

|   |    |
|---|----|
| 1. Call to Order and Roll Call<br><i>(Dr. Greta Evans-Becker, School Board Chair)</i>   | 2  |
| 2. Acceptance of the Agenda<br><i>(Dr. Greta Evans-Becker, School Board Chair)</i>  | 3  |
| 3. Superintendent's Special Recognition<br><i>(David Engstrom, Superintendent and Carrie Johnson, Director of Transportation)</i> |    |
| 4. Operations   |    |
| A. Non-Action: 2023-2024 School Board Meetings (draft)<br><i>(Dr. Greta Evans-Becker, School Board Chair)</i>                     | 4  |
| B. Non-Action: FY23 Mid-Year Budget Revisions<br><i>(Virginia Verbrugge, Assistant Director of Finance)</i>                       | 7  |
| C. Non-Action: Human Resources Staffing Report<br><i>(Amy O'Hern, Executive Director of Human Resources)</i>                      | 28 |
| 5. Action - Consent Agenda <i>(Dr. Greta Evans-Becker, School Board Chair)</i>  | 31 |
| A. Administrative   |    |
| 1. Draft Minutes  | 32 |
| B. Personnel Matters  |    |
| 1. Resolution: Proposal Terminating Probationary Teachers   | 35 |
| 2. Licensed Staff Personnel Report  | 37 |
| 3. Non-Licensed Staff Personnel Report  | 38 |
| C. Financial Matters  |    |
| 1. FY23 Bid Award for Cooper High School Firewall Project   | 39 |
| 6. Announcements  | 45 |
| 7. Adjournment <i>(Dr. Greta Evans-Becker, School Board Chair)</i>  | 46 |



## School Board of Robbinsdale Area Schools

Business Meeting - April 4, 2023

**AGENDA SECTION:** Call to Order

**ITEM:** Roll Call Attendance

|                            | <b>PRESENT</b> | <b>ABSENT</b> |
|----------------------------|----------------|---------------|
| Helen Bassett              | _____          | _____         |
| ReNae Bowman               | _____          | _____         |
| Sharon Brooks Green        | _____          | _____         |
| Dr. Greta Evans-Becker     | _____          | _____         |
| Kim Holmes                 | _____          | _____         |
| Caroline Long              | _____          | _____         |
| John Vento                 | _____          | _____         |
| David Engstrom, ex-officio | _____          | _____         |



## School Board of Robbinsdale Area Schools

Business Meeting – April 4, 2023

**AGENDA SECTION:** Acceptance of Agenda  
**ITEM:** 2. Acceptance of Business Meeting Agenda  
**COMMENTS BY:** Dr. Greta Evans-Becker, School Board Chair

**Recommended Action:** Approve Business Meeting agenda.

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_



## School Board of Robbinsdale Area Schools

Business Meeting – April 4, 2023

|                        |   |
|------------------------|---|
| <b>AGENDA SECTION:</b> | Operations  |
| <b>ITEM:</b>           | 3.A. Non-Action - Review of 2022-2023 School Board Meeting Schedule (Draft) |
| <b>PRESENTER:</b>      | Dr. Greta Evans-Becker, School Board Chair                                  |

The School Board will review the first draft of their meeting schedule for the 2023-2024 school year.



## 2023-2024 School Board Meetings

Meetings are typically held the first and third Monday of each month (except when the calendar does not permit) at the Education Service Center, 4148 Winnetka Avenue North, New Hope, MN, in the Board Room on the third floor. School Board Work Sessions are scheduled to follow the first school board meeting of the month. School Board Work Sessions typically start ten minutes after the adjournment of the preceding School Board Business Meeting.

| 2023      |              |                  |   |
|-----------|--------------|------------------|---|
| TBD       | July         | TBD              | Board Development   |
| Monday    | August 7     | 6 p.m.           | Business Meeting/Work Session   |
| Monday    | August 21    | 6 p.m.<br>7 p.m. | Listening Time<br>Business Meeting  |
| Wednesday | September 6  | 6 p.m.           | Business Meeting/Work Session   |
| Monday    | September 18 | 6 p.m.<br>7 p.m. | Listening Time<br>Business Meeting  |
| Monday    | October 2    | 6 p.m.           | Business Meeting/Work Session   |
| Monday    | October 16   | 6 p.m.<br>7 p.m. | Listening Time<br>Business Meeting  |
| Monday    | November 6   | 6 p.m.           | Business Meeting/Work Session   |
| Tuesday   | November 7   |                  | Election Day  |
| Monday    | November 20  | 6 p.m.<br>7 p.m. | Listening Time<br>Business Meeting  |
| Monday    | December 4   | 6 p.m.<br>7 p.m. | Truth in Taxation Public Hearing<br>Business Meeting/Work Session   |
| Monday    | December 18  | 6 p.m.<br>7 p.m. | Truth in Taxation Public Hearing<br>(if needed) or Listening Time<br>Business Meeting<br>Closed Session for Superintendent<br>Mid-Year Review |

| 2024   |           |        |                         |
|--------|-----------|--------|-------------------------|
| Monday | January 8 | 6 p.m. | Organizational Meeting/ |



|         |             |                  |   |
|---------|-------------|------------------|---|
|         |             |                  | Business Meeting/Work Session   |
| Monday  | January 22  | 6 p.m.<br>7 p.m. | Listening Time<br>Business Meeting  |
| Monday  | February 5  | 6 p.m.           | Business Meeting/Work Session   |
| Tuesday | February 20 | 6 p.m.<br>7 p.m. | Listening Time<br>Business Meeting  |
| Monday  | March 4     | 6 p.m.           | Business Meeting/Work Session   |
| Monday  | March 18    | 6 p.m.<br>7 p.m. | Listening Time<br>Business Meeting  |
| Tuesday | April 2     | 6 p.m.           | Business Meeting/Work Session   |
| Monday  | April 15    | 6 p.m.<br>7 p.m. | Listening Time<br>Business Meeting  |
| Monday  | May 6       | 6 p.m.           | Business Meeting/Work Session   |
| Monday  | May 20      | 6 p.m.<br>7 p.m. | Listening Time<br>Business Meeting  |
| Tuesday | June 4      | 6 p.m.           | Business Meeting/Work Session   |
| Monday  | June 17     | 6 p.m.<br>7 p.m. | Listening Time<br>Business Meeting<br>Closed Session for Superintendent<br>End of Year Review |



## School Board of Robbinsdale Area Schools

Business Meeting – April 4, 2023

|                        |  |
|------------------------|--|
| <b>AGENDA SECTION:</b> | Operations   |
| <b>ITEM:</b>           | 3.B. Non-Action - Review of FY23 Mid-Year Budget Revisions |
| <b>PRESENTER:</b>      | Virginia Verbrugge, Assistant Director of Finance          |

Ms. Verbrugge will review the mid-year budget revisions for FY23.



