

Wrenshall Board of Education

Monday, August 7, 2023 6:00 PM

Wrenshall School Library Media Center, 207 Pioneer Drive, Wrenshall, MN 55797

1. Call to Order	Speaker (s) : Chairperson
2. Pledge of Allegiance	Speaker (s) : Chairperson
3. Roll Call	Speaker (s) : Chairperson
4. Adoption of Agenda	Speaker (s) : Chairperson
5. Recognition of Visitors	Speaker (s) : Chairperson
5.a. Public Comment	Speaker (s) : Chairperson
6. Regular Business	Speaker (s) : Chairperson
6.a. Approval of Minutes	Speaker (s) : Chairperson
6.b. Accept Business Office Report	Speaker (s) : Jeff Pesta
6.c. Approval of Consent Agenda	Speaker (s) : Jeff Pesta
7. Informational Items	Speaker (s) : Chairperson
7.a. Insurance Renewal	Speaker (s) : Scott Wojtyskiak
7.b. Principal's Report	
7.c. Activities Director's Report	
7.d. Community Education Report	
7.e. Superintendent's Report	
7.f. Standard and Poor's Credit Rating Review	Speaker (s) : Jeff Pesta
8. Action Items	Speaker (s) : Chairperson
8.a. Expedited Policy Approval	Speaker (s) : Mary Carlson
8.b. Policy Review Cycle	Speaker (s) : Mary Carlson
8.c. Memorandum of Understanding with EdMN Regarding Leave of Absence Exception	Speaker (s) : Jeff Pesta
8.d. Memorandum of Understanding with AFSCME Regarding Addition of New Custodian Position	Speaker (s) : Jeff Pesta
8.e. Property, Liability, and Workers' Compensation Insurance Policy Renewal	Speaker (s) : Jeff Pesta
8.f. Approval of Professional Services Agreement - Citon	Speaker (s) : Jeff Pesta
8.g. Approval of Memorandum of Understanding - Just Kids Dental	Speaker (s) : Jeff Pesta
8.h. Approval of Raptor Cooperative Activity Fees	Speaker (s) : Chairperson

8.i. Approval of Professional Services Agreement - Hallberg Engineering	Speaker (s) : Jeff Pesta
8.j. Approval of Invitation to Carlton School Board for Joint Work Session	Speaker (s) : Chairperson
8.k. Approval to Post Positions for Hire	Speaker (s) : Jeff Pesta
8.l. Approval for BoardBook Trial Subscription	Speaker (s) : Jeff Pesta
8.m. Acceptance of Donations	Speaker (s) : Chairperson
9. Future Meetings	Speaker (s) : Chairperson
9.a. Move Next Work Session	Speaker (s) : Chairperson
9.b. Next Regular Meeting	Speaker (s) : Chairperson
9.c. Set Building and Grounds Committee Meeting Date	Speaker (s) : Chairperson
10. Adjournment	Speaker (s) : Chairperson

Wrenshall ISD 100 School Board Meeting

Monday, August 7, 2023 - 6:00 p.m.

Wrenshall School Library Media Center

Open Forum Sign Up

Recorded meeting will post to Wrenshall School District Website.

1. Call to order.
2. Roll Call.
3. Adoption of Agenda.
4. Recognition of Visitors
 - a. OPEN FORUM

Code of Conduct: *Each speaker is allowed 3 minutes. Time cannot be shared.
*All speakers will remain respectful during their remarks and refrain from offensive language or raising their voice.
*Speakers are not allowed to disclose personal information protected by state and federal laws.
*Violating the code of conduct will result in the immediate forfeiture of the speaker's remaining time.

5. Regular Business.
 - a. Approval of Minutes.
 - Regular Meeting - July 10, 2023
 - Work Session – August 2, 2023
 - Work Session – July 25, 2023
 - b. Accept Business Office Report.
 - c. Approval of Consent Agenda.
6. Informational Items
 - a. Guest Speaker: Scott Wojtyskiak, Reliable Insurance.
 - b. Principal's Report.
 - c. Activities Director Report.
 - d. Community Education Report.
 - e. Superintendent's Report.
 - f. Board Member or Committee Reports.
 - g. Standard and Poor's Credit Rating Review.

7. Action Items.

- a. Policy Approval.
- b. Memo of Understanding regarding Leave of Absence Exception – ED MN Wrenshall.
- c. Memo of Understanding Regarding Addition of Custodial Position – AFSCME.
- d. Property, Liability, Worker’s Compensation Policy Renewal.
- e. Approval of Professional Services Agreement – Citon.
- f. Memo of Understanding – Just Kids Dental.
- g. Approval of Raptor Cooperative Activities Fees.
- h. Approval of Professional Services Agreement – Hallberg Engineering.
- i. Approval of Letter of Invitation to Carlton School Board for Joint Work Session.
- j. Approval to Post Position for Hire.
- k. Approval of Board Book Trial Subscription.
- l. Acceptance of Donations.

8. Future Meetings.

- a. Move Monthly Work Session from September 6, 2023 to August 29, 2023 at 5:30 p.m. in the Library Media Center.
- b. Regular Board Business Meeting September 11, 2023 at 6:00 p.m. in Library Media Center.
- c. Buildings and Grounds Committee Meeting – TBD.

9. Adjournment.

Wrenshall ISD 100 School Board
SCHOOL BOARD MEETING MINUTES
July 10, 2023 6:00 p.m. Holyoke Town Hall
Recorded meeting posted to Wrenshall School District Website
Open Forum Sign Up

The Wrenshall Board of Education, Independent School District No. 100, Wrenshall, Minnesota held its regular board meeting on Monday, July 10, 2023 at 6:00 p.m. at the Holyoke Town Hall. Chairperson Krisak called the meeting to order at 6:00 p.m.

Members Present: Nicole Krisak, Ben Johnson, Misty Bergman, Alice Kloepfer, and Eric Ankrum; and Mary Carlson (virtual). **Virtual Board Member participant location:** 8935 Ossawinnamakee Road, Pequot Lakes, MN.

MOTION by Bergman seconded by Kloepfer to adopt the agenda. Roll call vote with motion carried unanimously. MOTION by Ankrum seconded by Johnson to approve the Consent Agenda including checks #54760 through #54864 for May 2023 and checks #54865 through #54973 for June 2023. Deposit Summary, Electronic Funds Transfer, Current Cash Flow Report, and Multi-Year Expense/Revenue Summary for both May 2023 and June 2023 are not available for this meeting. Roll call vote with motion carried unanimously.

OPEN FORUM:

Community member reminded board members of their election promises.

Report of Superintendent Pesta – Discussed the informational items in this agenda.

Report of Building and Grounds – Board Member Ankrum: With the resignation of Doug Wolff, efforts are underway to hire a Part Time Boiler Operator before Fall 2023. The hire of a Lead Custodian is also under consideration. The Buildings and Grounds Committee will be meeting in July and early August.

Informational Items:

- Superintendent Pesta discussed the Purchase of Service agreement for Business Manager services with ISD #004 McGregor District beginning July 1, 2023. The search continues for partner sharing services with other school districts for a few positions in the Wrenshall district.
- Superintendent Pesta reported that WIPFLI will begin ISD #100 Wrenshall FY23 audit on September 18.
- Superintendent Pesta discussed looking for a partner district for nursing services.
- Board member Johnson discussed the Scoreboard with shot clocks fundraiser efforts which have raised over \$26,000 to this point leaving about \$10,000 still needed. Also discussed using one of the old scoreboards in the JV gym which could be done for about \$600 by the scoreboard company.
- Board member Carlson discussed policy updates up for approval at the August board meeting.

ACTION ITEMS

MOTION by Ankrum seconded by Johnson to approve resolution for Fiscal Year 2025 Long Term Facilities Maintenance Ten-Year Plan as presented. Roll call vote with motion carried unanimously.

MOTION by Bergman seconded by Johnson to approve 2023-2024 Resolution for membership in Minnesota State High School League (MSHSL). Roll call vote with motion carried unanimously.

MOTION by Bergman seconded by Kloepfer to approve 2023-2024 Annual Membership Dues renewal for Arrowhead Regional Computing Consortium (ARCC) providing reporting and operational support to administrative staff. Roll call vote with motion carried unanimously.

MOTION by Bergman seconded by Johnson to approve 2023-2024 Minnesota School Board Association (MSBA) dues renewal which includes independent school district membership and policy services. Roll call vote with motion carried unanimously.

MOTION by Ankrum seconded by Johnson to approve 2023-2024 MREA dues renewal which helps to actively engage with legislators and state officials to address E-12 funding and policy issues. Roll call vote with motion carried unanimously.

MOTION by Bergman seconded by Kloepfer to approve NLSEC Contract for Physical Therapy Services Summer of 2023 effective July 1, 2023 through August 31, 2023. Roll call vote with motion carried unanimously.

MOTION by Ankrum seconded by Bergman to approve hire Kirk Hill Lead Bus Driver position as per AFSCME Local 545 contract effective immediately. Roll call vote with motion carried unanimously.

MOTION by Kloepfer seconded by Bergman to accept Linda Wyman Head Cook resignation effective August 31, 2023. Roll call vote with motion carried unanimously.

MOTION by Bergman seconded by Johnson to approve posting Head Cook position as per AFSCME Local 545 contract as open until filled. Roll call vote with motion carried unanimously.

MOTION by Kloepfer seconded by Ankrum to approve Beth Peterson current individual contract renewal through June 30, 2024. Roll call vote with motion carried unanimously.

MOTION by Ankrum seconded by Johnson to approve posting for Part Time Boiler Operator position. Roll call vote with motion carried unanimously.

MOTION by Kloepfer seconded by Bergman to approve hire Sheri Fossen .8 FTE Early Childhood Special Education position for 2023-2024 school year as per ED MN Wrenshall contract. Roll call vote with motion carried unanimously.

MOTION by Ankrum seconded by Johnson to approve posting for 1.0 FTE Fifth Grade Teacher as open until filled as per ED MN Wrenshall contract. Roll call vote with motion carried unanimously.

MOTION by Bergman seconded by Ankrum to approve posting 1.0 FTE Lead Custodian as open until filled as per AFSCME Local 545 contract. Roll call vote with motion carried unanimously.

MOTION by Bergman seconded by Johnson to approve posting .6 FTE Elementary Guidance Counselor as open until filled as per ED MN Wrenshall contract. Roll call vote with motion carried unanimously.

MOTION by Bergman seconded by Johnson to approve Purchase of Service agreement for Business Manager services with ISD #004 McGregor District beginning July 1, 2023 until termination by either party. Roll call vote with motion carried unanimously.

OTHER:

Board member Krisak reported concerning the Tech Director position – Citon has made changes to their proposal and would like another meeting.

Board member Johnson reported a very productive meeting with Green New Deal Housing company and One Roof Housing indicating active interest in partnering with CTE programming and resulting production efforts.

Board Discussion and Scheduling:

- August 2, 2023 COTW Meeting at 6:00 p.m. in Library Media Center.
- August 7, 2023 Board Meeting at 6:00 p.m. in Library Media Center.
- September 6, 2023 COTW Meeting at 6:00 p.m. in Library Media Center.
- September 11, 2023 Board Meeting at 6:00 p.m. in Library Media Center.

Motion by Ankrum seconded by Bergman to adjourn the meeting at 6:50 p.m. Motion carried unanimously. Minutes approved at the August 7, 2023 Board Meeting.

Nicole Krisak, Board Chair

Ben Johnson, Board Clerk

Wrenshall ISD 100 School Board
SCHOOL BOARD WORK SESSION MEETING MINUTES
July 25, 2023 5:30 p.m.
Wrenshall School Library Media Center
No Public Comment

The Wrenshall Board of Education, Independent School District No. 100, Wrenshall, Minnesota held a School Board Work Session Meeting on Tuesday, July 25, 2023 in the Wrenshall School Library Media Center. Board Chair Krisak called the meeting to order at 5:30 p.m.

Members Present: Nicole Krisak, Mary Carlson, Eric Ankrum, Ben Johnson, Misty Bergman, and Alice Kloepper.
The purpose of this meeting is to discuss Strategic Planning for Wrenshall School District.

Coming events reported by Superintendent Jeff Pesta:

- NLSEC – changes in leadership.
- ARCC – evidence of deep dark web issue is being investigated.
- Insurance reminder – insurance rep will be at the August 7 meeting – cyber coverage was increased by Supt Pesta.

Superintendent Jeff Pesta reviewed a Rising Tide School Board Services document with the Board which outlines continuing Strategic Planning for Wrenshall School District.

Minnesota School Board Association January 2024 Conference dates are January 11 and 12, 2024. Board members should consider attending. Here is a link for more information <https://mnmsba.org/workshops-events/msba-leadership-conference/>

Superintendent Jeff Pesta discussed using BoardBook to create and store meeting content and documents with the board in consensus of supporting a trial use starting with the August board meeting.

The Board reviewed board member residency requirements.

The Board discussed possible public comment policy revisions.

Discussed possible reorganization options such as consolidation as well as considering a Regional Joint Powers Cooperative option.

Discussion update around the scoreboard with shot clocks fundraising. This brought up the need for a scoreboard improvement for the football field.

Discussed possible name change for Committee of the Whole to Work Session Meeting.

Reminder to review and use the Communication Flow Chart and Chain of Command documents from recent MSBA strategic planning sessions. These documents will be reviewed at upcoming work sessions.

Possible date change for next Work Session to enable full board in person attendance.

Adjourned at 8:04 p.m.

Wrenshall ISD 100 School Board
SCHOOL BOARD WORK SESSION MINUTES
August 2, 2023 6:00 p.m. Wrenshall School Library Media Center
Recorded meeting will post to Wrenshall School District Website
No Public Comment

The Wrenshall Board of Education, Independent School District No. 100, Wrenshall, Minnesota held a board work session on Wednesday, August 2, 2023 at 6:00 p.m. at the Wrenshall School Library Media Center.

Chairperson Krisak called the meeting to order at 6:00 p.m.

Members Present: Nicole Krisak, Misty Bergman, Alice Kloepfer, and Eric Ankrum; and Mary Carlson. Ben Johnson participated virtually from the Duluth Fire Department, Fire Station #10, 1106 Commonwealth Ave. Duluth, MN 55808 and was called away to duty at approximately 8:00 p.m.

Informational Items:

- Discussion about transitioning Committee of the Whole Meetings to Work Sessions with consensus support from the board to begin the transition immediately.
- An update on the school promotion commercial was delayed until a future meeting.
- Superintendent Pesta provide a review of the current status of staffing and service contracts for all departments.
- Superintendent Pesta reminded directors that the district had no unique restrictions on purchasing used capital assets from other school auction sites. The district must dispose of its own obsolete property in accordance with Policy 802.
- Superintendent Pesta previewed MOU documents with AFSCME and EdMN which would be up for approval August 7.
- The current need for a Building and Grounds Committee was discussed with an agenda focused on closing out actions related to the construction project and other purchasing needs, playground safety inspection, and posting upcoming Requests for Proposals for miscellaneous services such as snow plowing.
- Scott Wojtysiak from Reliable Insurance Agency is confirmed as a guest speaker for August 7 to provide an overview of the annual policy renewals.
- The board reviewed a draft letter prepared by Vice-Chair Carlson inviting the Carlton School Board to a joint listening session. The final letter will seek board approval on August 7.

Board Discussion and Scheduling:

- The board found consensus within their individual calendars to potentially shift the September 6 Committee of the Whole meeting to an August 29 Work Session at 5:30 p.m.
- September 11, 2023 Board Meeting at 6:00 p.m. in Library Media Center.

The meeting was adjourned by the Chair at approximately 8:45 p.m.

Nicole Krisak, Board Chair

Ben Johnson, Board Clerk

Run 8/3/2023

Expected Fund Balance Projection FY23 based on FYTD Actuals:

01 General Fund	30-Jun-22	Revenue	Expenditure	30-Jun-23	Actual to date
Operating Capital	\$ -	\$ 87,443.18	\$ 87,443.18	\$ -	
LTFM	224,305.00	70,163.06	202,808.47	91,659.59	
Medical Assistance	24,052.00	15,159.68	667.07	38,544.61	
ALP	-			\$ -	
Gifted & Talented	-	4,873.44	4,873.44	\$ -	
Learning & Development	6,576.00	72,550.42	79,126.42	\$ -	
Committed	-			\$ -	
Student Activities	29,603.00	32,818.95	21,551.93	40,870.02	
Safe Schools	-	(189.36)	17,555.76	(17,745.12)	
Staff Development	15.00	51,456.03	16,663.19	34,807.84	
Basic Skills	52.00	227,606.66	227,606.56	52.10	
Non-spendable	-			\$ -	
Unassigned	166,219.00	4,507,208.94	4,715,639.64	(42,211.70)	(208,430.70)
Total General Fund	450,822.00	5,069,091.00	5,373,935.66	145,977.34	

02 Food Service	30-Jun-22	Revenue	Expenditure	30-Jun-23
Unassigned	-			\$ -
Restricted/Non-spendable	39,925.00	230,298.42	240,838.22	29,385.20
Total food service	39,925.00	230,298.42	240,838.22	29,385.20

04 Community Service	30-Jun-22	Revenue	Expenditure	30-Jun-23
Community Education	(19,966.00)	73,728.02	63,374.57	(9,612.55)
ECFE	(13,850.00)	27,218.84	13,368.84	-
School Readiness/Pathways	35,007.00	67,821.18	75,984.96	26,843.22
Restricted	-			-
Total community services	\$ 1,191.00	\$ 168,768.04	\$ 152,728.37	\$ 17,230.67

07 Debt Service	30-Jun-22	Revenue	Expenditure	30-Jun-23
bond refunding	\$ -			
Restricted	80,330.00	976,329.06	920,460.84	136,198.22
Total Debt Service	\$ 80,330.00	976,329.06	920,460.84	136,198.22

06 Building Construction	30-Jun-22	Revenue	Expenditure	30-Jun-23
LTFM	\$ 548,451.00	\$ 17,104.94	\$ 565,555.94	-
Restricted	\$ 447,368.00	0.00	447,529.40	(161.40)
Total Debt Service	\$ 995,819.00	17,104.94	1,013,085.34	(161.40)

JULY 2023 EXPENSE SUMMARY

Check No	Vendor	Amount	Date	Description
54974	BOND TRUST SERVICES CORPORATION	\$123,273.75	7/3/2023 0:00	Bond Interest
54975	BOND TRUST SERVICES CORPORATION	\$39,450.00	7/3/2023 0:00	Bond Interest
54976	BOND TRUST SERVICES CORPORATION	\$7,336.25	7/3/2023 0:00	Bond Interest
54977	ISD #0011 ANOKA-HENNEPIN SCHOOL DIST	\$250.00	7/3/2023 0:00	Food-Lunch
54978	MASA/MASE	\$1,330.00	7/3/2023 0:00	Dues & Membership-Superintendent
54979	MN DEPT OF HEALTH	\$180.00	7/3/2023 0:00	Supplies-Health Service
54980	MN PEIP	\$36,760.09	7/3/2023 0:00	Health Insurance
54981	NATL INSURANCE SVCS OF WI INC	\$779.54	7/3/2023 0:00	Life Insurance
54982	NWEA	\$4,657.50	7/3/2023 0:00	Non-Instr Software Lic-ELEM
54983	SFM	\$3,478.00	7/3/2023 0:00	Payroll Taxes-Workers Comp
54984	SFM	\$1,206.00	7/3/2023 0:00	Payroll Taxes-Workers Comp
55047	BSN SPORTS LLC	\$1,005.33	7/28/2023 0:00	Baseball Supplies
55048	BSN SPORTS LLC	\$464.68	7/28/2023 0:00	Supplies-Football
55049	CARDMEMBER SERVICE	\$966.36	7/28/2023 0:00	Supplies-Staff Dev
55050	CARLTON COUNTY HUMAN SERVICES	\$100.00	7/28/2023 0:00	Communication Srvc-Telephone
55051	CENTURY LINK	\$304.85	7/28/2023 0:00	Communication Srvc-Telephone
55052	CITY OF WRENSHALL	\$262.15	7/28/2023 0:00	Water & Sewage
55053	CLOQUET AUTOMOTIVE	\$62.15	7/28/2023 0:00	Repairs & Maint Serv
55054	CLOQUET AUTOMOTIVE	\$58.90	7/28/2023 0:00	Repairs & Maint Serv
55055	CLOQUET AUTOMOTIVE	\$95.97	7/28/2023 0:00	Repairs & Maint Serv
55056	CLOQUET SANITARY SERVICE	\$785.28	7/28/2023 0:00	Contr Svc-Maintenance
55057	DALCO	\$1,973.97	7/28/2023 0:00	Supplies-Ops & Maint
55058	DALCO	\$470.19	7/28/2023 0:00	Supplies-Ops & Maint
55059	DALCO	\$174.88	7/28/2023 0:00	Supplies-Ops & Maint
55060	DALCO	\$477.70	7/28/2023 0:00	Supplies-Ops & Maint
55061	DELTA DENTAL OF MINNESOTA	\$3,065.26	7/28/2023 0:00	Dental Insurance
55062	DUSTIN MCLEOD	\$144.59	7/28/2023 0:00	Supplies-Operations & Maintenance
55063	EHLERS INVESTMENT PARTNERS LLC	\$3,250.00	7/28/2023 0:00	Other Cost
55064	EMC INSURANCE COMPANIES	\$10,932.96	7/28/2023 0:00	Insurance
55065	GUARDIAN PEST SOLUTIONS, INC	\$60.91	7/28/2023 0:00	Fees for Svc-Food Svc
55066	HALLBERG ENGINEERING	\$1,436.03	7/28/2023 0:00	Purchased Services-Bldgs & Grounds
55067	HARMONI PRICE	\$91.70	7/28/2023 0:00	Travel-ECSE
55068	ISD #0091 BARNUM	\$335.88	7/28/2023 0:00	SPED staffing
55069	ISD #0091 BARNUM	\$849.13	7/28/2023 0:00	SPED staffing
55070	ISD #0094 CLOQUET	\$3,612.45	7/28/2023 0:00	Sp Ed Sal Pur F Other D-SpEd Gen
55071	ISD #0094 CLOQUET	\$9,893.33	7/28/2023 0:00	Sp Ed Sal Pur F Other D-SpEd Gen
55072	ISD #0094 CLOQUET	\$7,836.12	7/28/2023 0:00	Sp Ed Sal Pur F Other D-Autism
55073	ISD #0094 CLOQUET	\$3,302.74	7/28/2023 0:00	Sp Ed Sal Pur F Other D
55074	ISD #0095 CROMWELL	\$1,010.43	7/28/2023 0:00	Fed Subaward <\$25,000
55075	ISD #0097 MOOSE LAKE	\$6,238.51	7/28/2023 0:00	Sp Ed Sal Pur F Other D-Deaf/HOH
55076	ISD #0099 ESKO	\$2,596.56	7/28/2023 0:00	Sp Ed Sal Pur F Other D-SpEd Gen
55077	ISD #0381 LAKE SUPERIOR	\$1,892.33	7/28/2023 0:00	Fed Subaward <\$25,000
55078	ISD #0381 LAKE SUPERIOR	\$7,561.36	7/28/2023 0:00	Sp Ed Sal Pur F Other D-Deaf/HOH
55079	ISD #0381 LAKE SUPERIOR	\$5,829.01	7/28/2023 0:00	Sp Ed Sal Pur F Other D
55080	ISD #0577 WILLOW RIVER HS	\$1,090.58	7/28/2023 0:00	Fed Subaward <\$25,000
55081	ISD #0704 PROCTOR	\$13,514.25	7/28/2023 0:00	Sp Ed Sal Pur F Other D-Vis Impair
55082	ISD #0704 PROCTOR	\$969.21	7/28/2023 0:00	Sp Ed Sal Pur F Other D-Phys Imp
55083	JAMAR COMPANY	\$1,355.74	7/28/2023 0:00	Repairs & Maint Serv-PLUMBING
55084	JAMAR COMPANY	\$377.00	7/28/2023 0:00	LTFM Constr/Repair Mech Systems
55085	L & M SUPPLY INC	\$532.86	7/28/2023 0:00	Supplies-Operations & Maintenance
55086	METRO SALES INC	\$374.18	7/28/2023 0:00	Lease
55087	MINNESOTA POWER	\$5,828.02	7/28/2023 0:00	Electricity
55088	MN DEPT OF EMPL & ECON DEV	\$4,040.21	7/28/2023 0:00	Unemployment Comp.

