

Work Session begins 10 minutes after adjournment of the Business Meeting.

1.	Land Acknowledgement	2
	<i>Beth Tepper, Director of Achievement and Integration</i>	
	<i>Tony Patterson, Assistant Director of Achievement and Integration</i>	
	<i>American Indian School Climate and Cultural Specialists: Carlie Anderson, Hinhan Loud Hawk, Mallory Glynn and Angela Gudahl</i>	
2.	Transportation Analysis Follow-Up	11
	<i>Mike Archer, CESO</i>	
3.	Growth Data	29
	<i>John Groenke, Executive Director of Student Services</i>	
	<i>Bridget Hall, Director of Elementary Curriculum and Federal Programs</i>	
	<i>Matt Pletcher, Director of Secondary Curriculum and Multilingual Programs</i>	
	<i>Dr. Cheryl Videen, Director of Research, Evaluation and Assessment</i>	
4.	FY24 Preliminary Budget Assumptions	30
	<i>Ukee Dozier, Executive Director of Finance</i>	
5.	FY22 Audit Update	54
	<i>Ukee Dozier, Executive Director of Finance</i>	
6.	Board Topics	
	<i>Kim Holmes, School Board Vice Chair</i>	
	A. Land Acknowledgement	
	B. Policy 206: Public Participation in School Board Meetings, Complaints about Persons at School Board Meetings and Data Privacy Considerations	55
	<i>Members of the School Board Policy Governance Committee</i>	
	C. Other	



Robbinsdale Area Schools

American Indian Education

Director of Achievement & Integration: Beth Tepper

Assistant Director of Achievement & Integration: Tony Patterson

American Indian School Climate & Cultural Specialists:

Carlie Anderson

Hinhan Loud Hawk

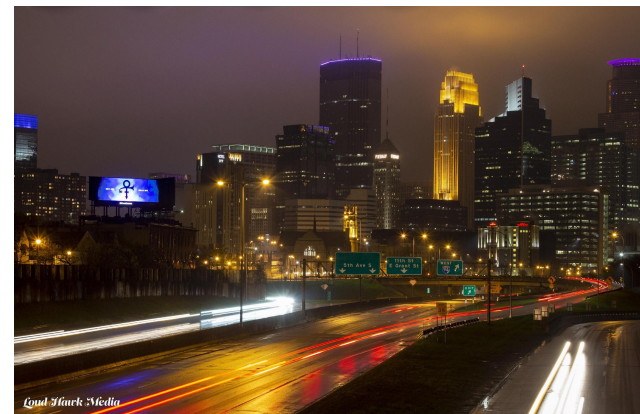
Mallory Glynn

Angela Gudahl

Land Acknowledgements

- History
- Definition
- Key aspects
- Robbinsdale Land Acknowledgement
- Action steps

3



History

- Land acknowledgements began as a traditional custom for many Indigenous nations
- The first institutions/organizations to practice land acknowledgements derived from New Zealand and Canada
- Land acknowledgements gained momentum in the U.S. after the fight against the Dakota Access Pipeline (2017)



Definition

“A land acknowledgement is a simple, brief statement about an institution or organizations acknowledgement of Indigenous people, their land tenure, and a commitment from the institution to seek justice and right historical injustices” –Dr. Anton Treuer



Key Aspects

- Relational
 - Acknowledges relationship with land
 - Involves everyone
- Local specific
 - Map of Indigenous territories found online
- Acknowledges the past, present, & future
 - Past and current injustices
 - Voices of Indigenous nations today
 - Action steps





Robbinsdale School District Land Acknowledgement

We acknowledge Robbinsdale Area Schools is located on the homelands of the Dakota and Ojibwe people. We recognize the painful history of genocide and forced assimilation of the Indigenous inhabitants of this land. We honor and respect the many Indigenous peoples who live on and hold sacred these lands, and we stand with members of these Nations to fight injustice in all of its forms. We uphold the preservation of Dakota and Ojibwe languages, land based education, and tribal sovereignty.

Action Steps

- Familiarize yourself with the history of Indigenous people and colonization
- Present the land acknowledgement
 - Before events and meetings
 - On webpages
 - Posted in buildings
- Commit yourself to supporting Indigenous communities and causes
 - Language revitalization
 - Land based education
 - Tribal sovereignty





ROBBINSDALE SCHOOL DISTRICT LAND ACKNOWLEDGEMENT

We acknowledge Robbinsdale Area

Schools is located on the homeland of the

Dakota and Ojibwe people. We recognize

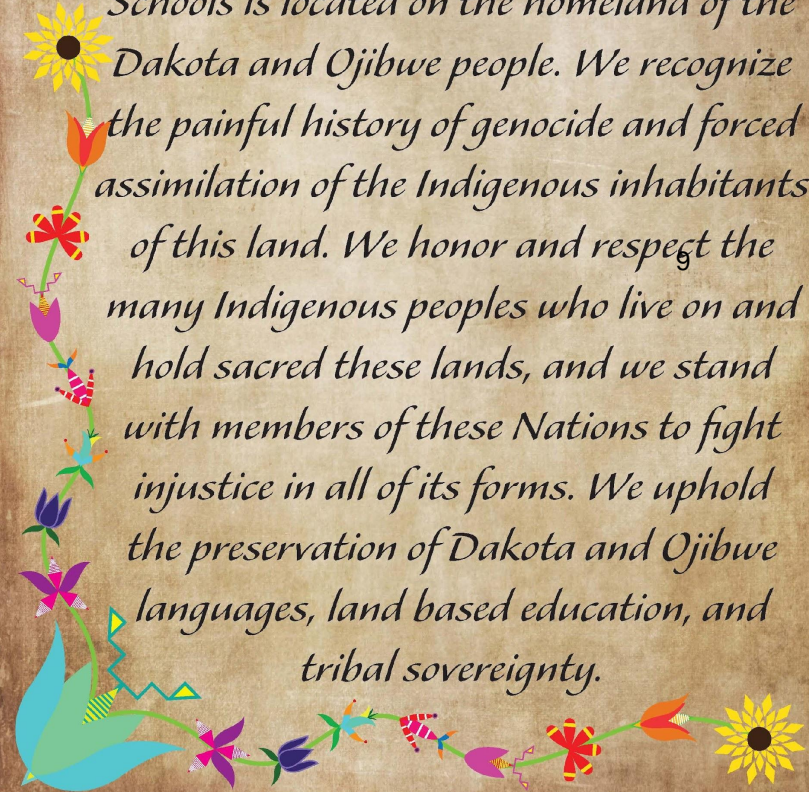
*the painful history of genocide and forced
assimilation of the Indigenous inhabitants*

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*languages, land based education, and
tribal sovereignty.*



Poster Design

By Hinhan Loud Hawk



Questions?

Gichi-Miigwech!

