

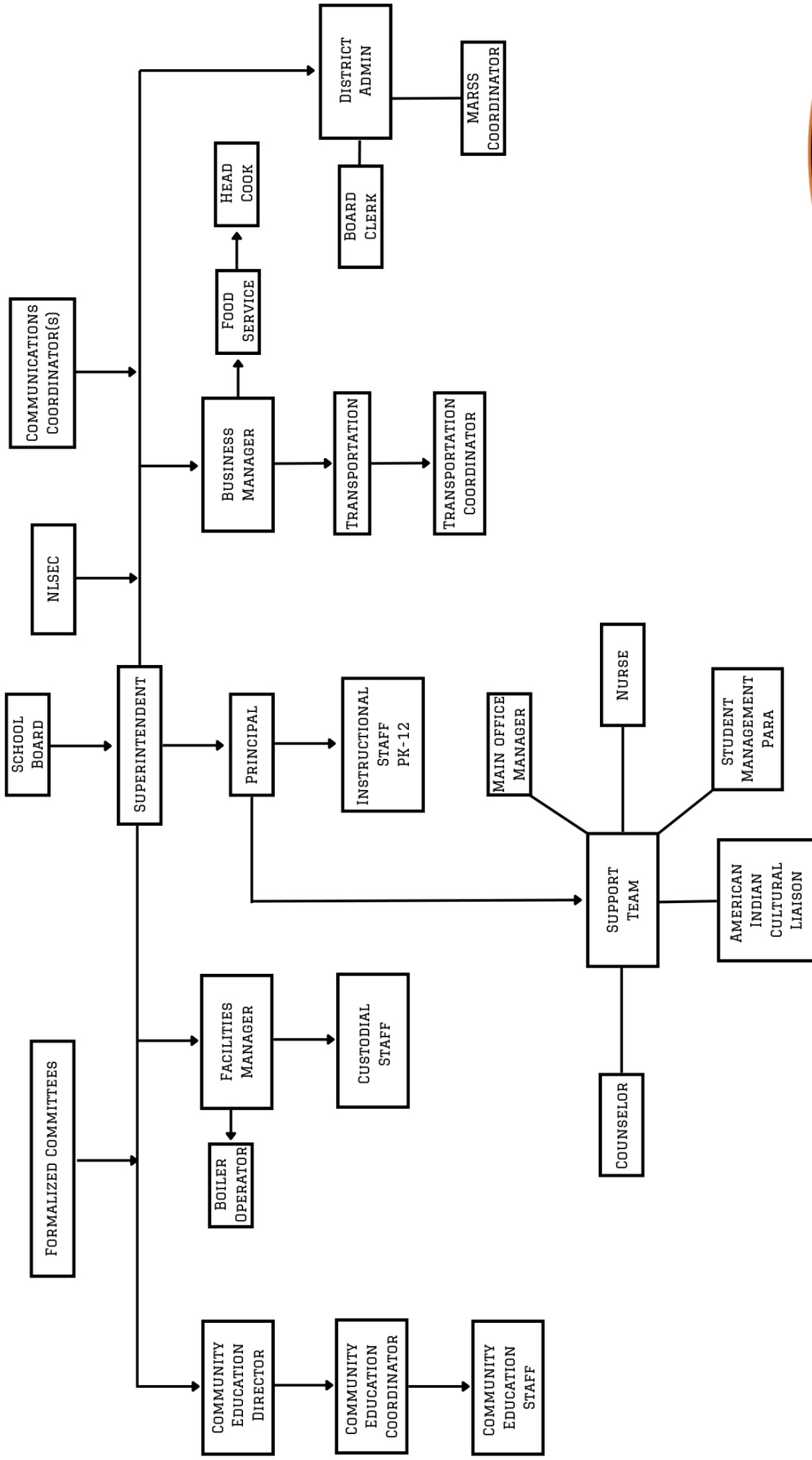
Work Session

Wednesday, February 5, 2025 6:00 PM

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

1. Call to Order	Speaker (s) : Chair
2. Preview of Regular Meeting Agenda for February 10	Speaker (s) : Jeff Pesta
2.a. Board Committee Reports	Speaker (s) : Chairperson
3. Strategic Planning	Speaker (s) : Jeff Pesta
3.a. Development of District Organizational Chart	Speaker (s) : Jeff Pesta
3.b. Revised Fiscal Year 2025 Budget and Proposed Fiscal Year 2026 Budget	Speaker (s) : Jeff Pesta
3.c. Set Superintendent Goals for Second Half of Fiscal Year 2025	Speaker (s) : Mary Carlson
3.d. Building the 2025-2026 School Year Calendar	Speaker (s) : Jeff Pesta
3.e. Analysis of Career and Technical Education Processes and Procedures	Speaker (s) : Eric Ankrum
4. Adjournment	Speaker (s) : Chair

WRENSHALL SCHOOL DISTRICT ORGANIZATIONAL CHART



	Adopted FY25			FY25 Estimated			
	Revenues	Expenses	Surplus (Deficit)	Revenues	Expenses	Surplus (Deficit)	
General Fund							
Fund 1 General	4,898,170	4,697,696	200,474	5,265,963	4,979,701	286,262	
Fund 3 Transportation	233,582	416,410	(182,828)	252,543	439,933	(187,390)	
Fund 5 Capital Expenditures	131,776	159,232	(27,456)	138,011	159,232	(21,221)	
Total General Fund	5,263,528	5,273,338	(9,810)	5,656,517	5,578,866	77,651	1.39%
Food Service Fund	201,100	185,838	15,262	208,100	190,573	17,527	
Community Service Fund	268,752	247,317	21,435	259,673	181,604	78,069	
Debt Service Fund	986,897	943,770	43,127	986,896	943,770	43,126	
	6,720,277	6,650,263	70,014	7,111,186	6,894,813	216,373	3.14%
Net Change in Surplus (Deficit)				390,909	244,550	146,359	

Changes:

Revenues

Fund 1

001 Levies	1,805		
019 Misc. County Tax Rev			
021 Tuition from MN Districts	(20,000)		
022 Re Fr MN D For Sped Salary			
050 Image Sponsorship & Gate Receipts	9,000		
071 MA	(15,000)		
092 Interest earnings	(15,000)		
098 Participation Fees	7,400	Removed Sports Fees	
096 Misc. Rev, Donations	(500)		
099 Local Grant Revenue	(6,014)		
201 Endowment Fund	(2,626)		
211 Gen Ed Aid	(118,803)	25 kids	
229 Disparity Reduction	(424)		
234 Homestead Market Value	(1,090)		
300 Rev State	(73,623)		
360 Sped			
400 Fed Aids & Grants	3,271		
401 Title ESEA	4,540		
405 Flow thru - Perkins			
500 REAP	(13,857)		
621 Chromebook Ins	(1,295)		
625 Insurance Recovery	(83,577)		
American Indian Education	(42,000)		(367,794)

Fund 2

300 State Lunch			
471 Federal Lunch			
472 Federal F/R			
601 Lunch Sales			
319 State Breakfast	(6,000)		
471 Supply Chain Assistance			
476 Federal Breakfast			
477 CACFP	(1,000)		(7,000)

Fund 3

211 Gen Ed Aid- Transportation	(18,961)		(18,961)
--------------------------------	----------	--	----------

Fund 4

001 Levies	176		
050 Fees	7,375		
227 Abatement			
229 Disparity Reduction	(51)		
234 Homestead Market Value	(130)		
300 ECFE, SR, Preschool Screening	1,703		
369 Misc State Rev (Wrens Club)			9,073

Fund 5

001 Levies			
211 Gen Ed Aid	(6,235)	op cap	(6,235)

Fund 7

001 Levies	88,587	
229 Disparity Reduction	(1,835)	
234 Homestead Market Value	(4,712)	
258 Reduced Assessment	(82,040)	
317 LTFM Aid	1	1

