

## SCHOOL BOARD MEETING

Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota

[www.minnetonkaschools.org](http://www.minnetonkaschools.org)

January 4, 2024

*The mission of the Minnetonka School District, a community that transcends traditional definitions of excellence and where dreams set sail, is to ensure all students envision and pursue their highest aspirations while serving the greater good, through teaching and learning which*

- *Value and nurture each individual,*
- *Inspire in everyone a passion to excel with confidence and hope, and*
- *Instill expectations that stimulate extraordinary achievement in the classroom and in life.*

(All times are approximate)

- |      |   |
|------|---|
| 6:45 | Recognitions: Hennepin Theatre Trust Spotlight Awards for Minnetonka Theatre Production of Cabaret; Bowling State Qualifiers; 2022-23 AP Scholars                                       |
| 7:00 | Swearing In of Newly Elected and Re-Elected School Board Members  |
| I.   | Call to Order   |
| II.  | Pledge to the Flag  |
| III. | Adoption of the Agenda  |
| IV.  | Election of School Board Officers for 2024  |
|      | A. Chair  |
|      | B. Vice-Chair   |
|      | C. Treasurer  |
|      | D. Clerk  |
|      | E. Deputy Clerk/Deputy Treasurer  |
| 7:05 | V. School Report: MME   |
| 7:20 | VI. Community Comments  |
|      | Community Comments is an opportunity for the public to address the School Board on an item included in this agenda in accordance with the guidelines printed at the end of this agenda. |
| 7:25 | VII. Organization of the School Board   |
|      | A. Fixing the Time, Day and Place of Each Regular Board Meeting   |
|      | B. Fixing the Time, Day and Place of Board Study Sessions   |
|      | C. Setting of Salaries: Chairperson; Vice Chairperson; Treasurer; Clerk and Board Directors   |

- D. Resolution Designating Depositories
- E. Designation of Official Newspaper
- F. Designation of Official Radio Station for Emergency Announcements
- G. Appointment of Auditor
- H. Setting of Superintendent's Evaluation Dates
- I. Setting of Mileage Allowance for Business Purposes
- J. Approval of Board Member to Intermediate District 287 Board
- K. Determination of Board Committee Assignments

7:35 VIII. Review of Long-Term Financial Stability/Possible Enrollment Increase

7:55 IX. Review of 2024-25 School Board Goals

8:10 X. CONSENT AGENDA

- a. Minutes of December 7 Regular Meeting and Closed Session
- b. Study Session Summary of December 14, 2023
- c. Payment of Bills
- d. Recommended Personnel Items
- e. Gifts and Donations
- f. Electronic Fund Transfers

8:10 XI. Board Reports

XII. Superintendent's Report

XIII. Announcements

XIV. Adjournment to Closed Session

*(to discuss negotiations with the Minnesota Teachers Association as provided by Minn. Stat.13D.03)*

#### GUIDELINES FOR COMMUNITY COMMENTS

Welcome to the Minnetonka Schools Board Meeting! In the interest of open communications, the Minnetonka School District wishes to provide an opportunity for the public to address the School Board. That opportunity is provided at every regular School Board meeting during *Community Comments*.

1. Anyone indicating a desire to speak to an item included in the meeting agenda—except for the Consent Agenda and/or information that personally identifies or violates the privacy rights of an individual—during *Community Comments* will be acknowledged by the Board Chair. When called upon to speak, please state your name, address and topic. All remarks shall be addressed to the Board as a whole, not to any specific member(s) or to any person who is not a member of the Board.
2. If there are a number of individuals present to speak on the same topic, please designate a spokesperson who can summarize the issue.
3. Please limit your comments to three minutes. Longer time may be granted at the discretion of the Board Chair. If you have written comments, the Board would like to have a copy, which will help them better understand, investigate and respond to your concern.
4. During *Community Comments* the Board and administration listen to comments. Board members or the Superintendent may ask clarifying questions of you in order to gain a thorough understanding of your concern, suggestion or request. If there is any response or follow-up to your comment or suggestion, you will be contacted via email or phone by a member of the Board or administration in a timely manner.
5. Please be aware that disrespectful comments or comments of a personal nature, directed at an individual either by name or inference, will not be allowed. Personnel concerns should be directed first to a principal or executive director of the department, then to the Executive Director of Human Resources, then to the Superintendent and finally in writing to the Board.

*School Board meetings are rebroadcast via a local cable provider.*

*Please visit the "District/Leadership/School Board" page on our website for a current schedule.*

**ACTION**

**School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item IV.**

**Title: Election of School Board Officers for 2024**

**Date: January 4, 2024**

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**OVERVIEW:**

Each year at the organizational meeting of the School Board, Board members are asked to elect from its membership, by majority vote, persons to fill the positions of Chairperson, Vice-Chairperson, Treasurer, and Clerk.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that:

1. The School Board elect from its membership persons to fill the following positions:
  - Chairperson
  - Vice-Chairperson
  - Treasurer
  - Clerk
2. Also, that the School Board appoint Executive Director of Finance & Operations, Paul Bourgeois, as Deputy Clerk, who can act on the Clerk's behalf on normal and routine business matters, and as Deputy Treasurer to carry out duties as described in law and in his job description.



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David Law, Superintendent

## REPORT

**School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota**

### **Board Agenda Item V.**

**Title: School Report: MME**

**Date: January 4, 2023**

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#### **EXECUTIVE SUMMARY:**

MME Principal Pete Dymit and members of his staff will recap the first half of the year at MME, share success stories and discuss plans for the second half of the school year.

**Submitted by:** \_\_\_\_\_



David Law, Superintendent

**ACTION**

**School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item VII. a**

**Title: Fixing the Day, Time and Place of  
Regular Board Meetings**

**Date: January 4, 2024**

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**OVERVIEW:**

Each year, at the organizational meeting of the School Board, Board members are asked to decide upon a time, day and place of each regular School Board meeting.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board fix the following day of each regular School Board meeting during 2024 as listed below. There will be no meeting in July. Board meetings are held in the Community Room at 5621 County Road 101, Minnetonka, Minnesota, and begin at 7:00 p.m.

**School Board Meeting Dates for 2024**

Thursday, January 4, 2024  
Thursday, February 1, 2024  
Thursday, March 7, 2024  
Thursday, April 11, 2024  
Thursday, May 2, 2024  
Thursday, May 30, 2024  
*(this will function as the June meeting)*

Thursday, August 1, 2024  
Thursday, September 5, 2024  
Thursday, October 3, 2024  
Thursday, November 7, 2024  
Thursday, December 5, 2024



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David Law, Superintendent

**ACTION**

**School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item VII. b**

**Title: Fixing the Day, Time and Place  
of Study Sessions**

**Date: January 4, 2024**

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**OVERVIEW:**

Each year, at the organizational meeting of the School Board, Board members are asked to decide upon a time, day and place of each School Board Study Session.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board fix the following day of each School Board Study Session during 2024 as listed below. There will be no Study Session in July. Study Sessions are held in the Community Room at 5621 County Road 101, Minnetonka, Minnesota, and begin at 6:00 p.m.

**School Board Study Session Dates for 2024**

Thursday, January 18, 2024  
Thursday, February 22, 2024  
Thursday, March 21, 2024  
Thursday, April 18, 2024  
Thursday, May 23, 2024  
Thursday, June 13, 2024

Thursday, August 22, 2024  
Thursday, September 26, 2024  
Thursday, October 24, 2024  
Thursday, November 21, 2024  
Thursday, December 19, 2024



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David Law, Superintendent

**School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item VII. c**

**Title: Setting of Salaries**

**Date: January 4, 2024**

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**OVERVIEW:**

Each year, at the organizational meeting, Board members are asked to establish salaries for the Chairperson, Vice Chairperson, Clerk, Treasurer and Board Directors.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the Board establish salaries for each position, as authorized by Minnesota Statutes 123B.09, Subd.12, as follows:

1. That the School Board establish an annual salary of \$1500 during 2024 for the Chairperson. (For 2023 the amount was set at \$1500. In addition, the Board Chair received the \$375 per month set for all board members.)
2. That the School Board establish an annual salary of \$750 during 2024 for the Vice Chairperson. (For 2023 the amount was set at \$750. In addition, the Board Vice-chair received the \$375 per month set for all board members.)
3. That the School Board establish no extra amount during 2024 for the Clerk. (For 2023 no extra amount was set other than the \$375 per month set for all board members.)
4. That the School Board establish no extra amount during 2024 for the Treasurer. (For 2023 no extra amount was set other than the \$375 per month set for all board members.)
5. That the School Board establish a salary of \$375 per month during 2024 for Board Members. (For 2023, all board members received \$375 per month.)
6. That School Board members receive a stipend of \$50.00 per meeting during 2024 for up to four standing committee meetings per month. (This was instituted in January 2004.)



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David Law, Superintendent

## ACTION

**School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota**

### **Board Agenda Item VII. d**

**Title: Resolution Designating Depositories**

**Date: January 4, 2024**

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#### **OVERVIEW:**

Each year, at the organizational meeting, Board members are asked to approve a resolution designating depositories.

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#### **RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board formally adopt the following resolution:

- 1. US Bank, Minneapolis, MN**
- 2. Wells Fargo, Minneapolis, MN**
- 3. Alerus Financial, NA, Grand Forks, ND**
- 4. MN Trust Investment Fund (PMA Financial Network), Albertville, MN**
- 5. Chase Manhattan Bank (Smith Barney, Inc.), New York, NY**
- 6. MN School District Liquid Asset Fund (PFM Asset Management), Minneapolis, MN**
- 7. Northland Trust Services, Minneapolis, MN**
- 8. Bank of New York Mellon, New York, NY**
- 9. Computershare Trust Company, NA, Canton, MA**

be designated as depositories for the funds of this District, and any designated representatives of this District hereby authorized to open or cause to be opened an account or accounts with said institutions of such terms, conditions and agreements as shall be required by said institutions, to endorse or cause to be endorsed, in the name of the District or to negotiate or to deposit or cause to be deposited in such account or accounts any money, checks, drafts, orders, notes and other instruments for the payment of money and to make any other agreements deemed advisable in regard thereto. The designated representatives are the Executive Director of Finance & Operations Paul Bourgeois, or Coordinator of Accounting and Audit Jess Hulitt.

**RESOLVED FURTHER**, that checks or other withdrawal orders issued against the funds of this District on deposit with said institutions may be signed by the regular facsimile signature as follows:



1. \_\_\_\_\_, Clerk
2. \_\_\_\_\_, Chairperson
3. \_\_\_\_\_, Treasurer

and said institutions are hereby fully authorized to pay and charge to the account of this District any checks, drafts or other withdrawal orders, so signed, including those payable to the individual order of the person signing the same and including also checks or other withdrawal orders payable to said institutions or to any other person or corporation, which are applied in payment or any indebtedness owing to said institutions from the person or persons who signed such checks or other withdrawal orders. Upon telephone request of the designated representatives, transfer of funds between designated depositories is authorized.

**RESOLVED FURTHER**, that the resolution shall continue in force until express written notice of its recession or modification has been furnished to and received by said institutions.

**RESOLVED FURTHER**, that any and all resolutions heretofore adopted by the School Board of the District and certified to:

1. **US Bank, Minneapolis, MN**
2. **Wells Fargo, Minneapolis, MN**
3. **Alerus Financial, NA, Grand Forks, ND**
4. **MN Trust Investment Fund (PMA Financial Network), Albertville, MN**
5. **Chase Manhattan Bank (Smith Barney, Inc.), New York, NY**
6. **MN School District Liquid Asset Fund (PFM Asset Management),  
Minneapolis, MN**
7. **Northland Trust Services, Minneapolis, MN**
8. **Bank of New York Mellon, New York, NY**
9. **Computershare Trust Company, NA, Canton, MA**

as governing the operation of this District's account(s) with them be and are hereby continued in full force and effect, except as the same may be supplemented or modified by the foregoing.



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David Law, Superintendent

**School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item VII. e**

**Title: Designation of Official Newspaper  
And Alternative Dissemination of Bids and Quotes**

**Date: January 4, 2024**

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**OVERVIEW:**

Each year, at the organizational meeting, Board members are asked to designate an official newspaper for legal publications. The Sun-Sailor has expressed an interest in being the District's official newspaper for legal publications (see attached).

In addition, Minnesota Statutes 331A.03, Subd. 3(b), allows school districts to utilize their district website as an alternative official means of dissemination for bids, quotes and requests for proposals.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board designate the Sun-Sailor as the official newspaper for 2024 for legal publications. The approved School Board Meeting minutes are also posted on the District's website.

It is also recommended that the School Board authorize the use of the District website as an alternative means of dissemination for District bids, quotes and requests for proposals as authorized under Minnesota Statutes 331A.03 Subd. 3(b).



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David Law, Superintendent



EAST CENTRAL MINNESOTA

December 14, 2023

School District 276  
David Law  
Superintendent  
5621 County Road 101  
Minnetonka, MN 55345

Dear Mr. Law and School Board Members,

Please accept the following bid from the **Excelsior/Shorewood & Hopkins/Minnetonka Sun-Sailor** for legal newspaper designation for School District 276. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

The following rate structure for legals is effective January 1, 2024:

First insertion:	<b>\$12.25</b> per column inch
Characters per inch:	<b>320</b>
Lines per inch:	<b>9</b>

A notarized affidavit will be provided for each notice published. A \$20 charge will be assessed on legal notices that require typing. All published legal notices are posted on the **Sun-Sailor** website at no additional charge.

The **Sun-Sailor** is published weekly on Thursdays. The deadline is 2:00 p.m. on Thursday for publication the following Thursday. Early deadlines apply the week of a holiday. Please email legal notices to [publicnotice@apgecm.com](mailto:publicnotice@apgecm.com)

Thank you for considering the **Sun-Sailor** as the official newspaper for School District 276 for the upcoming year. We appreciate the opportunity to serve the needs of your community.

Sincerely,

Tonya Orbeck  
Adams Publishing Group  
Legal Notice Department Manager  
763-691-6001

10917 VALLEY VIEW ROAD, EDEN PRAIRIE, MN 55344 • 952-392-6844 • [SAILOR.MNSUN.COM](http://SAILOR.MNSUN.COM)

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**School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item VII. f**

**Title: Designation of Official Radio Station for  
Emergency Announcements**

**Date: January 4, 2024**

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**OVERVIEW:**

Each year, at the organizational meeting, the Board designates a radio station as the official station for emergency school announcements. While several stations may use our messages and we have more direct messaging tools, an official radio station is still necessary.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board designate radio station WCCO-AM as the official station during 2024 for emergency school announcements, such as the closing of school due to inclement weather.

NOTE: Emergency school announcements will also be called in to TV Channels 4 (WCCO), 5 (KSTP), 9 (FOX) and 11 (KARE) and will be posted to the District's website at <http://www.minnetonkaschools.org>.



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David Law, Superintendent

**School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item VII. g**

**Title: Appointment of Auditor**

**Date: January 4, 2024**

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**OVERVIEW:**

CliftonLarsonAllen, LLP was initially appointed in March of 1999 and has been appointed each subsequent year to perform the annual audit on behalf of the School Board. This firm has done exemplary work for the District, and they stay current with emerging accounting issues.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the firm of CliftonLarsonAllen, LLP be appointed to conduct the annual audit in 2024.



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David Law, Superintendent

**School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item VII. h**

**Title: Setting of Superintendent's Evaluation Dates**

**Date: January 4, 2024**

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**OVERVIEW:**

The Board will need to set a schedule for the mid-year progress report and end-of-school year evaluation of the Superintendent.

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**RECOMMENDATION/FUTURE DIRECTION:**

A mid-year conference on the Superintendent's performance and progress on goals will be held in February 2024 and the final evaluation will be held by June 30, 2024. It is proposed that the mid-year meeting of board members and the Superintendent be on Thursday, February 22 at 4:30 p.m. It is proposed that three dates be set aside for completing the evaluation in June. Those dates are Thursday, June 13 at 4:00 p.m. (self-evaluation report); Monday, June 17 at 6:00 p.m. (Board development of its evaluation of the Superintendent); and Thursday, June 20 at 6:00 p.m. (Board review of the evaluation with the Superintendent).



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David Law, Superintendent

**School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item VII. i**

**Title: Setting of Mileage Allowance for  
Business Purposes Not Covered Thereby  
through Negotiated Agreements**

**Date: January 4, 2024**

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**OVERVIEW:**

Each year, at the organizational meeting, the Board is asked to review mileage allowance for business purposes not covered through negotiated agreements. The School District purchases vehicles for maintenance department use only; that is, vans, etc., which allows workers to carry necessary tools and equipment with them to their places of assignment.

The District purchases no automobiles for direct employee use for school business purposes. It has been advantageous to provide per mile allowance instead. The number of people needing transportation and the unpredictable scheduling of events makes the purchase of school-owned vehicles for this purpose impractical. It is important, therefore, that satisfactory reimbursement be provided for automobile expenditures incurred when personal use of one's own vehicle is essential for carrying out school business. The alternative is to purchase school-owned vehicles (and keep them maintained) or to ask in essence that the employee subsidize out of salary the operation of his/her own vehicle for school business purposes.

Noteworthy herein is the fact that most Master Agreements in the Minnetonka School District now refer to the IRS-approved mileage rate which changes over time. For 2024, that rate has been set at 67 cents per mile. For simplicity and consistency, the recommendation is that the Board also apply this standard to employees who are not so covered. As authorized by Minnesota Statutes 471.665, this rate would also be paid to School Board members when conducting school business.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board authorize the IRS-approved rate of 67 cents per mile for personal automobile usage for school business purposes in 2024 when an employee or School Board member is not thereby covered under a formally negotiated agreement.



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David Law, Superintendent

**ACTION**

**School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item VII. j**

**Title: Approval of School Board Representative to the  
Intermediate District 287 Board**

**Date: January 4, 2024**

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**OVERVIEW**

As a member of District 287, the Minnetonka School District is required to appoint a representative to the District 287 Board.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board approve the appointment of Michael Remucal to the District 287 Board for a term of two years, commencing in January of 2024.

**Submitted By:**



David Law, Superintendent



**ACTION**

**School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item VII. k**

**Title: Determination of Board  
Committee Assignments**

**Date: January 4, 2024**

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**OVERVIEW:**

Each year, at the organizational meeting, the Board is asked to review and approve the list of Board committee assignments for the year.

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**RECOMMENDATION/FUTURE DIRECTION**

It is recommended that the representatives designated as appointees to the attached list of committees and organizations be approved as presented.



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David Law, Superintendent

**MINNETONKA SCHOOL DISTRICT #276  
SCHOOL BOARD APPOINTMENTS  
2024**

<b><i>Committee</i></b>	<b><i>2024 Representatives</i></b>
AMSD (Association of Metropolitan School Districts)	Patrick Lee-O'Halloran
MTA Liaisons	Chair and Vice Chair
Finance Advisory Committee	Dan Olson
Materials Review Committee	Chris Vitale
Teaching and Learning Advisory	Meghan Selinger
Minnetonka Foundation	Kemerie Foss
PTO/PTA Leaders	Sally Browne
Special Education Advisory	Sally Browne
Tonka CARES	Mike Remucal
Mental Health Advisory	Mike Remucal
CASE	Patrick Lee-O'Halloran & Sally Browne
Community Education Advisory	Kemerie Foss
Preschool/ECFE Advisory	Chris Vitale
OPEB Advisory	Dan Olson
Intermediate District 287 Board	Mike Remucal

**SCHOOL BOARD  
Minnetonka I.S.D. 276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item VIII.**

**Title: Review of Long-Term Financial Stability, Including  
Possible Enrollment Increase**

**Date: January 4, 2024**

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**EXECUTIVE SUMMARY:**

For almost two decades, starting with Fiscal Year 2007 (FY2007) and continuing through Fiscal Year 2024 (FY2024), Minnetonka Independent School District 276 (Minnetonka) has not had to go through a budget reduction process to balance its General Operating Fund Budget. This has made Minnetonka unique compared to every other school district in the State of Minnesota, where annual budget reduction processes to balance the budget are the norm, rather than the exception.

Indeed, prior to FY2007, Minnetonka was like every other school district in the State of Minnesota, with nearly yearly budget reduction processes to balance the General Operating Fund Budget.

In the early 1990s, the Minnesota Legislature enacted statutes that shifted more school district funding to State Aid. With that new funding system, Minnetonka went through a 12-year period that included seven years of significant budget reductions and three years of deficit spending.

All that changed because of three strategic decisions made by the School Board.

In the early 2000s, Resident Enrollment had been declining steadily from a peak of 7,645 in FY2000 to 7,245 by FY2007. The School Board made the decision to work to attract open enrollment as a way to increase revenues and take advantage of economies of scale to spread the cost of running the District over more students, thereby freeing up revenue to be spend on more instructional opportunities for students.

