

# Wrenshall Board of Education

Monday, July 8, 2024 6:00 PM

Holyoke Town Hall, Carlton County Highway 8, Holyoke, MN 55749

1. Call to Order	<b>Speaker (s) :</b> Chairperson
2. Pledge of Allegiance	<b>Speaker (s) :</b> Chairperson
3. Roll Call	<b>Speaker (s) :</b> Chairperson
4. Adoption of Agenda	<b>Speaker (s) :</b> Chairperson
5. Regular Business	<b>Speaker (s) :</b> Chairperson
5.a. Approval of Minutes	<b>Speaker (s) :</b> Chairperson
5.b. Accept Business Office Report	<b>Speaker (s) :</b> Jeff Pesta
5.c. Approval of Consent Agenda	<b>Speaker (s) :</b> Jeff Pesta
6. Informational Items	<b>Speaker (s) :</b> Chairperson
6.a. Principal's Report	<b>Speaker (s) :</b> Michelle Blanchard
6.b. Community Education Report	<b>Speaker (s) :</b> Katie Beck
6.c. Enrollment Reports	<b>Speaker (s) :</b> Jeff Pesta
6.d. Superintendent's Report	<b>Speaker (s) :</b> Jeff Pesta
6.e. Board Director or Committee Reports	<b>Speaker (s) :</b> Chairperson
6.f. Propane Bus Grant Award	<b>Speaker (s) :</b> Ben Johnson
6.g. Grant Writing Considerations	<b>Speaker (s) :</b> Mary Carlson and Ben Johnson
6.h. Safety Inspection Update	<b>Speaker (s) :</b> Jeff Pesta
6.i. Consideration of Partnerships with City of Wrenshall	<b>Speaker (s) :</b> Jeff Pesta
7. Action Items	<b>Speaker (s) :</b> Chairperson
7.a. Ratify Principal's Association Master Agreement	<b>Speaker (s) :</b> Ben Johnson
7.b. Appoint Identified Official with Authority (IOwA)	<b>Speaker (s) :</b> Jeff Pesta
7.c. Carlton-Wrenshall Raptor Sports Cooperative Administrative Host Agreement	<b>Speaker (s) :</b> Jeff Pesta
7.d. Minnesota State High School League Membership Annual Renewal	<b>Speaker (s) :</b> Jeff Pesta
7.e. Approve Long Term Facilities Maintenance (LTFM) 10-Year Plan	<b>Speaker (s) :</b> Eric Ankrum
7.f. Resolution to Set Wait List Criteria for Grade Levels Closed for Open Enrollment	<b>Speaker (s) :</b> Jeff Pesta
7.g. Approval of Family School Support Worker	<b>Speaker (s) :</b> Jeff

Services Agreement	Pesta
7.h. Comprehensive Insurance Policy Renewal	<b>Speaker (s) :</b> Jeff Pesta
7.i. Resolution Calling the School District General Election	<b>Speaker (s) :</b> Jeff Pesta
7.j. Minnesota School Boards Association Annual Renewal	<b>Speaker (s) :</b> Jeff Pesta
7.k. Policy Review Cycle	<b>Speaker (s) :</b> Mary Carlson
7.l. Acceptance of Donations	<b>Speaker (s) :</b> Chairperson
7.m. Hiring Requests	<b>Speaker (s) :</b> Jeff Pesta
7.n. Minnesota Housing Grant Support	<b>Speaker (s) :</b> Jeff Pesta
7.o. EPA Propane Bus Grant	<b>Speaker (s) :</b> Jeff Pesta
8. <b>Future Meetings</b>	<b>Speaker (s) :</b> Chairperson
9. <b>Adjournment</b>	<b>Speaker (s) :</b> Chairperson

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8. <b>Future Meetings</b>	<b>Speaker (s) :</b> Chairperson
9. <b>Adjournment</b>	<b>Speaker (s) :</b> Chairperson

Wrenshall Board of Education  
Monday, June 10, 2024 6:00 PM Central

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

Eric Ankrum: Present  
Misty Bergman: Present  
Mary Carlson: Present  
Ben Johnson: Present  
Alice Kloepfer: Present  
Nicole Krisak: Present

Present: 6.

All directors present

### 1. Call to Order

### 2. Pledge of Allegiance

### 3. Roll Call

### 4. Adoption of Agenda

Motion to approve. This motion, made by Alice Kloepfer and seconded by Eric Ankrum, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

### 5. Regular Business

#### 5.a. Approval of Minutes

Motion to approve official minutes as presented. This motion, made by Ben Johnson and seconded by Nicole Krisak, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

#### 5.b. Accept Business Office Report

Motion to accept business report as presented. This motion, made by Eric Ankrum and seconded by Nicole Krisak, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

#### 5.c. Approval of Consent Agenda

Motion to approve. This motion, made by Misty Bergman and seconded by Eric Ankrum, Carried.

Ben Johnson: Abstain (With Conflict), Eric Ankrum: Yea, Misty Bergman: Yea, Mary

Carlson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea  
Yea: 5, Nay: 0, Abstain (With Conflict): 1

## 6. Informational Items

### 6.a. Principal's Report

### 6.b. Activities Director's Report

Congratulations to all Raptor State Track and Field Tournament qualifiers, including Jack Riley (3200 meter run) and Brielle Simula (800 meter run) who each earned a 14th place finish in their respective races. A Raptors Athletic Banquet was held on May 19. Wrenshall Activities Director Luke Wargin provided suggestions for further developing the concept in the future. Detailed information about the installation of the new scoreboard at Knutsen Field was also shared.

### 6.c. Community Education Report

Community Education Director Michele Carlson and Coordinator Katie Beck described the recommendations, Fund 04 budget development and grants received for programming. The Board expressed their appreciation for the detailed recommendation report and for all of the services provided during the purchased service pilot.

### 6.d. Enrollment Reports

### 6.e. Superintendent's Report

Superintendent Pesta described the formal posting of resolutions adopted on May 6 to close four grades for open enrollment. The Board discussed the elements of the open enrollment waiting list criteria. The consensus of the Board was to make household priority the primary criterion (students accepted in open grades may also enroll all the members in their household, regardless of closed grades). The secondary criteria would be the date of completed open enrollment application. The protocol will be posted on the website after final Board approval.

### 6.f. Board Director or Committee Reports

Chair Carlson reviewed the final copy of correspondence sent to Carlton Schools regarding shared staff positions. The document was drafted during the June 5 work session. Vice-Chair Ankrum described the work of the Building and Grounds Committee in developing an authentic Long Term Facilities Management Plan to be presented for Board approval on July 8.

### 6.g. Annual QComp Report

Teachers Suzy Berger and Theresa Vermeersch presented the annual QComp report, which included a summary of all the Professional Learning Community work and progress on site goals.

## 7. Action Items

### 7.a. Approve Fees for Wrap Around Childcare

Motion to approve as presented. This motion, made by Ben Johnson and seconded by Alice Kloepfer, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice

Kloepfer: Yea, Nicole Krisak: Yea  
Yea: 6, Nay: 0

#### 7.b. Approve Specialist Contracts for Service

Motion to approve the annual service contracts as presented. This motion, made by Misty Bergman and seconded by Nicole Krisak, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

The use of independent contractors is estimated to save approximately \$20,000 in the next year.

#### 7.c. Annual Membership Renewal for Arrowhead Regional Computing Consortium (ARCC)

Motion to approve. This motion, made by Alice Kloepfer and seconded by Eric Ankrum, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

ARCC services are essential for school finance, payroll, and student records and reporting management.

#### 7.d. Annual Service Contract Renewal with North Homes

Motion to approve. This motion, made by Misty Bergman and seconded by Nicole Krisak, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

#### 7.e. Approve Extension of Part-Time Superintendent Contract

Motion to approve. This motion, made by Nicole Krisak and seconded by Ben Johnson, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

The one-year interim contract has not yet expired and may be extended under state statute by mutual agreement.

#### 7.f. Policy Review Cycle

#### 7.g. Acceptance of Donations

Motion to introduce the resolution and approve to accept donations with gratitude. This motion, made by Eric Ankrum and seconded by Misty Bergman, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

#### 7.h. Hiring Requests

Motion to approve. This motion, made by Eric Ankrum and seconded by Misty Bergman, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice

Kloepfer: Yea, Nicole Krisak: Yea  
Yea: 6, Nay: 0

#### 8. Future Meetings

The corrected date for the Negotiations Committee meeting with AFSCME is June 12 at 5:30 p.m. A reminder that public comment will be available at 5:30 p.m. at the Holyoke Town Hall prior to the July 8 regular meeting.

#### 9. Adjournment

Motion to adjourn. This motion, made by Ben Johnson and seconded by Nicole Krisak, Carried.  
Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer:  
Yea, Nicole Krisak: Yea  
Yea: 6, Nay: 0

The meeting was adjourned by Chair Carlson at 8:20 p.m.

**Wrenshall School ISD #100**  
**Receipt Listing Report with Detail by Deposit**  
**Fund Summary**

<b>Fund</b>	<b>Total</b>
01	\$727,170.47
02	\$26,191.21
03	\$67.09
04	\$15,504.45
18	\$1,500.00
21	\$6,472.00
<b>Report Total</b>	<b>\$776,905.22</b>

**Wrenshall School ISD #100**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$45,009.01
02	Food Services Fund	\$2,793.22
03	Transportation (Sub of 01)	\$8,006.81
04	Community Service	\$1,048.65
05	Capital Outlay (Sub of 01)	\$2,043.32
18	Custodial	\$41.99
21	Student Activities	\$290.48
<b>Report Total</b>		<b>\$59,233.48</b>

**Wrenshall School ISD #100**  
**Exp/Rev Summary - Fd**  
**Period Ending June 30, 2024**

Sequence: L, Fd

Description		Revised24B Annual Budget	Period 202412	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
E	Expenditure							
01	General Fund	4,751,183.00	41,081.52	3,741,111.71	79%	794,073.56	95%	215,997.73
02	Food Services Fund	209,827.00	2,793.22	169,082.33	81%	16,173.93	88%	24,570.74
03	Transportation (Sub of 01)	440,335.00	8,006.81	384,769.92	87%	41,128.83	97%	14,436.25
04	Community Service	131,240.00	1,048.65	145,640.12	111%	9,335.55	118%	(23,735.67)
05	Capital Outlay (Sub of 01)	199,729.00	2,043.32	219,326.03	110%	1,515.86	111%	(21,112.89)
06	Building Fund	0.00	0.00	1,039.85	0%	0.00	0%	(1,039.85)
07	Debt Redemption Fund	945,120.00	0.00	947,965.00	100%	0.00	100%	(2,845.00)
18	Custodial	0.00	41.99	92.12	0%	0.00	0%	(92.12)
21	Student Activities	0.00	290.48	57,475.77	0%	0.00	0%	(57,475.77)
E	Expenditure	6,677,434.00	55,305.99	5,666,502.85	85%	862,227.73	98%	148,703.42
R	Revenue							
01	General Fund	(5,026,268.00)	(726,427.43)	(5,772,276.29)	115%	0.00	115%	746,008.29
02	Food Services Fund	(203,647.00)	(26,191.21)	(207,495.17)	102%	0.00	102%	3,848.17
03	Transportation (Sub of 01)	(245,050.00)	(67.09)	(4,401.84)	2%	0.00	2%	(240,648.16)
04	Community Service	(150,287.00)	(14,117.70)	(133,127.36)	89%	0.00	89%	(17,159.64)
05	Capital Outlay (Sub of 01)	(151,160.00)	0.00	(150.00)	0%	0.00	0%	(151,010.00)
07	Debt Redemption Fund	(970,086.00)	0.00	(85,239.70)	9%	0.00	9%	(884,846.30)
21	Student Activities	0.00	(6,472.00)	(51,606.62)	0%	0.00	0%	51,606.62
R	Revenue	(6,746,498.00)	(773,275.43)	(6,254,296.98)	93%	0.00	93%	(492,201.02)
	<b>Report Totals:</b>	<b>(69,064.00)</b>	<b>(717,969.44)</b>	<b>(587,794.13)</b>	<b>851%</b>	<b>862,227.73</b>	<b>(397%)</b>	<b>(343,497.60)</b>

## 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
3586		0100	11996	Credit	1		06/03/24	Check	1	1014	ISD 97 Moose Lake	Applied	343.43
		0100	11997	Credit	1		06/03/24	Check	1	1011	ISD #91 - Barnum	Applied	372.01
		0100	11998	Credit	1		06/03/24	Check	1	1042	LATCH KEY	Applied	652.25
		0100	11999	Credit	1		06/03/24	Check	1	1044	PreSchool	Applied	175.00
		0100	12000	Credit	1		06/03/24	Check	1	1500	Miscellaneous	Applied	885.85
<b>Deposit Control Total:</b>												<b>2,428.54</b>	
3588		0100	12002	Credit	1		06/04/24	Check	1	1002	State of MN	Applied	165.79
<b>Deposit Control Total:</b>												<b>165.79</b>	
3589		0100	12003	Credit	1	FIN150	06/05/24	Check	1	1002	State of MN	Applied	9,485.82
<b>Deposit Control Total:</b>												<b>9,485.82</b>	
3590		0100	12004	Credit	1		06/05/24	Check	1	1001	Carlton County	Applied	503,272.11
<b>Deposit Control Total:</b>												<b>503,272.11</b>	
3591		0100	12005	Credit	1		06/07/24	Check	1	1007	ISD 093 - Carlton	Applied	2,718.95
		0100	12006	Credit	1		06/07/24	Check	1	1009	ISD 099 - Esko	Applied	516.93
		0100	12007	Credit	1		06/07/24	Check	1	1012	ISD #4 McGregor	Applied	316.62
		0100	12008	Credit	1		06/07/24	Check	1	1033	ISD #577 Willow River	Applied	292.08
		0100	12009	Credit	1		06/07/24	Check	1	1042	LATCH KEY	Applied	125.00
		0100	12010	Credit	1		06/07/24	Check	1	1006	Northeast Service Coop	Applied	3,921.67
		0100	12011	Credit	1		06/07/24	Check	1	1500	Miscellaneous	Applied	347.00
<b>Deposit Control Total:</b>												<b>8,238.25</b>	
3592		0100	12012	Credit	1	0008886135	06/12/24	Check	1	1002	State of MN	Applied	28,274.54
<b>Deposit Control Total:</b>												<b>28,274.54</b>	
3593		0100	12013	Credit	1	0008909140	06/18/24	Check	1	1002	State of MN	Applied	188,124.57
<b>Deposit Control Total:</b>												<b>188,124.57</b>	
3594		0100	12014	Credit	1	0008899839	06/14/24	Check	1	1002	State of MN	Applied	9,770.76
<b>Deposit Control Total:</b>												<b>9,770.76</b>	
3595		0100	12015	Credit	1	11972	06/18/24	Check	1	1018	ISD 700 - Hermantown	Applied	743.04
		0100	12016	Credit	1		06/18/24	Check	1	1042	LATCH KEY	Applied	1,386.75
		0100	12017	Credit	1	11975	06/18/24	Check	1	1500	Miscellaneous	Applied	1,500.00
<b>Deposit Control Total:</b>												<b>3,629.79</b>	
3596		0100	12018	Credit	1		06/20/24	Check	1	1042	LATCH KEY	Applied	242.78
<b>Deposit Control Total:</b>												<b>242.78</b>	

## 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
3597	0100		12019	Credit	1		06/21/24	Check	1	1042	LATCH KEY	Applied	350.00
<b>Deposit Control Total:</b>												<b>350.00</b>	
3598	0100		12020	Credit	1		06/25/24	Check	1	1042	LATCH KEY	Applied	350.00
<b>Deposit Control Total:</b>												<b>350.00</b>	
3599	0100		12021	Credit	1	0008920915	06/27/24	Check	1	1002	State of MN	Applied	2,707.59
<b>Deposit Control Total:</b>												<b>2,707.59</b>	
3600	0100		12022	Credit	1		06/25/24	Check	1	1500	Miscellaneous	Applied	10,228.25
	0100		12023	Credit	1		06/25/24	Check	1	1110	Lunch Program	Applied	1,116.75
	0100		12024	Credit	1		06/25/24	Check	1	1042	LATCH KEY	Applied	5,288.35
	0100		12025	Credit	1		06/25/24	Check	1	1044	PreSchool	Applied	675.00
<b>Deposit Control Total:</b>												<b>17,308.35</b>	
3601	0100		12026	Credit	1		06/28/24	Check	1	1045	BRIGHTWHEEL	Applied	280.00
<b>Deposit Control Total:</b>												<b>280.00</b>	
3602	0100		12027	Credit	1		06/28/24	Check	1	1015	ISD 704 - Proctor	Applied	692.21
	0100		12028	Credit	1		06/28/24	Check	1	1041	EMC	Applied	1,584.12
<b>Deposit Control Total:</b>												<b>2,276.33</b>	
<b>Report Total:</b>												<b>776,905.22</b>	

# Expense Summary - June 2024

Check No.	Vendor	Amount	Date	Description
56265	ARROWHEAD SAFETY SOLUTIONS	\$38.00	6/7/2024 0:00	Latchkey Consulting Fees/Serv
56266	BRENT POKORNOWSKI	\$332.88	6/7/2024 0:00	Supplies-Boys/Girls Athletics
56267	CHLOE SWANSON	\$303.69	6/7/2024 0:00	Library Books
56268	CLOQUET SANITARY SERVICE	\$826.08	6/7/2024 0:00	Contr Svc-Maintenance
56269	COMO OIL AND PROPANE	\$601.71	6/7/2024 0:00	Fuel For Vehicles
56270	DUSTIN MCLEOD	\$12.06	6/7/2024 0:00	Travel-Bldgs & Grounds
56271	ERIK HOLTER	\$61.99	6/7/2024 0:00	Graduation Expense
56272	KATIE BECK	\$49.62	6/7/2024 0:00	Supplies-Latchkey
56273	LUKE WARGIN	\$154.04	6/7/2024 0:00	Supplies-Boys/Girls Athletics
56274	MENARDS - WEST DULUTH	\$105.12	6/7/2024 0:00	Supplies-Operations & Maintenance
56275	MIDWAY SEWER	\$640.00	6/7/2024 0:00	Contracted Services-Facilities
56276	MINNEAPOLIS OXYGEN CO	\$111.83	6/7/2024 0:00	Instru Supplies-PHYS HAZ
56277	MINNESOTA GRAD SERVICES	\$174.05	6/7/2024 0:00	Graduation Expense
56278	MN TELECOMMUNICATIONS	\$403.00	6/7/2024 0:00	Svc Purch from MN Joint-Powers
56279	MRI SOFTWARE	\$35.00	6/7/2024 0:00	Legal Fees
56280	NORTHERN LIGHTS ACADEMY 6096	\$1,576.87	6/7/2024 0:00	Princ LT Bld/Land Leases
56281	PITNEY BOWES GLOBAL	\$174.00	6/7/2024 0:00	Postage & Express
56282	PRESENCE LEARNING INC	\$5,977.20	6/7/2024 0:00	To Non-Ed Agency-SpEd General
56283	TASC	\$58.82	6/7/2024 0:00	Consulting Fees/Serv-Admin
56284	TINA KAUMA	\$121.84	6/7/2024 0:00	General Supplies-Sch Readiness
56285	TRISH SWANSON	\$208.62	6/7/2024 0:00	Graduation Expense
56286	TRISH SWANSON	\$41.99	6/7/2024 0:00	Scholarship - N Gould
56287	TRISH SWANSON	\$212.47	6/7/2024 0:00	Class of 2024 - Expense
56288	UNITED TRUCK BODY CO INC	\$1,068.75	6/7/2024 0:00	Principal Bus Lease
56289	UNITED TRUCK BODY CO INC	\$1,068.75	6/7/2024 0:00	Principal Bus Lease
56290	UPPER LAKES FOODS INC	\$2,980.81	6/7/2024 0:00	Food
56291	WIEDIGER SPEECH & LANGUAGE SVCS	\$440.00	6/7/2024 0:00	To Non-Ed Agency
56292	WIEDIGER SPEECH & LANGUAGE SVCS	\$12,452.00	6/7/2024 0:00	To Non-Ed Agency
56293	BOBCAT OF DULUTH INC	\$49.78	6/17/2024 0:00	Supplies-Operations & Maintenance
56294	BRENDA KNUDSEN	\$32.00	6/17/2024 0:00	Track/Cross Country-Expense
56295	CMH RAITER FAMILY CLINIC	\$50.00	6/17/2024 0:00	Physicals/Drug Testing
56296	ESC SYSTEMS	\$545.00	6/17/2024 0:00	Prof & Tech Services-FIRE SAFETY
56297	GUARDIAN PEST SOLUTIONS, INC	\$57.91	6/17/2024 0:00	Fees for Svc-Food Svc
56298	HALLBERG ENGINEERING	\$220.00	6/17/2024 0:00	Purchased Services-Bldgs & Grounds
56299	IAN THORPE	\$46.01	6/17/2024 0:00	Track/Cross Country-Expense
56300	L & M SUPPLY INC	\$234.85	6/17/2024 0:00	Supplies-Operations & Maintenance
56301	MEDTOX	\$30.22	6/17/2024 0:00	Physicals/Drug Testing
56302	MINNESOTA POWER	\$6,129.41	6/17/2024 0:00	Electricity
56303	MN ENERGY RESOURCES	\$3.37	6/17/2024 0:00	Fuel For Bldgs
56304	NORTHSTAR MEDIA INC	\$412.34	6/17/2024 0:00	Postage/Printing-Images
56305	PAN-O-GOLD BAKING	\$232.46	6/17/2024 0:00	Food-Lunch
56306	PER MAR SECURITY SERVICES	\$21.62	6/17/2024 0:00	Security System Fees
56307	UNITED TRUCK BODY CO INC	\$241.36	6/17/2024 0:00	Repairs & Maint Serv
56308	CARDMEMBER SERVICE	\$2,787.21	6/28/2024 0:00	Supplies-Entry Fees-Staff Dev
56309	CARLTON COUNTY HUMAN SERVICES	\$50.00	6/28/2024 0:00	Communication Svc-Telephone
56310	CARLTON COUNTY HUMAN SERVICES	\$50.00	6/28/2024 0:00	Communication Svc-Telephone
56311	CITY OF WRENSHALL	\$880.38	6/28/2024 0:00	Water & Sewage
56312	CONSTELLATION NEW ENERGY GAS DIV	\$702.33	6/28/2024 0:00	Fuel For Bldgs
56313	DAN STEVENS	\$150.00	6/28/2024 0:00	Supplies-Operations & Maintenance
56314	DELTA DENTAL OF MINNESOTA	\$3,162.42	6/28/2024 0:00	Dental Insurance
56315	DSC COMMUNICATIONS	\$460.00	6/28/2024 0:00	Communications Serv
56316	DSC COMMUNICATIONS	\$140.00	6/28/2024 0:00	Communications Serv
56317	EDUCATORS BENEFIT CONSULTANTS LLC	\$72.80	6/28/2024 0:00	Consulting Fees/Serv-Bus Office
56318	EMC INSURANCE COMPANIES	\$162.00	6/28/2024 0:00	Transportation Ins.
56319	KATIE BECK	\$51.09	6/28/2024 0:00	Supplies-Latchkey
56320	METRO SALES INC	\$482.00	6/28/2024 0:00	Lease Principal
56321	MIDWEST SPECIAL INSTRUMENTS	\$1,419.00	6/28/2024 0:00	Elem Grant Expense
56322	MINNESOTA UI	\$5,085.27	6/28/2024 0:00	Taxes, Sp Assessments, Fees

56323	NATL INSURANCE SVCS OF WI INC	\$765.07	6/28/2024 0:00 Life Insurance
56324	TASC	\$58.82	6/28/2024 0:00 Consulting Fees/Serv-Admin
56325	UNITED TRUCK BODY CO INC	\$265.32	6/28/2024 0:00 Repairs & Maint Serv
56326	UNITED TRUCK BODY CO INC	\$1,545.96	6/28/2024 0:00 Repairs & Maint Serv
56327	UNITED TRUCK BODY CO INC	\$2,377.74	6/28/2024 0:00 Repairs & Maint Serv
56328	WALMART / CAPITAL ONE	\$28.55	6/28/2024 0:00 Wrens Club General Supplies
	<b>Total</b>	<b><u>\$59,233.48</u></b>	



**Wrenshall ISD 100**

Projections as of: July 2, 2024

Operating Cash Flow Schedule (Including Debt Service Funds)						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>March 2024</b>						
01-Mar-24		\$30,188.00	New SpEd Vehicle			\$908,883.32
01-Mar-24					\$250,000.00 #flexvnb	\$658,883.32
04-Mar-24					Adjusted Balance	\$684,437.02
05-Mar-24						\$684,437.02
06-Mar-24						\$684,437.02
07-Mar-24		\$54,078.92				\$630,358.10
08-Mar-24						\$630,358.10
11-Mar-24						\$630,358.10
12-Mar-24						\$630,358.10
13-Mar-24						\$630,358.10
14-Mar-24		\$54,078.92	\$97,841.48			\$478,437.70
15-Mar-24	<b>\$238,270.63</b>					\$716,708.33
15-Mar-24	\$22,914.04		\$41,932.06			\$697,690.31
18-Mar-24						\$697,690.31
19-Mar-24						\$697,690.31
20-Mar-24						\$697,690.31
21-Mar-24		\$54,078.92				\$643,611.38
22-Mar-24						\$643,611.38
25-Mar-24		\$36,800.30	<--Health Ins.			\$606,811.08
26-Mar-24						\$606,811.08
27-Mar-24						\$606,811.08
28-Mar-24		\$54,078.92	\$104,678.20			\$448,053.97
29-Mar-24	<b>\$272,083.69</b>					\$720,137.66
29-Mar-24	\$34,371.05		\$44,862.08			\$709,646.63



**Wrenshall ISD 100**

Projections as of: July 2, 2024

Operating Cash Flow Schedule (Including Debt Service Funds)						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>April 2024</b>						
01-Apr-24						\$709,646.63
02-Apr-24					\$243,500.00 #a	\$466,146.63
03-Apr-24						\$466,146.63
04-Apr-24		\$27,535.20				\$438,611.43
05-Apr-24						\$438,611.43
08-Apr-24						\$438,611.43
09-Apr-24						\$438,611.43
10-Apr-24						\$438,611.43
11-Apr-24		\$27,535.20				\$411,076.23
12-Apr-24			\$104,254.60			\$306,821.63
15-Apr-24	<b>\$181,389.12</b>					\$488,210.75
15-Apr-24	\$21,361.87		\$44,680.54			\$464,892.08
16-Apr-24						\$464,892.08
17-Apr-24						\$464,892.08
18-Apr-24		\$27,535.20				\$437,356.88
19-Apr-24						\$437,356.88
22-Apr-24						\$437,356.88
23-Apr-24						\$437,356.88
24-Apr-24		\$37,677.90 <--Health Ins.				\$399,678.98
25-Apr-24		\$27,535.20				\$372,143.78
26-Apr-24						\$372,143.78
29-Apr-24			\$98,743.17			\$273,400.61
30-Apr-24	<b>\$257,919.32</b>					\$531,319.93
30-Apr-24	\$32,042.81		\$42,318.50			\$521,044.24



**Wrenshall ISD 100**

Projections as of: July 2, 2024

Operating Cash Flow Schedule (Including Debt Service Funds)						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>May 2024</b>						
01-May-24						\$521,044.24
02-May-24		\$18,900.76				\$502,143.48
03-May-24						\$502,143.48
06-May-24						\$502,143.48
07-May-24						\$502,143.48
08-May-24						\$502,143.48
09-May-24		\$18,900.76				\$483,242.72
10-May-24						\$483,242.72
13-May-24						\$483,242.72
14-May-24			\$101,777.48			\$381,465.24
15-May-24	<b>\$226,736.41</b>					\$608,201.65
15-May-24	\$18,643.65		\$43,618.92			\$583,226.39
16-May-24		\$18,900.76				\$564,325.63
17-May-24						\$564,325.63
20-May-24						\$564,325.63
21-May-24						\$564,325.63
22-May-24						\$564,325.63
23-May-24	County Taxes	\$18,900.76				\$545,424.87
24-May-24	\$526,992.88	\$36,392.49	<--Health Ins.			\$1,036,025.26
27-May-24						\$1,036,025.26
28-May-24						\$1,036,025.26
29-May-24			\$161,961.62			\$874,063.64
30-May-24	<b>\$171,769.92</b>	\$18,900.76	\$69,412.12			\$957,520.68
31-May-24	\$27,965.48					\$985,486.16



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Projections as of: July 2, 2024

<b>Operating Cash Flow Schedule (Including Debt Service Funds)</b>						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>June 2024</b>						
03-Jun-24						\$985,486.16
04-Jun-24	County Taxes					\$985,486.16
05-Jun-24	\$508,457.15					\$1,493,943.30
06-Jun-24		\$29,550.47				\$1,464,392.84
07-Jun-24						\$1,464,392.84
10-Jun-24						\$1,464,392.84
11-Jun-24						\$1,464,392.84
12-Jun-24						\$1,464,392.84
13-Jun-24		\$29,550.47	\$99,939.48			\$1,334,902.89
14-Jun-24	\$29,087.94		\$42,831.21			\$1,321,159.62
17-Jun-24						\$1,321,159.62
18-Jun-24						\$1,321,159.62
19-Jun-24						\$1,321,159.62
20-Jun-24	<b>\$188,124.57</b>	\$29,550.47				\$1,479,733.73
21-Jun-24		\$0.00	New Bus			\$1,479,733.73
24-Jun-24						\$1,479,733.73
25-Jun-24		\$0.00	<--Health Ins. (paid in July)			\$1,479,733.73
26-Jun-24						\$1,479,733.73
27-Jun-24		\$29,550.47	\$94,728.49			\$1,355,454.78
28-Jun-24	<b>\$2,707.59</b>					\$1,358,162.37
28-Jun-24	\$43,631.90		\$40,597.92			\$1,361,196.35



**Wrenshall ISD 100**

Projections as of: July 2, 2024

Operating Cash Flow Schedule (Including Debt Service Funds)						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>July 2024</b>						
01-Jul-24						\$1,361,196.35
02-Jul-24						\$1,361,196.35
03-Jul-24		\$34,454.21				\$1,326,742.14
04-Jul-24						\$1,326,742.14
05-Jul-24	\$8,184.36					\$1,334,926.50
08-Jul-24	County Taxes					\$1,334,926.50
09-Jul-24						\$1,334,926.50
10-Jul-24		\$35,736.07	<--Health Ins. (for June)			\$1,299,190.43
11-Jul-24		\$34,454.21				\$1,264,736.22
12-Jul-24			\$103,586.28			\$1,161,149.94
15-Jul-24	\$26,617.01					\$1,187,766.95
15-Jul-24	\$29,371.44		\$44,394.12			\$1,172,744.27
16-Jul-24					\$250,000.00 B	\$922,744.27
17-Jul-24						\$922,744.27
18-Jul-24		\$34,454.21				\$888,290.06
19-Jul-24						\$888,290.06
22-Jul-24						\$888,290.06
23-Jul-24						\$888,290.06
24-Jul-24		\$35,736.07	<--Health Ins.			\$852,553.99
25-Jul-24		\$34,454.21				\$818,099.77
26-Jul-24						\$818,099.77
29-Jul-24		\$115,373.75	Int. on '20A Fac. Maint.			\$702,726.02
29-Jul-24		\$6,736.25	Int. on '21A Fac. Maint.			\$695,989.77
29-Jul-24		\$37,275.00	Int. on '21B Fac. Maint. & Abate.			\$658,714.77
29-Jul-24			\$86,091.76			\$572,623.01
30-Jul-24	\$118,722.21		\$36,896.47			\$654,448.75
31-Jul-24	\$44,057.16					\$698,505.92



**Wrenshall ISD 100**

Projections as of: July 2, 2024

<b>Operating Cash Flow Schedule (Including Debt Service Funds)</b>						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>August 2024</b>						
01-Aug-24		\$37,827.60				\$660,678.32
02-Aug-24						\$660,678.32
05-Aug-24						\$660,678.32
06-Aug-24						\$660,678.32
07-Aug-24						\$660,678.32
08-Aug-24		\$37,827.60				\$622,850.73
09-Aug-24						\$622,850.73
12-Aug-24						\$622,850.73
13-Aug-24						\$622,850.73
14-Aug-24			\$91,282.16			\$531,568.57
15-Aug-24	<b>\$398,391.61</b>					\$929,960.18
15-Aug-24	\$62,641.42	\$37,827.60	\$39,120.92			\$915,653.08
16-Aug-24						\$915,653.08
19-Aug-24						\$915,653.08
20-Aug-24						\$915,653.08
21-Aug-24						\$915,653.08
22-Aug-24		\$37,827.60				\$877,825.49
23-Aug-24		\$34,688.28 <--Health Ins.				\$843,137.21
26-Aug-24						\$843,137.21
27-Aug-24						\$843,137.21
28-Aug-24						\$843,137.21
29-Aug-24		\$37,827.60	\$97,470.54			\$707,839.07
30-Aug-24	<b>\$208,904.73</b>					\$916,743.80
30-Aug-24	\$93,962.13		\$41,773.09			\$968,932.85



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Projections as of: July 2, 2024

Operating Cash Flow Schedule (Including Debt Service Funds)						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>September 2024</b>						
02-Sep-24						\$968,932.85
03-Sep-24						\$968,932.85
04-Sep-24						\$968,932.85
05-Sep-24		\$18,375.76				\$950,557.08
06-Sep-24						\$950,557.08
09-Sep-24						\$950,557.08
10-Sep-24						\$950,557.08
11-Sep-24						\$950,557.08
12-Sep-24		\$18,375.76	\$97,702.05			\$834,479.28
13-Sep-24	<b>\$159,690.47</b>					\$994,169.75
13-Sep-24	\$44,361.64		\$41,872.31			\$996,659.08
16-Sep-24						\$996,659.08
17-Sep-24						\$996,659.08
18-Sep-24						\$996,659.08
19-Sep-24		\$18,375.76				\$978,283.32
20-Sep-24						\$978,283.32
23-Sep-24						\$978,283.32
24-Sep-24						\$978,283.32
25-Sep-24		\$306,329.17	Repay of 2024A AAC's (Actual)			\$671,954.15
25-Sep-24		\$32,106.16	<--Health Ins.			\$639,847.99
26-Sep-24		\$18,375.76				\$621,472.23
27-Sep-24			\$100,548.93			\$520,923.29
30-Sep-24	<b>\$237,676.39</b>					\$758,599.69
30-Sep-24	\$66,542.46		\$43,092.40	\$249,797.93	#a	\$1,031,847.68



