

Wrenshall Board of Education
Monday, June 10, 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 Kloefer: Present
Nicole Krisak: Present

Present: 6.

All directors present

I.	Call to Order
II.	Pledge of Allegiance
III.	Roll Call
IV.	Adoption of Agenda
V.	Regular Business
	V.A. Approval of Minutes
	V.B. Accept Business Office Report
	V.C. Approval of Consent Agenda
VI.	Informational Items
	VI.A. Principal's Report
	VI.B. Activities Director's Report
	VI.C. Community Education Report
	VI.D. Enrollment Reports
	VI.E. Superintendent's Report
	VI.F. Board Director or Committee Reports
	VI.G. Annual QComp Report
VII.	Action Items
	VII.A. Approve Fees for Wrap Around Childcare
	VII.B. Approve Specialist Contracts for Service
	VII.C. Annual Membership Renewal for Arrowhead Regional Computing Consortium (ARCC)
	VII.D. Annual Service Contract Renewal with North Homes
	VII.E. Approve Extension of Part-Time Superintendent Contract
	VII.F. Policy Review Cycle
	VII.G. Acceptance of Donations
	VII.H. Hiring Requests
VIII.	Future Meetings
IX.	Adjournment

Wrenshall Board of Education

Monday, June 10, 2024 6:00 PM

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

1. Call to Order	Speaker (s) : Chairperson
2. Pledge of Allegiance	Speaker (s) : Chairperson
3. Roll Call	Speaker (s) : Chairperson
4. Adoption of Agenda	Speaker (s) : Chairperson
5. Regular Business	Speaker (s) : Chairperson
5.a. Approval of Minutes	Speaker (s) : Chairperson
5.b. Accept Business Office Report	Speaker (s) : Jeff Pesta
5.c. Approval of Consent Agenda	Speaker (s) : Jeff Pesta
6. Informational Items	Speaker (s) : Chairperson
6.a. Principal's Report	Speaker (s) : Michelle Blanchard
6.b. Activities Director's Report	Speaker (s) : Luke Wargin
6.c. Community Education Report	Speaker (s) : Michele Carlson
6.d. Enrollment Reports	Speaker (s) : Jeff Pesta
6.e. Superintendent's Report	Speaker (s) : Jeff Pesta
6.f. Board Director or Committee Reports	Speaker (s) : Chairperson
6.g. Annual QComp Report	Speaker (s) : Suzy Berger
7. Action Items	Speaker (s) : Chairperson
7.a. Approve Fees for Wrap Around Childcare	Speaker (s) : Michele Carlson
7.b. Approve Specialist Contracts for Service	Speaker (s) : Jeff Pesta
7.c. Annual Membership Renewal for Arrowhead Regional Computing Consortium (ARCC)	Speaker (s) : Jeff Pesta
7.d. Annual Service Contract Renewal with North Homes	Speaker (s) : Jeff Pesta
7.e. Approve Extension of Part-Time Superintendent Contract	Speaker (s) : Mary Carlson
7.f. Policy Review Cycle	Speaker (s) : Mary Carlson
7.g. Acceptance of Donations	Speaker (s) : Chairperson
7.h. Hiring Requests	Speaker (s) : Jeff Pesta
8. Future Meetings	Speaker (s) : Chairperson

9. **Adjournment**

Speaker (s) :
Chairperson

Regular Business Meeting
Monday, May 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 Kloepper: Present

Nicole Krisak: Absent

Present: 5, Absent: 1.

Director Krisak absent with notice.

1. Call to Order

Meeting called to order by Chair Carlson at 6:01 p.m.

Public comment was received by the Board prior to the meeting from John Sanford Dugan.

2. Pledge of Allegiance

3. Roll Call

All present, except Director Krisak who was absent with notice.

4. Adoption of Agenda

Motion to approve. This motion, made by Ben Johnson and seconded by Eric Ankrum, Carried.

Nicole Krisak: Absent, Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben

Johnson: Yea, Alice Kloepper: Yea

Yea: 5, Nay: 0, Absent: 1

5. Regular Business

5.a. Approval of Minutes

Motion to approve official minutes. This motion, made by Misty Bergman and seconded by Alice Kloepper, Carried.

Nicole Krisak: Absent, Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben

Johnson: Yea, Alice Kloepper: Yea

Yea: 5, Nay: 0, Absent: 1

5.b. Accept Business Office Report

Motion to accept business report as presented. This motion, made by Eric Ankrum and seconded by Misty Bergman, Carried.

Nicole Krisak: Absent, Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben

Johnson: Yea, Alice Kloepper: Yea

Yea: 5, Nay: 0, Absent: 1

5.c. Approval of Consent Agenda

Motion to approve. This motion, made by Misty Bergman and seconded by Alice Kloepper, Carried.

Nicole Krisak: Absent, Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea

Yea: 5, Nay: 0, Absent: 1

The consent agenda reflected the recommendations in the Community Education Director's report provided during the session.

6. Informational Items

6.a. Principal's Report

Principal Blanchard provided her report and also recommended that the proposed FY25 budget restore \$1400 for math manipulatives and \$4850 for Measures of Academic Progress (MAP) assessments.

6.b. Activities Director's Report

In addition to presenting an update on Spring activities, the Activities Director recommended adding funding to the FY25 budget for the annual activities banquet and signing day event.

6.c. Community Education Report

The Community Education Director provided recommendations to include those needing Board action later in the meeting. Input gathered through the Community Education Advisory Committee (CEAC) was shared. Additional members are encouraged to join the CEAC. The Community Education Coordinator position will be posted utilizing the recommended job description, hours and compensation.

6.d. Enrollment Report

Enrollment has remained durable throughout the entire school year.

6.e. Superintendent's Report

The consensus of the Board was to include the monthly check registers in BoardBook for public review rather than assigning a Director to review the check register prior to each business meeting. The superintendent provided a draft district organizational chart for FY25. The Board will provide feedback on the recommendations at the June 5 work session. The goal is to have a new organizational chart and positions filled or services purchased effective July 1, 2025.

6.f. Board Director or Committee Reports

Reports were received from the following committees:

Negotiations - Committee Chair Ben Johnson is engaged in scheduling the introductory negotiation session with AFSCME.

Consolidation Team - Chair Carlson and Vice-Chair Ankrum recommended a full board approach to future meetings. The consensus was to attempt to schedule a more social and informational event for both boards to kick off the next phase of discussions. Administrators in both districts have discussed course sharing possibilities.

Parents in Education (PIE) - Director Bergman shared details of staff appreciation events hosted by PIE.

Building and Grounds Committee - Director Ankrum shared a summary of progress from the past year and an upcoming meeting to be scheduled focused on the Long Term Facilities Maintenance Plan (LTFM) due in July.

7. Action Items

7.a. Community Education Department Recommendations

Motion to approve the recommendations as presented in Item 6.c. This motion, made by Ben Johnson and seconded by Misty Bergman, Carried.

Nicole Krisak: Absent, Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea

Yea: 5, Nay: 0, Absent: 1

The motion for approval included the posting of the Community Education Coordinator position, approval of the Community Education and Wren's Club Handbooks, and childcare rates for FY25.

7.b. Resolution to Close Identified Grade Levels for Open Enrollment in The 2024-2025 School Year

Motion to remove action item which was tabled definitely on April 8. This motion, made by Misty Bergman and seconded by Alice Kloepper, Carried.

Nicole Krisak: Absent, Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea

Yea: 5, Nay: 0, Absent: 1

Enter and approve the resolution to close identified grades for open enrollment in the 2024-2025 school year. This motion, made by Misty Bergman and seconded by Alice Kloepper, Carried.

Nicole Krisak: Absent, Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea

Yea: 5, Nay: 0, Absent: 1

Motion to close Grade 2 for open enrollment effectively immediately and establish a waiting list based on receipt of application. This motion, made by Eric Ankrum and seconded by Misty Bergman, Carried.

Nicole Krisak: Absent, Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea

Yea: 5, Nay: 0, Absent: 1

Motion to close Grade 4 for open enrollment effectively immediately and establish a waiting list based on receipt of application. This motion, made by Misty Bergman and seconded by Eric Ankrum, Carried.

Nicole Krisak: Absent, Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea

Yea: 5, Nay: 0, Absent: 1

Motion to close Grade 5 for open enrollment effectively immediately and establish a waiting list based on receipt of application. This motion, made by Eric Ankrum and seconded by Alice Kloepper, Carried.

Nicole Krisak: Absent, Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea

Yea: 5, Nay: 0, Absent: 1

Motion to close Grade 6 for open enrollment effectively immediately and establish a waiting list based on receipt of application. This motion, made by Alice Kloepper and seconded by

Misty Bergman, Carried.

Nicole Krisak: Absent, Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea

Yea: 5, Nay: 0, Absent: 1

Chair Carlson shared data from a staff survey regarding open enrollment. She stated that she accumulated six pages of input with very strong feelings about acting to preserve the quality of instruction.

7.c. Consideration of Purchase of Scoreboard for Wrenshall Football Field

Motion to remove action item which was tabled definitely on April 8. This motion, made by Eric Ankrum and seconded by Alice Kloepper, Carried.

Nicole Krisak: Absent, Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea

Yea: 5, Nay: 0, Absent: 1

Motion to approve the purchase of an updated scoreboard for the outdoor field using donated funds as presented. This motion, made by Ben Johnson and seconded by Misty Bergman, Carried.

Nicole Krisak: Absent, Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea

Yea: 5, Nay: 0, Absent: 1

Director Johnson shared that fundraising efforts have achieved the amount necessary to purchase option #3 as previously identified by the Board. He expressed appreciation and gratitude to all community members who contributed to the project. He will contact local licensed electrical contractors to identify a possible donation of services for installation. No general funds will be used for the project.

7.d. Policy Review Cycle

Motion to approve revision to Policy 714 following the second reading. This motion, made by Eric Ankrum and seconded by Misty Bergman, Carried.

Nicole Krisak: Absent, Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea

Yea: 5, Nay: 0, Absent: 1

7.e. Fiscal Year 2025 Budget Adoption

Motion to adopt budget as presented with the addition of \$1400 for math manipulatives and \$4850 for MAP assessments for an adjusted unrestricted, unassigned general fund balance of \$70,014. This motion, made by Eric Ankrum and seconded by Ben Johnson, Carried.

Nicole Krisak: Absent, Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea

Yea: 5, Nay: 0, Absent: 1

7.f. Acceptance of Donations

Motion to introduce the resolution and approve to accept donations with gratitude. This motion, made by Ben Johnson and seconded by Misty Bergman, Carried.

Nicole Krisak: Absent, Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea

Yea: 5, Nay: 0, Absent: 1

7.g. Hiring Requests

Motion to approve. This motion, made by Alice Kloepper and seconded by Eric Ankrum, Carried.

Nicole Krisak: Absent, Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea

Yea: 5, Nay: 0, Absent: 1

8. Future Meetings

Meeting dates were confirmed with a possible special session to be added for negotiations on an extended superintendent contract.

9. Adjournment

Motion to adjourn. This motion, made by Misty Bergman and seconded by Alice Kloepper, Carried.

Nicole Krisak: Absent, Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea

Yea: 5, Nay: 0, Absent: 1

Meeting was adjourned at 8:38 p.m.

Work Session
Wednesday, June 5, 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 Kloefer: Present
Nicole Krisak: Present
Present: 6.
All six directors were present.

1. Preview of Regular Meeting Agenda for June 10

The work session was called to order by Chair Carlson at 6:03 p.m.

1.a. Board Committee Reports

Policy - There will be approximately 50 policies impacted by the legislative session. The committee will work through updates as part of the annual policy review.

Relicensure - A board representative is no longer required and Director Kloefer will step down.

Solar Grant - Committee participants are actively working on the grant and aiming for a November submission.

Bus Grant - Initial notification of a \$30,000 propane bus grant has been received, details and decisions to follow.

Negotiations - Substantial progress on AFSCME and Principal's agreements. Next AFSCME negotiation session will be June 11.

Building & Grounds - Prepared for July submission of Long Term Facilities Maintenance Plan. Developed a strategy to inventory all facility features and rank them to prioritize future replacement.

Partners in Education (PIE) - Hanging basket fundraiser went well, planning for Brickyard Days

Consolidation Team - Chair will collect input for a formal response to the recent letter from Carlton. The full Board would like to schedule a social meeting and accept the offer to share three administrative positions for the next fiscal year.

2. Strategic Planning

2.a. Tuition Agreement Options for Shared Courses Between Neighboring Districts

Following extensive discussion the Board reached consensus on making surplus seats for high school courses available to students from neighboring districts through tuition agreement. All students (resident and tuition agreement) will be offered the same grading options and expectations. The Wrenshall secondary student handbook will be updated to identify the registration protocol and expectations for participation. The handbook updates will be presented in July or August for formal Board approval. Home school students may also apply as shared time students.

2.b. Development of District Organizational Chart

The Board reviewed recommendations for an updated District organizational chart that aligns with the Board's decision to utilize a part-time superintendent for the next fiscal year. The Chair will send official correspondence to Carlton expressing a desire to share three administrative positions recommended in the draft chart. The Board supports the addition of staff led committees accountable to the board for technology, safety, and various curricular responsibilities. The draft chart will evolve into a digital document which will be shared with the public when completed.

The work session was adjourned at 7:49 p.m.

Special Session
Wednesday, June 5, 2024 7:00 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 Kloepper: Present
Nicole Krisak: Present
Present: 6.

1. Call to Order

The special session was called to order by Chair Carlson at 7:50 p.m.

2. Roll Call

All six directors present.

3. Adoption of Agenda

Motion to approve agenda with changes as presented. This motion, made by Misty Bergman and seconded by Nicole Krisak, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea, Nicole Krisak: Yea
Yea: 6, Nay: 0

4. Informational Items

4.a. Consideration of Solar Power Grant

An update was previously provided during the preceding work session.

5. Action Items

5.a. Formal Response to American Indian Parent Advisory Committee (AIPAC) Vote of Nonconcurrence

Motion to approve response and introduce the resolution as presented. This motion, made by Mary Carlson and seconded by Eric Ankrum, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea, Nicole Krisak: Yea
Yea: 6, Nay: 0

The Board endorsed the response without further edits.

6. Consider Temporarily Closing Session for Negotiation Strategy of Superintendent and Principals' Association Contracts in accordance with Minnesota Statute 13D.03

Motion to temporarily close the session to the public for negotiation strategy regarding administrative positions in accordance with Minnesota Statute 13D.03. This motion, made by Nicole Krisak and seconded by Misty Bergman, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

6.a. Call to Order

The meeting was called back to order at the conclusion of the closed negotiation strategy session (9:42 p.m.) Chair Carlson provided a summary of the closed session to include: terms for tentative agreements were set for a one-year extension of the superintendent's contract and a new master agreement with the Principal's association. Those agreements will be presented for formal approval during an upcoming regular business meeting. The Board also reviewed options for filling vacancies in the District's new organizational chart as they were related to the potential language and terms of the administrative contracts.

7. Adjournment

Motion to adjourn. This motion, made by Nicole Krisak and seconded by Misty Bergman, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepper: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

The special session was adjourned at 9:45 p.m.

Wrenshall School ISD #100
Receipt Listing Report with Detail by Deposit
Fund Summary

Fund	Total
01	\$925,368.81
02	\$24,211.19
04	\$7,823.81
21	\$834.00
Report Total	\$958,237.81

Wrenshall School ISD #100
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General Fund	\$103,889.67
02	Food Services Fund	\$11,075.70
03	Transportation (Sub of 01)	\$9,362.34
04	Community Service	\$638.58
05	Capital Outlay (Sub of 01)	\$21,584.20
21	Student Activities	\$6,094.30
Report Total		\$152,644.79

Wrenshall School ISD #100
Exp/Rev Summary - Fd
Period Ending May 31, 2024

Sequence: L, Fd

		Revised24B					% YTD	Remaining
Description		Annual Budget	Period 202411	Year To Date	% YTD	Encumbrances	+ Enc	Balance
E	Expenditure							
01	General Fund	4,751,183.00	474,162.64	3,700,030.19	78%	6,083.25	78%	1,045,069.56
02	Food Services Fund	209,827.00	20,125.20	166,289.11	79%	0.00	79%	43,537.89
03	Transportation (Sub of 01)	440,335.00	35,368.22	376,763.11	86%	520.00	86%	63,051.89
04	Community Service	131,240.00	17,129.74	144,591.47	110%	0.00	110%	(13,351.47)
05	Capital Outlay (Sub of 01)	199,729.00	21,584.20	217,282.71	109%	1,515.86	110%	(19,069.57)
06	Building Fund	0.00	0.00	1,039.85	0%	0.00	0%	(1,039.85)
07	Debt Redemption Fund	945,120.00	0.00	947,965.00	100%	0.00	100%	(2,845.00)
18	Custodial	0.00	0.00	50.13	0%	0.00	0%	(50.13)
21	Student Activities	0.00	6,094.30	57,185.29	0%	0.00	0%	(57,185.29)
E	Expenditure	6,677,434.00	574,464.30	5,611,196.86	84%	8,119.11	84%	1,058,118.03
R	Revenue							
01	General Fund	(5,026,268.00)	(927,346.23)	(5,045,848.86)	100%	0.00	100%	19,580.86
02	Food Services Fund	(203,647.00)	(23,788.53)	(181,303.96)	89%	0.00	89%	(22,343.04)
03	Transportation (Sub of 01)	(245,050.00)	0.00	(4,334.75)	2%	0.00	2%	(240,715.25)
04	Community Service	(150,287.00)	(7,823.81)	(119,009.66)	79%	0.00	79%	(31,277.34)
05	Capital Outlay (Sub of 01)	(151,160.00)	0.00	(150.00)	0%	0.00	0%	(151,010.00)
07	Debt Redemption Fund	(970,086.00)	0.00	(85,239.70)	9%	0.00	9%	(884,846.30)
21	Student Activities	0.00	(834.00)	(45,134.62)	0%	0.00	0%	45,134.62
R	Revenue	(6,746,498.00)	(959,792.57)	(5,481,021.55)	81%	0.00	81%	(1,265,476.45)
Report Totals:		(69,064.00)	(385,328.27)	130,175.31	(188%)	8,119.11	(200%)	(207,358.42)

May 2024 Expense Summary

Check No	Vendor	Amount	Date	Description
56121	ACT	\$585.00	5/3/2024 0:00	Standardized Test
56122	BRENNA DUFFY	\$500.00	5/3/2024 0:00	Local Grant Expense-District
56123	CENTURY LINK	\$313.23	5/3/2024 0:00	Communication Srvc-Telephone
56124	CHLOE SWANSON	\$67.73	5/3/2024 0:00	General Supplies-3 Act Play
56125	CLOQUET SANITARY SERVICE	\$826.08	5/3/2024 0:00	Contr Svc-Maintenance
56126	COMO OIL AND PROPANE	\$683.45	5/3/2024 0:00	Fuel For Vehicles
56127	DSC COMMUNICATIONS	\$520.00	5/3/2024 0:00	Communications Serv
56128	ESC SYSTEMS	\$420.00	5/3/2024 0:00	Prof & Tech Services-FIRE SAFETY
56129	FLAGSHIP RECREATION	\$3,250.00	5/3/2024 0:00	PLAYGROUND WOOD FIBER- MATL
56130	ISD #0099 ESKO	\$1,476.84	5/3/2024 0:00	Reimb to MN Dist
56131	JEFF KETCHUM	\$12.50	5/3/2024 0:00	Travel/Training-Transportation
56132	JOHN PETERSON	\$89.05	5/3/2024 0:00	Basball Activity Expenses
56133	JOSIE HLAVA	\$26.72	5/3/2024 0:00	Student Assistance
56134	MENARDS - WEST DULUTH	\$32.96	5/3/2024 0:00	Instru Supplies-Industrial Ed
56135	MN TELECOMMUNICATIONS	\$403.00	5/3/2024 0:00	Svc Purch from MN Joint-Powers
56136	MOLLY KIDD	\$217.39	5/3/2024 0:00	Meetings/Travel/Tuition-HS Staff Dev
56137	SCHMITT DIRECTOR CENTER	\$116.00	5/3/2024 0:00	Instru Supplies-Music
56138	SCHMITT DIRECTOR CENTER	\$47.96	5/3/2024 0:00	Instru Supplies-Music
56139	SCHMITT MUSIC DULUTH	\$27.20	5/3/2024 0:00	Instru Supplies-Music
56140	SCHMITT MUSIC DULUTH	\$18.00	5/3/2024 0:00	Repairs-Band Instruments
56141	SCHMITT MUSIC DULUTH	\$80.00	5/3/2024 0:00	Repairs-Band Instruments
56142	SHERALEE FOSSEN	\$59.96	5/3/2024 0:00	Travel-ECSE
56143	SPEECH PARTNERS LLC	\$1,529.04	5/3/2024 0:00	To Non-Ed Agency
56144	TASC	\$58.82	5/3/2024 0:00	Consulting Fees/Serv-Admin
56145	TED CONOVER	\$372.18	5/3/2024 0:00	Local Grant Expense-District
56146	UHL / ABE	\$9,431.06	5/3/2024 0:00	Repairs & Maint Serv-MECH SYSTEMS
56147	UPPER LAKES FOODS INC	\$5,859.25	5/3/2024 0:00	Food
56148	ADVENTURE ZONE	\$231.00	5/14/2024 0:00	Elem Field Trip Reimb
56149	ANDREW C AMYS	\$128.50	5/14/2024 0:00	Officiating Expense-BASEBALL
56150	BENJAMIN NYBERG	\$49.90	5/14/2024 0:00	General Supplies-Food Svc
56151	Blayne Weber	\$176.75	5/14/2024 0:00	Officiating Expense-BASEBALL
56152	CHARLES T CLORE	\$176.75	5/14/2024 0:00	Officiating Expense-BASEBALL
56153	CMH RAITER FAMILY CLINIC	\$247.00	5/14/2024 0:00	Physicals/Drug Testing
56154	COMO OIL AND PROPANE	\$556.57	5/14/2024 0:00	Fuel For Vehicles
56155	COMO OIL AND PROPANE	\$348.85	5/14/2024 0:00	Fuel For Vehicles
56156	DSC COMMUNICATIONS	\$460.00	5/14/2024 0:00	Communications Serv
56157	DSC COMMUNICATIONS	\$140.00	5/14/2024 0:00	Communications Serv
56158	DUSTIN MCLEOD	\$36.18	5/14/2024 0:00	Travel-Bldgs & Grounds
56159	EMC INSURANCE COMPANIES	\$5,382.81	5/14/2024 0:00	Insurance
56160	ENCORE EVENT AND PARTY	\$392.50	5/14/2024 0:00	Class of 2024 - Expense
56161	GREAT LAKES AQUARIUM	\$175.00	5/14/2024 0:00	Elem Field Trip Reimb
56162	GUARDIAN PEST SOLUTIONS	\$57.91	5/14/2024 0:00	Fees for Svc-Food Svc
56163	JORDAN BALOW	\$95.00	5/14/2024 0:00	Officiating Expense-BASEBALL
56164	KENNY MATTINEN	\$181.78	5/14/2024 0:00	6th Grade Field Trips
56165	L & M SUPPLY INC	\$46.33	5/14/2024 0:00	Supplies-Operations & Maintenance
56166	MATTHEW J SOLBERG	\$111.75	5/14/2024 0:00	Officiating Expense-BASEBALL
56167	MENARDS - WEST DULUTH	\$40.81	5/14/2024 0:00	Instru Supplies-Industrial Ed
56168	MID AMERICA BOOKS	\$173.47	5/14/2024 0:00	Library Books
56169	MID AMERICA BOOKS	\$394.02	5/14/2024 0:00	Library Books
56170	MINNEAPOLIS OXYGEN CO	\$263.50	5/14/2024 0:00	Instru Sup-Ind Tech Innovative Prgms
56171	MINNESOTA POWER	\$5,756.56	5/14/2024 0:00	Electricity
56172	MN ENERGY RESOURCES	\$156.57	5/14/2024 0:00	METER 20111857
56173	MN ENERGY RESOURCES	\$449.82	5/14/2024 0:00	METER 20123480

