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**BOARD OF EDUCATION**  
Working Meeting - July 22, 2024 - 4:00 PM  
Creekside  
16000 41st Ave N.  
Plymouth, MN 55446

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## AGENDA

1. **ROLL CALL/CALL TO ORDER**
  - A. **Communications Department Reports**
    1. Parent Square Communication System (30 minutes) 2
  - B. **Teaching and Learning Reports**
  - C. **Human Resource Services Reports**
    1. 2024-25 Calendar Updates (15 minutes)
  - D. **Finance and Operations Reports**
    1. Long Term Facilities Maintenance Update (30 minutes) 11
  - E. **Superintendent's Reports**
    1. 2023-2024 School Year in Review & Focus Areas for the 2024-25 School Year (20 minutes) 62
    2. Policies for Review (10 minutes)
      - i. 504- School Resource Officers 86
      - ii. 523- Corporal Punishment and Prone Restraint 89
  - F. **School Board Reports**
    1. 2023-24 Superintendent Evaluation Process (15 minutes) 92
2. **ADJOURN**

In case of inclement weather, the meeting will be held on the next business day at the same time and same place, unless a quorum of the board is not available.



# **New District Communications Tool**

*ParentSquare* Launch

2024-25 School Year

# Why is a new communications tool needed?

Based on consistent feedback from staff and families, a new communications tool was needed to:

- Improve two-way communication between staff and families
- Provide translation tools that are accessible to all staff and families
- Provide texting as an option to connect with families
- Ensure all families are receiving district messages
- Personalize communications based on family preferences
- Streamline number of district tools used

# How was *ParentSquare* Selected?

- Feedback from department leads, principals, admin pros & teachers
- Identified features needed in a new communications system
- Vetted many possible vendors
- Determined *ParentSquare* was best tool to meet needs
- Connected with other school districts using *ParentSquare*
- Determined importance to roll out new system slowly
- School Messenger & Talking Points contracts ended June 30

# What can *ParentSquare* do?



**Calendar and  
RSVP**



**Volunteer  
Sign Up**



**Mass  
Notifications**



**Attendance**



**Mobile App**



**Appointment  
Sign Ups**



**Forms and  
Permisson Slips**



**Direct  
Messaging**



**Two-Way  
Translation**



**Classroom  
Communication**

## Parent-Centric Unified Communication



# ParentSquare Key Features & Benefits

- **One Stop Shop for District Communications**

ParentSquare is a centralized tool for communication that will consolidate announcements, emergency alerts, event details, and essential updates in one accessible location. Text messaging, email messages, emergency voicemail alerts, and a downloadable mobile app are features of the new tool.

- **Real-time Messaging in Multiple Languages**

The new tool provides instant and multilingual communication between teachers, administrators and families. Real-time messaging capabilities ensure timely dissemination of critical information.

- **Easy to Use and Improved Engagement**

ParentSquare provides a user-friendly interface for communication that families will be able to customize in a way that works best for them. Increased family involvement is crucial for a student's academic success and student well-being.



# ParentSquare Implementation Timeline

## May-June 2024

- *ParentSquare* training begins for district staff and departments
- Initial information about *ParentSquare* launch will be shared with all staff & families

## June-July 2024

- *ParentSquare* was piloted with Transportation and Summer School staff and families
- Communication about *ParentSquare* will be sent to all families and staff, providing access to the tool and instructional videos and resources

## August 2024 - June 2025

- *ParentSquare* adopted as the primary district-supported communications tool
- Back-to-School communications sent using *ParentSquare* by administrative professionals, principals and district-level staff
- Introduction to *ParentSquare* at staff meetings
- On-site support days provided at all buildings and online throughout fall

# Quotes from Other Districts

***“ParentSquare is so easy to use! I can communicate with the individuals needed and make posts to send out information whenever I need to.”*** Teacher

***“As both a parent and teacher I love the convenience of ParentSquare! I have one central streamlined location to communicate with the parents I serve and those who serve my own children.”*** Teacher & Parent

***“I love ParentSquare because it is the best home-school communication portal. It provides an effective way to communicate with our families and also share great things that are happening at our school. I also appreciate that messages are translated automatically to the parent’s language, which makes communication much easier.”*** Principal

# Questions? Feedback?



## Long-Term Facilities Maintenance (LTFM) – 2024 Guide for Fiscal Year (FY) 2026

**Note: The 2024 guide for FY 2026 is currently based on 2022 Minnesota Statutes. Should legislation be passed in the next several weeks that affect this program, a revised version of the guide and other documentation will be published and communicated to districts.**

Minnesota Statutes 2022, section 123B.595, establishes the Long-Term Facilities Maintenance Revenue program. It replaced three programs: Deferred Maintenance (Minn. Stat. 123B.591 [2022]), Alternative Facilities (Minn. Stat. 123B.59 [2022]), and Health and Safety (Minn. Stat. 123B.57 [2022]). The LTFM program offers a comprehensive program to fund a facility ten-year plan developed by a school district, intermediate school district, cooperative, and joint powers districts. The uses of revenue, or allowable expenditures, remain the same as under the three previous programs.

This guide provides detailed information about the LTFM program to assist school districts, intermediate school districts, school district cooperatives, and charter schools in meeting the LTFM program parameters and Minnesota Department of Education (MDE) expectations for submission of the LTFM plan documents. Information from this year's plan submission will be used to determine initial LTFM aids and levies for fiscal year (FY) 2026 and to adjust LTFM revenues for FY 2024 and FY 2026.

**School districts, intermediate school districts, and school district cooperatives (including joint powers districts) are required to annually update their LTFM ten-year plan and submit the board approved plan to the commissioner for approval by July 31.**

The plan submission process this year will be the same as what was used last year except that revisions to the spreadsheets, forms and instructions mean a district should download the most current documents available prior to preparing the plan submission in summer 2024. LTFM documents are located on the MDE website using the following path:

[MDE homepage](https://education.mn.gov/MDE/dse/schfin/fac/ltfm/) > Districts, Schools and Educators > Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance. (<https://education.mn.gov/MDE/dse/schfin/fac/ltfm/>).

## Contents

The information in this guide is organized into the following sections:

- [Process and Timelines](#)
- [Revenue Uses and Restrictions](#)
- [Ten-Year Expenditure Plan Excel Spreadsheet](#)
- [Ten-Year Revenue Projection Excel Spreadsheet](#)
- [Statement of Assurances](#)
- [School Board Resolution](#)
- [Other LTFM Documents and Resources](#)
- [FY 2024 LTFM Closeout/Expenditure Reconciliation](#)
- [Mid-Year Ten-Year Plan Revisions](#)
- [UFARS Code Dimensions](#)
- [MDE Contacts for Further Information](#)
- [School Board Resolution Example Templates](#)

## Process and Timelines

### *Ten-Year Plan Overview*

To qualify for LTFM revenue, school districts, cooperatives and intermediate districts (not charter schools) must have a ten-year plan adopted by the school board and approved by the commissioner. For the 2024 payable 2024 property tax levy, the plan must be approved before the proposed levy is certified in September 2024. **All ten-year plan documentation is to be approved by the school board prior to submitting to MDE for commissioner approval. Submit board-approved ten-year plans to [LTFM staff](mailto:mde.facilities@state.mn.us) (mde.facilities@state.mn.us) by July 31, 2024.**

The plan must include provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management. The plan must be updated and submitted to the commissioner annually by July 31 for approval. The plan must indicate whether the district will issue bonds to finance the plan, levy on a pay-as-you-go basis, or a combination of the two. If bonds are issued to finance the plan, the plan must include a bond schedule demonstrating that the debt service revenue required to pay the principal and interest on the bonds each year will not exceed the projected LTFM revenue for that year. All documentation required by MDE is part of the ten-year plan to be approved by the school board and submitted to the commissioner.

The plan submitted to MDE must include the following LTFM components:

- *Ten-Year Expenditure Plan Application* (“original” Excel format, not pdf). This spreadsheet summarizes the total planned expenditures by category for each of the next ten years. Districts should update the spreadsheet and submit it as part of the ten-year plan. The spreadsheet is described in more detail in a separate section below.
- For districts with asbestos removal and encapsulation, fire safety, and indoor air quality projects costing \$100,000 or more per project, per site, per year for FY 2024 or FY 2026, a narrative is required

describing the scope and cost of each project in greater detail. Individual project approval is required as these projects generate more revenue. More detail on narrative requirements is included in the additional documentation section below.