Total increase/ (decrease)**390,909****Expenses****Fund 1**

1%,2% Wages & Benefits	41,001	
303 Fed Subaward <\$25,000		
305 Consulting Fees/Services	9,273	Website/Citon
311 Prof & Tech Services	3,180	Audit , legal fees, boardbook
314 MN Telecommunications	(2,800)	
315 Repairs & Maint- Computer/Tech	4,600	Serverbackups, maintenance
340 Property Insurance	12,457	
341 Liability Insurance	2,194	
350 Repairs & Maint- Maintenance	85,500	
365 American Ind Ed Travel Staff Dev	600	
366 Travel	4,700	American Ind Ed
369 Entry Fees/Student Travel	(11,950)	Raptors
391 Reimbursement to MN Districts	82,363	Raptors, C.E. Director
394 To Non-Ed Agency	(6,000)	Switch in psych services
396,397 Sped Sal Pur From Other Districts		
401 General Supplies	17,058	Maintenance, American Indian Ed Expenses (Salary is included above)
405 Non-Instructional Software		
406 Instructional Software		
430 Instructional Supplies	300	KA, 4th
440 Fuel for Buildings		
455,456 Inst & Non-Inst Tech Supplies	625	
465 Non-Inst Tech Devices		
490 Food	3,025	American Indian Ed
530 Equipment		
535 Capital Leases		
555 Tech Equip- School Admin		
570 Land Leases	79	
740 Loan Interest	1,330	
826 Officiating Expense	(13,700)	
896 Taxes, Assessments, Fees	(1,700)	No late fees
Computer Science Grant	47,810	277,005
Misc	(2,940)	

Fund 2

1%,2% Wages & Benefits	4,735	
350 Repairs/Maintenance		
495 Milk		
490 Food- Supply Chain Assistance		4,735

Fund 3

1%,2% Wages & Benefits	19,344	*Transportation Aid, Lead Bus driver
305 Consulting	1,226	
320 Communication Services		
340 Property Insurance	2,153	
344 Transp. Insurnace	800	
359 Physicals/Drug Testing		
363 Snow Removal		
532 Bus Equip- Purchased		
580 Bus Lease		
581 Bus Lease- Interest		23,523

Fund 4

1%,2% Wages & Benefits	(44,713)	
305 Consutling Fees		
319 Community Ed Instructor Fee		
329 Postage		
365 Wrens Club Charge Back		
366 Travel		
369 Entry Fees		

401 Supplies	
405 Non-Instructional Software	
430 Instructional Supplies	
461 Early Childhood Assessments	
465 Non Instr. Tech Devices (ipad)	
490 Food	
820 Dues & Memberships	(44,713)

Fund 5

305 Consulting/Contracted Services	
311 Prof & Tech Services	
314 ARCC	
350 Repairs & Maintenance	
401 Supplies	
406 Instructional Software	
460 Curriculum	
520 Building Construction	
522 Building Improvements	
530 Equipment- Operations	
535 Capital Leases	
560 Principal LT Tech Leases	
580 Lease Principal	0

Fund 7

710 Bond Redemption	
720 Bond Interest	0

Total Increase	<u>244,550</u>
-----------------------	----------------

Net increase (decrease)	<u>146,359</u>
-------------------------	----------------

BUDGET OVERVIEW- FEBRUARY 2025

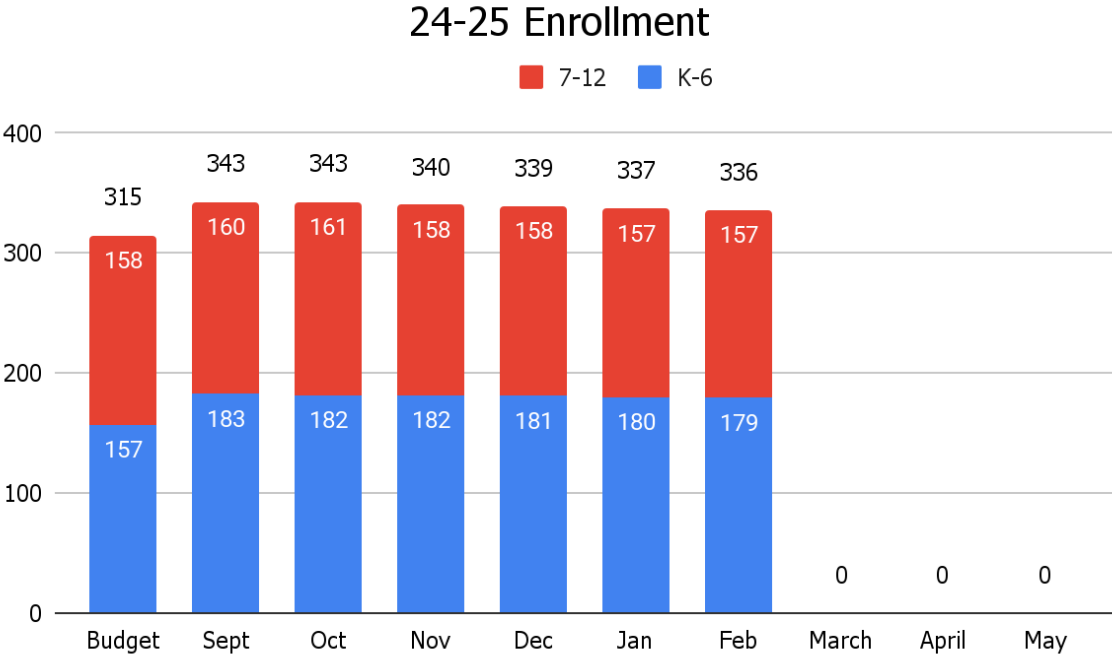
BUDGET TIMELINE

- February 5th- Board identifies proposed budget assumptions for FY26
- February 10th- Administration presents revised budget projections for FY25 and capital outlay recommendations for FY26
- March 3rd- Administration develops preliminary budget proposal for FY26
- March 5th- School Board work session to preview preliminary budget for FY26
- April 7th- School Board approves revised budget for FY25
- May 7th- Goal for School Board to approve final budget for FY26

FY 25 ENROLLMENT

Enrollment has remained steady to date. Average enrollment is 340. Average adjusted pupil unit (APU) is 373.

- APU: K-6= 1 Pupil Unit, 7-12=1.2 Pupil Units.



INVESTMENTS

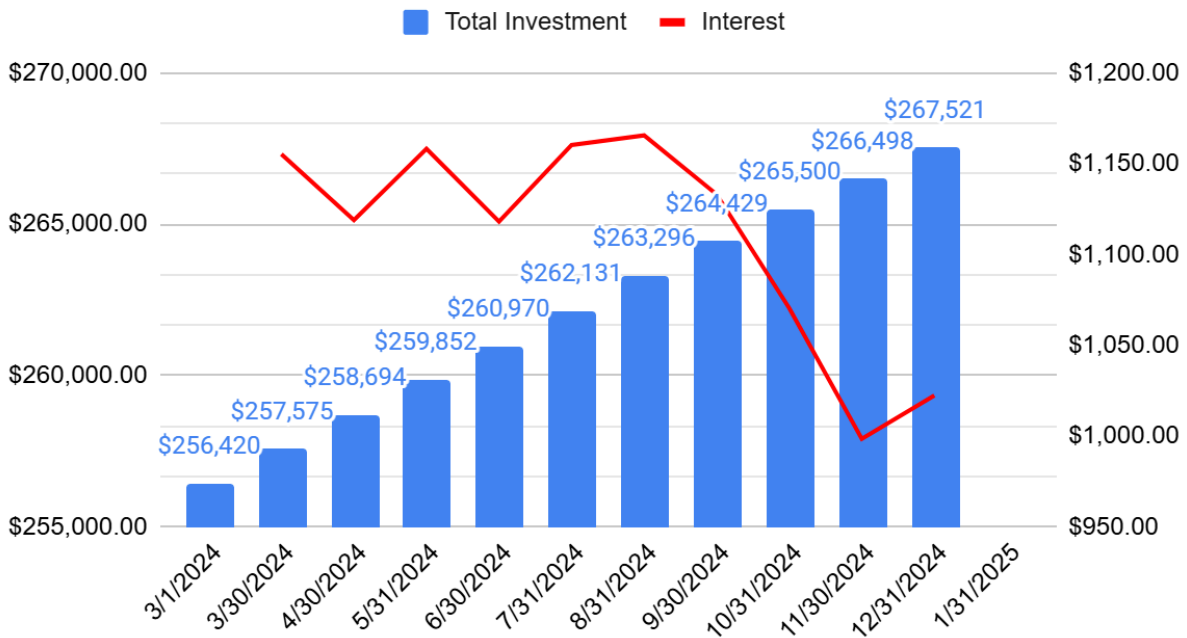
We had two CDs mature this fiscal year:

