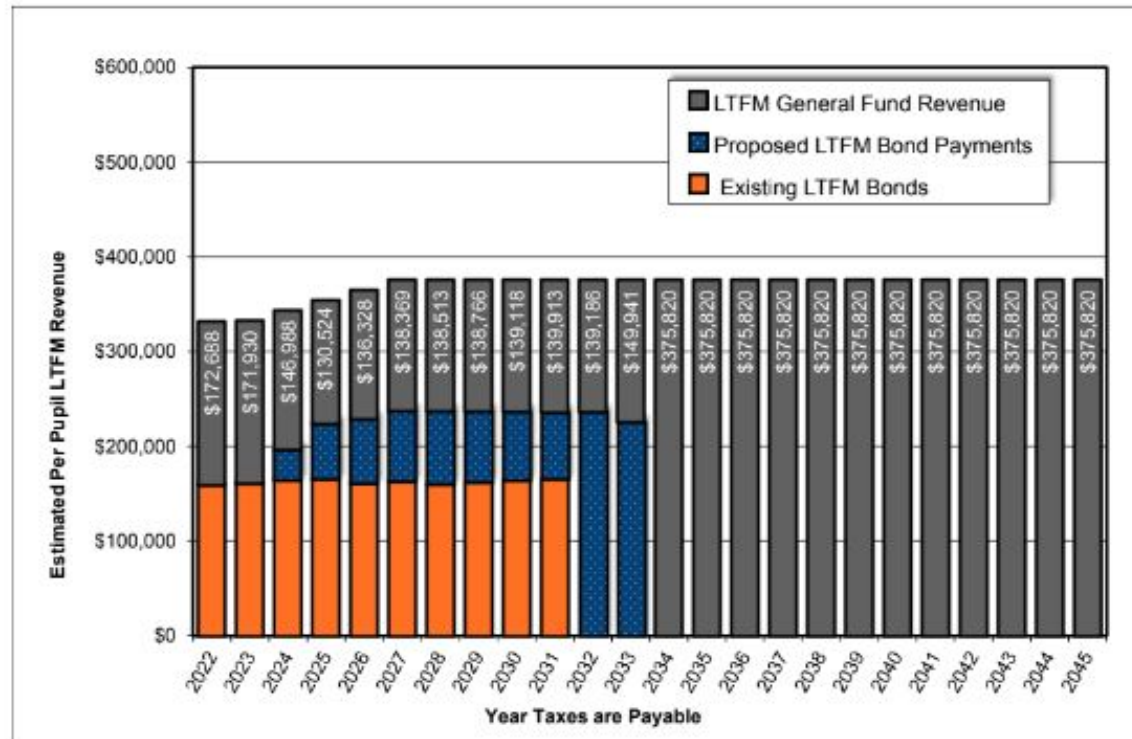
- Option A: Capital Facilities Bonds (use operating capital)
 - ✓ Annual operating capital revenue = \$215,117
 - ✓ Qualifies for Ag2School Credit
 - ✓ 7-year term = \$147,000 annual payments
 - ✓ 10-year term = \$106,000 annual payments

Option #1 – Surface Existing Track

- Option B: LTFM-Deferred Maintenance Bonds (use LTFM)
 - ✓ Annual LTFM revenue = \$332,869
 - \$160,939 currently used for 2016A FM Bonds
 - ✓ Qualifies for Ag2School Credit
 - ✓ MDE approval through LTFM process?

Option #1 – Surface Existing Track

- Option B: LTFM-Deferred Maintenance Bonds (use LTFM)



Option #1 – Surface Existing Track

- Option C: Lease-Purchase (Lease Levy or General Fund)
 - ✓ 10-year term
 - ✓ Does not qualify for Ag2School Credit
 - ✓ Potential challenge in finding financing
 - ✓ \$200,000 house annual tax impact = **\$30**
 - ✓ \$4,000 ag homestead acre tax impact = **\$0.33**

Option #2 – Redo Existing Track/Field

Option 2

- Redo existing track/football field, includes:
 - earthwork, site demo, seeding, irrigation;
 - new lights, relocate goal posts;
 - track surface/field.
- Full practice experience
- Allows for track meets to be held
- Approximate Cost: **\$1,900,000-\$2,100,000**

Option #2 – Redo Existing Track/Field

- Option A: Certificates of Participation (COPs)
 - ✓ Lease Levy or General Fund
 - ✓ Current lease levy authority = \$209,668
 - 989 APU x \$212 allowance
 - Not currently using any lease levy
 - ✓ 20-year term COPs
 - \$175,000 in annual payments
 - ✓ Does not qualify for Ag2School Credit