56174	MRI SOFTWARE	\$5.00	5/14/2024 0:00	Legal Fees
56175	NORTHSTAR MEDIA INC	\$412.34	5/14/2024 0:00	Postage/Printing-Images
56176	PAN-O-GOLD BAKING	\$482.50	5/14/2024 0:00	Food-Lunch
56177	PAT MILINOVICH	\$318.50	5/14/2024 0:00	Officiating Expense-BASEBALL
56178	PAUL DEVAL	\$30.00	5/14/2024 0:00	Basball Activity Expenses
56179	PER MAR SECURITY SERVICES	\$21.62	5/14/2024 0:00	Security System Fees
56180	PER MAR SECURITY SERVICES	\$21.62	5/14/2024 0:00	Security System Fees
56181	PRESENCE LEARNING INC	\$5,043.00	5/14/2024 0:00	To Non-Ed Agency-SpEd General
56182	SCIENCE MUSEUM OF MN	\$300.00	5/14/2024 0:00	Local Grant Expense-District
56183	SHIRLEY VAN GUILDER	\$231.00	5/14/2024 0:00	Father/Daughter Ball General Supplies
56184	STEVE OLSON	\$206.75	5/14/2024 0:00	04302024
56185	TK ELEVATOR CORP	\$608.98	5/14/2024 0:00	Prof & Tech Services-PHYS HAZ
56186	WIEDIGER SPEECH & LANG SVCS	\$12,980.00	5/14/2024 0:00	To Non-Ed Agency
56187	Duluth East Softball Booster Club	\$250.00	5/17/2024 0:00	Entry Fees/Student Travel-ATHLETICS
56188	ADAM JOHNSON	\$95.00	5/24/2024 0:00	Officiating Expense-BASEBALL
56189	ARCC	\$100.00	5/24/2024 0:00	Consulting Fees/Serv-Bus Office
56190	ARROWHEAD SAFETY SOLUTIONS	\$114.00	5/24/2024 0:00	Latchkey Consulting Fees/Serv
56191	BETH PETERSON	\$488.06	5/24/2024 0:00	Travel-Admin Staff Development
56192	BSN SPORTS LLC	\$2,310.00	5/24/2024 0:00	17 - Mens AF Track Singlets
56193	CARDMEMBER SERVICE	\$3,469.02	5/24/2024 0:00	Supplies-Staff Dev
56194	CARLTON CTY CHILDREN & FAMILY	\$70.00	5/24/2024 0:00	Early Childhood Assessments
56195	CHAD CLORE	\$176.75	5/24/2024 0:00	Officiating Expense-BASEBALL
56196	CITY OF WRENSHALL	\$1,141.71	5/24/2024 0:00	Water & Sewage
56197	COMO OIL AND PROPANE	\$578.68	5/24/2024 0:00	Fuel For Vehicles
56198	COMO OIL AND PROPANE	\$310.80	5/24/2024 0:00	Fuel For Vehicles
56199	DANE LEW	\$95.00	5/24/2024 0:00	Officiating Expense-BASEBALL
56200	DELTA DENTAL OF MINNESOTA	\$3,247.56	5/24/2024 0:00	Dental Insurance
56201	DUSTIN MCLEOD	\$28.81	5/24/2024 0:00	Travel-Bldgs & Grounds
56202	EDUCATORS BENEFIT CONSUL	\$61.60	5/24/2024 0:00	Consulting Fees/Serv-Bus Office
56203	ELLIANA LATTU	\$17.98	5/24/2024 0:00	General Supplies-3 Act Play
56204	GLENN ANDERSON	\$40.31	5/24/2024 0:00	Repairs & Maint Serv
56205	HALLBERG ENGINEERING	\$660.00	5/24/2024 0:00	Purchased Services-Bldgs & Grounds
56206	IMPERIALDADE	\$193.50	5/24/2024 0:00	Custodial Supplies
56207	INTEGRATED FOOD SERVICE	\$948.00	5/24/2024 0:00	Food
56208	ISD #0094 CLOQUET	\$126.44	5/24/2024 0:00	Travel-Admin Staff Development
56209	ISD #0094 CLOQUET	\$3,856.25	5/24/2024 0:00	To Non-Ed Agency-SpEd General
56210	ISD #0095 CROMWELL	\$1,030.67	5/24/2024 0:00	Fed Subaward <\$25,000
56211	ISD #0099 ESKO	\$2,578.57	5/24/2024 0:00	To Non-Ed Agency-SpEd General
56212	ISD #0381 LAKE SUPERIOR	\$2,965.36	5/24/2024 0:00	Fed Subaward <\$25,000
56213	ISD #0577 WILLOW RIVER HS	\$1,005.07	5/24/2024 0:00	Fed Subaward <\$25,000
56214	ISD #0700 HERMANTOWN	\$272.53	5/24/2024 0:00	To Non-Ed Agency-B-HK
56215	ISD #0700 HERMANTOWN	\$500.87	5/24/2024 0:00	Fed Subaward <\$25,000
56216	ISD #0700 HERMANTOWN	\$185.26	5/24/2024 0:00	Fed Subaward <\$25,000
56217	JONATHAN CHARTRAND	\$128.50	5/24/2024 0:00	Officiating Expense-BASEBALL
56218	JULIE KETCHUM	\$10.00	5/24/2024 0:00	Travel/Training-Transportation
56219	KAILA HLAVA	\$98.28	5/24/2024 0:00	Softball Activity Expenses
56220	KAROLA DALEN	\$253.17	5/24/2024 0:00	Local Grant Expense-District
56221	KATIE BECK	\$25.59	5/24/2024 0:00	Supplies-Latchkey
56222	MEDTOX	\$55.00	5/24/2024 0:00	Physicals/Drug Testing
56223	MENARDS - WEST DULUTH	\$386.65	5/24/2024 0:00	General Supplies-Pollinator Garden
56224	MENARDS - WEST DULUTH	\$73.54	5/24/2024 0:00	Graduation Expense
56225	METRO SALES INC	\$482.00	5/24/2024 0:00	Lease Principal
56226	MN PEIP	\$35,535.90	5/24/2024 0:00	Health Insurance
56227	NATL INSURANCE SVCS OF WI INC	\$645.23	5/24/2024 0:00	Life Insurance
56228	NORTHEAST SERVICE CO-OP	\$1,115.80	5/24/2024 0:00	Prof & Tech Services-ENVIR MGMT
56229	OSPREY WILDS ENVIRON LRNG CTR	\$2,700.00	5/24/2024 0:00	6th Grade Field Trips
56230	PEDROS GRILL AND CANTINA	\$1,193.53	5/24/2024 0:00	Class of 2025 - Expense
56231	PINE KNOT LLC	\$487.70	5/24/2024 0:00	Communication / Marketing-Board

56232	RAY KOSEY	\$128.50	5/24/2024 0:00	Officiating Expense-BASEBALL
56233	SCOTT ALLEN	\$176.75	5/24/2024 0:00	Officiating Expense-BASEBALL
56234	SHARIS CUSTOM EMBROIDERY	\$105.00	5/24/2024 0:00	Softball Activity Expenses
56235	UHL / ABE	\$1,128.00	5/24/2024 0:00	Repairs & Maint Serv-MECH SYSTEMS
56236	ULINE	\$72.80	5/24/2024 0:00	S-24018BLU-ULINE LAB COAT
56237	UPPER LAKES FOODS INC	\$3,366.76	5/24/2024 0:00	Food
56238	VALLEY PRINTING	\$391.41	5/24/2024 0:00	Graduation Expense
56239	AFSCME COUNCIL 65	\$117.07	5/31/2024 0:00	Taxes, Sp Assessments, Fees
56240	ANNA LUNDAHL	\$1,400.00	5/31/2024 0:00	Consulting Svc-Admin Tech
56241	BEST OIL COMPANY	\$994.12	5/31/2024 0:00	Fuel For Vehicles
56242	BEST OIL COMPANY	\$1,658.31	5/31/2024 0:00	Fuel For Vehicles
56243	CENTURY LINK	\$313.23	5/31/2024 0:00	Communication Srvcs-Telephone
56244	COMO OIL AND PROPANE	\$394.53	5/31/2024 0:00	Fuel For Vehicles
56245	COMO OIL AND PROPANE	\$634.32	5/31/2024 0:00	Fuel For Vehicles
56246	CONSTELLATION NEW ENERGY	\$1,451.57	5/31/2024 0:00	Fuel For Bldgs
56247	DOUGLAS JOHNSON	\$29.96	5/31/2024 0:00	Lunch Sales-Pupils
56248	DUSTIN MCLEOD	\$12.06	5/31/2024 0:00	Travel-Bldgs & Grounds
56249	ELLIANA LATTU	\$15.60	5/31/2024 0:00	Lunch Sales-Pupils
56250	JEFF KETCHUM	\$12.24	5/31/2024 0:00	Travel/Training-Transportation
56251	JOSEPH G FRENCH	\$40.00	5/31/2024 0:00	Postage/Printing-Images
56252	JULIE ADKINS	\$5.99	5/31/2024 0:00	Supplies-Latchkey
56253	MASBO	\$110.00	5/31/2024 0:00	Dues, Memberships, Fees-Bus Office
56254	MPCA	\$1,259.91	5/31/2024 0:00	Prof & Tech Services-PHYS HAZ
56255	PEC SOLUTIONS LLC	\$1,206.30	5/31/2024 0:00	Contracted Services-Facilities
56256	PINE KNOT LLC	\$286.88	5/31/2024 0:00	Communication / Marketing-Board
56257	PITNEY BOWES PURCHASE POWER	\$208.99	5/31/2024 0:00	Postage & Express
56258	SANDY THULL	\$246.30	5/31/2024 0:00	Lunch Sales-Pupils
56259	SCHOLASTIC BOOK FAIRS	\$844.11	5/31/2024 0:00	Misc Rev from Local
56260	SKUTEVIKS FLORAL	\$119.95	5/31/2024 0:00	Graduation Expense
56261	SPEECH PARTNERS LLC	\$1,698.78	5/31/2024 0:00	To Non-Ed Agency
56262	TARA A OLSON	\$51.75	5/31/2024 0:00	Lunch Sales-Pupils
56263	TRACEY MATTSON	\$79.05	5/31/2024 0:00	Lunch Sales-Pupils
56264	WALMART / CAPITAL ONE	\$61.80	5/31/2024 0:00	Student Assistance
	Total	\$152,644.79		

Deposit		Receipt											
Ctrl No	Batch	Co	Receipt No	Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
3585		0100	11995	Credit	1	8857621	05/29/24	Check	1	1002	State of MN	Applied	171,769.92
Deposit Control Total:												171,769.92	
3587		0100	12001	Credit	1		05/31/24	Check	1	1037	Infinite Campus	Applied	24.92
Deposit Control Total:												24.92	
Report Total:												958,237.81	



Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

June 10, 2024

Consent Agenda

- *Any Director may request to remove any item from this consent agenda and place it on the regular meeting agenda for individual consideration.*

Appointments:

1. Sheri Fossen, Early Childhood Special Education Teacher, Out of Field Placement (Year 2), .8 FTE, effective July 1, 2024.
2. Sheri Fossen, Title I and Assessment Coordinator, .2 FTE effective July 1, 2024.

At-Will Agreements:

1. Sarah Audette, Wren's Club Assistant, up to 40 hours per week @ \$15 per hour, effective May 30, 2024.
2. Avery Kuklinski, Adult Childcare Assistant, up to 25 hours per week @ \$15 per hour, effective May 30, 2024.
3. Gracelyn Johnson, Childcare Student Aide, up to 15 hours per week @ \$12 per hour, effective May 30, 2024.

Leave of Absence Requests:

1. Sheri Fossen, Leave of Absence Continuation (Year 2) 1.0 FTE Elementary Teacher, effective July 1, 2024.

Resignations:

1. Scott Bodin, Facilities Manager (purchased service from Carlton Schools), effective June 1, 2024.
2. Eden Loucks, Childcare Student Aide, effective May 8, 2024
3. Noah Beilke, Childcare Student Aide, effective May 31, 2024
4. Isabelle Brezinka, 1.0 FTE Secondary Physical Education Teacher, effective June 30, 2024.

Terminations:

1. Tyler Scott, Wren's Club Assistant, effective May 30, 2024.
2. Ben Nyberg, Assistant Cook, effective May 31, 2024.



Independent School District #100
207 Pioneer Drive
Wrenshall, MN 55797-9000
Telephone: 218-384-4274
FAX: 218-384-4293

WRENSHALL PUBLIC SCHOOLS

Superintendent-Jeff Pesta, Ed.D
Principal-Michelle Blanchard

Principal Report

6/10/24

State Reports~

- ☐ MEGS: Due July 31st-[Minnesota Education Grant System \(MEGS\)](#) is a web-based system that supports grant business needs. The system supports application submissions, amendments, and approval as well as grant award notifications. The system also supports the processing of payments against grant awards through reimbursement requests.
- ☐ DIRS: Due July 31st-The Disciplinary Incident Reporting System (DIRS) enables both the Minnesota Department of Education (MDE) and school districts to comply with state and federal reporting requirements for suspensions, expulsions, special education and dangerous weapons.
- ☐ Local Literacy Plan: Due June 17th-Minnesota districts and charter schools are required to annually submit a local literacy plan to MDE, and data on student performance in kindergarten, grade 1, 2 and 3 on foundational reading skills including phonemic awareness, phonics, decoding, fluency and oral language; students who demonstrate characteristics of dyslexia; and students in grades 4 to 12 who are identified as not reading at grade level [Minn. Stat. 120B.12, subd. 4a \(2023\)](#).

Upcoming Trainings~

- ☐ June 12th-MTSS Training Cloquet Forestry Center
- ☐ June 13th TDE/Qcomp Training (Minneapolis)
<https://education.mn.gov/MDE/dse/edev/culture/>
- ☐ June 25th&June26th- Compass Workshop (Minneapolis)

A small school where WE cultivate big futures.

- ☐ Potential open campus for Seniors only with parameters and language change in the Student Handbook and Board approval
- ☐ Plan a back to school barbecue possibly partner with PIE with Board approval
- ☐ New Math Curriculum training-waiting for confirmed dates of August 21st, 22nd, 23rd for a Private Virtual Training for staff.

Wrenshall Community Education
Program Recommendation
Submitted by
Michele Carlson
Community Education Director
June 2024

State Statute in black type
Observations are in blue type
Input from staff/community is in purple type
Recommendations from MC are in red type

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Section Four.....	Youth Enrichment
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Section Six	Facility Use
Section Six	Summary of recommendations
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Addendum B.....	Example Sliding Fee Scale Hatchlings (current costs)
Addendum C.....	Example Sliding Fee Scale Little Wrens (current costs)
Addendum D.....	Example Sliding Fee Scale Hatchlings (right sized costs)
Addendum E.....	Example Sliding Fee Scale Little Wrens (right sized costs)
Addendum F.....	Wrens Club Rates

General Community Education

The purpose of sections [124D.18](#) and [124D.19](#) is to make maximum use of the public schools of Minnesota by the community and to expand utilization by the school of the human resources of the community, by establishing a community education program.

24D.20 COMMUNITY EDUCATION REVENUE.

Subdivision 1. **Total community education revenue.** Total community education revenue equals the sum of a district's general community education revenue, youth service program revenue, and youth after-school enrichment revenue.

Subd. 2. **Eligibility.** To be eligible for community education revenue, a district must operate a community education program that complies with section [124D.19](#).

Subd. 3. **General community education revenue.** The general community education revenue for a district equals \$5.42 for fiscal year 2007 through fiscal year 2024 and \$6.35 for fiscal year 2025 and later, times the greater of 1,335 or the population of the district. The population of the district is determined according to section [275.14](#).

Subd. 4. **Youth service revenue.** Youth service program revenue is available to a district that has implemented a youth development plan and a youth service program. Youth service revenue equals \$1 times the greater of 1,335 or the population of the district.

Subd. 4a. **Youth after-school enrichment revenue.** In fiscal year 2003 and thereafter, youth after-school enrichment revenue for a district operating a youth after-school enrichment program under section [124D.19, subdivision 12](#), equals:

(1) \$1.85 times the greater of 1,335 or the population of the district, as defined in section [275.14](#), not to exceed 10,000; and

(2) \$0.43 times the population of the district, as defined in section [275.14](#), in excess of 10,000. Youth after-school enrichment revenue must be reserved for youth after-school enrichment programs.

Subd. 5. **Total community education levy.** To obtain total community education revenue, a district may levy the amount raised by a maximum tax rate of 0.94 percent through fiscal year 2024, 0.375 percent in fiscal year 2025, 0.3298 percent in fiscal year 2026, and 0.3128 percent in fiscal year 2027 and later, times the adjusted net tax capacity of the district. If the amount of the total community education levy would exceed the total community education revenue, the total community education levy shall be determined according to subdivision 6.

Subd. 6. **Community education levy; districts off the formula.** If the amount of the community education levy for a district exceeds the district's community education revenue, the amount of the community education levy is limited to the district's community education revenue according to subdivision 1.

Subd. 7. **Community education aid.** A district's community education aid is the difference between its community education revenue and the community education levy. If the district does not levy the entire amount permitted, the community education aid must be reduced in proportion to the actual amount levied.

Subd. 8. **Uses of general revenue.**

(a) General community education revenue may be used for:

(1) nonvocational, recreational, and leisure time activities and programs;

(2) programs for adults with disabilities, if the programs and budgets are approved by the department;

(3) adult basic education programs, according to section [124D.52](#);

(4) summer programs for elementary and secondary pupils;

(5) implementation of a youth development plan;

(6) implementation of a youth service program;

(7) early childhood family education programs, according to section [124D.13](#);

(8) school readiness programs, according to section [124D.15](#); and

(9) school-age care programs, according to section [124D.19, subdivision 11](#).

(b) In addition to money from other sources, a district may use up to ten percent of its community education revenue for equipment that is used exclusively in community education programs. This revenue may be used only for the following purposes:

(1) to purchase or lease computers and related materials;

(2) to purchase or lease equipment for instructional programs; and

(3) to purchase textbooks and library books.

(c) General community education revenue must not be used to subsidize the direct activity costs for adult enrichment programs. Direct activity costs include, but are not limited to, the cost of the activity leader or instructor, cost of materials, or transportation costs.

Subd. 10. **Reserve account.** Community education revenue, which includes aids, levies, fees, grants, and all other revenues received by the school district for community education programs, must be maintained in a reserve account within the community service fund.

Subd. 14. **Community education; annual report.** Each district offering a community education program under this section must annually report to the department information regarding each community education program, including youth after-school enrichment programs, that receives aid or levy.

Observations:

- ☐ Community Education has been an underutilized program in the district with very little structure.
- ☐ The budget is unsustainable for the program and the district.
- ☐ There is no overall pay structure for CE employees or independent contractors including after school club instructors, child care workers, student workers, and supervisors.
- ☐ The general community education budget is supported by the child care program in many smaller districts. The budget accepted by the school board for 2024 showed deficit spending in child care.

Input:

- ☐ The program has been losing money for several years.
- ☐ The 01 fund has had to cover the losses of the 04 fund.
- ☐ There is a lack of structure about how much to pay people working in any position.
- ☐ Sometimes people are paid out of the 01 fund because the 04 fund can't afford costs of payroll.
- ☐ The Advisory Council believes the program needs consistency & stability.
- ☐ The Advisory Council believes community education needs more communication and transparency with the public especially regarding the budget.
- ☐ There needs to be students on the advisory council.
- ☐ The program needs to write grants and ask for financial assistance from local businesses.
- ☐ The Advisory Council would like to see additional presence of community education at events such as open houses to spread awareness about the program.
- ☐ People would like to see the bus trip to Bentleyville come back.
- ☐ People really liked board game night where they could play with the kids.
- ☐ Bring back Winterfest & craft show.
- ☐ Bring back adult painting classes.