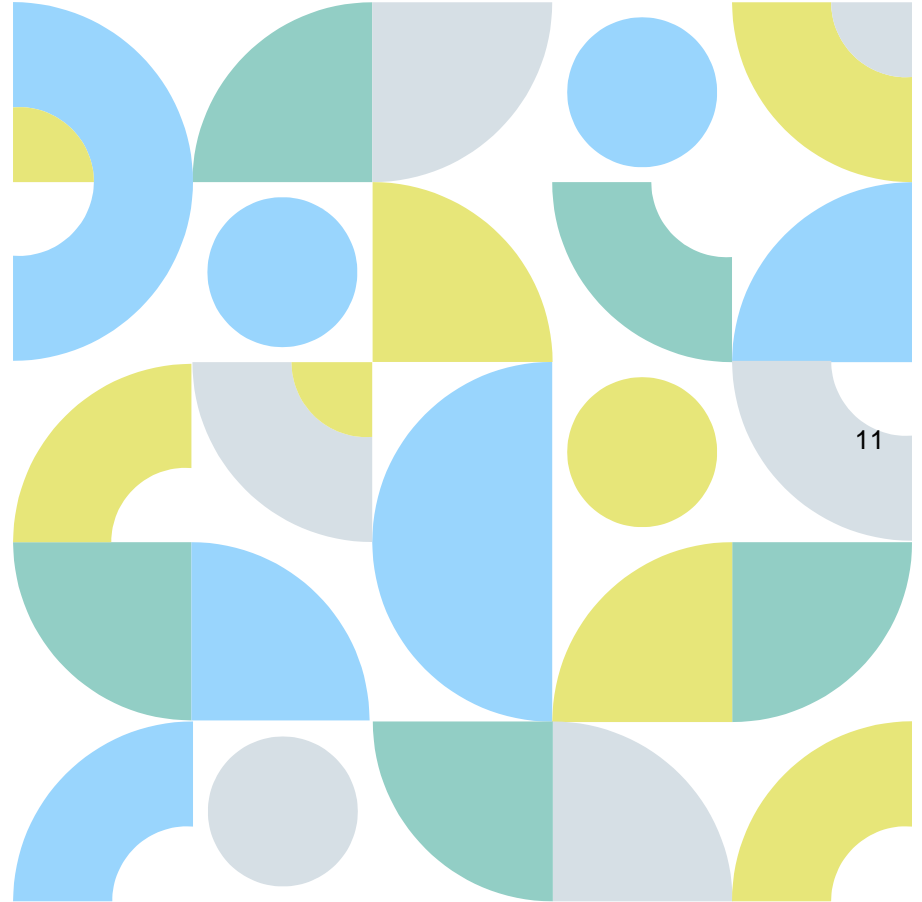




Transportation Insourcing Analysis

Robbinsdale Area Public Schools

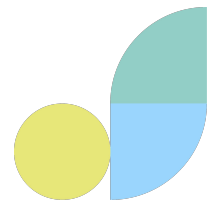
May 1, 2023



Scope of Work

- Preliminary start-up and data collection
- Develop a financial model for current operations
- Develop a comparison model for Owned Transportation Operations
 - Driving Staff
 - Bus Procurement
 - Facilities
 - Maintenance and Repair
 - Office Staff
 - Fuel
 - Insurance
 - Start-up Costs
- Presentation of results

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Model Description

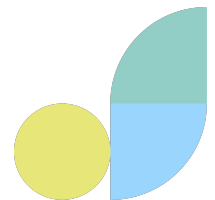


- Evaluate cost by category
 - Each cost related to the operation is isolated and analyzed in one or more hypothetical scenarios
 - Costs added up to establish estimate for operating and capital costs associated with insourcing
- Compare this to closest possible side-by-side within current operations
 - Costs associated with transportation can be compared, or removed from comparison if they do not relate to the segment of service being considered
 - General education, special education, athletics, summer school, type-III

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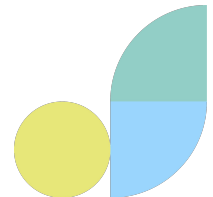
Budget Review



- General education to-from school estimated annual total for Durham to-from school contract
 - \$4,684,000 64 routes
- Special education (not Type-III) estimated annual total for Durham to-from school contract
 - \$2,014,000 40 routes
- Type-III estimated annual total for contracts (4 providers)
 - \$5,713,370 75 routes
 - Changes more frequently throughout the year compared to other segments
- Trips
 - \$225,000 estimated for 23-24 school year
- Summer School
 - \$340,860 estimated for summer 2023
- RAS other costs - will continue under contract or in-house operation
 - \$391,378 for current district salaries and benefits
 - \$510,000 for fuel
 - \$123,000 for vehicle repairs and supplies
 - Durham covers up to \$2,000 per vehicle, RAS covers the rest
 - \$181,000 for other - office equipment, software, memberships, facility utilities

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CDL Driver Labor - Inputs



- Regular Education
 - 64 Routes
 - 10% planning factor for substitutes - 6 additional drivers as substitute coverage
 - 70 total CDL licensed staff
- Special Education
 - 40 Routes
 - 4 substitute drivers
 - 40 Paras/aides
- Per bargaining agreement - drivers must receive 8 hours per day
- Per bargaining agreement - driver hourly rate begins at \$21.78
 - Neighboring districts starting wage averages \$26 per hour, some exceeding \$30
 - Not all guarantee 8 hours daily

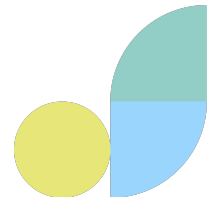
**SERVICES EMPLOYEES LOCAL 284 APPENDIX B
2020-2021, 2021-2022 WAGE SCHEDULE**

CUSTODIAL SALARY MATRIX

Step	Class								
	CU1A	CU1B	CU2	CU3	CU4	CU5	CU6A	CU6B	CU7
1	\$26.33	\$25.83	\$25.33	\$25.06	\$24.86	\$19.73	\$21.78	\$18.52	\$16.74
2	\$26.69	\$26.19	\$25.68	\$25.41	\$25.17	\$21.98	\$23.22	\$19.15	\$17.80
3	\$27.04	\$26.54	\$26.05	\$25.73	\$25.55	\$24.67	\$24.67	\$19.85	\$18.83
4	\$27.30	\$26.80	\$26.31	\$25.99	\$25.80	\$24.78	\$24.78	\$19.94	\$18.92

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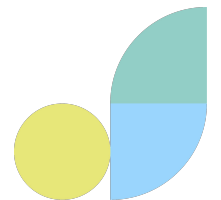
Driver Labor - Results