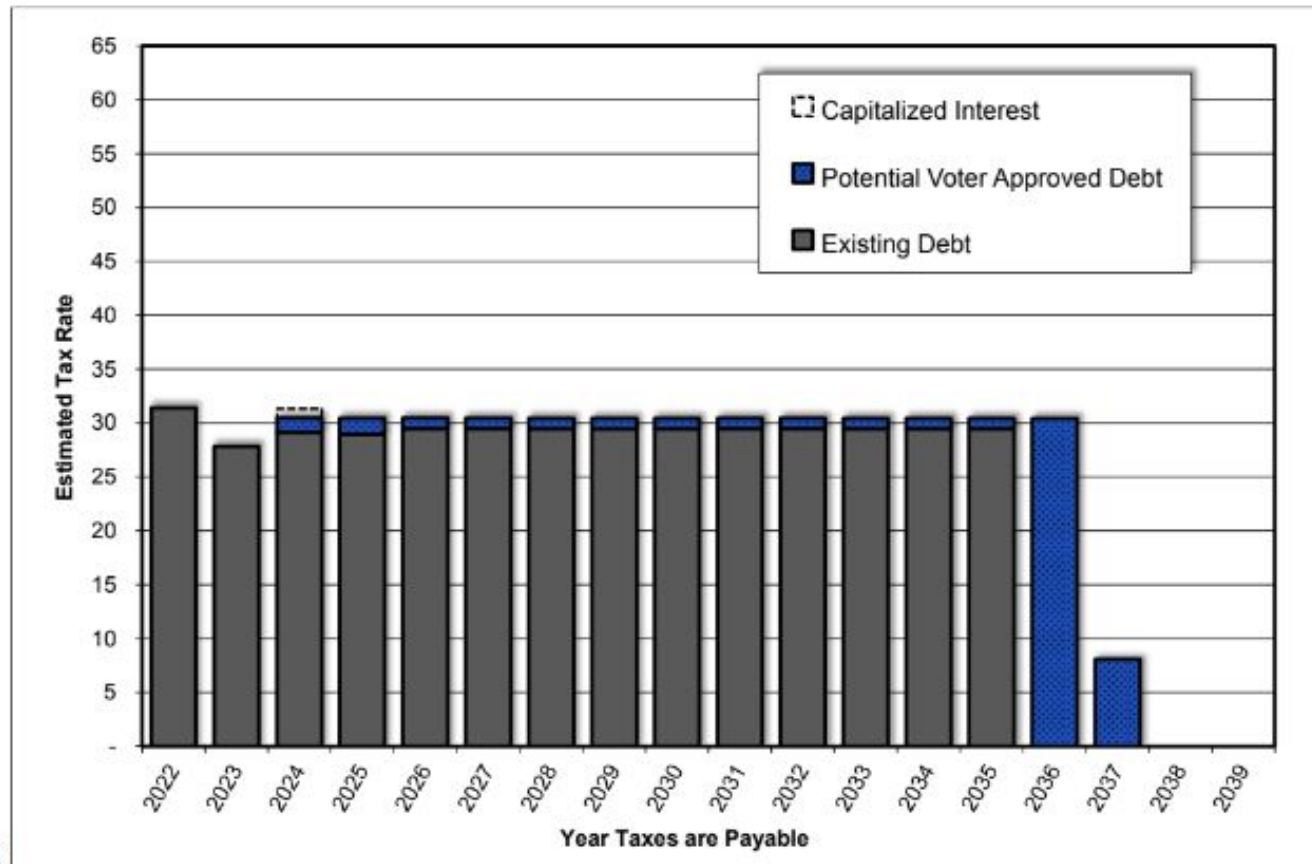
Option #2 – Redo Existing Track/Field

- Option A: Certificates of Participation (COPs) – Lease Levy
 - ✓ \$200,000 house annual tax impact = **\$58**
 - ✓ \$4,000 ag homestead acre tax impact = **\$0.64**

Option #2 – Redo Existing Track/Field

- Option B: Voter-Approved School Building Bonds
 - ✓ \$2.3 million bond
 - ✓ Qualifies for Ag2School Credit
 - ✓ 14-year bonds
 - ✓ Can qualify for debt service equalization aid
 - ✓ \$200,000 house annual tax impact = **\$24**
 - ✓ \$4,000 ag homestead acre tax impact = **\$0.08**

