

Regular Monthly Meeting

Monday, October 21, 2024 6:00 PM

R-P Schools Forum Room, 1000 Pine Meadows Lane, Rushford, Minnesota 55971

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Adoption of Agenda

5. Presentation of the 2023-2024 audit report.

(Kali Lentz - Smith Schafer)

5.A. Approve the transfer from the General Fund to the Community Service Fund in the amount of \$102,279.

5.B. Approve the school year ending June 30, 2024 audit report.

6. Public Comments - Limited to 5 minutes per person

7. CONSENT AGENDA (roll call vote)

7.A. September 16, 2024 Regular Monthly Meeting Minutes

7.B. Donations in the amount of \$10,214

7.C. September hand payables, wires & payroll liabilities in the amount of \$399,477.05

7.D. September payroll in the amount of \$292,767.86

7.E. October board bills in the amount of \$178,489.10

7.F. PERSONNEL:

7.F.1. Resignations:

Elizabeth Landherr - Elementary Music & K-12 EL
as of 10/10/24

Pete LaFleur - JH Boys Basketball Coach

7.F.2. Hires:

Jodi Monerson - Elementary Music & K-12 EL
Teacher

Vanessa Hegge - Paraprofessional

Chelsey Soppa - Foodservice Assistant

Patrick Finley - Van Driver Sub

Fisher Klatt - Teacher Sub

8. NEW BUSINESS

8.A. Approve the MSBA Model Policy Technical Revisions for the following policies:

418, 419, 506, 515, 516, 521, 524, 532, 601, 603
& 709.

8.B. Resolution Establishing Combined Polling Place.
(Roll call vote)

8.C. Snow removal bids.

8.D. Approve 2024-2025 fundraisers.

9. **ADMIN REPORTS**

9.A. Superintendent Report

9.B. Elementary Report

9.C. Middle School / High School Report

9.D. Activities & Community Education Report

10. **BOARD COMMUNICATIONS**

10.A. Hiawatha Valley Education District Report

11. **INFORMATION:**

**Regular Monthly Meeting: Monday, November 18,
2024 - 6:00 P.M. in the Forum Room**

12. **ADJOURNMENT**

October 11, 2024

To the Board of Education
Independent School District #239
1000 Pine Meadows Lane
Rushford, Minnesota 55971

We have audited the financial statements of Independent School District #239, Minnesota as of and for the year ended June 30, 2024, and have issued our report thereon dated October 11, 2024. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated July 10, 2024, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America and *Government Auditing Standards*. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of the financial statements includes consideration of the system of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the system of internal control of Independent School District #239 solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our findings regarding significant control deficiencies over financial reporting other matters noted during our audit in a separate letter to you dated October 11, 2024.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you in the engagement letter dated July 10, 2024.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

Significant Risks Identified

We have identified the following significant risks:

Segregation of duties and management override of controls are an issue for any entity of your size. Management's awareness of the risks was considered and there was no reliance on any controls in place during the audit.

Receivables and related revenue recognition, which require special audit consideration due to the potential magnitude of misstatement.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the District is included in Note 1 to the financial statements. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates and Related Disclosures

Accounting estimates and related disclosures are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements were:

Depreciation of Capital Assets

Management's estimate of the useful life of purchased, constructed or contributed capital assets is based on the estimated productive life of these assets. We evaluated key factors and assumptions used to develop the estimated useful lives assigned to capital assets and determined that these lives were reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

OPEB and Pension Liabilities

Management's estimate of the OPEB and Pension liabilities are actuarially determined. We evaluated key factors and assumptions used to develop the estimates used in the study and determined they were reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

General and Special Education Aid Receivables

Management's estimate of federal and special education aid receivables are based on the latest reports available from the Minnesota Department of Education. We evaluated key factors and assumptions used to develop these estimates and determined that they were reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Independent School District #239's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in our separate letter dated October 11, 2024.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with Independent School District #239 we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Independent School District #239's auditors.

Restriction on Use

This information is intended solely for the use of the Board of Education and management of Independent School District #239, Rushford, Minnesota, the Minnesota Department of Education, and the Minnesota State Auditor's Office, and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Smith, Schafn and Associates, Ltd.



SMITH SCHAFFER

RUSHFORD-PETERSON ISD #239

FINANCIAL SUMMARY JUNE 30, 2024

AUDIT SUMMARY

Audit Opinion

- *Smith Schafer issued an unmodified “clean” opinion on the District’s June 30, 2024 Financial Statements*
- *Provides reasonable, but not absolute, assurance that District’s financials are free from material misstatement*

Minnesota Legal Compliance

- *No compliance exceptions*

Internal Control Letter

- *No Findings*

Single Audit

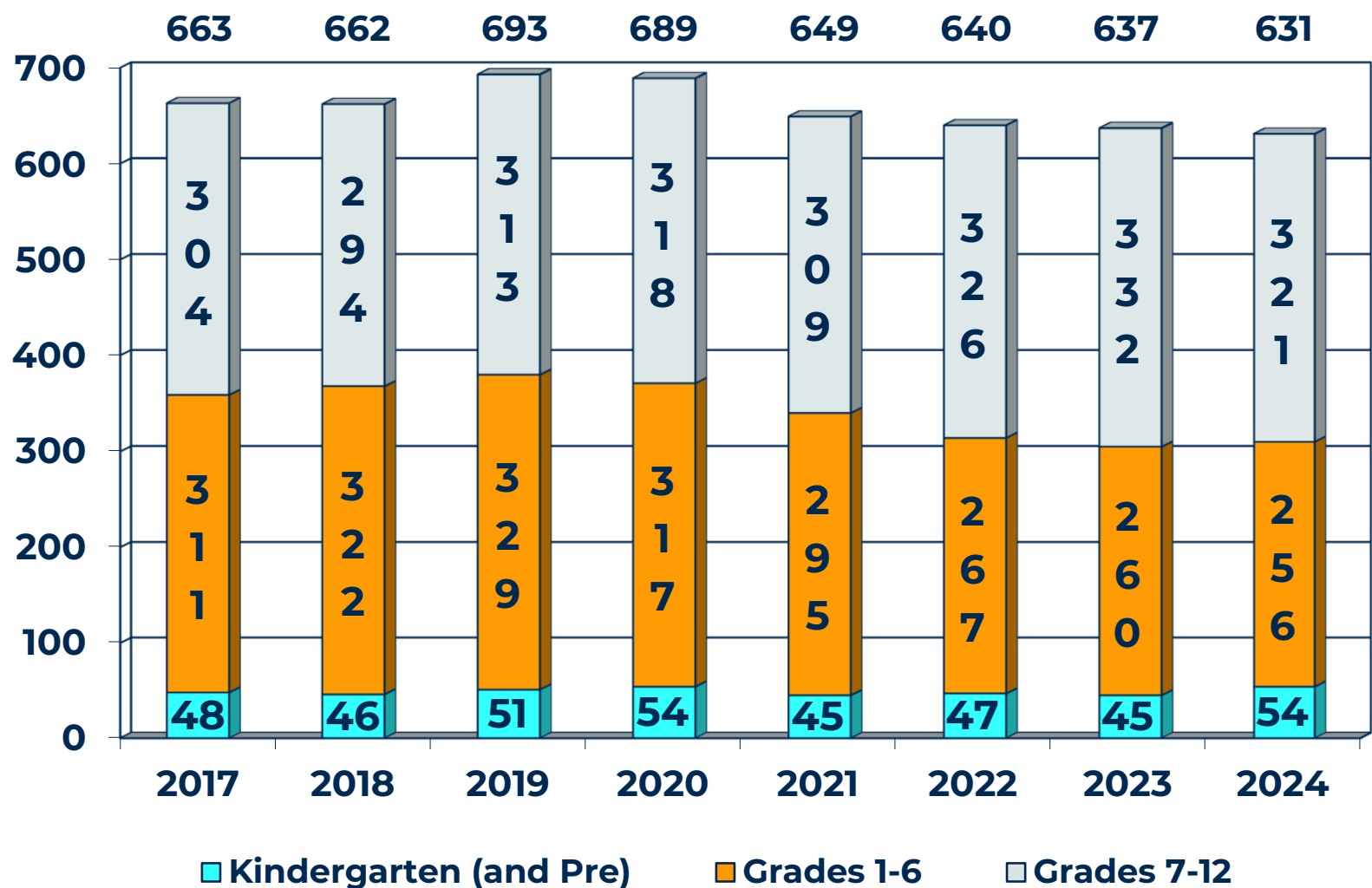
- *Not required in 2024*

Student Activity Compliance

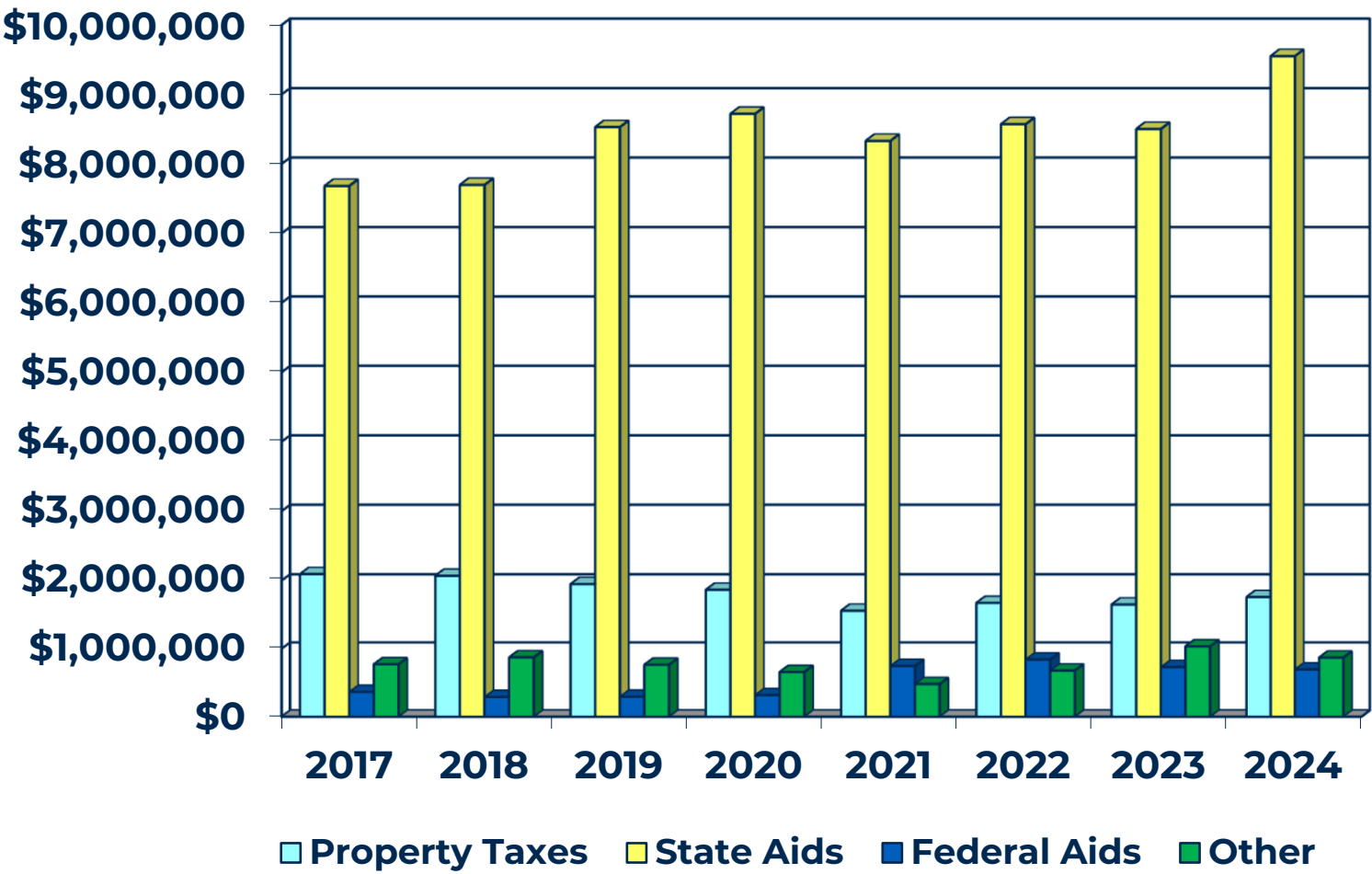
- *No findings*

Audit Committee Letter

AVERAGE DAILY MEMBERSHIP



REVENUES- ALL FUNDS

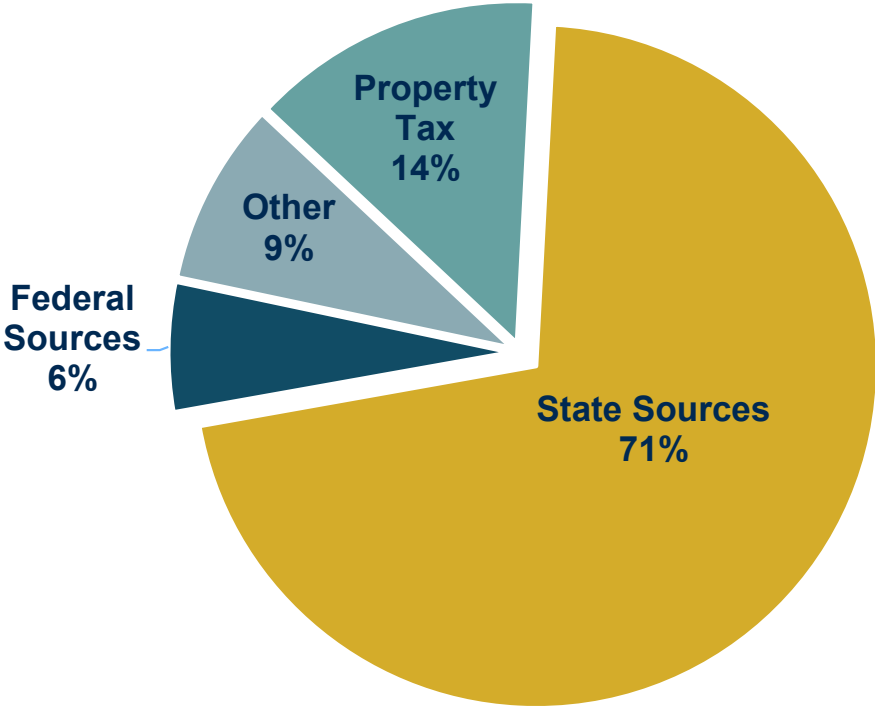


Total Revenue:

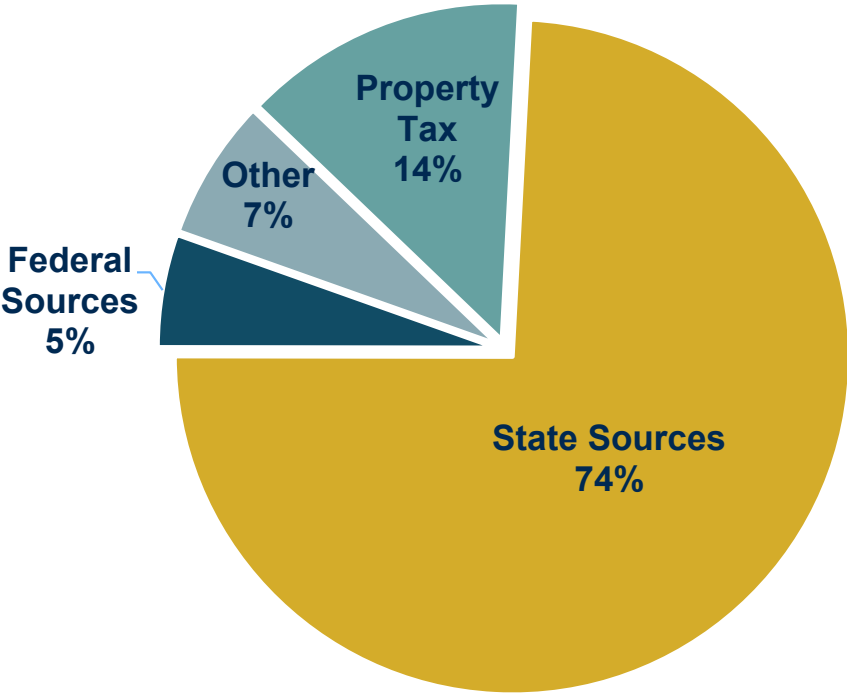
2024	\$12,875,980
2023	\$11,916,371
2022	\$11,764,540
2021	\$11,115,285
2020	\$11,561,758
2019	\$11,535,643
2018	\$10,928,816
2017	\$10,911,558

REVENUES- ALL FUNDS

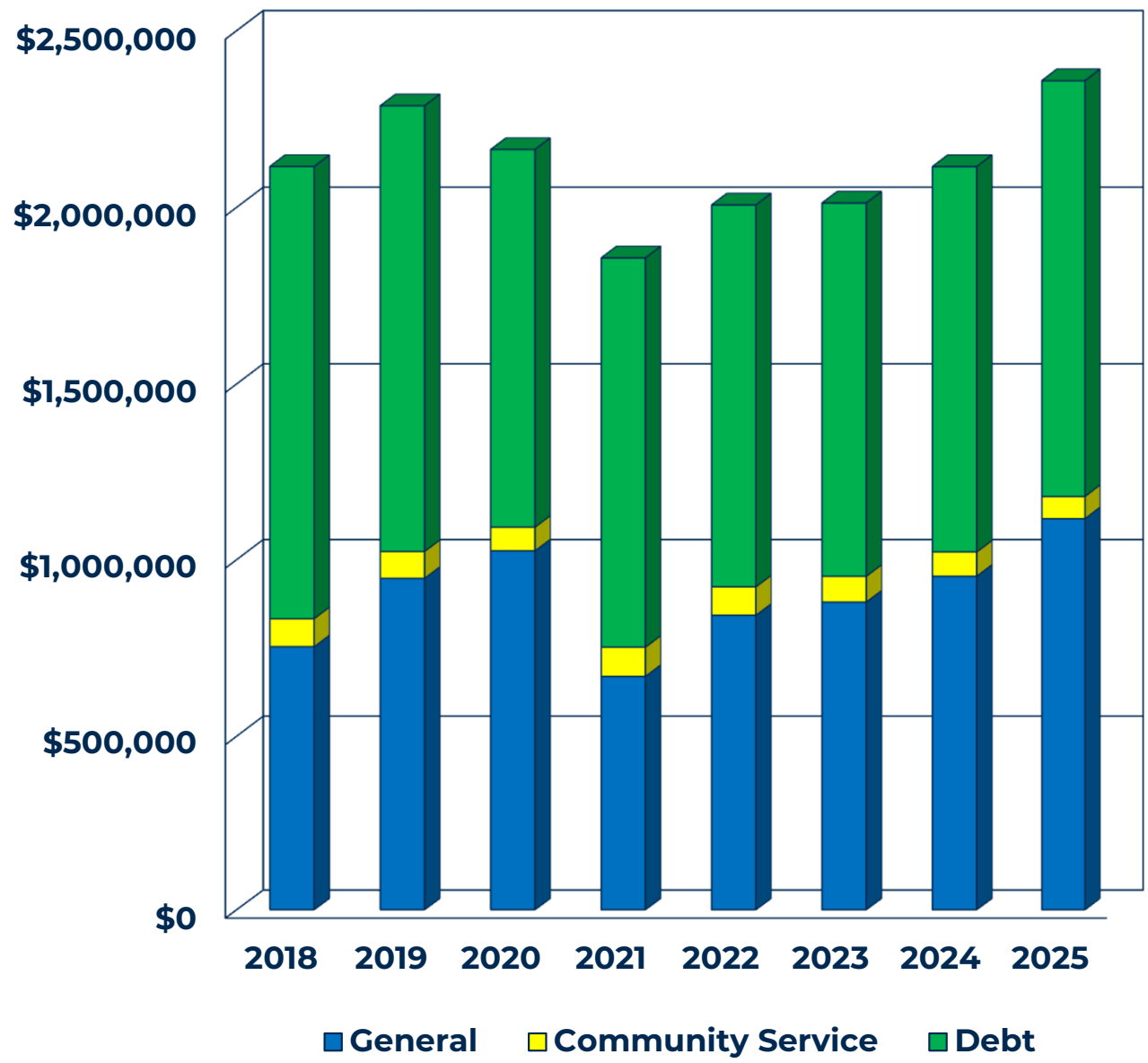
2023



2024

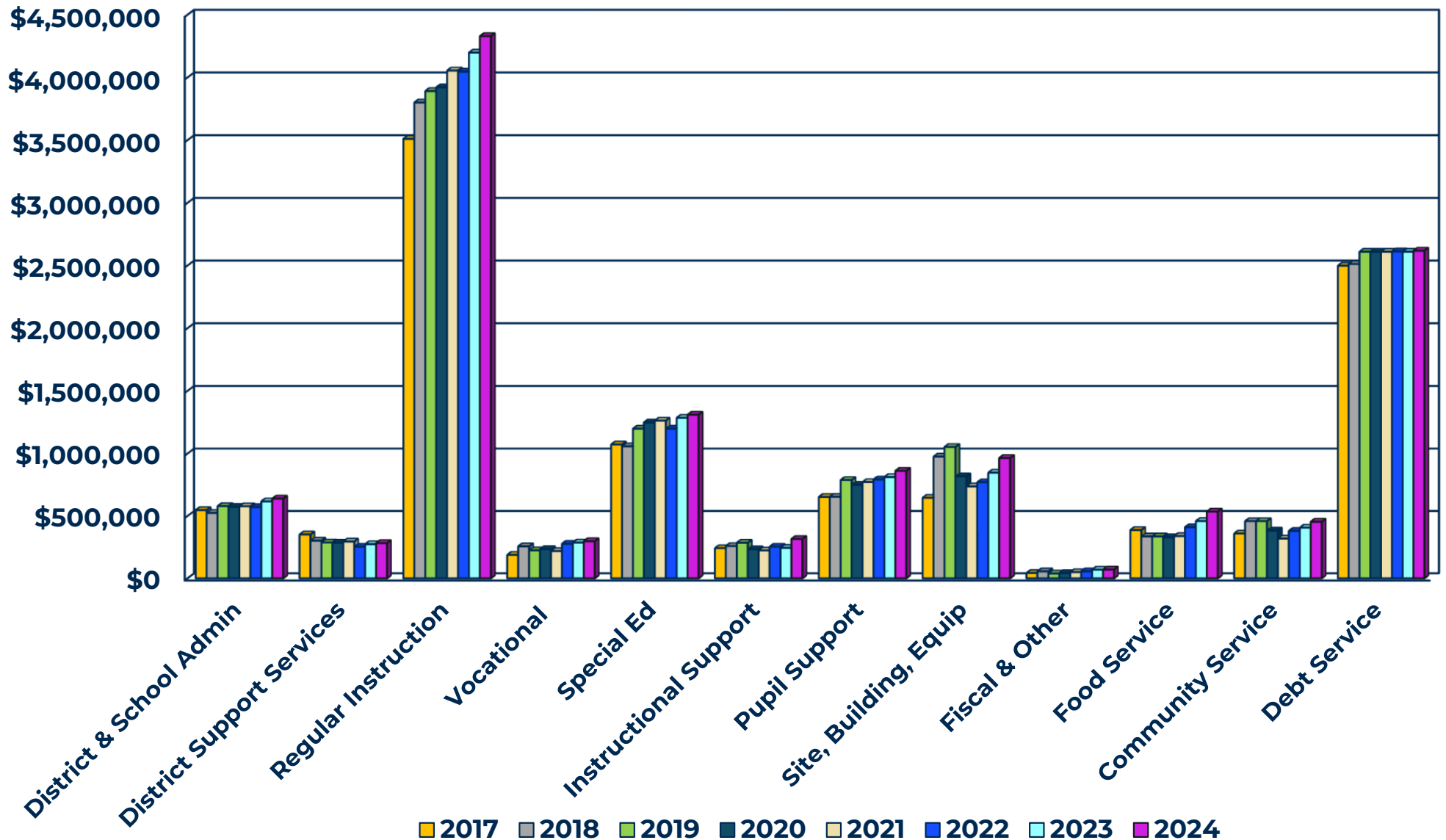


PROPERTY TAX LEVY HISTORY

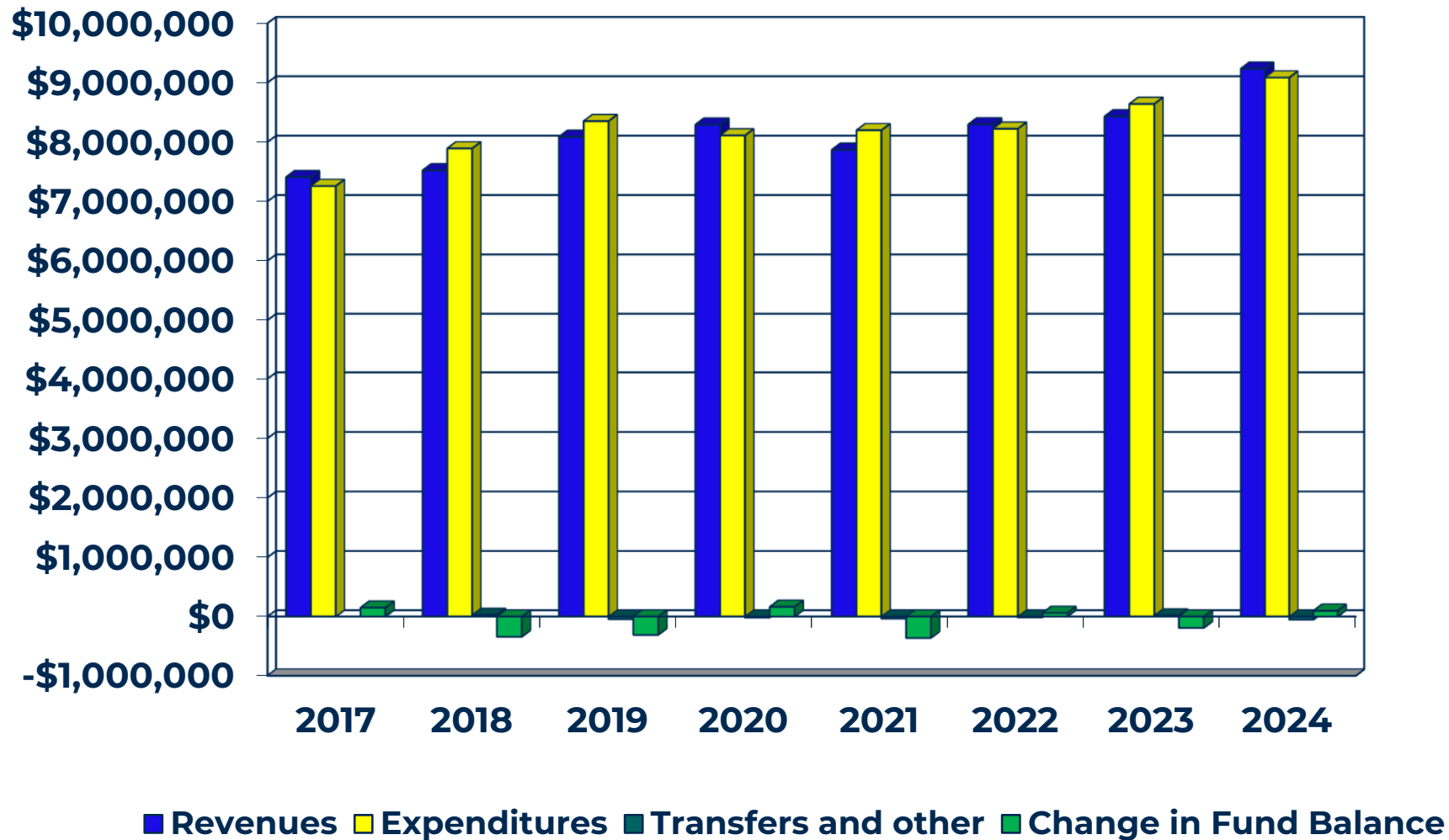


EXPENDITURES – ALL FUNDS

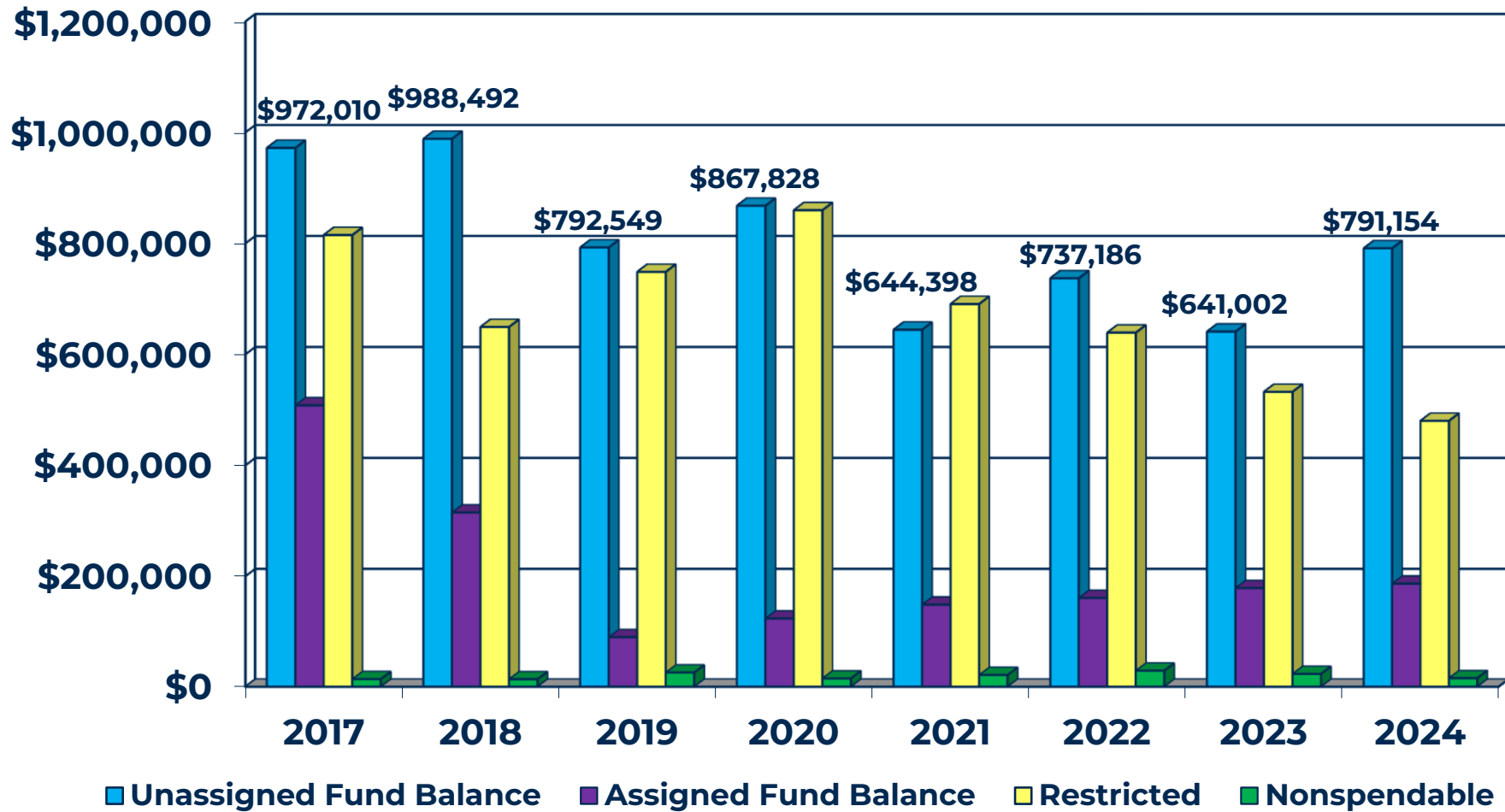
(EXCLUDING BUILDING CONSTRUCTION EXPENDITURES)