- Regular Education
 - Estimated labor costs to cover 2022-23 school year routes - \$2,992,388
 - Average of \$42,750 per additional bus route staffing
- Special Education
 - Estimated labor costs to cover 2022-23 school year routes - \$2,541,113
 - Average of \$63,500 per additional bus route, driver, and aide staffing
- Type-III
 - Estimated labor costs to cover 2022-23 school year routes - \$3,850,425
 - Average of \$51,339 per additional Type-III bus route, driver, and aide staffing
- Trips
 - Estimated labor costs to cover 2022-23 school year routes - \$64,500
- Summer School
 - Estimated labor costs to cover 2022-23 school year routes - \$170,350

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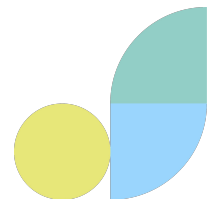
Bus Procurement



- RAS owns 66 buses - 15 mini and 51 full size (71-74 pass.)
 - Average age is 13 years old, nothing newer than 2012
 - Likely all need to be replaced in the next several years, not much salvageable value
 - Need 73 full-size buses at a 10% spare ratio
 - Special education routes require 15 buses for current operation
 - Expect 18-24 months for new bus delivery
- Home to school full size buses
 - New bus = \$130,000
 - Used bus average (model years 2015-2022) = \$80,000
 - 40% new/60% used
 - Cash = \$7,860,000
 - Lease to own 5-year finance = \$1,731,000 annually
 - 60% new/40% used
 - Cash = \$8,030,000
 - Lease 5-year finance = \$1,766,000 annually
 - 80% new/20% used
 - Cash = \$8,760,000
 - Lease 5-year finance = \$1,926,000 annually

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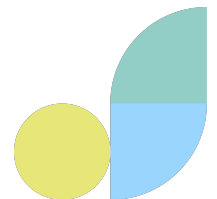
Bus Procurement

- Special education buses
 - New bus = \$110,000
 - Used bus average (model years 2015-2022) = \$70,000
 - 40% new/60% used
 - Cash = \$33,720,000
 - Lease to own 5-year finance = \$819,250 annually
- Type-III vehicles
 - New vehicle average = \$45,000
 - Mixture of SUV, mini-van, sprinter van
 - 83 vehicles
 - Lease to own 5-year finance = \$2,442,350 annually



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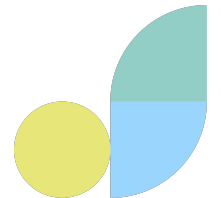
Bus Procurement



- Electric buses
 - New bus = \$400,000
 - Grants available to cover purchase price, or portion of purchase price
 - Operating cost - industry standard is 60% of traditional bus
 - This figure applies to charging as opposed to fueling, as well as for repair costs
 - Approach should be incremental, as infrastructure allows
 - Charger can be up to \$15,000 per unit for installation
 - Break even
 - Using the 15 year average lifespan for a vehicle, the operating cost for EV is \$68,550 less than diesel during this timeframe
 - This does not make up for the substantially higher price tag however, it would take over 50 years to make up purchase price using a 60% operating cost value
 - EV buses are 300% more expensive than diesel counterparts, whereas personal vehicles are at similar price points, or slightly more
 - To break even during vehicles' realistic operating life (15 years), grants would have to bring purchase cost to \$200,000
- Other fuel types
 - Natural gas (cng), propane
 - Both of the above likely to be \$160,000 for a new school bus, grants also available
 - Fuel is significantly cheaper and cleaner, savings of about 50% compared to diesel

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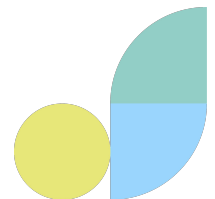
Bus Procurement



- Depreciation as an operating expense
 - Initial bus purchase is a significant capital expense
 - Fleet will immediately require replacement in first few years, especially if buying used equipment
 - Purchasing all new vehicles will cause a replacement bottleneck in 8 years or so
- Depreciation is calculated to be \$393,174 for general education fleet
 - This is the operating cost to be compared to existing service model
 - Uses the 60% new/40% used scenario
 - Uses diesel vehicles for calculation
 - For consideration as fleet makeup changes to include alternative fuel vehicles - higher vehicle costs result in higher rates of depreciation
- \$171,428 for special education fleet
- \$300,000 for Type-III fleet

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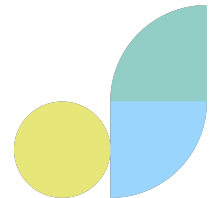
Facilities

- Existing facility is in poor condition
 - Inadequate space to park buses and personal vehicles
 - Inadequate garage bays to bring buses inside for parking/repairs
 - Inadequate office space - break room, offices for non-driving staff
- Contractor is making it work
- Significant capital expenditure and planning must occur
 - CESO recommends this be placed on a facilities plan if decision to self-operate transportation
- For operating expense comparison - existing facilities budget expenditure is continued as-is for this analysis
- Other RAS properties do not have adequate approval to park, idle, and drive buses in and out of facilities per local ordinances and zoning



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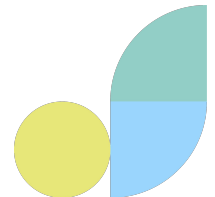
Maintenance and Repair



- General education fleet consisting of 73 buses represents 256 VEU
 - Associated maintenance technician ratio is suggested 2.5 FTE
 - Estimated staffing costs - \$188,300
 - Estimated repair and parts - \$138,000
 - Estimated technology (gps, camera, routing) - \$204,400
- Special education fleet consisting of 44 buses represents 154 VEU
 - Associated maintenance technician ratio is suggested 1.5 FTE
 - Estimated staffing costs - \$113,000
 - Estimated repair and parts - \$83,000
 - Estimated technology (gps, camera, routing) - \$123,200
- Type-III fleet consisting of 83 small vehicles and vans represents 125 VEU
 - Associated maintenance technician ratio is suggested 1.25 FTE
 - Estimated staffing costs - \$94,000
 - Estimated repair and parts - \$67,400
 - Estimated technology (gps, camera, routing) - \$199,200

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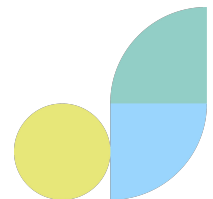
Office Staffing



- Presently operations are managed by a director and two support personnel
- Recommendation to add staff responsible for routing, dispatching, driver supervision, and training
 - Position descriptions can vary and include multiple responsibilities
 - Routers/Dispatchers, Drivers/Trainers, etc...
 - General education requires approximately two of each - routers, dispatchers, field supervisor or leaders, driver trainers
 - Special education will requires one of each
 - Type-III would require two routers, two dispatchers, one trainer and one supervisor
- Based on comparable salaries for the region:
 - \$1,016,000 for general education staffing
 - \$338,000 for special education staffing
 - \$851,000 for type III staffing
- Current management staff not included in side-by-side because their positions would remain under outsourced vs. insourced model