- For districts with an approved voluntary prekindergarten (VPK) program under Minnesota Statutes 2022, section 124D.151, a narrative is required describing the scope and cost of the project to remodel existing instructional space to accommodate prekindergarten instruction. More detail on narrative requirements is included in the additional documentation section below.
- For districts with deferred maintenance projects for FY 2024 or FY 2026 costing \$2,000,000 or more per project, per site, per year a narrative is required describing the scope and cost of each project in greater detail. More information on this requirement is included in the additional documentation section below.
- *Ten-year Revenue Projection Excel Spreadsheet* (“original” Excel format, not pdf). The spreadsheet shows how the district plans to fund its proposed expenditures with LTFM revenue over the next ten years. The spreadsheet is described in more detail in a separate section below.
- If bonds are issued:
  - A table must be provided showing which projects are being funded with the bond issue.
  - A bond schedule must be included showing the interest and principal payments.
  - The annual principal and interest payments must be included in the revenue spreadsheet, documenting that the revenues are sufficient each year to fund the principal and interest payments.
  - If a bond issue includes a mix of projects eligible and not eligible for LTFM revenue, a breakdown must be provided showing the amounts attributable to LTFM projects and other projects. A separate breakdown is required for bonds issued for Health and Safety (H&S) projects costing \$100,000 or more generating additional LTFM revenue and bonds funded by LTFM per pupil formula revenue.
  - Districts are encouraged to issue bonds before levy certification if feasible, but may make a debt service levy based on a preliminary bond schedule before the bonds have been issued.
- A *Statement of Assurances* (SOA) that the district reviewed the allowable uses of LTFM revenue as outlined in state and federal law and in MDE guidelines, and that all expenditures included in the ten-year plan are eligible for revenue under Minnesota Statutes 2022, section 123B.595, Long-Term Facilities Maintenance Revenue.
- *Board Resolution*. (See page 20 below.)

In practice, each school district will maintain a detailed plan appropriate for the size and scope of the school district. The detailed plan is summarized for MDE submittal. The expenditure portion of the plan submitted to MDE is a summary by Uniform Financial Accounting and Reporting Standards (UFARS) finance code. The plan format is provided by MDE. A district will summarize its ten-year expenditure plan by finance code and enter the totals in the MDE spreadsheet. This facility plan must span at least a ten-year period to complete the MDE spreadsheet. Since MDE is to receive a summary of the district plan, a district can simplify its internal processes by identifying the district plan projects by UFARS finance code (finance code dimensions and descriptions are included in the *Long-Term Facilities Maintenance – Guide for Allowable Expenditures*). Projects in the district plan should each fit within a specific LTFM finance code to facilitate summarizing the total per finance code.

All required LTFM plan documentation must first be school board approved and then submitted to the MDE commissioner for approval. It is important for the school board to understand the ten-year plan. The school board is approving the inclusion of the costs for the plan summary in the district levy. The commissioner does not know project details but relies on the school board review and acceptance of the plan. After school board approval, the commissioner reviews the same summarized plan to provide approval.

### ***Intermediate School Districts, Cooperative Units, and Joint Powers Districts***

Upon approval through the adoption of a resolution by **each member district** school board of an intermediate district or other cooperative units under Minnesota Statutes 2022, section 123A.24, subd. 2, including joint powers districts, and the approval of the commissioner of education, a school district may include in its authority under this section a proportionate share of the long-term maintenance costs of the intermediate district or cooperative unit. The cooperative unit may issue bonds to finance the project costs or levy for the costs, using LTFM revenue transferred from member districts to make debt service payments or pay project costs. Authority under this subdivision is in addition to the authority for individual district projects.

The intermediate, cooperative, or joint powers board will approve the ten-year plan documents and submit to MDE along with a resolution adopted by **each member board** to levy for its proportionate share of the intermediate district, cooperative, or joint powers district levy. Intermediate districts, cooperatives, and joint powers districts submit the *Ten-Year Expenditure Plan* Excel spreadsheet (“original” format, not pdf), the *Cooperative Allocation Worksheet*, the *Statement of Assurances* signed by the superintendent, and resolutions/minutes of adoption by their board and all member boards (signed by the clerk). Additional documentation (narrative/bond schedule) is required for 1) issuance of bonds, 2) health and safety projects costing \$100,000 or more per project, per site, per year (asbestos removal and encapsulation, fire safety, and indoor air quality) and 3) single projects per site, per year costing \$2,000,000 or more. The ten-year plan submission to MDE must be complete to include all required school board approvals.

Under Minnesota Statutes 2022, section 123A.24, subd. 2, the following types of cooperatives are eligible:

- An education district organized under sections [123A.15](#) to [123A.19](#)
- A cooperative vocational center organized under section [123A.22](#)
- An intermediate district organized under chapter [136D](#)
- A service cooperative organized under section [123A.21](#)
- A regional management information center organized under section [123A.23](#) or as a joint powers district according to section [471.59](#)
- A special education cooperative organized under section [471.59](#)

**Note:** Under Minnesota Statutes 2024, section 123B.595, subd. 3(a), a joint powers district may pay the portion of lease costs attributable to the amortized costs of long-term facilities maintenance projects completed by the landlord.

Subdivision 3(b) – The joint powers districts resolution adopted under subdivision 3(a) may specify which member districts will share the project costs under this subdivision, except that debt service payments for bonds issued by a cooperative unit or joint powers district to finance long-term maintenance project costs **must be the responsibility of all member districts**.

To qualify for revenue, an eligible cooperative must submit the following to MDE:

1. A resolution adopted by each member school board (signed by the clerk) to levy for its proportionate share of the intermediate or cooperative levy.
2. A ten-year plan with the same information required for the school districts, including the Ten-Year Expenditure Plan Excel spreadsheet (“original” format, not pdf).

3. The *Cooperative Allocation Worksheet* showing the amount of debt service revenue and pay-as-you-go general fund revenue to be added to the LTFM revenue of each member school district. A spreadsheet template for reporting allocated revenues is posted to the [Long-Term Facilities Maintenance website](#).
4. The *Statement of Assurances* signed by the superintendent.
5. Additional documentation (narrative/bond schedule) is required for:
  - a. issuance of bonds.
  - b. health and safety projects costing \$100,000 or more per site, per year (asbestos removal and encapsulation, fire safety, and indoor air quality).
  - c. single projects per site, per year costing \$2,000,000 or more.

### **Charter Schools**

Charter schools are not required to submit a ten-year plan to MDE, and LTFM revenue may be used for any purpose related to the charter school. MDE will automatically calculate the aid entitlement for all charter schools and make payments through the Integrated Department of Education Aids System (IDEAS). The aid entitlement calculation is shown on the General Education Revenue for Charter Schools report found on the [Minnesota Funding Reports \(MFR\) webpage](#). The amount of revenue generated for FY 2024 and later is \$132 times adjusted pupil units.

## **Revenue Uses and Restrictions**

### ***Allowed Uses of Revenue (Minn. Stat. 123B.595, subd. 10)***

Long-term facilities maintenance revenue may be used for the following purposes:

- Deferred capital expenditures and maintenance projects necessary to prevent further erosion of facilities
- Increasing accessibility of school facilities
- Health and Safety projects under Minnesota Statutes 2022, section 123B.57, including health, safety and environmental management costs associated with implementing the district's health and safety program
- Remodeling or constructing a gender-neutral single-user restroom at each school site (**Effective for FY 2025 projects and later**).
- By board resolution, to transfer money from the general fund reserve for long-term facilities maintenance to the debt redemption fund to pay the amounts needed to meet, when due, principal and interest on general obligation bonds issued under Minnesota Statutes 2022, section 123B.595, subd. 5

**Note:** School districts with an approved voluntary prekindergarten program under section 124D.151 are eligible to increase LTFM revenue for the cost approved by the commissioner for remodeling existing instructional space to accommodate prekindergarten instruction.

A charter school may use revenue for any purpose related to the school.

For more detailed information, see the "*Long-Term Facilities Maintenance Revenue – Guide for Allowable Expenses*" document located on the [Long-Term Facilities Maintenance website](#).

### **LTFM Revenue Restrictions (Minn. Stat. 123B.595, subd. 11)**

LTFM funds may **not** be used:

- For construction of new facilities, remodeling of existing facilities or the purchase of portable classrooms, **except** for the costs associated with constructing or remodeling existing facilities to include at least one gender-neutral single-user restroom authorized under subdivision 10 (**LTFM revenue effective for FY 2026 and later**).
- To finance a lease purchase agreement, installment purchase agreement or other deferred payments agreement.
- For energy-efficiency projects under Minnesota Statutes 2022, section 123B.65, for a building or property or part of a building or property used for postsecondary instruction or administration or for a purpose unrelated to elementary and secondary education.
- For violence prevention and facility security, ergonomics or emergency communication devices.

### **Ten-Year Expenditure Plan Excel Spreadsheet**

The Ten-Year Expenditure Plan spreadsheet contains the school district's best estimate of project costs that will be incurred each fiscal year for 10 years. The expenditure plan reflects how the district is using available revenue to best meet the facility needs of the district. The detail level plan maintained by the district should be summarized by finance code and the numbers entered on the MDE-provided spreadsheet.

**Note: Bond proceeds** spent on projects are included on the Ten-Year Expenditure Plan spreadsheet (**bond principal and interest are not included**).