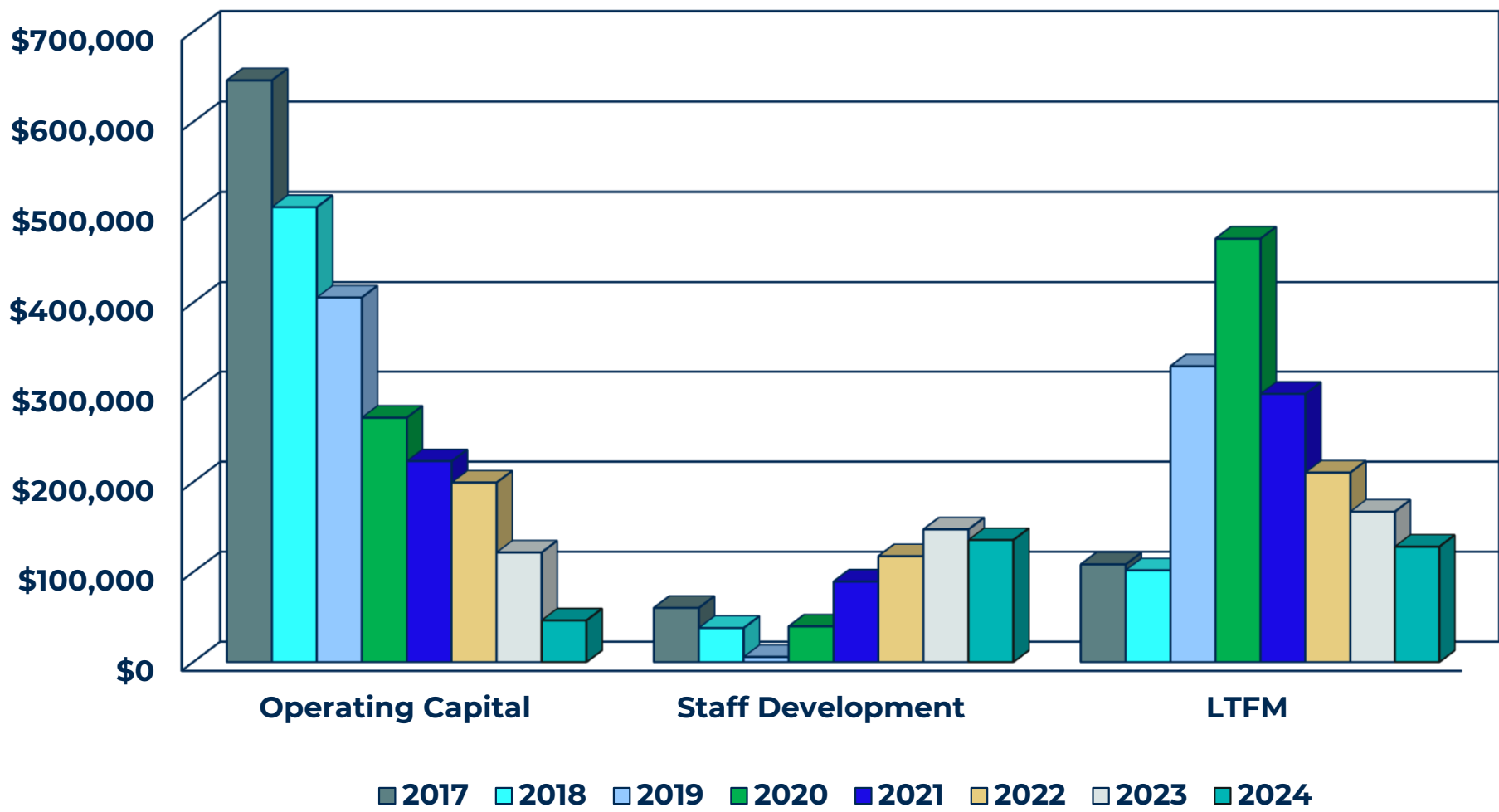
GENERAL FUND ACTIVITIES



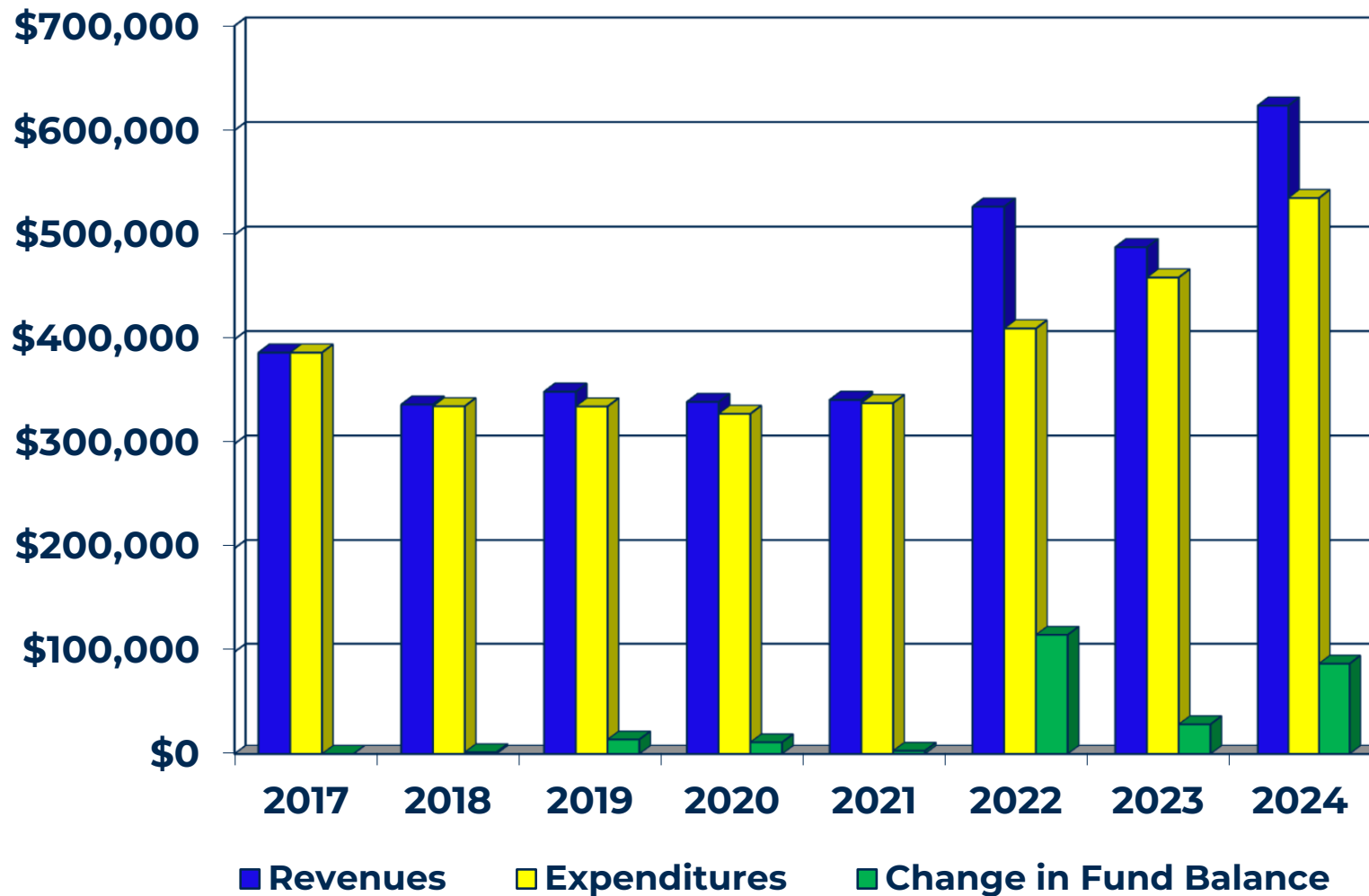
GENERAL FUND BALANCE



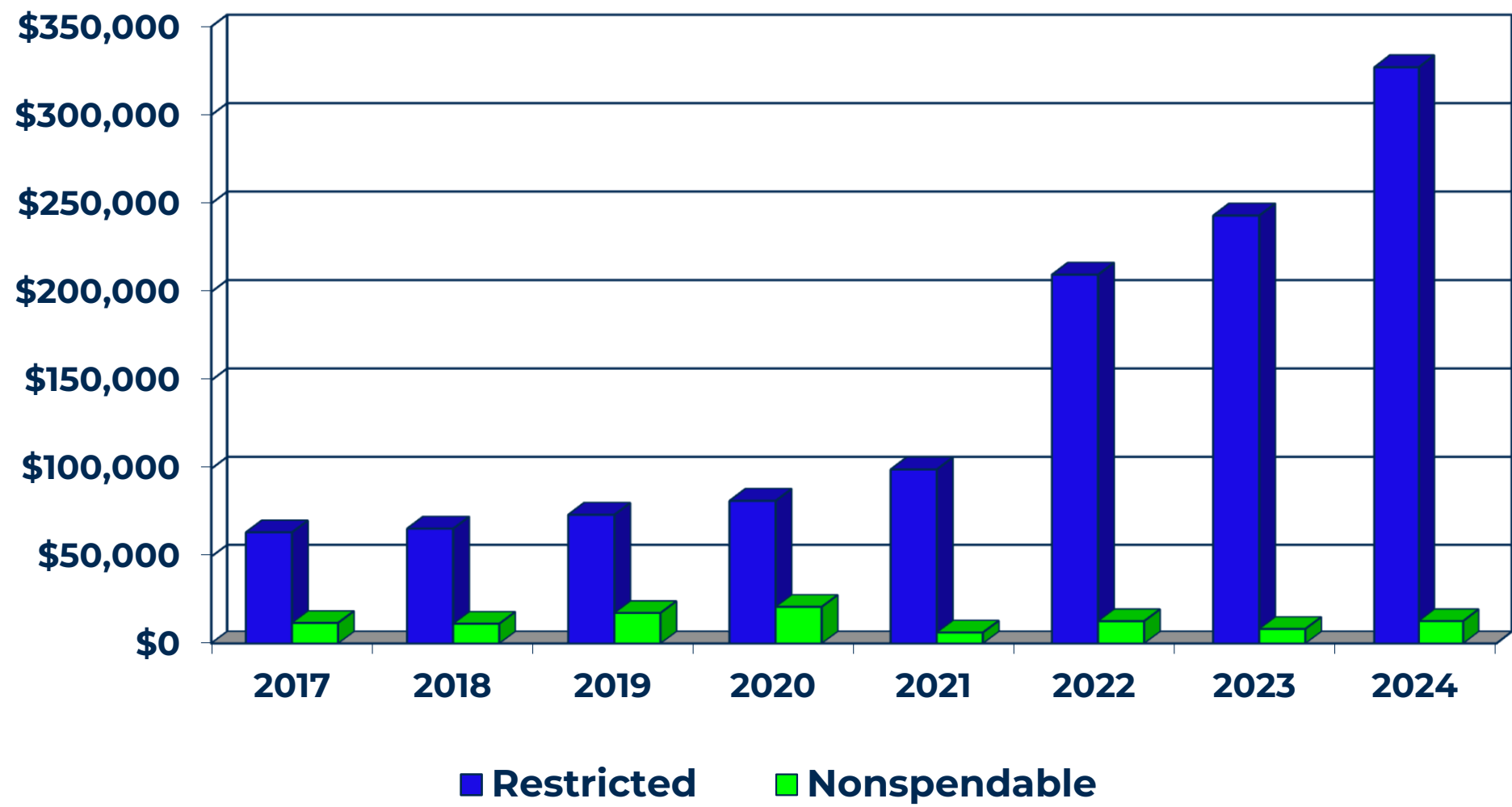
RESTRICTED FUND BALANCES – GENERAL FUND



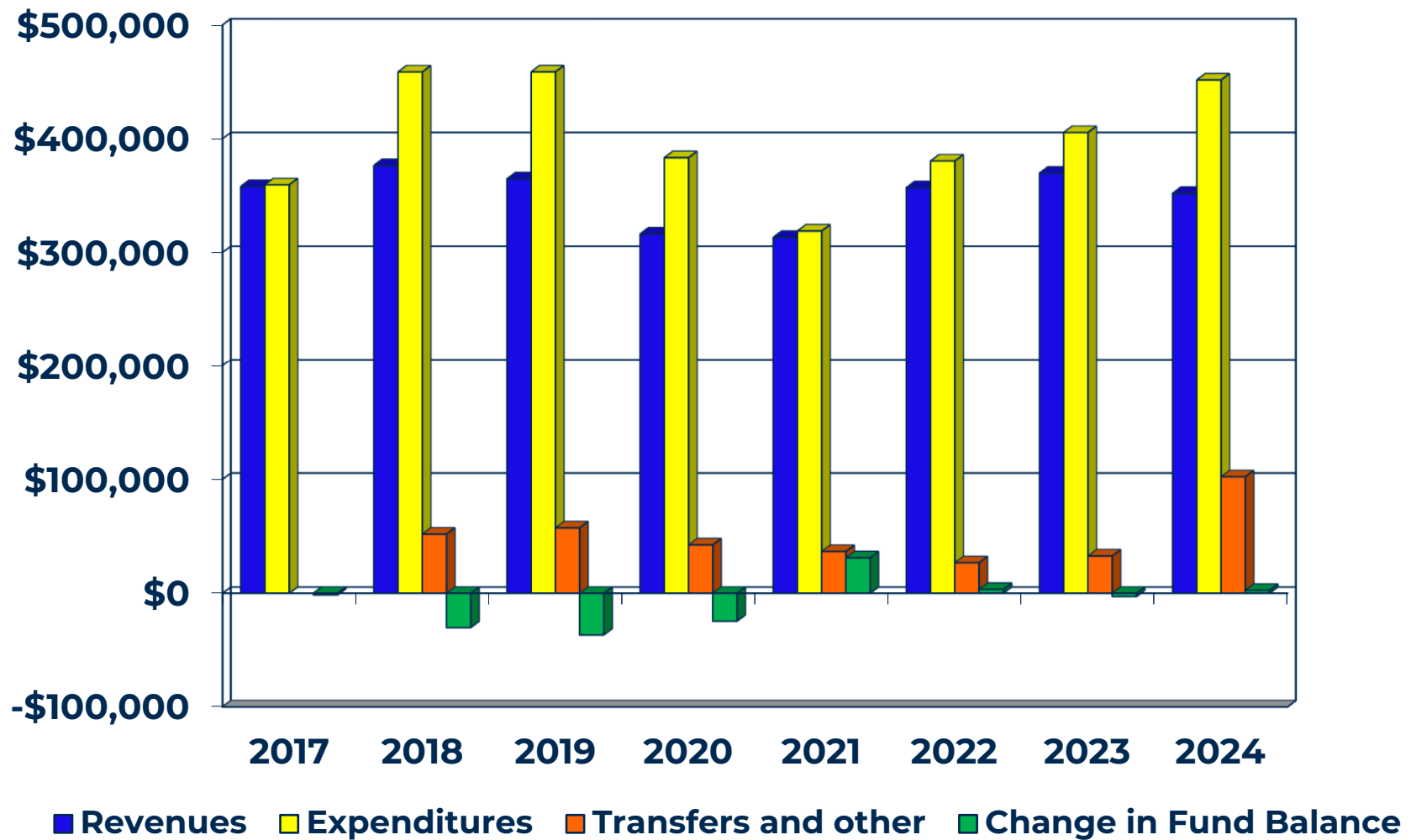
FOOD SERVICE FUND ACTIVITIES



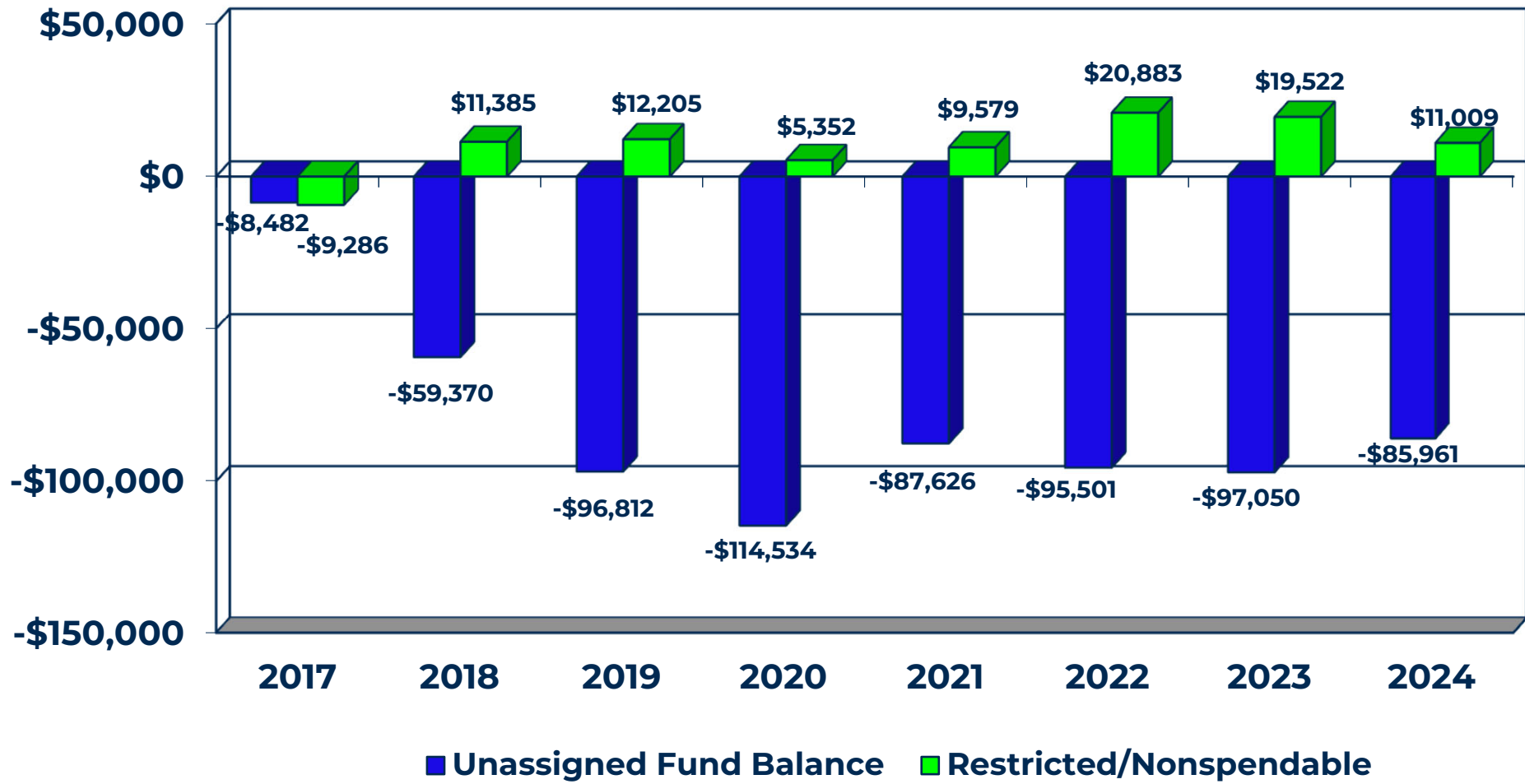
FOOD SERVICE FUND BALANCE



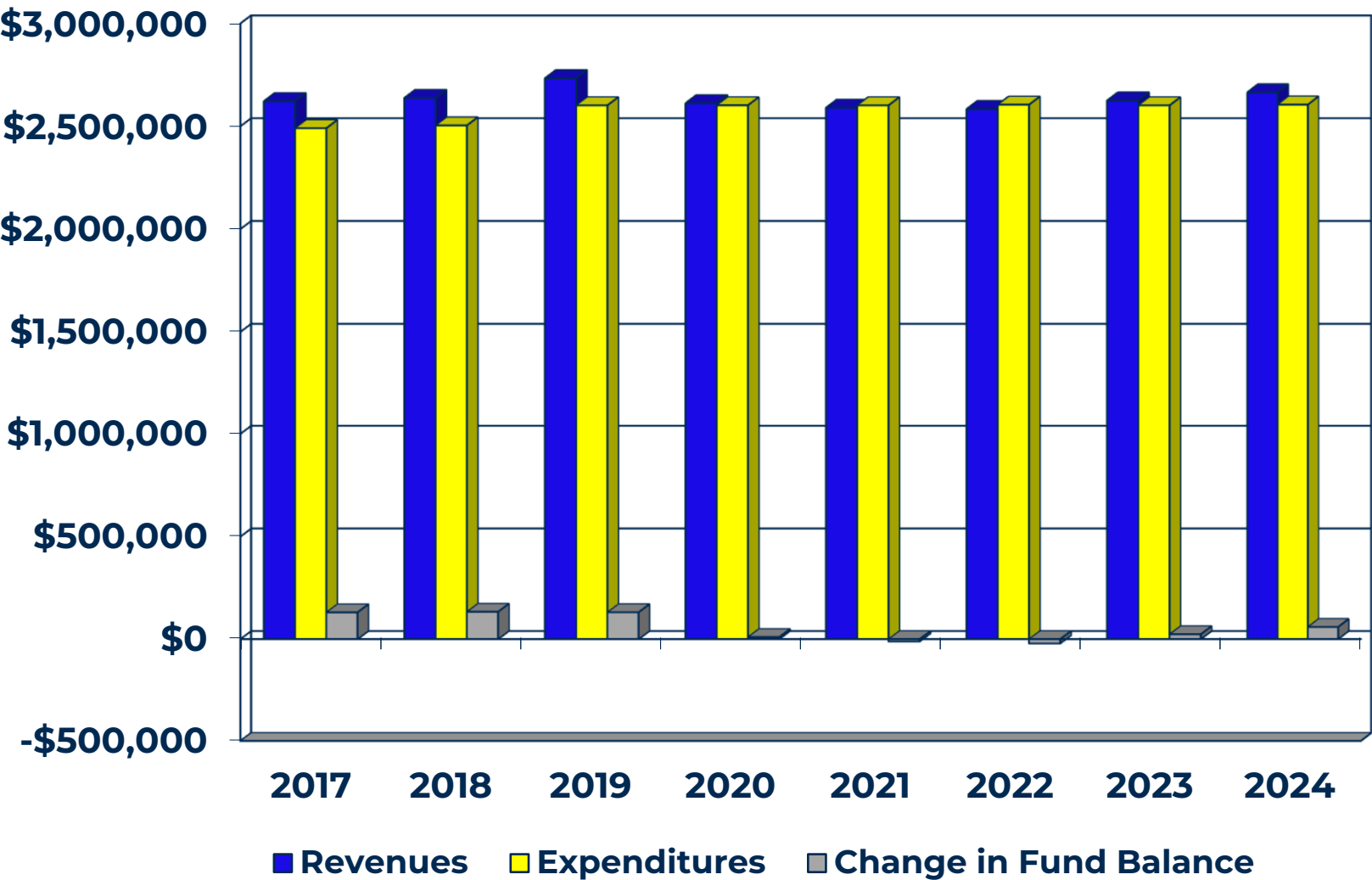
COMMUNITY SERVICE FUND ACTIVITIES



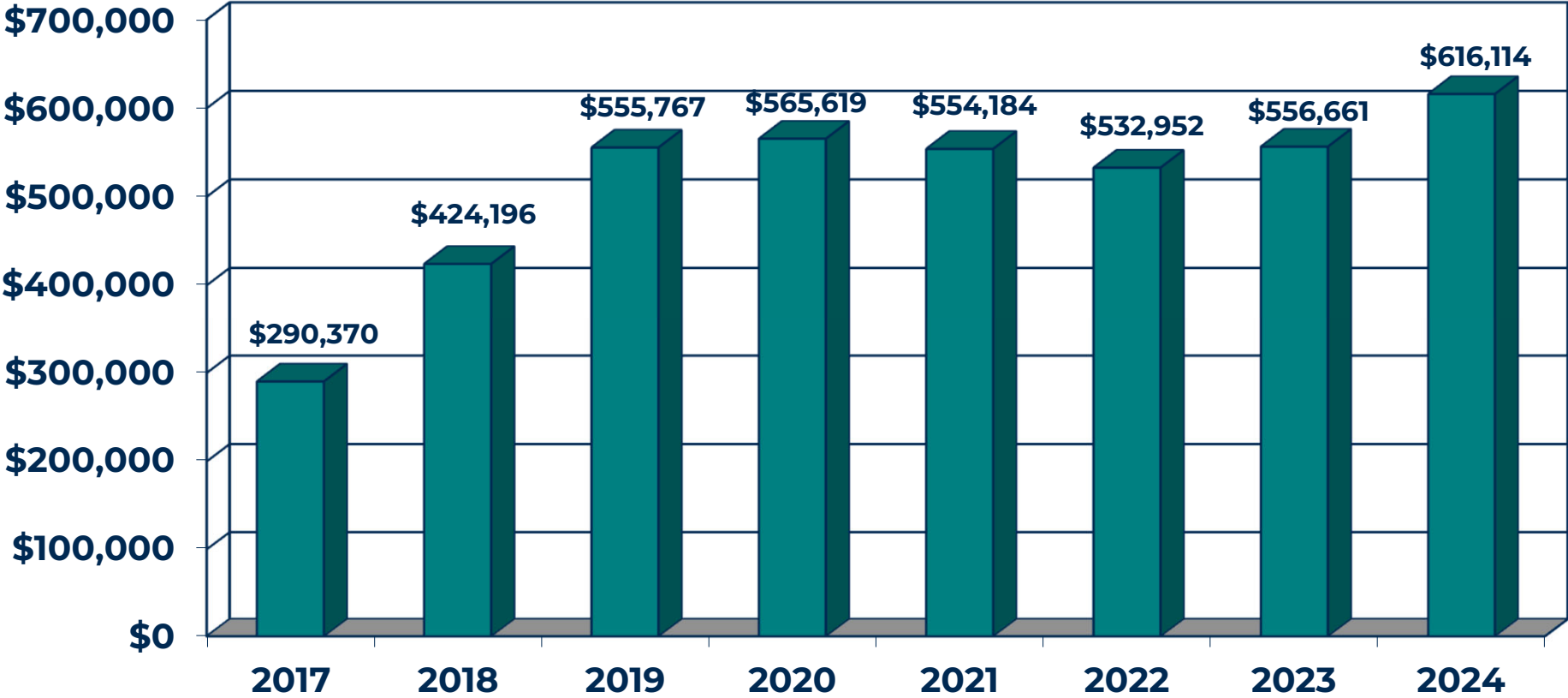
COMMUNITY SERVICE FUND BALANCE



DEBT SERVICE FUNDS ACTIVITIES

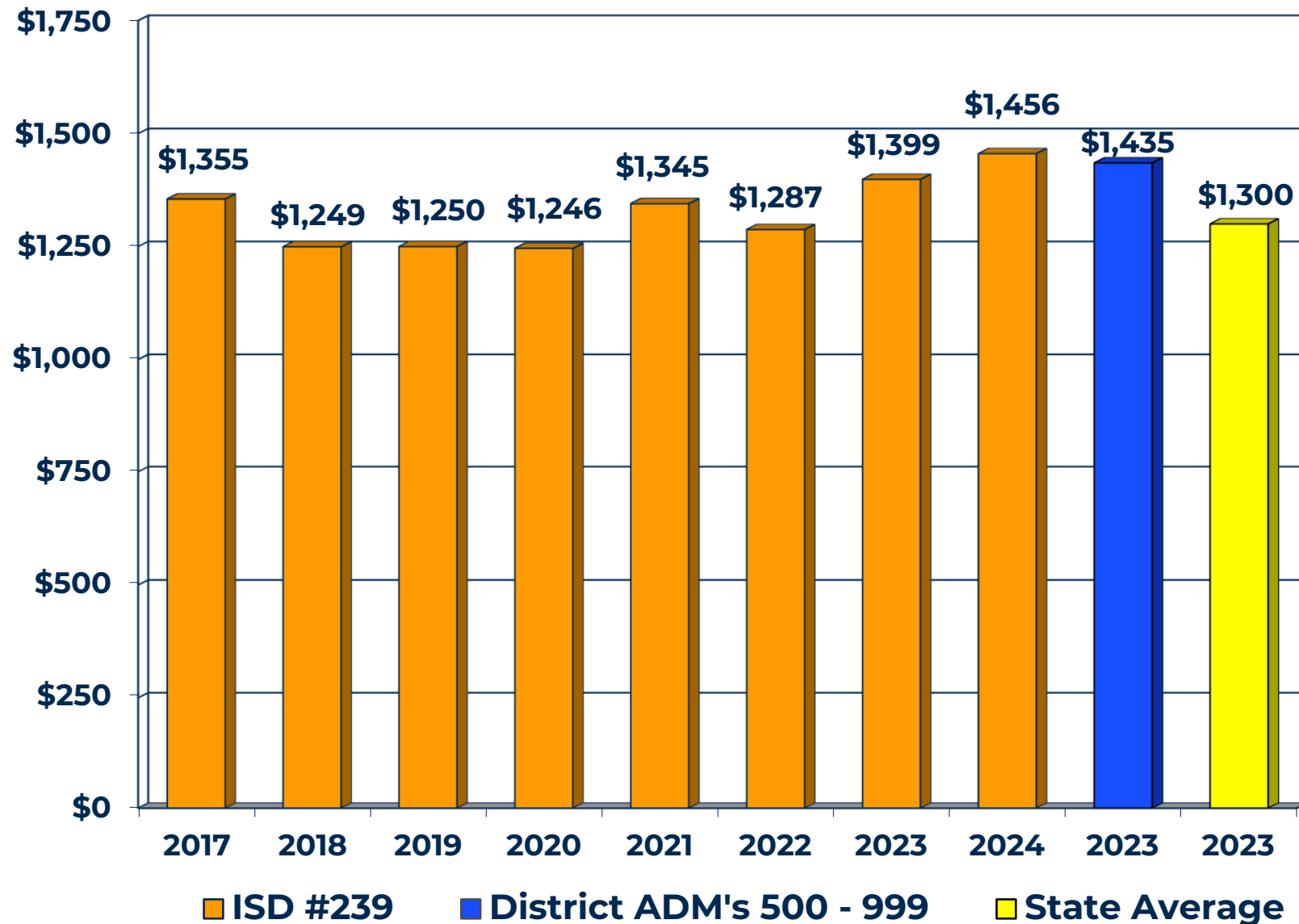


DEBT SERVICE FUNDS BALANCE



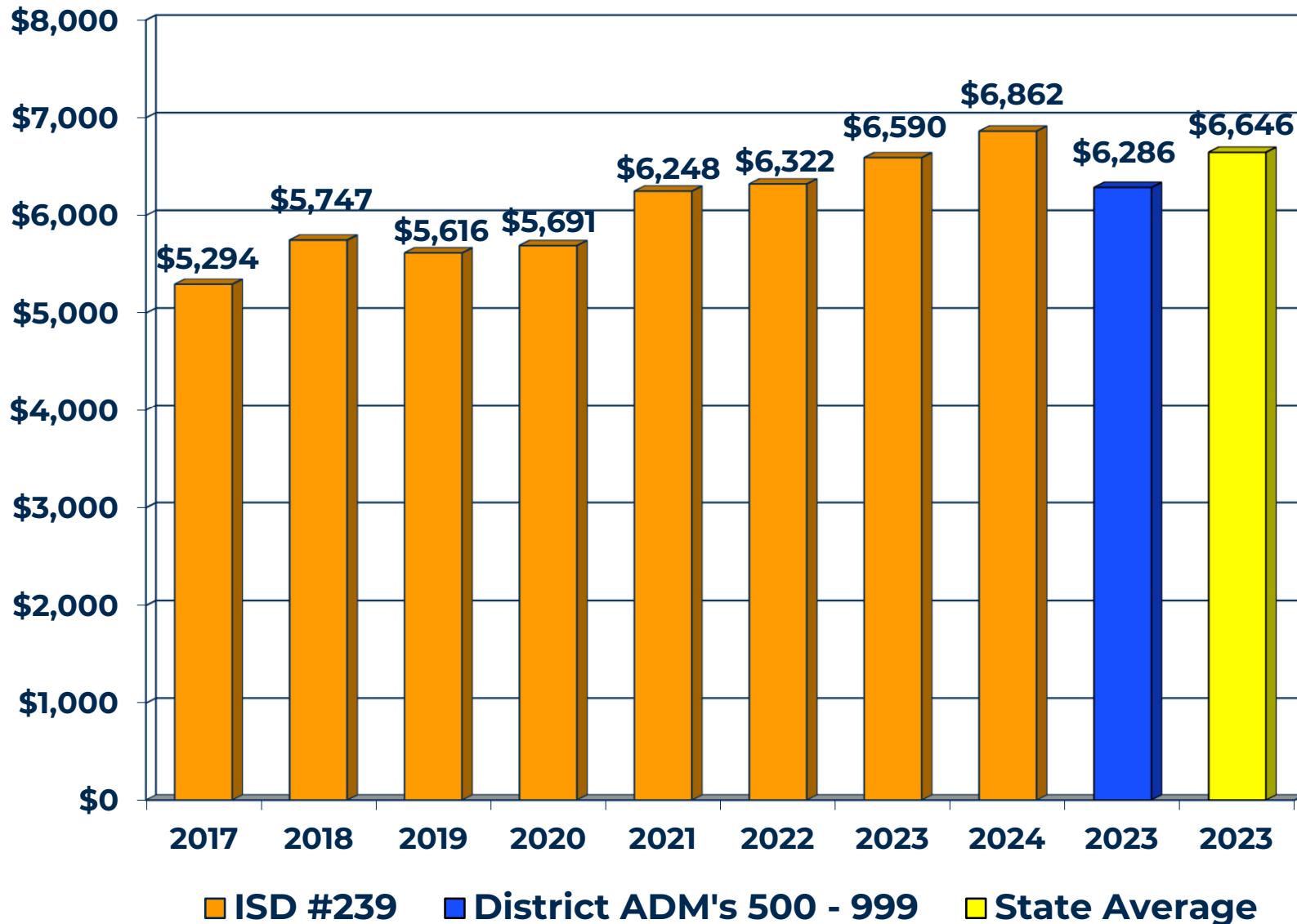
DISTRICT AND SCHOOL ADMINISTRATION AND SUPPORT SERVICES COST PER ADM

(BOARD, ADMINISTRATION, DISTRICT SUPPORT STAFF AND OTHER DISTRICT-WIDE EXPENSES, EXCLUDING OPEB EXPENDITURES)

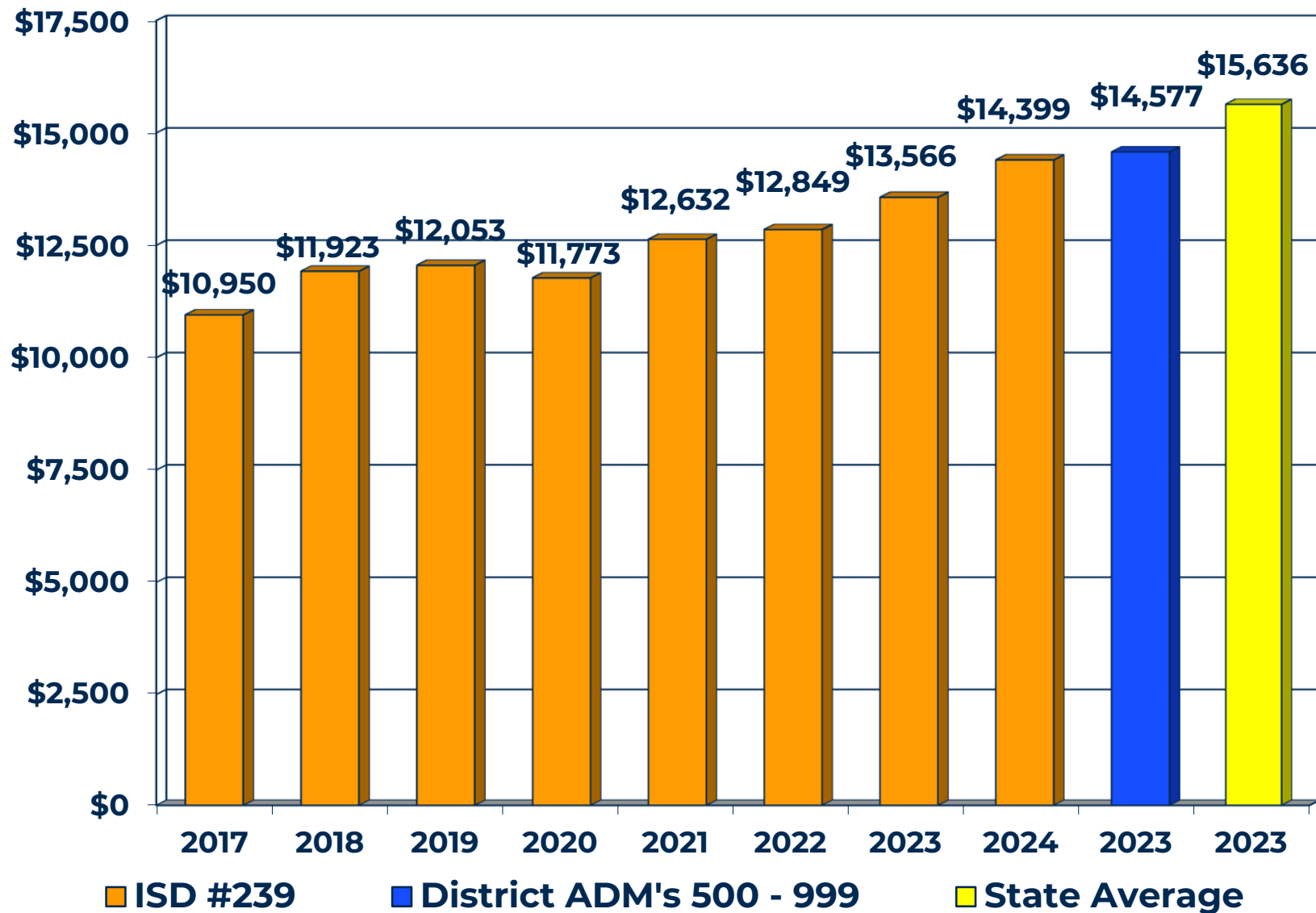


REGULAR INSTRUCTION COST PER ADM

(CLASSROOM INSTRUCTION, TITLE 1, PARAPROFESSIONALS, SCHOOL SECRETARIES, EXCLUDING OPEB EXPENDITURES)



GENERAL FUND COST PER ADM



SUMMARY

- General Fund revenues and other financing sources exceeded expenditures and transfers out by \$98,117 in the current year.
- The UFARS unassigned General Fund balance at June 30, 2024 of \$791,154 is 8.7% of current expenditures. (7.4% in FY23)
- The Food Service Fund revenues exceeded expenditures by \$88,373 for the current year and ended the year with a balance of \$339,902.
- The Community Service Fund revenues and transfers in exceeded expenditures by \$2,576 and ended the year with a deficit balance of \$74,952 after a transfer of \$102,279 from the General Fund.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

FINANCIAL STATEMENTS

JUNE 30, 2024

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
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RUSHFORD, MINNESOTA
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**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

INTRODUCTORY SECTION

JUNE 30, 2024

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**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
BOARD OF EDUCATION AND ADMINISTRATION
JUNE 30, 2024**

<u>2023 - 2024</u>		<u>Term Expires</u>
Chris Grindland	Chairperson	12/31/2024
Amy Woxland	Vice-Chairperson	12/31/2024
Ken Sawle	Treasurer	12/31/2024
Matt Helgemoe	Clerk	12/31/2024
Jeff Michel	Director	12/31/2026
Carl Schollmeier	Director	12/31/2026
Nancy Snyder	Director	12/31/2026

Superintendent

Ben Bernard

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**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

FINANCIAL SECTION

JUNE 30, 2024

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INDEPENDENT AUDITOR'S REPORT

Board of Education
Independent School District #239
Rushford, Minnesota

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Independent School District #239, Rushford, Minnesota, as of and for the year ended June 30, 2024, and the related notes to financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District, as of June 30, 2024, and the respective changes in financial position and the respective budgetary comparison for the General Fund and each major special revenue fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* (GAS), issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and GAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and GAS, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management discussion and analysis and the required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The supplementary information and Uniform Financial Accounting and Reporting Standards Compliance Table are presented for purposes of additional analysis and are not a required part of the basic financial statements.