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Fuel & Insurance



Fuel

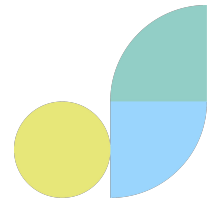
- Currently a \$510,000 spend on fuel which is in agreement with vendor
- Based on our worksheet - average daily and annual mileage, miles per gallon, cost per gallon - our estimate was very close to this as well and can fluctuate based on commercial fuel rates
- Fuel or charging for alternative/electric vehicles will be approximately 60% of the cost for the number of buses utilizing said fuel type
- Entire fleet of CNG, propane, electric vehicles would bring fuel to approximately \$306,000 annually

Insurance

- Estimated to be \$160,000 for general education
- Estimated to be \$100,000 for special education
 - Add \$2,000-\$3,000 annually for additional routes

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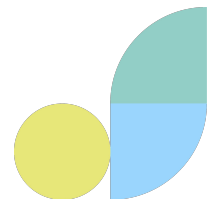
Summer School & Trips



- Using the fleet and driving staff needed for the other segments of the operation, RAS can easily operate summer school, field trips, and athletics using its resources
- The cost estimates are based upon:
 - Incremental repair costs associated with the buses being operated for additional miles
 - Fuel associated with the mileage required to operate all summer school routes and trips
 - Drivers working their 8-hour days during the summer, and an average of 4 hours per trip
- Results in an estimated \$297,000 to operate these trips as an RAS fleet, compared to \$565,860 paid to Durham

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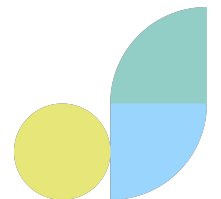
Start-up Costs



- HR related to advertising positions, hiring, training, testing
 - HR resources allocated - \$20,000
 - Advertising - \$20,000
 - Sign-on bonuses (\$2,000) - \$146,000
 - Likely would continue as retention bonuses
- Additional office equipment - desk, chair, radio, other tech
 - Estimated to be \$5,000 per office employee - \$45,000
 - 2 routers, trainers, dispatchers, supervisors, 1 mechanic supervisor
- Third party training, drug testing, licensing
 - Third party training resources, testing resources - \$60,000
- Orientation pay
 - \$5,000
- Numbers above were associated with initial analysis related to general education - add 115% for 80 drivers and aides associated with special education - \$340,400
- For Type-III hiring 75 drivers and approximately 37 aides, so 160% more than the original estimate for general education, or \$473,600

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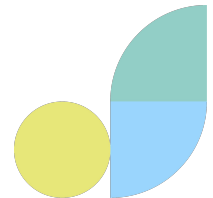


Summary



	RAS General Education	Durham General Education	RAS Special Education	Durham Special Ed	RAS Type III	Contractor Type III	RAS Trips & Summer School	Durham Trips & Summer School
Driver + Aide Staffing	\$2,992,388.00		\$2,541,113.00		\$3,850,425.00		\$234,900.00	
Office Staffing	\$1,016,000.00		\$338,000.00		\$851,000.00		N/A	
Bus Procurement - Depreciation	\$393,174.00		\$171,428.00		\$300,000.00		N/A	
Repair and Maintenance	\$530,700.00		\$319,200.00		\$360,600.00		\$16,000.00	
Fuel	\$510,000.00		\$320,000.00		\$163,000.00		\$46,100.00	
Insurance	\$160,000.00		\$100,000.00		\$150,000.00		N/A	
Start-up Costs	\$296,000.00		\$340,400.00		\$473,600.00		N/A	27
Operating Total (year one)	\$5,898,262.00	\$4,684,000.00	\$4,130,141.00	\$2,014,000.00	\$6,148,625.00	\$5,713,370.00	\$297,000.00	\$565,860.00
Operating Total (year 2+)	\$5,602,262.00	\$4,965,040.00	\$3,789,741.00	\$2,134,840.00	\$5,675,025.00	\$5,913,337.95	\$297,000.00	\$599,811.60
Total Operation RAS (post start-up)	\$15,364,028.00							
Total Operation Using Contractors	\$13,613,029.55							
Difference	-\$1,750,998.45							

* the estimates above represent operating cost, and do not include upfront capital investment such as fleet purchases and facility improvements





Thank you

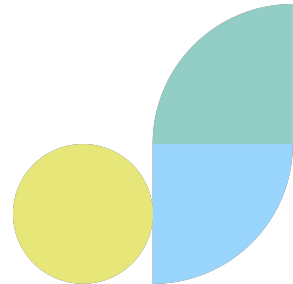
Mike Archer

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Web: www.theceso.com





School Board of Robbinsdale Area Schools

Work Session - March 6, 2023

ITEM:	3. Growth Data
PRESENTER:	Robbinsdale Area Schools Staff

Please view this [Growth Data Presentation](#) video prior to the Work Session on Monday, May 1, 2023. It is just over 37 minutes long. An opportunity for the School Board to have questions answered and discuss will occur at the Work Session.



FY24 Preliminary Budget Assumptions

School Board Work Session

Ukee Dozier
May 1, 2023





ROBBINSDALE
Area Schools

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 an update on the FY24 budget creation
 - ❑ General Fund Assumptions and Estimations
 - ❑ Budget Planning Process
 - ❑ Future FY24 Budget presentation expectations

Legislative Assumptions

The State budget outlook remains strong as the March forecast was announced. With a \$17.5 Billion surplus (Adjusted to inflation) projected for the upcoming biennium, as well as revenue forecasts to exceed spending through the 2027 fiscal year, the outlook for this legislative session is rather promising. Both House and Senate Omnibus bill proposals reflect this while providing some certainty for FY24 assumptions. They are the following:

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	House Omnibus Bill	Senate Omnibus Bill	RAS Assumptions
Formula Increase	4%	4%	4%
SPED Cross Subsidy	48.7%	40%	40%
EL Cross Subsidy	\$206 ppu or 42% inc	25%	25%
VPK	Restore 9200 seats	Restore 4000 seats	Restore
Student Support Personnel Aid	\$25.23 ppu	\$24 ppu	\$24 ppu

FY24 ADM Projections - Summary

	FY23 EOY	FY24 Proj	Net Change
Early Childhood (EC)	152	145	-7
Voluntary Pre-K	156	155	-1
Handicap (K)	104	104	0
Grades K-5	4,405	4,325	-80
Grades 6-8	2,237	2,155	-82
Grades 9-12	3,746	3,776	30
Total Projected ADM	10,796	10,664	-140

Gen Fund Assumption Driven Revenue Projection



Comparison between current year and FY24 General Fund estimated Aid, Levy and Federal Revenue, which is based on proposed legislative assumptions and projected Weighted Average Daily membership (WADM).

4% Formula increase (\$275 pp increase from FY23) results in \$2.25 m increase in basic aid despite 140 decrease in ADM.

Comp revenue increase of \$6.7 m. (Direct Certification Pilot)

Inflation driven Referendum increase of \$3.6 m.

Decrease in other categorical aid and levy estimates, driven mostly through conservative SPED revenue estimations.