The School Board made the decision to offer a Spanish or Chinese Language Immersion Program at each elementary school in Minnetonka starting in FY2008. These high-quality programs differentiated Minnetonka from other school districts, which might have a single immersion elementary school, if any, to serve students.

The School Board made the decision to run an Operating Referendum Election in November 2007 to ask the voters of the District to fund an increase to an existing Operating Referendum up to the Operating Referendum Cap at that time which would provide \$4 million in additional annual operating funds to the General Operating Fund via the local property tax levy. Initial survey results done by Bill Morris Surveys indicated in April 2007 that voter sentiment was 60% against and only 40% in favor. However, at that time Minnetonka was doing Long-Term Facilities Maintenance on a cash-up-front basis of approximately \$4 million annually in local property taxes. Minnetonka switched to bonding for Long-Term Facilities Maintenance, since all those improvements are long-lived improvements. The switch in Long-Term Facilities Maintenance to bonding lowered the annual property tax levy by \$4 million. That in turn allowed Minnetonka to put forward the

Operating Referendum increase as a tax-neutral proposal, as the increase in the Operating Referendum property taxes were offset by the decrease in the Long-Term Facilities Maintenance property taxes. The voters of Minnetonka ultimately approved the Operating Referendum increase, with 65% voting yes and 35% voting no.

These three School Board decisions set the stage for the initial years of the 18-year run of no budget reduction process that continues through FY2024.

At that time, with facility additions added in the late 1990s with funding from the passage at 51.5% Yes-48.5% No of the 1996 \$33.0 Million Building Bond Referendum, Minnetonka had capacity for approximately 8,200 students. Filling to just that capacity would have meant that the revenue growth associated with Open-Enrolled students would end in approximately FY2010, after which Minnetonka would end up being back in a cycle of steady budget reductions as had been the case prior to FY2007.

The School Board approved a series of facility improvements on an annual basis that were funded out of existing Operating Capital revenue and Lease Levy revenue. As a result, no additional tax increases needed to be requested from the voters of the District. Using a combination of debt management and continuous refunding of bonds to lower interest rates to reduce their payments, the School Board has been able to approve facility additions of over 369,400 square feet which has given Minnetonka the ability to serve as many as 12,000 K-12 students. These facility improvements resulted in Minnetonka being able to have an average annual enrollment growth of 223 K-12 students through FY2022, which provided increased revenue for all students and the ability of the School Board to continue to offer students programs such as Elementary, Middle and High School Language Immersion classes, IP/AB programs, Minnetonka Research, VANTAGE Advanced Professional Studies, and MOMENTUM Design and Skilled Trades, among others.

In 2015, the Operating Referendum Cap had increased as a result of school district funding changes enacted by the 2014 Minnesota Legislature. The School Board decided to run an Operated Referendum Election to increase the Operating Referendum revenue per student. Study of the tax impact of increasing the Operating Referendum up to the new Operating Referendum Cap all at one time would result in a very large property tax increase to the voters of Minnetonka. As a result, Minnetonka developed an innovative two-step question whereby the voters of Minnetonka were asked to approve a modest increase of \$340 per pupil immediately and then a second modest increase of \$340 per pupil three years later, which had the effect of moderating the tax increase. At the November 3, 2015 election, the voters of Minnetonka approved this proposal at 71.6% Yes - 28.4% No.

The key strategic decisions of the School Board to pursue open enrollment, to run the tax-neutral November 2007 Operating Referendum election, to approve facility improvements funded out of the existing revenue streams of Operating Capital Revenue and Lease Levy Revenue, and to run the two-step November 2015 Operating Referendum election are the reasons why Minnetonka has been able to have an 18-year run of no budget reduction processes from FY2007 through FY2024 while all other school districts have had to enact repeated budget reductions

All school districts in the State of Minnesota receive State Aid and Local Levy revenue to fund operations just like Minnetonka, but only Minnetonka has been able to compile the record of 18 consecutive years of no budget reductions. Those key strategic decisions to pursue open enrollment, to run the tax-neutral 2007 Operating Referendum Election, to increase facility capacity by using existing Operating Capital and Lease Levy Revenue streams, and running the

two-step 2015 Operating Referendum Election are the sole reasons why Minnetonka has been able to be different from all other school districts in the State of Minnesota in compiling that 18-year run of no budget reductions.

Two developments subsequent to the November 3, 2015 election have occurred that are producing challenges for Minnetonka going forward into FY2025 and later years, which absent any changes will break the 18-year string of Minnetonka not needing to do a budget reduction process.

The first development is the fact that the with the results of the November 3, 2015 election, Minnetonka is at the Operating Referendum Cap and so can only receive inflation increases yearly and is unable to ask for an additional large amount per pupil as was possible in 2007 and 2015.

Projections of future budgets by administration in early 2017 indicated that in order for Minnetonka to continue offering its wide array of programs through 2030, it would be necessary to grow to between 11,500 and 11,600 students and to have the Minnesota Legislature increase the Operating Referendum Cap by at least \$600 per pupil no later than the 2023 Legislature so that the voters of Minnetonka could be asked to provide additional Operating Referendum revenue at the November 2023 election.

Increasing of the Operating Referendum Cap was proposed in November 2017 as a plank for the Minnetonka Legislative Position Statements for the 2018 Minnesota Legislative Session and was approved as such by the School Board in December 2017. This particular plank has been part of the Minnetonka Legislative Position Statements for each Legislative Session since that time. Unfortunately, Minnetonka has been unsuccessful to date in achieving an increase in the Operating Referendum Cap.

In October 2019, the School Board set a cap on K-12 in-person enrollment of 11,100 students. This cap is still in effect, but it has been modified to allow for Tonka Online enrollment in addition to the 11,100 K-12 in-person students.

For FY2025 which starts on July 1, 2024, the Operating Referendum Cap has not been raised and the 11,100 K-12 in-person enrollment cap is in place. Absent any changes, Minnetonka will have to enact budget reductions to balance the FY2025 General Operating Fund Budget.

The most recent budget projection for FY2025 is based on the FY2024 Interim Amended Budget with all changes through mid-October 2023. This projection estimates a deficit of ongoing revenues to ongoing expenditures of (\$1,677,260) in FY2025 followed by a larger deficit of (\$6,469,767) in FY2026. These deficits are certain to occur because Minnetonka is not able to get additional revenue from enrollment growth and is unable to request additional Operating Referendum Revenue for the voters of Minnetonka to consider.

The School Board does have the ability to adjust the K-12 in-person enrollment cap should it consider that appropriate. One option to consider is to increase the enrollment cap by 10 students per grade above the FY2024 K-12 actual in-person enrollment that came in at 11,120 after all final late enrollments were tabulated. This increase would result in 10 students per elementary school, 15 students per middle school, and 40 students at the high school for FY2025. This number of students could be absorbed across the district with no additional personnel costs added. As a result, the General Operating Fund would be at approximately break-even for FY2025 and it would buy the time of an additional year for Minnetonka and its lobbying group CASE to

continue efforts to get the Operating Referendum Cap raised. (Note – this projection does not include the ongoing impact of final MTA compensation increases for FY2024 and FY2025, which are not available as of the time of this writing.)

Increasing the K-12 in-person cap by 130 students would also lower the FY2026 projected deficit to (\$4,937,283), which is still substantial but greatly reduced. (Note – this projection does not include the ongoing impact of final MTA compensation Increases for FY2024 and FY2025, which are not available as of the time of this writing.)

Were the School Board to approve an increase of 130 K-12 in-person students, Administration would use the following priorities for adding those students:

- Ensure an equal distribution of new Open-Enrolled Students across the District
- Increase school building target capacities proportionally
- Maintain target class sizes to the extent possible
- Prioritize buildings farthest below the target capacity first
- Keep siblings together

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#### **ATTACHMENTS:**

- Budget Reduction (Cost Containment) History Since FY1996
- General Operating Fund Major Revenue Growth Sources During 18-Year Run Of No Major Budget Reductions
- Resident ADM Served In District To Total ADM History – Pre-K HDCCP To Grade 12
- FY2024 Interim Amended General Operating Fund Budget And Projection For FY2025 Through FY2029
- FY2024 Interim Amended General Operating Fund Budget And Projection For FY2025 Through FY2029 – K-12 Enrollment Cap 11,250

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#### **RECOMMENDATION/FUTURE DIRECTION:**

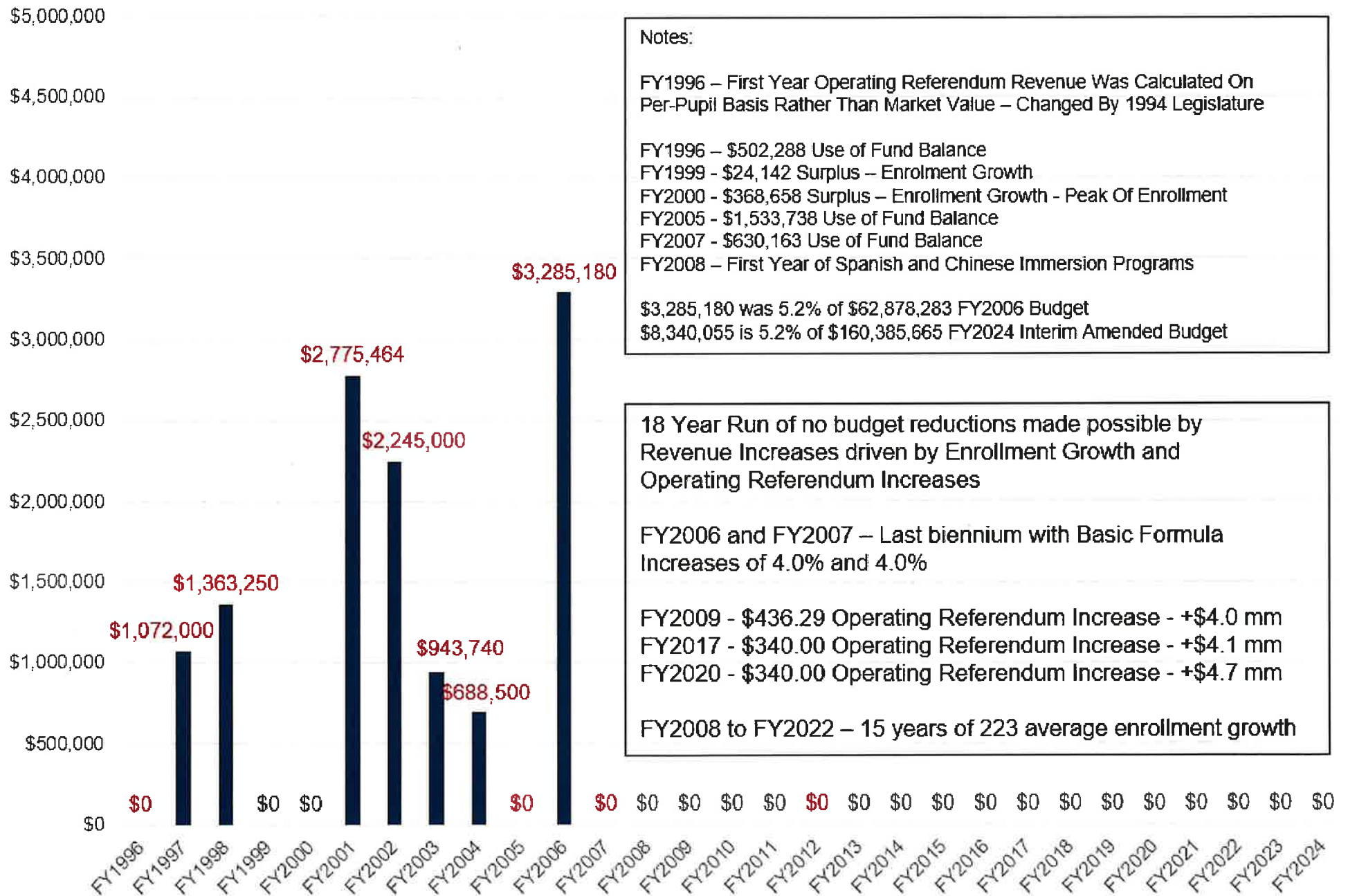
This information is presented for the School Board's information and consideration.

Submitted by:   
Paul Bourgeois, Executive Director of Finance & Operations

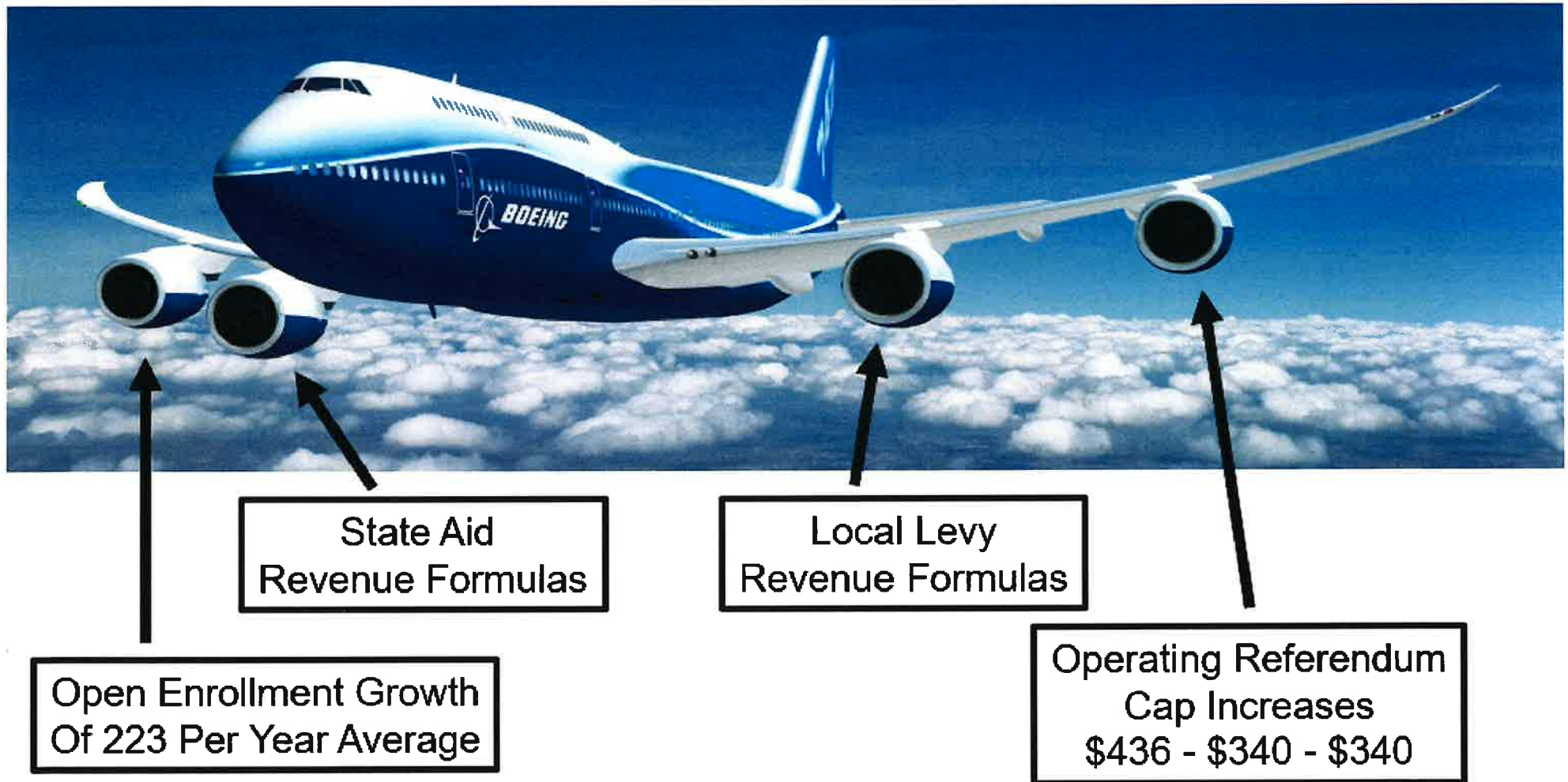
Concurrence:   
David Law, Superintendent

# Minnetonka Independent School District 276

## Budget Reduction (Cost Containment) History Since FY1996



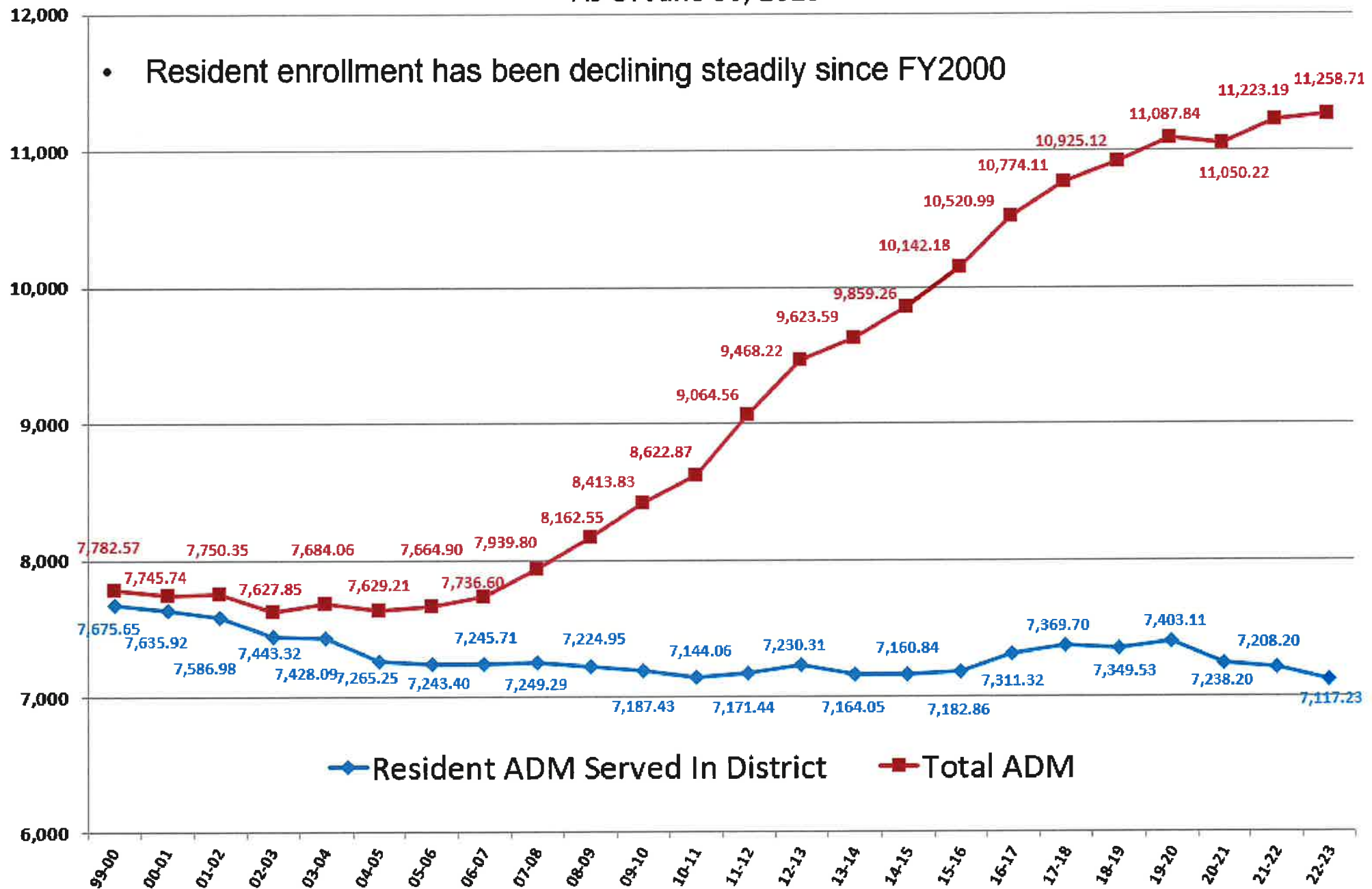
## General Operating Fund Major Revenue Growth Sources During 18-Year Run Of No Major Budget Reductions





Minnetonka ISD 276  
Resident ADM Served In District to Total ADM History – Pre-K HDCP To Grade 12  
As Of June 30, 2023

- Resident enrollment has been declining steadily since FY2000



**MINNETONKA INDEPENDENT SCHOOL DISTRICT 276**  
**FY2024 INTERIM AMENDED GENERAL OPERATING FUND BUDGET AND PROJECTION FOR FY2025 THROUGH FY2029**

