

SCHOOL BOARD MEETING

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

www.minnetonkaschools.org

April 7, 2022

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)

- 6:30 Recognitions: National African American Recognition Award, National Hispanic Recognition Award and National Indigenous Recognition Award from the National Merit Scholarship Corporation; Science Bowl State Quaifiers; Science Olympiad State Qualifiers; Music Listening Competition National Qualifiers and National Champions; MBDA 6-8 Honor Band Honoree; Gymnastics State Qualifiers; Wrestling State Qualifiers; Boys Swimming and Diving True Team State Champions and MSHSL State 3rd Place Team; Girls Hockey State Runners Up; Fencing State Qualifiers; Tonka Top Chef Honorees
- 7:00 I. Call of Regular Meeting to Order
- II. Pledge of Allegiance to the Flag
- III. Adoption of the Agenda
- 7:02 IV. School Report: Community Education
- 7:20 V. 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 on the reverse.
- 7:30 VI. Acceptance of Minnetonka Foundation's Teacher Grants
- 7:45 VII. Adoption of 23-24 Calendar
- 8:00 VIII. Approval of Nutrition Services Lunch Prices for FY23
- 8:15 IX. Adoption of Policy #412: Employee Expense Reimbursement

- 8:20 X. CONSENT AGENDA
- a. Minutes of February 24 Closed Session and Special Meeting; March 3 Regular Meeting and Closed Session; March 14 Special Meeting; March 22 Special Meeting; and March 24 Special Meeting
 - b. Study Session Summaries of February 24 and March 24
 - c. Payment of Bills
 - d. Recommended Personnel Items
 - e. Gifts and Donations
 - f. Electronic Fund Transfers
 - g. Individual Contracts
 - h. Individual Pay Changes
 - i. Prime Food Vendor for Nutrition Services for FY23
 - j. Flexible Spending-Health Reimbursement Accounts Third Party Administrator
 - k. Sabbatical Request
 - l. Resolution Regarding Hennepin County Youth Sports Grant for MCE Playground
- 8:21 XI. Board Reports
- 8:22 XII. Superintendent's Report
- 8:23 XIII. Announcements
- 8:24 XIV. Adjournment

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 this agenda—except for information that personally identifies or violates the privacy rights of employees or students—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 that 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 questions of you in order to gain a thorough understanding of your concern, suggestion or request. If there is any follow-up to your comment or suggestion, you will be contacted by a member of the Board or Administration.
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, 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.*

REPORT

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

Board Agenda Item IV.

Title: School Report: Community Education

Date: April 7, 2022

EXECUTIVE SUMMARY:

Executive Director of Community Education Tim Litfin, Coordinator of Youth and Adult Programs Jenny Bodurka, and Coordinator of Minnetonka Preschool & ECFE Molly Bahneman will present MCE program and marketing information. They will also share a short video as part of the presentation.

Submitted by: _____



Dennis Peterson, Superintendent

ACTION

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

Board Agenda Item VI.

**Title: Acceptance of Minnetonka Foundation's
Teacher Grants**

Date: April 7, 2022

OVERVIEW

The Minnetonka Public Schools Foundation annually funds a significant number of innovative grants to teachers. The Board will need to accept the grants.

Note: Grant information will be shared with the public once the Foundation notifies the teachers of their acceptance.

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board accept the Minnetonka Foundation's Teacher Grants, as presented.

Submitted by:



**Dennis L. Peterson
Superintendent of Schools**

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

Board Agenda Item VII.

TITLE: Adoption of 2023-24 Calendar

DATE: April 7, 2022

BACKGROUND

Minnesota State law requires the School Board to adopt a calendar prior to April 1 of the school year preceding the year the calendar will be in effect. As is the District's custom, we are working on setting a calendar a full year in advance of its due date. Accordingly, in February, a committee of teachers, paraprofessionals, administrators, parents, and students worked to develop a recommendation to the School Board. As we have done traditionally, the committee followed the School Board and state law parameters in developing its recommendation. We presented a draft of this recommendation at the February 24, 2022, study session. This final recommendation has not changed since the February presentation.

Thus, the outline for the final recommended calendar is as follows:

- ◆ First day of school for staff: Tuesday, August 29, 2023
- ◆ First day of school for grades 1-12 students: Tuesday, September 5, 2023
- ◆ First day of school for kindergarten students: Thursday, September 7, 2023
- ◆ Early release dates: Friday, September 29, 2023; Friday, February 16, 2024
- ◆ Late start dates: Wednesday, November 1, 2023; Monday, April 22, 2024
- ◆ Fall conference dates: Thursday, Oct. 12, 4-8pm; Friday, Oct. 13, 8am-4pm; an additional 4 hours of conference time to be assigned by building site the weeks of Oct. 9 or Oct. 16, 2023
- ◆ Spring conference dates: Thursday, February 29, 4-8pm; Friday, March 1, 8am-4pm; an additional 4 hours of conference time to be assigned by building sites the week of February 26, 2024
- ◆ Winter Break: December 21, 2023 – January 1, 2024 (8 work days)
- ◆ Spring Break: April 1 – 5, 2024
- ◆ Last student day: Friday, June 7, 2024
- ◆ Last teacher day: Monday, June 10, 2024

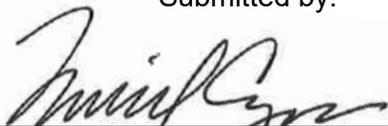
Supporting information for the 2023-24 school calendar is attached including an overview of the calendar, days for professional learning/grading-planning/PLC time and a recommended calendar.

Members of the calendar committee include: teachers Jennissa Schommer, Brent Frank, Patricia Cespedes-Schueller, Sandy Katkov, Margaret Ruffino, Kelly Swenson and Erik Kottom; Paraprofessional Colleen Fischer; Assistant Principal David Wicklund; Associate Principal Justin Sawyer; Principals Cindy Andress and Curt Carpenter; Coordinator of ECFE Molly Bahneman; Director of Assessment Matt Rega; Director of Teacher Development Sara White; Director of Activities Ted Schultz; Executive Director of Communications JacQui Getty; Human Resources Coordinator Sandy Souba; Executive Director of Human Resources Michael Cyrus; Parents Tesa Laskin, Kirstyn Sansom and Lisa Ulett; and MHS Students Joey Martinez and Audrey Sadura.

RECOMMENDATION/FUTURE DIRECTION:

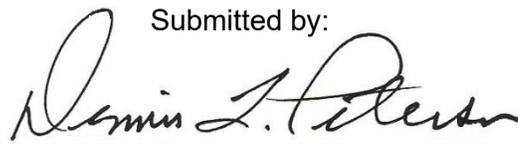
We recommend the School Board approve the 2023-24 calendar, as presented.

Submitted by:



Dr. Michael Cyrus
Executive Director of Human Resources

Submitted by:



Dr. Dennis Peterson
Superintendent

Overview of Recommended 2023-24 Calendar

Background

The 2023-24 calendar draft generally follows the pattern of most recent ones the Board has adopted. The committee is taking into account parameters set by current and proposed state law, including state testing, collective bargaining agreements, and preferences of the School Board, PTO/PTA and the leaders of the Minnetonka Teachers Association (MTA).

Overall Summary

The calendar provides for 171 student days for kindergarten, and 173 student days for grades 1-12.

Provisions of the Recommended Calendar

PROVISIONS	RATIONALE
New Teacher Workshops Aug. 14-25, 2023	Two weeks before all staff are back.
Teacher workshop and planning Aug. 29 – 31, 2023	3 days before students begin; similar to recent calendars.
Start day grades 1-12 of September 5, 2023	Current state law permits school to begin after Labor Day.
Kindergarten assessments September 5 and 6, 2023	Two days of kindergarten assessments.
Start day for kindergarten September 7, 2023	Two days after the start of grades 1-12 to allow for kindergarten assessments.
Early Release for K-12 students Friday, September 29, 2023	Supports professional learning time for teachers. The attached summary shows the distribution of this time.
Fall Conferences: <ul style="list-style-type: none"> • Thursday, Oct. 12, 4-8pm (12 hour day for teachers) • Friday, Oct. 13, 8am-4pm (no school K-12 students) <p>An additional 4 hours to be scheduled at the school site level outside the school day during the weeks of October 9 or October 16, 2023.</p>	Note that the attached calendar for 2023-24 shows an extra teacher day in October to account for the extra 4 hours of work on 10/12/23 and the extra 4 hours of work during the weeks of 10/9/23 or 10/16/23.
Education Minnesota Conferences: October 19-20, 2023	By teacher collective bargaining agreement.
Late Start for K-12 students Wednesday, November 1, 2023	Supports professional learning time for teachers. The attached summary shows the distribution of this time.
Day after the end of first quarter, November 10, is a day off for students. The workday following the last day of each quarter is a non-student day for teachers for planning, grading and PLCs.	At the end of first quarter, consistent with the teacher collective bargaining agreement between the MTA and the District.
Thanksgiving holiday: November 23-24, 2023. District offices closed.	By collective bargaining agreements.
Winter break December 21, 2023 – January 1, 2024	8 working days for break.
Martin Luther King, Jr. Day: January 15, 2024. District offices closed.	By collective bargaining agreements.