**Wrenshall ISD 100**

Projections as of: July 2, 2024

<b>Operating Cash Flow Schedule (Including Debt Service Funds)</b>						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>October 2024</b>						
01-Oct-24						\$1,031,847.68
02-Oct-24						\$1,031,847.68
03-Oct-24		\$37,900.81				\$993,946.86
04-Oct-24						\$993,946.86
07-Oct-24						\$993,946.86
08-Oct-24						\$993,946.86
09-Oct-24						\$993,946.86
10-Oct-24		\$37,900.81				\$956,046.05
11-Oct-24			\$102,564.10			\$853,481.94
14-Oct-24						\$853,481.94
15-Oct-24	<b>\$76,361.94</b>					\$929,843.88
15-Oct-24	\$22,939.27		\$43,956.04			\$908,827.11
16-Oct-24						\$908,827.11
17-Oct-24		\$37,900.81				\$870,926.29
18-Oct-24						\$870,926.29
21-Oct-24						\$870,926.29
22-Oct-24						\$870,926.29
23-Oct-24	County Taxes					\$870,926.29
24-Oct-24	\$207,719.89	\$37,900.81				\$1,040,745.37
25-Oct-24		\$36,938.29	<--Health Ins.			\$1,003,807.08
28-Oct-24						\$1,003,807.08
29-Oct-24			\$106,806.82			\$897,000.27
30-Oct-24	<b>\$137,142.51</b>		\$45,774.35			\$988,368.43
31-Oct-24	\$34,408.90	\$37,900.81				\$984,876.51



**Wrenshall ISD 100**

Projections as of: July 2, 2024

Operating Cash Flow Schedule (Including Debt Service Funds)						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>November 2024</b>						
01-Nov-24						\$984,876.51
04-Nov-24	\$190,925.14					\$1,175,801.66
05-Nov-24	County Taxes					\$1,175,801.66
06-Nov-24						\$1,175,801.66
07-Nov-24		\$55,773.27				\$1,120,028.39
08-Nov-24						\$1,120,028.39
11-Nov-24						\$1,120,028.39
12-Nov-24						\$1,120,028.39
13-Nov-24						\$1,120,028.39
14-Nov-24		\$55,773.27	\$114,798.52			\$949,456.60
15-Nov-24	\$0.00					\$949,456.60
15-Nov-24	\$56,909.10		\$49,199.36			\$957,166.33
18-Nov-24						\$957,166.33
19-Nov-24						\$957,166.33
20-Nov-24						\$957,166.33
21-Nov-24		\$55,773.27				\$901,393.06
22-Nov-24						\$901,393.06
25-Nov-24		\$35,248.90	<--Health Ins.			\$866,144.17
26-Nov-24						\$866,144.17
27-Nov-24		\$55,773.27	\$109,943.28			\$700,427.62
28-Nov-24						\$700,427.62
29-Nov-24	\$202,738.16					\$903,165.78
29-Nov-24	\$85,363.65		\$47,118.55			\$941,410.88



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Projections as of: July 2, 2024

Operating Cash Flow Schedule (Including Debt Service Funds)						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>December 2024</b>						
02-Dec-24	\$28,585.48					\$969,996.36
03-Dec-24	County Taxes					\$969,996.36
04-Dec-24						\$969,996.36
05-Dec-24		\$33,617.85				\$936,378.51
06-Dec-24						\$936,378.51
09-Dec-24						\$936,378.51
10-Dec-24						\$936,378.51
11-Dec-24						\$936,378.51
12-Dec-24		\$33,617.85	\$104,160.47			\$798,600.19
12-Dec-24		\$20,280.74	Bus Lease Due (Frandsen)			\$778,319.45
13-Dec-24	<b>\$241,938.18</b>					\$1,020,257.64
13-Dec-24	\$22,471.27		\$44,640.20			\$998,088.71
16-Dec-24						\$998,088.71
17-Dec-24						\$998,088.71
18-Dec-24						\$998,088.71
19-Dec-24		\$33,617.85				\$964,470.86
20-Dec-24						\$964,470.86
23-Dec-24		\$43,339.20	<--Health Ins.			\$921,131.66
24-Dec-24		\$33,617.85				\$887,513.81
25-Dec-24						\$887,513.81
26-Dec-24						\$887,513.81
27-Dec-24			\$118,070.79			\$769,443.02
30-Dec-24	<b>\$147,280.73</b>		\$50,601.77			\$866,121.98
31-Dec-24	\$33,706.91					\$899,828.89



**Wrenshall ISD 100**

Projections as of: July 2, 2024

Operating Cash Flow Schedule (Including Debt Service Funds)						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>January 2025</b>						
01-Jan-25						\$899,828.89
02-Jan-25		\$19,593.80				\$880,235.09
03-Jan-25						\$880,235.09
06-Jan-25						\$880,235.09
07-Jan-25						\$880,235.09
08-Jan-25						\$880,235.09
09-Jan-25		\$19,593.80				\$860,641.29
10-Jan-25						\$860,641.29
13-Jan-25						\$860,641.29
14-Jan-25			\$103,333.76			\$757,307.53
15-Jan-25	<b>\$219,980.41</b>					\$977,287.95
15-Jan-25	\$13,006.40		\$44,285.90			\$946,008.44
16-Jan-25		\$19,593.80				\$926,414.64
17-Jan-25						\$926,414.64
20-Jan-25						\$926,414.64
21-Jan-25						\$926,414.64
22-Jan-25				\$256,365.00 #flexvnb		\$1,182,779.64
22-Jan-25						\$1,182,779.64
23-Jan-25		\$19,593.80				\$1,163,185.84
24-Jan-25	\$11,857.50	\$36,335.52 <--Health Ins.				\$1,138,707.82
27-Jan-25	County Taxes			\$250,000.00 B		\$1,388,707.82
28-Jan-25						\$1,388,707.82
29-Jan-25		\$525,373.75	P&I on '20A Fac. Maint.			\$863,334.07
29-Jan-25		\$66,736.25	P&I on '21A Fac. Maint.			\$796,597.82
29-Jan-25		\$187,275.00	P&I on '21B Fac. Maint. & Abate.			\$609,322.82
29-Jan-25			\$100,954.47			\$508,368.35
30-Jan-25	<b>\$238,116.20</b>	\$19,593.80	\$43,266.20			\$683,624.55
31-Jan-25	\$19,509.59					\$703,134.14



**Wrenshall ISD 100**

Projections as of: July 2, 2024

<b>Operating Cash Flow Schedule (Including Debt Service Funds)</b>						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>February 2025</b>						
03-Feb-25						\$703,134.14
04-Feb-25						\$703,134.14
05-Feb-25						\$703,134.14
06-Feb-25		\$32,460.44				\$670,673.71
07-Feb-25						\$670,673.71
10-Feb-25						\$670,673.71
11-Feb-25						\$670,673.71
12-Feb-25						\$670,673.71
13-Feb-25		\$32,460.44	\$109,146.70			\$529,066.57
14-Feb-25	<b>\$158,581.54</b>					\$687,648.11
14-Feb-25	\$16,545.20		\$46,777.16			\$657,416.15
17-Feb-25						\$657,416.15
18-Feb-25						\$657,416.15
19-Feb-25						\$657,416.15
20-Feb-25		\$32,460.44				\$624,955.71
21-Feb-25						\$624,955.71
24-Feb-25						\$624,955.71
25-Feb-25		\$33,849.18	<--Health Ins.			\$591,106.53
26-Feb-25						\$591,106.53
27-Feb-25		\$32,460.44	\$102,380.26			\$456,265.83
28-Feb-25	<b>\$219,107.23</b>					\$675,373.07
28-Feb-25	\$24,817.80		\$43,877.25			\$656,313.61



**Wrenshall ISD 100**

Projections as of: July 2, 2024

<b>Operating Cash Flow Schedule (Including Debt Service Funds)</b>						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>March 2025</b>						
03-Mar-25						\$656,313.61
04-Mar-25						\$656,313.61
05-Mar-25						\$656,313.61
06-Mar-25		\$55,160.50				\$601,153.11
07-Mar-25						\$601,153.11
10-Mar-25						\$601,153.11
11-Mar-25						\$601,153.11
12-Mar-25						\$601,153.11
13-Mar-25		\$55,160.50	\$102,244.34			\$443,748.27
14-Mar-25	<b>\$229,433.77</b>					\$673,182.04
14-Mar-25	\$22,914.04		\$43,819.00			\$652,277.07
17-Mar-25						\$652,277.07
18-Mar-25						\$652,277.07
19-Mar-25						\$652,277.07
20-Mar-25		\$55,160.50				\$597,116.57
21-Mar-25						\$597,116.57
24-Mar-25						\$597,116.57
25-Mar-25		\$38,272.31	<--Health Ins.			\$558,844.26
26-Mar-25						\$558,844.26
27-Mar-25		\$55,160.50	\$109,388.71			\$394,295.05
28-Mar-25	<b>\$261,992.79</b>		\$46,880.88			\$609,406.96
31-Mar-25	\$34,371.05					\$643,778.02



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Projections as of: July 2, 2024

<b>Operating Cash Flow Schedule (Including Debt Service Funds)</b>						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>April 2025</b>						
01-Apr-25						\$643,778.02
02-Apr-25						\$643,778.02
03-Apr-25		\$28,085.90				\$615,692.11
04-Apr-25						\$615,692.11
07-Apr-25						\$615,692.11
08-Apr-25						\$615,692.11
09-Apr-25						\$615,692.11
10-Apr-25		\$28,085.90				\$587,606.21
11-Apr-25						\$587,606.21
14-Apr-25			\$108,946.05			\$478,660.15
15-Apr-25	<b>\$176,238.45</b>					\$654,898.60
15-Apr-25	\$21,361.87		\$46,691.17			\$629,569.30
16-Apr-25						\$629,569.30
17-Apr-25		\$28,085.90				\$601,483.40
18-Apr-25						\$601,483.40
21-Apr-25						\$601,483.40
22-Apr-25						\$601,483.40
23-Apr-25						\$601,483.40
24-Apr-25		\$28,085.90				\$573,397.49
25-Apr-25		\$39,185.01	<--Health Ins.			\$534,212.48
28-Apr-25						\$534,212.48
29-Apr-25			\$103,186.61			\$431,025.87
30-Apr-25	<b>\$248,353.74</b>					\$679,379.61
30-Apr-25	\$32,042.81		\$44,222.83			\$667,199.59



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Projections as of: July 2, 2024

Operating Cash Flow Schedule (Including Debt Service Funds)						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>May 2025</b>						
01-May-25		\$19,278.77				\$647,920.81
02-May-25						\$647,920.81
05-May-25						\$647,920.81
06-May-25						\$647,920.81
07-May-25						\$647,920.81
08-May-25		\$19,278.77				\$628,642.04
09-May-25						\$628,642.04
12-May-25						\$628,642.04
13-May-25						\$628,642.04
14-May-25			\$106,357.47			\$522,284.57
15-May-25	<b>\$218,327.33</b>					\$740,611.90
15-May-25	\$18,643.65	\$19,278.77	\$45,581.77			\$694,395.01
16-May-25						\$694,395.01
19-May-25						\$694,395.01
20-May-25						\$694,395.01
21-May-25						\$694,395.01
22-May-25		\$19,278.77				\$675,116.24
23-May-25		\$37,848.19 <--Health Ins.				\$637,268.05
26-May-25						\$637,268.05
27-May-25	\$532,262.81					\$1,169,530.86
28-May-25	County Taxes					\$1,169,530.86
29-May-25		\$19,278.77	\$169,249.89			\$981,002.19
30-May-25	<b>\$165,399.41</b>					\$1,146,401.60
30-May-25	\$27,965.48		\$72,535.67			\$1,101,831.41



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Projections as of: July 2, 2024

<b>Operating Cash Flow Schedule (Including Debt Service Funds)</b>						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>June 2025</b>						
02-Jun-25						\$1,101,831.41
03-Jun-25						\$1,101,831.41
04-Jun-25						\$1,101,831.41
05-Jun-25	\$513,541.72	\$30,141.48				\$1,585,231.65
06-Jun-25	County Taxes					\$1,585,231.65
09-Jun-25						\$1,585,231.65
10-Jun-25						\$1,585,231.65
11-Jun-25						\$1,585,231.65
12-Jun-25		\$30,141.48	\$104,436.75			\$1,450,653.42
13-Jun-25	\$29,087.94		\$44,758.61			\$1,434,982.75
16-Jun-25						\$1,434,982.75
17-Jun-25						\$1,434,982.75
18-Jun-25		\$30,141.48				\$1,404,841.27
19-Jun-25						\$1,404,841.27
20-Jun-25	<b>\$182,751.19</b>					\$1,587,592.46
23-Jun-25						\$1,587,592.46
24-Jun-25						\$1,587,592.46
25-Jun-25		\$0.00	←--Health Ins. (paid in July)			\$1,587,592.46
26-Jun-25		\$30,141.48				\$1,557,450.98
27-Jun-25			\$98,991.27			\$1,458,459.71
30-Jun-25	<b>\$2,607.17</b>					\$1,461,066.89
30-Jun-25	\$43,631.90		\$42,424.83			\$1,462,273.96



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Projections as of: July 2, 2024

Operating Cash Flow Schedule (Including Debt Service Funds)						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>July 2025</b>						
01-Jul-25						\$1,462,273.96
02-Jul-25	County Taxes					\$1,462,273.96
03-Jul-25	\$8,266.21	\$28,114.64				\$1,442,425.53
04-Jul-25						\$1,442,425.53
07-Jul-25						\$1,442,425.53
08-Jul-25						\$1,442,425.53
09-Jul-25		\$37,165.51	<--Health Ins. (for June)			\$1,405,260.02
10-Jul-25		\$28,114.64				\$1,377,145.38
11-Jul-25						\$1,377,145.38
14-Jul-25			\$106,693.87			\$1,270,451.51
15-Jul-25	<b>\$27,493.68</b>					\$1,297,945.19
15-Jul-25	\$29,665.16		\$45,725.94			\$1,281,884.40
16-Jul-25						\$1,281,884.40
17-Jul-25		\$28,114.64				\$1,253,769.76
18-Jul-25						\$1,253,769.76
21-Jul-25						\$1,253,769.76
22-Jul-25						\$1,253,769.76
23-Jul-25						\$1,253,769.76
24-Jul-25		\$28,114.64				\$1,225,655.13
25-Jul-25		\$37,165.51	<--Health Ins.			\$1,188,489.61
28-Jul-25						\$1,188,489.61
29-Jul-25		\$107,173.75	Int. on '20A Fac. Maint.			\$1,081,315.86
29-Jul-25		\$6,406.25	Int. on '21A Fac. Maint.			\$1,074,909.61
29-Jul-25		\$35,025.00	Int. on '21B Fac. Maint. & Abate.			\$1,039,884.61
29-Jul-25			\$88,674.52			\$951,210.10
30-Jul-25	<b>\$122,632.48</b>		\$38,003.36			\$1,035,839.21
31-Jul-25	\$44,497.73	\$28,114.64				\$1,052,222.31



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Projections as of: July 2, 2024

<b>Operating Cash Flow Schedule (Including Debt Service Funds)</b>						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>August 2025</b>						
01-Aug-25						\$1,052,222.31
04-Aug-25						\$1,052,222.31
05-Aug-25						\$1,052,222.31
06-Aug-25						\$1,052,222.31
07-Aug-25		\$48,230.18				\$1,003,992.13
08-Aug-25						\$1,003,992.13
11-Aug-25						\$1,003,992.13
12-Aug-25						\$1,003,992.13
13-Aug-25						\$1,003,992.13
14-Aug-25		\$48,230.18	\$94,020.62			\$861,741.32
15-Aug-25	<b>\$410,391.90</b>					\$1,272,133.22
15-Aug-25	\$63,267.83		\$40,294.55			\$1,295,106.50
18-Aug-25						\$1,295,106.50
19-Aug-25						\$1,295,106.50
20-Aug-25						\$1,295,106.50
21-Aug-25		\$48,230.18				\$1,246,876.32
22-Aug-25						\$1,246,876.32
25-Aug-25		\$36,075.81	<--Health Ins.			\$1,210,800.50
26-Aug-25						\$1,210,800.50
27-Aug-25						\$1,210,800.50
28-Aug-25		\$48,230.18	\$100,394.65			\$1,062,175.67
29-Aug-25	<b>\$203,215.86</b>					\$1,265,391.53
29-Aug-25	\$94,901.75		\$43,026.28			\$1,317,267.00



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Projections as of: July 2, 2024

<b>Operating Cash Flow Schedule (Including Debt Service Funds)</b>						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>September 2025</b>						
01-Sep-25						\$1,317,267.00
02-Sep-25						\$1,317,267.00
03-Sep-25						\$1,317,267.00
04-Sep-25		\$18,743.28				\$1,298,523.72
05-Sep-25						\$1,298,523.72
08-Sep-25						\$1,298,523.72
09-Sep-25						\$1,298,523.72
10-Sep-25						\$1,298,523.72
11-Sep-25		\$18,743.28				\$1,279,780.44
12-Sep-25			\$100,633.11			\$1,179,147.34
15-Sep-25	<b>\$164,950.08</b>					\$1,344,097.42
15-Sep-25	\$44,805.26		\$43,128.47			\$1,345,774.20
16-Sep-25						\$1,345,774.20
17-Sep-25						\$1,345,774.20
18-Sep-25		\$18,743.28				\$1,327,030.92
19-Sep-25						\$1,327,030.92
22-Sep-25						\$1,327,030.92
23-Sep-25						\$1,327,030.92
24-Sep-25						\$1,327,030.92
25-Sep-25		\$18,743.28				\$1,308,287.64
25-Sep-25		\$33,390.41 <--Health Ins.				\$1,274,897.24
26-Sep-25						\$1,274,897.24
29-Sep-25			\$103,565.40			\$1,171,331.84
30-Sep-25	<b>\$231,467.91</b>					\$1,402,799.74
30-Sep-25	\$67,207.88		\$44,385.17			\$1,425,622.46



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Projections as of: July 2, 2024

<b>Operating Cash Flow Schedule (Including Debt Service Funds)</b>						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>October 2025</b>						
01-Oct-25						\$1,425,622.46
02-Oct-25		\$38,658.83				\$1,386,963.63
03-Oct-25						\$1,386,963.63
06-Oct-25						\$1,386,963.63
07-Oct-25						\$1,386,963.63
08-Oct-25						\$1,386,963.63
09-Oct-25		\$38,658.83				\$1,348,304.79
10-Oct-25						\$1,348,304.79
13-Oct-25						\$1,348,304.79
14-Oct-25			\$105,641.03			\$1,242,663.77
15-Oct-25	<b>\$78,798.39</b>					\$1,321,462.16
15-Oct-25	\$23,168.66		\$45,274.73			\$1,299,356.10
16-Oct-25		\$38,658.83				\$1,260,697.27
17-Oct-25						\$1,260,697.27
20-Oct-25						\$1,260,697.27
21-Oct-25						\$1,260,697.27
22-Oct-25						\$1,260,697.27
23-Oct-25		\$38,658.83				\$1,222,038.44
24-Oct-25	\$209,797.09	\$38,415.82	<--Health Ins.			\$1,393,419.71
27-Oct-25	County Taxes					\$1,393,419.71
28-Oct-25						\$1,393,419.71
29-Oct-25			\$110,011.02			\$1,283,408.69
30-Oct-25	<b>\$132,744.96</b>	\$38,658.83	\$47,147.58			\$1,330,347.24
31-Oct-25	\$34,752.99					\$1,365,100.23



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Projections as of: July 2, 2024

Operating Cash Flow Schedule (Including Debt Service Funds)						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>November 2025</b>						
03-Nov-25						\$1,365,100.23
04-Nov-25	\$192,834.39					\$1,557,934.62
05-Nov-25	County Taxes					\$1,557,934.62
06-Nov-25		\$56,888.73				\$1,501,045.89
07-Nov-25						\$1,501,045.89
10-Nov-25						\$1,501,045.89
11-Nov-25						\$1,501,045.89
12-Nov-25						\$1,501,045.89
13-Nov-25		\$56,888.73	\$118,242.47			\$1,325,914.68
14-Nov-25	\$0.00					\$1,325,914.68
14-Nov-25	\$57,478.19		\$50,675.35			\$1,332,717.52
17-Nov-25						\$1,332,717.52
18-Nov-25						\$1,332,717.52
19-Nov-25						\$1,332,717.52
20-Nov-25		\$56,888.73				\$1,275,828.79
21-Nov-25						\$1,275,828.79
24-Nov-25						\$1,275,828.79
25-Nov-25		\$36,658.85	<--Health Ins.			\$1,239,169.93
26-Nov-25		\$56,888.73	\$113,241.58			\$1,069,039.62
27-Nov-25						\$1,069,039.62
28-Nov-25	\$209,415.60					\$1,278,455.22
28-Nov-25	\$86,217.28		\$48,532.10			\$1,316,140.40



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Projections as of: July 2, 2024

Operating Cash Flow Schedule (Including Debt Service Funds)						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>December 2025</b>						
01-Dec-25	\$28,871.34					\$1,345,011.74
02-Dec-25	County Taxes					\$1,345,011.74
03-Dec-25						\$1,345,011.74
04-Dec-25		\$34,290.21				\$1,310,721.54
05-Dec-25						\$1,310,721.54
08-Dec-25						\$1,310,721.54
09-Dec-25						\$1,310,721.54
10-Dec-25						\$1,310,721.54
11-Dec-25		\$34,290.21				\$1,276,431.33
12-Dec-25			\$107,285.29			\$1,169,146.04
15-Dec-25	<b>\$249,855.78</b>	Potential Retro Pay?	<b>\$28,000.00</b>			\$1,391,001.82
15-Dec-25	\$22,695.98		\$45,979.41			\$1,367,718.40
16-Dec-25						\$1,367,718.40
17-Dec-25						\$1,367,718.40
18-Dec-25		\$34,290.21				\$1,333,428.19
19-Dec-25						\$1,333,428.19
22-Dec-25						\$1,333,428.19
23-Dec-25		\$45,072.77	<--Health Ins.			\$1,288,355.43
24-Dec-25		\$34,290.21				\$1,254,065.22
25-Dec-25						\$1,254,065.22
26-Dec-25						\$1,254,065.22
29-Dec-25			\$121,612.91			\$1,132,452.31
30-Dec-25	<b>\$152,131.61</b>		\$52,119.82			\$1,232,464.10
31-Dec-25	\$34,043.98					\$1,266,508.08



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Projections as of: July 2, 2024

Operating Cash Flow Schedule (Including Debt Service Funds)						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>January 2026</b>						
01-Jan-26						\$1,266,508.08
02-Jan-26						\$1,266,508.08
05-Jan-26						\$1,266,508.08
06-Jan-26						\$1,266,508.08
07-Jan-26						\$1,266,508.08
08-Jan-26		\$24,982.09				\$1,241,525.98
09-Jan-26						\$1,241,525.98
12-Jan-26						\$1,241,525.98
13-Jan-26						\$1,241,525.98
14-Jan-26			\$106,433.77			\$1,135,092.21
15-Jan-26	<b>\$227,151.25</b>					\$1,362,243.45
15-Jan-26	\$13,136.46	\$24,982.09	\$45,614.47			\$1,304,783.35
16-Jan-26						\$1,304,783.35
19-Jan-26						\$1,304,783.35
20-Jan-26						\$1,304,783.35
21-Jan-26						\$1,304,783.35
22-Jan-26		\$24,982.09				\$1,279,801.25
23-Jan-26		\$37,788.94 <--Health Ins.				\$1,242,012.31
26-Jan-26	\$11,976.07					\$1,253,988.38
27-Jan-26	County Taxes					\$1,253,988.38
28-Jan-26		\$532,173.75	P&I on '20A Fac. Maint.			\$721,814.63
28-Jan-26		\$66,406.25	P&I on '21A Fac. Maint.			\$655,408.38
28-Jan-26		\$195,025.00	P&I on '21B Fac. Maint. & Abate.			\$460,383.38
29-Jan-26		\$24,982.09	\$103,983.10			\$331,418.18
30-Jan-26	<b>\$235,772.65</b>					\$567,190.83
30-Jan-26	\$19,704.69		\$44,564.19			\$542,331.34



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Projections as of: July 2, 2024

<b>Operating Cash Flow Schedule (Including Debt Service Funds)</b>						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>February 2026</b>						
02-Feb-26						\$542,331.34
03-Feb-26						\$542,331.34
04-Feb-26						\$542,331.34
05-Feb-26		\$33,109.65				\$509,221.69
06-Feb-26						\$509,221.69
09-Feb-26						\$509,221.69
10-Feb-26						\$509,221.69
11-Feb-26						\$509,221.69
12-Feb-26		\$33,109.65	\$112,421.10			\$363,690.94
13-Feb-26	<b>\$163,781.71</b>					\$527,472.65
13-Feb-26	\$16,710.65		\$48,180.47			\$496,002.83
16-Feb-26						\$496,002.83
17-Feb-26						\$496,002.83
18-Feb-26						\$496,002.83
19-Feb-26		\$33,109.65				\$462,893.18
20-Feb-26						\$462,893.18
23-Feb-26						\$462,893.18
24-Feb-26						\$462,893.18
25-Feb-26		\$35,203.15	<--Health Ins.			\$427,690.03
26-Feb-26		\$33,109.65	\$105,451.66			\$289,128.72
27-Feb-26	<b>\$226,149.69</b>					\$515,278.41
27-Feb-26	\$25,065.97		\$45,193.57			\$495,150.81



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Projections as of: July 2, 2024

<b>Operating Cash Flow Schedule (Including Debt Service Funds)</b>						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>March 2026</b>						
02-Mar-26						\$495,150.81
03-Mar-26						\$495,150.81
04-Mar-26						\$495,150.81
05-Mar-26		\$56,263.71				\$438,887.10
06-Mar-26						\$438,887.10
09-Mar-26						\$438,887.10
10-Mar-26						\$438,887.10
11-Mar-26						\$438,887.10
12-Mar-26		\$56,263.71	\$105,311.67			\$277,311.72
13-Mar-26	<b>\$236,990.47</b>					\$514,302.19
13-Mar-26	\$23,143.18		\$45,133.57			\$492,311.79
16-Mar-26						\$492,311.79
17-Mar-26						\$492,311.79
18-Mar-26						\$492,311.79
19-Mar-26		\$56,263.71				\$436,048.08
20-Mar-26						\$436,048.08
23-Mar-26						\$436,048.08
24-Mar-26						\$436,048.08
25-Mar-26		\$39,803.20	<--Health Ins.			\$396,244.88
26-Mar-26		\$56,263.71				\$339,981.17
27-Mar-26			\$112,670.38			\$227,310.79
30-Mar-26	<b>\$270,621.86</b>		\$48,287.30			\$449,645.35
31-Mar-26	\$34,714.76					\$484,360.11



**Wrenshall ISD 100**

Projections as of: July 2, 2024

<b>Operating Cash Flow Schedule (Including Debt Service Funds)</b>						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>April 2026</b>						
01-Apr-26						\$484,360.11
02-Apr-26		\$22,918.10				\$461,442.02
03-Apr-26						\$461,442.02
06-Apr-26						\$461,442.02
07-Apr-26						\$461,442.02
08-Apr-26						\$461,442.02
09-Apr-26		\$22,918.10				\$438,523.92
10-Apr-26						\$438,523.92
13-Apr-26						\$438,523.92
14-Apr-26			\$112,214.44			\$326,309.48
15-Apr-26	<b>\$180,829.22</b>					\$507,138.70
15-Apr-26	\$21,575.49		\$48,091.90			\$480,622.29
16-Apr-26		\$22,918.10				\$457,704.19
17-Apr-26						\$457,704.19
20-Apr-26						\$457,704.19
21-Apr-26						\$457,704.19
22-Apr-26						\$457,704.19
23-Apr-26		\$22,918.10				\$434,786.10
24-Apr-26		\$40,752.41	<--Health Ins.			\$394,033.68
27-Apr-26						\$394,033.68
28-Apr-26						\$394,033.68
29-Apr-26			\$106,282.21			\$287,751.47
30-Apr-26	<b>\$256,533.59</b>					\$544,285.06
30-Apr-26	\$32,363.24	\$22,918.10	\$45,549.52			\$508,180.68



**Wrenshall ISD 100**

Projections as of: July 2, 2024

<b>Operating Cash Flow Schedule (Including Debt Service Funds)</b>						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>May 2026</b>						
01-May-26						\$508,180.68
04-May-26						\$508,180.68
05-May-26						\$508,180.68
06-May-26						\$508,180.68
07-May-26		\$24,580.44				\$483,600.25
08-May-26						\$483,600.25
11-May-26						\$483,600.25
12-May-26						\$483,600.25
13-May-26						\$483,600.25
14-May-26		\$24,580.44	\$109,548.19			\$349,471.62
15-May-26	<b>\$225,518.22</b>					\$574,989.84
15-May-26	\$18,830.09		\$46,949.22			\$546,870.71
18-May-26						\$546,870.71
19-May-26						\$546,870.71
20-May-26						\$546,870.71
21-May-26		\$24,580.44				\$522,290.27
22-May-26		\$39,362.12	<--Health Ins.			\$482,928.15
25-May-26						\$482,928.15
26-May-26						\$482,928.15
27-May-26	\$537,585.44					\$1,020,513.59
28-May-26	County Taxes	\$24,580.44	\$174,327.39			\$821,605.76
29-May-26	<b>\$170,847.05</b>					\$992,452.81
29-May-26	\$28,245.14		\$74,711.74			\$945,986.21

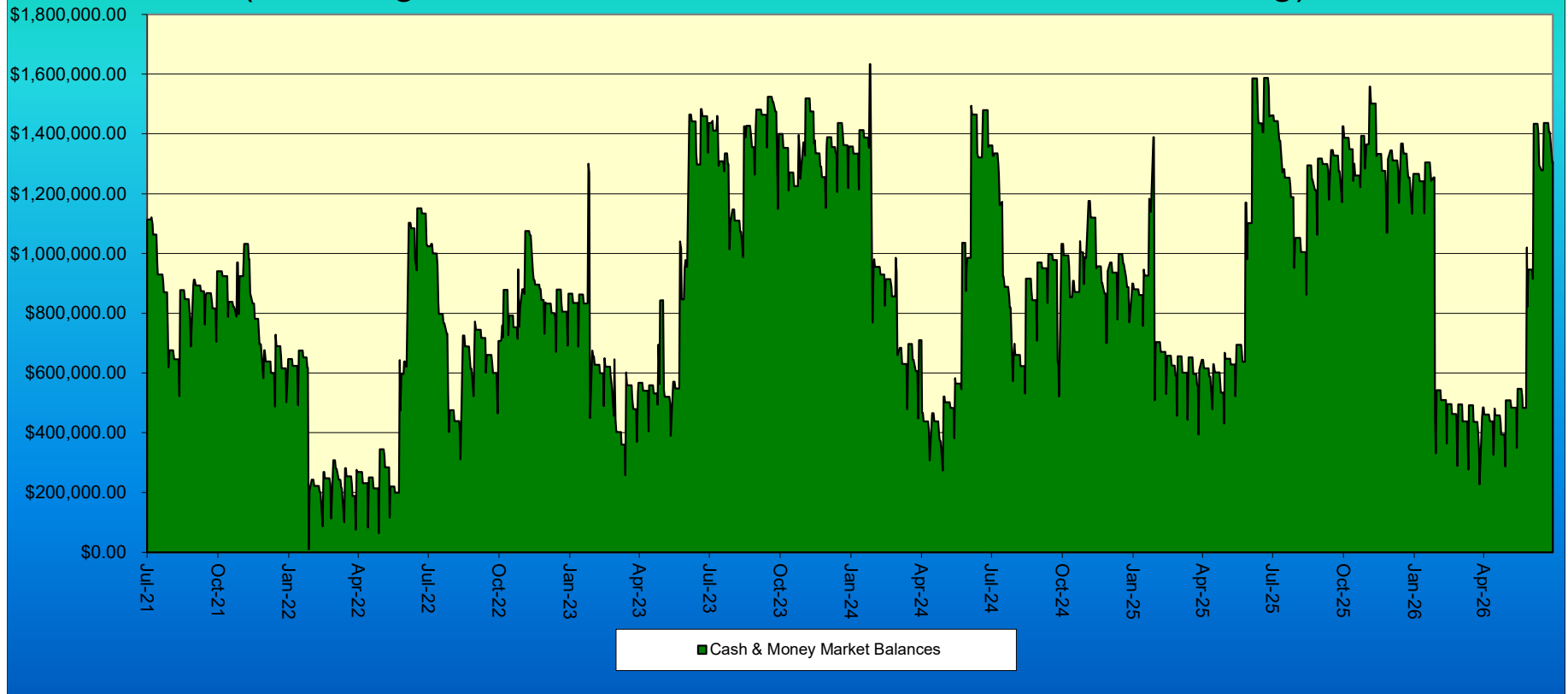


**Wrenshall ISD 100**

Projections as of: July 2, 2024

Operating Cash Flow Schedule (Including Debt Service Funds)						
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance
<b>June 2026</b>						
01-Jun-26						\$945,986.21
02-Jun-26						\$945,986.21
03-Jun-26						\$945,986.21
04-Jun-26		\$30,744.30				\$915,241.90
05-Jun-26	\$518,677.13					\$1,433,919.04
08-Jun-26	County Taxes					\$1,433,919.04
09-Jun-26						\$1,433,919.04
10-Jun-26						\$1,433,919.04
11-Jun-26		\$30,744.30				\$1,403,174.73
12-Jun-26			\$107,569.86			\$1,295,604.87
15-Jun-26	\$29,378.81		\$46,101.37			\$1,278,882.32
16-Jun-26						\$1,278,882.32
17-Jun-26						\$1,278,882.32
18-Jun-26	\$187,535.61	\$30,744.30				\$1,435,673.63
19-Jun-26						\$1,435,673.63
22-Jun-26						\$1,435,673.63
23-Jun-26						\$1,435,673.63
24-Jun-26		\$0.00	<--Health Ins.			\$1,435,673.63
25-Jun-26		\$30,744.30				\$1,404,929.32
26-Jun-26						\$1,404,929.32
29-Jun-26			\$101,961.01			\$1,302,968.32
30-Jun-26	\$2,693.04					\$1,305,661.36
30-Jun-26	\$44,068.22		\$43,697.57			\$1,306,032.01

## Wrenshall ISD 100 - Operating Cash Flow Graph (Including Debt Service Funds, WITH 2024 AAC Borrowing)



07/02/24





## Wrenshall ISD 100

As of 7-2-2024

### Investment Schedule

*Proposed Investments (to be made):*

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Issue Date	Maturity Date	Amount	# of Days	Potential Investment Type	Identifier
16-Jul-24	27-Jan-25	\$250,000.00	195	CD/Term Series	B



# Wrenshull Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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July 8, 2024

## 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.*

### Appointments:

1. Richard Birkett, Part-time Grade 4 Custodian, 25 hours per week, effective July 1, 2024.
2. Kaitlyn Hellman, Elementary Special Education Teacher, B.A. Step 1, 1.0 FTE, effective August 26, 2024.
3. Madeline Jensen, Middle School Special Education Teacher, B.A. Step 4, 1.0 FTE, effective August 26, 2024.
4. Deanna Fosness, High School Math Teacher, M.A.+20, Step 9, 1.0 FTE, effective August 26, 2024.
5. Faith Solomon, Wren's Club Student Childcare Aide, 16 hours per week @ \$12 per hour.