Option #2 – Redo Existing Track/Field



Option #3 – New Complex

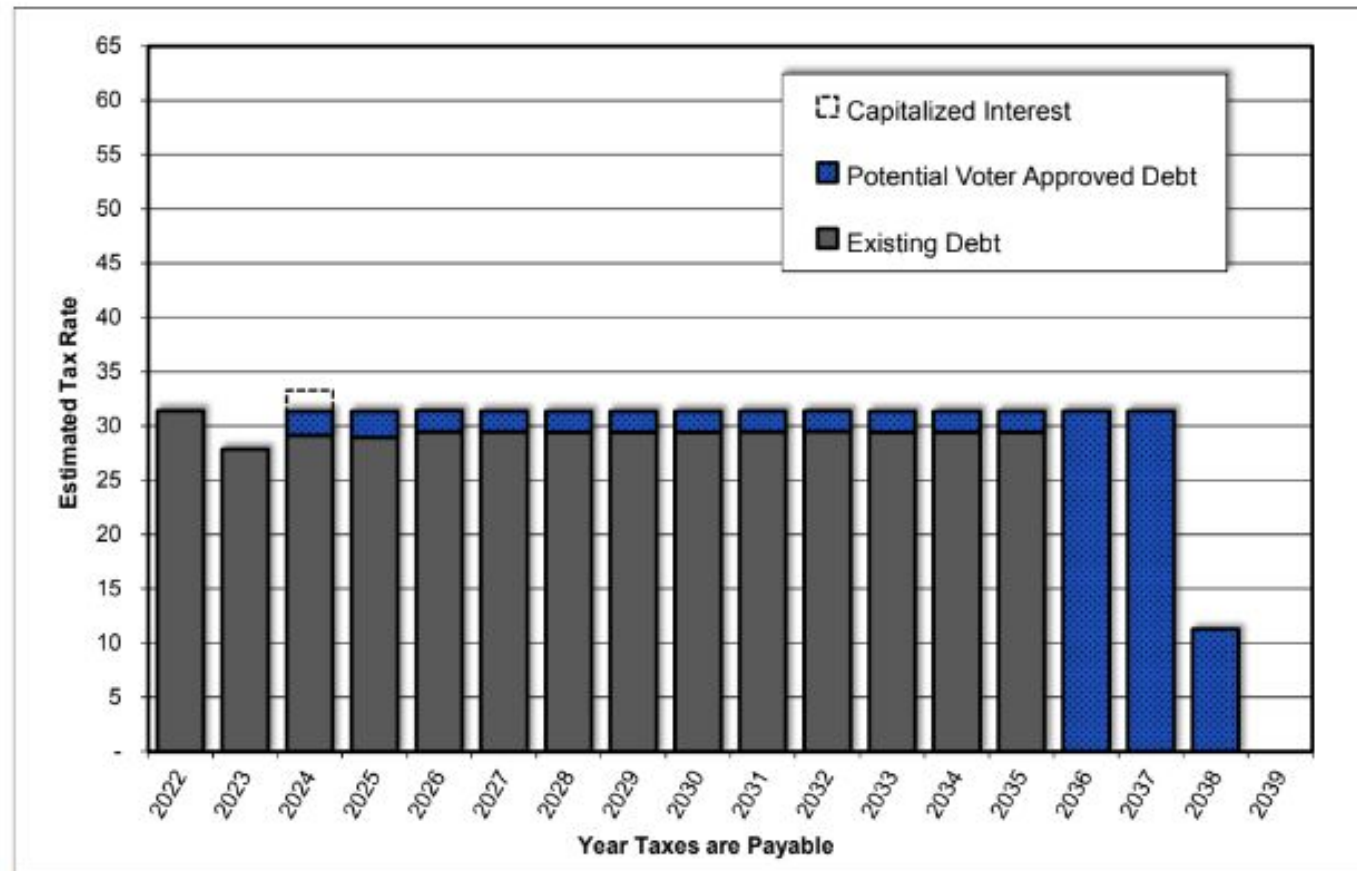
Option 3

- New track/football field complex at the NE corner of school property, includes:
 - Earthwork, site demo, utility extensions, seeding, irrigation;
 - Track surface/field events, lighting, bleachers (cap. 1000);
 - Press box (8'x18'), fencing;
 - Basic scoreboard, concession stand/restroom building, sidewalks
- Approximate Cost: **\$3,800,000-\$4,200,000**