General (01), Transportation (03), & Extra Curricular (11) Funds		+5.05 Tchr FTE*	+3.43 Tchr FTE	+3.09 Tchr FTE*	+2.07 Tchr FTE*	+0 Tchr FTE	+0 Tchr FTE	+0 Tchr FTE	+0 Tchr FTE	+0 Tchr FTE
K-12 Student Growth Oct Target Numbers (Actuals Thru FY23)		163	32	-6	36	0	0	0	0	0
October 1 K-12 Enrollment Target (Actuals Thru FY23)		11,174	11,206	11,200	11,242	11,242	11,242	11,242	11,242	11,242
Definitions		Actual 2021-2022	Actual 2022-2023	Adopted 2023-2024	Interim Amended 2023-2024	Projected 2024-2025	Projected 2025-2026	Projected 2026-2027	Projected 2027-2028	Projected 2028-2029
<b>SOURCES OF REVENUE:</b>	Gen Ed Rev - Resident	\$54,087,221	\$54,306,048	\$55,936,099	\$55,903,042	\$57,115,432	\$58,591,240	\$59,845,559	\$61,139,938	\$62,457,798
	Gen Ed Rev - Open Enroll	\$28,762,422	\$30,695,379	\$31,616,732	\$31,924,602	\$32,616,963	\$33,459,755	\$34,176,060	\$34,915,242	\$35,667,833
	Categorical	22,125,490	24,241,930	29,181,854	29,202,870	29,531,401	29,873,059	30,944,753	31,633,942	31,848,250
	Miscellaneous	3,472,364	5,058,977	4,253,840	4,798,840	4,535,000	3,735,000	3,635,000	3,535,000	3,535,000
	Federal	4,244,490	4,305,768	3,003,053	3,003,053	2,895,087	2,895,087	2,895,087	2,895,087	2,895,087
	Revenue Before Ref.	112,691,987	118,608,101	123,991,578	124,832,408	126,693,884	128,554,140	131,496,458	134,119,209	136,403,968
	Total Voter Approved Referendum Rev	23,007,370	23,151,349	28,059,527	28,059,527	28,981,638	27,983,320	28,705,713	29,435,895	30,124,908
	Local Option Revenue Tier 1	5,292,763	5,163,642	5,429,663	5,429,663	5,327,178	5,242,082	5,242,082	5,242,082	5,242,082
	Local Option Revenue Tier 2	3,489,811	3,545,655	3,541,958	3,541,958	3,581,885	3,581,885	3,581,885	3,581,885	3,581,885
	<b>Total Revenue</b>	<b>\$144,481,932</b>	<b>\$150,468,746</b>	<b>\$161,022,727</b>	<b>\$161,863,556</b>	<b>\$164,584,585</b>	<b>\$165,361,427</b>	<b>\$169,026,138</b>	<b>\$172,379,071</b>	<b>\$175,352,842</b>
<b>USES OF REVENUE:</b>	Salaries & Wages	\$98,311,029	\$101,936,550	\$106,519,637	\$107,323,830	\$111,584,474	\$115,545,237	\$119,643,541	\$123,884,025	\$128,271,481
	Benefits	30,769,754	31,860,123	33,468,615	33,679,830	34,922,656	36,018,034	37,167,740	38,360,809	39,640,695
	Purchased Serv.	7,234,495	7,291,213	7,015,105	7,420,385	7,197,709	7,220,668	7,346,311	7,474,709	7,605,935
	Supplies	4,534,112	3,267,029	4,926,418	4,933,793	4,951,687	5,000,704	5,050,211	5,100,213	4,898,262
	Transportation	6,004,090	5,898,407	7,192,749	7,192,749	7,728,925	8,094,681	8,478,257	8,728,179	8,985,535
	Transfers	591,230	569,608	650,155	650,155	669,660	689,749	710,442	731,755	753,708
	Transfer from OPEB Trust	(754,419)	(815,037)	(815,077)	(815,077)	(793,266)	(737,880)	(679,468)	(621,296)	(606,606)
	<b>Total Expenses</b>	<b>\$146,690,293</b>	<b>\$150,007,893</b>	<b>\$158,957,602</b>	<b>\$160,385,665</b>	<b>\$166,261,845</b>	<b>\$171,831,193</b>	<b>\$177,717,034</b>	<b>\$183,658,394</b>	<b>\$189,549,010</b>
<b>BOTTOM LINE:</b>	<b>Ongoing Revenue Over (Under) Expenditures</b>	<b>(\$2,208,361)</b>	<b>\$460,854</b>	<b>\$2,065,125</b>	<b>\$1,477,891</b>	<b>(\$1,677,260)</b>	<b>(\$6,469,767)</b>	<b>(\$8,690,896)</b>	<b>(\$11,279,323)</b>	<b>(\$14,196,168)</b>
<b>FUND BALANCE:</b>	Beginning	\$25,744,728	\$23,536,367	\$23,910,676	\$23,997,221	\$25,975,801	\$24,298,541	\$17,828,774	\$9,137,878	(\$2,141,445)
	Ongoing Revenue Over (Under) Expenditures	(\$2,208,361)	\$460,854	\$2,065,125	\$1,477,891	(\$1,677,260)	(\$6,469,767)	(\$8,690,896)	(\$11,279,323)	(\$14,196,168)
	One-Time Transfer from OPEB Fund (VANTAGE/MOMENTUM)	\$9,850,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	One-Time Transfer to Operating Capital/Construction Fund	(\$9,850,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Ending	23,536,367	23,997,221	25,975,801	25,475,112	24,298,541	17,828,774	9,137,878	(2,141,445)	(16,337,613)
<b>RECON. OF ENDING FUND BALANCE:</b>										
<b>Assigned Fund Balance</b>	Op Cap Deferred Use	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Assigned Fund Balance</b>	Q-Comp	\$436,430	\$533,560	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
<b>Restricted Fund Balance</b>	3rd Party Billing	\$111,162	\$59,981	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
<b>Non Spendable Fd Bal</b>	Prepays & Inventories	\$1,133,240	\$1,583,525	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000
<b>Total Assigned, Non Spendable or Restricted Fd Bal</b>		<b>\$1,680,833</b>	<b>\$2,177,066</b>	<b>\$910,000</b>	<b>\$910,000</b>	<b>\$910,000</b>	<b>\$910,000</b>	<b>\$910,000</b>	<b>\$910,000</b>	<b>\$910,000</b>
<b>Total Unassigned Fund Balance</b>		<b>\$21,855,534</b>	<b>\$21,820,155</b>	<b>\$25,065,801</b>	<b>\$24,565,112</b>	<b>\$23,388,541</b>	<b>\$16,918,774</b>	<b>\$8,227,878</b>	<b>-\$3,051,445</b>	<b>-\$17,247,613</b>
<b>Total Fund Balance as % of Expenditures</b>		16.0%	16.0%	16.3%	15.9%	14.6%	10.4%	5.1%	-1.2%	-8.6%
<b>Unassigned as a % of Expenditures</b>		14.9%	14.5%	15.8%	15.3%	14.1%	9.8%	4.6%	-1.7%	-9.1%
* 9.97 FTE Teacher staff are assigned to the Tonka Online Comprehensive eLearning Program										

**MINNETONKA INDEPENDENT SCHOOL DISTRICT 276**  
**FY2024 INTERIM AMENDED GENERAL OPERATING FUND BUDGET AND PROJECTION FOR FY2025 THROUGH FY2029**  
**WITH IN-PERSON K-12 11,250**

General (01), Transportation (03), & Extra Curricular (11) Funds		+5.05 Tchr FTE*	+3.43 Tchr FTE	+3.09 Tchr FTE*	+2.07 Tchr FTE*	+0 Tchr FTE	+0 Tchr FTE	+0 Tchr FTE	+0 Tchr FTE	+0 Tchr FTE
K-12 Student Growth Oct Target Numbers (Actuals Thru FY23)		163	32	-6	36	130	0	0	0	0
October 1 K-12 Enrollment Target (Actuals Thru FY23)		11,174	11,206	11,200	11,242	11,372	11,372	11,372	11,372	11,372
Definitions		Actual 2021-2022	Actual 2022-2023	Adopted 2023-2024	Interim Amended 2023-2024	Projected 2024-2025	Projected 2025-2026	Projected 2026-2027	Projected 2027-2028	Projected 2028-2029
<b>SOURCES OF REVENUE:</b>	Gen Ed Rev - Resident	\$54,087,221	\$54,306,048	\$55,936,099	\$55,903,042	\$57,116,198	\$58,592,014	\$59,846,359	\$61,140,754	\$62,458,632
	Gen Ed Rev - Open Enroll	\$28,762,422	\$30,695,379	\$31,616,732	\$31,924,602	\$33,650,099	\$34,519,579	\$35,258,578	\$36,021,174	\$36,797,603
	Categorical	22,125,490	24,241,930	29,181,854	29,202,870	29,583,462	29,925,850	31,002,052	31,691,242	31,905,550
	Miscellaneous	3,472,364	5,058,977	4,253,840	4,798,840	4,535,000	3,735,000	3,635,000	3,535,000	3,535,000
	Federal	4,244,490	4,305,768	3,003,053	3,003,053	2,895,087	2,895,087	2,895,087	2,895,087	2,895,087
	Revenue Before Ref.	112,691,987	118,608,101	123,991,578	124,832,408	127,779,847	129,667,529	132,637,076	135,283,257	137,591,871
	Total Voter Approved Referendum Rev	23,007,370	23,151,349	28,059,527	28,059,527	29,294,449	28,304,722	29,035,413	29,773,982	30,470,908
	Local Option Revenue Tier 1	5,292,763	5,163,642	5,429,663	5,429,663	5,387,386	5,302,290	5,302,290	5,302,290	5,302,290
	Local Option Revenue Tier 2	3,489,811	3,545,655	3,541,958	3,541,958	3,624,485	3,624,485	3,624,485	3,624,485	3,624,485
	Total Revenue	\$144,481,932	\$150,468,746	\$161,022,727	\$161,863,556	\$166,086,166	\$166,899,026	\$170,599,263	\$173,984,013	\$176,989,554
<b>USES OF REVENUE:</b>	Salaries & Wages	\$98,311,029	\$101,936,550	\$106,519,637	\$107,323,830	\$111,584,474	\$115,545,237	\$119,643,541	\$123,884,025	\$128,271,481
	Benefits	30,769,754	31,860,123	33,468,615	33,679,830	34,922,656	36,018,034	37,167,740	38,360,809	39,640,695
	Purchased Serv.	7,234,495	7,291,213	7,015,105	7,420,385	7,197,709	7,220,668	7,346,311	7,474,709	7,605,935
	Supplies	4,534,112	3,267,029	4,926,418	4,933,793	4,956,753	5,005,821	5,055,379	5,105,433	4,913,804
	Transportation	6,004,090	5,898,407	7,192,749	7,192,749	7,728,925	8,094,681	8,478,257	8,728,179	8,985,535
	Transfers	591,230	569,608	650,155	650,155	669,660	689,749	710,442	731,755	753,708
	Transfer from OPEB Trust	(754,419)	(815,037)	(815,077)	(815,077)	(793,266)	(737,880)	(679,468)	(621,296)	(606,606)
	Total Expenses	\$146,690,293	\$150,007,893	\$158,957,602	\$160,385,665	\$166,266,911	\$171,836,310	\$177,722,201	\$183,663,614	\$189,564,551
<b>BOTTOM LINE:</b>	Ongoing Revenue Over (Under) Expenditures	(\$2,208,361)	\$460,854	\$2,065,125	\$1,477,891	(\$180,745)	(\$4,937,283)	(\$7,122,938)	(\$9,679,601)	(\$12,574,997)
<b>FUND BALANCE:</b>	Beginning	\$25,744,728	\$23,536,367	\$23,910,676	\$23,997,221	\$25,975,801	\$25,795,056	\$20,857,773	\$13,734,835	\$4,055,234
	Ongoing Revenue Over (Under) Expenditures	(\$2,208,361)	\$460,854	\$2,065,125	\$1,477,891	(\$180,745)	(\$4,937,283)	(\$7,122,938)	(\$9,679,601)	(\$12,574,997)
	One-Time Transfer from OPEB Fund (VANTAGE/MOMENTUM)	\$9,850,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	One-Time Transfer to Operating Capital/Construction Fund	(\$9,850,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Ending	23,536,367	23,997,221	25,975,801	25,475,112	25,795,056	20,857,773	13,734,835	4,055,234	(8,519,763)
<b>RECON. OF ENDING FUND BALANCE:</b>										
Assigned Fund Balance	Op Cap Deferred Use	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assigned Fund Balance	Q-Comp	\$436,430	\$533,560	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
Restricted Fund Balance	3rd Party Billing	\$111,162	\$59,981	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Non Spendable Fd Bal	Prepays & Inventories	\$1,133,240	\$1,583,525	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000
Total Assigned, Non Spendable or Restricted Fd Bal		\$1,680,833	\$2,177,066	\$910,000	\$910,000	\$910,000	\$910,000	\$910,000	\$910,000	\$910,000
Total Unassigned Fund Balance		\$21,855,534	\$21,820,155	\$25,065,801	\$24,565,112	\$24,885,056	\$19,947,773	\$12,824,835	\$3,145,234	-\$9,429,763
Total Fund Balance as % of Expenditures		16.0%	16.0%	16.3%	15.9%	15.5%	12.1%	7.7%	2.2%	-4.5%
Unassigned as a % of Expenditures		14.9%	14.5%	15.8%	15.3%	15.0%	11.6%	7.2%	1.7%	-5.0%
* 9.97 FTE Teacher staff are assigned to the Tonka Online Comprehensive eLearning Program										

**School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item IX.**

**Title: Review of 2024-25 School Board Goals**

**Date: January 4, 2024**

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**OVERVIEW:**

Each year, the Minnetonka School Board meets with the Superintendent to set annual goals. This process includes a review of the previous year's goals, a review of student data on academic progress, survey data from students and parents and input from District staff and the community. The school board held an initial goal setting meeting for the 24-25 school year in November. The review this evening will preview the first draft of those goals, with plans to approve the goals later this spring.

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**RECOMMENDATION/FUTURE DIRECTION:**

This item is presented for the School Board's information.



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David Law, Superintendent

**Minnetonka School District**  
*Innovate, Inspire, Excel.*  
**2024-2025 School Board Goals - DRAFT**

**Excellence in Well-being, Connection and Belonging**

The Minnetonka School Board and District Administration believe a commitment to world-class, child-centered excellence strengthens Minnetonka Public Schools. The well-being and belonging of our students are both continuing priorities for families and for the District.

**Student well-being** is defined here as the positive sense of self and belonging that is felt when one's cognitive, emotional, social and physical needs are being met.

**Belonging** is defined here as a strong feeling of positive connection, acceptance and importance as a member of the Minnetonka Schools community, regardless of race, religion, gender identity, sexual orientation, country of origin, ability, and/or socioeconomic status.

Integrating student well-being, connection and belonging efforts will ensure all students have the support needed to achieve at their highest potential.

The District will continue to foster and promote positive student well-being, connection and belonging efforts and will identify and remove barriers that have a detrimental effect on students' well-being, connection and sense of belonging. The District will strive for the fair treatment, opportunity and advancement of all students to pursue their highest levels of academic and personal achievement. The Board's vision for child-centered excellence will be the foundation for these efforts.

For the 2024-25 school year, the District will have the following goals and action steps.

- 1) Prioritize student mental health: Proactively contribute to students' social and emotional well-being through connection and belonging efforts throughout the school year. Survey students annually to help identify students who may need additional support. Continue to implement the Multi-Tiered Systems of Support referral process and student support structures. Continue to confer with the Mental Health Advisory Council and implement recommendations as appropriate.



- a. The District will present a report to the School Board on measures of success related to student social and emotional health including trend data on an annual basis.
- 2) Create a Welcoming, Inclusive and Safe Environment for All Students: Deepen the implementation of belonging efforts. Provide training for staff on the best practices to build connections with and among students. Gather student data on an annual basis. Identify, analyze, monitor and respond to student trends and data with attention to identifying and addressing barriers to belonging affecting different student demographic groups. Parent communication regarding belonging efforts will be included as a strategy to support this work.
  - a. Principals and their staff will present reports to the School Board throughout the academic year that include their school's well-being, connection and belonging efforts and when appropriate, outcomes.
- 3) Increase Bullying Prevention Efforts: Revisit and raise student and parent awareness of existing bullying prevention efforts. Monitor the impact of our bullying prevention efforts as measured by student discipline data, student reports and survey data.
  - a. Update the Board annually on the trend data from student and parent surveys.

## **Excellence in Student Learning and Support**

Excellence in student learning and support is a foundational principle guiding the Minnetonka School Board and District Administration in their work. The School Board and District Administration believe that each student is capable of achieving at their highest potential and is committed to work collaboratively with families to support their students' learning. The continuation of the District's excellence in teaching and learning will be driven through deep implementation of educational frameworks and strategic programs to support student learning.

For the 2024-25 school year, the District will have the following goals and action steps.

- 1) Increase opportunities for improved academic outcomes for all students: Focus on high-quality, universal instruction in all courses including progress monitoring and teacher collaboration. Provide staff development throughout the year to address the priority areas identified by student data and teacher feedback. Increase the impact of teacher collaboration time by providing consistent guidance and support throughout the school year directly to teaching staff and through building leadership.

Continuously monitor the effectiveness of our programming at all levels across curricular areas to ensure we are meeting the needs of all students. Take steps to ensure our continuous improvement process includes programming for students receiving special education services, students learning English, and students participating in Tonka Online programming.

- a. The District will present reports to the School Board on the academic progress of students by using available data, which include student performance on standardized assessments, participation in rigorous coursework, and student, staff and parent survey data.

2) Improve student literacy: The District will continue to implement its updated literacy plan, which includes the following elements. Provide training for all teachers on the best practices in reading instruction. Evaluate core and supplemental literacy materials to ensure they are aligned to research-based best practices. Ensure all students are screened for barriers to literacy early in the educational process. Monitor student growth throughout the school year and year-over-year to determine if our interventions or acceleration are impactful. Identify and address any gaps in achievement that exist between measured student groups, with attention to predictable outcomes.

- a. Report results annually from District standardized assessments, including from MCA and NWEA, and including student growth and gaps between student demographic groups.

3) Expand Student Opportunities: Continue to expand the programming of signature programs VANTAGE Advanced Professional Studies and MOMENTUM Design and Skilled Trades to meet the future needs of our students

- a. The District will provide an update to the Board on current programming including student participation and recommend potential improvements and expansions.

4) Improve Middle School Programming: Implement recommendations from the Middle School Task Force as fiscally appropriate.

- a. The District will provide two reports to the Board that will include a summary of proposed changes for the 2024-2025 school, an evaluation of the changes and recommendations for the following school year.

## **Excellence in Leadership and Organizational Support**

The Minnetonka School District has built a reputation as a national leader in providing exceptional, innovative student programming and unique and diversified pathways for students to experience world-class opportunities and to achieve unrivaled outcomes. The District will strive for excellence in all levels of leadership and organizational support using the following assumptions:

- *The District will share opportunities, challenges and barriers to implementation and suggest recommendations to address them.*
- *Staff are critical partners in reaching District goals and will be encouraged to share input and ideas.*
- *Families are critical partners in their students' educational success and in reaching District goals and will be encouraged to share input and ideas with District leadership.*
- *Student voice is valued and will be solicited to support District goals, as often as is practical.*
- *Innovation is a key strategy for ideation and program improvement. The District will maintain a formal process to gather input that will positively impact District goals.*

For the 2024-25 school year, this goal will include the following action steps:

- 1) Ensuring long-term financial stability and sustainability for the District:  
Recommended adjustments that will ensure short-term and long-term financial stability include the following items: Adjustments to enrollment, reductions to expenditures, advocacy for legislative changes that will address funding shortfalls, and other solutions that will have a positive impact on the District's financial situation.
  - a. The District will provide periodic updates to the Board on the District's finances, including recommendations to improve financial stability.
- 2) Address staffing challenges impacting the District: Enhance the District's focus on recruitment and retention of exceptional teachers and staff. Include efforts to create a representative workforce that will enrich the learning environment for all students.
  - a. The District will provide an annual School Board update and presentation on open positions recruitment and retention efforts, including information on the use of new platforms for recruitment and a summary of exit interviews.