PROVISIONS	RATIONALE
Day after the end of first semester and second quarter, January 26, (no school for students). The workday following the last day of each quarter is a non-student day for teachers for planning, grading and PLCs.	Consistent with the teacher collective bargaining agreement between the MTA and the District.
Early Release for K-12 students Friday, February 16, 2024	Supports professional learning time for teachers. The attached summary shows the distribution of this time.
President's Day: February 19, 2024. District offices closed.	By collective bargaining agreements.
<p>Spring Parent Teacher Conferences:</p> <ul style="list-style-type: none"> • Thursday, February 29, 4-8pm (12 hour day) • Friday, March 1, 8am-4pm (no school) <p>An additional 4 hours to be scheduled at the school site level outside the school day during the week of February 26.</p>	<p>This model allows:</p> <ul style="list-style-type: none"> • Avoids weeks shorter than 3 days for teaching and learning. • Note that the attached calendar shows an extra teacher day in March to account for the extra 4 hours of work on 2/29/24 and the extra 4 hours of work during the week of 2/26/24.
District offices closed Friday, March 29, 2024	By collective bargaining agreements.
Spring Break: April 1 – 5, 2024	At the end of third quarter, consistent with previous calendars.
Day after the end of third quarter, April 8, is a day off for students. The workday following the last day of each quarter is a non-student day for teachers for planning, grading and PLCs.	Honors request by the MTA to have grading and planning time at the end of the first and third quarters.
Late Start for K-12 students Monday, April 22, 2024	Supports professional learning time for teachers. The attached summary shows the distribution of this time.
Memorial Day: Monday, May 27, 2024. District offices closed.	By collective bargaining agreements.
Last day for students: Friday, June 7, 2024	Allows for 173 student contact days for grades 1-12 and 171 student contact days for kindergarten.
Last day for staff: Monday, June 10, 2024	Meets required 184 teacher contract days consistent with the teacher collective bargaining agreement.

2023-24 Plan for Professional Learning and Late Start/Early Release Days

Date	Plan
September 29, 2023 (*2-Hour Early Release)	Site-planned professional learning.
November 1, 2023 (*2-Hour Late Start)	Site-planned professional learning.
November 10, 2023	By contract, PLC teams will meet for a minimum of two (2) hours.
January 26, 2024	By contract, PLC teams will meet for a minimum of two (2) hours.
February 16, 2024 (*2-Hour Early Release)	Site-planned professional learning.
April 8, 2024	By contract, PLC teams will meet for a minimum of two (2) hours.
April 22, 2024 (*2-Hour Late Start)	Site-planned professional learning.

*ECFE and ECSE will have 2 hours of professional learning at a mutually agreed upon date and time.

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

Board Agenda Item VIII.

**Title: Approval of Nutrition Services Lunch Prices
For Fiscal Year 2023**

Date: April 7, 2022

EXECUTIVE SUMMARY:

The mission of the Nutrition Services program for Minnetonka Independent School District 276 is to provide nutritious meals that help support student learning in as economical a manner as possible while not requiring any subsidies from the General Fund.

To execute that mission, the Nutrition Services Fund has been operating over the years at a slight operating surplus, with any surpluses that may be built up used to replace capital equipment as it wears out. In this manner, the Nutrition Service Funds does not impact the District General Fund and does not impact the District Operating Capital Fund, leaving those resources to be dedicated directly to educational needs of the District.

This prudent course of financial management has made it possible for Nutrition Services to pay all expenses of its program: staff payroll, equipment, repairs, groceries, supplies, and even staff to monitor the lunchrooms while students eat their meals.

As a result of the pandemic, we have seen supply chain issues and substantial rising costs associated with food, supplies, transportation costs to get food and supplies to the kitchens, and staffing shortages. All of these costs are anticipated to continue to increase into the 2023 school year.

In order to continue to operate in that self-sustaining manner, it is recommended that lunch prices be increased for Fiscal Year 2023 by 15 cents, resulting in \$3.10 for an elementary lunch, \$3.20 for a middle school lunch, and \$3.40 for a high school lunch. The price increase is required by a USDA regulation that paid lunch prices cover most of the expenses required to produce them, to ensure that Federal free lunch revenue does not subsidize paid lunches. The adult lunch price is being recommended for an increase to \$4.50 in order to cover the full costs of the adult lunch. The adult price is the minimum required by USDA. Adult lunches do not receive any Federal or State reimbursement, so the cost is more than an student lunch. Milk is proposed to remain at 50 cents. These increases are needed to cover the rising costs of food prices and diesel fuel prices associated with the delivery of food.

It is important to note that if the Federal Government decides to pick up student lunches for another school year, these prices would not go in to effect with the exception of the Adult Meal. At this point in time there has been no indication by the Federal Government that they will be paying for school lunches for FY23, so it is prudent to be prepared to operate in a normal fashion for FY23.

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board approve the proposed meal prices for Fiscal Year 2023.

RECOMMENDED MOTION

BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby set school lunch prices for Fiscal Year 2023 at \$3.10 for an elementary lunch, \$3.20 for a middle school lunch, \$3.40 for a high school lunch, \$4.50 for an adult lunch, and milk at 50 cents per carton.

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

Concurrence: 
Dennis Peterson, Superintendent

ACTION

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

Board Agenda Item IX.

Title: Approval of Policy #412: Employee Expense Reimbursement Date: April 7, 2022

EXECUTIVE SUMMARY

Policy #412: Employee Expense Reimbursement was established on September 2, 2004. The policy is sound as written and is functioning as the School Board intended.

At the time of establishment, the policy set a \$50 per-diem limit for meals plus tips. In September 2004, the Consumer Price Index for Urban Wage Earners was 178.6. As of February 2022, the Consumer Price Index for Urban Wage Earners was 260.3. That is an increase of 81.7 points or 46%.

As a result, Administration is recommending that the per-diem limit for meals plus tips be set at a level of \$75.

ATTACHMENTS

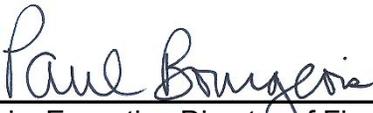
Policy #412: Employee Expense Reimbursement

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board approve the update to Policy #412: Employee Expense Reimbursement.

RECOMMENDED MOTION

BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby approve Policy #412: Employee Expense Reimbursement as presented.

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

Concurrence: 
Dennis Peterson, Superintendent

MINNETONKA PUBLIC SCHOOLS

POLICY #412: EMPLOYEE EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to set forth the conditions under which Minnetonka Independent School District #276 will reimburse certain employee business expenses. This policy applies to all District employees unless modified by an individual employment contract approved by the School Board.

All out-of-state travel or any in-state travel that involves lodging shall be approved in advance by the employee's supervisor using the Leave Request/Release Time Form.

II. AUTHORIZATION

The District will reimburse employees only for actual expenses that are **both** directly related to the performance of the employee's job responsibilities **and** approved by the Superintendent or designee. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees and other reasonable and necessary school District business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official District forms and are to be submitted to the Superintendent, or designee. Receipts for lodging, commercial transportation, program registration and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the School Board. Commercial transportation shall reflect "economy" fares and shall be reimbursed only for the actual cost of the trip related to the approved travel.

IV. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The School Board shall adopt a schedule of reimbursement rates for District business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The Superintendent, or designee, shall develop directives and guidelines to address methods and times for submission of requests for reimbursement.

V. RESPONSIBILITY

- A. Responsibility for compliance with this policy is three-fold:

1. The employee submitting the request for reimbursement is responsible for assuring that a public purpose was fulfilled and for providing adequate documentation as required in this procedure.
 2. The supervisor who signs the reimbursement request is responsible for assuring that a public purpose was accomplished by the employee making the expenditure, that proper documentation is in place, and that District purchasing procedures could not have been reasonably used to make the expenditure.
 3. Designated Business Office officials are responsible for assuring that the reimbursement form is properly completed and that the proper supervisory signature is in place on the form.
- B. If the Superintendent, or designee, or the School Board determines that a public purpose was not met by the incurring of the employee expense, the claim will be denied and the expenditure shall become the responsibility of the employee.
- C. The District will not reimburse an employee to the extent an expense is beyond the reasonable needs of fulfilling the business purpose of the occasion.
- D. A supervisor who gives advance approval of an employee business expense may impose particular conditions on the expense including, but not limited to, the maximum amount approved for reimbursement.
- E. In no event will the District reimburse an employee for the cost of any alcoholic beverages, entertainment expenses or expenses for a spouse, companion or child while the employee is on District travel status. The District also will not reimburse any employee for costs that the District cannot pay or bear under applicable law. This would include expenses such as laundry, movies, personal phone calls, and snacks.
- F. Expenditures for which reimbursement to an employee is permitted:
1. Approved mileage to and from District-related functions and between buildings of the District. Mileage shall be paid to employees at the current Internal Revenue rate. Current Internal Revenue rules determine the allowable mileage that is reimbursed. Mileage is allowed from the employee's work site to a staff development conference and back to the employee's work site, but not from the employee's home to the staff development conference and back home. Mileage is not paid if the total mileage drive is less than the employee's regular commute distance from home to work.
 2. Meals, plus tips, not in excess of ~~\$50~~ \$75 per day. When a meal is included in the registration of an event, or is paid for by another source, reimbursement for that meal is not permitted. A receipt is required for any meal costing in excess of \$10.
 3. Approved ground transportation and other allowable incidental expenses incurred while traveling on behalf of the District. Use of the least expensive form of ground transportation is encouraged. Exceptions are permitted when circumstances such as location, distance, or presentation materials dictate use of a taxi or car rental.
 4. Commercial lodging not to exceed the single room rate, unless two employees use the same room.

5. Expenditures incurred for internet hook-up will be reimbursed only when incurred for school business and only when approved in advance by the supervising administrator.
6. Commercial transportation not to exceed “coach” air rate. If a personal vehicle is driven in lieu of commercial air transportation, employees will be reimbursed the actual costs incurred not to exceed “coach” air fare.
7. Travel Advance: The District is authorized to prepay employees for meeting or travel expenses. Such an advance is limited to the anticipated registration, transportation and lodging expenses. Each request must be approved by the Superintendent, or designee, and must be supported by receipts following the approved travel.
8. Low-priced items costing \$100 or less not practical to purchase using a District purchase order.
9. Emergency purchases for which the normal purchasing process is not timely.