# Mid Year Budget Update – Non-Action

FY23 Revisions and FY24 Assumptions

Ukee Dozier  
April 4, 2023

# OUR UNIFIED DISTRICT VISION

Our mission is to inspire and educate all learners to develop their unique potential and positively contribute to their community

# Presentation Purpose

The purpose of tonight's presentation is to:

- ❑ Provide a brief update on the Budget Timeline
- ❑ Update the BOE on the mid year budget revision before bringing to action at the upcoming April 17, 2023 Board meeting.

# Budget Phases

## Four phase process in Budget creation

- ❑ **Data Gathering**
  - ❑ August thru December
- ❑ **Preparation**
  - ❑ January thru February
- ❑ **Presentation and Approvals (Including Mid Year)**
  - ❑ March thru June
- ❑ **Budget Implementation**
  - ❑ June and Beyond

# Budget Timeline

| Phase             | Date                  | Who   | Outcome   | Documents   |
|-------------------|-----------------------|---|---|---|
| Data Gathering    | Grey Shading FAC      |   | Blue Shading - Board ( <b>bold</b> = School Board Budget Related Action)        |   |
|                   | August 1, 2022        | Board Work Session  | (1) FAC Presentation  | (G) Spring 22 FAC Report                            |
|                   | August 15, 2022       | Board Regular Meeting   |   |   |
|                   | August 29, 2022       | Cabinet   | (1) Preliminary Pay 2023 Levy   |   |
|                   | September 7, 2022     | Business Meeting  | (1) Preliminary Pay 2023 Levy (Non Action)                                      |   |
|                   | September 19, 2022    | Board Regular Meeting   | (1) Approve Preliminary Pay 2023 Levy (2) Renewal of Workers                    | (B) Levy Summary & Powerpoint                       |
|                   | September 20, 2022    | FAC #1  | (1) Welcome/Orientation (2) Enrollment to date (3) Levy Update                  | (A) Budget Timeline (B) Levy                        |
|                   | October 3, 2022       | Business Meeting  | (1) Award Sale of GO LTFM Bond, Series 2022A                                    |   |
|                   | October 3, 2022       | Board Work Session  | (1) Understanding Budget Timeline   | (A) Budget Timeline (D) Enrollment                  |
|                   | October 17, 2022      | Board Regular Meeting   |   |   |
|                   | October 24, 2022      | Cabinet   | (1) ESSER Update (2) Staff Ratio/Reduction Analysis/Standard of Service         |   |
|                   | October 31, 2022      | Budget Managers   | Begin FY23 Mid Year Budget Review   |   |
|                   | October 31, 2022      | Budget Managers   | Preliminary direction for FY24 budget prep (Potential)                          |   |
|                   | November 7, 2022      | Board Work Session  | (1) ESSER Update (2) Enrollment Update  | (A) Budget Timeline                                 |
|                   | November 15, 2022     | FAC #2  | (1) Welcome and Intro (2) Budget Timeline (3) Levy Update (4) Enrollment Update | (A) Budget Timeline (B) Levy Summary (D) Enrollment |
|                   | November 21, 2022     | Business Meeting  |   | (A) Budget Timeline                                 |
|                   | November 21, 2022     | CTF   |   |   |
|                   | December 5, 2022      | Business Meeting  | (1) Levy Update (Truth in Taxation) (2) Levy Pay 2023 (Non                      | (B) Levy Summary                                    |
|                   | December 5, 2022      | Board Work Session  | (1) Preliminary Audit Report (2) Finance/ESSER Update                           | (B) Levy Summary                                    |
|                   | December 12, 2022     | CTF   | FY24 Budget Assumptions Review  |   |
| December 19, 2022 | Board Regular Meeting | (1) Approve Final Pay 2023 Levy (2) Approval of Staff Ratio       | (B) Levy Summary (F) Audit Report   |   |
| Preparation       | January 9, 2023       | Board Work Session  | Review FY24 Preliminary Enrollment Projections (2) Finance                      | (D) Enrollment Projections (E) Fund                 |
|                   | January 16, 2023      | CTF   | Propose budget/compensatory and staffing allocations for                        |   |
|                   | January 17, 2023      | FAC #3  | (1) Preliminary Audit Report (2) ESSER Update (3) FY24                          | (E) Fund Balance Summary (K) 5 Year                 |
|                   | January 23, 2023      | CTF   | Finalize budget/compensatory and staffing allocations for                       |   |
|                   | Jan 25-Feb 4, 2023    | Budget Managers   | Begin Staffing Meetings for FY24 Budget   |   |
|                   | January 24, 2023      | Board Regular Meeting   | (1) Final Audit Report (2) Non Resident Enrollment Capacity                     | (F) Audit Report                                    |
|                   | February 6, 2023      | Budget Managers   | Capital and Debt Service budgets due  |   |
|                   | February 6, 2023      | Board Work Session  | Review FY24 Preliminary Enrollment Projections (2) Current Year Finance Update  |   |
|                   | February 6, 2023      | Business Meeting  | (1) Approval of resolution for non resident student enrollment capacity limits  |   |
|                   | February 21, 2023     |   |   |   |
|                   | February 24, 2023     | Budget Managers   | All FY24 department and school budgets requests due to                          |   |
|                   | Approval              | March 6, 2023   | Board Work Session  | (1) FY23 Preliminary Budget Update (2) FY24 Budget  |
| March 14, 2023    |                       | FAC #4  | (1) FY23 Budget Update (2) FY24 Budget Assumptions (3) Long Term Debt           | (A) Budget Timeline                                 |
| March 20, 2023    |                       | Board Work Session  | (1) FY23 Preliminary Revised Budget   |   |
| April 4, 2023     |                       | Business Meeting  | (1) FY23 Preliminary Revised Budget - Non Action                                | (E) Fund Balance Summary                            |
| April 17, 2023    |                       | Board Regular Meeting   | (1) Approve FY23 Mid year Revised budget  | (E) Fund Balance Summary                            |
| May 1, 2023       |                       | Board Work Session  | Preliminary FY24 Budget Assumptions and proposal                                | (E) Fund Balance Summary                            |
| May 16, 2023      |                       | FAC #5  | (1) FY24 Budget Process Update (2) Prepare FAC Board                            | (A) Budget Timeline (H) Spring 2023                 |
| May 15, 2023      |                       | Board Regular Meeting   |   |   |
| June 6, 2023      | Board Work Session    | (1) FAC Presentation (2) Review Final FY24 Budgets for all funds  | (E) Fund Balance Summary (H) FY23   |   |
| June 19, 2023     | Board Regular Meeting | (1) Approve Final FY24 Budget for all funds (2) LTFM 10 Year Plan | (I) FY24 Budget Book  |   |