### At-Will Agreements:

1. Katie Beck, Community Education Coordinator, up to 25 hours per week @ \$21.50 per hour, effective July 1, 2024.
2. Scott Bodin, Building Systems Operator, up to 12 hours per week @ \$35 per hour, effective July 1, 2024.

### Leave of Absence Requests:

### Resignations:

1. Jason Polley, Grade 4 Custodian, effective June 21, 2024.

### Terminations:

1. Angela Olsen, Grade 4 Custodian, effective June 22, 2024.



# Wrenshall Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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**NOTICE OF ASSIGNMENT  
AT-WILL EMPLOYEE AGREEMENT  
JULY 1, 2024 – December 31, 2024**

**To:** Katie Beck

**Assignment:** Community Education Coordinator

**Job Description:** Addendum A to this agreement (attached).

**Term:** At-Will employment through December 31, 2024.

**Compensation:** Hourly wage at the rate of \$21.50 per hour.

**Schedule:** Twenty four (24) hours per week on a flexible schedule as assigned by the Superintendent.

**Direct Supervisor:** Superintendent.

**Benefits:** Emergency Safe and Sick Time (ESST) will accrue per state statute.  
Option for district paid single medical and dental premium.  
Reimbursement for authorized travel and expenses.  
All official district holidays are nonwork days.

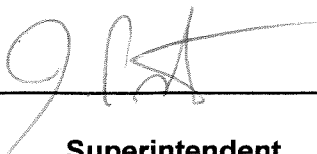
This notice represents the full scope of service and compensation during the term of this At-Will assignment.

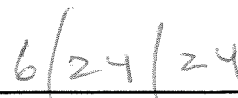
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**Employee**

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**Date**





**Superintendent**

**Date**



# Wrenshaw Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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**NOTICE OF ASSIGNMENT  
AT-WILL EMPLOYMENT AGREEMENT  
July 1, 2024 through June 30, 2025**

**To: Scott Bodin**

**Assignment:** Building Systems Operator

**Job Description:** Operation and oversight of building systems to include all Heating, Ventilation, and Air Conditioning (HVAC) systems, Elevator, Security system, and other related components of all structures maintained by the ISD 100 District.

**Hourly Rate:** \$35.00 per hour with no benefits.

**Schedule:** Maximum of 12 hours per week as needed on a flexible schedule as approved by the Superintendent (minimum of six days per week on site during the heating season).

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

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**Employee**

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**Date**

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**Superintendent**

---

**Date**



## TIER 3 TEACHER CONTRACT FOR MINNESOTA PUBLIC SCHOOL DISTRICTS

The School Board of Independent School District No.100 of the State of Minnesota, Wrenshall, Minnesota, enters into this Contract with Kaitlyn Hellman, a legally qualified Tier 3 licensed teacher pursuant to Minnesota Statutes, section 122A.183 and *Minnesota Statutes, section 122A.40<sup>1</sup>* who agrees to teach in the public schools of said District as 1.0 Special Education Teacher for the school year 2024-2025.

The following provisions shall apply and are a part of this Contract:

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the School Board, or its designated representative(s), whether or not such services are specifically described in this Contract, abide by the rules and regulations as established by the School Board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the School District as assigned in such grades or subjects for which the teacher has the necessary license.
2. **Duration:** This Contract is subject to the provisions of Minnesota Statutes, section 122A.183 and Minnesota Statutes, section 122A.40 to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge. This Contract may be terminated, modified by mutual consent of the School Board and the teacher, or ended by written resignation pursuant to Minnesota Statutes, section 122A.40.
3. **Duty Year:** The teacher's duty year shall be as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the School Board.
4. **Additional Services:** The School Board, or its designated representative(s), may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services that exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described in paragraph 6 of this Contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The School Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's continuing contract rights unless the words "continuing contract" are recorded immediately following the assignment (see paragraph 6).
5. **Reference:** This Contract shall be subject to the Master Agreement between the School District and the teachers' exclusive representative, and the provisions of the Public Employment Labor Relations Act (PELRA), as amended.
6. **Special Provisions:** In addition, said teacher agrees to perform the following additional services for the additional salary indicated:

a. <u>Additional Service</u>	<u>Additional Compensation</u>
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1. No Additional Services	
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<sup>1</sup> Districts in "Cities of the First Class" should reference Minn. Stat. 122A.41 as Minn. Stat. 122A.40 does not apply.

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:

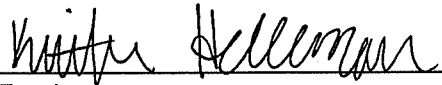
\$ 40,576 For basic services

\$ 0 For additional services as set forth in paragraph 6

\$ 40,576 Total salary, exclusive of fringe benefits

8. Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate School Board policy or procedure. This Contract shall be effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS WHEREOF, I have subscribed  
my signature this 6 day of 27<sup>th</sup>,  
2024.

  
\_\_\_\_\_  
Teacher

IN WITNESS WHEREOF, we have subscribed  
our signatures this \_\_\_\_\_ day of \_\_\_\_\_,  
2024.

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk





## TIER 4 TEACHER CONTRACT FOR MINNESOTA PUBLIC SCHOOL DISTRICTS

The School Board of Independent School District No. 100 of the State of Minnesota, Wrenshall, Minnesota, enters into this Contract with Deanna Fosness, a legally qualified Tier 4 licensed teacher pursuant to Minnesota Statutes, section 122A.184 and Minnesota Statutes, section 122A.40<sup>1</sup> who agrees to teach in the public schools of said District as 1.0 Mathematics Teacher for the school year 2024-2025.

The following provisions shall apply and are a part of this Contract:

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the School Board, or its designated representative(s), whether or not such services are specifically described in this Contract, abide by the rules and regulations as established by the School Board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the School District as assigned in such grades or subjects for which the teacher has the necessary license.
2. **Duration:** This Contract is subject to the provisions of Minnesota Statutes, section 122A.184 and Minnesota Statutes, section 122A.40 to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge of teacher for cause. This Contract shall remain in full force and effect except if terminated, modified by mutual consent of the School Board and the teacher, or ended by written resignation pursuant to Minnesota Statutes, section 122A.40.
3. **Duty Year:** The teacher's duty year shall be as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the School Board.
4. **Additional Services:** The School Board, or its designated representative(s), may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services that exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described in paragraph 6 of this Contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The School Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's continuing contract rights unless the words "continuing contract" are recorded immediately following the assignment (see paragraph 6).
5. **Reference:** This Contract shall be subject to the Master Agreement between the School District and the teachers' exclusive representative, and the provisions of the Public Employment Labor Relations Act (PELRA), as amended.
6. **Special Provisions:** In addition, said teacher agrees to perform the following additional services for the additional salary indicated:

<u>Additional Service</u>	<u>Additional Compensation</u>
1. No Additional Services	

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<sup>1</sup> Districts in "Cities of the First Class" should reference Minn. Stat. 122A.41 as Minn. Stat. 122A.40 does not apply.

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:


\$ 73,499 For basic services

\$ 0 For additional services as set forth in paragraph 6

\$ 73,499 Total salary, exclusive of fringe benefits

8. Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate School Board policy or procedure. This Contract shall be effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS WHEREOF, I have subscribed my signature this 18 day of June, 2024.

  
\_\_\_\_\_  
Teacher

IN WITNESS WHEREOF, we have subscribed our signatures this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk





## TIER 4 TEACHER CONTRACT FOR MINNESOTA PUBLIC SCHOOL DISTRICTS

The School Board of Independent School District No. 100 of the State of Minnesota, Wrenshall, Minnesota, enters into this Contract with Madeline Jensen, a legally qualified Tier 4 licensed teacher pursuant to Minnesota Statutes, section 122A.184 and Minnesota Statutes, section 122A.40<sup>1</sup> who agrees to teach in the public schools of said District as 1.0 Special Education Teacher for the school year 2024-2025.

The following provisions shall apply and are a part of this Contract:

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the School Board, or its designated representative(s), whether or not such services are specifically described in this Contract, abide by the rules and regulations as established by the School Board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the School District as assigned in such grades or subjects for which the teacher has the necessary license.
2. **Duration:** This Contract is subject to the provisions of Minnesota Statutes, section 122A.184 and Minnesota Statutes, section 122A.40 to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge of teacher for cause. This Contract shall remain in full force and effect except if terminated, modified by mutual consent of the School Board and the teacher, or ended by written resignation pursuant to Minnesota Statutes, section 122A.40.
3. **Duty Year:** The teacher's duty year shall be as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the School Board.
4. **Additional Services:** The School Board, or its designated representative(s), may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services that exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described in paragraph 6 of this Contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The School Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's continuing contract rights unless the words "continuing contract" are recorded immediately following the assignment (see paragraph 6).
5. **Reference:** This Contract shall be subject to the Master Agreement between the School District and the teachers' exclusive representative, and the provisions of the Public Employment Labor Relations Act (PELRA), as amended.
6. **Special Provisions:** In addition, said teacher agrees to perform the following additional services for the additional salary indicated:

<u>Additional Service</u>	<u>Additional Compensation</u>
1. No Additional Services	

<sup>1</sup> Districts in "Cities of the First Class" should reference Minn. Stat. 122A.41 as Minn. Stat. 122A.40 does not apply.

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:

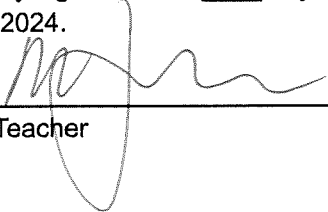
\$ 46,506 For basic services

\$ 0 For additional services as set forth in paragraph 6

\$ 46,506 Total salary, exclusive of fringe benefits

8. Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate School Board policy or procedure. This Contract shall be effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS WHEREOF, I have subscribed my signature this 28 day of June, 2024.



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Teacher

IN WITNESS WHEREOF, we have subscribed our signatures this \_\_\_\_ day of \_\_\_\_\_, 2024.

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School Board Chair

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School Board Clerk



## 2024 - 2025 School Year

Updated 7/1/2024

Grade	Projection	Target	Variance	Waitlist	Inquiries
K	25	20	+5		1
1	23	23	0		
2	25	23	+2		1
3	20	25	-5		2
4	27	25	+2		3
5	23	25	-2		
6	26	25	+1		
7	24	28	-4		2
8	30	28	+2		
9	22	30*			1
10	31	30*			
11	27	30*			
12	23	30*			
<b>TOTAL</b>	<b>326</b>				



Delta Dental of Minnesota  
 Attn: Delta Dental Connect  
 500 Washington Ave. South, Ste. 2060  
 Minneapolis, MN 55415

<https://www.deltadentalmn.org>

Delta Dental of Minnesota

June 3, 2024

Mrs. Beth Peterson  
 Administrative Assistant  
 Wrenshall ISD 100  
 207 Pioneer Dr  
 Wrenshall, MN 55797-9000

RE: Dental Plan Contract Renewal  
 Renewal Period: September 1, 2024-August 31, 2026, Client Number: 209778

Dear Mrs. Peterson,

Thank you for choosing Delta Dental of Minnesota. We are pleased to be your partner in your employees' wellness. As the nation's leading dental benefits provider, we know that good oral health is crucial to overall health. Wrenshall ISD 100's contract is scheduled to renew on September 1, 2024. We have completed a comprehensive review of your dental plan premiums and are pleased to offer your contract renewal with the rates below:

Rates per subscriber per month	Current Rate(s)	Renewal Rate(s)
	September 1, 2023 through August 31, 2024	September 1, 2024 through August 31, 2026
Subscriber only	\$42.57	\$44.49
Subscriber and spouse	\$81.80	\$85.48
Subscriber and child(ren)	\$97.39	\$101.77
Subscriber, spouse and child(ren)	\$152.00	\$158.84

We consider your payment of the new rates as consent to renew your Delta Dental contract. Renewal of your contract is based on the assumption that your group continues to meet Delta Dental's underwriting guidelines. Because this is a prepaid dental benefits program, your group's first payment at these rates will be September 1, 2024.

When your dental plan renews, your plan will now pay out of network services at a level similar to our in-network dentists. Dental plan members who utilize an out of network provider may notice a reduction to the reimbursement for some covered procedures. Member questions related to future dental coverage and claims may be directed to our Customer Service team at 800-448-3815.

No action is required from you at this time unless you wish to change or cancel your coverage. We can administer many different plan designs and offer a comprehensive analysis of how any changes would affect your rates. Benefit changes can be effective at your renewal, but you must request them no later than thirty (30) days prior to your plan's renewal date.

Delta Dental appreciates your ongoing business, and we look forward to continuing our commitment to excellent service and quality dental benefits for you and your employees. If you have any questions, please contact Allan Roth or the Delta Dental Connect Team at 1-800-906-5250, [DeltaDentalConnect@DeltaDentalMN.org](mailto:DeltaDentalConnect@DeltaDentalMN.org).

Sincerely,

Tom Bellamy  
 Senior Vice President, Chief Sales and Retention Officer  
 Delta Dental of Minnesota  
 Copy: Delta Dental Connect  
 Allan Roth, A.T. Group LLC

Stephanie A. Albert  
 Assistant Secretary

**Delta Dental of Minnesota**  
 500 Washington South Avenue  
 Suite 2060  
 Minneapolis, MN 55415-1163

Telephone: 612-224-3300  
 Toll Free: 1-877-268-3384  
[DeltaDentalMN.org](http://DeltaDentalMN.org)



# Wrenshull Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

June 27, 2024

## LTFM Committee

Notes from May 28 LTFM exploratory meeting

### 1. History

- District Administration typically presented an LTFM plan with general placeholders (including FY24).
- That may have been a more strategic process in connection with the 2020 IAQ and renovation plan with ARI.
- No plans for future facility need or status reports are currently available (Eric will search for roof status map).
- **Jamar will begin CTE roof silicone membrane installation on July 9.**

### 2. Needs

- Several areas are in immediate need of improvement (CTE sidewalk, delivery door bell, gym bleacher inspection (visitors), addition of two cameras to student parking lot door)
- The committee would like to locate or create the following status maps:
  - Roof sections
  - Floor surfaces
  - Doors
  - General infrastructure of all buildings (Main, CTE, transportation, Knutsen Field)

### 3. Priorities

- A. **Prepare LTFM plan for Board approval on July 8**
  - Beth prepare plan document**
  - Jeff prepare resolution**
  - Deduct funds assigned to pay debt on 2020 IAQ/Renovation project.
  - Include annual contingency amounts for electrical (\$2500), plumbing (\$10,000), bleacher inspection (if urgent), delivery door bell (if urgent), all other projects determined as urgent for FY25.
  - Identify upcoming projects which need authentic placeholders in the LTFM plan to save up for.
- B. Collect photos and notes to create district maps or consider working with a vendor to prepare a status book (depending on level of sophistication desired).

#### **4. Next Steps**

- A. Prepare and review completed status book at a future Board work session
- B. Consider possible voter or non-voter approved financing options for projects considered priority (red or yellow) on maps.
  - Red = Urgent, safety or functionality issue
  - Yellow = Caution, need to plan for soon
  - Green = Meets standards for X years (identify X)

#### **5. Other Business**

- A. Temporarily two custodians short  
One applicant in process for part-time grade 4, one sub starting this week
- B. Full-time Facilities Manager posting to be presented to Board on July 8
- C. Scott Bodin has signed an at-will agreement to serve as systems operator effective July 1 (HVAC, boiler, security system, elevator). Minimum 12 hours per week during boiler season, maximum 12 hours per week outside of boiler season.
- D. Next meeting?

# MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into as of the \_\_\_\_\_ day of, 20\_\_ (the "Effective Date") by and between Blue Bird Body Company, a Georgia corporation, with a principal place of business at 3920 Arkwright Rd., Ste. 200, Macon, Georgia 31210 (hereinafter referred to as "Blue Bird") and \_\_\_\_\_ with its principal place of business at \_\_\_\_\_, (hereinafter referred to as "Purchaser"), either or both of which may be hereinafter referred to as the "Party" or the "Parties", respectively.

**I. PURPOSE:** The purpose of this MOU is to confirm a basic understanding of the Parties regarding participation in the US Environmental Protection Agency Clean Bus Program (the "EPA Program"). Certain proposed terms, activities, and target dates related to the EPA Program are described in **Attachment A** to this MOU.

**II. INTENT OF PARTICIPATION:** This MOU is an expression of the Parties' intent to and commitment to enter into binding sales orders regarding buses awarded to and accepted by Purchaser under the EPA Program. The Parties acknowledge that there is no obligation on the part of either Party to accept any buses awarded under the EPA Program or to continue to pursue the EPA Program in future rounds. The provisions of this MOU, including **Attachment A**, reflect the Parties' mutual commitment only as to buses awarded to and accepted by Purchaser, and for which Blue Bird or its dealer network submitted the application on Purchaser's behalf ("Blue Bird-sourced Award Units").

**III. TERM:** This MOU shall commence as of the Effective Date and shall terminate upon the earlier of the completion of Purchaser's obligations under the EPA Program related to Blue Bird-sourced Award Units.

**IV. CONFIDENTIALITY:** Any confidentiality obligation will be established in a separate Mutual Confidential Non-Disclosure Agreement as described in **Attached B**. This Mutual Confidential Non-Disclosure Agreement shall survive any termination or expiration of this MOU and remain in full force and effect. To the extent the terms of the NDA conflict with any obligations of either Blue Bird or Purchaser under the terms of the EPA Program, the terms of the EPA Program shall prevail, and it shall not be a violation of the NDA to disclose information required under the EPA Program.

**V. PURCHASER'S OBLIGATIONS:** Purchaser agrees to the following in respect to all Blue Bird-sourced Award Units:

- a. To use any and all funds received directly from the EPA that are dedicated solely for the purchase and acquisition of Blue Bird-sourced Award Units to purchase Blue Bird buses;
- b. To purchase Blue Bird-sourced Award Units solely from Blue Bird or its dealer network notwithstanding the final purchase price of such unit and whether or not the final purchase price of the Blue Bird-sourced Award Unit exceeds the amount of the EPA Program award for the individual unit;
- c. To comply with all requirements under the terms of the EPA Program, including, but not limited to, record-keeping and reporting requirements, identification of and decommissioning of buses, maintenance and upkeep, all requirements under **Attachment A**, and all other current or future requirements under the EPA Program; and,
- d. To cooperate with Blue Bird in responding to any EPA-requested actions or communications related to the EPA Program.

**VI. BLUE BIRD'S OBLIGATIONS:** Blue Bird agrees to the following in respect to all Blue Bird-sourced Award Units:

- a. To negotiate in good faith with Purchaser to timely fill any firm order for buses awarded to Purchaser pursuant to the EPA Program;
- b. To comply with all requirements under the terms of the EPA Program for Original Equipment Manufacturers ("OEM") for buses awarded under the EPA Program, including but not limited to, record-keeping and reporting requirements, parts and support, all requirements under **Attachment A**, and all other current or future requirements under the EPA Program; and

c. To cooperate with Purchaser in responding to any EPA-requested actions or communications related to the EPA Program.

**VII. PUBLICITY:** No public disclosures or other announcements regarding this MOU or the EPA Program shall be made by either Party without the prior written consent of the other Party.

**VIII. INTELLECTUAL PROPERTY RIGHTS:**

All existing products, ideas, processes, software or other technical data, and future inventions or other intellectual property in development, made, developed, authored or created solely by employees, agents, subcontractors or consultants of one of the Parties in the performance of this Agreement shall be the sole property of that Party.

**IX. INDEMNIFICATION:**

Purchaser shall indemnify, defend and hold harmless Blue Bird, its employees, officers, directors and agents, from and against any claims, demands, losses, damages, or expenses (including reasonable attorneys' fees) arising from or relating to any claim by the EPA or other third parties that Purchaser has failed to comply with the terms, conditions, or requirements of the EPA Program, unless such failure to comply was caused by the negligence or willful misconduct of Blue Bird.

**X. LIMITED LIABILITY:**

EXCEPT FOR PURCHASER'S INDEMNIFICATION OBLIGATIONS ABOVE, IN NO EVENT SHALL ANY PARTY BE LIABLE OR OBLIGATED TO ANY OTHER PARTY IN ANY MANNER FOR ANY SPECIAL, INCIDENTAL, EXEMPLARY, CONSEQUENTIAL, PUNITIVE OR INDIRECT DAMAGES OF ANY KIND REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT PRODUCT LIABILITY, OR OTHERWISE, EVEN IF INFORMED OF THE POSSIBILITY OF ANY SUCH DAMAGES IN ADVANCE.

The Parties agree that the terms of Clause(s) IV, IX, X, and XI shall survive the termination of this MOU ("Binding Provisions"), unless superseded in a writing signed by both Parties.

**XI. NO WARRANTIES:** The Parties agree to make their own independent evaluation of any information provided by the other Party. Neither Party makes any representation or warranty regarding the use, accuracy or sufficiency of any information provided in connection with the EPA Program, the EPA Program product, without limitation, warranties against infringement of intellectual property rights of third Parties.

**XII. RELATIONSHIP OF PARTIES; NO RIGHTS CONFERRED:** Nothing in this MOU shall be construed as giving rise to a relationship among or between the Parties of prime contractor and subcontractor, employer and employee, partners, agency or joint ventures. Neither Party shall have the authority or power to bind the other or to contract in the name of, or create a liability against, the other in any way or for any purpose, regardless of the legal theory or basis therefore. Nothing contained in this MOU shall be construed as:

1. Granting or conferring any right to use any information or know-how which a Party shall elect to furnish hereunder except as expressly authorized in this MOU; or
2. Conferring any license or right with respect to any trademark, trade or brand name, the corporate name of either Party hereto or the corporate name of a subsidiary of either Party hereto or of any other name or mark or any contraction, abbreviation or simulation thereof.

**XIII. TERMINATION:** Either Party may, upon written notice to the other Party, terminate negotiations and this MOU at any time, provided that:

1. any and all products and/or confidential and/or proprietary information provided by one Party to the other Party will be immediately returned; and,
2. the expiration or termination of this MOU will not affect the obligation of Purchaser to source any buses already awarded to and accepted by Purchaser under the EPA

Program at or before termination of this MOU, or which Purchaser may subsequently be awarded through the assistance of Blue Bird or its dealer network. At the expiration or termination of this MOU, unless mutually agreed upon at that time, each Party shall return any and all product provided by the other Party that was used for development of the EPA Program or for sales/marketing purposes related to the EPA Program.

**XIV. COSTS:** Except as otherwise mutually agreed to in writing by the Parties, each Party shall be responsible for its own costs and expenses and shall receive no compensation in any form from the other Party, in connection with this MOU. This provision is applicable solely to the application process under the EPA Program and shall not apply to the actual purchase price or any costs or expenses associated with the actual purchase order and process of purchasing a bus after the Purchaser has been awarded.

**XV. ENTIRE AGREEMENT/INDEPENDENT SALES AGREEMENT:** This MOU constitutes the entire agreement between the Parties relating to the EPA Program and the Blue Bird-sourced Units in regard to the EPA Program. The Parties agree that this MOU is independent of and shall not modify or supersede the terms of any purchase of the Blue Bird-sourced Units, which shall be exclusively governed by the independent terms and conditions of sale associated with the specific purchase transactions. As to the participation in the EPA Program and the Parties' respective relationship thereto, this agreement supersedes any inconsistent provisions of any prior agreements, correspondence, discussions, negotiations and understandings of the Parties are merged herein and made a part hereof. No amendment, waiver or modification hereto or hereunder shall be valid unless made in writing and signed by the Parties.

**XVI. GOVERNING LAW:** This MOU shall be governed by and construed in accordance with the laws of the Georgia, without regard to Georgia principles of conflicts of law and the United Nations Convention of contracts for the international Sale of Goods.

**XVIII. ASSIGNMENT:** Neither Party shall assign this MOU or any portion thereof without the advance, written consent of the other Party, which consent shall not be unreasonably withheld.

**IN WITNESS WHEREOF,** the Parties hereto have caused this Memorandum of Understanding to be executed by their duly authorized officers or representatives as written below.

**BLUE BIRD BODY COMPANY ("Blue Bird")**

**\_\_\_\_\_ ("Purchaser")**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT A**  
**EPA PROGRAM & PURCHASER'S SUBMISSION**

2023 EPA Clean School Bus (CSB) Rebate Program Guide –  
<https://www.epa.gov/system/files/documents/2024-05/420b24034.pdf>

# ATTACHMENT B

## **FORM OF MND A** **MUTUAL CONFIDENTIAL AND NON- DISCLOSURE AGREEMENT**

In order to protect certain Confidential Information which may be disclosed between them, Blue Bird Body Company, a Georgia corporation, having a place of business at 402 Blue Bird Boulevard, Fort Valley, Georgia 31030, and \_\_\_\_\_ (*Insert other Party name*), having a place of business at \_\_\_\_\_ (*insert address*), each or both of which shall also hereinafter be referred to as "Party" or "Parties" hereby enter into this Mutual Confidential and Non-Disclosure Agreement ("Agreement") and agree to the following:

**1. Purpose and Definition.** Both Parties are DISCLOSERS and RECIPIENTS of Confidential Information. "Confidential Information" shall mean confidential and/or proprietary information under the ownership or control of a Party hereto. Confidential information disclosed under this Agreement shall be marked or otherwise identified as Confidential or Proprietary, and may consist of technical, business or financial information transmitted verbally, in writing, or electronically, which is not published or readily available to the general public. Confidential Information transmitted verbally must be identified as "Confidential" at the time of disclosure or in writing within thirty (30) days of the initial date of disclosure.

RECIPIENT shall use the Confidential Information solely for the purpose of providing, receiving or evaluating ..... (EXAMPLE: *school bus wire-harness and connectors and continuing the business relationship for current parts, along with exchanging information pertaining to any new projects*), ("the "Purpose"). RECIPIENT shall not disclose or otherwise use the Confidential Information for any other project or purpose or in any other manner without first obtaining written permission from an authorized representative of the DISCLOSER.

**2. Use.** All tangible documentation and materials provided to RECIPIENT under this Agreement shall remain the property of the DISCLOSER and shall be returned to the DISCLOSER at the conclusion of the project or following a written request from the DISCLOSER. RECIPIENT shall make no copies or summaries of any tangible documentation or materials provided by DISCLOSER hereunder, except to the extent necessary for the Purpose. Except as specifically provided herein and except as needed for evaluation purposes, nothing contained in this Agreement shall be construed as granting RECIPIENT any right or license to use any Confidential Information provided by DISCLOSER.

RECIPIENT shall use the same degree of care to prevent the unauthorized use, dissemination or publication of DISCLOSER'S Confidential Information as RECIPIENT uses to protect its own Confidential Information of a like nature, but no less than a reasonable degree of care.

**3. Disclosure Period.** This Agreement shall commence on \_\_\_\_\_ (*insert date here*) (NOTE: *Select either the date of first disclosure of the Confidential Information if it has occurred prior to the drafting date of this Agreement or the date this Agreement is drafted*), ("Effective Date"). Confidential Information may be disclosed between the Parties until \_\_\_\_\_ (*Insert actual date of expiration*) ("Expiration Date"), unless this Agreement has been terminated before this date by either Party with not less than ten (10) days prior written notice to the other Party.

**4. Obligation of Confidentiality.** RECIPIENT'S duty to protect Confidential Information disclosed under this Agreement shall extend for a period of five (5) years after expiration or termination of this Agreement.

Any obligation of confidentiality shall not apply to Confidential Information that:

- (a) was in RECIPIENT'S possession, as evidenced by its written records, prior to the first date of receipt by DISCLOSER;
- (b) is or becomes a matter of public knowledge through no fault of RECIPIENT;
- (c) is rightfully obtained by RECIPIENT from a third party who is legally free to pass on such information without a duty of confidentiality;

- (d) is disclosed by DISCLOSER to a third party without a duty of confidentiality on the third party;
- (e) is independently developed by RECIPIENT without reference to the disclosed Confidential Information; or
- (f) is required to be disclosed by operation of law or government process, provided that RECIPIENT –notifies DISCLOSER in writing thereof, as promptly as practicable and to the extent feasible under the circumstances, prior to the disclosure of the Confidential Information.

**5. Covenant.** RECIPIENT may disclose the Confidential Information provided hereunder to such employees who have a need to know such Confidential Information to fulfill the Purpose provided that all such employees are bound by an agreement that requires the Confidential Information be treated and maintained accordingly and has terms substantially similar to those contained herein.

Confidential Information may be disclosed to a third party, providing that the third party is notified of the terms of this Agreement; is bound by an agreement that requires the Confidential Information be treated and maintained accordingly and has terms substantially similar to those contained herein; and that RECIPIENT remains liable for any breach of any terms herein by such third parties. Upon request, RECIPIENT shall provide DISCLOSER with a list of all third parties having had access to such Confidential Information.

**6. Property Rights.** Nothing in this Agreement shall be construed, by implication or otherwise, to grant any right or license to RECIPIENT under any patent, invention, copyright, trademark, or any other intellectual property right, now or hereafter owned or controlled by DISCLOSER.

**7. Obligation.** This Agreement shall not constitute or imply any promise or commitment to make any purchase of products or services by either Party or its affiliated companies.

**8. Export Law.** Regardless of any disclosure made by RECIPIENT of an ultimate destination of the Confidential Information, RECIPIENT will not export or transfer the Confidential Information, whether directly or indirectly, to any party outside of the United States of America without first complying strictly and fully with all export controls which may be imposed on the Confidential Information by the United States Government or any country or organization of nations within whose jurisdiction RECIPIENT operates or does business.

**9. Representations.** Each DISCLOSER represents that it has the right to make disclosures under this Agreement. Confidential Information received and/or disclosed hereunder shall be provided “as is”, with no warranties, whether verbal or written, express or implied, and no representations regarding the accuracy of the Confidential Information. RECIPIENT assumes complete responsibility for decisions made or actions taken based on the Confidential Information. Any statements made by DISCLOSER concerning the usefulness of the Confidential Information are not to be construed as expressed or implied warranties or assurances of any kind.

**10. Remedies.** RECIPIENT acknowledges that a breach of this Agreement can cause the DISCLOSER to suffer irreparable harm with no adequate remedy at law. If any such breach occurs or is threatened, the DISCLOSER will be entitled (in addition to any and all other remedies) to seek injunctive relief, specific performance and other equitable remedies without proof of monetary damages or the inadequacy of other remedies.

**11. Relationship of the Parties.** This Agreement is not intended and shall not be construed to create or evidence any partnership, joint venture, agency, or similar relationship of any kind whatsoever between the Parties.

**12. Governing Law.** This Agreement is made in, and shall be governed, interpreted and enforced exclusively in accordance with the laws of the State of Georgia, regardless of the laws that might otherwise govern under applicable Georgia principles of conflicts of laws.

13. **Assignment.** This Agreement may not be assigned, in whole or in part by either Party, without the other Party's prior written consent.

14. **Entire Agreement.** This Agreement contains the entire understanding between the Parties and supersedes all prior and contemporaneous understandings, commitments or agreements between the Parties, whether verbal or written, express or implied, relating to the subject matter herein. Any additions or modifications to this Agreement must be made in writing and must be signed by authorized representatives of both Parties.

For: Blue Bird Body Company  
Party

For: Insert Name of Other

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

# 2023 EPA Clean School Bus Rebate Program (Round 3): Next Steps



1. Review Section 3 of the 2023 EPA CSB Rebate Program guide.
2. Sign and return the MOU with Blue Bird.
3. Schedule a meeting with Blue Bird Grant's team to discuss next steps @ [gregory.joseph@blue-bird.com](mailto:gregory.joseph@blue-bird.com).
4. (For EV selectees only) Blue Bird Grants team will introduce you to our EV infrastructure partner InCharge.
5. (For EV selectees only) Let the Blue Bird Grants team know how much of the rebate will be used for infrastructure and how much will be used for the cost of the bus.
6. Place your bus order with your Blue Bird dealer. The dealer will send us a copy of your purchase order on dealer letterhead.
7. Fill out the word version of the Payment Request Form (PRF).
8. Blue Bird Grants Team will review and submit the PRF on behalf of your school district using the EPA portal.
9. Blue Bird Grants Team will send a copy of the PRF and confirmation of submission to the school district.



**N.B :** If you were selected for a propane bus, disregard steps 4-5.

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**2023 Clean School Bus Rebates  
Program Guide:  
May 2024 Update**

**2023 Clean School Bus Rebates  
Program Guide:  
May 2024 Update**

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Transportation and Climate Division  
Office of Transportation and Air Quality  
U.S. Environmental Protection Agency

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# Summary of 2023 Clean School Bus (CSB) Rebate Program

## What is a CSB Rebate?

A CSB Rebate is a payment from EPA to an eligible entity to subsidize the purchase of a zero-emission (ZE) or clean school bus, eligible infrastructure, and other costs, including workforce training, that meet the requirements described in this Program Guide. Rebates allow selectees to receive awarded funds before purchasing the buses and associated infrastructure listed in their application.

## How much total funding is available and when are applications due?

EPA plans to award at least \$500 million through this rebate competition, with the potential to modify this figure based on the application pool and other factors. Applications are due via the online application form before 4 PM ET on January 31, 2024.