- 3) Ensure facilities meet the current and future needs of our students: This includes creating a Facilities Task Force to conduct a facility planning needs assessment and recommendations to meet the needs for all academic and co-curricular programs.
  - a. The District will charge the Facilities Task Force with conducting a facility study to include representation from all schools, student programs, and unique learners, as well as members of the community at large, School Board representation, and District staff.
  - b. This Facilities Task Force will meet, as needed, to understand the current state of District facilities and to suggest improvements.
  - c. The District will provide an update on the progress of this task force, as well as final recommendations for Board consideration.
- 4) Ensure high quality meals: The District will continue to implement the recently-approved, no-cost meal legislation including breakfast at every site. Gathering input from students and families, the District will implement strategies to increase the variety and quality of meals available for students.
  - a. The District will update the Board twice during the year on Nutrition Services improvement efforts, including staffing levels, meal improvement initiatives, and recommendations from parents and students.
- 5) Build community trust: Inform and engage District constituents, including students, families, staff and the broad community through outreach and engagement opportunities and efforts. To fulfill this expectation and in response to community input, the District commits to the following actions:
  - a. The District will create new in-person engagement opportunities for community members to connect with District leadership and the Board.
  - b. The District will survey residents, families, students and staff regarding their experiences and sentiments about the District, including their access to information about the District and will develop strategies to address any challenges revealed by the data. Further, the School Board will evaluate District policies and procedures related to community engagement.
  - c. The District will present a mid-year and year-end communications report to the School Board including community perception data related to the trust the community has with the Board.

- d. The District will prioritize including student voice in presentations and discussions with an expectation that every Board meeting will include student voice in some fashion.
- e. School Board members will continue to connect with and learn from other school boards about best practices in supporting and engaging student and community voice.

## CONSENT

**School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota**

### **Board Agenda Item X.**

**Title: Resolution Pertaining to Consent Agenda**

**Date: January 4, 2023**

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#### **OVERVIEW:**

The School Board formally adopted the Consent Agenda concept on March 1, 1979. For the Consent Agenda to work efficiently, Board members should call staff prior to the meeting regarding any questions they may have on the following items. If a member wishes to discuss any matter on the Consent Agenda, he/she should request, at the beginning of the meeting, that the item be placed on the regular agenda (during Agenda Item III: Adoption of the Agenda).

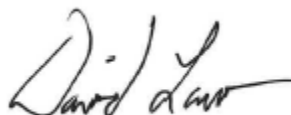
The following are the recommendations included within the Consent Agenda for January 4, 2023:

- a. Minutes of December 7, 2023 Regular Meeting and Closed Session
  - b. Study Session Summary of December 14, 2023
  - c. Payment of Bills
  - d. Recommended Personnel Items
  - e. Gifts and Donations
  - f. Electronic Fund Transfers
- 

#### **RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board approve all recommendations included within the Consent Agenda items.

**Submitted by:** \_\_\_\_\_



David Law, Superintendent

CONSENT

School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota

Board Agenda Item X. a

Title: Meeting Minutes

Date: January 4, 2023

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**OVERVIEW:**

The minutes of the proceedings of the Minnetonka School Board's following meetings are attached:

1. December 7 regular meeting
2. December 7 closed session

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board approve these minutes, as presented.

Submitted by: Carrie Voeltz  
Carrie Voeltz, Executive Assistant  
to the Superintendent and School Board

**MINNETONKA INDEPENDENT SCHOOL DISTRICT #276**  
**District Service Center**  
**5621 County Road 101**  
**Minnetonka, Minnesota**

**Minutes of December 7, 2023 Regular Board Meeting**

The School Board of Minnetonka Independent School District #276 met in regular session at 7:00 p.m. on Thursday, December 7, 2023 in the Community Room at the District Service Center, 5621 County Road 101, Minnetonka, Minnesota. Chairperson Lisa Wagner presided. Other Board members present were: Mark Ambrosen, Katie Becker, Patrick Lee-O'Halloran, Michael Remucal, Meghan Selinger, Chris Vitale and Superintendent David Law, ex officio. The meeting was also livestreamed on the District's YouTube channel.

Prior to the meeting, the Board recognized, via a video, the District Service Center Honored Artists (Elementary Level); Boys Cross Country State Qualifiers; Girls Cross Country State Qualifiers; Boys Soccer State Qualifiers; Girls Swim & Dive State Qualifiers; Girls Tennis State Qualifiers; Girls Volleyball State Qualifiers; Middle School and High School Mountain Biking State Qualifiers; 2023 AP Scholars with Honor; MCEA and LERN awards for Minnetonka Community Education; and Leaders and Site Coordinators for the Employee Charitable Giving Campaign.

Also prior to the regular meeting, the Board held its annual Truth in Taxation Hearing. Superintendent Law said that this time was set aside to provide information to District residents and that the Board would take action on the levy as part of that evening's regular meeting agenda. He called upon Paul Bourgeois, Executive Director of Finance and Operations, to present the information to the Board.

Mr. Bourgeois began by saying that MN Statutes have required since 1988 that every school district, city and county hold a Truth in Taxation Hearing prior to adopting the annual property tax levy. At the hearing, the School District must present information on the current year budget, information on the proposed levy, and it must explain major changes in the proposed levy. In addition, after the presentation, the School District is required to take public comment on the proposed levy.

Highlights of Mr. Bourgeois' presentation included the following:

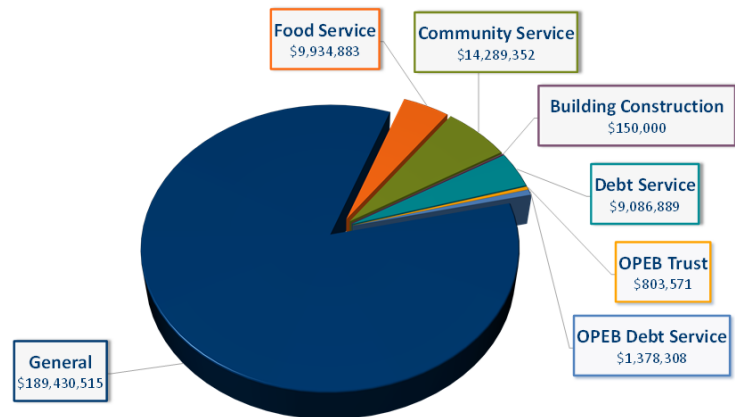
**District Revenues & Expenditures**  
Actual for FY 2023, Budget for FY 2024

FUND	FISCAL 2023 BEGINNING	2022-23 ACTUAL		JUNE 30, 2023 ACTUAL	2023-24 BUDGET		JUNE 30, 2024 PROJECTED
	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	FUND BALANCES
General/Restricted	\$4,221,923	\$20,773,387	\$20,743,820	\$4,251,489	\$24,639,290	\$23,915,699	\$4,975,080
General/Other	28,604,347	156,921,688	156,876,047	28,649,988	164,791,225	162,668,168	30,773,045
Food Service	3,181,134	6,312,341	5,694,841	3,798,633	9,934,883	9,088,460	4,645,056
Community Service	2,774,203	15,074,183	13,256,233	4,592,152	14,289,352	14,341,459	4,540,045
Building Construction	16,590,101	2,755,331	8,077,835	11,267,597	150,000	8,220,100	3,197,497
Debt Service	1,377,349	12,731,845	12,650,297	1,458,898	9,086,889	9,093,154	1,452,633
Internal Service	10,643,467			8,801,165			7,935,966
OPEB* Revocable Trust	14,500,276	1,043,487	815,037	14,728,726	803,571	815,077	14,717,220
OPEB* Debt Service	504,375	1,542,217	1,475,746	570,847	1,378,308	1,478,096	471,059
<b>Total All Funds</b>	<b>82,397,176</b>	<b>217,154,479</b>	<b>219,589,857</b>	<b>78,119,496</b>	<b>225,073,518</b>	<b>229,620,213</b>	<b>72,707,602</b>

\*Other Post Employment Benefits

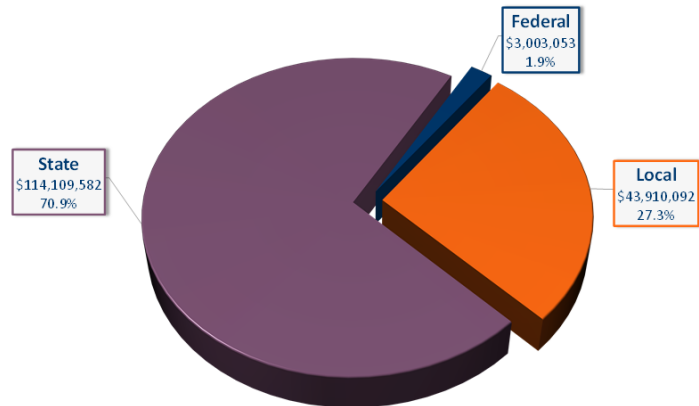
## Revenue - All Funds -

2023-24 Budget  
\$225,073,518



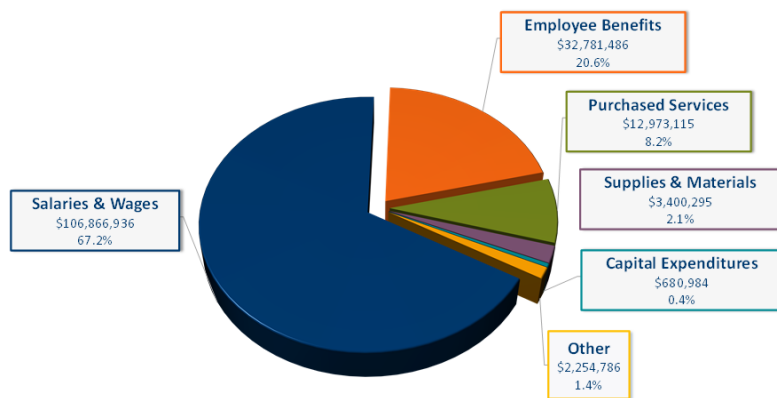
## General Fund Revenue

2023-24 Budget  
\$161,022,727



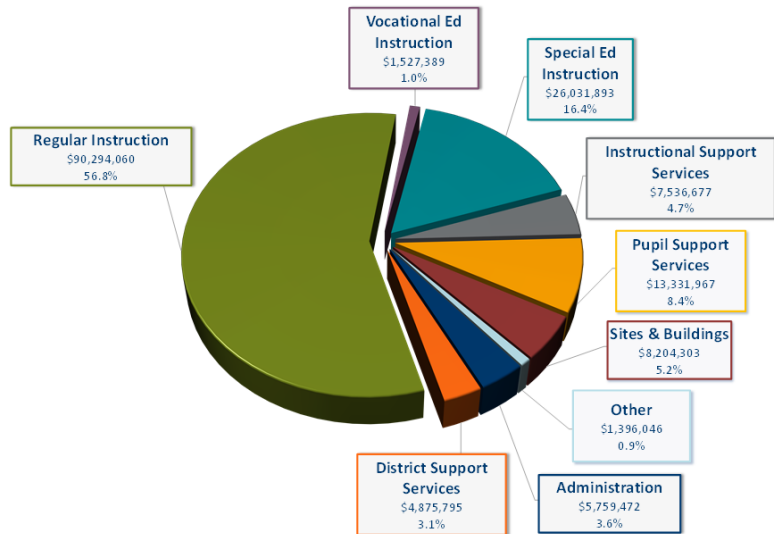
## General Fund Expenditures - by Object -

2023-24 Budget  
\$158,957,602



## General Fund Expenditures - by Program -

2023-24 Budget  
\$158,957,602



Comparison of Actual Tax Levy Payable in 2023 to Proposed Levy Payable in 2024

Fund Levy Category	Actual Levy Payable in 2023	Proposed Levy Payable in 2024	\$ Change	% Change
<b>General</b>				
Voter Approved Operating Referendum	\$25,874,581	\$27,235,210	\$1,360,629	
Local Optional Revenue (LOR)	8,721,859	8,823,968	102,106	
Equity	845,900	618,170	(227,730)	
Voter Approved Technology Referendum	7,609,742	9,240,571	1,630,829	
Operating Capital	1,236,845	1,474,799	237,955	
Alternate Teacher Compensation	1,050,093	1,026,958	(23,135)	
Long Term Facilities Maintenance	600,000	600,000	0	
Instructional Lease	2,554,553	2,775,954	221,401	
Other	1,288,747	1,510,180	221,433	
Prior Year Adjustments	2,243,376	2,250,086	6,709	
<b>Total, General Fund</b>	<b>\$52,025,697</b>	<b>\$55,555,895</b>	<b>\$3,530,197</b>	<b>6.8%</b>
<b>Community Service</b>				
Basic Community Education	\$303,140	\$342,368	\$39,228	
Early Childhood Family Education	305,505	294,782	(10,723)	
School-Age Child Care	100,000	100,000	0	
Other	11,452	14,660	3,208	
Prior Year Adjustments	289,581	263,357	(26,223)	
<b>Total, Community Service Fund</b>	<b>\$1,009,678</b>	<b>\$1,015,168</b>	<b>\$5,490</b>	<b>0.5%</b>
<b>Debt Service</b>				
Voter Approved	\$1,706,700	\$1,285,169	(\$421,531)	
Long Term Facility Maintenance	6,490,149	7,941,097	1,450,949	
Other Post Employment Benefits	1,552,001	1,559,070	7,069	
Reduction for Debt Excess	(175,385)	(1,473,164)	(1,297,779)	
Prior Year Adjustments	4,954	(5,536)	(10,490)	
<b>Total, Debt Service Fund</b>	<b>\$9,578,418</b>	<b>\$9,306,636</b>	<b>(\$271,782)</b>	<b>-2.8%</b>
<b>Total Levy, All Funds</b>	<b>\$62,613,793</b>	<b>\$65,877,698</b>	<b>\$3,263,905</b>	<b>5.2%</b>
<b>Subtotal by Truth in Taxation Categories:</b>				
Voter Approved	37,382,854	39,337,532	1,954,678	
Other	25,230,939	26,540,166	1,309,227	
<b>Total</b>	<b>\$62,613,793</b>	<b>\$65,877,698</b>	<b>\$3,263,905</b>	<b>5.2%</b>



## Factors Impacting Individual Taxpayers' School Taxes

Many factors can cause a tax bill for an individual property to increase or decrease from year to year

- Changes in value of individual property
- Changes in total value of all property within District
- Increases or decreases in levy amounts caused by changes in state funding formulas, local needs & costs, voter-approved referendums & other factors

Estimated Changes in School Property Taxes, 2021 to 2024  
Based on No Changes in Property Values

Type of Property	Estimated Market Value	Actual Taxes Payable in 2021	Actual Taxes Payable in 2022	Actual Taxes Payable in 2023	Estimated Taxes Payable in 2024	Change in Taxes 2021 to 2024	Change in Taxes 2023 to 2024
Residential Homestead	\$300,000	\$1,581	\$1,545	\$1,434	\$1,392	-\$189	-\$42
	400,000	2,134	2,086	1,934	1,878	-256	-56
	500,000	2,670	2,611	2,420	2,351	-319	-69
	600,000	3,257	3,186	2,949	2,865	-392	-84
	700,000	3,843	3,761	3,477	3,380	-463	-97
	800,000	4,430	4,336	4,005	3,895	-535	-110
	900,000	5,016	4,910	4,534	4,409	-607	-125

### General Notes

1. Amounts are based on school district taxes only, and do not include taxes for city or township, county, state, or other taxing jurisdictions.
2. Estimates of taxes payable in 2024 are preliminary, based on the best data available.
3. For all examples of properties, taxes are calculated based on no changes in estimated market value from 2021 to 2024.

In conclusion, Mr. Bourgeois noted that the 2023 Payable 2024 Levy being presented for Certification by the School Board is \$65,877,698.30.

A school district can always lower the Final Levy Certification from the amount of the Preliminary Levy Certification in a particular category, but can never increase it from the Preliminary Levy Certification unless there is a voter-approved referendum for facilities, capital projects, or operations. On November 7, 2023, the voters of the District approved an extension of the Capital Projects Levy through the 2032 Payable 2033 Levy for Fiscal Year 2034 at the same rate of 6.569% of Net Tax Capacity, so that referendum approval does not increase the 2023 Pay 2024 Final Property Tax Levy above the 2023 Pay 2024 Preliminary Property Tax Levy.

The proposed final levy of \$65,877,698.30 is an increase of \$3,263,904.87 or 5.21% from the prior year amount of \$62,613,793.43.

At this point in the proceedings, Chairperson Wagner invited members of the public to speak regarding the proposed levy. When no one responded to this invitation to speak, Chairperson Wagner then closed the public hearing.

Also prior to the regular meeting, the Board conducted its annual meeting regarding progress made toward the World's Best Workforce (WBWF) goals. The WBWF bill, passed by the Minnesota Legislature in 2013, strives to ensure that every school district in the state is making strides to increase student achievement and performance—a strategic focus for Minnetonka since 2001.

Associate Superintendent for Instruction Amy LaDue explained that the WBWF legislation requires districts to set the following five goals, which for Minnetonka are embedded in the District's Q-Comp, Staff Development, Teacher Evaluation Growth Model, and Principal Evaluation Plans:

1. All students are ready for school.
2. All third graders can read at grade level.
3. All achievement gaps between students are closed.
4. All students are ready for career and college.
5. All students graduate from high school.

Each district is required to create their own plan to align curriculum and instruction so that students are college and career ready – another strategic focus for Minnetonka. The success of each plan will be measured by:

- Local assessment data
- Closing the gap by student group
- Early childhood assessment data
- MCA scores
- College entrance exams

Director of Teacher Development Sara White then presented the 2022-23 World's Best Workforce goals and results for the District, along with strategies and initiatives the District engaged in to meet the goals. She also presented the goals for 2023-24, which include the following:

Goal Area	2023-24 Minnetonka Goal
All children are ready for school.	The percentage of all incoming kindergarten students in Minnetonka Public Schools at low risk on the Fastbridge Early Reading Screener will increase from <b>80.6%</b> in fall 2023 to <b>82.6%</b> by October 2024.

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Goal Area	2023-24 Minnetonka Goal
All third graders can read at grade level.	No longer a part of WBWF

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## Goal Area

## 2023-24 Minnetonka Goal - Reading

**All racial and economic achievement gaps between students are closed.**

To close the proficiency gap in reading by 2027, **72.4%** of Non-White students will be proficient on the MCA III in Reading in 2024, an increase from **69.5%** proficiency in 2023. White students will increase proficiency from **75.6%** in 2023 to **77.0%** in 2024. This will narrow the gap in proficiency from **6.1%** in 2023 to **4.6%** in 2024.

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## Goal Area

## 2023-24 Minnetonka Goal - Math

**All racial and economic achievement gaps between students are closed.**

To close the proficiency gap in math by 2027, **73.5%** of Non-White students will be proficient on the MCA III in Math in 2024, an increase from **70.8%** in 2023. The percent of White students who will be proficient will increase from **77.1%** in 2023 to **78.1%** in 2023. This will narrow the gap in proficiency from **6.3%** in 2023 to **4.6%** in 2024.

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## Career & College-Ready

1. Meeting or exceeding the readiness for college level coursework in all four areas as measured on the ACT;
2. Successfully completing one or more AP, IB, or Science Research courses;
3. Successfully completing one or more VANTAGE or MOMENTUM course



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## Goal Area 2023-24 Minnetonka Goal

**All students are ready for career and college.**

Prior to graduation, 89.0% of students at Minnetonka High School graduating in June 2024 will demonstrate readiness for post-high school studies and careers by meeting two of the three following benchmarks:

- Meeting or exceeding the readiness for college level coursework in all four areas (English Composition, Algebra, Social Science, Biology) as measured on the ACT;
- Successfully completing one or more AP, IB, or Science Research courses;
- Successfully completing one or more VANTAGE or MOMENTUM course.

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Goal Area	2023-24 Minnetonka Goal
<b>All students graduate from high school.</b>	<p>The 4-year graduation rate for Minnetonka High School students as determined by the Minnesota Department of Education will increase from 97.1% in 2022 to 97.3 % in 2023.*</p> <p>*Graduation rates cannot be reported until MARSS end-of-year data is finalized in January. Typically the data are updated at the end of February/beginning of March.</p>

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In closing, Ms. White noted that the World's Best Workforce legislation aligns with Minnetonka's vision for all students' extraordinary achievement in the classroom and in life. The WBWF provides a template for the District to report on its goals, strategies and results. Ms. White also noted that the summary will be available in the annual report and also on the District website.