# Budget Timeline

|                      |                              |  |   |                                     |
|----------------------|------------------------------|--|---|-------------------------------------|
| Approval             | March 6, 2023                | Board Work Session   | (1) FY23 Preliminary Budget Update (2) FY24 Budget                    | (E) Fund Balance Summary            |
|                      | March 14, 2023               | FAC #4   | (1) FY23 Budget Update (2) FY24 Budget Assumptions (3) Long Term Debt | (A) Budget Timeline                 |
|                      | March 20, 2023               | Board Work Session   | (1) FY23 Preliminary Revised Budget                                   |                                     |
|                      | April 4, 2023                | Business Meeting   | (1) FY23 Preliminary Revised Budget - Non Action                      | (E) Fund Balance Summary            |
|                      | April 17, 2023               | <b>Board Regular Meeting</b>   | <b>(1) Approve FY23 Mid year Revised budget</b>                       | <b>(E) Fund Balance Summary</b>     |
|                      | May 1, 2023                  | Board Work Session   | Preliminary FY24 Budget Assumptions and proposal                      | (E) Fund Balance Summary            |
|                      | May 16, 2023                 | FAC #5   | (1) FY24 Budget Process Update (2) Prepare FAC Board                  | (A) Budget Timeline (H) Spring 2023 |
|                      | May 15, 2023                 | Board Regular Meeting  |   |                                     |
|                      | June 6, 2023                 | Board Work Session   | (1) FAC Presentation (2) Review Final FY24 Budgets for all funds      | (E) Fund Balance Summary (H) FY23   |
| <b>June 19, 2023</b> | <b>Board Regular Meeting</b> | <b>(1) Approve Final FY24 Budget for all funds (2) LTFM 10 Year Plan</b> | <b>(I) FY24 Budget Book</b>   |                                     |



# **Preliminary Mid Year Budget Revision Update**

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**Fiscal Year 2023**

# FY23 General Fund Assumption Parameters

| Revenues   |          |
|------------|----------|
| Formula %  | 2%       |
| Formula \$ | \$6,863  |
| PY Diff    | \$135 PP |

| Expenditures |    |
|--------------|----|
| Labor        | 2% |
| Non-Labor    | 5% |

| Enrollment ADM |        |
|----------------|--------|
| Prior Year     | 11,098 |
| Budgeted       | 10,763 |
| PY Diff        | -335   |

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| *Enrollment ADM – Fall Seat Cnt |          |
|---------------------------------|----------|
| Budgeted                        | 10,763   |
| FY22 Mid Yr Adjusted            | * 10,796 |
| PY Diff                         | * +33    |

\* Indicates change from previously presented

# Summary of Revenue Adjustments

- ❑ Gen Ed ~ slight increase in estimated revenue due to increase in projected end of year ADM
- ❑ SPED ~ Increase in SPED revenue due to prior expenditures in relation to SPED transportation cost.
- ❑ Transportation ~ Anticipated decrease in transportation revenue from prior year expenditures related to Deseg transportation, Foster Care transportation, and Aid adjustments. Revenue totals are supplemented by Durham Settlement.
- ❑ County Apportionment ~ Unbudgeted
- ❑ Fees/Admission ~ Increase in estimated local revenue in relation to donations, fees and admissions that were impacted from pandemic.
- ❑ Flex Benefits Pass Thru ~ Increase budget offsetting revenue from pass through employee flex benefit contributions.

Total Revenue Adjustment: \* \$3.4 m

\* Indicates change from previously presented

# Summary of Expenditure Adjustments

- ❑ Labor ~ Adjustments to labor costs are associated to budget savings for unfilled or vacated positions for the current fiscal year. Areas and/or position groups that were most affected are as follows:
  - ❑ Sped Licensed – 11 open positions
  - ❑ Sped Educational Assistants – 30 open positions
  - ❑ Custodial – 13 open positions
  - ❑ ESSER related – 6 open EA positions
  - ❑ Mid year transitional vacancies
- ❑ Transportation ~ Budget adjustments to Deseg and Foster Care projections 17
- ❑ Capital ~ Increase due to capital improvement costs for CTE program at new warehouse space
- ❑ Sped Non-Labor ~ Decrease in set aside funding to adjust for year end projections
- ❑ Flex Benefits Pass Thru ~ Increase budget offsetting expenditures from pass through employee flex benefit contributions.
- ❑ Tuition Cost ~ Increase adjustment for increase in Post Secondary Enrollment Options (PSEO) participation
- ❑ Other ~ Increase of underbudgeted property and liability premium in addition to other YTD adjust.