Supplementary Information (continued)

The supplementary information and Uniform Financial Accounting and Reporting Standards Compliance Table are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information and Uniform Financial Accounting and Reporting Standards Compliance Table are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the report. The other information comprises the introductory section but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Report on Summarized Comparative Information

The financial statements include partial prior year comparative information. Such information does not include all of the information required to constitute a presentation in accordance with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the District's financial statement for the year ended June 30, 2023, from which such partial information was derived.

We have previously audited the District's 2023 financial statements and our report, dated November 2, 2023, expressed unmodified opinions on the respective financial statements of the governmental activities, each major fund, and the aggregate remaining fund information. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2023, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated October 11, 2024, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Smith, Schafu and Associates, Ltd.

Rochester, Minnesota
October 11, 2024

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**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

This section of Independent School District #239 – Rushford-Peterson Schools' annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year that ended on June 30, 2024. Please read it in conjunction with the District's financial statements, which immediately follow this section.

FINANCIAL HIGHLIGHTS

Key financial highlights for the 2023-2024 fiscal year include the following:

- Net position increased by \$1,948,273 and has a balance of \$5,745,057.
- Overall General Fund revenues were \$9,235,531 as compared to \$9,085,493 of expenditures.
- The General Fund balance increased \$98,117 from prior year. General Fund revenues increased 9.5%, and expenditures increased 5.1%.
- The District's long-term liabilities decreased by \$1,855,547.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial section of the annual report consists of four parts – Independent Auditors' Report, required supplementary information, which includes the management's discussion and analysis (this section), the basic financial statements, and other required reports. The basic financial statements include two kinds of statements that present different views of the District:

- The first two statements are District-wide financial statements that provide both short-term and long-term information about the District's overall financial status.
- The remaining statements are fund-financial statements that focus on individual parts of the District, reporting the District's operations in more detail than the District-wide statements.
- The governmental funds statements tell how basic services such as regular and special education were financed in the short-term as well as what remains for future spending.
- Fiduciary funds statements provide information about the financial relationships in which the District acts solely as a trustee or agent for the benefit of others to whom the resources belong.

The financial statements also include notes that explain some of the information in the statements and provide more detailed data. The remainder of this overview section of management's discussion and analysis highlights the structure and contents of each of the statements.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

District-wide Statements. The District-wide statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two District-wide statements report the District's net position and how they have changed. Net position – the difference between the District's assets and deferred outflows of resources, and liabilities and deferred inflows of resources – are one way to measure the District's financial health or position. Over time, increases or decreases in the District's net position is an indicator of whether its financial position is improving or deteriorating, respectively. To assess the overall health of the District you need to consider additional non-financial factors such as changes in the District's property tax base and the condition of school buildings and other facilities.

In the District-wide financial statements the District's activities are shown in one category: Governmental activities. Most of the District's basic services are included here, such as elementary and secondary regular instruction, special education, transportation, administration, food services, and community education. Property taxes and state aids finance most of these activities.

Fund Financial Statements. The fund financial statements provide more detailed information about the District's funds – focusing on its most significant or "major" funds – not the District as a whole. Funds are accounting devices the District uses to keep track of specific sources of funding and spending on particular programs. Some funds are required by State law and by bond covenants. The District establishes other funds to control and manage money for particular purposes (i.e. fiduciary fund).

The District has two kinds of funds:

- ***Governmental funds.*** Most of the District's basic services are included in governmental funds, which generally focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps to determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the District-wide statements, we provide additional information following the governmental funds statements that explains the relationship (or difference) between them.
- ***Fiduciary funds.*** The District is the trustee, or fiduciary, for assets that belong to others. The District does utilize a custodial fund. The District is responsible for ensuring that the assets reported in this fund is used only for their intended purposes and by those to whom the assets belong. The District's fiduciary activities are reported in a separate Statement of Changes in Fiduciary Net Position. The District excludes these activities from the District-wide financial statements because it cannot use these assets to finance its operations.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

Net position. The District's combined net position from governmental activities was a balance of \$5,745,057 on June 30, 2024. This was an increase of \$1,948,273 from the prior year.

	Total	
	2024	2023
Assets		
Current and other assets	\$ 5,877,424	\$ 5,335,363
Capital assets	34,746,769	35,406,750
Total assets	40,624,193	40,742,113
Deferred Outflows of Resources		
Total deferred outflows of resources	1,471,789	2,038,702
Liabilities		
Current liabilities	3,254,643	3,153,038
Long-Term liabilities	30,116,292	32,210,796
Total liabilities	33,370,935	35,363,834
Deferred Inflows of Resources		
Total deferred inflows of resources	2,979,990	3,620,197
Net Position		
Net investment in capital assets	9,678,066	8,485,281
Restricted	1,113,428	997,769
Unrestricted	(5,046,437)	(5,686,266)
Total net position	\$ 5,745,057	\$ 3,796,784

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE (Continued)

District's Revenue. The District's total revenues were \$12,936,831 for the year ended June 30, 2024; compared to \$11,927,948 for the year ended June 30, 2023. State sources accounted for 56.3% (compared to 60.1% the previous year) of the total revenue. Local property taxes (levies) accounted for 13.6% (compared to 13.8% the as previous year) of the total revenue, with the remaining revenue coming from other sources.

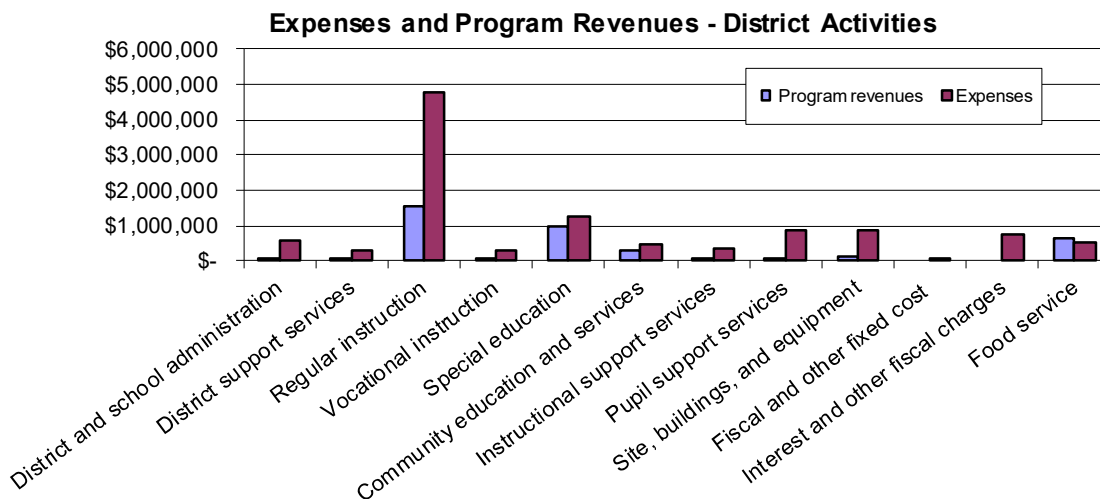
A condensed version of the Statement of Activities follows:

	Total	
	2024	2023
Revenue		
Program revenues:		
Charges for services	\$ 557,062	\$ 780,175
Operating grants and contributions	2,998,966	2,090,257
Capital grants and contributions	82,578	83,522
General revenues:		
Property taxes	1,759,601	1,647,415
Unrestricted state sources	7,277,145	7,166,881
Investment earnings	148,690	103,181
Other sources	112,789	56,517
Total revenues	<u>12,936,831</u>	<u>11,927,948</u>
Expenses		
District and school administration	602,780	503,003
District support services	296,079	293,506
Regular instruction	4,763,968	4,055,068
Vocational instruction	271,209	219,644
Special education	1,234,368	1,075,234
Community education and services	440,869	367,251
Instructional support services	339,264	259,452
Pupil support services	837,217	777,533
Site, buildings, and equipment	869,961	836,185
Fiscal and other fixed cost programs	59,479	63,248
Interest and other fiscal charges	734,571	801,937
Food service	538,793	467,642
Total expenses	<u>10,988,558</u>	<u>9,719,703</u>
Change in net position	1,948,273	2,208,245
Net position - beginning of year	<u>3,796,784</u>	<u>1,588,539</u>
Net position, end of year	<u>\$ 5,745,057</u>	<u>\$ 3,796,784</u>

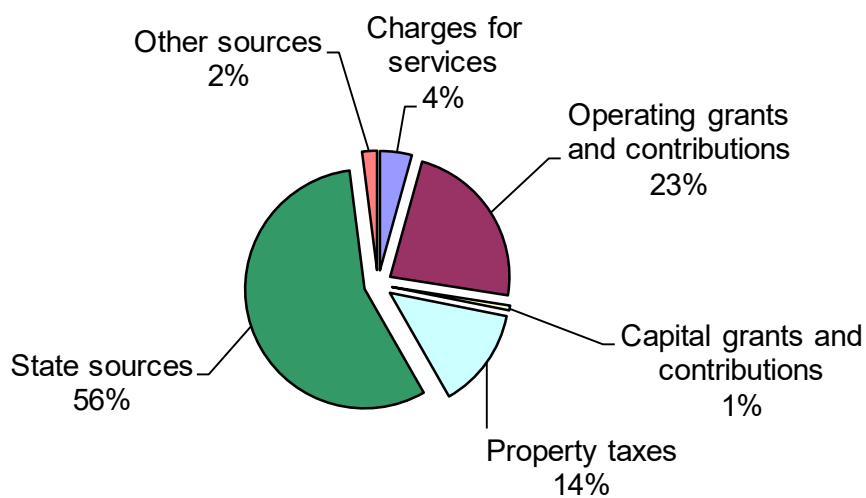
**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE (Continued)

Below are specific graphs that provide comparisons of the District activities direct program revenues with their expenses. Any shortfalls in direct revenues are primarily supported by property tax levy or general state aid.



Revenues by Source - District Activities



**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

FUND BASIS FINANCIAL ANALYSIS

Financial Analysis of the District's Funds

The financial performance of the District as a school is reflected in its governmental funds as well. As the District completed the year, its governmental funds reported a combined fund balance of \$2,354,337.

Enrollment is a critical factor in determining revenue. The following chart shows that the number of students have decreased in the past four years, but shows signs of leveling off.

History of enrollment measured by adjusted average daily membership (ADM):

<u>Fiscal Year</u>	<u>ADM</u>	<u>% Change</u>
2015	669.58	
2016	668.89	-0.1%
2017	662.53	-1.0%
2018	662.31	0.0%
2019	693.09	4.6%
2020	689.23	-0.6%
2021	648.46	-5.9%
2022	640.35	-1.3%
2023	636.90	-0.5%
2024	631.36	-0.9%

General Fund. The General Fund includes the primary operations of the District in providing educational services to students in kindergarten through grade twelve including pupil transportation activities and capital outlay projects.

A significant portion of the General Fund operational revenue is controlled by a complex set of state funding formulas resulting in the local school board having no meaningful authority to determine the level of resources. This includes special education state aid that is based upon a cost reimbursement model. Other state formulas then determine what portion of the revenue will be provided by property taxes and what portion will come from state aid.

Local property taxes are impacted by the state provided funds for school property tax relief. This relief was provided in two principle ways: 1) removal of the general education revenue property tax via a funding model of greater state aid; and 2) roll in of additional aid for referendum revenue into the basis formula for general education revenue.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

FUND BASIS FINANCIAL ANALYSIS (Continued)

General fund revenues were as follows:

	2024	2023	Increase/ (Decrease)
Local property tax levies	\$ 1,007,245	\$ 883,341	\$ 123,904
Other local and county sources	331,890	349,308	(17,418)
Investment income	85,720	61,743	23,977
State sources	7,300,775	6,552,222	748,553
Federal sources	404,814	446,506	(41,692)
Sales and other conversions of assets	105,087	140,017	(34,930)
Total General Fund Revenues	\$ 9,235,531	\$ 8,433,137	\$ 802,394

General fund expenditures were as follows:

	2024	2023	Increase/ (Decrease)
District and school administration	\$ 638,745	\$ 616,985	\$ 21,760
District support services	282,679	273,917	8,762
Regular instruction	4,329,754	4,198,138	131,616
Vocational instruction	297,973	287,043	10,930
Special education	1,309,566	1,284,726	24,840
Instructional support services	315,765	244,144	71,621
Pupil support services	861,356	811,949	49,407
Site, buildings, and equipment	964,370	847,309	117,061
Fiscal and other fixed cost programs	70,091	69,151	940
Community service	2,188	594	1,594
Debt service	13,006	7,574	5,432
Total General Fund Expenditures	\$ 9,085,493	\$ 8,641,530	\$ 443,963

The total General Fund balance on June 30, 2024, is \$1,473,273 compared to \$1,375,156 on June 30, 2023 (increase of \$98,117). Of the total amount, certain amounts are nonspendable, restricted, or assigned – leaving an amount of \$791,154 in the unassigned General Fund balance.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

FUND BASIS FINANCIAL ANALYSIS (Continued)

Food Service Fund. The Food Service Fund accounts for the activities related to providing child nutrition services to support K-12 academic programs. The fund operates with the goal that revenues exceed expenditures on day-to-day school breakfast and lunch operations so that the excess can be used to systematically replace and upgrade kitchen equipment. By operating in this manner, the child nutrition services program is self-supporting and does not rely upon resources from K-12 instruction programs other than for use of school facilities.

The Food Service Fund balance increased by \$88,373. On June 30, 2024 the fund balance was \$339,902; compared to the previous year's balance of \$251,529.

The Food Service revenue for 2023-2024 totaled \$623,554 compared to \$488,105 the previous year – an increase of \$135,449 due to the state change in the free/reduced meal program.

The Food Service expenditures for 2023-2024 totaled \$535,181 compared to \$459,135 the previous year – an increase in expenditures of \$76,046, due to an increase in expenditures in most categories, especially food expense.

Community Service Fund. The Community Service Fund accounts for the activities related to providing education and recreation programs for Pre-Kindergarten and Post-Grade 12 students. The fund operates on the goal of breaking even on a yearly basis so that it does not rely upon resources from K-12 instruction programs other than for use of school facilities.

The Community Service Fund balance increased by \$2,576 during fiscal 2024 after a transfer in of \$102,279 from the General Fund. The General Fund transfer covered the deficit in school readiness program and the school age care program.

Community Service Fund revenues for 2023-2024 totaled \$351,967 compared to \$369,745 the previous year – a decrease \$17,778. The revenue decrease was due to decreases in attendance in the school age care program.

Community Service Fund expenditures for 2023-2024 totaled \$451,670 compared to \$405,464 the previous year. This was an increase in expenditures of \$46,206 due to an increase of staff costs in the preschool program and supplies in the youth recreation program.

Debt Service Funds. The Debt Service funds exist to service the principal and interest on long-term debt issued by the District to construct school facilities or acquire school equipment. Annual levies will provide revenue at a rate of 105% or pending debt service payments for a fiscal year. This rate is specified in statute to ensure that principal and interest payment can be made as scheduled even if there are late property tax payments or delinquencies that may arise. Adjustments can be made to the levy if there is excess fund balance in the fund.

The Debt Service Fund balance is \$616,114 as of June 30, 2024. This fund balance along with the 2023-2024 levy payable in 2025 and future state aid for debt service is sufficient to make pending principal and interest payments.

The Debt Service Fund balance increased by \$59,453 in 2023-2024. As debt is retired, these fund balances should become smaller on a year-to-year basis because a lower levy will be necessary to service remaining debt.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

FUND BASIS FINANCIAL ANALYSIS (Continued)

GENERAL FUND BUDGETARY HIGHLIGHTS

Following approval of the budget prior to the beginning of the fiscal year, the District revised the 2023 - 2024 annual operating budget in June, these budget amendments fall into two categories:

- Implementing budgets for specially funded projects, which both federal and state grants and reinstating unexpended funds being carried over, and budgeting for clearing.
- Legislation passes subsequent to budget adoption, changes necessitated by collective bargaining agreements, and increases in appropriations for significant unbudgeted costs and revenues.

Actual revenues were \$21,274 less than budgeted. The actual expenditures were \$85,200 more than budgeted.

While the District's final budget for the general fund anticipated that revenues and other financing sources would exceed expenditures and transfers out by \$256,512 the actual results for the year show the revenues and other financing sources exceeding expenditures and transfers out by \$98,117.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets. As of June 30, 2024, the District had invested \$34,746,769 (net of accumulated depreciation) in a broad range of capital assets including building improvements, construction in progress, and vehicles. Capital assets are recorded at historical cost and depreciated over their estimated useful lives (excluding salvage value). The capitalization threshold is \$1,000. Donated capital assets are recorded as their estimated acquisition value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets are recorded in the District-wide financial statements but are not reported in the Fund financial statements.

	Total (Net of Depreciation)	
	2024	2023
Land	\$ 333,000	\$ 333,000
Construction in progress		74,616
Buildings	32,543,069	33,141,257
Land improvements	712,820	680,891
Machinery and equipment	1,157,880	1,176,986
Total	<u>\$ 34,746,769</u>	<u>\$ 35,406,750</u>

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

CAPITAL ASSETS AND DEBT ADMINISTRATION (Continued)

Long Term Liabilities. As of June 30, 2024, the District had \$25,312,195 of long-term liabilities, a decrease of \$1,855,547. A summary of outstanding long-term liabilities as of June 30, 2024, is as follows:

	Total	
	2024	2023
General Obligation Bonds	\$ 23,800,000	\$ 25,525,000
Bond Premium	1,234,854	1,351,533
Capital Lease Payable	33,849	44,936
Compensated Absences Payable	243,492	246,273
Total	<u>\$ 25,312,195</u>	<u>\$ 27,167,742</u>

FACTORS BEARING ON THE DISTRICT'S FUTURE

With the exception of voter-approved excess operating referendum, the District is dependent on the state of Minnesota for its revenue authority. Recent experience demonstrates that legislated revenue increases have not been sufficient to meet instructional program needs and increased costs due to inflation.

The 2023 legislature approved increases each year in the General Education formula for 2023-2024 and 2024-2025. State aid will increase 4% in 2023-2024 and 2% in 2024-2025. Also, District voters on November 6, 2018, renewed its 10-year referendum authorization of \$440.64 per pupil unit. These funds are needed to provide funds to cover the District's operating expenses. While state funding formulas will provide revenues, the operating referendum provides additional resources that are needed to help balance future budgets. The enrollment levels that declined during the Coronavirus pandemic have not rebounded, but enrollment looks to be remaining constant and may increase slightly in the next two years.

The District would like to have its General Fund unassigned fund balance be in the range of 9 to 12 percent of operating expenditures. The unassigned fund balance as a percentage of operating expenditures is 8.7% at June 30, 2024. The goal is to have the percentage continue to increase, but the fiscal challenges in the coming years may delay that goal.

The District will strive to maintain its long-standing commitment to academic excellence and educational opportunity for students within a framework of financial fiduciary responsibility.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers and investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Business Office, Independent School District #239, 1000 Pine Meadows Lane, Rushford, Minnesota 55971.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

BASIC FINANCIAL STATEMENTS

JUNE 30, 2024

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INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
STATEMENTS OF NET POSITION
June 30, 2024
With Comparative Data As of June 30, 2023

	Governmental Activities	
	2024	2023
Assets		
Cash and investments	\$ 3,355,697	\$ 2,926,787
Taxes receivable	1,281,671	1,140,076
Other receivables	27,454	23,984
Due from other governmental units	990,384	1,029,597
Inventory	10,992	6,594
Prepaid items	17,245	24,828
Patronage capital	193,981	183,497
Capital Assets:		
Non-depreciable	333,000	407,616
Depreciable, net	34,413,769	34,999,134
TOTAL ASSETS	40,624,193	40,742,113
Deferred Outflows of Resources		
Deferred outflow from pension activities	1,327,976	1,852,151
Deferred outflow from OPEB activities	143,813	186,551
TOTAL DEFERRED OUTFLOWS OF RESOURCES	1,471,789	2,038,702
Liabilities		
Accounts payable	134,886	132,886
Salaries and accrued liabilities	820,406	826,547
Accrued interest payable	337,917	366,667
Due to other school districts	83,728	18,294
Due to other governments	22,530	24,462
Unearned revenue	15,830	14,694
Noncurrent liabilities:		
Due within one year:		
Long term liabilities	1,799,092	1,735,277
Other postemployment benefits payable	40,254	34,211
Due in more than one year		
Long term liabilities	23,513,103	25,432,465
Net pension liability	6,027,968	6,137,933
Other postemployment benefits payable	575,221	640,398
TOTAL LIABILITIES	33,370,935	35,363,834
Deferred Inflows of Resources		
Deferred inflows from pension activities	490,525	1,362,735
Deferred inflows from OPEB	245,283	235,832
Property taxes levied for subsequent year	2,244,182	2,021,630
TOTAL DEFERRED INFLOWS OF RESOURCES	2,979,990	3,620,197
Net Position		
Net investment in capital assets	9,678,066	8,485,281
Restricted:		
State-mandated restrictions	480,174	532,483
Food service	339,902	251,529
Community service	11,254	19,796
Debt service	282,098	193,961
Unrestricted	(5,046,437)	(5,686,266)
TOTAL NET POSITION	\$ 5,745,057	\$ 3,796,784

See Notes to Financial Statements

INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2024
With Comparative Data As of June 30, 2023

	2024			
	Program Revenues			
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Functions/Programs				
District and school administration	\$ 602,780	\$	\$ 4,286	\$
District support services	296,079		80,198	
Regular instruction	4,763,968	245,431	1,291,833	
Vocational instruction	271,209		2,544	
Special education	1,234,368	37,412	962,178	
Community education and services	440,869	205,596	80,888	
Instructional support services	339,264	81	899	
Pupil support services	837,217		2,379	
Site, buildings, and equipment	869,961	4,722	27,511	82,578
Fiscal and other fixed cost programs	59,479			
Interest and other fiscal charges	734,571			
Food service	538,793	63,820	546,250	
Total governmental activities	\$ 10,988,558	\$ 557,062	\$ 2,998,966	\$ 82,578

General Revenues:

Property taxes levied for:

General purposes

Community service

Debt service

State aid not restricted to specific purposes

Miscellaneous

Investment income

Total general revenues

Change in net position

Net Position - Beginning

Net Position - Ending

See Notes to Financial Statements

2024	2023
Net (Expense) Revenue and Changes in Net Position Total Governmental Activities	Net (Expense) Revenue and Changes in Net Position Total Governmental Activities
\$ (598,494)	\$ (503,003)
(215,881)	(288,854)
(3,226,704)	(2,702,235)
(268,665)	(219,644)
(234,778)	(370,655)
(154,385)	(66,649)
(338,284)	(259,427)
(834,838)	(777,533)
(755,150)	(724,660)
(59,479)	(63,248)
(734,571)	(801,937)
71,277	12,096
(7,349,952)	(6,765,749)

1,007,254	880,969
65,483	69,143
686,864	697,303
7,277,145	7,166,881
112,789	56,517
148,690	103,181
9,298,225	8,973,994
1,948,273	2,208,245
3,796,784	1,588,539
\$ 5,745,057	\$ 3,796,784

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
BALANCE SHEET
GOVERNMENTAL FUNDS**

June 30, 2024

With Comparative Data As of June 30, 2023

	General	Food Service	Community Service
Assets			
Cash and investments	\$ 2,166,246	\$ 343,352	\$ 12
Current property taxes receivable	489,637		27,822
Delinquent property taxes receivable	3,398		245
Accounts receivable	13,350	3,878	10,226
Due from other school districts	38,920		
Due from Minnesota Department of Education	586,188	5,620	5,525
Due from other governmental units	15,949		
Due from Federal through Minnesota Department of Education	142,838	328	2,158
Prepaid items	15,380	1,865	
Inventory		10,992	
Patronage capital	193,981		
TOTAL ASSETS	\$ 3,665,887	\$ 366,035	\$ 45,988
Liabilities, Deferred Inflows of Resources, and Fund Balance			
Liabilities			
Accounts payable	\$ 130,623	\$ 2,784	\$ 1,479
Salaries payable	339,170	16,502	47,273
Payroll withholdings payable	417,461		
Due to other school districts	83,728		
Due to other governments	22,530		
Unearned revenue		6,847	8,983
TOTAL LIABILITIES	993,512	26,133	57,735
Deferred Inflows of Resources			
Unavailable revenue:			
Taxes levied for subsequent year	1,001,723		62,960
Delinquent property taxes	3,398		245
Patronage capital	193,981		
TOTAL DEFERRED INFLOWS OF RESOURCES	1,199,102		63,205
Fund Balances			
Nonspendable	15,380	12,857	
Restricted	480,174	327,045	11,009
Assigned	186,565		
Unassigned	791,154		(85,961)
TOTAL FUND BALANCES	1,473,273	339,902	(74,952)
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	\$ 3,665,887	\$ 366,035	\$ 45,988

See Notes to Financial Statements

Total Governmental Funds

Debt Service	2024	2023
\$ 846,087	\$ 3,355,697	\$ 2,926,787
756,668	1,274,127	1,132,541
3,901	7,544	7,535
	27,454	23,984
	38,920	40,285
192,858	790,191	820,598
	15,949	
	145,324	168,714
	17,245	24,828
	10,992	6,594
	193,981	183,497
<u>\$ 1,799,514</u>	<u>\$ 5,877,424</u>	<u>\$ 5,335,363</u>

\$	\$ 134,886	\$ 132,886
	402,945	433,420
	417,461	393,127
	83,728	18,294
	22,530	24,462
	15,830	14,694
	<u>1,077,380</u>	<u>1,016,883</u>

1,179,499	2,244,182	2,021,630
3,901	7,544	7,535
	193,981	183,497
<u>1,183,400</u>	<u>2,445,707</u>	<u>2,212,662</u>

	28,237	31,422
616,114	1,434,342	1,351,841
	186,565	178,603
	705,193	543,952
<u>616,114</u>	<u>2,354,337</u>	<u>2,105,818</u>
<u>\$ 1,799,514</u>	<u>\$ 5,877,424</u>	<u>\$ 5,335,363</u>

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS**

For the Year Ended June 30, 2024
With Partial Comparative Data for the Year Ended June 30, 2023

	General	Food Service	Community Service
Revenues			
Local sources:			
Property tax levies	\$ 1,007,245	\$	\$ 65,483
Other local and county sources	331,890		218,269
Investment income	85,720	13,484	
State sources	7,300,775	265,202	58,018
Federal sources	404,814	281,048	9,342
Sales and other conversions of assets	105,087	63,820	855
TOTAL REVENUES	9,235,531	623,554	351,967
Expenditures			
District and school administration	638,745		
District support services	282,679		
Regular instruction	4,329,754		
Vocational instruction	297,973		
Special education	1,309,566		
Instructional support services	315,765		
Pupil support services	861,356		
Site, buildings, and equipment	964,370		
Fiscal and other fixed cost programs	70,091		
Food service		535,181	
Community service	2,188		451,670
Debt service:			
Principal	11,087		
Interest and fiscal charges	1,919		
TOTAL EXPENDITURES	9,085,493	535,181	451,670
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	150,038	88,373	(99,703)
Other Financing Sources (Uses)			
Issuance of capital lease			
Insurance recovery	42,489		
Sale of assets	7,869		
Transfer in			102,279
Transfer out	(102,279)		
TOTAL OTHER FINANCING SOURCES (USES)	(51,921)		102,279
NET CHANGE IN FUND BALANCES	98,117	88,373	2,576
FUND BALANCE - BEGINNING	1,375,156	251,529	(77,528)
FUND BALANCE - ENDING	\$ 1,473,273	\$ 339,902	\$ (74,952)

See Notes to Financial Statements

Total Governmental Funds		
Debt Service	2024	2023
\$ 686,864	\$ 1,759,592	\$ 1,649,787
	550,159	608,564
49,486	148,690	103,181
1,928,578	9,552,573	8,503,625
	695,204	729,122
	169,762	322,092
2,664,928	12,875,980	11,916,371
	638,745	616,985
	282,679	273,917
	4,329,754	4,198,138
	297,973	287,043
	1,309,566	1,284,726
	315,765	244,144
	861,356	811,949
	964,370	847,309
	70,091	69,151
	535,181	459,135
	453,858	406,058
1,725,000	1,736,087	1,661,378
880,475	882,394	947,871
2,605,475	12,677,819	12,107,804
59,453	198,161	(191,433)
		49,447
	42,489	
	7,869	989
	102,279	32,809
	(102,279)	(32,809)
	50,358	50,436
59,453	248,519	(140,997)
556,661	2,105,818	2,246,815
\$ 616,114	\$ 2,354,337	\$ 2,105,818

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
RECONCILIATION OF NET POSITION IN THE
DISTRICT-WIDE FINANCIAL STATEMENTS AND FUND BALANCES
IN THE FUND BASIS FINANCIAL STATEMENTS
June 30, 2024**

Amounts reported for governmental activities in the statement of net position are different because:

Total governmental fund balances (pages 17 and 18)		\$ 2,354,337
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		
Governmental funds - capital assets	\$ 41,088,826	
Less: Accumulated depreciation	<u>(6,342,057)</u>	
		34,746,769
Other long-term assets not available soon enough to pay for current-period expenditures and, therefore, are unavailable in the funds:		
Delinquent property taxes	\$ 7,544	
Patronage capital	<u>193,981</u>	
		201,525
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported in the funds.		
Bonds and notes payable (including bond premium)	\$ (25,034,854)	
Net pension liability	(5,190,517)	
Obligations under capital leases	(33,849)	
Compensated absences	(243,492)	
Other post-employment benefits payable	(716,945)	
Accrued interest	<u>(337,917)</u>	
		<u>(31,557,574)</u>
Net position of governmental activities (page 14)		<u><u>\$ 5,745,057</u></u>

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2024**

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds (pages 19 and 20)		\$ 248,519
Governmental funds reported capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Capital outlays	\$ 306,631	
Depreciation expense	<u>(961,680)</u>	(655,049)
The net effect of various miscellaneous transactions involving capital assets (i.e., sales, trade-ins, and donations) is to decrease net position.		(4,932)
Certain revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds:		
Delinquent property taxes	\$ 9	
Patronage capital	<u>10,484</u>	10,493
The governmental funds report long-term debt proceeds as financing sources, while repayment of long-term debt principal is reported as an expenditure. In the statement of net position, however, issuing debt increases long-term liabilities and does not affect the statement of activities and repayment of principal reduces the liability. Also, governmental funds report the effect of premiums and discounts when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. Interest is recognized as an expenditure in the governmental funds when it is due. In the statement of activities, however, interest expense is recognized as it accrues, regardless of when it is due. The net effect of these differences in the treatment of general obligations bonds and related items is as follows.		
Principal retirement on long-term debt	\$ 1,725,000	
Change in accrued interest	28,750	
Amortization of bond premium	<u>116,679</u>	1,870,429
Some capital asset additions are financed through capital leases. In governmental funds, a capital lease arrangement is considered a source of financing, but in the statement of net position, the lease obligation is reported as a liability. Repayment of capital lease principal is an expenditure in the governmental funds, but repayment reduces the lease obligation in the statement of net position.		
Repayment of capital lease principal		11,087
In the statement of activities, certain operating expenses - net pension liability, compensated absences, severance, and other postemployment benefits - are measured by the amounts earned during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid).		
Net pension liability		458,000
Change in accrued compensated absences		2,781
Other postemployment benefits payable		<u>6,945</u>
Change in net position of governmental activities (pages 15 and 16)		<u>\$ 1,948,273</u>

See Notes to Financial Statements

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
GENERAL FUND**

For the Year Ended June 30, 2024
With Partial Comparative Data for the Year Ended June 30, 2023

	Budgeted Amounts		2024	Over (Under)	2023
	Original	Final	Actual	Final Budget	Actual
Revenues					
Local sources:					
Property tax levies	\$ 992,687	\$ 1,010,873	\$ 1,007,245	\$ (3,628)	\$ 883,341
Other local and county sources	353,530	424,100	331,890	(92,210)	349,308
Investment income	80,000	132,000	85,720	(46,280)	61,743
State sources	7,137,514	7,277,732	7,300,775	23,043	6,552,222
Federal sources	431,000	412,100	404,814	(7,286)	446,506
Sales and other conversions of assets			105,087	105,087	140,017
TOTAL REVENUES	8,994,731	9,256,805	9,235,531	(21,274)	8,433,137
Expenditures					
District and school administration	636,944	631,044	638,745	7,701	616,985
District support services	282,540	280,540	282,679	2,139	273,917
Regular instruction	4,193,759	4,268,409	4,329,754	61,345	4,198,138
Vocational instruction	301,125	299,725	297,973	(1,752)	287,043
Special education	1,360,072	1,371,672	1,309,566	(62,106)	1,284,726
Instructional support services	273,707	276,007	315,765	39,758	244,144
Pupil support services	938,233	815,833	861,356	45,523	811,949
Site, buildings, and equipment	881,957	976,757	964,370	(12,387)	847,309
Fiscal and other fixed cost programs	71,000	67,300	70,091	2,791	69,151
Community service			2,188	2,188	594
Debt Service:					
Principal	11,087	11,087	11,087		6,378
Interest and fiscal charges	1,919	1,919	1,919		1,196
TOTAL EXPENDITURES	8,952,343	9,000,293	9,085,493	85,200	8,641,530
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	42,388	256,512	150,038	(106,474)	(208,393)
Other Financing Sources (Uses)					
Issuance of capital lease					49,447
Insurance recovery			42,489	42,489	
Sale of assets			7,869	7,869	989
Transfer out			(102,279)	(102,279)	(32,809)
TOTAL OTHER FINANCING SOURCES (USES)			(51,921)	(51,921)	17,627
NET CHANGE IN FUND BALANCE	42,388	256,512	98,117	(158,395)	(190,766)
FUND BALANCE - BEGINNING	1,375,156	1,375,156	1,375,156		1,565,922
FUND BALANCE - ENDING	\$ 1,417,544	\$ 1,631,668	\$ 1,473,273	\$ (158,395)	\$ 1,375,156

See Notes to Financial Statements

INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
FOOD SERVICE FUND

For the Year Ended June 30, 2024
With Partial Comparative Data for the Year Ended June 30, 2023

	Budgeted Amounts		2024	Over (Under)	2023
	Original	Final	Actual	Final Budget	Actual
Revenues					
Investment income	\$	\$	\$ 13,484	\$ 13,484	\$ 8,367
State sources	151,900	265,600	265,202	(398)	24,900
Federal sources	228,000	256,000	281,048	25,048	273,174
Sales and other conversions of assets	44,000	57,000	63,820	6,820	181,664
TOTAL REVENUES	423,900	578,600	623,554	44,954	488,105
Expenditures					
Pupil support services	458,413	522,813	535,181	12,368	459,135
NET CHANGE IN FUND BALANCES	(34,513)	55,787	88,373	32,586	28,970
FUND BALANCES - BEGINNING	251,529	251,529	251,529		222,559
FUND BALANCES - ENDING	\$ 217,016	\$ 307,316	\$ 339,902	\$ 32,586	\$ 251,529

See Notes to Financial Statements

INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
COMMUNITY SERVICE FUND
For the Year Ended June 30, 2024
With Partial Comparative Data for the Year Ended June 30, 2023

	Budgeted Amounts		2024	Over (Under)	2023
	Original	Final	Actual	Final Budget	Actual
Revenues					
Local sources:					
Property tax levies	\$ 68,602	\$ 66,157	\$ 65,483	\$ (674)	\$ 69,143
Other local and county sources	268,000	225,700	218,269	(7,431)	259,256
State sources	40,448	45,982	58,018	12,036	31,493
Federal sources			9,342	9,342	9,442
Sales and other conversions of assets	300	300	855	555	411
TOTAL REVENUES	377,350	338,139	351,967	13,828	369,745
Expenditures					
Community service	458,728	469,778	451,670	(18,108)	405,464
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(81,378)	(131,639)	(99,703)	31,936	(35,719)
Other Financing Sources					
Transfer in			102,279	102,279	32,809
NET CHANGE IN FUND BALANCES	(81,378)	(131,639)	2,576	134,215	(2,910)
FUND BALANCES - BEGINNING	(77,528)	(77,528)	(77,528)		(74,618)
FUND BALANCES - ENDING	\$ (158,906)	\$ (209,167)	\$ (74,952)	\$ 134,215	\$ (77,528)

See Notes to Financial Statements

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
STATEMENT OF FIDUCIARY NET POSITION
June 30, 2024**

ASSETS	
Cash and cash equivalents	\$ 2,723
	<u> </u>
LIABILITIES	
Accounts payable	\$ 2,723
	<u> </u>
NET POSITION	<u><u> </u></u>

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
For the Year Ended June 30, 2024**

Additions:	
Other local and county sources	\$
	<u> </u>
Deductions:	
Fiscal and other fixed cost programs	<u> </u>
CHANGE IN NET POSITION	<u> </u>
NET POSITION - BEGINNING	<u> </u>
NET POSITION - ENDING	<u><u> </u></u>

See Notes to Financial Statements

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**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

Independent School District #239 (the District) was formed and operates pursuant to applicable Minnesota laws and statutes.