Recommendations:

- ☐ Set up a payscale for all CE employees.
 - ☐ Student Workers 13.50 /hour
 - ☐ Wrens Club Adult workers \$16.50/hour
 - ☐ School Readiness Classroom assistant \$16.50/hour
 - ☐ Wrens Club Coordinator \$17.00/hour

- ☐ Community Education Coordinator \$21.50/hour
- ☐ Each employee should earn sick and safe time based on current MN law
- ☐ Each coordinator position should have steps built in for longevity pay increases to gain long term employees in each position.
- ☐ Set up contracts/letters of assignment for all people working regularly in CE.
 - ☐ Letter should state how many hours per week and how many weeks per year the assignment entails.
 - ☐ Letter should state earned sick and safe time
 - ☐ Coordinators should have 2 Personal Days of time paid off
- ☐ Coordinators should have 5 paid holidays Thanksgiving, Christmas (2), New Years(2)
- ☐ Set up a pay structure for adult class and youth club instructors.
 - ☐ 75% to instructor/ 25% to community education
- ☐ Businesses can contract a per person rate for adult classes or after school clubs, then CE should add 25% to the fee to cover its costs.
- ☐ The CE Coordinator should be writing multiple grants every year to help sustain the program.
- ☐ The Advisory Council should meet 5 times per year and set up a structure including by laws, a mission, and officers including a chair, vice chair, and secretary. See Addendum A.
- ☐ The Advisory Council should be made up of 6-8 members representing parents/guardians who utilize community education programs, a City Council member, community business, School Board, Chamber of Commerce, Silverbrook Township, Holyoke Township, and high school students to name a few groups.

Pre-K Programs

Subdivision 1.**Establishment; purpose.** A district or a group of districts may establish a school readiness program for children age three to kindergarten entrance. The purpose of a school readiness program is to prepare children to enter kindergarten.

Subd. 3.**Program requirements.** A school readiness program provider must:

- (1) assess each child's cognitive and language skills with a comprehensive child assessment instrument when the child enters and again before the child leaves the program to improve program planning and implementation, communicate with parents, and promote kindergarten readiness;
- (2) provide comprehensive program content and intentional instructional practice aligned with the state early childhood learning guidelines and kindergarten standards and based on early childhood research and professional practice that is focused on children's cognitive, social, emotional, and physical skills and development and prepares children for the transition to kindergarten, including early literacy and language skills;
- (3) coordinate appropriate kindergarten transition with parents and kindergarten teachers;
- (4) involve parents in program planning and decision making;
- (5) coordinate with relevant community-based services;
- (6) cooperate with adult basic education programs and other adult literacy programs;
- (7) ensure staff-child ratios of one-to-ten and maximum group size of 20 children with the first staff required to be a teacher; and
- (8) have teachers knowledgeable in early childhood curriculum content, assessment, native and English language development programs, and instruction.

Subd. 3a.**Application and reporting requirements.** (a) A school readiness program provider must include a biennial plan in the district's world's best workforce plan under section [120B.11](#), describing how the school readiness program meets the program requirements under subdivision 3.

(b) Programs receiving school readiness funds annually must submit a report to the department.

5.Services with new or existing providers. A district may contract with a charter school or community-based organization to provide eligible children developmentally appropriate services that meet the program requirements in subdivision 3. In the alternative, a district may pay tuition or fees to place an eligible child in an existing program. A district may establish a new program where no existing, reasonably accessible program meets the program requirements in

subdivision 3. Services may be provided in a site-based program or in the home of the child or a combination of both. The district may not restrict participation to district residents. Subd.

10. **Supervision.** A program provided by a board must be supervised by a licensed early childhood teacher, a certified early childhood educator, or a licensed parent educator.

Subd. 12. **Program fees.** A district must adopt a sliding fee schedule based on a family's income but must waive a fee for a participant unable to pay. School districts must use school readiness aid for eligible children. Children who do not meet the eligibility requirements in subdivision 15 may participate on a fee-for-service basis.

Subd. 14. **Assistance.** The department must assist districts, upon request, with programs under this section.

Subd. 15. **Eligibility.** A child is eligible to participate in a school readiness program if the child:

(1) is at least three years old on September 1;

(2) has completed health and developmental screening within 90 days of program enrollment under sections [121A.16](#) to [121A.19](#); and

(3) has one or more of the following risk factors:

(i) qualifies for free or reduced-price meals;

(ii) is an English learner;

(iii) is homeless;

(iv) has an individualized education program (IEP) or standardized written plan;

(v) is identified, through health and developmental screenings under sections [121A.16](#) to [121A.19](#), with a potential risk factor that may influence learning; or

(vi) is defined as at risk by the school district.

124D.16 SCHOOL READINESS AID.

Subd. 2. **Amount of aid.** (a) A district is eligible to receive school readiness aid for eligible prekindergarten pupils enrolled in a school readiness program under section [124D.15](#) if the biennial plan required by section [124D.15, subdivision 3a](#), has been approved by the commissioner.

(b) A district must receive school readiness aid equal to:

(1) the number of four-year-old children in the district on October 1 for the previous school year times the ratio of 50 percent of the total school readiness aid for that year to the total number of four-year-old children reported to the commissioner for the previous school year; plus

(2) the number of pupils enrolled in the school district from families eligible for the free or reduced-price meals program for the previous school year times the ratio of 50 percent of the total school readiness aid for that year to the total number of pupils in the state from families eligible for the free or reduced-price meals program for the previous school year.

(c) The total school readiness aid entitlement equals \$23,558,000 for fiscal year 2016 and \$33,683,000 for fiscal year 2017 and later.

Subd. 3. **Use of aid.** School readiness aid shall be used only to provide a school readiness program and may be used to provide transportation. Not more than five percent of program revenue, as defined in subdivision 5, may be used for the cost of administering the program. Aid must be used to supplement and not supplant local, state, and federal funding. Aid may not be used for instruction and services required under sections [125A.03](#) to [125A.24](#) and [125A.65](#). Aid may not be used to purchase land or construct buildings, but may be used to lease or renovate existing buildings.

Subd. 5. **Reserve account.** School readiness revenue, which includes aids, fees, grants, and all other revenues received by the district school readiness programs, must be maintained in a reserve account within the community service fund.

Observations:

- ☐ The Pre-K classes are well attended for the population in the district.
- ☐ A full day program is beneficial to the 4 year old population although detrimental to the sustainability of the child care program due to lack of students to run MWF care.
- ☐ Wrenshall has a qualified teacher with a great deal of experience working in the classroom.
- ☐ Families are happy with the program.
- ☐ The cost of the program is very low at about \$2.60 per hour.
- ☐ The program receives Pathways money for qualifying students.
- ☐ The program has been using ECFE funding to pay the teacher and assistant.
- ☐ Benefits are being charged to the program while no CE employee is taking benefits. (Superintendent benefits?)
- ☐ Separating the ECFE budget from the SR budget will create a budget crisis quickly in school readiness based on the teacher's contracted salary and low revenue for the program.
- ☐ In order to cover the costs of the Hatchlings program, families would need to pay \$2900 in tuition annually. Families are being charged \$600 annually (12 students).
- ☐ There is strong opposition to making any changes to the tuition for the program from the staff in the program.

- ☐ There is strong opposition to make any cuts to the costs of the program from the staff in the program.
- ☐ The program is financially a drain to the district with losses of approximately \$10,000 annually.
- ☐ Instructor is on the master contract being paid at the same level as all district teachers and being supervised by the principal which confuses job duties and budget since the instructor is paid out of the 04 fund.
- ☐ Instructor is currently over the contracted allotment of prep time afforded by the contract which could cause a grievance from the union.
- ☐ The instructor should be .8 position and is currently 1.0
- ☐ The classroom assistant should be .8 and is currently 1.0 with 8 hours of paid prep time each week.
- ☐ There needs to be more cooperation/ sharing between Pre-K programs and wrap around child care. Supplies have been paid for by community education dollars and should be utilized by all community education programs.

Input:

- ☐ Consumers would like a sliding fee scale.
- ☐ Tuition should probably double for the highest income earners.
- ☐ Population is 40% free and reduced but tuition has been created as if there is a 100% free and reduced population.
- ☐ Survey results are equally split about increased tuition with 11% thinking costs should go down, 11% thinking the fees should be increased and nearly 80% thinking fees should remain the same.
- ☐ State Aid should be used to offset costs for families who don't qualify for a scholarship, but would have trouble paying for the program.
- ☐ Currently, state aid is being used to supplement tuition revenue.

Recommendations:

- ☐ State Statute requires a sliding fee scale be developed for school readiness programs.
- ☐ Sliding fee scale should have the bottom category represent families who would qualify for Pathways I or II funding.
- ☐ 5% of the School Readiness state aid can be used for administration costs. This could be used on the elementary principal or superintendent wages unless you choose to continue having a community education director. (\$640 in FY24)
- ☐ Apply for Voluntary PreK funding through MDE by January 30th each year.
- ☐ Hatchlings should have 18-20 students in class to be financially feasible.
- ☐ School Readiness teacher and classroom assistant should be a .8 contract to reflect hours of programming each week.
- ☐ There is a \$10,000 savings by making the teacher a .8 contract.

- ☐ There is a \$4620 savings by making the classroom assistant a 32 hour per week position.
- ☐ Discontinue Jumpstart for K agreement due to lack of funding.
- ☐ Discontinue summer program due to lack of funding.
- ☐ There needs to be clarification on who is making budget/spending decisions in the program.
- ☐ The Community Education coordinator/director should have final say on budget decisions including hours worked by the School Readiness instructor and classroom assistant, professional development time due to costs of substitutes, and supply expenses for the program.
- ☐ There needs to be a handbook developed for School Readiness.
- ☐ There needs to be an advisory council developed for early learning programs. In a small district, the ECFE & School Readiness advisory councils can be created as one and work together.
- ☐ Addendum B represents a possible sliding fee scale for Little Wrens.
- ☐ Addendum C represents a possible sliding fee scale for Hatchlings.
 - ☐ Category A would include all people qualifying for a Pathways II scholarship.
 - ☐ Category B would include all people qualifying for a Pathways I scholarship.
 - ☐ Category C, D & E would be eligible to pay on monthly payment plans.
 - ☐ Payments can be handled through Brightwheel taking this accounting duty off the teacher's plate.

Early Childhood Family Education

124D.13 EARLY CHILDHOOD FAMILY EDUCATION (ECFE) PROGRAMS.

Subdivision 1.**Establishment; purpose.** A district that provides a community education program under sections [124D.18](#) and [124D.19](#) may establish an early childhood family education program. Two or more districts, each of which provides a community education program, may cooperate to jointly provide an early childhood family education program. The purpose of the early childhood family education program is to provide parenting education to support children's learning and development.

Subd. 2.**Program requirements.** (a) Early childhood family education programs are programs for children in the period of life from birth to kindergarten, for the parents and other relatives of these children, and for expectant parents. To the extent that funds are insufficient to provide programs for all children, early childhood family education programs should emphasize programming for a child from birth to age three and encourage parents and other relatives to involve four- and five-year-old children in school readiness programs, and other public and nonpublic early learning programs. A district may not limit participation to school district residents. Early childhood family education programs must provide:

- (1) programs to educate parents and other relatives about the physical, cognitive, social, and emotional development of children and to enhance the skills of parents and other relatives in providing for their children's learning and development;
- (2) structured learning activities requiring interaction between children and their parents or relatives;
- (3) structured learning activities for children that promote children's development and positive interaction with peers, which are held while parents or relatives attend parent education classes;
- (4) information on related community resources;
- (5) information, materials, and activities that support the safety of children, including prevention of child abuse and neglect;
- (6) a community needs assessment that identifies new and underserved populations, identifies child and family risk factors, particularly those that impact children's learning and development, and assesses family and parenting education needs in the community;
- (7) programming and services that are tailored to the needs of families and parents prioritized in the community needs assessment; and
- (8) information about and, if needed, assist in making arrangements for an early childhood health and developmental screening under sections [121A.16](#) and [121A.17](#), when the child nears the third birthday.

Early childhood family education programs should prioritize programming and services for families and parents identified in the community needs assessment, particularly those families and parents with children with the most risk factors birth to age three.

Early childhood family education programs are encouraged to provide parents of English learners with translated oral and written information to monitor the program's impact on their children's English language development, to know whether their children are progressing in developing their English and native language proficiency, and to actively engage with and support their children in developing their English and native language proficiency.

The programs must include learning experiences for children, parents, and other relatives that promote children's early literacy and, where practicable, their native language skills and activities for children that require substantial involvement of the children's parents or other relatives. The program may provide parenting education programming or services to anyone identified in the community needs assessment. Providers must review the program periodically to assure the instruction and materials are not racially, culturally, or sexually biased. The programs must encourage parents to be aware of practices that may affect equitable development of children.

(b) For the purposes of this section, "relative" or "relatives" means noncustodial grandparents or other persons related to a child by blood, marriage, adoption, or foster placement, excluding parents.

Subd. 3. **Substantial parental involvement.** The requirement of substantial parental or other relative involvement in subdivision 2 means that:

(a) parents or other relatives must be physically present much of the time in classes with their children or be in concurrent classes;

(b) parenting education or family education must be an integral part of every early childhood family education program;

(c) early childhood family education appropriations must not be used for traditional day care or nursery school, or similar programs; and

(d) the form of parent involvement common to kindergarten, elementary school, or early childhood special education programs such as parent conferences, newsletters, and notes to parents do not qualify a program under subdivision 2.

Subd. 4. **Home visiting program.** A district that levies for home visiting under section [124D.135, subdivision 6](#), shall use this revenue to include as part of the early childhood family education programs a parent education component that is designed to reach isolated or at-risk families.

The home visiting program must:

(1) incorporate evidence-informed parenting education practices designed to support the healthy growth and development of children, with a priority focus on those children who have high needs;

(2) establish clear objectives and protocols for home visits;

(3) encourage families to make a transition from home visits to site-based parenting programs;

(4) provide program services that are community-based, accessible, and culturally relevant;

(5) foster collaboration among existing agencies and community-based organizations that serve young children and their families, such as public health evidence-based models of home visiting and Head Start home visiting; and

(6) provide information about and assist in making arrangements for an early childhood health and developmental screening when the child nears his or her third birthday.

The home visiting program should be provided by licensed parenting educators, certified family life educators, or professionals with an equivalent license that reflect the demographic composition of the community to the extent possible.

Subd. 5. **Separate accounts.** The district must maintain a separate account within the community education fund for money for early childhood family education programs.

Subd. 6. **Participants' fees.** A district must establish a reasonable sliding fee scale but it shall waive the fee for a participant unable to pay.

Subd. 7. **Additional funding.** A district may receive funds from any governmental agency or private source.

Subd. 8. **Coordination.** (a) A district must describe strategies to coordinate and maximize public and private community resources and reduce duplication of services.

(b) A district is encouraged to coordinate adult basic education programs provided to parents and early childhood family education programs provided to children to accomplish the goals of section [124D.895](#).

Subd. 9. **District advisory councils.** The board must appoint an advisory council from the area in which the program is provided. A majority of the council must be parents participating in the program, who represent the demographics of the community. The district must ensure, to the extent possible, that the council includes representation of families who are racially, culturally, linguistically, and economically diverse. The council must assist the board in developing, planning, and monitoring the early childhood family education program. The council must report to the board and the community education advisory council.

Subd. 10.**Alternative council.** A board may direct the community education council, required according to section [124D.19, subdivision 2](#), to perform the functions of the Advisory Council for Early Childhood Family Education.

Subd. 11.**Teachers.** A school board must employ necessary licensed teachers for its early childhood family education programs.

Subd. 12.**Assistance.** The department must provide assistance to districts with programs described in this section. The department must establish guidelines that list barriers to learning and development affecting children served by early childhood family education programs.

(b) Each staff person described in this subdivision must hold a valid license as a teacher of parent and family education.

Subd. 13. **Program data submission requirements.** Districts receiving early childhood family education revenue under section [124D.135](#) must submit annual program data, including data that demonstrates the program response to the community needs assessment, to the department by July 15 in the form and manner prescribed by the commissioner.

Subd. 14.**Supervision.** A program provided by a board must be supervised by a licensed early childhood teacher or a licensed parent educator.

Subd. 15.**Parenting education transition program.** To the extent that funds are sufficient, early childhood family education may provide parenting education transition programming for parents of children birth to grade three in districts in which there is a prekindergarten-grade three initiative in order to facilitate continued parent engagement in children's learning and development. Early childhood family education programs are encouraged to develop partnerships to provide a parenting education liaison to providers of other public and nonpublic early learning programs, such as Head Start, school readiness, child care, early childhood special education, local public health programs, and health care providers.

124D.135 EARLY CHILDHOOD FAMILY EDUCATION (ECFE) REVENUE.

Subdivision 1.**Revenue.** The revenue for early childhood family education programs for a school district equals \$120 for fiscal year 2014 and the formula allowance for the year times 0.023 for fiscal year 2015 and later, times the greater of:

(1) 150; or

(2) the number of people under five years of age residing in the district on October 1 of the previous school year.

Subd. 2.**Population.** For the purposes of subdivision 1, data reported to the department may be used to determine the number of people under five years of age residing in the district. The commissioner, with the assistance of the state demographer, shall review the number reported

by any district operating an early childhood family education program. If requested, the district shall submit to the commissioner an explanation of its methods and other information necessary to document accuracy. If the commissioner determines that the district has not provided sufficient documentation of accuracy, the commissioner may request the state demographer to prepare an estimate of the number of people under five years of age residing in the district and may use this estimate for the purposes of subdivision 1.

Subd. 3.**Early childhood family education levy.** By September 30 of each year, the commissioner shall establish a tax rate for early childhood family education revenue that raises \$22,135,000 in each fiscal year. If the amount of the early childhood family education levy would exceed the early childhood family education revenue, the early childhood family education levy must equal the early childhood family education revenue. A district may not certify an early childhood family education levy unless it has met the annual program data reporting requirements under section [124D.13, subdivision 13](#).

Subd. 4.**Early childhood family education aid.** If a district complies with the provisions of section [124D.13](#), it must receive early childhood family education aid equal to the difference between the early childhood family education revenue and the early childhood family education levy. If the district does not levy the entire amount permitted, the early childhood family education aid must be reduced in proportion to the actual amount levied.

Subd. 5.Use of revenue restricted.

(a) Early childhood family education revenue may be used only for early childhood family education programs.

(b) Not more than five percent of early childhood family education revenue, as defined in subdivision 7, may be used to administer early childhood family education programs.

(c) An early childhood family education program may use up to ten percent of its early childhood family education revenue as defined in subdivision 1, including revenue from participant fees, for equipment that is used in the early childhood family education program. This revenue may only be used for the following purposes:

(1) to purchase or lease computers and related materials; and

(2) to purchase or lease equipment for instruction for participating children and their families.

If a district anticipates an unusual circumstance requiring its early childhood family education program capital expenditures to exceed the ten percent limitation, prior approval to exceed the limit must be obtained in writing from the commissioner.

Subd. 6.**Home visiting revenue.** (a) A district that is eligible to levy for early childhood family education under subdivision 3 and that enters into a collaborative agreement to provide

education services and social services to families with young children is eligible for home visiting revenue.

(b) Total home visiting revenue for a district equals \$3 times the number of people under five years of age residing in the district on September 1 of the last school year. Revenue under this subdivision must not be included as revenue under subdivision 1. The revenue must be used for home visiting programs under section [124D.13, subdivision 4](#).

Subd. 6a.**Home visiting levy.** To obtain home visiting revenue, a district may levy an amount not more than the product of its home visiting revenue for the fiscal year times the lesser of one or the ratio of its adjusted net tax capacity per adjusted pupil unit to the home visiting equalizing factor. The home visiting equalizing factor equals \$17,250 for fiscal year 2018 and later.

Subd. 6b.**Home visiting aid.** A district's home visiting aid equals its home visiting revenue minus its home visiting levy times the ratio of the actual amount levied to the permitted levy.

Subd. 7.**Reserve account.** Early childhood family education revenue, which includes aids, levies, fees, grants, and all other revenues received by the district for early childhood family education programs, must be maintained in a reserve account within the community service fund.

Observations:

- ☐ Currently offering no ECFE programming.
- ☐ ECFE funds are being used to pay the School Readiness teacher.
- ☐ There is a lack of staff for ECFE programs: parent educator & early childhood teacher.
- ☐ Need a location to run day time ECFE classes.
- ☐ Benefits are being paid out of the ECFE fund while no CE employees are receiving benefits.
- ☐ ECFE programs may want to pair with Carlton to ensure enough enrollment to run classes.
- ☐ Wrenshall receives over \$25,000 in state aid and levy to run ECFE programs. This amount should be sufficient to run 1-2 classes weekly throughout the year and offer some events for families as well.

Input:

- ☐ The Community Education Advisory Council wasn't aware that we were not running ECFE classes.
- ☐ Parents who took ECFE classes in the past would like to have the program back.
- ☐ The Advisory Council is concerned about growing the ECFE program for the health of the district.

Recommendations:

- ☐ Immediately stop using ECFE funds for school readiness. The state statute is explicit in the use of these funds and that they not be used to offset school readiness funding.
- ☐ Stop charging benefits to the ECFE budget.
- ☐ 5% of the ECFE state aid and levy can be used for administration costs. This could be used on the elementary principal or superintendent wages. (\$1250 FY 24)
- ☐ Contract Parent Ed and Early Childhood teacher services from a nearby district (like Esko or Cloquet) to offer classes to the community.
- ☐ Look for a location between Carlton & Wrenshall to run ECFE classes and market "Raptor" ECFE classes.
 - ☐ Sonlife church may work for the location
- ☐ Write a Grow Your Own Grant through MDE (January) to get a person in the district licensed in Parent Education.

Youth Enrichment

Youth Service and Youth After School Enrichment money runs through the General Community Education fund and reserves stay in that fund as well.

From the General Community Education statute

Subd. 4. **Youth service revenue.** Youth service program revenue is available to a district that has implemented a youth development plan and a youth service program. Youth service revenue equals \$1 times the greater of 1,335 or the population of the district.