At this point in the proceedings, Chairperson Wagner invited members of the public to speak regarding the World's Best Workforce presentation. District employee Sara Martinson then read the following prepared statement:

*Madame Chair, Superintendent Law, and Members of the Board:*

*Hello. My name is Sara Martinson and I am here this evening to comment on the World's Best Work Force Annual Meeting Report. I have been an educator at Minnetonka High School since 2005. I am proud to work in this district, with these teachers, for this community.*

*During my tenure at Minnetonka I've worn several professional hats: teacher, department chair, tech coach, golf coach, and my current role as information and digital learning coordinator at the high school. I've had the opportunity to work closely with students, paraprofessionals, teachers, administrators, and families across the district, and there is one thing I know to be true - we definitely have Minnesota's Best Work Force.*

*At Minnetonka, we are fortunate to attract exceptional teachers, largely due to our reputation - and our reality - of providing a world class education for students. I applaud the district's continued focus on and support of unique programs and a variety of learning experiences that "will best prepare students for college or career" - from Immersion to Navigators to IB, AP, Vantage, Science Research, SAIL, Tonka Online, Aviation, and Momentum.*

*This world class education students receive, though, doesn't come without a lot of time and effort, and it's certainly not free. Minnetonka strives to be at the forefront of educational innovation. And the report states that you "pride [yourselves] on hiring the very best teachers to meet the needs of our students" and you "seek out the very best teachers in the market to join our team."*

*You also work to recruit the best and brightest administrators, and you pay them accordingly - our superintendent and building principals' salaries are among the very highest in the state. But Minnetonka isn't just about administration, programs, and optics; it's about real people - professional educators at every level - who care deeply about kids - and who are designing courses and differentiating instruction in classrooms every day to help meet the lofty goals of the district, the high expectations of themselves and this community, and most importantly, the needs of our students.*

*Unfortunately Minnetonka teachers have an average salary that does not reflect the value they bring to the district.*

*I appreciate the Board's commitment to fiscal responsibility. I want nothing more than the district's - and our students' - continued success. Minnetonka's finances are healthy, and this has allowed the district to allocate funds to new buildings, new administrators, and new programs. If there is money to fully fund and support these programs, there is also money to fund all the staff who make those programs successful, including teachers.*

*When it comes to budgeting, it comes down to what is valued-- what makes the ship sail, if you will. In order to retain and continue to recruit the World's Best Work Force, I respectfully request that you revisit the budget you approved last spring and reallocate funds, to acknowledge the value Minnetonka teachers bring to this district. The money is there, and your teachers have earned both the respect and the compensation. Thank you.*

*(quoted material in the above statement is from the World's Best Workforce Annual Report)*

Chairperson Wagner thanked Ms. Martinson for her comments. She then closed the World's Best Workforce annual meeting, called the regular meeting to order and asked that everyone stand and recite the Pledge of Allegiance to the Flag.

1. **AGENDA**

Becker moved, Ambrosen seconded, that the School Board approve the agenda as presented. Upon vote being taken thereon, the motion carried unanimously.

2. **SCHOOL REPORT: MMW**

MMW Principal Freya Schirmacher, along with members of her staff and students, provided an update summarizing the first quarter highlights at MMW, as well as offering a snapshot of what is to come for the rest of the 2023-24 school year. The report specifically highlighted their Core Values in action, their ongoing work with PLC and MTSS goals, and their continued focus on belonging, inclusion, and community at MMW. Members of the MMW community also shared about their revitalized student leadership opportunities.

Chairperson Wagner thanked Principal Schirmacher and all those who assisted her for the great presentation. Vice Chairperson Selinger asked about a comment a student had shared about inclusivity. The student said, "Inclusivity is like the school spreading its arms for you, and belonging is like you stepping into them."

3. **COMMUNITY COMMENTS**

Chairperson Wagner noted that this opportunity for comment was available to community members who wished to address the Board on any item on that night's agenda. She also read the guidelines for Community Comments, for the benefit of those who wished to speak.

The following individuals then addressed the Board:

- District employee Christin Berger addressed the Board regarding the district's long-term financial stability, and asked that the Board keep the teachers in mind when discussing the long-term budget.
- District employee Gwynneth Jones Wacker addressed the Board regarding the district's new course proposals, noting that fewer and fewer young people are choosing teaching as a profession. She said the Board needs to offer competitive wages and benefits to attract and hire the best teachers to teach these new courses.

Chairperson Wagner thanked the community members for their comments.

4. **ADOPTION OF 2023 PAYABLE 2024 LEVY**

Mr. Bourgeois repeated his presentation from the Truth in Taxation Hearing, held earlier this evening. He noted that Minnesota Statutes require that each school district certify a final property tax levy by December 30, 2023 for property taxes to be collected in calendar year 2024.



The 2023 Payable 2024 Levy being presented for Certification by the School Board is \$65,877,698.30.

A school district can always lower the Final Levy Certification from the amount of the Preliminary Levy Certification but can never increase it from the Preliminary Levy Certification unless there is a voter-approved referendum for facilities, capital projects, or operations. On November 7, 2023, the voters of the District approved an extension of the Capital Projects Levy through the 2032 Payable 2033 Levy for Fiscal Year 2034 at the same rate 6.569% of Net Tax Capacity, so that referendum approval does not increase the 2023 Pay 2024 Final Property Tax Levy above the 2023 Pay 2024 Preliminary Property Tax Levy.

The proposed final levy of \$65,877,698.30 is an increase of \$3,263,904.87 or 5.21% over the prior year amount of \$62,613,793.43. Certification of this levy amount will set this amount as the amount that the School Board will levy for the 2023 Payable 2024 levy.

It is recommended that the School Board certify the 2023 Payable 2024 Levy in the amount of \$65,877,698.30 and authorize administration to file the Certified 2023 Payable 2024 Levy with the Hennepin County Auditor, Carver County Auditor, and Minnesota Department of Education no later than December 30, 2023.

Becker moved, Vitale seconded, that the Board approve the following motion:

***Resolution to Certify 2023 Payable 2024 Property Tax Levy***

*BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby certify the 2023 Payable 2024 Property Tax Levy in the amount of \$65,877,698.30, and;*

*BE IT FURTHER RESOLVED, that the Deputy Clerk of Minnetonka Independent School District 276 is hereby directed to deliver a signed original of the 2023 Payable 2024 Levy Certification to the County Auditors of Hennepin and Carver Counties prior to December 30, 2023 and deliver a copy to the Minnesota Department of Education Program Finance Division no later than December 30, 2023.*

Upon vote being taken thereon, the motion carried unanimously.

**5. ACCEPTANCE OF FY23 AUDIT**

Executive Director of Finance and Operations Paul Bourgeois noted that the audit of the Fiscal Year 2023 Financial Statements has been completed by the auditing firm of CliftonLarsonAllen LLP. He introduced Lance Lauinger, CPA of CliftonLarsonAllen, who reviewed the Basic Financial Statements in the audit for the Board. Upon approval, the audited financial statements will be filed with the Minnesota Department

of Education as required by statute. The District will be receiving an unmodified opinion from CliftonLarsonAllen, which means the financial statements present fairly the financial position of the District on June 30, 2023.

The General Operating Fund Accounts produced an operating surplus of ongoing revenues over ongoing expenditures of \$460,853 for FY2023. Inclusive of all funds which roll up into the Comprehensive General Fund for the Annual Comprehensive Financial Report had a deficit of revenues to expenditures of (\$499,940.) This deficit was the result of the District incurring capital expenditures out of the Operating Capital Fund and the Capital Projects (Technology) Fund to purchase equipment for the VANTAGE MOMENTUM Building during FY2023 in preparation for its opening in mid-FY2024. According to Governmental Accounting Standards Board (GASB) and Minnesota Department of Education accounting requirements, the Comprehensive General Fund includes the District's General Operating Fund, as well as the Operating Capital Fund, Activities Fund, Fiduciary Fund, Arts Center Fund, Pagel Center Fund, Tonka Dome Fund and Capital Projects (Technology) Fund.

The District General Operating Fund Accounts for ongoing school site operations administration and extracurricular activities had an Unassigned Fund Balance of \$21,820,155 which is 14.5% of General Operating Fund expenditures for ongoing operations. The strength of the District's financial position is reflected in the School District maintaining an Aaa bond rating from Moody's Investors Service, which is held by only 90 out of 13,584 school districts in the country as of the latest information available to the District. The District's Unassigned Fund Balance is an important component that is considered by Moody's Investors Service when assigning bond ratings.

Lee-O'Halloran moved, Becker seconded, that the Board approve the following motion:

*BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the Fiscal Year 2023 Audit as performed by the auditing firm of CliftonLarsonAllen LLP and directs administration to file the audit with the Minnesota Department of Education.*

Upon vote being taken thereon, the motion carried unanimously.

6. **UPDATE ON LONG TERM FINANCIAL STABILITY, INCLUDING ENROLLMENT CAP AND POSSIBLE FUTURE BUDGET REDUCTIONS**

For almost two decades, starting with Fiscal Year 2007 (FY2007) and continuing through Fiscal Year 2024 (FY2024), Minnetonka Schools has not had to go through a budget reduction process to balance its General Operating Fund Budget. This has made Minnetonka unique compared to every other school district in the State of Minnesota, where annual budget reduction processes to balance the budget are the norm, rather than the exception.

As the school district has reached the cap for Operating Levy, has been capped by the Board at a set enrollment level since 2019 and did not receive as much funding as anticipated through the legislature this year, as Minnetonka receives the least categorical funding of districts across the state, the District is projecting a shortfall for FY25 and leadership must consider options to address this. Executive Director of Finance and Operations Paul Bourgeois was asked by the Board and Superintendent Law to present the District's financial picture and anticipated future challenges and to propose possible ways forward to balance the budget in the years to come.

Mr. Bourgeois shared that in the early 1990s, the Minnesota Legislature enacted statutes that shifted more school district funding to State Aid. With that new funding system, Minnetonka went through a 12-year period that included seven years of significant budget reductions and three years of deficit spending. All that changed because of three strategic decisions made by the School Board.

In the early 2000s, Resident Enrollment had been declining steadily from a peak of 7,645 in FY2000 to 7,245 by FY2007. The School Board made the decision to work to attract open enrollment to increase revenues and take advantage of economies of scale to spread the cost of running the District over more students, thereby freeing up revenue to be spent on more instructional opportunities for students.

The School Board made the decision to offer a Spanish or Chinese Language Immersion Program at each elementary school in Minnetonka starting in FY2008. These high-quality programs differentiated Minnetonka from other school districts, which might have a single immersion elementary school, if any, to serve students.

The School Board made the decision to run an Operating Referendum Election in November 2007 to ask the voters of the District to fund an increase to an existing Operating Referendum up to the Operating Referendum Cap at that time which would provide \$4 million in additional annual operating funds to the General Operating Fund via the local property tax levy. Initial survey results done by Bill Morris Surveys indicated in April 2007 that voter sentiment was 60% against and only 40% in favor. However, at that time Minnetonka was doing Long-Term Facilities Maintenance on a cash-up-front basis of approximately \$4 million annually in local property taxes. Minnetonka switched to bonding for Long-Term Facilities Maintenance, since all those improvements are long-lived improvements. The switch in Long-Term Facilities Maintenance to bonding lowered the annual property tax levy by \$4 million. That in turn allowed Minnetonka to put forward the Operating Referendum increase as a tax-neutral proposal, as the increase in the Operating Referendum property taxes were offset by the decrease in the Long-Term Facilities Maintenance property taxes. The voters of Minnetonka ultimately approved the Operating Referendum increase, with 65% voting yes and 35% voting no.

These three School Board decisions set the stage for the initial years of the 18-year run of no budget reduction process that continues through FY2024.

At that time, with facility additions added in the late 1990s with funding from the passage at 51.5% Yes-48.5% No of the 1996 \$33.0 Million Building Bond Referendum, Minnetonka had capacity for approximately 8,200 students. Filling to just that capacity would have meant that the revenue growth associated with Open-Enrolled students would end in approximately FY2010, after which Minnetonka would end up being back in a cycle of steady budget reductions as had been the case prior to FY2007.

The School Board approved a series of facility improvements on an annual basis that were funded out of existing Operating Capital revenue and Lease Levy revenue. As a result, no additional tax increases needed to be requested from the voters of the District. Using a combination of debt management and continuous refunding of bonds to lower interest rates to reduce their payments, the School Board has been able to approve facility additions of over 369,400 square feet which has given Minnetonka the ability to serve as many as 12,000 K-12 students. These facility improvements resulted in Minnetonka being able to have an average annual enrollment growth of 223 K-12 students through FY2022, which provided increased revenue for all students and the ability of the School Board to continue to offer students programs such as Elementary, Middle and High School Language Immersion classes, IP/AB programs, Minnetonka Research, VANTAGE Advanced Professional Studies, and MOMENTUM Design and Skilled Trades, among others.

In 2015, the Operating Referendum Cap had increased as a result of school district funding changes enacted by the 2014 Minnesota Legislature. The School Board decided to run an Operating Referendum Election to increase the Operating Referendum revenue per student. Study of the tax impact of increasing the Operating Referendum up to the new Operating Referendum Cap all at one time would result in a very large property tax increase to the voters of Minnetonka. As a result, Minnetonka developed an innovative two-step question whereby the voters of Minnetonka were asked to approve a modest increase of \$340 per pupil immediately and then a second modest increase of \$340 per pupil three years later, which had the effect of moderating the tax increase. At the November 3, 2015 election, the voters of Minnetonka approved this proposal at 71.6% Yes - 28.4% No.

The key strategic decisions of the School Board to pursue open enrollment, to run the tax-neutral November 2007 Operating Referendum election, to approve facility improvements funded out of the existing revenue streams of Operating Capital Revenue and Lease Levy Revenue, and to run the two-step November 2015 Operating Referendum election are the reasons why Minnetonka has been able to have an 18-year run of no budget reduction processes from FY2007 through FY2024 while all other school districts have had to enact repeated budget reductions.

All school districts in the State of Minnesota receive State Aid and Local Levy revenue to fund operations just like Minnetonka, but only Minnetonka has been able to compile the record of 18 consecutive years of no budget reductions. Those key strategic decisions to pursue open enrollment, to run the tax-neutral 2007 Operating

Referendum Election, to increase facility capacity by using existing Operating Capital and Lease Levy Revenue streams and running the two-step 2015 Operating Referendum Election are the sole reasons why Minnetonka has been able to be different from all other school districts in the State of Minnesota in compiling that 18-year run of no budget reductions.

Two developments subsequent to the November 3, 2015 election have occurred that are producing challenges for Minnetonka going forward into FY2025 and later years, which absent any changes will break the 18-year string of Minnetonka not needing to do a budget reduction process.

The first development is the fact that the with the results of the November 3, 2015 election, Minnetonka is at the Operating Referendum Cap and so can only receive inflation increases yearly and is unable to ask for an additional large amount per pupil as was possible in 2007 and 2015.

Projections of future budgets by administration in early 2017 indicated that in order for Minnetonka to continue offering its wide array of programs through 2030, it would be necessary to grow to between 11,500 and 11,600 students and to have the Minnesota Legislature increase the Operating Referendum Cap by at least \$600 per pupil no later than the 2023 Legislature so that the voters of Minnetonka could be asked to provide additional Operating Referendum revenue at the November 2023 election.

Increasing of the Operating Referendum Cap was proposed in November 2017 as a plank for the Minnetonka Legislative Position Statements for the 2018 Minnesota Legislative Session and was approved as such by the School Board in December 2017. This particular plank has been part of the Minnetonka Legislative Position Statements for each Legislative Session since that time. Unfortunately, Minnetonka has been unsuccessful to date in achieving an increase in the Operating Referendum Cap.

In October 2019, the School Board set a cap on K-12 in-person enrollment of 11,100 students. This cap is still in effect, but it has been modified to allow for Tonka Online enrollment in addition to the 11,100 K-12 in-person students.

For FY2025 which starts on July 1, 2024, the Operating Referendum Cap has not been raised and the 11,110 K-12 in-person enrollment cap is in place. Absent any changes, Minnetonka will have to enact budget reductions to balance the FY2025 General Operating Fund Budget.

The most recent budget projection for FY2025 is based on the FY2024 Interim Amended Budget with all changes through mid-October 2023. This projection estimates a deficit of ongoing revenues to ongoing expenditures of (\$1,677,260) in FY2025 followed by a larger deficit of (\$6,469,767) in FY2026. These deficits are certain to occur because Minnetonka is not able to get additional revenue from

enrollment growth and is unable to request additional Operating Referendum Revenue for the voters of Minnetonka to consider.

The School Board does have the ability to adjust the K-12 in-person enrollment cap should it consider that appropriate. One option to consider is to increase the enrollment cap by 10 students per grade above the FY2024 K-12 actual in-person enrollment that came in at 11,120 after all final late enrollments were tabulated. This increase would result in 11 2/3 students per elementary school, 15 students per middle school, and 40 students at the high school for FY2025. This number of students could be absorbed across the district with no additional personnel costs added. As a result, the General Operating Fund would be at approximately break-even for FY2025 and it would buy the time of an additional year for Minnetonka and its lobbying group CASE to continue efforts to get the Operating Referendum Cap raised. Increasing the K-12 in-person cap by 130 students would also lower the FY2026 projected deficit to (\$4,937,283), which is still substantial but greatly reduced. Mr. Bourgeois noted that these projections do not include the ongoing impact of final MTA compensation increases for FY2024 and FY2025, which are not available as of the time of this meeting.

In the discussion that followed, Superintendent Law said this is the first time for the Board to discuss this at a regular Board meeting, and it will be brought back in January for further discussion by the Board. Chairperson Wagner asked Mr. Bourgeois to talk more about what Minnetonka Schools got in the last legislative session and what it did not. Mr. Bourgeois explained that for categorical funding, Minnetonka Schools received the lowest in the state at \$63 per student, whereas some districts received several thousand dollars per student. Board member Becker asked about increasing enrollment and wanted the public to hear what an increase would look like. Superintendent Law explained how this might look, with a small number of students added to each building. Vice Chairperson Selinger said she had questions on the chart of year over year that Mr. Bourgeois had presented. Mr. Bourgeois clarified the columns and totals in the chart and what they meant. Chairperson Wagner said there would be continued conversations with the incoming Board, and she encouraged the current Board members and incoming members to thoughtfully consider the options that Mr. Bourgeois had presented.

## **7. APPROVAL OF NEW COURSE PROPOSALS, CHANGES AND DELETIONS**

Superintendent Law introduced this item. He noted that the proposals have been reviewed by department chairs, program leads, building administration, district administration, the District Teaching and Learning Advisory Committee, and the Student Teaching and Learning Advisory Committee. Courses that are approved by the School Board will be included in the Skipper Log and available to students as they register for the 2024-25 school year. Course development and implementation funds will be allocated for each course based on sufficient enrollment. The Board reviewed all of these proposals at their Study Session in November.

## COURSE PROPOSALS

The following proposals respond to programmatic needs that have been identified by the respective departments, programs, and administration.

Course Title	Grade(s)
Advanced Video Game Design – Tonka Online	9-12
Applied Mathematics—Momentum	10-12
CIS Principles of Microeconomics—VANTAGE	11,12
Earth Science	9
Engineering 3-D Computer Modeling—Tonka Online	9-12
Fashion Design II	9-12
Flight Training I: Private Pilot Operations—Momentum	10-12
Flight Training II: Instrument Pilot Operations—Momentum	10-12
Forensics II	11-12
Guitar Ensemble 2	9-12
Health Sciences II—VANTAGE	12
Human Performance—Minnetonka Research	10-12
IB Philosophy Standard Level	11,12
Interior Design II	9-12

## COURSE REMOVAL LIST

Over the past three years, the following courses have not reached minimum student enrollment or have been replaced by a new course. Building and District administration will continue to monitor courses that have not run for subsequent years.

Course Removal
Textiles and Applied Design
Outdoor Experience

## COURSE TITLE CHANGES

Departments have recommended revising two course titles to reflect the content of the courses more accurately.

Proposed Title	Current Title
Child Development and Education	Child Development
VANTAGE Computer Science	VANTAGE User Experience (UX) Design

Becker moved, Selinger seconded, that the Board approve the new course proposals, changes and deletions. Upon vote being taken thereon, the motion carried unanimously.

## **8. APPROVAL OF MCE FEES**

Each year in December, the Minnetonka School Board receives fee recommendations from the Superintendent and MCE Administration for Minnetonka Preschool, ECFE and the Explorers childcare program. These fees have also been presented to the Minnetonka Preschool/ECFE PTO leadership. Fee recommendations are for the succeeding school year. Marketing materials need to be prepared for January mailings and Open House events. The Board's early input and approval allows for these key District programs to be marketed and planned for in an efficient manner.

Executive Director for Minnetonka Community Education Tim Litfin, Assistant Director Jenny Bodurka and Minnetonka Preschool/ECFE/Junior Explorers Coordinator Molly Bahneman presented program data, registration and fee proposal information for ECFE, Preschool and the Explorers childcare program for the 2024-25 school year.

Vitale moved, Becker seconded, that the Board approve the 0% fee increase proposal for Minnetonka ECFE for 2024-25. Upon vote being taken thereon, the motion carried unanimously.

Remucal moved, Becker seconded, that the Board approve the 12.5% fee increase for Minnetonka Preschool for 2024-25. Upon vote being taken thereon, the motion carried unanimously.

Ambrosen moved, Becker seconded, that the Board approve the proposed fee increase of 4.5% for Explorers in 2024-25. Upon vote being taken thereon, the motion carried unanimously.

Vitale moved, Selinger seconded, that the length of the school year for Minnetonka Preschool be extended from 37 to 40 weeks. Upon vote being taken thereon, the motion carried unanimously.