The governing body consists of a seven-member board elected by the voters of the District to serve four-year terms.

The financial statements of Independent School District No. 239 have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The GASB pronouncements are recognized as accounting principles generally accepted in the United States of America for state and local governments.

Financial Reporting Entity

Independent School District No. 239 (the District) is an instrumentality of the State of Minnesota established to function as an education institution. The elected School Board (Board) is responsible for legislative and fiscal control of the District. A Superintendent is appointed by the Board and is responsible for administrative control of the District.

Accounting Principles Generally Accepted in the United States of America (GAAP) require that the District's financial statements included all funds, account groups, departments, agencies, boards, commissions, and other organizations which are not legally separate from the District. In addition, the District's financial statements are to include all component units – entities for which the District is financially accountable.

Financial accountability includes such aspects as appointing a voting majority of the organization's governing body, significantly influencing the programs, projects, activities or level of services performed or provided by the organization or receiving specific financial benefits from, or imposing specific financial burden on, the organization. These financial statements include all fund and account groups of the District. There are no other entities for which the District is financially accountable.

Basic Financial Statement Presentation

The District-wide financial statements (i.e. the Statement of Net Position and the Statement of Activities) display information about the reporting government as a whole. These statements include all the financial activities of the District, except for the fiduciary fund. Fiduciary funds are reported only in the Statements of Fiduciary Net Position and Changes in Fiduciary Fund Net Position at the fund financial statement level.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and grants and contributions that are restricted to meeting the operational; or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Basic Financial Statement Presentation

The District applies restricted resources first when an expense is incurred for a purpose for which both restricted and unrestricted net position are available. Depreciation expense that can be specifically identified by function is included in the direct expenses of each function. Interest on long-term debt is considered an indirect expense and is reported separately on the Statement of Activities. Generally, the effect of material interfund activity has been removed from the District-wide financial statements.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

1. Summary of Significant Accounting Policies (Continued)

Basic Financial Statement Presentation (Continued)

Separate fund financial statements are provided for governmental and fiduciary funds. Major individual governmental funds are reported as separate columns in the fund financial statements. Fiduciary funds are presented in the fiduciary fund financial statements by type; private purpose trust and custodial. Since by definition, fiduciary fund assets are being held for the benefit of a third party and cannot be used for activities or obligations of the District, these funds are excluded from the District-wide statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The District-wide financial statements were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Property taxes are generally recognized as revenues in the fiscal year for which they are levied, except for amounts recognized in advance in accordance with a statutory "tax shift" described later in these notes.

Governmental fund types are accounted for using the modified accrual basis of accounting. Under this method, revenues are recognized when susceptible to accrual, i.e. both measurable and available to finance expenditures of the fiscal period. "Available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Revenues susceptible to accrual are property taxes, state aids, fees, and interest. For this purpose, the District considers all revenues to be available if collected within 60 days after the end of the current period.

Expenditures are generally recognized using the modified accrual basis of accounting when a related fund liability is incurred. Exceptions to this rule include (1) accumulated unpaid vacation, sick pay, and other employee amounts which are not accrued, and (2) principal and interest on general long-term debt which is recognized when due.

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the year in which the resources are measurable and become available.

Non-exchange transaction, in which the District receives value without directly giving equal value in return, include property taxes, grants, and donations. On an accrual basis, revenue from property taxes is recognized in the year for which the tax is levied. Revenue from grants and donations is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year in which the resources are required to be used or the year when use is first permitted; matching requirements, in which the District must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it is recognized.

Unearned revenue is recorded when assets are recognized before revenue recognition criteria have been satisfied. Grants received before eligibility requirements other than time requirements are met are recorded as unearned revenue. Grants received before time requirements are met are recorded as a deferred inflow of resources.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

1. Summary of Significant Accounting Policies (Continued)

Description of Funds

The accounts of the District are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts, which comprise its assets, liabilities, net position/fund balance, revenues and expenditures. District resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

The District reports the following major governmental funds:

The *general fund* is the District's primary operating fund. It accounts for all financial resources and transactions except those required to be accounted for in other funds.

The *food service fund* accounts for all activities associated with the preparation and serving of regular and incidental meals, lunches, or snacks in connection with school activities.

The *community service fund* accounts for the resources designated for programs other than those for elementary and secondary students.

The *debt service fund* accounts for the accumulation of resources for, and the payment of long-term debt principal, interest, and related costs.

The District reports the following fiduciary fund:

The agency fund is custodial in nature and does not present results of operations or have a measurement focus. The District uses agency funds to account for scholarship accounts that have no administrative or direct financial involvement. This fund accounts for funds that the District is a fiscal host of flow-through funds for scholarships without a legally binding trust.

Budgets and Budgetary Accounting

Budgets presented in this report for comparison to actual amounts are presented in accordance with accounting principles generally accepted in the United States of America. Each June, the School Board adopts an annual budget for the following fiscal year for the General, Food Service, Community Service, and Debt Service Funds. The approved budget is published in summary form in the District's legal newspaper by November 30 of each year. Reported budgeted amounts represent the amended budget as adopted by the School Board. Legal budgetary control is at the fund level.

Procedurally, in establishing the budgetary data reflected in these financial statements, the Superintendent submits to the School Board prior to July 1, a proposed operating budget for the fiscal year commencing July 1. The operating budget includes proposed expenditures and the means to finance them. The budget is legally enacted by School Board action. Revisions to budgeted amounts must be approved by the School Board.

Total fund expenditures in excess of the budget require approval of the School Board. Spending control is established by the amount of expenditures budgeted for the fund, but management control is exercised at line item levels.

Budget provisions for the Debt Service Fund are set by state law governing required debt service levels.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

1. Summary of Significant Accounting Policies (Continued)

Cash and Investments

Cash and investments consist of checking accounts and investments with the Minnesota School District Liquid Asset Fund. Cash balances from all funds are combined and invested to the extent available in various securities as authorized by Minnesota Statutes. Earnings from the pooled investments are allocated to the respective funds on the basis of applicable cash balance participation by each fund.

Accounts Receivable

Represents amounts receivable from individuals, firms, and corporations for goods and services furnished by the District. No substantial losses are anticipated from present receivable balances, therefore, no allowance for uncollectible accounts is deemed necessary.

Deferred Outflows of Resources

In addition to assets, the financial statements will sometimes report a separate section of deferred outflows of resources. This separate financial statement element represents a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until that time. The deferred outflows of resources are pension and OPEB related.

Deferred Inflows of Resources

In addition to liabilities, the financial statements will sometimes report a separate financial statement element, deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District has three items which occur related to revenue recognition. The first occurs because property tax receivables are recorded in the current year, but the revenue will be recorded in the subsequent year. The second type of deferred inflow of resources occurs because governmental fund revenues are not recognized until available (collected not later than 60 days after the end of the District's year-end) under the modified accrual basis of accounting. The third type is pension and OPEB related.

Use of Estimates

The preparation of financial statements in conformity with United States generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Unearned Revenue

Unearned revenues are those where asset recognition criteria have been met, but for which revenue recognition criteria have not been met.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepayments. Prepaid items are reported using the consumption method and recorded as an expense or expenditure at the time of consumption.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

1. Summary of Significant Accounting Policies (Continued)

Inventories

Inventories are recorded using the consumption method of accounting and consist of food and surplus commodities received from the federal government. Food purchases are recorded at invoice cost, computed on a first-in, first-out method, and surplus commodities are stated at standardized cost, as determined by the Department of Agriculture.

Property Taxes

Property tax levies are established by the School Board in December each year and are certified to the County for collection the following calendar year. In Minnesota, counties act as collection agents for all property taxes. The County spreads all levies over taxable property. Such taxes become a lien on January 1. Taxes are due on May 15 and October 15. The county generally remits taxes to the District at periodic intervals as they are collected. A portion of property taxes levied is paid through various state tax credits which are included in revenue from state sources in the financial statements.

Generally, tax revenue is recognized in the fiscal year ending June 30, following the calendar year in which the tax levy is collectible, while the current calendar year tax levy is recorded as deferred revenue (property taxes levied for subsequent year). The majority of District revenue in the General and Special Revenue Funds is determined annually by statutory funding formulas. The total revenue allowed by these formulas is then allocated between taxes and state aids by the Legislature based on education funding priorities. To help balance the state budget, the Minnesota Legislature utilizes a tool referred to as the "tax shift", which periodically changes the District's recognition of property tax revenue. The tax shift advance recognizes cash collected for the subsequent year's levy as current year revenue, allowing the state to reduce the amount of aid paid to the District. Currently, the mandated tax shift recognizes \$113,980 of the property tax levy collectible in 2024 as revenue to the District in fiscal year 2023-2024. The remaining portion of the taxes collectible in 2024 is recorded as deferred inflows of resources.

Taxes that remain unpaid are classified as delinquent taxes receivable. Revenue from these delinquent property taxes that is not collected within 60 days of year-end is deferred inflows of resources because it is not known to be available to finance the operations of the District in the current year. No allowance for uncollectible taxes has been provided as such amounts are not expected to be material. Current levies of local taxes, less the amount recognized as revenue in the current period, including portions assumed by the State which will be recognized as revenue in the next fiscal year beginning July 1, 2024, are included in the Property Taxes Levied for Subsequent Year account to indicate that, while they are current assets, they will not be recognized as revenue until the following year.

Patronage Capital

The District purchases telephone service from a cooperative which grants yearly patronage capital credit allocations to its customers. Capital credits represent the customer's share of ownership in the cooperative. They are held by the cooperative until retired by action of the cooperative's board of directors, at which time the customer will receive a capital credit refund check. Capital credit allocations are recognized in the year that they are received in the entity wide statements. In the fund statements, they are offset by unavailable revenue until they are paid out in cash.

Capital Assets

Capital assets are capitalized at historical cost or estimated historical cost for assets where actual historical cost is not available. Donated assets are recorded as capital assets at their estimated acquisition value at the date of donation. The District maintains a threshold level of \$1,000 for capitalizing assets. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

1. Summary of Significant Accounting Policies (Continued)

Capital Assets (Continued)

Capital assets are recorded in the District-wide financial statement but are not reported in the Fund financial statements. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public school purpose by the District, no salvage value is taken into consideration for depreciation purposes. Depreciation is provided using the straight-line method applied over the following estimated useful lives of the assets.

	Useful Life in Years
Land improvements and buildings	20 - 50
Equipment	5 - 15

Capital assets not being depreciated include land and construction in progress.

The District does not possess any material amounts of infrastructure capital assets. Items such as sidewalks and other land improvements are considered to be part of the cost of buildings or other improvable property.

Long-term Obligations

In the District-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts are amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as an expense in the period they are incurred.

In the fund financial statements, governmental fund types recognize bond premiums and discounts during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Accrued Employee Benefits

Vacation Pay - Support staff employees earn annual vacation pay based on length of service in District. Employees earn 3 weeks of vacation after 3 years of service, 4 weeks after 10 years, 4 weeks and 2 days after 20 years, and five weeks after 25 years. The Superintendent earns 20 days of vacation per year. At June 30, 2024, unpaid vacation pay totaling \$13,304 is recorded in the financial statements.

Sick Pay - Upon leaving the employment of the District, non-teaching staff employee with five or more years of service are compensated between \$30 and \$45 per unused accumulated sick leave day, depending on the bargaining group. Accumulation of sick leave for the purpose of severance pay began July 1, 1981.

In addition, full-time teachers hired before July 1, 1989 who have completed at least 16 years of continuous service with 10 years in the District, are eligible for early retirement pay for unused sick leave up to a maximum of \$8,000 less any 403(b) matching contributions made by the District. They are also eligible for \$110 per unused sick day up to a maximum of \$7,700. At June 30, 2024, unpaid sick leave pay totaling \$230,188 is recorded in the financial statements.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

1. Summary of Significant Accounting Policies (Continued)

Other Postemployment Benefits

Under the terms of certain collectively bargained employment contracts, including the teachers' and administrators' contracts, the District makes no contributions toward the health insurance premiums of retired employees. However, the District has an implicit rate or subsidy for OPEB. This amount was actuarially determined in accordance with GASB Statement No. 75.

Fund Balance

In the fund financial statements, governmental funds report fund balance as nonspendable, restricted, committed, assigned or unassigned. Nonspendable portions of fund balance relates to prepaids or inventories. Restricted funds are constrained by outside parties (statute, grantors, bond agreements, etc.). Committed fund balances are established and modified by a resolution approved by the Board of Education. The District currently doesn't report any committed fund balances. The Board of Education passed a resolution authorizing the Superintendent, Business Manager, Payroll Clerk, and Board Treasurer the ability to assign fund balances and their intended uses. Unassigned fund balances are considered the remaining amounts, usually in the General Fund only.

In accordance with the District's fund balance policy, when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available; it is the District's policy to use restricted first, then unrestricted fund balance. When an expenditure is incurred for purposes for which committed, assigned and unassigned fund balance is available, it is the District's policy to use committed first, then assigned and finally unassigned fund balance.

The District has a minimum fund balance policy, which identifies a minimum unassigned fund balance in the General Fund of 3% of the annual budgeted expenditures. The strategic plan of the District states that the goal of this District is to have 9-12% of annual budgeted expenditures in place.

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the School District's deposits may not be returned to it. The School District's policy for custodial credit risk follows Minnesota Statutes for deposits. The District's deposits are entirely covered by federal depository insurance or by collateral held by the District's custodial banks in the District's name. Minnesota Statutes require that all District deposits be insured, secured by surety bonds, or be collateralized. Except for notes secured by first mortgages of future maturity, the market value of collateral pledged by the custodial bank must equal 110% of the deposits not covered by insurance or surety bonds. Authorized collateral includes certain state or local government obligations and legal investments. Minnesota Statutes also require that securities pledged as collateral be held in safekeeping by the Treasurer, or in a financial institution other than the institution furnishing the collateral.

Concentration of Credit Risk

Financial instruments which expose the District to a concentration of credit risk consist primarily of cash and investments. Credit risk associated with cash and investments are discussed in Note 3.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

1. Summary of Significant Accounting Policies (Continued)

Interfund Transactions

Quasi-external transactions are accounted for as revenues, expenditures, or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses or revenues/income initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses or revenues/income in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers.

Comparative Data

Comparative data for the prior year has been presented in certain of the accompanying financial statements in order to provide an understanding of changes in the District's financial position and operations. However, complete comparative data has not been presented since their inclusion would not provide meaningful comparisons. Certain amounts in the prior year totals column have been reclassified to conform with the current year presentation.

Net Position

Net position represents the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources in the District-wide financial statements. Net position in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any long-term debt used to build or acquire the capital assets. Net position is reported as restricted in the District-wide financial statements when there are limitations on their use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

Pensions

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and Teachers Retirement Association (TRA) and additions to/deductions from PERA's and TRA's fiduciary net position have been determined on the same basis as they are reported by PERA and TRA. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

TRA has a special funding situation created by direct aid contributions made by the State of Minnesota, City of Minneapolis, and Minneapolis School District. The direct aid is a result of the merger of the Minneapolis Teachers Retirement Fund Association merger into TRA in 2006. A second direct aid source is from the State of Minnesota for the merger of the Duluth Teacher's Retirement Fund Association (DTRFA) in 2015. Additional information can be found in Note 8.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

2. Stewardship and Accountability

Excess of expenditures over appropriations at the individual fund level during 2024 are as follows:

	Budget	Expenditures	Excess
General Fund	\$ 9,000,293	\$ 9,085,493	\$ 85,200
Food Service Fund	522,813	535,181	12,368

Excess expenditures were the result of planned process.

Transfers during the year ended June 30, 2024 are as follows:

Funds	Transfers In	Transfers Out
General Fund	\$	\$ 102,279
Community Service Fund	102,279	
Totals	\$ 102,279	\$ 102,279

The District generally utilizes interfund transfers for cash flow purposes.

The Community Service Fund had a deficit fund balance of \$74,952 at June 30, 2024.

The District will eliminate this deficit with future operations.

3. Cash and Investments

As of June 30, 2024, the District's cash and investments consisted of the following items:

Deposits	\$ 84,719
MSDLAF+ Liquid Class	51,224
MSDLAF+ Max Class	3,222,477
Total Cash and Investment	3,358,420
Less: Fiduciary fund cash and cash equivalents	(2,723)
Total Cash and Investments - Statement of Net Position	\$ 3,355,697

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

3. Cash and Investments (Continued)

Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits will not be returned in full. The District's deposit policy for custodial credit risk follows Minnesota Statutes for deposits.

The District maintains a cash and investment pool that is available for use by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Cash and Investments." In accordance with Minnesota Statutes the District maintains deposits at financial institutions which are authorized by the School District's Board.

Minnesota Statutes require that all District deposits be protected by insurance, surety bond, or be collateral. The market value of collateral pledged must equal 110% of the deposits not covered by insurance or surety bonds.

The District's deposits in banks at June 30, 2024 were entirely covered by federal depository insurance or by surety bonds and collateral in accordance with Minnesota Statutes.

Investments

The District may also invest idle funds as authorized by Minnesota Statutes as follows:

- a) Direct obligations or obligations guaranteed by the United States or its agencies.
- b) Shares of investment companies registered under the Federal Investment Company Act of 1940 and received the highest credit rating, is rated in one of the two highest rating categories by a statistical rating agency, and all of the investments have a final maturity of thirteen months or less.
- c) General obligations rated "A" or better; revenue obligations rated "AA" or better.
- d) General obligations of the Minnesota Housing Finance Agency rated "A" or better.
- e) Bankers acceptances of United States banks eligible for purchase by the Federal Reserve System.
- f) Commercial paper issued by United States corporations or their Canadian subsidiaries, of the highest quality category by at least two nationally recognized rating agencies and maturing in 270 days or less.
- g) Guaranteed Investments Contracts guaranteed by a United States commercial bank, domestic branch of a foreign bank, or United States insurance companies if similar debt obligations of the issuer or the collateral pledged by the issuer is in the top two rating categories.
- h) Repurchase or reverse purchase agreement and securities lending agreements with financial institutions qualified as a "depository" by the government entity with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000, a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York, or certain Minnesota securities broker-dealers.

Interest Rate Risk

The District has a formal investment policy that addresses permissible investments, portfolio diversification, and instrument maturities. Investment maturities are scheduled to coincide with projected school district cash flow needs. Within these parameters, it is the District's policy to stagger portfolio maturities to avoid undue concentration of assets, provide for stability of income, and limit exposure to fair value losses arising from rising interest rates. Information about the sensitivity of the fair values of the District's investments to market interest rate risk fluctuations is provided by the following table that shows the distribution of the District's investments by maturity:

Concentration of Credit Risk

The District places no limit on the amount the District may invest in any one issuer. Investments in any one issuer that represent 5% or more of total investments are as follows:

MSDLAF+ Max Class	\$ 3,222,477
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**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

3. Cash and Investments (Continued)

Fair Value Measurement

Fair value measurements are determined utilizing the framework established by the Governmental Accounting Standards Board. The framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are as follows:

- Level 1: Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the District has the ability to access
- Level 2: Observable market-based inputs or unobservable inputs that are corroborated by market data. Inputs to the valuation methodology include:
 - Quoted prices for similar assets or liabilities in active markets
 - Quoted prices for identical assets or liabilities in inactive markets
 - Inputs other than quoted prices that are observable for the asset or liability
 - Inputs that are derived principally from or corroborated by observable market data by correlation or other means

If the asset or liability has a specific (contractual) term, Level 2 input must be observable for substantially the full term of the asset or liability

- Level 3: Inputs to the valuation methodology are unobservable and significant to the fair value measurement

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The District had the following investments at year-end:

Investment Type	Credit Risk		Fair Value Measurements Using	Interest Risk - Maturity Duration in Years				
	Rating	Agency		No Maturity Date	Less Than 1	1 to 5	6 to 10	Total
MSDLAF+ Liquid Class	AAAa	S&P	N/A	\$ 51,224	\$	\$	\$	\$ 51,224
MSDLAF+ Max Class	AAAa	S&P	N/A	3,222,477				3,222,477
Total Investments				<u>\$3,273,701</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$3,273,701</u>

N/A - Not applicable

The Minnesota School District Liquid Asset Fund (MSDLAF) Plus Liquid Class, and MSDLAF Plus Max Class are external investment pools not registered with the Securities and Exchange Commission regulated by Minnesota Statutes. The District's investments in these investment pools are measured at the net asset value per share provided by the pool, which is based on amortized cost method that approximates fair value. For the MSDLAF Plus Liquid Class and MSDLAF Plus Max Class investment pools, there are no unfunded commitments, redemption frequency is daily, and there is no redemption notice required.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

4. Due From Other Governmental Units

Amounts due from other governmental units at June 30, 2024 are as follows:

Fund	Minnesota Department of Education	Federal Government Through MDE	Due from Other Governmental Units	Other School Districts	Total
General	\$ 586,188	\$ 142,838	\$ 15,949	\$ 38,920	\$ 783,895
Food Service	5,620	328			5,948
Community Service	5,525	2,158			7,683
Debt Service	192,858				192,858
	<u>\$ 790,191</u>	<u>\$ 145,324</u>	<u>\$ 15,949</u>	<u>\$ 38,920</u>	<u>\$ 990,384</u>

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

5. Capital Assets

Capital asset activity for the year ended June 30, 2024 was as follows:

Governmental Activities	Beginning Balance	Additions	Deletions	Ending Balance
Capital assets, not being depreciated:				
Land	\$ 333,000	\$	\$	\$ 333,000
Construction in progress	74,616		74,616	
Total capital assets, not being depreciated	407,616		74,616	333,000
Capital assets, being depreciated:				
Buildings	37,245,073	149,505		37,394,578
Land improvements	969,557	81,379		1,050,936
Equipment	2,185,987	150,363	26,038	2,310,312
Total capital assets, being depreciated	40,400,617	381,247	26,038	40,755,826
Less accumulated depreciation for:				
Buildings	4,103,816	747,693		4,851,509
Land improvements	288,666	49,450		338,116
Equipment	1,009,001	164,537	21,106	1,152,432
Total accumulated depreciation	5,401,483	961,680	21,106	6,342,057
Total capital assets, being depreciated, net	34,999,134	(580,433)	4,932	34,413,769
Governmental activities capital assets, net	<u>\$ 35,406,750</u>	<u>\$ (580,433)</u>	<u>\$ 79,548</u>	<u>\$ 34,746,769</u>

Depreciation expense was charged to functions/programs as follows:

Governmental Activities:

District and school administration	\$ 461
District support services	15,670
Regular instruction	814,252
Vocational education instruction	3,715
Special education	338
Instructional support services	27,401
Pupil support services	26,315
Site, buildings and equipment	73,528

Total depreciation expense - governmental activities \$ 961,680

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

6. Long-Term Liabilities

The long-term debt obligations outstanding and related maturities and interest rates are summarized in the following schedules. General Obligation Bonds are serviced by the Debt Service Fund. They are backed by the full faith and credit of the District. The remaining debt is serviced by the General Fund.

A summary of interest rates, maturities and June 30, 2024 balances is as follows:

	Original Amount of Debt	Range of Interest Rates	Final Maturity	Balance June 30, 2024
General Obligation Bonds:				
School Building - Bond Series 2015A	\$ 36,030,000	3.0% - 4.0%	2035	\$ 23,800,000
Other Liabilities:				
Capital Lease Payable	49,447	4.13%	2027	33,849
Compensated Absences Payable				243,492
Bond Premium				1,234,854
Total				<u>\$ 25,312,195</u>

The following is a summary of the changes in long-term debt obligations for the year ended June 30, 2024:

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
GOVERNMENTAL ACTIVITIES					
Bonds Payable:					
General Obligation Bond:					
School Building Bond 2015A	\$ 25,525,000	\$	\$ 1,725,000	\$ 23,800,000	\$ 1,790,000
Other Liabilities:					
Bond Premium	1,351,533		116,679	1,234,854	
Capital Lease Payable	44,936		11,087	33,849	9,092
Compensated Absences Payable	246,273		2,781	243,492	
Governmental Activities					
Long-term Liabilities	<u>\$ 27,167,742</u>	<u>\$</u>	<u>\$ 1,855,547</u>	<u>\$ 25,312,195</u>	<u>\$ 1,799,092</u>

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

6. Long-Term Liabilities (Continued)

The annual requirements to amortize all long-term debt outstanding as of June 30, 2024, over the life of the debt, are summarized below:

Years	General Obligation Bonds		Capital Lease		Total
	Principal	Interest	Principal	Interest	
<u>Governmental Activities</u>					
2025	\$ 1,790,000	\$ 811,000	\$ 9,092	\$ 1,126	\$ 2,601,000
2026	1,865,000	739,400	10,319	829	2,604,400
2027	1,935,000	664,800	10,753	394	2,599,800
2028	2,015,000	587,400	3,685	32	2,602,400
2029	2,095,000	506,800			2,601,800
2030-2034	11,575,000	1,441,050			13,016,050
2035	2,525,000	75,750			2,600,750
Totals	\$ 23,800,000	\$ 4,826,200	\$ 33,849	\$ 2,381	\$ 28,626,200

In October 2022, the District issued a capital lease payable of \$49,447 for copiers with an interest rate of 4.13%.

7. Fund Balances

In accordance with Government Accounting Standards, the District classifies governmental fund balances as follows:

- Non-spendable – includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual restraints.
- Restricted – includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained to due constitutional provisions or enabling legislation.
- Committed – includes fund balance amounts that are constrained for specific purposes that are internally imposed by the school board through formal action and remain binding unless removed by the school board by subsequent formal action.
- Assigned – includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. The school board, by majority vote, may assigned fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: superintendent and business manager. Assignments so made shall be reported to the school board on a monthly basis.
- Unassigned – includes positive fund balance within the General Fund which has not been classified within the above-mentioned categories and negative fund balances in other governmental funds.

The District uses restricted/committed amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as a grant agreement requiring for dollar spending. Additionally, the District would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

7. Fund Balances (Continued)

Reservation of fund balance indicates that a portion of the fund balance is legally segregated for a specific future use. The following is a summary of the restricted fund balances for the governmental funds:

Restricted for Staff Development - Represents available resources within the General Fund for staff enrichment Programs.

Restricted for Safe Schools - The fund balance restriction represents accumulated resources available to be expended for safe schools.

Restricted for Student Activities - Represents the resources available for the extracurricular activity funds raised by students.

Restricted for Gifted and Talented – Represents unspent general education aid available to provide gifted and talented programming.

Restricted for Operating Capital - The District levies taxes and receives state aid to be used for the purchase of equipment, books, and vehicles and to purchase, rent, improve, and repair school facilities as allowed by state statute. The cumulative excess of such revenues over equipment and facilities expenditure is reported as a restriction of fund balance in the General Fund.

Restricted for Basic Skills Extended Time - Represents available resources within the General Fund to provide for basic skills extended time programs.

Restricted for Student Support Personnel – Represents available resources to be used for student support personnel that are in addition to current staff levels.

Restricted for Literacy Incentive Aid – Represents the resources available to support implementation of evidence based reading instruction.

Restricted for Long-Term Facilities Maintenance - Represents available resources to be used for LTFM projects in accordance with the 10-year plan.

Restricted for Community Education - Represents available resources within the Community Service Fund for enrichment programs for any age level that are not part of the K-12 education program which are not taken for credit or required for graduation.

Restricted for Early Childhood and Family Education - Represents available resources within the Community Service Fund whose focus is to improve parenting skills of new and expectant parents, and/or to provide learning experiences for parents and children.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

7. Fund Balances (Continued)

The following is a summary of fund balances as of June 30, 2024 with comparative totals for June 30, 2023:

	General	Food Service	Community Service	Debt Service	2024 Totals	2023 Totals
Nonspendable						
Inventory	\$	\$ 10,992	\$	\$	\$ 10,992	\$ 6,594
Prepaid items	15,380	1,865			17,245	24,828
Total nonspendable	15,380	12,857			28,237	31,422
Restricted						
Staff development	135,622				135,622	147,448
Safe schools	6,498				6,498	750
Student activities	89,537				89,537	67,099
Gifted and talented	12,674				12,674	10,819
Operating capital	46,273				46,273	121,809
Basic skills extended time						17,483
Student support personnel aid	40,000				40,000	
Literacy incentive	21,307				21,307	
Long-term facilities maintenance	128,263				128,263	167,075
Early childhood and family education			11,009		11,009	19,522
Food service		327,045			327,045	243,175
Debt service				616,114	616,114	556,661
Total restricted	480,174	327,045	11,009	616,114	1,434,342	1,351,841
Assigned						
Extra curricular activities	186,565				186,565	178,603
Unassigned	791,154		(85,961)		705,193	543,952
Total Fund Balance	\$ 1,473,273	\$ 339,902	\$ (74,952)	\$ 616,114	\$ 2,354,337	\$ 2,105,818

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

7. Fund Balances (Continued)

The Uniform Financial Accounting and Reporting Standards (UFARS) fund balance reporting standards are slightly different than the reporting standards under GASB Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions*. Below is a reconciliation between the fund balances following GASB standards and UFARS reporting standards:

	<u>GASB Balance</u>	<u>Reconciling Balance</u>	<u>UFARS Balance June 30, 2024</u>	<u>UFARS Balance June 30, 2023</u>
Nonspendable				
Inventory	\$ 10,992	\$	\$ 10,992	\$ 6,594
Prepaid items	17,245		17,245	24,828
Total nonspendable	<u>28,237</u>		<u>28,237</u>	<u>31,422</u>
Restricted				
Staff development	135,622		135,622	147,448
Safe schools	6,498		6,498	750
Student activities	89,537		89,537	67,099
Gifted and talented	12,674		12,674	10,819
Operating capital	46,273		46,273	121,809
Basic skills extended time				17,483
Student support personnel aid	40,000		40,000	
Literacy incentive	21,307		21,307	
Long-term facilities maintenance	128,263		128,263	167,075
Community education		(85,961)	(85,961)	(97,050)
Early childhood and family education	11,009		11,009	19,522
Food service	327,045		327,045	243,175
Debt service	616,114		616,114	556,661
Total restricted	<u>1,434,342</u>	<u>(85,961)</u>	<u>1,348,381</u>	<u>1,254,791</u>
Assigned				
Extra curricular activities	<u>186,565</u>		<u>186,565</u>	<u>178,603</u>
Unassigned	<u>705,193</u>	<u>85,961</u>	<u>791,154</u>	<u>641,002</u>
Total Fund Balance	<u>\$ 2,354,337</u>	<u>\$</u>	<u>\$ 2,354,337</u>	<u>\$ 2,105,818</u>

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

8. Defined Benefit Pension Plans – Statewide

Plan Description

1. General Employees Retirement Plan

The District participates in the following cost-sharing multiple-employer defined benefit pension plans administered by Public Employees Retirement Association of Minnesota (PERA). PERA's defined benefit pension plans are established and administered in accordance with *Minnesota Statutes*, Chapters 353 and 356. PERA's defined benefit pension plan is a tax qualified plan under Section 401(a) of the Internal Revenue Code.

The General Employees Retirement Plan covers certain full time and part-time employees of the District, other than teachers. General Employees Plan members belong to the Coordinated Plan. Coordinated Plan members are covered by Social Security.

2. Teachers Retirement Association (TRA)

The TRA is an administrator of a multiple employer, cost-sharing, defined benefit retirement fund. TRA administers a Basic Plan (without Social Security coverage) and a Coordinated Plan (with Social Security coverage) in accordance with *Minnesota Statutes*, Chapters 354 and 356. TRA is a separate statutory entity and administered by a Board of Trustees. The Board consists of four active members, one retired member, and three statutory officials.

Educators employed in Minnesota's public elementary and secondary school, charter schools, and certain other TRA-covered educational institutions maintained by the state are required to be TRA members (except those employed by St. Paul schools or Minnesota State Colleges and Universities). Educators first hired by Minnesota State may elect either TRA coverage or coverage through the Define Contribution Plan (DCR) administered by the State of Minnesota.

Benefits Provided

1. General Employees Plan Benefits

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state legislature. Vested, terminated employees who are entitled to benefits, but are not receiving them yet, are bound by the provisions in effect at the time they last terminated their public service.

General Employees Plan benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated Plan members. Members hired prior to July 1, 1989, receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate of Coordinated members is 1.2 percent for each of the first 10 years of service and 1.7 percent for each additional year. Under Method 2, the accrual rate for Coordinated members is 1.7 percent for all years of service. For members hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

8. Defined Benefit Pension Plans – Statewide (Continued)

Benefits Provided (Continued)

Benefit increases are provided to benefit recipients each January. The postretirement increase is equal to 50 percent of the cost-of-living adjustment (COLA) announced by the SSA, with a minimum increase of at least 1 percent and a maximum of 1.5 percent. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a reduced prorated increase. In 2023, legislation repealed the statute delaying increases for members retiring before full retirement age.

2. TRA Benefits

TRA provides retirement benefits as well as disability benefits to members, and benefits to survivors upon death of eligible members. Benefits are established by Minnesota Statute and vest after three years of service credit. The defined retirement benefits are based on a member's highest average salary for any five consecutive years of allowable service, age, and a formula multiplier based on years of credit at termination of service.

Two methods are used to compute benefits for TRA's Coordinated and Basic Plan members. Members first employed before July 1, 1989, receive the greater of the Tier I or Tier II benefits as described.

Tier I:	Step Rate Formula	Percentage
Basic	First ten years of service	2.2 percent per year
	All years after	2.7 percent per year
Coordinated	First ten years if service years are up to July 1, 2006	1.2 percent per year
	First ten years if service years are July 1, 2006 or after	1.4 percent per year
	All other years of service if service years are up to July 1, 2006	1.7 percent per year
	All other years of service if service years are July 1, 2006 or after	1.9 percent per year

With these provisions:

- a) Normal retirement age is 65 with less than 30 years of allowable service and age 62 with 30 or more years of allowable service.
- b) 3 percent per year early retirement reduction factor for all years under normal retirement age.
- c) Unreduced benefits for early retirement under a Rule-of-90 (age plus allowable service equals 90 or more).

Or

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

8. Defined Benefit Pension Plans – Statewide (Continued)

Benefits Provided (Continued)

For years of service prior to July 1, 2006, a level formula of 1.7 percent per year for coordinated members and 2.7 percent per year for basic members is applied. For years of service July 1, 2006 and after, a level formula of 1.9 percent per year for coordinated members and 2.7 percent for Basic members applies. Beginning July 1, 2015, the early retirement reduction factors are based on rates established under Minnesota Statute. Smaller reductions, more favorable to the member, will be applied to individuals who reach age 62 and have 30 years or more of service credit.

Tier II Benefits

Members first employed after June 30, 1989, receive only the Tier II benefit calculation with a normal retirement age that is their retirement age for full Social Security retirement benefits, but not to exceed age 66.

Six different types of annuities are available to members upon retirement. The No Refund Life Plan is a lifetime annuity that ceases upon the death of the retiree - no survivor annuity is payable. A retiring member may also choose to provide survivor benefits to a designated beneficiary(ies) by selecting one of five plans that have survivorship features. Vested members may also leave their contributions in the TRA Fund upon termination of service in order to qualify for a deferred annuity at retirement age. Any member terminating service is eligible for a refund of their employee contributions plus interest.

The benefit provisions stated apply to active plan participants. Vested, terminated employees who are entitled to benefits but not yet receiving them are bound by the plan provisions in effect at the time they last terminated their public service.

Contributions

1. General Employees Fund Contributions

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state Legislature.