Subd. 4a. **Youth after-school enrichment revenue.** In fiscal year 2003 and thereafter, youth after-school enrichment revenue for a district operating a youth after-school enrichment program under section [124D.19, subdivision 12](#), equals:

(1) \$1.85 times the greater of 1,335 or the population of the district, as defined in section [275.14](#), not to exceed 10,000; and

(2) \$0.43 times the population of the district, as defined in section [275.14](#), in excess of 10,000. Youth after-school enrichment revenue must be reserved for youth after-school enrichment programs.

Subd. 9. **Youth development plans.** A district advisory council may prepare a youth development plan. The council is encouraged to use the state guidelines when developing the local plan. The school board may approve the youth development plan.

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Subd. 10. **Youth service programs.** (a) A school board may offer, as part of a community education program with a youth development program, a youth service program that provides young people with meaningful opportunities to become involved in their community, develop individual capabilities, make career connections, seek support networks and services, become active citizens, and address community needs through youth service. The board may award up to one credit, or the equivalent, toward graduation for a pupil who completes the youth service requirements of the district. The community education advisory council, after considering the results of the commissioner's study under section [124D.50, subdivision 1](#), must design the program in cooperation with the district planning, evaluating and reporting committee and local organizations that train volunteers or need volunteers' services.

(b) Programs must include:

(1) preliminary training for pupil volunteers conducted, when possible, by organizations experienced in such training;

(2) supervision of the pupil volunteers to ensure appropriate placement and adequate learning opportunity;

(3) sufficient opportunity, in a positive setting for human development, for pupil volunteers to develop general skills in preparation for employment, to enhance self-esteem and self-worth, and to give genuine service to their community;

(4) integration of academic learning with the service experience; and

(5) integration of youth community service with elementary and secondary curriculum.

(c) Youth service projects include, but are not limited to, the following:

(1) human services for the elderly, including home care and related services;

(2) tutoring and mentoring;

(3) training for and providing emergency services;

(4) services at extended day programs;

(5) environmental services; and

(6) service-learning programs in which schools, including postsecondary schools, and employers work together with young people to provide them with meaningful opportunities for community service and with the academic and technical skills that employers require.

(d) A youth service project must have a community sponsor that may be a governmental unit or nonprofit organization. To assure that pupils provide additional services, each sponsor must assure that pupil services do not displace employees or reduce the workload of any employee.

(e) The commissioner shall assist districts in planning youth service programs, implementing programs, and developing recommendations for obtaining community sponsors.

Subd. 12. **Youth after-school enrichment programs.** Each district operating a community education program under this section may establish a youth after-school enrichment program to maintain and expand participation by school-age youth in supervised activities during nonschool hours. The youth after-school enrichment programs must include activities that support development of social, mental, physical, and creative abilities of school-age youth; provide structured youth programs during high-risk times; and design programming to promote youth leadership development and improved academic performance.

Subd. 13. **Youth after-school enrichment program goals.** The goals of youth after-school enrichment programs are to:

- (1) collaborate with and leverage existing community resources that have demonstrated effectiveness;
- (2) reach out to children and youth, including at-risk youth, in the community;
- (3) increase the number of children participating in adult-supervised programs during nonschool hours;
- (4) support academic achievement; and
- (5) increase skills in technology, the arts, sports, and other activities.

Observations:

- ☐ There is one very popular after school club running periodically for elementary students. (Lego Club).
- ☐ The popularity of Lego club shows there is a need for afterschool programming for students.
- ☐ There are area businesses that can be utilized to run after school options that are not currently being used.
- ☐ There doesn't appear to be any youth service groups that run through community education.

Input:

- ☐ People want after school opportunities for kids. Both onsite and offsite options such as ice skating or swimming.
- ☐ Would like reading volunteers back at lunch times (power lunch)(reading pals)
- ☐ Survey input
 - ☐ More after school club offerings for students in grades K-6
 - ☐ People would like to see recreational sports for students.
 - ☐ Qigong
 - ☐ Yoga
 - ☐ knitting/crocheting
 - ☐ crafts/painting
 - ☐ Photography
 - ☐ Self-defense
 - ☐ homesteading skills
 - ☐ Gardening
 - ☐ first aid

- ☐ babysitting classes
- ☐ Music lessons

Recommendations:

- ☐ The Community Education coordinator should have the duties to set up youth programming and have part of her wages coded to the youth development & enrichment codes.
- ☐ Recruit after school teachers from teaching staff to teach after school clubs.
- ☐ Recruit community members to share skills in after school clubs.
- ☐ Utilize area businesses for running after school clubs
 - ☐ Northern Outdoors Club
 - ☐ Savannah's Pottery
 - ☐ Duluth Children's Museum
 - ☐ Duluth Aquarium
 - ☐ Duluth Zoo
- ☐ Establish a payment system of 75% to instructors and 25% to community education to cover costs.

Child Care (Wrens Club)

Subd. 11. **School-age care programs.** (a) A school board may offer, as part of a community education program, a school-age care program for children from kindergarten through grade 6 for the purpose of expanding students' learning opportunities. If the school board chooses not to offer a school-age care program, it may allow an appropriate insured community group, for profit entity or nonprofit organization to use available school facilities for the purpose of offering a school-age care program.

(b) A school-age care program must include the following:

(1) adult supervised programs while school is not in session;

(2) parental involvement in program design and direction;

(3) partnerships with the kindergarten through grade 12 system, and other public, private, or nonprofit entities;

(4) opportunities for trained secondary school pupils to work with younger children in a supervised setting as part of a community service program; and

(5) access to available school facilities, including the gymnasium, sports equipment, computer labs, and media centers, when not otherwise in use as part of the operation of the school. The school district may establish reasonable rules relating to access to these facilities and may require that:

(i) the organization request access to the facilities and prepare and maintain a schedule of proposed use;

(ii) the organization provide evidence of adequate insurance to cover the activities to be conducted in the facilities; and

(iii) the organization prepare and maintain a plan demonstrating the adequacy and training of staff to supervise the use of the facilities.

(c) The district may charge a sliding fee based upon family income for school-age care programs. The district may receive money from other public or private sources for the school-age care program. The board of the district must develop standards for school-age child care programs. The commissioner of education may not adopt rules for school-age care programs.

(d) The district shall maintain a separate account within the community services fund for all funds related to the school-age care program.

(e) A district is encouraged to coordinate the school-age care program with its special education, vocational education, adult basic education, early childhood family education programs, kindergarten through grade 12 instruction and curriculum services, youth development and youth service agencies, and with related services provided by other governmental agencies and nonprofit agencies.

Observations:

- ☐ Initially, the room used was too small to run child care.
- ☐ Child care is required to provide 35 square feet per child in a room.
- ☐ Initially, child care staff weren't trained in accordance with the certification standards.
- ☐ The coordinator wasn't trained in accordance with the certification standards.
- ☐ DHS Certification was at risk in the program.
- ☐ The program is generating about 50% of its actual costs in revenue.
- ☐ The previous billing system was charging by the ¼ hour and some people were paying \$.81 daily for child care. This billing system is not sustainable for the program to be self-sufficient in funding or provide quality for the students.
- ☐ The program is understaffed for student and staff safety. There should always be two people working with a group of kids.
- ☐ Costs of running the program with adequate staffing will double the cost of running the program.
- ☐ Fees will need to be raised substantially to cover the costs of the program.
- ☐ Billing is cumbersome for staff with the sign in/ sign out system.
- ☐ Registration and payment are antiquated systems using paper & pen for both.

Input:

- ☐ Over 36% of the survey respondents said that child care fees should be higher. (This is nearly unheard of)
- ☐ Survey response: "Discontinue programs that lose money, or increase fees to balance the budget. For example, Wrens club is way less expensive than any other other child care option".
- ☐ Survey Response: "Charge a fair price, if the value is there, people will pay."
- ☐ Families who use the program less don't want to pay higher rates than families using the program full time.
- ☐ There needs to be a behavior plan for students.
- ☐ There need to be consequences for students who misbehave.
- ☐ Parents should know that the principal is not in charge of the child care program.
- ☐ Quality needs to be improved in the program.
- ☐ The students need more toys/activities in child care.

Recommendations:

- ☐ Flat fee structure for all programs: Wrap around care, summer, and school age care during the school year.
 - ☐ See Addendum D for flat rates
- ☐ Increase wages in order to hire more people to work in the program.
- ☐ Ideally, two staff people should be working any time children are present.
 - ☐ This provides security to children and to staff.

- ☐ Continue writing grants to purchase items needed for the child care program.
- ☐ Implement sharing of supplies between community education programs to cut down on repetitive expenses. All program dollars should benefit all of the programs.
 - ☐ ECFE
 - ☐ School Readiness
 - ☐ Child Care
 - ☐ Youth Programs
- ☐ Implement annual CPR/First aid training for all CE staff.
- ☐ Create a handbook for the program for parents to include hours, fees, and rules about behavior for children.
- ☐ Create an onboarding system for new staff to make sure they are meeting DHS guidelines:
 - ☐ Identigo Fingerprinting
 - ☐ 6 hours of annual training in child care subjects: Develop System
 - ☐ CPR/First aid training
- ☐ Identify shift leaders in the MDE HUB
- ☐ Log training info & staff info in the MDE HUB
- ☐ Work on becoming Parent Aware Certified to increase opportunities for revenue. (Higher payments from assistance)

Facility Use

Observations:

- ☐ Initially, Google calendar was being used to track the use of facilities.
- ☐ There was not a system in place for making requests to use space.
- ☐ There is no policy in place regarding order of priority for facility use and costs for use.
- ☐ It appears that many people have access to gyms due to the lock key system currently used.
- ☐ Custodial/consumer issues occur more often than desired due to the lack of a consistent schedule and expectations of users of the building.

Input:

- ☐ Both custodians and coaches want to see a better system for a calendar for facilities.
- ☐ There needs to be a fee system/policy implemented for facility use.
- ☐ The 900 series of facility policies needs to be completed by the board prior to implementation of any fees or priority lists for facility use.

Recommendations:

- ☐ Purchase RSchool Facility Scheduler to use for requesting and tracking facility use.
- ☐ Community Education Coordinator can be the point of contact for facility use and using the Rschool system.
- ☐ Develop 900 series policies for facility use and set parameters for priority list of groups and costs for each group.
- ☐ Allow community education to charge a permit fee to paying groups to offset the costs associated with creating the permits & paying for the software.
- ☐ Suggested permit fee \$35
- ☐ Suggested Priority list
 - ☐ School Based activities
 - ☐ MSHSL activities
 - ☐ Community Education Programs
 - ☐ Wrenshall youth In season sports
 - ☐ Wrenshall youth out of season sports
 - ☐ Outside groups
- ☐ Spaces to consider for fee schedule
 - ☐ Classroom use
 - ☐ Multipurpose room
 - ☐ Cafeteria
 - ☐ Kitchen Use (Should have a kitchen staff present & time charged to group)
 - ☐ Fields

- ☐ Gym spaces
- ☐ Add on fees if needed
 - ☐ Use of school equipment
 - ☐ Microphones, sound system, projectors, etc.
 - ☐ Custodial Fees if needed during or after use
 - ☐ Site supervisor for certain events
- ☐ Groups that should have fees waived
 - ☐ Girl/Boy Scouts
 - ☐ Political Caucuses
 - ☐ Community Ed programs
- ☐ Groups that should be charged fees
 - ☐ Outside Groups
 - ☐ Youth sports: Can be an annual cost agreed upon by the group & district

Early Childhood Screening

Each school year, the state must pay a district for each child or student screened by the district according to the requirements of section [121A.17](#). The amount of state aid for each child or student screened shall be: (1) \$98 for a child screened at age three; (2) \$65 for a child screened at age four; (3) \$52 for a child screened at age five or six prior to kindergarten; and (4) \$39 for a student screened within 30 days after first enrolling in a public school kindergarten if the student has not previously been screened according to the requirements of section [121A.17](#). If this amount of aid is insufficient, the district may permanently transfer from the general fund an amount that, when added to the aid, is sufficient. Developmental screening aid shall not be paid for any student who is screened more than 30 days after the first day of attendance at a public school kindergarten, except if a student transfers to another public school kindergarten within 30 days after first enrolling in a Minnesota public school kindergarten program. In this case, if the student has not been screened, the district to which the student transfers may receive developmental screening aid for screening that student when the screening is performed within 30 days of the transfer date.

Observations:

- ☐ Screening is happening during the day causing Pre-K to close programming for the day.
- ☐ The School Nurse has taken charge of screening.
- ☐ The Pre-K instructor is screening her students during class time which is not ideal due to the financial costs to the SR program.

Input:

- ☐ The Pre-K instructor would like someone to come into her class to help screen students to minimize disruption to the instruction of the entire class.
- ☐ There is a high need for volunteers or additional community education staff to run screening smoothly making this a high cost to community education.

Recommendations:

- ☐ There should be evening appointments available for screening for working families.
- ☐ Utilize volunteers in any position possible to cut costs.
 - ☐ Contact PIE to see if they have volunteers interested in helping out.
- ☐ Don't close Pre-K programs for screening if at all possible.
 - ☐ Anticipating class sizes of 25 means you will screen about 25 students which could be completed in 2-3 afternoon times of 3:30-6:30 PM so that Pre-K doesn't have to close for a day.

Summary of Recommendations

The priority for the community education program in Wrenshall should be financial responsibility. The district should not be asked to subsidize programs. Each budget for each category in community education should be built to cover costs plus provide enough cushion for rainy day expenses.

The boundaries of financial responsibility need to be defined regarding the school readiness program since the elementary principal has academic supervision of that program.

After getting programs out of debt, the primary focus should be quality. The program provides quality by the employees hired, the training they are provided, and the supplies needed to provide a program that meets DHS certification requirements as well as being a place children are happy and thrive.

Increasing revenue and options through grant funding and MDE options like voluntary Pre-K funding and Grow Your Own funding are vital to the future success of community education in Wrenshall.

Collaboration between programs will also be vital to the health of the program. At the beginning of my examination, funds from all categories were being used to support school readiness. This setup is not viable for a successful program. All CE programs are important and should be equally maintained.

Continue to work on HR policies and getting contracts and work agreements in place with all CE employees.

The future of the program looks very bright with several advisory council members with years of experience mentoring a few new members to help implement the vision of the community for this program.

Addendum A

EXAMPLE

Esko Community Education Mission Statement

Community Needs: The Advisory Council shall be knowledgeable of the educational, recreational, and social needs of the community and alert and receptive to possible changes.

The Resources: The Advisory Council shall utilize all human, financial and material resources to carry out the council's philosophy in serving the greatest number of community members of all ages.

The Objectives: The Advisory Council shall have as its objectives a current schedule of goals realizing community needs and resources in order to support and stimulate wholesome individual and family recreational and educational programs. The Advisory Council works to support community education philosophically and legislatively when needed. The Advisory Council serves in an advisory capacity under the governance of the Esko School Board of Education and Administration.

The Program and Participants: The program is intended to serve honestly and impartially all the community members of the Esko School District including businesses. Council members shall cooperate in campaigns promoting the recruitment of volunteer members and leaders.

By-Laws of Esko Community Education Advisory Council Esko, Minnesota

Article I

Legal Reference: MN Statute 124D.18 and 124D.19

Article II The Name

The organization shall be known as the Esko Community Education Advisory Council.

Article III. The purpose.

Section 1. Community Needs: The Advisory Council shall be knowledgeable of the educational, recreational, and social needs of the community and alert and

receptive to possible changes.

- Section 2. The Resources: The Advisory Council shall utilize all available human, financial, and material resources to carry out the Council's philosophy in serving the greatest number of community members of all ages.
- Section 3. The Objectives: The Advisory Council shall have as its objectives a current schedule of goals realizing community needs and resources in order to support and stimulate wholesome individual and family recreational and educational programs. The Advisory Council works to support community education philosophically and legislatively when needed. The Advisory Council serves in an advisory capacity under the governance of the Esko School Board of Education and Administration.
- Section 4. The program and Participants: The program is intended to serve honestly and impartially all community members of the district including businesses. Council members shall cooperate in campaigns promoting the recruitment and training of volunteers and leaders.

Article IV. Advisory Council Membership

- Section 1. The Members: Members shall have an expressed interest in community education development and school affairs consistent with the stated philosophy of the school district, and shall include one township board representative. The Director and a member of the school board shall also serve as ex-officio members.
- Section 2. The Representation: Members are to be from varied sectors of the community, representing family, school, service, church, business, and local government organizations.
- Section 3. The Voting: There shall be one vote for each seat of member representation.
- Section 4. The Term. The Council Members shall serve on the council for two (2) year terms, (renewable by recommendation from the council.)
- Section 5. The Fiscal Year: The fiscal year shall begin on July 1st and continue through June 30th.
- Section 6. The Resignation: Council members may resign by providing oral or written notice

to the council president or secretary of their intentions.

Section 7. The Vacancies: Council Vacancies may be filled by council appointment.

Article V.
The Meetings.

Section 1. Meetings: There shall be a minimum of four regularly scheduled meetings within the fiscal year. Special meetings may be called by the President or Director upon two days written or electronic notice.

Section 2. The Quorum: 50% of advisory council members shall constitute quorum.

Section 3. The Voting Rule: A simple majority will pass an issue, except on By-Law amendments which require a $\frac{2}{3}$ majority.

Article VI
The Officers

Section1. The Offices: There shall be a President who shall preside at all meetings, who shall coordinate the preparation of the agenda with the Director, who shall appoint standing or ad hoc committees their responsibilities and members, who shall guide the advisory council in fulfilling the responsibilities of Article III, and who shall carry out all of the other responsibilities of such office: a vice-president who shall serve the above responsibilities in the absence of the president, and a secretary who shall see to it that minutes of council meetings and notices of meetings are sent to council members 5 days prior to the date of the meetings.

Section 2. The Election: The election of officers shall take place prior to the first annual meeting.

Section 3. The vacancies: Vacancies in any office created by resignation or otherwise shall be filled within a reasonable time of the vacancy.

Article VII.
The Finances.

Section 1. The Records: The financial records of the Advisory Council shall be maintained by the fiscal agent of the Esko School District No 99.

Section2. The Reports: The report of financial condition shall be made at the first annual meeting by the Director with a final financial statement being presented from year-end.

Article VIII.
Personnel

- Section1. The Director: The director shall plan, organize, and administer a broad program of recreation, adult education, and other community services according to the needs of the community as deemed by the Advisory Council.
- Section 2. The duties of the Director:
- A. Shall schedule classes, seminars, and recreation programs, hire class instructors, and recreational personnel, and arrange class location.
 - B. Shall promote, publicize and interpret existing and planned programs to the community.
 - C. Shall develop and maintain public contact with community organizations such as youth sports, churches and businesses to assist in coordinating activities designed as community related.
 - D. Shall prepare, recommend and disburse the budget necessary for operation of Community Education Programs.
 - E. Shall prepare state compliance reports, timely reports, program evaluations and any other reports so directed by the Advisory Council.
 - F. Shall pursue program opportunities, resources, and grants available outside the community.
- Section 3. Accountability: The Community Education Director is accountable to the Advisory Council for program and recreational items and to the Superintendent for fiscal and personnel items.
- Section4. The Coordinators: The program coordinators so employed shall be responsible to and supervised by the Director.

Article IX.
The Policy.

- Section1. The Policy Statement: Policy statements shall be drafted by the Advisory Council, and approved by the school board, establishing standard operating procedures under which the Community Education programs will function.
- Section 2. The Revisions: The policy statements shall be reviewed annually by the Director and President.

Article X.
Amendments of the By-Laws

These by-laws may be amended at any regular meeting by a $\frac{2}{3}$ majority vote of the members of the Advisory Council present and voting: provided, however, a written notice of the meeting and

proposed by-law amendment shall have been delivered to each council member not less than fifteen days prior to the meeting. Such amendment shall become effective upon approval.