Legal References: Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)

Approved September 2, 2004

Reviewed: March 17, 2022

Approved: April 7, 2022

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

Board Agenda Item X.

Title: Resolution Pertaining to Consent Agenda

Date: April 7, 2022

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 April 7, 2022:

- a. Minutes of February 24 Closed Session and Special Meeting; March 3 Regular Meeting and Closed Session; March 14 Special Meeting; March 22 Special Meeting; and March 24 Special Meeting
 - b. Study Session Summaries of February 24 and March 24
 - c. Payment of Bills
 - d. Recommended Personnel Items
 - e. Gifts and Donations
 - f. Electronic Fund Transfers
 - g. Individual Contracts
 - h. Individual Pay Changes
 - i. Prime Food Vendor for Nutrition Services for FY23
 - j. Flexible Spending-Health Reimbursement Accounts Third Party Administrator
 - k. Sabbatical Request
 - l. Resolution Regarding Hennepin County Youth Sports Grant for MCE Playground
-

RECOMMENDATION/FUTURE DIRECTION:

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

Submitted by: _____


Dennis L. Peterson, Superintendent

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

Board Agenda Item X. c

Title: Payment of Bills

Date: April 7, 2022

OVERVIEW:

Presented for Board approval are the monthly disbursement totals by fund for Minnetonka Public Schools for the month of February 2022.

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the Board approve the disbursements as presented for the month of February 2022.

Submitted by:



Jessica Hulitt
Coordinator of Accounting

Approved by:



Paul Bourgeois
Executive Director of Finance & Operations

Concurrence:



Dennis L. Peterson
Superintendent of Schools

MINNETONKA DISTRICT #276

TO: Dr. Dennis Peterson

FROM: Jessica Hulitt

RE: Payment of Bills – February 2022
Board Meeting Date: April 7, 2022

The following disbursements are submitted for the month of February:

Recommend the payment of bills in the sum of \$8,570,852.75 by check #470523 - #470937 and ACH #212201695 - #212201946, and wire transactions #202170565 - #202170776

February			
	FUND		
01	GENERAL FUND		4,936,596.36
02	CHILD NUTRITION		250,890.72
03	PUPIL TRANSPORTATION		950,308.27
04	COMMUNITY SERVICE		345,433.02
05	CAPITAL EXPENDITURE		240,784.58
07	DEBIT SERVICE FUND		137,458.32
09	TRUST - FIDUCIARY		80,239.48
11	EXTRA/CO-CURRICULAR		104,321.66
12	ATHLETIC FEE		11,788.44
18	CUSTODIAL FUND		307.60
20	SELF INSURANCE		109,400.38
40	CULTURAL ARTS CENTER		24,412.29
41	DOMES OPERATIONS		28,161.66
42	AQUATICS PROGRAM		38,868.35
43	PAGEL CENTER		34,146.51
46	LTFM		45,750.72
56	CONSTRUCTION PROJECTS		978,356.48
66	CAPITAL PROJECTS LEVY		253,627.91
			\$ 8,570,852.75
	SALARIES		\$ 5,533,786.37
	TOTAL		\$ 14,104,639.12



Jessica Hulitt

March 30, 2022
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: April 7, 2022

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.

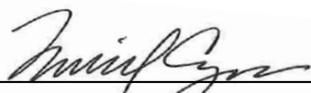
Personnel changes of an exceptional nature requiring the interpretation of other district policies or laws are marked with an asterisk on the summary page, and have a separate explanation. In these cases, the administration does not take action until after Board action.

FUTURE ACTION/RECOMMENDATION:

The administration recommends approval of all attached personnel changes.

Submitted by:

Concurrence by:



Dr. Michael Cyrus

Executive Director of Human Resources



Dr. Dennis L. Peterson
Superintendent

RECOMMENDED PERSONNEL ITEMS

I. INSTRUCTION

APPOINTMENTS	ASSIGNMENT	EFFECTIVE	SALARY
DAHL,STEPHEN	SOCIAL WORK, 1.0 FTE, SH	3/7/22-6/13/22	\$31,124.86
GLACCUM, PEGGY	MATH, 1.0 FTE, MMW	8/30/22-6/9/23	\$111,706
GLOVER, JAMIE	SCHOOL PSYCHOLOGIST, 1.0 FTE, MWTA	2022-23	\$68,349
SLETTEDAHL, SHAY	NAVIGATOR, 1.0 FTE, EXC	4/6/22-6/13/22	\$13,780.19

RESIGNATIONS	ASSIGNMENT	EFFECTIVE	REASON
ARRIOLA, CATHY	HIGH POTENTIAL, 1.0 FTE, MWTA	6/13/22	RETIREMENT
BELTZ, KENZIE	MATH, 1.0 FTE, MHS	6/13/22	RESIGNATION
CARROLL, EMMA	ART, 0.37 FTE, MHS/MWTA/ELEARN ELEM	6/13/22	RESIGNATION
FALCONER, JENNA	LANGUAGE ARTS, 1.0 FTE, MHS	6/13/22	RESIGNATION
FLOTO-THOMPSON, MARY	SPECIAL ED, 1.0 FTE, SH	6/13/22	RETIREMENT
GERGEN, EMILY	GRADE 1 SPANISH IMMERSION, 1.0 FTE, GR	6/13/22	RESIGNATION
GLACCUM, PEGGY	MATH, 1.0 FTE, MMW	6/13/22	RETIREMENT
HEGRE, MARY	MUSIC, 1.0 FTE, SH	6/15/22	RETIREMENT
KEITHLY, LISA	READING, 0.88 FTE, GR	6/13/22	RESIGNATION
MALEWIG, JIM	SOCIAL STUDIES, 1.0 FTE, MMW	6/13/22	RESIGNATION
ORTIZ, DIANA	GRADE 3 SPANISH IMMERSION, 1.0 FTE, MWTA	6/13/22	RESIGNATION
SAWYER, JUSTIN	ASSOCIATE PRINCIPAL, 1.0 FTE, MHS	6/30/22	RESIGNATION
TOMASHEK, THOMAS	SCIENCE, 1.0 FTE, MHS	6/13/22	RETIREMENT

LEAVES	ASSIGNMENT	EFFECTIVE	REASON
DEIBELE, KATIE	KINDERGARTEN, 0.23 FTE, ELEARN ELEM – 0.77 FTE LOA AMENDMENT	3/1/22-6/13/22	PERSONAL
CONNOLLY RUSSOW, JESSICA	AUDIOLOGIST, 0.2 FTE, DISTRICT	8/30/22-10/6/22	CHILD REARING
JOHNSON, REBECCA	ELEMENTARY, 1.0 FTE, DH	2/4/22-5/8/22	MEDICAL
KOENITZER, MARY “MEG”	ART, 1.0 FTE, MHS	8/30/22-11/11/22	CHILD REARING
PETERSON, ALISON	SCIENCE, 1.0 FTE, MHS	1/18/22-4/22/22	MEDICAL
POTTER, ANDY	GRADE 1, 1.0 FTE, EXC	3/7/22-5/9/22	MEDICAL
PRAFKE, SARA	SPEECH LANG PATH, 1.0 FTE, MHS/SAIL	8/30/22-9/23/22	CHILD REARING
2022-23 LEAVE OF ABSENCE	REQUESTS:		
BASILE, JACQUELINE	ELT, 0.72 FTE, CS – REQUESTING 0.28 FTE LOA	2022-23	PERSONAL
BERON, SARAH	MATH, 1.0 FTE, MHS – REQUESTING 1.0 FTE LOA	2022-23	PERSONAL
BORGENDALE, MICHAEL	GRADE 5, 1.0 FTE, DH – REQUESTING 1.0 FTE LOA	2022-23	PERSONAL
CAMPBELL, SUSAN	FRENCH, 1.0 FTE, MHS – REQUESTING 1.0 FTE LOA	2022-23	PERSONAL
CHENG, CHIA-HSUAN	ELEMENTARY CHINESE IMMERSION, 1.0 FTE, SH – REQUESTING 1.0 FTE LOA	2022-23	PERSONAL
CRANDELL, MABEL	SPANISH READING, 0.8 FTE, MWTA – REQUESTING 0.2 FTE LOA	2022-23	PERSONAL
DEIBELE, KATIE	ELEMENTARY, 1.0 FTE – REQUESTING 1.0 FTE LOA	2022-23	PERSONAL
DUFFY, JULIA	SPANISH IMMERSION, 0.8 FTE, MME – REQUESTING 0.2 FTE LOA	2022-23	PERSONAL
FORST, JENIFER	RSK, 1.0 FTE, CS – REQUESTING 1.0 FTE LOA	2022-23	PERSONAL
FREEMAN, REBECCA	GRADE 6, 1.0 FTE, MMW – REQUESTING 1.0 FTE LOA	2022-23	TRAVEL ABROAD
HIESERICH, ANNE	MATH, 1.0 FTE, MMW – REQUESTING 1.0 FTE LOA	2022-23	PERSONAL
HOFF, KRISANA	SPEECH LANG PATH, 0.8 FTE, MCEC – REQUESTING 0.2 FTE LOA	2022-23	PERSONAL
HOPPMANN, JANA	SOCIAL STUDIES, 0.8 FTE, MHS – REQUESTING 0.2 FTE LOA	2022-23	PERSONAL
IRVIN, TRISHA	SOCIAL STUDIES, 1.0 FTE, MHS – REQUESTING 1.0 FTE LOA	2022-23	PERSONAL
JANICKI, SUMMER	GRADE 3, 1.0 FTE, SH – REQUESTING 1.0 FTE LOA	2022-23	PERSONAL
LATTERELL, CLARE	LANG ARTS, 0.8 FTE, MMW – REQUESTING 0.2 FTE LOA	2022-23	PERSONAL
LEE, MEI-YING	KINDERGARTEN CHINESE IMMERSION, 1.0 FTE, SH – REQUESTING 1.0 FTE LOA	2022-23	CHILD REARING
LICHTY, MATTHEW	COUNSELOR, 0.9 FTE, MME/NON-PUBLICS – REQUESTING 0.1 FTE LOA	2022-23	PERSONAL
LUETH, SARA	ELT, 0.615 FTE, CS – REQUESTING 0.275 FTE LOA	2022-23	PERSONAL
MEYEN, JESSE	MATH, 1.0 FTE, MMW – REQUESTING 1.0 FTE LOA	2022-23	PERSONAL
MOSCOSO-DONOSO, DANIELA	GRADE 3 SPANISH IMMERSION, 1.0 FTE, MWTA – REQUESTING 1.0 FTE LOA	2022-23	RELOCATION
OLIVIER, AARON	SOCIAL STUDIES, 1.0 FTE, MHS – REQUESTING 1.0 FTE LOA	2022-23	PERSONAL
OLSON, WENDY	RTI, 0.3 FTE, DH – REQUESTING 0.7 FTE LOA	2022-23	PERSONAL
ORTEU, BLANCA	GRADE 3 SPANISH IMMERSION, 1.0 FTE, DH – REQUESTING 1.0 FTE LOA	2022-23	RELOCATION
PATRICK, LISA	SCIENCE, 0.4 FTE, MHS – REQUESTING 0.6 FTE LOA	2022-23	PERSONAL