The LTFM statute states the **Ten-Year Plan must include provisions for implementing a health and safety program that complies with health, safety, and environmental regulations and best practices, including indoor air quality management**. The Ten-Year Expenditure Plan spreadsheet has separate sections for health and safety, accessibility and deferred maintenance projects.

The Ten-Year Expenditure Plan should show that the health and safety program is maintained, accessibility expenditures are reasonable, and that the school district is planning deferred maintenance project expenditures appropriate for the age and condition of the school district owned buildings.

Find the LTFM Ten-Year Expenditure Plan spreadsheet on the [MDE website](https://education.mn.gov/MDE/dse/schfin/fac/ltfm/) by going to Districts, Schools, and Educators > Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance (<https://education.mn.gov/MDE/dse/schfin/fac/ltfm/>). The Excel document is titled *Long-Term Facilities Maintenance Ten-Year Expenditure Plan Application*.

The expenditures included in the plan must be in accordance with Minnesota Statutes. The allowable expenditures are described in a document on the LTFM website titled *Long-Term Facilities Maintenance Revenue – Guide for Allowable Expenditures*. The guide describes parameters used for deferred maintenance projects, accessibility projects and lists Health and Safety allowed uses of revenue.

The expenditure ten-year spreadsheet summarizes the district's planned expenditures eligible for LTFM revenue for Fiscal Year FY 2024 (base year) – FY 2033 by UFARS finance code. As FY 2024 is a revised estimate for the ten-

year plan approved and levied for last year, districts should focus primarily on updating the planned expenditures for FY 2024 and FY 2026. Planned expenditures for FY 2026 through FY 2033 may be preliminary projected estimates. Data for FY 2024 may also be revised in the spreadsheet to reflect preliminary, actual expenditures. **Each district should download the most current spreadsheet from the MDE website, make appropriate edits, and submit the completed “original” (not pdf) spreadsheet to MDE as part of the board-approved ten-year plan.**

The expenditures submitted to MDE should be only for eligible projects planned using LTFM revenue. Other capital projects from other revenue sources should not be included on the LTFM plan. The intent of the Ten-Year Expenditure Plan is to show how a district plans to spend the LTFM revenue available to it.

### **Ten-Year Excel Expenditure Categories**

**Category 1: Health and Safety Expenditures by UFARS Finance Codes 347, 349, 352, 358, 363 and 366.** (This section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.)

A district enters estimated costs for the health and safety program. Focus on providing accuracy for anticipated projects for FY 2024 and FY 2026. The later years can be a rough estimate. Fiscal 2024 is an estimate of what the final UFARS expenditures will be. Once the FY 2024 audited financial data is complete and final UFARS data has been submitted, enter the actual FY 2024 H&S expenditures on the Health and Safety Data Submission system. Category 1 excludes projects costing \$100,000 or more for asbestos removal and encapsulation, fire safety and indoor air quality projects. Those projects will be entered under Category 2 as listed below. Also enter FY 2024, FY 2024 and FY 2026 totals per finance code in the [Health and Safety Data Submission system webpage](#) to ensure that plan expenditures changes are incorporated in the calculation of hold harmless revenue.

**Category 2: Health and Safety Expenditures by UFARS Finance Code for Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Quality Projects Costing \$100,000 or more per Site, per Year.**

A district enters totals by finance code for individual projects that cost \$100,000 or more per site, per year for asbestos removal and encapsulation, fire safety, and indoor air quality as they generate additional revenue. Also, enter FY 2024, FY 2024 and FY 2026 H&S projects costing \$100,000 or more **on a separate line** in the Health and Safety Data Submission system on the MDE website. **(The project description must include the site name and whether it is financed by “pay-as-you-go” or bonded dollars.)**

**Category 3(a): Remodeling for Approved Voluntary Prekindergarten (VPK) Program**

If the district has an approved VPK program, include planned expenditures for remodeling projects

**Category 3(b): Remodeling or constructing a gender-neutral single-user restroom at each school site**

LTFM approved expenditures for remodeling or constructing a gender-neutral single-user restroom at each school site is effective for FY 2025 and later (at least one per site authorized in Minnesota Statutes 2023, section 123B.595, subd. 10 (a)(4) and 11 (1)). **Finance Codes 384 – Site Projects must be used with “New” Course Code 684 – Gender-Neutral Single-User Restroom.**

**Note:** LTFM revenue is effective for FY 2026 and later. UFARS coding is pending.

**Category 4: Americans with Disabilities Act (ADA) Accessibility Projects.** Enter approved project costs to increase accessibility to school facilities. The project shall conform to both the district’s Americans with Disabilities Act (ADA)/Section 504 disabled access transition plan and the current ADA Accessibility Guidelines

for Buildings and Facilities, as well as applicable state and local building and fire codes. **Category 5: Deferred Maintenance Projects by UFARS Finance Code.** Expenditures for deferred maintenance projects are broken into nine finance codes. The finance code breakdown is meaningful for comparing costs among school districts and to the Minnesota Legislature for assessing school facility costs and the ongoing need for facility funding.

### ***Additional Documentation***

For districts with asbestos removal and encapsulation, fire safety, and indoor air quality projects costing \$100,000 or more per project, per site, per year for FY 2024 or FY 2026 the ten-year plan includes a narrative describing the scope and cost of the project in greater detail. Individual project approval is required as these projects generate additional revenue.

- For asbestos removal and encapsulation projects, give a description of the type and amount of asbestos and the project scope including an engineer or contractor cost estimate.
- For fire safety projects, include a project description and a cost estimate from the project engineer. If a building permit has been pulled for other school construction projects, the building inspector has jurisdiction and may review and approve the fire suppression rework. If a building permit has not been pulled the fire suppression rework requires an order from the Office of the Minnesota State Fire Marshal. In either case, the Minnesota State Fire Marshal may be consulted for final review and approval.
- For indoor air quality projects, describe which American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Indoor Air Quality (IAQ) standards are not being met and indicate how the project will result in meeting ASHRAE standard 62.1. Include a project description and cost estimate from the project engineer. Also, include a floor plan/schematic to reflect classrooms affected and a report listing current cubic feet per minute (CFM) ratings and final ratings to meet ASHRAE standard 62.1.

For districts with an approved VPK program under Minnesota Statutes 2022, section 124D.151, include a narrative describing the project scope and cost to remodel existing instructional space to accommodate VPK instruction. In the narrative, describe the square footage and use of the existing instructional space, changes to be made to the facility, and the final square footage and features of the prekindergarten instructional space, for example, bathroom space, play area, and small group instruction space (include a schematic of the remodeled area). This narrative may be the same narrative submitted to MDE as part of the application to obtain approval for the VPK program.

**Effective for FY 2025:** For districts who budget for a remodeling project for a gender-neutral single user restroom at each school site, include a narrative describing the project scope and cost to remodel existing instructional space to accommodate a single-user restroom. In the narrative, describe the square footage and changes to be made to the facility, and the final square footage and features of the restroom space to include a schematic of the remodeled area. Narrative information is required to be submitted on vendor/contractor letterhead and signed by the appropriate staff member. If the work is to be done by school facilities staff, please include the narrative information on the school's letterhead and signed by authorized personnel.

For districts with deferred maintenance projects for FY 2024 or FY 2026 costing \$2,000,000 or more per project, per site, per year, include a narrative describing the scope and cost of each project. In the narrative, discuss the deferred capital and maintenance criteria that make the project eligible for LTFM revenue and the work necessary to prevent further erosion of facilities. Describe the scope of work in sufficient detail to indicate the change in condition of the facility and provide an indication of the improvement to useful life. Indicate the level

of deferred maintenance work needed for the facility before and after the project will be completed. Include an architect or consultant cost estimate detailing categories of work and associated cost including an estimate of fees.

### ***Updating the Health and Safety Database***

MDE will continue to use the existing health and safety database (located on the MDE website under MDE > Districts, Schools and Educators > Data Submissions, then select Health and Safety) as the statute requires the recalculation of old law Health and Safety revenue for the hold harmless component of the LTFM revenue formula. Districts enter summary data by finance code, consistent with the summary data for FY 2024, FY 2024 and FY 2026 included on their ten-year LTFM expenditure plan spreadsheet.

Detailed information by project will still be required for asbestos removal and encapsulation, fire safety, and indoor air quality projects costing \$100,000 or more per project, per site, per year since those generate additional revenue over and above the LTFM formula allowance. Do not enter information for deferred maintenance or accessibility finance codes. The health and safety amounts provide an accurate calculation of the hold harmless revenue estimate on the levy and aid entitlement reports, and either add to revenue or show complete information for persons who seek levy information.