Addendum B

Sliding Fee Scale To support CURRENT Costs

Hatchlings					
3's Program Fee Chart 2025-2026					
Student Name _____					
Sliding Fee Scale - Annual Income					
Family Size	Federal poverty	185% of poverty		285%	335%
2	below 19,720	19,721-36,482	36,483-56,201	56,202 - 66,061	66,062+
3	below 24,860	24,861-45,991	45,992-50,729	50,730 - 67,639	83,281+
4	below 30,000	30,001-55,500	55,501-63,989	63,990 - 85,319	100,500+
5	below 35,140	35,141-65,009	65,010-77,249	77,250 - 103,999	117,719+
6	below 40,280	40,281-74,518	74,519-90,509	90,510 - 120,679	134,938+
Category	A	B	C	D	E
Full and Monthly Class Fees					
Category	A	B	C	D	E
Monthly Fee	\$95	\$105	\$117	\$128	\$139
Annual Fee	\$850	\$950	\$1,050	\$1,150	\$1,250
Please note: If your family is in category A, you will likely qualify for FREE tuition through a Pathways scholarship. Category B may also qualify. To see if you qualify, you will need to fill out additional paperwork.					
I understand that my fee is \$_____ and payment will be processed at the beginning of the month on my credit card on file.					
I certify that this information is true and correct. I understand that school officials may verify the information via tax forms and that deliberate misrepresentation may subject me to prosecution under applicable laws.					
Signature of responsible adult (required) _____					

Addendum C

To support CURRENT Costs

Little Wrens					
Program Fee Chart 2025-2026					
Student Name_____					
Sliding Fee Scale					
Family Size	Federal poverty	185% of poverty		285%	335%
2	below 19,720	19,721-36,482	36,483-56,201	56,202 - 66,061	66,062+
3	below 24,860	24,861-45,991	45,992-50,729	50,730 - 67,639	83,281+
4	below 30,000	30,001-55,500	55,501-63,989	63,990 - 85,319	100,500+
5	below 35,140	35,141-65,009	65,010-77,249	77,250 - 103,999	117,719+
6	below 40,280	40,281-74,518	74,519-90,509	90,510 - 120,679	134,938+
Category	A	B	C	D	E
Full and Monthly Class Fees					
Category	A	B	C	D	E
Monthly Fee	\$267	\$284	\$300	\$317	\$334
Annual Fee	\$2,400	\$2,550	\$2,700	\$2,850	\$3,000

Addendum D
To Support RIGHT SIZED Costs

Hatchlings Sliding Fee Scale - Annual Income					
Family Size					
2	below 18,312	18,313-31,221	31,222 - 46,832	46,833 - 62,443	62,444+
3	below 23,028	23,029-33,819	33,820 - 50,729	50,730 - 67,639	67,640+
4	below 27,756	27,757-42,659	42,660 - 63,989	63,990 - 85,319	85,320+
5	below 32,472	32,473-51,499	51,500 - 77,249	77,250 - 103,999	103,000+
6	below 37,188	37,189-60,339	60,340 - 90,509	90,510 - 120,679	120,680+
Category	A	B	C	D	E
Full and Monthly Class Fees					
Category	A	B	C	D	E
Monthly Fee	\$72	\$78	\$89	\$100	\$111
Annual Fee	\$600	\$700	\$800	\$900	\$1,000

Addendum E

To Support RIGHT SIZED Costs

Little Wrens Sliding Fee Scale - Annual Income					
Family Size					
2	below 18,312	18,313-31,221	31,222 - 46,832	46,833 - 62,443	62,444+
3	below 23,028	23,029-33,819	33,820 - 50,729	50,730 - 67,639	67,640+
4	below 27,756	27,757-42,659	42,660 - 63,989	63,990 - 85,319	85,320+
5	below 32,472	32,473-51,499	51,500 - 77,249	77,250 - 103,999	103,000+
6	below 37,188	37,189-60,339	60,340 - 90,509	90,510 - 120,679	120,680+
Category	A	B	C	D	E
Full and Monthly Class Fees					
Category	A	B	C	D	E
Monthly Fee	\$211	\$222	\$233	\$244	\$255
Annual Fee	\$1,900	\$2,000	\$2,100	\$2,200	\$2,300

Addendum F

Wrens Club Rates
(School Board Approved 2024*)

Before and After School Care for K-6 (School Year)

Registration fee \$50 per family: (\$25 early bird rate)

\$20 flat fee weekly = Attend morning care 1-5 days per week (\$760/year)

\$30 flat fee weekly= Attend afternoon care 1-5 days per week (\$1140 annually)

\$40 flat fee weekly= Attend both morning and afternoon care 1-5 days per week (\$1520 annually)

Pre-K Wrap Around Care

Registration fee \$50 per family (\$25 early bird rate)

\$75 for 2 day a week care

\$95 for T/Th all day care + M/W/F before and after care for Little Wrens* Not yet approved

\$125 for 3, 4, or 5 days per week. *We must have 10 students registered to offer M,W, F care.

Summer Care for K-6 (grade going into the following fall)

Registration fee \$50 per family

\$50 flat rate= 1 drop in day: must be scheduled 7 days in advance

\$90 flat rate= 2 days per week * Minimum charge weekly for registered students*

\$105 (\$35 per day)= 3 days of care

\$140 (\$35 per day)= 4 days of care

\$175 (\$35 per day)= 5 days of care

May 30, 2024

To: Wrenshall Board of Education

From: Michele Carlson: Director of Community Education
Katie Beck Community Education Coordinator

RE: Proposed rate addition for Wrens Club Wrap Around child care

Due to the continued lack of students to participate in 5 days per week of pre-K child care, we would like to propose a rate for care for our Little Wrens students who attend 3 days per week of all day Pre-K programming.

Proposed: People may choose one of the following options.

\$75= 2 days of wrap around care Tuesday/Thursday. This is consistent with our rate for Tu/Th 3 year old wrap around care.

\$24= 3 days of before & after school care. (\$8 per day rate is consistent with our 5 day rate for School age students)

\$95 per 5 day week. Price break of \$4 weekly for 5 day use of the program.

Weekly rates bring more predictable costs to families allowing them to flex money with their employers more easily.

Building a budget to provide a quality program becomes possible with the stability of consistent weekly payments.

0100 WRENSHALL District

207 PIONEER DRIVE, WRENSHALL, MN 55797-0068
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Student Enrollment Summary Report

Effective Date: 05/24/2024 Enrollment Types: P, S, N

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

Race/Ethnicity Source: Federal Male/Female/Total: 178/158/336

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	-	-	-	-	13/9/22	0/2/2	14/11/25
02	-	-	-	-	-	5/10/15	2/1/3	7/11/18
03	-	-	-	-	-	13/12/25	-	13/12/25
04	0/1/1	-	-	-	-	10/14/24	-	10/15/25
05	-	-	-	-	-	9/10/19	1/1/2	10/11/21
06	-	1/1/2	-	-	-	13/8/21	0/1/1	14/10/24
EC	1/1/2	-	-	-	-	4/4/8	-	5/5/10
KA	1/0/1	-	-	-	-	7/10/17	1/1/2	9/11/20
All Grades	3/2/5	1/1/2	-	-	-	74/77/151	4/6/10	82/86/168

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	-	0/1/1	-	0/1/1	-	15/11/26	0/3/3	15/16/31
08	-	-	-	-	-	12/8/20	1/1/2	13/9/22
09	1/0/1	0/1/1	-	-	-	16/11/27	0/1/1	17/13/30
10	1/1/2	1/0/1	-	-	-	10/12/22	2/0/2	14/13/27
11	-	1/0/1	-	-	-	10/7/17	3/2/5	14/9/23
12	1/0/1	0/1/1	-	-	-	21/11/32	1/0/1	23/12/35
All Grades	3/1/4	2/3/5	-	0/1/1	-	84/60/144	7/7/14	96/72/168

Student Population Excluding White not of Hispanic Origin

<u>School</u>	<u>Total</u>	<u>Percentage</u>
Wrenshall Elementary	17	10.12%
Wrenshall High School	24	14.29%
Total	41	12.20%

2024 - 2025 School Year					Updated 6/6/2024
Grade	Projection	Target	Variance	Waitlist	Inquiries
K	24	20	+4		2
1	23	23	0		
2	25	23	+2		1
3	19	25	-6		1
4	27	25	+2		2
5	25	25	0		
6	25	25	0		
7	24	28	-4		2
8	30	28	+2		

Member Ankrum introduced the following Resolution and moved its adoption:

**RESOLUTION LIMITING OPEN ENROLLMENT AND ADOPTING STANDARDS
FOR ACCEPTING AND REJECTING OPEN ENROLLMENT APPLICATIONS**

WHEREAS, pursuant to Minnesota Statutes section 124D.03, subdivisions 2 and 6, the Board may reject applications for enrollment based on the number of students in a particular grade level if the Board adopts a resolution limiting the number of nonresident students enrolling at that grade level to a number that is not less than the lesser of one percent of the total enrollment at that grade level in District 100, or the number of District 100 residents at that grade level who are enrolled in a nonresident district under the Enrollment Options Act; and

WHEREAS, the School Board considers pre-kindergarten instructional programs that are provided as part of a free public education to be a grade level for purposes of Minnesota Statutes section 124D.03, subdivisions 2 and 6;

BE IT RESOLVED by the School Board of Independent School District No. 100, Wrenshall as follows:

1. For the 2024-2025 school year, the number of nonresident students who may enroll under the Enrollment Options Program in Grade Two (2) may not cause the total enrollment in Grade Two (2) to exceed 23 students. This restriction shall not be applied in a manner that limits the number of nonresident students who may enroll under the Enrollment Options Program in Grade Two (2) to less than one percent (1%) of the total enrollment in Grade Two (2) in District 100, or the number of District 100 residents in Grade Two (2) who are enrolled in a nonresident district under the Enrollment Options Act, whichever is less.
2. In accordance with Minnesota Statutes section 124D.03, subdivision 2(b), the Superintendent or his/her designee must report to the Minnesota Department of Education (MDE) on the number of nonresident students who are denied admission as a result of the limitations established in the first paragraph of this Resolution. The report must be submitted to the MDE by July 15, 2025.
3. This Resolution is not intended to impact the School District's right to accept or reject nonresident students who seek to enroll in the District pursuant to a non-resident tuition agreement and in compliance with Minnesota Statutes section 124D.08.

The motion for the adoption of the foregoing Resolution was duly seconded by

Member Bergman

thereof:

and upon a vote being taken thereon, the following voted in favor:

Ankrum, Bergman, Carlson, Kloefer, and Johnson

And the following voted against the same:

None

Whereupon said Resolution was declared duly passed and adopted.

A handwritten signature in cursive script, reading "Benjamin P. Morse", is written over a horizontal line.

Board Clerk

Member Bergman introduced the following Resolution and moved its adoption:

**RESOLUTION LIMITING OPEN ENROLLMENT AND ADOPTING STANDARDS
FOR ACCEPTING AND REJECTING OPEN ENROLLMENT APPLICATIONS**

WHEREAS, pursuant to Minnesota Statutes section 124D.03, subdivisions 2 and 6, the Board may reject applications for enrollment based on the number of students in a particular grade level if the Board adopts a resolution limiting the number of nonresident students enrolling at that grade level to a number that is not less than the lesser of one percent of the total enrollment at that grade level in District 100, or the number of District 100 residents at that grade level who are enrolled in a nonresident district under the Enrollment Options Act; and

WHEREAS, the School Board considers pre-kindergarten instructional programs that are provided as part of a free public education to be a grade level for purposes of Minnesota Statutes section 124D.03, subdivisions 2 and 6;

BE IT RESOLVED by the School Board of Independent School District No. 100, Wrenshall as follows:

1. For the 2024-2025 school year, the number of nonresident students who may enroll under the Enrollment Options Program in Grade Four (4) may not cause the total enrollment in Grade Four (4) to exceed 25 students. This restriction shall not be applied in a manner that limits the number of nonresident students who may enroll under the Enrollment Options Program in Grade Four (4) to less than one percent (1%) of the total enrollment in Grade 4 in District 100, or the number of District 100 residents in Grade Four (4) who are enrolled in a nonresident district under the Enrollment Options Act, whichever is less.
2. In accordance with Minnesota Statutes section 124D.03, subdivision 2(b), the Superintendent or his/her designee must report to the Minnesota Department of Education (MDE) on the number of nonresident students who are denied admission as a result of the limitations established in the first paragraph of this Resolution. The report must be submitted to the MDE by July 15, 2025.
3. This Resolution is not intended to impact the School District's right to accept or reject nonresident students who seek to enroll in the District pursuant to a non-resident tuition agreement and in compliance with Minnesota Statutes section 124D.08.

The motion for the adoption of the foregoing Resolution was duly seconded by

Member Kloepfer

thereof:

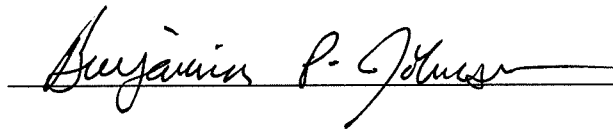
and upon a vote being taken thereon, the following voted in favor:

Ankrum, Bergman, Carlson, Kloepfer, and Johnson

And the following voted against the same:

None

Whereupon said Resolution was declared duly passed and adopted.

A handwritten signature in cursive script, reading "Benjamin P. Johnson", is written over a horizontal line.

Board Clerk

Member Ankrum introduced the following Resolution and moved its adoption:

**RESOLUTION LIMITING OPEN ENROLLMENT AND ADOPTING STANDARDS
FOR ACCEPTING AND REJECTING OPEN ENROLLMENT APPLICATIONS**

WHEREAS, pursuant to Minnesota Statutes section 124D.03, subdivisions 2 and 6, the Board may reject applications for enrollment based on the number of students in a particular grade level if the Board adopts a resolution limiting the number of nonresident students enrolling at that grade level to a number that is not less than the lesser of one percent of the total enrollment at that grade level in District 100, or the number of District 100 residents at that grade level who are enrolled in a nonresident district under the Enrollment Options Act; and

WHEREAS, the School Board considers pre-kindergarten instructional programs that are provided as part of a free public education to be a grade level for purposes of Minnesota Statutes section 124D.03, subdivisions 2 and 6;

BE IT RESOLVED by the School Board of Independent School District No. 100, Wrenshall as follows:

1. For the 2024-2025 school year, the number of nonresident students who may enroll under the Enrollment Options Program in Grade Five (5) may not cause the total enrollment in Grade Five (5) to exceed 25 students. This restriction shall not be applied in a manner that limits the number of nonresident students who may enroll under the Enrollment Options Program in Grade Five (5) to less than one percent (1%) of the total enrollment in Grade Five (5) in District 100, or the number of District 100 residents in Grade Five (5) who are enrolled in a nonresident district under the Enrollment Options Act, whichever is less.
2. In accordance with Minnesota Statutes section 124D.03, subdivision 2(b), the Superintendent or his/her designee must report to the Minnesota Department of Education (MDE) on the number of nonresident students who are denied admission as a result of the limitations established in the first paragraph of this Resolution. The report must be submitted to the MDE by July 15, 2025.
3. This Resolution is not intended to impact the School District's right to accept or reject nonresident students who seek to enroll in the District pursuant to a non-resident tuition agreement and in compliance with Minnesota Statutes section 124D.08.

The motion for the adoption of the foregoing Resolution was duly seconded by
Member Kloepfer

thereof:

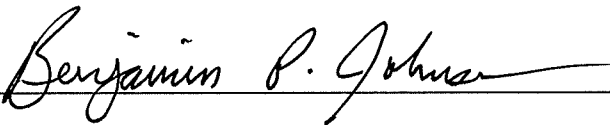
and upon a vote being taken thereon, the following voted in favor:

Ankrum, Bergman, Carlson, Kloepfer, and Johnson

And the following voted against the same:

None

Whereupon said Resolution was declared duly passed and adopted.

_____

Board Clerk

Member Kloepfer introduced the following Resolution and moved its adoption:

**RESOLUTION LIMITING OPEN ENROLLMENT AND ADOPTING STANDARDS
FOR ACCEPTING AND REJECTING OPEN ENROLLMENT APPLICATIONS**

WHEREAS, pursuant to Minnesota Statutes section 124D.03, subdivisions 2 and 6, the Board may reject applications for enrollment based on the number of students in a particular grade level if the Board adopts a resolution limiting the number of nonresident students enrolling at that grade level to a number that is not less than the lesser of one percent of the total enrollment at that grade level in District 100, or the number of District 100 residents at that grade level who are enrolled in a nonresident district under the Enrollment Options Act; and

WHEREAS, the School Board considers pre-kindergarten instructional programs that are provided as part of a free public education to be a grade level for purposes of Minnesota Statutes section 124D.03, subdivisions 2 and 6;

BE IT RESOLVED by the School Board of Independent School District No. 100, Wrenshall as follows:

1. For the 2024-2025 school year, the number of nonresident students who may enroll under the Enrollment Options Program in Grade Six (6) may not cause the total enrollment in Grade Six (6) to exceed 25 students. This restriction shall not be applied in a manner that limits the number of nonresident students who may enroll under the Enrollment Options Program in Grade Six (6) to less than one percent (1%) of the total enrollment in Grade Six (6) in District 100, or the number of District 100 residents in Grade Six (6) who are enrolled in a nonresident district under the Enrollment Options Act, whichever is less.
2. In accordance with Minnesota Statutes section 124D.03, subdivision 2(b), the Superintendent or his/her designee must report to the Minnesota Department of Education (MDE) on the number of nonresident students who are denied admission as a result of the limitations established in the first paragraph of this Resolution. The report must be submitted to the MDE by July 15, 2025.
3. This Resolution is not intended to impact the School District's right to accept or reject nonresident students who seek to enroll in the District pursuant to a non-resident tuition agreement and in compliance with Minnesota Statutes section 124D.08.

The motion for the adoption of the foregoing Resolution was duly seconded by

Member Bergman

thereof:

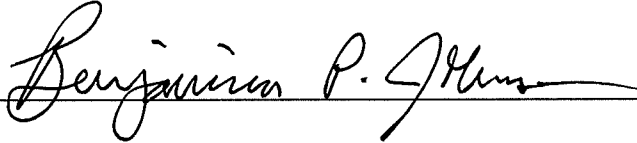
and upon a vote being taken thereon, the following voted in favor:

Ankrum, Bergman, Carlson, Kloepper, and Johnson

And the following voted against the same:

None

Whereupon said Resolution was declared duly passed and adopted.

A handwritten signature in cursive script, reading "Benjamin P. Johnson", is written over a horizontal line.

Board Clerk



WRENSHALL PUBLIC SCHOOLS

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

Dear Carlton School Board,

Thank you for your prompt response. We very much want to get the full boards together as soon as possible. The date you proposed is our July business meeting which we hold in Holyoke every year and is important to our board. The Consolidation Team agreed to a neutral site for the first meeting, so we propose the board chairs work to find a date that works for both boards and to secure an off-site meeting location. Your board chair can reach out to me via the method you are most comfortable to get this meeting scheduled.

We too are committed to a smooth transition and are in need of several positions for FY 2025. Sharing these positions would be an exciting move forward and an excellent pilot of Carlton's proposed transition plan that was sent to Wrenshall's board May 14th, 2024. As such, we accept your offer to purchase the following services from Carlton July 1st, 2024 - June 30th, 2025.

- Community Ed Director: 3 hours per week training our Community Ed Coordinator
- Buildings and Grounds Supervisor: 10 Hours Per Week
- Athletic Director + Raptors Administrative Host

We need to make movement on these positions quickly, so if we do not have shared service agreements by June 18th, we will move to fill the positions ourselves. If we are unable to meet these timelines this year, we can reconsider sharing these positions in the future.

We again reaffirm our commitment to the students and moving this process forward for them.

We look forward to working closer with you!

Sincerely,

Mary Carlson

on behalf of the Wrenshall School Board

Q-Comp End of Year Actual Budget 2023-24						
6.1 Career Ladder Expenditures						
	Number of Positions	Gross Pay Per Position	Take Home Pay per Position	Total	Total Benefits	Total Plus Benefits
Quality Oversight	3	\$962.46	\$800.00	\$2,887.38	\$487.39	\$3,374.77
PLC Team Facilita	8	\$360.92	\$300.00	\$2,887.36	\$487.39	\$3,374.75
Mentors (1st Year)	6	\$481.23	\$400.00	\$2,887.38	\$487.39	\$3,374.77
Mentors (2nd and 3rd Year)	4	\$421.08	\$350.00	\$1,684.32	\$284.31	\$1,968.63
Data Analyst	1	\$481.23	\$400.00	\$481.23	\$81.23	\$562.46
Professional Development	2	\$481.23	\$400.00	\$962.46	\$162.46	\$1,124.92
Total: Career Ladder Expenditures						\$13,780.30
6.2 Other Career Ladder Expenditures						
	Number of Hours	Gross Pay Per Position	Take Home Pay per Position	Total	Total Benefits	Total Plus Benefits
Quality Oversight Extra Hours	9.5	\$34.50	\$28.67	\$327.75	\$55.32	\$383.07
Total: Other Career Ladder Expenditures						\$383.07
6.3 Job-Embedded Professional Development Expenditures						
	Number	Gross Pay Per Position	Take Home Pay per Position	Total	Total Benefits	Total Plus Benefits

Total: Job-embedded Professional Development						\$0.00
6.4 Teacher Evaluation/Observation Expenditures						
	Number of Positions	Gross Pay Per Position	Take Home Pay per Position	Total	Total Benefits	Total Plus Benefits
Extended Time--Staff using prep time for peer/mentee observations)	43	\$34.50	\$28.68	\$1,483.50	\$250.41	\$1,733.91
Substitute Pay for Observations (Three Full-Day Subs for Each Observation Cycle in Elem.)	0	\$150.00	\$124.68	\$0	\$0.00	\$0.00
Total: Teacher Evaluation/Observation Expenditures						\$1,733.91
6.5 Performance Pay						
	Number of Positions	Gross Pay Per Position	Take Home Pay per Position	Total	Total Benefits	Total Plus Benefits
School-wide Student Measures of Student Learning	16	\$240.62	\$200.00	\$3,849.92	\$649.87	\$4,499.79
Measures of Student Learning	31	\$1,323.39	\$1,100.00	\$41,025.09	\$6,925.04	\$47,950.13
Measures of Student Learning	1	\$1,158.39	\$962.85	\$1,158.39	\$195.54	\$1,353.93
Individual Teacher	32	\$451.15	\$375.00	\$14,436.80	\$2,436.93	\$16,873.73
Total: Performance Pay						\$70,677.57

6.6 Other Program Costs (optional)						
						Cost
PLC Resource Materials (Books and Other Media at \$50 per Educator)	9		\$30.00	\$270		\$270.00
Other Program Costs: Miscellaneous Program Supplies						
Total Cost: Other Program Costs						\$270.00
6.7 Total Expenditures			Total Expenditures \$86,844.86			
6.8 Revenue Source						
	Number of Students	Amount per Student				Cost
Q Comp Funding--State Aid						\$58,981.00
Board Approved Levy						\$31,759.00
Total Revenue						\$90,740.00
					22-23 End Balance	\$11,171.28
					Balance + Revenue	\$101,911.28
					23-24 Total Expenditures	\$86,844.86
					23-24 Rollover	3,895.14
					Restricted Fund Balance E	\$15,066.42

Q-Comp Projected Budget 2023-24						
6.1 Career Ladder Expenditures						
	Number of Positions	Gross Pay Per Position	Take Home Pay per Position	Total	Total Benefits	Total Plus Benefits
Quality Oversight	3	\$962.46	\$800.00	\$2,887.38	\$487.39	\$3,374.77
PLC Team Facilita	8	\$360.92	\$300.00	\$2,887.36	\$487.39	\$3,374.75
Mentors (1st Year)	6	\$481.23	\$400.00	\$2,887.38	\$487.39	\$3,374.77
Mentors (2nd and 3rd Year)	4	\$421.08	\$350.00	\$1,684.32	\$284.31	\$1,968.63
Data Analyst	1	\$481.23	\$400.00	\$481.23	\$81.23	\$562.46
Professional Development	2	\$481.23	\$400.00	\$962.46	\$162.46	\$1,124.92
Total: Career Ladder Expenditures						\$13,780.30
6.2 Other Career Ladder Expenditures						
	Number of Hours	Gross Pay Per Position	Take Home Pay per Position	Total	Total Benefits	Total Plus Benefits
Quality Oversight Extra Hours	15	\$34.50	\$28.67	\$517.50	\$87.35	\$604.85
Total: Other Career Ladder Expenditures						\$604.85
6.3 Job-Embedded Professional Development Expenditures						
	Number	Gross Pay Per Position	Take Home Pay per Position	Total	Total Benefits	Total Plus Benefits

Total: Job-embedded Professional Development						\$0.00
6.4 Teacher Evaluation/Observation Expenditures						
	Number of Positions	Gross Pay Per Position	Take Home Pay per Position	Total	Total Benefits	Total Plus Benefits
Extended Time--Staff using prep time for peer/mentee observations)	66	\$34.50	\$28.68	\$2,277.00	\$384.36	\$2,661.36
Substitute Pay for Observations (Three Full-Day Subs for Each Observation Cycle in Elem.)	0	\$150.00	\$124.68	\$0	\$0.00	\$0.00
Total: Teacher Evaluation/Observation Expenditures						\$2,661.36
6.5 Performance Pay						
	Number of Positions	Gross Pay Per Position	Take Home Pay per Position	Total	Total Benefits	Total Plus Benefits
School-wide Student Measures of Student Learning	32	\$240.62	\$200.00	\$7,699.84	\$1,299.73	\$8,999.57
Measures of Student Learning	32	\$1,323.39	\$1,100.00	\$42,348.48	\$7,148.42	\$49,496.90
Individual Teacher	32	\$451.15	\$375.00	\$14,436.80	\$2,436.93	\$16,873.73
Total: Performance Pay						\$75,370.21
6.6 Other Program Costs (optional)						

						Cost
PLC Resource Materials (Books and Other Media at \$50 per Educator)	33		\$30.00	\$1,050		\$1,050.00
Other Program Costs: Miscellaneous Program Supplies						
Total Cost: Other Program Costs						\$1,050.00
6.7 Total Expenditures			Total Expenditures \$93,466.72			
6.8 Revenue Source						
	Number of Students	Amount per Student				Cost
Q Comp Funding--State Aid						\$58,981.00
Board Approved Levy						\$31,759.00
Total Revenue						\$90,740.00
					22-23 Rollover	\$11,171.28
					Rollover + Revenue	\$101,911.28
					23-24 Total Expenditures	\$93,466.72
					Remaining Restricted Fund Bal	\$8,444.56



Jeff Pesta <jpesta@isd100.org>

Q-Comp District Site Goal Numbers

1 message

THERESA VERMEERSCH <tvermeersch@isd100.org>

Thu, Nov 16, 2023 at 8:21 AM

To: Elementary Teachers <elementary@isd100.org>, High School Teachers <highschool@isd100.org>

Hello all,

Here is what our district site-goal numbers are:

Elementary Goal:

The percentage of all students in grades K-6 at Wrenshall School who Meet or Exceed on MCA Math test will increase from 30.23% in Spring 2023 to 32.23% in Spring 2024.