Coordinated Plan members were required to contribute 6.50 percent of their annual covered salary in fiscal year 2024 and the District was required to contribute 7.50 percent for Coordinated Plan members. The District's contributions to the General Employees Fund for the year ended June 30, 2024 were \$81,006. The District's contributions were equal to the required contributions as set by the state statute.

2. TRA Contributions

Per *Minnesota Statutes*, Chapter 354 sets the contribution rates for employees and employers. Rates for each fiscal year ended June 30, 2023 and June 30, 2024 were:

	Ended June 30, 2024		Ended June 30, 2023	
	Employee	Employer	Employee	Employer
Basic	11.25%	12.75%	11.00%	12.55%
Coordinated	7.75%	8.75%	7.50%	8.55%

The District's contributions to the TRA Fund for the year ended June 30, 2024 were \$347,001. The District's contributions were equal to the required contributions as set by the state statute.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

8. Defined Benefit Pension Plans – Statewide (Continued)

Contributions (Continued)

The following is a reconciliation of employer contributions in TRA's fiscal year 2023 ACFR "Statement of Changes in Fiduciary Net Position" to the employer contributions used in Schedule of Employer and Non-Employer Pension Allocations.

Employer contributions reported in TRA's ACFR, Statement of Changes in Fiduciary Net Position	\$ 508,764,000
Employer contributions not related to future contribution efforts	(87,000)
TRA's contributions not included in allocation	(643,000)
Total employer contributions	\$ 508,034,000
Total non-employer contributions	35,587,000
Total contributions reported in <i>Schedule of Employer and Non-Employer Allocations</i>	<u>\$ 543,621,000</u>

Amounts reported in the allocation schedules may not precisely agree with financial statement amounts or actuarial valuations due to the number of decimal places used in the allocations. TRA has rounded percentage amounts to the nearest ten thousandths.

Pension Costs

1. General Employees Fund Pension Costs

At June 30, 2024, the District reported a liability of \$760,497 for its proportionate share of the General Employees Fund's net pension liability. The District's net pension liability reflected a reduction due to the State of Minnesota's contribution of \$16 million. The State of Minnesota is considered a non-employer contributing entity and the state's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the District totaled \$21,002.

The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District's proportionate share of the net pension liability was based on the District's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2022, through June 30, 2023, relative to the total employer contributions received from all of PERA's participating employers. The District's proportionate share was 0.0136 percent at the end of the measurement period and 0.0135 percent for the beginning of the period.

District's proportionate share of the net pension liability	\$ 760,497
State of Minnesota's proportionate share of the net pension liability associated with the District	21,002
Total	<u>\$ 781,499</u>

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

8. Defined Benefit Pension Plans – Statewide (Continued)

Pension Costs (Continued)

For the year ended June 30, 2024, the District recognized pension expense of \$27,858 for its proportionate share of the General Employees Plan's pension expense. In addition, the District recognized \$94 as grant revenue for its proportionate share of the State of Minnesota's pension expense for the annual \$16 million contribution.

At June 30, 2024, the District reported its proportionate share of General Employees Plan's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 24,931	\$ 5,508
Net difference between projected and actual investment earnings		43,117
Changes in actuarial assumptions	129,162	208,446
Changes in proportion	5,940	23,078
Contributions paid to PERA subsequent to the measurement date	85,306	
Total	\$ 245,339	\$ 280,149

The \$85,306 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2025. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ending June 30:	Pension Expense Amount
2025	\$ 5,721
2026	(128,357)
2027	19,018
2028	(16,498)

2. TRA Pension Costs

On June 30, 2024, the District reported a liability of \$5,267,471 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District's proportion of the net pension liability was based on the District's contributions to TRA in relation to total system contributions including direct aid from the State of Minnesota, City of Minneapolis, and Minneapolis School District. The District's proportionate share was 0.0638 percent at the end of the measurement period and 0.0633 percent for the beginning of the period.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

8. Defined Benefit Pension Plans – Statewide (Continued)

Pension Costs (Continued)

The pension liability amount reflected a reduction due to direct aid provided to TRA. The amount recognized by the District as its proportionate share of the net pension liability, the direct aid, and total portion of the net pension liability that was associated with the District were as follows:

District's proportionate share of the net pension liability	\$	5,267,471
State of Minnesota's proportionate share of the net pension liability associated with the District		<u>369,146</u>
Total	\$	<u><u>5,636,617</u></u>

For the year ended June 30, 2024, the District recognized pension expense of (\$485,858). It also recognized \$51,979 as an increase to pension expense for the support provided by direct aid.

On June 30, 2023, the District had deferred resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 53,172	\$ 77,113
Net difference between projected and actual investment earnings on pension plan investments		41,915
Changes of assumptions	620,387	
Changes in proportion	39,738	91,348
Contributions paid to TRA subsequent to the measurement date	<u>369,340</u>	
Total	<u>\$ 1,082,637</u>	<u>\$ 210,376</u>

The \$369,340 reported as deferred outflows of resources related to pensions resulting from District contributions to TRA subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2025. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year ending June 30:	Pension Expense Amount
2025	\$ 31,684
2026	(41,528)
2027	582,382
2028	(66,648)
2029	(2,969)

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

8. Defined Benefit Pension Plans – Statewide (Continued)

Aggregate Pension Costs

Pension expense recognized by the District for the year ended June 30, 2024 is as follows:

General Employees Retirement Fund	\$	27,952
TRA		(433,879)
Total	\$	<u>(405,927)</u>

Long-Term Expected Return on Investment

1. General Employees Fund Long-Term Expected Return on Investment

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	33.5%	5.10%
International Equity	16.5%	5.30%
Fixed Income	25.0%	0.75%
Private Markets	25.0%	5.90%
Total	100%	

2. TRA Long-Term Expected Return on Investment

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	33.5%	5.10%
International Equity	16.5%	5.30%
Fixed Income	25.0%	0.75%
Private Markets	25.0%	5.90%
Total	100%	

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

8. Defined Benefit Pension Plans – Statewide (Continued)

Actuarial Methods and Assumptions

1. General Employees Fund Actuarial Methods and Assumptions

The total pension liability in the June 30, 2023, actuarial valuation was determined using an individual entry-age normal actuarial cost method. The long-term rate on return on pension plan investments used in the determination of the total liability is 7.0 percent. This assumption is based on a review of inflation and investments return assumption from a number of national investment consulting firms. The review provided a range of return investment return rates deemed to be reasonable by the actuary. An investment return of 7.0 percent was deemed to be within that range of reasonableness for financial reporting purposes.

Inflation is assumed to be 2.25 percent for the General Employees Plan. Benefit increases after retirement are assumed to be 1.25 percent for the General Employees Plan.

Salary growth assumptions in the General Employees Plan range in annual increments from 10.25 percent after one year of service to 3.0 percent after 27 years of service.

Mortality rates for the General Employees Plan are based on the Pub-2010 General Employee Mortality Table. The tables are adjusted to fit PERA's experience.

Actuarial assumptions for the General Employees Plan are reviewed every four years. The most recent four-year experience study in the General Employees Plan was completed in 2022. The assumption changes were adopted by the Board and became effective with the July 1, 2023 actuarial valuation.

The following changes in PERA actuarial assumptions and plan provisions occurred in 2023:

Changes in Actuarial Assumptions:

- The investment return assumption and single discount rate were changed from 6.5 percent to 7.00 percent.

Changes in Plan Provisions:

- An additional one-time direct state aid contribution of \$170.1 million will be contributed to the Plan on October 1, 2023.
- The vesting period of those hired after June 30, 2010, was changed from five years of allowable service to three years of allowable service.
- The benefit increase delay for early retirements on or after January 1, 2024, was eliminated.
- A one-time, non-compounding benefit increase of 2.5 percent minus the actual 2024 adjustment will be payable in a lump sum for calendar year 2024 by March 31, 2024.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

8. Defined Benefit Pension Plans – Statewide (Continued)

Actuarial Methods and Assumptions (continued)

2. TRA Actuarial Methods and Assumptions

The total pension liability in the June 30, 2023, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement.

Key Methods and Assumptions Used in Valuation of Total Pension Liability	
Actuarial Information	
Valuation Date	July 1, 2023
Measurement Date	June 30, 2023
Experience Studies	June 28, 2019 (demographic and economic assumptions)
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	7.00%
Price Inflation	2.50%
Wage Growth Rate	2.85% before July 1, 2028 and 3.25% after June 30, 2028
Projected Salary Increase	2.85% to 8.85% before July 1, 2028 and 3.25% to 9.25% after June 30, 2028
Cost of Living Adjustment	1.0% for January 2019 through January 2023, then increasing by 0.1% each year up to 1.5% annually.
Mortality Assumptions:	
Pre-Retirement:	RP-2014 white collar employee table, male rates set back five years and female rates set back seven years. Generational projection uses the MP-2015 scale.
Post-Retirement:	RP-2014 white collar annuitant table, male rates set back three years and female rates set back three years, with further adjustments of the rates. Generational projection uses the MP-2015 scale
Post-Disability:	RP-2014 disabled retiree mortality table, without adjustment.

The TRA actuary has determined the average of the expected remaining service lives of all members for the fiscal year 2023 is six years. The *Difference between Expected and Actual Experience*, *Changes of Assumptions*, and *Changes in Proportion* use the amortization period of six years in the schedule presented. The amortization period for *Net Difference between Projected and Actual Investment Earnings on Pension Plan Investments* is five years as required by GASB 68.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

8. Defined Benefit Pension Plans – Statewide (Continued)

Actuarial Methods and Assumptions (continued)

Changes in actuarial assumptions since the 2022 valuation:

- The 2023 Tax Finance and Policy Bill, effective July 1, 2025:
 - The employer contribution rate will increase from 8.75% to 9.5% on July 1, 2025.
 - The employee contribution rate will increase from 7.75% to 8% on July 1, 2025.
 - The pension adjustment rate for school districts and the base budgets for Minnesota State, Perpich Center for Arts Education, and Minnesota Academies will increase to reflect the 0.75% employer contribution rate increase.
- The 2024 Omnibus Pensions and Retirement Bill:
 - The Normal Retirement Age (NRA) for active and eligible deferred Tier II members will be 65 effective July 1, 2024.
 - TRA's amortization date will remain the same at 2048.

Discount Rate

1. General Employees Fund Discount Rate

The discount rate used to measure the total pension liability in 2023 was 7.0 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at rates set in Minnesota Statutes. Based on these assumptions, the fiduciary net position of the General Employees Fund was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

2. TRA Discount Rate

The discount rate used to measure the total pension liability was 7.00 percent. There was no change in the discount rate since the prior measurement date. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the fiscal year 2023 contribution rate, contributions from school districts will be made at contractually required rates (actuarially determined), and contributions from the state will be made at current statutorily required rates. Based on those assumptions, the pension plan's fiduciary net position was not projected to be depleted and, as a result, the Municipal Bond Index Rate was not used in the determination of the Single Equivalent Interest Rate (SEIR).

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

8. Defined Benefit Pension Plans – Statewide (Continued)

Pension Liability Sensitivity

The following presents the District's proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower or one percentage point higher than the current discount rate:

	1% Decrease in Discount Rate	Discount Rate	1% Increase in Discount Rate
General Employees Retirement Fund Discount Rate	6.00%	7.00%	8.00%
District's proportionate share of the General Employees Retirement Fund net pension liability	\$ 1,345,380	\$ 760,497	\$ 279,408
TRA Discount Rate	6.00%	7.00%	8.00%
District's proportionate share of the TRA net pension liability	\$ 8,401,229	\$ 5,267,471	\$ 2,702,109

Pension Plan Fiduciary Net Position

Detailed information about the General Employees Retirement Fund's fiduciary net position is available in a separately issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the Internet at www.mnpera.org.

Detailed information about TRA's fiduciary net position is available in a separately issued TRA financial report. That report can be obtained at www.MinnesotaTRA.org; by writing to TRA at 60 Empire Drive 400, St. Paul, Minnesota, 55103-4000; or by calling (651) 296-2409 or 1-800-657-3669.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

9. Defined Contribution Plan

The District provides eligible employees future retirement benefits through the District's 403(b) Plan (the "Plan"). Employees of the District are eligible to participate in the Plan commencing on the date of their employment. Eligible employees may elect to have a percentage of their pay contributed to the Plan. Some employees are eligible to receive a District match of employee contributions up to the qualifying amounts set forth in their respective collective bargaining agreements. Contributions are invested in tax deferred annuities selected and owned by Plan participants. The District contributions for the years ended June 30, 2024, 2023, and 2022 were \$58,749, \$62,335, and \$57,436, respectively. The related employee contributions were \$148,216, \$105,799, and \$111,641, for the years ended June 30 2024, 2023, and 2022, respectively.

10. Other Post Employment Benefit Plan

The District engaged an actuary to determine the Districts' liability for postemployment healthcare benefits other than pension for the year ended June 30, 2024.

Plan Description

The District provides health insurance benefits for certain retired employees under a single-employer plan. The District provides benefits for retirees as required by state statute to active employees when eligible to receive a retirement benefit from the Public Employees Retirement Association (PERA) of Minnesota (or similar plan) and if they do not participate in any other health benefits program providing similar coverage.

The District has no assets accumulated in a trust that meet the criteria of GASB Statement No. 75.

Benefits Provided

These retirees will be eligible to continue coverage with respect to both themselves and their eligible dependent(s) under the District's health benefits program. Retirees are required to pay 100% of the total premium cost. Since the premium is a blended rate determined on the entire active retiree population, the retirees are receiving an implicit rate subsidy. As of June 30, 2024 there were 98 active participants, 3 retired participants, and 1 spouse receiving payments in the District's group health plan.

Total OPEB Liability

The District's total OPEB liability was measured as of July 1, 2023 and was determined by an actuarial valuation as of July 1, 2023. The components of the total OPEB liability of the District at year-end were as follows:

Total OPEB liability	\$ 615,475
Covered-Employee Payroll	\$ 4,894,093
Total OPEB Liability as a % of Covered-Employee Payroll	13%

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

10. Other Post Employment Benefit Plan (Continued)

Actuarial Methods and Assumptions

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and healthcare cost trends. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

Projections of benefits for financial reporting purposes are based on the substantive plan (as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities, consistent with the long-term perspective of the calculations.

The total OPEB liability was determined by an actuarial valuation as of July 1, 2023, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Discount rate	3.90%
20-year Municipal Bond Yield	3.90%
Inflation rate	2.50%
Mortality	Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Teachers) with MP-2021 Generational Improvement Scale
Medical trend rate	6.50% as of July 1, 2023 grading to 5.00% over 6 years and then to 4.00% over the next 48 years until retirement. The medical trend rates have been chosen based on a review of historical health care increase rates, projected health care increase rates, and projected health care expenditures as a percentage of GDP. The components of health care costs were considered when developing the aggregate set of trend rates. No adjustment was made for the impact of Covid-19.

The following changes in OPEB actuarial assumptions occurred in fiscal year 2024:

- The health care trend rates were changed to better anticipate short-term and long-term medical increases.
- The mortality tables were updated from the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Teachers) with MP-2020 Generational Improvement Scale to the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Teachers) with MP-2021 Generational Improvement Scale.
- The discount rate was changed from 3.80% to 3.90%.

There were no changes in plan provisions or benefits since the previous valuation.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

10. Other Post Employment Benefit Plan (Continued)

Changes in Total OPEB Liability

	<u>Total OPEB Liability</u>
Beginning Balance 6/30/2023	\$ 674,609
Changes for the year:	
Service cost	46,994
Interest	26,249
Changes in actuarial assumptions	9,174
Differences between expected and actual experience	(79,284)
Benefit payments	(62,267)
Net Changes	(59,134)
Balance End of Year 6/30/2024	<u>\$ 615,475</u>

Total OPEB Liability Sensitivity to Discount and Health-Care Trend Rate Changes

The following presents the total OPEB liability of the District, as well as what the District's total OPEB liability would be if it would have been calculated using a discount rate that is one percentage point lower or one percentage point higher than the current discount rate:

	<u>Total OPEB Liability</u>
1% decrease in Discount Rate (2.90%)	\$ 656,976
Current Discount Rate (3.90%)	615,475
1% increase in Discount Rate (4.90%)	575,145

The following presents the total OPEB liability of the District, as well as what the District's total OPEB liability would be if it would have been calculated using healthcare cost trend rates that are one percentage point lower or one percentage point higher than the current healthcare cost trend rates:

	<u>Total OPEB Liability</u>
1% decrease in Trend Rates	\$ 547,332
Current Trend Rates	615,475
1% increase in Trend Rates	696,631

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

10. Other Post Employment Benefit Plan (Continued)

OPEB Expense and Related Deferred Outflows of Resources and Deferred Inflows of Resources

As of the year ended June 30, 2024, the District reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$	\$ 201,083
Changes in actuarial assumptions	101,075	44,200
Contributions paid to OPEB subsequent to the measurement date	42,738	
Total	\$ 143,813	\$ 245,283

The \$42,738 reported as deferred outflows of resources related to OPEB resulting from District contributions to OPEB subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the year ended June 30, 2025. Amounts reported as deferred outflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year ending June 30:	OPEB Expense Amount
2025	\$ (37,450)
2026	(37,447)
2027	(29,452)
2028	(19,829)
2029	(10,016)
Thereafter	(10,014)

11. Flexible Benefit Plan

The District has a flexible benefit plan that is classified as a "cafeteria plan" under Section 125 of the Internal Revenue Code. All employee groups of the District are eligible if and when the collective bargaining agreement or contract with their group allows eligibility. Eligible employees can elect to participate by contributing pre-tax dollars withheld from payroll checks to the plan for health care and dependent care benefits.

Before the beginning of the plan year, which is from January 1 to December 31, each participant designates a total amount of pre-tax dollars to be continued to the plan during the year. At June 30, the District is contingently liable for claims against the total amount of participants' annual contributions for the health care portion of the plan, whether or not such contributions have been made.

Payments of health insurance premiums are made by the District directly to designated insurance companies. These payments are made on a monthly basis and are accounted for in the General, Food Service, and Community Service Funds.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

11. Flexible Benefit Plan (Continued)

Payments for amounts withheld for medical reimbursement and dependent care are made to participating employees upon submitting a request for reimbursement for eligible expenses.

All plan property and income attributable to that property is solely the property of the District, subject to the claims of the District's general creditors. Participants' rights under the plan are equal to eligible health care and dependent care expenses incurred by the participants. The District believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

12. Risk Management

The District is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; natural disasters and workers compensation. The District carries commercial insurance. Settled claims resulting from these risks have not exceeded the insurance coverage in any of the past three years. There was no reduction in insurance coverage during 2024.

The District has joined together with other school districts in southeastern Minnesota in the Southeast Service Cooperative Gross Self-Insured Health Insurance Plan, a public entity risk pool currently operating as a common risk management and insurance program for member districts. The District pays annual premium to this plan for its health insurance coverage. These premiums are used to purchase reinsurance through commercial companies. The administrators of the plan believe assessment to participating districts for future losses sustained is extremely remote.

The District continues to carry commercial insurance for all other risks of loss. There has been no significant reduction in insurance coverage from the previous year in any of the Districts policies. In addition, there have been no settlements in excess of the District's insurance coverage in any of the prior three years.

13. Jointly Governed Organization

The Hiawatha Valley Education District No. 61-6013 was established by an act of the 1987 Legislature of the State of Minnesota. The primary objective of the District is to provide, by a cooperative effort, comprehensive educational programs and other related services as can be effectively operated by its fourteen member districts and two-member charter schools. Each member district shares in the cost of the programming, which is paid to the education district in the form of membership fees, reimbursements, and other charges for services. The education district is able to recover the cost of its programs through the previously mentioned revenue sources. The jointly governed organization's financial statements are audited and available for inspection.

14. Commitments and Contingencies

Federal and State Receivables

The District participates in a number of federal and state agency assisted grant programs. These programs are subject to program compliance audits by the grantors or their representatives. The District does not anticipate any audit adjustments or disallowed program expenditures that would be material in relation to the general-purpose financial statements taken as a whole.

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**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
REQUIRED SUPPLEMENTARY INFORMATION
JUNE 30, 2024**

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

Schedule of Changes in the District's Total OPEB
Liability and Related Ratios

Total OPEB Liability

	2025	2024	2023	2022	2021	2021	2018
Service cost	\$ 46,994	\$ 45,396	\$ 57,182	\$ 46,239	\$ 40,497	\$ 41,738	\$ 40,522
Interest cost	26,249	15,945	20,016	25,613	30,101	30,574	31,560
Benefit payments	(62,267)	(83,006)	(94,674)	(95,228)	(87,902)	(82,072)	(122,205)
Changes in actuarial assumptions	9,174	(58,883)	169,270	20,018	(17,310)		
Plan changes			23,631		12,124		
Difference between expected and actual experience	(79,284)		(244,145)		(38,694)		
Net change in total OPEB liability	(59,134)	(80,548)	(68,720)	(3,358)	(61,184)	(9,760)	(50,123)
Total OPEB Liability - beginning of year	674,609	755,157	823,877	827,235	888,419	898,179	948,302
Total OPEB Liability - end of year	<u>\$ 615,475</u>	<u>\$ 674,609</u>	<u>\$ 755,157</u>	<u>\$ 823,877</u>	<u>\$ 827,235</u>	<u>\$ 888,419</u>	<u>\$ 898,179</u>

Covered-Employee Payroll	\$4,894,093	\$4,477,194	\$4,346,790	\$4,522,749	\$4,391,018	\$4,341,524	\$4,215,072
---------------------------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------

**Total OPEB Liability as a Percentage
of Covered-Employee Payroll**

13%	15%	17%	18%	19%	20%	21%
-----	-----	-----	-----	-----	-----	-----

Note: There are no assets in a trust to pay related benefits.

See Note 10, Other Post-Employment Benefits, for more information.

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

**Schedule of District's Contributions
General Employees Retirement Funds
Last Ten Years (presented prospectively)**

Fiscal Year Ended June 30	Pension Plan	Statutorily Required Contribution	Contributions in Relation to the Statutorily Required Contributions	Contribution Deficiency (Excess)	District Covered Payroll	Contributions as a Percentage of Covered Payroll
2015	PERA	\$ 67,808	\$ 67,808	\$	\$ 904,107	7.50%
2016	PERA	70,649	70,649		941,987	7.50%
2017	PERA	69,553	69,553		927,373	7.50%
2018	PERA	75,027	75,027		1,000,360	7.50%
2019	PERA	72,632	72,632		968,427	7.50%
2020	PERA	73,513	73,513		980,173	7.50%
2021	PERA	78,414	78,414		1,045,520	7.50%
2022	PERA	77,226	77,226		1,029,680	7.50%
2023	PERA	75,573	75,573		1,007,640	7.50%
2024	PERA	81,006	81,006		1,080,080	7.50%

**Schedule of District's Contributions
TRA Retirement Funds
Last Ten Years (presented prospectively)**

Fiscal Year Ended June 30	Pension Plan	Statutorily Required Contribution	Contributions in Relation to the Statutorily Required Contributions	Contribution Deficiency (Excess)	District Covered Payroll	Contributions as a Percentage of Covered Payroll
2015	TRA	\$ 248,480	\$ 248,480	\$	\$ 3,313,067	7.50%
2016	TRA	247,497	247,497		3,299,960	7.50%
2017	TRA	247,192	247,192		3,295,893	7.50%
2018	TRA	254,628	254,628		3,395,040	7.50%
2019	TRA	276,593	276,593		3,687,907	7.50%
2020	TRA	285,963	285,963		3,708,988	7.71%
2021	TRA	302,139	302,139		3,814,886	7.92%
2022	TRA	313,556	313,556		3,856,777	8.13%
2023	TRA	326,272	326,272		3,912,134	8.34%
2024	TRA	347,001	347,001		4,058,491	8.55%

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

**Schedule of District's and Non-Employer Proportionate Share of Net Pension Liability
PERA General Employees Retirement Fund
Last Ten Years (presented prospectively)**

Fiscal Year Ended June 30	District's Proportionate (Percentage) of the Net Pension Liability (Asset)	District's Proportionate Share (Amount) of the Net Pension Liability (Asset) (a)	State's Proportionate Share (Amount) of the Net Pension Liability (Asset) (b)	District's Proportionate Share of the Net Pension Liability Associated With the District (a+b)	District's Covered Payroll (c)	District's Proportionate Share (Amount) of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll ((a+b)/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2014	0.0162%	\$ 760,995	\$	\$ 760,995	\$ 904,107	84%	78.70%
2015	0.0156%	808,473		808,473	941,987	86%	78.20%
2016	0.0149%	1,209,806	15,806	1,225,612	927,373	132%	68.90%
2017	0.0155%	989,510	12,465	1,001,975	1,000,360	100%	75.90%
2018	0.0144%	798,853	26,253	825,106	968,427	85%	79.53%
2019	0.0138%	762,971	23,832	786,803	980,173	80%	80.23%
2020	0.0147%	881,332	27,082	908,414	1,045,520	87%	79.10%
2021	0.0143%	610,674	18,602	629,276	1,029,680	61%	87.00%
2022	0.0135%	1,069,204	31,130	1,100,334	1,007,640	109%	76.70%
2023	0.0136%	760,497	21,002	781,499	1,080,080	72%	83.10%

**Schedule of District's and Non-Employer Proportionate Share of Net Pension Liability
TRA
Last Ten Years (presented prospectively)**

Fiscal Year Ended June 30	District's Proportionate (Percentage) of the Net Pension Liability (Asset)	District's Proportionate Share (Amount) of the Net Pension Liability (Asset) (a)	State's Proportionate Share (Amount) of the Net Pension Liability Associated with the District (b)	District's Proportionate Share of the Net Pension Liability Associated With the District (a+b)	District's Covered Payroll (c)	District's Proportionate Share (Amount) of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll ((a+b)/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2014	0.0694%	\$ 3,197,902	\$ 225,022	\$ 3,422,924	\$ 3,313,067	103%	81.50%
2015	0.0645%	4,045,637	496,088	4,541,725	3,299,960	138%	76.80%
2016	0.0634%	15,122,413	1,518,685	16,641,098	3,295,893	505%	44.90%
2017	0.0631%	12,595,905	1,217,611	13,813,516	3,395,040	407%	51.60%
2018	0.0668%	4,192,568	393,784	4,586,352	3,687,907	124%	78.07%
2019	0.0653%	4,162,236	368,455	4,530,691	3,708,988	122%	78.07%
2020	0.0656%	4,846,616	406,175	5,252,791	3,814,886	138%	75.48%
2021	0.0645%	2,822,713	237,929	3,060,642	3,856,777	79%	86.63%
2022	0.0633%	5,068,729	375,923	5,444,652	3,912,134	139%	76.17%
2023	0.0638%	5,267,471	369,146	5,636,617	4,058,491	139%	76.42%

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

SUPPLEMENTARY INFORMATION

JUNE 30, 2024

INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
COMPARATIVE BALANCE SHEET
GENERAL FUND
June 30, 2024 and 2023

	2024	2023
Assets		
Cash and investments	\$ 2,166,246	\$ 1,892,632
Current property taxes receivable	489,637	408,893
Delinquent property taxes receivable	3,398	3,294
Accounts receivable	13,350	8,298
Due from other school districts	38,920	40,285
Due from Minnesota Department of Education	586,188	626,934
Due from other governmental units	15,949	
Due from Federal through Minnesota Department of Education	142,838	168,714
Prepaid items	15,380	23,068
Patronage capital	193,981	183,497
TOTAL ASSETS	\$ 3,665,887	\$ 3,355,615
Liabilities		
Accounts payable	\$ 130,623	\$ 128,753
Salaries payable	339,170	369,633
Payroll withholdings payable	417,461	393,127
Due to other school districts	83,728	18,294
Due to other governments	22,530	24,462
TOTAL LIABILITIES	993,512	934,269
Deferred Inflows of Resources		
Unavailable revenue:		
Taxes levied for subsequent year	1,001,723	859,399
Delinquent property taxes	3,398	3,294
Patronage capital	193,981	183,497
TOTAL DEFERRED INFLOWS OF RESOURCES	1,199,102	1,046,190
Fund Balances		
Nonspendable	15,380	23,068
Restricted	480,174	532,483
Assigned	186,565	178,603
Unassigned	791,154	641,002
TOTAL FUND BALANCES	1,473,273	1,375,156
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 3,665,887	\$ 3,355,615

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
DEBT SERVICE FUND**

For the Year Ended June 30, 2024
With Partial Comparative Data for the Year Ended June 30, 2023

	Budgeted Amounts		2024	Over (Under)	2023
	Original	Final	Actual	Final Budget	Actual
Revenues					
Local sources:					
Property tax levies	\$ 1,093,629	\$ 685,976	\$ 686,864	\$ 888	\$ 697,303
Investment income			49,486	49,486	33,071
State sources	1,529,272	1,928,578	1,928,578		1,895,010
TOTAL REVENUES	<u>2,622,901</u>	<u>2,614,554</u>	<u>2,664,928</u>	<u>50,374</u>	<u>2,625,384</u>
Expenditures					
Debt Service:					
Principal	1,725,000	1,725,000	1,725,000		1,655,000
Interest and fiscal charges	880,500	880,500	880,475	(25)	946,675
TOTAL EXPENDITURES	<u>2,605,500</u>	<u>2,605,500</u>	<u>2,605,475</u>	<u>(25)</u>	<u>2,601,675</u>
NET CHANGE IN FUND BALANCES	17,401	9,054	59,453	50,399	23,709
FUND BALANCE - BEGINNING	<u>556,661</u>	<u>556,661</u>	<u>556,661</u>		<u>532,952</u>
FUND BALANCE - ENDING	<u>\$ 574,062</u>	<u>\$ 565,715</u>	<u>\$ 616,114</u>	<u>\$ 50,399</u>	<u>\$ 556,661</u>

INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
SUPPLEMENTAL COST SCHEDULES
For the Year Ended June 30, 2024 and 2023
(Unaudited)

	2023 - 2024	Cost Per Adjusted Average Daily Membership
	Expenditures	(All Funds)
Fiscal year Ended June 30, 2024		
District and school administration	\$ 638,745	\$ 1,012
District support services	282,679	448
Regular instruction	4,329,754	6,858
Vocational instruction	297,973	472
Special education	1,309,566	2,074
Instructional support services	315,765	500
Pupil support services	861,356	1,364
Site, buildings, and equipment	964,370	1,527
Fiscal and other fixed cost programs	70,091	111
Food service	535,181	848
Community service	453,858	719
Debt service	2,618,481	4,147
TOTALS	\$ 12,677,819	\$ 20,080

2023 - 2024 Adjusted Average Daily Membership - 631.36

	2022 - 2023	Cost Per Adjusted Average Daily Membership
	Expenditures	(All Funds)
Fiscal year Ended June 30, 2023		
District and school administration	\$ 616,985	\$ 969
District support services	273,917	430
Regular instruction	4,198,138	6,592
Vocational instruction	287,043	451
Special education	1,284,726	2,017
Instructional support services	244,144	383
Pupil support services	811,949	1,275
Site, buildings, and equipment	847,309	1,330
Fiscal and other fixed cost programs	69,151	109
Food service	459,135	721
Community service	406,058	638
Debt service	2,609,249	4,097
TOTALS	\$ 12,107,804	\$ 19,011

2022 - 2023 Adjusted Average Daily Membership - 636.90

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

TAX LEVY HISTORY

	23 Pay 24 Fiscal 25	22 Pay 23 Fiscal 24	21 Pay 22 Fiscal 23	20 Pay 21 Fiscal 22	19 Pay 20 Fiscal 21
Tax Levy*					
General	\$ 1,115,702	\$ 952,809	\$ 879,616	\$ 842,053	\$ 669,110
Community Service	62,960	68,602	73,004	80,608	82,778
Debt Redemption (Net)	1,179,499	1,093,629	1,059,272	1,083,663	1,104,449
TOTAL TAX LEVY	\$ 2,358,161	\$ 2,115,040	\$ 2,011,892	\$ 2,006,324	\$ 1,856,337

* The tax levy includes property tax apportionments from Fillmore, Winona, and Houston Counties and state aid credits from the State of Minnesota.

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**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA**

OTHER REQUIRED REPORTS

JUNE 30, 2024

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Education
Independent School District #239
Rushford, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and the provisions of the *Minnesota Legal Compliance Audit Guide for School Districts* promulgated by the Legal Compliance Task Force pursuant to Minnesota Statutes Section 6.65, the financial statements of the governmental activities, each major fund, and aggregate remaining fund information of the District, as of and for the year ended June 30, 2024, and the related notes to financial statements, which collectively comprises the District's basic financial statements, and have issued our report thereon dated October 11, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit the attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Minnesota Legal Compliance

In connection with our audit, nothing came to our attention that caused us to believe that the District failed to comply with the provisions of the contracting – bid laws, depositories of public funds and public investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and uniform financial accounting and reporting standards sections of the *Minnesota Legal Compliance Audit Guide for School Districts*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the District's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Smith, Schafn and Associates, Ltd.