RESIGNATIONS	ASSIGNMENT	EFFECTIVE	REASON
LEAF, MARY	CLASS C KINDER PARA, 6.5 HRS/DAY, CS	6/10/22	RETIREMENT
LEE, JODIE	CLASS D SPEC ED PARA, 6.5 HRS/DAY, CS	6/10/22	RETIREMENT
MALVEAUX, GABRIELLE	EXPLORERS CLUB STUD ASST, 8 HRS/WK, CS	3/1/22	RESIGNATION
MONNENS, REBECCA	CLASS C BEHAVIOR AND BUS/TRAFFIC PARA, 6.75 HRS/DAY, EXC	3/25/22	RESIGNATION
PETERS, JESSICA	EXPLORERS CLUB PROGRAM MANAGER, 1.0 FTE, MCEC	4/29/22	RESIGNATION
RANDALL, CHRISTINE	CLASS D SPEC ED PARA, 6.5 HRS/DAY, CS	7/31/22	RETIREMENT
RIOS, ANGEL	EXPLORERS CLUB PRGM ASST, 30 HRS/WK, MWTA	4/8/22	RESIGNATION
SIMMER, CAROL	CLASS A LR/PG PARA, 4 HRS/WK, MWTA	6/17/22	RETIREMENT
TEICHER, DERREK	LEVEL III OFFICE ASST, 8 HRS/DAY, MMW	3/18/22	RESIGNATION
TRAPP, AMBER	EXPLORERS CLUB ASST SITE SUPVR, 7 HRS/DAY, EXC	4/1/22	RESIGNATION
TYREE, SARAH	PROGRAM MANAGER FOR ADULT PROGRAMS, 1.0 FTE, MCEC	3/11/22	RESIGNATION
	CLASS A LR/PG PARA, 3 HRS/DAY, DH		

LEAVES	ASSIGNMENT	EFFECTIVE	REASON
NONE			

STATUS CHANGES	CURRENT ASSIGNMENT	EFFECTIVE	CHANGE
BAZYK, MATTHEW	YOUTH RECREATION PRGM MANAGER, 1.0 FTE, MCEC	7/1/22	UPDATEAD SALARY: \$51,000
BENESH, JOSHUA	YOUTH RECREATION PRGM MANAGER, 1.0 FTE, MCEC	7/1/22	UPDATED SALARY: \$54,000
CHARTIER, MASON	CLASS D SPEC ED PARA, 6.5 HRS/DAY, MWTA	3/14/22	CLASS D SPEC ED PARA, 6.5 HRS/DAY, MHS
JOHNSON, JEREMY	YOUTH RECREATION PRGM MANAGER, 1.0 FTE, MCEC	7/1/22	UPDATED SALARY: \$58,000
NILAND, JENNIFER	COOK, 7 HRS/DAY, GR	3/14/22	COOK MANAGER, 7.5 HR/SDAY, GR
OASHEIM, ANNA	YOUTH ENRICHMENT PRGM MANAGER, 1.0 FTE, MCEC	7/1/22	UPDATED SALARY: \$52,500
REITAN, DOUGLAS	COOK, 7 HRS/DAY, MHS	3/14/22	COOK MANAGER, 8 HRS/DAY, MHS
RICHINS, LINDSAY	PROJECT SOAR PRGM MANAGER, 0.635 FTE, MCEC	7/1/22	UPDATED SALARY: \$27,583
SUNDAL, AMBER	CLASS D SPEC ED PARA, 6 HRS/DAY, MWTA	3/14/22	TEMPORARY MARKETING & PRGM SPEC, 8 HRS/DAY, MCEC
WIESE, BRADY	CUSTODIAN, 8 HRS/DAY, DH	3/7/22	CUSTODIAN, 8 HRS/DAY, MHS
YANG, HSIN JUNG (AMBER)	MUSIC ACADEMY PRGM MANAGER, 0.75 FTE, MCEC	7/1/22	UPDATED SALARY: \$46,120

III. IN-DISTRICT APPOINTMENTS

APPOINTMENT	ASSIGNMENT	BUILDING	EFFECTIVE	SALARY
ABELSEN, MARK	SPRING DRAMA-VOICE DIRECTOR	MHS	MARCH-MAY 2022	\$4,427
ADAMS, MARCY	CHEERLEADING ASST COACH	MHS	8/16/21-2/15/22	\$4,046
ANDRUSKIEWICZ, TONYA	ADAPTED FLOOR HOCKEY CI ASST COACH	MHS	11/29/21-3/19/22	\$2,012.34
ANDRUSKIEWICZ, TONYA	GIRLS TRACK AN DFIELD ASST COACH	MHS	3/14/22-6/11/22	\$4,615
ASCHE, BECKY	ELEM THEATRE, MUSIC DIRECTOR, MATILDA, JR	MWTA	JANUARY 2022	\$200
BARKER, ALEX	BOYS TENNIS HEAD COACH	MMW	4/5/22-5/27/22	\$3,175
BARTELT, LAUREN	ELEM THEATER, DIRECTOR, MATILDA, JR	EXC	JANUARY 2022	\$1,000
BIELSKI, SARA	BOYS SWIM AND DIVE ASST COACH	MHS	11/29/21-3/5/22	\$4,498
BOUGHNER, DEVRY	MTKA RUN CLUB LEAD INSTRUCTOR	CS	4/1/22	\$16.79/HR
BOYER, TIFFANY	MTKA RUN CLUB LEAD INSTRUCTOR	MWTA	3/7/22	\$19.99/HR
BREWER, ANDRE	CHEERLEADING HEAD COACH	MHS	10/2021-2/15/22	\$5,527
BURESH, WENDY	ELEM THEATRE, BOX OFFICE, MATILDA, JR	EXC	JANUARY 2022	\$600
CARCAMO, ERIN	SPRING DRAMA-STAGE MANAGER	MMW	1/10/22-3/18/22	\$1,595
CROWE, ALEXANDER	WRESTLING CO-HEAD COACH	MHS	11/22/21-3/5/22	\$4,498
DYE, BRENDAN	PRES DAY BASEBALL CLINIC	MCEC	2/21/22	\$150
FLEMING, MADISON	SOFTBALL ASST CO-COACH	MHS	3/14/22-6/10/22	\$2,249
GINKEL, JASE	ELEM THEATER, MUSIC DIRECTOR, MATILDA, JR	GR	OCTOBER 2021	\$750
GONDECK-BECKER, DAVID	BOYS TRACK AND FIELD ASST COACH	MMW	4/5/22-5/27/22	\$3,047
GOODSPEED-GROSS, JERI	GIRLS TRACK AND FIELD ASST COACH	MMW	4/5/22-5/27/22	\$3,047
HAGER, ROB	PRES DAY BASEBALL CLINIC	MCEC	2/21/22	\$225

