

Wrenshall Board of Education Work
Session
Wednesday, November 6, 2024 6:00 PM
Central

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

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

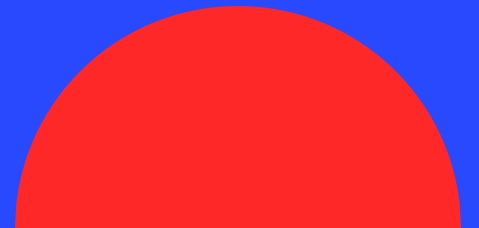
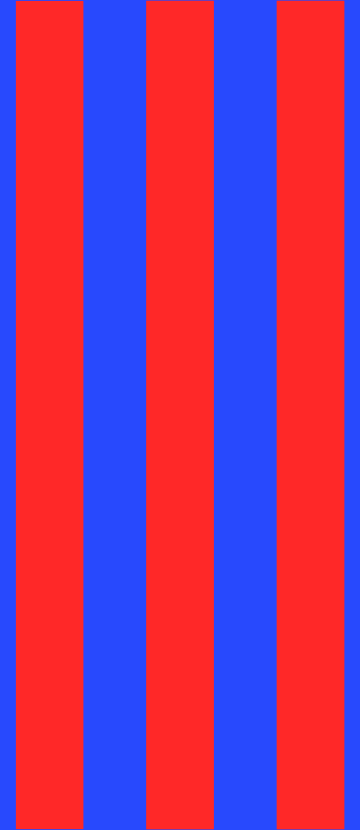
Present: 6.

All directors were present.

1. Call to Order
2. Facilities Inventory Presentation by Widseth
3. Preview of Regular Meeting Agenda for November 12
 - 3.a. Board Committee Reports
 - 3.a.1. Technology Committee Personal Computer Inventory Status
 - 3.a.1.a. Minnesota Department of Education Technology Award Notice
4. Strategic Planning
 - 4.a. Purchase Recommendation for Propane Bus
 - 4.b. Review of Current Open Enrollment Resolutions
 - 4.c. Development of District Organizational Chart
 - 4.c.1. Facilities Reservation Procedures
 - 4.d. Analysis of Career and Technical Education Processes and Procedures
 - 4.e. Cooperation and Consolidation Discussion
 - 4.f. Superintendent Evaluation
5. Adjournment

Wrenshall Technology Update –

Staff and Student Use PC's



Overview of Current Staff / Student Use PC's

Citon Identified 86 Staff and Student Use PC's in Use by the Wrenshall School District

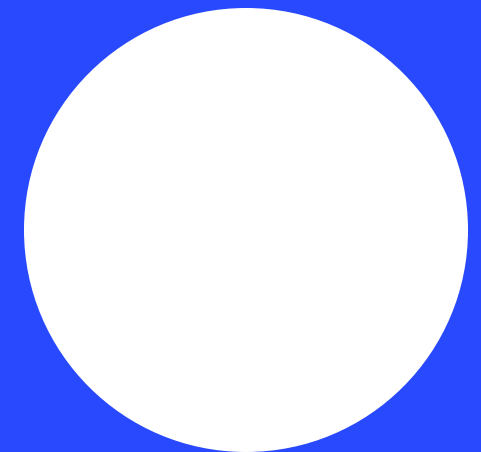
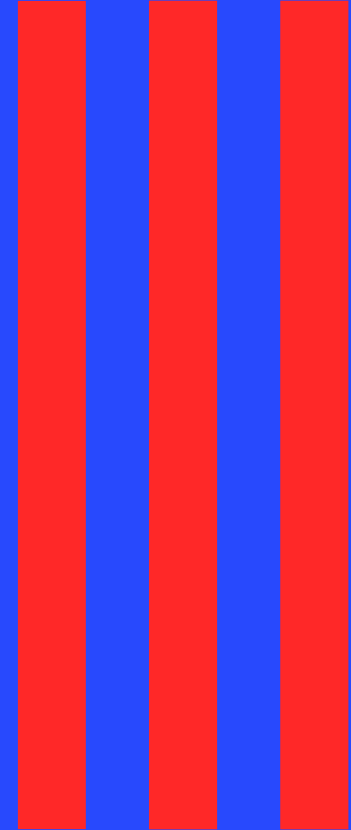
- 65 Dell Optiplex 7010 Desktop PC's
- 21 Laptops



Windows 11 Update Issues

**Of the 86 Devices in Use, 67 Cannot Upgrade
to Windows 11 Professional**

- **65 Dell Optiplex 7010's**
- **2 Laptops**



Where are these Devices?