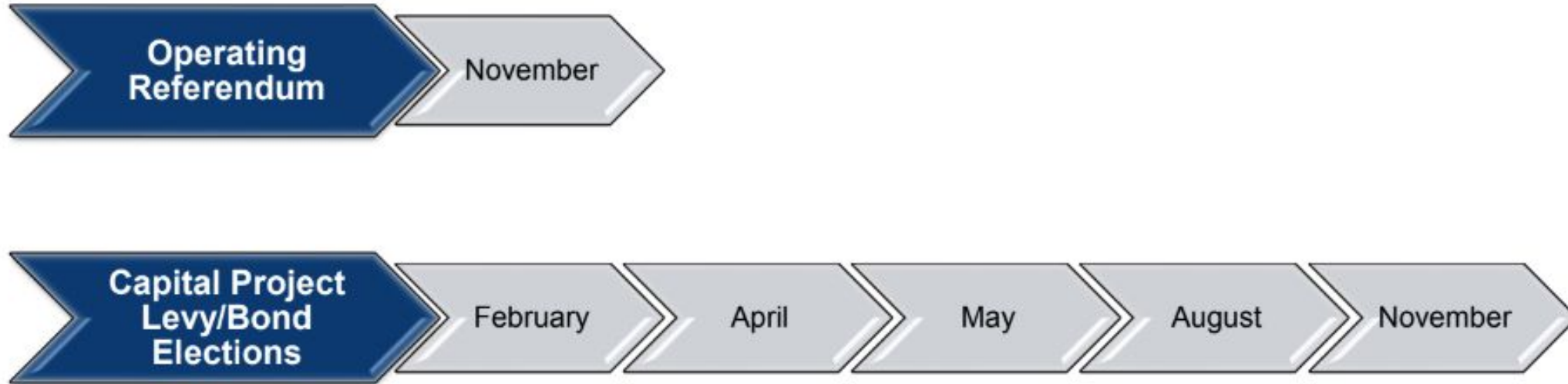
Option #3 – New Complex

- Option A: Voter-Approved School Building Bonds
 - ✓ \$4.4 million bond
 - ✓ Qualifies for Ag2School Credit
 - ✓ 15-year bonds
 - ✓ Can qualify for debt service equalization aid
 - ✓ \$200,000 house annual tax impact = **\$40**
 - ✓ \$4,000 ag homestead acre tax impact = **\$0.13**

Option #3 – New Complex



When Can Elections Take Place?



Summary

	Option 1			Option 2		Option 3
Project Costs	\$700,000	\$700,000	\$700,000	\$2,100,000	\$2,100,000	\$4,200,000
Type of Financing	CF Bonds	LTFM Bonds	Lease-Purchase	COPs	Bond	Bond
Number of Years	7 or 10	10	10	20	14	15

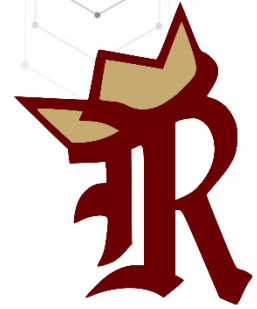
Type of Property	Estimated Market Value			Estimated Impact on Annual Taxes Payable in 2024*			
Residential Homestead	\$150,000	No tax impact - Operating Capital Revenue	No tax impact - LTFM Revenue	\$21	\$40	\$17	\$28
	200,000			30	58	24	40
	250,000			39	75	32	52
	300,000			48	93	39	64
Commercial/Industrial	\$100,000			\$25	\$48	\$20	\$33
	250,000			71	136	57	94
Agricultural Homestead** (average value per acre of land & buildings)	\$3,000			\$0.25	\$0.48	\$0.06	\$0.10
	4,000			0.33	0.64	0.08	0.13
	5,000	0.42	0.80	0.10	0.17		
	6,000	0.50	0.96	0.12	0.20		

Discussion



Thank you!

Royalton Public Schools



COMMUNITY SURVEY PROPOSAL

August 11, 2023

Contact: Daren Sievers
262.644.4300
dsievers@schoolperceptions.com



262.644.4300 | schoolperceptions.com



Project Overview

Royalton Public Schools serves approximately 1000 students in prekindergarten through 12th grade. The District is interested in surveying parents, staff, and the community as they explore options to update their school's athletic facilities, which may include pursuing a bond referendum.

To accomplish these goals, we do not advocate random sampling, a process that, by definition, excludes most members of the community. Instead, School Perceptions specializes in a process that includes every member of the community. With this approach, each community member is educated about the needs and challenges of the District. We have found that a community survey is a critical first step. By administering a community survey, your district will be able to:

- ✓ Educate your community members on the needs of your district.
- ✓ Gather data on community members' educational priorities.
- ✓ Understand the tax tolerance associated with the potential projects.

Our process begins with the mailing of a paper survey to all district households. A cover letter explains the nature of the survey and encourages the respondent to participate either online or on paper. Additionally, our methodology supports survey administration in multiple languages.

Our proprietary software generates a one-time use access code, which ensures no one can take the survey more than once. The paper survey can be completed and mailed back to School Perceptions for data entry. Once the survey process is completed, our software will break down the results based on key community subgroups.

After completing more than 900 community projects over the past 20 years, the School Perceptions methodology has proven to be highly predictive.

About Us

School Perceptions LLC is a Wisconsin-based, independent educational research firm that works with school districts, regional service agencies, as well as state and national organizations. Over 10,000 schools have used School Perceptions to collect millions of survey responses from students, staff, parents, non-parents, and community stakeholders.

For 20 years, our mission has never changed:

We help educational leaders gather, organize, and use data to make strategic decisions.

Meet Your Account Team

Bill Foster will work with you to develop and deploy your community survey. Bill graduated from the University of Wisconsin-Platteville with dual degrees in Engineering and Business Administration.

Early in his career, he served the Kelch Corporation as Vice President and General Manager. During this time, Bill volunteered at a local high school, first working with special needs students and later designing and teaching an entrepreneurship class for high school seniors. It was during these experiences that Bill developed an appreciation and passion for education.