Issue Date	Maturity Date	Amount	Interest
April 2024	September 2024	\$243,500.00	\$6,297.93
July 2024	January 2025	\$243,050.00	\$6,845.62

We currently have a Flex Investment through MNTrust. This allows for withdrawals every Wednesday if needed. The current balance is \$267,520.72

- We invested \$250,000 in March of 2024. There was a small amount of \$6,419.83 that was in the flex account at that time.

Flex Investments



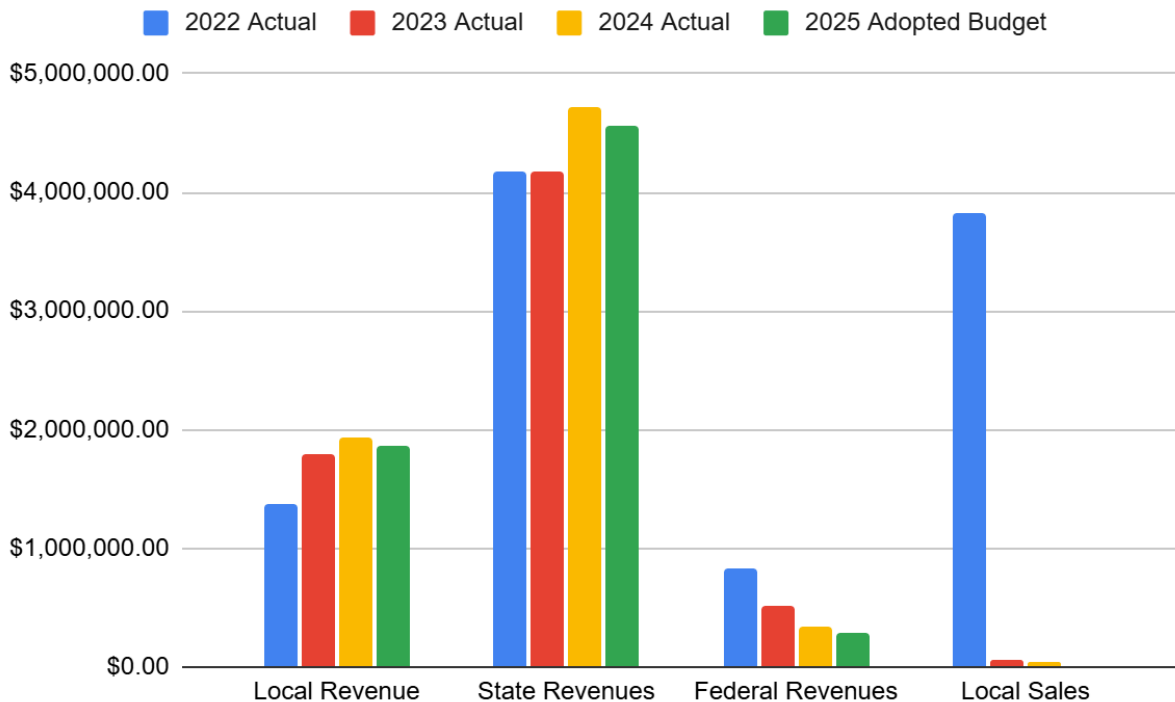
FUTURE INVESTMENTS:

I will continue to work with PMA to determine when the next investment will take place.

- This will most likely occur in April or May.

REVENUE

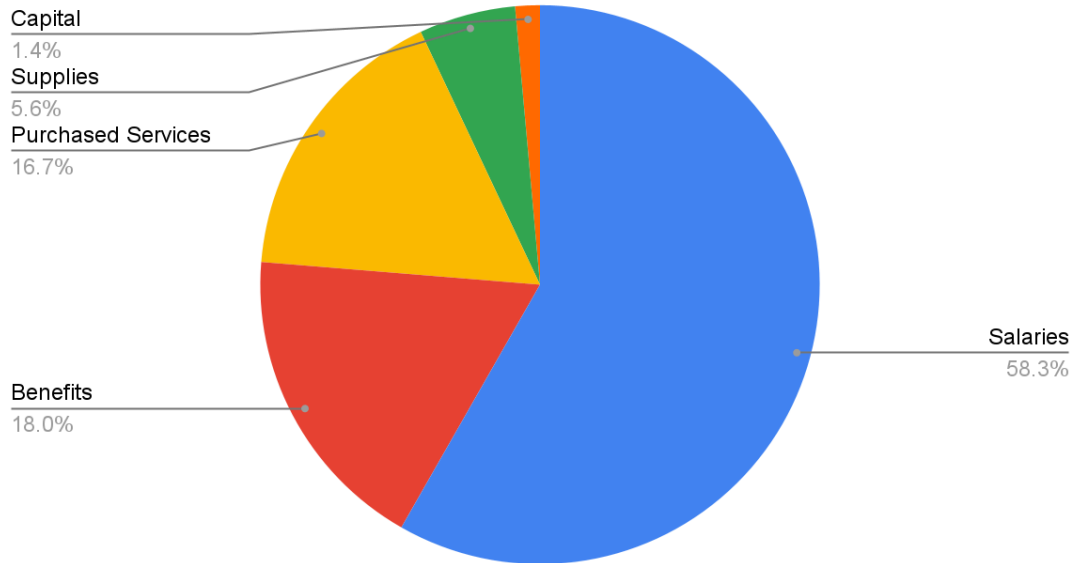
- I use MDE's Revenue Projection Model. You input enrollment numbers and it generates a revenue summary for you.
- Our greatest source of revenue is from General Education Aid.
 - 2025 GenEd Formula Allowance is \$7,281/APU
 - The formula allowance is adjusted for inflation, with a minimum increase of 2% and a maximum increase of 3%.
- Below is a chart comparing revenue from 2022-2025 Adopted Budget
 - Local Revenue: Property Tax Levy, Tuition and Reimbursement from other school districts, Patron Fees (latchkey, school readiness, sports), MA, Interest, donations
 - State Revenues: GenEd Aid, State Lunch/Breakfast, State Aid, LTFM, State SPED
 - Federal Revenues: REAP, Title I, Federal SPED, Federal Lunch/Breakfast
 - Local Sales: Insurance Recovery, Lunch Sales, Sale of Bonds
 - 2022 local sales are high due to the sale of bonds for the construction project