Teacher Use:

K-6 4 Dell Optiplex 7010s, 6 Laptop PCs

7-12 16 Dell Optiplex 7010's

Support Staff:

6 Dell Optiplex 7010s, 11 Laptops

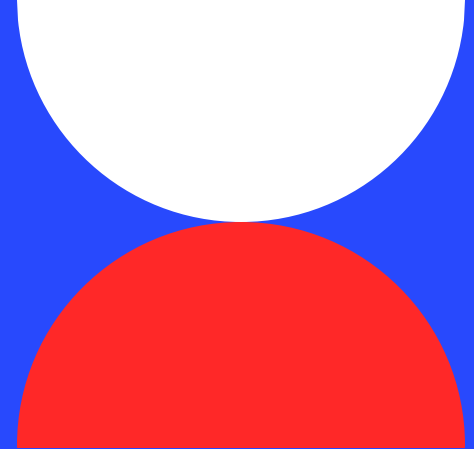
Student Use:

28 Dell Optiplex 7010s in CTE Computer Lab

3 In PAES Lab

2 in Media Center

Incoming Devices



Computer Science Grant will Add the following devices:

- **29 Desktop Gaming PC's**- 1 for Teacher Use, 28 for Instructor Use.
- **Mac Studio and Studio Display**, will replace a Dell Optiplex 7010 for Instructor / Student Use.
- **8 Mac Book Pro's** for Student Use in Media Production and Photojournalism.

Possible Donation

- **30 HP 2.1 GHZ Laptop Computers**

Staff Survey of Devices



29 Staff Members indicated they want a Laptop Computer for Instructor Use.

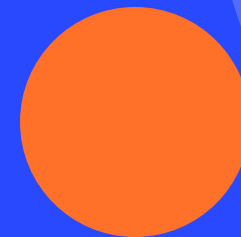


16 Staff Members indicated they want a Desktop PC for Instructor Use.

Additional Student Use PC Replacement

PAES Lab has 3 Dell Optiplex 7010s, would like 4 PCs for Student Use (1 Additional)

Media Center has 2 Dell Optiplex 7010s, need to be replaced



Further Issues

Not all staff members responded to the survey, and additional DELL Optiplex 7010's are shown in use that have not been accounted for.

- 2 PC's in use in High School Math Room
- PC in use for Tech Office
- 2 Staff Members did not respond, likely have Dell OptiPlex 7010s
- Dell in use for Custodial Area (may be 2)

Additional Need for PC's

Approximately 25 Additional PC's are needed. 22 are requested for Staff / Student use, but there is a need for an additional PC for the Tech office, one for the lunch room, and one as a spare.

Have a quote for a Substantially Discounted Dell Optiplex 7070 Small Form Factor PC at a rate of \$150 per PC.

Quoted for \$3000, may need to increase to \$3,750 to allow for the purchase of 25 PCs.



Windows 11 Ready



After the purchase of approximately 25 PC's, Wrenshall will be ready for the upgrade to Windows 11.



Citon has stated in our review of possible CTE computers that we need to run Windows 11 Professional. Most of our current Windows PC's are running Home Edition. May need to budget for upgrade costs.



October 16, 2024

SENT VIA ELECTRONIC MAIL ONLY

Jeff Pesta, Superintendent
Wrenshall Public School District 100
207 Pioneer Drive
Wrenshall, MN, 55797-9000

Re: K-12 Computer Science Education Advancement Grant Award

Dear Jeff Pesta,

Congratulations! We have selected your application submitted in response to the K-12 Computer Science Education Advancement grant opportunity for funding contingent upon clarifications and negotiations that may be necessary before executing the award. The grant offer is \$47,810.00. This was a competitive grant, and to accommodate awarding as many high scoring Computer Science Expansion applicants as possible, we are offering ~98% of your grant request. Your submitted budget and a new budget template are attached to the award email. Please complete the budget template with this awarded total and return the updated budget to this award email at your earliest convenience and no later than October 25, 2024. Do not incur any expenditures until the Official Grant Award Notification (OGAN) is fully executed. Any expenditure you make prior to the full execution of the OGAN will be your sole responsibility to pay.