Sped Cross Subsidy – Estimated 40% of average cross subsidy (4 yr. lookback)

EL Cross Subsidy – Estimated 25%

	FY23	FY24			
Average Daily Membership (ADM)	10796	10664			
Weighted ADM	11850	11710			
Formula 4%	6863	7138			
GEN ED AID & LEVY REVENUE					
	Aid & Levy	Aid	Levy	Total	Variance
Basic	81,325,383	83,585,266	-	83,585,266	2,259,883
Declining Enrollment	671,613	279,010	-	279,010	(392,603)
Pension	853,917	877,645	-	877,645	23,729
Gifted and Talented	154,048	152,229	-	152,229	(1,819)
Extended Time	460,530	460,530	-	460,530	-
Basic Skills	11,000,013	17,692,616	-	17,692,616	6,692,604
English Learner	1,364,220	1,296,009	-	1,296,009	(68,211)
Operating Capital	2,807,307	1,255,724	1,520,616	2,776,340	(30,966)
Local Optional	7,621,959	22,895	7,726,743	7,749,638	127,679
Equity	834,145	-	813,219	813,219	(20,926)
Transition	227,510	-	222,117	222,117	(5,393)
Referendum	21,587,202	-	25,141,476	25,141,476	3,554,274
Alt Att Adj	13,431	13,968	-	13,968	537
	128,921,277	105,635,893	35,424,171	141,060,064	12,138,787
CATEGORICAL AID & OTHER LEVY					
Q Comp	2,952,300	1,835,806	1,025,754	2,861,560	(90,740)
Endowment	506,172	506,172	-	506,172	-
EL CR-Sub	30,623	47,855	-	47,855	17,231
Achievement and Integration	2,761,008	1,955,306	819,851	2,775,157	14,149
Special Education	19,509,688	17,500,000	-	17,500,000	(2,009,688)
Literacy Aid	509,146	509,146	-	509,146	-
Deseg Transportation	388,117	400,000	-	400,000	11,883
Nonpublic Pupil Transportation	200,000	200,000	-	200,000	-
Technology	5,524,476	-	5,863,119	5,863,119	338,643
Unemployment	300,000	-	200,000	200,000	(100,000)
Safe Schools	601,504	-	587,245	587,245	(14,259)
Career Tech Education	364,887	-	239,185	239,185	(125,702)
Long-Term Facilities Maintenance	1,393,745	-	2,519,743	2,519,743	1,125,998
Lease Levy	2,877,212	-	3,180,847	3,180,847	303,635
Levy Adjustments	(255,812)	-	(1,703,055)	(1,703,055)	(1,447,243)
	37,663,066	22,954,284	12,732,689	35,686,973	(1,976,093)
FEDERAL REVENUE SOURCES					
ESSER	12,045,634	6,600,525	-	6,600,525	(5,445,109)
TITLE	3,025,693	2,871,429	-	2,871,429	(154,264)
Perkins	50,000	50,000	-	50,000	-
Special Education	1,860,156	2,001,898	-	2,001,898	141,742
	16,981,483	11,523,852	-	11,523,852	(5,457,631)
LEGISLATIVE ASSUMPTIONS					
EL CR-Sub	-	500,000	-	500,000	500,000
SPED CR-Sub	-	6,800,000	-	6,800,000	6,800,000
Student Support Personnel Aid	-	277,560	-	277,560	277,560
	-	7,577,560	-	7,577,560	7,577,560
	183,565,826	147,691,590	48,156,860	195,848,449	12,282,623

General Fund Assumptions

FY24 General Fund Expenditure Assumptions

- Labor cost are assumed to increase by 5% total in FY24**
 - This increase is inclusive of average steps and lanes increase of 1.74%, bargaining unit settlements in FY24, and buffer for potential legislative mandates
 - Bargaining units up for negotiation
 - Teachers, AFSCME, Program Directors, Program Assistants, Cabinet, Child Nutrition, Educational Assistants, Principals
- Estimated cost of Labor increase**
 - Average Steps and Lanes - \$2.1 million
 - Total Labor including S & L - \$8.7 million
- Board Approved Staffing ratios to remain the same for FY24 as FY23**
- Non-Labor cost assumed to increase by 7% or \$2.8 million mostly due to increased operating and capital expenditures within transportation, along with a slight increases school instructional/non-instructional supply allowance, in addition to athletics equipment budgets. and utility costs.**

Staff Planning Process

Fiscal Year 2024

Staffing to Schools and Sites

There are several categories considered while staffing for schools.

- Standard of Service – Provides staffing needs to effectively operate schools**
- Prioritized ESSER funded positions – as part of a new standard of service**
- Board approved staffing ratios – Derivative for licensed staff per projected enrollment**
- Special Education staffing allocations - based on ratios and individual student needs of a school**
- Compensatory allocation per site**
- Title allocations to title eligible schools**
- Central Office Staffing**
- Non-Labor Allocations – Schools, Athletics, Capital and Operating**

Standard of Service Estimated Cost

Represents General Ed costs of labor to effectively operate schools. This includes additional prioritized positions funded through ESSER as part of an expanded Standard of Service to address newly amplified needs of schools.

	Elementary Schools	Middle Schools	High Schools	Total Costs
GEN ED POSITIONS				
Administration	3,513,016	2,943,929	3,434,408	\$ 9,891,353
Office Employees	713,182	869,952	870,989	\$ 2,454,123
Health Services	789,690	288,004	260,516	\$ 1,338,210
Specialist	6,358,429	1,094,322	1,243,814	\$ 8,696,564
Additional Positions	737,624	823,825	1,148,770	\$ 2,710,219
Educational Assistants	1,733,563	1,391,225	873,753	\$ 3,998,540
Custodial	2,027,891	1,290,476	766,589	\$ 4,084,956
Totals	\$ 15,873,395	\$ 8,701,733	\$ 8,598,838	\$ 33,173,966
ESSER POSITIONS				
Administrative Intern	-	141,063	-	\$ 141,063
Counselors	1,133,975	-	-	\$ 1,133,975
MTSS	1,142,855	-	-	\$ 1,142,855
Middle School Allieds	-	995,548	-	\$ 995,548
PLC Personal Learning Coach	-	454,383	586,522	\$ 1,040,905
Security EA's	-	-	543,842	\$ 543,842
Additional EA's	1,332,793	-	-	\$ 1,332,793
Totals	\$ 3,609,623	\$ 1,590,994	\$ 1,130,364	\$ 6,330,981
Total Standard of Service Estimated Costs	\$ 19,483,018	\$ 10,292,727	\$ 9,729,203	\$ 39,504,947

Ratio Driven Estimated Labor Cost

**Reflection of Gen Ed
Licensed classroom
teachers as determined
through board
approved ratios divided
by projected enrollment
per school**