High School Goal:

The percentage of all students in grades 7-10 at Wrenshall School who Meet or Exceed on the MCA Math test will increase from 28.57% in Spring 2023 to 31.57% in Spring 2024.

Mrs. Theresa Vermeersch

Check out my classroom projects!

<https://www.donorschoose.org/Mrs.Vermeersch>

May 30, 2024

To: Wrenshall Board of Education

From: Michele Carlson: Director of Community Education
Katie Beck Community Education Coordinator

RE: Proposed rate addition for Wrens Club Wrap Around child care

Due to the continued lack of students to participate in 5 days per week of pre-K child care, we would like to propose a rate for care for our Little Wrens students who attend 3 days per week of all day Pre-K programming.

Proposed: People may choose one of the following options.

\$75= 2 days of wrap around care Tuesday/Thursday. This is consistent with our rate for Tu/Th 3 year old wrap around care.

\$24= 3 days of before & after school care. (\$8 per day rate is consistent with our 5 day rate for School age students)

\$95 per 5 day week. Price break of \$4 weekly for 5 day use of the program.

Weekly rates bring more predictable costs to families allowing them to flex money with their employers more easily.

Building a budget to provide a quality program becomes possible with the stability of consistent weekly payments.



Melanie A. Hummel, Ed.S.

Hummel814@aol.com

304/280-6249

7862 W. Irlo Bronson Hwy., #200

Kissimmee, FL 34747

May 3, 2024

Submitted Electronically

To Michelle Blanchard:

PROPOSAL FOR 2024-2025 SCHOOL YEAR

Thank you for the opportunity to provide a proposal for School Psychology services for the 2024-25 school year as an independent contractor. Based upon an analysis of costs for materials and necessary expenses, here is my proposal:

Wrenshall Schools would pay the following:	
Flat Rate Fee Per Evaluation (to include completion of evaluation plan PWN, all necessary assessments, record review, interpretation and report writing, and entry of results into SPED Forms)	\$750 per student
Hourly Fee for Meetings and any requested consultation/training	\$75 per hour (billed in quarter hour increments)
Fixed Expenses for Wrenshall school's access to testing platforms, testing protocols/response books, rating scales, and scoring platforms	\$300 per month paid from September through May (\$3000 total)

In addition, **Wrenshall Schools agrees to:**

Make available a school employee to serve as a point of contact for scheduling student assessments and as an onsite support person during test administration (position currently held by Kaila Hlava)

Pay monthly invoices in a timely manner (within 30 days of submission)

Melanie Hummel, Ed.S., School Psychologist, agrees to:

Complete all student evaluations in a timely manner (within timelines established by the state Minnesota) unless extenuating circumstances arise.

Attend all Child Study Team Meetings, Evaluation Results meetings, and IEP meetings as needed by Wrenshall Schools unless extenuating circumstances arise.

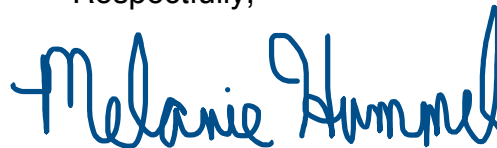
Maintain State of Minnesota Educator Licensure as a School Psychologist (License #1001916, currently valid through 6/30/2025)

Maintain Professional Liability Insurance (\$1,000,000/\$3,000,000 limits)

Provide monthly itemized billing invoices to Wrenshall Schools at the end of each month

Again, thank you for the opportunity to provide this proposal. I am happy to answer any questions that you may have.

Respectfully,

A handwritten signature in blue ink that reads "Melanie Hummel". The signature is written in a cursive, flowing style with a large initial "M".

Melanie Hummel, Ed.S.

2024-2025
CONTRACT FOR SPEECH LANGUAGE THERAPIST

THIS INDEPENDENT CONTRACTOR AGREEMENT entered into this ____ day of _____, 20____ by and between Wrenshall ISD #100 (herein referred to as the District) and Wiediger Speech and Language Services, LLC (herein referred to as the Contractor), with an office at 210 East Locust Street, Duluth, MN 55811, for the purpose of setting forth the exclusive terms and conditions by which Wrenshall ISD #100 desires to acquire Wiediger Speech and Language Services, LLC's services.

In consideration of the mutual obligations specified in this Agreement, the parties, intending to be legally bound hereby, agree to the following:

1. Services. The District retains and the Contractor agrees to perform for the District:

- 1. Speech therapy to meet the needs of students with disabilities, as defined under the Individuals with Disabilities Education Act as deemed necessary by the child study process and documented in the students' Individual Education Plans (IEP), Individual Family Service Plans (IFSP), or Individual Interagency Intervention Plans (IIIP).**
- 2. Evaluations, evaluation reports and creation of IFSPs and IEPs for students who meet entrance eligibility criteria for speech and language disorders.**
- 3. Provide services that are necessary for the students(s) to make progress on IEP, IFSP, or IIIP goals and/or access the general education curriculum.**
- 4. Billing of Medical Assistance for those students receiving Medical Assistance.**

Whereas, the Contractor is duly qualified to perform these services and whereas personnel will hold appropriate licensure by MN Professional Educator Licensing and Standards Board for the necessary service for which they provide. If neither issue a license for the necessary service, the professionals will be members of good standing in their professional organization. Furthermore, a copy of the licensure or appropriate board certification for each person who will be providing services will be submitted to the district prior to the initiation date of the contract and on an annual basis thereafter. NOW, THEREFORE, the parties agree as follows:

- 1. The Contractor shall provide a licensed speech language therapist upon mutual agreement between parties, to meet the objectives stated above.**
- 2. The Contractor shall provide services to students with disabilities as defined**

in the Individuals with Disabilities Education Act.

- 3. Services will be provided in an environment (classroom, facility in the district buildings or in students' home, or students' childcare environments) that is essentially equivalent to the regular education program.**
- 4. The District shall provide an atmosphere conducive to learning and shall meet the needs of the students' special physical, sensory and emotional needs.**
- 5. Starting August 26, 2024 the Contractor will provide 40 hours per week of speech therapy @ \$88.00 per hour. Estimated contract total is \$121,088.00**
- 6. The Contractor will submit billings on a monthly basis which will reflect service hours by date, initials of students served, the name of the therapist providing the service, total number of service hours provided for the month.**
- 7. The District shall make payments for services based upon receipt of invoice.**
- 8. The Contractor shall maintain appropriate liability coverage commensurate with the services provided and submit a copy of the policy upon request to the District.**
- 9. This agreement shall be in force from Aug 26, 2024 through June 3, 2025. Either party shall provide a written notice regarding reduction/discontinuation of services hours with a 30-day written**

notice. 2. Independent Contractor:

- 1. The District and Contractor expressly agree and understand that the Contractor is an independent contractor and nothing in this Agreement shall be construed in any way or manner, to create between them a relationship of employer and employee, principal and agent, partners or any other relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of the Agreement. Accordingly, Contractor acknowledges that Contractor and Contractor's Employees are not eligible for any of the District's benefits, including, but not limited to, health insurance or retirement plans.**

3. General:

This Agreement does not create an obligation on the District to continue to retain Contractor beyond this Agreement's termination. This Agreement may not be changed unless mutually agreed upon in writing by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Independent Contractor Agreement.

—

Date:_____

Signed by: Signed by:

—

- 3 -

Wrenshall ISD #100
207 Pioneer Drive
Wrenshall, MN 55797

By:_____

Title:_____

Date:_____

Wiediger Speech and Language Services,
LLC Speech Language Therapist
210 East Locust Street
Duluth, MN 55811
joleekw@wiedigerspeech.org
(218) 591-6752

By:_____



To: ARCC Member Superintendents

From: Cindy Lee Olson, Executive Director

Subject: 2024-2025 Membership Renewal

Date: May 24, 2023

The ARCC Governance Board recently approved our Fiscal Year (FY) 2024-2025 budget and fee structure. As always, our goal in setting fees is to develop a structure that enables us to maintain the consistent reliable support that you expect from ARCC with minimal changes from year to year.

The following were considerations in setting Fiscal Year 2024-2025 membership fees:

- After the cyber attack, all SMART databases were moved to cmERDC for secure hosting. The cost per database is \$2,385 annually. For our cooperative and joint power organizations, this means we had to increase your Base Membership fee in order to cover those direct costs.
- Your ARCC fees include SMART Software, software enhancements, software training and day to day software support.
- ARCC dues are based on adjusted (weighted) pupil units (APU), and our membership experienced an overall decrease of 233.22 APU, which is -.78%.
- This year, salaries and benefits are 60% of our budget. We work hard to hire and retain quality staff to ensure the quality of service we provide continues.
- We are working with our attorneys to develop policies and procedures. This is a direct result of our cyber attack and not covered by insurance. It is estimated this will cost us \$45,000 this year.
- Facility costs are 12.3% of our budget, this includes lease and utility costs.
- Professional Services are 11.9% of our budget. This includes costs to maintain and improve SMART Finance and SMART HR/Payroll software functionality, licensing,

updates, training and support on all modules; through a partnership with four other regional management information centers.

- A major portion of your ARCC bill may be charged to your Operating Capital fund.
- A minor portion of your ARCC bill is recoverable through State Telecom Equity Aid.

In addition to establishing our budget and fee structure in May, the ARCC Governance Board makes decisions on our service model. The following is a brief summary of some of those recent decisions:

- We continue to support districts who use both Infinite Campus and PowerSchool Student Information Systems. This will include support for MARSS, EdFi, MCCC, CRDC and other mandated reporting requirements. It can also include things like training, database hosting and backups, if districts desire that service.
- Many districts receive "Lack of Segregation" audit findings. Outsourcing bank statement reconciliations can help with that finding. It also keeps the district up to date on reconciliations during the year, which is also a common audit finding. The cost of this service is \$100 an hour.
- In the past we have assisted districts when they have an emergency, sudden turnover, or just need help with a project. The cost for this service is \$125 per hour. This would not include any work we do as a part of training your employees as that is included in your membership billing. It is only for when we are doing the project from start to finish for the district. This service can be limited due to available staffing resources at ARCC.
- We continue to support districts in applying for E-Rate and Telecom Equity Aid funding.

Please feel free to call me at 218-723-1700 x101 (or my cell 218-591-6317) if you have any questions or concerns about your ARCC services, invoice or service model additions. I am also able to meet with your Board if they have questions about ARCC services. Please let me know if you would like me to schedule a visit.

If you plan to make a change in the services you receive, contact us so we may provide you with a revised contract and invoice.

The membership renewal packet is being sent electronically by email this year. The packet includes the following documents to process:

Specific Services Contract – please have your board approve and the clerk sign. Please return a copy of the signed document by email to kburn@arcc.org.

Dues Invoice – please process payment of the enclosed Invoice. Copies will not be sent by U.S. mail.

ARCC staff and I look forward to supporting the vital work you all do!

I would like to recognize and thank the ARCC Governance Board Members for their guidance over the past year(s). The current ARCC Board members are as follows:

2025 ARCC Governance Board Members

School Board Members

Mark Meyer – Hill City
Barb Kalmi – Nashwauk
Bob Rahja – Chisholm
Tim Riordan – Rock Ridge

Superintendents

Richard Aldrich – Hibbing
Reggie Engebretson – Mt Iron
Peter Hardy – Nett Lake
Dan Stifter – Aitkin

Business Managers

Steve Anderson – Proctor
Jennifer Drotts – Deer River/IASC

Instructional Management

Sheri Sanberg – Aitkin

Enclosures:

Summary of ARCC Services
Historical 5-Year Fee Comparison
Fee Legend
Statistic and Fee Change Analysis
Membership Dues Invoice (Also sent to your accounts payable department)

Separate File to Execute and Return to ARCC:

Specific Services Contract (Sign and return a copy to Kara Burn at ARCC,
kburn@arcc.org)



2024-2025 Summary of Services

ARCC has been providing administrative support and data processing services for the use of our member districts since 1975. This document describes the services we currently provide.

ARCC is governed by a board comprised of four (4) Superintendents, two (2) Business Managers, four (4) District School Board Members and one (1) district representative from the Instructional Management area. The Board uses survey data from our 30 member districts to determine what service we provide. We encourage you to communicate with us throughout the year with suggestions on services you feel would assist you in the efficient operation of your district or cooperative.

Finance

- 1) **SMART Finance Software Development, Training, Support and Processing** – SMART Finance is the software used to record financial data by the members of five RMIC's (Regional Management Information Center). We cooperatively invest in the development of SMART Finance software. We provide day-to-day application support, ongoing training for users, process application software upgrades, perform database upgrades and nightly backups, etc. We also write custom reports for districts to assist in reporting financial information.
- 2) **Uniform Financial Accounting and Reporting Standards (UFARS) Training, Support, Editing and Reporting** – UFARS changes annually to meet both state and federal reporting requirements. We provide UFARS training for district staff and respond to questions as new or unique situations come up in the districts. At the end of the fiscal year we edit district account structure, cleanup errors and submit district UFARS files to MDE. We monitor reporting status to ensure that deadlines are met. We also provide representation on the UFARS Advisory Committee at the Minnesota Department of Education (MDE).
- 3) **Funding and Management Training** – We provide a series of training sessions addressing funding and financial management issues. Some sessions award professional development CEU credits/clock hours for Superintendents and Business Managers. Sessions include:
 - Business Manager Brainstorm Meetings
 - Profiles Review
 - Legislative Update
 - Levy Review
 - Truth in Taxation
 - Fiscal Year-End UFARS Workshop (big book)
 - Fiscal Year-End SMART Finance Workshop (little book)
 - School Finance 101 for Principals and New Superintendents
 - SMART Finance Group & Individual Training, this year highlighting:
 - Requisition approval functionality in SMART eR
 - Assigning permissions for requisitions to staff based on allowable account codes

- Regular learning sessions and demonstrations on SMART functionality including sessions on document management, exporting files to Excel without losing formatting and more
- New Business Manager Group & Individual Training
- Open Lab Work Days – to work individually with districts on the following:
 - Budget Assistance
 - Property Tax and State Aids Year-End Reconciliation Assistance
 - Audit Preparation
 - Cares Act, ESSER, GEER funding
 - Applying for E-Rates

4) **Miscellaneous Finance Support**

- **IRS Form 1099** - We answer questions, provide editing and training on filing IRS form 1099's, and submit the files electronically to the IRS.
- **Legislative Support** – We work closely with member districts as they craft their legislative initiatives and work with regional lobbyists as they lobby for these initiatives. During the legislative session we respond to numerous requests to analyze the impact of legislation on member districts.
- **Audit Assistance** – ARCC can assist districts with audit workpapers, this is most likely to happen when there is turnover in the Business Manager position.
- **Budget Review** – ARCC will review district budgets for reasonableness upon request.
- **Bank Reconciliation** – ARCC can provide districts with segregation of duties and reconcile bank statements. This also provides districts with timely reconciliation which can also be an audit finding. This supplemental service is billed at an hourly rate of \$100 per hour.
- **Shared Business Manager Services** – Districts can purchase available time to perform business manager functions which supplement district finance staff. This service can be used by districts during times of staff turnover, emergency or for large projects. Another request is to provide accounts payable processing in response to an emergency. These supplemental services are billed at an hourly rate of \$125 plus travel to a district site. This can be limited by ARCC's available staff resources.
- **Interview Assistance** – ARCC has a repository of interview questions and interview/selection scoring rubrics to assist districts in hiring for key administrative positions. Upon request, ARCC staff may also participate in the interview process.

PAYROLL

- 1) **SMART Payroll/HR Software Development and Support** – Similar to SMART Finance, we cooperatively invest in the development of SMART Payroll/HR. The software and district databases reside on ARCC maintained servers. We perform all application software upgrades, database upgrades and nightly backups of district databases, etc. We update tax tables and ensure that our system remains compliant with all state and federal laws. We provide in-depth application training, support and assistance for users, including setup of initial school year and year-end payoff payrolls.
- 2) **Staff Automated Reporting (STAR) Training, Support, Editing and Reporting** – As with UFARS, we provide district payroll staff with STAR training and field calls regarding new or unique situations. We edit district data, assist with clean up, and submit files semi-annually to MDE. We monitor STAR deadlines and coordinate regional STAR training with MDE.

- 3) **Payroll Processing** – We process, print and distribute all regular, special and payoff payrolls, including requested reports. We also submit the payroll files to outside agencies, including:
- Teachers Retirement Association (TRA)
 - Public Employees Retirement Association (PERA)
 - ACH (Direct Deposits), Quarterly Wage and Hour Report (MN Dept. of Economic Security)
 - W-2 Reporting (printing of forms and submission of files to the Social Security Administration and the Department of Revenue for Minnesota and Wisconsin)
 - IRS 1095 printing and submissions
 - New hires for the state's child support enforcement division
 - Annual wage audit reports for submission to workers' compensation insurance companies
- 4) **Training** – ARCC staff provide the following training opportunities:
- Fiscal Year End (spring)
 - SMART data for STAR Reporting (fall/winter)
 - Calendar Year End (late fall)
 - SMART HR 101 (year-round)
 - Budgeting Salaries and Benefits using SMART HR (year-round)
 - ACA Reporting Work Days (year-round)
 - TimeTracker (time clock system)
 - SMART New Module, this year highlighting:
 - Electronic certifications (employee assignments)
 - Electronic document storage and signing
 - Employees given the ability to change W4 and Direct Deposit accounts through eR
 - More onboarding options
 - Leave request/approval system
 - Ability to process employee reimbursements through eR
 - COBRA management
 - Veritime integration (year-round)
 - Wage Statement Work Days (year-round)
 - Earned Sick and Safe Time.
 - On the slate for programming – Sub Calling System in SMART.
- 5) **OPEB Reporting** – ARCC staff work with district staff in extracting information from SMART HR in a standard format that allows an actuary to perform Other Post Employment Benefit analysis more efficiently. This helps limit your actuary fees.
- 6) **Affordable Care Act (ACA)** – The SMART HR/Payroll application complies with ACA requirements. ARCC staff work with district payroll staff to update files and generate required reports.
- 7) **Wage Statements** – The SMART HR/Payroll application complies with MN Department of Labor requirements. ARCC staff work with district payroll staff to generate required information to their employees on both their paychecks and Wage Statements.