When comfortable with data and assumptions, a district should **enter the total health and safety cost from the expenditure spreadsheet in the hold harmless section of the revenue spreadsheet into the Health and Safety Data Submission system.**

For FY 2024 – FY 2026, MDE is asking school districts to enter **H&S totals by finance code** from the expenditure spreadsheet into the **Health and Safety Data Submission system**. Instructions on how to enter H&S data on the data submissions website may be found on the [LTFM webpage](#) (MDE > Districts, Schools and Educators, Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance), then select **Health and Safety Website Instructions**. (These instructions may also be found in the Health and Safety Data Submission system.)

MDE uses the submission system to load the old law H&S revenue amounts into the Levy Limitation and Certification system and LTFM Aid Entitlement system. Without this step, the levy shows zero in the H&S line under the old law revenue and the calculation is inaccurate. In the Health and Safety Data Submission system, enter the H&S finance totals, six in all (if all are included in the ten-year planned projects) from the expenditure spreadsheet plus separately enter each individual project (asbestos removal and encapsulation, fire safety, or indoor air quality) costing \$100,000 or more per project, per site, per year for H&S. Only H&S finance codes are entered in the Health and Safety Data Submission system; **no deferred maintenance finance codes should be entered**. Districts eligible for old law alternative facilities revenue have a separate process and optional calculation worksheet to assist in determining the amount of revenue needed to finance deferred maintenance projects funded on a pay-as-you-go basis.

**Note:** School Districts should continue to update H&S expenditures in the Health and Safety Data Submission system on a regular basis to accurately estimate cost decreases or increases for applicable fiscal years.

**Make sure to update the system for final, audited UFARS H&S financial data (For FY 2024, reference the 2022-23 UFARS Turnaround Report titled *Expenditure by Finance Code Report* on the Minnesota Funding Reports (MFR) webpage located at Data Center > Data Reports and Analytics, locate the School Finance Reports section, select Minnesota Funding Reports (MFR). Choose your school, View: All Reports, Category: UFARS Turnaround Reports, Year: 22-23, Report: All. Click List Reports.**

## Ten-Year Revenue Projection Excel Spreadsheet

The Ten-Year Revenue Projection spreadsheet is used to project the funding for completing the Ten-Year Expenditure Plan. The revenue spreadsheet calculates estimated revenue available to the district for 10 years and offers an interactive method to choose among various funding scenarios. The revenue plan is used in conjunction with the expenditure plan to show when there is need for work and how the funding will be provided. **Under the LTFM per pupil formula**, options include spending the annual revenue each year, saving for a future project (in the General Fund 01 reserve account), issuing bonds for large projects and paying principal and interest over time, or a combination of these options. A district could generate a deficit in the LTFM reserve in year one or two and cover the deficit in year three using the district's available cash until the deficit is funded with LTFM revenue.

Because LTFM revenue is largely based on a per pupil-driven formula, it affords districts more flexibility in funding projects than was allowed under the old H&S and Alternative Facilities programs. Please note that districts funded by old law hold harmless revenue do not have the same level of flexibility as the new law provides. If your district is receiving revenue under the hold harmless provision, revenue authority is based on expenditures (for H&S and Alternative Facilities) and will be reconciled each fiscal year to actual expenditures as reported on UFARS.

LTFM revenue is initially calculated based on projected pupil counts, average building ages, and project cost data. Aid and levy revenues are updated as newer estimates become available and are finalized after the revenue year is closed and all data used in the calculation are finalized. Levy adjustments will be made each year based first on updated estimates, then on finalized data. Aid entitlements will be recalculated periodically to update the IDEAS payments system.

The hold harmless revenue is also based on estimated project costs. LTFM revenue each year is the greater of the amount calculated under the new law or the old law. As estimates are refined and data is finalized, the hold harmless status could change with the final adjustment. The portion of hold harmless revenue based on the old H&S formula or old law pay-as-you-go Alternative Facilities revenue not spent in the fiscal year for which the revenue was received will generate a levy adjustment to return unused funds. Conversely, if new projects are added or actual costs exceed those estimated, positive levy adjustments may be generated. Also, additional revenue for an H&S project of \$100,000 or more must be used for the approved project. The UFARS expenditures must show that added revenue and hold harmless revenue are spent in the proper UFARS codes. In general, a district is not allowed to increase revenue by keeping excess funds remaining from projects generating additional revenue.

It is important to consider future levy adjustments when acquiring new buildings or selling or demolishing old buildings. A change in average building age from over 35 years to under 35 years can cause a significant levy

adjustment if not properly estimated in the initial levy year. For example, the Payable 2024 levy (FY 2026) uses the FY 2022 building age report (January 2024) plus two (2) years for levy calculations on the Levy Limitation and Certification report. A district planning to acquire a new building or demolish an existing building should contact [Sarah C. Miller](mailto:Sarah.C.Miller@state.mn.us) (Sarah.C.Miller@state.mn.us), 651-582-8370, for assistance in providing a more accurate estimate of the building age.

### ***Revenue Projection Spreadsheet Instructions***

The revenue spreadsheet emulates the levy system and the aid entitlement system calculations. Data is seeded by MDE to begin the revenue calculation process.

Each district should download the current spreadsheet from the MDE website, make appropriate edits, and submit the completed spreadsheet (original, not pdf) to MDE as part of its board-approved ten-year plan.

1. MDE has seeded the template with the districts' current estimates of Adjusted Pupil Units (APU), average building age, estimated 2022 Adjusted Net Tax Capacity (ANTC), and pre-existing debt service levies as of May 3, 2024. For the initial seeding, MDE has assumed that APU will remain constant at the estimated FY 2024 level for FY 2026 to FY 2033. The initial seeding also assumes that both the state total and each district's ANTC, excluding 50 percent of class 2a agricultural land ("Ag Modified ANTC"), will grow annually by 4 percent. Finally, the initial seeding assumes that each district's average building age will increase by one year each year for FY 2026-FY 2033. Districts can substitute updated estimates and the template will recalculate the projected revenues accordingly.
2. Lines 5-10, show the calculation of the initial formula revenue for each district. The initial formula revenue equals the product of the current year APU times the current year LTFM formula allowance times the building age factor for the district (lesser of 1 or uncapped average building age for the current fiscal year / 35 years). The LTFM formula allowance is \$380 for FY 2024 and later.
3. Lines 11-19 show the added revenue for eligible health and safety projects for asbestos removal and encapsulation, fire safety and indoor air quality costing \$100,000 or more per site.
4. Debt service costs for existing alternative facilities bonds for health and safety projects costing \$500,000 or more per site have been seeded based on data submitted earlier by districts.
  - a. In addition, districts should enter their pay-as-you-go and debt service costs for health and safety projects for indoor air quality, fire alarm and suppression and asbestos abatement costing \$100,000 or more per site in this section.
  - b. Finally, districts should enter into this portion of the spreadsheet the amount of revenue needed to pay their share of approved costs for intermediate school districts or other cooperatives.
5. Lines 6a, 20a, and 20b allow entry of approved VPK pupil units and revenue data into the spreadsheet.
6. Lines 21-28 show the amounts the district would have qualified for each year under the old formulas in effect for FY 2016, including alternative facilities debt service and pay as you go revenue for large districts (Minn. Stat. 2014 123B.59, subd. 1(a)), alternative facilities debt service and pay as you go revenue for health and safety projects of \$500,000 or more per site for other districts (Minn. Stat. 2014 123B.59, subd. 1(b)), health and safety (Minn. Stat. 2014 123B.57), and deferred maintenance (Minn. Stat. 2014 123B.591), based on the expenditure estimates included in the district's ten-year plan expenditure spreadsheet.
7. The hold harmless section of the spreadsheet is used to determine whether the district qualifies for more revenue under the old law formulas or the new law formulas, based on estimated data. Under the "hold harmless" provision in the new law, districts are guaranteed to receive the greater of the old

formula revenue or the new formula revenue. Calculations under both the old and new formulas will be revised periodically as data is updated. Final determination of which formula generates more revenue for each district will be based on actual year-end data.

8. MDE has seeded the old law deferred maintenance revenues for each year based on the pupil units and building ages used in section one above.
9. Districts should enter their old formula health and safety revenue for each year consistent with their Ten-Year Expenditure Plan and entries into the Health and Safety Data Submission system. Old law health and safety revenue for each fiscal year equals the estimated health and safety expenditures for each current year, excluding projects with a cost per site of \$500,000, which are included under old law alternative facilities and not under Health and Safety.
10. Districts should also enter their old law alternative facilities revenues by category for each year based on their Ten-Year Expenditure Plan and anticipated financing method (e.g., pay-as-you-go, bonding). Revenue estimates for pay-as-you-go levies should match expenditures by fiscal year; otherwise adjustments will result. A separate optional calculation spreadsheet will be made available to districts qualifying for old law Alternative Facilities revenue to help show the impact that changes in planned deferred maintenance expenditures will have on pay-as-you-go levies.
11. Lines 30-34 show the total projected LTFM revenue by fiscal year for individual district projects and the district's share of eligible cooperative/intermediate project costs.
12. Lines 35-47 show the breakdown of total proposed revenues into aids and levies. The spreadsheet will calculate this breakdown based on the information provided in the earlier sections of the spreadsheet.
13. Lines 48-62 show the breakdown of total aids and levies between the general fund and the debt service fund.