Total Expenditure Adjustment: (\$2.3 m)

# FY23 General Fund Preliminary Adjustments



| Revenues                 |                 | Expenditures             |                 |
|--------------------------|-----------------|--------------------------|-----------------|
| General Ed Aid           | * \$297k        | Salary/Benefits          | \$(3.2m)        |
| SPED                     | \$1.5m          | Transportation           | \$(824k)        |
| Federal                  | \$13.8k         | Capital                  | \$945k          |
| Transportation           | \$(1.9m)        | Sped Non-Labor           | \$(1.6m)        |
| Durham Settlement        | \$682k          | Flex Benefit Pass-Thru   | \$1.5m          |
| Cty Apportionment        | \$687k          | ISD Tuition Pmnts        | \$543k          |
| Local Fees/Admissions    | \$655k          | Other GF Non-Labor       | \$456k          |
| Flex Benefit Pass-thru   | \$1.5m          |                          |                 |
| <b>Total Revenue Adj</b> | <b>* \$3.4m</b> | <b>Total Expense Adj</b> | <b>\$(2.2m)</b> |

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\* Indicates change from previously presented

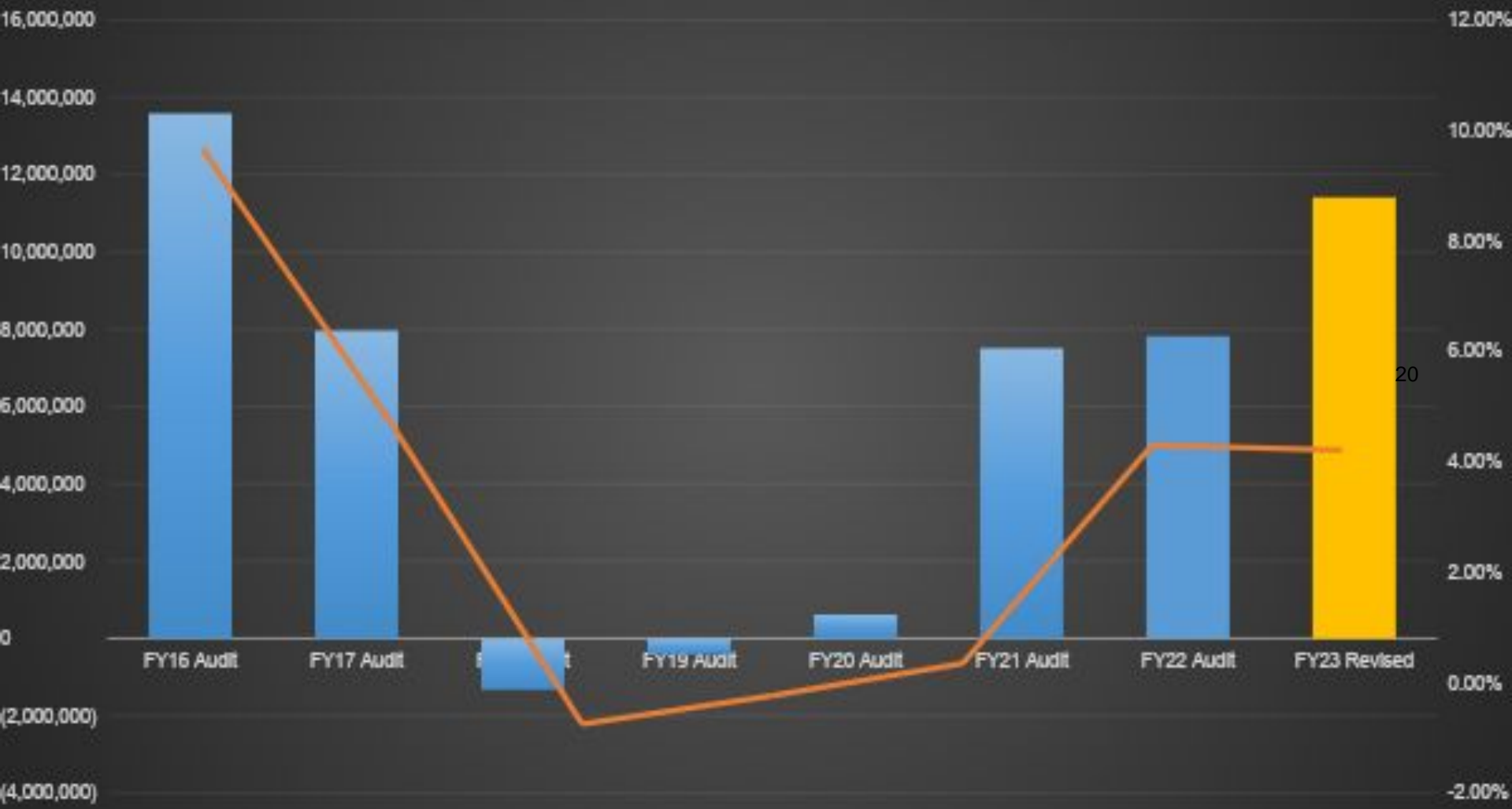
|                                  |                            |
|----------------------------------|----------------------------|
| FY23 Revised Projected FB %      | * 6.0%                     |
| Est. UA FB Change from Begin Yr. | * \$3.6 million UA Surplus |
| Est GF FB Change from Begin Yr.  | * \$524k GF Surplus        |