## Who is eligible?

1. Public School Districts (local or state governmental entities, and public charter schools)
2. Tribal Applicants (an Indian Tribe, Tribal organization, or Tribally-controlled school)
3. Third Parties (nonprofit school transportation associations and eligible contractors)

## Which school districts receive priority consideration as authorized the Bipartisan Infrastructure Law?

1. High-need school districts and low-income areas, limited to:
  - a. School districts listed in the [Small Area Income and Poverty Estimates \(SAIPE\) School District Estimates for 2021](#) as having 20% or more students living in poverty.
  - b. Title I-funded school districts and charter school districts not listed in the SAIPE dataset.
  - c. Title I-funded large public-school districts with more than 35,000 students and/or 45 public schools that do not meet the 20% poverty threshold that self-certify their low-income status.
  - d. School districts located in the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.
2. Rural school districts identified with [NCES locale code](#) "43-Rural: Remote".
3. Bureau of Indian Affairs-funded school districts.
4. School districts that receive basic support payments for children who reside on Indian land.

## What types of buses are eligible and how many can each applicant request?

Applicants can request battery-electric, compressed natural gas (CNG), and propane buses. Applicants requesting battery-electric buses are also able to purchase eligible EV charging equipment and infrastructure. Each applicant can request up to 25 buses through this rebate competition.

## How do I apply?

After reading this entire document, including the Terms and Conditions in Appendix A, please submit your application on [epa.gov/cleanschoolbus](https://epa.gov/cleanschoolbus). Any questions not answered in the [Q&A document](#) should be submitted to [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov) with "2023 CSB Rebate Question" in the subject line.

## Section 1: Overview

School buses collectively travel over three billion miles each year, providing transportation to and from school for more than 25 million American children every day.<sup>1</sup> Nearly all the school buses currently on the road run on diesel fuel, with many lacking the most advanced emission control technologies because they pre-date recent EPA emission standards. Exhaust from these buses has a negative impact on human health, especially for children, who have faster breathing rates than adults and whose lungs are not yet fully developed. EPA's [Clean School Bus \(CSB\) Program](#) subsidizes the replacement of existing school buses with cleaner buses that result in better air quality on the bus, in bus loading areas, and throughout the communities in which they operate. This document details the eligibility criteria and requirements for EPA's 2023 CSB Rebate Program.

As background, the Infrastructure Investment and Jobs Act (or the Bipartisan Infrastructure Law), codified at 42 U.S.C. 16091 (as amended by Consolidated Appropriations Act, 2023, H.R. Res. 2617, 117th Cong. § 405 (2022) (enacted)) provides \$5 billion to the EPA CSB Program for the replacement of existing school buses with clean and zero-emission (ZE) school buses. For each fiscal year between 2022 and 2026, \$500 million is available to fund ZE and clean school buses, and \$500 million is available to fund only ZE school buses. Since the program began, EPA has provided funding from the Clean School Bus Program through both grants and rebates. Given the high level of interest in the 2022 Clean School Bus Rebates, EPA is offering another round of rebate funding in 2023 and anticipates offering a combination of grants and rebates going forward.



A CSB rebate is a payment from EPA to an eligible entity to subsidize the purchase of one or more ZE or clean school buses, and eligible infrastructure, that meet the requirements described in this Program Guide. Importantly, rebates allow selectees to receive awarded funds before purchasing the eligible buses, infrastructure, and other expenses listed in their rebate application; however, buses and associated infrastructure **must** be purchased after notification of a rebate award. Fleets are also required to replace existing buses by the end of the project period, although there can be overlap between receiving replacement buses and replacing existing buses.

Both CSB rebates and grants provide selectees with award funds **prior** to purchasing eligible buses and infrastructure; however, there are a few key differences between grants and rebates, as outlined Table 1 below. EPA encourages applicants to consider which competition and award structure (grants or rebates) best suits their needs. Under both grants and rebates, eligible applicants can apply for all future funding opportunities under the CSB Program, regardless of whether they applied for and/or received funding under a past funding opportunity; however, they need to submit a new application for each funding opportunity.

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<sup>1</sup> School Bus Fleet. (2020). 2020 Fact Book. 65(11), p. 38.  
<http://digital.schoolbusfleet.com/publication/?m=65919&i=696463&p=40&ver=html5>.

Table 1: Differences Between Rebates and Grants

	<b>Rebates</b> 	<b>Grants</b> 
<b>Application Process</b>	Quick and simple; applications submitted through EPA portal	Longer, more detailed; applications submitted through grants.gov
<b>Selection Process</b>	Random number generated lottery process	Evaluation of application materials and scoring criteria
<b>Selectee support and flexibility</b>	EPA provides less support and flexibility in funding to selectees	EPA may offer more support for selectees during the project, as well as flexibility in funding – e.g. covering project implementation costs - and timing of the project, such as extending project periods to complete the project.
<b>Number of Replacement Buses</b>	Funds the transition of smaller fleets (lower bus replacement minimum and maximum)	Funds the transition of larger fleets (higher bus replacement minimum and maximum)

Please continue reading for detailed instructions on who can apply, what buses are eligible for replacement, how much funding is available per bus, how the selection process works, and how to apply and participate in this funding opportunity. All participants must also review the Terms and Conditions in Appendix A. Any questions not answered in the [Q&A document](#) should be submitted to [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov) with “2023 CSB Rebate Question” in the subject line. The 2023 CSB Rebate Timeline is outlined in Table 2 below.

Table 2: 2023 CSB Rebate Timeline

Date	Activity
September 28, 2023	<a href="#">2023 CSB Rebates Open</a> . Applications must be submitted via <a href="#">CSB Rebate Online Application Form</a> .
September 2023 – January 2024	Various <a href="#">Webinars</a> on CSB Program.
4 PM ET on January 10, 2024	Final Date to Submit Questions to <a href="mailto:cleanschoolbus@epa.gov">cleanschoolbus@epa.gov</a> for inclusion in the <a href="#">Q&amp;A Document</a> prior to the application deadline.
4 PM ET on January 31, 2024	<a href="#">2023 CSB Rebates</a> Application Deadline.
February 2024	EPA reviews applications and begins the selection process.
April 2024	EPA notifies applicants of selection status. Selectees can proceed with purchasing replacement buses and eligible charging infrastructure upon receipt of official selection notification.
April 2024 – October 2024 <sup>2</sup>	Selectees submit Payment Request Forms with purchase orders demonstrating that replacement buses and eligible charging infrastructure have been ordered.
April 2026	Project period deadline for selectees to receive replacement buses, install eligible charging infrastructure, scrap, sell, or donate existing buses, and submit Close Out Forms.

<sup>2</sup> In instances when a selectee has a clear justification (e.g., vendor delays due to supply chain constraints), EPA may on a case-by-case basis grant an extension to the Payment Request Form and Close Out Form submission deadlines.

## Section 2: Eligible and Prioritized Applicants

### Eligible Applicants:

#### 1. Public School Districts

- a. Local or State governmental entities<sup>3</sup> responsible for:
  - i. Providing school bus service to one or more public school systems; or
  - ii. The purchase, lease, license, or contract for service of school buses.
- b. A public charter school district responsible for the purchase, lease, license, or contract for service of school buses for that charter school.

#### 2. Tribal Applicants

- a. An Indian Tribe (as defined by section 4 of the Indian Self-Determination and Education Assistance Act, 25 U.S.C. 5304), Tribal organization (as defined by the same section), or Tribally-controlled school (as defined by section 5212 of the Tribally Controlled Schools Act of 1988, 25 U.S.C. 2511) that is responsible for:
  - i. Providing school bus service to one or more Bureau-funded schools (as defined by section 1141 of the Education Amendments of 1978, 25 U.S.C. 2021); or
  - ii. The purchase, lease, license, or contract for service of school buses.

#### 3. Third Parties

- a. A nonprofit school transportation association<sup>4</sup>; or
- b. An eligible contractor<sup>5,6</sup>. This group generally includes school bus dealers, Original Equipment Manufacturers (OEMs)<sup>7</sup>, school bus service providers, and private school bus fleets that provide student transportation services.

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<sup>3</sup> Includes public school districts. In this program, “school district” refers to local education agencies (LEAs). A directory of school districts and their corresponding NCES District ID can be found here: <https://nces.ed.gov/ccd/districtsearch/>.

<sup>4</sup> Consistent with the definition of nonprofit organization at 2 CFR § 200.1, the term nonprofit organization means any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable or similar purpose in the public interest; is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. Note that 2 CFR § 200.1 specifically excludes Institutions of Higher Education from the definition of nonprofit organization because they are separately defined in the regulation. Nonprofit organizations that are not exempt from taxation under section 501 of the Internal Revenue Code must submit other forms of documentation of nonprofit status, such as certificates of incorporation as nonprofit under state or Tribal law. Nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that lobby are not eligible for EPA funding as provided in the Lobbying Disclosure Act, 2 U.S.C. 1611.

<sup>5</sup> Eligible contractor, as defined by the Infrastructure Investment and Jobs Act, Public Law 117-58 (42 U.S.C. 16091), means any for-profit, not-for-profit, or nonprofit entity that has the capacity (1) to sell, lease, license, or contract for service clean school buses, ZE school buses, charging or fueling infrastructure, or other equipment needed to charge, fuel, or maintain clean school buses or zero-emission school buses, to individuals or entities that own, lease, license, or contract for service a school bus or a fleet of school buses; or (2) to arrange financing for such a sale, lease, license, or contract for service.

<sup>6</sup> Any eligible contractor that is selected for funding under this program may not purchase buses or associated infrastructure from a parent company, subsidiary or other affiliate as that term is defined in 2 CFR 180.905 as this establishes an actual or apparent organizational conflict of interest. The eligible contractor must purchase the buses and associated infrastructure from another third-party (either from the OEM directly or from another dealer) through an arms-length transaction.

<sup>7</sup> Any OEM that applies for a CSB rebate must certify that it is eligible to sell buses in the state that the school districts listed on the application resides in.

**School districts are eligible to apply directly, even if they contract out bus service to a private fleet; if selected, the school district could pass funds to the private fleet(s) to replace the buses.** If a third party applies on behalf of a school district and is selected for funding, then that third party is the applicant and will receive the funding on behalf of the school district. The school district that is listed on the third-party application cannot switch the third-party applicant and EPA will not send funding to an entity that is not the selected applicant.

In the rebate application webform, all applicants must identify the school district<sup>8</sup> that will be served by the new replacement bus(es). It is a requirement that the identified school district be served by the new replacement bus(es) for a minimum of five years from the date of delivery. If the award is to an eligible contractor and the contract with the local educational agency (including public charter schools operating as local educational agencies under State law) ends before the end of the five-year period, then those school buses may be operated by another local educational agency eligible for prioritization within the same state as the original local educational agency, if the school district listed on the application was eligible for priority consideration.

When submitting an application, all applicants will be required to submit one or more of the following [supplemental forms](#): School District Approval Certification, School Board Awareness Certification, and/or Utility Partner Template. All forms must be signed by an authorized representative (i.e., an individual who can sign on behalf of the applicable organization). Please refer to Section 5 for more details.

Applicants on the 2022 Clean School Bus Rebates waitlist must reapply for this program; the application from the 2022 program will not carry over to the 2023 program due to changes in the program requirements, updates to the rebate application webform, and the need to confirm continued interest from past applicants.

### Prioritized Applicants:

The Bipartisan Infrastructure Law authorizes EPA to prioritize awarding funds to certain communities that will benefit from the CSB Program.<sup>9</sup> Applicants requesting funds for replacement school buses that will serve a school district that meets one or more of the prioritization criteria below will receive preference in the selection process, as outlined in Section 6. Additionally, these districts, if selected, will receive a higher rebate value per bus. EPA offers equal prioritization for school districts that meet one or multiple prioritization criteria.

**For the purposes of this funding opportunity, prioritized school districts must meet one or more of the following prioritization criteria:**

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<sup>8</sup> In this program, “school district” refers to local education agencies (LEAs). A directory of school districts and their corresponding NCES District ID can be found here: <https://nces.ed.gov/ccd/districtsearch/>.

<sup>9</sup> 42 U.S.C. § 16091(b)(4) (2023) (as amended by Consolidated Appropriations Act, 2023, H.R. Res. 2617, 117th Cong. § 405 (2022) (enacted)).

1. High-need school districts and low-income areas, limited to:
  - a. School districts listed in the [Small Area Income and Poverty Estimates \(SAIPE\) School District Estimates for 2021](#) as having 20% or more students living in poverty.
  - b. Title I-funded school districts and charter school districts not listed in the SAIPE dataset. See the Prioritization Self-Certification Instructions, which can be found on the [CSB Rebates webpage](#), for more information on this option.<sup>10</sup>
  - c. Title I-funded large public-school districts, defined as districts with more than 35,000 students and/or 45 public schools, that are in SAIPE but do not meet the 20% poverty threshold, may be eligible to self-certify the low-income prioritization status for part or all of their district. See the Prioritization Self-Certification Instructions, which can be found on the [CSB Rebates webpage](#), for more information on this option.
  - d. School districts located in the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.<sup>11</sup>
2. Rural school districts, limited to school districts identified with locale code “43-Rural: Remote” by the [National Center for Education Statistics \(NCES\)](#).
3. Bureau of Indian Affairs-funded school districts.
4. School districts that receive basic support payments under section [7703\(b\)\(1\) of title 20](#) for children who reside on Indian land.

School districts that qualify under one or more prioritization criteria above, except for 1.b and 1.c, are identified in EPA’s Prioritized School District List, found on the [CSB Rebates webpage](#). Applicants that are self-certifying as prioritized under 1b. or 1c. will be able to attest to their self-certification in the online rebate application form; for additional details, please refer to the “Self-Certifiable Districts” tab in the Detailed Prioritized School District List found on the [CSB Rebates webpage](#).

The CSB Program is a program covered by the [Justice40 Initiative](#), which sets a goal that 40 percent of the overall benefits of certain Federal investments flow to disadvantaged communities.<sup>12</sup> EPA remains committed to prioritizing the advancement of environmental justice by taking action to protect overburdened communities. The statutory criteria used to prioritize school districts are linked closely with those used in the [Climate and Economic Justice Screening Tool \(CEJST\)](#). As part of its ongoing program evaluation, EPA will report benefits to disadvantaged communities, including as identified geographically by the CEJST<sup>13</sup>.

### Section 3: Eligible School Buses, Infrastructure, and Other Expenses

This section outlines the school buses, associated charging infrastructure, and other expenses, such as workforce training, that are eligible under the 2023 Clean School Bus Rebates if an applicant is selected for funding. All eligible expenses must be clearly identified with line-item expenses in the order

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<sup>10</sup> Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended by Every Student Succeeds Act (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging academic standards.

<sup>11</sup> Puerto Rico Dept of Education is prioritized as high-need through poverty data from SAIPE.

<sup>12</sup> *Tackling the Climate Crisis at Home and Abroad*, 86 Fed. Reg., 7619 (Jan. 27, 2021).

<sup>13</sup> Explore the CEJST map here: <https://screeningtool.geoplatform.gov/>

document submitted to EPA as outlined in Section 8; EPA will only pay for eligible expenses incurred after official selection notification and will not disburse additional funds once a Payment Request Form has been approved and rebate funding has been disbursed.

## Eligible School Buses

For the 2023 CSB Rebates, “school bus” is defined as a passenger motor vehicle designed to carry a driver and more than 10 passengers, that the Secretary of Transportation decides is likely to be used significantly to transport preprimary, primary, and secondary school students to or from school or an event related to school.<sup>14</sup>

Existing school buses to be replaced must:

1. Be vehicle model year 2010 or older diesel-powered school buses that will be scrapped if selected for funding.
  - a. If a fleet has no eligible 2010 or older diesel school buses and is requesting zero-emission school bus replacements, the fleet can either:
    - i. Scrap 2010 or older non-diesel internal combustion engine buses; or
    - ii. Scrap, sell, or donate 2011 or newer diesel or non-diesel internal combustion engine buses.
2. Have a Gross Vehicle Weight Rating (GVWR) of 10,001 lbs or more.
3. Be operational at the time of application submission (i.e., is able to start, move in all directions, and has all operational parts).
4. Have provided bus service to a public school district for at least three days/week on average during the 2022/2023 school year at the time of applying, excluding emergency-related school closures.
  - a. EPA strongly encourages third-party applicants to replace existing buses that provided service to the public school district listed on the application, or another school district eligible for priority consideration, as listed in the Prioritized School Districts list found on the 2023 CSB Rebates webpage, if the school district listed on the application was eligible for priority consideration.

New replacement school buses must:

1. Have a battery-electric, CNG, or propane drivetrain.
  - a. Biofuels will not be included as an eligible replacement technology for this funding opportunity.<sup>15</sup>

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<sup>14</sup> 49 U.S.C. § 30125, *available at* [https://uscode.house.gov/view.xhtml?req=\(title:49%20section:30125%20edition:prelim\)%20OR%20\(granuleid:USC-prelim-title49-section30125\)&f=treesort&num=0&edition=prelim](https://uscode.house.gov/view.xhtml?req=(title:49%20section:30125%20edition:prelim)%20OR%20(granuleid:USC-prelim-title49-section30125)&f=treesort&num=0&edition=prelim).

<sup>15</sup> All diesel school buses can run on a mix of regular diesel and biodiesel, making it very difficult to ensure that biofuel blends of a certain percentage are used exclusively in the vehicle from the start, much less over the vehicle’s lifetime. A vehicle which operates on a biofuels mix may have some small emissions benefits depending on numerous factors, but there are no differences in emissions standards between a regular diesel bus and one that may use biofuels as an in-use fuel. Thus, a bus that runs on a biofuel mix will not provide significant environmental benefits beyond the current diesel bus market options.

2. Be a new vehicle.
  - a. Buses which have been converted to a battery-electric, propane, or CNG drivetrain after the first retail sale are not eligible for funding.
  - b. The conversion of a bus to a battery-electric, propane, or CNG drivetrain is not eligible for funding.
3. Be model year 2022 or newer.
4. Have a Gross Vehicle Weight Rating (GVWR) of 10,001 lbs. or more.
5. Be certified to conform with all applicable Federal Motor Vehicle Safety Standards (FMVSS).<sup>16</sup>
6. Be maintained, operated, insured, registered, and charged/fueled according to manufacturer recommendations and state requirements.
7. Be equipped with an EPA certified engine if they are Propane or CNG fueled buses.<sup>17</sup>
8. Not be ordered prior to receiving official notification of selection for EPA funding.
9. Be purchased, not leased or leased-to-own.
10. Serve the school district listed on the application for at least five years from the date of delivery, unless the award is to an eligible contractor and the contract with the school district ends before the end of the 5-year period, in which case those school buses may be operated by another local educational agency eligible for prioritization within the same state as the original local educational agency, if the school district listed on the application was eligible for priority consideration.
11. Not be manufactured, retrofitted with, or otherwise have installed, a power unit or other technology that creates air pollution within the school bus, such as an unvented diesel passenger heater.
  - a. Externally vented, fuel-operated passenger heaters are allowed; however, data<sup>18</sup> show that the emissions from auxiliary heaters are still harmful. EPA strongly encourages applicants to consider alternative cold weather mitigation strategies (e.g., insulation of cabin and/or batteries, electric heat pumps, cabin and battery preconditioning)<sup>19</sup> until other viable alternatives become available.
12. Not be purchased or otherwise subsidized with other federal funds.<sup>20</sup>
  - a. The total CSB rebate award funds and other eligible external funds allocated for the bus replacement(s) cannot exceed the cost of the replacement bus(es).
13. Upon request, be made available for inspection by EPA or its authorized representatives for five years from the date of delivery to verify the buses are serving their intended purpose.

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Hydrogen and LNG school buses will not be included as eligible replacement technologies for this funding opportunity, but EPA will continue to evaluate product offerings for future funding opportunities.

<sup>16</sup> Per the Clean Air Act, before entering commerce, all vehicles must receive an EPA certificate of conformity and/or a CARB Executive Order to applicable emissions standards. Buses funded under the CSB Program must be certified to conform with all applicable FMVSS for the funded fuel type of the new bus after the final stage of manufacturing. All requirements for new replacement buses may be verified upon audit throughout the project period.

<sup>17</sup> EPA Heavy-Duty Vehicle and Engine Certification Data is posted here: <https://www.epa.gov/compliance-and-fuel-economy-data/annual-certification-data-vehicles-engines-and-equipment>. EPA's engine emission standards may be found at: [www.epa.gov/emission-standards-reference-guide/all-epa-emission-standards](https://www.epa.gov/emission-standards-reference-guide/all-epa-emission-standards).

<sup>18</sup> For example, see Karjalainen et al. Atmosphere.2021,12, 1105. <https://doi.org/10.3390/atmos12091105>.

<sup>19</sup> For more information on cold weather mitigation strategies, please visit: <https://www.epa.gov/system/files/documents/2023-04/elec-schl-bus-cold-weather-consider-2023-04-19.pdf>

<sup>20</sup> See the Terms & Conditions for more information on the usage of federal funds including tax credits.

Applicants are also able to request additional funds for ADA-compliant replacement buses equipped with wheelchair lifts. Please see Section 4 for more information on this funding.

### Job Quality in the Clean School Bus Market

The clean school bus market is growing rapidly in response to demand for cleaner vehicles. It is important to EPA that workers manufacturing clean school buses for school districts across the country have high-quality jobs with family-sustaining wages and benefits, safe working conditions, and the free and fair choice to join a union. To promote transparency in the clean school bus industry, EPA surveyed manufacturers about their job quality and workforce development practices and published the responses on the Clean School Bus website under “[Bus Manufacturer Job Quality and Workforce Development Practices](#).” Applicants are encouraged to refer to the webpage when selecting buses to purchase.

Table 3: Eligible Bus Replacements by Fuel Type

Existing Bus Fuel Type	Replacement Bus Fuel Type		
	Propane	Compressed Natural Gas	Battery-Electric
2010 or Older Diesel Bus	☑	☑	☑
2011 or Newer Diesel Bus*	☒	☒	☑
Gasoline Powered Bus*	☒	☒	☑
Propane Bus*	☒	☒	☑
Compressed Natural Gas Bus*	☒	☒	☑

*\*Can only be substituted if existing fleet does not have 2010 or older diesel buses available for scrappage; existing, non-diesel internal combustion engine buses that are 2010 or older must be scrapped; existing, diesel or non-diesel internal combustion engine buses that are 2011 or newer may be scrapped, sold, or donated.*

### Eligible Infrastructure

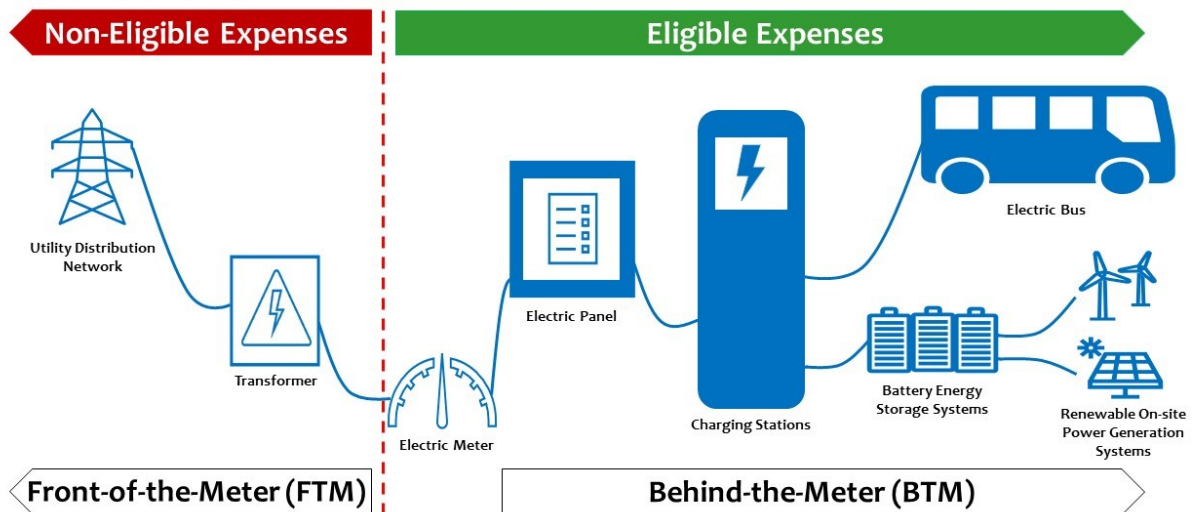
Applicants applying for ZE, battery-electric buses are also able to purchase eligible infrastructure. Specifically, EPA will provide funding for EV-related infrastructure installation and equipment from the electrical meter to the charging port of the bus. EPA funds must not be used for any infrastructure costs associated with work in front of the electric meter (see Figure 1 below).

**Eligible infrastructure expenses can include, but are not limited to:**

- charging equipment (such as alternating current (AC) Level 2 charging equipment, direct-current (DC) fast charging equipment, or vehicle-to-grid (V2G) enabled equipment);
- design and engineering costs;
- installation costs such as trenching, wiring and electrical upgrades, labor, and permitting;
- related intelligent equipment and software designed to monitor bus and infrastructure performance (such as telematics or charge management software); and
- battery energy storage systems (BESS) associated with replacement electric school buses funded in the program, as well as renewable on-site power generation systems that power the buses and equipment. To be eligible, these systems must be behind the electric meter.

Please refer to Figure 1 below for an overview of what is eligible and ineligible, as well as Appendix B for a more detailed list of common eligible and ineligible infrastructure expenses.

Figure 1: Eligible and Non-Eligible Infrastructure Expenses



### Charger Safety Certification Requirements

All chargers purchased and installed under this program must be certified by an Occupational Safety and Health Administration Nationally Recognized Testing Laboratory. EPA strongly encourages applicants to select DC Fast Chargers and AC Level 2 chargers that are certified to the appropriate [Underwriters Laboratories \(UL\) standards](#) for EV charging system equipment, and all AC Level 2 charging infrastructure purchased and installed under this program must be [EPA ENERGY STAR certified chargers](#).

### Utility Planning

EPA strongly encourages applicants to consider long-term fleet electrical needs when installing charging equipment. EPA funding may be used to install additional electrical capacity behind the meter to

support future charging needs (e.g., purchasing and running additional electrical conduit during trenching and wiring upgrades).<sup>21</sup>

**Any applicant applying for ZE school buses should contact their utility early to initiate the necessary discussions about planning for the required infrastructure.** Resources on this process can be found on the [Clean School Bus Program website](#) and technical assistance is available from the Joint Office of Energy and Transportation by emailing: [cleanschoolbusTA@nrel.gov](mailto:cleanschoolbusTA@nrel.gov).

### Required Electrician Certification

EPA funding can be used to fund the required certification of electricians under the programs outlined below if they are clearly identified with line-item expenses in the order document submitted to EPA outlined in Section 8. It is important for EPA to ensure that workers installing EV-related infrastructure have the necessary training to properly and safely install the equipment. Accordingly, all electricians installing, operating, or maintaining EV charging equipment purchased through the 2023 Rebates Program are required to be certified under the [Electric Vehicle Infrastructure Training Program](#) (EVITP) or another program approved by EPA in consultation with the Department of Labor and Department of Transportation. If additional trainings are approved, they will be posted on EPA's website [here](#). For projects requiring more than one electrician, at least one electrician must meet the requirements above.

### Build America, Buy America Requirements

Applicants should be aware that Build America, Buy America (BABA) requirements apply to eligible vehicle charging infrastructure equipment; all applicants should plan to purchase American-made charging infrastructure products. Please refer to the section on BABA located in Appendix A for additional information.

### Other Eligible Expenses

In addition to school buses and associated charging infrastructure, some additional expenses are eligible including infrastructure labor costs, workforce training costs, consulting costs, delivery costs, and warranty costs.

### Infrastructure Labor Costs

EPA funding can also be used for infrastructure labor costs if these services are clearly identified with line-item expenses in the order document submitted to EPA. While most charging equipment costs can be reported in an order document, EPA will accept an approved quote in lieu of a sales or purchase order for eligible infrastructure installation costs, such as design and engineering or labor. Please refer to Section 8 for more information.

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<sup>21</sup> Fleet depots can potentially reduce future costs by installing the necessary electrical conduit to support further electric fleet expansion. Source: Oregon Department of Energy. (2022). Guide to School Bus Electrification. <https://www.oregon.gov/energy/energy-oregon/Documents/2022-Jan-14-School-Bus-Electrification-Guidebook.pdf>.

## Workforce Training Costs

In the 2023 CSB Rebates Program, EPA funding can be used for costs associated with workforce training for drivers, mechanics, electricians, and other essential personnel. EPA encourages applicants to partner with their manufacturers, private fleets, local community colleges, labor unions, technical schools, and other education and training providers to provide necessary training and support. These services must be clearly identified with line-item expenses in the order document submitted to EPA outlined in Section 8. In addition, all applicants must attest in the application to the importance of workforce planning.

Successfully deploying new clean school buses requires thoughtful workforce planning that considers the training needs of workers, emphasizes student and worker safety, and incorporates worker voice into transition planning. EPA strongly encourages school districts applying for a rebate to conduct a comprehensive workforce impact assessment to understand how workers and their job duties might be impacted by the new buses, should they be selected for a rebate. This includes the workers responsible for driving, maintaining, and repairing the buses, in addition to supporting personnel like bus monitors or local first responders.

After assessing the likely impacts to their workforce, EPA strongly encourages all school districts to develop a workforce development plan to support successful deployment and maintenance of the buses and infrastructure. School districts should consider what training and support workers need to safely and confidently operate and maintain the new buses, what new or added safety measures are needed (especially for working with electric and high-voltage equipment), and clarify how school districts will prevent the replacement or displacement of current workers. EPA strongly recommends that workforce development planning is done in consultation with workers and their representatives to incorporate worker voice and feedback throughout the process. EPA also strongly encourages that workers are compensated their normal wages for any time spent in training associated with the transition to new buses.

As a reminder, rebate funding can also fund certification of electricians under the [Electric Vehicle Infrastructure Training Program](#) (EVITP), a requirement for electricians installing EPA-funded infrastructure.

EPA expects to add resources to support school districts with their workforce development activities. Please continue to check the Clean School Bus website [here](#) for more materials.

## Consulting Costs

EPA funding can also be used for consulting on bus deployments if these services are clearly identified with line-item expenses in the order document submitted to EPA outlined in Section 8. EPA may request additional information, such as a description of the consulting activities, the organization(s) providing

the consulting, and how it relates to the deployment of buses and/or charging equipment and infrastructure.<sup>22</sup>

### Delivery Costs

EPA funding can also be used for delivery costs so long as they appear on the order document and invoice and do not exceed the maximum funding available as noted in Section 8. As noted in Section 4 below, school districts in Alaska, Hawaii, Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, or third-party entities applying on their behalf, will be awarded up to an additional \$20,000 per bus for increased shipping costs if selected for funding; shipping costs must be clearly listed as a line item on order documents to be eligible for the additional funding (see Section 8 for details on order documents).

### Warranty Costs

EPA bus/infrastructure funding can also be used for bus warranties, if these services are provided through the bus dealer selling the bus and are clearly identified with line-item expenses in the bus sales order document submitted to EPA.

## Section 4: Funding Amounts and Number of Applications

For the 2023 CSB Rebates, EPA intends to fund at least \$500 million for clean school buses and ZE school buses. EPA may modify this amount based on the applicant pool and other pertinent factors. Funds are subject to availability and total awards may be higher or lower than the anticipated funds offered.<sup>23</sup> EPA reserves the right to partially fund applications, reject all applications and make no selections under the program, or to make fewer selections than anticipated. EPA expects to award approximately 60% of funds to prioritized applicants, in alignment with the [Justice40 Initiative](#) that sets a goal of 40 percent of applicable federal benefits flowing to disadvantaged communities (see Section 2 for more on prioritization criteria under this program).

Each rebate application may include up to 25 buses for replacement. School districts applying directly for funds may only submit one application to replace up to 25 buses; districts that contract with multiple private fleets may list more than one private fleet in their application. Other eligible applicants identified in Section 2 may submit multiple applications, but each application must be for buses serving a different school district. EPA will not fund multiple applications for bus replacements that will serve the same school district. If multiple applications are submitted for the same school district, EPA will ask the school district contacts listed in the applications to choose one application prior to the lottery selection process. As mentioned in Section 2, eligible contractors and nonprofits must certify the school district's approval of the third party's rebate application by submitting a signed School District Approval Certification.

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<sup>22</sup> Project management costs may be eligible as consulting expenses in cases where selectees can provide documentation on how the project management directly relates to the deployment of CSB-funded buses and/or infrastructure.

<sup>23</sup> EPA reserves the right to adjust total funds available and funding amounts in order to meet statutory requirements for each state to receive no more than 10% of funds.

The maximum rebate amount is dependent on (1) the bus fuel type, (2) the bus size,<sup>24</sup> and (3) whether the school district to be served by the buses meets one or more prioritization criteria. Applicants are able to request up to \$20,000 per bus in additional funds for ADA-compliant replacement buses equipped with wheelchair lifts.<sup>25</sup> Additionally, school districts in Alaska, Hawaii, Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, or third-party entities applying on their behalf, can be awarded up to an additional \$20,000 per bus for increased shipping costs if selected for funding; shipping costs must be clearly listed as a line item on order documents to be eligible for the additional funding (see Section 8 for details on order documents). Note that the additional funds for ADA-compliant wheelchair lifts and increased shipping costs are available to all eligible applicants regardless of prioritization status or replacement bus fuel type.

See Table 4 below for the amounts that EPA will allocate for selected applicants. Funding levels include combined bus and EV charging infrastructure. Recipients have flexibility to determine the split between funding for the bus itself and the supporting infrastructure.<sup>26</sup> Note: Table 4 displays maximum funding levels. EPA will not disburse rebate funds in excess of the actual cost of the replacement bus and infrastructure, although the actual costs of the bus and infrastructure may exceed the maximum funding level in Table 4. Costs above EPA’s maximum funding level are the responsibility of the applicant. Additional funding will not be provided for administrative expenses associated with the rebate application or program implementation.