HOEHNE, KIM	GIRLS TRACK AND FIELD ASST COACH	MHS	3/14/22-6/11/22	\$4,734
HOWARD, ANDREW	GOLF ASST COACH	MMW	4/5/22-5/27/22	\$2,381
JOHNSON, TERESA	SOFTBALL ASST COACH	MHS	3/14/22-6/10/22	\$4,734
JORE, AMY	ELEM THEATER, COSTUME DESIGNER, MATILDA, JR	EXC	JANUARY 2022	\$1,250
JORE, AMY	MTKA THEATER, ASSOCIATE PROD DESIGNER, CHICAGO	ARTSCTR	MARCH 2022	\$1,200
JORE, AMY	MTKA THEATER, COSTUME, HAIR, MAKEUP, CREW, CHICAGO	ARTSCTR	MARCH 2022	\$750
KOHR, KARI	ELEM THEATER, MUSIC DIRECTOR, MATILDA, JR	CS	MARCH 2022	\$750
KUDAS, MATTHEW	ELEM THEATER, SCENIC CONSTRUCTION, MATILDA, JR	EXC	JANUARY 2022	\$1,500
LARSON, KRISTA	GIRLS TRACK AND FIELD ASST COACH	MHS	3/14/22-6/11/22	\$4,734
LOLICH, STEPHANIE	DECA ADVISOR	MHS	2021-22	\$5,470
MALEWIG, JAMES	BOYS TRACK AND FIELD HEAD COACH	MMW	4/5/22-5/27/22	\$3,865
MAYER, AMY	ADAPTED FLOOR HOCKEY CI HEAD COACH	MHS	11/29/21-3/19/22	\$2,129.34
MELZ, BAILEY	PRES DAY BASEBALL CLINIC	MCEC	2/21/22	\$225
MEVISSSEN, GRACE	SOCIAL STUDIES K-5 CO-CHAIR	GROV	2021-22	\$2,314
MUNDY, LINDSEY	GOLF HEAD COACH	MMW	4/5/22-5/27/22	\$3,175
MYERS, CHRISTINE	GIRLS TRACK AND FIELD ASST COACH	MHS	3/14/22-6/11/22	\$4,498
O'KEEFE, PATRICK	ELEM THEATER, MUSIC DIRECTOR, MATILDA, JR	EXC	MARCH 2022	\$200
OLSON, STACIE	SOFTBALL ASST COACH	MHS	3/14/22-6/10/22	\$4,734
RAUEN, CRAIG	SKI CLUB HEAD CHAPERONE	MCEC	3/9/22	\$600
ROCHE, JOHN	PRES DAY BASEBALL CLINIC	MCEC	2/21/22	\$200
SCHAFFER, MARY	CI/PI ADAPTED BOWLING CO-HEAD/CO-ASST COACH	MHS	2/28/22-5/14/22	\$1,392
SCHNORR, TRUDY	ELEM THEATER, DIRECTOR, MATILDA, JR	GROV	MARCH 2022	\$750
SWENSON, PETER	PRES DAY BASEBALL CLINIC	MCEC	2/21/22	\$250
TRINH, NOLAN	SPEECH TEAM ASST ADVISOR	MHS	2/22-4/22	\$2,463
WEAVER, DANIEL	CHEERLEADING ASST COACH	MHS	8/16/21-2/15/22	\$3,810
TWENGE, PAUL	PRES DAY BASEBALL CLINIC	MCEC	2/21/22	\$700
WIIG, MARY BETH	SOFTBALL HEAD COACH	MHS	3/14/22-6/10/22	\$6,483
WILSON, WHITNEY	CHEERLEADING ASST COACH	MHS	8/16/21-2/15/22	\$3,810
WINDERL, SUE	ADAPTED FLOOR HOCKEY CI ASST COACH	MHS	11/29/21-3/19/22	\$2,012.34
WOODRUFF, REILLY	BOYS TENNIS ASST COACH	MMW	4/5/22-5/27/22	\$2,381

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

Board Agenda X. e.

Title: Gifts and Donations

Date: April 7, 2022

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 jurisdiction of the Minnetonka School Board.

RECOMMENDATION: That the School Board accepts the following donations to be placed in the Minnetonka Preschool & ECFE Child and Family Support Account:

Minnetonka Preschool & ECFE PTO \$4000.00

RECOMMENDATION: That the School Board accepts the following donations to be placed in the Minnetonka Preschool Student Field Trips Account:

Minnetonka Preschool & ECFE PTO \$3000.00

RECOMMENDATION: That the School Board accepts the following donations to be placed in the Deephaven Elementary School Principal Discretionary Account:

Target c/o Cyber Grants, LLC \$40.00
The Blackbaud Giving Account \$300.00

RECOMMENDATION: That the School Board accepts the following donations to be placed in the Deephaven Elementary School Young Author's Conference Field Trip Account:

Deephaven PTA \$312.00

RECOMMENDATION: That the School Board accepts the following donations to be placed in the Scenic Heights Elementary School Principal Discretionary Account:

Brent Rickenbach \$48.62

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

Frontstream \$33.32

RECOMMENDATION: That the School Board accepts the following donations to be placed in the Minnewashta Elementary School Principal Discretionary Account:

The Benevity Community Account \$38.84

RECOMMENDATION: That the School Board accepts the following donations to be placed in the Clear Springs Elementary Student Support Account:

The Benevity Community Account \$87.39

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Excelsior Elementary School Principal Discretionary Account:

The Blackbaud Giving Account \$5.60

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Theatre Program Account:

Yuran Liu \$500.00

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Mark Allen Streeter Scholarship Account:

Mark Allen Streeter Foundation \$1259.37

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Touch Wall Screen Account:

Minnetonka Foundation \$3242.80

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Robotics Club Account:

Chipotle \$165.00

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Red Cross Club Account:

Skippers Booster Club \$100.00

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Knitting Club Account:

Skippers Booster Club \$100.00

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School FCA Club Account:

Skippers Booster Club \$100.00

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Hispanic Student Union Club Account:

Skippers Booster Club \$100.00

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Ping Pong Club Account:

Skippers Booster Club \$100.00

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Minnetonka Mail Club Account:

Skippers Booster Club \$100.00

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka High School Girls Softball Scoreboard Account:

Minnetonka Girls Softball Association \$6302.00

RECOMMENDATION: That the School Board accepts the following donation to be placed in the Minnetonka School District General Account:

The Benevity Community Account \$185.00

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

The Blackbaud Giving Account \$35.00

RECOMMENDATION: That the School Board accepts the following donations to be placed in the Minnetonka High School HeartWeek Family Friends Silent Auction:

Minnesota Vikings Autographed Mini Helmet
Bay to Bay Boat Club 5 Hour Pontoon Rental

TOTAL GIFTS AND DONATIONS FOR 2021-2022* = **\$265,895.78**

*Total amount reflects gifts & donations submitted for board approval in 2021-2022.

Submitted by: Paul Bourgeois
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: April 7, 2022

EXECUTIVE SUMMARY:

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

RECOMMENDATION:

It is recommended that the School Board approve the attached automatic withdrawals and investments from the General Fund for February 2022.

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. g

Title: Approval of Individual Contracts

Date: April 7, 2022

OVERVIEW

The attached document includes recommended improvements in compensation for employees for 2022-23, 2023-24, and 2024-25. These employees are not part of any bargaining group.

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board approve new contracts, including improvements in compensation for 2022-23, 2023-24, and 2024-25, for the employees listed on the attached document.

Submitted by:



**Dennis L. Peterson
Superintendent of Schools**

NAME	ASSIGNMENT	Contract	Annual Salary				District Monthly Benefit Contribution			
			2021-2022	2022-2023	2023-2024	2024-2025	2021-2022	2022-2023	2023-2024	2024-2025
EXECUTIVE STAFF										
CYRUS, MICHAEL	EXECUTIVE DIRECTOR OF HUMAN RESOURCES	2022	\$ 182,000	\$ 187,500	\$ 193,000		\$ 2,000	\$ 2,100	\$ 2,200	
LADUE, AMY	ASSOCIATE SUPERINTENDENT FOR INSTRUCTION	2022	\$ 212,000	\$ 222,600	\$ 231,500	\$ 240,750	\$ 2,500	\$ 2,600	\$ 2,700	\$ 2,800
INDIVIDUAL CONTRACTS										
ANDRE, ROGER	VANTAGE DIRECTOR	2022	\$ 124,000	\$ 129,000	undetermined		\$ 1,700	\$ 2,000	\$ 2,200	
BAHNEMAN, MOLLY	COORDINATOR OF ECCE	2022	\$ 86,000	\$ 102,300	\$ 107,415		\$ 1,150	\$ 1,650	\$ 1,800	
BEMM, MELISSA	VANTAGE PROGRAM COORDINATOR	2022	\$ 93,500	\$ 100,000	\$ 105,000		\$ 1,150	\$ 1,250	\$ 1,350	
BLAIS, JODI	COORDINATOR OF BENEFITS	2022	\$ 91,000	\$ 99,000	\$ 107,000		\$ 1,550	\$ 1,850	\$ 2,000	
BODURKA, JENNIFER	ASSISTANT DIRECTOR OF COMMUNITY EDUCATION	2022	\$ 112,270	\$ 117,300	\$ 122,000		\$ 1,150	\$ 1,250	\$ 1,350	
ERICKSON, BETH	COORDINATOR OF SPECIAL EDUCATION FINANCE	2022	\$ 74,525	\$ 79,500	\$ 84,000		\$ 1,150	\$ 1,250	\$ 1,350	
HANDAHL, ASHLEY	COORDINATOR OF PAYROLL	2022	\$ 88,000	\$ 102,000	\$ 110,000		\$ 1,600	\$ 1,850	\$ 2,000	
HULITT, JESSICA	COORDINATOR OF ACCOUNTING	2022	\$ 95,000	\$ 101,000	\$ 108,000		\$ 1,550	\$ 1,850	\$ 2,000	
KLEINEDLER, ANGELA *	ECSE AND EARLY CHILDHOOD SCREENING COORDINATOR	2022	\$ 108,500	\$ 114,000	\$ 119,700		\$ 1,200	\$ 1,300	\$ 1,400	
KLINKER, ROBYN S	ASSOCIATE DIRECTOR OF HUMAN RESOURCES	2022	\$ 112,000	\$ 117,600	\$ 122,300	\$ 127,200	\$ 2,000	\$ 2,200	\$ 2,300	\$ 2,400
LAUGHLIN, KRISTIN	DIRECTOR OF SPECIAL EDUCATION	2022	\$ 126,000	\$ 132,300	\$ 137,600		\$ 2,200	\$ 2,250	\$ 2,300	
LUMBAR BENDSON, ANN	DIRECTOR OF HEALTH SERVICES	2022	\$ 100,000	\$ 105,000	\$ 109,200		\$ 1,400	\$ 1,500	\$ 1,600	
MC CANN, JAMES	COORDINATOR GROUNDS HEALTH SAFETY UTIL	2022	\$ 101,400	\$ 104,500	\$ 107,600		\$ 1,100	\$ 1,200	\$ 1,300	
PEACOCK, JEREMY	MHS CAMPUS FACILITIES MANAGER	2022	\$ 71,700	\$ 75,285			\$ 1,150	\$ 1,250		
REDLIN BENDER, JANE	SUPERVISOR OF CHILD NUTRITION	2022	\$ 139,000	\$ 144,600	\$ 150,400		\$ 1,150	\$ 1,250	\$ 1,350	
ROSLAND, TIMOTHY	COORDINATOR OF FACILITIES SERVICES	2022	\$ 100,000	\$ 105,000	\$ 110,200		\$ 1,150	\$ 1,250	\$ 1,350	
RUNDQUIST, DIANE L	DIRECTOR HIGH POTENTIAL-ADVANCED LEARNING	2022	\$ 122,000	\$ 127,000	\$ 132,000	\$ 136,000	\$ 1,700	\$ 1,800	\$ 1,900	\$ 2,000
SCHOLLA, JESSICA	SUPV STUDENT ACCT/TRANSPORTATION	2022	\$ 79,000	\$ 84,000			\$ 1,100	\$ 1,200		
SCHULTZ, TED	DIRECTOR OF ACTIVITIES	2022	\$ 151,500	\$ 157,600	\$ 163,900		\$ 1,700	\$ 1,850	\$ 2,000	
STEFFEL, JACQUELINE	COORDINATOR OF PROCUREMENT, INSURANCE AND ELECTIONS	2022	\$ 87,000	\$ 94,500	\$ 100,000		\$ 1,500	\$ 1,650	\$ 1,750	
TURNBLAD, KRISTEN	ASST SUPV OF NUTRITION SERV	2022	\$ 90,000	\$ 95,000	\$ 100,000		\$ 1,150	\$ 1,250	\$ 1,350	
TWENGE, PAUL	ACTIVITIES COORDINATOR	2022	\$79,050+15000	\$86,000+20000	\$90,000+22000		\$ 1,150	\$ 1,250	\$ 1,350	
VALENTA, ERIN	COORDINATOR OF TRANSITION EDUCATION	2022	\$ 112,500	\$ 116,600			\$ 1,600	\$ 1,600		
WHITE, SARA L	DIRECTOR OF TEACHER DEVELOPMENT	2022	\$ 128,000	\$ 133,000	\$ 138,400	\$ 142,500	\$ 1,700	\$ 1,800	\$ 1,900	\$ 2,000