# FY23 General Fund Preliminary Fund Balance Projection

| FUND DESCRIPTION                                      | 6/30/2022 Budget Balance | 2022-23 Revised Revenue | Transfers In     | 2022-23 Revised Expenditures | Transfers Out    | 6/30/2023 Revised Budget Balance |
|---|--------------------------|-------------------------|------------------|------------------------------|------------------|----------------------------------|
| <b>GENERAL FUND</b>                                   |                          |                         |                  |                              |                  |                                  |
| <b>Unassigned</b>                                     | 2,739,848                | 159,609,909             | 5,075,199        | 156,017,502                  |                  | 11,407,454                       |
| <b>Assigned for Subsequent Yrs Budget</b>             | 5,075,199                |                         |                  |                              | 5,075,199        | -                                |
| ESSER - Budgeted                                      |                          | 6,825,137               |                  |                              |                  |                                  |
| ESSER - Supplanted                                    |                          | 5,220,497               |                  |                              |                  |                                  |
| <i>Estimated OPEB</i>                                 |                          |                         |                  | 750,000                      |                  | (750,000)                        |
| <i>Contingency OBI 899</i>                            |                          |                         |                  | 4,000,000                    |                  | (4,000,000)                      |
| <b>Assigned</b>                                       |                          |                         |                  |                              |                  |                                  |
| Building Carryover                                    | 599,399                  | -                       |                  | -                            |                  | 599,399                          |
| LCTCS   | 715,608                  | 165,000                 |                  | 165,000                      |                  | 715,608                          |
| Q Comp  | 348,780                  | 2,887,762               |                  | 2,904,021                    |                  | 332,521                          |
| E-Rate  | 221,066                  | -                       |                  | -                            |                  | 221,066                          |
| <b>Non-Spendable-Prepaid</b>                          |                          |                         |                  |                              |                  |                                  |
| Inventory   | 335,709                  | -                       |                  | -                            |                  | 335,709                          |
| Prepaid   | 1,352,198                | -                       |                  | -                            |                  | 1,352,198                        |
| <b>Restricted</b>                                     |                          |                         |                  |                              |                  |                                  |
| Scholarships  | 455,788                  | -                       |                  | -                            |                  | 455,788                          |
| Technology Levy                                       | 3,326,573                | 5,524,476               |                  | 4,941,022                    |                  | 3,910,027                        |
| Operating Capital                                     | 4,455,291                | 2,969,114               |                  | 5,994,101                    |                  | 1,430,304                        |
| Operating Capital - Lease                             | -                        | 2,877,212               |                  | 2,400,867                    |                  | 476,345                          |
| Basic Skills  | 536,982                  | 12,394,856              |                  | 9,331,827                    |                  | 3,600,011                        |
| Medical Assistance                                    | 543,630                  | 700,000                 |                  | 700,000                      |                  | 543,630                          |
| Long Term Facilities Maintenance/H&S                  | (584,949)                | 1,450,283               |                  | 850,283                      |                  | 15,051                           |
| Safe Schools Levy                                     | 319,215                  | 602,733                 |                  | 602,733                      |                  | 319,215                          |
| Staff Development                                     | -                        | -                       |                  | -                            |                  | -                                |
| Student Activities                                    | 95,153                   | -                       |                  | -                            |                  | 95,153                           |
| <b>TOTAL GENERAL FUND</b>                             | <b>20,535,490</b>        | <b>189,181,345</b>      | <b>5,075,199</b> | <b>188,657,356</b>           | <b>5,075,199</b> | <b>21,059,479</b>                |
| <i>Revised: Unassigned FB as a % of expenditures</i>  | <i>1.49%</i>             |                         |                  |                              |                  | <i>6.0%</i>                      |
| <i>Unassigned FB % including Subsequent Yr Budget</i> | <i>4.24%</i>             |                         |                  |                              |                  | <i>6.0%</i>                      |
| <i>MDE SOD Calc %</i>                                 | <i>7.19%</i>             |                         |                  |                              |                  | <i>9.6%</i>                      |

# Historical GF Unassigned FB of GF Expenditures



# FY23 Child Nutrition Preliminary Budget Adjustments

| Revenues                 |               | Expenditures             |                        |
|--------------------------|---------------|--------------------------|------------------------|
| State                    | \$0           | Salary/Benefits          | \$(237k)               |
| Federal                  | \$285k        | Purchased Services       | \$25k                  |
| Sales/Other              | \$0           | Supplies/Materials       | \$(652k) <sup>21</sup> |
| <b>Total Revenue Adj</b> | <b>\$285k</b> | <b>Total Expense Adj</b> | <b>\$(865k)</b>        |

## Revenue Summary of Adjustments

- State and local sales revenue are tracking as originally projected
- Increase in federal due to allocated supply chain assistance funding meant to offset increased supply chain costs

## Expenditure Summary of Adjustments

- Labor adjustments – Current 11 unfilled positions
- Contract for Service cost increase due to temp staffing needs
- Decrease in food costs as originally projected due to anticipated supply chain disruptions



# FY23 Child Nutrition Preliminary Fund Balance Projection

## ROBBINSDALE AREA SCHOOLS PROJECTED FUND BALANCES THROUGH JUNE 30, 2023

| FUND DESCRIPTION                   | 6/30/2022 Budget Balance | 2022-23 Revised Revenue | 2022-23 Revised Expenditures | 6/30/2023 Revised Budget Balance |
|------------------------------------|--------------------------|-------------------------|------------------------------|----------------------------------|
| <b>SCHOOL NUTRITION</b>            |                          |                         |                              |                                  |
| Unreserved/undesignated            | 4,034,084                | 8,053,396               | 7,121,518                    | 4,965,962                        |
| Non-spendable-Inventory            | 84,263                   |                         |                              | 84,263                           |
| <b>TOTAL SCHOOL NUTRITION FUND</b> | <b>4,118,347</b>         | <b>8,053,396</b>        | <b>7,121,518</b>             | <b>5,050,225</b>                 |



# FY23 Community Ed Preliminary Budget Adjustments

| Revenues                 |                 | Expenditures             |                     |
|--------------------------|-----------------|--------------------------|---------------------|
| State Aids               | \$0             | Salary/Benefits          | \$239k              |
| Federal                  | * \$34k         | Purchased Services       | \$92k               |
| Fees/Local               | \$82k           | Supplies/Materials       | \$44k <sup>23</sup> |
|                          |                 | Equipment/Other          | \$27k               |
| <b>Total Revenue Adj</b> | <b>* \$116k</b> | <b>Total Expense Adj</b> | <b>\$403k</b>       |

## Revenue Summary of Adjustments

- Federal Revenue increase for Full-Service Community School Grant to offset program expenditures.
- Fees/Local increase due to tuition revenue from increased program participation

\* Indicates change from previously presented

## Expenditure Summary of Adjustments

- Labor - Net of staffing increase in Full-Service community school program and savings due to staff transitions/vacancies
- Cost adjustments associated with CE to GF chargebacks
- Supplies/Material and Equipment/Other budget increase due to start up costs of FSCS program



