

**Hastings Area Public Schools - ISD 200**  
**School Board Meeting Agenda**

Wednesday, August 7, 2024  
Special Meeting of the Hastings School Board  
Middle School Media Center

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- I. **Call Meeting to Order**
  - a. Attendance
- II. **Pledge of Allegiance**
- III. **Motion to Approve the Agenda/Table File**
- IV. **Action Items**
  - a. Fixed Assets
  - b. Revised Appendix A for 2024-2026 Custodial Master Agreement
- V. **Adjournment**



BRIDGE TO SUCCESS

# Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200  
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To: Policy Committee, Superintendent Champa

From: Jennifer Seubert, Director of Finance & Operations

Date: July 29, 2024

Subject: Capitalization procedure change to asset thresholds

The Governmental Accounting Standards Board issued an implementation guide which made changes effective for the 2023-2024 school year. Our auditing firm has recently provided guidance regarding implementing these changes.

As a note – the district has not had a fixed asset policy in the past. The practice has been that individual assets exceeding \$5,000 were capitalized. The district does not currently have a practice for grouped purchases.

The implementation guide changes how capital assets ordered in groupings are capitalized. For example, if an individual item costs \$300, with an order of 20 the total would be \$6,000. In the past, we would not have treated the 20 items as capital assets since the individual cost was lower than our threshold. Now, with the new implementation guidelines, since the grouped total is over our threshold the district would be required to capitalize the 20 individual assets.

The recommendation from our auditing firm is to implement a fixed asset policy. This should occur prior to the completion of the 23-24 audit. In addition, there will need to be a designation of the capital asset thresholds for FY24 of \$5,000 per individual item, and \$50,000 for group purchases. Going forward, this designation will occur at the organization meetings.



## **704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM**

### **I. PURPOSE**

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

### **III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM**

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

### **IV. REPORT**

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

**Legal References:** *Minn. Stat. § 123B.02 (General Powers of Independent School Districts)*  
*Minn. Stat. § 123B.09 (Boards of Independent School Districts)*  
*Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)*

**Cross References:** *MSBA/MASA Model Policy 702 (Accounting)*

## REVISED APPENDIX A – ADDITION OF GRANDFATHERED RATES

### APPENDIX A

#### Maintenance Specialist

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
2024-2025	\$29.09	\$29.38	\$29.67	\$29.96	\$30.25	\$30.54	\$30.81
2025-2026	\$29.96	\$30.26	\$30.56	\$30.86	\$31.16	\$31.46	\$31.73

#### Lead Custodian

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
2024-2025	\$26.50	\$26.96	\$27.42	\$27.88	\$28.34	\$28.80	\$29.28
2025-2026	\$27.30	\$27.77	\$28.24	\$28.72	\$29.19	\$29.66	\$30.16

#### Grounds Worker Community Ed Custodian

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
2024-2025	\$24.37	\$24.70	\$25.03	\$25.36	\$25.69	\$26.02	\$26.32
2025-2026	\$25.10	\$25.44	\$25.78	\$26.12	\$26.46	\$26.80	\$27.11

#### Grounds Worker/Custodian

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
2024-2025	\$23.40	\$23.72	\$24.04	\$24.36	\$24.68	\$25.00	\$25.29
2025-2026	\$24.10	\$24.43	\$24.76	\$25.09	\$25.42	\$25.75	\$26.05

#### Custodian

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
2024-2025	\$22.44	\$22.74	\$23.04	\$23.34	\$23.64	\$23.94	\$24.25
2025-2026	\$23.11	\$23.42	\$23.73	\$24.04	\$24.35	\$24.66	\$24.98

#### Cleaner

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
2024-2025	\$20.89	\$21.07	\$21.25	\$21.43	\$21.61	\$21.79	\$21.94
2025-2026	\$21.52	\$21.70	\$21.89	\$22.07	\$22.26	\$22.44	\$22.60

Footnote: The following individuals shall be grandfathered at a 3% annual increase; pay rates shall be as follows:

	<u>2024-2025</u>	<u>2025-2026</u>
Paul Alitz	\$24.59	\$25.32
David Clark	\$30.53	\$31.45
Patricia Ganrud	\$30.53	\$31.45
Kurt Graumann	\$29.34	\$30.23
Timothy Schmitz	\$25.62	\$26.38