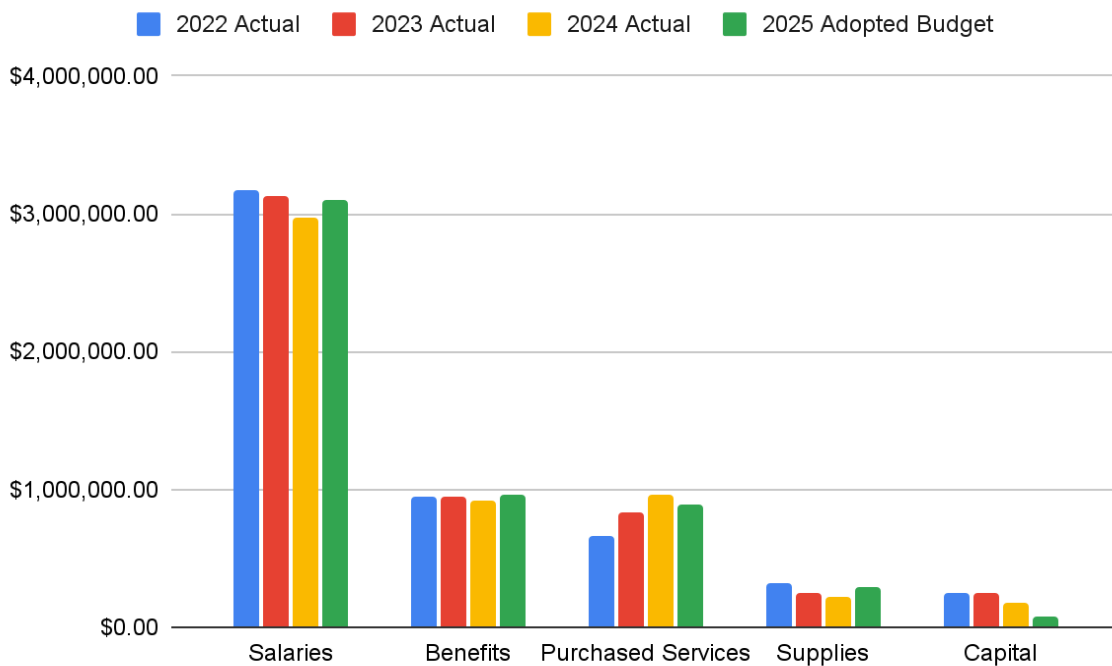
EXPENDITURES

- Salaries and benefits make up the largest portion of the District's expenditures in the general fund (76.3%)
- General Fund expenditure composition for FY25 adopted budget:

2025 Adopted Budget



Below is a chart comparing Expenditures from 2022-2025 Adopted Budget:



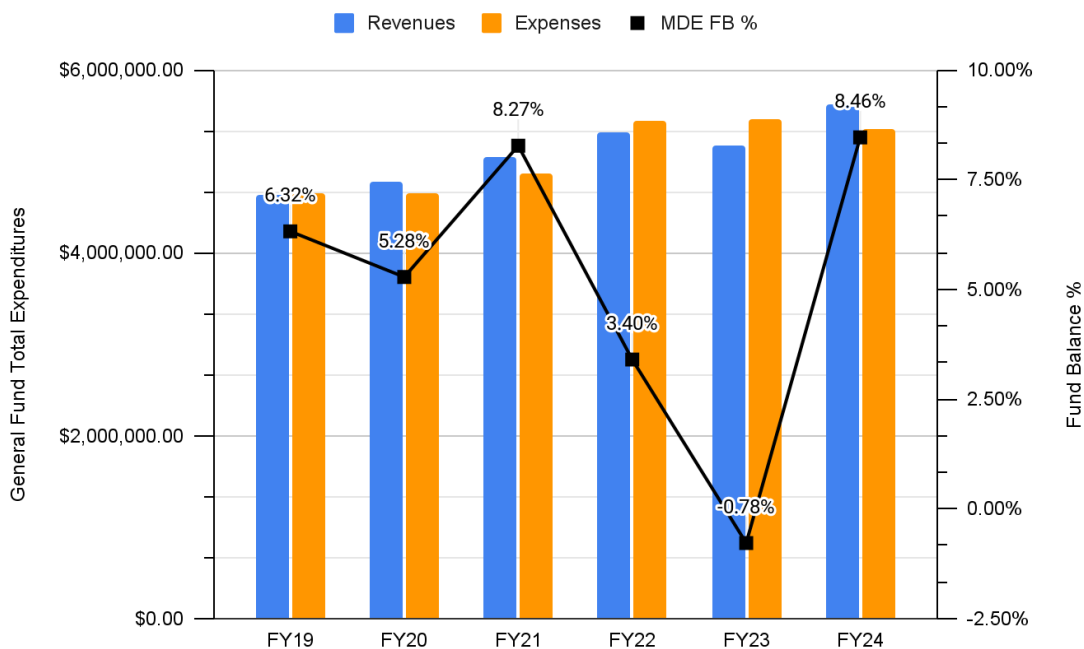
FUND BALANCE COMPARISON

Expenses compared to District Fund Balance % and MDE Fund Balance %

- District Fund Balance %: Found in audit
- MDE Fund Balance %: Found in UFARS Compliance Report (SOD Calculation)
Includes assigned and non spendable



Expenses and Revenue Compared to MDE Fund Balance %



Updated Expected Fund Balance Projection FY25:

01 General Fund		30-Jun-24	Revenue	Expenditure	30-Jun-25
Operating Capital	\$	18,389.16	\$ 85,953.70	\$ 98,526.00	\$ 5,816.86
LTFM	\$	8,650.00	52,056.80	60,706.00	0.80
Medical Assistance	\$	1,340.66	30,000.00	30,000.00	1,340.66
Gifted & Talented	\$	-	4,933.00	4,828.20	104.80
Learning & Development	\$	-	79,197.00	79,197.00	-
Student Activities	\$	34,254.07			34,254.07
Safe Schools	\$	-	12,730.00	12,730.00	-
Staff Development	\$	19,759.24	50,472.00	21,676.00	48,555.24
Basic Skills	\$	476.27	400,910.87	400,960.00	427.14
Literacy Incentive Aid	\$	13,474.83	14,456.00	1,500.00	26,430.83
Student Support Personnel	\$	570.66	40,000.00	40,202.00	368.66
Non-spendable	\$	5,295.01	-		5,295.01
Assigned	\$	5,832.75	-	-	5,832.75
Unassigned	\$	298,826.28	4,865,590.08	4,828,540.80	335,875.56
Total General Fund		406,868.93	5,636,299.45	5,578,866.00	464,302.38

02 Food Service		30-Jun-23	Revenue	Expenditure	30-Jun-24
Non Spendable	\$	8,277.69	-	-	8,277.69
Restricted	\$	62,083.59	208,100.00	190,573.00	71,332.90
Total food service		70,361.28	208,100.00	190,573.00	79,610.59

04 Community Service		30-Jun-23	Revenue	Expenditure	30-Jun-24
Community Education		(4,897.75)	16,804.00	30,183.00	(8,680.04)
Wrens Club		302.71	70,400.00	61,106.00	9,596.71
ECFE		25,446.00	25,140.53	11,289.00	39,297.53
School Readiness/Pathways		6,599.69	70,197.00	76,048.00	748.69
Restricted		2,819.12			2,819.12
Total community services	\$	30,269.77	\$ 191,673.53	\$ 187,304.00	\$ 43,782.01

07 Debt Service		30-Jun-23	Revenue	Expenditure	30-Jun-24
Bond Refunding	\$	-			
Restricted		151,465.57	986,896.00	943,770.00	194,591.57
Total Debt Service	\$	151,465.57	986,896.00	943,770.00	194,591.57



Wrenshaw Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

February 5, 2025

Budget Development Process FY26

As Directed by Board Consensus: The Board sets budget assumptions and directs **administration** to develop proposed budget. The Board reviews/refines proposed budget in work sessions and then adopts final budget at May business meeting.