Daren Sievers is a Project Manager at School Perceptions. He will work with you to develop and deploy your community survey. Daren was born and raised in Lake City, Minnesota. Prior to joining School Perceptions, Daren worked for the Slinger School District in Southeastern Wisconsin for 27 years in a variety of roles, including the last nine as Superintendent of Schools.

Under Daren's leadership, the Slinger School District consistently ranked in the top 10% in Wisconsin academically and in the bottom 10% in terms of spending on a cost-per-student basis. Daren has bachelor's degrees in Business Management and Psychology from Luther College and master's degrees in K-12 School Counseling from UW-Stout, K-12 School Leadership from Marian University, and District Administration from Marquette.



Cari Udermann is a Project Implementation Manager and works with you to coordinate survey administration. She attended St. Cloud State University and Syracuse University, earning degrees in Psychology and Nursing, respectively.

Cari has worked in both the medical and education fields. While working in schools, she became aware of the importance a healthy school climate has on students' ability to learn.



Why School Perceptions?

Over the past 20 years, School Perceptions has developed a reputation for excellence and reliability. The following is a summary of factors that uniquely position School Perceptions to meet the needs of the Royalton Public Schools.

- 1) **An objective and unbiased process:** Often, surveys designed and administered by a district are perceived as biased by survey-takers. Consequently, results are questioned, trust is broken, and the entire process is undermined. By using School Perceptions, an objective, independent firm, your approach, results, and plans moving forward are viewed credibly.
- 2) **An emphasis on you:** Every school district has unique challenges. Therefore, we never treat a project with a cookie-cutter approach. We listen to you, we work with you, and we customize your project to meet your needs.
- 3) **Cost-effective:** School districts use community surveys to help shape plans that will impact their communities for generations – plans that often amount to millions of dollars. School Perceptions understands the resource challenges schools face. We are confident that our services will be a good investment as you develop your long-term, continuous improvement projects.
- 4) **Research-based and applicable:** The quality of our work will never waver. We combine extensive research reviews with our decades of experience to help you get accurate, trustworthy, and dependable data.
- 5) **Comparison data:** If 80% of your community believes you are keeping the public informed, is that good? Or do you have a problem? By using our benchmarks, we can provide satisfaction question-level comparisons to similar schools. Rest assured; individual school names are never shared. Our software also calculates longitudinal changes to quantify growth on a year-over-year basis.
- 6) **Proprietary survey software:** Our survey system is custom designed to meet the unique needs of schools and proven to be extremely user-friendly and reliable. We continually review security protocols to ensure that your data is always protected and backed up. Additionally, our system includes a survey access control system to ensure that an individual can only take the survey once. A paper version of the survey is also available for those without internet access.
- 7) **Stakeholder engagement:** Our work together has a twofold purpose. Surveys help you collect the perceptions data you need for continuous improvement and serve as a tool to help the community understand your needs. Our experience has shown that asking the *right* questions in the *right* way is central to the success of a project.
- 8) **Ongoing support:** Gathering good data is only half of the challenge. Our team of experts will help you make sense of your data and develop a realistic plan of action.
- 9) **Dedication to service:** Technology and information specialists are available Monday-Friday, 8 am-5 pm CT. We also provide 24-hour, 365-days-per-year real-time monitoring of company servers. Our staff is dedicated and ready to help your team through each step of the process.

Process & Investment

Phase 1 – Strategy Development: \$1,900

- ✓ Identify overall project goals
- ✓ Define options for testing support (if applicable)
- ✓ Develop the project timeline with key milestones and assignments
- ✓ Assist with pre-survey communications planning

Phase 2 – Survey Design: \$2,100

- ✓ Gather key district stakeholder input in the planning process
- ✓ Draft the survey with content specific to your project/community
- ✓ Facilitate survey approval process with district leadership
- ✓ Send the draft to a professional proofreader and generate a print-ready version of the survey
- ✓ Program customized content into the School Perceptions proprietary software system

Phase 3: Survey Administration: \$2,400

- ✓ Secure mailing lists
- ✓ Assist in sourcing the cost-effective survey printer option
- ✓ Coordinate printing and mailing logistics *
- ✓ Assist with communications plan to promote awareness and participation per district plans
- ✓ Coordinate production and distribution of each survey instrument to target groups
- ✓ Generate unique survey access codes or kiosk codes
- ✓ Launch electronic survey to staff and parent groups
- ✓ Send staff and parent survey reminders via email
- ✓ Monitor live survey data, systems and perform daily data and software back-up

Phase 4: Results Reporting: \$2,300

- ✓ Provide access to all data through the secure School Perceptions password-protected portal
- ✓ Produce and present a formal analysis report (assumes virtual presentation)
- ✓ Assist in understanding the data and providing realistic next steps based on the items tested

** Administration costs do not include printing or postage.*

Policies:

The School Perceptions Privacy Policy ensures that all email addresses provided will only be used for your district's contracted services. Our entire privacy policy can be found at www.schoolperceptions.com/files/SchoolPerceptionsPrivacystatement.pdf.