Andrea Wilson Vazquez, Computer Science Specialist, will be contacting you in the coming weeks to discuss cohort dates and SCRIPT workshop dates. Andrea can be reached at andrea.wilsonvazquez@state.mn.us or 651-582-8455.

Deb Rose, Grants Specialist, will be assisting with preparation of the Official Grant Award Notification (OGAN), financial reporting, processing of payments requests, and dissemination of the award document. Their contact information is 651-582-8853 or debra.rose@state.mn.us. The grants specialist will also be conducting a Pre-Award Risk Assessment, which may require a review of financial documentation and prior grant performance before the execution of the OGAN. The grants specialist will contact you if they need any information to conduct that assessment.

We look forward to working with you in the future.

Sincerely,

Bette Benson, Grants Specialist Coordinator
Andrea Wilson Vazquez, Computer Science Specialist

cc: Benjamin Johnson, School Board Clerk
Beth Peterson, Assistant Business Manager
Deb Rose, Grants Specialist

United Truck Body Company Inc.
5219 Miller Trunk Hwy Hermantown MN 55811
(218)729-6000 tim@unitedtruckbody.com

Date:11/01/2024

Blue Bird Body Company
c/o Lauren Beaty, Grants and Community Engagement Manager

Subject: School District Name, School District NCES ID
2023 EPA Clean School Bus Rebate Purchase Order

School PO #: XXXXX

Purchaser Wrenshall Public School I.S.D. No.100

Address 1:207 Pioneer Drive

Address 2:

City, State Zip: Wrenshall MN 55797

PHONE:

Purchased Vehicle (repeat this section as necessary if there are different vehicle types)

Quantity: 1

Manufacturer: Blue Bird

Model: BBCVP

Model Year: Current 2026

Fuel Type: Propane

GVWR: 30,000

New Bus EPA Vehicle Family: Yes

Equipped with ADA-Compliant Wheelchair Lift? Y/N: No

Purchase Price (Bus Only): \$140,975.90 Plus sales tax

Purchase Order Date: December of 2024

Estimated Delivery Date: June 2025


Dealer Signature

School District Signature

Wrenshall School ISD #100

ATTN: Accounts Payable

207 Pioneer Drive

Wrenshall MN 55797 - 9000

Phone: (218) 384-4274, EXT 1101 Fax: (218) 384-4293

Please send MSDS if required. Tax Exempt #8001752

Purchase Order

Number	Date	Page
3555	11/04/24	1 of 1

To: UNITED TRUCK BODY CO INC
 5219 MILLER TRUNK HWY
 HERMANTOWN MN 55811

Ship Wrenshall School, ISD #100
 To: 207 Pioneer Drive
 Wrenshall MN 55797
 218 384-4274

VEHICLE MAINTENANCE

2023 EPA Clean School Bus Rebate

Due Date	Terms	Ship Via	Vendor #	Category	Buyer	Ven Phone	Ven Fax
	RECEIPT		1-71430		Administration		

Seq#	Item/Description/Comments	Required	Quantity	U/M	Rate	Discount	Cost
1	Quantity: 1 BLUE BIRD MODEL BBCVP CURRENT 2026 PROPANE SCHOOL BUS 0100-E-03-005-760-000-733-548 202505		1.00	EA	0.0000	0.00%	0.00
2	GVWR: 30,000 NEW BUS EPA VEHICLE PURCHASE ORDER DATE DECEMBER 2024 ESTIMATED DELIVERY DATE: JUNE 2025 0100-E-03-005-760-000-733-548 202505		1.00	EA	0.0000	0.00%	0.00
3	PURCHASE PRICE (BUS ONLY) 0100-E-03-005-760-000-733-548 202505		1.00	EA	140,975.9000	0.00%	140,975.90
4	PLUS SALES TAX 0100-E-03-005-760-000-733-548 202505		1.00	EA	0.0000	0.00%	0.00

* Represents a modified line

Grand Total \$140,975.90

Authorized Signature: _____

Date: 11/4/2024

0100 WRENSHALL District207 PIONEER DRIVE, WRENSHALL, MN 55797-0068
Generated on 11/04/2024 07:08:11 AM Page 1 of 1**Student Enrollment Summary Report**