Board member Becker said she liked to see how much MCEC evolves to serve families' needs. She said she likes that ECFE and Preschool will be making a change to extend its programming year to match the District calendar and there is a cost to that change. Mr. Litfin agreed that is the case.

## **9. APPROVAL OF NAMING OF FORUM AT VANTAGE/MOMENTUM BUILDING**

Superintendent Law presented this item to the Board. He noted that Minnetonka District Policy 809: Naming of Schools and Sites, states: "Schools and sites shall normally be given names which are indicative of the areas in which they are located. Schools may be named for individuals who have achieved significant places in America, Minnesota or School District life, when appropriate or entities which have contributed significantly to the District."



In addition: "Portions of school facilities, such as media centers, gymnasiums and athletic fields, shall be named according to their educational purpose; however, names of individuals or entities may also be associated with these facility sub-units upon designation by the Board. Criteria for nomination include evidence of distinguished service, special school contributions (fiscal or service), or other honors earned which reflect well upon the education received in the District. Nominations shall be submitted to the Superintendent who will duly inform all board members at the time of nominations and who will maintain a current file.."

Mr. Law noted that the Minnetonka Public Schools Foundation recently committed \$250,000 to support the technology used in the VANTAGE/MOMENTUM building forum. As a long-standing partner to the district enhancing educational programming at every school site, the foundation has proven itself as an entity that has provided significant, special contributions to the district. After receiving several nominations to recognize this gift, and with support from the foundation board of directors, this is a recommendation to name the Forum room at the new VANTAGE/MOMENTUM building the "Minnetonka Public Schools Foundation Forum" or the more commonly used the "Foundation Forum."

Vitale moved, Remucal seconded, that the Board approve the naming of the forum room at the new VANTAGE/MOMENTUM building the "Minnetonka Public Schools Foundation Forum" or the more commonly used the "Foundation Forum."

Upon vote being taken thereon, the motion carried unanimously.

#### 10. **APPROVAL OF 2024 LEGISLATIVE POSITION STATEMENTS**

Mr. Bourgeois presented this item to the Board. Each year during the fall the Finance Advisory Committee works with District administrative staff and the citizens lobbying group Community Action for Student Education (CASE) to develop a platform of position statements for use in communicating District priorities to legislators during the subsequent legislative session. The 2024 Legislative Position Statements articulate key areas in which the District requires support from the Legislature for the District to continue to deliver high performing citizens into society in future years. The 2024 Legislative Position Statements focus on the need for the Legislature to provide sufficient funding for key funding formulas that are the backbone of programmatic stability for the District. Mr. Bourgeois shared the draft of the legislative position statements, which include the following:

- Increase the FY25 Basic Formula Revenue by 2% to 4% to Combat the Effects of Inflation
- Increase the Special Education Cross Subsidy by an Additional 10% to 54%
- Approve Third-Tier Local Optional Revenue to Give School Boards Added Local Control to Offset Basic Formula Funding Shortfalls and Reduce the Impact of the Great Disparity in the State - \$362 per Adjusted Pupil Unit

- Increase Operating Referendum Cap for FY25 and Thereafter to Reduce the Impact of Disparities in State Aid - \$750 per Adjusted Pupil Unit

Lee-O'Halloran moved, Becker seconded, that the Board approve the following motion:

*BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby approve the 2024 Legislative Position Statements and directs administration to utilize these position statements as the Minnetonka ISD 276 Platform for communications with the Governor and State Legislature during the 2024 Legislative Session.*

Upon vote being taken thereon, the motion carried unanimously. Board member Lee-O'Halloran thanked Mr. Bourgeois for his work. He said we will advocate at the Capitol as much as possible this year and the legislative platform will help. Chairperson Wagner said she would encourage community members to get involved with CASE to help advocate for school funding

#### 11. **ACCEPTANCE OF BID FOR MOMENTUM AVIATION CONSTRUCTION**

Mr. Bourgeois presented this item to the Board. He noted that in preparation for the startup of the MOMENTUM Aviation Pilot Training courses in September 2024, the District is installing a second floor in the south wing of the VANTAGE MOMENTUM Building and finishing internal construction and equipping of the spaces to house those courses.

The south wing of the VANTAGE MOMENTUM Building was constructed for future unidentified programs when the design for the building was completed in fall of 2021, and as part of that design, the space was originally configured to function as one very tall space for any potential program that might need a tall space for future construction-type courses, but also was able to have a second floor installed for future courses that would need a second floor. Subsequently, the Aviation Pilot Training courses have come to the fore and therefore the second-floor installation is necessary.

The budget estimate provided by ATSR Architects for the construction portion of starting up the Aviation Pilot Training courses is \$1,139,420.

Bids were opened at 2:00 PM on Tuesday, December 5, 2023. Seven bids were received for the project as follows:

Dering Pierson Group	\$610,800.00
CM Construction Company, Inc.	\$618,000.00
Construction Results Corporation, Inc.	\$618,424.00
Morcon Construction	\$622,000.00
Jorgenson Construction	\$654,000.00
Fendler Patterson Construction	\$656,641.00
Maertens-Brenny Construction Company	\$756,000.00

Ambrosen moved, Vitale seconded, that the Board approve the following motion:

*BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the low bid of Dering Pierson Group in the amount of \$610,800.00 for construction of the MOMENTUM Aviation spaces in the VANTAGE MOMENTUM Building.*

Upon vote being taken thereon, the motion carried unanimously.

12. **APPROVAL OF SALE OF 2024A COP BONDS FOR MOMENTUM AVIATION CONSTRUCTION**

Mr. Bourgeois presented this item to the Board. He noted that at the School Board Meeting of October 5, 2023, the School Board had authorized the sale of the \$1,765,000 Par Value 2024A Certificates of Participation Bonds to fund the design, planning and construction of the second floor space in the VANTAGE MOMENTUM Building to house the MOMENTUM Aviation program, which is scheduled to start instruction in September 2024. The estimated interest rate of the bonds at that time was 6.50%.

The 2024A Certificates of Participation Bonds were sold on Tuesday, November 28, 2023 at a Total Interest Cost of 5.06%. The resolution was prepared by the District's bond counsel Dorsey & Whitney.

Lee-O'Halloran moved, Becker seconded, that the Board approve the resolution as presented. Upon vote being taken thereon, the motion carried unanimously.

13. **CONSENT AGENDA**

Becker moved, Selinger seconded, that the School Board approve the recommendations included within the following Consent Agenda items:

- Minutes of November 2 regular meeting and closed session; and November 16 special meeting
- Study Session Summary of November 16
- Payment of Bills
- Recommended Personnel Items
- Gifts and Donations for November 2023: \$250.00 from the Minnetonka Skippers Booster Club for each of the following clubs: Climbing Club, Debate Club, Mock Trial Club, Speech Club, Model UN Club, Dungeons & Dragons Club, Youth in Government Club, and Girls Golf Club. \$440.00 from the Blackbaud Giving Fund to be placed in the MHS Principal Discretionary Fund. \$14.00 from the Blackbaud Giving Fund to be placed in the MMW Principal Discretionary Fund. \$160.92 from the Blackbaud Giving Fund to be placed in the MME Principal Discretionary Fund. \$1,000.00 from the Kopp Family Foundation to be placed in the Excelsior

Elementary Random Acts of Kindness Fund. \$2,000.00 from the Kopp Family Foundation to be placed in the MCEC Random Acts of Kindness Fund. \$730.00 from the Clear Springs Elementary PTO to be placed in the Clear Springs Elementary Principal Discretionary Fund. \$500.00 from Lund Food Holdings, Inc. to be placed in the MHS Baseball Program Fund. \$41.13 from Kurt Hoddinot and \$33.98 from Anonymous; both to be placed in the Scenic Heights Elementary School Principal Discretionary Fund. \$105.00 from Jessica Cossalter to be placed in the Minnewashta Elementary School Principal Discretionary Fund. \$2,500.00 from Mitchell & Kendall Stover and \$2,000.00 from TEL Tokyo Electron Limited; both to be placed in the MHS Robotics Team Fund. \$50.00 from Dale Nelson and \$75.00 from Elizabeth Simpson; both to be placed in the Minnetonka Community Education General Fund. \$250.00 from Promotion Select, Inc. to be placed in the MHS Theatre Department Fund. \$4.05 from the Excelsior Elementary Social Committee to be placed in the Excelsior Elementary School Principal Discretionary Fund. Chinese inspired character prints, plant and abacus light from Mark Macres to be placed in the Scenic Heights Elementary Chinese Immersion Program. Total Gifts and Donations thus far for 2023-24: \$313,395.84.

- Electronic Fund Transfers
- Resolution Authorizing Issuance of Certificates of Election
- Designated Combined Polling Places

Upon vote being taken on the foregoing Consent Agenda items, the motion carried unanimously.

#### 14. **BOARD REPORTS**

Board member Vitale noted that the Foundation's annual fundraising event, Dream Makers 2024, will take place on Saturday, February 3 at Equestria West at Bavaria Downs in Victoria. There will be great food, fun games, live and silent auctions, and a live concert by the band Jacuzzi Puma.

Board member Lee-O'Halloran spoke about attending the recent MSBA Delegate Assembly and discussing legislative agendas of various districts.

#### 15. **SUPERINTENDENT'S REPORT**

Superintendent Law thanked retiring Board members Mark Ambrosen, Katie Becker and Lisa Wagner for their incredible dedication and service to the community in serving on the Board. He noted that Chairperson Wagner had served for 16 years, and Board members Ambrosen and Becker had served for eight years. New Board members Sally Browne, Kemerie Foss and Dan Olson will be sworn in at the Board's annual organizational meeting on January 4, 2024.

16. **ANNOUNCEMENTS**

Board member Becker said that the Tonka Pride Committee is hosting its winter apparel sale this weekend from 3:00-7:00 p.m. on Friday, December 8 and 8:00 a.m. – 1:00 p.m. on Saturday, December 9 at the District Service Center in the community room. There are shirts, sweatshirts, hats, mugs, cups and lots of other merchandise for sale, with proceeds supporting preschool, elementary schools and middle schools' PTAs and PTOs in our District. She also shared that the MHS Booster Store has extended its hours for the month. They are open Thursday evenings from 5:00 – 7:00 p.m., Saturdays from 9:00 a.m. – 1:00 p.m. and they are also open 11:00 a.m. – 2:00 p.m. at MHS each school day.

Board member Lee-O'Halloran spoke about the CASE (Community Action for Student Education) Committee and how to get involved to advocate for school funding. He said people can reach out to him directly or the District's Communications Department to express their interest in getting involved with CASE.

17. **ADJOURNMENT**

Becker moved, Selinger seconded, adjournment to closed session at 9:40 p.m. Upon vote being taken thereon, the motion carried unanimously.

  
\_\_\_\_\_  
Katie Becker, Clerk

**MINNETONKA INDEPENDENT SCHOOL DISTRICT #276**

**Service Center  
5621 County Road 101  
Minnetonka, Minnesota**

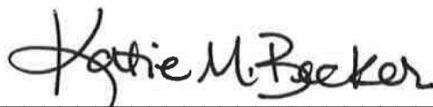
**Minutes of December 7, 2023 Closed Session**

The School Board of Minnetonka Independent School District #276 met in closed session at 9:44 p.m. on Thursday, December 7 in the Community Room at the District Service Center, 5621 County Road 101, Minnetonka, Minnesota. Chairperson Lisa Wagner presided. Other Board members present were: Mark Ambrosen, Katie Becker, Patrick Lee-O'Halloran, Mike Remucal, Meghan Selinger, Chris Vitale and Superintendent David Law, ex officio.

Also present in the room were Executive Director of Human Resources Anjie Flowers, Executive Director of Finance and Operations Paul Bourgeois and Associate Superintendent for Instruction Amy LaDue.

Chairperson Wagner called the meeting to order and announced that in accordance with Minnesota Statutes 13D.03, the meeting would be closed to the public in order to discuss the status of negotiations with the MTA. Chairperson Wagner said in keeping with District Policy #205: Open and Closed Meetings, the proceedings would be recorded.

At 10:44 p.m., Vitale moved, Remucal seconded, that the School Board adjourn the closed session. Upon vote being taken thereon, the motion carried unanimously.

A handwritten signature in black ink that reads "Katie M. Becker". The signature is written in a cursive, flowing style. Below the signature is a solid horizontal line.

Katie Becker, Clerk

CONSENT

School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota

Board Agenda Item X. b

Title: Study Session Summary

Date: January 4, 2023

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**OVERVIEW:**

The summary of the proceedings of the Minnetonka School Board's December 14 Study Session is attached.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board approve this summary as presented.

Submitted by: \_\_\_\_\_



Carrie Voeltz, Executive Assistant  
to the Superintendent and School Board

**MINNETONKA INDEPENDENT SCHOOL DISTRICT #276**  
**District Service Center**  
**5621 County Road 101**  
**Minnetonka, Minnesota**

**Summary of December 14, 2023 Study Session**

The School Board of Minnetonka Independent School District #276 met in study session at 6:00 p.m. on Thursday, December 14, 2023 in the Community Room at the District Service Center, 5621 County Road 101, Minnetonka, Minnesota. Chairperson Lisa Wagner presided. Other Board members present were Mark Ambrosen, Katie Becker, Patrick Lee-O'Halloran, Michael Remucal, Meghan Selinger, Chris Vitale and Superintendent David Law, ex officio.

**CITIZEN INPUT**

Chairperson Wagner extended an invitation to members of the audience who wished to address the Board on any topic. The following individuals then addressed the Board:

- District employee Melanie Mozingo addressed the Board regarding the district's long-term financial stability, and asked that the Board keep the teachers in mind when discussing the long-term budget. She asked that teachers be paid fairly.
- District parent Greg Hicks addressed the Board regarding the MDE's recent ruling regarding asynchronous learning.

**MIDDLE SCHOOL PROGRAM PROPOSAL**

Associate Superintendent for Instruction Amy LaDue, MME Principal Pete Dymit and MMW Principal Freya Schirmacher presented this item to the Board. Dr. LaDue noted that over the past month, the middle school principals, in collaboration with the teaching and learning department, have developed a comprehensive middle school program proposal based on the findings from the program review presented to the School Board at the November 16<sup>th</sup> study session. This proposal integrates the information gathered, including stakeholder feedback, during the program review completed over the past ten months. It also addresses the five priorities identified and discussed at the study session:

- Creating a more flexible master schedule
  - Allows for continuity for Math and Language Arts instruction between Day A/Day B schedules
  - Immersion courses untethered from advisory in 6<sup>th</sup>/7<sup>th</sup> grade
  - Creates potential space for increased elective opportunities
  - Allows flexibility with teacher instructional time with advisory incorporated into daily instructional minutes
- Differentiated academic support
  - Integrated intervention/extension opportunities
  - Essential academic success skills



- Flexible, data-driven support opportunities
- Allows students additional academic and/or SEL support without losing access to electives
- Promotes student agency and ownership of learning
- Dedicated social and emotional learning time
  - Mixed grade-level configurations for SEL time to foster middle school community and student belonging
  - Focus on bridging transitions, from elementary to middle, and middle to high school
  - SEL times includes the application of evidence-based curriculum and resources
  - All teachers are trained to instruct SEL curriculum
- Evaluation and expansion of exploratory and elective options emphasizing student choice
- Opportunities for teacher professional learning and collaboration

MME Principal Pete Dymit noted that some of the big wins in Phase I include the solving of the immersion problem regarding advisory, the differentiated support without losing access to electives, the dedicated SEL time within the teacher contract time, and targeted academic success skills for incoming 6<sup>th</sup> graders and outgoing 8<sup>th</sup> graders.

The discussion then turned to Phase II of the proposal, which would take effect in the 2025-26 school year and beyond:

#### Dedicated SEL Time

- Mixed grade-level configurations for SEL time to foster middle school community and student belonging
- Focus on bridging transitions, from elementary to middle, and middle to high school
- SEL times includes the application of evidence-based curriculum and resources
- All teachers are trained to instruct SEL curriculum

#### Evaluate and Expand Exploratory/Elective Courses

- Wider variety of elective courses including choices within core content areas
- Opportunity to offer immersion intervention and extension or additional immersion electives
- Opportunity for students to learn more about strengths and interests
- Intentionally provide bridges to HS signature programs in eighth grade

#### Teacher Professional Learning and Collaboration

- Ongoing professional development starting in Spring 2024
- Dedicated time for collaborative planning for all stages of implementation
- Opportunities for interdisciplinary collaboration
- Focused preparation for SEL integration

- Collaboration and planning for all new courses

### Next Steps

- Solicit additional feedback from the Middle School Program Review Committee on the proposal and its logistics
- Finalize the financial implications
- Consider initiating a comprehensive facilities study to assess current and future needs at the middle level

In the discussion that followed, Board member Vitale noted the importance of determining the financial implications of the proposal, and referenced a neighboring district that is seeking to alter their current schedule as a way to address their budget shortfall. He also noted the importance of working together with staff on these potentially big changes. Vice Chair Selinger said she loved how the proposal levels the playing field and is set to be implemented in stages. She asked how soon administration would need to know if scheduling changes were to be approved for next year. Superintendent Law answered that the Board could approve any scheduling changes at its February regular meeting. Board member Lee-O'Halloran noted that he approved of the recommended changes and said they have been needed for a long time at the middle schools.

### **LITERACY UPDATE**

Dr. Ladue, Director of Curriculum Steve Urbanski and Literacy Coordinator Alyssa Rutherford led the discussion. They shared the following information with the Board in advance of the meeting:

Each year, the School Board establishes annual, actionable goals for the Administration that align with the vision and direction for the District. This year as a component of the District Goal: Excellence in Student Learning and Support, an action step was developed aimed to:

*increase opportunities for improved academic outcomes for all students while additional efforts to improve student literacy at all levels and in all content areas as measured by student performance on standardized and benchmark assessments.*

Further, this goal outlines that *the District will implement an updated literacy plan, which will be shared with the community.* This plan will incorporate requirements of the READ legislation, new State English Language Arts (ELA) standards, and will span from early childhood through grade twelve.

The purpose of this report is to update the Board on District literacy efforts and the next steps for development and implementation of an updated E-12 literacy plan.

## **READ Legislation**

The Reading to Ensure Academic Development Act, known as The READ Act, was key new legislation included in the Omnibus Education Bill and signed into law by The Governor in May 2023. This legislation replaced the Read Well by Third Grade legislation which was one of five goals outlined for districts in the World's Best Workforce legislation. The goal of The READ Act is that every Minnesota child reads at (or above) grade level every year, beginning in kindergarten, and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. It is the goal of Minnetonka Schools to ensure each and every child develops a high level of literacy proficiency as well.

Since its enactment, Minnetonka Schools has been taking steps to ensure the action steps for the Board's literacy goals are in alignment with this legislation and that teachers responsible for reading instruction are becoming well-versed in evidence-based reading instructional practices. By the 2026-2027 school year, districts must provide evidence-based reading instruction through a focus on student mastery of foundational reading skills, oral language, and reading comprehension skills.

The legislation modifies literacy requirements for districts in the areas of the local literacy plan, leadership, professional learning, assessment, and literacy curricular resources. Additionally, the READ legislation strongly encourages districts to adopt a Multi-Tiered System of Support framework. Minnetonka Schools is in the second year of the three-year MTSS implementation plan which aligns with processes outlined in the legislation.

## **District Literacy Plan**

School districts in Minnesota have been required to develop and implement a local literacy plan in support of the World's Best Workforce goal of all students reading at grade level by third grade, also known as Read Well by Third Grade. District literacy plans are required to include multiple components encompassing assessment, progress monitoring, intervention identification and implementation, parent notification and professional learning. Each year in June, Minnesota school districts must update and post a Local Literacy Plan along with submitting this plan and literacy assessment data for kindergarten through third grade students to the Minnesota Department of Education under the Read Well by Third Grade (RWBTG) legislation.

With the passing of the READ Act, the District will be revising the Local Literacy Plan using updated guidance and requirements from the Minnesota Department of Education anticipated in March of 2024. Districts will be required to use this template for their local literacy plan and submit these plans by June 15, 2024.

## **District Literacy Lead**

By August 30, 2025, the READ legislation requires districts to employ or contract with a literacy lead who will collaborate with district administrators, facilitate the district's

implementation of the READ Act, and support teacher implementation of structured literacy.

In the spring of 2023, the District hired a District Literacy Coordinator. This position was designed to provide leadership in the development, implementation, and evaluation of the E-12 literacy framework across all curricular areas and programs, including Immersion. The Literacy Coordinator supports the curriculum review and evaluation process for ELA and will continue to support the review process in all aspects of literacy across content areas with alignment to state academic standards. The position also provides leadership in the identification, implementation and evaluation of instructional practices, delivery models, resources, and assessments, ensuring alignment of literacy practices to the Minnetonka MTSS framework. This includes providing resources, guidance, and support for differentiated literacy instruction, intervention, and extensions to meet the needs of all learners. In addition, the Literacy Coordinator is developing, coordinating, and delivering professional learning for teachers, principals and other school and district staff, serving as a resource for principals, leadership teams and PLCs to support building level literacy practices, initiatives, and systems.