### ***Data and Assumptions to Consider***

Districts should review the following data in the Ten-Year Revenue Projection spreadsheet.

- Adjusted pupil units are calculated from ADM submitted by districts through the Average Daily Membership Web Estimates (ADM WE) system, out-year district projections are then held constant.
- Average building age is assumed to increase one year annually.
- Verify debt payments for prior alternative facilities or health and safety projects over \$500,000.
- MDE assumes the district will enter each year's health and safety cost in old formula health and safety revenue.

Adjusted Net Tax Capacity (ANTC) for equalization (excludes 50 percent of class two agricultural land) is assumed to grow 4 percent annually. Districts tailor the spreadsheet to their situation; not every line is used by each district. Each district does not use each line on the spreadsheet. Lines are available to encompass all school districts so use only the lines that apply to your district. Certain lines on the spreadsheet are designated 1(a) or 1(b) originating from the alternative facilities statute qualification language in Minnesota Statutes 2022, section 123B.59, subd. 1(a), and 123B.59, subd. 1(b). A significant aspect of the spreadsheet is to maintain separate calculations for former alternative facilities districts 1(a) and districts qualified for H&S projects of \$500,000 or more under Alternative Facilities 1(b).

Find the *LTFM Ten-Year Revenue Projection* spreadsheet on the [LTFM webpage](#) (MDE homepage > Districts, Schools and Educators > Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance).

**Download a current copy of the Excel spreadsheet each year.** Enter your district number in the upper left and press enter. The per pupil calculation section will show the formula revenue. Prior-issued bond schedules should be present within the correct category of the spreadsheet. Work your way down the spreadsheet filling in (blue) **shaded** lines that apply to your district. Verify other data as you go. The lower section of the spreadsheet should show an estimate of the aid and levy mix that will appear on the district levy for the debt service fund and the general fund.

Certain data is updated between the creation of the spreadsheet in early summer and the production of the Levy Limitation and Certification Report in the fall, so the levy may vary from the revenue spreadsheet. Two processes are taking place with a gap in time; the approval of the plan and the tax levy process. The revenue spreadsheet is part of the **approval process** to receive revenue. The **levy process** uses data from the same input sources used to seed the revenue spreadsheet, the ADMWE projection system, the Health and Safety Data Submission system, and the debt service portion of the Levy Information system, but at a different point in time so levy data may be different. Once approved to receive revenue, a district should focus on the establishment of accurate data in the levy process. The two processes should produce similar revenue amounts.

### ***Using the Revenue and Expenditure Spreadsheets Together***

The expenditure spreadsheet alone does not provide a complete plan and the revenue spreadsheet alone does not provide a complete plan. Using the two spreadsheets together creates a bridge between projects that need to be completed and the funding needed to cover the cost. Projects can be prioritized by year and revenue manipulated to develop the best plan for the district facilities (within funding limits). A variety of revenue options mean project expenditures become more flexible from year-to-year to speed up the process and issue bonds or delay the process and save for future needs. The revenue and expenditure total amounts do not need to match each year, but they may. The two spreadsheets together should reveal categories of expense where district priorities lie for facility maintenance and that revenue is available to fund those expenses.

The expenditure spreadsheet should show how the revenue will be spent. Unfunded projects should not be on the spreadsheet. Technically, projects that cannot be funded are deferred beyond the ten years shown. The MDE approval process is based on finance code summary amounts over a ten-year period. Revenue use should show that the district is avoiding financial difficulty. The revenue should not be overspent over time. A district can generate a deficit, but a district needs to have cash on hand from other sources to cover the cost until LTFM revenue catches up to expenditures. The plan should not show a chronic deficit. The spreadsheets should show the actual intent of the district at the time the plan is submitted. The plan can then change throughout the year with school board approval as district priorities may change. The spreadsheets, together, include revenue supporting project expenditures over time.

### **Statement of Assurances**

The Statement of Assurances (SOA) is signed by the superintendent. By signing, the superintendent provides a written commitment that the district will operate according to state and federal laws. MDE no longer reviews each facility project to determine if it is eligible for funding. The SOA signifies the district's ten-year plan includes eligible projects. The school district submits project cost information to MDE in a summarized format by UFARS

finance codes. Detailed project information remains locally with the school districts unless additional documentation (narratives/bond schedules) is required.

The superintendent attests that in the ten-year plan:

- Expenditures are for uses allowed by law.
- No expenditures are prohibited by law.

Within the reported UFARS expenditures:

- Expenditures are for uses allowed by law.
- No expenditures are prohibited by law.

The superintendent also attests:

- A description of each project is maintained.
- A compliant H&S program is maintained.

The statement of assurances incorporates much more language than is stated here so be sure to read it before signing. It is the responsibility of the school district to understand the eligible uses of revenue and provide compliance with applicable statutes.

Please note that the project details and cost data are subject to MDE audit under Minnesota Statutes 2022, section 127A.41, subd. 3. Districts must maintain records sufficient to permit an auditor to review project eligibility and verify actual project costs. Records are required to be maintained for each project for a minimum of three years.

## School Board Resolution

### ***School Board Resolution Adopting the LTFM Ten-Year Plan***

The school board resolution adopting the plan provides MDE with verification that the school board has taken responsibility for projects to be performed and for revenue to be placed on the levy. MDE no longer performs an individual project review process to grant authority to levy. It is important for the school board to have a knowledgeable understanding of the ten-year plan. The commissioner does not know project details, but relies on the school board adoption of the plan when reviewing the summary plan submitted to MDE. School board adoption of the plan attests that expenditures will be in accordance with the allowed uses of revenue in the document *Long-Term Facilities Maintenance Revenue – Guide for Allowable Expenditures* located on the [LTFM website](#). **All ten-year plan documentation required by MDE is first approved by the school board** and then submitted to the MDE commissioner for approval.

### ***School Board Approval Options (See Example Templates, pages 21 – 26)***

- Formal Resolution (available at meeting of adoption) – signed by the school board clerk
- Adopted minutes of a motion, second and vote (second meeting to adopt minutes) – signed by the school board clerk

- Notarized extract of minutes of a motion, second and vote  
(If there is not sufficient time for a second meeting to adopt minutes) – signed by the school board clerk

### ***Assembling Documentation for Board Approval***

The school board should approve each LTFM ten-year plan document that will be sent to MDE. The documents may be in paper form for the board meeting but not for MDE submittal (see “*Submitting Documentation to the Commissioner for Approval*” below). Four documents will be required for every school district, cooperative, and intermediate district. One or more of six additional documents may be required depending on the situation. The revenue projection is not used for cooperatives and intermediate districts and is replaced with the revenue allocation to districts sheet.

#### **Documents Include**

- Long-Term Facilities Maintenance Ten-Year Expenditure Plan (“original” Excel format, not pdf).
- Ten-Year Long-Term Facilities Maintenance Revenue Projection (“original” Excel format, not pdf).
- FY 2026 Long-Term Facilities Maintenance – Statement of Assurances (signed by the superintendent).
- School board resolution/minutes adopting the LTFM ten-year plan (three options available and signed by the clerk).

Intermediates and Cooperatives replace Ten-Year LTFM Revenue Projection with:

- Long-Term Facilities Maintenance Cooperative Allocation Worksheet.

#### **Additional documentation as appropriate**

- Narrative for H&S asbestos abatement project costing \$100,000 or more
- Narrative for H&S fire safety project costing \$100,000 or more
- Narrative for H&S indoor air quality project costing \$100,000 or more
- Separate bond schedule amounts for H&S projects costing \$100,000 or more
- Separate bond schedule amounts for projects funded with regular LTFM revenue
- Narrative for deferred maintenance project costing \$2,000,000 or more
- Narrative for school districts with an approved VPK program under section 124D.151 for the cost approved by the commissioner for remodeling existing instructional space to accommodate prekindergarten instruction
- Narrative for gender-neutral single-user restroom remodeling or construction

#### **Health and Safety Data Submissions System**

- For FY 2024, FY 2024 and FY 2026, enter totals by finance code (347, 349, 352, 358, 363, and 366) and on a separate line enter any projects costing \$100,000 or more in Finance Codes 358 – Asbestos Removal and Encapsulation 363 – Fire Safety and 366 – Indoor Air Quality.

### **Submitting Documentation to the Commissioner for Approval**

After the ten-year plan documents are approved by the school board, the plan is submitted to MDE, however a specific format is required by MDE. **Do not send forms by U.S. mail.** Send attachments by email to [LTFM staff](mailto:mde.facilities@state.mn.us) (mde.facilities@state.mn.us) by July 31, 2024. The Ten-Year Expenditure Plan, Ten-Year Revenue Projection and

Cooperative Allocation Worksheet **must be in the original Excel MDE spreadsheet format**. The remaining documents may be pdf attachments.