Rochester, Minnesota
October 11, 2024

**INDEPENDENT SCHOOL DISTRICT #239
RUSHFORD, MINNESOTA
COMPLIANCE TABLE
JUNE 30, 2024**

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Fiscal Compliance Report - 6/30/2024
District: RUSHFORD-PETERSON (239-1)

	Audit	UFARS	Audit - UFARS		Audit	UFARS	Audit - UFARS
01 GENERAL FUND				06 BUILDING CONSTRUCTION			
Total Revenue	\$9,235,531	<u>\$9,235,530</u>	<u>\$1</u>	Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$9,085,493	<u>\$9,085,493</u>	<u>\$0</u>	Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
Non Spendable:				Non Spendable:			
4.60 Non Spendable Fund Balance	\$15,380	<u>\$15,380</u>	<u>\$0</u>	4.60 Non Spendable Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
Restricted / Reserved:				Restricted / Reserved:			
4.01 Student Activities	\$89,537	<u>\$89,537</u>	<u>\$0</u>	4.07 Capital Projects Levy	\$0	<u>\$0</u>	<u>\$0</u>
4.02 Scholarships	\$0	<u>\$0</u>	<u>\$0</u>	4.13 Funded by COP/FP	\$0	<u>\$0</u>	<u>\$0</u>
4.03 Staff Development	\$135,622	<u>\$135,622</u>	<u>\$0</u>	4.67 LTFM	\$0	<u>\$0</u>	<u>\$0</u>
4.07 Capital Projects Levy	\$0	<u>\$0</u>	<u>\$0</u>	Restricted:			
4.08 Cooperative Revenue	\$0	<u>\$0</u>	<u>\$0</u>	4.64 Restricted Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
4.12 Literacy Incentive Aid	\$21,307	<u>\$21,307</u>	<u>\$0</u>	Unassigned:			
4.14 Operating Debt	\$0	<u>\$0</u>	<u>\$0</u>	4.63 Unassigned Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
4.16 Levy Reduction	\$0	<u>\$0</u>	<u>\$0</u>				
4.17 Taconite Building Maint	\$0	<u>\$0</u>	<u>\$0</u>	07 DEBT SERVICE			
4.20 American Indian Education Aid	\$0	<u>\$0</u>	<u>\$0</u>	Total Revenue	\$2,664,928	<u>\$2,664,928</u>	<u>\$0</u>
4.24 Operating Capital	\$46,273	<u>\$46,273</u>	<u>\$0</u>	Total Expenditures	\$2,605,475	<u>\$2,605,475</u>	<u>\$0</u>
4.26 \$25 Taconite	\$0	<u>\$0</u>	<u>\$0</u>	Non Spendable:			
4.27 Disabled Accessibility	\$0	<u>\$0</u>	<u>\$0</u>	4.60 Non Spendable Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
4.28 Learning & Development	\$0	<u>\$0</u>	<u>\$0</u>	Restricted / Reserved:			
4.34 Area Learning Center	\$0	<u>\$0</u>	<u>\$0</u>	4.25 Bond Refundings	\$0	<u>\$0</u>	<u>\$0</u>
4.35 Contracted Alt. Programs	\$0	<u>\$0</u>	<u>\$0</u>	4.33 Maximum Effort Loan Aid	\$0	<u>\$0</u>	<u>\$0</u>
4.36 State Approved Alt. Program	\$0	<u>\$0</u>	<u>\$0</u>	4.51 QZAB Payments	\$0	<u>\$0</u>	<u>\$0</u>
4.38 Gifted & Talented	\$12,674	<u>\$12,674</u>	<u>\$0</u>	4.67 LTFM	\$0	<u>\$0</u>	<u>\$0</u>
4.39 English Learner	\$0	<u>\$0</u>	<u>\$0</u>	Restricted:			
4.40 Teacher Development and Evaluation	\$0	<u>\$0</u>	<u>\$0</u>	4.64 Restricted Fund Balance	\$616,114	<u>\$616,113</u>	<u>\$1</u>
4.41 Basic Skills Programs	\$0	<u>\$0</u>	<u>\$0</u>	Unassigned:			
4.43 School Library Aid	\$0	<u>\$0</u>	<u>\$0</u>	4.63 Unassigned Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
4.48 Achievement and Integration	\$0	<u>\$0</u>	<u>\$0</u>				
4.49 Safe Schools Levy	\$6,498	<u>\$6,498</u>	<u>\$0</u>	08 TRUST			
4.51 QZAB Payments	\$0	<u>\$0</u>	<u>\$0</u>	Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
4.52 OPEB Liab Not In Trust	\$0	<u>\$0</u>	<u>\$0</u>	Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
4.53 Unfunded Sev & Retirement Levy	\$0	<u>\$0</u>	<u>\$0</u>	Restricted / Reserved:			
4.59 Basic Skills Extended Time	\$0	<u>\$0</u>	<u>\$0</u>	4.01 Student Activities	\$0	<u>\$0</u>	<u>\$0</u>
4.67 LTFM	\$128,263	<u>\$128,263</u>	<u>\$0</u>	4.02 Scholarships	\$0	<u>\$0</u>	<u>\$0</u>
4.71 Student Support Personnel Aid	\$40,000	<u>\$40,000</u>	<u>\$0</u>	4.22 Unassigned Fund Balance (Net Assets)	\$0	<u>\$0</u>	<u>\$0</u>
4.72 Medical Assistance	\$0	<u>\$0</u>	<u>\$0</u>				
Restricted:				18 CUSTODIAL			
4.64 Restricted Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>	Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
4.75 Title VII Impact Aid	\$0	<u>\$0</u>	<u>\$0</u>	Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
4.76 Payments in Lieu of Taxes	\$0	<u>\$0</u>	<u>\$0</u>	Restricted / Reserved:			
Committed:				4.01 Student Activities	\$0	<u>\$0</u>	<u>\$0</u>
4.18 Committed for Separation	\$0	<u>\$0</u>	<u>\$0</u>	4.02 Scholarships	\$0	<u>\$0</u>	<u>\$0</u>
4.61 Committed Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>	4.48 Achievement and Integration	\$0	<u>\$0</u>	<u>\$0</u>
Assigned:				4.64 Restricted Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
4.62 Assigned Fund Balance	\$186,565	<u>\$186,565</u>	<u>\$0</u>				
Unassigned:				20 INTERNAL SERVICE			
4.22 Unassigned Fund Balance	\$791,154	<u>\$791,155</u>	<u>(\$1)</u>	Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
				Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
02 FOOD SERVICES				4.22 Unassigned Fund Balance (Net Assets)	\$0	<u>\$0</u>	<u>\$0</u>
Total Revenue	\$623,554	<u>\$623,554</u>	<u>\$0</u>				
Total Expenditures	\$535,181	<u>\$535,179</u>	<u>\$2</u>	25 OPEB REVOCABLE TRUST			
Non Spendable:				Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
4.60 Non Spendable Fund Balance	\$12,857	<u>\$12,857</u>	<u>\$0</u>	Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
Restricted / Reserved:				4.22 Unassigned Fund Balance (Net Assets)	\$0	<u>\$0</u>	<u>\$0</u>
4.52 OPEB Liab Not In Trust	\$0	<u>\$0</u>	<u>\$0</u>				
Restricted:				45 OPEB IRREVOCABLE TRUST			
4.64 Restricted Fund Balance	\$327,045	<u>\$327,047</u>	<u>(\$2)</u>	Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
Unassigned:				Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
4.63 Unassigned Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>	4.22 Unassigned Fund Balance (Net Assets)	\$0	<u>\$0</u>	<u>\$0</u>
04 COMMUNITY SERVICE				47 OPEB DEBT SERVICE			
Total Revenue	\$351,967	<u>\$351,967</u>	<u>\$0</u>	Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$451,670	<u>\$451,669</u>	<u>\$1</u>	Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
Non Spendable:				Non Spendable:			
4.60 Non Spendable Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>	4.60 Non Spendable Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
Restricted / Reserved:				Restricted:			
4.26 \$25 Taconite	\$0	<u>\$0</u>	<u>\$0</u>	4.25 Bond Refundings	\$0	<u>\$0</u>	<u>\$0</u>
4.31 Community Education	(\$85,961)	<u>(\$85,963)</u>	<u>\$2</u>	4.64 Restricted Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
4.32 E.C.F.E	\$11,009	<u>\$11,009</u>	<u>\$0</u>	Unassigned:			
4.40 Teacher Development and Evaluation	\$0	<u>\$0</u>	<u>\$0</u>	4.63 Unassigned Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
4.44 School Readiness	\$0	<u>\$0</u>	<u>\$0</u>				
4.47 Adult Basic Education	\$0	<u>\$0</u>	<u>\$0</u>				
4.52 OPEB Liab Not In Trust	\$0	<u>\$0</u>	<u>\$0</u>				
Restricted:							
4.64 Restricted Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>				
Unassigned:							
4.63 Unassigned Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>				

MINUTES
REGULAR MEETING OF THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT #239

The regular meeting of the Rushford-Peterson School District #239 school board was called to order by Chairperson, Chris Grindland at 6:00 p.m. on Monday, September 16, 2024 in the Rushford-Peterson Schools Forum Room.

The Pledge of Allegiance was recited.

Members Present: Chris Grindland, Matt Helgemoe, Jeff Michel, Ken Sawle, Carl Schollmeier, Nancy Snyder and Amy Woxland

Members absent: None

Administration Present: Superintendent Ben Bernard & Angela Shepard

District Personnel: Joel Hinke & Laura Hahn

Motion by Michel, seconded by Helgemoe to adopt the agenda with the following addition: Consent Agenda: Personnel: Hire of Marcus Ziemer – Full-time PM Custodian. Motion carried unanimously.

There were no public comments.

Motion by Helgemoe, seconded by Michel to approve the following consent agenda items: August 19, 2024 Regular Monthly Meeting Minutes; Donations in the amount of \$8,869.68, August hand payables, wires & payroll liabilities in the amount of \$285,249.05, August payroll in the amount of \$255,687.23, September board bills in the amount of \$228,295.93; Personnel: Resignations: Joel Hinke - Assistant Girls' Basketball Coach; Hires: Alysta King - Foodservice Assistant, Jennifer Romie - Paraprofessional (Kids Club / Wraparound Care) and Marcus Ziemer – Full-time PM Custodian; Foster Care Transportation Agreement with Fillmore County. With a roll call vote of 7:0, motion carried unanimously.

Motion by Sawle, seconded by Woxland to approve the MSBA Model Policy Technical Revisions for the following policies: 102 - Equal Educational Opportunity, 104 - School District Mission and Vision Statements, 204 - School Board Meeting Minutes, 207 - Public Hearings and 413 - Harassment and Violence. Motion carried unanimously.

Motion by Woxland, seconded by Michel to approve the certification of the proposed levy for 2024 payable in 2025. Set the levy rate at the maximum. Motion carried unanimously.

Motion by Woxland, seconded by Snyder to set the following date and time for a special meeting to canvass the results of the November School Board General Election - Tuesday, November 12, 2024 at 6:00 p.m. in the Rushford- Peterson Schools Forum Room. Motion carried unanimously.

Motion by Woxland, seconded by Sawle to approve the 2024-2025 Safe Learning Plan. Motion carried unanimously.

Superintendent Bernard presented the Superintendent's report.

Angela Shepard presented the Elementary report.

The Middle School / High School report was reviewed.

Joel Hinke presented the Activities / Community Education report.

The Hiawatha Valley Education District Report was reviewed.

INFORMATION:

Regular Monthly Meeting – Monday, October 21, 2024, 6:00 p.m. in the Forum Room

Meet & Confer: Tuesday, October 15th - 7:15 A.M. in the Conference Room

Motion by Snyder, seconded by Michel, to adjourn the regular meeting at 6:27 p.m. Motion carried unanimously.

Chris Grindland, Chairperson

Matt Helgemoe, Clerk

DONATIONS - October 2024

9/6/24	Peterson American Legion	\$300	World Dairy Expo Sponsor
9/13/24	Johnson Rolling Acres	\$1,850	Preschool Milk
9/17/2024	Benson Waterbed - PM Sleep Center	\$2,044	BBB "Tiger" Uniforms
10/4/2024	Your Cause donation	\$20	Elementary programs
10/10/2024	Rushford-Peterson Booster Club	\$6,000	Wrestling uniforms

Total \$10,214

We thank the above donors for their generous donations and support of our school district and activities!

Rushford-Peterson Public School

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
001	p2503p	50106		Wire	1	12990	COMMISSIONER OF REVENUE		No	Yes	No	09/13/2024	6,888.14
001	p2503p	50107		Wire	1	2289	AVIBEN		No	Yes	No	09/13/2024	8,454.16
001	p2503p	50108		Wire	1	46168	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	09/13/2024	5,843.53
001	p2503p	50109		Wire	1	49200	RUSHFORD STATE BANK		No	Yes	No	09/13/2024	41,662.54
001	p2503p	50110		Wire	1	56000	TEACHERS RETIREMENT ASSN		No	Yes	No	09/13/2024	26,520.20
001	P25031	50196		Wire	1	1903	KWIK TRIP		No	Yes	No	09/17/2024	10,229.50
001	P25031	50197		Wire	1	1903	KWIK TRIP		No	Yes	No	09/17/2024	10,942.00
001	p2503q	50211		Wire	1	12990	COMMISSIONER OF REVENUE		No	Yes	No	09/27/2024	6,891.57
001	p2503q	50212		Wire	1	2110	GUARDIAN		No	No	No	09/27/2024	8,393.30
001	p2503q	50213		Wire	1	2132	COLONIAL LIFE & ACCIDENT INSURAN		No	No	No	09/27/2024	1,223.08
001	p2503q	50214		Wire	1	2133	MN HEALTHCARE CONSORTIUM		No	No	No	09/27/2024	60,628.20
001	p2503q	50215		Wire	1	2289	AVIBEN		No	No	No	09/27/2024	9,618.16
001	p2503q	50216		Wire	1	46168	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	09/27/2024	6,293.47
001	p2503q	50217		Wire	1	49200	RUSHFORD STATE BANK		No	Yes	No	09/27/2024	42,336.34
001	p2503q	50218		Wire	1	56000	TEACHERS RETIREMENT ASSN		No	Yes	No	09/27/2024	26,639.96
001	P25031	50223		Wire	1	1903	KWIK TRIP		No	Yes	No	09/27/2024	4,445.00
001	P25031	50226		Wire	1	49200	RUSHFORD STATE BANK		No	Yes	No	09/30/2024	20.00
001	P25031	50227		Wire	1	1903	KWIK TRIP		No	Yes	No	09/30/2024	8,090.00
001	P25031	50096	46467	Check	1	57800	CREAMERY PIZZA & ICE CREAM		Yes	Yes	No	09/05/2024	95.03
001	P25031	50092	46468	Check	1	2416	ESCOBAR KITCHEN AND CATERING LL		Yes	Yes	No	09/05/2024	390.75
001	P25031	50090	46469	Check	1	18077	FASTENAL		Yes	No	No	09/05/2024	182.00
001	P25031	50091	46470	Check	1	2412	IHRKE, CHLOE	Ind/Sole Proprietor	Yes	Yes	No	09/05/2024	624.00
001	P25031	50088	46471	Check	1	1708	IXL LEARNING		Yes	Yes	No	09/05/2024	5,625.00
001	P25031	50089	46472	Check	1	1708	IXL LEARNING		Yes	No	No	09/05/2024	675.00
001	P25031	50093	46473	Check	1	31674	LEWISTON-ALTURA HIGH SCHOOL		Yes	Yes	No	09/05/2024	100.00
001	P25031	50094	46474	Check	1	32255	MESPA		Yes	Yes	No	09/05/2024	175.00
001	P25031	50086	46475	Check	1	04698	QUALI-TEE SCREEN PRINTING		Yes	Yes	No	09/05/2024	665.50
001	P25031	50095	46476	Check	1	48600	RUSHFORD FOODS		Yes	Yes	No	09/05/2024	3,616.57
001	P25031	50087	46477	Check	1	1479	SCRIPPS NATIONAL SPELLING BEE		Yes	Yes	No	09/05/2024	192.50
001	P25031	50097	46478	Check	1	46804	PERFORMANCE FOODSERVICE LA CRI		Yes	Yes	No	09/05/2024	138.60
001	P25031	50100	46479	Check	1	2417	5678 SOLUTIONS		Yes	Yes	No	09/06/2024	405.00
001	P25031	50098	46480	Check	1	1216	OLSTAD, JULIA		Yes	Yes	No	09/06/2024	1,224.00
001	P25031	50099	46481	Check	1	1908	REGION VIII FFA		Yes	No	No	09/06/2024	600.00
001	P25031	50101	46482	Check	1	31010	LAKE CITY ATH BOOSTER CLUB		Yes	Yes	No	09/07/2024	200.00
001	P25031	50103	46483	Check	1	2415	MAHS		Yes	Yes	No	09/09/2024	192.00
001	P25031	50104	46484	Check	1	46082	POSTMASTER		Yes	Yes	No	09/09/2024	41.60
001	P25031	50105	46485	Check	1	1950	McMASTER-CARR		Yes	Yes	No	09/10/2024	1,646.41
001	p2503p	50111	46486	Check	1	37815	MN SCHOOL EMPLOYEE ASSN		Yes	Yes	No	09/13/2024	116.80
001	P1AP24	50112	46487	Check	1	2419	REPS, TIMOTHY	Ind/Sole Proprietor	Yes	Yes	No	09/13/2024	1,100.00

Rushford-Peterson Public School

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
001	P1AP24	50113	46488	Check	1	51067	SCHUMACHER ELEVATOR COMPANY		Yes	Yes	No	09/13/2024	453.36
001	P25031	50114	46489	Check	1	1177	GOYETTE, JACQUELYN LEIGH		Yes	Yes	No	09/13/2024	200.00
001	P25031	50115	46490	Check	1	1177	GOYETTE, JACQUELYN LEIGH		Yes	Yes	No	09/13/2024	312.00
001	P25031	50193	46567	Check	1	2236	GENERAL SPRINKLER CORPORATION		Yes	Yes	No	09/17/2024	495.00
001	P25031	50194	46568	Check	1	2323	MENARDS		Yes	Yes	No	09/17/2024	137.77
001	P25031	50198	46569	Check	1	28200	JEM THEATRE		Yes	Yes	No	09/20/2024	75.00
001	P1AP24	50199	46570	Check	1	2107	INGVALSON, SHANNON		Yes	No	No	09/25/2024	50.00
001	P1AP24	50200	46571	Check	1	54608	ST. MARY'S UNIVERSITY		Yes	No	No	09/25/2024	2,450.00
001	P25031	50205	46572	Check	1	57800	CREAMERY PIZZA & ICE CREAM		Yes	No	No	09/26/2024	158.38
001	P25031	50202	46573	Check	1	1408	HERITAGE		Yes	No	No	09/26/2024	363.00
001	P25031	50204	46574	Check	1	32128	MABEL-CANTON PUBLIC SCHOOLS		Yes	No	No	09/26/2024	126.00
001	P25031	50201	46575	Check	1	04698	QUALI-TEE SCREEN PRINTING		Yes	No	No	09/26/2024	1,856.00
001	P25031	50203	46576	Check	1	1907	STEWARTVILLE FFA		Yes	No	No	09/26/2024	96.00
001	p2503q	50206	46577	Check	1	02370	AFLAC		Yes	No	No	09/27/2024	52.78
001	p2503q	50207	46578	Check	1	1274	MERCHANTS BANK		Yes	Yes	No	09/27/2024	11,563.66
001	p2503q	50208	46579	Check	1	37815	MN SCHOOL EMPLOYEE ASSN		Yes	No	No	09/27/2024	70.05
001	p2503q	50209	46580	Check	1	40998	NCPERS GROUP LIFE INS		Yes	No	No	09/27/2024	16.00
001	p2503q	50210	46581	Check	1	48210	RUSHFORD-PETERSON ESCROW ACC		Yes	Yes	No	09/27/2024	1,666.64
001	P25031	50220	46582	Check	1	1408	HERITAGE		Yes	No	No	09/27/2024	1,334.00
001	P25031	50219	46583	Check	1	04698	QUALI-TEE SCREEN PRINTING		Yes	No	No	09/27/2024	842.00
001	P25031	50221	46584	Check	1	2413	THE COMPREHENSIBLE CLASSROOM		Yes	No	No	09/27/2024	143.00
001	P25031	50222	46585	Check	1	61212	VERNIER SOFTWARE & TECHNOLOGY		Yes	No	No	09/27/2024	397.00
001	P25031	50225	46587	Check	1	2422	TOM KADLEC HONDA		Yes	No	No	09/30/2024	73,464.50

Bank Total: \$399,447.05

Report Total: \$399,447.05

Rushford-Peterson Public School

Payment Reg by Bank and Check

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											Void	Date	
001	P25033	50192		Wire	1	1341	AMTRUST NORTH AMERICA		No	Yes	No	09/17/2024	13,110.00
001	P25033	50125	46494	Check	1	1391	ACENTEK		Yes	Yes	No	09/16/2024	4,638.66
001	P25033	50132	46495	Check	1	1596	ADVANCED BUSINESS SYSTEMS, INC.		Yes	Yes	No	09/16/2024	199.50
001	P25033	50137	46496	Check	1	1856	AMAZON CAPITAL SERVICES		Yes	Yes	No	09/16/2024	17,504.74
001	P25033	50133	46497	Check	1	1654	ANDERSON AUTO, LLC		Yes	Yes	No	09/16/2024	884.75
001	P25033	50141	46498	Check	1	1902	ANDERSON'S		Yes	Yes	No	09/16/2024	307.81
001	P25033	50145	46499	Check	1	2152	AVI SYSTEMS INC.		Yes	Yes	No	09/16/2024	3,067.28
001	P25033	50117	46500	Check	1	04615	BERNARD BUS SERVICE		Yes	Yes	No	09/16/2024	31,183.36
001	P25033	50148	46501	Check	1	2219	BLOOKET LLC.		Yes	Yes	No	09/16/2024	550.00
001	P25033	50119	46502	Check	1	06620	BROWN TIRE & BATTERY		Yes	Yes	No	09/16/2024	146.83
001	P25033	50149	46503	Check	1	2220	CANON FINANCIAL SERVICES, INC.		Yes	Yes	No	09/16/2024	1,221.73
001	P25033	50116	46504	Check	1	03188	CARD MEMBER SERVICES		Yes	Yes	No	09/16/2024	293.00
001	P25033	50134	46505	Check	1	16945	CARDMEMBER SERVICE		Yes	Yes	No	09/16/2024	8,422.94
001	P25033	50120	46506	Check	1	08886	CAROLINA BIOLOGICAL SUPPLY CO		Yes	Yes	No	09/16/2024	155.91
001	P25033	50143	46507	Check	1	2021	CDW GOVERNMENT		Yes	Yes	No	09/16/2024	280.16
001	P25033	50123	46508	Check	1	13177	CONTINENTAL CLAY COMPANY		Yes	Yes	No	09/16/2024	810.68
001	P25033	50138	46509	Check	1	1860	COULEE CONNECTIONS		Yes	No	No	09/16/2024	840.00
001	P25033	50142	46510	Check	1	1999	CRESCENT LANDSCAPE SUPPLY, INC.		Yes	No	No	09/16/2024	2,415.00
001	P25033	50124	46511	Check	1	13268	CURRICULUM ASSOCIATES		Yes	Yes	No	09/16/2024	282.24
001	P25033	50127	46512	Check	1	14282	DALCO		Yes	Yes	No	09/16/2024	1,474.24
001	P25033	50122	46513	Check	1	1291	EDUCATOR BENEFIT CONSULTANTS, L		Yes	Yes	No	09/16/2024	65.81
001	P25033	50140	46514	Check	1	1896	FARMERS MUTUAL HAIL INSURANCE C		Yes	Yes	No	09/16/2024	713.00
001	P25033	50136	46515	Check	1	18398	FILLMORE COUNTY JOURNAL		Yes	Yes	No	09/16/2024	208.21
001	P25033	50139	46516	Check	1	18650	FLINN SCIENTIFIC INC		Yes	Yes	No	09/16/2024	767.57
001	P25033	50156	46517	Check	1	2391	GREAT LAKES SPORTS		Yes	Yes	No	09/16/2024	1,740.69
001	P25033	50150	46518	Check	1	22210	HAMMELL EQUIPMENT INC		Yes	Yes	No	09/16/2024	225.00
001	P25033	50151	46519	Check	1	22380	HARRIS REFRIGERATION		Yes	Yes	No	09/16/2024	1,494.50
001	P25033	50144	46520	Check	1	2136	HART COUNTRY MEATS		Yes	Yes	No	09/16/2024	1,547.00
001	P25033	50152	46521	Check	1	2297	HEGGERTY		Yes	No	No	09/16/2024	266.52
001	P25033	50157	46522	Check	1	2392	HEIDISONGS		Yes	Yes	No	09/16/2024	99.99
001	P25033	50126	46523	Check	1	1408	HERITAGE		Yes	Yes	No	09/16/2024	990.00
001	P25033	50154	46524	Check	1	2325	HIDDEN STREAM FARM LLC		Yes	Yes	No	09/16/2024	212.50
001	P25033	50162	46525	Check	1	25001	HOUGHTON MIFFLIN HARCOURT PUBL		Yes	Yes	No	09/16/2024	393.56
001	P25033	50163	46526	Check	1	29759	KEMPS		Yes	Yes	No	09/16/2024	2,483.44
001	P25033	50129	46527	Check	1	1469	LEARNING A-Z		Yes	Yes	No	09/16/2024	262.16
001	P25033	50147	46528	Check	1	2211	LOFFLER		Yes	Yes	No	09/16/2024	722.28
001	P25033	50121	46529	Check	1	1046	MN DEPT OF LABOR AND INDUSTRY		Yes	Yes	No	09/16/2024	200.00
001	P25033	50164	46530	Check	1	38000	MN STATE HIGH SCHOOL LEAGUE		Yes	Yes	No	09/16/2024	1,000.00
001	P25033	50165	46531	Check	1	39210	MOTOR PARTS & EQUIPMENT		Yes	Yes	No	09/16/2024	11.52

Rushford-Peterson Public School

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
001	P25033	50135	46532	Check	1	1716	MPLC		Yes	Yes	No	09/16/2024	326.54
001	P25033	50146	46533	Check	1	2189	MRI SOFTWARE LLC		Yes	Yes	No	09/16/2024	25.00
001	P25033	50155	46534	Check	1	2385	MTI DISTRIBUTING, INC		Yes	Yes	No	09/16/2024	142.75
001	P25033	50166	46535	Check	1	39800	NASCO		Yes	Yes	No	09/16/2024	59.90
001	P25033	50167	46536	Check	1	41400	NORMAN'S ELECTRIC SERVICE INC		Yes	Yes	No	09/16/2024	348.05
001	P25033	50183	46537	Check	1	56040	PAM'S CORNER		Yes	Yes	No	09/16/2024	223.48
001	P25033	50184	46538	Check	1	56040	PAM'S CORNER		Yes	Yes	No	09/16/2024	757.94
001	P25033	50131	46539	Check	1	1586	PAN-O-GOLD BAKING CO.		Yes	Yes	No	09/16/2024	326.42
001	P25033	50170	46540	Check	1	46804	PERFORMANCE FOODSERVICE LA CR		Yes	Yes	No	09/16/2024	23,057.42
001	P25033	50171	46541	Check	1	46804	PERFORMANCE FOODSERVICE LA CR		Yes	Yes	No	09/16/2024	138.60
001	P25033	50168	46542	Check	1	45380	PIONEER MANUFACTURING COMPANY		Yes	Yes	No	09/16/2024	762.55
001	P25033	50169	46543	Check	1	46078	PLUNKETT'S PEST CONTROL		Yes	Yes	No	09/16/2024	130.40
001	P25033	50160	46544	Check	1	2414	PREMIER BUILDING CENTER		Yes	Yes	No	09/16/2024	95.04
001	P25033	50130	46545	Check	1	1581	QUADIENT		Yes	No	No	09/16/2024	1,000.00
001	P25033	50118	46546	Check	1	04698	QUALI-TEE SCREEN PRINTING		Yes	Yes	No	09/16/2024	357.00
001	P25033	50161	46547	Check	1	2418	RAHE OF SUNSHINE FARMS		Yes	Yes	No	09/16/2024	108.00
001	P25033	50172	46548	Check	1	46833	REALLY GOOD STUFF INC		Yes	Yes	No	09/16/2024	103.47
001	P25033	50174	46549	Check	1	46955	ROCKLER WOODWORK & HARDWARE		Yes	Yes	No	09/16/2024	149.90
001	P25033	50173	46550	Check	1	46954	RTS / ROCHESTER TELECOM SYSTEM		Yes	Yes	No	09/16/2024	26.01
001	P25033	50176	46551	Check	1	48604	RUSHFORD HARDWARE		Yes	No	No	09/16/2024	597.11
001	P25033	50175	46552	Check	1	48020	RUSHFORD, CITY OF		Yes	Yes	No	09/16/2024	34,787.40
001	P25033	50177	46553	Check	1	50650	SCANTRON CORPORATION		Yes	Yes	No	09/16/2024	413.00
001	P25033	50178	46554	Check	1	50651	SCANTRON CORPORATION		Yes	Yes	No	09/16/2024	1,016.52
001	P25033	50179	46555	Check	1	50978	SCHOOL SPECIALTY LLC.		Yes	Yes	No	09/16/2024	1,332.83
001	P25033	50180	46556	Check	1	52157	SELCO		Yes	Yes	No	09/16/2024	496.46
001	P25033	50181	46557	Check	1	52179	SEMCAC TRANSPORTATION		Yes	Yes	No	09/16/2024	2.00
001	P25033	50158	46558	Check	1	2395	SPECIALLY DESIGNED EDUCATION SE		Yes	Yes	No	09/16/2024	3,240.00
001	P25033	50182	46559	Check	1	56030	SUPER DUPER PUBLICATIONS		Yes	Yes	No	09/16/2024	199.95
001	P25033	50128	46560	Check	1	1467	TEACHER SYNERGY INC.		Yes	Yes	No	09/16/2024	220.38
001	P25033	50159	46561	Check	1	2413	THE COMPREHENSIBLE CLASSROOM		Yes	No	No	09/16/2024	350.00
001	P25033	50153	46562	Check	1	2324	TOM'S LOCK SERVICE, INC		Yes	Yes	No	09/16/2024	915.00
001	P25033	50185	46563	Check	1	61614	WASTE MANAGEMENT		Yes	Yes	No	09/16/2024	1,165.91
001	P25033	50187	46564	Check	1	63025	WHV INC		Yes	Yes	No	09/16/2024	3,866.96
001	P25033	50186	46565	Check	1	62929	WINONA HEALTH SERVICES		Yes	Yes	No	09/16/2024	115.00
001	P25033	50188	46566	Check	1	63056	WINONA NURSERY INC		Yes	Yes	No	09/16/2024	439.53

Bank Total: \$178,489.10

Report Total: \$178,489.10

Member _____ introduced the following resolution and called for its adoption:

RESOLUTION ESTABLISHING COMBINED POLLING PLACES

WHEREAS, if an election other than a School District election is held within the School District on the same day as a School District election, voters shall vote at the polling places and precincts designated by the municipality or county;

WHEREAS, if a School District election is held on a day on which no other elections are being held within the School District, the School District is authorized by Minnesota Statutes, section 205A.11, subdivision 2, to designate combined polling places for one or more election precincts within the School District; and

WHEREAS, each combined polling place designated herein is at a location that is also designated for use as a polling place by a municipality or county (for unorganized territories).

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 239, Rushford-Peterson Public Schools, State of Minnesota, as follows:

1. The School Board reaffirms that, if an election other than a School District election is being held within the School District on the same day as a School District election, voters shall vote at the polling places and precincts designated by the municipality or county.

2. Pursuant to Minnesota Statutes, section 205A.11, subdivision 2, the School Board hereby designates the following location as the polling places for the stated precincts for any School District election held when no other elections are being held within the School District:

**CITY OF RUSHFORD VILLAGE HALL
43038 STATE HWY 30
RUSHFORD, MN 55971**

This combined polling place serves all territory in Independent School District No.239 located in FILLMORE COUNTY: Amherst Township, Arendahl Township, Holt Township, Norway Township, City of Peterson, Pilot Mound Township, Preble Township, City of Rushford and City of Rushford Village; HOUSTON COUNTY: Black Hammer Township, Money Creek Township and Yucatan Township; WINONA COUNTY: Hart Township, Fremont Township, Saratoga Township and Wiscoy Township.

3. If any precinct identified herein as voting at a combined polling place is in a jurisdiction holding an election on the same day as a School District election not on the date of a statewide election, said precinct shall vote at the location and in the manner

operated by the jurisdiction holding the election. All other precincts identified herein as voting at a combined polling place shall vote at the combined polling place identified herein.

4. The clerk is hereby authorized and directed to cause notice of the establishment of these polling places to be provided to the County Auditor of each county in which the School District is located, in whole or in part, within 30 days after the passage of this Resolution. This notice must include a list of the precincts that will be voting at each polling place.

5. Except for any election held on the second Tuesday in August, the Tuesday following the first Monday in November, or for a special election conducted entirely by mail, the clerk is hereby authorized and directed to notify voters of the date of the election, the hours of voting, and the location of the voter's polling place. Such notice shall be sent by nonforwardable mail at least 14 days before the election to every affected household in the school district with at least one registered voter. Any notices returned as undeliverable must be forwarded immediately to the appropriate County Auditor.

6. If this Resolution causes a change in the polling place of any election precinct in the School District, the clerk is hereby authorized and directed to send a notice stating the location of the new polling place to every affected household with at least one registered voter in the precinct(s) to be served by this polling place. This notice shall be sent by nonforwardable mail at least 25 days before the next election. Any notices returned as undeliverable must be forwarded immediately to the appropriate County Auditor.

The motion for the adoption of the foregoing Resolution was duly seconded by _____ and upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

whereupon said Resolution was declared duly passed and adopted.

BY ORDER OF THE SCHOOL BOARD

/s/ _____

Matt Helgemoe, School Board Clerk

Rushford-Peterson Schools

Independent School District No. 239

October 21, 2024

2024-25**Fundraisers**

Organization	Area	Date	Teacher / Coach / Adviser	What	Use of Funds
Junior Class	HS	Fall	J. Helgemoe	Shopfund.com	Sr. Class Trip Fundraiser
PIE	ES	Sept-Oct	S. Ingvelson (PIE)	Club's Choice	Mini-Grants / Funding for School
HS Student Council	HS	Fall	D. Mathison	Homecoming Activities - T-shirts	HS Student Council Fundraiser
HS Student Council	HS	Winter	D. Mathison	Cancer Awareness (T-shirts/business sponsorship/meals)	Donate to Relay for Life
Lille By Preschool	EC	Spring	E. Johnson	Original Art Works	Extra Art Supplies & Busing for field trip
Elementary Library	EC-12	Dec	M. Wick	Scholastic Book Fair	Library Fundraiser
Elementary Library	EC-12	May	M. Wick	BOGO Book Fair	Library Fundraiser - Families benefit
FFA	HS	Fall	C. Lind/C. Thorman	Fruit Sales	FFA Fundraiser
FFA	HS	Spring	C. Lind/C. Thorman	FFA Scholarship	Fund FFA Scholarship
Yearbook	HS	Oct. 2018	M. Marklowitz	School Mall	Offset Yearbook Costs
Yearbook	HS	Fall	M. Marklowitz	Ads in Yearbook	Letters sent to businesses
Spanish Club	HS	Year Round	C. Bieberdorf	Kwik Trip Gas Cards	Costa Rica Trip Fundraiser
Spanish Club	HS	Fall/Spring	C. Bieberdorf	Outdoor Concessions (Niggle)	Costa Rica Trip Fundraiser
Various Student Groups	MS/HS	Fall/Winter Activities	J. Timm	Indoor Concessions	Various Student Groups
Senior Class	HS	Fall	S. Michel	Frozen Foods/Pastries	Sr. Class Trip Fundraiser
Senior Class	HS	Winter	S. Michel	Cookie Dough/Stuff	Sr. Class Trip Fundraiser
Senior Class	HS	Fall	S. Michel	Trojan Armory - work	Sr. Class Trip Fundraiser
Senior Class	HS	Winter	S. Michel	Pork Burger Feed	Sr. Class Trip Fundraiser
Mat Club	HS	First FB Game	M. Honken	Brat Feed	Mat Club Fundraiser
Post Prom	HS	Feb-19	Post Prom	Butterbraids	Post-Prom Funds
R-P Activities/Athletics	HS	Fall/Winter Activities	J. Hinke	Local businesses advertisements	Generate fund for activities/athletics
Football	HS	Fall	J. Hinke	Adrenaline Fundraisers - Coupon Books	Supplemental equipment & apparel.
Band	HS	Fall	M. Ripka	Coffee	Band Trip
Band	HS	Spring	M. Ripka	Chocolate/Popcorn	Band Trip
MS Student Council	MS	Winter	B. Bergan	Valentines Flowers	Minimal for MS Stud Co, really more of a service for V-Day
Go Green	MS/HS	Fall	J. Kramer	T-Shirt Sale	Go Green Student Experiences
Go Green	MS/HS	Spring	J. Kramer	Bake Sale	Summer Duluth Trip



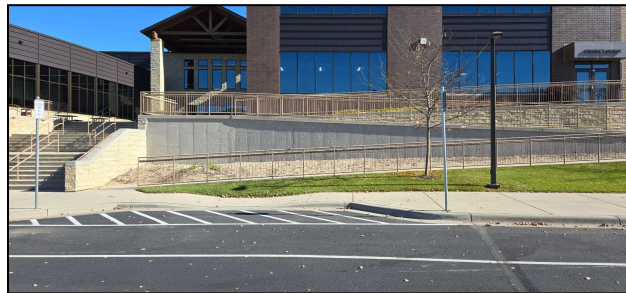
Superintendent's Report 10/21/24

Enrollment Update

	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total	Change from previous year.	Gold = Increase Red = Decrease
09/13/2024	39	47	41	40	43	51	45	56	46	57	63	63	54	645	23	Current 24-25 School Year
09/13/2024	39	47	41	41	43	51	44	56	46	57	64	62	54	645	23	Last Month
08/15/2024	39	47	41	40	43	51	44	54	46	56	63	64	54	642	20	Start of 24-25 School Year
06/01/2024	39	42	42	46	38	44	43	58	63	58	56	45	48	622		Last Day 23-24 School Year

Facilities

- Front Wall
 - The front wall has been sandblasted and Wieser Brothers will be dropping off stained cement samples on a trailer for the facilities committee to examine. I am still waiting for the estimated cost of the full stone installation.



- Track and Field Upgrades
 - The upgrades and additions to the track and field will begin on the week of October 21st. Thank you to the R-P Booster Club for your help in funding this project.



- Varsity baseball field scoreboard and City Field
 - The varsity scoreboard will be purchased soon and will be installed next spring. There is a 16 week lead time for scoreboards. This purchase is possible because of donations by Dale Vetsch, and the Rushford American Legion.
 - The city field, thanks to coach Lea and volunteers, now has a permanent pitching mound.



Meet and Confer

We held our first meet and confer meeting with the Teaching Union this month and the time was used to discuss future school calendars.

Audit

I want to thank Toni Oian and Laura Hahn for all of their work in preparation for, and completion of, the audit. There is a lot of work that goes on behind the scenes to complete the audit and they deserve a lot of credit for how smoothly it is carried out.