Table 4: Maximum Funding Amount per Replacement School Bus

School District Prioritization Status	Replacement Bus Fuel Type and Size					
	ZE – Class 7+	ZE – Class 3-6	CNG– Class 7+	CNG – Class 3-6	Propane – Class 7+	Propane – Class 3-6
Buses serving school districts that meet one or more prioritization criteria	Up to \$345,000 (Bus + Charging Infrastructure)	Up to \$265,000 (Bus + Charging Infrastructure)	Up to \$45,000	Up to \$30,000	Up to \$35,000	Up to \$30,000
Buses serving school districts that are not prioritized	Up to \$200,000 (Bus + Charging Infrastructure)	Up to \$145,000 (Bus + Charging Infrastructure)	Up to \$30,000	Up to \$20,000	Up to \$25,000	Up to \$20,000

*\*Funding levels above do not reflect EPA funding available for ADA-compliant wheelchair lifts, EPA funding for shipping costs to non-contiguous U.S. states and territories, nor IRA funding available*

<sup>24</sup> Bus class size is based on Gross Vehicle Weight Rating (GVWR). Class 3-6 have a GVWR of 10,001-26,000 lbs. Class 7+ have a GVWR of 26,001 lbs or more.

<sup>25</sup> Existing buses are not required to be ADA-compliant buses equipped with wheelchair lifts for eligible applicants to request funds for ADA-compliant clean school bus replacements equipped with wheelchair lifts.

<sup>26</sup> Standalone infrastructure projects are not eligible for funding under the 2023 CSB Rebate Program.

*through IRS-disbursed tax credits for EV bus and infrastructure purchases. Please refer to Section 4 for more information on EPA funding and below for more information on tax credits.*

Selectees may be eligible for Inflation Reduction Act (IRA) tax credits applicable to their bus and infrastructure purchases; namely, the Commercial Clean Vehicle Credit provides up to \$40,000 for qualified commercial clean vehicles and the Alternative Fuel Vehicle Refueling Property Credit provides up to \$100,000 for qualified charging and refueling infrastructure. Please see the Internal Revenue Service (IRS) website for more information on these credits: <https://www.irs.gov/credits-and-deductions-under-the-inflation-reduction-act-of-2022>. Selectees may also be eligible to claim all or a portion of the value of IRA credits using either the new elective pay, and transferability mechanisms introduced by the IRS. For more information, please see the IRS website on elective pay and transferability: <https://www.irs.gov/credits-deductions/elective-pay-and-transferability>.

## Section 5: Application Process

**The deadline for submitting applications is January 31, 2024, at 4:00 PM ET.** Late applications will not be considered for funding. **Applications must be submitted using EPA’s Clean School Bus Rebate online application form found [here](#).**

EPA will post a Questions and Answers document on the program website [here](#). EPA anticipates updating the Q&A document approximately every two weeks during the application period. Novel questions submitted to [CleanSchoolBus@epa.gov](mailto:CleanSchoolBus@epa.gov) with the subject of “2023 CSB Rebate Question” before 4 PM ET on January 10, 2024, including those from program webinars, will be added to this document. Common questions will receive a stock response from the helpline referencing the Program Guide or Q&A document. If the stock response does not answer your question, please reply with additional details.

To access the online application, organizations applying for funds must have:

1. An active System for Award Management ([SAM.gov](https://sam.gov)) registration for the entity that is applying.  
**Please note:**
  - a. If an entity other than the school district is applying on behalf of that school district, the SAM.gov-registered entity that is listed on the application as the primary applicant will be the same entity that will receive the funds if selected. EPA can only provide funds to the SAM.gov-registered entity that is listed as the primary applicant on the application.<sup>27</sup>
  - b. Entity registrations are different than having an individual user account on SAM.gov. More information on entity registrations can be found [here](#).
  - c. The [Federal Service Desk](#) (FSD) is the only official and free government resource for assistance with SAM.gov. Please be aware that other websites may offer assistance with

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<sup>27</sup> As stated, if selected for funding, EPA can only disburse funds to the SAM.gov entity included in the rebate application; selectees are responsible for ensuring their SAM.gov account remains up-to-date and all information in the SAM.gov account, including points of contact and bank account details, is accurate.

SAM.gov registrations for a fee. Before contacting FSD, please first review the [SAM.gov help resources](#).

- d. Even if your organization is actively registered as an entity, be sure to review all registration information, including:
    - i. Address, EIN, and bank account information. If multiple bank accounts are associated with the entity registration, note the 4-character Electronic Funds Transfer (EFT) indicator in SAM.gov that is associated with the bank account you wish to use in this program.
    - ii. The expiration date of the SAM.gov registration. Be sure to renew the registration well ahead of that date since the renewal process can take several weeks or more.
    - iii. Check whether the entity's SAM.gov registration has any [exclusions](#) (also known as suspensions and debarments) preventing the entity from receiving federal financial assistance.
    - iv. Point of Contact (POC) information, per Item 2 immediately below.
  - e. If your organization has no record of a SAM.gov registration, expired or active, and needs to create a new registration, the simplest entity registration type that can participate in the Clean School Bus Program is the "Federal Assistance Awards Only" registration.
2. Points of Contact (POC) listed under your organization's entity registration in SAM.gov, including:
- a. An Electronic Business POC with a valid email address
  - b. A Government Business POC with a valid email address
    - i. EPA highly recommends adding an alternate Electronic Business POC and alternate Government Business POC to your organization's entity registration on SAM.gov.
    - ii. **Note:** Only Electronic Business POC (and alternate), and Government Business POC (and alternate) will be able to create, edit, save, or submit an application.
  - c. POCs with login.gov accounts. The SAM.gov POCs noted above can prepare for submitting an application for the Clean School Bus Rebates by registering for a [login.gov](#) account with the same email address listed in their POC info on SAM.gov.
    - i. Upon entering the online rebate application via login.gov, most users will be prompted to complete identity proofing unless they have already completed this process with their login.gov account.

By submitting the rebate application, applicants are certifying that the information provided is true to the best of their knowledge. EPA reserves the right to request copies of documentation, such as bus activity logs, to verify submitted information. EPA or its authorized representatives may contact an applicant to clarify any information provided by the applicant.

Applications submitted under this competition may be released in part or in whole in response to a Freedom of Information Act (FOIA) request. EPA recommends that applications not include trade secrets or commercial or financial information that is confidential or privileged, or sensitive information that, if disclosed, would invade another individual's personal privacy (e.g., an individual's salary, personal email addresses, etc.). However, if such information is included, it will be treated in accordance with [40 CFR § 2.203](#). (Review EPA clause IV.a, Confidential Business Information, under [EPA Solicitation Clauses](#).)

## Supplemental Forms:

Prior to submitting an application, all applicants will be required to submit one or more of the following [supplemental forms](#). These forms are designed to support the successful deployment of clean school buses, should the applicant be selected for a rebate:

- **All applicants** must submit a **School Board Awareness Certification** to verify the school board's awareness of the school district's rebate application. It is imperative that the school board is aware of the application and involved in the process of transitioning to a cleaner fleet. In some districts, the school board is required to authorize the purchase of the buses and associated infrastructure projects.
- **Third Party applicants** (eligible contractors and nonprofit school transportation associations) applying for rebates must submit a signed **School District Approval Certification** to verify the school district's approval of the third party's rebate application for new buses that would serve their school district.
  - School districts that contract out bus service to multiple private fleets may only submit one application but may list multiple private fleets on the application. If a third party applies on behalf of a school district and is selected for funding, then that third party is the applicant and will receive the funding on behalf of the school district. The school district that is listed on the third-party application cannot switch the third-party applicant and EPA will not send funding to an entity that is not the selected applicant. **However, as noted above, school districts are eligible to apply directly, even if they contract out bus service to a private fleet; if selected, the school district could pass funds to the private fleet(s) to replace the buses.** Please note that school districts may need to renegotiate their contracts with third party applicants if selected for EPA funding.<sup>28</sup>
- **Applicants applying for ZE school buses** must also submit a **Utility Partnership Agreement** to verify that the school district's electric utility provider is aware of the school district's rebate application. Proactive and ongoing communication between the school district and its local electricity provider(s) is critical to successful infrastructure deployment.<sup>29</sup>

All of the above applicable forms must be signed by an authorized representative (please refer to Section 2 for more details on authorized representative). These forms are intended to ensure applicants are communicating with the necessary parties for a successful deployment of new ZE and/or clean buses. Additional resources to support planning for new bus deployment are available on the [CSB Technical Assistance webpage](#).

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<sup>28</sup> EPA is not involved in any contractual arrangements and can only provide funds to the direct applicant.

<sup>29</sup> To facilitate coordination between applicants and utilities, EPA has partnered with Edison Electric Institute (EEI) and the Beneficial Electrification League (BEL) on an "Electric Utility Pledge." This pledge includes a set of commitments electric utility companies can take to proactively help school districts with the deployment of electric school buses, including providing technical support and guidance on existing rate structures, interconnection requirements, costs and timelines, and identifying the right type of charging infrastructure to meet their needs.

Similarly, applicants that are self-certifying as prioritized school districts will need to attest to their self-certification in the online rebate application form. Please refer to Section 2 for more details.

## Section 6: Application Selection Process

All applications submitted to EPA by the deadline will undergo a threshold eligibility check prior to the lottery selection process. Applications that do not meet threshold criteria will be marked as ineligible and will not be placed into the lottery selection process. As highlighted in Section 4, EPA will not fund multiple applications for bus replacements that will serve the same school district. If multiple applications are submitted for the same school district, EPA will ask the school district contacts listed in the applications to choose one application prior to the lottery selection process.

All eligible applications will be placed in a single ordered list using a random number generator lottery process. EPA will select applicants for funding in the following order, working from the top (highest rank) to the bottom (lowest rank)<sup>30</sup>:

1. **Clean School Bus Funding Pool:** The single highest ranked application in the lottery from each state and territory that submitted an application is selected regardless of vehicle type and prioritization.
2. **Clean School Bus Funding Pool:** Remaining applications requesting ZE, CNG, propane, or any combination thereof AND that meet one or more prioritization until funding pool is allocated.<sup>31</sup>
3. **Clean School Bus Funding Pool** Remaining applications requesting ZE, CNG, propane, or any combination thereof AND do not meet one or more prioritization until funding pool is allocated.
4. **Zero Emissions Funding Pool:** Remaining applications exclusively requesting ZE buses AND that meet one or more prioritizations until funding pool is allocated.
5. **Zero Emissions Funding Pool:** Remaining applications exclusively requesting ZE buses AND do not meet one or more prioritization until funding pool is allocated.

Pursuant to the CSB statute, EPA will ensure that the total amount of funds awarded to entities in a state does not exceed 10 percent of the amount made available for the program during a fiscal year. Because of this, it is possible for an applicant to be skipped over in the selection process in favor of an applicant from a state that has yet to hit the 10% limit. Please refer to Figure 2 below for a visual representation of the selection process.

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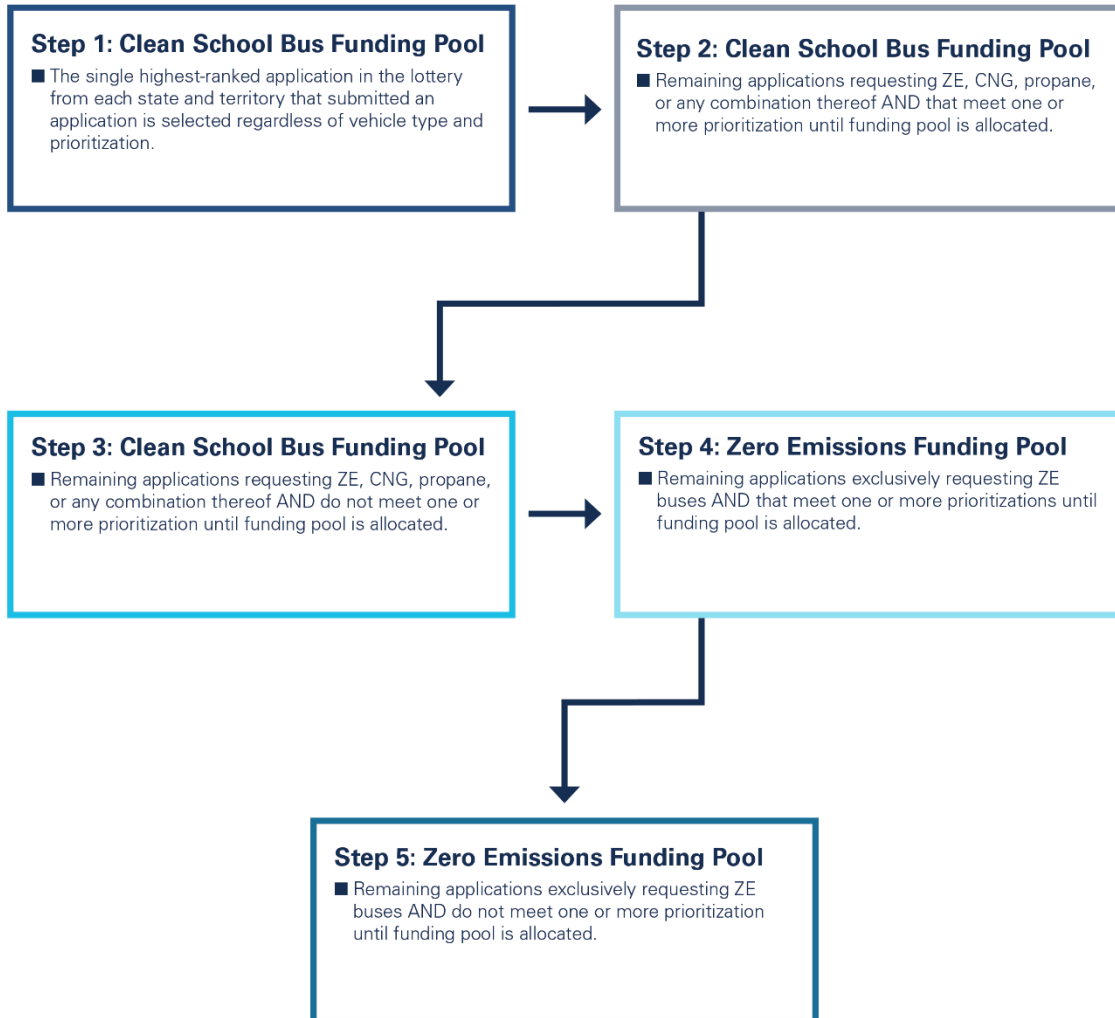
<sup>30</sup> As noted in Section 1, for each fiscal year between 2022 and 2026, \$500 million is available to fund ZE and clean school buses, and \$500 million is available to fund only ZE school buses.

<sup>31</sup> EPA currently expects to award approximately 60% of total funding for the 2023 Rebates Program to prioritized applicants.

Figure 2: Selection Process Flowchart

### 2023 Clean School Bus Rebates Selection Process

All eligible applications submitted to EPA by the deadline will be placed in a single-ordered list using a random number generator lottery process. EPA will select applicants for funding in the following order, working from the top (highest rank) to the bottom (lowest rank) of the list, until all funds are allocated from both the Clean School Bus and Zero Emission halves of funding:



Pursuant to the CSB statute, EPA will ensure that the amount of funds awarded to bus fleets in a state does not exceed 10 percent of the amount made available during a fiscal year. Because of this, it is possible for an applicant to be skipped over in the selection process in favor of an applicant in a state that has yet to hit the 10 percent limit.

*EPA currently expects to award approximately 60 percent of total funding for the 2023 Rebates Program to prioritized applicants.*

Applications chosen in the lottery selection process will then undergo an additional eligibility review during which EPA will confirm that applicants have provided all the necessary documentation and meet all of the requirements described in this Program Guide.<sup>32</sup> EPA may contact the applicants who self-certified as a prioritized school district to verify eligibility. Please see [Prioritization Self-Certification Instruction](#) for recommended documentation. If EPA reaches out to an applicant during the eligibility review and does not hear back from the applicant in a reasonable timeframe, EPA may remove the applicant from the lottery pool.

Applications not selected by lottery will remain in random number order on a waitlist. If a selectee does not complete the remaining required steps early in the rebate process, drops out, or is otherwise deemed ineligible, that selectee will be removed from the program. Those funds may be offered to other 2023 applicants on the waitlist. EPA will follow the selection process above when reallocating these funds. Applicants may be pulled from the waitlist up to 90 days after the initial selection notification. However, EPA may opt to use returned funds for future CSB funding opportunities rather than award funds to applicants on the waitlist.

Both the selectees and the applicant waitlist for the 2023 Rebate Program will be posted on the [Clean School Bus Program website](#).

## Section 7: Notification

EPA anticipates notifying applicants of their selection status within approximately 60 days of the application deadline. Applicants that are selected for funding will receive an electronic status update via email that includes (1) notification that they have been selected for funding, (2) the maximum amount of funds that have been reserved for them, and (3) instructions on proceeding with the purchase of replacement buses and eligible charging infrastructure. The electronic status update via email will serve as the official notification of selection for funding. In special circumstances, EPA can provide a supplemental letter of selection notification upon request.

## Section 8: Payment Request Form, Order Documentation, and Payment

Selectees must submit an online Payment Request Form (PRF) that includes documentation of ordering the replacement school buses, eligible charging infrastructure, and other eligible expenses (as outlined in Section 3) within six months of the date of the selection notification. EPA will provide the specific deadline for submitting the Payment Request Form in the selection notification.<sup>33</sup> As discussed in Section 5, applicants must receive all necessary approvals from their School Board, in addition to any other school district processes, to be able to place orders in this timeframe.

Documentation to attach to the PRF includes purchase orders on school district letterhead with purchaser/vendor signatures OR sales orders on vendor letterhead with purchaser/vendor signatures. The date of the order document cannot pre-date the selection notification date and must be dated

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<sup>32</sup> Note that during the eligibility review process EPA may contact applicants to request clarification of information or documentation to verify information in their application; applicants are requested to respond promptly to ensure the selection process can move forward as swiftly as possible.

<sup>33</sup> Selectees can request extensions to the Payment Request Form deadline. EPA will review these requests on a case-by-case basis and may grant extensions if sufficient justification is provided.

within 45 days of the initial PRF submission.<sup>34</sup> The order document must clearly show a transaction agreed upon between the organization that will own the replacement bus and a school bus equipment dealer.<sup>35</sup>

**Bus: The order document must include the following information for each bus:**

- 1) Purchaser name, address, and business phone number;
- 2) Dealer name, address, and business phone number;
- 3) Signatures from both the purchaser and vendor;
- 4) Vehicle make, model, model year, fuel type, GVWR, and purchase price;
- 5) Any additional training, consulting, or warranty costs clearly separated as a line item with purchase price;<sup>36</sup>
- 6) Purchase order date; and
- 7) Delivery date estimate.

**Infrastructure: The order document for selectees pursuing ZE bus replacements must include the following information for each unit of charging equipment:<sup>37</sup>**

- 1) Purchaser name, address, and business phone number;
- 2) Dealer name, address, and business phone number;
- 3) Signatures from both the purchaser and vendor;
- 4) Eligible charging equipment make, model, and purchase price;<sup>38</sup>
- 5) Purchase order date; and
- 6) Delivery date estimate.

**Infrastructure Labor Costs:** EPA will accept an approved quote in lieu of a sales or purchase order for eligible infrastructure installation costs, such as design and engineering or labor. Any quote for eligible infrastructure installation costs must include:

- 1) Purchaser name, address, and business phone number;
- 2) Vendor name, address, and business phone number;
- 3) Description of the scope of work and the costs for all eligible expenses;<sup>39</sup>
- 4) Quote date;<sup>40</sup> and
- 5) Purchaser signature or associated purchase order showing approval of the quote.

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<sup>34</sup> Selectees must adhere to state and local funding requirements regarding the solicitation and collection of bids necessary to submit a purchase order document. EPA will not be involved in this process.

<sup>35</sup> EPA is not responsible for the business or contractual agreements between school districts and bus providers; buses must serve the same district for 5 years (except as noted in Section 2 for a change in contract provider).

<sup>36</sup> EPA may request additional information, such as a description of the training services being provided.

<sup>37</sup> Eligible charging infrastructure may be included on either the same or a separate order document as the replacement buses.

<sup>38</sup> Order documents for infrastructure expenses must specify that the equipment and installation is between the electric meter and the charge port, and clearly list all equipment, labor, and associated installation costs. If the selectee is responsible for front-of-the-meter infrastructure expenses, please clearly separate the costs of these line items in submitted order documents and omit their price from requested funding.

<sup>39</sup> Order documents and quotes for infrastructure installation must specify that the work is being performed between the electric meter and the charge port, and clearly list installation cost items, such as trenching, wiring, labor, etc. If the selectee is responsible for front-of-the-meter infrastructure expenses, please clearly separate the costs of these line items in submitted order documents and omit their price from requested funding.

<sup>40</sup> EPA will only fund up to the total of eligible expenses reported in the quote (or the maximum funding reserved for the selectee, whichever is less). If the actual costs reported at Close Out are less than the quote, then the selectee will be expected to reimburse EPA.

EPA or its authorized representatives may contact a selectee to clarify any information provided in the Payment Request Form; selectees are requested to respond promptly to ensure the selection process can move forward as swiftly as possible. If, upon review, the PRF is accurate and includes all required information, EPA will issue the rebate payment to the bank account associated with the SAM.gov Unique Entity Identifier (UEI) and Electronic Funds Transfer (EFT) indicator associated with the application. EPA anticipates disbursing funds within approximately 60 days of the submission of a complete and approved PRF.

**NOTE:** If the bus, eligible charging infrastructure costs, and other eligible costs are lower than the amount of funds EPA has reserved for the selectee, then EPA will reduce the rebate funding amount to the actual costs. Selectees are able to request a change in the fuel type, number of buses, and/or size of bus from what they requested in their application prior to the initial PRF deadline, so long as the changes do not exceed the awarded rebate amount listed in the application. The per bus funding amounts will be adjusted per Table 4 depending on the changes made to the replacement buses. EPA will review these requests and may approve on a case-by-case basis.

## Section 9: Scrapage, Sale, or Donation of Existing Buses

Section 3 outlines the eligibility requirements for existing buses to be replaced, including buses that must be scrapped and buses that may be scrapped, donated, or sold. Fleets must replace existing buses by the end of the project period, but there can be overlap between receiving replacement buses and replacing existing buses. For example, a fleet that takes delivery of replacement ZE school buses six months before the project period deadline might retain the existing buses as back-ups for up to six months before replacing them as they train drivers on operation and charging procedures for the replacement buses.

### Scrapage Requirements:

The preferred scrapage method is cutting a three-inch-by-three-inch hole in the engine block (the part of the engine containing the cylinders) and cutting or crushing one chassis rail between the axles. Other acceptable scrapage methods, such as shredding, may be considered and will require prior EPA approval. Selectees seeking approval for alternative scrapage methods must submit an alternative scrapage plan to [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov) detailing how the method will destroy and/or disable the engine and must, if approved, comply with the evidence requirements listed below, including digital photos.

Fleets that scrap buses must document the scrapage, including:

1. Photographs of the destroyed engine and chassis rail for each scrapped bus.
  - i. Each photo must be clearly labeled with the last 4 digits of the bus VIN.
  - ii. Please see Appendix C for example scrapage photos.
2. A letter signed by a representative of the scrap yard or other entity that performed the scrapage that:
  - i. Lists the VINs of the buses that were scrapped;
  - ii. Affirms the date(s) that the buses were scrapped;
  - iii. Details the method of scrapage that aligns with the requirements outlined above; and

- iv. Lists contact information for the entity that performed the scrappage.

See Appendix D for a template of a scrappage letter that fleets can use.

Equipment and vehicle components that are not part of the engine or chassis may be salvaged from the bus being replaced (e.g., seats, tires). The destroyed engine and chassis may be sold for scrap metal, provided that the bus is disposed of in accordance with federal and state requirements for vehicle disposal. Selectees are not required to report income from scrappage to EPA. Selectees must adhere to state and local funding requirements regarding scrappage.

### Sale and Donation Requirements:

Fleets that do not have eligible vehicle model year 2010 or older diesel buses to scrap and that choose to instead replace 2011 or newer buses by donating or selling those buses must retain documentation of that transaction that includes<sup>41</sup>:

1. The name of the fleet donating or selling the buses;
2. The name and contact information for the entity taking ownership of the buses;
3. The VINs of the buses that are donated or sold;
4. If sold, the amount the buses were sold for; and
5. The date of the transaction.

## Section 10: Close Out Form

Selectees must submit an online Close Out Form demonstrating that they have received their replacement buses and eligible charging infrastructure and have replaced their existing buses. The Close Out Form must be submitted within two years of the date of the initial selection notification. EPA will provide the specific deadline in the selection notification.<sup>42</sup> The Close Out Form will require selectees to attach<sup>43</sup>:

1. For existing buses being scrapped, scrappage photos and letter for buses being replaced (see Section 9);
2. For existing buses eligible to be sold or donated, documentation of the vehicle sale or donation (see Section 9);
3. A scan of the invoices for the replacement buses and eligible infrastructure;
  - a. If training, consulting, or warranty expenses were included on the order document per Section 8, these costs must also be included on the bus invoice.
4. A scan of proof of delivery for the replacement buses and eligible infrastructure (e.g., dated bill of lading);
5. One photo of the exterior of each replacement bus, labeled with the last 4 digits of the bus VIN; and

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<sup>41</sup> Please refer to Section 3 for details on eligible replacement buses if choosing to replace a 2011 or newer bus.

<sup>42</sup> Selectees can request extensions to the project period deadline. EPA will review these requests on a case-by-case basis and may grant extensions if sufficient justification is provided. For example, EPA may grant an extension if a bus is on order but is experiencing manufacturing or delivery delays.

<sup>43</sup> EPA may request additional information in the online Close Out Form

6. One photo of each EV charger after installation is completed if EPA funds were used for charging infrastructure.

EPA will not provide additional funds beyond those approved in the PRF and, if the bus or infrastructure costs reported at the time of Close Out Form submission are less than the bus or infrastructure costs in the PRF, then the selectee will be responsible for reimbursing EPA the difference. EPA or its authorized representatives may contact a selectee to clarify any information submitted in the Close Out Form. After submitting the Close Out Form and responding to any questions from EPA on the information in that form, selectees must continue to follow the Terms and Conditions in Appendix A.

## Appendix A: Terms and Conditions

By submitting an application, applicants certify that they have read and agree to comply with the requirements of this Program Guide, including the following 2023 CSB Rebates terms and conditions. This certification is a material representation that EPA will rely upon in providing funds for vehicle replacement rebates. False certifications may result in criminal prosecution under 18 U.S.C. § 1001, civil liability under the False Claims Act, 31 U.S.C. § 3729 *et seq.* and/or the Program Fraud Civil Remedies Act, 31 U.S.C. § 3801 *et seq.*, suspension and/or debarment pursuant to 2 C.F.R. Part 180, and/or other criminal, civil or administrative penalties, sanctions, and remedies available to the Federal government.

### **Cancellation of Rebates**

If a selectee fails to submit all the required forms and documents by the deadlines, voluntarily drops out of the program, or does not fully comply with the program requirements, then the rebate may be canceled. EPA will notify the selectee prior to canceling any rebate. If funds have already been disbursed to a selectee for a cancelled rebate, the selectee will be required to return the cancelled rebate funding to EPA within a timeframe to be established by EPA.

### **Replacement buses must:**

Meet all requirements listed in Section 3 of this Program Guide.

If the replacement school bus fails to meet the requirements in this program guide, the selectee may be required to return up to the full amount of the rebate award to EPA. The amount required to be returned is at the discretion of EPA and will be determined on a case-by-case basis.

### **Existing buses must:**

- Meet all requirements listed in Section 3 of this Program Guide;
- Be scrapped, donated, or sold based on the requirements of Section 3 and Section 9 of this Program Guide; and
- Not serve the school district listed on the application after the project period deadline.

If the replaced school bus fails to meet the requirements in this program guide, the selectee may be required to return up to the full amount of the rebate award to EPA. The amount required to be returned is at the discretion of EPA and will be determined on a case-by-case basis.

### **Signage**

Comply with EPA signage policy<sup>44</sup> for the Clean School Bus Program.

### **Restriction for Mandated Measures**

Pursuant to 42 U.S.C. 16132(d)(2), no funds awarded under the 2023 Clean School Bus Rebates shall be used to fund the costs of emission reductions that are mandated under federal law.

### **Restriction on Other Funding Sources**

The proposed replacement bus and any associated charging infrastructure to be paid for in part by CSB funds must not also be funded by other federal funds. Fleets can use external non-federal funding sources as part of their bus replacement project but must confirm with the source of those funds that they are not pass-through federal funds. Volkswagen Environmental Mitigation Trust Funds may be used as external funds provided that the VW trust funds are associated with Eligible Mitigation Action (EMA) #2. VW trust funds under EMA #10, the DERA Option, are not eligible external funds.

If an applicant plans to use state or local funding for buses and/or infrastructure, then the applicant must ensure that their procurement process adheres to the to any applicable state or local requirements.

A selectee's total 2023 CSB Rebate funds and other eligible external funds cannot exceed the cost of their replacement bus(es) and eligible infrastructure listed on their Payment Request Form and Close Out Form submitted to EPA.

Please refer to Appendix A.1 for additional, important information on CSB funding restrictions.

### **EPA Responsibilities**

EPA anticipates notifying rebate applicants of their selection status within approximately 60 days of the application deadline. EPA anticipates disbursing funds within approximately 60 days of the submission of a complete and approved Payment Request Form. EPA may request additional documentation from a selectee prior to issuing funds if EPA determines that any required information is missing or incomplete. In such a case, EPA will provide the selectee with a reasonable amount of time to submit additional information. EPA will post lists of selected and unselected applicants on the [Clean School Bus website](#).

### **Use of Submitted Information**

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<sup>44</sup> For more information, please visit: <https://www.epa.gov/invest/investing-america-signage>.

EPA will use information submitted by applicants in its annual report to Congress that is due no later than January 31 of each year of the program. Pursuant to the CSB statute, the report will include:

- (A) the total number of applications received;
- (B) the quantity and amount of grants and rebates awarded and the location of the recipients of the grants and rebates;
- (C) the criteria used to select the recipients; and
- (D) any other information the Administrator considers appropriate.

EPA reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use, for federal purposes, submitted bus photos, including use in program materials.

### **Program Audit**

EPA will conduct random reviews of selectees to protect against waste, fraud, and abuse. As part of this process, EPA, or its authorized representatives, may request copies of rebate documents from prior selectees who have received rebates, or may request documentation from current selectees to verify statements made on the application, payment request, and close out forms. EPA, or its authorized representatives, may also request site visits to confirm documentation is on hand and that replacement buses are still in service for the school districts listed on the application. Selectees are expected to comply with site visit requests, recordkeeping requirements, and document requests for five years from the date of replacement bus delivery, or risk cancellation of an active rebate application or other enforcement action.

### **Record Retention Requirements**

Selectees must retain all financial records, supporting documents, accounting books and other evidence of Rebate Program activities for five years after delivery of the replacement buses. If any litigation, claim, or audit is started before the expiration of the five-year period, the recipient must maintain all appropriate records until these actions are completed and all issues resolved.

### **Civil Rights Obligations**

Recipients must comply with Federal statutes and regulations prohibiting discrimination in Federal financial assistance programs, as applicable. Among other requirements, recipients must comply with Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, and national origin, including limited English proficiency, by entities receiving Federal financial assistance. Recipients must also comply with Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with disabilities by entities receiving Federal financial assistance. Audits may be conducted to ensure compliance.

### **Union Neutrality**

Rebate funds must not be used to support or oppose union organizing, whether directly or as an offset for other funds.

### **Build America, Buy America (BABA) Requirements**

Electric vehicle charging equipment meets the definition of infrastructure under the Build America, Buy America Act that took effect May 14, 2022. The Clean School Bus program intends for funds from this program to support domestically produced electric vehicle chargers and associated equipment, products, and materials. All applicants should plan to purchase American-made charging infrastructure products. That is, all of the iron, steel, manufactured products, and construction materials used in the infrastructure project must be produced in the United States. This includes, but not limited to the EV charger, all wiring or fixtures to support the charging equipment, breaker panels or subpanel, and conduit from the meter to the panel.

The EPA currently has an [EV charger product waiver](#) that applies to EV chargers that are assembled in the United States, manufactured on or before June 30, 2024, and installed by October 1, 2024. EPA will phase out waiver coverage for all EV chargers manufactured on or after July 1, 2024, which means meeting the requirements for manufactured products in [2 CFR 184.5](#). Depending on the specifics, [EPA's general applicability waivers](#), such as the [Pacific Island Territories General Applicability Waiver](#), may be appropriate. Note that EPA's *De Minimis Waiver* and Small Projects Waiver cannot be used for the EV charger itself. Due to the anticipated payment processing timeframes, it is likely that many recipients will not receive rebate funds prior to the end of the EV charger waiver. Although selectees may be able to apply for a project-specific waiver for items not produced domestically, all applicants should plan to purchase American-made charging infrastructure.

## Appendix A.1: May 2024 Additional Terms and Conditions

### Five-Year Service Requirement to School District Listed on Application

Consistent with the eligible requirements for new replacement buses, school districts and supervisory administrative units (i.e., entities that are responsible for the purchase of buses or providing bus service for multiple smaller sub-units of schools or school districts) that are awarded funding based on qualifying for prioritization as high-need under the definition of "very large school district" (i.e., the school district or supervisory administrative unit does not have SAIPE data and meets the threshold for "very large school district" defined in the self-certification document), must ensure that buses purchased with EPA funds continue to primarily serve the prioritized school district(s), as defined in the documentation submitted to verify self-certification, for at least five years.

### Financial Management Requirements and Best Practices

As previously stated, selectees should work with their vendors to spend EPA funds on eligible project expenses, as described in Section 3 of this Program Guide, as expeditiously as possible after receiving funds from EPA; however if there is an extended period of time between receiving EPA funds and spending those funds, then selectees must adhere to the following requirements. Specifically, selectees must follow proper financial management practices to ensure that these funds are only used for eligible

expenses and should keep these EPA funds separate from other funds the selectee might have for general expenses. If any interest is earned on EPA funds, then that interest must be returned to the federal government, in accordance with instructions to be provided by the EPA. If a selectee chooses to withdraw from the program, then they must return all awarded funds and any interest earned on those funds. The process for reimbursing funds, including any interest earned, will be initiated through completing the Close Out Form for the project as part of the withdrawal process; the EPA will provide additional information on the reimbursement process prior to Close Out Form submission.