## Other LTFM Documents and Resources

Documents to assist with the LTFM program that are not submitted to MDE include:

- Long-Term Facilities Maintenance Revenue – Guide for Allowable Expenditures.
- School Business Bulletin No. 60.
- Health and Safety Website Instructions.
- Environmental H&S Management Model Plan.
- Safety in Science Laboratories Checklist.
- State Fire Marshal School Inspection.
- Health and Safety Management Assistance Program.

## FY 2024 LTFM Closeout/Expenditure Reconciliation

All pay-as-you-go categories of LTFM revenue authority based on actual costs will be reconciled to expenditures as reported on UFARS. These categories are approved costs for projects \$100,000 and over per project, per site per year, and for the hold harmless revenue calculations for Old Law Health and Safety and Old Law Alternative Facilities expenditures. For FY 2024, an LTFM Approved vs. UFARS Cost Reconciliation spreadsheet and Interim LTFM Aid Entitlement and memo will be sent to all school districts for review, requested additional documentation and final appeals (Review the [FY 2024 Closeout Timelines](#) on Page 16 of this document and reference MDE's [LTFM website](#) for memo and preliminary/finalized spreadsheets).

For FY 2024, the ***preliminary reconciliation process*** will begin in November 9, 2024, ahead of the last UFARS submission date. At this time, an initial LTFM Approved vs. UFARS Cost Reconciliation Report will be made available to districts that compares data from the approved revenue/costs to the UFARS expenditure data that has been submitted to date. Districts are encouraged to use this report as a tool to edit their UFARS data before final submissions are due. District staff may also review the *UFARS Expenditure by Finance Code Report* found in the UFARS Turnaround Reports section of the MDE [Minnesota Funding Reports \(MFR\) website](#). This report is updated each time the district submits UFARS data. Even after aligning UFARS expenditures and approved revenues/costs, districts with expenditures over \$2,000,000 per project (per site, per year) will still need to supply additional documentation for FY 2024 to receive revenue authority on a pay-as-you-go basis for these costs. (**Note:** A specific program code for LTFM expenditures over \$2,000,000 per project, per site, per year, is available to distinguish expenditures for Fund 6 projects financed with pay-as-you-go vs. bond financing. This alleviates the need for this extra additional documentation step.)

### ***FY 2024 Closeout Timelines***

**August 2024 through November 2024.** Districts review and reconcile FY 2024 approved revenue/costs with expenditure data reported by the district on UFARS.

**November 9, 2024. *First preliminary review*** – LTFM Approved vs. UFARS Cost Reconciliation Report will be issued to districts using submitted UFARS data and currently approved revenue and project costs.

**November 30, 2024.** Due date for Audited Final UFARS Data Submissions.

**December 7, 2024. *Second preliminary review*** – a revised LTFM Approved vs. UFARS Cost Reconciliation Report and FY 2024 LTFM Interim Aid Entitlement spreadsheet will be reissued to districts using final audited UFARS data and any updated revenue and approved project costs.

**December 15, 2024.**

- Last day for districts to modify approval of FY 2024 H&S projects. All projects identified after this date for work claimed in FY 2024 will not be honored and processed.
- ***Final Review notice*** sent for review and approvals of the FY 2024 LTFM Approved vs. UFARS Cost Reconciliation Report and LTFM Interim Aid Entitlement spreadsheet.

**January 5, 2024.** Last day for districts to submit additional information for FY 2024 LTFM reconciliation. By no later than January 5, 2024, complete, review and inform [MDE Facilities](mailto:mde.facilities@state.mn.us) (mde.facilities@state.mn.us) of one of the following:

- 1) Your school district has reviewed the FY 2024 LTFM reconciliation spreadsheets and agrees with the numbers, or
- 2) Your school district has reviewed the FY 2024 reconciliation spreadsheets but does not agree with the numbers and wishes to appeal (attach back-up documentation for appeal by the January 5, 2024 deadline).

### **Mid-Year Ten-Year Plan Revisions**

Once a ten-year plan is approved by MDE, a district is authorized to generate LTFM revenue and make eligible LTFM expenditures. A school district's priorities may change after the fiscal year plan is approved. With school board approval, eligible projects may be rearranged or substituted in the LTFM expenditure plan. Submit the revised ten-year LTFM expenditures Excel spreadsheet ("original" format, not pdf) and approved school board minutes to [LTFM staff](mailto:mde.facilities@state.mn.us) (mde.facilities@state.mn.us). If plan revisions cause a change in LTFM revenue, a district may submit a new ten-year plan, approved by the school board, for commissioner approval.

Reasons to submit a new plan include: issuance of bonds; adding a H&S project costing \$100,000 or more for asbestos, fire safety, or indoor air quality; a single project at a site costing \$2,000,000 or more; and major plan changes where a district would want to insure the plan can be approved before risking making the expenditures.

The following plan documents must be submitted to MDE when there is a mid-year revision in LTFM revenue:

1. Ten-Year Expenditure Excel spreadsheet (“original” format, not pdf)  
If applicable, additional documentation for:
  - a. Issuance of bonds – requires a preliminary bond schedule and commissioner approval
  - b. Health and Safety projects costing \$100,000 or more (per site, per year) – requires a narrative of the project scope and cost (Finance Codes 358, 363 and 366)
  - c. Deferred Maintenance projects (per site, per year) costing \$2,000,000 or more requires a narrative of the project scope and cost (Finance Codes 368, 369, 370, 379, 380, 381, 382, 383, 384)
  - d. Remodeling for approved VPK program under Minnesota Statutes 2022, section 124D.151 requires a narrative of project scope and cost (Finance Code 355)
  - e. Remodeling/construction for approved gender-neutral single-user restroom projects per site (at least one per site) requires a narrative of the project scope and cost (Both Finance Code 384 – Site Projects and Course Code 684 must be used together – Effective for LTFM FY 2025).
2. Ten-year Revenue Projection Excel spreadsheet (“original” format, not pdf)
3. School Board Resolution adopting the LTFM ten-year plans and in the case of proposed bond sales, an intent resolution to sell bonds (signed by the school board clerk)
4. Statement of Assurances (SOA) signed by the superintendent.

## UFARS Code Dimensions

### *Fund Dimensions*

**Fund 01:** General Fund – all LTFM project expenditures except those coded in Fund 06

**Fund 06:** Building Construction Fund – **single** LTFM projects costing \$2,000,000 or more per project per site, per year financed by bonds and/or pay-as-you-go levy

### *Program Dimensions*

**Program Code 865:** includes project expenditures less than \$100,000 in all finance codes except those coded to Program Codes 866, 867 and 868 – **Fund 01 and/or Fund 06**

**Program Code 866:** **single** health and safety projects costing \$100,000–\$1,999,999.99 per project, per site, per year (asbestos removal and encapsulation, fire safety and indoor air quality – **Fund 01 and/or Fund 06**)

**Program Code 867:** **single** LTFM projects that are \$2,000,000 or more per project, per site, per year and financed by bonds (**Fund 06**)

**Program Code 868:** **single** LTFM projects that are \$2,000,000 or more per project, per site, per year financed on a pay-as-you-go basis (**Fund 06**)

**Finance Dimensions – Fund 01 and/or Fund 06**

**Finance Code 347** Physical Hazards

**Finance Code 349** Other Hazardous Materials

**Finance Code 352** Environmental Health and Safety Management

**Finance Code 355** Voluntary Prekindergarten Remodeling Costs

**Finance Code 358** Asbestos Removal and Encapsulation

**Finance Code 363** Fire Safety

**Finance Code 366** Indoor Air Quality

**Finance Code 367** Accessibility

**Finance Code 368** Building Envelope (excluding roof)

**Finance Code 369** Building Hardware and Equipment

**Finance Code 370** Electrical

**Finance Code 379** Interior Surfaces

**Finance Code 380** Mechanical Systems

**Finance Code 381** Plumbing

**Finance Code 382** Professional Services and Salary

**Finance Code 383** Roofing Systems

**Finance Code 384** Site Projects Site Projects (**Beginning July 1, 2024 for FY 25, Finance Code 384 is allowable for gender-neutral single-user restroom remodeling projects at each school site – In conjunction with Finance Code 384, schools must also use Course Code 684**).

**“New” Course Code Dimension**

**Course Code 684** Gender-Neutral Single-User Restroom (**Effective for LTFM FY 2025**)

Record expenditures for remodeling and/or constructing a gender-neutral single-user restroom per Minnesota Statutes 2023, section 10, subdivision 10(a)(4). Must use this course code with Finance Codes 000, 302 Operating Capital or 384 Site Projects

**Source Dimensions**

**Source Code 001** Levy

**Source Code 317** Long Term Facilities Maintenance Aid

**Balance Sheet Accounts**

**Balance Sheet Account 467** Restricted/Reserved for Long-Term Facilities Maintenance (LTFM) (**Funds 01 and 06**)

**MDE Contacts for Further Information**

Allowed uses of revenue, process and timelines, expenditure projection spreadsheet, health and safety data submissions, health and safety FY 2024 closeout: contact [Sarah C. Miller](mailto:Sarah.C.Miller@state.mn.us) (Sarah.C.Miller@state.mn.us) at 651-582-8370.