# FY23 Community Ed Preliminary Fund Balance Projection

## ROBBINSDALE AREA SCHOOLS PROJECTED FUND BALANCES THROUGH JUNE 30, 2023

| FUND DESCRIPTION                    |                            | 6/30/2022 Budget Balance | 2022-23 Revised Revenue | 2022-23 Revised Expenditures | 6/30/2023 Revised Budget Balance |
|-------------------------------------|----------------------------|--------------------------|-------------------------|------------------------------|----------------------------------|
| <b>COMMUNITY SERVICE</b>            |                            |                          |                         |                              |                                  |
| <b>Restricted</b>                   |                            |                          |                         |                              |                                  |
|                                     | Community Education        | 1,656,164                | 7,257,810               | 6,939,860                    | 1,974,114                        |
|                                     | ECFE (FIN 325)             | 454,548                  | 1,172,288               | 1,179,242                    | 447,594                          |
|                                     | School Readiness (FIN 344) | 222,846                  | 820,177                 | 709,128                      | 333,895                          |
|                                     | Adult Basic Ed (322/324?)  | 421,099                  | 1,407,205               | 1,639,434                    | 188,870                          |
|                                     | Non-Public (350-353)       | 0                        | -                       | -                            | 0                                |
| <b>TOTAL COMMUNITY SERVICE FUND</b> |                            | <b>2,754,658</b>         | <b>10,657,480</b>       | <b>10,467,664</b>            | <b>2,944,474</b>                 |



# FY23 Mid Year Revision Summary

| Fund                  | Revenue               |                       | Expenditures          |                       | Revenue             | Expenditures          | Net                 |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------|-----------------------|---------------------|
|                       | Original              | Revised               | Original              | Revised               | Change              | Change                | Change              |
| General Fund          | \$ 185,694,354        | \$ 189,181,345        | \$ 190,770,269        | \$ 188,657,356        | \$ 3,486,991        | \$ (2,112,913)        | \$ 5,599,904        |
| Child Nutrition       | \$ 7,768,690          | \$ 8,053,396          | \$ 7,986,211          | \$ 7,121,518          | \$ 284,706          | \$ (864,693)          | \$ 1,149,399        |
| Community Ed          | \$ 10,541,433         | \$ 10,657,480         | \$ 10,059,389         | \$ 10,467,664         | \$ 116,047          | \$ 408,275            | \$ (292,228)        |
| Building Construction | \$ 18,800,000         | \$ 18,800,000         | \$ 22,500,000         | \$ 22,500,000         | \$ -                | \$ -                  | \$ -                |
| Debt Service          | \$ 21,635,020         | \$ 21,635,020         | \$ 21,859,058         | \$ 21,859,058         | \$ -                | \$ -                  | \$ -                |
| Internal Service      | \$ 22,350,000         | \$ 22,350,000         | \$ 21,425,000         | \$ 21,425,000         | \$ -                | \$ -                  | \$ -                |
| <b>Total Budget</b>   | <b>\$ 266,789,497</b> | <b>\$ 270,677,241</b> | <b>\$ 274,599,927</b> | <b>\$ 272,030,596</b> | <b>\$ 3,887,744</b> | <b>\$ (2,569,331)</b> | <b>\$ 6,457,075</b> |

# Next Steps – Budget Cycle

## Finalize Mid Year Revisions

- April 17, 2023 – BOE Approval of FY23 Budget Revisions

## Create FY24 Original Budget

- May 1, 2023 - Work session – FY24 Preliminary Budget Proposal
- June 6, 2023 – Non-Action
- June 19, 2023 – BOE Approval of FY24 Original Budget

# Questions





## School Board of Robbinsdale Area Schools

Business Meeting – April 4, 2023

|                        |   |
|------------------------|---|
| <b>AGENDA SECTION:</b> | Operations  |
| <b>ITEM:</b>           | 3.C. Non-Action - Human Resources Staffing Update |
| <b>PRESENTER:</b>      | Amy O'Hern, Executive Director of Human Resources |

Ms. O'Hern will address any questions from the School Board regarding the Human Resources Staffing Update for April 4, 2023.



To: Robbinsdale School Board  
From: Amy O'Hern, Executive Director of Human Resources  
Date: March 24, 2023  
Re: Staffing Update

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Total open positions 102

| Open Job Postings by Category       | Number of openings | Number of days the position has been posted |
|-------------------------------------|--------------------|---|
| Academic Summer Program             | 5                  | 37  |
| Administration                      | 1                  | 8   |
| Athletics/Activities                | 6                  | 53  |
| Casual employees                    | 3                  | 134   |
| Child Nutrition                     | 13                 | 232   |
| Educational Assistant               | 28                 | 252   |
| Elementary/Early Childhood Teaching | 5 (fall 2023)      | 4   |
| Health Services                     | 3                  | 17  |
| High School Teaching                | 1 (fall 2023)      | 10  |
| Licensed ESY                        | 3                  | 51  |
| Maintenance/Custodial               | 7                  | 214   |
| Middle School                       | 1                  | 50  |
| Non-licensed ESY                    | 2                  | 37  |
| Program Assistants                  | 4                  | 210   |
| Program Directors                   | 2                  | 10  |



|                          |               |    |
|--------------------------|---------------|----|
| Clerical                 | 2             | 73 |
| Student Support Services | 8 (fall 2023) | 24 |
| Substitute               | 7             | 35 |
| Summer Activities        | 3             | 37 |

New hires since July 1, 2022

| Hires           | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total |
|-----------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Rehires         | 1    | 14  | 9   | 4   | 1   | 1   | 1   | 1   | 2   | 34    |
| New Hires       | 3    | 134 | 71  | 40  | 15  | 10  | 6   | 7   | 11  | 297   |
| New Assignments | 4    | 55  | 24  | 12  | 5   | 6   | 5   | 7   | 5   | 106   |
| Total           | 8    | 203 | 104 | 56  | 21  | 17  | 12  | 15  | 18  | 454   |

Attrition Data since July 1, 2022

| Departures   | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total |
|--------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Resignation  | 16   | 22  | 16  | 17  | 14  | 5   | 1   | 13  | 10  | 104   |
| Retirements  | 0    | 5   | 1   | 2   | 3   | 1   | 6   | 2   | 0   | 20    |
| Terminations | 0    | 0   | 0   | 1   | 1   | 0   | 5   | 4   | 1   | 12    |
| Total        | 16   | 27  | 17  | 20  | 18  | 6   | 12  | 19  | 11  | 136   |



## School Board of Robbinsdale Area Schools

Business Meeting – April 4, 2023

**AGENDA SECTION:** Consent Agenda  
**ITEM:** 4. Approval of Consent Agenda  
**PRESENTER:** Dr. Greta Evans-Becker, School Board Chair

**Description:** Consent Agenda items are considered routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which the item will be removed as a Consent Agenda item and addressed. Consent Agenda items include administrative, personnel matters and financial matters.