Budget Assumptions FY26

Increased Revenue or Decreased Expense

- State PPU formula statutory inflationary increase = + 2.7%
- Projected increase of enrollment of 10 students over the FY25 budgeted enrollment (315). The current forecast using cohort survival method is 325 students (168 in grades K-12 & 157 in grades 7-12) = + \$100,000
- No aid anticipation borrowing, small amount of interest from cd investments in FY26 = + \$6800
- Reduce one elementary teaching position for 4th grade to 5th grade transition cohort until another section is confirmed = - \$60,000
- Estimated tuition agreement payments for Carlton students = + \$20,000

Increased Expense or Decreased Revenue

- Projected staff compensation increases due to experience and training = + 4.0%
- Placeholder for staff compensation increase per new collective bargaining agreements (EM-W, ASP, ESP) = + 2.0%
- Turnkey half-time superintendent contract = + \$8000
- Exchange contracted business manager for promoted internal business manager = + \$5,000
- Projected reduction of state compensatory education aid if only direct certification of federal benefit eligible students is counted. Worst case scenario = - \$129,000 (hoping for one more year of hold harmless)
- Projected property and liability insurance premiums = + 10%

Budget Neutral

- Exchange sunsetting annual \$20,000 bus lease payment for new propane bus at the same annual payment amount
 - Prioritize capital outlay and LTFM, all other requests are on a waitlist or approved by the Board for general fund spending
 - Currently no teacher retirements have been announced, or retirement incentives offered
 - State covers unemployment costs for approximately one more year
 - Extra third grade section is necessary for FY26
 - Carlton continues as administrative host for Raptor Cooperative?
 - Continue to contract with Esko for Community Education Director?
- **Reminder that the Board must pass resolutions to open or close grade levels for next year.**

Revised 2/7/2024

FY25 CAPITAL PROJECTS

Revenue:

Levy	\$	48,499.82		
Aid	\$	37,668.39		
Reserve FB			Estimated	
	\$	<u>86,168.21</u>		\$ 86,168.21

Expenses:

Consulting Svc-Admin Tech	\$	8,400.00	Website	
Non-Instr Software Lic Agreemt	\$	7,800.00	Securly, E-Hallpass, Microsoft, Library Book System	
Capital Leases	\$	12,049.00	Chromebooks	
Lease Principal	\$	5,784.00	Metro Sales- Copy machines	
Textbooks-Elementary	\$	16,970.00	*Includes 95% phonics for 4th grade & Math Curriculum	
Textbooks-High School	\$	6,300.00	*Includes Math Curriculum	
Library Books	\$	1,000.00		
Instr Software Lic Agree-ELEM	\$	4,955.00	*Includes Math Curriculum Software	
Instr Software Lic Agree-HS	\$	2,000.00		
Principal LT Tech Leases	\$	5,006.07	*Laptop/smart board lease	
Equipment-Transportation	\$	1,200.00		
Equipment-Operations				
Contracted Services-Facilities	\$	5,000.00		
Svc Purch from MN Joint-Powers	\$	12,100.00	ARCC	
	\$	<u>88,564.07</u>		\$ 88,564.07

Remaining projects:

Within 2 years:	<u>Amount</u>	\$ -
		\$ (2,395.86)

Within 5 years:

Curriculum	
Math Software/workbooks	
Media center license	\$1,345.00
95% phonics workbooks & 5th grade Teacher	
IXL- ELA & Math for Elem and HS	\$5,625.00
Reflex Math	\$2,965.50
High School	
Elementary	
Kesler Science	

Technology	
Citon	
In house staff	
Network	
Staff Computers	\$44,000.00
Staff Computer Lease	\$5,006.00
Copier Lease	RFP
ARCC	\$12,100.00
Securly	\$2,400.00
E-Hall Pass	\$1,001.00
Microsoft	\$1,500.00

Facilities	
Bleacher Repair	\$10,000.00
Lead in Water Remediation	\$4,000.00
Floor Scrubber	
Hillyard Equipment	\$10,000.00
10 Plumbing Fixtures	
Desks	

Food Service	
Hot Water Heater	
Dishwasher	
Sound Absorption Panels	
Magnet for garbage cans- Silverware	
Wall Paint- Facilities not food service	

Wrenshall Public School District ISD #0100
Three Year Compensatory Revenue Analysis (Fiscal Years 2024, 2025, 2026)

Compensatory Calculation Fiscal Year 2024 (11/13/24 Run)

Site #	MARSS Site	10/1/22	2022	2022	Adj Count	Conc	Factor	Pupil Units	Rev per	Revenue
		Fall Enroll	Free #	Reduced #	B*(Cx.5)	D/A	E /.8 Cap 1.0	.6 x D x F	Adj Count I/D	G x \$6,299
		A	B	C	D	E	F	G	H	I
001	Wrenshall Elementary	175	75	16	83.00	0.4743	0.5929	29.53	\$2,241.08	\$ 186,009.47
002	Wrenshall Secondary	174	77	20	87.00	0.5000	0.6250	32.63	\$2,362.49	\$ 205,536.37
Total		349	152	36	170.00					\$ 391,545.84

Compensatory Calculation Fiscal Year 2025 (11/14/24 Run)

Site #	MARSS Site	10/1/23	2023	2023	Adj Count	Conc	Factor	Pupil Units	FY2024	Greater of 2024	Rev per Adj	Revenue
		Fall Enroll	Free #	Reduced #	B*(Cx.5)	D/A	E /.8 Cap 1.0	.6 x D x F	Pupil Units	or 2025	Count K/D	I x \$6,442
		A	B	C	D	E	F	G	H	I	J	K
001	Wrenshall Elementary	163	69	15	76.50	0.4693	0.5866	26.92	29.53	29.53	\$ 2,486.70	\$ 190,232.26
002	Wrenshall Secondary	173	75	11	80.50	0.4653	0.5816	28.09	32.63	32.63	\$ 2,611.21	\$ 210,202.46
Total		336	144	26	157.00							\$ 400,434.72

FINAL Compensatory Calculation Fiscal Year 2026 (MDE Report Posted 01/17/2025)

Direct Cert Only								
Site #	MARSS Site	10/1/24	2024	2024	Adj Count	Bldg Conc	Comp Bldg	Comp Revenue
		Fall Enroll	Free #	Reduced #	B*(Cx.5)	Factor (D/A)	Allow E x \$6,779	D x F
		A	B	C	D	E	F	G
001	Wrenshall Elementary	187	54	10	59.00	0.3155	\$ 2,138.77	\$ 126,187.43
002	Wrenshall Secondary	160	54	9	58.50	0.3656	\$ 2,478.40	\$ 144,986.40
Total		347	108	19	117.50			\$ 271,173.83

This is the report with the new calculations as posted to the MDE website on 1/17/25. This report ONLY includes those students who were direct certification.

Difference from Final 2025 \$ (129,260.89)

If BOTH Direct Cert AND Paper Applications were Included in Calculation FY2026

Site #	MARSS Site	10/1/24	Paper & Direct Cert		Adj Count	Bldg Conc	Comp Bldg	Comp Revenue
		Fall Enroll	Free #	Reduced #	B*(Cx.5)	Factor E	Allow F	D x F G
		A	B	C	D	E	F	G
001	Wrenshall Elementary	187	54	16	62.00	0.3315	\$ 2,247.23	\$ 139,328.26
002	Wrenshall Secondary	160	54	16	62.00	0.3875	\$ 2,626.86	\$ 162,865.32
Total		347	108	32	124.00			\$ 302,193.58

This data comes from the Fall MARSS 12 Report sent to ARCC to assist in populating the E-Rate Universal Service Administrative Company site with enrollment and free and reduced information. If you have a more current Fall MARSS 12 Report, I can update this information so that it includes both

Difference from Final 2025 \$ (98,241.14)