## Appendix B: Infrastructure Eligibility Resource

Applicants applying for ZE buses are also able to use funds for eligible infrastructure. Specifically, EPA will provide funding for EV-related infrastructure installation and equipment from the electrical meter to the charging port of the bus as outlined in Section 3. Below are examples of eligible and ineligible EV-related infrastructure costs. Any questions regarding eligibility should be submitted to [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov).

### Infrastructure Installation Guidance:

Common **Eligible** Infrastructure Installation Expenses (must be behind the meter):

- Installation of higher amp service
- Installation of additional wiring or fixtures to support charging equipment
- Installation of wiring from the meter to the panel
- Installation of breaker panel or subpanel
- Trenching and installation of PVC/conduit from the meter to the panel, chargers
- Disconnecting and removing existing hardware/panels/wiring
- Installation of mounting equipment for panel
- Assembly and installation of EV chargers
- Installation of concrete bases for EV chargers
- Installation of additional capacity in panel for additional EV chargers in the future
- Installation of conduit, wiring for additional EV chargers in the future
- Design, drawings, field engineering, permitting

Common **Ineligible** Infrastructure Installation Expenses (cannot be in front of the meter):

- Installation of cabling or wiring from front-of-the-meter (FTM) transformer to meter
- Trenching and installation of PVC/conduit between FTM transformer and the meter
- Trenching and installation of PVC/conduit from the FTM transformer to the utility pole
- Setting of new utility pole
- Installation of FTM transformer foundation
- Installation of FTM transformer

### Charging Equipment Guidance:

Common **Eligible** Charging Equipment Expenses:

- Energy Star certified Level 2 chargers

- Nationally Recognized Testing Laboratory (NRTL) certified DC Fast Chargers
- Commissioning, startup, testing of equipment
- Charge management systems
- Network, data plans for connectivity
- Warranty
- Shipping

Common **Ineligible** Charging Equipment Expenses:

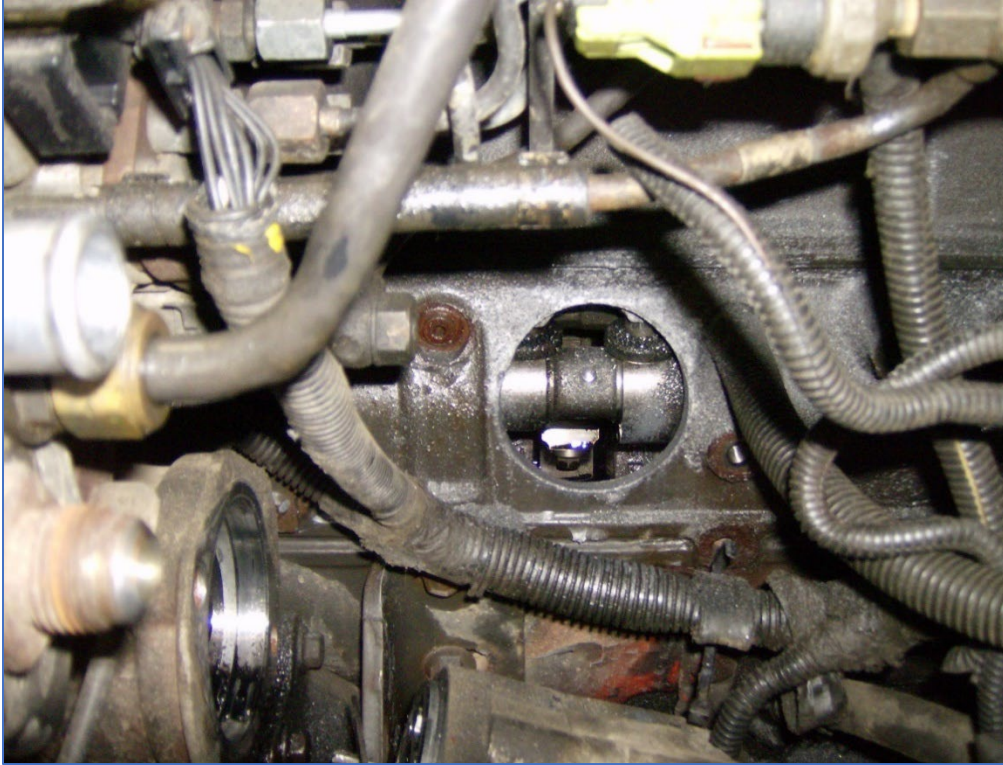
- Level 2 chargers without Energy Star certification
  - This includes white-labeled products that are sold as a different brand name than the model that is listed on the Energy Star website
- DC Fast Chargers without NRTL certification

## Appendix C: Sample Scrappage Photos

- 1) Chassis rail cut in half – DestroyedChassisRail[INSERT LAST 4 DIGITS OF VIN].jpg



- 2) Engine block with 3" drilled hole - DestroyedEngineBlock[INSERT LAST 4 DIGITS OF VIN].jpg



- 3) Shredded engine – DestroyedEngine[INSERT LAST 4 DIGITS OF VIN].jpg.  
Note: Any alternative scrappage method, including shredding, needs prior EPA approval. Email [cleanschoolbus@epa.gov](mailto:cleanschoolbus@epa.gov) for approval.



## Appendix D: Sample Scrappage Certification Letter

**[PRINTED ON LETTERHEAD OF SALVAGE YARD OR OTHER ORGANIZATION SCRAPPING BUSES]**

**[DATE]**

I confirm that the buses listed below were scrapped according to Section 9 of the 2023 Clean School Bus Rebates Program Guide. The program requires that scrapped buses must be permanently disabled by (1) crushing the engine or creating a 3" diameter or larger hole in the engine block and (2) cutting or crushing one chassis rail between the axles. Photos were taken of the destroyed engines and chassis rails to document the scrappage.

**[NAME OF ORGANIZATION THAT SCRAPPED THE BUS]** performed the bus scrappage on **[DATE]**.

**[BUS 1 VIN]**

**[BUS 2 VIN]**

**[BUS 3 VIN]**

**[SIGNATURE OF SALVAGE YARD REPRESENTATIVE]**

**[PRINTED NAME OF SALVAGE YARD REPRESENTATIVE]**

**[PHONE NUMBER OF SALVAGE YARD]**

**[ADDRESS OF SALVAGE YARD]**

**NO VOTER APPROVAL REQUIRED**

## Lease purchase (MS 465.71)

### Project types

- Purchase of land
- Site improvements (athletic fields, tracks, parking lots, roofs)
- Purchase of existing buildings
- Equipment (computers, buses, vehicles, athletic equipment, musical instruments)

### New money

- No, unless payments qualify for lease levy



**NO VOTER APPROVAL REQUIRED**

## Lease purchase cont'd

### *Key features and requirements*

- Certificates of participation (higher interest rates)
- Subject to annual appropriation
- Not eligible for Minnesota State Credit Enhancement Program
- Maximum of 20 years not to exceed useful life
- No equalization aid
- General fund revenue is used for debt payments

**465.71 INSTALLMENT, LEASE PURCHASE; CITY, COUNTY, TOWN, SCHOOL.**

A home rule charter city, statutory city, county, town, or school district may purchase personal property under an installment contract, or lease real or personal property with an option to purchase under a lease-purchase agreement, by which contract or agreement title is retained by the seller or vendor or assigned to a third party as security for the purchase price, including interest, if any, but such purchases are subject to statutory and charter provisions applicable to the purchase of real or personal property. For purposes of the bid requirements contained in section 471.345, "the amount of the contract" shall include the total of all lease payments for the entire term of the lease under a lease-purchase agreement. The obligation created by an installment contract or a lease-purchase agreement for personal property, or an installment contract or a lease-purchase agreement for real property if the amount of the contract for purchase of the real property is less than \$1,000,000, shall not be included in the calculation of net debt for purposes of section 475.53, and shall not constitute debt under any other statutory provision. No election shall be required in connection with the execution of an installment contract or a lease-purchase agreement authorized by this section. The city, county, town, or school district must have the right to terminate a lease-purchase agreement at the end of any fiscal year during its term.

**History:** 1965 c 266 s 1; 1976 c 44 s 67; 1979 c 3 s 1; 1982 c 523 art 15 s 4; 1988 c 639 s 6; 1989 c 329 art 5 s 16; 1990 c 562 art 5 s 12; 1997 c 231 art 2 s 33; 1Sp2021 c 14 art 10 s 4



# Wrenshull Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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July 8, 2024

## Grant Writing Options

1. At-will position
  - a. Grant writing support could be an added responsibility for the Communications Specialist (TBD).
2. Contract with vendor or cooperative
  - a. Grant development services may be compensated via fee or contingency based on grant award.
  - b. Northeast Services Cooperative (NESC) offers some support options.
3. Schedule D of EM-W Master Agreement
  - a. Pre-approved extra duties not on Schedule C are compensated at \$35.58.
  - b. Compensation with restricted staff development funds should comply with 122A.60 and 122A.61 and have approval of the Staff Development Committee.
4. Secondary Teacher Supervision Assignment
  - a. Secondary teachers are assigned a regular teaching load of five courses and one supervision assignment.
  - b. A regular class period is 50 minutes.
  - c. The base cost of assigning grant writing (or other supervision assignments) would range from \$6776 to \$12,274 per year dependent on salary schedule placement. This is the equivalent of approximately \$40-\$72 per hour.
5. Other Strategies?

8:03

5G



## Minnesota Housing's 2024 Single Family Consolidated Request for Proposals are Now Open for Applications!

The Single Family Consolidated Request for Proposals (RFP) is a competitive process that provides funding through the Community Homeownership Impact Fund (Impact Fund) and the Workforce and Affordable Homeownership Development programs for a variety of homeownership activities. The goal of the programs is to increase the supply of affordable, owner-occupied, single-family housing while maintaining the safety and habitability of existing owner-occupied, single-family homes in communities throughout Minnesota. Funds are available for cities, federally recognized American Indian Tribes or subdivisions located in Minnesota, tribal housing corporations, private developers, nonprofit organizations, school districts, cooperative units as defined in Minnesota Statute 123A.24 subdivision 2, and charter schools.

### Important Dates

- **Tuesday, April 30:** 2024 Single Family Consolidated RFP Information Session
- **Thursday, July 11 at noon Central Time:** 2024 Single Family Consolidated RFP application deadline
- **December 2024:** Selection recommendations presented at

**462A.33 ECONOMIC DEVELOPMENT AND HOUSING CHALLENGE PROGRAM.**

Subdivision 1. **Created.** (a) The economic development and housing challenge program is created to be administered by the agency. Notwithstanding section 462A.24, this section shall be construed based on the specific language within this section and within an appropriation pursuant to this section.

(b) The program shall provide grants or loans for the purpose of construction, acquisition, rehabilitation, demolition or removal of existing structures, construction financing, permanent financing, interest rate reduction, refinancing, and gap financing of housing to support economic development and redevelopment activities or job creation or job preservation within a community or region by meeting locally identified housing needs.

Gap financing is either:

(1) the difference between the costs of the property, including acquisition, demolition, rehabilitation, and construction, and the market value of the property upon sale; or

(2) the difference between the cost of the property and the amount the targeted household can afford for housing, based on industry standards and practices.

(c) Preference for grants and loans shall be given to comparable proposals that include regulatory changes or waivers that result in identifiable cost avoidance or cost reductions, such as increased density, flexibility in site development standards, or zoning code requirements. Preference must also be given among comparable proposals to proposals for projects that are accessible to transportation systems, jobs, schools, and other services.

(d) If a grant or loan is used for demolition or removal of existing structures, the cleared land must be used for the construction of housing to be owned or rented by persons who meet the income limits of this section or for other housing-related purposes that primarily benefit the persons residing in the adjacent housing. In making selections for grants or loans for projects that demolish affordable housing units, the agency must review the potential displacement of residents and consider the extent to which displacement of residents is minimized.

Subd. 2. **Eligible recipients.** Challenge grants or loans may be made to a city, a federally recognized American Indian Tribe or subdivision located in Minnesota, a Tribal housing corporation, a private developer, a nonprofit organization, a school district, a cooperative unit, as defined in section 123A.24, subdivision 2, a charter school, or the owner of the housing, including individuals. For the purpose of this section, "city" has the meaning given it in section 462A.03, subdivision 21. To the extent practicable, grants and loans shall be made so that an approximately equal number of housing units are financed in the metropolitan area and in the nonmetropolitan area.

Subd. 3. **Contribution requirement.** Fifty percent of the funds appropriated for this section must be used for challenge grants or loans for housing proposals with financial or in-kind contributions from nonstate resources that reduce the need for deferred loan or grant funds from state resources. Challenge grants or loans must be used for economically viable homeownership or rental housing proposals that address the housing needs of the local work force.

Among comparable proposals, preference must be given to proposals that include contributions from nonstate resources for the greatest portion of the total development cost. Comparable proposals with contributions from local units of government or private philanthropic, religious, or charitable organizations must be given preference in awarding grants or loans.

For the purpose of this subdivision, a contribution may consist partially or wholly of the premium paid for federal housing tax credits.

Subd. 4. [Repealed, 1Sp2001 c 4 art 5 s 10]

Subd. 5. **Income limits.** Households served through challenge grants or loans must not have incomes at the time of initial occupancy that exceed, for homeownership projects, 115 percent of the greater of state or area median income as determined by the United States Department of Housing and Urban Development, and for rental housing projects, 80 percent of the greater of state or area median income as determined by the United States Department of Housing and Urban Development except that the housing developed or rehabilitated with challenge fund grants or loans must be affordable to the local work force.

Preference among comparable proposals shall be given those that provide housing opportunities for an expanded range of household incomes within a community or that provide housing opportunities for a wide range of incomes within the development.

Subd. 6. [Repealed, 1Sp2001 c 4 art 5 s 10]

Subd. 7. [Repealed, 1Sp2001 c 4 art 5 s 10]

Subd. 8. **Limitation on return.** The limitations on return of eligible mortgagors contained in section 462A.03, subdivision 13, do not apply to loans or grants for rental housing if the loans or grants made by the agency, from all sources, are less than 50 percent of the total costs, as determined by the agency.

Subd. 9. **Grant funding to schools.** A school district; a cooperative unit, as defined in section 123A.24, subdivision 2; or a charter school may receive funding under this section in the form of a grant less than \$100,000. A school district, intermediate district, or charter school that uses a grant under this section to construct a home for owner occupancy must require the future occupant to participate in the homeownership education counseling and training program under section 462A.209.

**History:** 1999 c 223 art 2 s 56; 1Sp2001 c 4 art 4 s 34; art 5 s 5-9; 1Sp2005 c 1 art 4 s 104; 2007 c 135 art 8 s 7; 1Sp2019 c 1 art 6 s 26; 2023 c 37 art 4 s 9,10

## **Minnesota's Staff Development Statutes: Frequently Asked Questions**

### **Minnesota Statutes, sections 122A.60 and 122A.61**

**Created: September 2001**

**Last Updated: January 2022**

In response to many interpretation and implementation questions about Minnesota's staff development statutes, the organizations listed below have jointly developed this set of frequently asked questions (FAQ).

- Minnesota Department of Education (MDE)
- Minnesota School Boards Association (MSBA)
- Education Minnesota
- Learning Forward Minnesota
- Minnesota Association of School Administrators (MASA)
- Minnesota Association of Secondary School Principals (MASSP)
- Minnesota Elementary School Principals' Association (MESPA)
- Minnesota Rural Education Association (MREA)

#### **1A. What is the purpose of staff development?**

The fundamental purpose of staff development is to improve student learning. The intent of the legislation is that districts and schools implement a site-based process for both educational goals and staff development opportunities that will best help meet these goals. Providing teachers and other school district staff with individual and professional organizational growth and development opportunities prepares them to provide excellent educational experiences for students and ultimately helps achieve the fundamental purpose of improving student learning.

#### **1B. What is the appropriate use of staff development funds?**

Use of staff development funds must be outlined in a board-approved plan and targeted to expenses incurred to create, implement, monitor, and evaluate that plan. According to statute, staff development outcomes must be consistent with the local school board's education goals. A district's plan must include ongoing staff development activities that contribute to continuous progress toward these outcomes:

- Improve student achievement of standards using best practice methods
- Meet the needs of a diverse student population
- Provide an inclusive curriculum
- Improve staff collaboration and develop mentoring and peer coaching programs
- Teach and model violence prevention policy and curriculum
- Provide site-based teams with appropriate management and financial skills
- Effectively deliver digital and blended learning and curriculum, and engage students with technology

See Minnesota Statutes § 122A.60, subdivision 3 for full language of the outcomes listed above.

Staff development activities must:

- Focus on the school classroom and research-based strategies that improve student learning
- Provide opportunities for teachers to practice and improve their instructional skills over time
- Provide opportunities for teachers to use student data as part of their daily work to increase student achievement
- Enhance teacher content knowledge and instructional skills, including the delivery of digital and blended learning and curriculum, and engage students with technology
- Align with state and local academic standards
- Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring
- Align with the plan of the district or site for an alternative teacher professional pay system
- Provide teachers of English learners, including English as a Second Language and content teachers, with differentiated instructional strategies critical for ensuring students' long-term academic success; the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners; and skills to support native and English language development across the curriculum
- Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options

Districts may also use staff development funds for grants to teachers to pay for coursework and training leading to certification as a College in the Schools or concurrent enrollment teacher. A teacher receiving such grants must be enrolled in a program that includes coursework and training focused on teaching a core subject.

See Minnesota Statutes § 122A.60, subdivision 1 for full language of the activities listed above.

### **1C. Are any staff development funding uses prohibited?**

Staff development reserved revenue may not be used for: 1) release time provided for teachers to supervise students on field trips and school activities; and 2) independent tasks not associated with enhancing the teacher's knowledge and instructional skills (such as preparing report cards, calculating grades, or organizing classroom materials).

### **2. What revenue must be reserved for staff development activities?**

Two percent of a district's basic revenue must be reserved for staff development activities; programs; plans; and experiences, including workshops, conferences, the cost of substitute teachers, teachers' evaluation, other in-service education, and other related costs. A district may, however, spend more at its own discretion.

The temporary suspension of this requirement ceased June 30, 2013.

### **3. How must the 2% be distributed?**

Funds are allocated to staff development activities in accordance with the approved district plan. If funds remain at the end of any given year, the unspent funds are carried over by the district to be used for staff development in subsequent year(s).

### **4. Who is eligible to receive staff development funding?**

All staff, which means all district employees, licensed and non-licensed, qualify for staff development funding. Expenditures from site funds, if applicable, must also be consistent with the site plan.

## **5A. How are decisions made about districtwide staff development expenditures?**

The local school board must establish an advisory district staff development committee to: (1) develop a district staff development plan that is consistent with education outcomes that the board has determined; (2) assist site professional development teams in developing site plans that are consistent with the goals of the district plan; and (3) evaluate staff development efforts at the site level. The districtwide committee must be composed of a majority of teachers, representing an array of grade and subject specialties including special education, plus non-teaching staff, parents, and administrators.

The advisory committee must adopt a staff development plan, and the school board and committee must reach agreement that the staff development plan is consistent with the education outcomes that the board determined. The school board and the advisory district staff development committee must work together to resolve any differences.

## **5B. How are decisions made about site staff development expenditures?**

Each site must have a professional development team, the majority of which are teachers. With assistance from the district committee, the site team develops a site plan that is consistent with the goals of the districtwide plan. In making decisions, the site team must follow both the site plan and the districtwide plan approved by the board.

## **5C. What happens in districts that have only one site, and what constitutes a “site”?**

In smaller school districts that have only one site, the board may prefer to have one committee serve as both the district staff development committee and the site team.

Should best practice grants be awarded, or site funds be allocated, the management of those funds would be determined locally.

What constitutes a site is a district decision. Sites are not necessarily defined by buildings or facilities. For example, a district’s ECFE program might be housed together with an elementary school or a secondary school, but could be defined by the district as its own site. Districts that have only one or two physical sites retain the option of identifying staff development sites by grades, subject matters, or other criteria.

## **6. Are professional development site teams and school site decision-making teams the same thing?**

Some districts have established site-based decision-making teams as part of their management structure.

These teams, which are sometimes called site councils, exist for a different purpose than the site professional development teams. Moreover, each district determines the role and authority of its site councils. The statute requires that the majority of members of site professional development teams must be teachers. This means that one group of individuals can serve as both the site professional development team and the site council or site-based decision-making team only if that group is composed of a majority of teachers.

## **7. Can we use staff development monies to pay salaries?**

Yes, if a position is designated as full-time or part-time to engage in staff development activities, such as 1) researching or designing; 2) planning; 3) writing; 4) delivering; 5) coaching; or 6) coordinating staff development activities, that percentage of time may be reimbursed using staff development funding.

Staff development funding may also be used to pay salaries on in-service days.

Staff development funds may be budgeted to pay staff development committee members for time spent planning and implementing staff development plans.

## **8. If the plan allows the district to spend staff development funds for salaries, costs for workshop days, or other related costs, at what point in the process does the allocation of revenue occur?**

Districts must reserve 2% of basic revenue for staff development purposes. See FAQ 10 regarding situations under which the 2% reserve is not required. Districts and sites may then expend staff development funds from the amounts allocated to them according to the district plan.

## **9. How are best practice grants affected by the elimination of the requirement to have them?**

While not specifically required by the statute, it is recommended that if the districtwide plan includes or allows for their inclusion, it should include the criteria and accountability standards under which best practice grants will be judged. The criteria should be developed in keeping with the district's overall plan for staff development. In addition, the approved plan should also identify the procedure by which each grant application will be judged.

## **10. Are there any circumstances under which a district is not required to reserve 2% of basic revenue for staff development?**

Districts that are in statutory operating debt (SOD) are exempt from the requirement. In addition, districts may annually waive the requirement to reserve all or any part of the 2% if a majority of the teachers and a majority of the school board vote to do so. The vote may occur whether or not the district committee or the site teams support the waiver.

## **11. When is a school district in Statutory Operating Debt?**

A school district must do more than declare it is in SOD. There is one criterion a school district must meet in order for it to officially be in SOD. The Department of Education (MDE) will deem a district to be in SOD when its net unappropriated fund balance at the end of the year (June 30) is a negative amount in excess of 2-1/2% of its operating expenditures. For the exact language, see Minnesota Statutes § 123B.81. For questions on your district's status, contact [School Finance](#).

## **12. What are the reporting requirements regarding staff development activities and expenditures?**

The district and site staff development committees shall write a report of staff development activities and expenditures for the previous school year. The report, signed by the superintendent and staff development chair, must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participated in effective staff development activities.

The completed report shall be included as part of the district's World's Best Workforce Report under Minnesota Statutes § 120B.11, subdivision 5.

## **13. Do employees of cooperative districts, intermediate districts, and other kinds of hybrid districts have access to staff development funds?**

The staff development statutes do not currently apply to cooperative districts or intermediate districts because the statutes only apply to school districts that receive "basic revenue." As a result, the extent and nature of staff development opportunities in those districts and for state employees depend largely on the employer. Options include working with member districts for access to their staff development programs and including staff development in the collective bargaining agreement.

**14. If a district claims to or does spend more than the required 2%, is that amount exempt from the requirements of M.S. 122A.60 and M.S. 122A.61?**

Any amount above the 2% is exempt from the statutory requirements.

**15. Some districts have school board policies on staff development, and/or staff development language in collective bargaining agreements. Is there a “hierarchy” of authority between and among the statutes, board policies, the plan, and contracts?**

The staff development statutes are the highest authority. First and foremost, school board policies, the district’s staff development plan, and collective bargaining agreements cannot conflict with the statutes. If a conflict exists, the statutes supersede everything else.

Second, the plan must not conflict with collective bargaining agreements. For example, if the collective bargaining agreement limits staff development to three staff development days per teacher per year, the plan may not expand the number of days beyond three. At the same time, if the agreement requires at least three staff development days per teacher per year, the plan may not restrict the number of days to fewer than three.

Third, school board policies and the board-approved staff development plan must not conflict with each other. To protect against this, school boards may want to use their policy on staff development as a preamble to their staff development plan.

Collaborative efforts between and among the employer, the district advisory staff development committee, and the unions should help minimize potential conflicts between the various documents and the statute.

**16. How can an individual get copies of staff development reports, plans, budgets, or other staff development information?**

Staff development reports, plans, policies, and budgets are public information. A person seeking public data on staff development may request it from the appropriate school official (every district must designate a person to be responsible for responding to requests for data). Districts may also consider developing an internal procedure for staff members to access staff development data. Easy access facilitates the work of advisory committees, site teams, and individuals applying for best practices grants, etcetera.

**17. What are the substantive differences between a district staff development plan and the required staff development report? What different purposes do they serve?**

The district plan and the annual report are both required. For more details on the plan and the report, refer to FAQ 18 (the plan) and FAQ 12 (the report).

Each district must develop and adopt a staff development plan. The plan forms the basis for all of the district’s staff development efforts and activities.

**18. What are the technical differences between a district staff development plan and the required staff development report? For example, the report is annual, but what about the plan? Must it be revised and/or approved by the board each year? If so, is there a particular date by which the plan must be in place each year? Does MDE require school districts to provide any documentation of the district staff development plan? Is there a certain format that must be used for either the report or the plan?**

*Revising the Plan.* The law does not specifically require school boards to annually approve a plan and does not specify a date for completing plans. However, revenues are allocated on an annual basis, and the expenditure of staff development revenues is conditioned on having an approved and current plan in place.

Therefore, the district’s advisory staff development committee should update or revise the district’s plan each spring for approval by the board. The revisions should be consistent with progress toward or changes in the district’s stated goals and outcomes. Renewing and revising the plan before the end of the school year also allows districts to begin implementation of the approved plan over the summer and for the upcoming school year.

Districts are not required to submit their staff development plans to MDE.

*Format.* There is no similar format or content provisions for the plan or report. However, alignment of the plan to the report’s format and content will help districts in their efforts to continuously improve, implement, and evaluate the plan.

**19. What are the details of the statutory authority for waiving the requirement to reserve staff development revenue?**

There are many questions on this point because the statutory language on this issue is minimal: “A district may annually waive the requirement to reserve their basic revenue under this section if a majority vote of the licensed teachers in the district and a majority vote of the school board agree to a resolution to waive the requirement.” Minnesota Statutes § 122A.61. The absence of specific statutory guidance means there are no “right” answers to most of the questions on this topic.

Regarding some of the most frequently asked questions; however, some practical tips can be found in the following questions and answers:

**19A. What are the details of the voting procedure for waiving the requirement to reserve staff development revenue?**

The statute is silent on this question. The guidelines set forth in FAQ 20 may be of some help.

**19B. If the first vote is “no,” can a second vote occur at a later date?**

The statute only says a district may “annually waive” the requirement. Should both parties agree to conduct a second vote, statute does not prohibit an additional vote.

### **19C. Who can call for a vote?**

The statute says the district may waive the requirement but must do so by a vote of the board and a vote of all licensed teachers in the district. Any school board member may “call for a vote” by the school board by making a motion to that effect. A teacher, other staff member, or citizen may ask the board to take such a vote, but a motion to that effect must still come from a board member. Similarly, the teachers may conduct their own vote but cannot require the board to vote on the question. Again, however, because it is the district that may waive the requirements, the board can require the teachers to vote on the question. The board will probably want to delegate the job of conducting the teacher vote to another body or individuals, such as the administrative staff, the advisory committee, site teams, or the union.

### **19D. Do we need to use ballots? What should the ballots say? Who counts the ballots?**

The statute is silent on these questions. The board should use its usual procedure for voting and counting votes for its own vote on the question. For the teacher vote on the question, the board might consider following the guidelines outlined in FAQ 20.

### **19E. Who runs the teacher vote?**

The statute is silent on who can “run” the vote. The statute does not prohibit any group from running the teacher vote. The board may follow the guidelines outlined in FAQ 20, work out its own arrangement with other interested parties, or find some other way to secure the teachers’ vote.

### **19F. Are there any timelines involved?**

The only statutory timeline is that districts may “annually waive” the requirement. Districts receive basic revenue on an annual fiscal year basis, and it is from this annual distribution of basic revenue that districts must reserve funds for staff development or vote to waive the requirement to reserve the funds. Therefore, districts that decide to conduct a vote on whether to waive the requirement should determine when such a vote best fits in the budget planning cycle (e.g., the vote should occur before the board sets the school district’s budget for the upcoming year).

### **19G. Can the waiver contain a condition such as an agreement not to layoff staff?**

The statute is silent on this question. With or without a condition, the question voted on by the school board and the certified teachers must be identical. The sample ballot and procedures outlined in FAQ 20 may be of some help.

## **20. How should a district conduct the board and teacher votes on whether to waive the requirement to reserve staff development revenue?**

As previously stated, Minnesota Statutes, section 122A.61 provides: “A district may annually waive the requirement to reserve their basic revenue under this section if a majority vote of the licensed teachers in the district and a majority vote of the school board agree to a resolution to waive the requirement.” This is all the statute says about the waiver vote; therefore, it is incumbent upon the district to develop a process that will work locally. The board should endeavor to develop this process collaboratively, requesting input from the administration, districtwide and site staff development committees, and teacher representatives.

The following steps should be considered when running a “request to waive” election:

- a. The school board takes action to request a waiver in accordance with Minnesota Statutes, section [122A.61](#).
- b. The school board should solicit input and discuss the waiver request with the parties identified above. The discussion should include the proposed use of the funds to be waived, dollar amounts being requested, distribution of the remaining funds, make-up of ballot, and voting procedures.
- c. The school district sends notification to staff identifying its desire to waive some or all of the required 2% staff development set-aside. This notification should include information on the date of the election. It may include additional information such as the rationale for the request, proposed use of the funds, and any other agreed upon points.

Find a sample ballot below:

District Name:

Date:

Delineation of Dollar Amount and Percentage to Be Voted On

Yes, I vote to waive the dollar amount and percentage as requested by the school board.

No, I vote not to waive the dollar amount and percentage as requested by the school board.

- d. Ballots should be distributed using a clear procedure that ensures that all licensed staff have an opportunity to vote. This process should include procedures to ensure the privacy rights of those voting, as well as the integrity of the election itself.
- e. Election results should be tallied as previously determined with results shared immediately.

## **21. Are charter schools required to reserve an amount equal to at least 2% of the basic revenue for staff development?**

No, charter schools are not required to reserve funding for staff development; however, it is recommended that some funding be spent on staff development.

## Appendix to Minnesota's Staff Development Statutes FAQ



**DATE:** June 28, 2013

**TO:** Superintendents, Principals, Staff Development Chairpersons, Human Resource Directors, Curriculum Personnel, and Business Managers

**FROM:** Steve Dibb, Director of School Support  
Tom Melcher, Director of School Finance

**RE:** 2013 Minnesota Staff Development Legislation Changes and Reporting Requirements

The 2013 Minnesota Legislature enacted a change in staff development pertaining to the requirement to allocate portions of reserved staff development revenue for particular purposes (Laws of Minnesota for 2013, Chapter 116, Article 3, Section 20).

The 2013 Minnesota Legislature also enacted a change eliminating the authority for school districts to transfer funds from the reserved account for staff development beginning in FY 2014 (Laws of Minnesota for 2013, Chapter 116, Article 7, Section 19).

**What are the legislative changes in staff development?** Minn. Stat. § 122A.61, Subd. 1 Reserve Revenue for Staff Development.

### **1. The temporary suspension of the requirement to set-aside 2% for staff development is no longer in effect.**

School districts are required to reserve an amount equal to at least 2% of the basic revenue for staff development. A district may annually waive the requirement to reserve their basic revenue under this section if a majority vote of the licensed teachers in the district and a majority vote of the school board agree to a resolution to waive the requirement. A district in statutory operating debt is exempt from reserving basic revenue according to this section. Districts may expend an additional amount of unreserved revenue for staff development based on their needs.

### **2. Staff development revenue can be used for teacher evaluation.**

Staff development revenue is used for staff development plans including plans for developing and implementing a teacher evaluation system.

### **3. Transfer of carry-over staff development funds.**

The authority for school districts to transfer carry-over staff development funds from district, school, or exemplary grant accounts expires after fiscal year 2013. Districts may still transfer funds as of June 30, 2013 as part of FY 2013 closing, but authority to transfer funds in FY 2014 and FY 2015 was eliminated. A school district may transfer money from one fund or account to another if the following conditions are met:

- a. The transfer must not increase state aid obligations or increase local property taxes.
- b. Transfers cannot be made from the community service fund or the food service fund under this section or from the reserved account for staff development after FY 2013.
- c. The school board must adopt a resolution stating that the transfer will not diminish instructional opportunities for students.
- d. The district must apply to the commissioner to make the transfer. The application must include the amount to be transferred and the funds/accounts involved. It must be signed by the superintendent and approved by the school board.

**What has not changed?** Minn. Stat. § 122A.60 Staff Development Program.

#### **1. Districts and schools must develop staff development plans.**

Districts and schools are required to develop, implement, evaluate, and report staff development plans, activities, and results.

#### **2. Districts and schools establish staff development committees.**

The school board must establish an advisory staff development committee to develop the plan, assist site staff development teams in developing a site plan consistent with the goals of the district, and evaluate staff development efforts at the district and site level.

#### **3. Staff development decision-making policies.**

The district should use the district staff development committee to form policies around staff development programs and use of funds. These processes should be transparent, well documented, and include any information on ongoing actions. Many staff development decisions are made at the local level but also need to be aligned with Minnesota staff development statutes.

#### **4. Districts are no longer required to allocate revenue reserved for staff development by school sites, district-wide staff development, and exemplary grants.**

School boards are no longer required to allocate 50% of the reserved revenue for staff development to each school site in the district on a per teacher basis. Nor are school boards required to retain 25% to be used for districtwide staff development efforts or use 25% of the revenue to make grants to school sites for best practice methods. This change was made effective July 1, 2012.

# Education Services

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Education Services continues to develop its programming and services to best fit our region and make an impact for our educators and students. Although we continue to provide quality facilitation and training services, our workshops have developed to encompass the larger role technology plays in the way business is conducted.

## *Workshops, Trainings & Conferences*

- Teacher/Administrator Development Series
- Facilitating Online Learning
- Creating Online Course Content
- Literacy and Math Cohorts
- Improvement Plan Development

## *Planning, Facilitation and Research Services*

The Northeast Service Cooperative will continue to offer facilitation services to our members. These services are customizable to meet specific needs within an organization. A representative list includes:

- Strategic Planning
- Mediation Services
- Team Building / Leadership Skills / Program Evaluation
- Action Planning / Goal Setting / Data Analysis
- Research Services / Grant Writing
- Meeting Facilitation

NESC provides staff development planning, facilitation, grant research and writing, and program evaluation services for school districts and other NESC members in the region.