Data access is granted to the District's Custodian of Records with the ability to disaggregate all compiled data and authorize access to other district staff. Unless otherwise noted, School Perceptions will designate the Custodian of Records to be the signer of this proposal.

Optional Services

1. **Evening Meetings & Site Visits:** Our projects can be completed via online conferencing and phone. If requested, we can schedule evening meetings with your team and/or school board for planning or presentation services. Sites visits will be charged at \$950 per visit plus expenses. Evening virtual meetings will be charged at \$200. (Virtual results presentation is included in phase four of the proposal.)
2. **Prepaid Postage Envelopes:** School Perceptions can provide prepaid envelopes at the cost of \$0.06 each. This option allows respondents who choose to fill out a paper version of the survey to return it directly to School Perceptions for processing.
3. **Paper Survey Data Entry & Processing:** School Perceptions will enter all responses and comments for surveys mailed at a rate of \$1.80 per survey. If you district chooses to use the prepaid envelopes, return postage charge will be charged at the actual rate. The current business reply postal rate is \$0.662 for 1 ounce or less and \$0.76 for 2 ounces.
4. **Comment Analysis:** School Perceptions will read all the comments and identify the prevailing themes gathered via the community survey. A major theme is identified as a result of having multiple participants referencing similar issues or concerns. (\$95 per hour; we will provide a cost estimate based on total comments collected before we begin.)
5. **Additional Data Analysis:** School Perceptions will disaggregate and create reports at \$95 per hour for any crosstabs produced by the survey and/or in-depth comment analyses.
6. **Non-English Translation Service:** School Perceptions can provide translation services to improve survey accessibility for parents/guardians, students, and community members. Conversion to Spanish via software translation is available at no additional cost (images and graphics are not included). Professional translation of a customized survey or translation to other and/or additional languages is \$95 per hour.

If this proposal is acceptable, please sign this page, scan, and email to sales@schoolperceptions.com.

Community Survey Proposal Accepted: **Royalton Public Schools**



Signature: _____ Date: _____

References/Recent Clients

School Perceptions has conducted more than 900 community survey projects, helping school districts navigate the strategic planning and referendum processes. We have learned what works and where districts stumble. Below is a list of recent Minnesota clients.

Austin Public Schools	Contact: Joey Page, Ed.D., Superintendent
Breckenridge Public Schools	Contact: Brad Strand, Superintendent
Buffalo-Hanover-Montrose Schools	Contact: Scott Thielman, Superintendent
Chatfield Public Schools	Contact: Ed Harris, Superintendent
Greenbush-Middle River School District	Contact: Larry Guggisberg, Superintendent
Hills-Beaver Creek	Contact: Todd Holthaus, Superintendent
Jordan Public Schools	Contact: Ranae Case Evenson, Superintendent
Mankato Area Public Schools	Contact: Paul Peterson, Superintendent
Montevideo School District	Contact: Wade McKittrick, Superintendent
Mountain Lake Public Schools	Contact: Bill Strom, Superintendent
Plainview-Elgin-Millville School District	Contact: Bill Ihrke, Superintendent
Pillager School District	Contact: Michael Malmberg, Superintendent
St. Francis Area Schools	Contact: Beth Giese, Superintendent

Community Survey

FREQUENTLY ASKED QUESTIONS

Contact:

info@schoolperceptions.com



What types of community surveys are there?

There are two main types. Planning surveys help you collect data from your community in areas such as academic expectations, allocating your district's resources, directing planning efforts, providing advice for district leadership, and quantifying overall satisfaction. These types of surveys inform your long-term planning. A second type of community survey helps you understand whether there is support for a potential referendum (both facility and operational funding).

What does the survey look like?

Each survey is customized to meet your needs. Most often, surveys are four or eight pages. They begin with an opening letter explaining the survey's purpose and why respondents' feedback is needed. We help you design a survey that explains your planning process and how feedback will be used. This provides you the most helpful, predictive, and accurate data. Surveys can be taken via paper or online.

Why is using a third party to conduct a community survey so important?

Often, surveys designed and administrated by a district are perceived as biased. Consequently, results are questioned, trust is broken, and the entire process is undermined. Using School Perceptions as an objective, independent firm, your approach, results, and plans are viewed credibly.

Who writes the survey?

It's a team effort. We will help draft the opening letter, explain your district's needs, summarize your potential solutions, and everything else in the survey. We facilitate survey review seasons with your team to make changes as needed. Construction managers, architects, and/or financial advisors may be involved depending on the survey type.

How do people take the survey?

Parents/guardians and staff receive a survey invitation via email. District households receive a paper survey through the mail. A return address envelope to School Perceptions is included with each survey mailed. Every survey contains a one-time-use access code.

Are the survey results accurate?

Yes. After completing more than 1,000 community survey projects over the past 20+ years, the School Perceptions methodology has proven highly predictive. In fact, over the past five years, we've predicted an election's outcome with an accuracy greater than 90%.