55089	MN ENERGY RESOURCES	\$107.85	7/28/2023 0:00	METER 20123480
55090	MN ENERGY RESOURCES	\$83.95	7/28/2023 0:00	METER 20111857
55091	MN PEIP	\$35,433.99	7/28/2023 0:00	Health Insurance
55092	MN TELECOMMUNICATIONS	\$403.00	7/28/2023 0:00	Svc Purch from MN Joint-Powers
55093	MRI SOFTWARE	\$10.00	7/28/2023 0:00	Legal Fees
55094	NATL INSURANCE SVCS OF WI INC	\$779.54	7/28/2023 0:00	Life Insurance
55095	NIKI ROWLAND	\$55.00	7/28/2023 0:00	Meetings/Travel-Elem SD
55096	NORTHEAST SERVICE COOPERATIVE	\$2,493.00	7/28/2023 0:00	Prof & Tech Services-ENVIR MGMT
55097	NORTHERN LIGHTS ACADEMY 6096	\$703.73	7/28/2023 0:00	Non-Instr Software Lic Agrmt-MA Billing
55098	NORTHERN LIGHTS ACADEMY 6096	\$1,656.04	7/28/2023 0:00	Princ LT Bld/Land Leases
55099	PER MAR SECURITY SERVICES	\$21.62	7/28/2023 0:00	Security System Fees
55100	PRESENCE LEARNING INC	\$1,028.00	7/28/2023 0:00	To Non-Ed Agency-SpEd General
55101	SHERWIN WILLIAMS CO	\$275.75	7/28/2023 0:00	Supplies-Operations & Maintenance
55102	STATE CHEMICAL SOLUTIONS	\$880.00	7/28/2023 0:00	Supplies-Operations & Maintenance
55103	TASC	\$55.00	7/28/2023 0:00	Consulting Fees/Serv-Admin
55104	TECH CHECK LLC	\$533.00	7/28/2023 0:00	Consulting Svc-Admin Tech
55105	UHL / ABE	\$3,441.04	7/28/2023 0:00	Repairs & Maint Serv-MECH SYSTEMS
55106	UNITED TRUCK BODY CO INC	\$711.16	7/28/2023 0:00	Repairs & Maint Serv
55107	UNITED TRUCK BODY CO INC	\$3,172.08	7/28/2023 0:00	Repairs & Maint Serv
55108	WIEDIGER SPEECH & LANG SVCS	\$1,600.00	7/28/2023 0:00	To Non-Ed Agency
	TOTAL	\$377,368.64		

Wrenshall School ISD #100 Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
3462	0100	11779	Credit	1	11264	07/19/23	Check	1	1007	ISD 093 - Carlton	Applied	2,134.46	
	0100	11780	Credit	1	11274	07/19/23	Check	1	1015	ISD 704 - Proctor	Applied	1,161.39	
	0100	11781	Credit	1	11277	07/19/23	Check	1	1110	Lunch Program	Applied	12.80	
	0100	11782	Credit	1		07/19/23	Check	1	1500	Miscellaneous	Applied	9,106.92	
Deposit Control Total:												12,415.57	
3463	0100	11783	Credit	1		07/15/23	Check	1	1002	State of MN	Applied	27,642.19	
Deposit Control Total:												27,642.19	
3464	0100	11784	Credit	1		07/30/23	Check	1	1002	State of MN	Applied	123,294.91	
Deposit Control Total:												123,294.91	
Report Total:												163,352.67	



Wrenshull Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

August 7, 2023

Consent Agenda

- *Any Director may request to remove any item from this consent agenda and place it on the regular meeting agenda for individual consideration.*

At-Will Agreements:

1. Scott Bodin, Licensed Boiler Operator, effective August 8, 2023 or start of 2023-2024 heating season and preparation periods.

Appointments:

1. Renae House, Head Cook – Grade 6, effective September 1, 2023.
2. Dustin McLeod, Lead Custodian Scheduler (w/o certification) – Grade 6, effective August 8, 2023.
3. Heather Brown, Raptor Assistant Cross Country Coach, effective August 8, 2023.
4. Sheri Fossen, Early Childhood Family Education Teacher (.8 FTE), effective August 28, 2023.

Resignations:

1. Jake Anderson, Special Education Teacher, effective July 14, 2023.

Terminations:



Wrenshaw Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

NOTICE OF ASSIGNMENT FISCAL YEAR 2023-2024

To: **Scott Bodin**

SALARY AND ASSIGNMENT DETAILS:

1. Your basic assignment for the year is:
Licensed Boiler Operator – 12 hours per week
(6 days minimum on-site during heating season)
2. Your compensation is **\$35 per hour with no benefits**
3. All district policies regarding Family and Medical Leave apply.

Please sign, date and return this form to the business office; a signed copy will be provided for your records.

Employee

Dste

Superintendent

Date

2023-2024 RENEWAL PROPOSAL

ISD #100 WRENSHALL PUBLIC SCHOOL DISTRICT



Presented by: Scott Wojtysiak



Reliable
INSURANCE AGENCY



Address

803 Carlton Ave
Cloquet, MN 55720



Phone & Fax

P: (218) 879-4663
F: (218) 879-6619



Email & Website

info@reliablemn.com
www.reliablemn.com

TABLE OF CONTENTS

Setting Ourselves Above3

Meet your Service Team.....5

Property.....6

Crime (Includes Burglary)8

General Liability9

Business Auto11

Work Comp13

Commercial Umbrella.....14

Premium Comparison.....15

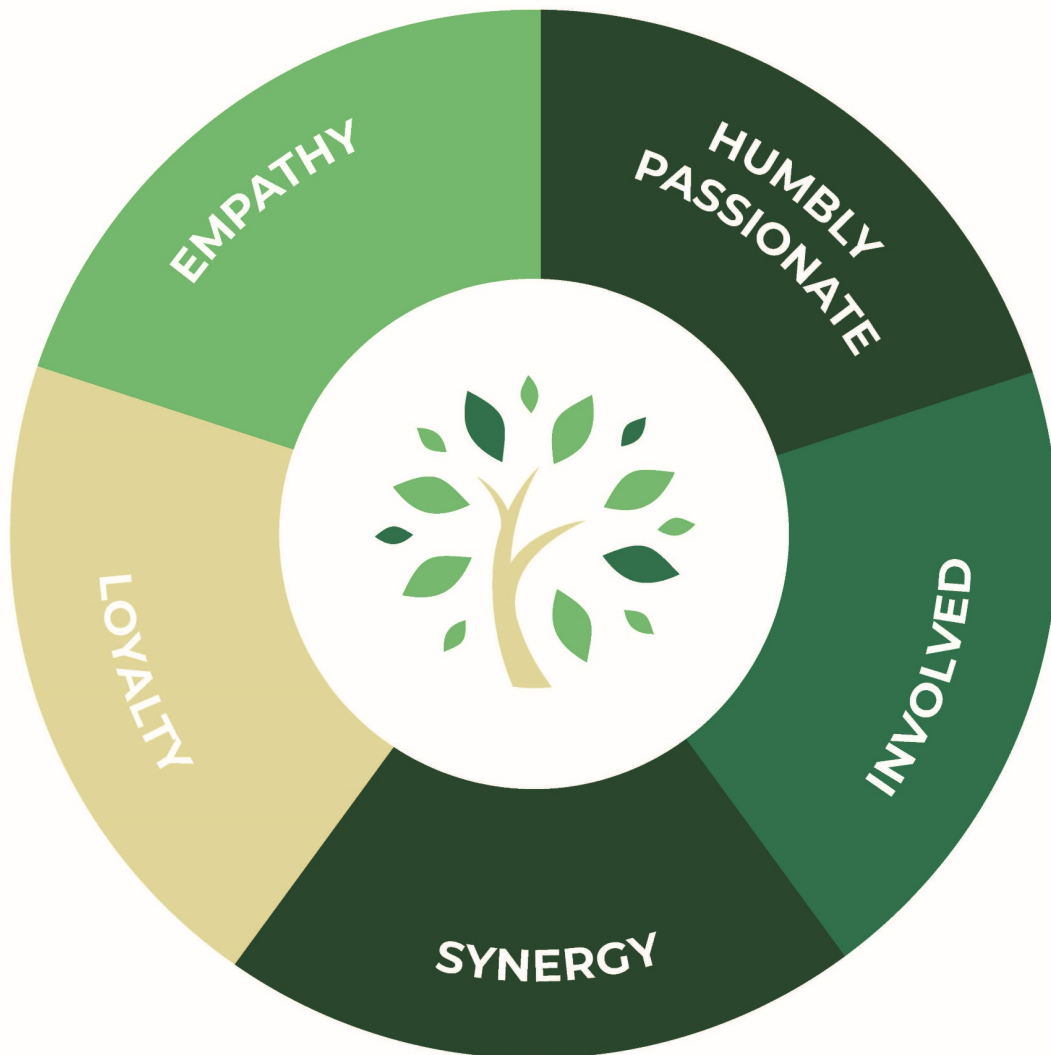
Setting Ourselves Above

Our Core Focus

We seek to enrich the communities in which we serve through rooted relationships that result in trusting, honest, long-lasting partnerships.

We are

- Resourceful
- Honest & Fair
- Our Responsiveness is Unmatched



Our Client Process

1. Discovery Period

- Learn more about each other's values and expectations
- Explain the RIA process
- Identify needs and priorities
- Gather all information to complete presentation of solutions

2. Solution Comparison

- Conduct Market Analysis
- Present needs to underwriters
- Review prior claims and violations
- Confirm all needs are met

3. Presentation of Solutions

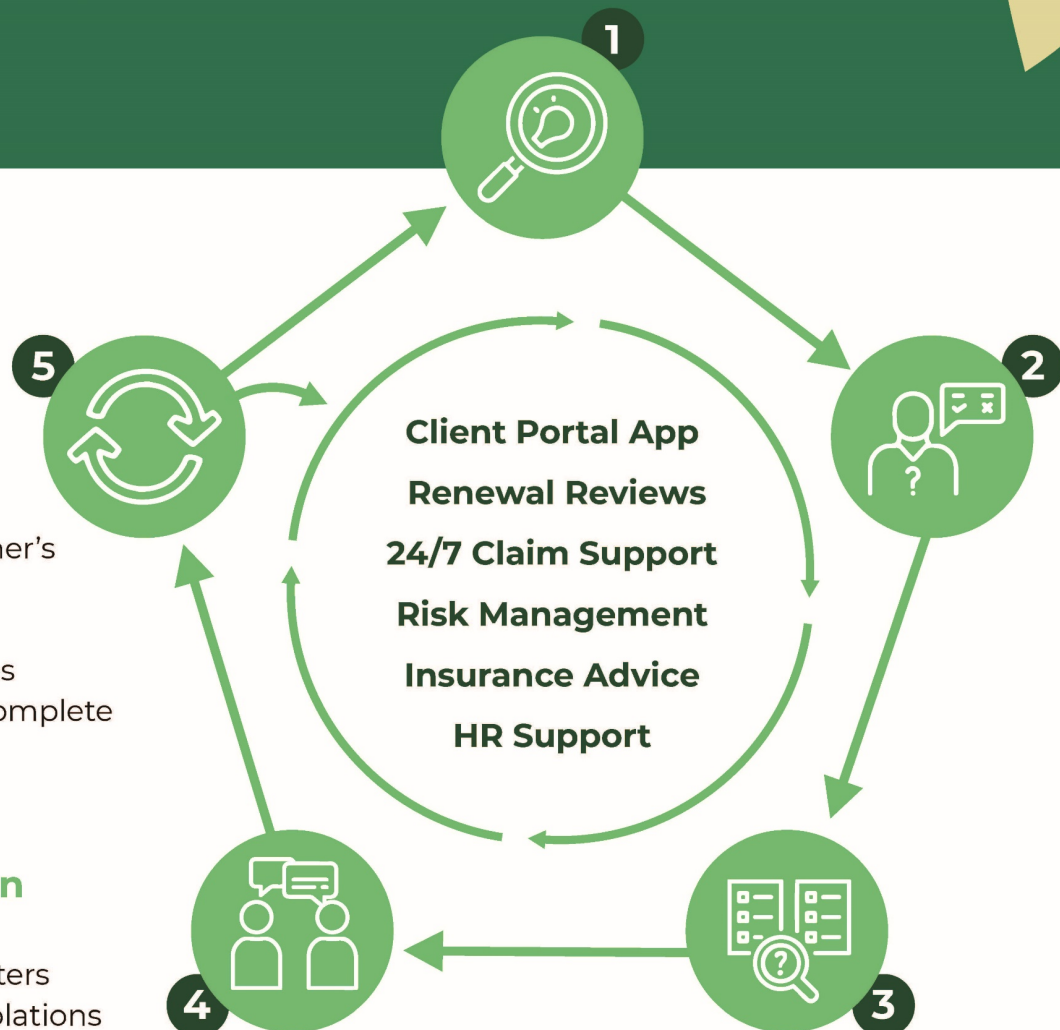
- Share solutions with the client
- Educate & advise the client to create a well-informed consumer
- Determine if solutions fit the needs
- Put applicable policies in force
- Introduce all resources to the client
- Grant access to Reliable 24/7

4. Open Lines of Communication

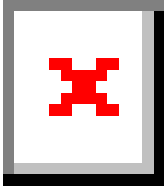
- Meet your Reliable team of agents
- We maintain integrity by only sending clients pertinent information
- Your agents can be reached via phone, email, fax, or text
- Share information about changes to remain properly insured

5. Renewal Period

- Review renewal offers with claims activity
- Review changes in exposures
- Identify if current solutions still meet client's needs
- Cycle back through the process to find a better solution



Reliable
INSURANCE AGENCY



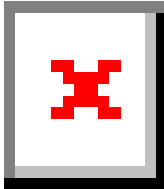
Producer

Scott Wojtysiak

scott@reliablemn.com

P: (218) 655-3357

- Business Planning
- Coverage Discussions
- Claims Analysis



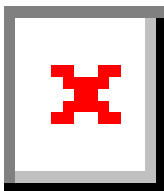
Account Manager

Becky Haley

bhaley@reliablemn.com

P: (218) 655-3358

- Policy Renewals
- Change Requests
- Certificate Requests
- General Inquiries



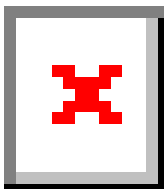
Client Service Specialist

Amanda Bauer

amanda@reliablemn.com

P: (218) 655-1190

- Claims Administration
- Premium Audits
- Bonding



Agency Resource Specialist

Jon Reimer

jon@reliablemn.com

P: (218) 655-1196

- Client Portal Access
- Safety Training
- Workplace Training
- HR Resources

PROPERTY

COMPANY
EMCASCO Insurance Comp

POLICY NUMBER
5A14295

POLICY TERM
7/1/2023 to 7/1/2024

COVERAGES

BLANKET LIMITS

BLD G	SUBJECT	23-24 LIMIT	22-23 LIMIT	DEDUCTIBL E	VALUATIO N	CO INS
	Blanket – Buidlings & Property in the Open	\$31,191,066	\$28,616,702	\$2,500	R	90%
	Blanket – Personal Property	\$4,460,163	\$4,247,775	\$2,500	R	90%

LOCATION #1: 207 PIONEER DR, WRENSHALL, MN 55797-9000

BLD G	SUBJECT	23-24 LIMIT	22-23 LIMIT	DEDUCTIBL E	VALUATIO N	CO INS
1	Building – School	\$28,045,190	\$25,729,532	\$2,500	R	100%
1	Personal Property – School	\$4,377,486	\$4,169,034	\$2,500	R	100%
2	Building – Athletic Storage	\$53,863	\$49,416	\$2,500	R	100%
2	Personal Property – Athletic Storage	\$11,811	\$11,249	\$2,500	R	100%
3	Building – Cold Storage	\$212,505	\$194,959	\$2,500	R	100%
3	Personal Property – Cold Storage	\$11,811	\$11,249	\$2,500	R	100%
4	Building – Bus Garage 3 Sided	\$398,451	\$365,551	\$2,500	R	100%
4	Personal Property – Bus Garage 3 Sided	\$23,622	\$22,497	\$2,500	R	100%
5	Building – Recreational Bldg	\$2,451,168	\$2,248,778	\$2,500	R	100%
5	Personal Property – Recreational Bldg	\$35,433	\$33,746	\$2,500	R	100%
5	Outdoor Property - Bleachers	\$29,889	\$28,466	\$2,500	R	100%

VALUATION DEFINITIONS

(A) Actual Cash Value	(G) Guaranteed Replacement Cost	(R) Replacement Cost
(B) Business Income Changes	(I) Invoice Cost	(S) Stated Amount
(C) Agreed Amount (Waived Coinsurance) and Replacement Cost	(L) Actual Loss Sustained	(T) Total Insured Value
(D) Reproduction	(M) Market Value	(U) Full Value Replacement Cost
(E) Agreed Amount (Waived Coinsurance)	(O) Other	(V) Agreed Value
(F) Functional Replacement Cost	(P) Selling Price	(X) Extended Value Replacement Cost

PROPERTY CONTINUED

ADDITIONAL COVERAGES

DESCRIPTION	LIMIT	DEDUCTIBLE
Description	Limit	Deductible
EMC Property Extension Endorsement	Included	

ADDITIONAL INTERESTS

NAME	INTEREST
Trinity3 LLC DBA Trinity3 Financial Financial Servi	Loss Payee 207 PIONEER DR WRENSHALL, MN 55797-9000, Building #1, Subject #2
Trinity3 LLC DBA Trinity3 Financial Financial Servi	Loss Payee 207 PIONEER DR WRENSHALL, MN 55797-9000, Building #2, Subject #2
Trinity3 LLC DBA Trinity3 Financial Financial Servi	Loss Payee 207 PIONEER DR WRENSHALL, MN 55797-9000, Building #3, Subject #2
Trinity3 LLC DBA Trinity3 Financial Financial Servi	Loss Payee 207 PIONEER DR WRENSHALL, MN 55797-9000, Building #4, Subject #2
Trinity3 LLC DBA Trinity3 Financial Financial Servi	Loss Payee 207 PIONEER DR WRENSHALL, MN 55797-9000, Building #5, Subject #1
Trinity3 LLC DBA Trinity3 Financial Financial Servi	Loss Payee 207 PIONEER DR WRENSHALL, MN 55797-9000, Building #6, Subject #2

CRIME (INCLUDES BURGLARY)

COMPANY
EMC

POLICY NUMBER
5514295

POLICY TERM
7/1/2023 to 7/1/2024

COVERAGES

LOCATION #1: 207 Pioneer Drive, Wrenshall, MN

DESCRIPTION	LIMIT	DEDUCTIBLE
Employee Dishonesty	\$25,000	\$250

GENERAL LIABILITY

COMPANY
EMCASCO Insurance Comp

POLICY NUMBER
5D14295

POLICY TERM
7/1/2023 to 7/1/2024

COVERAGES

DESCRIPTION	LIMITS	DEDUCTIBLE
General Aggregate	\$2,000,000	
Products & Completed Operations Aggregate	\$2,000,000	
Personal & Advertising Injury	\$1,000,000	
Each Occurrence	\$1,000,000	
Damage to Rented Premises	\$300,000	
Medical Expense (Any One Person)	\$5,000	
School Violent Response - Aggregate/Each Event	\$100,000	
School Violent Response - Each Person	\$25,000	
Linebacker Liability - Aggregate	\$2,000,000	
Linebacker Liability - Each Claimant/Loss	\$1,000,000	\$1,000

EMPLOYEE BENEFITS

DESCRIPTION	LIMITS
Employee Benefits Liability – Each Employee	\$1,500,000
Employee Benefits Liability – Aggregate	\$2,000,000
Deductible per claim	1,000
Retroactive Date	3/22/2005

CYBER SOLUTIONS

DESCRIPTION	LIMITS
Cyber Liability – Data Compromise Aggregate	\$250,000
Cyber Liability – Defense and Limit Aggregate	\$250,000
Cyber Liability – Identity Theft Aggregate	\$25,000
Cyber Liability – Computer Attack Aggregate	\$250,000
Cyber Liability – Network Security Defense Aggregate	\$250,000
Cyber Liability – Electronic Media Aggregate	\$250,000

GENERAL LIABILITY CONTINUED

LOCATIONS & EXPOSURES

LOCATION #1: 207 PIONEER DR, WRENSHALL, MN 55797-9000					
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	23-24 EXPOSURE	22-23 EXPOSURE
1	41716	DAY CARE CENTERS (2) (4)	Other	20	20
1	44193	GRANDSTANDS OR BLEACHERS (1) (4)	Other	1	1
1	47469	SCHOOLS - FACULTY LIABILITY FOR CORPORAL PUNISHMENT OF PUPILS (4)	Other	100	100
1	47471	SCHOOLS - PUBLIC - ELEMENTARY, KINDERGARTEN OR JUNIOR HIGH (4)	Other	269	269
1	47473	SCHOOLS - PUBLIC - HIGH (4)	Other	102	102
1	87777	ABUSE OR MOLESTATION LIABILITY (CG7551)	Other	IF ANY	IF ANY
1	87818	SCHOOLS - VIOLENT EVENT RESPONSE COVERAGE CG7614	Other	IF ANY	IF ANY

LOCATION #2: 27-140-1080, WRENSHALL, MN 55797					
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	23-24 EXPOSURE	22-23 EXPOSURE
1	49452	VACANT LAND (2) (4)	Other	1	1

ADDITIONAL COVERAGES

DESCRIPTION	LIMIT
EMC General Liability Extension Endorsement	Included

BUSINESS AUTO

COMPANY
EMCASCO Insurance Comp

POLICY NUMBER
5E14295

POLICY TERM
7/1/2023 to 7/1/2024

COVERAGES

DESCRIPTION	AUTO SYMBOL	LIMITS & DEDUCTIBLES
Combined Single Limit	1	\$1,000,000
Property Damage Liability	1	Included
Personal Injury Protection	5	\$20,000
Uninsured Motorists - Each Accident	6	\$500,000
Comprehensive	7	Included
Collision	7	Included
Hired / Borrowed Auto Liability	1	Included
Non-owned Auto Liability	1	Included

SYMBOL DEFINITIONS

(1) Any Auto	(4) Owned Autos Other Than Private Passenger	(7) Autos Specified on Schedule
(2) All Owned Autos	(5) All Owned Autos Requiring No-Fault Coverage	(8) Hired Autos
(3) Owned Private Passenger Autos	(6) Owned Autos Subject to Compulsory U.M. Law	(9) Non-Owned Autos

VEHICLES

VEH	VEHICLE	LIAB	MED PAY	PIP	UM/ UIM	COMP DED	COLL DED	FULL GLASS
1	2012 CHEV TRAVERSE VIN: 1GNKRFED9CJ198306	✓	N/A	✓	✓	\$250	\$500	X
2	2011 INT L 77 PASS VIN: 4DRBUAAPXCB628716	✓	N/A	✓	✓	\$250	\$500	X
3	2011 INT L 77 PASS VIN: 4DRBUAAP1CB628720	✓	N/A	✓	✓	\$250	\$500	X
4	2014 DODGE GRAND CARAVAN VIN: 2C4RDGBGXER420912	✓	N/A	✓	✓	\$250	\$500	X
5	2017 DODGE GRAND CARAVAN VIN: 2C4RDGBG5HR781646	✓	N/A	✓	✓	\$250	\$500	X

BUSINESS AUTO CONTINUED

VEH	VEHICLE	LIAB	MED PAY	PIP	UM/ UIM	COMP DED	COLL DED	FULL GLASS
6	2019 BLUEBIRD SCHOOL BUS VIN: 1BAKGCBH1KF347940	✓	N/A	✓	✓	\$250	\$500	X
7	2018 DODGE GRAND CARA VIN: 2C4RDGBG3JR147984	✓	N/A	✓	✓	\$500	\$500	X
8	2003 INT L 3800 VIN: 1HVBBAAP53H569365	✓	N/A	✓	✓	\$250	\$500	X
9	2021 BLUE BIRD BUS VIN: 1BAKJCBH5MF369492	✓	N/A	✓	✓	\$250	\$500	X
10	2016 BLUEBIRD BUS VIN: 1BAKGCBH6GF319512	✓	N/A	✓	✓	\$250	\$500	X
11	2022 BLUEBIRD BUS VIN: 1BAKJCHH9NF382934	✓	N/A	✓	✓	\$250	\$500	X
12	2005 INT L 3300 VIN: 4DRBYAAP75A977510	✓	N/A	✓	✓	\$250	\$500	X

DRIVERS

NAME	DATE OF BIRTH	LICENSE NUMBER
Deb Boustead	On File	On File
Caroline Johnson	On File	On File
Hannah Jurek	On File	On File
Lisa Jurek	On File	On File
Julie Ketchum	On File	On File
Doreen Laveau	On File	On File
Kristie Laveau	On File	On File
Deb Nyberg	On File	On File
Amanda Eng	On File	On File
Jeffery Ketchum	On File	On File
Paul Devall	On File	On File
James Mallon	On File	On File