Community Education

As we complete the fall community education season and move into the winter season, I want to thank Mr. Hinke for all of the effort that he has put into making this a very good start to the community education year.

New Vehicles

The district has used the final COVID funding to purchase two vehicles (a van and a car) to transport students.

Employment

- Below are open positions at Rushford-Peterson Schools. For more information on any of these positions, please contact the district office.
 - Assistant Dance Coach
 - Substitute Paraprofessional - All Levels
 - Substitute Teacher - All Levels
 - Van Drivers and Substitute Van Drivers

Please contact me with questions.

Ben Bernard

Elementary School Board Report

10-21-2024

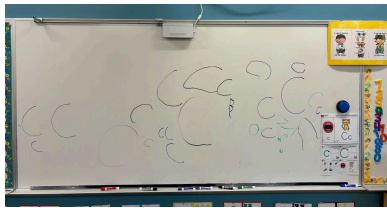
Educate the *difference makers* of tomorrow.

Angela Shepard-

- CAREIAL - Module 1 completed on 10/11
 - Module 2 - staff given access after completing Module 1 online portion
- Backpack Program - 17 students, started September 20th
- Fire drill- October 9th @ 2:10
- Data Meeting - Fastbridge student results- this information will help us identify the students who will qualify for Title or Intervention services. Classroom teachers along with Title, Intervention teachers will attend this meeting.
- EC Screening - October 16th
- Parent/Teacher Conferences - October 10th 1:00 - 4:00 & 4:30 - 7:30
- Angel Fund - supported 5 students with their milk break cost. \$325 was paid
 - \$55/student grades 1-5 & \$50/student in Kindergarten
- PIE Fundraiser delivery - October 29th from 3-5

Early Childhood- Emily Johnson

The preschoolers have been learning all about the new season of fall. They have enjoyed playing the parachute leaf game. They have been busy writing letter Cc's and playing with the number car game. They are also getting so good at writing shapes!



Early Childhood- Alison Kjos

We have been having fun learning about Fall, transportation and fire safety. We used shapes to make different vehicles and we used our imaginations to build during playtime.



Kindergarten- Carissa George, Kora Miller



We have been learning about the letters a, m, t, and s; and our new heart words the and l. Kindergarten has been learning a lot about apples in preparation for the apple orchard field trip! In math we have been learning about sorting by different attributes, comparing more and less and becoming experts with the numbers 0-5!

1st- Becky Lind, Jessica Burt, Emily Walberg

First Grade is surely a busy place, as we are finding out. We have been learning different strategies for addition and subtraction. We learned about what healthy eating and a healthy lifestyle entails. As always, we work on our social and emotional skills and practice being a good friend. Learning and practicing our phonics skills is really strengthening our reading skills. We are spending time independently reading and engaging with new books. We began our Reader Of The Day, each day a different student brings a book from home to share with the class! We really enjoy listening to our friends read to us and we get to learn what our friends like to read. Below you will see our first few Readers Of The Day!



2nd- Shannon Kopperud, Clay Olstad

We have been enjoying a nice fall. We have been working on various ways to demonstrate/represent place value in math class. We are working on our fluency skills and comprehension skills in reading class. We are learning about animals and how they grow and change in science. We are focusing on respect and kindness for our SEL learning.

3rd- Jade Olstad, Krissy Kelly

We have been busy reviewing addition and subtraction with regrouping during math class. In reading, we have been focusing on story comprehension and vocabulary

words. For science, we finished our unit on Scientific Method by launching film canister rockets.



4th- Jon Theuer, David Jewison

4th grade is off and running!! We are reading the story Navajo Code Talkers, which shares the story of the Navajo tribe and how they helped the allied forces win World War II. Within the story, we are working on nonfiction text features and having students identify them. In math, we have been working on multiplication/division facts and moving on into multiples and factors. We've also had Fillmore County Deputy Logan Brand in the building to talk with the kids about DARE. It has been a fun start to the year!!

5th- Chris Drinkall, Emily Charlebois

The fifth graders have been busy this past month! We focused on area and volume in math to prepare for advanced geometry. We explored cells and body systems in science to understand life's building blocks. Our first reading unit addressed characters' challenges in literature, fostering empathy and critical thinking. We've studied early American history to grasp the nation's cultural foundations. Additionally, we started the fall Battle of the Books program, encouraging reading and teamwork through friendly competition, strengthening academic skills, and promoting interdisciplinary understanding.

3-5 Intervention- Meredith Johnson

I am using Orton Gillingham in our reading groups to build fluency, spelling, and writing skills. Students are learning sounds, spelling, and writing using this curriculum. We are also reading decodable texts and answering comprehension questions. In math we have been practicing math facts and using strategies for answering word problem questions. I am excited to begin using our newly arrived Bridges Math Intervention curriculum!

K-4 Intervention - Margaret Marklowitz

Busy with boosting skills and confidence. Preparing for data review and conferences.

Reading/Math Title- Lacey Drinkall

We have been busy diving into our new reading and math curriculum with all groups! In reading, our Orton Gillingham curriculum gives students many different opportunities to learn sounds, spelling and fluency skills using sand, gel pads, and many other different and creative ways. Our Bridges Math curriculum just came in so we are settling into a routine with that!

PE- K,1,2,4- Teresa Brown

Kindergarten and first grade have been doing activities and games that use hula hoops. We have also started our soccer unit working on dribbling with the inside of the foot and passing to a partner.



Second grade is working on soccer skills. The benchmark is to dribble with the feet while traveling through general space and to receive a pass from a partner with the feet, while maintaining control of the ball and their body.

4th graders have been playing various games and working on team work, being kind and honest and encouraging one another. We have played Big Base, Texas Kickball and Golden ball.

PE- 3,5- Nikki Schultz

3rd and 5th grade enjoyed a couple of weeks of team games such as big base, Texas kickball, and regular kickball.

This week we started our soccer unit. We discussed the importance of being able to dribble the ball with our feet in small-sided games. We also discussed other sports where we can use our feet. We will continue this unit for at least 2 weeks.

Music K,1,2,4- Mrs. Landherr**Music 3,5- Ben Mahlke**

5th Grade - They are exploring the ukulele, they have learned the following chords: C, G, G7, Dm, F and Am

3rd Grade - They are exploring rhythms and beginning to use barred Orff Instruments.

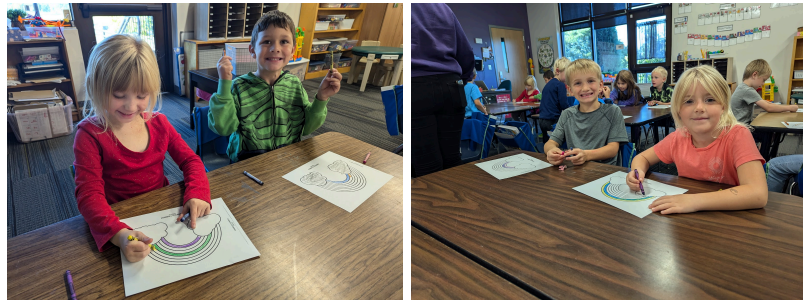
Special Education- Amber Meisch, Sophia Wescott, Aspen Blom/Jenny Thompson

Elementary Special Education is adjusting to the updated Phonics for Reading curriculum, and enjoying the positive changes that were made with it. We have had a lot of student success with this program over the years, so having the new version has been very exciting for the students and staff.

Social Worker- Kelly Smith

KINDNESS IN THE CLASSROOM: K-2
Week 3 of Kindness Lessons

Kindergarten
Rainbow of Respect
Learning to share,
use manners and
wait patiently



First Grade
Tower of Respect
Learning cooperation
and
problem-solving



Second Grade
Ripples of Respect
Showing the effects of
Acts of Kindness



KINDNESS IN THE CLASSROOM: 3-5
Week 3-4 of Kindness Lessons

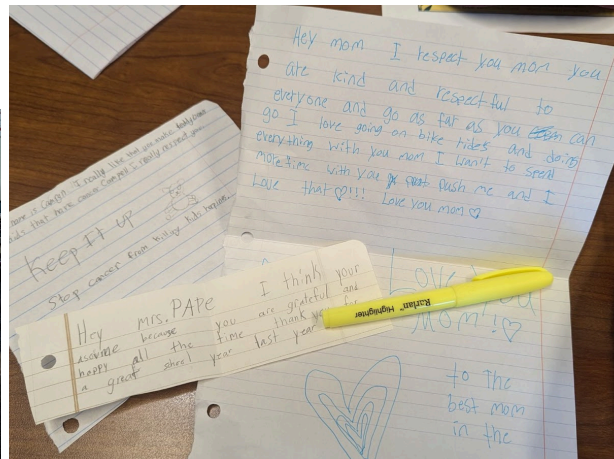
Third Grade
Time OUT and
What if Everybody
did that?

Acting out how to take a
break in conflict, and
take care of our
community spaces



Fourth Grade
Respecting Others
and Things

Writing letters to those
we respect, choosing
good role models.
Respecting our
important things.



Fifth Grade
Respecting Ourselves

Feelings Portraits and
I'm Sorry and How Can I
help?



Middle/High School Board Report

October 21, 2024

Mr. Timm

Educate the *difference makers* of tomorrow.

Student Achievement

On September 19th our Freshman and Sophomore classes attended a CTE Career Day in Caledonia put on by our Bluff Country Collaborative

- Please see list of businesses attended in your board packet

Our juniors attended a career fair at WSU and took a tour of the WSU campus on September 30th. They will be taking tours of St. Mary's and MN State-SE on October 29th.

Academic Letter Winners Ceremony was held on October 14th. The following students were recognized for earning a 3.670 GPA for the entire 2023-2024 School Year. Last years graduating seniors were recognized during Senior Awards.

Seniors:

Jonah Buchanan, Jonah Bunke, Heiden Dahl, Kenna Gudmundson, Ross Heiden, Giselle Kahoun, Shelby Lutz, Wyatt Pohlman, Macy Rye, Laci Sievers, Addison Thompson, Andrea Volker

Juniors:

Christo Badenhorst, Zachary Baker, Cambria Bauer, Kaia Bellock-Drinkall, Monica Brand, Avree Connaughty, Landon Dahl, Jace Dvorak, Elaine Griffin, Morgan Guyer, Nadia Happel, Treyten Hegland, Ava Helgemoe, Adalynn Hoel, Colten Jenkins, Lauren Jewison, William LaFleur, Kayla Magin, Caden Mattson, Quinn Potter, Nathaniel Redig, Megan Rislove, Madelyn Ruberg, Torryn Schneider, Lillian West

Sophomores:

Ryker Dahl, Trygg Hegland, Gustav Hoiland, Madison Ingvalson, Carson Johnson, Kayla Kammerer, Cayden Lea, Kaia Loney, Sophie Meyer, Emilee Peterson, Lucas Redalen, Anna Schwanke, Claire Shepard, Kenley Snyder, Cole Thompson, Cole Timm, Hailey West\

Congratulations to our 2024-2025 MHS (Minnesota Honor Society) Members. An induction ceremony for new members will take place on Sunday, October 27th

Seniors:

- Heiden Dahl
- Kenna Gudmundson
- Nevaeh Happel
- Shelby Lutz
- Addison Thompson

	Juniors - Cambria Bauer - Kaia Bellock-Drinkall - Quinn Potter Our CTE Team worked closely with MaryAnne Smith, our career navigator in designing a Junior Job Shadow Program. This is the second year of this large scale effort. Interested juniors signed up last spring, selected careers of interest and the team worked with area employers to set up the job shadows. Our staff worked this fall with employers and the students on expectations. The job shadows took place the week of October 14-18th The goal is for this program to continue to grow and for all juniors to participate in a job shadow and potentially turn into a graduation requirement at R-P <i>The following items are included in your board packet in regards to the Job Shadow Program for reference</i> - <i>Student/Parent Handbook</i> - <i>Students and Businesses participating</i> - <i>Job Shadow Seminars – pre meetings with our staff and students</i>
School Culture	Homecoming Week went well. A big thank you to Mrs. Mathison, Mrs. Bergan, and the MS and HS student councils for their efforts in coordinating the festivities for the week. Homecoming Royalty included Caden Johnson and Naeah Happel being crowned king and queen. The rest of the court consisted of King candidates Jonah Bunke, Domanick Corcoran and Isaac Oian. Queen candidates Shelby Lutz, Lindsey Hoiness and Delaney Vaughn
Miscellaneous	October 27 – Minnesota Honor Society Ceremony October 31 – Blood Drive sponsored by Community Service Class October 31-November 2 – All School Play November 11 – Veterans Day Program November 26 – End of 1st Trimester

BCC CTE Exploration Day - Sept. 19, 2024

Businesses Participating | Career Fields | Youth Experiences Available

Caledonia Ambulance Service

Health Science

We host job shadows.

Caledonia Police Department

Law, Public Safety, Corrections, and Security

We host job shadows and a ride-along program for work-experience.

Courtesy Corporation (McDonalds)

Agriculture, Food, and Natural Resources; Hospitality and Tourism

We hire teenagers. We host job shadows and work-experience positions.

Fastenal

Manufacturing; Science, Technology, Engineering, and Mathematics; Transportation, Distribution, and Logistics

We hire teenagers. We host job shadows and work-experience positions. We offer internships.

Flex Craft

Manufacturing

Open to tours.

Gerrard-Hoeschler Realtors

Business, Management, and Administration; Hospitality and Tourism; Marketing

We have work experience positions and internships.

Herman Dental

Health Science

We host job shadows.

Houston County Childcare Team

Education and Training

We hire teenagers. We have work-experience positions and internships.

IUOE Local 49 Operating Engineers

Architecture and Construction

J. F. Brennan Company

Architecture and Construction

We host job shadows.

Ken's Small Engines

Agriculture, Food, and Natural Resources; Science, Technology, Engineering, and Mathematics

We hire teenagers. We have work-experience positions and internships. We host job shadows.

Local 6 Plumbers & Pipefitters Apprenticeship Program

Architecture and Construction; Education and Training

Marine Corps

Business, Management, and Administration; Education and Training; Government and Public Administration; Law, Public Safety, Corrections, and Security; Science, Technology, Engineering, and Mathematics; Transportation, Distribution, and Logistics

Mayo Clinic

Health Science

We host job shadows.

Midwest Machinery

Agriculture, Food, and Natural Resources

We hire teenagers. We have internships. We host job shadows.

MiEnergy Cooperative

Architecture and Construction

We are open to job shadows.

Miners Underground

Architecture and Construction; Business, Management, and Administration

We hire teenagers. We have internships and pre-apprenticeships. We host job shadows.

Minnesota Department of Labor and Industry

Government and Public Administration

MnDOT

Science, Technology, Engineering, and Mathematics; Transportation, Distribution, and Logistics

We have work-experience positions and internships. We host job shadows.

Minnesota Southern Agricultural Center of Excellence

Agriculture, Food, and Natural Resources; Education and Training

Minnesota State College Southeast

Education and Training

We host job shadows.

New Tree Age Service

Agriculture, Food, and Natural Resources

Rochester Community and Technical College

Education and Training

Shooting Star Native Seeds

Agriculture, Food, and Natural Resources

We hire teenagers.

Spring Grove Communications / MiBroadband

Arts, Audio/Visual Technology, and Communications

We have internships for high school students. We host job shadows.

St. Cloud State University

Education and Training; Science, Technology, Engineering, and Mathematics

Trane Technologies

Manufacturing

Western Technical College

Education and Training

Wieser Brothers General Contractor, Inc.

Architecture and Construction

We host job shadows.

Ziegler CAT

Agriculture, Food, and Natural Resources

Unfortunately, business(es) below can no longer attend; ask MaryAnne to send you info.
(bccnavigators@gmail.com)

International Brotherhood of Electrical Worker LU14

Architecture and Construction

We hire teenagers and are open to work-experience positions.

Harmony Enterprises

Manufacturing

We hire teenagers. We have work-experience positions, internships, and pre-apprenticeships.
We host job shadows.

Kwik Trip

Architecture and Construction; Architecture and Construction; Business, Management, and Administration; Hospitality and Tourism; Information Technology; Manufacturing; Marketing; Science, Technology, Engineering, and Mathematics; Transportation, Distribution, and Logistics.

We hire teenagers.

Thrivent Financial *possibly*

Finance

Sno Pac Foods *possibly*

Agriculture, Food, and Natural Resources; Business, Management, and Administration; Manufacturing

Sound Strations Audio Productions Inc

Arts, Audio/Visual Technology, and Communications

11th Grade Job Shadow

Overview

An important aspect of career exploration is for students to go through an experiential ladder. This includes career exposures, research, and job shadowing.

Juniors who would like to participate in a job shadow experience this year will do so between October 16 and 18. Students will fill out the attached application and turn in to their assigned CTE instructor. The goal is for students to have a quality experience to gain a better understanding of a career in which they have a strong interest. The CTE instructor will help the student in setting up and planning their job shadowing experience. Students will be expected to attend on their scheduled day and stay for their entire scheduled time.

Students will be responsible for their own transportation. Parents will be required to sign the form demonstrating acknowledgement of expectations and accepting responsibility for transportation or allowing their own child to transport him/herself.

Guidelines/Expectations

1. Communicate with your CTE instructor on your job shadow site and fill out the Shadow Agreement form.
2. Prepare for the day by attending seminars, researching and creating questions for your site, and creating a statement of career interest.
3. Make a plan for transportation to and from the shadow site.
4. Remember that you are representing yourself, your family and school.
5. On the day of the shadow, prepare by eating a good meal and dress appropriately for the work place environment.
6. Arrive on time (10 minutes early is ideal).
7. The Code of Conduct is expected to be followed at all times. Any student concerns or behaviors that arise may result in serious consequences.
8. Plan to have lunch with your shadow. Make prearrangements as to whether you need to bring your own or if you can get something there.

Remember: Shadowing is mostly about listening and observing the person with whom you are working. Students should establish the expectations with their individual shadow early on. Help only when asked to do so. Keep an open mind. This is one experience and each person doing the same job may do things differently. Remember that the person taking you for the experience will likely get less done than they normally would by offering you this opportunity. Be considerate and thankful for this opportunity and find learning opportunities in it.

Pre Job Shadow Materials

Career Interest Statement:

Company Research:

- 1.
- 2.
- 3.
- 4.
- 5.

What are you wanting to get most out of the job shadow? Be specific!

Name & Job Title of Worker: _____

Shadow Day Question Ideas for the Employer

1. How did you become interested in this career area?
2. What type of education/training is required for this job?
3. What classes did you take in high school to help prepare you? College?
4. Have you worked in other fields prior to your current position?
5. Can you describe what your interview experience(s) were like when seeking a job?
6. Could you please describe a typical work day?
7. Do you bring work home with you?
8. What types of challenges are faced in this career area?
9. Are there opportunities to advance in this field?
10. What do you like best about your job?
11. Are you involved in any community service/volunteer organizations?
12. What advice would you give a student interested in this area?

Please create 3 of your own questions specific to your shadow site:

13.

14.

15.

Post Reflection

1. What was I most surprised to learn?
2. What were the high points of the day?
3. Please give a written description of your day/experience.(use additional pages if needed)
4. How does this job shadow experience impact your future plans?

*Upon completion of Job Shadow Day, complete the reflection and give to your CTE instructor to put in your folder.

Please create a thank you note to show your appreciation for this opportunity and send to your site.

Job Shadow Placement Info

Expectations of Students

1. Complete the shadow was scheduled by CTE instructor
2. Dress appropriately for the day.
3. Communicate needing time for questions while not interfering with the worker's work schedule.

Expectations of Worker to be shadowed

1. Accept student shadows only if available/appropriate (under no obligations/liability).
2. Answer student questions when appropriate.
3. Allow students to observe a typical day.

Student Name: _____

Date of Job Shadow: _____

Hours of Job Shadow: _____

Name of Worker to be Shadowed: _____

Job Title: _____

Other details: _____

Contact Information for Location of Shadow (name, address, phone number, email):

Contact Info for a teacher in case of an emergency- for use only during job shadow experience

Erin Thompson- erinthompson@r-pschools.com, school - (507)864-7786 x3030, cell - (507)450-8593

Colby Lind- colbylind@r-pschools.com, school - (507)864-7786 x3039 cell- 507-450-8303

Courtney Thorman- courtneythorman@r-pschools.com, cell 309-313-4889, school - (507)864-7786 x_____

Job Shadow Permission Form

This form is to be signed and turned in to your CTE instructor as soon as possible (no later than Sep 25, 2024)

The student and parent signatures below indicate that both understand the agreement and the terms of the expectations of the 11th grader and give permission for the student to shadow.

Student's Signature

Student Cell Phone Number

Parent/Guardian signature indicates an understanding of the program and expectations of the day.

Parent/Guardian Signature

Daytime Phone number

Statement of Confidentiality:

As a participant in the Rushford-Peterson Job Shadow Program, I realize that I may be placed in a position of trust. I agree that whatever is seen or heard that pertains to the business or profession in which I shadow, I will not divulge. These confidentialities include, but are not limited to, the names and details of patients, co-workers, clients and staff. I fully understand those details need to be kept to myself and not disclosed to or discussed with others.

Student signature: _____

Date: _____

AGREEMENT AND RELEASE OF LIABILITY

Rushford-Peterson High School READ CAREFULLY BEFORE SIGNING Junior Job Shadow

1. I, _____, the parent or legal guardian of _____ (Student), a junior at Rushford-Peterson High School give permission for my student to participate in the Job Shadow Program (Program), taking place in October of 2023.
2. I have voluntarily arranged for Student's travel arrangements to their Program location. I, or others on my behalf, have made all the arrangements for the Student's participation in the Program including arrangements for transportation, housing and other goods and services. I understand that no one from the School or any agent on its behalf will accompany or supervise Student during any part of the Program, including travel to and from the Program and that Student will be totally without adult supervision for all of the Program, including transportation to and from the program.
3. I UNDERSTAND AND AM AWARE THAT DURING THE PROGRAM IN WHICH STUDENT WILL PARTICIPATE AND IN TRAVELING TO AND FROM THE PROGRAM CERTAIN RISKS AND DANGERS MAY ARISE, INCLUDING BUT NOT LIMITED TO, THE HAZARDS OF TRAVELING IN UNSAFE AREAS OR UNDER UNSAFE CONDITIONS, THE FORCES OF NATURE, THE NEGLIGENT OR RECKLESS ACTS OR OMISSIONS OR STRICT LIABILITY OF PERSONS OR ENTITIES PROVIDING GOODS OR SERVICES TO STUDENT, THEIR AGENTS, EMPLOYEES, OFFICERS, DIRECTORS, ASSOCIATES, AFFILIATED COMPANIES OR SUB CONTRACTOR, TRAVEL BY BOAT, AUTOMOBILE, TRAIN, SHIP, AIRCRAFT, BUS, OR OTHER MEANS OF CONVEYANCE, AN ACCIDENT OR ILLNESS IN PLACES WITHOUT ACCESS TO MEDICAL FACILITIES, TRANSPORTATION, OR MEANS OF RAPID EVACUATION AND ASSISTANCE.
4. I AM AWARE THAT STUDENTS PARTICIPATION IN THE PROGRAM AND/OR THE USE OF TRANSPORTATION, HOUSING AND DINING SERVICES, AND OTHER GOODS AND SERVICES IN CONNECTION WITH PARTICIPATION IN THE PROGRAM CARRIES A RISK OF SERIOUS PERSONAL INJURY, SERIOUS ILLNESS, DEATH AND PROPERTY DAMAGE OR LOSS. I EXPRESSLY AND VOLUNTARILY ASSUME ON BEHALF OF STUDENT AND FOR MYSELF ALL RISK OF INJURY, ILLNESS, DEATH AND PROPERTY DAMAGE OR LOSS THAT MAY RESULT FROM STUDENT'S PARTICIPATION IN THE PROGRAM AND TRAVEL TO AND FROM THE PROGRAM.
5. As consideration for being permitted to participate in the Program as the Student's Job Shadow Program for course credit, I hereby RELEASE AND DISCHARGE the School and its officers, directors, faculty, agents, employees and legal representatives ("the Released Parties") from liability for injury, illness, death, damage or loss arising out of Student's participation in the Program or use of transportation, housing, dining or other goods and services, or arising out of any other activity incident to Student's participation in the Program, including any losses CAUSED BY THE NEGLIGENCE OR STRICT LIABILITY of the Released Parties. I do not release the Released Parties from liability for willful or intentional acts or punitive damages.
6. I also AGREE NOT TO SUE OR MAKE A CLAIM AGAINST THE RELEASED PARTIES for injury, illness, death, damage or loss sustained as a result of Student's participation in the Program. I will indemnify and hold harmless the Released Parties from all claims, judgments, and costs, including attorneys' fees, incurred in connection with any action.

I HAVE CAREFULLY READ THIS AGREEMENT AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I SIGN IT OF MY OWN FREE WILL.

Student Signature

Date

I am the Student's parent or legal guardian and I am signing this Release on my own behalf and on behalf of the Student and his/hers heirs and assigns. I HAVE CAREFULLY READ THIS AGREEMENT AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I SIGN IT OF MY OWN FREE WILL.

Parent Signature

Date

NOTE: This form must be completed by all participants.

Junior Job Shadow Seminars





Week 1

Job Shadow Overview





Overview

- See page 1 of student handbook
- Will take place on either October 14, 15, or 16
 - Will be anywhere from ½ - full day
- You will need to find your own transportation
- Your CTE teacher will let you know your placement & date/time next week
- Weekly seminars are important so you are prepared.
 - If you are not in attendance at a seminar, see the Google classroom and this powerpoint AND make time to see Mrs. Thompson or Ms. Thorman ASAP





Week 2

Placement Details & Research





Shadow Details

- Each student should be getting their placement and forms to be signed today
- Look over this information and ask your CTE teacher if you have any questions
- Student and parent need to sign the job shadow agreement and release of liability
- Bring back signed for our next meeting





Research – Handbook Page 2

Career Interest Statement – express your career interest, reasons, goals, and aspirations

Company Research – look up at least 5 facts about the company that you are going to be job shadowing at. It is important to know a little bit about a company when you shadow and interview!

Job Shadow goal – what do you most want to get out of this experience? Why? Other thoughts...



Week 3

Workplace Etiquette & Shadow

Questions

SIGNATURE FORMS DUE!



Workplace Etiquette

Ahead of time, it would be appropriate to send them an email to connect. Let them know you are looking forward to shadowing them and ask if there is anything specific you need to know.

Be Professional – Act in a mature manner, treat others as you would like to be treated. You are representing yourself, your teachers, your school, your parents, and your community!

When you get there, introduce yourself and shake their hand. Thank them for allowing you to shadow.





Workplace Etiquette

SMILE :) and use good eye contact

Wear the nametag we will provide you for the day

Respect – the people you are shadowing are volunteering to take you for the day. They will likely get less done than usual. Respect their time and space. Make sure you are ON TIME!!

Be considerate of what they have going on and give privacy when necessary (phone calls, conversations, etc)





Workplace Etiquette

Dress appropriately for the business you are in. Our seminar next week will be all about this!

Ask good questions – be curious & engaged. Asking questions throughout the day shows that you are interested & helps you learn more about the job you are shadowing.

Send a Thank you note after your shadow. We will do this together the week after the shadows. Big deal!! This is your first impression!! We want to make good connections early!





Shadow Questions (Handbook pg 3)

- Read through the questions
- Add 3 more specific questions that pertain to your shadowing experience

When do I ask the questions???

- Bring them with you on the shadow day
- Let your employer know that you have some questions that you would like to ask & when they would like to do that
- Some may want to ask all at once, some may want one here or there as there is time. If there is a natural time, ask!





Week 4

Dress for Success





Dress for Success

Your dress needs to match the business place that you are in.

Many of you will be in “business casual” attire.



WHAT IS BUSINESS CASUAL???

“Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open collar or polo shirt, optional tie or seasonal sport coat, a dress or skirt at knee length or below, a tailored blazer, knit shirt or sweater, and loafers or dress shoes that cover all or most of the foot”

– Jacquelyn Smith
(Business Insider)

BUSINESS CASUAL ATTIRE FOR WOMEN

- Mix between professional and week day casual
- More stylish and less conservative than typical business attire
- Includes more color, pattern, fabric options
- Outfit can be accessorized with a modest necklace, earrings, or watch
- Dress pants, skirts/dresses at the knee, dark wash jeans without holes may be appropriate depending on what you wear with them!
- "If you would wear it to a club/party, you shouldn't wear it to work. Just because a top is "dressy" doesn't mean that it is office friendly. Modesty is key"

Women's Attire

Professional | Business Casual

Keep color
palette neutral



More colors and
textures can be
incorporated

Tailored suit
jacket or blazer

Jacket or cardigan can
be added for a more
professional look

No more than
5 pieces of
simple jewelry

No strapless or
spaghetti-strap
tops

Tailored suit pants,
slacks, knee-length
dress or skirt

Khaki pants, nice
dress pants, or
fingertip-length skirts

Low heels are
acceptable

Flats or heels
(3.5" or less)



DRESS CODES

WOMEN'S



Business - Formal



Business



Business Casual



Smart Casual



Casual

BUSINESS CASUAL ATTIRE FOR MEN

- More “loosened up” than typical professional attire
- Fitted button down, collar unbuttoned
- Tie or blazer/coat optional
- Polo is acceptable
- Dress pants preferred. Dark wash jeans may be appropriate.
- Shoes can be a casual leather loafer, or any neutral dress shoe. NOT tennis shoes!
- “The key to business casual is having a pant that is a different color than your blazer, whether it is a pair of slacks, khakis or even jeans.”



MONDAY



TUESDAY



WEDNESDAY



THURSDAY



FRIDAY

GUIDE TO BUSINESS CASUAL



FORMAL



CASUAL

Business casual for men

Shirts and sweaters in a variety of colors and patterns

Slacks or corduroy pants

Relaxed but elegant shoes

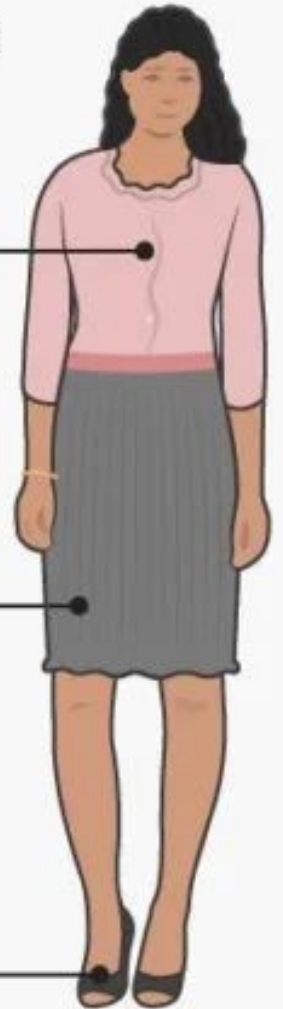


Business casual for women

Short-sleeved tops, maybe with vests

Fashionable combinations of tops, vests, and skirts

Open toe shoes



SHOES AND ACCESSORIES

- DON'T OVER ACCESSORIZE – Can be a distraction: limit 2–3 items
- Also be aware of make-up and scents – not too much here, either!
- Business casual leaves for room for creativity and fun
 - Use this to explore different colors, patterns and styles
 - Necklaces, watch, earrings, and rings are all great options

Shoes

- Should cover most if not whole foot.
- BE CAREFUL WITH HEELS– Wobbly walking does not present professionalism
- Tennis shoes ARE NOT business casual



Week 5

Final Overview & Questions





Final Overview

- Be sure to look over your dates & times
- Be sure you have a transportation plan
- Put the address in early to make sure you allow for enough time
- Plan to be there 10-15 minutes BEFORE your scheduled time
- Bring your blue question sheet & a pen/pencil with you
- Do you have lunch details figured out? If not, bring a lunch with you!
- In the event of an illness or emergency, please contact your job shadow placement AND your CTE teacher





Week 6

Post-reflection, Thank you notes, and Survey





Post Reflection & Thank you

Please fill out Handbook page 4 as a post-reflection on your job shadow. Give to your CTE teacher to put in your folder.

Then write a thank you note to your job shadow placement.

- Can be an email form or on a Thank you card.
- Be sure to include something SPECIFIC you learned from the experience.
- This should be sent by the end of the week (and a copy given to your CTE teacher or BCC them on the email).





Survey

Please take this survey (also linked on the Google classroom) to help us keep improving the junior job shadow program at Rushford-Peterson.



October Activities/Community Ed Report

Activities

Volleyball: Rushford Peterson received the #10 seed in the section tournament this year. They will be playing the #7 seed Goodhue Wildcats on Thu, Oct 24th at 7:00pm, in Goodhue. With a victory, the Trojans would play Mon, Oct 28th at 6:00pm at Rochester MCA.

Cross Country: The LARPH Boys Cross Country team took home 1st place in the Three Rivers Conference Boys Meet. Congratulations on a great performance!! The Cross Country team will compete at Northern Hills golf course on Thu, Oct 24th. Girls race starts at 3:00pm, with the Boys following at 3:55pm. Caitlin Bauer was also nominated as Fillmore County Journal's Cross Country Athlete of the Week, running a season best 21:05.6!

Football: Rushford Peterson received the #5 seed and will be traveling to Wabasha Kellogg to play the #4 Seed Falcons. This game will be on Tues, Oct 22nd at 7:00pm. With a victory, the Trojans would play Sat, Oct 26th at 1:00pm at the high seed.

Winter Activities: Winter Activities will be starting in the next few weeks.

Dance- Oct 21st
Girls Basketball- Nov 11th
Boys Basketball- Nov 18th
Wrestling- Nov 18th

Community Ed

Haunted House Canvas painting and Fall Cupcake decorating unfortunately had to be canceled due to lack of enrollment.

I will soon be putting together dates and times of different pop up opportunities for adults (Personal Finance, and Driving)

Both levels of Youth Flag football were a HUGE success this fall! On the last home football game, we had 93 kids playing flag football at halftime. I want to thank all of the RP football players that helped in both divisions, and the coaches of the 4/5/6 teams: Dr. Ben Bernard, Nick Agrimson, Mike Osterbauer, and Abe Wilkemeyer. I am super excited to continue to grow this program!

Adult Basketball and Pickleball has been going great as well! Kerry Connaughty does a great job of promoting Adult Basketball on their facebook page.

Joel Hinke- Activities/Community Ed Director

**HVED's Fall ALL Staff Day featured tiLL360 and Strategic Planning Staff Feedback**

On Thursday, August 29 HVED staff assembled for a delightful presentation by Curt Slater of tiLL360 who presented a program of positivity to welcome in the 2024-2025 school year. Several staff members provided feedback revealing their appreciation for the exceptional day.



Sarah Verwiebe, SPECTRUM Paraprofessional, provided: "I thoroughly enjoyed this all staff! He is an amazing speaker. I would love to have him back."

Wendy Haake, SAIL Teacher, stated: "Curt's presentation was thoughtful, informative, creative, and fun. I have taught for a long time and am always pleased when I can learn new things. I would recommend Curt and his presentation(s) to any audience but especially to people in education."

Krista Moore, SAIL Paraprofessional, expressed: "He was amazing, and I loved his presentation!"

Cheri Duffenbach, HR Manager, commented: "Curt's presentation was great! It can be very difficult to find a presenter and topic that will benefit everyone in our organization, but Curt's presentation did just that! There was something for everyone! His high energy, humor, and real-life stories kept everyone engaged as well. Thank you, Curt!"

Ann de Zeeuw, SPECTRUM Administrative Assistant, shared: "I hope I may still be entered into the drawing as I sent the following to Curt on 8/29/2024: Thank you Curt, for an uplifting and engaging day!"