### **Professional Learning**

The READ Act requires in-depth professional learning for evidence-based reading instruction via a program approved by the Minnesota Department of Education. Training must be completed by specific dates based on teacher roles. The Minnesota Department of Education continues to further define these requirements and as they provide more clarity, the District will continue to make appropriate adjustments.

#### *Minnesota Department of Education Phase 1 of Professional Learning*

The READ Act divides educators into two phases for completion of required professional learning. Educators identified in the first phase must complete their learning by July 1, 2025. They include:

- PreK Classroom Teachers
- K-3 Classroom Teachers
- K-12 Reading Intervention Teachers
- PreK-12 Special Education Teachers responsible for reading instruction
- Curriculum Directors
- PreK-5 Instructional support staff who provide reading instruction
- Employees who select literacy instructional materials for a district

Minnetonka Schools has expanded the list to include additional personnel to best meet the needs of students and teachers. The additional staff deemed essential in this first phase are listed below.

### *Minnetonka Schools' Phase 1 of Professional Learning*

- Early Childhood (EC) Classroom Teachers
- Grade 4-5 Classroom Teachers
- EC-Age 21 Special Education Teachers responsible for reading instruction and support
- K-5 English learner teachers
- EC-5 Administrators

### *Minnetonka Schools Professional Learning Plan for Literacy*

The READ Act tasked the MDE, in partnership with CAREI, to identify at least three professional development programs that focus on the five pillars of literacy and the components of structured literacy by August 15, 2023. Although the programs were identified and posted on the MDE website, the MDE has not yet finalized contracts with the vendors and registration has not yet been made available to districts.

Minnetonka Schools aligned professional learning this fall for Minnetonka's Phase 1 teachers to the topics of research and evidence-based practices that will be included in these three programs. This provided teachers the opportunity to begin their professional learning ahead of the requirements and ensure their teaching practices align with what research says is best for teaching literacy. The following topics were covered during the first two professional learning sessions for Minnetonka's Phase 1 teachers:

- What the Science of Reading is and is not
- Brain research, including the four-part processing model
- How reading and writing are connected in the brain
- Models of Reading such as the Simple View of Reading, Scarborough's Rope, and the Five Pillars of Literacy (Phonemic Awareness, Phonics, Fluency, Vocabulary, and Comprehension)
- Writing, including the Simple View of Writing, and the graphomotor area of the brain and how it is tied to the language areas of the brain
- Data Literacy and Assessment, including using Oral Reading Fluency data to determine the needs of students and make instructional decisions
- An overview of the components of Structured Literacy (explicit, systematic, sequential, and diagnostic)
- An overview of the components of language (phonology, orthography, morphology, syntax, semantics, and pragmatics)
- Research on dyslexia and the role of schools in identifying characteristics of dyslexia
- How word recognition automaticity (orthographic mapping) leads to fluent reading and writing including how spelling is connected to reading
- Instructional practices to support foundational skills and language development in the areas of phonemic awareness, phonics, morphology, and multisyllabic word recognition

Additionally, time was provided for teachers to share their expertise, reflect, and collaborate with their PLC as an initial step toward application of their new learning. Throughout the professional learning sessions, best practice instructional and literacy strategies were modeled so teachers could envision ways to infuse engagement and literacy strategies in their classroom instruction.

Beginning with the upcoming professional learning day on January 2, 2024, Minnetonka Schools will work with CORE Learning, an approved state provider, to offer a customized professional learning session that will serve as an onramp to the state required learning. This session will be designed to honor the previous learning the staff completed this fall. Further, it will bridge to the next topics outlined in the Minnesota approved course. Additionally, it is expected that the State will require teachers to demonstrate their learning at the end of the professional learning series; therefore, each session will include a spiral of the most essential concepts and content to ensure teacher mastery.

The Minnesota Department of Education anticipates that the approved professional learning contracts will be available in early January. The District will evaluate these at that time and design the plan for the remainder of this year and next year to complete all required learning by the July 1, 2025, deadline.

### *Minnetonka Schools' Phase 2 of Professional Learning*

Professional Learning Phase 2 requires all other teachers responsible for reading instruction to be trained by July 1, 2027. Specifically, the guidance from the MDE identifies these educators as needing the yet-to-be-identified approved programs for reading instruction. Because Minnetonka Schools strategically included more teachers than required by the MDE guidance, the list below is limited to those not yet included in Minnetonka's Phase 1.

- K-5 Specialists (art, media, music and phy ed)
- 6-12 Classroom Teachers responsible for reading instruction
- 6-12 Teachers who work with English learners
- 6-12 Instructional support staff who provide reading support
- 6-12 Administrators

Although the Minnesota Department of Education has not yet identified professional learning for Phase 2, Minnetonka Schools is taking steps to ensure that all teachers have access to professional learning opportunities that develop their skills for disciplinary literacy instruction. For this reason, the January 2, 2024, professional learning day will feature disciplinary literacy. The specific learning outcomes for that day include:

- Understand the difference between Content Area Literacy vs. Disciplinary Literacy
- Demonstrate the use of strategies, and provide time to embed them in authentic contexts

- Understand ways of building stamina for deep reading and reading of complex text vs. surface processing of text

Additionally, time will be provided for teachers to share their expertise and model the ways each of them read and respond to the text types prevalent in their discipline. For instance, technical reading is not the same as narrative reading. Teachers will leave the session with low prep and authentic methods of providing students with opportunities to read, write, and discuss in every classroom every day.

### *Additional Literacy Related Professional Learning*

Beyond the READ Act required professional learning, additional literacy training has been provided for the K-5 reading specialists. Facilitators from PRESS (Path to Reading Excellence in School Sites), which is housed in the Minnesota Center for Reading Research, a subsidiary of CAREI (the Center for Applied Research and Educational Improvement) at the University of Minnesota, provided a workshop in Tier 2 interventions, progress monitoring, and data-based decision making. The purpose of this workshop was to expand the resource repertoire of diagnostic tools, efficient evidence-based interventions available in both English and Spanish and revisit the data-based-decision-making process.

Furthermore, a four-hour synchronous webinar on literacy will be provided for all Minnetonka paraprofessionals, regardless of their roles. Minnetonka is partnering with the Lee Pesky Learning Center for this webinar called "What Works in Reading Instruction: Tips for Paraprofessionals." As a learning organization, Minnetonka believes all educators, including paraprofessionals, must have an understanding of how children learn to read and the best ways to approach reading instruction. Understanding how reading works and how to support its development will ensure a literate and successful community.

### **Assessment**

The READ Act requires school districts to adopt and implement a K-3 universal literacy screener from the list of Minnesota Department of Education approved tools. Screening tools approved by the MDE include subtests to measure foundational reading skills as well as characteristics of dyslexia. By Fall of 2024, all districts must align their universal screening with the READ Act. FastBridge Early Reading (K-1) and CBM Reading (1-3) are among the tools approved to meet these requirements.

Currently, Minnetonka Schools utilize the FastBridge screening assessments with students in Kindergarten through Grade 5.

**FastBridge Early Reading:** This assessment is administered to Kindergarten students in the Fall, Winter, and Spring to help teachers identify student needs in the areas of Concepts of Print, Onset Sounds, Letter Names, and Letter Sounds. Additionally, starting in Winter, students are assessed on the skills of Word Segmenting, and Nonsense Words.

FastBridge CBM Reading: This assessment is administered to students in Grades One through Grade Five. They complete the Reading CBM Fluency Benchmark assessment in Fall, Winter, and Spring. With this assessment, students read out loud for one minute while the teacher tracks words read and records any errors.

Beginning in the Fall of 2024, The District will further align its universal screening with the READ Act based on the requirement that students in Grade One complete the FastBridge Early Reading assessments. The District will continue fall CBM Reading with students in Grade One based on their literacy development.

After students complete the FastBridge assessments in the Fall, the data are analyzed by K-5 teachers during their annual district-led data retreats. Interventionists review the data of students who may be at risk in Reading. Students identified as at risk may be further assessed, typically by a school reading interventionist, to identify specific needs and align instruction to respond to those needs.

To ensure parents are notified of their student's progress in reading, FastBridge Fluency results are shared with elementary school families during parent teacher conferences each year in October. Additionally, the assessment results are loaded into the Skyward Student Information System (SIS) for parents and teachers to view after each assessment window.

## **Approved Resources**

Starting July 1, 2023, when a district purchases new literacy curriculum, literacy intervention, or supplementary materials, those materials must be approved, evidence-based, and designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension.

In partnership, CAREI and the MDE, must identify by January 1, 2024, at least five evidence-based literacy curricula and supporting materials and post them on the MDE website. These identified resources will be evaluated by the District Elementary English Language Arts Curriculum Committee to determine which are the best fit to meet District identified literacy needs. Additional State supports and options related to resource acquisition and identification are outlined below.

- **Reimbursement:** A process for reimbursement of approved evidence-based structured literacy curriculum and supporting materials and intervention materials purchased after July 1, 2021, by districts, charter schools and cooperatives will be developed and communicated on the MDE website. Guidance on this process will be forthcoming.
- **Reconsideration:** The MDE and CAREI must provide districts an opportunity to request reconsideration for approved curricula and professional learning programs and must publish the request for reconsideration procedures on the department website. The request must demonstrate the curriculum or professional learning



program meets the requirements of the READ Act, is evidence-based, and has structured literacy components. Guidance on this process will be forthcoming.

## **Curriculum Review Process**

The District is committed to continuous improvement. The goal of the curriculum review process is to advance the quality of curriculum and instruction and to promote excellence in student performance using the best possible instructional practices and resources. Aligning with the release of the new Minnesota Academic Standards in English Language Arts (ELA), the District's ELA curriculum review process will support the full implementation of new standards by the 2025-26 school year.

The Minnesota Department of Education (MDE) completed the rulemaking process for the new Academic Standards in English Language Arts at the beginning of the 2023-24 school year. Academic Standards in English Language Arts address areas of literacy, such as phonemic awareness, phonics, fluency, vocabulary, comprehension, writing, spelling, listening, speaking, and viewing, and instruction is designed to meet these grade level standards. In addition, the MDE released test specifications for the new Reading Minnesota Comprehensive Assessment, the MCA-IV, at that time.

During the 2023-24 school year, District curriculum review committees, made up of department chairs, expanded chairs, administrators, and literacy leaders, have reviewed the new ELA standards and test specifications, identified essential learnings, and engaged in evidence-based literacy training. Literacy training has focused on the shifts in the new standards, including the increased emphasis on foundational reading, as well as the broader literacy training highlighted earlier in this report. In addition, these curriculum review teams have begun identifying gaps in existing units and resources, which will ultimately inform future recommendations.

This work will continue throughout the 2023-24 school year. As the MDE and the Center for Applied Research and Educational Improvement (CAREI) finalize a list of evidence-based literacy programs and supporting materials, curriculum review teams will also identify instructional resources for future pilots and implementation.

## **District Plan Moving Forward**

As the Minnesota Department of Education continues to provide guidance on requirements and options to meet the legislative requirements of the READ Act, Minnetonka Schools is prepared to respond in order to continue to develop, refine, and implement the District E-12 Local Literacy Plan.

Ms. Ladue, Mr. Urbanski and Ms. Rutherford also shared the following information with the Board via a powerpoint presentation:

## District Literacy Plan

Under Read Well by Third Grade:

- Each school district in Minnesota was required to develop and implement a local literacy plan
- Plan aligned to and in support of World's Best Workforce
  - All third grade students can read at grade level
- Plans must be updated annually, shared with MDE and posted on district websites



## District Literacy Plan

Under the READ Act:

- In March 2024, MDE will provide districts with a template for the local literacy plan to ensure plans are consistent with the READ Act
- Plans must use this template, be posted to a district's website, and be submitted to the Commissioner of Education by June 15, 2024



## Efforts During the 2023-24 School Year

- District literacy lead
- Other roles to support literacy
- Professional learning
- Assessment and data literacy
- Approved resources and curriculum review



## Professional Learning

- READ Act required professional learning
  - Three approved providers were identified in August
  - Phase I educators: contracts and logistics in process
  - Phase II educators: requirements and providers continue to be refined
- District designated 4 days for professional learning during the 2023-24 school year
- Literacy related professional learning is being provided systemwide



## Professional Learning

- Elementary/Phase I Group
  - What the science of reading is and is not
  - Brain research: reading, writing, orthographic mapping
  - Models of reading such as the Simple View of Reading, Scarborough's Rope, and the Five Pillars
  - Structured literacy: explicit, systematic, sequential, diagnostic
  - Responsive instruction for a variety of learners
  - Components of language: phonology, orthography, morphology, syntax, semantics, and pragmatics
  - Instructional practices to support foundational skills and language comprehension

## Professional Learning

- Secondary/Phase II Group
  - Strengthening Professional Learning Communities
    - Essential learnings
    - Formative assessment and instructional responses
    - MTSS
  - Disciplinary literacy vs. content area strategies

## Additional Professional Learning

- Paraprofessionals
  - Live, 4 hour webinar “What Works in Reading Instruction: Tips for Paraprofessionals”
- Reading Specialists
  - PRESS Tier 2 evidence-based interventions
  - Data-based decision making



## Assessment and Data Literacy

- Current benchmark assessments/universal screening
  - FastBridge Early Reading - Kindergarten (Fall, Winter, Spring)
  - FastBridge CBM Reading - Grades 1-5 (Fall, Winter, Spring)
  - NWEA MAP Reading (Fall, Spring)
- Required for 2024-2025 school year
  - Further align universal screening with the READ Act
    - Requirement that grade one complete FastBridge Early Reading
- Data literacy and teacher instructional responses



## Literacy Approved Resources and Materials

- In partnership with CAREI, MDE must identify by January 1st a list of at least five evidence-based literacy curricula and supporting materials
  - K-5 resources only at this time
- MDE guidance will inform the ELA curriculum review and development process for grades K-5



## Curriculum Review

- K-5, 6-8, and 9-12 teams analyzed new ELA standards and identified essential learnings
  - Shifts in standards
  - MCA-IV test specifications
- Literacy learning for all team members
- Identifying gaps in existing units and resources to inform future recommendations
- K-5 team is looking forward to the guidance regarding curricular resources from the MDE and CAREI in January



# District Plan Moving Forward

- Maintain District commitment and focus on literacy
- Develop and implement updated District literacy plan
  - READ legislation
  - ELA curriculum review
- Continue professional learning in evidence-based reading instruction
- Continue ELA curriculum review process
- Deepen implementation of the District MTSS framework



In the discussion that followed, Board members asked questions about the timeline for the implementation of the new state standards for English/Language Arts and how it affects this work. Mr. Urbanski answered that the standards have been approved, and more information will be coming from the state with regards to the timing of the implementation. Vice Chair Selinger expressed appreciation for the addition of administrators to the Phase I training, noting that this will help with teacher observations and evaluations.

## **DISCUSSION ON BOARD LEADERSHIP POSITIONS, BOARD MEETING DATES and COMMITTEE ASSIGNMENTS for 2024**

The Board discussed who would be willing to fill the positions of Board Chairperson, Vice-Chairperson, Treasurer and Clerk for 2024. They also discussed and finalized the 2024 board meeting dates, study session dates, and their committee assignments for 2024, with Superintendent Law noting that this would all be approved at the January regular meeting.

## **ADJOURNMENT**

The Board adjourned the Study Session at 8:15 p.m.

/cyv

**CONSENT**

**School Board  
Minnetonka I.S.D. # 276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item X. c**

**Title: Payment of Bills**

**Date: January 4, 2024**

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**OVERVIEW:**

Presented for Board approval are the monthly disbursement totals by fund for Minnetonka Public Schools for the month of November 2023.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the Board approve the disbursements as presented for the month of November 2023.

**Submitted by:**



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**Jessica Hulitt  
Coordinator of Accounting**

**Approved by:**



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**Paul Bourgeois  
Executive Director of Finance & Operations**

**Concurrence:**



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**David Law  
Superintendent of Schools**



## MINNETONKA DISTRICT #276

TO: David Law

FROM: Jessica Hulitt

RE: Payment of Bills – November 2023  
Board Meeting Date: January 4, 2024

The following disbursements are submitted for the month of November:

Recommend the payment of bills in the sum of \$9,215,075.12 by check #481570 - #482034 and ACH #232401025 - #232401362, and wire transactions #202300679 - #202300907 as follows:

November		
	FUND	
01	GENERAL FUND	5,410,122.12
02	CHILD NUTRITION	290,451.91
03	PUPIL TRANSPORTATION	44,560.94
04	COMMUNITY SERVICE	325,797.10
05	CAPITAL EXPENDITURE	118,975.29
09	TRUST - FIDUCIARY	75,732.75
11	EXTRA/CO-CURRICULAR	224,040.53
12	ATHLETIC FEE	2,763.05
18	CUSTODIAL FUND	3,181.16
20	SELF INSURANCE	125,870.95
40	CULTURAL ARTS CENTER	36,709.71
41	DOMESTIC OPERATIONS	2,258.06
42	AQUATICS PROGRAM	39,492.50
43	PAGEL CENTER	33,949.10
46	LTFM	363,932.26
56	CONSTRUCTION PROJECTS	1,942,430.65
66	CAPITAL PROJECTS LEVY	174,807.04
		\$ 9,215,075.12
	SALARIES	\$ 5,779,682.97
	TOTAL	\$ 14,994,758.09



Jessica Hulitt

January 1, 2024  
Date

SCHOOL BOARD  
MINNETONKA I.S.D. #276  
5621 County Rd. 101  
Minnetonka, MN  
Community Room

Board Agenda Item X. d.

**TITLE:** Recommended Personnel Items

**DATE:** January 4, 2024

**BACKGROUND:** Under the authorization of district policy, and the terms and conditions of the collective bargaining agreements between the Minnetonka Public Schools and employee groups recognized under Minnesota law, the executive director for human resources makes recommendations for employment, leaves, employee status changes, and resignations or release from contracts.

Those recommendations of a routine nature are attached in summary fashion. This section includes routine changes affecting an employee under the terms and conditions of the collective bargaining agreements, and new hires that occur between board meetings or are scheduled for the future.

State law requires that the School Board formally approve all personnel actions. At the time of hiring, employees are told that the administration formally recommends employment, and that the employment action is finalized only after Board action. On these routine matters, however, the administration may initiate the change prior to formal Board action in order to provide continuity of service to students.

Personnel changes of an exceptional nature requiring the interpretation of other district policies or laws are marked with an asterisk on the summary page, and have a separate explanation. In these cases, the administration does not take action until after Board action.

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**FUTURE ACTION/RECOMMENDATION:**

The administration recommends approval of all attached personnel changes.