ADDITIONAL COVERAGES

DESCRIPTION	LIMIT
EMC Business Auto Extension Endorsement	Included

BUSINESS AUTO CONTINUED

ADDITIONAL INTERESTS

NAME	INTEREST
United Truck	Additional Insured Lessor and Loss Payee

WORK COMP

COMPANY SFM	POLICY NUMBER 150870.202	POLICY TERM 7/1/2023 to 7/1/2024
-----------------------	------------------------------------	--

COVERAGES

DESCRIPTION	LIMIT
Employers Liability: Each Accident	\$500,000
Employers Liability: Disease – Policy Limit	\$500,000
Employers Liability: Disease – Each Employee	\$500,000
Workers Compensation: Statutory Benefit	Included

LOCATIONS & CLASS CODES

LOCATION #1: 207 PIONEER DR, WRENSHALL, MN 55797					
STATE	CODE	DESCRIPTION	23-24 ESTIMATED ANNUAL PAYROLL	22-23 ESTIMATED ANNUAL PAYROLL	21-22 AUDITED ANNUAL PAYROLL
MN	8868	Colleges Or Schools Profession	\$2,642,902	\$2,642,902	\$3,056,177
MN	7382	Bus Co: All Other Employees & Drivers	\$136,234	\$136,234	\$126,774
MN	9101	Colleges Or Schools All Other	\$267,151	\$267,151	\$285,750

PREMIUM CALCULATIONS

STATE OF MINNESOTA		
DESCRIPTION	FACTOR	FACTORED PREMIUM
Total Factored Premium		\$29,842
Increased Limits		\$239
Experience or Merit Modification	0.72	(\$8,423)
Schedule Rating	0.65	(\$7,580)
Premium Discount		(\$826)
Expense Constant		\$205
Terrorism		\$152
Taxes / Assessments		\$673
Total Estimated Annual Premium for Minnesota		\$14,282

COMMERCIAL UMBRELLA

COMPANY Employers Mutual Casualty Co	POLICY NUMBER 5J14295	POLICY TERM 7/1/2023 to 7/1/2024
---	--------------------------	-------------------------------------

COVERAGES

DESCRIPTION	LIMIT
Each Occurrence	\$1,000,000
Aggregate	\$1,000,000
Retained Limit	\$0

UNDERLYING COVERAGES

DESCRIPTION	CARRIER / POLICY #	POLICY PERIOD	LIMIT
Automobile Liability Combined Single Limit	EMCASCO INSURANCE COMPANY / 5E14295	7/1/23 to 7/1/24	\$1,000,000
General Liability Each Occurrence General Aggregate Product & Completed Ops Agg Personal & Advertising Injury	EMCASCO INSURANCE COMPANY / 5D14295	7/1/23 to 7/1/24	\$1,000,000 \$2,000,000 \$2,000,000 \$1,000,000
Employers Liability Each Accident Disease Each Employee Disease Policy Limit	SFM / 150870.202	7/1/23 to 7/1/24	\$500,000 \$500,000 \$500,000
Linebacker	EMPLOYERS MUTUAL CASUALTY COMPANY / 5K14295	7/1/23 to 7/1/24	\$1,000,000

PREMIUM COMPARISON

LINES OF BUSINESS	EXPIRING	RENEWAL W/ \$2,500 PROP DED	RENEWAL W/ \$5,000 PROP DED	RENEWAL W/ \$10,000 PROP DED
Property	\$36,937.00	\$49,414.70	\$46,599.22	\$43,859.93
General Liability	\$2,520.00	\$2,845.00	\$2,845.00	\$2,845.00
Business Auto	\$6,484.00	\$6,915.00	\$6,915.00	\$6,915.00
Crime (Includes Burglary)	\$184.00	\$184.00	\$184.00	\$184.00
CyberSolutions			\$1,348.00	
Linebacker	\$2,853.00	\$4,686.00	\$4,686.00	\$4,686.00
Work Comp	\$14,271.00	\$14,282.00	\$14,282.00	\$14,282.00
Commercial Umbrella	\$1,891.00	\$1,996.00	\$1,996.00	\$1,996.00
Total Premium	\$65,140.37	\$80,322.70	\$78,855.22	\$74,767.93

Optional Crime Quotes

1. \$50,000 limit with \$1,000 deductible: \$227 annually
2. \$50,000 limit with \$2,500 deductible: \$210 annually
3. \$100,000 limit with \$1,000 deductible: \$312 annually
4. \$100,000 limit with \$2,500 deductible: \$292 annually

Cyber Quote Offer: Annual Estimated Premium \$1,348.00

Cyber Liability – Data Compromise Aggregate	\$250,000
Cyber Liability – Defense and Limit Aggregate	\$250,000
Cyber Liability – Identity Theft Aggregate	\$25,000
Cyber Liability – Computer Attack Aggregate	\$250,000
Cyber Liability – Network Security Defense Aggregate	\$250,000
Cyber Liability – Electronic Media Aggregate	\$250,000

Cyber Quote Offer: Annual Estimated Premium \$2,096.00

Cyber Liability – Data Compromise Aggregate	\$500,000
Cyber Liability – Defense and Limit Aggregate	\$500,000
Cyber Liability – Identity Theft Aggregate	\$50,000
Cyber Liability – Computer Attack Aggregate	\$500,000
Cyber Liability – Network Security Defense Aggregate	\$500,000
Cyber Liability – Electronic Media Aggregate	\$500,000

Open Claims:

02/24/22 Gender Discrimination	\$35,000
12/20/22 Water/Snow Damage to Building Roof	\$50,000

Total Payment Amount of All Claims Payout \$121,271



Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

August 7, 2023

Principals' Report

I want to thank the custodial staff for the effort they have put in over the summer. The classrooms are ready to go for teachers and the building is looking great! The main lobby area floor will be waxed this upcoming weekend.

The Bleachers are stuck out because the motors on the bleachers are wearing out. Due to the bleachers going in and out and different angles it's bending the framework underneath causing the bleachers to go in at a weird angle. Tobin was recommend by Scott Bodin in Carlton and we are waiting for a call back.

I plan on sitting down with the custodial staff tomorrow morning to discuss what needs to be completed and who will be responsible for it.

We offered a position to a candidate for our 5th grade and we are still looking for candidates for High School Sped position we have not had any applicants so far.

I am planning Open House and working with Erin Riley to get information ready to go for the Back-to-School Images.

The Back-to-School packets went out last week and I sent invitations to all our 7th grade families for their orientation before Open House 3:30 in the Media.

We are receiving calls and families are picking up enrollment packets, we had 3 students a Kindergarten and twins in 3rd grade enroll today. I wouldn't be surprised if we hit 340, we should have more accurate numbers once the enrollment packets are returned.

The Football and Volleyball season officially kick off next Monday. JH Volleyball and JH Football will begin the following week on August 21st.

I have been working on the student handbooks and they will be ready for September's meeting.

Teachers' in-service will take place the Week of August 28th. I will be meeting with Mr. Pesta tomorrow to go over the schedule so far, it will include Professional Development, Crisis Management overview, Mandated reporter training, Special Education training. Safety training for staff and the custodial staff will do 1.5 hours of safety training with Taylor Dickinson from IEA.

Credit Highlights

- S&P Global Ratings revised the outlook to stable from positive and affirmed its 'BBB+' underlying rating on Carlton County Independent School District (ISD) No. 100 (Wrenshall Public Schools), Minn.'s general obligation (GO) bonds.
- The outlook revision reflects our view of a return to operating deficits, thin reserves resulting in cash flow borrowing, and management turnover.

Security

The district's full-faith-and-credit unlimited ad valorem tax GO pledge secures the bonds. The district also participates in the Minnesota's School District Credit Enhancement Program.

Credit overview

The district is in northeast Minnesota, approximately 20 miles southwest of Duluth. Its tax base has a heavy public utility and accompanying personal property component. Given its small population, this translates into extremely strong market value per capita. However, we view the overall economy as well below average. Enrollment is small and has fluctuated over the past decade. The district reported deficits prior to fiscal 2020 due to one-time capital expenditures, which resulted in very thin reserves that required structural changes. The financial position returned to a positive trajectory in fiscal years 2020 and 2021 due to leveraging the long-term facilities maintenance revenue and federal revenue but rising expenditures led to a fiscal 2022 deficit of \$90,000 (1.7% of expenditures). Management estimates another deficit of up to \$100,000 in fiscal 2023. Liquidity is pressured, as evidenced by cash flow borrowing in January 2023. Moreover, recent management turnover introduces some risk, in our view.

The rating reflects our view of the district's:

- Rural, albeit stable, economy in northeast Minnesota with access to Duluth with a concentrated tax base;
- Good incomes and extremely strong market value per capita, which suggest the rating could be higher but for the weaker financial position; and
- Moderate overall net debt burden as a percentage of market value and recent issuance of short-term borrowing.

Environmental, social, and governance

We analyzed the district's environmental, social, and governance risks relative to its economy, management, financial measures, and debt and liability profile and view all of them as neutral in our credit rating analysis.

Outlook

The two-year stable outlook reflects our view that the district's recent significant cuts will take hold and lead to structural balance in fiscal 2024. In addition, it reflects the likelihood that the district's cash flow borrowing will not materially increase.

Downside scenario

If the district is unable to return to structural balance in fiscal 2024 after implementing significant cuts and if liquidity pressures increase, we could lower the rating.

Upside scenario

A higher rating would most likely be predicated on the district maintaining structural balance and rebuilding reserves to stronger levels while eliminating the need for cash flow borrowing. Compliance with its fund balance policy is necessary for an upgrade.

Credit Opinion

Rural economy with access to Duluth and unique tax base

The rural district is in northeastern Minnesota, 20 miles southwest of Duluth. The district's taxable net tax capacity increased at an average annual rate of about 2.8% between 2017-2018 and 2021-2022. The tax base is unique, given its large personal property component of 28% and public utility component of 20%.

The top taxpayer is Enbridge Energy, at almost 24% (down from 33% due to a tax appeal), followed by Northern Natural Gas Co. at 19%. Many of the remaining top 10 taxpayers are utilities and pipelines. Enbridge Energy successfully appealed its assessment, and we understand the State of Minnesota is providing aid to counties affected by the miscalculation to cover the back payment, resulting in limited impact on Wrenshall Public Schools.

Mixed operating results with a fiscal 2023 deficit estimated and liquidity pressure

The state's basic general education revenue funding, which is determined by pupil count, is the primary source of operating revenue for Minnesota school districts. As a result, increases or decreases in enrollment can lead to corresponding movements in revenue. The district is mostly state aid-funded (76%), with property taxes (14%) the next-largest revenue source.

The district's enrollment has fluctuated, but overall is on a declining trend. Enrollment for the upcoming year is projected at 335. We note that past drops in enrollment have not been addressed with corresponding expenditure adjustments. The board considered consolidation with a neighboring district that would have occurred by August 2020, with a July 1, 2021, effective date; however, this consolidation did not move forward. We understand consolidation is still being considered by the new[two?] school boards.

The district reported deficits in fiscal years 2017 through 2019, surpluses in fiscal 2020 and 2021, and returned to deficit spending in fiscal 2022 with another deficit estimated for fiscal 2023. We understand past deficits were due primarily to one-time capital expenditures and declining enrollment without corresponding adjustments.

For fiscal 2023, the district budgeted for a \$142,000 deficit and new officials estimate closer to \$100,000 use of reserves. In our view, there is potential for material variances given new management and lack of budget-to-actual report for June 30, 2023. The district made significant cuts of about \$500,000 including reduction in full-time employees, most of which will affect the fiscal 2024 budget. The fiscal 2024 budget was adopted with a \$46,000 surplus and should the cuts take hold, a positive variance is likely. The district has \$20,000 in federal stimulus revenue available for fiscal 2024 after receiving approximately \$314,000. We also recognize that, given the thin reserves, there is little room for unfavorable variances.

Teacher contracts expired as of July 1, 2023. The district has no voter-approved operating referendums providing additional revenue.

Standard financial practices and policies under our Financial Management Assessment methodology, and no adherence to its fund balance policy

The district has had significant management and school board turnover. The new superintendent and business manager are contracted on a part-time basis. Both officials are experienced and professional--however, their part-time status introduces some risk, in our view. Mitigating debt service risk considering substantial recent debt issuance and short-term borrowing, is a strong track record of the paying agent.

The district uses at least three years of historical trends, internal and external sources, and line-by-line budgeting when preparing its budget each year. Management provides the board with year-to-date, budget-to-actual, and investment holdings monthly. It has not provided a long-term plan, but the district maintains a 10-year long-term facilities maintenance plan that is tied to a state funding source and that it is required to update annually. The district also has a formal fund balance policy of maintaining a minimum unassigned general fund balance of 8%-10% of annual

expenditures, although it has fallen out of compliance with this policy. It has a formal investment policy but lacks a debt management policy.

Moderate overall debt burden as percentage of market value

We note the district has had three unsuccessful voter referendums for GO bonds. The district issued \$500,000 series 2023A GO aid anticipation certificates of indebtedness in January 2023 for cash flow purposes. The certificates mature Sept. 30, 2023, and the district will likely have to issue additional certificates given liquidity will be insufficient to amortize in our view.

Despite potential increases to pensions, costs will likely remain manageable

We do not believe that pension and other postemployment benefits (OPEB) liabilities represent a medium-term credit pressure, given that contributions are only a modest share of the budget, although pension plan actuarial assumptions and methods and plan funding practices introduce long-term risk of cost acceleration.

The district participates in two multiple-employer, defined-benefit pension plans that cover teachers and general employees.

Both plans have seen recent improvements in funded status, although plan statutory contributions have regularly fallen short of actuarial recommendations. Along with certain plan-specific actuarial assumptions and methods, this introduces some long-term risk of funding volatility and cost acceleration.

Retirees can stay on the district's health-care plan upon retirement until they are eligible for Medicare. The district does not pay the premiums for these employees, but this does increase its insurance costs.

We expect that medium-term costs will remain only a small share of total spending and are therefore not a significant budgetary pressure.

The district participates in the following pension and OPEB plans:

- Teachers' Retirement Association of Minnesota (TRA): 76% funded (as of June 30, 2022), with a district proportionate share of the plan's net pension liability of \$2.9 million
- Minnesota General Employees Retirement Fund (GERF): 77% funded (as of June 30, 2022), with a district proportionate share of the plan's net pension liability of \$1.1 million
- A single-employer, defined-benefit OPEB plan: 0% funded, with a net OPEB liability of \$38,000

Wrenshall ISD's combined pension contributions were 2.2% of total governmental fund expenditures in fiscal 2022. Plan-level contributions to TRA and GERF fell short of our static funding and minimum funding progress metrics in the most recent year. Annual contributions are based on a statutory formula that has typically produced contributions less than the actuarially determined contribution, and we think that this increases risk of underfunding over time. The plans' 7% rate-of-return assumption exceeds our 6% guideline and introduces substantial market risk and potential contribution volatility; also, we believe that the use of a lengthy 29-year amortization period, based on a level percentage of payroll, significantly defers contributions, creating long-term risk of cost acceleration. Still, costs remain only a modest share of total spending and, we think, are unlikely to pressure the district's medium-term operational health.

The district does not subsidize retiree health care, but allows retirees to stay on the district's plan, at their own expense, until age 65.

Key Credit Metrics					
	Characterization	Most recent	Historical information		
			2022	2021	2020
Economic indicators					
Population				1,874	1,852
Median household EBI % of U.S.	Good			102	106
Per capita EBI % of U.S.	Adequate			87	88
Market value (\$000)		376,919	376,919	314,290	309,425
Market value per capita (\$)	Extremely strong	201,131	201,131	167,711	167,076
Top 10 taxpayers % of taxable value	Concentrated	52.6	52.6	53.6	57.4
Financial indicators					
Total available reserves (\$000)			166	350	212
Available reserves % of operating expenditures	Adequate		3.1	7.2	4.5
Total government cash % of governmental fund expenditures			25.4	45.0	139.5
Operating fund result % of expenditures			-1.7	3.6	2.4
Financial Management Assessment					
Enrollment	Standard		369	356	363
Debt and long-term liabilities					
Overall net debt % of market value	Moderate	3.9	3.9	3.7	3.6
Overall net debt per capita (\$)	High	7,909	7,909	6,131	5,952
Debt service % of governmental fund noncapital expenditures	Moderate		10.8	9.3	5.3
Direct debt 10-year amortization (%)	Average	50	50	47	44
Required pension contribution % of governmental fund expenditures			2.2	2.1	3.4
OPEB actual contribution % of governmental fund expenditures			0.0	0.0	0.0
Minimum funding progress, largest pension plan (%)			76.2	86.6	75.5
EBI--Effective buying income. OPEB--Other postemployment benefits.					

<u>Agenda Item</u>	<u>Policy Link</u>	<u>Review Type</u>	<u>Summary of Discussion</u>
MSBA Policy 102	MSBA Policy 102 Equal Educational Opportunity	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district. Notes: Adds equal athletic opportunity paragraph
MSBA Policy 418	MSBA Policy 418 Drug-Free Workplace/Drug-Free School	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, (including edible cannabinoid products), and controlled substances without a physician's prescription. Notes: Reflects marijuana legalization *Education program not required until 26-27 SY
MSBA Policy 419	MSBA Policy 419 Tobacco-Free Environment	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to maintain a learning and working environment that is tobacco free. Notes: Adds loose tobacco/tribal ritual exception
MSBA Policy 424	MSBA Policy 424 License Status	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license. Notes: Adds annual report to PELSB requirement
MSBA Policy 425	MSBA Policy 425 Staff Development	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning. Notes: Adds paraprofessional paid orientation or professional development
MSBA Policy 504	MSBA Policy 504 Student Appearance	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. Notes: (substantially revised)
MSBA Policy 506	MSBA Policy 506 Student Discipline Adds substantial revisions.	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. Notes: Adds Nonexclusionary disciplinary practices, reasonable force, recess, etc.
MSBA Policy 507	MSBA Policy 507 Corporal Punishment and Prone Restraint	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint upon a student. Notes: Adds Prohibitions article; prone restraint prohibition
MSBA Policy 509	MSBA Policy 509 Enrollment of Nonresident Students	Because all new legislation - ONE READING	Purpose: The school district desires to participate in the Enrollment Options Program (Open Enrollment) established by Minnesota Statutes, section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination. Notes: Adds application provisions
MSBA Policy 513	MSBA Policy 513 Student Promotion, Retention, and Program Design	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design. Notes: Adds Gifted and Talented Student provisions; early admissions
MSBA Policy 514	MSBA Policy 514 Bullying Prohibition Policy	Because all new legislation - ONE READING	Purpose: A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior. Notes: Adds malicious and sadistic conduct prohibition; updates General Policy Statement and Notice
MSBA Policy 516.5	MSBA Policy 516.5 Overdose Medication	Because all new legislation - ONE READING	Purpose: As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan), and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities. Notes: Adds school district policy requirements and prescription authorizations

MSBA Policy 524	MSBA Policy 524 Internet Acceptable Use and Safety Policy	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications. Notes: Adds cell phone provisions
MSBA Policy 532	MSBA Policy 532 Use of Peace Officers and Crisis Teamson	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds. Notes: Adds reasonable force provis
MSBA Policy 534	MSBA Policy 534 School Meals Policy	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or secondschool meals as well as to maintain the financial integrity of the school nutrition program. Notes: Updates policy to reflect new free meals law
MSBA Policy 601	MSBA Policy 601 School District Curriculum and Instructon Goals	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the world's best workforce. Notes: Adds definitons; updates WBWF plan; deletes obsolete provisions on reading
MSBA Policy 602	MSBA Policy 602 Organizaton of School Calendar and School Day	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to provide for a timely determination of the school calendar and school day. Notes: Adds E-learning provisions
MSBA Policy 603	MSBA Policy 603 Curriculum Development	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum. Notes: Updates District Advisory Commitee provisions; deletes curriculum development process (Art. VI)
MSBA Policy 604	MSBA Policy 604 Instructional Curriculum	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to provide for the development of course offerings for students. Notes: Updates required academic standards; prohibits curriculum discriminaton/discipline
MSBA Policy 613	MSBA Policy 613 Graduaton Requirements	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to set forth requirements for graduation from the school district. Notes: Updates definitons; adds ethnic studies course provision
MSBA Policy 616	MSBA Policy 616 School District System Accountability	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to focus public education strategies on a process that promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota K-12 Academic Standards and federal law. Notes: Deletes "graduaton standards"; adds reports; updates District Advisory Commitee provisions
MSBA Policy 617	MSBA Policy 617 School District Ensurance of Standards	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to ensure that all locally adopted preparatory and high school content standards are addressed directly in both curriculum and assessment for all students, including those with special needs. Notes: Deletes Profile of Learning reference
MSBA Policy 618	MSBA Policy 618 Assessment of Student Achievement	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness. Notes: Updates definitons
MSBA Policy 620	MSBA Policy 620 Credit for Learning	Because all new legislation - ONE READING	Purpose: The purpose of this policy is to recognize student achievement that occurs in postsecondary enrollment option and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district. Notes: Removes online learning
MSBA Policy 621	MSBA Policy 621 Literacy and the READ Act (New)	Because all new legislation - ONE READING	Purpose: This policy aligns with Minnesota law established in the Read Act and on other topics related to reading. Notes: New policy on the READ Act requirements

MSBA Policy 624	MSBA Policy 624 Online Instruction (New)	Because all new legislation - ONE READING	<p>Purpose: The purpose of this policy is to recognize and govern online instruction options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online instruction site for supplemental or full-time online learning.</p> <p>Notes: New policy on online instructor (policy number remains the same)</p>
MSBA Policy 708	MSBA Policy 708 Transportaton of Nonpublic School Students aton	Because all new legislation - ONE READING	<p>Purpose: The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.</p> <p>Notes: Allows written plan for nonpublic pupil transport</p>
MSBA Policy 709	MSBA Policy 709 Student Transportaton Safety Policy	Because all new legislation - ONE READING	<p>Purpose: The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.</p> <p>Notes: Adds active transportaton safety training requirements; adds Type III bus change</p>
MSBA Policy 806	MSBA Policy 806 Crisis Management Policy	Because all new legislation - ONE READING	<p>Purpose: The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.</p> <p>The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.</p> <p>Notes: Adds active shooter drill requirements</p>

WRENSHALL SCHOOL BOARD – AUGUST 7, 2023 BOARD MEETING

SCHOOL POLICIES FOR BOARD APPROVAL AT THIS MEETING:

Policy 102 Equal Educational Opportunity

Policy 405 Veteran's Preference

Policy 406 Public and Private Personnel Data

Policy 407 Employee Right to Know-Exposure to Hazardous Substances

Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults

Policy 418 Drug-Free Workplace/Drug-Free School

Policy 419 Tobacco-Free Environment

Policy 420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions

Policy 421 Gifts to Employees and School Board Members

Policy 422 Policies Incorporated by Reference

Policy 423 Employee-Student Relationships

Policy 424 License Status

Policy 425 Staff Development

Policy 427 Workload Limits for Certain Special Education Teachers

Policy 504 Student Appearance

Policy 506 Student Discipline

Policy 507 Corporal Punishment and Prone Restraint

Policy 509 Enrollment of Nonresident Students

Policy 513 Student Promotion, Retention, and Program Design

Policy 514 Bullying Prohibition Policy

Policy 515 Protection and Privacy of Pupil Records

Policy 516.5 Overdose Medication

Policy 524 Internet Acceptable Use and Safety Policy

Policy 532 Use of Peace Officers and Crisis Teams

Policy 534 School Meals Policy

Policy 601 School District Curriculum and Instruction Goals

Policy 602 Organization of School Calendar and School Day

Policy 603 Curriculum Development

Policy 604 Instructional Curriculum

Policy 613 Graduation Requirements

Policy 616 School District System Accountability

Policy 617 School District Ensurance of Standards

Policy 618 Assessment of Student Achievement

Policy 620 Credit for Learning

Policy 621 Literacy and the READ Act

Policy 624 Online Instruction

Policy 708 Transportation of Nonpublic School Students

Policy 709 Student Transportation Safety Policy

Policy 806 Crisis Management Policy

Memorandum of Understanding

A Memorandum of Understanding between Wrenshall School District and Education Minnesota Wrenshall.

This letter is to set forth a Memorandum of Understanding to allow for a one year leave of absence for a member of the Education Minnesota Wrenshall bargaining unit for the 2023-2024 school year. This agreement is made in order for the bargaining member to accept a less than full time position with the Wrenshall school district. The bargaining member will reserve the right to a full time position in the 2024-2025 school year. This agreement is entered into in order to fill a needed position in the school district and also protect the full time rights of the bargaining contract member. This agreement will not become part of contract unless fully negotiated during bargaining.