HVED Strategic Plan In Action 2024-2027 – HVED Feedback Collected at Fall All Staff

The four pillars and the SPOC representatives include:

1. Work Teams and Culture

Michelle Houston, SAIL Teacher
Zach Selnes, Director of Special Education
Terri Kersting, Blind & Visually Impaired Teacher

2. Talent Retention, Development, and Recruitment

Cheri Duffenbach, Human Resources Manager
Cory Hanson, L-A Secondary Principal
Dorothy Gibson, School Psychologist (virtual)

3. Effective Communications

Tarah Sandven, Administrative Assistant
Craig Ihrke, Caledonia Area Superintendent
Wendy Haake, SAIL Teacher

4. Impactful Services and Support

Mike Walton, PEM High School Principal
Clover Schmitt, Director of Special Education
Haylee Cadena, Behavior Specialist
Megan Laskaskie, CTSS Mental Health Professional

HVED staff were provided the opportunity to share their feedback for the Strategic Plan Oversight Committee (SPOC) listed above regarding the goals and objectives initiated to meet the four pillars of the strategic plan. The work of refining those goals continues. The Strategic Plan Information is available on the HVED website at

https://rst6-livesite.rschoolday.com/sites/hved6013.org/files/files/Private_User/cmaschka/HVED_Strategic%20Plan_Final_FullDocument_12-20-23.pdf

Vision: Embracing Partnerships and Possibilities to Improve Lives

Mission: Fostering Student Growth Through Collaborative Education

Core Values: Collaboration • Service • Healthy Dialogue • Support • Growth

- We embrace collaboration as the path to fostering student growth.
- We provide meaningful value through service to others.
- We believe healthy dialogue builds trusting relationships.
- We believe students succeed through personalized support and individual growth



**Fall is in the air! And in the Entryway of the District Office/River Valley Academy ALC!**

The HVED District Office opened its doors to River Valley Academy ALC students for the 2024-2025 school year. At left, Michelle Gruber, HR Administrative Assistant, thought that the entrance needed some sprucing up so she assembled and hung the fall festive garland at the entry. Also, note our documentation establishing 1410 Bundy Blvd as a school site until July 1, 2025. Thanks to the efforts of Vickie Speltz, contracted Food Service Director from Lewiston-Altura, HVED also is able to document our new site as a Food Service Site. Soon to come is certification that Cheri Duffenbach, HR Manager, at right, stepped up to take on the extra responsibility of studying for and passing the examination for ServSafe Certified Food Production Manager. Cheri says, "Call me the lunch lady!"

**SAIL received SHIP Grant Items (information and photo submitted by Wendy Haake, SAIL Teacher)**

I wanted to share this picture of some of the things we have recently purchased with our SHIP grant money. You can even see our beautiful new stove in the background. (Thanks to Wendy for her effective grant writing!)

Our SHIP Grant that was submitted in the Fall of 2023, I was pursuing a way to provide healthy snacks and healthy additions to the lunches we get from W-K. I also wanted to provide more outdoor learning opportunities. Most of the things in the picture were kitchen items to prep and store fresh produce. I asked for \$1000 to purchase fresh produce and meats/cheeses from the Red Wing Farmers Market. We have been receiving \$100 worth of wonderful things to eat. Our high school class has been prepping the items for the students to eat during snacks and lunch. They seem to love it. I also purchased a giant, "Lego type" building set for outside along with a "Gaga Ball" Pit.

Other districts can reach out and apply for SHIP \$\$\$, it's pretty easy. It's really an untapped resource.

SHIP Coordinators for HVED Districts

Fillmore: Brenda Pohlman, bpohlman@co.fillmore.mn.us

Houston: Brianna Ceaser, brianna.ceaser@co.Houston.mn.us

Anna Oldenburg, anna.oldenburg@olmstedcounty.gov

Tina Moen, tmoen@co.Wabasha.mn.us

Amber Ziegler, Aziegler@co.winona.mn.us

Gina Johnson, gina.johnson@co.goodhue.mn.us

Emma Basness, emma.basness@dodgecountymn.gov

Ethan Rindfleisch, ethan.rindfleisch@co.steele.mn.us

Maguerite Zauner, Marguerite.Zauner@co.Dakota.mn.us

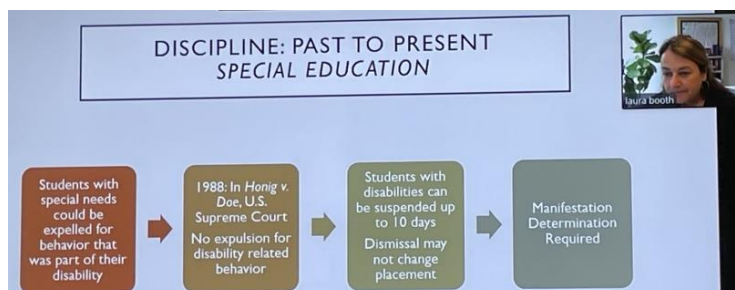
To find more information about SHIP:

<https://www.health.state.mn.us/communities/ship/index.html>

Every County SHIP Office has grants available. Coordinators are willing to help you with applications.

HVED Principals' Advisory Council Meeting

On Tuesday, September 24, 2024, HVED held its first of four Principal Advisory Council meetings for the year hosted by Caledonia Middle/High School Principal Nathan Boler and Superintendent Craig Ihrke. The morning meeting included a Local Education Agency (LEA) Training; as well as updates on Student Discipline and recent legislation. All information was presented by Laura Tubbs Booth of Ratwik, Roszak, and Maloney Law Firm in Minneapolis via zoom.





Hiawatha Valley Education District

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HVED on ONE CENTRAL SITE FACTS and FIGURES

WHY is it important for HVED to secure a central site?

- HVED has been searching for appropriate facilities throughout its 30+ year existence; and especially in the last ten years. HVED initiated a facilities study with Kraus-Anderson in 2018 which resulted in three options: 1. Build/Renovate one central site 2. Build/renovate two separate sites 3. Do nothing.

HVED SITES currently:

- HVED owns two (2) sites:
 - District Office, 1410 Bundy Blvd., Winona, MN
 - SAIL Behavior Program Site and PAES Lab-Kellogg, 51 Red School Lane, Kellogg, MN (built 1962)
- HVED leases three (3) sites: at a lease cost of \$57,441.09 per year (2022-2023).
 - River Valley Academy ALC Program Site, within Minnesota State College SE, 1250 Homer Road, Winona, MN. **Total of \$361,647.12 estimated costs for the space over 15 years.**
 - SPECTRUM Autism Program Site, Hokah City Center, 200 Main Street, Hokah, MN (built 1958) **Total of \$544,246.41 estimated costs for the space over 15 years.**
 - PAES Lab, within Caledonia Area MS/HS, 825 North Warrior Lane, Caledonia, MN

Operational Costs?

Operational costs are multiplied by the various sites for various costs: garbage, cleaning, etc.

HVED is a PEOPLE BUSINESS resulting in current STAFFING realities:

- 75.8% of our FY23 adopted budget is dedicated to employee wages and benefits
- Because of the separate sites, the struggles in educational staffing are compounded within HVED:
 - staff isolation, disconnectedness, communications
 - double staffing, short staffing, emergency or crisis staffing

HVED Is Moving Forward to a Brighter Future!

- Meet the challenges through HVED's vision of *Exceptional Teams Empowering Exceptional Students*
- Unify our membership
- Solidify our collaborative efforts
- Capitalize on our collective membership
- Provide the necessary and productive programming for our highest needs and most at-risk students

HOW does HVED secure one central site?

- Complete a new Joint Powers Agreement (JPA)
- Secure member district funding of a new central site
- Make project plans and complete construction of a new central site
- HVED's collective capacity is sufficient to accomplish this task!
- HVED's exceptional ability to create and sustain excellent programming for all students is reinforced!
- HVED's staff and students depend on us to move forward now!

Embracing Partnerships and Possibilities to Improve Lives

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PLAINVIEW-ELGIN-MILLVILLE • RUSHFORD-PETERSON • ST. CHARLES • SPRING GROVE • WABASHA-KELLOGG
BLUFFVIEW MONTESSORI CHARTER SCHOOL • RIDGEWAY COMMUNITY CHARTER SCHOOL • ROLLINGSTONE COMMUNITY CHARTER SCHOOL



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LOCATION: Whole of Winona Mall, 1213 Gilmore, Ave., Winona, MN 55987

PURCHASE COST: \$4.2M **TENTATIVE CONSTRUCTION COST:** ~\$9M **TOTAL COST:** \$15M

Note: The decision was made on August 15, 2023 by Superintendents present to cap spending at \$15M.

ACTION TIMELINE:

September	Gathering information from the HVED design team, Oversight Committee Members, and staff to share ideas, review documents, and make decisions.
9.3.2024	Puetz Properties proposed plan review prep meeting with Carlos Espinosa, City of Winona, Senior City Planner, Ron Pagel, Bradley Carlton, and Deb Marcotte
9.4.2024	Puetz Properties proposed plan reviewed by Ron...
9.5.2024	Weekly ISG meeting focused on food service with Vickie Speltz, L-A's contracted Food Service Director, attending.
9.6.2024	Neighbors of 1213 Gilmore Ave., met with City of Winona Senior Planner, Carlos Espenosa, to review the Puetz Properties proposed plan and easements attached to our property.
9.9.2024	Ron Pagel and Deb Marcotte attended the City of Winona Planning Commission meeting regarding the Puetz Properties proposed plan and easements attached to our property.
9.12.2024	Weekly ISG meeting focused on plumbing, mechanical, and HVAC plans.
9.12.2024	Informed Puetz Properties and Carlos Espenosa, City of Winona Senior Planner, that HVED intends to maintain their easement rights from 1213 Gilmore Ave to Service Drive.
9.19.2024	Final room numbering meeting.
9.23.2024	HVED Project Oversight Committee budget meeting with K-A and ISG.
9.25.2024	Received a lease agreement template from Attorney Joe Langel for future tenants.

PROJECT TIMELINE:

Initiated	TASK	Completed
2.23.2023	1. Survey Property to establish the legal description (field work only)	3.21.2023
10.12.2023	2. Purchase Agreement (PA) Revised Final presented to owner on 10.12.2023. Signed by owner on 10.23.2023 and approved by HVED on 10.25.2023.	10.23.2023 10.25.2023
2.28.2023	3. Joint Powers Agreement (JPA) for Purchase of Property process presented to HVED as a DRAFT on 5.24.2023. Expected by July 10.	8.17.2023
ASAP –	4. All Member District School Boards will be requested to adopt an additional JPA for the Winona Mall. Approved by all 12 member districts!	9.25.2023
2.23.2023	5. Securing Zoning Authority, City of Winona, minus parcel sold in July 2023 (confirmed in writing)	8.8.2023
2.28.2023	6. Request HVED Board of Directors hire an architect for concept drawings	3.22.2023
	7. HVED Board of Directors approved the Purchase Agreement of the Winona Mall.	10.25.2023
11.2.2023	8. Project Oversight Committee (POC) organized and initial meeting held	11.2.2023

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11.2.2023	9. Project Oversight Committee meeting with real estate attorney in preparation to meet December 31, 2023 governmental approval deadline within the Purchase Agreement. The PA due diligence period ends on January 31, 2024.	11.10.2023
11.6.2023	10. Submitted Minnesota Department of Education (MDE) Review & Comment (K-A) allow 60 days for response	11.13.2023
11.14.2023	11. Submitted Site Plan Application to the City of Winona – Planning Commission to meet their agenda deadline for review on December 11, 2023.	11.20.2023
12.19.2023 1.16.2024	12. Received letter from City of Winona with Approval of Site Plan with contingencies to be completed prior to occupancy. Confirmation on January 16.	3.26.2024
11.27.2023 1.11.2024	13. IEA initiated site testing for asbestos and lead paint. Follow-up initiated on January 11 and samples taken January 15. Report/estimate provided 1.24.2024	
4.10.2024	14. Issuance of Certificates of Participation (CoP) to Finance Project	4.12.2024
TBD	15. Construction begins	
2024-2025	16. Occupancy of the new facility moved back to a tentative date of October 1, 2025. The building design is expected to be finalized by ISG in September. MDH requires 14-18 weeks to review. K-A estimates an 8-month build out.	

TAX IMPACT Important factors for taxpayers:

- The Joint Powers Agreement provides the formula for each District allocation in Exhibit B of the JPA.
- Taxes were approved in FY24, will be collected in FY25, and will be available to school districts in FY26.
- Estimated tax impact calculations have been provided for a 15-year \$15M. These calculations can be found on HVED's website under About Us > Board of Directors > Board Minutes, Policies & Supporting Documents > Board Documents > Supporting Documents > 2023 > June or directly at:
<https://www.hved6013.org/page/2687/categories/22181>
- HVED will own this building at the conclusion of the process.

If you have any questions or comments about this project, you are welcome to contact:

Debbra C. Marcotte, Ed. D., HVED Executive Director, 1410 Bundy Blvd, Winona, MN 55987

Cell: 507-429-1721 Email: dmarcotte@hved.org

HVED website: www.hved6013.org

UPDATED INFORMATION provided to the HVED Board of Directors on pages 4-8 constituting information provided to member districts requesting an update in July 2024.

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HVED Update Prepared for School Board Meetings July 17, 2024

The HVED Board of Directors' receive monthly updates at the HVED regular meetings scheduled for the 4th Wednesday of each month. HVED Board of Director meetings are available to attend via zoom at the link provided on the HVED website main page at www.hved.6013.org under Upcoming Events/News. The information provided includes:

- **HVED on ONE Central Site (history, timeline, monthly events, documents)**
 - Provided to HVED Board of Directors in paper copy and electronically
 - Provided to the Public on HVED's website located at www.hved6013.org under Upcoming Events/News
 - Direct link: <https://www.hved6013.org/page/4053>
- **Executive Director's Highlights (monthly recognitions and activities)**
 - Provided to HVED Board of Directors in paper copy and electronically
 - Provided to the Public on HVED's website located at www.hved6013.org under About Us>Executive Director>Executive Director Highlights>select year>select month
 - Direct link: <https://www.hved6013.org/page/2899/categories/22454>
- **HVED Program Staffing and Student Enrollment (monthly update)**
 - Provided to the HVED Board of Directors and public in Board Supporting Documents on HVED's website located at www.hved6013.org under About Us>Board of Directors>Board Agendas, Minutes, Policies, and Supporting Documents>2024 Supporting Documents then choose a month
 - Direct link: <https://drive.google.com/drive/folders/1mjEEsdhgGVzKP4Exuld1uS1M3ARc6KYx>
- **Strategic Plan Oversight Committee Report**
 - Quarterly report scheduled for quarterly presentation at the March, June, September, and December (check meeting date)
 - Provided to the Public on HVED's website located at www.hved6013.org under About Us>Board of Directors>Strategic Plan
 - Direct link: <https://www.hved6013.org/page/4045>

Debbra C. Marcotte, Ed.D., Executive Director

Available via email at dmarcotte@hved.org or via cell phone at 507-429-1721

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Hiawatha Valley Education District

HVED District Office, 1410 Bundy Blvd, Winona, MN 55987

No. 61-6013 P: 507.452.1200 F: 507.452.3422 www.hved6013.org

September 25, 2024

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Note: Information Supplied by Ehlers as a Closing Memorandum of Taxable Certificates of Participation, Series 2024A, April 16, 2024

Attachment A

Hiawatha Valley Education District

\$15,000,000 Taxable Certificates of Participation, Series 2024A

Dated: April 16, 2024

Sources & Uses

Dated 04/16/2024 | Delivered 04/16/2024

Sources Of Funds

Par Amount of Bonds	\$15,000,000.00
Original Issue Discount (OID)	(199,920.35)
Total Sources	\$14,800,079.65

Uses Of Funds

Total Underwriter's Discount (0.825%)	123,750.00
Costs of Issuance	141,525.00
Deposit to Capitalized Interest (CIF) Fund	929,729.29
Deposit to Project Construction Fund	13,605,075.36
Total Uses	\$14,800,079.65

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Note: Information Supplied by Ehlers as a Closing Memorandum of Taxable Certificates of Participation, Series 2024A, April 16, 2024

Attachment B

Hiawatha Valley Education District

\$15,000,000 Taxable Certificates of Participation, Series 2024A

Dated: April 16, 2024

Debt Service Schedule

Date	Principal	Coupon	Interest	CIF	Net D/S	Net New D/S	Fiscal Total
04/16/2024	-	-	-	-	-	-	-
10/01/2024	-	-	444,653.14	(444,653.14)	-	-	-
04/01/2025	-	-	485,076.15	(485,076.15)	-	-	-
10/01/2025	-	-	485,076.15	-	485,076.15	485,076.15	-
04/01/2026	700,000.00	6.107%	485,076.15	-	1,185,076.15	1,185,076.15	1,670,152.30
10/01/2026	-	-	463,701.65	-	463,701.65	463,701.65	-
04/01/2027	745,000.00	6.107%	463,701.65	-	1,208,701.65	1,208,701.65	1,672,403.30
10/01/2027	-	-	440,953.08	-	440,953.08	440,953.08	-
04/01/2028	790,000.00	6.107%	440,953.08	-	1,230,953.08	1,230,953.08	1,671,906.16
10/01/2028	-	-	416,830.43	-	416,830.43	416,830.43	-
04/01/2029	835,000.00	6.107%	416,830.43	-	1,251,830.43	1,251,830.43	1,668,660.86
10/01/2029	-	-	391,333.70	-	391,333.70	391,333.70	-
04/01/2030	885,000.00	6.107%	391,333.70	-	1,276,333.70	1,276,333.70	1,667,667.40
10/01/2030	-	-	364,310.23	-	364,310.23	364,310.23	-
04/01/2031	940,000.00	6.288%	364,310.23	-	1,304,310.23	1,304,310.23	1,668,620.46
10/01/2031	-	-	334,756.63	-	334,756.63	334,756.63	-
04/01/2032	1,000,000.00	6.288%	334,756.63	-	1,334,756.63	1,334,756.63	1,669,513.26
10/01/2032	-	-	303,316.63	-	303,316.63	303,316.63	-
04/01/2033	1,065,000.00	6.570%	303,316.63	-	1,368,316.63	1,368,316.63	1,671,633.26
10/01/2033	-	-	268,331.38	-	268,331.38	268,331.38	-
04/01/2034	1,135,000.00	6.570%	268,331.38	-	1,403,331.38	1,403,331.38	1,671,662.76
10/01/2034	-	-	231,046.63	-	231,046.63	231,046.63	-
04/01/2035	1,210,000.00	6.570%	231,046.63	-	1,441,046.63	1,441,046.63	1,672,093.26
10/01/2035	-	-	191,298.13	-	191,298.13	191,298.13	-
04/01/2036	1,290,000.00	6.625%	191,298.13	-	1,481,298.13	1,481,298.13	1,672,596.26
10/01/2036	-	-	148,566.88	-	148,566.88	148,566.88	-
04/01/2037	1,375,000.00	6.625%	148,566.88	-	1,523,566.88	1,523,566.88	1,672,133.76
10/01/2037	-	-	103,020.00	-	103,020.00	103,020.00	-
04/01/2038	1,465,000.00	6.800%	103,020.00	-	1,568,020.00	1,568,020.00	1,671,040.00
10/01/2038	-	-	53,210.00	-	53,210.00	53,210.00	-
04/01/2039	1,565,000.00	6.800%	53,210.00	-	1,618,210.00	1,618,210.00	1,671,420.00
Total	\$15,000,000.00	-	\$9,321,232.33	(929,729.29)	\$23,391,503.04	\$23,391,503.04	-

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Note: Preliminary Information Supplied by Ehlers for MDE Proposal for Review and Comment October 30, 2023

Hiawatha Valley Education District Analysis of Tax Impact, 15 Year Term													October 27, 2023	
Type of Property		Estimated Market Value	Chetfield	Lonsdale	Wabot-Centee	Rushford- Peterson	Spring Grove	Caledonia	La Crescent- Holsh	Dover-Eyota	Whitcomb- Kellogg	Leedsboro- Altona	St. Charles	Edinboro- Eggen-Minville
Estimated Impact on Annual Taxes Beginning in Taxes Payable 2025														
Residential Homestead	\$75,000	\$7	\$7	\$5	\$6	\$8	\$8	\$9	\$7	\$7	\$5	\$7	\$7	\$6
	100,000	9	10	7	8	11	11	10	10	10	7	10	10	8
	125,000	14	14	11	12	16	15	15	15	15	10	14	14	12
	150,000	18	18	14	16	21	21	20	19	19	12	18	18	16
	175,000	22	23	17	19	26	24	24	24	23	15	23	22	19
Homestead	200,000	26	27	20	23	31	29	29	28	28	18	27	26	23
	225,000	30	31	24	26	36	33	33	33	32	21	31	31	27
	250,000	34	36	27	30	41	38	37	37	37	24	36	35	30
	300,000	42	44	33	37	51	47	46	46	46	30	44	43	38
	400,000	59	61	48	52	71	65	64	64	63	42	61	60	52
Commercial/ Industrial	500,000	75	79	66	66	91	84	82	82	81	53	78	77	67
	550,000	\$11	\$12	\$9	\$10	\$14	\$13	\$12	\$12	\$12	\$8	\$12	\$12	\$10
	100,000	23	24	18	20	27	25	25	24	24	16	24	23	20
	250,000	64	67	50	56	77	71	70	69	69	45	67	66	57
	500,000	139	146	110	123	168	155	152	150	150	99	143	143	124
Agricultural Homestead** (average value per acre of land & buildings)	2,000	\$0.15	\$0.16	\$0.12	\$0.13	\$0.18	\$0.17	\$0.16	\$0.16	\$0.16	\$0.11	\$0.16	\$0.15	\$0.13
	4,000	0.30	0.32	0.24	0.27	0.36	0.34	0.33	0.33	0.33	0.21	0.31	0.31	0.27
	6,000	0.45	0.47	0.36	0.40	0.58	0.50	0.49	0.49	0.49	0.32	0.47	0.46	0.40
	8,000	0.60	0.63	0.48	0.53	0.73	0.67	0.66	0.65	0.65	0.43	0.63	0.62	0.54
	10,000	0.75	0.79	0.59	0.66	0.91	0.84	0.84	0.82	0.81	0.53	0.79	0.77	0.67
Agricultural Non-Homestead** (average value per acre of land & buildings)	12,000	0.90	0.95	0.71	0.80	1.09	1.01	0.98	0.98	0.98	0.64	0.94	0.93	0.81
	4,000	\$0.30	\$0.32	\$0.24	\$0.27	\$0.36	\$0.34	\$0.33	\$0.33	\$0.33	\$0.21	\$0.31	\$0.31	\$0.27
	6,000	0.60	0.63	0.48	0.53	0.73	0.67	0.66	0.65	0.65	0.43	0.63	0.62	0.54
	8,000	0.90	0.95	0.71	0.80	1.09	1.01	0.98	0.98	0.98	0.64	0.94	0.93	0.81
	10,000	1.21	1.26	0.95	1.06	1.46	1.34	1.31	1.30	1.30	0.85	1.26	1.24	1.08
Agricultural Homestead	12,000	1.51	1.58	1.19	1.33	1.82	1.68	1.64	1.63	1.63	1.07	1.57	1.55	1.35
	12,000	1.81	1.89	1.43	1.59	2.19	2.01	1.97	1.95	1.95	1.28	1.89	1.85	1.61
* Estimated tax impact includes principal and interest payments. The amounts in this table are based on school district taxes for this project only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the Homestead/Non-Homestead Credit Refund ("Circuit Breaker") program. Owners of homesteaded property may qualify for a refund based on their income and total property taxes. This will change the net effect of the proposed bond issue for these property owners.														
** For all agricultural property, average value per acre is the total estimated market value of all land & buildings divided by total acres. If the property includes a home, then the tax impact on the house, garage, and one acre of land will be calculated in addition to the taxes per acre, on the same basis as a residential/Non-Homesteaded or non-homesteaded property. If the same property owner owns more than approximately \$15.5 million of agricultural homestead land and buildings, a portion of the property will be taxed at the higher non-homesteaded rate.														



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Winona Mall updates as of Wednesday, July 17 2024: (updated on 9.25.2024)

1. HVED closed on the Winona Mall purchase on Tuesday, April 16 concluding months of work dedicated to:
 - a. passing the Joint Powers Agreement for twelve (12) member districts
 - b. negotiating the conditions of sale for the property
 - c. completing the process of approval from the Minnesota Department of Education
 - d. completing the process for site approval from the City of Winona and other authorizing agencies
 - e. completing the due diligence phase for all elements associated with environmental testing required for planned renovation of the property
 - f. completing the financing process for the sale of Certificates of Participation
2. Tenants with exit clauses in their leases are actively moving out of the Winona Mall on a regular basis from May 31 – October 31, 2024. During May 2024 HVED collected \$21,050.22 in rent payments.
3. HVED is in conversation with tenants holding leases without exit clauses to consider alternative options.
4. Two tenants, Backyard BBQ and Ocean Sushi, are expected to stay in their current locations for the long-term.
5. HVED has \$9.3M available for construction currently earning interest.
6. Due to the timing of the issuance of the Certificates of Participation, the first year's debt service payments will be made from the proceeds of the Certificates. Member districts are not responsible for the first year of payments.
7. Member districts have the option of levying their debt service responsibility or utilizing such other district funds that may be available.
For a lease levy: In December 2024 Member Districts will have the opportunity to levy their taxpayers for their share of debt service. Taxpayers would be levied in calendar year 2025 and corresponding revenues would be recognized in fiscal year 2026.
8. Construction timeline (noting unforeseen variables and delays):
 - a. Design – expected to be completed by ~~September~~ October (updated on 9.25.2024)
 - b. State approval – expected to be completed in 16 – 18 weeks
 - c. Construction processes and requirements in the fall of 2024
 - d. Demolition – expected as soon as January 2, 2025
 - e. Construction – to be determined
 - f. Occupancy – to be determined

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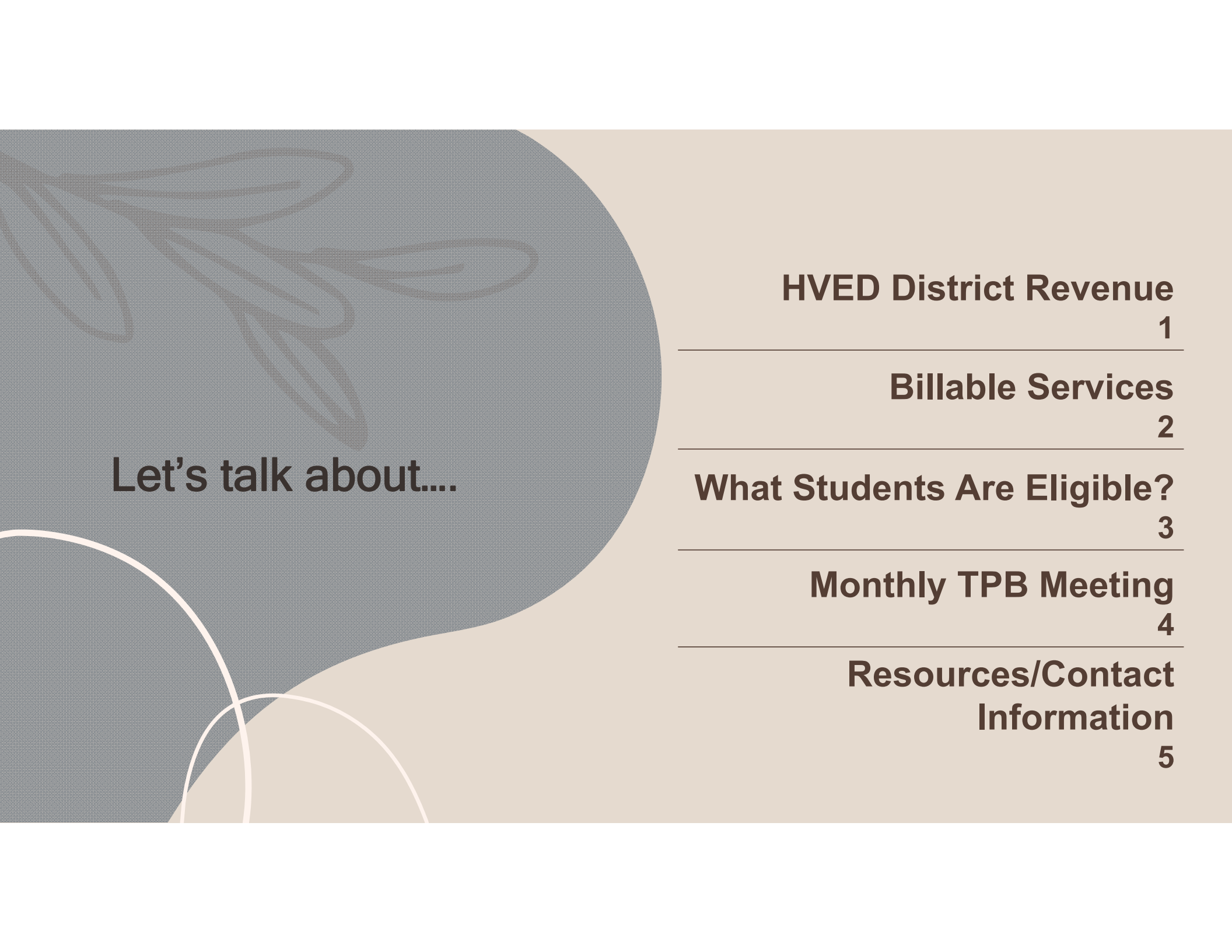


Spotlight on Service

HVED Third Party Billing

Presentation to the Board of Directors
9.25.2024

By: Mackenzie Rollinger
District Office Administrative Assistant
Third Party Billing Coordinator



Let's talk about....

HVED District Revenue
1

Billable Services
2

What Students Are Eligible?
3

Monthly TPB Meeting
4

**Resources/Contact
Information**
5

HVED's Revenue Increase from 22-23 School Year to 23-24 School Year

During the 22-23 school year, HVED brought in a total of **\$4,059.30** from Third Party Billing.

After working hard at improving the Third Party Billing process, HVED brought in **\$30,578.98** during the 23-24 school year.

I am confident that we will continue to see that revenue number increase with cooperation of all providers and case managers within HVED.



Billable Services Required by the Individual Education Plan (IEP)

- ❖ Assistive Technology Devices
- ❖ Interpreter Services
- ❖ Mental Health Services
- ❖ Nursing Services
- ❖ Occupational Therapy services (OT)
- ❖ Personal Care Assistance Services (PCA)
- ❖ Physical Therapy Services (PT)
- ❖ Special Transportation Services
- ❖ Speech and Language Pathology Services (SLP)
(Note: To bill for SLP services, the provider must have his or her Certificate of Clinical Competence in Speech Language Pathology known as a CCC-SLP or having his or her Cs.)
- ❖ Audiology Services
- ❖ Evaluations *(which include – School Psychology, Mental Health (CTSS), Occupational Therapy (OT), Physical Therapy (PT), and Nursing Services)*



What Students Are Eligible?

❖ The student must be on an IEP receiving one or more of the billable services that were listed on the previous slide.

❖ The student must also be MA (*Medical Assistance*) eligible.

❖ SCHOOL Project runs a monthly eligibility report to see which students are MA eligible – their eligibility status can change throughout the school year. We keep updated records of their status in SPED Forms



Monthly Third Party Billing Meeting

- ❖ **On the second Monday of every month**, HVED hosts a Third Party Billing Meeting via Zoom from 7:30 – 8:00 am
- ❖ SCHOOL Project (our TPB resource) attends every meeting to express any concern, answer questions, and give revenue updates for each district.
- ❖ We invite the Third Party Billing Coordinators from each district to answer all questions, and ensure they are confident with their TPB process. This is a great opportunity to learn more, stabilize a process, and start gaining more revenue for your district from TPB.
- ❖ In addition to HVED's monthly Third Party billing meetings, I am available to travel to your district or connect via Zoom for individual assistance.
- ❖ [Zoom Meeting Link – join us here!](#)



MACKENZIE ROLLINGER

District Office Administrative Assistant

Third Party Billing Coordinator

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SCHOOL PROJECT

ANGIE WASSMAN

Third Party Billing Resource

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;

www.schoolprojectk12.com

HVED Program Student Enrollment and Staff Assignments as of September 20, 2024

Area Learning Center (ALC) – Winona, MN					
Teachers	Paraprofessionals	Students and Districts (34)		Supporting Staff	Itinerant Staff
Ally Prodzinski General Education		D-E = 6	R-P = 5	Haley Cadena Social Worker	Clover Schmitt, Program Director
Amy Woxland General Education Teacher		La C-H = 10	St. C = 2		Kris Lynch, CTSS Mental Health Professional
Amber Anderson SpEd and Pathways Teacher		L-A = 3	W-K = 2		Tarah Sandven, Admin Asst
		WAPS = 1	PEM = 5		
Spring Grove Satellite		5 (1 MC)			
Caledonia Satellite		13			
Early Intervention (B-3)					
Teacher	Student Enrollment by Teacher Serving/In-Process		Districts	Supporting Staff	Itinerant Staff (estimated)
Jody S. PEM, St. Charles, WK, DE, Chatfield (1.0FTE)	15/0		Cal 5/1		Speech Language Pathologist
Deb. B. RP, SG (Up to 20 hrs)	6/0		Chat 6/3	.1 Administrative Assistant	.1 Deaf and Hard of Hearing
Paula – Evaluations (.9 FTE)	0/13		D-E 1/0	.4 SLP Assistant	.1 Blind and Visually Impaired
Amber C. - La-C & Cal (.5)	14/0		La C-H 14/4		.1 ASD Support – ADOS Testing
Mikki T. - All (PSP – Speech)	5/0		Lane 0/0		.3 Occupational Therapist
Jody R. -Lanesboro (hourly)	0/0		M-C 1/1		.1 Audiologist
Rachel H. DE (Hourly)	1/0		PEM 12/4		.2 Physical Therapist
Karli Virtual – All (1.0 FTE)	12/0		R-P 3/0		.02 Physical/Health Disabilities
			SG 2/0		.3 Director of Special Education
			St C 5/0		
			W-K 4/0		
PAES Lab – Caledonia					
Teacher	Para	Students and Districts		Supporting Staff	Itinerant Staff
Crystal Schroeder	Tammy Heaney	SG = 2	Cal = 2		Jen Ihrke, Director
		MC=1			
PAES Lab – Kellogg					
Teacher	Para	Students and Districts		Supporting Staff	Itinerant Staff
Crystal Schroeder	Bridget Skelton	PEM = 2	W-K = 2		Jen Ihrke, Director

		D-E = 1	SAIL = 1		
SAIL – Kellogg					
Teacher (8 students max/teacher, with 1 para)	Para	Students and Districts		Supporting Staff	Itinerant Staff
Michelle Houston K-5	Brittany Stein	St. C = 1	R-P = 2	Breyan Richardson Admin Assistant	Kris Lynch, CTSS .6 Mental Health Professional
Wendy Haake 6-12	Rachel Smit	WAPS = 1	LaC-H = 2	Amy Richardson Recreational Therapist	Megan Laskaskie, CTSS .2 Mental Health Professional
	Rayne Carrels	W-K = 2	Chat = 1	Britany Sula Behavior Specialist	Emily Dohrn Occupational Therapist
	Cindy Schmidt				Eden Klingensmith-Laplander School Psychologist
	Krysta Moore				.5 Sam Clark, Program Coordinator
					.5 Jen Ihrke, Program Director
					.8 Danielle Walther Mental Health Skills Worker
SPECTRUM – Hokah					
Teacher (6 student max/teacher, with 1 para)	Para	Students and Districts		Supporting Staff	Itinerant Staff
Maia Van Oudenhoven	Katie Schleich	CAL = 6	L-A = 1	Kiley Meyer Behavior Specialist/CTSS	Sam Clark .5 Program Coordinator
Heather Laskaskie	Sarah Verweibe	La C-H = 4	R-P = 1	Ann De Zeeuw Administrative Assistant	Megan Laskaskie .8 CTSS Mental Health Professional
Jesie Melde	Ron Heins	D-E = 1	SG = 1	Deanne Baumgartner Recreational Therapist	Kristin King-Aasum Autism Consultant
	Miranda Wolfe			Corey Conner, Registered Behavior Technician	Austin Heaney Registered Behavior Technician
	Jadi Heaney			Val Howe Custodian	Heather Twite .2 SLP-Assistant
	Danica Bauer				Nancy Zadow .8 Speech Language Pathologist
	Isaac Denstad				Devon Boots Thompson Occupational Therapist
	Danielle Weber				Jen Ihrke .5 Program Director
	Danielle Holloman				