**Recommended Motion:** Approve the Consent Agenda items.

|                     | Yes | No | Abstention |
|---------------------|-----|----|------------|
| Helen Bassett       |     |    |            |
| ReNae Bowman        |     |    |            |
| Sharon Brooks Green |     |    |            |
| Greta Evans-Becker  |     |    |            |
| Kim Holmes          |     |    |            |
| Caroline Long       |     |    |            |
| John Vento          |     |    |            |

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

*\*\*Approved XXXX*

A Business Meeting of the School Board of Robbinsdale Area Schools (RAS) was held Monday, March 20, 2023, beginning at 7:01 p.m. in the Boardroom at the Robbinsdale Area Schools Education Service Center. A recording of the meeting can be found at: <https://www.rdale.org/discover/school-board> under "Watch School Board Meeting Webcasts."

### **Call to Order and Roll Call**

Chair Evans-Becker called the meeting to order at 7:01 p.m. Directors present: Helen Bassett, ReNae Bowman, Sharon Brooks Green, Greta Evans-Becker, Kim Holmes, Caroline Long, and John Vento; and David Engstrom, Superintendent. Director(s) absent: none. There was a quorum; and the meeting was called to order.

### **Acceptance of the Agenda**

Chair Evans-Becker asked for a motion to accept the Business Meeting agenda. Director Holmes made a motion to add a vote to the agenda to add a permanent agenda item titled "Human Resources Update" for regular updates to the Board that will include, but not be limited to, current number of open positions, totals of open positions by category (ex. Nutritional, Custodial) as well as position creations and promotions. Director Brooks Green seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Bowman, Brooks Green, Evans-Becker, Holmes, Long and Vento. And the following voted against the same: none. Said motion was declared duly passed. Chair Evans-Becker proposed adding the discussion as item 5.B. under Operations, after "Resolution Accepting Donations."

Chair Evans-Becker asked for a motion to accept the amended Business Meeting agenda. MOTION: Director Vento moved approval, and Director Holmes seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Bowman, Brooks Green, Evans-Becker, Holmes, Long and Vento. And the following voted against the same: none. Said motion was declared duly passed.

### **Arts Showcase**

The Board enjoyed a performance by Rachel Olson, a senior and cellist at Armstrong High School, who had the opportunity to play at Carnegie Hall with some of the best student musicians in the world. Miss Olson was one of 600 in the country who were selected to play from the 10,000 who auditioned.

### **Sharing the Success**

Stella Wright, a senior and poet at Armstrong High School, was selected as Minnesota's 2023 Poetry Out Loud Champion. Miss Wright recited "I Am," a poem about mental health by John Clare, for the Board. She will go on to compete in the Poetry Out Loud National Finals in May in Washington D.C.

### **Superintendent's Report**

- Welcome to Scouts BSA Troop 5570 from Plymouth Middle School in attendance as part of their work toward their Citizenship in the Community Merit Badge
- Saturday, March 18:
  - Robbinsdale adaptive floor hockey team placed 3rd in the state tournament
  - Spring orchestra festival was held at Cooper - thank you to those who mentored
- District spring break is next week, March 27-31

### **Operations**

#### **A. Action: Resolution Accepting Donations**

MOTION: Director Vento moved approval, and Director Bowman seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Bowman, Brooks Green, Evans-Becker, Holmes, Long and Vento. And the following voted against the same: none. Said motion was declared duly passed.

#### **B. Action: Propose Adding a Permanent "Human Resources Update" to the Business Meeting Agendas**

MOTION: Director Bowman moved amending the original motion to approve the addition of the "Human Resources Update" now, then flushing out the details during the next agenda setting. Director Bassett seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors: Bassett, Bowman, Brooks Green, Evans-Becker, Holmes and Long. And the following voted against the same: Director Vento. Said motion was declared duly passed.

MOTION: Director Holmes moved approval of the amended motion, Director Bassett seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors: Bassett, Bowman, Brooks Green, Evans-Becker, Holmes and Long. And the following voted against the same: Director Vento. Said motion was declared duly passed.

**Consent Agenda**

Consent Agenda items include administrative, personnel matters, and financial matters. MOTION: Director Vento moved approval, and Director Bowman seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Bowman, Brooks Green, Evans-Becker, Holmes, Long, and Vento. And the following voted against the same: none. Said motion was declared duly passed.

**Announcements** (can be found on our website)

**Closed Session**

The Board recessed to enter a closed session pursuant to Minnesota Statute 13D.03, Labor Negotiations Strategy.

**Adjournment**

MOTION: Director Vento moved to adjourn the Business meeting, and Director Brooks Green seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors Bassett, Bowman, Brooks Green, Evans-Becker, Holmes, Long, and Vento. And the following voted against the same: none. Meeting was adjourned.

Prepared and submitted by:  
Molly Olson  
Assistant Clerk, Robbinsdale Area Schools  
Executive Assistant to the Superintendent and School Board

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
School Board Clerk, Independent School District 281



## Minutes of Work Session

### The School Board of Robbinsdale Area Schools

*\*\*Reviewed XXXX*

A Special Work Session of the School Board of Robbinsdale Area Schools was held Monday, March 20, 2023. *Complete agendas, reports, and presentations are available at the office and on our website. **Work session summary minutes are not approved by the School Board.***

Director(s) present: Helen Bassett, ReNae Bowman, Sharon Brooks Green, Greta Evans-Becker, Kim Holmes, Caroline Long, and John Vento; and David Engstrom, Superintendent. Director(s) absent: none.

#### **Mid-Year Budget Revisions**

Ukee Dozier, Executive Director of Finance, presented the FY23 mid-year budget revisions - followed by discussion.

Prepared and submitted by:

Molly Olson  
Assistant Clerk, Robbinsdale Area Schools  
Executive Assistant to the Superintendent and School Board



**To: Members of the School Board, David Engstrom, Superintendent**  
**From: Amy O'Hern, Executive Director of Human Resources**  
**Date: April 4, 2023**  
**Re: Proposal Terminating Probationary Teachers**

The School Board is asked to act on a proposed resolution terminating probationary teachers.