## *Grant Writing*

One of the objectives of the Northeast Service Cooperative's mission is to seek out and help our members apply for funding opportunities to support their initiatives.

*NESC provides services under the following grants:*

- Minnesota Department of Education
- Minnesota Department of Health
- United States Department of Agriculture, Rural Utilities Service
- Center of Excellence
- Department of Employment and Economic Development
- Iron Range Resources and Rehabilitation Board
- Economic Development Administration
- Public Health Workforce supplemental funding from the Center of Disease Control and Prevention, administered by the Minnesota Department of Health
- Minnesota Statewide Longitudinal Education Data System (SLEDS)
- Rural Career and Technical Education (CTE)



**121A.335 LEAD IN SCHOOL DRINKING WATER.**

Subdivision 1. **Model plan.** The commissioners of health and education shall jointly develop a model plan to require school districts to accurately and efficiently test for the presence of lead in water in public school buildings serving students in kindergarten through grade 12. To the extent possible, the commissioners shall base the plan on the standards established by the United States Environmental Protection Agency. The plan may be based on the technical guidance in the Department of Health's document, "Reducing Lead in Drinking Water: A Technical Guidance for Minnesota's School and Child Care Facilities." The plan must include recommendations for remediation efforts when testing reveals the presence of lead at or above five parts per billion.

Subd. 2. **School plans.** (a) By July 1, 2018, the board of each school district or charter school must adopt the commissioners' model plan or develop and adopt an alternative plan to accurately and efficiently test for the presence of lead in water in school buildings serving prekindergarten students and students in kindergarten through grade 12.

(b) By July 1, 2024, a school district or charter school must revise its plan to include its policies and procedures for ensuring consistent water quality throughout the district's or charter school's facilities. The plan must document the routine water management strategies and procedures used in each building or facility to maintain water quality and reduce exposure to lead. A district or charter school must base the plan on the United States Environmental Protection Agency's "Ensuring Drinking Water Quality in Schools During and After Extended Closures" fact sheet and the United States Environmental Protection Agency's "3Ts Toolkit for Reducing Lead in Drinking Water in Schools and Child Care Facilities" manual. A district or charter school's plan must be publicly available upon request.

Subd. 3. **Frequency of testing.** (a) The plan under subdivision 2 must include a testing schedule for every building serving prekindergarten through grade 12 students. The schedule must require that each building be tested at least once every five years. A school district or charter school must begin testing school buildings by July 1, 2018, and complete testing of all buildings that serve students within five years.

(b) A school district or charter school that finds lead at a specific location providing cooking or drinking water within a facility must formulate, make publicly available, and implement a plan that is consistent with established guidelines and recommendations to ensure that student exposure to lead is reduced to below five parts per billion as verified by a retest. This includes, when a school district or charter school finds the presence of lead at or above five parts per billion in any water fixture that can provide cooking or drinking water, immediately shutting off the water fixture or making it unavailable until the hazard has been remediated as verified by a retest.

(c) A school district or charter school must test for the presence of lead after completing remediation activities required under this section to confirm that the water contains lead at a level below five parts per billion.

Subd. 4. **Ten-year facilities plan.** A school district may include lead testing and remediation as a part of its ten-year facilities plan under section 123B.595.

Subd. 5. **Reporting.** (a) A school district or charter school must send parents an annual notice that includes the district's or charter school's annual testing and remediation plan, information about how to find test results, and a description of remediation efforts on the district website. The district or charter school must update the lead testing and remediation information on its website at least annually. In addition to the annual notice, the district or charter school must include in an official school handbook or official school

policy guide information on how parents may find the test results and a description of remediation efforts on the district or charter school website and how often this information is updated.

(b) If a test conducted under subdivision 3, paragraph (a), reveals the presence of lead at or above five parts per billion, the school district or charter school must, within 30 days of receiving the test result, either remediate the presence of lead to below five parts per billion, verified by retest, or directly notify parents of the test result.

(c) Starting July 1, 2024, school districts and charter schools must report their test results and remediation activities to the commissioner of health in the form and manner determined by the commissioner in consultation with school districts and charter schools, by July 1 of each year. The commissioner of health must post and annually update the test results and remediation efforts on the department website by school site.

(d) A district or charter school must maintain a record of lead testing results and remediation activities for at least 15 years.

**Subd. 6. Public water systems.** (a) A district or charter school is not financially responsible for remediation of documented elevated lead levels in drinking water caused by the presence of lead infrastructure owned by a public water supply utility providing water to the school facility, such as lead service lines, meters, galvanized service lines downstream of lead, or lead connectors. The district or charter school must communicate with the public water system regarding its documented significant contribution to lead contamination in school drinking water and request from the public water system a plan for reducing the lead contamination.

(b) If the infrastructure is jointly owned by a district or charter school and a public water supply utility, the district or charter school must attempt to coordinate any needed replacements of lead service lines with the public water supply utility.

(c) A district or charter school may defer its remediation activities under this section until after the elevated lead level in the public water system's infrastructure is remediated and postremediation testing does not detect an elevated lead level in the drinking water that passes through that infrastructure. A district or charter school may also defer its remediation activities if the public water supply exceeds the federal Safe Drinking Water Act lead action level or is in violation of the Safe Drinking Water Act Lead and Copper Rule.

**Subd. 7. Commissioner recommendations.** By January 1, 2026, and every five years thereafter, the commissioner of health must report to the legislative committees having jurisdiction over health and kindergarten through grade 12 education any recommended changes to this section. The recommendations must be based on currently available scientific evidence regarding the effects of lead in drinking water.

**History:** *1Sp2017 c 5 art 5 s 1; 1Sp2019 c 11 art 6 s 1,2; 2020 c 83 art 1 s 23; 2023 c 70 art 4 s 13*

# Wrenshall School District 100 and Wrenshall Principal Association Employee Agreement

School District No. 100, Wrenshall ("District") and Wrenshall Principal Association and Michelle Blanchard ("Employee"). The District and Employee will be referred to collectively as the "Parties."

WHEREAS, Employee is a duly licensed principal and served as a probationary principal for the District during the 2021-2022, 2022-2023, & 2023-2024 school years;

WHEREAS, the District wishes to renew Employee's employment as a principal for the 2024-2025 and 2025-2026 school year pursuant to the terms and conditions outlined in this Agreement.

Effective July 1, 2024 through June 30th, 2026

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## ARTICLE I

### Purpose Section

**1. Parties:** This Agreement is entered into between the Board of Education of Special School District 100 Wrenshall, Minnesota (hereinafter referred to as the board or school district), and the Wrenshall Principals' Association (hereinafter referred to as the association) pursuant to and in compliance with the Public Employment Relations Act of 1971, as amended (hereinafter referred to as the P.E.L.R.A.) to provide the terms and conditions of employment for administrators during the duration of this Agreement.

## ARTICLE II

### Exclusive Representative

**Section 1. Recognition:** In accordance with the P.E.L.R.A., the board recognizes the association as the exclusive representative of employees included within the bargaining unit as determined by the State Bureau of Mediation Service Order 73-PR-586-A, which exclusive representative shall have those rights and duties as prescribed in the provisions of this Agreement by the P.E.L.R.A.

**Section 2. Appropriate Unit:** The exclusive representative shall represent all employees of the district who are principals.

## ARTICLE III

### Definitions

**Section 1. Terms and Conditions of Employment:** Terms and conditions of employment shall mean the hours of employment, the compensation therefore including fringe benefits, except retirement contributions or benefits and the employer's personnel policies affecting the working conditions of the employees, but does not mean educational policies of the School District. The term is subject to the provisions of P.E.L.R.A. regarding the rights of the school district and the scope of negotiations.

**Section 2. Employee:** The term "employee" shall mean all persons employed by the school district in a position for which the person must be certified in the academic field by the State Board of Education including principals, associate principals, and assistant principals, devoting more than 50% of their time to administrative or supervisory duties; but excluding the following: superintendent, director of finance, executive director of educational services, director of human resources, director of student services, director of community education, part-time and temporary employees.

**Section 3. Building Principal:** The term "Building Principal" shall refer to an administrator's duty year which is 218 days provided herein and the administrator shall perform services on those legal holidays on which the District is authorized to conduct school if the Board determines. The Building Principal shall be on duty during any emergency, natural or unnatural, unless otherwise excused by the Superintendent.

**ARTICLE IV**  
**Board of Education Rights**

**Section 1. Inherent Managerial Rights:** The parties recognize that the school board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel and that all management rights and management functions not expressly delegated in this Agreement are reserved to the school board, subject to the right of the exclusive representative to meet and confer as provided in the P.E.L.R.A.

**Section 2. Management Responsibilities:** The parties recognize the right and obligation of the school board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligations to provide educational opportunity for the students of the school district.

**Section 3. Effect of Laws, Rules and Regulations:** The parties further recognize that the school board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, federal laws, rules and regulations of the State Board of Education, and valid rules, regulations and orders of the state and federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

**ARTICLE V**  
**Employee Rights**

**Section 1. Right to Views:** Pursuant to P.E.L.R.A., nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designated to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative; nor shall it be construed to require any public employee to perform labor or services against his/her will.

**Section 2. Request for Dues Check-off:** Employees shall have the right to request and be allowed dues check-off for the exclusive representative. Upon receipt of a properly executed authorization card of the employee involved, the school district shall deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization during the period provided in said authorization. Deductions shall be made each month and transmitted to the exclusive representative together with a list of names of the employees from whose pay deductions were made.

**Section 3. Personnel Files:** Pursuant to Minnesota law, as amended, all evaluations and files relating to each individual building administrator shall be available during regular school business hours to each individual building administrator upon his/her written request. The building administrator shall have the right to reproduce any of the elements of the files at the building administrator's expense and to submit for inclusion in the file written information in response to any material contained therein; provided, however, the school district may destroy such files as provided by law.

**Section 4. Severability of Provisions:** Nothing in this Agreement shall constitute a waiver of any statutory right of any employee or of the school district under Minnesota law or any amendments thereto.

## ARTICLE VI

### Duty Days

**Section 1. Building Administrator Duty Days:** The school board shall establish the calendar and building administrator duty days for each school year, and the building administrator shall perform services on such days as determined by the school board, including those legal holidays on which the school board is authorized to conduct school, and pursuant to such authority has determined to conduct school. The number of duty days or duty weeks for full-time administrators covered by this Agreement shall be 218 days for the annual salary indicated in this Agreement. For purposes of this Article, a duty day shall mean a day when the employee shall be available to perform services for the school district.

**Subd. 1: Scheduling of Duty Days:** The duty day schedule for building principals shall be established by the Superintendent of Schools.

**Section 2. Modification in Duty Year, Duty Day:** The school district reserves the right to modify the scheduling of duty days and/or length of duty days in the event of energy shortage, severe weather or other emergency, with the understanding that the total obligation of principals shall not be increased thereby as a result of such modifications.

## ARTICLE VII

### Basic Compensation

**Section 1. Basic Compensation:** Employee will receive annual salary as follows:

2024-2025 \$90,090.48

2025-2026 \$91,892.29

**Career Increment:** A full-time principal shall receive an additional annual amount of \$5,468.40 at the start of their 4th year.

**ARTICLE VIII**  
**403(b) Matching Program**

**Section 5. 403(b) Match Plan:** The District shall implement, on September 1, 2008, an Employer Matched 403(b) Tax-Sheltered Annuity Plan, as allowed under Minnesota Statute Section 356.24. The District will employ a third-party administrator to handle the contributions made by employee and employer. Employer matching contributions shall be directed to insurance companies (vendors) approved by the Minnesota State Board of Investment. The plan shall comply with I.R.S. Code 26 U.S.C. Section 403(b). There shall be a lifetime per employee cap of \$25,000 on District contributions. As of September 1, 2008, yearly matching amounts paid by the District shall be limited to a maximum amount as shown:

Years	Maximum Match Per Year
1-4	No Match
5-9	\$550.00
10-14	\$800.00
15-20	\$1,050.00
21-23	\$1,300.00
24+	\$1,550.00

District matching amounts shall match principal's contribution on a dollar-for-dollar basis up to the applicable maximum amount allowed under this agreement. These dollar-for-dollar amounts shall be matched with the beginning of the year listed in the table above. The plan year shall be from September 1 through August 31.

**Section 2. Claims Against the District:** The parties agree that any description of benefits contained in this Article is intended to be informational only and the management of contributed funds is the responsibility of the company selected by the employee. It is further understood that the district's only obligation is to make contributions as specified in this Article and that no other claim shall be made against the district pursuant to this Article.

**ARTICLE IX**  
**Group Insurance**

**Section 1. Selection of Carrier:** The selection of the insurance carrier and policy shall be made by the school district.

**Section 2. Eligibility for Insurance:** The eligibility of Employee and Employee's dependents for the insurance benefits provided on this Agreement will be governed by the terms of the

District's group insurance coverage. The District's only obligation is to offer the group insurance coverage described in this Agreement and no claim shall be made against the District as a result of the denial of insurance benefits by an insurer if the District has offered the coverage and paid the applicable insurance premiums as set forth in this Agreement.

**Section 3. LTD and Life Insurance:** The District will provide long-term disability insurance coverage for Employee as provided in the District's group insurance plan. The District will also provide \$50,000.00 of term life insurance coverage pursuant to its group insurance plan.

**Section 4. Health and Hospitalization Insurance:** The School District shall contribute up to \$455.70 per month for the 2024-2025 and 2025-2026 school year toward the premium for individual coverage for all full-time principals employed by the School District who qualify for and are enrolled in the School District group health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

**Section 5. Claims Against the School District:** The parties agree that any description of insurance benefits contained in this Article are intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the school district pursuant to this Article. It is further understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

## ARTICLE X

### Leaves

#### **Section 1. Sick Leave:**

**Subd. 1.** Employee will receive fifteen (15) sick days to use during the 2024-2025 and 2025-2026 school year

**Subd. 2.** Unused sick leave days shall accumulate to a maximum credit of one thousand two hundred (1,200) hours of sick leave per principal. Absence on sick leave or other approved absence will be charged first to the annual allowance of any employee until it is fully utilized and thereafter charged to the accumulated leave.

**Subd. 3. Employee/Child/Family Illness:** Sick leave with pay shall be allowed by the School District whenever an employee's absence is found to have been due to the illness or injury of the employee, which has prevented his/her attendance at school and performance of duties on that day or days. In addition, sick leave with pay shall be allowed in accordance with the Earned Sick and Safe Time Memorandum of Agreement between the district and association.

**Subd. 4.** Up to a maximum limit of thirty (30) days, no deduction shall be made from sick leave for injuries caused by assault while the principal, acting in a professional manner, is in the course and scope of employment.

**Subd. 5.** The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to

qualify for sick leave pay. If the employee is using ESST leave, medical certification may be requested after three (3) consecutive days of absence. If the employee is using non-ESST sick leave, the district may request medical certification upon notice of the absence. In the event that a medical certificate will be required the employee will be so advised, prior to his/her healthy return.

**Subd. 6.** Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

**Subd. 7.** Sick leave shall be approved upon submission to the supervisor per district procedures.

**Subd. 8.** Upon termination of an employee's employment for any reason, all sick leave, current or cumulative, shall be immediately and automatically canceled.

### **Section 2. Earned Sick and Safe Time (ESST):**

**Subd. 1.** Effective January 1, 2024, and each fiscal year thereafter, principals shall accrue one hour of ESST for every thirty (30) hours worked, up to forty-eight (48) hours in the fiscal year. ESST shall accrue to a maximum of eighty (80) hours and a balance may be carried over into the next fiscal year. At no time shall a principal's accrued ESST exceed eighty (80) hours. There is no payout for unused ESST.

**Subd. 2.** ESST shall be allowed whenever a principal's absence is found to have been due to reasons set forth in Minnesota Statutes, section 181.9447. ESST may be used in increments no smaller than one half (1/2) hour. Principals who are newly employed will not be eligible to use ESST until they have performed work for at least eighty (80) hours and have accrued ESST as per school district payroll practices.

**Subd. 3.** When permissible by law, the School District may require a principal to furnish documentation indicating any absence in excess of three (3) consecutive days was due to a qualifying event in order to receive ESST pay. The principal will be advised when documentation is required. Documentation under the law includes a statement from the employee that leave was used for a qualifying purpose.

**Subd. 4.** Principals shall provide their direct supervisor with at least seven (7) days advance notice of the need for use of ESST if the need for leave is foreseeable. If the need for ESST is unforeseeable, notice shall be provided as soon as practicable. Pay for ESST time shall be approved by the direct supervisor only upon submission of a signed request upon the authorized ESST pay request form.

**Subd. 5.** Approved ESST leave shall be deducted from the accrued ESST hours earned by the principal.

### **Section 2. Bereavement Leave:**

**Subd. 1.** All regularly employed personnel under full-time assignment may be granted up to five (5) days for absence because of death in the immediate family or household; the specific amount of time to be subject to the discretion of the superintendent or his/her designee. Bereavement leave shall not be deducted from sick leave.

**Subd. 2.** Under special circumstances, the school board may, in its discretion, grant additional leave under this section.

**Subd. 3.** For purposes of this subdivision, the immediate family shall be interpreted to include spouse, child, parent, spouse's parent, sister, brother, grandparent, spouse's grandparent, grandchild, daughter/son-in-law, and sister/brother-in-law. The family household shall be interpreted to include any member of the household currently making his/her home with the family.

**Section 4. Personal Leave Days:** Three (3) personal leave days shall be granted. A minimum of three (3) days advance notice (or less in exceptional situations) and arrangement with the building Superintendent.

**Subd. 1:** Unused personal leave will accumulate to a maximum of five (5) days per administrator.

**Subd. 2:** Deduction of days: Personal leave will not be deducted from sick leave.

**Subd. 3:** Restrictions: Personal leave may not be taken on a day when the building principal is not in attendance, or on staff professional development days.

**Section 5. Military Leave:** Military leave shall be granted pursuant to federal and state law.

**Section 6. Worker's Compensation:**

**Subd. 1.** Upon the request of a principal who is absent from work as a result of a compensable injury under the provisions of the Worker's Compensation Act, the School District will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the principal and the principal's regular rate of pay to the extent of the principal's earned accrual of sick leave and/or vacation. The difference shall be paid by the School District to the principal only for the period of disability or until the principal's accumulated sick leave/vacation is exhausted. The deduction from the principal's accumulated sick leave/vacation shall be an amount necessary to equal the difference between Workers' Compensation benefits and the principal's regular daily rate of pay. In no event shall the additional compensation paid to the employee by virtue of sick leave/vacation result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

**Section 8. Family Leave:** The school district shall grant an employee, pursuant to the Family and Medical Leave Act of 1993 and district policy, leave for the birth, adoption or foster care of a child, the care of a spouse, child or parent who has a serious health condition in accordance with the following provisions:

**Subd. 1. Leave with pay:** Upon the request of an employee, the school district shall grant a family leave with pay for up to five (5) days per school year. This leave shall be non-accumulative.

**Subd. 2. Leave without pay:** The school district shall grant, upon the request of an employee who has been with the district one full year, up to twelve (12) weeks of unpaid leave per school year for any reason provided in this section, and stipulated in the Family and Medical Leave Act of 1993. Maternity leave counts toward the available twelve (12) weeks family leave.

**Subd. 3. Notification and physician's statement:** Whenever foreseeable, an employee applying for leave under this section shall notify the superintendent or his/her designee in writing thirty (30) days in advance of the requested leave date. The school district will require medical certification from a health care provider to support a leave request for an employee's seriously ill family member.

**Subd. 4. Extension of leave:** A one-year (1) leave may be extended for an additional year. Application for extension must be submitted in writing to the superintendent or designee by February 1, and will be granted or denied no later than March 1. If an extension is denied, the principal has the right to reinstatement to a position for which the principal is qualified if the principal requests reinstatement by April 1.

**Subd. 5. Return from leave:** An employee returning from family leave shall be reemployed in an administrative position for which the principal/assistant principal is entitled under the terms of this contract and existing school district policy. An employee returning from family leave shall be reemployed in an administrative position for which the principal/assistant principal is entitled under the terms of this contract and existing school district policy.

**Section 9. Medical Leave:** Subd. 1. An employee who is unable to perform duties because of medical disability, and has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, shall, upon request, be granted a medical leave of absence, without pay, up to one (1) year. The school district may, in its discretion, renew such a leave.

**Subd. 2.** A request for leave of absence or renewal thereof under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to resume contractual responsibilities.

## ARTICLE XI

### Layoff

**Section 1. Purpose:** The purpose of this Article is to implement the provisions of M.S. 122A.40, Subd. 10., which shall constitute a plan for ULA (unrequested leave of absence) because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts.

**Section 2: Seniority:** Seniority is defined as the first paid day of work in a position in one of the six (2) classifications within the principals bargaining unit covered under this agreement without a break in service. The classifications are listed below.

Classifications:

- 1) High School Principal
- 2) Elementary Principal

Seniority date may differ from hire date. A current seniority list will be created each January and available to principals on January 15. Ties in seniority will be broken in the following order:

1. Seniority date – the principal with the earliest seniority date will be deemed more senior.

2. Service in Minnesota schools – the principal with the most years of service as a full-time principal in Minnesota public schools will be deemed the most senior. 3. District employee number – the principal with the lower district employee number will be deemed the most senior.

**Section 3. Unrequested Leave of Absence (ULA):** The School Board may place on ULA such principals as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes.

**Subd. 1. Terms:** Such unrequested leave of absence shall continue for a period of two (2) years, after which the right to reinstatement shall terminate. The principal's right to reinstatement shall also terminate if the principal fails to file with the district's Director of Human Resources, by March 1 of each year, a written statement requesting reinstatement. With the exception of reinstatement rights to a principal position, the principal only has the right to be reinstated to a principal position in the classification in which the principal/ assistant principal was working at the time ULA commenced.

**Subd. 2. Notice:** Principals placed on such leave shall receive notice by July 1st of the school year prior to the commencement of such leave with reasons for said placement. 10 Subd. 3. Reduction of Principals: Principals shall be placed on ULA in inverse order of seniority within the classifications listed in Section 2. Principals may not bump outside of their current classification as indicated below. Principals have no right to bump into unlicensed positions, such as director or dean of students' positions.

**Subd. 4. Acceptance of Reemployment:** If a position becomes available for a principal on ULA, the district shall mail the notice to such principal at the principal's last known address. The principal shall have ten (10) calendar days from the date of such notice to accept the reemployment. Failure to accept the position, in writing, within such ten (10) calendar day period shall constitute a waiver on the part of the principal to any further rights of employment or reinstatement, and that principal shall forfeit any future reinstatement or employment rights to any position with the district. Failure of a notice to reach a principal shall not be the responsibility of the district if such notice has been mailed to the last known address of the principal.

**Subd. 5. Reinstatement:** The order in which principals are recalled from ULA is within the district's sole discretion. Reinstatement rights will automatically cease two (2) years 11 from the date ULA was commenced, and no further rights to reinstatement to any District position, including, but not limited to, teacher or principal positions, will exist.

**Subd. 6. Hearing Rights:** Any challenge by a principal who is proposed for placement on or recall from ULA shall be subject to the hearing and review procedures as provided in M.S. 122A.40 and, therefore, shall not be subject to the grievance procedure.

## ARTICLE XII

### Miscellaneous

**Section 1. Annual Review:** The superintendent shall hold an annual review with each principal covered by this agreement to evaluate his or her performance, goals, professional growth, educational development and general philosophy. Each building principal shall hold an annual review with each of their assistant principals covered by this agreement to evaluate their performance, goals, professional growth, educational development and general philosophy.

**Section 2. Professional Growth:** The school district may, depending on the availability of funds, allow building administrators to attend appropriate local, state meetings, workshops, seminars and courses offered by public and/or private accredited institutions, as approved by the superintendent.

**Section 3. Professional Dues: MASSP Membership.** The District will pay all legally valid expenses and fees for attendance at professional conferences and meetings approved by the Superintendent or School Board. Employee will file itemized expense statements to be processed and approved in accordance with District policy and applicable law. The District will pay Employee's annual membership dues for the Minnesota Association of Secondary School Principals ("MASSP").

**Section 4. Pay Dates:** Salary payments will be made in accordance with the school district's payroll policy. However, if the policy should propose a significant change in the salary payment schedule, the parties agree to discuss modification of this provision through the meet and confer process. When a pay date falls on a holiday, pay shall be available and dated no later than the last workday preceding that holiday.

**Section 5. Pay Deductions:** In the event that an employee is absent without paid leave and a pay deduction is to be made for such absence, the amount of the deduction shall be the employee's annual salary, divided by the number of duty days for each day of such absence.

**Section 6. Copies of Agreement:** The school district shall provide each employee in this bargaining group with an electronic copy of this Agreement.

**Section 7. Liability Insurance:** The district shall provide coverage under the district's liability insurance policy for all building administrators for wrongful acts and errors and omissions.

**ARTICLE XIII**  
**Grievance Procedure**

**Section 1. Grievance Definition:** A "grievance" shall mean an allegation by the employee resulting in a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

**Section 2. Representative:** The employee or school district may be represented during any step of the procedure by any person or agent designated by such party to act on his/her behalf.

**Section 3. Definitions and Interpretations:**

**Subd. 1. Extension:** Time limits specified in this Agreement may be extended by mutual agreement.

**Subd. 2. Days:** Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.

**Subd. 3. Computation of time:** In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

**Subd. 4. Filing and postmark:** The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

**Subd. 5. Time Limitation and Waiver:** Grievances shall not be valid for consideration unless the grievance is submitted in writing to the school board's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within fifteen (15) days after the date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the school board's designee.

**Section 4. Filing of Grievance and Waiver:** The parties shall attempt to adjust all grievances, which may arise during the course of employment of any employee within the school district in the following manner:

**Subd. 1. Grievance Level I:** (1) The Grievance A grievance setting forth the facts and specific provisions of the agreement allegedly violated shall be filed in the office of the superintendent or his/her designee. The grievance must be in writing and must be filed within fifteen (15) days after the date of the first event giving rise to the grievance occurred. The grievance shall set forth any requested relief. (2) Waiver Failure to file a grievance in a timely fashion shall constitute a

waiver of the grievance. Failure to appeal a grievance from one level to another shall constitute a waiver of the grievance. (3) District Response The superintendent or his/her designee shall serve a written decision on the grievance within ten (10) days of filing of the grievance provided for in section 1.

**Subd. 2. Grievance Level II:** The decision at Level 1 may be appealed to the school board, provided such appeal is made in writing within five (5) days after receipt of the decision. Said appeal shall be effective upon filing in the office of the superintendent or his/her designee. The decision to hear the grievance is solely at the decision of the school board. The board shall either hear the grievance or decline to hear the grievance within ten (10) days of the filing of the appeal. The board shall determine its own procedures for hearing the appeal. The board shall issue a decision within ten (10) days after the date of the hearing.

**Section 5. Arbitration:** A principal may submit the grievance to arbitration by filing a "Demand for Arbitration" in the office of the superintendent or his/her designee within five (5) days of a board decision on the merits of the grievance or within five (5) days of a board decision not to hear the matter.

**Subd. 1. Prior procedure required:** No grievance shall be considered by the arbitrator, which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

## ARTICLE XIV

### Duration

**Section 1. Term and Reopening Negotiations:** This Agreement shall be in full force and effect from July 1, 2024, through June 30, 2026, and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing on July 1, 2026, it shall give written notice of such intent no later than April 1, 2026.

**Section 2. Effect:** This Agreement constitutes the full and complete Agreement between the school board and the exclusive representative representing the building administrators of the district. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

**Section 3. Finality:** Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement except by mutual agreement.

**Section 4. Severability:** The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:  
WRENSHALL PUBLIC SCHOOLS PRINCIPALS' ASSOCIATION Special School District  
#100

By \_\_\_\_\_

Association Representative

Date: \_\_\_\_\_

By \_\_\_\_\_

School Board Chair

Date: \_\_\_\_\_

By  \_\_\_\_\_

Superintendent

Date: 7/8/24

By \_\_\_\_\_

School Board Vice Chair

Date: \_\_\_\_\_





# Wrenshaw Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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July 1, 2024

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## Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

**Designation of the Identified Official with Authority for Education Identity and Access Management**

Organization Name:

Wrenshall Public School, Independent School District 100

6-Digit or 9-Digit Organization Number:

0100-01

Superintendent or Exec. Director Name:

Jeff Pesta

Will act as the IOWA?  Yes  No

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Board Member Signature:

Printed Name:

Date: July 1, 2024

INDEPENDENT SCHOOL DISTRICT 93  
Carlton Minnesota 55718



Agreement between Carlton Public Schools and Wrenshall Public Schools  
For Administrative Host Duties

This Agreement ("Agreement") is made and entered into between Carlton Public Schools ("Carlton") and Wrenshall Public Schools ("Wrenshall") effective as of July 1st, 2024 and shall continue in effect until June 30th, 2025 ("Term").

**Services:** Wrenshall Schools agrees to contract with Carlton Schools for their proportional share of administrative host services for the The Carlton/Wrenshall Raptor Student Activities Cooperative. Carlton Schools shall provide (all) administrative host services (to include employing a qualified Activities Director) for a total of 5 hours per week for 52 weeks at a rate of \$50.00 per hour

**Payment:** Total cost of services equals \$13,000. Wrenshall shall pay Carlton half of the total cost of services equal to the sum of \$6500.00 per year for all administrative host services provided by Carlton School District. Carlton will invoice Wrenshall at the end of the fiscal year, at which time payment of \$6500.00 will be required.

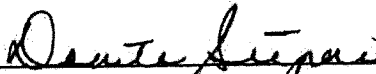
**Termination:** This Agreement shall commence on 7/1/24 and shall continue in effect until 6/30/2025, unless earlier terminated by mutual agreement of the Parties or as otherwise provided herein. Either Party may terminate this Agreement upon request.

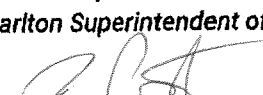
**Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of MN, without regard to its conflict of law provisions.

**Entire Agreement:** This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, whether written or oral, relating to such subject matter.

**Amendment:** This Agreement may be amended only by a written instrument executed by both Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.

  
\_\_\_\_\_  
Donita Stepan - Carlton Public Schools  
Carlton Superintendent of Schools  
Date 6-21-24

  
\_\_\_\_\_  
Jeff Pesta - Wrenshall Public Schools  
Wrenshall Superintendent of Schools  
Date 6/24/24

District Offices  
PO Box 310  
405 School Ave  
Carlton MN 55718  
(218) 384-4225 Option 1  
(218) 384-3543 Fax

South Terrace Elementary School  
PO Box 620  
530 Stine Drive  
Carlton MN 55718  
(218) 384-4225 Option 3  
(218) 384-4039 Fax

Carlton High School  
PO Box 310  
405 School Ave  
Carlton MN 55718  
(218) 384-4225 Option 2  
(218) 384-3607 Fax



**2024-2025 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE  
Membership Renewal Form**

**This form must be completed once for each school in the district.**

**Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2024. Retain one copy for the school files.**

**RESOLVED**, that the Governing Board or Entity of wrenshall High School (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

***Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.***

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.*

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

**208.00 LOCAL CONTROL**

**208.01 Designated School Representatives**  
At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

**One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.**

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

**208.02 Designated Activity Representatives**  
At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

**208.03 Local Advisory Committee**  
Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.



Jeff Pesta &lt;jpesta@isd100.org&gt;

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## MSBA Board Rep

1 message

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Jeff Pesta <jpesta@isd100.org>  
To: Jeff Pesta <jpesta@isd100.org>

Fri, Jun 14, 2024 at 6:04 PM

## School board members as MSHSL representatives

*By Gary Lee, MSBA Deputy Executive Director*

Many MSBA members have inquired: "Is it mandatory to designate a school board member as a representative to the Minnesota State High School League (MSHSL), if so, what are their responsibilities?"

To address this, we refer to the MSHSL's constitution, bylaws, and information provided by MSHSL staff.

### MSHSL Membership and Representation:

- The MSHSL's membership for the 2023-2024 school year consisted of roughly 500 member schools (independent public, public charter, and private).
- The MSHSL's constitution requires each member school to appoint two voting representatives for district, region, and section meetings, as well as mail ballots.
- One representative must be a member of the school's governing board (school board member), while the other can be an administrator or full-time staff member.

### Responsibilities of the Representatives:


- Attend one of the 16 regional meetings to represent the school's interests and cast votes.
- Participate in selecting regional representatives who will attend the MSHSL Representative Assembly. This assembly votes on proposed bylaw changes and can also initiate bylaw change proposals.

### Staying Informed:

- To effectively perform their duties, representatives need to be informed.
- The MSHSL recommends subscribing to their communications by contacting Amanda Johnson at [ajohnson@mshsl.org](mailto:ajohnson@mshsl.org).
- Additional resources are available on the MSHSL website, specifically the School Board Representative Resources webpage.

If you have additional questions, please do not hesitate to contact MSBA.



		Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413	ED - 02478-10
<b>Instructions:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesc			
<b>District Info.</b>		<b>(REQUIRED) Enter Information</b>	
District Name:	WRENSHALL PUBLIC SCHOOL DISTRICT		
District Number:	100		
District Contact Name:	Beth Peterson		
Contact Phone #	218-384-4274 Ext 2001		
<b>Expenditure Categories</b>			<b>2034</b>
Health and Safety - this section excludes project costs in <b>Category 2</b> of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.			
<b>Finance Code</b>	<b>Category (1)</b>		
347	Physical Hazards		\$4,500
349	Other Hazardous Materials		\$5,000
352	Environmental Health and Safety Management		\$11,000
358	Asbestos Removal and Encapsulation		\$0
363	Fire Safety		\$4,500
366	Indoor Air Quality		\$0
<b>Total Health and Safety Capital Projects</b>			<b>\$25,000</b>
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year - <b>Additional Revenue</b>			
<b>Finance Code</b>	<b>Category (2)</b>		
358	Asbestos Removal and Encapsulation		\$0
363	Fire Safety		\$0
366	Indoor Air Quality		\$0
<b>Total Health and Safety Capital Projects \$100,000 or More</b>			<b>\$0</b>
Remodeling for <b>Approved</b> Voluntary Pre-K under Minnesota Statutes, section 124D.151			
<b>Finance Code</b>	<b>Category 3 (a)</b>		
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.		\$0
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>			<b>\$0</b>
Remodeling for Gender-Neutral Single-User Restrooms			
<b>Finance/Course Codes</b>	<b>Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025</b>		
<b>Finance Code 384 and Course Code 684 MUST USE BOTH</b>	Remodeling for gender-neutral single user restroom per site.		\$0
<b>Total Remodeling for Gender-Neutral Single User Projects</b>			<b>\$0</b>
Accessibility			
<b>Finance Code</b>	<b>Category (4)</b>		
367	Accessibility		\$0
<b>Total Accessibility Projects</b>			<b>\$0</b>
Deferred Capital Expenditures and Maintenance Projects			
<b>Finance Code</b>	<b>Category (5)</b>		
368	Building Envelope		\$0
369	Building Hardware and Equipment		\$0
370	Electrical		\$500
379	Interior Surfaces		\$1,000
380	Mechanical Systems		\$17,000
381	Plumbing		\$3,500
382	Professional Services and Salary		\$0
383	Roof Systems		\$0
384	Site Projects		\$3,000
<b>Total Deferred Capital Expense and Maintenance</b>			<b>\$25,000</b>
<b>Total Annual 10-Year Plan Expenditures</b>			<b>\$50,000</b>
<b>Fund Balance Section</b>			
<b>Fund 01</b>			
	Beginning Fund Balance 01-467-XX		\$9,415
	LTFM Fiscal Year Revenue - <b>Levy</b>		\$52,328
	LTFM Fiscal Year Revenue - <b>AID if Applicable</b>		\$0
	LTFM Fiscal Year Revenue Other		\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0
	LTFM Transfer OUT if applicable - Special Legislation		\$0
	LTFM Estimated Fiscal Year Expenditures		\$50,000
<b>Ending Fiscal Year Fund Balance 01-467-XX</b>			<b>\$11,743</b>
<b>Fund 06</b>			
	Beginning Fund Balance 06-467-XX		\$0
	LTFM Fiscal Year Bonded Revenue		\$0
	LTFM Fiscal Year Revenue Other		\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)		\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)		\$0
	Other Transfers		\$0
	LTFM Estimated Fiscal Year Expenditures		\$0
<b>Ending Fiscal Year Fund Balance 06-467-XX</b>			<b>\$0</b>

FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/09/2024								
<b>100</b>	<b>&lt;= Type in School District Number</b>											
	<b>WRENSHALL PUBLIC SCHOOL DISTRICT</b>		Change only									
			if requiring levy	Payable 2024								
<b>Calculations for Ten Year Projection</b>		<b>Pay 24</b>	<b>adjustments</b>	<b>LLC Certification</b>	<b>Current Estimate</b>							
	<b>LLC #</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>	<b>FY 2031</b>	<b>FY 2032</b>	
1	Type your district number in cell A2 (Minneapolis = 1.2)											
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b											
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33											
4	Look-up data from following tabs											
5	<b>Initial Formula Revenue</b>											
6	Current year APU	57	353.80	346.60	346.60	346.60	346.60	346.60	346.60	346.60	346.60	346.60
6a	Additional Pre-K Pupil Units ( line 19 of Pre-K application)											
6b	Total Adjusted Pupil Units = (6) + (6a)			346.60	346.60	346.60	346.60	346.60	346.60	346.60	346.60	346.60
7	District average building age (uncapped)	401	45.64	45.65	46.65	47.65	48.65	49.65	50.65	51.65	52.65	
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	402		1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	403	134,444	131,708	131,708	131,708	131,708	131,708	131,708	131,708	131,708	131,708
11	<b>Added revenue for Eligible H&amp;S Projects &gt; \$100,000 / site</b>											
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	701		-	-	-	-	-	-	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	754		-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	700		-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	753		-	-	-	-	-	-	-	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab				857,322	862,887	862,257	860,787	869,030	866,615	863,347	868,649
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue				-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	765			857,322	862,887	862,257	860,787	869,030	866,615	863,347	868,649
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	405			-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) - (15) + (17) + (18)	406	857,323	857,322	862,887	862,257	860,787	869,030	866,615	863,347	868,649	
	<b>Added revenue for Pre-K remodeling (for VPK approvals only)</b>											
20a	Net debt service for bonds approved for Pre-K remodeling	766			-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	407			-	-	-	-	-	-	-	-
20c	Total Pre-K revenue				-	-	-	-	-	-	-	-
20d	<b>Total New Law Revenue (10) + (19) + (20c)</b>	408			989,030	994,595	993,965	992,495	1,000,738	998,323	995,055	1,000,357

FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/09/2024												
<b>100</b>	<b>&lt;= Type in School District Number</b>															
	<b>WRENSHALL PUBLIC SCHOOL DISTRICT</b>															
			Change only													
			if requiring levy	Payable 2024												
<i>Calculations for Ten Year Projection</i>				Pay 24	Current Estimate											
	LLC #	FY 2024	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032					
	<b>Old Formula revenue</b>															
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2026)	409	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	700	-	-	-	-	-	-	-	-	-	-	-	-	-	-
23	Debt Excess allocated to line 22		-	-	-	-	-	-	-	-	-	-	-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	763	-	-	-	-	-	-	-	-	-	-	-	-	-	-
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	764	-	-	-	-	-	-	-	-	-	-	-	-	-	-
26	Old formula alt facilities pay as you go revenue (1A)	410	-	-	-	-	-	-	-	-	-	-	-	-	-	-
26b (18)	Pay-as-you-go revenue for H&S projects over \$100,000 per site	411	-	-	-	-	-	-	-	-	-	-	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2026)	413	-	-	-	-	-	-	-	-	-	-	-	-	-	-
27a	LTFM "H&S >100K per site" bonds	765	857,322	862,887	862,257	860,787	869,030	866,615	863,347	868,649						
27b	LTFM "other" bonds for 1A hold harmless	767	-	-	-	-	-	-	-	-	-	-	-	-	-	-
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	416		22,182	22,182	22,182	22,182	22,182	22,182	22,182	22,182					
29	Total old formula revenue = (21)+(24)+(25)+(26)+(26b)+(27)+(27a)+(27b)+(28)	417	879,966	879,505	885,070	884,440	882,970	891,212	888,797	885,529	890,832					
30	<b>Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]</b>	<b>418</b>	<b>991,767</b>	<b>989,030</b>	<b>994,595</b>	<b>993,965</b>	<b>992,495</b>	<b>1,000,738</b>	<b>998,323</b>	<b>995,055</b>	<b>1,000,357</b>					
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	419	-	-	-	-	-	-	-	-	-	-	-	-	-	-
32	<b>District LTFM Revenue (30) - (31)</b>	<b>420</b>	<b>991,767</b>	<b>989,030</b>	<b>994,595</b>	<b>993,965</b>	<b>992,495</b>	<b>1,000,738</b>	<b>998,323</b>	<b>995,055</b>	<b>1,000,357</b>					
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	421	-	-	-	-	-	-	-	-	-	-	-	-	-	-
34	<b>Grand Total LTFM Revenue (32) + (33)</b>	<b>422</b>	<b>991,767</b>	<b>989,030</b>	<b>994,595</b>	<b>993,965</b>	<b>992,495</b>	<b>1,000,738</b>	<b>998,323</b>	<b>995,055</b>	<b>1,000,357</b>					
	<b>Aid and Levy Shares of Total Revenue</b>															
35	For ANTC & APU, three year prior date		2022	2022	2023	2024	2025	2026	2027	2028	2029					
36	Three year prior Ag Modified ANTC	35	4,746,900	4,746,900	5,648,812	5,874,764	6,109,755	6,354,145	6,608,311	6,872,644	7,147,549					
37	Three year prior Adjusted PU (New Weights)	54	397.81	397.82	374.45	381.86	356.43	359.17	359.17	359.17	359.17					
38	ANTC / APU = (36) / (37)	424	11,932.58	11,932.28	15,085.57	15,384.64	17,141.75	17,691.12	18,398.77	19,134.72	19,900.11					
39	State average ANTC / APU with ag value adjustment	425	12,230.05	12,230.05	13,617.01	14,207.10	14,848.85	15,443.00	16,061.00	16,703.00	17,371.00					
40	Equalizing Factor = 123% of (39)	426	15,042.96	15,042.96	16,748.92	17,474.73	18,264.09	18,994.89	19,755.03	20,544.69	21,366.33					
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	427	79.32%	79.32%	90.07%	88.04%	93.85%	93.14%	93.13%	93.14%	93.14%					
42	State (aid) share of Equalized Revenue (1 - (41))	428	20.68%	20.68%	9.93%	11.96%	6.15%	6.86%	6.87%	6.86%	6.86%					
43	Equalized Revenue (lesser of (34) or (6) * (8))	423	134,444	131,708	131,708	131,708	131,708	131,708	131,708	131,708	131,708					
44	Initial LTFM State Aid (42) * (43)	429	27,800	27,235	13,080	15,753	8,094	9,040	9,042	9,039	9,038					
45	Old formula Grandfathered Alternative Facilities Aid	431	-	-	-	-	-	-	-	-	-					
46	Total LTFM State Aid (Greater of (44) or (45))	432	27,800	27,235	13,080	15,753	8,094	9,040	9,042	9,039	9,038					
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	435	963,967	961,795	981,515	978,212	984,402	991,698	989,281	986,016	991,319					
48	<b>Debt Service Portion of Revenue (non-grandfather districts)</b>															
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	763+764+765+766		857,322	862,887	862,257	860,787	869,030	866,615	863,347	868,649					
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	767		77,146	76,453	75,760	75,067	79,624	78,703	77,781	76,860					
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05			-	-	-	-	-	-	-	-					
51	Total Debt Service Revenue = (49) + (50) + (50b)	768		934,469	939,341	938,018	935,855	948,654	945,318	941,128	945,509					
52	Equalized debt Service Revenue (lesser of (43) or (51))	436		131,708	131,708	131,708	131,708	131,708	131,708	131,708	131,708					





FY 2033	FY 2034
-	-
-	-
-	-
-	-
-	-
-	-
-	-
868,235	867,434
-	-
22,182	22,182
890,417	889,616
999,943	999,142
-	-
999,943	999,142
-	-
999,943	999,142
2030	2031
7,433,451	7,730,789
359.17	359.17
20,696.11	21,523.96
18,066.00	18,789.00
22,221.18	23,110.47
93.14%	93.14%
6.86%	6.86%
131,708	131,708
9,039	9,042
-	-
9,039	9,042
990,903	990,100
868,235	867,434
75,495	79,380
-	-
943,730	946,814
131,708	131,708





Division of School Finance  
400 NE Stinson Blvd.  
Minneapolis, MN 55413

## Fiscal Year (FY) 2026 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

ED-02477-010  
Due: July 31, 2024

**General Information:** Minnesota school districts, intermediate school districts, cooperative districts, joint powers applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2023, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2024. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

### Identification Information

Name of District, Intermediate/Cooperative/Joint Powers <b>Wrenshall Public School</b>	District Number and Type: <b>0100-01</b>	Date Submitted: <b>07/08/2024</b>
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### Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2023, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2026 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2023, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2026 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clauses (1), (2) and (4) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11. **Effective FY 2025 and if applicable, provisions for a gender-neutral, single-user restroom are included in The LTFM plan (Finance Code 384 must be used with Course Code 684).**
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.41, subd. 3[2023]).
6. The district's plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2023]). **The district's ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.**

### Certification of Statement of Assurances

Signature – <b>Must be signed</b> by Superintendent or Cooperative Unit Director: 	Name – Superintendent or Cooperative Director (Please print) <b>Jeff Pesta</b>	Date: <b>07/08/2024</b>
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# Wrenshall Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

July 8, 2008

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## SCHOOL BOARD RESOLUTION INDEPENDENT SCHOOL DISTRICT NO. 100 ADOPTING THE SCHOOL DISTRICT'S FISCAL YEAR (FY) 26 LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN

**WHEREAS**, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2023, section 123B.595, subd.4, states a school district or intermediate district must annually adopt and approve a ten-year LTFM facilities plan by July 31 for commissioner approval.

**WHEREAS**, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

School Board Member \_\_\_\_\_ moved for the resolution adoption and the motion was duly seconded by School Board Member \_\_\_\_\_ and, upon vote being thereon,

The following voted in favor of the motion:

And the following voted against:

THEREFORE, BE IT RESOLVED THAT, the School Board of Independent School District No. 100 approves and adopts the attached ten-year Long-Term Facilities Maintenance plan for FY 26 on the Eighth of July, 2024.

SCHOOL BOARD CLERK SIGNATURE

\_\_\_\_\_  
Ben Johnson, Board Clerk



# Wrenshaw Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

July 8, 2024

## Resolution Establishing Open Enrollment Waitlist Criteria

\_\_\_\_\_ introduced the following resolution and moved its adoption:

WHEREAS, The School Board of Independent District No. 100 has closed identified grades for the 2024-2025 School Year in accordance with Minnesota Statute 124D.03.

WHEREAS, The neighboring districts are participants in Achievement and Integration plans, therefore waiving open enrollment application deadlines.

WHEREAS, Per statute a wait list for each closed grade shall be established to provide for a nondiscriminatory and orderly process for accepting open enrollment applications without creating undue hardship upon the District's resources and its capacity to provide a Free and Appropriate Public Education to all students served.

BE IT RESOLVED, The following preference criteria will be applied to open enrollment wait list applicants during the 2024-2025 school year:

- 1.) Applicants whose parent or legal guardian is a current employee of Independent District No. 100.
- 2.) Applicants for which a sibling or member of the same household has been accepted for open enrollment in a grade level which has not been closed by resolution.
- 3.) Applicants not meeting the above criteria will be offered open enrollment opportunities when available based on the earliest date on which their completed General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education was received by the District.

BE IT FURTHER RESOLVED, Applicants offered enrollment must complete enrollment within ten (10) days of the District's notification and transportation may be offered, although not required beyond the District's boundaries as described in statute.

### VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon,

the following voted in favor thereof,

the following voted against the same:





## General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education

The *General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education* is the required application for all Minnesota school districts. Please use this application for inter-district K-12 open enrollment and inter-district enrollment in Early Childhood Special Education (ECSE). Please use the *Statewide Enrollment Options Application for State-funded Voluntary Pre-Kindergarten and School Readiness Plus* for voluntary pre-kindergarten or school readiness plus open enrollment.

**IMPORTANT NOTE:** Do not disclose other information to the non-resident district until a seat is offered in writing. At that point, the district will request information such as special needs, birth date, race, ethnicity, academic and other records.

### Section 1: To be Completed by One or Both of the Student's Parents or Legal Guardians

#### Student Information

Student Last Name: \_\_\_\_\_

First: \_\_\_\_\_

Full Middle: \_\_\_\_\_

Will the student be at least age 5 and under age 21 by September 1 of the enrollment year or be applying for ECSE?

Yes      No\*

**\*If No, please read information in the [Statewide Enrollment Options Instructions](#) before proceeding.**

Student's current grade level (If applying for ECSE, write EC): \_\_\_\_\_

Grade Level Desired: \_\_\_\_\_

#### Student Resident District Information

Resident District Name: \_\_\_\_\_

District Number: \_\_\_\_\_

City: \_\_\_\_\_

## District of Choice (non-resident school district)

District of Choice Name: \_\_\_\_\_

District Number: \_\_\_\_\_

City: \_\_\_\_\_

Identify the reason for the request to enroll in a nonresident district:

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## School Site or Program Preferences

If the non-resident school district has multiple school sites/programs that serve your child's needs, you may rank sites/programs in order of preference (add more preferences if desired).

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Enrollment Timeline

When are you seeking to enroll your child?

Immediately

Not immediately, but sometime during the current school year

Next school year.

## Special Situations

Please check all that apply.

Sibling preference: student has a sibling currently open-enrolled in this non-resident district.

Employee child preference: Student has parent or legal guardian who is a Minnesota resident who is an employee of the non-resident district.

Family move: The student's Minnesota resident district changed after December 1 prior to the school year requested, waiving deadlines.

Student is a resident of City of Edina but the resident school district for the student's Edina home is not Edina Public Schools. Student seeks enrollment in Edina Public Schools.

Student is requesting a move into and/or a move out of a district that receives [Achievement and Integration Revenue](#), waiving deadlines. You can check here if you do not know the answer to this:

Student is currently expelled under [Minnesota Statutes 2022, section 121A.45](#) for a reason listed in [Minnesota Statutes 2012, section 124D.03, Subdivision 1](#), which allows but does not require the non-resident district to deny the application.

## Parent/Legal Guardian Information

The student must live with at least one parent/guardian who lives in Minnesota.

### Minnesota Parent/Guardian 1

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

### Parent/Guardian 2:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

## Physical or Electronic Signature of at Least One Parent/Legal Guardian is Required

I hereby verify that the above information is true and correct to the best of my knowledge.

Signature of parent/legal guardian 1: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of parent/legal guardian 2 (optional): \_\_\_\_\_

Date: \_\_\_\_\_

## Submission Information

For priority consideration, please complete this application and send it to the Superintendent's Office in the [non-resident District](#) by **January 15** before the first fall enrollment. Please do not send this application to the Minnesota Department of Education. Use one application per student per requested district.

Applications received by the non-resident district after the January 15 deadline may qualify for exceptions to deadline or, if not, districts may voluntarily agree to allow enrollment through a voluntary [School District Non-resident Agreement for Inter-district Enrollment](#).

## Section 2: To be Completed by the Non-resident District

**Non-resident District:** Notify parents/guardians of application approval or disapproval in writing by **February 15 or no more than 90 days after receiving applications** that come later through an Achievement and Integration School Choice Program. If rejected, you must let families know legal reason for denial. Reminder: ECSE open enrollment applications cannot be denied solely due to lack of capacity to provide special education services. (See [Minn. Stat. section 124D.03, subd. 6 \[2022\]](#)).

**Please expedite any requests for open enrollment into Early Childhood Special Education Services.**

Families must accept or decline the offer by **March 1 or 10 business days after notification that their application has been approved**. After receiving the commitment to attend, the non-resident district must notify the resident district by March 15 (or 30 days after initial receipt if form filed after January 15) of the student's intent to enroll. Districts must report all counts of rejected applications and reasons to the Minnesota Department of Education by July 15 or each year.

**Date Application Submitted:** \_\_\_\_\_

**District Name:** \_\_\_\_\_ **District Number:** \_\_\_\_\_

**District Contact Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Does the January 15 deadline apply?**

Yes, the deadline applies and it was met.

Yes, but it was not met. **If this is the case, contact the superintendent's office in the resident district immediately regarding Section 3 of this form** to determine whether the resident district and your district will agree to a **Non-resident Agreement** to serve the student prior to open enrollment becoming available.

No, one or both districts receive Achievement and Integration funding from MDE.

No, family moved to resident district on December 1 or later.

No, the commissioner of education and commissioner of human rights have determined the resident district's policies, procedures or practices are in violation of Title IV of the Civil Rights Act ([Minn. Stat. section 124D.03, subd.7 \[2022\]](#)).

**Will the student have priority in a lottery?** No Yes, based on:

Sibling of currently open-enrolled student in this district.

MDE-approved Achievement and Integration with specific school choice plan involving the districts.

Child of Minnesota resident who is a district employee.

City of Edina resident whose resident school district is not Edina Public Schools, seeking entry to the district.

## Approval/Disapproval of Open Enrollment Application

### APPROVED

**APPROVED BUT WITH A NON-RESIDENT AGREEMENT** for upcoming year that is mutually agreed upon by both districts. Enrollment will continue in subsequent years as open enrollment provided that a lottery is not needed for the student's grade level in the first fall enrollment or the grade level has not been closed by board action.

Students will be entered into lottery if one is held. (Non-resident district: keep documentation of the agreement. Districts may document agreement using Section 3 or another format of their choosing.)

**STUDENT'S ASSIGNED SCHOOL SITE/PROGRAM:** On the basis of information provided in the above application, and with respect to district policies and procedures, the above student will be assigned to:

**School Building Name:** \_\_\_\_\_

**Starting Date:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_

**NOT APPROVED**

The non-resident district has denied the request for open enrollment because of the following reason(s) allowed in [Minnesota Statutes 2022, section 124D.03](#). Reminder: ECSE open enrollment applications cannot be denied based on special education program capacity. Check all that apply:

The January 15 deadline applies and was not met; situations that would have waived the deadline are not present. See Statewide Enrollment Options Instructions or [Minnesota Statutes 2022, section 124D.03](#), subdivision 3.

Statutory enrollment cap has been reached for open enrollment. ([Minn. Stat. 2022 section 124D.03, subd.2](#))

Grade is closed district-wide by board action. ([Minn. Stat. 2022 section 124D.03, subd. 2 and subd.6](#))

District has denied the application because of specific expulsion reasons allowed in law. (<https://www.revisor.mn.gov/statutes/2012/cite/124D.03>)

**NOTIFICATION TO RESIDENT DISTRICT**

Non-resident district must notify resident district or last district of attendance by March 15 or 30 days later of the pupil's intent to enroll in the non-resident district. The same procedures apply to a pupil who applies to transfer from one participating non-resident district to another participating non-resident district.

**Name of Superintendent/Responsible Authority:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please Note:** districts may not modify this form, add data fields or create alternative formats.

AGREEMENT FOR THE PROVISION OF  
FAMILY SCHOOL SUPPORT WORKER SERVICES

Introduction

This agreement is between Carlton County Public Health and Human Services, Wrenshall School District, and the Carlton County Children's Mental Health and Family Service Collaborative for the provision of 1.0 FTE Family School Support Worker services for the period of 7/01/24-6/30/2025. The Carlton County Children and Family Services Collaborative was developed to create a community environment and service delivery network that promotes family health, stability, and self-sufficiency through an easily accessible, integrated human service delivery system. A Family School Support Worker position was one of the early endeavors in the development of programs and services that has substantially impacted service delivery, while focusing on early Identification of potential problems and the movement toward providing less expensive preventative services.

Program Description

The Family School Support Worker program is a family focused, early intervention service offered in partnership by Carlton County Public Health and Human Services and the Public School Districts of Carlton County and supported by the Carlton County Children and Family Service Collaborative. This program provides support to families and children within their home, school, and community. The program is staffed by Social Workers hired by Carlton County Public Health and Human Services to serve as a liaison between resource agencies, schools, and surrounding communities. This position provides a continuum of service from early intervention to intensive case management. A primary function of this position is to provide short term, in-home assessment, intervention, and referral; improve communication between human services, school and resource agencies; and provide early identification of student/family issues requiring additional services. The positions will work in conjunction and not supplant the duties as performed by school personnel such as school social workers or counselors.

Program Site/Mailing Address

Wrenshall Public Elementary and Secondary School  
207 Pioneer Drive  
Wrenshall, MN 55797

### Target Population

The primary focus of these positions is K-12 with participation in activities involving youth who are birth to five years old when possible.

### Services Provided

- Help families find and access services related to improving their child's functioning within the school setting.
- Act as a liaison in resolving difficulties and/or differences that may occur between the home and the school.
- Participate in interdisciplinary teams to review intervention strategies for families in need. Interdisciplinary teams include school administration, school staff, child study teams, crisis reviews, etc.
- Provide home visiting support and services for families and children experiencing difficulties within the home that are not directly related to school performance or planning (i.e. basic needs, family dynamic issues, mental health issues, etc.)
- Coordinate referrals to services that may be beneficial to the youth and family. Ability to monitor and provide follow up on these services.
- Build connections between parents, service providers, and the school in order to comprehensively plan for a youth's needs and success.
- Provide Children's Mental Health Case Management and Child Welfare Case Management Services to eligible children and families.

Services not provided

These positions will work in conjunction with and not supplant the duties of similar school staff positions such as school social workers and counselors.

Employer

Carlton County Public Health and Human Services

Supervision

These positions are supervised by Carlton County Public Health and Human Services. Strong relationships are also formed with each respective building principal to foster a dear and open communication process and to meet the unique needs of individual school districts.

Funding

Schools will provide:

- Office space
- Phone
- Cell phone expense
- Email access
- Special Education reimbursement funding
- Training opportunities (*as requested by the schools*) that positively affect the children in their respective districts
- Cost share funding (1 FTE = \$14,752.26)

County will provide:

- Annual budgeting process to include salary, benefits, travel, computers, staff development, and supplies
- Targeted Case Management Funding reimbursement (Child Welfare and Children's Mental Health)
- County funding
- Training opportunities within budget that meet staff development criteria

Collaborative will provide:

- Funding needed to meet expenses — as per the annual budget for the FSSW unit that is not met with other sources of funding such as TCM, Special Education, etc. and as approved by the Collaborative Board.

*Dave Lee*

---

Director  
Carlton County Public Health & Human Services

*J. Pesta*

---

Superintendent  
Wrenshall Public Schools, ISD # 100  
Jeff Pesta

*Donna Wikander*

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Director  
Carlton County Children & Family Service Collaborative



## Northern Lights Special Education Cooperative

16 E Hwy 61, Esko, MN 55733

P. 218-655-5018 www.nlsec.org

**2024 - 2025**

### **CONTRACT FOR FAMILY SCHOOL SUPPORT WORKER**

This agreement entered this 25th day of June 2024, by and between Wrenshall ISD #100 (herein referred to as the District) and Carlton County Human Services, Cloquet, MN (hereinafter referred to as Contractor) witnesses that:

Whereas, the District has determined that it is necessary to retain the services of Deanna Koren, licensed social worker, to attain the following objectives:

- 1. To meet the needs of students with disabilities, as defined under the Individuals with Disabilities Education Act, social work services are deemed necessary by the child study process and documented in the students' individual education plan (IEP).**
- 2. The services provided are necessary for the students to make progress on IEP goals and/or access the general education curriculum.**

*WHEREAS, the Contractor is duly qualified to perform these services and whereas personnel will hold appropriate licensure by the Professional Educator Licensing and Standards Board (PELSB) for the necessary service for which they provide. If PELSB doesn't issue a license for the necessary service, the professionals will be members of good standing in their professional organization. Furthermore, a copy of the licensure or appropriate board certification for each person who will be providing services will be submitted to the District prior to the initiation date of the contract and on an annual basis thereafter.*

NOW, THEREFORE, the parties agree as follows:

- 1. The Contractor shall provide a licensed social worker to meet the objectives stated above.**
- 2. The Contractor shall provide services to students with disabilities as defined in the Individuals with Disabilities Education Act.**
- 3. Services will be provided at the location where the student attends or the students' homes.**

Contract #13

4. **The District shall provide an atmosphere that is conducive to learning and shall meet the needs of the students' special physical, sensory and emotional needs.**
5. **The District will purchase these services with an estimated total contract amount of \$16,000.00**
6. **Targeted case management dollars collected by Carlton County for this position have been subtracted from the claim for state special education reimbursement.**
7. **The Contractor will submit billings on a one-time basis at the end of the school year.**
8. **The District shall make payment for services-based receipt of invoice.**
9. **The Contractor shall maintain appropriate liability coverage commensurate with the services provided and submit a copy of the policy upon request to the District.**
10. **The Director of Special Education shall be responsible for the oversight of the contracted services contained within this agreement.**
11. **This agreement shall be in force from July 1, 2024 to June 30, 2025. Either party shall provide written notice regarding reduction/discontinuation of services hours with a 30-day notice.**

Signed by:

Wrenshall ISD #100  
207 Pioneer Dr  
Wrenshall, MN 55797

By: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by:

Carlton County Human Services  
14 North 11<sup>th</sup> Street  
Cloquet, MN 55720

By: \_\_\_\_\_

Date: \_\_\_\_\_



Jeff Pesta &lt;jpesta@isd100.org&gt;

**(no subject)**

1 message

Jeff Pesta <jpesta@isd100.org>  
 To: Jeff Pesta <jpesta@isd100.org>

Sun, Jun 30, 2024 at 11:04 PM

Policy Type	Policy Number	Inception	Expiration	Carrier	Documents
Work Comp	150870.203	7/1/2024	7/1/2025	SFM	
Property	5A14295	7/1/2024	7/1/2025	Employers Mutual Casualty Co	
General Liability	5D14295	7/1/2024	7/1/2025	EMCASCO Insurance Comp	
Business Auto	5E14295	7/1/2024	7/1/2025	EMCASCO Insurance Comp	
Commercial Umbrella	5J14295	7/1/2024	7/1/2025	Employers Mutual Casualty Co	
General Liability	5K14295	7/1/2024	7/1/2025	Employers Mutual Casualty Co	
Cyber Liability	5Q14295	7/1/2024	7/1/2025	Employers Mutual Casualty Co	
Crime (Includes Burglary)	5S14295	7/1/2024	7/1/2025	EMC	



# Wrenshall Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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## RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

**BE IT RESOLVED** by the School Board of Independent School District No. 100, State of Minnesota as follows:

WHEREAS, It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

WHEREAS, The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

WHEREAS, The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 5<sup>th</sup> day of November, 2024.

WHEREAS, Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district, and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same

The notice of election, so posted and published shall state the offices to be filled set forth in the form of ballot below and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

\_\_\_\_\_ introduced the following resolution and moved its adoption:

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon,

the following voted in favor thereof,

the following voted against the same:

whereupon said resolution was declared duly passed and adopted on July 8, 2024

**AFFIDAVIT OF CANDIDACY  
NOTICE OF FILING FOR THE 2024 GENERAL ELECTION**

To the Electors of Independent School District No.100, Wrenshall in the County of Carlton, State of Minnesota:

**NOTICE IS HEREBY GIVEN:** That a General Election will be held in all the Election Precincts of the above named School District on Tuesday, the 5th day of November, 2024, for the purpose of nominating candidates for the following offices:

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School Board Member - Four (4) Year Term - Three (3) Seats

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Filing of Affidavits of Candidacy for all School Board Offices shall be at the Offices of the School District with the School District Clerk located at Wrenshall School, 207 Pioneer Drive, Wrenshall, MN from 8:00 a.m. until 3:30 p.m., July 30, 2024, through August 12, 2024; and from 8:00 a.m. until 5:00 p.m. on August 13, 2024.

Dated: July 8, 2024

Rosy Bradley  
School Board Clerk  
Independent School District #100 Wrenshall  
State of Minnesota



**Minnesota School Boards Association**  
**1900 West Jefferson Avenue**  
**St. Peter, MN 56082-3015**  
**507-934-2450 or 800-324-4459**

<b>Invoice</b>	INV-10644-V4X9M4
<b>Date</b>	5/31/2024
<b>Amount Due</b>	\$6,509.00
<b>Date Due</b>	8/15/2024

Wrenshall  
 207 Pioneer Dr  
 Wrenshall, MN 55797-9000

<b>Customer Name</b>	<b>Purchase Order No.</b>		
Wrenshall			
<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Ext. Price</b>
BoardBook Subscription - Wrenshall	1	\$2,700.00	\$2,700.00
Policy Services Subscription - Wrenshall	1	\$750.00	\$750.00
ISD Membership - Wrenshall	1	\$3,059.00	\$3,059.00

**COPY**

Dues for your district are based on "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2023, as provided by the Minnesota Department of Education.

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2024-2025 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.

<b>Subtotal</b>	\$6,509.00
<b>Total</b>	\$6,509.00



# Wrenshull Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

July 8, 2024

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>
Konica-Minolta BizHub 203 color copier for the Wrenshull Media Center fair market value of \$500	Ben Johnson

\_\_\_\_\_ duly seconded the motion for adoption of the foregoing resolution.

Voting in favor of the resolution:

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

The foregoing resolution was approved on:  
July 8, 2024

SCHOOL BOARD OF  
INDEPENDENT DISTRICT 100

\_\_\_\_\_  
District Clerk



# Wrenshall Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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July 8, 2024

## Request to Post Vacancies

1. Assistant Cook, Grade 3, effective September 5, 2024.
2. Custodian, Grade 4, effective as soon as filled.
3. Facilities Manager, 12 month individual contract, salary range \$40-60,000 dependent upon certifications/licenses held, effective as soon as filled.



# Wrenshull Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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## **Job Description: Facilities Manager**

**Position Overview:** We are seeking a skilled Facilities Manager to oversee the maintenance and operation of facilities at our single campus public school. The ideal candidate will possess a boiler operator license, Building Operator or HVAC certification, and expertise in facility cleaning systems. The District is willing to provide training to develop the full range of skills necessary for greater responsibility and increased compensation level. This role requires someone who is committed to ensuring a safe and functional environment for students, staff, and visitors.

## **Key Responsibilities:**

- 1. Facilities Maintenance:**
  - Manage and oversee the maintenance of all school buildings, grounds, and equipment.
  - Conduct regular inspections to identify and resolve maintenance issues promptly.
  - Coordinate repairs and renovations as needed, ensuring minimal disruption to school activities.
- 2. HVAC and Boiler Systems:**
  - Operate, maintain, and coordinate repair of HVAC systems throughout the school.
  - Monitor boiler systems, ensuring they operate efficiently and meet safety standards.
  - Troubleshoot HVAC and boiler issues and perform necessary adjustments.
- 3. Cleaning Systems Management:**
  - Oversee the cleaning and janitorial services for the school.
  - Ensure cleaning protocols are followed to maintain a sanitary and healthy environment.
  - Implement and manage cleaning schedules and supply inventory.
- 4. Safety and Compliance:**
  - Ensure compliance with all safety regulations and building codes.
  - Develop and implement safety procedures and protocols as part of a safety team.
  - Conduct regular safety inspections and training sessions for staff.
- 5. Budget and Resource Management:**
  - Assist the Business Manager with the facilities budget, including forecasting and cost control measures.
  - Source and negotiate contracts with vendors and service providers.
  - Optimize resource allocation to maintain cost-effectiveness.
- 6. Team Leadership and Training:**
  - Supervise and train facilities staff, including janitorial and maintenance teams.
  - Foster a positive and productive work environment.

- Provide ongoing training and development opportunities to enhance staff skills.

**Qualifications:**

- Proven experience as a Facilities Manager or participation in progressive leadership roles, preferably in an educational or similar setting.
- Boiler operator license and Building Operator or HVAC certification preferred, paid training to acquire certifications will be available.
- Strong knowledge of building systems, maintenance procedures, and cleaning protocols.
- Excellent organizational and leadership skills.
- Ability to prioritize and manage multiple tasks efficiently.
- Strong problem-solving abilities and attention to detail.
- Excellent communication and interpersonal skills.

**Compensation:** This is a 12-month supervisory position on a multi-year individual contract. The base salary range is \$40,000 to \$60,000 dependent upon experience and current certifications. Benefits include paid training, medical/dental plan, 403b match, 24 days of PTO, and 13 paid holidays.

**Application Process:**