Difference from Final 2026 \$ 31,019.75

	Adopted FY25			FY25 Estimated			
	Revenues	Expenses	Surplus (Deficit)	Revenues	Expenses	Surplus (Deficit)	
General Fund							
Fund 1 General	4,898,170	4,697,696	200,474	5,245,746	4,979,701	266,045	
Fund 3 Transportation	233,582	416,410	(182,828)	252,543	439,933	(187,390)	
Fund 5 Capital Expenditures	131,776	159,232	(27,456)	138,011	159,232	(21,221)	
Total General Fund	5,263,528	5,273,338	(9,810)	5,636,300	5,578,866	57,434	1.03%
Food Service Fund	201,100	185,838	15,262	208,100	190,573	17,527	
Community Service Fund	268,752	247,317	21,435	191,674	187,304	4,370	
Debt Service Fund	986,897	943,770	43,127	986,896	943,770	43,126	
	6,720,277	6,650,263	70,014	7,022,970	6,900,513	122,457	1.77%
Net Change in Surplus (Deficit)				302,693	250,250	52,443	

Changes:

Revenues

Fund 1

001 Levies	29,488		
019 Misc. County Tax Rev			
021 Tuition from MN Districts	(20,000)		
022 Re Fr MN D For Sped Salary			
050 Image Sponsorship & Gate Receipts	9,000		
071 MA	(15,000)		
092 Interest earnings	(15,000)		
098 Participation Fees	7,400	Removed Sports Fees	
096 Misc. Rev, Donations	(500)		
099 Local Grant Revenue	(6,014)		
201 Endowment Fund	(2,626)		
211 Gen Ed Aid	(118,803)	25 kids	
229 Disparity Reduction	(424)		
234 Homestead Market Value	(1,090)		
300 Rev State	(74,604)		
360 Sped			
369 Hourly Unemployment	(6,776)		
400 Fed Aids & Grants	3,271		
401 Title ESEA	4,540		
405 Flow thru - Perkins			
500 REAP	(13,857)		
621 Chromebook Ins	(1,295)		
625 Insurance Recovery	(83,577)		
American Indian Education	(42,000)		(347,868)

Fund 2

300 State Lunch			
471 Federal Lunch			
472 Federal F/R			
601 Lunch Sales			
319 State Breakfast	(6,000)		
471 Supply Chain Assistance			
476 Federal Breakfast			
477 CACFP	(1,000)		(7,000)

Fund 3

211 Gen Ed Aid- Transportation	(18,961)		(18,961)
--------------------------------	----------	--	----------

Fund 4

001 Levies	176		
050 Fees	75,375		
227 Abatement			
229 Disparity Reduction			
234 Homestead Market Value			
300 ECFE, SR, Preschool Screening	1,703		
369 Misc State Rev (Wrens Club)			77,254

Fund 5

001 Levies			
------------	--	--	--

211 Gen Ed Aid	(6,235) op cap	(6,235)
----------------	----------------	---------

Fund 7

001 Levies	88,587	
229 Disparity Reduction	(1,835)	
234 Homestead Market Value	(4,712)	
258 Reduced Assessment	(82,040)	
317 LTFM Aid	1	1

Total increase/ (decrease)	302,693	
-----------------------------------	----------------	--

Expenses

Fund 1

1%,2% Wages & Benefits	41,001	
303 Fed Subaward <\$25,000		
305 Consulting Fees/Services	9,273	Website/Citon
311 Prof & Tech Services	3,180	Audit , legal fees, boardbook
314 MN Telecommunications	(2,800)	
315 Repairs & Maint- Computer/Tech	4,600	Serverbackups, maintenance
340 Property Insurance	12,457	
341 Liability Insurance	2,194	
350 Repairs & Maint- Maintenance	85,500	
365 American Ind Ed Travel Staff Dev	600	
366 Travel	4,700	American Ind Ed
369 Entry Fees/Student Travel	(11,950)	Raptors
391 Reimbursement to MN Districts	82,363	Raptors, C.E. Director
394 To Non-Ed Agency	(6,000)	Switch in psych services
396,397 Sped Sal Pur From Other Districts		
401 General Supplies	17,058	Maintenance, American Indian Ed Expenses (Salary is included above)
405 Non-Instructional Software		
406 Instructional Software		
430 Instructional Supplies	300	KA, 4th
440 Fuel for Buildings		
455,456 Inst & Non-Inst Tech Supplies	625	
465 Non-Inst Tech Devices		
490 Food	3,025	American Indian Ed
530 Equipment		
535 Capital Leases		
555 Tech Equip- School Admin		
570 Land Leases	79	
740 Loan Interest	1,330	
826 Officiating Expense	(13,700)	
896 Taxes, Assessments, Fees	(1,700)	No late fees
Computer Science Grant	47,810	277,005
Misc	(2,940)	

Fund 2

1%,2% Wages & Benefits	4,735	
350 Repairs/Maintenance		
495 Milk		
490 Food- Supply Chain Assistance		4,735

Fund 3

1%,2% Wages & Benefits	19,344	*Transportation Aid, Lead Bus driver
305 Consulting	1,226	
320 Communication Services		
340 Property Insurance	2,153	
344 Transp. Insurnace	800	
359 Physicals/Drug Testing		
363 Snow Removal		
532 Bus Equip- Purchased		
580 Bus Lease		
581 Bus Lease- Interest		23,523

Fund 4

1%,2% Wages & Benefits	(58,974)	
305 Consutling Fees		
319 Community Ed Instructor Fee		
329 Postage		
365 Wrens Club Charge Back		
366 Travel	(500)	

369 Entry Fees		
401 Supplies		
405 Non-Instructional Software	(750) Brightwheel discount first year	
430 Instructional Supplies		
461 Early Childhood Assessments		
465 Non Instr. Tech Devices (ipad)		
490 Food		
820 Dues & Memberships		(60,224)

Fund 5

305 Consulting/Contracted Services		
311 Prof & Tech Services		
314 ARCC		
350 Repairs & Maintenance		
401 Supplies		
406 Instructional Software		
460 Curriculum		
520 Building Construction		
522 Building Improvements		
530 Equipment- Operations		
535 Capital Leases		
560 Principal LT Tech Leases		
580 Lease Principal		0

Fund 7

710 Bond Redemption		
720 Bond Interest		0

Total Increase	<u>250,250</u>	
-----------------------	----------------	--

Net increase (decrease)	<u>52,443</u>	
-------------------------	---------------	--

Superintendent Goals

Finance

1. Sustainable financial policies and procedures for the district.
2. Long term business manager solution.

Executive Duties

1. At least two principal evaluations to take place in November and March. Evaluations should set goals in addition to providing feedback on job performance.
2. Review admin and employee structure and appropriately delegate responsibilities. This includes potentially making recommendations to the board regarding contract/position changes.

Board Facilitation

1. Facilitate board development towards high functioning governance.
2. Guide strategic planning.

Technology

1. Hire effective local tech support and hardware/software resources to maximize learning and staff efficiency.

Communication

1. Winter Weather plan that includes communication plan (that will be through email + instant alert).
2. Refresh instant alert procedure and communication. This includes the voice messages being from a admin (not robot) and emails/texts that are grammatically correct.
3. Seek bids for website redesign and advise company on said redesign.



Wrenshaw Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

August 1, 2024

Annual Superintendent Goals and Priorities FY25

1. District Finances
 - A. Actively strive to maintain positive fund balance and cash flow without new debt
 - B. Pilot a purchasing card system
 - C. Further develop best practices

2. Human Capital/Resources
 - A. Develop first draft of a HR manual.
 - a. Associated job descriptions and evaluation tools
 - B. Develop dynamic organizational chart and recruit candidates for open spots
 - C. Supervise and evaluate all direct reports (remotely or in person)

3. Policy
 - A. Complete online policy manual to include mandatory policy review and legislative updates

4. Governance
 - A. Serve as District Chief Executive Officer and Ex-officio member of the Board
 - B. Prepare meeting agendas and minutes
 - C. Provide guidance to Board Directors on governance



Wrenshall Public Schools 2024-2025 School Calendar

DRAFT

Adopted: 00-00-0000
Revised: 00-00-0000

Qtr 1: Students 42 Staff 45/46
Qtr 2: Students 43 Staff 45
Qtr 3: Students 42 Staff 44
Qtr 4: Students 43 Staff 44/45
Total Days: Students 170
Staff 179

Teacher Inservice: 26 - 29
OPEN HOUSE: 28th
7th Grade Orientation: 28th
No school: 30th
Teacher Option: 8/29 or 6/3

Holiday: 2nd
First Day of School: 3rd
Early Release: 27th
Teacher Work Day: 27th p.m.