## **Resolution: Proposal Terminating Probationary Teachers**

WHEREAS, (said teacher) is a probationary teacher in Independent School District 281.

BE IT RESOLVED, by the School Board of Independent School District 281 that pursuant to Minnesota Statute 122A.40, subdivision 5, the teaching contract of (said teacher), a probationary teacher in Independent School District 281, is hereby terminated at the close of the 2022-2023 school year and is not renewed for the 2023-2024 school year.

BE IT FURTHER RESOLVED, that written notice be sent to (said teacher) regarding termination and non-renewal of contract as provided by law, and that said notice shall be in substantially the following form:

We must notify you that at a regular meeting of the School Board of Independent School District 281 held April 4, 2023, a proposed resolution was adopted to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-2024 school year. This action of the board is taken pursuant to Minnesota Statute 122A.40, subdivision 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract. Your request must be received within ten (10 days) after receipt of this notice.

Thank you for your service to Robbinsdale Area Schools. Please call Erica Strand, Human Resources Program Director, if you have questions or concerns.

SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT 281

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Clerk of the School Board

Date

**LICENSED STAFF - April 4, 2023****REHIRE**

| <b>Name</b>  | <b>Building</b> | <b>Title</b>                                 | <b>Lane/Step</b> | <b>Effective Date</b> |
|--------------|-----------------|--|------------------|-----------------------|
| Frank Herman | Dist Wide       | Director Career & College Readiness/Pathways | L9/6             | 3/20/2023             |

**NON-LICENSED STAFF - April 4, 2023****CHANGE OF ASSIGNMENT**

| <b>Name</b>     | <b>Building</b> | <b>Title</b>                          | <b>Effective Date</b> |
|-----------------|-----------------|---------------------------------------|-----------------------|
| Torvell Collins | CLC             | Student Intern to<br>Service Employee | 03/20/2023            |

**NEW HIRE**

| <b>Name</b>    | <b>Building</b> | <b>Title</b>      | <b>Step/Lane</b> | <b>Effective Date</b> |
|----------------|-----------------|-------------------|------------------|-----------------------|
| Melissa Asher  | ESC             | Office Employee   | CAT4, Step 10    | 04/05/2023            |
| David Cutler   | MLE             | Program Assistant | LV7, Step 1      | 03/20/2023            |
| Shante Perkins | CLC             | Service Employee  | CU7, Step 1      | 03/20/2023            |
| Tyrell Ross    | CUS             | Service Employee  | CU3, Step 1      | 03/20/2023            |
| Shaniya Turner | SMS             | Special Ed EA     | CL3, Step 2      | 03/15/2023            |

**RESIGNATION/RETIREMENT**

| <b>Name</b>            | <b>Building</b> | <b>Title</b>       | <b>Effective Date</b> |
|------------------------|-----------------|--------------------|-----------------------|
| Mark Bocock            | Warehouse       | Service Employee   | 04/05/2023            |
| Malaysia Hammond       | FAIR            | Tutor EA           | 04/05/2023            |
| Ronald Mead            | SMS             | Program Director   | 04/11/2023            |
| Sheila O'Donnell       | ENE             | Nutrition Services | 04/20/2023            |
| Jane Paulson (24 yrs.) | SOE             | Special Ed EA      | 06/07/2023            |
| Shante Perkins         | CLC             | Service Employee   | 03/24/2023            |
| Diane Perry (16 yrs.)  | ENE             | Tutor EA           | 06/07/2023            |
| Judith Sealy           | LVE             | Nutrition Services | 03/24/2023            |



March 22, 2023

Ms. Pier  
Robbinsdale Area Schools – ISD #281  
4148 Winnetka Ave. North  
Minneapolis, MN 55427

**RE: Cooper High School – Stairwell Firewall Upgrades  
Contract Award Letter**

Dear Ms. Pier:

This letter is concerning the contract awards for the above referenced project. Bids were received on March 21, 2023 and are summarized on the attached bid tabulation sheets. Listed below is the lowest responsible bidder and their base bid amount for purposes of contract award.

| <u>Work Scope</u> |  | <u>Contractor, City, State</u>                 | <u>Bid Amount</u>           |                              |
|-------------------|--|--|-----------------------------|------------------------------|
| WS 06-A           | Carpentry                                    | J Benson Construction, Inc.<br>Minneapolis, MN | Base Bid:<br>Total Contract | \$121,343.34<br>\$121,343.34 |
| WS 07-K           | Joint<br>Sealants                            | Carciolini Company<br>Burnsville, MN           | Base Bid:<br>Total Contract | \$117,880.00<br>\$117,880.00 |
| WS 08-A           | Doors,<br>Frames,<br>Hardware<br>(Mtrl Only) | Twin City Hardware Company<br>Oakdale, MN      | Base Bid:<br>Total Contract | \$216,500.00<br>\$216,500.00 |
| WS 23-B           | Combined<br>Mechanical                       | Pioneer Power, Inc.<br>Woodbury, MN            | Base Bid:<br>Total Contract | \$32,600.00<br>\$32,600.00   |
| WS 26-A           | Electrical                                   | No Bids Received                               | Budgeted<br>Amount:         | \$41,000.00                  |

The total amount of the base bids is **\$488,323.34**, which is within a reasonable variance from our cost estimates.

If you have any questions regarding this information, please do not hesitate to contact me at 612-718-6756.

Very truly yours,  
KRAUS-ANDERSON® CONSTRUCTION COMPANY

Josh Carr  
Project Manager











# Announcements | April 4, 2023

## Community Connect Meeting

April 11 at 5:00 p.m.

## Inter School Council Meeting

April 13 at 6:00 p.m.

*Visit the district calendar on our website for additional details on these meeting/events.  
Visit our school websites for activities and sporting event details.*



## School Board of Robbinsdale Area Schools

Business Meeting – April 4, 2023

**AGENDA SECTION:** Adjournment

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**ITEM:** 6. Adjournment of Business Meeting

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**COMMENTS BY:** Dr. Greta Evans-Becker, School Board Chair

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**Recommended Action:** Call the Business meeting to a close.

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_