STUDENT

- 1) **Minnesota Automated Reporting Student System (MARSS) and EdFi Training, Support, Editing and Reporting** – We provide district student staff with MARSS and EdFi training, field calls as new or unique situations arise, day-to-day phone support and offer district on-site visits. We work closely with district MARSS staff in regards to the editing of MARSS data, error corrections and the timely submission of files to MDE. We also coordinate a regional MARSS session with MDE staff.
- 2) **Minnesota Common Course Catalogue (MCCC)** – In partnership with MDE, ARCC provides training for districts on the MCCC and also assist them in getting their MCCC data correctly entered into Infinite Campus and subsequently submitted to MDE.
- 3) **Infinite Campus Installation, Conversion, Support and Processing** – Infinite Campus is the core student information system that ARCC supports. We provide day to day phone and email support; custom report writing and will schedule district site visits for in depth administrative support and training.
- 4) **Training** – ARCC offers targeted training for Infinite Campus users:
 - On Site Teacher Training (Must be scheduled in advance, cannot be scheduled the last two weeks of August and first two weeks of September)
 - Scheduling One on One (year-round)
 - Ad Hoc Report Writing Workshop (January)
 - Campus User Group (April and November)
 - Free and Reduced Lunch Application Management (August)
 - Week Long Infinite Campus Refresher (June)
 - Point of Sale Cashier Training (August)
 - School Nurse Training (year-round)
 - MARSS (October)
 - Academic Planning
 - Course Scheduling
 - Teacher Tools/Engagement Check In
 - School Store and Activity Registration
 - Enhanced Survey Tools
 - School Counselor Training (year-round)
 - Messenger with Voice Module (year-round)
 - Electronic Payment Module (year-round)
 - Ed-Fi Conversion (spring)
- 5) **Power School Support and Training** – Districts who are currently using the Power School Student Information System can get day to day support and training of new staff. The service would cover EdFi conversion assistance, assistance with MCCC and CRDC as well as database hosting and backups.
- 6) **Civil Rights Data Collection** – Annually the federal government requires districts to submit data regarding compliance with various civil rights laws. ARCC provides Infinite Campus report templates that districts can customize to complete these reports. This would also be an option for any other data requested.
- 7) **Survey Services** – From time to time district administration wants to survey other districts in the area to see how they are handling a specific issue or to find out what regional compensation

looks like for certain groups. ARCC works with the district wanting the data, creates a survey using Google Sheets and shares that survey with the impacted group. Some surveys are updated annually based on district need. A list of all surveys is maintained and made available upon request.

- 8) **Data** – Working with Infinite Campus and using Campus Learning, ARCC will coordinate automatic data transfer with third party vendors.

OTHER / MISCELLANEOUS

- 1) **E-Mail Service** – ARCC maintains an email server that member districts can use. We have built a number of group e-mail accounts, or “aliases”, that allow customers to use a single e-mail address to contact a specific group of ARCC members. The following is a list of our group e-mail addresses:

Superintendents

MASA 26	masa26supers@arcc.org
MASA 27	masa27supers@arcc.org
MASA 28	masa28supers@arcc.org
Region II Superintendents	reg2supersonly@arcc.org
Region II Superintendents & Directors	reg2supersandothers@arcc.org

Principals

NE MN Association of Secondary	nemassp@arcc.org
NE MN Association of Elementary	nemespa@arcc.org

Other

Region II Business Managers	r2busmgr@arcc.org
Region II E-Rate	r2erate@arcc.org
Region II Payroll Coordinators	r2pay@arcc.org
Region II Technology Users Group	tug@arcc.org

- 2) **Summer Superintendent Session** – ARCC hosts a 2-day session for Superintendents that cover relevant topics, school finance, legal issues, etc. ARCC applies for CEU clock hours for Superintendents who attend.
- 3) **Coordination of “Let’s Talk Thursday” Weekly Superintendent Zoom Meetings** – Originally started as a response to Covid, these weekly meetings have become a place to connect with each other and with administrators from school agencies such as the Minnesota School Boards Association, Minnesota Association of School Administrators, Minnesota Rural Education Association and other guests as necessary.
- 4) **Technology Users Group (TUG)** – ARCC coordinates regular meetings of district technology staff. The agenda is driven by member input and provides a professional development segment in the afternoon.
- 5) ****NEW**Executive Assistant Users Group** – ARCC coordinates regular meetings of district executive assists. The agenda is driven by member input and provides a professional development segment in the afternoon.

- 6) **Assistance Obtaining Technology Funding** – ARCC supports districts in applying for E-Rate discounts and we assist districts with finding E-Rate form numbers for their Telecommunication Equity Aid application.
- 7) **Negotiated Group Pricing** – When beneficial for members, ARCC negotiates with vendors to provide group purchasing advantages on administrative software and supplies like checks, labels, payroll forms, etc.
- 8) **Fiscal Agent Services** – ARCC is available upon request to provide fiscal agent services for federal or state projects that serve some or all of our member districts.
- 9) **Miscellaneous Application Service Provider (ASP) Services and Third-Party Integration** – ARCC operates as an ASP for the Finance, Payroll and Student applications. We also work with a number of third-party vendors who integrate with supported software.
- 10) **Miscellaneous Agency Inquiries** – We can provide “anonymous questions” to agencies on behalf of members. This is beneficial when districts are considering different ways of doing things that may not be clearly defined.

GOVERNANCE

Following are the current ARCC Governance Board members and their contact information. These individuals welcome your input. Participation of board members who are users of the services we provide is invaluable; our organization’s success is due greatly to the design of the ARCC Governance Board and the emphasis on representation from districts of all sizes.

Category I: Largest Districts

Tim Riordan School Board Member Rock Ridge ISD #2909 P.O. Box 687, Virginia, MN 55792 218-780-5524 (C) tim.riordan@rrps.org	Richard Aldrich Superintendent Hibbing ISD #0701 800 E 21 st St, Hibbing, MN 55746 218-208-0848 (W) richard.aldrich@isd701.org
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Category II: Mid – Large Districts

Bob Rahja School Board Member Chisholm ISD #0099 405 NW 8 th Street, Chisholm, MN 55719 218-290-4317 (C) brahja@chisholm.k12.mn.us	Dan Stifter Superintendent Aitkin ISD #0001 306 2 nd St NW, Aitkin, MN 56431 218-924-2115 x 3420 (W) dstifter@isd1.org
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Category III: Small – Mid Districts

Barb Kalmi School Board Member Nashwauk/Keewatin ISD #0319 P.O. Box 508, Keewatin, MN 55753	Reggie Engebretson Superintendent Mountain Iron/Buhl ISD #0712 8659 Unity Drive, Mountain Iron, MN 55769
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218-969-2844 (C) bkalmi@isd319.org	218-735-8271 x 1104 (W) rengebritson@isd712.org
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Category IV: Smallest Districts

Mark Meyer School Board Member Hill City ISD #0002 500 Lone, Hill City, MN 55748 218-XXX-XXXX (C) mmeyer@isd002.org	Peter Hardy Superintendent Nett Lake ISD #0707 600 E Harvey, Ely, MN 55731 218-969-1600 (C) phardy@isd707.org
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At Large: District Staff

Sheri Sanbeck Instructional Management Aitkin ISD #0001 306 2 nd St NW Aitkin, MN 56431 218-924-2115 x 3404 ssandbeck@isd1.org	Steve Anderson Business Manager Proctor ISD #0704 131 9 th Ave Proctor, MN 55810 218-628-4934 x 1016 (W) sanderso@proctor.k12.mn.us	Jennifer Drotts Business Manager Deer River ISD #0317 101 First Ave NE Deer River, MN 56636 218-246-3407 (W) jdrotts@isd317.org
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ARCC's Executive Director, Cindy Lee Olson, welcomes questions or comments on any area of service. Ms. Olson's contact information is: E-mail – cindylee@arcc.org, Phone – 218-723-1700 x101 or Cell – 218-591-6317.

Arrowhead Regional Computing Consortium

Statistic and Fee Change Analysis FY 2023-2024 vs 2024-2025

Wrenshall

Statistics	2024-2025	2023-2024	\$ Change	% Change
Adjusted Pupil Units	374.44	397.81	-23.37	-5.87%
Payroll Runs Processed	32	32	0	0.00%
PR Forms Processed	1,989	2,192	-203	-9.26%
Average Daily Membership	340	364	-24	-6.59%

Fee Legend	Unit Measurement	2024-2025	2023-2024	\$ Change	% Change
Base Membership	Per Entity	\$3,500.00	\$3,400.00	\$100.00	2.94%
Membership Dues	Per Adjusted Pupil Unit	\$4.75	\$4.50	\$0.25	5.56%
Finance/UFARS Support	Per Adjusted Pupil Unit	\$15.75	\$15.50	\$0.25	1.61%
Payroll/STAR Support	Per Adjusted Pupil Unit	\$11.75	\$11.50	\$0.25	2.17%
Payroll Runs	Per Payroll Runs Processed	\$55.00	\$55.00	\$0.00	0.00%
Payroll Forms	Per Payroll Forms Processed	\$0.40	\$0.35	\$0.05	14.29%
Infinite Campus/MARSS Support	Per Adjusted Pupil Unit/Min \$5,550 + \$.80 Per APU	\$11.00	\$10.75	\$0.25	2.33%
Other SIS MARSS Support	Per Entity	\$2,450.00	\$2,450.00	\$0.00	0.00%
	Minimum	\$5,550.00	\$5,550.00	\$0.00	0.00%
	Per APU	\$0.80	\$0.75	\$0.05	6.67%

Fees Billed	Unit Measurement	2024-2025	2023-2024	\$ Change	% Change
Base Membership	Per Entity	\$3,500.00	\$3,400.00	\$100.00	2.94%
Membership Dues	Per Adjusted Pupil Unit	\$1,778.59	\$1,790.15	(\$11.56)	-0.65%
Finance/UFARS Support	Per Adjusted Pupil Unit	\$5,897.43	\$6,166.06	(\$268.63)	-4.36%
Payroll/STAR Support	Per Adjusted Pupil Unit	\$4,399.67	\$4,574.82	(\$175.15)	-3.83%
Payroll Runs	Per Payroll Runs Processed	\$1,760.00	\$1,760.00	\$0.00	0.00%
Payroll Forms	Per Payroll Forms Processed	\$795.60	\$767.20	\$28.40	3.70%
Infinite Campus/MARSS Support	Per Adjusted Pupil Unit/Min \$5,550 + \$.75 Per APU	\$5,822.00	\$5,848.36	(\$26.36)	-0.45%
Other SIS MARSS Support	Per Entity	\$0.00	\$0.00	\$0.00	N/A

Total		\$23,953.29	\$24,306.59	(\$353.30)	-1.45%
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Analysis of Fee Changes	2024-2025	2023-2024	\$ Change	% Change
Fees Charged per Entity	\$3,500.00	\$3,400.00	\$100.00	2.94%
Fees Charged on Pupil Units	\$17,897.69	\$18,379.39	(\$481.70)	-2.62%
Fees Charged on Payroll Usage	\$2,555.60	\$2,527.20	\$28.40	1.12%
Total Fee Change	\$23,953.29	\$24,306.59	(\$353.30)	-1.45%



SPECIFIC SERVICES CONTRACT 2024-2025

This contract, between the Arrowhead Regional Computing Consortium (hereinafter ARCC) and Independent School District No. 0100 – WRENSHALL (hereinafter MEMBER), outlines that:

WHEREAS, ARCC, pursuant to Minnesota Statutes 1974, Section 471.59, is empowered to exercise all functions common to its members and as such is authorized to enter into contracts for service, and,

WHEREAS, MEMBER, has formally resolved to participate in specific services, and,

WHEREAS, ARCC is capable and responsible in providing such services,

THEREFORE, BE IT RESOLVED that the parties to this contract agree to the following provisions:

1. ARCC will take actions necessary and appropriate to accomplish the tasks as defined by the Joint Powers Agreement and its By-Laws to service the MEMBER needs.
 - a. Employ staff necessary to provide training*, development, implementation, reporting and operational support of the services available, including:
 - Statewide Finance System (SMART Finance) software, development, training and support
 - Training, editing, reporting and submission of UFARS data to the Minnesota Department of Education
 - School finance procedures particular to the state of Minnesota
 - Statewide Personnel/Payroll System (SMART HR) software, development, training and support
 - Training, editing, reporting and submission of STAR data to the Minnesota Department of Education
 - Assistance with the Affordable Care Act: tracking, compliance and reporting and assistance in providing employee wage theft statement to district employees
 - Training, editing, reporting and submission of MARSS and EdFi data from Infinite Campus, PowerSchool and other student information systems to the Minnesota Department of Education

- Training and support on submission of MCCC, Early Education, and other required student data from the Infinite Campus and PowerSchool student information system to the Minnesota Department of Education
- Downloading of statewide student test results from the Minnesota Department of Education and importing that data to the Infinite Campus Student Information System, third party integration
- Federal E-Rate support, Minnesota Telecom Equity Aid support

*Training will include time appropriate meals and refreshments at no additional charge.

- Maintain appropriate records and procedures for backup of Member's data that is housed on ARCC's servers.
 - Provide consultation and advice to MEMBER for conversion and implementation of selected services.
 - Use all means available and appropriate to provide MEMBER with services and supplies at the least cost.
 - Maintain all systems and services.
 - Maintain confidentiality of MEMBER's data.
 - Employ safeguards to defend the security of data stored in said computer systems against unauthorized access and will respect the privacy of the MEMBER.
- MEMBER agrees to follow guidelines for data input and control, turnaround time and other, as may be established by the ARCC Governance Board.
 - MEMBER will make payments for services and supplies invoiced, on the appropriate due dates.
 - Selected services are:

X	Finance/Accounting - Support and Training
X	Payroll/HR – Support and Training
X	Infinite Campus – Support, Training, MARSS, Ed Fi & Other Mandated Reporting
	Power School – Support, Training, MARSS, EdFi & Other Mandated Reporting
	MARSS/EdFi Support Only – No other Student Information System Support

- Invoices for the above selected services will be due and payable on:
July 1, 2024 and January 1, 2025.

- c. Additional invoices, if any, during the year will contain detail sufficient to support the invoiced amounts of project services received and forms costs.

4. The ARCC Governance board has set 2024-2025 service rates, as follows:

Membership Fee	\$3,500.00 plus \$4.75 per Adjusted Pupil Unit (APU), final prior year count
Finance/Accounting	\$15.75 per APU, final prior year count
Personnel/Payroll	Based on prior February 1 through January 31 usage \$55.00 per payroll processed, plus \$.40 per Check, ESS or Direct Deposit processed, plus \$11.75 per APU, final prior year count
Student Records	Infinite Campus: \$10.75 per APU, final prior year count, including \$5,550.00 minimum, plus \$.80 per APU Campus Learning (required) PowerSchool. \$5,550 for the first 500 students. \$8.00 per each additional student. Other Systems: \$2,450.00 MARSS editing/reporting
Bank Reconciliation	\$100 per hour
Project Services	\$125.00 per hour, upon request from MEMBER (example: report writing, data conversion, short and long term business manager and payroll services, Audit preparation/coordination etc.)

5. The ARCC Governance Board retains the right to alter the established rates for computer services on or before June 30 of any year.
6. MEMBER understands that ARCC will assist them in filing for their federal discounts on telecommunication costs through the Universal Service Administrative Company (E-rates). Due to timing of the E-rate cycle, application for 2025-2026 discounts will be made in 2024-2025.
7. This contract shall be in effect on July 1, 2024, and shall remain in effect through June 30, 2025. Services selected in this contract allow for processing and reporting of 2024-2025 activity, as well as processing and reporting of 2023-2024 activity during the contract period.

8. A 180 day notice is required to terminate this contract.
9. MEMBER shall neither assign nor transfer services received under this contract without prior written approval of ARCC.
10. MEMBER agrees to indemnify and save and hold ARCC harmless from any and all claims or causes of action arising out of the performance of this contract by ARCC or ARCC staff or agents. This shall not be construed to bar any legal remedies MEMBER may have for ARCC's failure to fulfill its obligation pursuant to this contract.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed, intending to be bound thereby:

ARCC:

Meeting Date Approved: May 16, 2024

By: Jennifer Drotts, Clerk/Treasurer of Board



MEMBER:

Meeting Date Approved: _____, 2024

By: _____ [Printed Name & Title of Signer]

_____ [Signature]



Arrowhead Regional Computing Consortium
4884 Miller Trunk Hwy Ste 300
Hermantown Min 55811
Ph 218.723.1700 Fax 218.723.1923

INVOICE

Number	Date	Page
1969	07/01/2024	Pg 1 of 1

Ext Invoice No Ref:

Bill To: ISD #100
WRENSHALL SCHOOL DISTRICT
207 PIONEER DRIVE
WRENSHALL MN 55797

Email: bpeterson@isd100.org
FY25 Membership billing

Customer	Cus Phone	Cus Fax	Terms	Due Date	
1-1051			Due on Receipt	07/01/2024	
ISD #100					
No.	SKU Code/Description/Comments	U/M	Units	Rate	Total
1	Base Membership Dues		1.00	3,500.00	3,500.00
2	APU Membership Dues		374.44	4.75	1,778.59
3	Finance/UFARS Fees		374.44	15.75	5,897.43
4	Payroll/STAR Fees		1.00	6,955.27	6,955.27
5	ARCC Infinite Campus Support		1.00	3,372.00	3,372.00
6	MARSS, EdFi, CRDC, MCCC Support		1.00	2,450.00	2,450.00

Each district may allocate up to 74.98% of this bill against Operating Capital revenue.

Invoice may be paid in two installments: 1/2 due July 1, 1/2 due January 1.

Subtotal	\$23,953.29
Sales Tax	\$0.00
Invoice Total	\$23,953.29
Payment Received	\$0.00
Discounts Given	\$0.00
Balance Due	\$23,953.29

**PROFESSIONAL SERVICE AGREEMENT
BETWEEN
NORTH HOMES, INC. AND INDEPENDENT SCHOOL DISTRICT 100**

This Agreement is entered into by and between Independent School District #100, 207 Pioneer Drive, Wrenshall, MN55797 (hereafter District) and North Homes, Inc., 303 SE First Street, Grand Rapids, MN 55744 (hereafter “Contractor”).

RECITALS

The parties hereto recite and declare:

- A. The **District** is a legal entity created and established pursuant to Minn. Stat. 471.51 having the status of an independent school district with a purpose and mission to provide services and programs within the geographical limits and boundaries of its members.
- B. **Contractor** is a provider of mental health and related services under the Minnesota Department of Human Services CTSS (Children’s Therapeutic Support Service) certification.
- C. The **District** desires to purchase the services of Contractor for Mental Health services and supports to students and indirect/consultative support into planning pre-interventions;
- D. **Contractor** is duly qualified to provide the desired services.
- E. The parties desire to set forth the terms and conditions of their relationship in written form.

NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the District, and the Contractor agree as follows:

1. TERM AND COST OF THE AGREEMENT

This contract shall be in effect from the date of execution by all parties, or from commencement of services hereunder, whichever is first, and shall continue in effect until June 30, 2025. This Agreement shall be renewed automatically for succeeding terms of one (1) year each unless either party gives written notice to the other at least thirty (30) days prior to the expiration of any term.

All of the agreed upon services are available to the District at the same rate with or without the service being included in an individual educational plan (IEP).

NHCFS will bill services provided to District students to appropriate 3rd party funding sources. No service will be billed to the District without their prior written approval. These could include but are not limited to:

Medical Assistance – Primary Funder CTSS
School Linked Grant – Crisis, Ancillary and Uninsured
3rd Party Plans – Mental Health Therapy
Payment Waiver (Guardian Sliding Fee Scale)
In-Kind - Necessary Unfunded Activity
School District (with appropriate referral and prior approval)

2. CORE SERVICES OF THE AGREEMENT

CTSS – Standard

School-based CTSS services strengthen students and their families through prevention, intervention and skill building within the school setting. NHCFS professionals and/or practitioners work with the school professional, student and family to formulate goals and objectives identified by the team.

CTSS Services Include:

- Individual, family and group skills training to improve functioning at school, home and in the community.
- Psychotherapy directed towards changing or reducing symptoms of a mental health condition.
- Diagnostic assessments and treatment planning by a licensed Mental Health Professional.
- Student specific consultations with parents and school staff.

CTSS – Intensive

This level incorporates all of the elements in the Standard CTSS but increases the amount of service to the student. Typically, this service works in conjunction with the EBD rooms providing a seamless and intensive mental health component to student's experiencing significant emotional and behavioral challenges.

Crisis Intervention

NHCFS school-based practitioners and professionals remain at the ready to respond to any student experiencing a crisis. This would include early intervention and a course of action to ensure ongoing support.

Day Treatment

When Day Treatment Services are being provided for the District, those services will be addressed under a separate contract.

Diagnostic Assessments

As a Rule 29 provider NHCFS has numerous qualified Mental Health Professionals who will make it a priority to provide high quality and timely Diagnostic Assessments. Please note that NHCFS professionals take this very seriously and do not diagnose unless clearly indicated.

Therapy

NHCFS School Practitioners work under the direction of the Mental Health Professional. They are well-trained and supervised to conduct group, individual and/or family skills work. Mental Health Professionals are also available to do therapy at our clinic or in the school if requested.

Ancillary Services and Other Functions**(a) Parent and Child Study Sessions**

NHCFS feels it is very important to create a team with the school and family. Therefore, our Practitioners and Mental Health Professionals (when requested) will participate in the child and family study, IEP meetings, etc.

(b) Suicide Prevention and Intervention Services

NHCFS has therapists at our clinics with extensive training in suicide prevention and intervention. At the time this contract was written, NHCFS has 23 therapists that have completed Trauma Based Cognitive Behavioral Treatment training, 4 of which are nationally certified.

(c) On-going Behavioral Health Consultation

As stated above, when working in the schools we are one team. NHCFS work with very behaviorally challenging children throughout our continuum. Our effectiveness is dependent on our ability in this regard.

(d) Training (Behavioral Management, Mental Health)

NHCFS trains our staff in the behavioral management model Life Space Crisis Intervention (LSCI). Upon request of the District, NHCFS would offer cross training of these skills to the district staff. NHCFS staff working in the School District locations are not trained in CPI and are instructed not to do physical interventions or holds unless there is no other option for ensuring the immediate safety of the student. School staff are to take lead in any physical interventions or hold.

(e) Tragic Event Response Services

Whenever a tragedy occurs within a school (i.e. suicide, car accident, etc.) NHCFS commits to put our collective resources on-site to assist, counsel and support. NHCFS professionals are trained and skilled in Informed Trauma Therapy and we commit to assisting your staff and students in coping with tragic events.

(f) Wrap Around Services and Coordination with Community Resources

NHCFS has a comprehensive service continuum and strong connections with community resources, as such, we have at our disposal resources and consultants to address the often complex needs of students. Our multi-disciplinary team in our Rule 29 Clinic can staff difficult cases and come up with intervention strategies.