Signature _____ Date _____

Signature _____ Date _____



MEMORANDUM OF UNDERSTANDING

WHEREAS, The Wrenshall School District (“Employer”) is party to a collective bargaining agreement (“CBA”) with AFSCME Council 65 (“Union”);

WHEREAS, The CBA contains provisions on pay for employees of the Wrenshall School District under the salary schedule;

WHEREAS, the employer is creating a new position “Lead Custodian Scheduler (without certificate);

NOW, THEREFORE, the employer and the Union agree as follows:

1. The provisions of this Memorandum of Agreement shall commence on signing.
2. The Current Position Grade Assignments in the Salary Schedule of the CBA will be updated to include the “Lead Custodian Scheduler (without certificate)

CURRENT POSITION GRADE ASSIGNMENTS

Head Cook	Grade 6
Lead Custodian (with certification)	Grade 6
Lead Custodian Scheduler (without certification)	Grade 6
Lead Custodian	Grade 5
Custodian	Grade 4
Assistant Cook	Grade 3
Housekeeper	Grade 1

By signing below, the School District and AFSCME Council 65 represent that each has read, understands, and agrees to be bound by the terms of this Memorandum of Understanding.

X

Jeff Pesta
Wrenshall Schools Superintendent

X

Lisa Jurek
AFSCME Local #545-4 President

2023-2024 RENEWAL PROPOSAL

ISD #100 WRENSHALL PUBLIC SCHOOL DISTRICT



Presented by: Scott Wojtysiak



Reliable
INSURANCE AGENCY



Address

803 Carlton Ave
Cloquet, MN 55720



Phone & Fax

P: (218) 879-4663
F: (218) 879-6619



Email & Website

info@reliablemn.com
www.reliablemn.com

TABLE OF CONTENTS

Setting Ourselves Above3

Meet your Service Team.....5

Property.....6

Crime (Includes Burglary)8

General Liability9

Business Auto11

Work Comp13

Commercial Umbrella.....14

Premium Comparison.....15

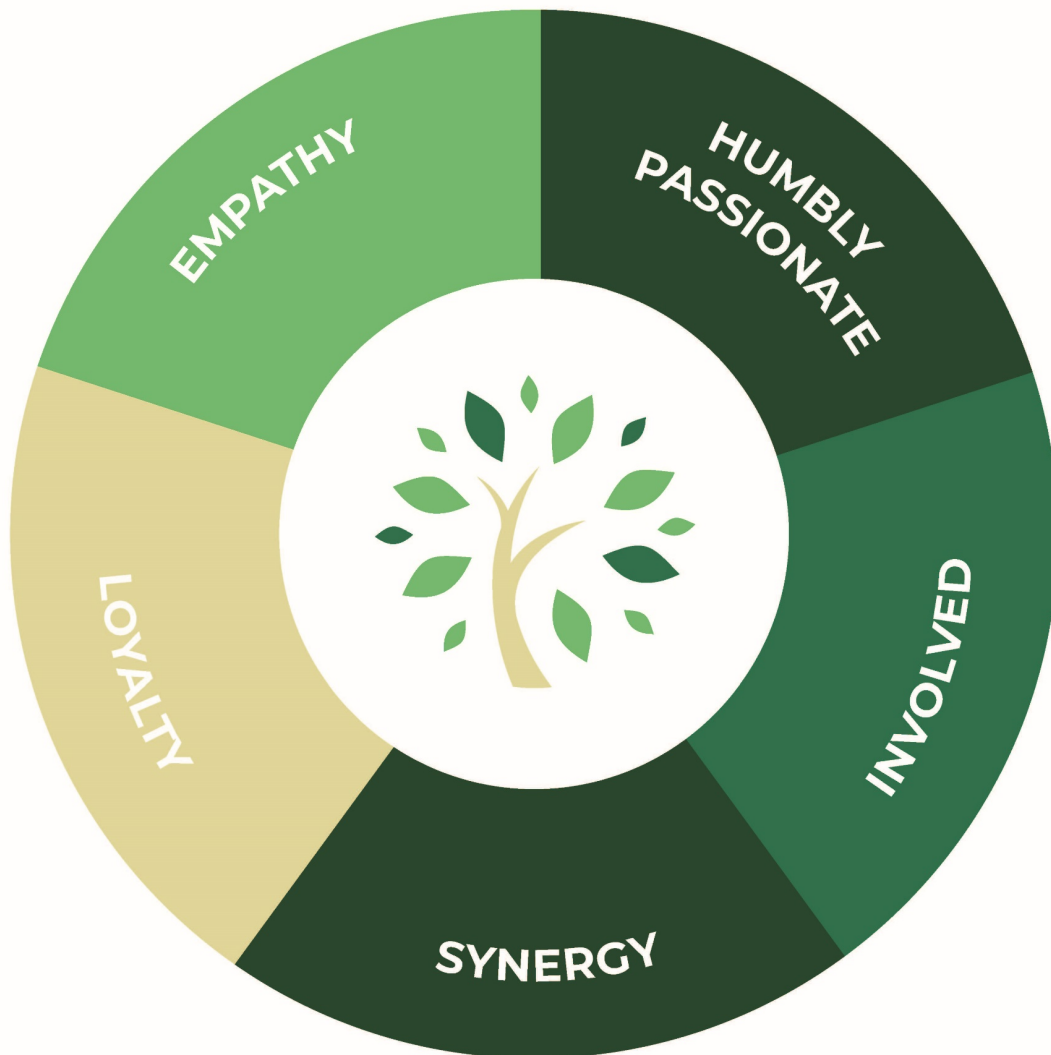
Setting Ourselves Above

Our Core Focus

We seek to enrich the communities in which we serve through rooted relationships that result in trusting, honest, long-lasting partnerships.

We are

- Resourceful
- Honest & Fair
- Our Responsiveness is Unmatched



Our Client Process

1. Discovery Period

- Learn more about each other's values and expectations
- Explain the RIA process
- Identify needs and priorities
- Gather all information to complete presentation of solutions

2. Solution Comparison

- Conduct Market Analysis
- Present needs to underwriters
- Review prior claims and violations
- Confirm all needs are met

3. Presentation of Solutions

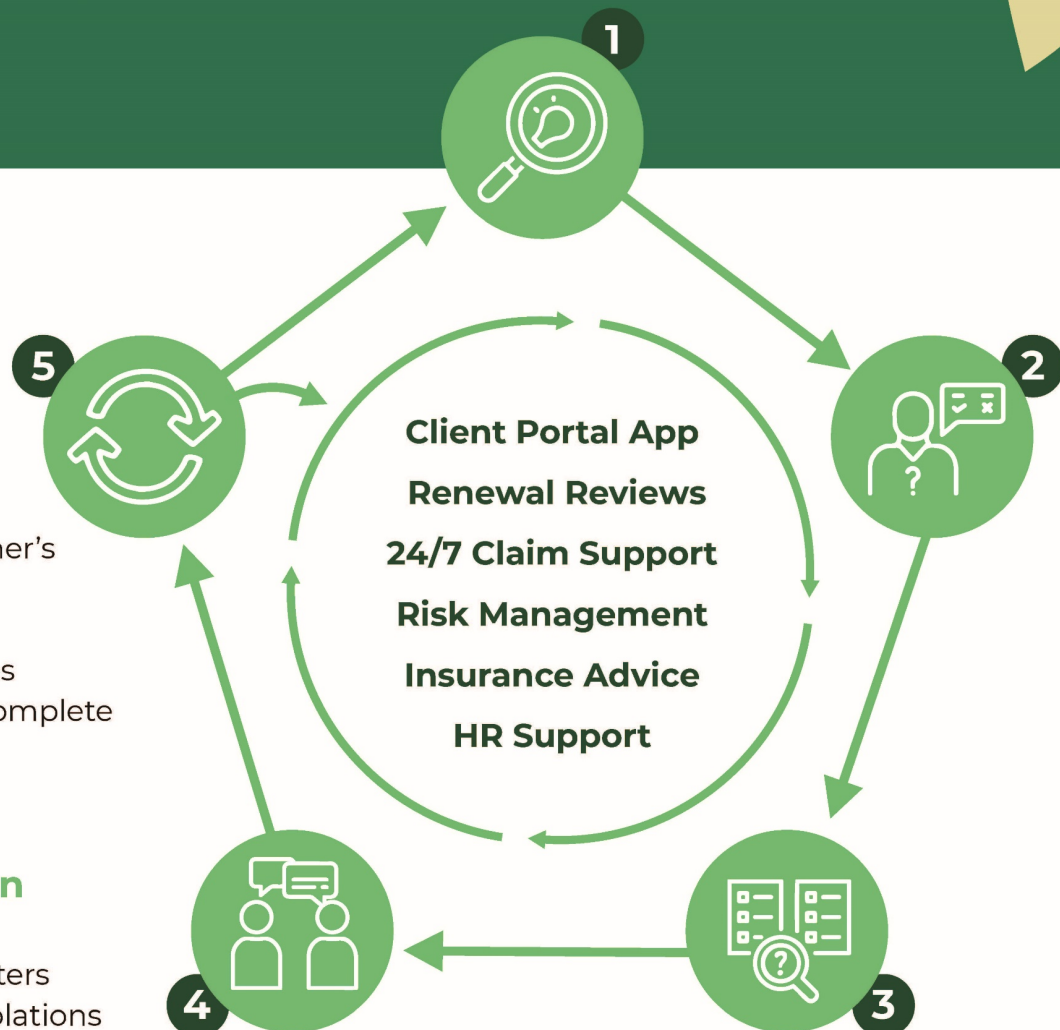
- Share solutions with the client
- Educate & advise the client to create a well-informed consumer
- Determine if solutions fit the needs
- Put applicable policies in force
- Introduce all resources to the client
- Grant access to Reliable 24/7

4. Open Lines of Communication

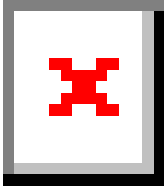
- Meet your Reliable team of agents
- We maintain integrity by only sending clients pertinent information
- Your agents can be reached via phone, email, fax, or text
- Share information about changes to remain properly insured

5. Renewal Period

- Review renewal offers with claims activity
- Review changes in exposures
- Identify if current solutions still meet client's needs
- Cycle back through the process to find a better solution



Reliable
INSURANCE AGENCY



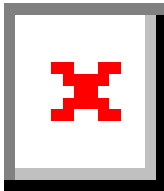
Producer

Scott Wojtysiak

scott@reliablemn.com

P: (218) 655-3357

- Business Planning
- Coverage Discussions
- Claims Analysis



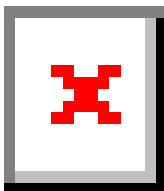
Account Manager

Becky Haley

bhaley@reliablemn.com

P: (218) 655-3358

- Policy Renewals
- Change Requests
- Certificate Requests
- General Inquiries



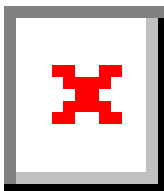
Client Service Specialist

Amanda Bauer

amanda@reliablemn.com

P: (218) 655-1190

- Claims Administration
- Premium Audits
- Bonding



Agency Resource Specialist

Jon Reimer

jon@reliablemn.com

P: (218) 655-1196

- Client Portal Access
- Safety Training
- Workplace Training
- HR Resources

PROPERTY

COMPANY
EMCASCO Insurance Comp

POLICY NUMBER
5A14295

POLICY TERM
7/1/2023 to 7/1/2024

COVERAGES

BLANKET LIMITS

BLD G	SUBJECT	23-24 LIMIT	22-23 LIMIT	DEDUCTIBL E	VALUATIO N	CO INS
	Blanket – Buidlings & Property in the Open	\$31,191,066	\$28,616,702	\$2,500	R	90%
	Blanket – Personal Property	\$4,460,163	\$4,247,775	\$2,500	R	90%

LOCATION #1: 207 PIONEER DR, WRENSHALL, MN 55797-9000

BLD G	SUBJECT	23-24 LIMIT	22-23 LIMIT	DEDUCTIBL E	VALUATIO N	CO INS
1	Building – School	\$28,045,190	\$25,729,532	\$2,500	R	100%
1	Personal Property – School	\$4,377,486	\$4,169,034	\$2,500	R	100%
2	Building – Athletic Storage	\$53,863	\$49,416	\$2,500	R	100%
2	Personal Property – Athletic Storage	\$11,811	\$11,249	\$2,500	R	100%
3	Building – Cold Storage	\$212,505	\$194,959	\$2,500	R	100%
3	Personal Property – Cold Storage	\$11,811	\$11,249	\$2,500	R	100%
4	Building – Bus Garage 3 Sided	\$398,451	\$365,551	\$2,500	R	100%
4	Personal Property – Bus Garage 3 Sided	\$23,622	\$22,497	\$2,500	R	100%
5	Building – Recreational Bldg	\$2,451,168	\$2,248,778	\$2,500	R	100%
5	Personal Property – Recreational Bldg	\$35,433	\$33,746	\$2,500	R	100%
5	Outdoor Property - Bleachers	\$29,889	\$28,466	\$2,500	R	100%

VALUATION DEFINITIONS

(A) Actual Cash Value	(G) Guaranteed Replacement Cost	(R) Replacement Cost
(B) Business Income Changes	(I) Invoice Cost	(S) Stated Amount
(C) Agreed Amount (Waived Coinsurance) and Replacement Cost	(L) Actual Loss Sustained	(T) Total Insured Value
(D) Reproduction	(M) Market Value	(U) Full Value Replacement Cost
(E) Agreed Amount (Waived Coinsurance)	(O) Other	(V) Agreed Value
(F) Functional Replacement Cost	(P) Selling Price	(X) Extended Value Replacement Cost

PROPERTY CONTINUED

ADDITIONAL COVERAGES

DESCRIPTION	LIMIT	DEDUCTIBLE
Description	Limit	Deductible
EMC Property Extension Endorsement	Included	

ADDITIONAL INTERESTS

NAME	INTEREST
Trinity3 LLC DBA Trinity3 Financial Financial Servi	Loss Payee 207 PIONEER DR WRENSHALL, MN 55797-9000, Building #1, Subject #2
Trinity3 LLC DBA Trinity3 Financial Financial Servi	Loss Payee 207 PIONEER DR WRENSHALL, MN 55797-9000, Building #2, Subject #2
Trinity3 LLC DBA Trinity3 Financial Financial Servi	Loss Payee 207 PIONEER DR WRENSHALL, MN 55797-9000, Building #3, Subject #2
Trinity3 LLC DBA Trinity3 Financial Financial Servi	Loss Payee 207 PIONEER DR WRENSHALL, MN 55797-9000, Building #4, Subject #2
Trinity3 LLC DBA Trinity3 Financial Financial Servi	Loss Payee 207 PIONEER DR WRENSHALL, MN 55797-9000, Building #5, Subject #1
Trinity3 LLC DBA Trinity3 Financial Financial Servi	Loss Payee 207 PIONEER DR WRENSHALL, MN 55797-9000, Building #6, Subject #2

CRIME (INCLUDES BURGLARY)

COMPANY
EMC

POLICY NUMBER
5514295

POLICY TERM
7/1/2023 to 7/1/2024

COVERAGES

LOCATION #1: 207 Pioneer Drive, Wrenshall, MN

DESCRIPTION	LIMIT	DEDUCTIBLE
Employee Dishonesty	\$25,000	\$250

GENERAL LIABILITY

COMPANY
EMCASCO Insurance Comp

POLICY NUMBER
5D14295

POLICY TERM
7/1/2023 to 7/1/2024

COVERAGES

DESCRIPTION	LIMITS	DEDUCTIBLE
General Aggregate	\$2,000,000	
Products & Completed Operations Aggregate	\$2,000,000	
Personal & Advertising Injury	\$1,000,000	
Each Occurrence	\$1,000,000	
Damage to Rented Premises	\$300,000	
Medical Expense (Any One Person)	\$5,000	
School Violent Response - Aggregate/Each Event	\$100,000	
School Violent Response - Each Person	\$25,000	
Linebacker Liability - Aggregate	\$2,000,000	
Linebacker Liability - Each Claimant/Loss	\$1,000,000	\$1,000

EMPLOYEE BENEFITS

DESCRIPTION	LIMITS
Employee Benefits Liability – Each Employee	\$1,500,000
Employee Benefits Liability – Aggregate	\$2,000,000
Deductible per claim	1,000
Retroactive Date	3/22/2005

CYBER SOLUTIONS

DESCRIPTION	LIMITS
Cyber Liability – Data Compromise Aggregate	\$250,000
Cyber Liability – Defense and Limit Aggregate	\$250,000
Cyber Liability – Identity Theft Aggregate	\$25,000
Cyber Liability – Computer Attack Aggregate	\$250,000
Cyber Liability – Network Security Defense Aggregate	\$250,000
Cyber Liability – Electronic Media Aggregate	\$250,000

GENERAL LIABILITY CONTINUED

LOCATIONS & EXPOSURES

LOCATION #1: 207 PIONEER DR, WRENSHALL, MN 55797-9000					
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	23-24 EXPOSURE	22-23 EXPOSURE
1	41716	DAY CARE CENTERS (2) (4)	Other	20	20
1	44193	GRANDSTANDS OR BLEACHERS (1) (4)	Other	1	1
1	47469	SCHOOLS - FACULTY LIABILITY FOR CORPORAL PUNISHMENT OF PUPILS (4)	Other	100	100
1	47471	SCHOOLS - PUBLIC - ELEMENTARY, KINDERGARTEN OR JUNIOR HIGH (4)	Other	269	269
1	47473	SCHOOLS - PUBLIC - HIGH (4)	Other	102	102
1	87777	ABUSE OR MOLESTATION LIABILITY (CG7551)	Other	IF ANY	IF ANY
1	87818	SCHOOLS - VIOLENT EVENT RESPONSE COVERAGE CG7614	Other	IF ANY	IF ANY

LOCATION #2: 27-140-1080, WRENSHALL, MN 55797					
BLDG	CLASS CODE	CLASSIFICATION	PREMIUM BASIS	23-24 EXPOSURE	22-23 EXPOSURE
1	49452	VACANT LAND (2) (4)	Other	1	1

ADDITIONAL COVERAGES

DESCRIPTION	LIMIT
EMC General Liability Extension Endorsement	Included

BUSINESS AUTO

COMPANY
EMCASCO Insurance Comp

POLICY NUMBER
5E14295

POLICY TERM
7/1/2023 to 7/1/2024

COVERAGES

DESCRIPTION	AUTO SYMBOL	LIMITS & DEDUCTIBLES
Combined Single Limit	1	\$1,000,000
Property Damage Liability	1	Included
Personal Injury Protection	5	\$20,000
Uninsured Motorists - Each Accident	6	\$500,000
Comprehensive	7	Included
Collision	7	Included
Hired / Borrowed Auto Liability	1	Included
Non-owned Auto Liability	1	Included

SYMBOL DEFINITIONS

(1) Any Auto	(4) Owned Autos Other Than Private Passenger	(7) Autos Specified on Schedule
(2) All Owned Autos	(5) All Owned Autos Requiring No-Fault Coverage	(8) Hired Autos
(3) Owned Private Passenger Autos	(6) Owned Autos Subject to Compulsory U.M. Law	(9) Non-Owned Autos

VEHICLES

VEH	VEHICLE	LIAB	MED PAY	PIP	UM/ UIM	COMP DED	COLL DED	FULL GLASS
1	2012 CHEV TRAVERSE VIN: 1GNKRFED9CJ198306	✓	N/A	✓	✓	\$250	\$500	X
2	2011 INT L 77 PASS VIN: 4DRBUAAPXCB628716	✓	N/A	✓	✓	\$250	\$500	X
3	2011 INT L 77 PASS VIN: 4DRBUAAP1CB628720	✓	N/A	✓	✓	\$250	\$500	X
4	2014 DODGE GRAND CARAVAN VIN: 2C4RDGBGXER420912	✓	N/A	✓	✓	\$250	\$500	X
5	2017 DODGE GRAND CARAVAN VIN: 2C4RDGBG5HR781646	✓	N/A	✓	✓	\$250	\$500	X

BUSINESS AUTO CONTINUED

VEH	VEHICLE	LIAB	MED PAY	PIP	UM/ UIM	COMP DED	COLL DED	FULL GLASS
6	2019 BLUEBIRD SCHOOL BUS VIN: 1BAKGCBH1KF347940	✓	N/A	✓	✓	\$250	\$500	X
7	2018 DODGE GRAND CARA VIN: 2C4RDGBG3JR147984	✓	N/A	✓	✓	\$500	\$500	X
8	2003 INT L 3800 VIN: 1HVBBAAP53H569365	✓	N/A	✓	✓	\$250	\$500	X
9	2021 BLUE BIRD BUS VIN: 1BAKJCBH5MF369492	✓	N/A	✓	✓	\$250	\$500	X
10	2016 BLUEBIRD BUS VIN: 1BAKGCBH6GF319512	✓	N/A	✓	✓	\$250	\$500	X
11	2022 BLUEBIRD BUS VIN: 1BAKJCHH9NF382934	✓	N/A	✓	✓	\$250	\$500	X
12	2005 INT L 3300 VIN: 4DRBYAAP75A977510	✓	N/A	✓	✓	\$250	\$500	X

DRIVERS

NAME	DATE OF BIRTH	LICENSE NUMBER
Deb Boustead	On File	On File
Caroline Johnson	On File	On File
Hannah Jurek	On File	On File
Lisa Jurek	On File	On File
Julie Ketchum	On File	On File
Doreen Laveau	On File	On File
Kristie Laveau	On File	On File
Deb Nyberg	On File	On File
Amanda Eng	On File	On File
Jeffery Ketchum	On File	On File
Paul Devall	On File	On File
James Mallon	On File	On File

ADDITIONAL COVERAGES

DESCRIPTION	LIMIT
EMC Business Auto Extension Endorsement	Included

BUSINESS AUTO CONTINUED

ADDITIONAL INTERESTS

NAME	INTEREST
United Truck	Additional Insured Lessor and Loss Payee

WORK COMP

COMPANY SFM	POLICY NUMBER 150870.202	POLICY TERM 7/1/2023 to 7/1/2024
-----------------------	------------------------------------	--

COVERAGES

DESCRIPTION	LIMIT
Employers Liability: Each Accident	\$500,000
Employers Liability: Disease – Policy Limit	\$500,000
Employers Liability: Disease – Each Employee	\$500,000
Workers Compensation: Statutory Benefit	Included

LOCATIONS & CLASS CODES

LOCATION #1: 207 PIONEER DR, WRENSHALL, MN 55797					
STATE	CODE	DESCRIPTION	23-24 ESTIMATED ANNUAL PAYROLL	22-23 ESTIMATED ANNUAL PAYROLL	21-22 AUDITED ANNUAL PAYROLL
MN	8868	Colleges Or Schools Profession	\$2,642,902	\$2,642,902	\$3,056,177
MN	7382	Bus Co: All Other Employees & Drivers	\$136,234	\$136,234	\$126,774
MN	9101	Colleges Or Schools All Other	\$267,151	\$267,151	\$285,750

PREMIUM CALCULATIONS

STATE OF MINNESOTA		
DESCRIPTION	FACTOR	FACTORED PREMIUM
Total Factored Premium		\$29,842
Increased Limits		\$239
Experience or Merit Modification	0.72	(\$8,423)
Schedule Rating	0.65	(\$7,580)
Premium Discount		(\$826)
Expense Constant		\$205
Terrorism		\$152
Taxes / Assessments		\$673
Total Estimated Annual Premium for Minnesota		\$14,282

COMMERCIAL UMBRELLA

COMPANY Employers Mutual Casualty Co	POLICY NUMBER 5J14295	POLICY TERM 7/1/2023 to 7/1/2024
---	--------------------------	-------------------------------------

COVERAGES

DESCRIPTION	LIMIT
Each Occurrence	\$1,000,000
Aggregate	\$1,000,000
Retained Limit	\$0

UNDERLYING COVERAGES

DESCRIPTION	CARRIER / POLICY #	POLICY PERIOD	LIMIT
Automobile Liability Combined Single Limit	EMCASCO INSURANCE COMPANY / 5E14295	7/1/23 to 7/1/24	\$1,000,000
General Liability Each Occurrence General Aggregate Product & Completed Ops Agg Personal & Advertising Injury	EMCASCO INSURANCE COMPANY / 5D14295	7/1/23 to 7/1/24	\$1,000,000 \$2,000,000 \$2,000,000 \$1,000,000
Employers Liability Each Accident Disease Each Employee Disease Policy Limit	SFM / 150870.202	7/1/23 to 7/1/24	\$500,000 \$500,000 \$500,000
Linebacker	EMPLOYERS MUTUAL CASUALTY COMPANY / 5K14295	7/1/23 to 7/1/24	\$1,000,000

PREMIUM COMPARISON

LINES OF BUSINESS	EXPIRING	RENEWAL W/ \$2,500 PROP DED	RENEWAL W/ \$5,000 PROP DED	RENEWAL W/ \$10,000 PROP DED
Property	\$36,937.00	\$49,414.70	\$46,599.22	\$43,859.93
General Liability	\$2,520.00	\$2,845.00	\$2,845.00	\$2,845.00
Business Auto	\$6,484.00	\$6,915.00	\$6,915.00	\$6,915.00
Crime (Includes Burglary)	\$184.00	\$184.00	\$184.00	\$184.00
CyberSolutions			\$1,348.00	
Linebacker	\$2,853.00	\$4,686.00	\$4,686.00	\$4,686.00
Work Comp	\$14,271.00	\$14,282.00	\$14,282.00	\$14,282.00
Commercial Umbrella	\$1,891.00	\$1,996.00	\$1,996.00	\$1,996.00
Total Premium	\$65,140.37	\$80,322.70	\$78,855.22	\$74,767.93

Optional Crime Quotes

1. \$50,000 limit with \$1,000 deductible: \$227 annually
2. \$50,000 limit with \$2,500 deductible: \$210 annually
3. \$100,000 limit with \$1,000 deductible: \$312 annually
4. \$100,000 limit with \$2,500 deductible: \$292 annually

Cyber Quote Offer: Annual Estimated Premium \$1,348.00

Cyber Liability – Data Compromise Aggregate	\$250,000
Cyber Liability – Defense and Limit Aggregate	\$250,000
Cyber Liability – Identity Theft Aggregate	\$25,000
Cyber Liability – Computer Attack Aggregate	\$250,000
Cyber Liability – Network Security Defense Aggregate	\$250,000
Cyber Liability – Electronic Media Aggregate	\$250,000

Cyber Quote Offer: Annual Estimated Premium \$2,096.00

Cyber Liability – Data Compromise Aggregate	\$500,000
Cyber Liability – Defense and Limit Aggregate	\$500,000
Cyber Liability – Identity Theft Aggregate	\$50,000
Cyber Liability – Computer Attack Aggregate	\$500,000
Cyber Liability – Network Security Defense Aggregate	\$500,000
Cyber Liability – Electronic Media Aggregate	\$500,000

Open Claims:

02/24/22 Gender Discrimination	\$35,000
12/20/22 Water/Snow Damage to Building Roof	\$50,000

Total Payment Amount of All Claims Payout \$121,271

**NEXT GEN MANAGED SERVICE
BUNDLE AGREEMENT**



This Managed Service Bundle Agreement (“Agreement”) is made by and between The Citon Computer Corporation, a Minnesota corporation (“Citon”) and Wrenshall School District, ISD #100 (“Customer”) as of the 31st day of July 2023. This Agreement incorporates the terms and conditions of the Computer Support and Preventative Maintenance Agreement, the Anti-Virus and Anti-Ransomware Software-as-a-Service Agreement, and the Security Services Agreement which are detailed below as Exhibits A, B and C. For purposes of this Agreement, the “Effective Date” is defined as the date upon which “Citon” begins delivering the Service.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

Customer requests that the Services be provided to cover the equipment listed on Citon Proposal # 2310 signed by customer.