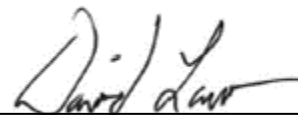
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Submitted by:

Concurrence by:



Anjie Flowers  
Executive Director of Human Resources



David Law  
Superintendent

## RECOMMENDED PERSONNEL ITEMS

### I. INSTRUCTION

APPOINTMENTS	ASSIGNMENT	EFFECTIVE	SALARY
GLOVER, JAMIE WITTMAN-BELTZ, NANCY	SCHOOL PSYCHOLOGIST, 0.4 FTE, DH PRINCIPAL, 1.0 FTE, MWTA	2/5/24-6/10/24 8/7/23-6/14/24	\$12,481.11 \$300 HALF DAY RATE \$600 FULL DAY RATE

RESIGNATIONS, RETIREMENTS, TERMINATIONS	ASSIGNMENT	EFFECTIVE
FINNERTY, WILLIAM	ART, 1.0 FTE, MME	6/10/24

LEAVE OF ABSENCES	ASSIGNMENT	EFFECTIVE
BEND, JENNIFER BENSON, KATHRYN "KARI" CROYLE, JOHN HAZEN, JENNIFER HEALY, BRENNIA OSGOOD, ERIN RODRIGUEZ, CARLOS RODRIGUEZ, ELIZABETH SCHREDER, KATELYN THOMAS, LISSA	ART, 1.0 FTE, SH BUSINESS, 1.0 FTE, MHS SOCIAL STUDIES, 1.0 FTE, MHS MUSIC, 1.0 FTE, MME NURSE, 0.3 FTE, MCEC/DSC – REQUESTING 0.2 FTE LOA SPECIAL ED FACILITATOR, 0.2 FTE, DH/GR – REQUESTING 0.8 FTE LOA SPANISH IMMERSION/SOCIAL STUDIES, 1.0 FTE, MMW GRADE 4 SPANISH IMMERSION, 1.0 FTE, CS GRADE 6 LANG ARTS, 1.0 FTE, MMW ORCHESTRA, 1.0 FTE, EXC/MWTA	1/3/24-MID APRIL 2024 4/15/24-6/10/24 2/28/24-3/15/24 4/22/24-6/10/24 12/4/23-2/2/24 1/2/24-2/2/24 4/12/24-4/26/24 4/12/24-6/10/24 3/29/24-6/10/24 11/27/23-1/1/24

STATUS CHANGES	CURRENT ASSIGNMENT	EFFECTIVE	CHANGE
HEALY, BRENNIA	NURSE, 0.5 FTE, MCEC/DSC	12/4/23-2/2/24	NURSE, 0.2 FTE, MCEC/DSC

### II. BUSINESS AND OTHER NON-INSTRUCTIONAL SERVICES

APPOINTMENTS	ASSIGNMENT	EFFECTIVE	SALARY
BODAN CAMPBELL, EYRA CRAWFORD, ALICIA LEBLANC, ERIC OLSON, MALORIE	CLASS C SPANISH CLRM/SPANREADING/EXEC FUNCT PARA, 27 HRS/WK, MWTA CLASS A LR/PG PARA, 3 HRS/WK, MWTA COOK HELPER, 6 HRS/DAY, DH CLASS B CAMPUS SUPVRY PARA, 5 HRS/DAY, MHS CLASS B CAMPUS SUPVRY PARA, 5.5 HRS/DAY, MHS	12/11/23 12/11/23 12/15/23 12/18/23 12/18/23	\$20.34/HR \$18.24/HR \$19.97/HR \$21.67/HR \$20.24/HR

RESIGNATIONS, RETIREMENTS, TERMINATIONS, NON-RENEWALS	ASSIGNMENT	EFFECTIVE
BELL, BRITTANY DANIELSON, DAWN  FARNEY, ROBYN  MORRISON, KATELYN MURPHY, GERI OHLSEN, SPENCER (MIA) STROH, JULIE SUNDAL, AMBER TWENGE, PAUL WEST, PATRICE	EXPLORERS SITE SUPVR, 8 HRS/DAY, CS EXPLORERS BEHAVIOR ASST, 6 HRS/WK, MCE CLASS D SPEC ED PARA, 25 HRS/WK, MMW CLASS A LR/PG PARA, 1 HR/DAY, EXC CLASS C KINDER PARA, 4.5 HRS/DAY, EXC CLASS D SPEC ED PARA, 45 MIN/DAY, EXC CLASS E HEALTH CLRM PARA, 32.25 HRS/WK, MMW LEVEL IV TEACHING & LEARNING OFFICE ASST, 8 HRS/DAY, DSC EXPLORERS PRGM ASST, 14 HRS/WK, MCE CUSTODIAN, 8 HRS/DAY, CS YOUTH AND ADULT PRGM MGR, 1.0 FTE, MCEC ACTIVITIES COORDINATOR, 1.0 FTE, MHS COOK MANAGER, 7.5 HRS/DAY, CS	11/30/23 12/14/23  12/20/23  12/1/23 1/10/24 12/20/23 12/29/23 1/12/24 6/30/24 1/2/24

LEAVES	ASSIGNMENT	EFFECTIVE
FLEMMING, JULIE LIN, TING	EXPLORERS PRGM ASST, 17.5 HRS/WK, EXC CLASS A LR/PG PARA, 1 HR 25 MIN/DAY, SH CLASS C CHINESE KINDER PARA/BUS/TRAFFIC PARA, 5 HRS 5 MIN/DAY, SH	1/22/24-3/1/24 1/22/24-4/26/24

STATUS CHANGES	CURRENT ASSIGNMENT	EFFECTIVE	CHANGE
HERDLE, MIKAYA HILL, SCOTT NAINGGOLAN, SARI	EXPLORERS ASST SITE SUPVR, 3.5 HRS/DAY, EXC MAINTENANCE SPECIALIST, 8 HRS/DAY, BUILDINGS & GRNDS LEVEL IV ACCOUNTING CLERK, 8 HRS/DAY, DSC	12/1/23 12/11/23 1/1/24	EXPLORERS ASST SITE SUPVR, 8 HRS/DAY, EXC CARPENTER FOREMAN, 8 HRS/DAY, BUILDINGS & GRNDS ASST COORDINATOR OF PAYROLL, 1.0 FTE, DSC

### III. IN-DISTRICT APPOINTMENTS

APPOINTMENT	ASSIGNMENT	BUILDING	EFFECTIVE	SALARY
ATWOOD, RICHARD	BOYS/GIRLS NORDIC SKI ASST COACH	MHS	11/13/23-2/15/24	\$4,143
BANG, JINHYOUNG	MOCK TRIAL ASST ADVISOR	MHS	9/5/23-2/16/24	\$1,263
BARBIERI, PETER	MUSICAL-SET DESIGNER	MHS	9/8/23-11/17/23	\$2,200.15
BARTHELEMY, TYLER	SPEECH TEAM CO-HEAD AND CO-ASST ADVISOR	MHS	10/23-4/24	\$2,736.34
BENNETT, KAYLEE	DANCE ASST COACH	MHS	11/13/23-2/17/24	\$3,907
BENSON, MARLEE	ALPINE SKI ASST COACH	MHS	11/13/23-2/13/24	\$4,024
BIELSKI, SARAH	BOYS SWIM AND DIVE COACH	MHS	11/27/23-3/2/24	\$3,073.85
BOIKE, SYDNEY	LEAD REFEREE	MCEC	12/9/23	\$25/GAME
BOOLCHANDANI, AVA	STUDENT REFEREE	MCEC	12/2/23	\$15/GAME
BRADLEY, JOHN	BOYS SWIM AND DIVE HEAD COACH	MHS	11/27/23-3/2/24	\$6,642
BOYD, SETH	MUSICAL-VOCAL DIRECTOR	MME	12/11/23-3/16/24	\$2,769
BRATANOV, KONSTANTIN	SKI CLUB HEAD SCHOOL CHAPERONE	MME	12/12/23	\$600
BURMEISTER, MELANIE	GYMNASTICS ASST COACH	MHS	11/13/23-2/24/24	\$4,612
CARLSON, ABIGAIL	MUSICAL-SOUND AND LIGHTS DESIGNER	MME	9/26/23-11/18/23	\$1,516
CARLSON, ABI	MUSICAL-SOUND AND LIGHTS DESIGNER	MME	12/11/23-3/16/24	\$2,652
CARLSON, CLARA	STUDENT REFEREE	MCEC	12/2/23	\$15/GAME
CHEEVER, SAMUEL	STUDENT REFEREE	MCEC	12/2/23	\$15/GAME
CHOU, MADDOX	STUDENT REFEREE	MCEC	12/2/23	\$15/GAME
CRIST, JENNIFER	STUDENT TRAINER-CHOREOGRAPHER	ARTSCTR	9/29/23-11/19/23	\$474
CRIST, JENNIFER	MUSICAL-CHOREOGRAPHER	MHS	9/29/23-11/19/23	\$2,526
CRSIT, JENNIFER	MUSICAL-CHOREOGRAPHER	MHS	11/7/23-12/17/23	\$2,526
DADASHEV, DENNIS	BOYS SWIM AND DIVE ASST COACH	MHS	11/27/23-3/2/24	\$4,848
DAHL, LAUREN	BOYS/GIRLS NORDIC SKI ASST COACH	MHS	11/13/23-2/15/24	\$3,907
DAVENPORT, JASON	LIGHTING TECHNICIAN-CHANGEVER	ARTSCTR	12/2/23-12/3/23	\$180
DFAULT, MATTHEW	LIGHTING TECHNICIAN-CHANGOVER	ARTSCTR	11/16/23-12/3/23	\$495
FARNAN, RYAN	STUDENT REFEREE	MCEC	12/2/23	\$15/GAME
FOOTS, JACOB	MUSICAL-PLAY DIRECTOR	MME	12/11/23-3/16/24	\$2,769
FREITAS, SAMANTHA	BOYS SWIM AND DIVE ASST COACH	MHS	11/27/23-3/2/24	\$4,729
FRITSCH, NOLAN	STUDENT REFEREE	MCE	12/2/23	\$15/GAME
GARD, ANNA	BOYS SWIM AND DIVE ASST COACH	MHS	11/27/23-3/2/24	\$2,128.05
GILHOUSEN, EMMA	LEGACY 2027 CO-ADVISOR	MHS	2023-24	\$500
GONDECK-BECKER, DAVID	CROSS COUNTRY SKI ASST COACH	MMW	1/3/24-3/15/24	\$1,831.50
HANSON, BAILEY	BEST BUDDIES CO-ADVISOR	MHS	2023-24	\$631.50
HAZEN, JENNIFER	MUSICAL-VOCAL DIRECTOR	MME	12/11/23-3/16/24	\$1,444
HEGNA, KINSEY	ADAPTED SOCCER CI HEAD COACH	MHS	9/23-11/23	\$2,718
HOLDMAN, WENDY	SOUND OF MUSIC REMOUNT	ARTSCTR	11/7/23-12/17/23	\$1,700
JORE, AMY	MUSICAL-PRODUCTION ASST	MHS	11/23-12/23	\$2,526
JORE, AMY	CREW LEADER	ARTSCTR	11/7/23-12/17/23	\$3,224
KALLEVIG, KENDRA	PAINTER AND STUDENT TRAINER	ARTSCTR	9/12/23-11/16/23	\$577.50
KALLEVIG, KENDRA	PAINTER AND STUDENT TRAINER	ARTSCTR	9/12/23-10/19/23	\$367.50
KERN, GABRIEL	STUDENT REFEREE	MCEC	12/2/23	\$15/GAME
KERN, SEAN	BOYS/GIRLS NORDIC SKI HEAD COACH	MHS	11/13/23-2/15/24	\$7,245
KOTTKE, REESE	STUDENT REFEREE	MCEC	12/2/23	\$15/GAME
LEE, KIM	MUSICAL ACCOMPANIST	CS	2023-24	\$33.80/HR
LEWIS, KELLY	CROSS COUNTRI SKI HEAD COACH	MMW	1/4/24-3/15/24	\$3,373
LEWIS, LISA	SPEECH TEAM CO-HEAD AND CO-ASST ADVISOR	MHS	10/23-4/24	\$2,736.33
LINGEN, HANNAH	DANCE ASST COACH	MHS	10/23/23-2/17/24	\$2,225
MANCINA, ROBBIE	MUSICAL-ASST PLAY DIRECTOR-ELEM MUSICALS	MHS	11/10/23-6/16/24	\$3,157
MENKE, JENA	MIDDLE SCHOOL SELECT CHOIR ADVISOR	MMW	2023-24	\$1,633

MUNDAHL, KRISTIAN	LEGACY 2027 CO-ADVISOR	MHS	2023-24	\$500
MYERS, CHRISTINE	GYMNASTICS HEAD COACH	MHS	11/13/23-2/24/24	\$6,642
MYERS, JACQUES	GYMNASTICS ASST COACH	MHS	11/13/23-2/24/24	\$2,424
NEWMAN, JOEL	CROSS COUNTRY SKI ASST COACH	MME	12/4/23-2/29/24	\$1,221
OLBERDING, CAMRYN	STUDENT REFEREE	MCEC	12/2/23	\$15/GAME
OLSON, MATT	GIRLS HOCKEY ASST COACH	MHS	10/31/23-2/24/24	\$2,000
PARRINGTON, KIRA	DANCE ASST COACH	MHS	11/27/23-2/17/24	\$2,000
PAULSEN, ERIK	BOYS/GIRLS NORDIC SKI ASST COACH	MHS	11/13/23-2/15/24	\$4,024
PEKAREK, JAMES	SPEECH ADVISOR	MME	11/13/23-2/9/24	\$2,565
PRONDZINSKI, LUCY	STUDENT REFEREE	MCEC	12/2/23	\$15/GAME
REESE, TIM	BOYS/GIRLS NORDIC SKI ASST COACH	MHS	11/13/23-2/15/24	\$4,024
REID, JENNIFFER	MCE GYMNASTICS COACH	MCEC/MHS	12/2/23	\$20/HR
RETZLAFF, CHRISTINE	ASST SWIM CLUB COACH	AQUATICS	12/6/23	\$20/HR
ROELS, RENEE	MUSICAL-SET DESIGN BUILDER	MME	12/11/23-3/16/24	\$2,888
SCHOENEBERGER, ANNA	CROSS COUNTRY SKI ASST COACH	MME	12/4/23-2/29/24	\$1,221
SCHRUPP, BRODY	STUDENT REFERR	MCEC	12/2/23	\$15/GAME
SCHULER, MEGAN	COMPETITION DANCE CO-HEAD AND CO-ASST COACH	MHS	10/23/23-2/17/24	\$4,666.50
SKLUZACEK, SIMON	SPEECH TEAM CO-HEAD AND CO-ASST ADVISOR	MHS	10/23-4/24	\$2,736.33
STEINGAS, WILLIAM	STUDENT REFEREE	MCEC	12/2/23	\$15/GAME
STILES, TOM	CROSS COUNTRY SKI HEAD COACH	MME	12/4/23-2/29/24	\$3,492
STOCK, JESSICA	CROSS COUNTRY SKI ASST COACH	MME	12/4/23-2/29/24	\$2,559
STRETAR, TOM	BOYS HOCKEY ASST COACH	MHS	11/13/23-3/9/24	\$5,543
THOMPSON, RICH	GYMNASTICS ASST COACH	MHS	11/13/23-2/24/24	\$2,424
TREBERG, ALEYNIA	SHORELINE VOLLEYBALL COACH	MHS	12/4/23	\$3,000
TRIPP, KELLEY	HAIR ADVISOR	ARTSCTR	9/29/23-10/31/23	\$175
VLADIMIROVA, NORA	GYMNASTICS STUDENT COACH, MCE	MHS	1/3/24	\$15.84/HR
WINDERL, SUE	ADAPTED SOCCER CI ASST COACH	MHS	9/23-11/23	\$2,275

**CONSENT**

**School Board  
Minnetonka ISD #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item X. e**

**Title: Gifts and Donations****Date: January 4, 2024****EXECUTIVE SUMMARY:**

In accordance with Minnetonka School District Policy #706, the Minnetonka School District encourages gifts and donations to enhance quality education to both students and residents. The School Board makes the final determination on the acceptability of a gift or donation. All gifts and donations become District No. 276 property under the complete authority of the Minnetonka School Board.

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka High School Principal Discretionary Fund:

The Blackbaud Giving Fund	\$220.00
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**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Middle School West Principal Discretionary Fund:

The Blackbaud Giving Fund	\$5.60
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**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Clear Springs Elementary School Enrichment Fund:

Clear Springs Elementary PTO	\$443.28
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**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Clear Springs Elementary School Classroom Fund:

Clear Springs Elementary PTO	\$1845.95
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**RECOMMENDATION:** That the School Board accepts the following donations to be placed in the Scenic Heights Elementary School Principal Discretionary Fund:

Kurt Hoddinot	\$3.63
Anonymous	\$48.83
Benjamin Clark	\$160.00

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Clear Springs Elementary School Principal Discretionary Fund:

The Blackbaud Giving Fund	\$100.00
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**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Public Schools General Fund:

Ann Lien	\$65.00
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**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnewashta Elementary School Principal Discretionary Fund:

Kristen Isbell \$19.42

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka High School Robotics Team Fund:

The Blackbaud Giving Fund \$120.00

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Community Education First Lego League/Youth Enrichment/Robotics Fund:

Gene Haas Foundation \$1500.00

**RECOMMENDATION:** That the School Board accepts the following donation be placed in the Minnetonka High School Theatre Department Fund:

Dr. Timothy & Nancy Fargo \$500.00

**RECOMMENDATION:** That the School Board accepts the following donations to be placed in the Groveland Elementary School Principal Discretionary Fund:

FedEx Corporation \$33.32  
The Blackbaud Giving Fund \$28.60

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Deephaven Elementary School Birthday Books Fund:

Deephaven Elementary PTA \$5824.00

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Deephaven Elementary School Teacher Grants Fund:

Deephaven Elementary PTA \$91,107.00

**RECOMMENDATION:** That the School Board accepts the following vehicle donation to be placed in the Minnetonka High School Momentum Program:

Cathy Schulenberg 2003 Honda Odyssey

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka High School Volleyball Fund for Assistant Coaches pay:

Minnetonka Volleyball Booster Club \$4030.25

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Middle School East Classroom Fund:

MME PTA \$5252.32

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Aquatics Program Fund:

Anchor Club	\$21,449.06
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**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Deephaven Elementary School Principal Discretionary Fund:

Charities Aid Foundation America	\$70.00
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**RECOMMENDATION:** That the School Board accepts donations from the Minnetonka Skippers Booster Club for the following clubs:

Robotics Club	\$250.00
Human Rights & Relations Club	\$250.00

**RECOMMENDATION:** That the School Board accepts the following donations to be placed in the Scenic Heights Elementary School 5<sup>th</sup> Grade Field Trip Fund:

Scenic Heights PTA	\$833.49
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<b>TOTAL GIFTS AND DONATIONS FOR 2023-2024*</b>	<b>= \$447,555.59</b>
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\*Total amount reflects gifts & donations submitted for board approval in 2023-2024.

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Submitted by:   
Paul Bourgeois, Executive Director of Finance & Operations



**CONSENT**

**School Board  
Minnetonka I.S.D #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item X. f**

**Title:** Electronic Fund Transfers

**Date:** January 4, 2024

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**EXECUTIVE SUMMARY:**

Minnesota Statute 471.38 requires that a list of electronic fund transfers be submitted to the School Board each month for approval.

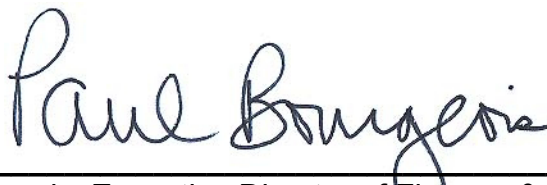
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**RECOMMENDATION:**

It is recommended that the School Board approve the attached automatic withdrawals and investments from the General Fund for November 2024.

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**Submitted by:**



Paul Bourgeois, Executive Director of Finance & Operations

November 2023 FROM GENERAL FUND				
DATE	PAYEE			AMOUNT
11/1/2023	Payroll			2,820,626.95
11/2/2023	Deluxe Business Systems			69.80
11/3/2023	AP Payment			117,538.94
11/3/2023	Wex			7,012.12
11/6/2023	Claims Health Partners			416,294.61
11/6/2023	Delta Dental			22,069.37
11/10/2023	AP Payment			432,560.21
11/10/2023	Solutran - Healthy Savings			4,234.47
11/10/2023	Wex			19,715.20
11/13/2023	Claims Health Partners			372,554.81
11/14/2023	Delta Dental			19,963.24
11/14/2023	Delta Dental			2,801.74
11/14/2023	Payroll			2,959,056.02
11/17/2023	AP Payment			2,003,805.42
11/17/2023	Wex			14,570.52
11/20/2023	Claims Health Partners			386,743.33
11/20/2023	Delta Dental			19,449.05
11/21/2023	Delta Dental Premium			6,885.00
11/23/2023	Wex			3,781.46
11/24/2023	AP Payment			248,886.08
11/27/2023	Health Partners Premium			75,707.87
11/28/2023	Claims Health Partners			233,101.55
11/28/2023	Delta Dental			18,439.94
11/28/2023	Payroll			2,894,248.44
11/30/2023	Solutran - Healthy Savings			4,124.39
11/30/2023	Wex			14,841.10
11/30/2023	Wex Admin Fee			4,169.25
November	Art Center CC Processing Fees			9,367.53
November	Athletic CC Processing Fees			6,145.24
November	Bank Monthly Service Charge			809.60
November	MCEC Credit Card Processing Fees			25,975.21
November	Monthly Postage Charges			2,800.00
November	Mtka Webstore CC Processing Fees			9,744.56
				<b>\$ 13,178,093.02</b>
<b>November</b>				
INVESTMENT		MATURITY	INTEREST	ENDING
DESCRIPTION	BANK	DATE	RATE	BALANCE
Money Market	Alerus Bank ICS Savings	NA	3.25%	6,756,849.51
Money Market	MSDLAF+ Liquid Class	NA	5.31%	15,407,009.54
Money Market	MSDLAF+ MAX Class	NA	0.35%	-
Term	MSDLAF	NA	Var	50,100,000.00
CD	MSDLAF	NA	0.25%	-
Money Market	PMA IS	NA	5.28%	13,336,175.00
Term	PMA MN Trust Term Series	NA	0.00%	-
Municipal Bonds	Northland Securities	NA	4.49%	650,394.96
Various	Wells Fargo OPEB	NA	Var	13,962,267.63
				<b>\$ 100,212,696.64</b>