Effective Date: 11/04/2024 Enrollment Types: P, S, N

Total Race/Ethnicities: 5 of 7 Total Schools: 2

Race/Ethnicity Source: Federal Male/Female/Total: 172/173/345

Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)**Wrenshall Elementary**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	1/0/1	1/0/1	-	-	-	7/11/18	1/2/3	10/13/23
02	1/0/1	-	-	-	-	14/9/23	0/2/2	15/11/26
03	-	1/0/1	-	-	-	7/10/17	2/3/5	10/13/23
04	0/1/1	0/1/1	-	-	-	14/15/29	-	14/17/31
05	0/1/1	-	-	-	-	10/13/23	-	10/14/24
06	-	0/1/1	-	-	-	11/11/22	1/1/2	12/13/25
EC	-	-	-	-	-	4/1/5	-	4/1/5
KA	4/2/6	1/0/1	-	-	-	9/14/23	-	14/16/30
All Grades	6/4/10	3/2/5	-	-	-	76/84/160	4/8/12	89/98/187

Wrenshall High School

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
07	-	1/0/1	-	-	-	12/10/22	0/1/1	13/11/24
08	-	0/1/1	-	0/1/1	-	14/12/26	0/2/2	14/16/30
09	-	-	-	-	-	11/9/20	1/0/1	12/9/21
10	1/0/1	0/1/1	-	-	-	15/11/26	0/1/1	16/13/29
11	1/1/2	1/0/1	-	-	-	11/13/24	2/0/2	15/14/29
12	-	1/0/1	-	0/1/1	-	9/9/18	3/2/5	13/12/25
All Grades	2/1/3	3/2/5	-	0/2/2	-	72/64/136	6/6/12	83/75/158

Student Population Excluding White not of Hispanic Origin

School	Total	Percentage
Wrenshall Elementary	27	14.44%
Wrenshall High School	22	13.92%
Total	49	14.20%

Scenario 1: Hire a general education para 5hrs/week

Addition to the budget is \$2,262.09

	<u>General Para</u>	<u>Current Para</u>	
Salary	\$ 1,957.50	\$ 13,794.35	
PERA	\$ 146.81	\$ 1,034.58	
FICA	\$ 149.75	\$ 1,055.27	
Health Ins	\$ -	\$ 1,928.00	
Dental Ins	\$ -	\$ 167.00	
Work Comp	\$ 8.03	\$ 56.56	
Total	\$ 2,262.09	\$ 18,035.75	\$ 20,297.84

Scenario 2: Hire a Full Time Teacher

Impact to budget will depend on education level, experience, and choice of benefits

Three possible options are shown below:

	<u>BA/1</u>	<u>BA+40/5</u>	<u>MA+20/9</u>
	<u>1.0 Teacher</u>	<u>1.0 Teacher</u>	<u>1.0 Teacher</u>
Salary	\$ 26,068.38	\$ 37,563.24	\$ 47,220.03
TRA	\$ 2,280.98	\$ 3,286.78	\$ 4,131.75
FICA	\$ 1,994.23	\$ 2,873.59	\$ 3,612.33
Work Comp	\$ 106.88	\$ 154.01	\$ 193.60
Total	\$ 30,450.47	\$ 43,877.62	\$ 55,157.71

Other Expenses to Consider:

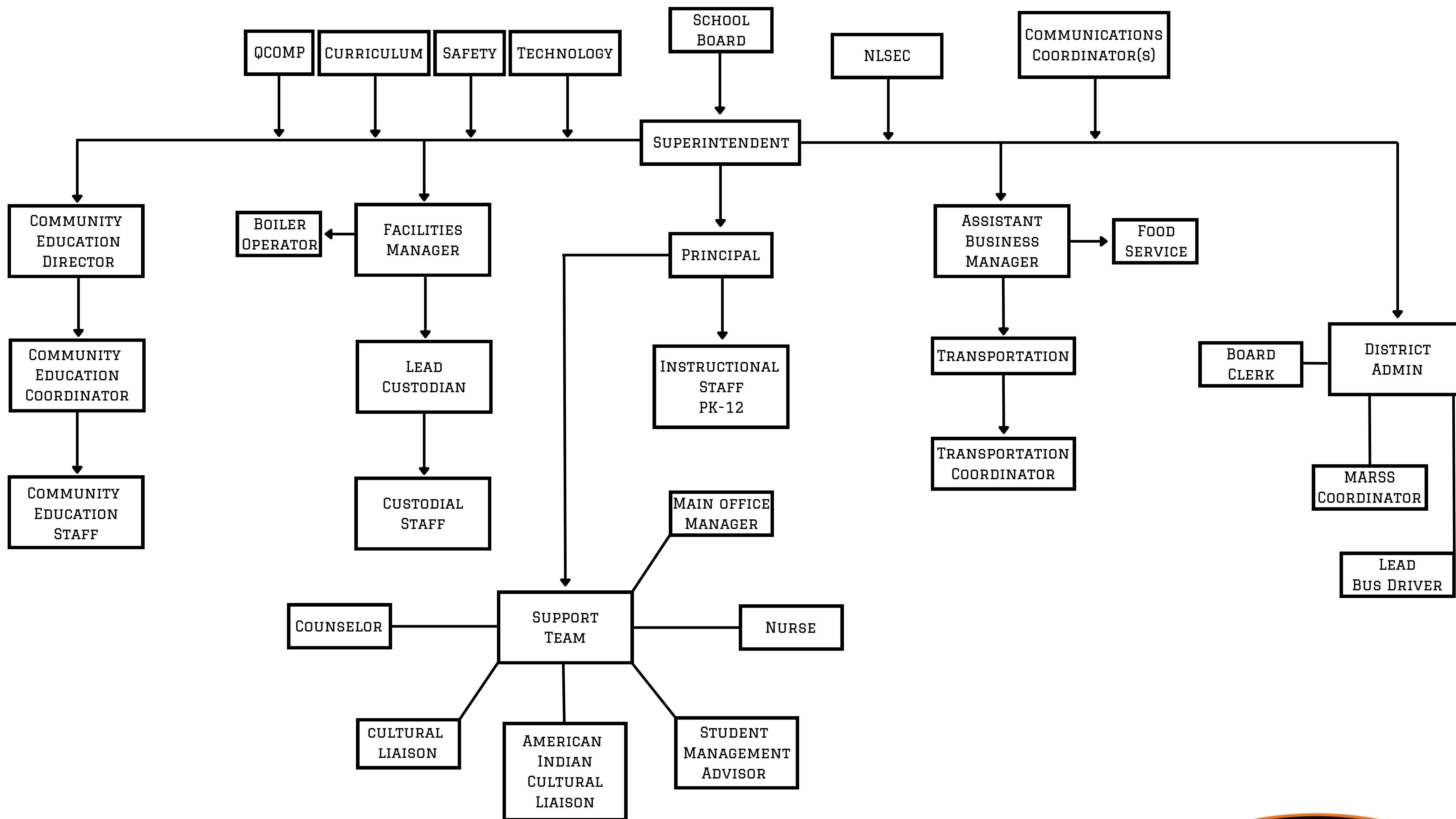
Curriculum, Technology, Training, Supplies, Benefits (see below)

	Single HSA	Single Value	Single High	Family HSA	Fam Value/High
Health Ins	\$ 3,464.48	\$ 4,498.08	\$ 4,854.32	\$ 9,119.04	\$ 9,345.52
HSA/VEBA	\$ 725.00	\$ 725.00	\$ 725.00	\$ 725.00	\$ 725.00
Total	\$ 4,189.48	\$ 5,223.08	\$ 5,579.32	\$ 9,844.04	\$ 10,070.52

	Single	Family
Dental Ins	\$ 288.00	\$ 640.00

*Both scenarios assume a December 1st start date

WRENSHALL SCHOOL DISTRICT ORGANIZATIONAL CHART



Original Adoption:

Revised:

Adopted:

902.1 COMMUNITY USE OF SCHOOL FACILITIES

The Wrenshall Board of Education believes that the public schools are owned and operated by and for its patrons, and that the schools become an integral part of the community in terms of the community's intellectual, social expression and development. To this end, the Wrenshall Board of Education encourages the public use of school facilities.

Authorization for the use of school facilities shall not be considered as an endorsement or approval of the activity group or organization nor the purposes they represent.