Included Equipment / Services at 207 Pioneer Dr. :

- Staff and computer lab workstations
- Server, storage and battery backup infrastructure
- Network switches and firewalls
- Wireless infrastructure
- Monitoring of existing backup solution & resolution of backup issues.
- G-Suite Support

Excluded Equipment / Services*:

- Smartboards
- Printers
- Tablets / Smartphones
- Phone system
- Security cameras

1. *Monthly Price for Services will also include best effort troubleshooting and resolution of connectivity issues on printers, Smartboards, tablets, smart phones and security cameras up to the point of physical repair, re-configuration or replacement. Physical repair or reconfiguration of excluded equipment will be quoted separately outside the scope of the Agreement. Monthly Price for Services will not include moves, adds, or changes of phone system or phone equipment, but Citon can coordinate these requests with Customer’s phone system vendor.
2. **Incorporation of Background Recitals.** The Background Recitals set forth for each service listed below are true and correct statements of fact and are hereby incorporated into this Agreement by reference.
3. **Authority and Capacity.** The parties signing this Agreement warrant and represent that they have full legal authority to enter into this Agreement and any documents attached hereto or incorporated herein by reference.
4. **Price and Payment Arrangements for Services.** The price for the Services shall be \$6,700.00 per month paid in advance prior to the first day of the month via ACH from Customer’s checking or savings account beginning the Effective Date. Customer authorizes Citon Computer Corp to deduct monthly payment amount in accord with automatic payment authorization form. If payment is not received by the 10th day of any month, Citon reserves the right to suspend services to Customer until payment in full has been made. Citon reserves the right to decline sale or service should Customer’s account balance with Citon become past due. Partial months will be pro-rated. Work performed will be tracked on a monthly basis and Citon will provide written notice to Customer indicating if an adjustment to the monthly price

(increase or decrease) will be applied. Any services provided per user, per mailbox, or per device will automatically update counts billed each month based on actual counts. Any services performed outside the scope of this agreement will be quoted individually and will be subject to Citon's standard terms and conditions, with payment due 10 days after invoice date.

The monthly price for Services is broken down as follows as outlined in Citon Proposal # 2310.

One-time initial program launch of \$4632.00 to cover service setup, Installation of tools and support Systems, initial discovery, helpdesk process setup, documentation, training and administrative costs.

5. **Change in Counts.** Agreement is based on the employee and device count listed in Citon's proposal. If the number of users, or the workstation count, increases by more than 10%, the monthly fee for Services will automatically be adjusted at the beginning of the following month. Any material change in the supported environment, such as but not limited to, additional servers will be discussed and any increases applied at the beginning of the following month. Any additional equipment covered under support must be inspected and certified as "fit for purpose" by Citon before it is covered under this Agreement.
6. **Third Party Vendors Authorization.** Upon execution of this Agreement, Customer will provide Citon with letters of authorization to any computer or telephony related vendors authorizing Citon to request third party vendors' services on Customers behalf and granting Citon access to all information necessary to perform said Services. Citon is not responsible for delays caused by third party vendors or costs incurred by Customer from third party vendors.
7. **Scheduled Maintenance Windows.** Citon will regularly install patches and critical updates to covered equipment to help ensure that Customer is protected against the latest vulnerability threats. For many of these updates to be installed properly, your server must be restarted. Citon will restart Customer's servers and/or workstations, as necessary, at an agreed upon time between Customer and Citon. If the expected downtime is greater than 15 minutes, Citon staff will contact Customer to inform of the outage. Customer reserves the right to request that Citon reschedule the outage to align with Customer's business needs.
8. **Rates.** Services and Products not covered under this Agreement shall be quoted separately and will be subject to Citon's Standard Terms and Conditions. Travel time for services covered under this agreement will not be billed when performed within Citon's service area. Travel time will be tracked on a monthly basis and if travel time is excessive Citon will provide written notice to Customer indicating if an adjustment to the monthly price (increase or decrease) will be applied. If customer requests more frequent trips than outlined in Exhibit A, travel time will be billed. Projects will be billed on a per project basis. Citon reserves the right to periodically increase its Base Rates and will provide Customer with a minimum of 30 days written notice thereof.
9. **Term.** The Agreement Term shall commence upon the Effective Date and shall continue for a term of thirty-six (36) months. Once the Effective Date has passed, Customer must pay for the Services through the end of the Agreement Term regardless of whether Customer is actually using the Service throughout the duration of such Term. Following the expiration of the Agreement term and failure of the parties to enter into any agreement for extension thereof, this Agreement and Customer's right to use services shall continue in effect on a month-to month basis upon the same terms and conditions specified herein, unless terminated by either Customer or Citon upon thirty (30) days' prior written notice to the other party.
10. **Alterations to Services or Equipment.** If Customer alters any Services or Equipment covered under this Agreement without the express written consent of Citon, Customer does so at its own risk and expense. Citon shall not be liable or responsible for problems created as a result of Customer's alteration of Services, Equipment and/or Customer's network or system. If Customer wishes Citon to correct or fix its alterations or problems relating thereto, such Services by Citon will be considered a new project and Customer agrees that the same terms and conditions set out in this Agreement shall apply.
11. **Obligation to Back-up Software and Data.** Citon will monitor Customer's backup solution and make recommendations on backup schedules, data locations and equipment covered by backups. Typically, workstations, laptops and other end point devices are NOT backed up. Citon will perform troubleshooting and resolution of backup issues, providing

recommendations to Customer in the event that issues cannot be resolved. In no event shall Citon be liable to Customer or any other person for any loss, cost or damage related to data. Citon recommends creation of a disaster recovery plan, with monthly test restores of backups and annual full tests of the plan, available from Citon as a special project outside the scope of this Agreement.

12. **Additional Terms and Conditions.** The parties agree that Citon’s standard terms and conditions shall be incorporated into this Agreement. Customer acknowledges and agrees that it has read and understands Citon’s standard terms and conditions. Anywhere a direct conflict exists between the Standard terms and Condition and this Agreement, the term in the Agreement shall prevail.
13. **Counterparts and Facsimile Signatures.** This Agreement may be executed in one or more counterparts and facsimile signatures shall be deemed as good as an original signature.
14. **Modification.** This Agreement may be amended or modified only in writing, signed by the parties.
15. **Binding Effect.** This Agreement shall be binding on all heirs, successors, and assigns of the parties.
16. **Entire Agreement.** This is the entire agreement between the parties regarding the services described. There are no other agreements or understandings, express or implied, except as set forth above.
17. **Other Client Responsibilities.** The following items will be the sole responsibility of Customer:
 - a. Customer will provide full and complete access, including admin usernames and password, to all equipment covered under agreement or necessary to provide support to covered equipment. If Citon does not have access to any equipment necessary for support, support services under this Agreement may be limited.
18. **Citon Service Stipulations.** The following stipulations are in place for the Services provided by Citon:
 - a. Citon may, at its discretion, place any product, hardware or software, on a DNR (Do Not Resuscitate) list, if continued problems are encountered. Once an item is placed on a DNR list it is no longer covered under the terms of this agreement and any further support will be billed on a time and materials basis.
 - b. In the course of providing service to Customer end users, Citon will deploy agent-based software on each covered device. Unless otherwise specified in writing by Customer, Customer acknowledges and grants Citon remote unassisted access to covered devices. Citon warrants that per its confidentiality agreement no confidential information will be accessed, stored, saved, copied or removed from Customer systems.
 - c. Citon adheres to I.T. industry standard best practices for all support and recommendations. If best practices warrant an upgrade to any equipment or software such upgrade will be considered a special project and will be quoted and billed individually.
 - d. In addition to the stipulations in Section 3, Citon shall implement an automatic yearly percentage increase for Services based on the current Consumer Price Index.

THE CITON COMPUTER CORPORATION

By _____

Title _____

Date _____

CUSTOMER:

By _____

Title _____

Date _____

EXHIBIT A: COMPUTER SUPPORT AND PREVENTATIVE MAINTENANCE

BACKGROUND RECITALS

- A. Customer has asked Citon to provide and Citon has agreed to provide the following computer related services:
- Phone Support
 - Remote Support
 - On-Site Support: Scheduled as one day per week during initial onboarding (est 30-60 days), during start of school year, and as needed for Citon to perform the services provided in this Agreement.
 - Preventative maintenance
 - 24X7 monitoring service with 8x5 response.
 - Automatic Microsoft Windows patch management on PCs.
 - Automatic patch management of certain third-party applications as described below.
 - Manual application of Microsoft and third-party patches on servers to be scheduled in advance with customer.
 - Third Party Vendor Coordination
 - Program Launch including set-up and cross training.
 - Executive Customer Business Reviews
 - Annual strategic planning and budgeting

Citon Service Description. The following stipulations are in place for the Services provided by Citon:

1. **Moves, Add, and Changes.** The following stipulations are in place for the Services provided by Citon: Monthly Price for Services also includes small moves, adds, and changes for any covered equipment. Small moves, add, and changes are generally considered any change that takes less than 3 hours to complete and does not include the installation of new hardware/ equipment such as a PC or laptop install. New equipment installations and all moves adds and changes will be considered “Special Projects” and will be quoted separately outside the scope of the Agreement.
2. **Reimbursement for Equipment and Supplies.** On occasion, in the course of delivering Services to Customer, Citon may need to purchase spare parts, other equipment, supplies, accessories, or software. In such cases, Customer shall be responsible to and agrees to reimburse Citon for all such costs and expenses incurred under this project. No purchases over \$100.00 will be made without Customer’s prior written approval.
3. **Warranty regarding Software Licensing.** Customer warrants that all software it provides to Citon for installation, configuration, or use in any way, has been legally obtained and is properly licensed. Customer further warrants that it has legally purchased sufficient number of copies of such software and that it has not violated any licensing laws. Citon has no knowledge regarding licensing of software provided to it by Customer and Customer indemnifies Citon for any installation, configuration or use of such software, Customer understands and acknowledges that Customer shall be solely responsible and liable for all licensing and purchasing of software.
4. **End user permissions.** Industry best practices require a policy of “least privilege” which grants users the least amount of access privileges needed in order to perform their job functions. Citon recommends implementing a policy of least privilege for all users, including, in most cases, the removal of local admin rights. If Customer decides against this policy and allows end users local admin rights and other elevated privileges Customer assumes all risk associated with those elevated privileges and the remediation of any malware, virus, or breach related to those privileges will be billable as outside the scope of this Agreement.

5. **System Reboots.** Many patches require a system to be rebooted before the patch is fully in effect. Citon will schedule reboots of servers with the Customer and will schedule a forced reboot of all workstations on a nightly basis between the hours of midnight and 6am to ensure that patches have been installed and applied correctly. If Customer requests an exemption from that scheduled forced reboot, or if a machine is modified, moved or in any way prevented from rebooting, the application of patches may not complete and the system may be at risk. Citon is not responsible nor liable for patches that are not fully applied due to a reboot that has not completed.

6. **Citon Service Stipulations.** The following stipulations are in place for the Services provided by Citon:
 - a. Citon may make recommendations for hardware, software or network improvements, referred to as special projects, to improve the level of support. If implementation of the recommendation is necessary to continue efficient and effective support, and the recommendation is not implemented, Citon reserves the right to exclude the item from Services provided.
 - b. The Manufacturers or extended warranty or support on any individual item may dictate the recommended problem resolution or manner of support.
 - c. Support may be postponed if an upgrade is required or if support is required on equipment, software etc. which has been placed on the manufacturers unsupported list.
 - d. In the course of providing service to Customer end users, Citon will deploy agent-based software on each covered device. Unless otherwise specified in writing by Customer, Customer acknowledges and grants Citon remote unassisted access to covered devices. Citon warrants that per its confidentiality agreement no confidential information will be accessed, stored, saved, copied or removed from Customer systems. Customer understands and accepts the manufacturers End User License Agreement.
 - e. Customer will require that all permitted Users keep user ID and password information strictly confidential and not share such information with any unauthorized person. Citon will have no liability for actions taken using Customer's user IDs and passwords, including any unauthorized use or access caused by misuse or misappropriation of such user IDs and passwords. Customer will be responsible for restricting access by any User who is no longer authorized to access the Services.

7. **Exclusions.** The Services to be provided pursuant to this Agreement shall not include work on or related to:
 - a. Agreement covers labor services only; any hardware, software or parts will be invoiced separately.
 - b. Equipment upgrades, application software upgrades, special projects, etc. are not covered by this agreement and will be quoted separately and subject to Citon's Standard Terms and Conditions.
 - c. It is assumed that the network is in good working order. Any issues with the network, equipment, or services that are not in good working order will be treated as a special project and quoted individually. In addition, it is assumed that network and technology are as presented, are functional, and are fit for purpose.
 - d. It is understood that Citon's agent-based tool can be utilized to distribute patches and updates to end user PCs. If Citon is unable to deploy this tool due to restrictions of the Customer or environment, Citon may, at its discretion, quote and bill patches and updates as a special project or increase the monthly price for Services.
 - e. Any patches or updates to end user PCs that cannot be handled via Citon's agent-based tool will be treated as a special project and quoted separately.
 - f. Software / application version upgrades are not covered unless they can be automatically applied by Citon's agent-based tool.
 - g. Any equipment or software added will be billed separately subject to the terms as specified in Section 4.
 - h. Application support is not included and is billed separately unless specified in background recitals.
 - i. Other items not identified in background recitals will be considered a Move, Add, and Change.

8. **Disaster Recovery Service Exclusions.** Citon reserves the right to bill for labor incurred during a Disaster Recovery if circumstances surrounding the disaster meet the following conditions in whole or in part:
 - a. Customer fails to adhere to any of the requirements outlined in this agreement.
 - b. Environmental failure events that render hardware unusable. Examples of environmental failure include, but are not limited to: smoke, fire, water, temperature, etc.
 - c. Events beyond Citon's reasonable control, including but not limited to: Acts of God, government or industry regulation, labor strikes, natural disaster, war, and state or national emergency.
 - d. Any act or omission on the part of any party other than Citon, such as Third-Party Vendors.
 - e. Failure is caused in full, or in part, by Customer's failure to act upon recommendations made by Citon.
 - f. Recovery from a virus, malware or ransomware attack that affects servers, backups, network equipment or more than one workstation.

9. **Other Client Responsibilities.** The following items will be the sole responsibility of Customer:
 - a. Customer will maintain cold spares and configurations for critical hardware. Citon is not responsible for the timeframe to repair equipment where cold spares are not available.
 - b. Citon may require maintenance agreements for certain hardware or software components from the original manufacturer or from a Citon approved vendor.
 - c. Customer will provide Citon with a list of all cold spares, configurations and maintenance agreements, as well as access to spares.
 - d. Customer agrees to be bound by the Citon Service Agreement and Acceptable Use Policy which Citon may change from time to time and without notice to Customer.

EXHIBIT B: ANTI-VIRUS and ANTI-RANSOMWARE SOFTWARE AS A SERVICE

BACKGROUND RECITALS

- A. Customer has asked Citon to provide and Citon has agreed to provide the following computer related services:
- Premium Antivirus and Malware Software
 - Premium ransomware containment and mitigation protection
 - Automatic Virus Definition Updates
 - Included Version Upgrades - no software or labor costs to upgrade to new version
 - Routine Virus Scans - Citon's central console monitors activity.
 - Virus Notification - notification to your staff when viruses occur
 - Malware Notification - notification to your staff or designated staff when ransomware is detected
 - Automatic continuous protection
(the "Services").

Accepted Citon Service Description. The following stipulations are in place for the Services provided by Citon:

1. **Notifications and Response.** Virus and ransomware alert notifications will be sent to contact designated by Customer, as well as Citon's Network Operations Center (NOC). Response to a potential virus or ransomware will be acted upon by Citon's NOC during regular business hours as defined in Citon's Standard Terms and Conditions.
2. **Remediation Services.** Remediation of a virus, malware or ransomware on a workstation or laptop is not covered under the Agreement. Citon may wipe and reload a workstation if virus, malware or ransomware is limited to a single machine. Citon does not backup workstations and is not responsible for recovery of data. Installation of applications etc. is not covered under this agreement and will be invoiced separately. Remediation of a virus, malware or ransomware attack on a server or other device is not covered under this Agreement. Citon may assist in the recovery of server if a Citon Datto is in place and functional at the time of the incident, limited to four (4) hours of labor. Citon recommends having a full disaster recovery plan with regular testing, at least annually, of any backup solution. Citon disaster recovery planning services and backup testing is available outside the scope of this Agreement.
3. **Equipment Coverage.** All domain connected windows devices should have Citon Anti-Virus and Anti-Ransomware software installed; if software is not deployed on a domain connected windows device the efficacy of the solution will be diminished.
4. **Policy.** Anti-Ransomware will be deployed in accordance with the ransomware defense policy created in conjunction with the Customer.
5. **EULA.** Customer understands and accepts the Anti-Virus and Anti-Ransomware End User License Agreement.
6. **Exclusions.** The Services to be provided pursuant to this Agreement shall not include work on or related to the following:
 - a. Remediation services as defined in item 2 above outside of regular business hours is available via Citon's on-call engineer, and will be billable as out of scope
 - b. Citon does not backup workstations under this Agreement. Attempted restoration of files or other data residing on the workstation is a special project not covered under this Agreement.
 - c. Any remediation of any virus, malware or ransomware attack originating from a device WITHOUT Citon Anti-virus and anti-ransomware software will be considered out of the scope of this Agreement, and billed as a special project.
 - d. If ransomware is detected on Customer's network and Customer decides to pay the ransom, the costs associated with that ransom will be paid 100% by Customer; in no circumstance will Citon directly pay or reimburse Customer for a ransom.

*If declining Anti-Virus and Anti-Ransomware, please indicate the Anti-Virus and Anti-Ransomware product used and it's contracted end date here: _____

EXHIBIT C: SECURITY SERVICES

BACKGROUND RECITALS

A. Customer has asked Citon to provide and Citon has agreed to provide the following security related services:

- Enhanced Network Monitoring
- Virtual Technology Advisor
- Information Security Policy
- Multi-Factor Authentication
- Vulnerability Scanning
- Security Awareness benchmarking and training
- Endpoint Detection and Response
- Network Detection and Response (SIEM/SOC)
- Disk Encryption

(the "Services").

1. **Service Descriptions.** The following stipulations are in place for the Services provided by Citon:

Accepted _____ Initial **1. Enhanced Network Monitoring.** Provides real-time monitoring, alerting, and performance dashboarding of firewall, physical hosts, and core network switching. 24x7x365 monitoring and alerting with 8x5 response. Service includes performance tracking and trending and automatic backup of Fortinet firewall configurations. Customer understands and accepts the software manufacturer's End User License Agreement.

Accepted _____ Initial **2. Virtual Technology Advisor (vTA).** Working with owner(s) and/or key decision makers on the objectives, strategies, planning and execution of the role of IT in the organization. Specific deliverables include:

- i. Maintain annual budget of all IT expenditures including actual and planned capital expenditures, annual renewals, contracts and expenses, and monthly recurring expenses.
- ii. Maintain equipment lifecycle reporting and budgeting.
- iii. Conduct annual strategic planning review with owner/decision maker to align technology strategies with corporate goals and initiatives for the coming year.
- iv. Provide quarterly performance data and service metrics showing the health of the IT infrastructure.
- v. Complete GAP analysis and provide recommendations on a semi-annual or annual basis
- vi. Coordinate with decision maker(s) on new technology planning, acting as a liaison to infrastructure requirements, scope and potential downtime for related technology initiatives.
- vii. Assist Customer in responding to technical and security questions on Requests for Proposal (RFP's) required from current or prospective clients, 3rd party / vendor due diligence questionnaires, and insurance application or renewal forms.

Declined* _____ Initial **3. Security Policy.** Citon will work with the Customer to develop an overall Information Security Policy for the organization, based on industry, compliance requirements, insurance needs, and corporate strategy. Once policy is drafted and approved by Customer, Citon will complete and GAP analysis between current environment and Security Policy and develop a roadmap to meet that policy. Citon will work with the customer to annual review and update the corporate Security Policy.

4. Multi-Factor Authentication (MFA). Based on MFA guidelines set in the Information Security Policy, Citon will work with Customer to implement MFA.

_____ Initial

Standard: Citon will assist Customer with setup of MFA for systems/accounts that offer free MFA. This includes up to 6 secure tokens and free setup for any Fortinet firewall managed by Citon. An inventory of MFA enabled systems/accounts will be created and maintained and included in annual review. MFA on Microsoft 365 is addressed separately under the Microsoft 365 Agreement.

Business: Business Class MFA includes the deployment and monthly licensing for a cloud-based access management solution that manages both cloud services and enterprise applications with a single sign-on, multi-factor authentication tool. Includes virtual tokens on a per user basis to streamline identity management. Business MFA supports multiple authentication methods that enable a single MFA for dozens of applications for centralized, secure access. Initial implementation fee will include MFA setup for all applications compatible with SafeNet Trusted Access. Monthly price for service includes MFA license under the SafeNet Trusted Access terms of service and basic end user support, not including implementation of MFA to a new systems or application.

Declined*

5. Vulnerability Scanning. Upon execution of this Agreement, Citon will configure and run a vulnerability scanner on Customer's network at a single location. An initial vulnerability scan and report will be generated, with areas of risk identified and rated based on level of risk. An explanation of the risks and potential remediation steps, along with projected remediation costs, will be presented to Customer. Vulnerability scan will be run twice per year therefore, or after any major infrastructure change as defined by Citon. The resolution of any vulnerabilities detected is available as a project outside the scope of this Agreement.