* Position is .8 FTE

CONSENT

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

Board Agenda Item X. h

Title: Approval of Individual Pay Changes

Date: April 7, 2022

The attached document includes recommended improvements in compensation and fringe benefit allocations for 2022-23 for employees who are not part of any bargaining unit.

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board approve the improvements in compensation and fringe benefit allocations for 2022-23 for the employees listed on the attached document.

Submitted by: _____



Dennis Peterson, Superintendent

SALARY AND BENEFIT INFORMATION

Employee Name	Assignment	Current Salary	Proposed 2022-23 Salary	Current Benefits	Proposed 2022-23 Benefits
CONFIDENTIAL SUPPORT STAFF					
HILLSTROM, AMY	HUMAN RESOURCES ADMIN ASST	\$ 33.50	\$ 35.17	\$ 1,500.00	\$ 1,600.00
MALMSTEN, DEBORAH	PAYROLL BENEFITS SPECIALIST	\$ 31.85	\$ 33.44	\$ 1,500.00	\$ 1,600.00
VOELTZ, CARRIE	EXEC ASST TO SUPERINTENDENT	\$ 43.00	\$ 45.15	\$ 1,500.00	\$ 1,600.00
WAGGONER, SHANNON	FINANCE AND OPERATIONS SUPPORT SPECIALIST	\$ 37.80	\$ 39.70	\$ 1,500.00	\$ 1,600.00
INDIVIDUAL LETTERS OF ASSIGNMENT-HOURLY					
ABELSEN, MARK	PIANO ACCOMPANIST	\$ 28.65	\$ 30.10		
DUFAULT, MATTHEW	TECHNICAL SPECIALIST	\$ 20.80	\$ 21.85	\$ 1,000.00	\$ 1,100.00
JOHNSON, SARAH	COMMUNITY SERVICE SPECIALIST	\$ 26.55	\$ 27.90		
WANDREI, LISA	COMMUNICATIONS SPECIALIST	\$ 27.35	\$ 28.75		
WENMARK, WILLIAM	EVENING/WEEKEND BUILDING MONITOR	\$ 24.65	\$ 25.90	\$ 800.00	\$ 1,000.00
INDIVIDUAL LETTERS OF ASSIGNMENT-SALARIED					
BAGLEY, MIKAELA P	MTKA SWIM CLUB HEAD AGE GROUP COACH	\$ 47,500.00	\$ 49,900.00	\$ 950.00	\$ 1,100.00
BARLOW, ELISABETH	ARTSCTR MKTG/BOX OFFICE COORD	\$ 44,560.00	\$ 46,800.00	\$ 1,050.00	\$ 1,200.00
BARTELT, LAUREN	ARTSCENTER ASSOC DIR/PROG DEV	\$ 55,730.00	\$ 58,600.00	\$ 1,050.00	\$ 1,200.00
BOYUM, TRENT	ARTSCENTER ARTISTIC DIRECTOR	\$ 66,665.00	\$ 70,000.00	\$ 1,100.00	\$ 1,200.00
BRADLEY, JOHN P	AQUATICS DIRECTOR	\$ 86,500.00	\$ 91,000.00	\$ 950.00	\$ 1,100.00
CAMPBELL, DANIEL	CREATIVE DIRECTOR	\$ 77,000.00	\$ 80,850.00	\$ 1,400.00	\$ 1,550.00
CORNELIUS, MARY	COMMUNICATIONS SPECIALIST	\$ 72,100.00	\$ 75,700.00	\$ 1,200.00	\$ 1,350.00
EILERS, ALLISON	TRANSPORTATION SPECIALIST	\$ 61,165.00	\$ 64,250.00	\$ 1,450.00	\$ 1,600.00
GURLEY, CAREINO C	LEAD ACADEMIC AND STUDENT SUPPORT COORDINATOR	\$ 40,000.00	\$ 51,650.00	\$ 1,000.00	\$ 1,200.00
HUMASON, NATHAN	ARTSCENTER EVENT MANAGER/TECH SPECIALIST	\$ 42,250.00	\$ 44,400.00	\$ 1,000.00	\$ 1,200.00
HUSETH, HEIDI	STUDENT MANAGEMENT COORDINATOR (0.6 FTE)	\$ 32,160.00	\$ 33,800.00		
KUDAS, MATTHEW	ARTSCENTER TECH COORDINATOR	\$ 56,900.00	\$ 59,800.00	\$ 1,100.00	\$ 1,250.00
LAM-BURESH, WENDY	ARTSCENTER ON 7 ACCOUNTANT AND SCHEDULER (0.8 FTE)	\$ 35,020.00	\$ 36,800.00	\$ 1,100.00	\$ 1,250.00
LIVORSI, AMY	STUDENT LIFE COORDINATOR (0.75 FTE)	\$ 37,800.00	\$ 39,700.00	\$ 1,000.00	\$ 1,100.00
NELSON, DAVID	TONKA DOME COORDINATOR	\$ 47,100.00	\$ 49,500.00	\$ 1,150.00	\$ 1,250.00
RAMIREZ, LETICIA A	RECREATIONAL PROG COORDINATOR AQUATICS	\$ 50,000.00	\$ 52,500.00	\$ 950.00	\$ 1,100.00
SMITH, ANDY	AUDIO VISUAL PRODUCTION SPEC.	\$ 76,000.00	\$ 79,800.00	\$ 1,450.00	\$ 1,550.00
TROUT, PHILLIP	COLLEGE COUNSELOR	\$ 112,050.00	\$ 117,700.00	\$ 1,150.00	\$ 1,250.00
WEIR, LOUISE C	MTKA COMMUNITY ED MARKETING SPECIALIST	\$ 65,000.00	\$ 68,250.00	\$ 1,150.00	\$ 1,250.00
ZIVKOVICH, PEYTON W	ACCOUNTING SPECIALIST/BURSAR	\$ 57,000.00	\$ 59,850.00	\$ 1,000.00	\$ 1,100.00
ZUIDEMA, NICHOLE A	TRANSPORTATION SPECIALIST	\$ 58,000.00	\$ 60,900.00	\$ 1,450.00	\$ 1,550.00

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

Board Agenda Item X. i

Title: **Approval of Prime Vendor for Nutrition Services
for Fiscal Year 2023**

Date: **April 7, 2022**

EXECUTIVE SUMMARY:

Minnetonka Public Schools is part of a consortium of schools that do an annual cooperative purchase of bulk food purchases for the Nutrition Services Programs. The partnership includes Minnetonka, Dassel-Cokato, Hutchinson, Litchfield, Northfield, Orono, St. Louis Park, Spring Lake Park, Waconia and Westonka School Districts. These school districts served a combined population of 41,244 students, which is more than the largest school district in the state.