Revenue projection spreadsheet, LTFM levy adjustments, LTFM aid entitlement and levy calculations, and LTFM required debt: contact [Lonn Moe](mailto:Lonn.Moe@state.mn.us) (Lonn.Moe@state.mn.us) at 651-582-8569.

LTFM UFARS account coding questions contact [Sarah C. Miller](mailto:Sarah.C.Miller@state.mn.us) (Sarah.C.Miller@state.mn.us) at 651-582-8370 or contact [Deb Meier](mailto:debra.a.meier@state.mn.us) (debra.a.meier@state.mn.us) at 651-582-8656.

**EXAMPLE TEMPLATE (1)**

**EXTRACT OF SCHOOL BOARD MEETING MINUTES  
INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_\_  
\_\_\_\_\_ PUBLIC SCHOOLS  
STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. \_\_\_\_\_, State of Minnesota, was held on \_\_\_\_\_, 2024 at \_\_\_\_\_ a.m. /p.m., for the purpose in part, of approving the District’s Fiscal Year (FY) 25 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes 2022, section 123B.595.

School Board Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

**RESOLUTION ADOPTING INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_\_  
FY 25 LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

**BE IT RESOLVED** that the School Board of Independent School District No. \_\_\_\_\_, State of Minnesota, approves the attached FY 25 Long-Term Facilities Maintenance Ten-Year Plan.

The motion for the adoption of the foregoing resolution was duly seconded by School Board Member \_\_\_\_\_ and, upon vote being thereon, the following voted in favor of the motion:

\_\_\_\_\_

And the following voted against \_\_\_\_\_.

**WHEREUPON** the resolution was declared duly passed and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
**SCHOOL BOARD CLERK SIGNATURE**

**Disclaimer** – *This template is optional for school board use and does not constitute legal advice. For legal advice on school board resolutions and long-term facilities maintenance statutes, please consult your school district’s attorney.*

**EXAMPLE TEMPLATE (2)**

**EXTRACT OF MEETING MINUTES INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_\_**

**\_\_\_\_\_ PUBLIC SCHOOLS**

**STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. \_\_\_\_\_, State of Minnesota, was held on \_\_\_\_\_ (date), 2024 at \_\_\_\_\_ a.m. /p.m., for the purpose in part, of approving the District’s Fiscal Year (FY) 25 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes 2022, section 123B.595.

**School Board Agenda Item 10:** School Board approval of FY 25 Long-Term Facilities Maintenance Ten-Year plan in accordance with Minnesota Statutes 2022, section 123B.595.

School Board Member moved to approve the FY 25 Long-Term Facilities Maintenance Ten-Year and it was duly seconded by School Board Member \_\_\_\_\_ and, upon vote being thereon, the following voted in favor of the motion:

\_\_\_\_\_

And the following voted against \_\_\_\_\_.

I, \_\_\_\_\_, School Board Clerk, certify this to be a true and correct extract of a motion, second and vote of the from the school board minutes of the \_\_\_\_\_ (date) school board meeting of Independent School District (ISD) No. \_\_\_\_\_.

State of Minnesota

County of \_\_\_\_\_

This instrument was signed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_ (Notary Public Signature)

**STAMPED SEAL**

Notary Public for the State of Minnesota

Residing at \_\_\_\_\_ (County)

My Commissioner expires \_\_\_\_\_ (date)

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**EXAMPLE TEMPLATE (3)**

**SCHOOL BOARD RESOLUTION**  
**INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_\_**  
**ADOPTING THE SCHOOL DISTRICT’S FISCAL YEAR (FY) 25**  
**LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

**WHEREAS**, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2022, section 123B.595, subd. 4 states a school district or intermediate district must annually adopt and approve a ten-year LTFM facilities plan by July 31 for commissioner approval.

**WHEREAS**, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

School Board Member \_\_\_\_\_ moved for the resolution adoption and the motion was duly seconded by School Board Member \_\_\_\_\_ and, upon vote being thereon, the following voted in favor of the motion:

---

And the following voted against \_\_\_\_\_.

**THEREFORE, BE IT RESOLVED THAT**, the School Board of Independent School District No. \_\_\_\_\_ approves and adopts the attached ten-year Long-Term Facilities Maintenance plan for FY 25 on the \_\_\_\_\_ of \_\_\_\_\_, 2024.

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**SCHOOL BOARD CLERK SIGNATURE**

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**EXAMPLE TEMPLATE (4)****School District's Proportionate Share of LTFM  
Intermediates/Cooperative Units****EXTRACT OF MINUTES OF  
SCHOOL BOARD MEETING  
SCHOOL DISTRICT No. \_\_\_\_\_  
(Public School Name)  
STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a School Board meeting of School District No., State of Minnesota, was held on \_\_\_\_\_ (date), at \_\_\_\_\_ (time) for the purpose, in part, of approving the FY 25 Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects and related debt service payments in the district's application for long-term facility maintenance.

\_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING LONG-TERM FACILITY MAINTENANCE PROGRAM BUDGET  
AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE  
PROJECTS IN THE DISTRICT'S APPLICATION FOR FISCAL YEAR (FY) 2026 LONG-TERM  
FACILITY MAINTENANCE REVENUE**

**BE IT RESOLVED** by the School Board of, \_\_\_\_\_, State of Minnesota, as follows:

1. The School Board of \_\_\_\_\_ has approved a long-term facility maintenance program budget for its facilities for the 2024-2026 school year (FY 2026) in the amount of \$ \_\_\_\_\_ of which District Number's proportionate share is \$ \_\_\_\_\_ consisting of \$ \_\_\_\_\_ for pay as you go projects and \$ \_\_\_\_\_ for debt service payments on the \_\_\_\_\_ (bond series) Facilities Maintenance Bonds. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)
2. Minnesota Statutes 2022, section 123B.53, subd. 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is

approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.

- 3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a three-year weighted average adjusted pupil units formula. For school year 2024-25 fiscal year 25), the long-term facility maintenance costs shall be funded through annual levy. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for FY 25 is hereby approved, subject to approval by the Commissioner of Education. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.
  
- 4. Pursuant to Minnesota Statutes 2022, section 123B.595, subd. 3, the intermediate district issued \$ \_\_\_\_\_ Facilities Maintenance Bonds, Series \_\_\_\_\_. Such bonds are payable from long-term maintenance revenue transferred by each member district. This district hereby covenants to adopt in each fiscal year during the term of such bonds, a resolution authorizing the inclusion in the application for long-term facilities maintenance revenue the District's proportionate share for such fiscal year of debt service on such bonds.

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and, upon vote being taken thereon, the following voted in favor

thereof:

\_\_\_\_\_  
\_\_\_\_\_

And the following voted against:

\_\_\_\_\_





**FY 26 LTFM Estimated Projects**

Budget	Building Description	FIN Code	Project Description	FY 26
LTFM	Birchview	383	Roof Replacement - (C1-95)	350,000.00
LTFM	Birchview	370	Replace Lighting Gym & Classroom	80,000.00
LTFM	Birchview	379	Paint Interior	20,000.00
LTFM	Birchview	384	Pavement Rehabilitation	15,000.00
LTFM	Central Middle School	383	Roof replacement (A4,A7,A12,A11,)	550,000.00
LTFM	Central Middle School	380	Mechanical -CUH D wing	75,000.00
LTFM	Central Middle School	379	Paint Lockers	40,000.00
LTFM	Central Middle School	370	Lower C Transformer & Lighting	105,000.00
LTFM	Central Middle School	379	Flooring Replacement - front office	45,000.00
LTFM	Central Middle School	384	Pavement Rehabilitation	15,000.00
LTFM	Central Middle School	384	Concrete Replacement	20,000.00
LTFM	Central Service Facility	370	Lighting Replacement	20,000.00
LTFM	Dist Service Center	384	Pavement Rehabilitation	40,000.00
LTFM	Dist Service Center	367	ADA Accessibility	40,000.00
LTFM	Dist Service Center	370	Paint Interior	35,000.00
LTFM	Dist Service Center	379	Carpet Replacement	40,000.00
LTFM	Dist Service Center	381	Electrical Panels & lighting	35,000.00
LTFM	Transition Building	384	Irrigation repair	10,000.00
LTFM	District Project Manager	382	Design/Testing/Fees	650,000.00
LTFM	District Project Manager	382	District Project Manager	150,000.00
LTFM	DW ADA	367		200,000.00
LTFM	DW Exterior Walls	368		300,000.00
LTFM	DW Bldg. Hardware/Equipment	369		350,000.00
LTFM	DW Electrical	370		300,000.00