_____ Initial

Accepted

6. Security Awareness Benchmarking and Training. Upon execution of this Agreement, Citon will purchase and configure Security Awareness training in Customer's name. An initial campaign will be discussed and approved by Customer, then deployed to gain a benchmark of employee-based vulnerability and high-risk behaviors. Based on that initial benchmark, a security awareness training program will be established and implemented. A schedule for additional campaigns will be created to run a minimum of twice per year, and a maximum of once a month. Campaign results will be compiled and are available to customer for their security program and compliance reporting. Customer understands and accepts the software manufacturer's End User License Agreement.

_____ Initial

Accepted

7. Endpoint Detection and Response (EDR). Upon execution of this Agreement, Citon will use its remote monitoring and management tool to deploy Endpoint Detection and Response software to each device, including both servers and workstations.

_____ Initial

- i. Citon will provide software updates, patches, upgrades, enhancements provided by the manufacturer.
- ii. Software will provide threat detection notification to Citon, and contact designated by Customer.
- iii. Response to a potential threat will be acted upon by manufacturers Security Operations Center and communicated to Citon's NOC during regular business hours as defined in Citon's Standard Terms and Conditions.
- e. All domain connected windows devices should have EDR installed; if EDR is not deployed on a domain connected windows device the efficacy of the solution will be diminished. Remediation of any threat or attack originating from a device WITHOUT EDR will be considered out of the scope of this Agreement, and billed as a special project.
- iv. Customer understands and accepts the EDR End User License Agreement.
- v. If ransomware, malware of other attack is detected on Customer's network and Customer decides to pay a ransom, the costs associated with that ransom will be paid 100% by Customer; in no circumstance will Citon directly pay or reimburse Customer for a ransom.
- vi. Remediation of any threat on a server or workstation outside of manufacturers Security Operations Center is not covered under the Agreement. Citon may wipe and reload a workstation if threat is limited to a single machine. Citon does not backup workstations and is not responsible for recovery of data. Installation of applications etc. is not covered under this agreement and will be invoiced separately.

Declined*

_____ Initial

8. Network Detection and Response (SIEM/SOC). Upon execution of this Agreement, Citon will use its remote monitoring and management tool to deploy Cyber Threat Intelligence Services software to each device, including both servers and workstations, and deploy an on-site data collector which shall be owned and managed by Citon.

- i. Customer shall ensure that it has the proper equipment to meet minimum eligibility requirements set forth below: (a) Network switch with a span port, mirror port, or equivalent. In some cases, this requirement can be replaced by access to other security controls. (b) Network traffic to monitor. (c) Customer will identify one individual to be primary Customer contact and another individual to be the secondary contact. Customer represents that these people have authorization to make decisions on behalf of Customer and may be relied upon when providing Services. (d) Customer shall provide a suitable working environment for any Hardware located at Customer's facility. Customer shall bear the risk of loss of any Hardware located at Customer's facility. Customer acknowledges that any timetable for the Services is dependent on a timely response to inquiries, email exchanges, and phone calls, from Security Operations Center.
- ii. Citon will provide software updates, patches, upgrades or enhancements as provided by the manufacturer.
- iii. Response to a potential threat will be acted upon by manufacturers Security Operations Center and communicated to Customer and Citon's NOC during regular business hours as defined in Citon's Standard Terms and Conditions.
- f. If Customer has selected Partial Network Detection and Response – Lite, Customer understands that log data and SOC monitoring and analysis will ONLY be provided on perimeter firewall, no other log data will be collected and no other Security Operations Center monitoring or review is included. Customer also agrees to provide a Windows Server or Workstation at each physical location, for the data collector software to be installed.
- iv. Customer understands and accepts the Network Detection and Response End User License Agreement.
- v. Under no circumstances will Citon be liable or responsible for costs associated with a threat or attack not identified and/or reported by manufacturers Security Operations Center.
- vi. Customer accepts full responsibility for selecting the Tier that provides the appropriate amount of log retention based on their business, operational, and/or compliance needs.

Accepted

_____ Initial

9. Disk Encryption. Following best practice guidelines in the NIST Cyber Security framework, Citon will implement data encryption at rest of workstations identified by Citon and Customer – typically laptops. Group policy will be Hore setup to collect and manage the encryption keys. Sufficient disk space will be required on each device for encryption to be setup; if a device does not have sufficient disk space Customer will be responsible for purchasing additional disk or replacement workstation before encryption can be enabled. Devices must be running Windows Pro or Enterprise operating system at minimum, and must have TPM. Citon will not hold copies of encryption keys and will not be responsible for any changes to, errors or corruption of group policy that results in the loss of encryption keys.

2. **Exclusions.** The Services to be provided pursuant to this Agreement shall not include work on or related to the following:
- a. All Services in this Exhibit C will be performed during regular business hours. After hours services are available as billable services outside the scope of this Agreement.
 - b. Citon does not warrant that Vulnerability Testing or Security Awareness Training will prevent unauthorized access to or compromise of Customer’s systems or data, nor prevent unauthorized release or access to Customer’s systems or data.
 - c. Citon is not liable, either in contract or in tort, for the unauthorized access to, or alteration, theft or destruction of data files, programs, procedures and/or information of the Customer or other authorized user by any person through accident or by any other means or devices.
3. **Insurance.** Customer, at its sole cost and expense, will carry or cause to be carried and maintained in throughout the entire Agreement Term insurance coverage including cyber security, with insurance companies reasonably acceptable to “Citon”. Customer agrees to waive and will require its insurers to waive any rights of subrogation or recovery they may have against Citon its parent, subsidiaries, or affiliated companies. Prior to the commencement of the Services, Customer will provide Citon with a certificate of insurance evidencing the existence of the insurance coverage. In the event of a loss or claim arising out of or in connection with the work performed under this Agreement, Customer agrees, upon request of Citon, to submit the original or a certified copy of its insurance policies for review by Citon.

*Customer understands that all Services recommended under these Exhibits B and C reflect best practices in the information technology and security industry. Based on the increase in complexity of technology infrastructure, the outsourcing of services and data to 3rd party cloud-based providers, and the constantly changing threat landscape, Citon strongly recommends the use of all services described in Exhibits B and C. These Services, while not guaranteeing uptime, performance or security of systems or data, will significantly reduce the risk to Customer’s systems and data, and increase stability and efficiency. By selecting “declined” on any of the services listed in Exhibits B or C, Customer acknowledges and accepts all risks and responsibility these services were designed to reduce.

**Customer understands that Partial usage of this recommended will provide protection only of the devices in which service is installed and paid for, and leaves the Customer’s environment vulnerable to attack via devices not covered by this protection and Customer acknowledges and accepts all risks and responsibility for any threats, vulnerability, or issues that arise due to lack of coverage on the entire environment.

_____ Customer Initials



Recurring ACH Payment Plan

- ✓ Recurring Monthly payments save time
- ✓ Fewer physical checks to write
- ✓ Payments are made on time every month
- ✓ Save on postage costs
- ✓ Protect against past due service interruptions

How It Works:

- You authorize a regular monthly payment to be made as an ACH (Automated Clearing House) payment from your Bank Account.
- The payment will be made automatically on a recurring cycle.
- Your authorization for ACH will remain in effect until you notify Citon to terminate your authorization.
- This service is offered **Free of Charge** by Citon!

How to Enroll:

To enroll and take advantage of this service, please complete the following information on this ACH Authorization Form and return it to us at: Billing@citon.com
Questions? Please contact us at 218.720.4435.

AUTHORIZATION FOR RECURRING ACH PAYMENTS

I authorize Citon Computer Corp to withdraw funds from the account specified below each month in accordance with my monthly recurring agreement. I understand that ACH payments will be processed on the 1st of each month. I can discontinue authorization for automatic payment by contacting Citon Computer Corp prior to the 1st of the month to stop processing for that month. Citon Computer Corporation is not responsible for any charges or fees in association with this account. ACH payments returned for any reason will be charged a \$20.00 return check/NSF fee. Cancellation is solely the customer's responsibility.

Please see Citon's Standard Terms and Conditions for Cancellation Details

(Customer Name)

(Effective Date)

(Checking Account Number)

(ABA/Routing Number)

Authorized Signature

Date

Citon Computer Corp

209 W. 1st Street
Duluth, MN 55802
218.720.4435
www.citon.com



We have prepared a quote for you

NextGen Managed Services

QUOTE # CCCQ002310 V1

PREPARED FOR

Wrenshall Schools ISD# 100

PREPARED BY

Dan Jones

Managed Services

Description	Recurring	Qty	Ext. Recurring
NextGen Managed Services - Fixed Monthly Fee	\$6,700.00	1	\$6,700.00
Managed Service - Workstation		85	
Managed Service - Physical Host Server		2	
Managed Service - Virtual Windows Server		7	
Managed Service - Non-Virtualized Windows Server		1	
Managed Service - Virtualized Linux Server		1	
Managed Service - Firewall		1	
Managed Service - Switch/Router		21	
Managed Service - Wireless Access Point		53	
Managed Service - O365 or Google Cloud		111	
Managed Service - UPS		6	
Fully Managed Anti-Virus and Anti-Ransomware for workstation		85	
Fully Managed Anti-Virus and Anti-Ransomware for server		7	
Endpoint Detection and Response SaaS		92	
Security Awareness Training		52	
Hosted SPAM Filtering per mailbox		111	
Google Cloud SaaS Protection: Infinite Cloud per user		111	
Enhanced Network Monitoring		4	
Managed Multi-Factor Authentication		1	
Windows Drive Encryption		1	
Virtual Technology Advisor		1	
**Managed Service agreement includes on-site support from Citon engineers one day per week during on-boarding, peak times and as needed.		1	
Subtotal:			\$6,700.00

218.720.4435
 Dan.Jones@Citon.com
 www.citon.com

Professional Services

Description	Price	Qty	Ext. Price
Deployment labor - 50% Discount shown with 36mo agreement	\$4,632.50	1	\$4,632.50
Subtotal:			\$4,632.50

Statement of Work Executive Summary

Thank you for working with Citon Computer Corp as your technology partner. Our mission is to help you achieve your path to business prosperity through technology that can transform the way you run your business. We believe this transformation starts with a strategy focused on operational efficiency and risk mitigation, and we believe our solutions will help you on that path.

We welcome you to our project implementation services and look forward to working with you and your organization. Our project managers will oversee the project from the time you accept our proposal until each item outlined in the solution has been implemented. Their job is to provide consistent communication about the status of the project and keep the project moving forward within the agreed upon timeline. If a third party vendor is involved our project managers will coordinate the work they do so you don't have to.

After we have received your acceptance of our proposal you will be contacted by a member of our project management team. They will work with you to develop a timeline for the project, write an implementation plan for your review and will schedule an internal kick-off meeting to initiate the project.

By choosing to work with Citon, you are agreeing to the terms and conditions outlined in the scope of the project. Any addition to the deliverables defined in the scope will require a change request to be approved by both you and Citon.

Introduction and Background

The Wrenshall School District has requested a proposal from Citon Computer Corporation for a Managed Service agreement to cover their servers, workstations, network hardware, and cloud presence. After reviewing this request, Wrenshall's current hardware inventory, and Citon's portfolio of Next Generation Managed Service tools, Citon is pleased to present this proposal. This proposal details a 36-month agreement with a fixed monthly cost for Wrenshall's Managed Services, as well as the NextGen security tools. The Managed Services agreement will only require adjustment with inventory changes of 10% or greater, and includes Citon's Virtual Technology Advisor service. Citon's VTA will assist Wrenshall with budgeting, infrastructure planning, and making informed decisions concerning technology for the district.

Upon proposal acceptance, Citon's Project Management team will hold an internal kickoff meeting, informing relevant engineering and administrative staff of the upcoming deployments and support agreements. During this meeting, Project Management will schedule initial engineering steps, authorize purchasing to procure all required licensing, and contact the identified parties at Wrenshall Schools to share the project plan, significant upcoming dates, and to answer any questions that have arisen.

In accordance with the schedule agreed to by Wrenshall and Citon's PM, Citon Engineers will configure, deploy, and train staff on tools as outlined in the Scope of Work section below. Some tools may be installed out of order, or in conjunction with other tools, depending on scheduling and availability.

As each tool is deployed, Citon's post-cutover support will be available to all staff, providing informed assistance to users who encounter issues once tools have been launched. When all proposed tools and services are in production, Citon Engineers will create documentation and configuration records to ensure timely support in the future, before marking the project closed.

When the project is marked complete, Citon's 30-day assurance period will begin, providing Wrenshall Schools' staff continued support within the scope of this deployment.

How Does This Work?

Citon is here to make this process as smooth as possible. Our job is to work closely with you throughout the project and our project managers will need information and input from you throughout the process. Here is an overview of how this process works, and what you can expect:

- Everything starts when Citon receives your signed Statement of Work and, if applicable, Account Information Form.
- We will assign a project manager who will be your central point of contact throughout the entire project.
- The project manager will call you to introduce themselves and outline the next steps in the project.
- We will assemble our implementation team and an internal “kickoff” meeting will be held to discuss the details of the project scope, dependencies, and initial timelines.
- We will then contact you to kickoff the project – either via conference call or in-person meeting. We will review the project implementation plan, discuss specific configuration details, review and agree to timelines, and finalize the next steps.
- When the project has been completed we will send you a closure packet. The closure packet includes a project summary, copies of all invoices for the project, a copy of the implementation plan, configuration details of any hardware or software, and copies of any software licenses or hardware warranties you may have purchased. This packet also has an acceptance letter for your signature, acknowledging completion of the scope of work for the implemented solution.
- We will also send invoices throughout the project; we invoice equipment when we deliver it to you. Labor is generally invoiced once the project is complete and accepted; for longer/phased projects Citon may bill periodically throughout the project as each phase is completed.

Scope of Work

1. Project Management:

- a. Project kickoff meeting to obtain a high-level overview of project, discuss timelines and review overall plans.
- b. Project Management and Coordination throughout project
- c. Central point of contact for customer during implementation
- d. Project closure, recap, and hand-off

2. AEGIS + N2 SmartPatch:

- a. Setup of client in central console and configuration and application of templates.
- b. Installation and configuration of agent software on each covered device.
- c. Run initial reports, setup reporting schedule and contacts, configuration patching scheduling and templates.
- d. Run initial scan and ensure all clients are up to current definitions and patch level.
- e. Testing and documentation.

3. AV/AR and Patching/Monitoring Management:

- a. Installation and configuration of customer in AV/AR SaaS Console
- b. Installation and configuration of agent software on each covered device.
- c. Run initial reports, push updates to needed clients

4. Security Awareness Training:

- a. Verify company built in KnowBe4 in portal.
- b. Setup Secure SCIM integration / import email addresses.
- c. Setup DMI (Direct Message Integration) - if not Microsoft 365.
- e. Setup campaigns and timeline.
- f. Schedule follow up to report on initial Phishing campaign.
- g. Set training and monitor SSO until initial training session is complete.
- h. Create and schedule template for recurring Phishing campaigns and training.

5. Endpoint Detection and Response:

- a. Configure customer in EDR portal.
- b. Create installer and push out via AEGIS or group policy.
- c. Configure alerts, exceptions, and rules.
- e. Review and verify EDR agent deployed on all covered devices.
- f. Document host names

6. Enhanced Network Monitoring:

- a. Create the customer in LogicMonitor.
- b. Install agent on customer's network (VM Host or Windows device).
- c. Update firewall to allow traffic.
- d. Configure for physical hosts, core switch(es) and firewall.
- e. Ensure firewall config backup is working (Fortinet only).
- f. Configure and test alerting (confirm if customer wants alerts).

7. Multi-factor Authentication:

- a. Confirm Fortinet firewall in place, number of VPN users, and tokens received.
- b. Setup remote VPN users with tokens and test.
- c. Review applications that CAN use MFA - line of business apps.
- d. Implement MFA on line of business apps that have MFA.
- e. Provide proposal for MFA on other apps if applicable.

8. Cloud Backup:

- a. Configure Cloud Backup / SaaS Protection in backup portal.
- b. Begin and monitor initial replication.
- c. Testing and documentation.

9. Drive Encrypt:

- a. Configure GPO to harvest and store BitLocker recovery key (30 minutes - one time per domain)
- b. Connect to each workstation to start the BitLocker process (local or remote)
- c. Confirm with Customer whether BitLocker PIN is to be used or not. (By company, create Configuration record)
- d. Set BitLocker PIN after drive is encrypted. (time depends on drive size and type)
- e. Confirm on-site that PIN was set correctly.

10. Hosted Spam Filter:

- a. Provision Tenant.
- b. Configure secure LDAP with customer's AD for user sync
- c. Set up / Register users
- d. Import whitelist and blacklist, set up rules
- e. Coordinate MX Record change

11. Citon Assurance Period:

- a. Upon final cutover/go live, Citon engineers will make any adjustments that fall under the scope of the project on the environment as part of the project for 30 days. Contact the Citon Service Manager to schedule the work needed.

12. Documentation:

- a. Complete project documentation including diagrams, configuration records, knowledge base articles, etc.

Out of Scope

IT is a complicated field. We recommend the best solutions for each of our customers but we don't always know what we will find during the project. An implementation can be like construction; we can remove the wall but we can't always see what is behind the wall until it is removed. When we find something unexpected we will happily address the issue by submitting a change order to you for approval.

So what is considered to be out of scope of a project? Here are a few examples:

- Problems encountered with the work performed by a third party vendor (such as a software company, phone company, etc).
- Cabling that needs to be run from the building demarc to office, or from the server location to the desktops.
- If it is found that a particular software package is not compatible with the solution deployed, or there are problems getting the software to work with this solution.

When these issues are encountered we will communicate the issue to you and send you a change order. The change order will outline the work that needs to be completed and an estimate of the cost so you can review and approve the work before any additional costs are incurred.

Project FAQs

This may be the first IT project you have done, or you may be an IT project pro and just wonder how Citon does things. Below is a list of frequently asked questions. If you have a question that isn't listed, please contact your project manager!

- Are the dates in the project implementation plan set in stone?
 - No. Dates may need to be adjusted based on things like the estimated equipment arrival, availability of the best suited engineer for the project and the best dates for implementation for you. Your project manager will work with you on the timeline throughout the project.

- If I have issues or questions during the project, who do I contact?
 - Your project manager is your point of contact throughout the entire project. Upon completion of the project you will be given a resource document that contains contact information for future service.

- Will downtime be required?
 - Downtime is dependent upon the project. Server upgrades and servers being replaced are examples of projects that will require the reboot of a server. This may be a short disruption but your project manager will coordinate with you to ensure this happens at the best time for your organization.

- Will all of the work be done on-site?
 - No. Much of the work we do is able to be done remotely. This allows our engineers to minimize the disruption to your staff. Establishing a remote connection also eases access for any work that may need to be done in the future. When they do need to go on-site your project manager will coordinate the appointment with you.

- Will I only work with one engineer throughout the course of the project?
 - Perhaps. We often have a primary engineer for the project however additional engineers may be utilized depending on the project and the expertise required for your solution; we will assign the best resources for your project. We see value in having multiple engineers be familiar with your organization for any future work that needs to be done after this project.

- What will we need to do to prepare for the project?
 - Your project manager may send you documents to review or complete as we gather information. We will need you to communicate with your staff when downtime may occur or when our engineers will be on-site.

Project Assumptions / Client Responsibilities

1. Citon will be provided full access, with administrative passwords, to all devices and equipment on client's network.
2. Client staff will be available for questions, to grant additional access or provide existing documentation as needed.
3. Implementation of any of the recommendations identified in this assessment is outside the scope of this project and will be quoted separately.
4. Prices are quoted are for standard business hours. If any of the work is to be done after hours, standard after hours rates will apply.
5. By accepting this Statement of Work Customer agrees to Citon's Standard Terms and Conditions available at www.citon.com

218.720.4435
 Dan.Jones@Citon.com
 www.citon.com

NextGen Managed Services

Prepared by:



Citon Computer Corp
 Dan Jones
 218.720.4435
 Fax 218.722.1231
 Dan.Jones@Citon.com

Prepared for:

Wrenshall Schools ISD# 100
 ATTN: ACCOUNTS PAYABLE
 207 Pioneer Drive
 Wrenshall, MN 55797-9000
 Jeff Pesta
 (218) 384-4274
 jpesta@isd100.org

Quote Information:

Quote #: CCCQ002310
 Version: 1
 Delivery Date: 08/01/2023
 Expiration Date: 08/31/2023

Quote Summary

Description	Amount
Professional Services	\$4,632.50
Total:	\$4,632.50

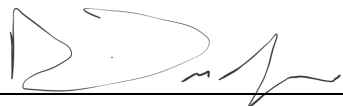
Recurring Summary

Description	Amount
Managed Services	\$6,700.00
Total:	\$6,700.00

Prices subject to change - however we endeavor to maintain those quoted. By accepting this proposal you agree to accept all our terms and conditions located, at www.citon.com, which are incorporated herein by reference. Thank you for considering Citon Computer Corp. All logo's, brands, and product names are trademarks or registered trademarks of their respective companies. © Copyright 2022. Citon Computer Corp. Duluth MN. Citon is a registered trademark of Citon Computer Corp. All rights reserved.

Citon Computer Corp

Wrenshall Schools ISD# 100

Signature: 
 Name: Dan Jones
 Title: IT Solutions Specialist
 Date: 08/01/2023

Signature: _____
 Name: Jeff Pesta
 Date: _____

JUST KIDS DENTAL
MEMORANDUM OF UNDERSTANDING
2023/2024 AND 2024/2025 SCHOOL YEAR DENTAL SERVICES

This agreement is entered into as of the **1st day of July 2023** between the **Wrenshall School District #100** (“the Organization”) and **Just Kids Dental Inc.**, a Minnesota Non-Profit Corporation (“the Provider”).

1. **Relationship of the Parties.** Subject to the terms and condition of this Agreement, the Organization hereby engages the Provider as an independent contractor to perform the services set forth herein, and the Provider hereby accepts such engagement. This Agreement shall not render the Provider an employee, partner, agent of, or joint venture with the Organization for any purpose.

2. **Statutory Authorization.** Minnesota Statute 150A.10 and Wisconsin Statute HFS 105.06(2), Wis. Admin. Code, provides that a dental hygienist may perform dental hygiene services for certain individuals without the patient first being examined by a licensed dentist if the dental hygienist meets certain criteria set forth in the statute.

3. **Term.** The term of this Agreement is one (1) year with an automatic renewal of one (1) year, unless earlier terminated. Either Party may terminate this Agreement at any time by giving written notice received by the other Party at least sixty (60) days prior to the proposed termination date in the notice. Said notice will be sent by certified mail to the address noted below.

4. **Compensation.** The Provider shall be responsible for all billing and collections.

5. **Written Consent.** The Provider shall obtain a signed consent to treatment form from parent/legal guardian prior to dental services being provided. Organization may assist in obtaining such consent if requested by Provider. The consent to treatment form shall include a statement that the dental hygiene services provided are not a substitute for a dental examination by a licensed dentist. Organization distribute Provider Smile Drive materials.

6. **Scheduling.** Organization may work cooperatively with Provider to schedule appointments and/or determine availability and classroom release of qualified individuals during school hours for Provider’s services.

Just Kids Dental provides two programs to students: school-based dental sealant program to low-income uninsured children and children enrolled in State Medicaid, and school-wide oral health education program to all enrolled students in grades PK-3.

7. **Space.** Organization will make available to Provider adequate office space, to carry out dental hygiene services.

8. **Dental Record.** The Provider shall create and maintain a dental record for the patients that are treated by Provider.

9. **Confidentiality.** The Provider acknowledges that no private or confidential data collected, maintained, or used in the course of performance of this Agreement shall be disseminated by Provider or its employees except as authorized by statute during the period of this Agreement of thereafter.

10. **Non-hire Provision.** For a period of one year following the termination of any of Provider's employees or termination of this Agreement, the Organization shall not, directly or indirectly hire, or solicit such employees for the provision of dental services.

11. **Insurance.** The Provider will carry professional liability insurance coverage (including malpractice insurance, if warranted) relative to any service that it performs for the Organization. Organization shall maintain premises liability insurance for its property.

12. **Successors and Assigns.** All of the provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, if any, successors, and assigns.

13. **Choice of Law.** The laws of the state of Minnesota shall govern that validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the parties hereto.