	VPK	KG	1st	2nd	3rd	4th	5th	6th-8th	9th-12th		
INSTRUCTIONAL STAFF											
Forest Elem	2.00	3.00	3.00	3.00	3.00	3.00	2.00	-	-	19.00	\$ 1,974,022
Lakeview Elem	1.00	2.00	2.00	3.00	3.00	2.00	3.00	-	-	16.00	\$ 1,662,334
SEA Elem	-	3.00	3.00	3.00	3.00	3.00	3.00	-	-	18.00	\$ 1,870,126
Meadow Lake Elem	2.00	4.00	4.00	3.00	3.00	3.00	3.00	-	-	22.00	\$ 2,285,710
RSI Elem	-	6.00	6.00	5.00	5.00	4.00	4.00	-	-	30.00	\$ 3,116,877
Neill Elem	1.70	2.00	3.00	3.00	3.00	3.00	2.00	-	-	17.70	\$ 1,838,957
Noble Elem	1.00	2.00	2.00	2.00	2.00	2.00	2.00	-	-	13.00	\$ 1,350,647
Northport Elem	2.00	4.00	4.00	3.00	3.00	3.00	3.00	-	-	22.00	\$ 2,285,710
Pilgrim Ln Elem	-	3.00	3.00	3.00	3.00	3.00	3.00	-	-	18.00	\$ 1,870,126
Sonn Elem	1.00	3.00	3.00	3.00	2.00	2.00	2.00	-	-	16.00	\$ 1,662,334
Zachary Ln Elem	-	2.00	3.00	3.00	2.00	3.00	2.00	-	-	15.00	\$ 1,558,438
Plymouth Middle	-	-	-	-	-	-	-	31.98	-	31.98	\$ 3,322,591
Robb Middle	-	-	-	-	-	-	-	25.60	-	25.60	\$ 2,659,735
Sandburg Middle	-	-	-	-	-	-	-	14.00	-	14.00	\$ 1,454,543
FAIR Crystal Middle	-	-	-	-	-	-	-	14.20	-	14.20	\$ 1,475,322
Cooper HS	-	-	-	-	-	-	-	-	58.30	58.30	\$ 6,057,131
Armstrong HS	-	-	-	-	-	-	-	-	65.10	65.10	\$ 6,763,623
Highview Academy	-	-	-	-	-	-	-	-	11.00	11.00	\$ 1,142,855
Virtual Academy	-	-	-	-	-	-	-	-	7.40	7.40	\$ 768,830
										434.28	\$ 45,119,911

English Language Learners (Standard of Service Item)

- ❑ The district continues to invest in our English Language Learner services per the afforded needs of this population.
- ❑ Gen Ed Revenue will continue to subsidize the difference in Aid resources.
- ❑ Legislative Cross subsidy would provide additional funding support to provide more of an investment in this service

English Language Learners

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	FTE Allocated	Elementary School	Middle School	High School	
English Learner Teachers	36.30	\$ 2,140,255	\$ 696,103	\$ 935,063	\$ 3,771,421
English Learner EA	6.00	\$ -	\$ 161,551	\$ 82,512	\$ 244,063
					\$4,015,484
	FY23 Revised	FY24			
Projected EL Revenue	\$ 1,394,843	\$ 1,296,009			
Projected EL Salary and Wage	\$ 3,471,398	\$ 4,015,484			
Gen Ed Funded Difference	\$ (2,076,555)	\$ (2,719,475)			
Legislative Cross Subsidy @ 25%	\$ 519,139	\$ 679,869			

Special Education

	Elementary Schools	Middle Schools	High Schools	District Wide / Learning Centers	Total Estimated Salary and Benefit
Resource Teachers	\$ 4,530,182	\$ 3,780,453	\$ 4,275,853	\$ 3,313,093	\$ 15,899,580
Counselors	\$ 87,554	\$ -	\$ -	\$ -	\$ 87,554
Social Workers	\$ 673,330	\$ 372,988	\$ 472,491	\$ 149,173	\$ 1,667,982
Psychologists	\$ 649,406	\$ 333,350	\$ 573,680	\$ 128,447	\$ 1,684,883
Therapists	\$ -	\$ 830,101	\$ -	\$ 447,394	\$ 1,277,496
Nurse	\$ 469,341	\$ 188,848	\$ -	\$ 146,174	\$ 804,362
Educational Assistants	\$ 2,030,023	\$ 841,810	\$ 993,589	\$ 878,585	\$ 4,744,007
3rd Party Billing	\$ -	\$ -	\$ -	\$ 76,751	\$ 76,751
Federal	\$ -	\$ 325,466	\$ -	\$ 1,498,922	\$ 1,824,388
	\$ 8,439,836	\$ 6,673,016	\$ 6,315,614	\$ 6,638,537	\$ 28,067,003

- ❑ Costs include licensed staff and EA costs for entire district.
- ❑ Allocations are based on best practice Ratios as well as individual needs of a school.
- ❑ SPED Ratio models are as follows:
 - ❑ Elementary 1:16
 - ❑ Middle 1:18
 - ❑ High 1:20
 - ❑ Center Base 1:8/10

Basic Skills Allocations (Compensatory)

- ❑ Per MDE, 50% of Compensatory Revenue is allocated directly to sites to used at the principal's discretion.
- ❑ The remaining 50% retained by the district is used to address class-size reduction, mental health support, and other school level staffing requests.
- ❑ At fiscal year end, unused funds can accrue a fund balance and be used in subsequent fiscal year.