Early Release: 16th
Teacher Inservice: 16th p.m.
No School: 17th & 18th

End of 1st Quarter: 1st
Veteran's Day Program: 11th
Conferences: 21st & 26th
No School: 28th, 29th

Holiday Program: 18th
No School: 23rd thru Jan 3rd

JUL-24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUG-24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEP-24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCT-24						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOV-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DEC-24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JAN-25						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEB-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MAR-25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APR-25						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY-25						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUN-25						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Teacher Inservice: 3rd
Back To School: Mon 6th
Early Release: 17th
Teacher Work Day: 17th p.m.
End of 2nd Quarter: 17th
No School: 27th
Teacher Inservice: 27th

Homecoming Week: Feb 10-14
Homecoming: Feb 14
Early Release: 14th
Teacher Inservice: 14th p.m.
No School: 17th

No School: 13th
Conferences: 13th 11am-7pm
End of 3rd Quarter: 21st
Spring Break: 24th - 28th

Kindergarten Roundup: 4th
Early Childhood
Screening: 17th
No School: 18th

Early Release: 2nd
Teacher Inservice: 2nd p.m.
Spring Concert: 15th
No School: 26th
Graduation: 30th
End of Quarter: 30th
Last Day & Early Release: 30th
Teacher Work Day: 30th

Teacher Work Day: 2nd, 3rd
Possible Snow Days
Holiday: June 19
Teacher Option: 8/29 or 6/3
work day choice

No School for Students and Staff
 Teacher Inservice/Work Day: No School for Students
 Built-in staff only snow day if needed

End of Quarter
 Conferences
 First/Last Day of School
 Early Release - Students a.m. only
 No School OR Snow Day Makeup Day



Wrenshaw Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

December 4, 2024

Construction Class Project Protocol

DRAFT

Option #1

Construction Contracts with Partner Organizations

- All contract documents reviewed by superintendent and placed on Board work session agenda prior to commencement of any planning.
- Consensus of the Board required to move project from work session to an action item during a regularly scheduled business meeting.
- All contracts, district expenses, transportation, insurance coverage, and student participation waiver forms specific to the project must be approved by the Board in session a minimum of one month prior to commencement of any construction.

Option #2

Request for Proposals from Any Party

- RFPs for projects of the appropriate educational scope are advertised in the Spring of the preceding school year.
- Proposals are evaluated on a predetermined rubric.
- All contracts, district expenses, transportation, insurance coverage, and student participation waiver forms specific to the project to be approved by the Board in session a minimum of one month prior to commencement of any construction.

Option #3

Bids Solicited for District Built Projects

- Instructional Staff identify projects of appropriate scope to align with student skill development, instructional timeline and available District resources.
- All project expenses are approved by the Board while in session prior to the fiscal year budget approval each May. The funds will be assigned to a Construction Class budget code.
- Insurance coverage and student waiver forms specific to the project to be approved by the Board in session a minimum of one month prior to commencement of any construction.
- The projects are sold through an auction website or live auction operated by the District with a minimum bid set to recover construction expenses.

(see Addendum A for an example of a student construction auction protocol)



Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

Addendum A

Anoka- Hennepin School District

Bid #22032B - Student Constructed House @ STEP High School

INSTRUCTIONS TO BIDDERS

1. Notice for bids – Sealed bids will be received for the sale of a student constructed house. The minimum bid amount is \$79,000. The successful bidder is also responsible for sales tax on the house which IS NOT included in the minimum bid amount.

2. Obligation of Bidder to Examine Instructions and Specifications - Before submitting a bid, each bidder is required to examine all bidding requirements and specifications. Submission of a bid shall be proof that such examinations have been made and that bidder has recorded his or her own investigation and has become thoroughly familiar with the requirements.

3. Interpretations - Interpretations, classifications, modifications and supplemental instructions in the form of written addenda will be provided to all bidders on record in the Purchasing Department. Anoka-Hennepin School District will not be responsible for, nor honor any claims resulting from,

or alleged to be the result of misunderstanding by the bidder.

4. Inquiries Regarding Bid - It is the bidder's responsibility to bring all discrepancies, ambiguities, omissions or matters that need clarification to the attention of the email provided below no later than 48 hours from the time bids are due:

Anoka-Hennepin School District

Tiffany Audette, Director of Purchasing

2727 N Ferry Street, Entrance #1

Anoka, MN 55303

Email: purchquotes@ahschools.us

5. Site Walk Through – A walk through of the student constructed house will be held on-site at 1353 W Hwy 10, Anoka, MN 55303 on Tuesday, June 7, 2022 from 2:00pm – 4:00pm Local time. Interested buyers are invited to come and view and walk through the house during this time

5. Specifications – Anoka-Hennepin School District is accepting sealed bids for the sale of a student built house. The house is a single level, rambler style, three bedrooms, and two bathrooms.

The house will be sold “as is”. It is the bidder’s responsibility to make their own investigation and assessment of the house before submitting a bid.

Payment to be made in full within seven days after notification by Anoka-Hennepin School District.

Successful bidder must move the house at their expense from its present location 1353 W Hwy 10, Anoka, MN 55303 to the successful bidder’s offsite location prior to August 31, 2022. If the successful bidder fails to remove the house from Anoka-Hennepin School District property on or before the specified date, the successful bidder will be billed \$100 per day for “rent” of the building pad and any moving charges incurred to move the house to another location on district property.

The successful bidder is responsible for obtaining any and all necessary moving and local permits.

The successful bidder assumes all responsibility for any damage to property in moving the house.

The purchase does NOT include any cement blocks, timbers, mover’s beams, lumber below the floor joists, stairs, or entry platforms.

The successful bidder is responsible for all sales tax.

6. Preparation of Bid - Submit bids to Anoka-Hennepin School District in accordance with the following requirements:

- The minimum bid is \$79,000 pre-tax. The District will consider all bids. The District reserves the right to refuse any or all bids.

Bid must be submitted in duplicate on the prescribed form which is furnished with the specifications, with full name and address of bidder;

- All blank spaces on the bid form must be completely filled in with ink or typewriter, without interlineations, alteration or erasure, and

- Bid must be signed in longhand, executed by a principal duly authorized to enter into an agreement.

7. Bid Security - A certified check or cashier's check in the amount of \$20,000, made payable without recourse to Anoka-Hennepin School District, must be submitted with the bid as down



Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

payment. No other form of security will be accepted. Bid security in the form of a certified check or cashier's check will be returned to all but the winning bidder within 10 days after the bid is awarded by Anoka-Hennepin School District.

8. Receiving and Opening Bids

Bids must be sealed in an envelope with the name and address of the bidder and the words "BID FOR PURCHASE OF HOUSE" on the outside of the envelope. (Faxed bids will not be accepted.)

Bids will be received as stated in the Call for Bids and will be opened immediately after the bid closing hour of 11:00 a.m. local time, Tuesday, June 14, 2022.

Submit bids on or before the time and date specified to: Anoka-Hennepin School District, Purchasing Department, 2727 N Ferry Street, Entrance #1, Anoka, Minnesota 55303, Attn: Tiffany Audette, Purchasing Director.

Bids received after the stated time will not be opened or considered.

9. Withdrawal of Bids - A bidder may withdraw his or her bid at any time prior to the date set for receiving bids, or authorized postponements thereof. Thereafter, bids may be withdrawn only after 30 days have elapsed after bid date, provided Anoka-Hennepin School District has not acted thereon. Bids may be withdrawn only by written request.