A Request for Proposal (RFP) was sent out to responsible vendors in the region utilizing a Minnesota Department of Education methodology where a market basket of 80 major items is priced. For the consortium, the total estimated value of foods to be ordered on this contract in FY23 was estimated at \$6,290,910, with Minnetonka ISD 276 accounting for \$1,453,350 of that amount.

Vendors included:

Indianhead Foodservice Distributor, Eau Claire, WI
Sysco, St. Cloud, MN
Upper Lakes Foods, Cloquet, MN
US Foods, Plymouth, MN

Only one Prime Vendor, Indianhead Foodservice Distributor (IFD), responded to the RFP. Indianhead is the current Prime Vendor for the consortium. The District followed up with the other vendors as to reasons for not submitting a proposal. Reasons for not submitting a proposal included a lack of truck drivers to staff new routes for new business, and the overall conditions of the supply chain in the food industry, which makes it difficult for vendors to increase their sales due to limited availability of many food supply items.

Indianhead Foodservice Distributors has been able to successfully supply consortium schools throughout the pandemic, driver shortage, and food supply shortages.

Indianhead was founded in 1947 and is an experienced broad-line foodservice distributor that encompasses items from more than 350 suppliers. IFD currently services over 1,600 active customers as a prime vendor or regular supplier of contract items. Their customer base includes schools, universities, hospitals, nursing homes, healthcare facilities, correctional facilities, restaurants, taverns, community organizations, hotels, retail stores, and bakeries. IFD's market area covers Wisconsin and Minnesota.

In addition to competitive prices, IFD brings Minnetonka Nutritional Services many value-added services such as product line, customer support services, food safety programs, capacity, reliability, and technology.

IFD's pricing on the market basket of goods for the consortium is \$2,164,642.61.

RECOMMENDATION/FUTURE DIRECTION:

It is recommended that the School Board approve Indianhead Foodservice Distributor of Eau Claire, WI as the District's Prime Vendor for Fiscal Year 2023.

RECOMMENDED MOTION

BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby approve the proposal of Indianhead Foodservice Distributor as the Prime Vendor for the Nutrition Services program and its consortium for Fiscal Year 2023 based on the RFP prices and qualifying factors of 80 market basket items.

Submitted by:



Paul Bourgeois, Executive Director of Finance & Operations

Concurrence:



Dennis Peterson, Superintendent

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

Agenda Item X. j

**Title: Approval of Flexible Spending-Health Reimbursement Accounts April 7, 2022
Third Party Administrator**

EXECUTIVE SUMMARY:

As part of the benefits program, Minnetonka Independent School District 276 operates a Flexible Spending plan and a Health Reimbursement Account plan for its employees. 246 employees utilized the Flexible Spending plan and 992 employees use the Health Reimbursement Account plan. The plans are currently administered by Further, Inc of Eagan, MN as the contracted Third Party Administrator (TPA).

Further was recently acquired by a company named HealthEquity. As a result of that acquisition, Further recently notified us that they were no longer going to be in the HRA administration field of work starting October 1, 2022.

As a result, the District needed to find a replacement Third Party Administrator for the Flexible Spending plan and the Health Reimbursement Account plan in time for employees to be able to start the new FY23 Fiscal Year on July 1, 2022 with the new Third Party Administrator.

Changing administrators is a complex task as all employees must be set up and trained in a new system, new program interfaces between the District's payroll system and the new TPA, and users must also be set up and trained in submitting claims to the new system.

With the need to be ready to go by July 1, 2022, the approximately 6-month notice did not leave a lot of time for all this activity to take place.

The District immediately started a Request for Proposal (RFP) process with the assistance of its benefits-consultant firm CBIZ. Proposals were sent out to the market in January with a due date of February 23, 2022.

Three proposals were received and have been undergoing evaluation by the District and the professionals at CBIZ since that time.

Proposals received came from the following organizations:

- Benefits Resources, Inc. (BRI)
- Medsurety
- Minnesota Healthcare Cooperative-WEX (MHS-WEX)

After reviewing the proposals for professional service, it is being recommended that the District contract with MHS-WEX for Third Party Administrator services starting July 1, 2022.

The review of the proposals identified the following important features which were unique to MHC-WEX:

- No prefunding requirement for Flexible Spending Accounts – accounts can be funded gradually with each payroll
- Daily claims processing – faster service for users
- A large implementation team to cover all aspects of the implementation with many people focusing on specific portions of the total number of tasks
- The same file format from the District payroll system that is currently programmed and in use to send files to Fidelity will be able to be uploaded to MHC-WEX – no further programming required
- Continuity of 1095 production with the same vendor subcontractor
- Employees have a choice of paper or electronic statements – this is important because most retirees participants are still depending on and comfortable with paper
- Phone assistance for employees from 6:00 AM to 9:00 PM Monday-Friday – this is advantageous because many school district employees start their day early or end their day late, so expanded hours for help support is important
- No monthly minimum required in accounts

In addition to these unique features, the MHC-WEX system also has these important features:

- Single debit card to access any and all accounts the employee may have
- A user app
- Electronic submission of claims option through the user app, similar to depositing a check to a bank, using a photo and submitting that photo within the app
- Four year rate guarantee of \$3.75 per account per month – this is a competitive fee but not the lowest for this particular fee, but the savings from the unique aspects of the proposal more than offset the cost differential for this one fee on an annual basis
- Plan document maintenance to keep plans current with any IRS regulation changes for Flexible Spending plans and Health Reimbursement Account plans

RECOMMENDATION/FUTURE DIRECTION:

As a result of the RFP process and evaluation by the District personnel and CBIZ Benefits and Insurance Consultants, it is recommended that the School Board of Minnetonka Independent School District approve Minnesota Health Cooperative-WEX as the Third Party Administrator for the District's Flexible Spending plan and Health Reimbursement Account plan as the best overall value for the District and employees .

RECOMMENDED MOTION

BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby approve Minnesota Health Cooperative-WEX as the Third Party Administrator for the District's Flexible Spending plan and Health Reimbursement Account plan as the best overall value for the District and employees effective July 1, 2022.

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

Concurrence: 
Dennis Peterson, Superintendent

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

Board Agenda Item X. k

Title: Approval of Sabbatical Request

Date: April 7, 2022

EXECUTIVE SUMMARY

The District received a sabbatical request for the 2022-23 school year from Nehil Bejarano, a Grade 5 Spanish Immersion teacher at Minnewashta Elementary School. Mr. Bejarano has met the minimum criteria of having worked full-time for the past six years. The District's obligations with regard to sabbatical leaves are described in Article VI, Section G of the faculty Master Agreement. His request is recommended for approval.

RATIONALE

While approval of this leave does involve a cash cost to the District, we believe that supporting this teacher's pursuit of an advanced degree will benefit students and our educational program. Mr. Bejarano, a native Spanish speaker, has been working with elementary-level students since his hire date; he has been an exemplary teacher and has adapted instruction to the immersion upper grade level setting masterfully. Mr. Bejarano proposes to complete his PhD degree at Trinity International University with a specialization in Philosophy and Intercultural Studies. Mr. Bejarano started his career with us as a Grade 3 teacher in 2010 and began teaching Grade 5 in 2012-13. He proposes to complete the dissertation phase of his PhD program, which deals with a substantial amount of research, writing, studying and developing a research focus that can benefit his professional community of educators. We note that Mr. Bejarano was approved for a leave for the 2019-20 school year. He deferred his participation in order to see the students in his classes through the pandemic. Mr. Bejarano intends to return to his District teaching duties in September 2023 and agrees to a minimum, two-year teaching commitment following his return.

While on sabbatical leave, a teacher receives one-half pay and fringe benefits. The net cost to the District is determined by factoring the difference between the teacher's regular, annual compensation and the cost of a replacement teacher. The overall cost for more senior employees can be modest, depending on the level of experience of the replacement teacher. We estimate that the overall cost to the District in approving this sabbatical leave will be \$25,055 or less.

RECOMMENDATION/FUTURE ACTION:

That the School Board grant a sabbatical leave of absence for Nehil Bejarano for the 2022-2023 school year.

Submitted by:



Michael Cyrus, Executive Director of Human Resources

Concurrence:



Dennis Peterson, Superintendent

From: "Bejarano, Nehil" <nehil.bejarano@minnetonkaschools.org>

Date: Tuesday, January 4, 2022 at 3:23 PM

To: "Cyrus, Michael" <Michael.Cyrus@minnetonkaschools.org>

Subject: SL

Hello Mr. Cyrus.

My name is Nehil F. Bejarano D. I currently am in the dissertation phase of my PhD in Philosophy, Intercultural Studies from Trinity International University, Deerfield, IL. The purpose of this communication is to describe the intended activity and benefits expected as well as to provide a statement of intent to return upon completion of my PhD work.

1. A description of the intended activity. I have completed all coursework for my PhD work and am now in the dissertation phase, which deals with substantial research and writing. The sabbatical leave being requested will be used to complete my dissertation.
2. Benefits expected. Engaging in scholarly research during sabbatical leave will increase my scholarly achievement by enhancing my ability to conduct research, write, study and, develop a research focus that can be used for the benefit of my professional community of educators. I would like to be awarded an amount equal to one-half the teacher's base pay and full-time insurance during the time of the leave.
3. Statement of intent to return. As a condition of a sabbatical, I commit to two more years of service to the District in the same or other capacity as the District may see fit.

Thank you for considering this request.

Nehil F. Bejarano D.