2023-2024		A	B	C	D	E	F	G	H	I	
Report Run Date 12/19/22		2022	2022	2022	B+{.5xC}	D/A	E/.8	.6xDxF	I/D	Gx6024	
Sites	School Name	Fall Enrollment	Free Count	Reduced Count	Adjusted Count	Conc	Factor	Pupil Units	Per Ajd Count	Revenue	Allocated To Sites
004	Forest Elementary	453	282	47	305.5	0.6744	0.8430	154.52	3046.91	930,830.18	465,415.09
006	Lakeview Elementary	393	276	29	290.5	0.7392	0.9240	161.05	3339.64	970,165.77	485,082.89
008	School of Engineering-Arts at Olson	429	122	34	139	0.3240	0.4050	33.78	1463.87	203,478.50	101,739.25
010	Meadow Lake Elementary	511	402	42	423	0.8278	1.0000	253.80	3614.40	1,528,891.20	764,445.60
011	Neill Elementary	360	247	28	261	0.7250	0.9063	141.92	3275.55	854,918.55	427,459.28
012	Robbinsdale Spanish Immersion El	700	177	60	207	0.2957	0.3696	45.91	1336.04	276,559.69	138,279.84
017	Noble Elementary	263	161	19	170.5	0.6483	0.8104	82.90	2928.97	499,389.31	249,694.66
019	Northport Elementary	481	352	61	382.5	0.7952	0.9940	228.13	3592.80	1,374,244.57	687,122.28
020	FAIR School Pilgrim Lane	397	150	24	162	0.4081	0.5101	49.58	1843.62	298,665.97	149,332.99
022	Sonnesyn Elementary	353	210	34	227	0.6431	0.8038	109.48	2905.34	659,512.81	329,756.41
030	Zachary Lane Elementary	385	95	18	104	0.2701	0.3377	21.07	1220.45	126,926.46	63,463.23
040	Plymouth Middle	836	335	82	376	0.4498	0.5622	126.83	2032.02	764,039.20	382,019.60
043	Robbinsdale Middle	631	424	63	455.5	0.7219	0.9023	246.61	3261.41	1,485,571.74	742,785.87
045	Sandburg Middle	417	247	40	267	0.6403	0.8004	128.22	2892.82	772,382.98	386,191.49
050	Robbinsdale Cooper Senior High	1626	1014	214	1121	0.6894	0.8618	579.63	3114.81	3,491,699.90	1,745,849.95
053	Robbinsdale Armstrong Senior High	1832	702	122	763	0.4165	0.5206	238.33	1881.68	1,435,720.27	717,860.14
101	Robbinsdale Shared Time Prog	5	0	1	0.5	0.1000	0.1250	0.04	0.00	225.90	112.95
103	Early Childhood Special Education	227	106	19	115.5	0.5088	0.6360	44.08	2298.81	265,512.11	132,756.06
180	Robbinsdale Transition Center	64	44	3	45.5	0.7109	0.8887	24.26	3212.02	146,146.71	73,073.36
200	Highview ALC	182	130	10	135	0.7418	0.9272	75.10	3351.26	452,420.60	226,210.30
289	Robbinsdale Virtual Academy	183	116	11	121.5	0.6639	0.8299	60.50	2999.66	364,458.17	182,229.09
290	Robbinsdale Virtual Academy K-5	22	13	0	13	0.5909	0.7386	5.76	2669.73	34,706.45	17,353.23
401	The FAIR School - Crystal	245	98	30	113	0.4612	0.5765	39.09	2083.81	235,470.78	117,735.39
District Total		10,995	5,703	991	6,198.50					17,171,937.85	8,585,968.93



Title School Allocations

Public School	F/R Number	Total 23/24 Allocation	20% Professional Learning		
Forest	288	\$ 220,035	\$ 44,007	\$	264,330
Lakeview	286	\$ 218,507	\$ 43,701	\$	262,494
Meadow Lake	394	\$ 301,020	\$ 60,204	\$	361,618
Neill	251	\$ 191,767	\$ 38,353	\$	230,371
Noble	165	\$ 126,062	\$ 25,212	\$	151,439
Northport	391	\$ 298,728	\$ 59,746	\$	358,864
Sonnesyn	228	\$ 174,194	\$ 34,839	\$	209,261
Subtotals	2,003	\$ 1,530,312	\$ 471,710	\$	1,838,377

Non-Public School	F/R Number	Total 22/23 Allocation	20% Professional Learning	Staffing	
Sacred Heart	27	\$ 29,291	\$ -	\$	29,291
St Raphael's	27	\$ 29,291	\$ -	\$	29,291
Subtotals	54	\$ 58,583	\$ -	\$	58,583

- ❑ The district currently has 7 Title eligible schools that receive this funding.
- ❑ Just as with compensatory⁴⁴ dollars, these funds are allocated directly to the schools to be used at the principal's discretion.
- ❑ Federally awarded funds do not accrue a fund balance but rather has a spend timeline of 27 months before unused funds are recaptured.

Central Office FTE Type and Estimated Cost

FY24 Estimated FTE and Labor cost of Central Office per district operating needs, excluding Child Nutrition services.

		Average \$	Estimated Salary	Estimated Benefits	Estimated Salary and Benefits
Cabinet and Superintendent	7.00	\$ 171,966	\$ 1,263,950	\$ 341,688	\$ 1,605,638
Board Directors	7.00	7,886.00	\$ 57,962	\$ 4,434	\$ 62,396
Program Director	23.16	\$ 98,706	\$ 2,400,333	\$ 780,530	\$ 3,180,863
Program Director - ESSER	1.00	\$ 92,364	\$ 96,982	\$ 32,693	\$ 129,675
Program Director - Capital	4.00	\$ 108,289	\$ 454,814	\$ 140,904	\$ 595,718
Program Director - H&S/LTFM	7.00	\$ 81,987	\$ 602,604	\$ 217,295	\$ 819,899
Program Assistant	34.00	\$ 57,019	\$ 2,035,578	\$ 836,750	\$ 2,872,328
Program Assistant - Capital	7.00	\$ 57,019	\$ 419,090	\$ 172,272	\$ 591,362
Office Employees	9.35	\$ 48,539	\$ 476,527	\$ 217,493	\$ 694,020
POSA	1.00	\$ 156,627	\$ 164,458	\$ 44,115	\$ 208,574
TOSA	27.00	\$ 74,590	\$ 2,114,627	\$ 739,946	\$ 2,854,572
Custodial - Grounds	29.00	\$ 50,344	\$ 1,532,975	\$ 682,906	\$ 2,215,880
Education Assistants	3.00	\$ 24,028	\$ 72,083	\$ 57,540	\$ 129,623
	159.51				\$ 15,960,548

Non-Labor Allocations and Changes

- ❑ The Non-Labor portion of the budget consists operating costs related to purchased services, supplies and materials, and capital related expenditures.
- ❑ Instructional/Non-instructional supply allocations are based on a per student allowance per site.
- ❑ Professional Development allocations are based on an allowance per licensed staff per site.
- ❑ Capital allocations are based on annual printing lease cost with an additional allocation to address specific needs of a site school, department, or program.
- ❑ Assumed changes to Non-Labor allocations for FY24 budget are related to the following:
 - ❑ Building level instructional/non-instructional supply allowances
 - ❑ Athletic/activity supplies.
 - ❑ Transportation
 - ❑ Cyber and Liability Insurance

Athletics and Activities

Allocations provided to schools to support wages, supplies and materials for district athletics and activities.

	Elementary	Middle	High	Estimated Stipends	FICA	TRA/PERA	Estimated Total Cost
Schedule B Stipends	\$33,074	\$276,212	\$1,279,590	\$1,668,320	\$127,626	\$31,281.00	\$1,827,227
Supply/Equipment	\$0	\$5,000	\$165,000				\$170,000
Capital	\$0	\$4,000	\$250,000				\$254,000
Contracted Service	\$0	\$25,000	\$300,000				\$325,000
							<u>\$2,576,227</u>

FY23 Non Labor	\$ 523,857
Difference	\$ 225,143

Transportation Cost Estimates

Below are the assumed cost of transportation (minus labor) for capital costs associated with purchasing and leasing additional buses along with the operating costs associated with operating additional buses and routes.