Does School Perceptions conduct phone surveys?

No. Respondents can take the survey on their phone, but we do not call survey-takers. We know that when people don't recognize an incoming call, they don't answer.

Does School Perceptions ever use a random sample for a community?

A random sample excludes most members of your community. Therefore, we believe your process must include every member of the community. If, however, you live in a very large district and mailing is too expensive, we can explore sampling.

When is the best time to conduct the survey?

If you're preparing for a potential referendum, we recommend launching your survey approximately six to eight months before the possible vote. The launch window is much more flexible if you're gathering input for long-term planning.

Who prints the surveys?

Your district can work with a local printer or one of our preferred printers. Once you select a company, we will work with them to ensure printing is done to our standards. We do not mark up the printer's work. They invoice your district directly.

How are the surveys mailed?

You will need a good mailing list. If you do not have one, School Perceptions will help you hire a firm to create a district-wide mailing list based on your school boundary map. In some cases, Every Door Direct Mail (EDDM) is a cost-effective option.

How long does the printing and mailing process take?

A good rule of thumb is approximately three weeks. We cannot control the printer's production schedule nor the delivery schedule of the U.S. Post Office, so we cannot guarantee delivery of the survey on a specific day.

Who pays for the survey printing and mailing?

The costs associated with printing and mailing the survey are your school district's responsibility.

Can people take the survey more than once?

No. The School Perceptions proprietary software is designed to ensure each survey can be used only once.

How long should the survey be "open"?

Typically, surveys are open for approximately two weeks and three weekends. Your project manager will help you determine the optimal survey window.

Should staff members who do not live in the district still complete it?

Yes. It is vital that all staff are aware of the plans and options. Even if they can't vote, they may be very influential. All non-resident staff data is excluded during the analysis of funding support.

Should a staff member complete the survey twice if they are a parent and a staff member?

No. Staff living in your district will receive a survey at home. If applicable, we ask staff to share the additional survey with another adult in their household.

Is the survey available in multiple languages?

Yes, our software and methodology support multiple languages.

How long should the survey be?

Based on our research, we have found the "sweet spot" to be 1,600 to 1,800 words. (For context, this FAQ is about 1,200 words!)

How long does it typically take to respond to a survey?

Our community surveys take less than 10 minutes to complete. The time could be extended if a respondent chooses to write comments.

How can we increase the survey response rate?

Survey participation depends on three factors:

1. Ease of understanding.
2. Time of year (avoid busy times or school breaks).
3. Confidence that their input will be listened to.

What if someone loses their survey or doesn't receive one?

That person can simply contact your district. Prior to launch, you will receive extra paper copies and survey codes.

Is the data backed up?

Yes. All data is backed up daily, and real-time monitoring of company servers takes place 24 hours a day, 365 days a year.

Who owns the data?

You. Data access is granted to your district's custodian of records. This person can provide and/or approve access for others.

Is a person's feedback confidential?

Yes. The final report only breaks down the data by key subgroups. Individual names are never used.

Does School Perceptions have a privacy policy?

Yes. You can access the privacy policy [here](#).

How long has School Perceptions conducted community surveys?

Over the past 20+ years, we've conducted nearly 1,000 community surveys for pre-referendum and strategic planning purposes. If you include staff, student, and parent surveys, the number is more than 10,000. We are happy to provide references upon request.

What service(s) doesn't School Perceptions provide?

As an independent third party, we do not advocate for or against any plan. We are also not a communications firm. Instead, we seek to collect accurate, predictive, and representative data from your taxpayers.

How do we contact School Perceptions if we have a problem?

School Perceptions support specialists are available Monday – Friday, 8:00 a.m. – 5:00 p.m. CT. Respondents may call us at 262.644.4300 or email info@schoolperceptions.com.

Are there other ways I can learn about the School Perceptions process?

We recommend accessing our [Blog & Resource Library](#) on our website or by signing up for our newsletter on our [homepage](#).

Elementary School

OFFENSE	2018-19	2019-20	2020-21	2021-22	2022-23	5 YEAR TOTAL	% of all Incidents
Behavior/Language	5	1	5	1	4	16	0.32%
Broken Chromebook	0	0	0	1	0	1	0.02%
Bullying	0	0	0	0	0	0	0.00%
Computer Use Violation	0	0	1	0	0	1	0.02%
Disrespect	62	45	44	32	34	217	4.38%
Disruptions	60	63	27	41	17	208	4.20%
Fighting	25	14	7	19	14	79	1.60%
Forgery/Theft	6	4	2	10	2	24	0.48%
Harassment/Bullying	38	8	5	18	18	87	1.76%
Inappropriate Language	75	53	18	26	14	186	3.76%
Late	303	283	354	358	304	1602	32.35%
Lying/Cheating	8	5	5	2	5	25	0.50%
Non-Compliance	114	94	41	42	59	350	7.07%
Other	42	25	14	11	15	107	2.16%
Physical Contact	189	137	46	74	57	503	10.16%
Property Misuse	48	31	16	37	7	139	2.81%
Unexcused Absences	79	323	592	222	181	1397	28.21%
Unexcused Tardy	0	0	8	2	0	10	0.20%
	1054	1086	1185	896	731	4952	