The following rules must be observed during any use of school facilities and the group leader will be held responsible for compliance. Students must be always supervised. Adults, children and students must always follow all school rules.

1. There will be a penalty determined by the Community Education Coordinator and the Superintendent for groups/individuals using the school facilities without having obtained a Facility Use Contract.
2. Use Permits will be issued only for the dates, hours, areas and equipment specified. Permit holders shall not transfer or sublet the permit to another organization.
3. All activities must be under competent adult supervision with the organization using the facilities assuming full responsibility to include (but not limited to) paying for any damage to equipment or facilities. Supervision must be in place before any participants arrive and until all participants have left the facilities.
4. Groups will provide responsible supervision of the entrance area of the building for their activities at the beginning and end of all scheduled events. At the conclusion of the event, the group is responsible for making sure the building is secure. Groups will be charged a fee to be determined by the Community Education Coordinator if the building is left unsecured.
5. Permit users and participants are not allowed to access other areas of the building. Failure to comply with this will result in the group being charged for any additional spaces that were used.
6. Facility charges shall be made in accordance with the schedule of facility rental charges. Payment shall be made to the school district and sent to the Community Education office upon receipt of invoice. Custodial overtime will be added when necessary (this includes for groups that fall in Categories I and II).
7. The use of tobacco in any form is prohibited in school district facilities and grounds.
8. Possession or consumption of intoxicating beverages, THC or illegal drugs in any form in or on school premises is prohibited.

9. Disorderly conduct is prohibited and punishable by ejection from school premises.
10. Food and drink may not be used in classrooms, gyms or the library without written permission from the Community Education Coordinator. Food and beverage will be allowed in the gyms for fans that purchase their beverage from the concession stand. Water is exempt from this rule.
11. Buildings must be vacated by the time indicated on the permit or additional charges may be assessed.
12. All legal ordinances pertaining to public assemblies must be adhered to and will be enforced.
13. Rooms and areas used must be left in an orderly fashion. Please clean up after the events. Close all windows, place garbage cans in the hall, turn off lights and close all doors. All equipment must be returned to its original location.
14. The applicant may be requested by the school district to provide a certificate of liability and property damage insurance in the minimum amount of \$500,000 combined single limit coverage.
15. Groups or individuals that do not follow this policy may face sanctions which could include, but is not limited to, loss of privileges to use the facility, fines, and student discipline outlined to the Student Handbook.
16. The signing party must familiarize themselves with the Wrenshall Crisis plan and be ready to enact it during their event. A copy of the plan will be provided by the school district.

The Community Education Coordinator, Principal and or/Superintendent may cancel a permit effective immediately if, in his or her judgment, a continuation would be potentially harmful and/or dangerous because the program and/or its participants' actions are not following the rules set forth in this policy.

General Guidelines

- The building is open for use from 6:00 a.m. to 9 p.m.
- The building is not open for facility use on any holiday recognized by the district or days adjacent to holidays should the request provide scheduling issues for the custodial department.
- Facility requests for youth sports organizations will run through one contact person who works on behalf of the entire youth organization. The person organizing the event will disperse the information in this policy to the entire organization.
- No activities will be scheduled in the cafeteria, library and commons with flying objects. No sports utilizing balls will be permitted in these areas.
- No activities will be scheduled in the gym using bats, clubs or sticks. Absolutely no batting may take place inside the building.
- All requests for facility use must be made at least 72 hours prior to the event.
- Categories III and IV must pay a \$25 processing fee for each facility use request.
- A \$10 fee will be charged to any permit holder that is changed after it has been processed by the Community Education Coordinator.

- Payment for the event must be received at least one business day prior to the start of the event. Failure to pay will result in the cancellation of the permit.

Fee Guidelines

The following categories indicate priority for building use and which organizations will be required to pay for building use.

Category I

All regular Pre-K through grade 12 school activities and extracurricular activities such as musical events, athletic events (that are listed in the Wrenshall/Carlton Raptors Cooperative Agreement), staff meetings, school activities, board meetings, parent advisory meetings, staff development, special hearings, administrative meetings, community education programs and PIE.

Category I is a non-fee based group and will not be charged a rental fee so long as they can handle the event without additional support (this includes locking, unlocking, setting up and cleaning up after the event).