TRANSPORTATION - Non Labor	FY23	FY24	Change	
Contracted Services	\$8,521,827	\$ 9,721,827	\$1,200,000	Cost of operating additional buses with rate escalations
Supplies and Materials	\$ 500,000	\$ 500,000	\$ -	
Capital Related Expenditures	\$ -	\$ 900,000	\$ 900,000	Cost of increasing bus fleet and leasing costs
	<u>\$9,021,827</u>	<u>\$11,121,827</u>	<u>\$2,100,000</u>	

Summary of Estimated Revenue and Costs

Revenues	FY23 Revised	FY24 Projected	
State, Levy, Federal	183,565,826	195,848,449	12,282,623
Local/Other Sources	5,615,519	5,615,519	-
Estimated Revenue	189,181,345	201,463,968	12,282,623
Expenditures			
Standard of Service		\$ 39,504,947	
Ratio Driven Licensed Staffing		\$ 45,119,911	
Special Education		\$ 28,067,003	
Central Office		\$ 15,960,548	
Basic Skills - Compensatory		\$ 17,171,938	
Title		\$ 2,871,429	
Extra Duty Pay		\$ 4,042,500	
Schedule B Athletics/Activities		\$ 1,827,227	
Summary of Salary and Benefits	145,805,201.00	\$ 154,565,503	\$ 8,760,302.44
Non-Labor Sites	\$ 1,715,893	\$ 2,000,610	\$ 284,718
Non-Labor Athletics	\$ 523,857	\$ 749,000	\$ 225,143
Cyber and Liability Insurance	\$ 495,000	\$ 684,369	\$ 189,369
Transportation - Capital	\$ -	\$ 900,000	\$ 900,000
Transportation - Operating	\$ 9,021,827	\$ 10,221,827	\$ 1,200,000
Contingency	\$ 4,000,000	\$ 4,000,000	\$ -
Remaining Non Labor	\$ 27,095,579	\$ 27,095,579	\$ -
Summary of Non Labor	\$ 42,852,155	\$ 45,651,385	\$ 2,799,230
Estimated Total Expenditures	188,657,356.00	200,216,887.94	11,559,531.94
Estimated Revenues	\$ 189,181,345	\$ 201,463,968	
Estimated Expenditures	\$ 188,657,356	\$ 200,216,888	
Estimated Surplus/Deficit	\$ 523,989	\$ 1,247,080	

Future FY24 Budget specific expectations

- Cost of unknown legislative mandates
- Per site actual cost/allocation estimates
- General Fund balance projections with/without ESSER
- Remaining operating, and other fund budgets (Food Service, Community Education, Building Construction, Debt Service, Internal Service, OPEB)
- 5 Year Projection Model
- FY24 Budget Book

Next Steps

- ❑ **Finalize FY24 Original Budget**
 - ❑ May 15th Work Session – FY24 Budget follow up presentation
 - ❑ June 5th Work Session - Review Final FY24 Budget for all funds
 - ❑ June 20th Regular Meeting – Approve Final FY24 Budget

Questions





To: Board of Education
From: Ukee Dozier, Executive Director of Finance
Date: May 1, 2023
Re: FY22 Audit Update

Background Information:

In the spring of 2022, a Robbinsdale Area Schools district employee brought forth claims of matching deferred compensation discrepancies. This prompted Human Resources and Finance staff to confirm claims. Hildi, the actuary contracted by Robbinsdale Area Schools, confirmed that based on the statute of limitations we are responsible for the last seven years of calculations and missed earnings. The process of calculating the missed earnings is a complicated process of gathering the information and collaborating with the actuary. The Finance department was required to review all the payroll records for the last seven years to determine who was affected. In doing so, it revealed clerical errors that affected 341 Robbinsdale Area Schools staff.

MMKR presented the FY22 audit to the board of education on February 6, 2023. At that session, MMKR recommended to pause the FY22 audit until the compensation discrepancies could be identified.

On April 24, 2023 the Minnesota Department of Education sent an email to Superintendent Engstrom and Executive Director Dozier. MDE was requesting an update on the district's Fiscal Year (FY) external CPA Financial Audit which was due December 31, 2022.

Status report:

Executive Director Dozier has been in contact with Pam Sanders from MDE multiple times during the month of April. He has shared with her that we are working with the actuary to review the calculations and missed earnings. The actuary was hopeful that this process would be completed by Friday, April 28, 2023. The total amount will then be given to MMKR, the company conducting the district audit, Friday, April 28, 2023. MMKR will need to review and audit these numbers, also. This will take a few weeks as the MMKR auditors are busy with city audits. After this our audit will be ready to send to the MDE.

Hildi is not available to present an update to the board of education on May 1, but is willing to present after the conclusion of their findings. MMKR will present the completed audit to the board of education after the submission.

Adopted: _____

MSBA/MASA Model Policy 206

Orig. 1995

Revised: _____

Rev. 2012/27

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:
 - Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43 Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.

- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);

2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. Ch. 260E § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed. *Anyone who wishes to address the board must complete a Listening Time Form (Link) and submit it to the school board chair prior to the start of the meeting. (Listening Time Form are available on the public information table, by the meeting handouts or online.) Once the audience opportunity to address the school board has begun, no additional forms will be accepted.*
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. *Speakers will be called in the following order:*
 1. Students
 2. Parents/guardians of students
 3. District employees
 4. District residents
 5. All others
54. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
6. *Comments will be limited to three to five minutes. Longer time may be granted at the discretion of the Board Chair.*
7. *During this agenda item (normally not to exceed 20 minutes, subject to the discretion of the chair), the board and administration will listen to comments, ask clarifying questions if needed, and respond when appropriate. The Board*

Chair may delegate responsibility to the superintendent or the superintendent's designee to follow up with the speaker within a few days following the meeting.

75. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
86. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
97. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
118. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to **individuals in the following order: building principal, executive director for human resources, assistant superintendent, and then the superintendent's office.**
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the

school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (~~Meetings Having Data Classified as Public~~) ~~Open Meeting Law~~
Minn. Stat. § 121A.47, Subd. 5 (~~Exclusion and Expulsion Procedures; Closed or Open Meeting~~) ~~Student Dismissal Hearing~~
Minn. Stat. § 122A.33, Subd. 3 (~~License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond~~) ~~Coaches; Opportunity to Respond~~
Minn. Stat. § 122A.40, Subd. 14 (~~Employment; Contracts; Termination; Hearing Procedures~~) ~~Teacher Discharge Hearing~~
Minn. Stat. § 122A.44 (Contracting with Teachers; ~~Substitute Teachers~~)
Minn. Stat. § 123B.02, Subd. 14 (~~General Powers of Independent School Districts; Employees; Contracts for Services~~)
Minn. Stat. § 123B.143, Subd. 2 (~~Superintendents; Disclose Past Buyouts or Contract is Void~~)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. ~~Ch. 260E § 626.556~~ (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
~~MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)~~
~~MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records - Privacy - Access to Data)~~