14. **Notices.** Any and all notices, demands, or other communications required or desired to be given hereunder by any party shall be in writing and shall be validly given or made to another party is personally served, or is deposited in the United States mail, certified or registered, postage prepaid, return receipt requested. If such notice or demand is served personally, notice shall be deemed constructively made at the time of such personal service. If such notice, demand or other communication is given by mail, such notice shall be conclusively deemed given five days after deposit thereof in the United States mail addressed to the party to whom such notice, demand or other communication is to be given as follows:

If to the Provider:

**Laura Borud
Executive Director
Just Kids Dental
1313 Fairgrounds Rd
Two Harbors, MN 55616**

If to the Organization:

**Mr. Jeff Pesta
Superintendent
Wrenshall School District
207 Pioneer Drive
Wrenshall, MN 55797**

Any party hereto may change its address for purposes of this paragraph by written notice given in the manner provided above.

15. **Modification or Amendment.** No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties hereto.

16. **Entire Understanding.** This document and any exhibit attached constitute the entire understanding and agreement of the parties, and any and all prior agreements, understandings, and representations are hereby terminated and canceled in their entirety and are no further force and effect.

17. **Unenforceability of Provision.** If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year first written above. The parties hereto agree that facsimile signatures shall be as effective as if originals.

ORGANIZATION: Wrenshall School District

By: Mr. Jeff Pesta

Its: Superintendent

By: _____ Date: _____
Signature

By: Ms. Nicole Krisak

Its: School Board Chairperson

By: _____ Date: _____
Signature

PROVIDER: Just Kids Dental

By: Laura Borud

Its: Executive Director

By: *Laura Borud*

Date: July 1, 2023

Just Kids Dental School-Based Sealant Program

Just Kids Dental partners with schools in Lake, St. Louis, Carlton and Douglas Counties to provide preventative oral health services to uninsured and underinsured children who lack access to regular dental care. The goal of the program is to decrease the incidence of long-term, untreated decay and urgent dental care needs.

JUST KIDS DENTAL SCHOOL PARTICIPATION CRITERIA

Physical Environment for Dental Care

REQUIREMENTS

- Classroom-size space
- Power supply must be grounded double wall outlets in the room
- Overhead lighting to illuminate all areas of room
- Working telephone, intercom or two-way radio in room
- Locking door(s)
- (2) 6-foot, sturdy tables
- One large (barrel-type) trash can and daily trash removal

PREFERRED BUT NOT REQUIRED

- Running water in room

Administrative Support

REQUIREMENTS

- School administrators actively involved and supportive of program
- Able to comply with all deadlines for paperwork collection and processing
- Provide lunch schedule and any other special scheduling considerations for the time period Just Kids Dental will be in the school
- School designated liaison person available for communication when Just Kids Dental is in building (during both screening and treatment visits)

PREFERRED BUT NOT REQUIRED

- Promotion of Just Kids Dental within the school (i.e. among staff, parents and children) to ensure high participation rate
- Dedicated runner(s), such as parent helper, to escort students to and from clinic to classrooms (i.e. a person or persons who are available during the entire time Just Kids Dental is in the school treating children)

\$30 Grades 6-12 Activities	\$50/Season	\$70 Grades 6-8 Athletics	\$100 Grades 9-12 Athletics
Band	Cheerleading	Baseball	Baseball
BPA		Basketball	Basketball
Math League		Cross Country	Cross Country
Knowledge Bowl		Football	Football
Three Act Play		Softball	Softball
Speech		Track	Track
All Unlisted "6-12 Activities"		Volleyball All Unlisted "6-8 Athletics"	Volleyball All Unlisted "9-12 Athletics"

There is a student cap of \$175 for athletes in grades 6-8

There is a student cap of \$250 for athletes in grades 9-12

- The student cap includes all activities and athletics with the exception of band and art fees.
- If a student qualifies under the free and reduced lunch program requirements, they will receive 1/2 price discount on all athletic and activity fees.
- Families in financial hardship may be granted a discount or forgiveness of fees within reason. To qualify for this, free and reduced lunch paperwork must be filled out and turned in with all required information filled in. The principal or AD must also be notified of the hardship. When both of these are done, the AD, principal, and/or superintendent will work together in determining if a discount or waving the fee is warranted.
- Participation in an event will not be allowed until the activity fee is paid or an agreement is made with the AD or principal.
- **Participation Fee Refunds:** Students who choose to participate in athletics must realize there are no guarantees regarding playing time or injuries. Refund applications will be accepted only until the end of the regular season for those who drop the activity prior to the first contest, the activity is cancelled, or if cut from the activity (This does not include being kicked off the team...in the case the athlete is kicked off the team after the first contest, they will not be granted a refund).

MAJOR CHANGES FROM LAST YEAR:

- 1. JH sports fees increased from \$55 to \$70**
- 2. 9-12 sports fees increased from \$80 to \$100**
- 3. We no longer offer a family max**
- 4. There's now a student max for students in grades 6-8 of \$175**
- 5. There's now a student max for students in grades 9-12 of \$250**
- 6. We no longer allow playing 2 sports to get the third free**
- 7. Students that qualify for free and reduced lunches after filling out the paperwork will be charged 1/2 price for sports and activities**

--

Luke Wargin
Social Studies Teacher
Athletic Director
Wrenshall School District
218-384-4274 Ext: 2105
lwargin@isd100.org

Proposal for Continuous Commissioning Services

Wrenshall Public Schools – ISD 100

WRENSHALL, MINNESOTA

July 17, 2023

Submitted by



**HALLBERG
ENGINEERING**

Mechanical / Electrical / Commissioning / Energy

July 17, 2023

Jeff Pesta
Superintendent of Schools
Wrenshall Public Schools, ISD 100
207 Pioneer Drive
Wrenshall, MN 55797
jpesta@isd100.org

Re: Proposal for Continuous Commissioning Services

Dear Mr. Pesta,

We appreciate the opportunity to submit this proposal for Continuous Commissioning services for Wrenshall Public Schools. This proposal represents our entire understanding of the services based on the facilities requirements for continuous commissioning. Continuous Commissioning is an ongoing process to resolve operating problems, improve comfort, optimize energy use and improve facility staff training. Continuous Commissioning focuses on optimizing/improving overall system control and operations for the building as it is currently utilized and meeting existing facility needs.

We understand this scope of services will begin upon the approval of the proposal and will terminate at the end of the current fiscal year but can be extended at any time upon agreement of all parties.

We look forward to working with you and assisting you with your project needs.

Sincerely,

HALLBERG ENGINEERING, INC.



Nick Cierzan, CxA
Commissioning Dept. Manager

AUTHORIZATION TO PROCEED

Signed

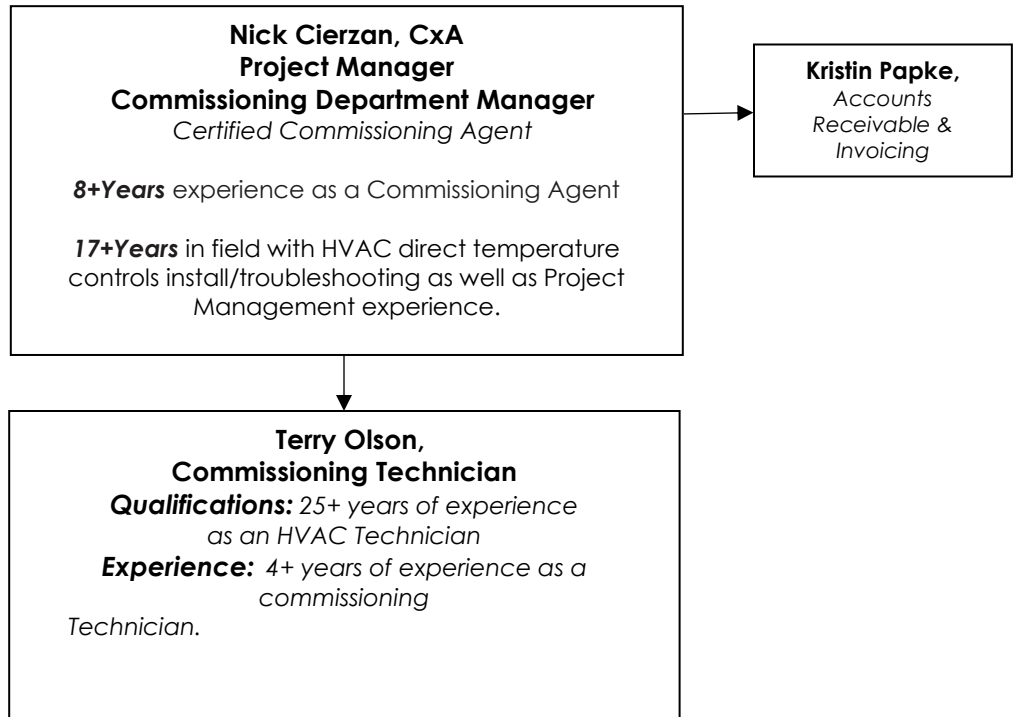
Title

Date

TABLE OF CONTENTS

PROPOSED PROJECT TEAM.....	4
SCOPE OF WORK.....	7
FEE PROPOSAL.....	8

PROPOSED PROJECT TEAM





NICK CIERZAN, CxA

Commissioning Department Manager

Mr. Cierzan joined Hallberg in 2015 and holds a Bachelor of Science in Computer Network Engineering. Prior to Hallberg, Mr. Cierzan was a controls Technician and Project Manager for 9 years, specializing in control of HVAC systems and BAS integration. Mr. Cierzan is based out of our White Bear Lake office.

PROFESSIONAL PROFILE

Certifications

ACG Certified
Commissioning Authority
(CxA)

Education

Bachelor of Science,
Computer Network
Engineering, St. Cloud State
University 2002

Projects with a "" were
completed at another firm*

K-12 EDUCATION COMMISSIONING PROJECT EXPERIENCE

- ISD 01 Minneapolis Public Schools – Minneapolis, MN
- ISD 11 Anoka-Hennepin County Schools – Minneapolis, MN
- ISD 13 Columbia Heights Public Schools – Columbia Heights, MN*
 - Xcel Energy ReCx study for each of the 5 buildings in district*
- ISD 77 Mankato Public Schools, New East Middle School – Mankato, MN
- ISD 112 Eastern Carver County Schools ISD 112 – Chaska, MN
- ISD 173 Mountain Lake Schools - District Building Renovation & Addition
- ISD 177 Windom Public Schools
 - CTE Addition
 - New Elementary School
- ISD 192 Farmington Schools - ISC Building 2019 Mechanical Improvements
- ISD 195 Randolph Public School, Campus wide BAS Upgrade – Randolph, MN*
- ISD 272 Eden Prairie Schools ISD 272, Transportation Building Mechanical Upgrades – Eden Prairie, MN
- ISD 277 Mound Westonka Public Schools – Mound Area, MN*
 - Shirley Hills Primary School – HVAC upgrades
 - Grandview Middle School - HVAC upgrades
 - Hilltop Primary School – HVAC upgrades
- ISD 280 Richfield Senior High School, ReCx Study – Richfield, MN*
- ISD 286 Brooklyn Center Schools - Secondary & Earle Brown Elementary Addition and Remodel
- ISD 495 Grand Meadow Public Schools – Grand Meadow, MN
- ISD 535 Rochester Public Schools - New Harriet Bishop Elementary
- ISD 547 Parkers Prairie Schools - 2020 Facility Upgrades
- ISD 625 St. Paul Public Schools
 - Humboldt High School
 - Como Park High School
- ISD 659 Northfield Schools - New Greenvale Park Elementary
- ISD 721 New Prague Schools - HS Re-Roof and Chiller Replacement
- ISD 742 St. Cloud Public Schools – St. Cloud, MN*
 - Clearview Elementary - Addition and HVAC upgrades
 - North Junior High School - Addition and HVAC upgrades
 - Westwood Elementary - Addition and HVAC upgrades
- ISD 877 Buffalo-Hanover-Montrose Public Schools – Buffalo, MN
- ISD 911 Cambridge Isanti Schools - 2020 HVAC Upgrades
- ISD 2143 Waterville-Elysian-Morristown Schools - Additions & Alterations
- Providence Academy, Addition, and campus wide BAS upgrade – Plymouth, MN*
- River Falls, WI School District



TERRY OLSON

Commissioning Department Technician

Mr. Olson joined Hallberg in 2018 and has over 34 years as a HVAC Technician/Project Coordinator.

K-12 EDUCATION COMMISSIONING PROJECT EXPERIENCE

- ISD 13 Columbia Heights Schools
 - North Park Elementary School
- ISD 100 Wrenshall Schools (Current)
- ISD 192 Farmington Schools
 - Aikin Road Elementary School
 - Farmington Elementary School
 - Meadowview Elementary School
- ISD 194 Lakeville Area Schools
 - Lake Marion Elementary School
 - McGuire Middle School
- ISD 279 Osseo Area Schools
 - Garden City Elementary School
 - Oak View Elementary School
 - Park Brook Elementary School
 - Zanewood Community School
- ISD 531 Byron Schools
 - Byron Middle School
 - Byron Intermediate School
- ISD 535 Rochester Schools
 - Hoover Elementary
- ISD 625 St. Paul Public Schools
 - Como Park High School
 - Humboldt High School
 - St. Anthony Park Elementary
- ISD 761 Owatonna Schools
 - New McKinley Elementary School
 - Lincoln Elementary School
 - New Washington Elementary School
 - Wilson Elementary School
- ISD 834 - Stillwater Area Schools
 - Brookview Elementary School
 - Lake Elmo Elementary School
 - Lakeland Elementary School
 - Stillwater Middle School
- ISD 813 Lake City Schools
 - Bluff View Elementary

PROFESSIONAL PROFILE

Professional Affiliations

Minnesota Educational Facilities Management Professionals (MASMS)

Building Commissioning Association (Corporate Membership)

Association of Facilities Engineering (AFE)

SCOPE OF WORK – Continuous Commissioning

- 1) Meet with the facility staff to review the objectives of continuous commissioning. The agenda for this meeting would include but not limited to this scope of work.
- 2) Establish communications protocol between the facility staff for scheduling, issues, training, maintenance, and operational needs – specifically what staff should do if there is an alarm.
- 3) Review of the training needs of the facility staff and create a schedule and procedures for the required training of the current and future staff. This training would include but not limited to:
 - a) Boiler System Operations and Maintenance.
 - b) Boiler License requirements
 - c) Building Automation System
 - d) Installed mechanical, plumbing, and electrical equipment
- 4) Conduct a review of current maintenance status of all installed mechanical, plumbing and electrical equipment which will be used to determine short-term and long-term maintenance requirements.
- 5) Based on the current maintenance status, create a maintenance schedule for all the mechanical, plumbing, and electrical equipment installed throughout the building.
- 6) Help with the creation of a vendor listing for emergency, short-term and long-term maintenance requirements for installed mechanical, plumbing, and electrical equipment.
- 7) Gather all as-built drawings, specifications and equipment submittals and work with the facility staff to create a document location for future reference.
- 8) Review automated controls, sequencing, trend log data/alarming info with staff as necessary.
- 9) Assist staff with mechanical/electrical site specific knowledge and best practices or potential component upgrades in maintaining equipment.

FEE PROPOSAL

The following is HEI's proposed fee for continuous commissioning services for Wrenshall Public Schools.

LABOR BILLED ON AN HOURLY BASIS NOT TO EXCEED \$20,000

ESTIMATED REIMBURSABLE EXPENSES

All reimbursable expenses are not included in the hourly fee above. Reimbursable expenses include expenses of reproduction, postage and handling, and expenses of travel including mileage, meals and lodging.

ESTIMATED REIMBURSABLE FEE FOR TRAVEL (one trip to the school) \$150

ASSUMPTIONS

- Consultant shall have remote access to the building automation system.
- School district can terminate this contract at any time.
- Systems to be Commissioned include Temperature Controls, Mechanical, Plumbing and Electrical.

ADDITIONAL SERVICES

Significant work required beyond that defined in the Scope of Work will be billed on an hourly basis. Additional services will not be performed without written approval of Owner. Examples of additional services include:

- Providing services required because of significant changes in the project.

HOURLY BILLING RATES

Principals	\$200
Project Manager	\$155
Sr. Engineer.....	\$145
Sr. Project Engineer/Sr. Designer/ Commissioning Agent.....	\$135
Project Engineer/Sr. Project Designer.....	\$120
Staff Engineer/Project Designer/ Commissioning Tech/ I.T. Tech.....	\$110
Engineer/Staff Designer/Project Admin/Program Consultant	\$95
Designer/Commissioning Associate	\$80
Clerical	\$75



Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

Dear Carlton School Board:

During the Wrenshall School Board's study session on July 25th, 2023 our superintendent, Dr. Jeff Pesta, identified six paths forward for Wrenshall School. One of those options was consolidation. During the conversation that followed, it became clear that our board would like to re-engage with the Carlton School District on the topic of consolidation.

During that aforementioned meeting, Vice Chair, Mary Carlson was tasked with writing this letter. A draft of the letter was reviewed by the board on August 2nd during our Committee of the Whole meeting. Before signing this letter on August 7th, our board voted (INSERT VOTE COUNT HERE) in favor of seeking a consolidation meeting with Carlton.

We are asking the Carlton School Board to vote on joining Wrenshall in a discussion on potential consolidation. We propose that we hold a joint meeting of both full boards. During that meeting we hope to listen to the community on the topic of consolidation and discuss how potential consolidation negotiations might move forward.

We recognize that there is a long history of failed consolidation efforts between the districts, but we feel confident that it is time. Our sports co-op is actively demonstrating how well these districts can work together. Consolidation will allow our districts to better serve our students and community.

There are many details that will need to be worked out, but we hope that we can all meet soon to discuss this important topic. If you have questions, you may reach out to our superintendent or our Vice Chair.

Sincerely,

The Wrenshall School Board

[Nicole Krisak](#)
Board Chair

[Mary Carlson](#)
Vice Chair

[Eric Ankrum](#)
Treasurer

Ben Johnson
Clerk

[Alice Kloepfer](#)
Director

[Misty Bergman](#)
Director



Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

August 7, 2023

Request to Post Vacancies

1. Assistant Cook – Grade 3 (replacement for Renae House)
2. Custodian – Grade 4 (complete staffing for building and grounds as recommended during department review)
3. Teacher – Special Education (Learning Disabilities, Academic Behavior Strategist, or other cross categorical license)

Minnesota School Boards Association BoardBook® Premier Subscription Agreement

This BoardBook® Premier Subscription Agreement (Agreement) is by and between the Minnesota School Boards Association (“Reseller”) and the below-named customer (“Subscriber”). The Agreement consists of (a) the **Order Form**, executed by Subscriber; and (b) the **General Terms and Conditions**, attached and incorporated by reference as Exhibit A. (All undefined capitalized terms herein shall have such meaning as described in the General Terms and Conditions.)

ORDER FORM

BoardBook® Premier Product Level^(a)	Initial Term^(b) Actual Dates	Initial Term Cost^(c) USD	Renewal Term^(b) Month/Day – Month/Day	
Premier Tier 1	“August 1, 2023- June 30, 2024	\$2,040	June 2024	

- (a) *Written product subscription is attached or available upon request.*
- (b) *A subscription term, whether initial or renewal, cannot exceed a year. An initial term may include Subscriber’s migration from BoardBook® Classic to BoardBook® Premier. Unless otherwise agreed in writing, any cost quote for a renewal term applies to the first renewal only. Subsequent renewal terms are subject to price adjustment, as permitted by the Agreement.*
- (c) *Unless otherwise extended in writing by Reseller, price quotes will expire after 90 days if not accepted.*

Subscriber Coordinator Information	Subscriber Billing Information
<i>Name:</i> _____	<i>Name:</i> _____
<i>Title:</i> _____	<i>Title:</i> _____
<i>Phone:</i> _____	<i>Address:</i> _____
<i>Email:</i> _____	<i>Phone:</i> _____
	<i>Email:</i> _____

The undersigned parties accept and agree to be legally bound by the entire BoardBook® Premier Subscription Agreement and the persons executing this Agreement agree that they are fully authorized to enter into this Agreement.

Except as otherwise provided by the General Terms and Conditions, this Agreement can only be modified by a separate written instrument executed by the parties; any unilateral change or insertion by Subscriber will be deemed void and unenforceable. Subscriber’s payment and use of the product will be

treated as acceptance of this Agreement, regardless of whether the Agreement has been fully signed by the parties.

ACCEPTANCE BY CUSTOMER:

Subscriber Entity: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Purchase Order Number: _____

Governmental entity? Yes or No Sales Tax Exempt? Yes or No

If yes, provide a copy of your Sales Tax Exemption Certificate.

(Note: Non-members of Minnesota School Boards Association will be referred to the appropriate reseller.)

ACCEPTANCE BY RESELLER:

Minnesota School Boards Association

Kirk Schneidawind

Signature
Kirk Schneidawind

Printed Name
Executive Director

Title
7-27-2023

Date

Return Order Form to:

By email: ***gabbott@mnmsba.org***

By mail: **MSBA, 1900 W. Jefferson Ave., St. Peter, MN, 56082**

Exhibit A — BoardBook® Premier General Terms and Conditions

WHEREAS, [~ name of SBA ~] (“**Reseller**”) is a reseller of BoardBook® Premier (“**BoardBook**”) and is authorized by the BoardBook supplier, TASB Inc. (“**Supplier**”), to make BoardBook available under these General Terms and Conditions (the “**GTC**”); and

WHEREAS, Reseller’s client or customer (“**Subscriber**”) accepts the GTC as evidenced through its execution of the BoardBook® Premier Subscription Agreement (“**Agreement**”);

NOW, THEREFORE, in exchange for good and valuable consideration, the receipt of which is hereby acknowledged, Reseller and Subscriber (also referred to as “party” or “parties”) agree as follows:

1. **Product.** BoardBook is a paperless meeting application used to create electronic meeting agendas and assemble board meeting materials. As a Software-as-a-Service (SaaS) product, BoardBook is internet-based and web-hosted. BoardBook is offered at different product levels, and the range of features and options vary based on the product selected by Subscriber. BoardBook is delivered through Supplier, in conjunction with one or more third-party affiliates.

2. **Access and Use.** Subject to the terms and conditions of this Agreement, Subscriber is granted a limited, non-exclusive, non-transferable right to access and use BoardBook for its internal business use only, to the degree and extent permitted by the product-level subscription ordered.

3. **Intellectual Property.**

(a) Except for the limited license granted herein, Subscriber acknowledges and agrees that it has no right, title, or interest in and to the BoardBook trademark, service mark, tradename or software application, including its programming codes, documentation, interfaces, sequences, or derivatives thereof (collectively “**the BoardBook IP**”). Subscriber acknowledges that the BoardBook IP includes trade secrets and proprietary information owned or under the legal rights of Supplier and other third parties and that such BoardBook IP is subject to the protection of federal and state copyright laws, as well as other laws protecting intellectual property and trade secret information. Subscriber will not directly or indirectly allow any of its users or third-parties to copy, modify, reverse compile, disassemble, reverse engineer, assign, rent, sublicense, or distribute all or any portion of the BoardBook IP. To the extent any design improvement or modification is made to the BoardBook IP at the suggestion or request of Subscriber, Subscriber hereby disclaims any right, title, or interest to such change, beyond the access and use rights otherwise granted herein, and assigns same to Supplier (or the third party designated by Supplier) without any right or claim to payment or consideration therefor.

(b) In the event of any claim or proceeding against Subscriber alleging that the BoardBook IP, as licensed through this Agreement, infringes on the rights of any third party, Supplier will indemnify Subscriber, provided that Subscriber promptly notifies Supplier in writing and grants Supplier with full authority to defend and settle such matter. Supplier shall have full authority to select counsel of its own choosing and Subscriber shall cooperate with such counsel. Notwithstanding the foregoing, neither Supplier nor Reseller shall be liable or responsible for any content uploaded or entered into BoardBook by Subscriber or any of its users.

4. **Technical Support.** Supplier will provide Subscriber with online or telephone-based technical support during its normal and customary business hours (U.S. Central Time), which times may be posted on the BoardBook website. Upon the initial activation of a BoardBook account, Supplier will provide at least one remote training session up to two (2) hours in length. Neither Supplier nor Reseller will be responsible for supporting non-BoardBook software applications installed on Subscriber’s computers or network. In the event that Subscriber requires legal advice on any issue, including but not limited to the

content of meeting agendas, Subscriber must consult its duly appointed legal advisor. No attorney-client relationship is established under this Agreement.

5. Subscriber Data.

(a) Content uploaded or entered into the BoardBook application by or through Subscriber shall be deemed the property of Subscriber ("**Subscriber Data**"). Subscriber Data includes, but is not limited to, (i) account credential information (e.g., email addresses, etc.); and (ii) meeting agendas, minutes, supporting documents, and resource files. Except as provided in Subsection (b) below, Reseller and Supplier disclaim having any proprietary right to Subscriber Data and will only access Subscriber Data to carry out their duties under this Agreement. Subscriber understands that BoardBook is NOT intended to serve as a repository for highly sensitive information, including personally identifiable information (e.g., Social Security numbers, medical or diagnostic information, credit card or bank information, student records, etc.). Thus, Subscriber will exercise due care and discretion in the content it uploads in BoardBook.