Category II

Tax supported public agencies operating within District 100 that are non-fee based. This would include public hearings, candidate forums for school board, police and fire departments and non-fee based recreational activities. Boy Scouts, Girl Scouts and Raptors Elementary Basketball are included in this category. Category II groups will be scheduled after Category I groups have been scheduled.

Category II is a non-fee based group and will not be charged a rental fee so long as they can handle the event without additional support (this includes locking, unlocking, setting up and cleaning up after the event).

Category III

Youth sports organizations not listed in Categories I and II which provide proof of insurance and sign an indemnification clause holding the district harmless for actions arising from the use of the facility. Category III permits must be scheduled by one representative from the youth sports organization. Requests for facility use will be considered after all Priority I and Priority II groups are scheduled. The district is not obliged to meet all requests from this category.

Category III events will pay fees according to All category III events must have an event manager onsite that is paid for by the organization renting the space.

Category III will pay fees listed on the following pages.

Category IV

All other groups, businesses and private events. Requests for facility use will be considered after all Priority I, Priority II and Priority III groups are scheduled.

Category IV will pay fees listed on the following pages.

Facility Rental Fee Schedule

Categories I and II do not pay according to this schedule, but may be required to pay staff overtime, event manager fees or fees determined by the Community Education Coordinator at the time the Facility Use Contract is signed.

Wrenshall Facility Use Fees

Facility	Hourly Fee	Daily Fee (8 Hours)	Additional Requirements
FACS Room	\$30	\$120	
Library	\$50	\$200	Use of computers is not included in the rental.
Cafeteria	\$50	\$200	
Multi-Purpose Room	\$50	\$200	
Main Gym	\$70	\$280	The scoreboard and sound system may be used by the organization so long as it is used by someone trained in to use the system. If the school must provide a person to run these systems, additional fees will be assessed.
Commons	\$50	\$200	
Kitchen	\$40	\$160	Must have a district kitchen staff member present. Paid for by the organization.
Football Field	\$40	\$280	

Event Manager

The district reserves the right to hire an event supervisor for any of the priority groups. The Event Manager will be paid for by the permit holder. The fees are as follows:

Up to Three Hours - \$75. \$18 per additional hour.

Security

The district reserves the right to hire event security for any of the categories. The security will be paid for by the permit holder. The fees are as follows:

Up to Three Hours - \$75. \$18 per additional hour.

Miscellaneous

- Setup and/or takedown fees will be charged if custodial or other staff is required to setup equipment within the facility for the permit holder. Setup services will be a minimum charge of \$25. Setup and/or takedown fees are in addition to custodial services.
- Event rates will be put on the facility use agreement and all additional charges (including, but not limited to, Event Manager, security and setup/teardown fees) will be listed on the contract prior to signing.
- Additional charges may be levied for any damages to the building or equipment after the event.
- Wrenshall does not rent or borrow its tables or chairs for events off of school grounds.

Schedule Conflicts

- It is imperative that all coaches and advisors be aware of the importance of scheduling school facilities through the Community Education Coordinator. School personnel who reserve space should make every effort to use the facility as requested or notify the district that the event has been canceled. Failure to follow this guideline may result in the denial of future requests.
- The activity venues contained in the school facility were designed and built for specific uses. Schedule conflicts should be resolved with this objective in mind.
- Schedule priorities are in order of category groups: category I being scheduled first and category IV being scheduled last.
- In the event of a scheduling conflict, the Community Education Coordinator will resolve the conflict (using the priority list) with the intent of supporting all groups.

Concession Guidelines

- The concession stand will be run by the school district.
- The senior class is responsible for the operation and maintenance of the concession stand.
- The senior class has the right to sell concessions at all events taking place within the school facilities.
- If the senior class does not wish to operate the concession stand during a facility rental, the permit holder may request to sell concessions as a fundraiser. This must be approved by the principal at least one business day before the event.
- Permit holders approved to sell concessions may not use the concession stand. Instead, they may sell concessions on a tiled surface outside of the school's designated concession stand. No items may require cooking. The group is responsible for the cleanup of any mess created by their concessions, which includes the cleanup of popcorn on floors.

- School beverage machines will not be turned off during events and sales from the machines cannot be prohibited during events.



Wrenshaw Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

August 1, 2024

Annual Superintendent Goals and Priorities FY25

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

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

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

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