10. Qualification of Bidders - Anoka-Hennepin School District may make such investigations as deemed necessary to determine the ability and responsibility of the bidder and any bidder shall furnish Anoka-Hennepin School District all such information and data for this purpose, as the district may request. Anoka-Hennepin School District reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy Anoka-Hennepin School District that such bidder is properly qualified to perform under the terms of the specifications. The competence and responsibility of the bidder will be considered in making an award.

11. District Rights - Anoka-Hennepin School District reserves the right to consider any or all bids, reject any or all bids, and waive minor irregularities or discrepancies as defined by the Anoka-Hennepin School District in the bidding procedure.

22032B: 2021-2022 STUDENT CONSTRUCTED HOUSE

Official Bid Form

Date and time of opening: Tuesday, June 14, 2022 at 11:00 a.m. Local Time

Check one: _____ A certified check or cashier's check representing a down payment in the amount of \$20,000 is enclosed.

Bidder acknowledges receipt of: _____ A. Instructions to Bidders

_____ B. Official Bid Form _____ C. Bill of Sale

_____ D. Attachment A (Details of house)

BID: \$ _____ + (_____) 7.125% sales tax =TOTAL BID:
\$ _____

Successful bidder is responsible for all sales tax on the purchase of the house. The sales tax is MUST BE included in the "TOTAL BID" price above.

Bid Specifications:

Anoka-Hennepin School District is accepting sealed bids for the sale of a student built house. The house is a single level, rambler style, three bedrooms, and 1.75 bathrooms. This sale includes the house structure only.

PLEASE PRINT OR TYPE

Bidder's Name: _____ Home Phone:

Email Address: _____ Cell Phone:

Mailing Address:

Bidder certifies that the bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. The bidder understands collusive bidding is a violation of state and federal law, and can result in fines, prison sentences and civil damage awards.

Bidder agrees to abide by all conditions of this bid and certifies that the person submitting this bid is authorized to enter into an agreement.



Wrenshaw Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

Submitted by: _____ Title: _____

Signature: _____ Date: _____

BILL OF SALE

For valuable consideration, Anoka-Hennepin School District, a political subdivision of the State of Minnesota, hereinafter referred to as "Seller", hereby sells and conveys to _____, hereinafter referred to as "Buyer", the following personal property located at 1353 W Hwy 10, Anoka, MN 55303, more particularly described as follows:

Three bedroom rambler constructed by students at STEP High School in Anoka, MN. The home is energy efficient, and includes 3 bedrooms, main floor laundry, maintenance free exterior, floor trusses, main and master bath. The house measures 26' x 52' (1,352 sq. ft.). The home sold for the sum of \$_____ plus 7.125% sales tax (\$_____) for a total purchase price of \$_____. The described personal property is sold "as is".

Seller agrees that Seller is the Owner of the personal property described above, that the personal property is free from all encumbrances and that Seller agrees to warrant and defend the sale of the personal property described above. Minnesota State Sales Tax is the responsibility of the Buyer and will be collected by the Seller. A copy of Housing Inspection papers will be given to the Buyer upon completion of purchase payments. Ownership of the personal property will pass to the Buyer upon receipt of the final payment. In the event the personal property is destroyed or substantially damaged by fire or other cause prior to paying the balance of the purchase price, this agreement shall become null and void and the deposit returned to the Buyer.

Buyer agrees the personal property will be moved off school property by August 31, 2022, by a certified, licensed and insured professional moving company at the Buyer's expense. Selection and negotiation with a moving company is the responsibility of the Buyer. The moving company will work with the School District representative to determine the best approach to remove the personal property without damage to the school site. The Buyer will require the moving company to provide the Seller with a certificate of insurance verifying that the moving company is insured for General Liability, Automobile Liability, Workers' Compensation and Property coverage. The Seller will be named as additional insured with respect to liability while the personal property is located on Seller's property.

Buyer will be responsible for providing fire, wind, storm, and casualty loss and liability insurance coverage on said personal property after paying the balance of the purchase price. The Buyer will provide the Seller with a certificate of insurance as proof of coverage on the property. Furthermore, the Buyer is responsible for any damages to the personal property that may be incurred after Buyer takes ownership. The Buyer is responsible for any loss or damage caused by Buyer's failure to secure and keep in force insurance to cover the personal property.

Buyer will indemnify and hold Seller harmless from any and all claims of whatever nature resulting from the personal property or with respect to the moving of said personal property up to and including its removal from Seller's property. The buyer assumes all responsibility for any damage to property in moving the house. The purchase does NOT include any cement blocks, timbers, mover's beams, lumber below the floor joists, stairs or entry platforms.

In the event that Buyer defaults in any of this Agreement, Seller may terminate this Agreement and on such termination all payments made hereunder shall be retained by Seller as liquidated damages, time being of the essence hereof. This provision will not deprive either party of the right of enforcing the specific performance of this Agreement, provided this Agreement is not terminated and action to enforce specific performance is commenced within six (6) months after such right of action arises.

All payments for the purchase of this home are to be made by certified or cashier's check.

Deposit of \$20,000 was received will bid on Tuesday, June 14, 2022. The balance of \$_____ which includes 7.125% sales tax will be paid by Tuesday, June 21, 2022, resulting in payment in full.

Anoka-Hennepin School District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the buyer.

This Bill of Sale shall bind the Seller and benefit the Buyer and their successors and assigns.

Buyer Date Tiffany Audette, Date

Director of Purchasing

Anoka-Hennepin School District

Attachment A

The STEP High School's Carpentry classes constructed this rambler during the 2021/22school year. Below are the features of the home:



Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

Sq. ft Rambler

bedroom, 1.75 bath house (full main bath, $\frac{3}{4}$ master bath)

18" free span floor trusses

4/12 pitch roof

Vaulted living room, kitchen and dining room.

Owens Corning Estate gray architectural shingles

Tubular skylight in each bathroom

Jeldwen vinyl casement windows

Concord "harbor bay" vinyl siding

Vinyl soffit and fascia

Mission 3 panel interior doors

Cardell cabinetry featuring soft close hinges and drawer slides

Under cabinet lighting

Calacatta marble laminate countertops

Life proof luxury vinyl plank flooring throughout.

Oil rubbed bronze hardware

This beautiful 3-bedroom rambler meets all energy codes established by the state of Minnesota and is inspected by the Minnesota Buildings and Codes Division.

Detailed plans are available here <https://www.ahschools.us/domain/12300>



Wrenshaw Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

January 21, 2025

Student Project Advance Approval Protocol

Superintendent Recommendation

Step I: Board Work Session Presentation

(Minimum of two months before activity or posting)

- Identify the name of course and/or standards met
- Identify the timeframe and location of build
- Identify the final disposition of the product (4 options)
- Identify scope of student involvement
- Identify scope of staff involvement

Option #1 - Partner Organization

Option #2 - Request For Proposals

Option #3 - District Build

Option #4 - Student Purchase

- District built projects must be included in the Board approved fiscal year budget (May/June)
- Individual student purchased projects don't need Board approval, but must comply with Minnesota Statute **123B.36 AUTHORIZED FEES**

Step II: Board Consensus Supporting Project

Step III: Prepare Packet for Board Formal Approval

(Minimum of one month before activity or posting)

Approval packets will include all items which apply to the selected option and will be prepared and customized by Administration to align with selected option:

1. List of outside visitors or instructors
2. Background check for regular visitors or instructors
3. Budget considerations
 - Donations
 - Grant funds
 - Raw materials
 - In-Kind contributions
 - Transportation
 - Logistics description
 - Staff time (districtwide)
4. Legal agreements or grant terms
5. Insurance coverage (district and partner organization)
6. Student labor waiver
7. Mock OSHA review of safety practices
8. Beneficiary selection process and legal agreement

Chair Adds Approval to a Regular Meeting Agenda
(Following Board approval, the project may post and begin activity)