5th G. Spanish Immersion
Minnewashta Elementary



**APPLICATION/STATEMENT OF AGREEMENT
GOVERNING
SABBATICAL LEAVES**

(Based on provisions contained in
Article VI, Section G, of the 2021-23 Master Agreement)

Submit to: Dr. Michael Cyrus, Executive Director of Human Resources

Name of Teacher: Nehil F. Bejarano D. School: Minnewashta

Subject/Grade Area: 5th Grade Spanish Immersion Years in District: 11

Length of Leave: From 09/30/2022 To 09/30/2023

General Purpose of Leave: (please check appropriate blanks)

- Accredited Advanced Study
- Research
- Education
- Travel
- Related Professional Activity

Detailed description of activities while on sabbatical leave:

I have completed all coursework for my PhD work and am now in the dissertation phase, which deals with substantial research and writing. The sabbatical leave being requested will be used to complete my dissertation.

(Continued)

Relationship between the sabbatical purpose and present or future responsibilities within the District, or related areas that can be anticipated to improve your service to the District:

Engaging in scholarly research during sabbatical leave will increase my scholarly achievement by enhancing my ability to conduct research, write, study and, develop a research focus that can be used for the benefit of my professional community of educators.

How will you share the experiences and knowledge gained while on leave with fellow staff members upon your return?

Sharing with fellow educators through workshops, seminars and/or articles about educational and research experiences built during the leave.

I agree to stipulations governing my leave of absence as contained in Article VI, Section G, of the 2021-2023 Master Agreement.


Employee Signature
7/1/22
Date


Executive Director of Human Resources Signature
3/22/2022
Date

Estimated Sabbatical Leave Costs
2022-23 School Year
Nehil Bejarano

Full Year Sabbatical

Salary, Fringe Benefits Costs, TSA and VEBA Contributions from 2022-23 Schedules

	Cost Without Leave	Cost of Leave	Cost of Replacement
Salary	\$87,974.00	\$43,987.00	\$52,623.00
Lane/Step	Lane 3, Step R		Lane 1, Step E
Fringe Benefits Cost	\$11,100.00	\$11,100.00	\$10,560.00
Salary + Fringe Cost	\$99,074.00	\$55,087.00	\$63,183.00
Contribution to Medical VEBA	\$0.00	\$0.00	
District Contribution to TSA	\$0.00	\$0.00	
FICA/Medicare (7.65% x salary+Fringe Benefit Cost)	\$7,579.16	\$4,214.16	\$4,833.50
TRA (8.55% x salary)	\$7,521.78	\$7,521.78	\$4,388.76
Subtotal	\$114,174.94	\$66,822.93	\$72,405.26
Total	\$114,174.94	\$139,228.19	
Difference (net cost to district)		\$25,053.25	

*Note: fringe benefit cost reflects 2022-23 amount of \$925 per month.

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

Board Agenda Item X. L

**Title: Approval of Resolution Regarding
Hennepin County Youth Sports Grant**

Date: April 7, 2022

OVERVIEW:

Minnetonka Community Education (MCE) has been working on a replacement playground for just under a year. The current MCEC outdoor playground dates to the early 90's; it is outdated and in need of an upgrade.

One of several potential funding sources I am investigating for the new MCEC playground is a grant from the Hennepin County Youth Sports Program. A requirement to be eligible for a grant from the Hennepin County Youth Sports Program, is for the local government unit (LGU) or the Minnetonka School Board in this case, is to declare that they are prepared to be the fiscal agent for the award, to disburse the funds, and ensure the funds are used for the equipment listed in the grant application by passing a resolution for this project.

My request is for the Minnetonka School Board to accept the attached resolution making it possible for MCE to be eligible for a Hennepin County Youth Sports Grant.

MCEC PLAYGROUND INFORMATION:

MCE has been working with Flagship Recreation for this new playground. Together, we have finalized a brilliant design for a replacement playground using Landscape Structures Inc. playground equipment. Landscape Structures Inc. is a world-wide leader in the manufacturing of playground equipment. Landscape Structures Inc. is in nearby Delano, Minnesota.

The new playground will be inclusive with bright and fun colors. The new components will be safer and more engaging for the 2–5-year-old students from MCEC, as well as for our many community families who frequent the MCEC playground in the evenings and on weekends.

There will be a "Pour-in-Place" rubberized surface of approximately 20% of the footprint that will provide a slip resistant ADA access for wheelchairs and strollers. We are unable to create a 100% "Pour-in-Place" surface due to pervious/impervious restrictions from the Minnehaha Creek Watershed District.

The replacement window is currently scheduled for this August so that MCEC is ready for the new school year. The current timeline for the project is as follows:

- August 1-5: Demo of existing playground and ground preparation for the new playground.
- August 8-12: Install new surface and playground equipment.
- Monday, August 15: Final adjustments.
- Tuesday, August 20: Soft opening of our new MCEC playground.
- Thursday, September 1: Ribbon Cutting and Grand Opening Celebration for the new Minnetonka Community Education Center Playground, coinciding with our MCEC Welcome Back and Open House event.

FINANCING FOR THE NEW PLAYGROUND:

Pre-COVID, MCE had a fund balance that would have been able to manage most of the expense of this new playground without dipping the fund balance to a dangerous level. The 2019-20 and the 2020-21 MCE budget years were hit extremely hard by COVID. MCE is therefore pursuing grants and donations from several organizations to support this new playground project.

Playground Project Cost: \$301,782.41

Possible Funding Sources Include:

- City of Deephaven Donation: \$10,000
- Excelsior Rotary Club Donation Request: \$25-50,000
- Excelsior Morning Rotary Club Donation Request: \$50,000
- Hennepin County Youth Sports Grant Request: \$50,000
- Minnetonka Preschool PTO Request: \$10,000
- Parent and other Fundraising Donations: \$6,782.41 to \$31,782.41
(The exact amount is unknown and dependent upon the success of the two Rotary Club Requests and the Hennepin County Sports Grant Request).
- MCE funds will pick up the balance of the project costs.

A request for funding was submitted to Hennepin County Youth Sports Program on March 30, 2022. We have requested consideration for a \$50,000 grant. We will find out in late May or early June if our grant request is successful.



RECOMMENDATION/FUTURE DIRECTION:

That the Minnetonka School Board pass a resolution on Thursday, April 7, 2022, accepting the responsibility to be the fiscal agent for the Hennepin County Youth Sports Grant for the MCEC playground, as well as to disburse the funds, and ensure the funds are used for the equipment listed in the grant application.

Submitted by: _____
Dennis L. Peterson
Dennis Peterson, Superintendent

RESOLUTION

WHEREAS, the Hennepin County Board of Commissioners, via the Hennepin Youth Sports Program, provides for capital funds to assist local government units of Hennepin County for the development of sports or recreational facilities, and

WHEREAS, **Minnetonka Public Schools** (hereinafter LGU) desires to develop **Minnetonka Community Education Playground** (hereinafter PROJECT).

NOW, THEREFORE BE IT RESOLVED BY the **Superintendent of Minnetonka Public Schools, Dr. Dennis Peterson** (authorizing entity of the LGU):

I. The estimate of the total cost of developing **PROJECT** shall be \$301,781.41. The **LGU** is requesting up to \$50,000 from the Hennepin Youth Sports Program and will assume responsibility for providing matching funds of \$251,781.41 (See grant application for detailed budget).

II. **LGU** is the owner of the property where the **PROJECT** is located. **LGU** will own the property where **PROJECT** is located for at least the functional life of the facility, which is estimated to be 100 years. The **PROJECT** may not be converted to a non-public or non-recreational use within this time period without the approval of Hennepin County.

III. **LGU** agrees to assume one hundred (100) percent of operational and maintenance costs for **PROJECT**. **LGU** will operate **PROJECT** for its intended purpose as stated in the **PROJECT** application for the functional life of the facility.

IV. **LGU** agrees to enter into necessary and required agreements with Hennepin County for the specific purpose of developing **PROJECT** and managing its long-term operation.

V. That **Superintendent of Minnetonka Public Schools, Dr. Dennis Peterson** (authorized representative of the LGU) is authorized and directed to execute the application for the Hennepin Youth Sports Program grant.

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by **Superintendent of Minnetonka Public Schools, Dr. Dennis Peterson** (authorizing entity) at a duly authorized meeting thereof held on the 7th day of April, 2022, as shown by the minutes of said meeting in my possession.

Chris Vitale, School Board Chair



Hennepin Youth Sports Program Playground Application 2022

Local Government Unit (LGU) Information

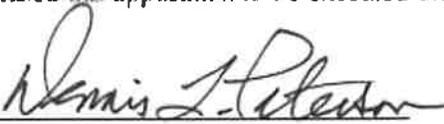
LGU Legal Name	Minnetonka Public Schools
Mailing Address	5621 County Rd 101
City, State, Zip Code	Minnetonka, MN, 55345
Application Contact and Title	Tim Litfin, Executive Director
Contact Telephone Number	952-401-5043
Contact Email Address	tim.litfin@minnetonkaschools.org
Name & address of location of the playground	Minnetonka Community Education 4584 Vine Hill Road Excelsior, MN, 55331
HC District # of location	District #6

EXECUTION

The LGU above has reviewed this application and believes it is consistent with its athletic or recreational program goals. The LGU is prepared to be the fiscal agent for the award, to disburse the funds, and ensure the funds are used for the equipment listed here.

IN WITNESS THEREOF,

The LGU has caused this application to be executed on:

(signature here) 
 (print name here) Dr. Dennis Peterson

3-30-22

 Date
 Superintendent, Minnetonka Public Schools

 Title (must have signature authority for
 the amount of the matching funds)

Project Cost - attach a bid

Matching funds	From Minnetonka Community Education	\$251,781.41
Grant request (\$50,000 maximum)		\$50,000
Total project cost *		\$ 301,782.41 -

*See actual budget amounts on narratives pages.