Middle School

OFFENSE	2018-19	2019-20	2020-21	2021-22	2022-23	5 YEAR TOTAL	% of all Incidents
Broken Chromebook	6	2	2	19	36	65	1.94%
Behavior/Language	5	11	7	9	4	36	1.07%
Bullying	4	1	0	1	2	8	< 1%
Bus Behavior	2	1	3	1	6	13	< 1%
Cell Phone	22	12	23	29	19	105	3.13%
Computer Use Violation	4	3	5	1	1	14	< 1%
Refusal	1	0	0	0	0	1	< 1%
Possession	2	0	1	0	1	4	< 1%
Disruption	7	9	7	44	64	131	3.91%
Disrespectful	75	41	100	45	60	321	9.59%
Drugs	0	0	0	0	3	3	< 1%
Phys. Contact	10	26	18	27	44	125	3.73%
Fighting	11	18	13	11	12	65	1.94%
Non-Compliance	60	33	80	56	101	330	9.86%
Disruptions	71	58	105	42	61	337	10.07%
Property Misuse	51	34	52	45	28	210	6.27%
Lying/Cheating	6	2	9	11	13	41	1.22%
Harassment/Bullying	11	18	21	11	20	81	2.42%
Other	25	24	25	30	26	130	3.88%
Harassment	2	0	0	0	0	2	< 1%
Horseplay	18	1	0	0	1	20	< 1%
Insubordination	4	0	1	0	0	5	< 1%
Inappropriate Language	2	28	31	23	28	112	3.34%
PDA	0	0	3	0	0	3	< 1%
Overslept	2	0	0	1	0	3	< 1%
Skipping Class	19	10	9	13	8	59	1.76%
Skipping Detention	12	35	19	26	16	108	3.22%
Skipping Detention 2nd Time	8	10	15	19	27	79	2.36%
Sexual Harassment	1	0	0	0	0	1	< 1%
Tardy	149	115	118	105	76	563	16.83%

Threats/Intimidation	0	2	0	0	0	2	< 1%
Tobacco Use/Possession	5	1	6	4	5	21	< 1%
Theft	1	0	0	0	1	2	< 1%
Unexcused Absences	37	26	110	100	66	339	10.13%
Vandalism	0	2	1	1	0	4	< 1%
Weapon	0	1	1	0	0	2	< 1%
						3345	

High School

OFFENSE	2018-19	2019-20	2020-21	2021-22	2022-23	5 YEAR TOTAL	% of all Incidents
Broken Chromebook	2	0	3	14	18	37	1.28%
Behavior/Language	2	3	1	8	2	16	< 1%
Bullying	0	0	5	0	0	5	< 1%
Bus Behavior	0	1	0	1	0	2	< 1%
Cell Phone	31	26	31	41	29	158	5.48%
Computer Use Violation	2	1	3	1	1	8	< 1%
Refusal	3	2	0	1	2	8	< 1%
Possession	3	0	0	0	0	3	< 1%
Disrespectful	13	3	31	35	28	110	3.82%
Drugs	0	0	0	0	0	0	0.00%
Phys. Contact	11	9	3	3	4	30	1.04%
Fighting	2	9	1	4	3	19	< 1%
Non-Compliance	32	41	22	47	57	199	6.91%
Disruptions	5	16	7	22	15	65	2.25%
Property Misuse	6	5	4	11	9	35	1.21%
Lying/Cheating	5	6	2	13	20	46	1.59%
Harassment/Bullying	4	4	7	0	3	18	< 1%
Other	19	18	16	37	39	129	4.48%
Harassment	1	0	0	0	2	3	< 1%
Horseplay	0	1	0	0	0	1	< 1%
Insubordination	2	5	0	0	2	9	< 1%
Inappropriate Language	21	39	6	11	32	109	3.78%
PDA	0	0	1	0	0	1	< 1%
Overslept	1	0	0	8	0	9	< 1%
Skipping Class	53	34	14	55	43	199	6.91%
Skipping Detention	25	35	12	58	42	172	5.97%
Skipping Detention 2nd Time	33	41	22	92	36	224	7.78%
Sexual Harassment	0	0	0	0	0	0	0.00%
Tardy	139	137	46	169	44	535	18.58%
Threats/Intimidation	0	0	0	0	0	0	0.00%

Tobacco Use/Possession	4	1	2	7	9	23	< 1%
Theft	0	1	1	2	2	6	< 1%
Unexcused Absences	142	91	96	185	183	697	24.20%
Vandalism	1	0	1	0	0	2	< 1%
Weapon	0	0	0	0	1	1	< 1%
						2879	