Summer Programming

NHCFS will provide quality outdoor programming for the CTSS students in the summer months. Programming will focus on outdoor skill building and healthy recreation. NHCFS will seek to partner with other community resources such as the Boys and Girls Club for summer programming at the Middle School level.

3. SERVICES TO BE PROVIDED

Contractor shall utilize best efforts to:

- a. Provide licensed mental health professionals and qualified mental health practitioners that meet the guidelines of Minnesota Department of Human Services certification for Children's Therapeutic Support Services (CTSS). Upon request by the District, the Contractor will provide license, background and supporting professional and practitioner documentation for Contractor staff working in their District.
- b. Provide appropriate mental health services on a regular basis according to DA (Diagnostic Assessment) specifications.
- c. Provide appropriate documentation required by the school.
- d. Bill all appropriate third-party payer sources.
- e. Participate in student's educational meetings and appropriate conferences in person, via computer, or by phone. If the Provider cannot attend a meeting by one of these means, a written update will be provided for the team's review.

4. PAYMENT FOR SERVICES

Payment for services shall be made directly to the Contractor by Third Party Payor source. It will be the Contractors responsibility to bill and collect for services provided.

The District will provide referral data to the Contractor and will aid in obtaining Consent Authorizations as deemed necessary and appropriate.

If payment under this Agreement is dependent upon the availability of federal, state, District or other funds and such funds are reduced or terminated, this Agreement may be renegotiated or terminated at the sole discretion of the District.

Contractor certifies that payment for purchased services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of services.

5. INDEPENDENT CONTRACTOR

- A. Contractor is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the Contractor. No tenure or any rights including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available Contractor's employees, including indemnification for third party personal injury/property damage claims, shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.
- B. Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or other, will be made from the payments due Contractor and it is Contractor's sole obligation to comply with all federal and state tax laws.
- C. Contractor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified in this Agreement.
- D. Contractor is responsible for hiring sufficient workers to perform the services required by this Agreement and withholding taxes and paying all other employment tax obligation on their behalf.
- E. The Contractor is solely responsible for supervision, control and direction of the Contract personnel utilized to provide the services under this agreement.

6. INDEMNIFICATION AND INSURANCE

Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be

required to pay, arising out of or by reason of any negligent act or omission of the party, its agents, servants or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement.

It is understood and agreed that the District's and the Contractor's liability shall be limited by the provisions of Minnesota Statute § 466 and/or other applicable law.

Contractor further agrees that in order to protect itself as well as the District under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force liability limits in compliance with Minnesota Statutes, Section 466 or:

- A. Commercial General Liability Insurance Policy with minimum limits of \$1,500,000 combined single limit (CSL), with coverage pertaining premise operations. In the event Combined Single Limits Coverage is not secured by the Contractor, the minimum limits apply:
 - \$3,000,000 Aggregate
 - \$2,000,000 Each Occurrence
- B. Automobile Liability Insurance including owned, non-owned, and hired vehicles in an amount not less than \$2,000,000 combined single limit (CSL) for total bodily injuries and/or damages arising from any one accident.
- C. Professional Liability Insurance (when required) the following minimum limits apply:
 - \$3,000,000 Aggregate
 - \$2,000,000 Each Occurrence
- D. Excess Umbrella Liability Policy will be additionally required if any of the above policies have lower limits than stated.
- E. Worker's Compensation Insurance.
- F. At the request of the District, the Contractor will furnish the District with an original Certificate of Insurance providing proof of the coverage areas.

7. DATA PRIVACY/DATA OWNERSHIP

A. Data Practices.

All data collected, created, received, maintained, or disseminated in any form, for any purposes by the activities of Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules promulgated pursuant to Chapter 13 and the Federal Health Insurance Portability and Accountability Act (45 C.F.R. §§160,162,164) The Contractor will be responsible for release of all data under this Agreement and will abide by all governing State and Federal laws.

- B. Health Insurance Portability and Accountability Act (HIPAA - 45 C.F.R. §§160,162,164)
If under this Agreement the exchange of Protected Health Information in any form is anticipated the Contractor shall comply with all regulatory obligations including signing any required agreements (e.g., Business Associate Agreement). Such Agreements shall be attached to and incorporated into this Agreement.
- C. Release.
No educational data may be released by the Contractor to a third party without the express consent of the District's representative as indicated below – this includes any media relations.
- D. Ownership.
Ownership of all data prepared by the Contractor for the District under this contract, whether having commercial value or not shall be owned by the Contractor. Any reports, studies, photographs, negatives or other documents or any other form of data prepared by the Contractor in the performance of its obligations under this contract shall be maintained by the Contractor as part of the mental health records. Contractor shall not use, allow, or cause to have such materials used for any purpose other than performance of the Contractor's obligations under this contract without the prior written consent of the District.

8. RECORDS: AVAILABILITY AND RETENTION

Pursuant to Minnesota Statute §16C.05, subd. 5, the Contractor agrees that the District, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this Agreement. Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement. Any educational data may be retained for a longer period, as the District may determine in accordance with applicable law and policy.

9. MERGER AND MODIFICATION

- A. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are presumed to be incorporated or attached and are deemed to be part of this Agreement. Where the incorporated terms differ with the terms of this Agreement, the terms of this Agreement shall control.

- B. Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties.

10. DEFAULT AND CANCELLATION

- A. If the Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Unless the Contractor's default is excused by the District, the District may, upon written notice to the Contractor's representative listed herein, cancel this Agreement in its entirety as indicated in (10 B.) below.
- B. This Agreement may be cancelled with or without cause by either party upon thirty (30) days written notice.
- C. Representatives for each of the parties to this Agreement are as listed below:

District

Jeff Pesta, Superintendent
ISD #100
207 Pioneer Drive
Wrenshall, MN 55797
218.384-4274

Contractor

James C. Christmas, President & CEO
North Homes, Inc.
303 SE First Street
Grand Rapids, MN 55744
218.327.3000

- D. The District and the Contractor agree to attempt to resolve quickly all matters related to uncontrollable circumstances and use all reasonable efforts to mitigate its effects.

11. SUBCONTRACTING AND ASSIGNMENT

- A. Contractor shall not enter into any subcontract for the performance of any services contemplated under this Agreement without the prior written approval of the District and subject to such conditions and provisions as the District may deem necessary. The Contractor shall be responsible for the performance of all Subcontracts. Any agreement between the Contractor and any subcontractor shall obligate the subcontractor with the general terms of this Contract.
- B. No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other parties and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors.

12. NONDISCRIMINATION

During the performance of this Agreement, the Contractor agrees to the following:
No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual orientation, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

13. HEALTH AND SAFETY

The Contractor shall be solely responsible for the health and safety of its employees and subcontractor's employees in connection with the services performed in accordance with this Agreement. The Contractor shall ensure that all employees, including those of all subcontractors, have received training required to properly and safely perform services outlined in this Agreement. Upon the request of the District, the Contractor shall provide copies of any licenses and/or training records for Contractor and/or Contractor's employees or subcontractor's employees who perform services pursuant to this Agreement.

14. NONWAIVER, SEVERABILITY & APPLICABLE LAWS

- A. Nonwaiver.
Nothing in this Agreement shall constitute a waiver by the District of any statute of limitations or exceptions on liability. If the District does not enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- B. Severability.
If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.
- C. Applicable Laws.
The Laws of the State of Minnesota shall apply to this Agreement. The Contractor shall abide by all Federal, State, or local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which Contractor is responsible.

15. SECTION HEADINGS

The section headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

16. THIRD PARTIES

This Agreement does not create any rights, claims or benefits inuring to any person that is not a party hereto nor create or establish any third-party beneficiary.

17. CONFLICT OF INTEREST

Contractor agrees that it will not contract for or accept employment for the performance of any work or services with any individual, business, partnership, corporation, government, governmental unit or any other organization that would create a conflict of interest in the performance of its obligations under this Contract.

District and Contractor, having signed this Agreement and pursuant to the proper District and Contractor officials having signed this Agreement, the parties hereto agree to be bound by the provisions herein and attached.

NORTH HOMES, INC.

ISD #100

Contractor Date

Superintendent Date

Chairperson, School Board Date

CONTRACT

BY AND BETWEEN

INDEPENDENT SCHOOL DISTRICT #100
WRENSHALL, MINNESOTA

AND

PART-TIME SUPERINTENDENT

July 1, 2024 - June 30, 2025

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**ARTICLE I
PURPOSE**

The School Board of Independent School District No. 100, Wrenshall, Minnesota enters into this agreement with Dr. Jeff Pesta, a legally qualified and licensed Superintendent, who agrees to perform the duties of Part-Time Superintendent of Schools.

The School District and the Superintendent agree as follows:

**ARTICLE II
APPLICABLE STATUTE**

This contract is entered into pursuant to and in conformity with Minn. Stat. Sec.123B.143 which is incorporated herein and made a part hereof by this reference.

**ARTICLE III
LICENSURE**

The Superintendent shall furnish and maintain throughout the life of this contract a valid and appropriate license to act as Superintendent in the State of Minnesota as provided by applicable state laws, rules and regulations. Failure to do so can and will result in immediate termination for cause.

**ARTICLE IV
DURATION, EXPIRATION, TERMINATION AND MUTUAL CONSENT**

1. Duration.
This contract is for a term of one (1) year commencing July 1, 2024 and ending June 30, 2025. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Superintendent in written form, or unless terminated as provided herein.
2. Subsequent Contract.
 - a. Notice by Superintendent:
The notice provisions of this contract shall obligate the School Board only if no later than December 15, 2024 prior to the expiration of this contract the Superintendent provides written notice to each member of the School Board calling to the attention of members of the School Board the notice requirements as contained in this section of the Superintendent's contract.
 - b. Preliminary Notice--School Board:
In the event the School Board is contemplating not offering the Superintendent a subsequent contract, the School Board shall give preliminary written notice of such intent not to offer a subsequent contract no later than December 15 2024 preceding the date of expiration of this contract. Failure to give such notice is not a material breach of this contract and is merely an expression of desire and intent of the parties. This contract is governed by the provisions of Article II which governs any extensions.

c. Request for Meeting:

Within ten calendar (10) days after receipt of an intent not to renew as provided in Paragraph b hereof, the Superintendent may request, in writing, a meeting with the School Board to discuss its intentions, the reasons therefore, and ways in which any concerns of the School Board might be addressed by the parties.

d. Meeting Between the Parties:

Upon receipt of such request, the School Board shall within fifteen (15) calendar days hold a meeting with the Superintendent.

e. Final Action--School Board:

The School Board shall delay taking final action on a subsequent contract for at least seven (7) calendar days after the meeting between the parties. However, the School Board shall take final action on a subsequent contract no later than January 31, 2025 and shall notify the Superintendent of such action in writing.

f. Effect:

The timeline provided herein is intended to provide both the School Board and the Superintendent with an appropriate process to address the subsequent contract issue and is not intended to bind both parties. This process is intended as a guideline which the parties agree to follow, but failure to do so shall not be considered as a material breach of this contract. The timeline provided herein may be extended or modified by written agreement.

3. Expiration.

This contract shall automatically expire at the end of the term specified in Section I hereof. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Superintendent shall cease, unless a subsequent contract is entered into in accordance with M.S. § 123B.143

4. Termination during the Term.

The Superintendent's employment may be subject to termination during the term of this contract pursuant to the grounds set forth in Minn. Stat. Sec. 122A.40, subdivisions 9 or 13., but except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Superintendent during the term of this Contract for cause as described in M.S. 122A.40, Subd. 9. Or Subd. 13., it shall notify the Superintendent in writing of the proposed ground for termination. The Superintendent shall be entitled to a hearing before an arbitrator provided the Superintendent makes such a request in writing to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Minnesota Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by parties through the striking process as provided by BMS rules. The arbitrator shall conduct a hearing under arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding on the parties, subject to judicial review of arbitration decisions as provided by law. The Superintendent may be suspended with pay pending final determination by the arbitrator. If the Superintendent fails to request a hearing as provided in this section within the fifteen (15)-day calendar period, he/she shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Superintendent shall have no further claim or recourse.

5. Mutual Consent.

This contract may be terminated at any time by the parties by mutual consent of the School Board and the Superintendent. Each party is required to provide 90 days' notice of their intent to resign or terminate the contract prior to the expiration date.

6. Superintendent Evaluation

The School Board shall conduct a performance evaluation of the Superintendent prior to December 1, 2024. The assessment shall reflect the essential superintendent duties and priority goals formally adopted by the School Board prior to September 15, 2024. The duties and goals shall accurately reflect the part-time (.5 FTE) employment status of the Superintendent within this agreement.

ARTICLE V DUTIES

The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School Board; shall direct and assign teachers and other employees of the schools under the Superintendent's supervision; shall organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the school district subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall from time to time suggest policies, regulations, rules and procedures deemed necessary for the School District, and in general perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules and procedures established by the School Board and the State Board of Education. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees and provide administrative recommendations on each item of business considered by each of these groups.

ARTICLE VI DUTY YEAR AND LEAYES

1. Basic Work Year.

The Superintendent's duty year shall be part-time (.5 FTE) for the entire 12-month contract year as provided herein and the Superintendent shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board so determines. The Superintendent shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy. For purposes of computing the Superintendent's daily rate of pay, the number of (.5 FTE) duty days each year shall be 200.

2. Paid Time Off.

The Superintendent shall earn 48 (.5 FTE) working days of annual Paid Time Off during FY2025. All unused PTO shall be forfeited at the end of each fiscal year.

3. Holidays.

The Superintendent shall be entitled to the following 13 paid holidays each contract year as designated by the School Board:

New Year's Day	Independence Day
President's Day (when school is not in session)	Labor Day
Good Friday	Thanksgiving
Easter Monday (when school is not in session)	Friday after Thanksgiving (when school is not in session)
Memorial Day	Day before Christmas
Juneteenth	Christmas
	Day after Christmas

4. Sick Leave.

The Superintendent shall earn Paid Time Off which shall be used for all absences from work in all circumstances except emergency leave as approved by the School Board.

5. Emergency Leave.

The Superintendent may be granted paid emergency leave during the contract year at the direction of the School Board.

6. Bereavement Leave.

The Superintendent shall earn Paid Time Off which shall be used for all absences from work in all circumstances except emergency leave as approved by the School Board

7. Disability.

If the Superintendent is unable to perform regular duties because of personal illness or disability and has exhausted all accumulated Paid Time Off, the School District shall provide additional paid sick leave at a salary equal to 75 percent of the Superintendent's regular salary until the expiration of the waiting period for long term disability insurance. Pursuant to M.S. Chapter 176, the Superintendent on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

8. Medical Leave.

- a. The Superintendent and School District agree to incorporate by reference and be bound by the provisions of M.S. I 22A.40, Subd. 12 relating to suspension and leave of absence for health reasons unless otherwise agreed to by the parties in written form.

If the Superintendent is unable to perform regular duties because of personal illness or disability and has exhausted all sick leave credit available or has become eligible for long term disability compensation and has not been suspended or placed on leave of absence pursuant to M.S. I 22A.40, Subd. 12, the Superintendent shall, upon request, be granted a medical leave of absence, without pay, up to one year in duration. The School Board may, in its discretion, extend such a leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by a written statement from a physician outlining the condition of health and estimated

time at which the Superintendent is expected to be able to resume normal responsibilities. The Superintendent when on medical leave of absence is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but the Superintendent shall pay the entire premium for such programs as the Superintendent wishes to retain commencing with the beginning of the leave. If medical leave of at least one full year is granted pursuant to this section, the Superintendent voluntarily waives any right to a leave of absence to which the Superintendent might otherwise be entitled pursuant to M.S. 122A.40, Subd. 12.

ARTICLE VII INSURANCE

I. Health and Hospitalization and Dental.

The School District shall provide the Superintendent with single health and hospitalization and dental insurance under one of the School District's high deductible group plans.

During FY2025 up to \$465.39 per month will be paid by the district towards the monthly health and hospitalization premium.

During FY2025 The district will contribute up to \$429.17 per month to a Health Savings Account (HSA).

During FY2025 The district will pay \$39.42 per month for single dental insurance coverage.

In the event that the terms of this agreement result in fines to the district under the Affordable Care Act, the district and Superintendent will re-open negotiations in good faith to avoid said fines to the district.

2. Life Insurance.

The School District shall provide \$4.95 per month toward a group term life insurance plan providing \$50,000 of coverage for the Superintendent, payable to the Superintendent's named beneficiary, at the expense of the School District.

3. Long Term Disability Insurance.

The School District shall provide, at the School District expense, long term disability coverage for the Superintendent in the School District's group plan.

4. Liability Insurance.

The School District shall provide, at School District expense, liability insurance naming the Superintendent as an insured, along with the School District, in an amount not less than that which is required by law for the School District.

5. Claims Against the School District.

The eligibility of the Superintendent, or the Superintendent's dependents or beneficiary, for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this section. It is understood that the School District's only obligation is to purchase the insurance policies described herein, and no claim shall be made against the School District as a result of denial by an insurer of insurance benefits if the School District has purchased the policies and paid the premiums described herein.

**ARTICLE VIII
OTHER BENEFITS**

I. Tax Sheltered Annuities.

The Superintendent will be eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, Minnesota Statutes, Section 123B.02, Subd. 15, and School District policy, and as otherwise provided by law.

- a. The district will provide a matching contribution of:
up to \$25,000.00 per year,
- b. The plan is subject to the rules of deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, Minnesota Statutes, Section 123B.02, Subd. 15, and School District policy, and as otherwise provided by law.

2. Conferences and Meetings.

The School District shall pay all legally valid expenses and fees for the Superintendent's attendance at professional conferences, and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the School Board. The Superintendent shall periodically report to the School Board relative to all meetings and conferences attended. The Superintendent shall file itemized expense statements to be processed and approved as provided by law.

3. Auto and Home Damage.

All claims for damage as a result of employment with Independent School District #100 will be reimbursed the cost of the property deductibility not to exceed the deductible amount of the insurance policy or \$1,000, whichever is less.

4. Expense Reimbursements for Required Training/Education.

Educational and training costs will be reimbursed for all expenses incurred due to the requirements of maintaining the Superintendent licensure.

**ARTICLE IX
SALARY**

The Superintendent shall be paid an annual salary of \$40,576 for services provided June 1, 2024 to June 30, 2025. During the term of this Contract, the annual salary may be modified, but shall not be reduced. The annual salary shall be paid in accordance with standard School District payroll procedures.

**ARTICLE X
OTHER PROVISIONS**

1. Outside Activities.

While the Superintendent shall devote part-time effort (.5 FTE) and due diligence to the affairs and the activities of the School District, the Superintendent may serve as a consultant to other School Districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other business activities if such activities do not impede the Superintendent's ability to perform the duties of the Superintendency.

2. Dues.

The Superintendent is encouraged to belong to and participate in appropriate professional educational and civic organizations where such membership will serve the best interests of the School District to include the Minnesota Association of School Administrators (MASA) and the national equivalent organization (AASA). Accordingly, the School District will pay such professional organization membership dues as are required, directed, or permitted, by the School Board. The Superintendent shall present appropriate statements for approval as provided by law.

3. Other Applicable Provisions.

a. Computer Hardware and Software

The School District shall provide necessary hardware and software for School District use while away from the office and other technology considered necessary for both onsite and remote services provided by the Superintendent. In the event of his/her termination of employment, the equipment and software will be returned to the district in working order. An annual review of laptop contents will be conducted by the Technology Coordinator to ensure the laptop was/is used for district purposes only.

b. Cell Phone

The Superintendent shall be eligible to participate in the school district cell phone plan pursuant to School Board Policy.

c. Vehicle Expense

The Superintendent may utilize a school vehicle at School District expense or be compensated for authorized use of his/her private vehicle, according to district policy while on school business.

d. Indemnification and Provision of Counsel

In the event that an action is brought or a claim is made against the Superintendent arising out of or in connection with his/her employment and the Superintendent is acting within the scope of employment or official duties, the School District shall defend and indemnify the Superintendent to the extent of the law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or wanton neglect of duty, and the obligation of the School District in this regard shall be subject to the limitations as provided in M.S. Chapter 466.

**ARTICLE XI
SEVERABILITY**

If any provision of this contract is held to be invalid by operation of law the remainder of the contract shall not be affected thereby and shall remain in full force and effect.

This contract shall be effective only upon signatures of the Superintendent and of the officers of the School Board after authorization for such signatures by the officers is given by the School Board in appropriate action in its minutes.

IN WITNESS WHEREOF,
I have subscribed my signature
this 10th day of June 2024

IN WITNESS WHEREOF,
I have subscribed my signature
this 10th day of June 2024

Superintendent of Schools

School Board Chair



Wrenshull Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

June 10, 2024

I, _____, introduce the following resolution and move for its adoption:

RESOLUTION FOR ACCEPTANCE OF DONATIONS

WHEREAS the following have been generously donated:

<u>Amount/Value of Item</u>	<u>Donor</u>
\$250 for Wren's Club	Minnesota Power Foundation
\$500 for Wren's Club	Minnesota Energy Foundation
\$200 for Wren's Club	Kwik Trip
\$4000 for Wren's Club	Duluth Superior Area Community Foundation
\$100 for Father/Daughter Ball	Silverbrook Township

_____ duly seconded the motion for adoption of the foregoing resolution.

Voting in favor of the resolution:

THEREFORE, BE IT RESOLVED by the Wrenshall Board of Education to gratefully accept these gifts.

**The foregoing resolution was approved on:
June 10, 2024**

SCHOOL BOARD OF INDEPENDENT DISTRICT 100

District Clerk



Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

June 10, 2024

Request to Post Vacancies

1. Teacher – Secondary Physical Education, effective August 26, 2024.
2. Indigenous Cultures Liaison and School Navigator, \$24 per hour for approximately 850 hours for the 2024-2025 school year. This position will be funded by categorical state aid for American Indian education and serve as a member of the school support team. Final job description, recruitment, and candidate recommendation to be developed in association with the Wrenshall American Indian Parent Advisory Committee (AIPAC), effective August 26, 2024.