(b) As to Subscriber Data posted on BoardBook platforms that are open to the general public, Reseller and Supplier may access and use such content, subject to any copyright or other legal restrictions, for any and all legitimate business purposes, including but not limited to, the production and development of BoardBook. It is understood that any access and use of public-facing Subscriber Data shall be at Reseller and Supplier's sole risk and that Subscriber shall not be held responsible for their use thereof.

(c) BoardBook is not intended to serve as Subscriber's permanent data storage facility. Subscriber is responsible for archiving Subscriber Data that must be retained onto a platform or location outside of BoardBook. Although Supplier aims to maintain Subscriber Data for a rolling period of at least five (5) years, no guaranty is made that Subscriber Data always will be available for such length of time. Upon termination of this Agreement, Subscriber shall have access to Subscriber Data for a period of 30 days, after which point Subscriber Data shall be subject to deletion. Upon request, Supplier will cooperate with Subscriber in transferring or converting Subscriber Data into a useful format, within the capabilities and limitations of the BoardBook technology; however, no promise is made that Subscriber Data will be transferred in any particular format.

6. Confidentiality.

(a) Except as otherwise authorized under this Agreement, Reseller and Supplier agree to treat all Subscriber Data as confidential information. To the fullest extent authorized by law, Subscriber agrees to treat the BoardBook IP and this Agreement as confidential information. Notwithstanding the foregoing, either party may disclose confidential information where required by law or regulation, but only to the extent and for the purpose of such required disclosure, after providing the disclosing party with advance written notice (when legally possible), such that the disclosing party is afforded the opportunity to contest the disclosure or seek an appropriate protective order.

(b) The parties recognize and agree that money damages are an inadequate remedy for any breach of confidentiality and further recognize that any such breach would result in irreparable harm to the non-breaching party. Therefore, in the event of breach, it is agreed that the non-breaching party may seek injunctive relief to enjoin such activity, without need of posting bond or other financial security, in addition to seeking other available remedies.

7. Account Use/Operation.

(a) Access to BoardBook is limited to authorized users only based on the subscription level ordered. Subscriber is responsible for maintaining the confidentiality of its account access credentials and passwords and will immediately notify Supplier of any known unauthorized access or use. Upon request of Reseller, Subscriber will designate a primary account contact and will notify Reseller of any change thereto.

(b) The obligation of Subscriber to conduct its board meetings in accordance with applicable law and policy, including any open meetings law, resides entirely with Subscriber. Subscriber agrees that it will not use BoardBook to communicate or place any message or content that (i) is harassing, defamatory, or obscene; (ii) infringes on the intellectual property rights of others; or (iii) otherwise gives rise to civil or criminal liability. Reseller or Supplier shall have the right to immediately suspend account access, without right of partial refund, if either determines this provision of the Agreement has been breached.

8. Representations/Warranties.

(a) Supplier represents that BoardBook will be performed in good faith, consistent with commercially reasonable industry standards applicable to the service.

(b) NOTWITHSTANDING THE FOREGOING, AND TO THE FULLEST EXTENT ALLOWED BY LAW, BOARDBOOK IS PROVIDED "AS IS" AND "AS AVAILABLE." NO WARRANTY IS MADE, EXPRESS OR IMPLIED, AS TO THE MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF BOARDBOOK OR THAT BOARDBOOK WILL BE UNINTERRUPTED OR ERROR-FREE.

9. Limitations on Liability.

TO THE FULLEST EXTENT PERMITTED BY LAW, LIABILITY IS LIMITED AS FOLLOWS:

(a) EXCEPT FOR LIABILITY ARISING UNDER SECTION 3 (INTELLECTUAL PROPERTY), THE MAXIMUM AMOUNT OF MONEY DAMAGES RECOVERABLE THROUGH THIS AGREEMENT BY ANY PARTY, UNDER ANY CLAIM OR PROCEEDING BASED IN CONTRACT, TORT, OR OTHER THEORY, IS LIMITED TO THE AGGREGATE AMOUNT OF ALL FEES ACTUALLY PAID OR DUE BY SUBSCRIBER DURING THE 12-MONTH PERIOD PRECEDING THE DATE OF THE CLAIM.

(b) IN NO EVENT SHALL ANY PARTY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, OR LOSS OF BUSINESS INFORMATION) ARISING OUT OF THE USE OR INABILITY TO USE BOARDBOOK.

(c) Any delay or failure to perform as required by this Agreement (other than for payment of amounts due) caused by conditions beyond the reasonable control of the performing party shall not constitute a breach of this Agreement, and the time for performance, if any, shall be deemed to be extended for a period equal to the duration of the conditions preventing performance.

10. Term/Termination. The initial BoardBook subscription term under this Agreement shall be as stated on the Order Form and this term shall not exceed a period of one (1) year. After the initial term, the subscription shall automatically renew for successive annual periods unless the Agreement is terminated as provided herein. Either Subscriber or Reseller may stop the automatic renewal of this Agreement by giving the other party 30 days prior written notice of termination before renewal. Upon automatic renewal, if Subscriber fails to make required payment for the BoardBook subscription within 30 days of renewal, Subscriber will be deemed to have terminated this Agreement and BoardBook

access can be deactivated without notice. If Subscriber opts to terminate this Agreement during the middle of a subscription term, no prorated refund shall be due. Supplier or any party to this Agreement may terminate this Agreement for breach of any material obligation and seek any and all remedies allowed by law, consistent with this Agreement. Upon the termination of this Agreement, for any reason, Subscriber shall immediately cease any further use of BoardBook and, to the extent permitted by law, return or destroy any BoardBook IP in its possession.

11. **Governing Law.** This Agreement is governed by the laws of [~ Territory state ~], without regard to conflict of laws provisions thereof.

12. **Third-Parties/Relationships.** The parties agree that the GTC grant or impose certain rights and duties upon Supplier. It is agreed that Supplier and its third-party developer(s) or sub-suppliers of the BoardBook IP are third party beneficiaries to this Agreement as it applies to the BoardBook IP and shall have all such rights and duties to the degree specifically stated herein, but that no other third-party beneficiaries are created hereby. The parties agree that Supplier has the power, right, and discretion to enforce the GTC. The parties further agree that no principal-agent, partnership, joint venture, or employment relationship is created by or through this Agreement. BoardBook is provided as an independent contractor arrangement only.

13. **Headings.** Headings used in this Agreement are for ease of reference only and will not be used to interpret any aspect of this Agreement.

14. **Entire Agreement.** In the event of any conflict or inconsistency between the provisions of the GTC and any other provision of this Agreement, the GTC shall take precedence in reconciling the conflict or inconsistency unless Supplier agrees in writing otherwise. This Agreement, the components of which are defined on the Order Form, constitutes the complete and exclusive expression of the contract among the parties; and all previous representations, discussions, and understandings, whether written or oral, are superseded by said Agreement. If Subscriber is converting from BoardBook® Classic to BoardBook® Premier, this Agreement supersedes the prior subscription agreement once this Agreement takes effect. If any provision of this Agreement is determined to be illegal, void, or unenforceable, the remainder of the Agreement shall continue to be in force and effect.

15. **Amendments.** Reseller and/or Supplier may amend or replace the terms of the Agreement, including the GTC, by providing Subscriber with at least 30 days prior written notice of the change before renewal of the subscription, and the notice must include the actual change to the Agreement. Subscriber's continued use of BoardBook after the effective date of the change shall constitute acceptance by course of conduct, without necessity of obtaining the Subscriber's signature. Subscriber may opt out of any amendment or change through timely termination of the Agreement, as provided herein.

16. **Notices.** Unless otherwise directed in writing, any notice required by this Agreement shall be in writing and deemed duly tendered when delivered to the respective parties set forth on the Order Form. Formal notice for Supplier shall be sent to TASB, Inc., Attn: BoardBook Director, at the following address: P.O. Box 400, Austin, TX 78767-0400 (mailing address); or 12007 Research Blvd., Austin, TX 78759-2349 (physical address).

—END—

Introduction

BoardBook® was developed in 2002 by the Texas Association of School Boards to help Texas school districts cut costs by providing a digital system that reduces the labor and materials involved in the printing and distribution of school board meeting packets. As BoardBook® grew in popularity, other boards outside of Texas began to take notice and request access to the program.

Today, over 1,600 organizations throughout the United States and Canada use BoardBook®—these include colleges and universities, counties, cities, public libraries, public health care facilities, associations, and non-profit organizations.

One of the biggest advantages of using BoardBook® is the reduction in the time and expenses related to board meeting preparation. The other is its flexibility. Designed for both online and offline use, you can access materials no matter where you are.

BoardBook® allows you to stay current with state and national trends in processes and technology that enable effective and efficient governance. At the same time, it provides a better experience for constituents by making your information available to the public in a professional format.

Organizations choose BoardBook® because it is user friendly and simple to implement. BoardBook's 98% renewal rate is a testament to our commitment to excellent customer service and the superior value BoardBook provides our users.

BoardBook® Premier

Since the advent of the BoardBook® product, we have now upgraded to the new BoardBook® Premier program. Tier 1 is fully functional with a wide range of features. Tier 2 expands on that feature set for those who want additional functions and capabilities.

Tier 1 Features

- Simultaneous Attachment Bulk Uploads
- Electronic Attendance
- 4 Viewer Groups
- Follow the Leader
- Hand Raising
- Personal Notes
- Public Projector
- Cloud Based
- Searchable Meeting Database
- Functional Calendar
- Public Subscription Option

Tier 2 Features

All the new Tier 1 features, plus:

- Electronic Voting
- 10 Viewer Groups
- Goals, Planning & Tracking
- Online Policy Documents
- Organizational Branding
- Resources
- Books and Documents

Summary of Features

The following features were designed to save time *and* reduce expenses:

Automatic PDF Conversion

Eliminate unnecessary printing and scanning of agenda packet attachments. Agenda managers can upload standard file types, such as Word, Excel, PowerPoint, and image files directly into BoardBook® Premier, and the program automatically converts the files into PDF documents.

Electronic Voting

Premier allows the person that is leading the meeting to take an action at any point and create (or select) a recommended motion. The leader is then able to specify which board member made the motion and who seconded. The leader can record the votes and Premier shows the results of the vote. These are then be added to the minutes automatically. With Tier 2 you get the additional capability for your members to review the motion and cast their votes from their devices.

Templates

A variety of different template types and options let you customize everything from default item formatting to agendas and notices.

Drag and Drop/Re-Positioning Items

Agenda managers can drag and drop agenda items or re-position an item with ease whenever the order of agenda topics changes. BoardBook® Premier automatically updates the agenda item numbering and lettering.

Attendance

Premier allows an organization to take board member attendance in meetings. Attendance can be taken at any point during the meeting and is date and time stamped.

Minutes

BoardBook® Premier provides a minutes report that is automatically created based on the agenda for a meeting. Any attendance or voting performed as well as any discussion notes documented during the meeting are added to the minutes report.

Supplemental Documents

Late-arriving attachments, documents presented at the meeting, or web links can all be added to specific meetings within BoardBook® Premier.

Security

Access to BoardBook® Premier is tightly controlled through a secure user management portal managed by your local account administrator. And with multiple viewing options, leadership can ensure the right information is shared with the right people.

Searchable Archive

Historical meeting information is automatically archived in BoardBook® Premier and can easily be searched with keywords. Premier also provides an advanced search tool to narrow search results by date range or specific meeting categories.

Browser-based Program Access

Whether it's Chrome, Firefox, Internet Explorer, or Safari, you can use your preferred browser on any device to access the program.

Resources/Books and Documents

Additional resources such as policy manuals, school handbooks, expense report forms, and external web links can be added to BoardBook to provide a centralized repository of information for board members and administrators.

Email Notifications

BoardBook® Premier provides a convenient way to notify board members when a meeting is available for viewing. Additional email notifications can be sent as needed.

Public Postings

BoardBook® Premier makes it so easy to post and maintain required postings. With just one click, any document can also be shared with the public.

Printing

BoardBook® Premier is equipped to facilitate a paperless meeting, but you always have the option to print selected documents or the whole meeting.

Pricing

Premier Tier 1	Premier Tier 2
\$2,225.00 per year	\$3,225.00 per year

Implementation Process

- BoardBook subscription includes unlimited training and support. Training begins with a 90-minute training program with the compiler/meeting organizer and then follow-up training based on the needs and skills of each customer.
- Board members are granted access. Handouts and videos show your board members how to use the tool. Additional training is available is needed.
- A link to a BoardBook web page is provided for public postings. Publishing public documents then becomes as easy as adding a link to your organization's website.

Onboarding is so seamless, you could be up and running for **your next meeting!**

Contact Information

Hal Frazier
888.587.2665
Hal.frazier@boardbook.org

BoardBook
12007 Research Blvd.
Austin, TX 78759

Considering a digital meeting platform?

Here's what to keep in mind

When it comes to organizing and planning effective meetings, there's a reason more school boards, municipalities, and local governments are opting for a digital solution.

Digital meeting platforms can save time and money and drive improvements in process and practice. But figuring out which digital solution to implement can feel overwhelming, especially with so many choices in the marketplace.

Here at BoardBook Premier[®], our goal isn't just to sell a product. Rather, we want to ensure you get outstanding customer service along with the best possible digital meeting software available to provide a holistic solution for your organizational needs. That's why we've put together this short guide to help you determine your requirements and select a tool that will truly take the headaches out of meeting preparation.

With more than 1,700 customers across North America, BoardBook Premier[®] is a leader in providing an easy-to-use and customizable solution for moving from paper to streamlined digital meeting preparation. Our experience gives us the expertise to help public school districts, cities, counties, colleges, and nonprofit organizations that are considering this transition. Here are some key factors to consider in the decision-making and buying process:

Savings and value

Paper costs have increased by double-digits in recent years, with lingering supply chain problems creating additional hassles for anyone who relies on paper for meeting packets. Those costs don't include labor for a process that has traditionally involved:

- Scanning and/or printing all documents
- Ordering necessary supplies like paper, ink, binders, tabs
- Making last-minute additions or corrections that require reassembly and repagination
- Collating and assembling documents into a packet
- Creating mailing lists or labels
- Arranging for mail pickup or personal delivery (as sometimes is the case in rural areas)

As the adage goes, time is money. When weighing costs of paper versus a paperless agenda platform, it's helpful to view labor intensive tasks like these in terms of dollars spent.

In Oregon, one school district reported saving as much as \$20,000 when it made the decision to move from paper to digital at the onset of the pandemic.

In addition, another benefit is budget certainty. Most digital meeting solutions offer tiered pricing based on features and/or the size/enrollment of the entity. And unlike paper costs, which can fluctuate monthly, vendors such as BoardBook Premier offer annual contracts to reduce cost fluctuations.

"Using your product has saved us time and streamlined the process for creating and sharing the digital board agenda, packet, and minutes."

—C.O.O.R. Intermediate School District on BoardBook Premier®

Features and functionality

Take a moment to jot down all the features and functions needed by your organization in a digital meeting platform. This checklist often varies, but here are some of the most important features to consider:

- Online anywhere access to meeting information
- Secure document management
- Permission options to manage users and access
- Customizable meeting documents
- Enhanced search function
- Public postings
- User friendly
- Customer service and support

At a minimum, the digital meeting software should offer the above functionality if the goal is to streamline meeting preparation and improve meeting management.

Depending on the complexity of the organization, other features should also be considered, including:

- Electronic voting
- Viewer groups
- Goals, planning and tracking
- Online policy documents
- Organizational branding
- Resources
- Books and documents



Pro tip»

Do the math.

Look at all expenses, including labor, when doing your cost-benefit analysis.

Bonus tip»

Other benefits, including minimizing your organization's impact on the environment by using less paper, should be part of the equation and discussion.

Of course, many organizations want the flexibility to use only those features they need and want without a complex learning curve that involves navigating functions that don't align with specific meeting needs.

So, it's important to consider how much flexibility the digital solution has to create the meeting experience that best meets the needs of each organization.

Efficiency and organization

If you're using a paper-based meeting system, you know how much work a last-minute change can be. One minor update can mean recopying, reprinting, or repaginating materials that have already been compiled — eating up hours of time.

But last-minute changes don't have to be a hassle. With a digital meeting preparation system, changes are easily made. When reviewing a potential digital solution, it's important to consider how easily agenda items can be added, deleted, or reorganized. Look at ease of use, including the availability of drag-and-drop functionality, uploading key documents, and repaginating entire packets.

For public entities, a crucial aspect of meeting preparation is compliance with your state's open meetings requirements. essential to weigh how well the digital meeting solution under consideration handles critical functions like public notifications.



Pro tip»

Do your research.

Sign up for a demo if offered by the vendor for a hands-on look at the digital meeting solution.

Bonus tip»

Talk to other organizations that use the product. Reputable vendors should be willing to provide references and even share survey/feedback results with prospective customers.

"BoardBook Premier® is a fantastically easy-to-use platform."

—Newport School District

Just as important is looking at the process for recording attendance, capturing votes, and preparing minutes. Ideally, the digital meeting solution purchased by your organization will include all those features.

Efficiency and organization also come into consideration to the extent that a digital meeting solution can handle archiving, searching, and integration with other important documents and policies, and meeting tools, including Zoom.

Having an easily referenced cloud-based archive of meetings is superior to dedicating square footage for the storage of paper meeting binders. Being able to search those archives by date range, document type, key words, or attachments adds another level of efficiency that can streamline workflows, as well as save time and space.

“It is a great communicator to the public; it is very useful in compiling information - the School Board likes that there is no paper sent out.”

—Frazee-Vergas Public Schools, ISD 23,
Minnesota on BoardBook Premier®

There is another key item to consider with a digital meeting preparation solution, especially as many boards may have some members who still may prefer a paper packet or at least a paper option for some items. In those cases, be sure to look at how easy it is to download for print a fully-numbered PDF version of the meeting agenda with all or some of the attachments included.

Vendor support and training

In evaluating what digital meeting solution to purchase, it's essential to also consider the customer service experience offered by the prospective vendor.

- What is their commitment to prompt customer service?
- How and when are support team members available?
- Where is the support team based?
- What type of training is provided and does it meet your organization's needs?
- How will the transition from paper to digital occur?
- How long will it take to get your organization up and running?
- What existing meeting information and supporting documents will be pulled into the new digital solution?

Many public entities find that it's essential to provide an online archive of prior meetings, so be sure to establish agreement over how far back the vendor will go in pulling in those historical records.



Pro tip»
Look at the administrative benefits.

Consider how well the digital solution streamlines the logistical aspects of meeting preparation from start to finish, including minutes and notifications.

Bonus tip»

Don't forget to weigh the ability to maintain consistency with templates and branding from meeting-to-meeting with whatever digital solution is under consideration.

Because so many digital meeting platforms offer similar features and options, the key differentiator is customer service. You'll want to ask the vendor for references as well as do your own research to talk to other entities that are currently using the product.

If your prospective vendor is not good at answering your questions BEFORE a sale is made, consider that a red flag and look for a partner who will take the time to provide whatever information is requested.

Also, no matter how user-friendly a system may be, there will always be a learning curve for new users. Get the details on how your prospective vendor will support different training and learning needs so that your organization can maximize product benefits.

" BoardBook is the best if you are a board superintendent, board member, and especially if you are the person responsible for preparing board documents. There is no other way."

—Covert Public Schools

Finally, it's essential to look at the experience of the prospective vendor in supporting entities like yours. Those in the nonprofit public sphere will want to look at vendors who specialize in these types of organizations.

There are certainly benefits to using a vendor with extensive school board experience if you're from a school district or community college. A vendor that is familiar and committed to supporting organizations like yours will be more amendable to feedback, new features, and any other suggestions that will help them provide better support and service.



Pro tip» Consider legacy information.

Ask about the expense and time involved with bringing existing meeting documents into the new system.

Bonus tip»

Don't settle for vague promises regarding customer support and training. Talk to other customers and ask your questions upfront. Any red flags should be a sign to expand your search to other vendors.

Key takeaways and considerations

Here at BoardBook Premier®, we're dedicated to providing the best digital solution for meeting management with an unparalleled commitment to customer service.

We know there are a lot of choices, so that's why we put together this buying guide. Our goal is to always meet the needs of our customers, so we welcome the opportunity to answer questions, provide references, talk about our training, and have an ongoing dialogue about your organization's requirements.

There's no doubt that it's important to do your homework and evaluate all of the available options. Here at BoardBook Premier®, we're confident that we'll stand out as the digital meeting solution leader for public school districts, cities, colleges, counties, and nonprofit organizations. This is our area of expertise, and we welcome the opportunity to partner with your organization in streamlining and digitizing meeting preparation, so you have more time and resources to dedicate to those you serve.

Contact Us

Interested in finding out more about BoardBook Premier® and how it can save you time and money? Sign up for a live, 30-minute webinar by visiting boardbook.org. We also welcome emails and phone calls at sales@boardbook.org or 888-587-2665.

Appendix

There's a reason more than 1,700 school boards, cities, and nonprofits have already chosen BoardBook Premier® to handle their meeting preparation. We want to be your digital solution as well.

HERE ARE SOME FAQs ABOUT BOARDBOOK:

Can I create a paper packet with BoardBook?

Yes, you can download and print a fully-numbered PDF version of the meeting agenda with all the attachments included.

Can I make my new meetings in BoardBook look like my old meetings?

Yes, BoardBook uses templates to create the agenda. You can have more than one template and customize them with your logo, preferred fonts, and standard agenda verbiage.

Can I post meeting information from BoardBook on my website?

Yes, BoardBook includes a public portal where you can instantly post any document selected for public viewing. Meeting documents and links can easily be shared or restricted from the public.

Can I record my minutes with BoardBook?

Yes, you can record attendance, motions, votes, and notes within the BoardBook program and download them into a single consolidated report.

Can I search previous meetings by keyword?

Absolutely, our advanced search function is easy with BoardBook Premier®. You can search previous agenda items, attachments, and minutes. The search tool also allows you to narrow searches by a date range or document type. You can even search personal notes you have attached.

We are looking for a way to manage our policies on our website, can BoardBook help?

Yes, by using BoardBook's document manager tools, you can upload policy manuals, handbooks, and other documents for viewing within BoardBook. You can also control access to these documents allowing you to share them with board or committee members or even the public.

Can a user have more than one permission?

Yes, BoardBook's user management tools allow you to create a specific combination of permissions based on your needs.

Is it possible to assign users to different committees?

Yes, you can assign users access to as many different committees as you need.

Can I notify my board when a meeting's materials are ready?

Yes, when the agenda packet is complete or when changes are made, you can easily notify board members and other key contacts.

Can a board member take notes within the program? Are those notes shareable?

While reviewing your meeting materials online you can use the Personal Notes feature to add, edit, or delete notes for agenda items or even attachments. Best of all, these notes follow you when you log in on different devices and are even searchable. However, to avoid any conflicts with local open meetings rules, board members are not able to share these notes within the program.

What types of documents can I upload as meeting attachments?

BoardBook will automatically convert the following file types to PDF and combine them into the agenda book: DOC, DOCX, DOT, DOTX, PPS, PPSX, PPT, PPTX, CSV, ODS, XLS, XLSX, XLT, XLTX, BMP, GIF, JPEG, JPG, PNG, TIF, TIFF, HTM, HTML, RTF, TXT, and XML. You also have the option of leaving files in their original format and they will be listed individually as accompanying links with the BoardBook packet.

What are the hardware and software requirements for BoardBook?

BoardBook Premier® is designed to run on a wide range of internet-connected devices from phones and tablets to laptops and desktops. Check your device's compatibility.

Have More Questions?

Visit boardbook.org, call us at 888-587-2665, or email sales@boardbook.org for answers.



Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

August 7, 2023

I, _____, introduce the following resolution and move for its adoption:

RESOLUTION FOR ACCEPTANCE OF DONATIONS

WHEREAS the following have been generously donated:

<u>Amount/Value of Item</u>	<u>Donor</u>
\$5000 for school beautification project	Elizabeth (Betsy) Dugan
\$2000 for Raptors Boys' Basketball Jerseys	Karl & Pat Olesen

_____ duly seconded the motion for adoption of the foregoing resolution.

Voting in favor of the resolution:

THEREFORE, BE IT RESOLVED by the Wrenshall Board of Education to gratefully accept these gifts.

The foregoing resolution was approved on:
August 7, 2023

SCHOOL BOARD OF
INDEPENDENT DISTRICT 100

District Clerk