**FY 26 LTFM DRAFT Projects**

LTFM	DW Interior Finishes	379		100,000.00
LTFM	DW HVAC	380		700,000.00
LTFM	DW Plumbing	381		400,000.00
LTFM	DW Roofing	383	Roof Replacement	600,000.00
LTFM	DW Athletics/Grounds	384		164,000.00
LTFM	DW Site	384	Pavement Rehabilitation	277,000.00
LTFM	DW Site	384	Concrete Replacement	200,000.00
LTFM	East Middle School	379	Replace classroom Flooring LL	125,000.00
LTFM	East Middle School	384	Concrete Replacement	30,000.00
LTFM	East Middle School	380	BAS Controls	75,000.00
LTFM	East Middle School	370	Lighting Replacement	45,000.00
LTFM	Gleason Lake	370	Lighting Replacement	45,000.00
LTFM	Gleason Lake	379	Flooring Replacement/Repair	50,000.00
LTFM	Gleason Lake	379	Painting - gym	75,000.00
LTFM	Greenwood	370	Lighting Replacement	120,000.00
LTFM	Greenwood	369	Flooring Replacement	120,000.00
LTFM	Greenwood	384	Pavement Rehabilitation	175,000.00
LTFM	Greenwood	384	Concrete Replacement	30,000.00
LTFM	Kimberly Lane	380	Replace AHUs, VAVs and DX Units	500,000.00
LTFM	Kimberly Lane	380	Exhaust Fan Replacement	100,000.00
LTFM	Kimberly Lane	381	Replace Original Drinking Fountains (4)	30,000.00
LTFM	Kimberly Lane	381	Plumbing Fixtures Replacement	80,000.00
LTFM	Kimberly Lane	380	Replace Victolic Fittings in Hydronic System	150,000.00
LTFM	Kimberly Lane	379	Replace classroom components, cabinets, counters sinks, faucet, etc.	150,000.00
LTFM	Kimberly Lane	370	Replace Eletrical Panels & Lighting	150,000.00

**FY 26 LTFM DRAFT Projects**

LTFM	Kimberly Lane	367	Replace deteriorated bathroom fixtures, ADA s - 1989	150,000.00
LTFM	Kimberly Lane	379	Operable wall replacement - classrooms	150,000.00
LTFM	Kimberly Lane	379	Flooring Replacement	150,000.00
LTFM	Kimberly Lane	369	Basketball Backboards and Rigging Replacement	50,000.00
LTFM	Kimberly Lane	379	Replace Ceiling Tiles.	40,000.00
LTFM	Kimberly Lane	379	Interior door & hardware replacement	25,000.00
LTFM	Kimberly Lane	379	Operable wall replacement - classrooms	90,000.00
LTFM	Kimberly Lane	379	Painting	75,000.00
LTFM	Kimberly Lane	379	Replace Gym Wall	250,000.00
LTFM	Kimberly Lane	384	Irrigation Replacement - Original Install Late 80's	15,000.00
LTFM	Meadow Ridge	379	Flooring Replacement	50,000.00
LTFM	Meadow Ridge	368	Masonry restoration-walls, exterior windows & doors replaced	15,000.00
LTFM	Northwoods	384	Pavement Rehabilitation	15,000.00
LTFM	Oakwood	379	Flooring Replacement	150,000.00
LTFM	Oakwood	370	Lighting Replacement	50,000.00
LTFM	Oakwood	379	Painting	70,000.00
LTFM	Plymouth Creek	367	Replace deteriorated bathroom fixtures, ADA in eight public restrooms - 1989	270,000.00
LTFM	Plymouth Creek	379	Replace classroom components, cabinets, counters sinks, faucet, etc.	135,000.00
LTFM	Plymouth Creek	370	Electrical and new lighting	200,000.00
LTFM	Plymouth Creek	379	Painting	100,000.00
LTFM	Plymouth Creek	369	Basketball Backboards and Rigging Replacement	50,000.00
LTFM	Plymouth Creek	379	Painting	40,000.00
LTFM	Plymouth Creek	380	BAS Replacement	85,000.00
LTFM	Plymouth Creek	380	VAV replacement	80,000.00
LTFM	Plymouth Creek	383	Roof Replacement (A2,3&10-01)	840,000.00

**FY 26 LTFM DRAFT Projects**

LTFM	Plymouth Creek	384	Pavement Rehabilitation	10,000.00
LTFM	Sunset Hill	383	<b>Roof replacement (A5,A6,B13 &amp; B14)</b>	660,000.00
LTFM	Sunset Hill	370	Lighting replacement	50,000.00
LTFM	Sunset Hill	379	Classroom/Hallway Flooring Replacenet	75,000.00
LTFM	Wayzata High School	383	<b>Roof Replacement - B Wing (B1-B7)</b>	<b>950,000.00</b>
LTFM	Wayzata High School	381	Water Heater Replacement	100,000.00
LTFM	Wayzata High School	379	Classroom/Hallway Flooring Replacenet	100,000.00
LTFM	Wayzata High School	370	Lighting replacement	150,000.00
LTFM	Wayzata High School	384	Concrete Replacement	30,000.00
LTFM	Wayzata High School	384	Fencing Replacement	50,000.00
LTFM	Wayzata High School	380	BAS Replacement	110,000.00
LTFM	West Middle School	383	<b>Roof Replacement - D2,D3,D4</b>	350,000.00
LTFM	West Middle School	368	Exterior Masonry,Window,Door Replacement	375,000.00
LTFM	West Middle School	370	Lighting replacement - Classrooms	75,000.00
LTFM	West Middle School	379	Classroom/Hallway Flooring Replacenet	75,000.00
				15,000,000.00

FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/09/2024												
<b>284 &lt;= Type in School District Number</b>																
<b>WAYZATA PUBLIC SCHOOL DISTRICT</b>																
Change only if requiring levy adjustments				Payable 2024 LLC Certification	Current Estimate											
<i>Calculations for Ten Year Projection</i>				Pay 24 LLC #	FY 2024	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
1 Type your district number in cell A2 (Minneapolis = 1.2)																
2 Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b																
3 Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33																
4 Look-up data from following tabs																
5 Initial Formula Revenue																
6	Current year APU	57		14,184.00	14,246.51	14,401.17	14,401.17	14,401.17	14,401.17	14,401.17	14,401.17	14,401.17	14,401.17	14,401.17	14,401.17	14,401.17
6a	Additional Pre-K Pupil Units ( line 19 of Pre-K application)															
6b	Total Adjusted Pupil Units = (6) + (6a)				14,246.51	14,401.17	14,401.17	14,401.17	14,401.17	14,401.17	14,401.17	14,401.17	14,401.17	14,401.17	14,401.17	14,401.17
7	District average building age (uncapped)	401		37.11	37.09	38.09	39.09	40.09	41.09	42.09	43.09	44.09	45.09	46.09		
8	Formula allowance			\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	402			1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	403		5,389,920	5,413,675	5,472,446	5,472,446	5,472,446	5,472,446	5,472,446	5,472,446	5,472,446	5,472,446	5,472,446	5,472,446	5,472,446
11 Added revenue for Eligible H&S Projects > \$100,000 / site																
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	701			-	-	-	-	-	-	-	-	-	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	754			-	-	-	-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	700			-	-	-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	753			-	-	-	-	-	-	-	-	-	-	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab				-	-	-	-	-	-	-	-	-	-	-	-
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue				-	-	-	-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	765			-	-	-	-	-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	405			-	-	-	-	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)	406			-	-	-	-	-	-	-	-	-	-	-	-
Added revenue for Pre-K remodeling (for VPK approvals only)																
20a	Net debt service for bonds approved for Pre-K remodeling	766			-	-	-	-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	407			-	-	-	-	-	-	-	-	-	-	-	-
20c	Total Pre-K revenue				-	-	-	-	-	-	-	-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)	408			5,413,675	5,472,446	5,472,446	5,472,446	5,472,446	5,472,446	5,472,446	5,472,446	5,472,446	5,472,446	5,472,446	5,472,446



FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/09/2024										
<b>284</b> <= Type in School District Number														
<b>WAYZATA PUBLIC SCHOOL DISTRICT</b>														
			Change only if requiring levy adjustments	Payable 2024 LLC Certification	Current Estimate									
<i>Calculations for Ten Year Projection</i>		<b>Pay 24</b>												
	<b>LLC #</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>	<b>FY 2031</b>	<b>FY 2032</b>	<b>FY 2033</b>	<b>FY 2034</b>	
58	General Fund Equalized Revenue = (43) - (52)	442		3,058,934	3,105,893	3,132,721	3,134,086	2,948,026	2,937,211	2,920,400	2,911,921	2,902,414	2,890,969	
59	Total General Fund Aid = (46) - (53)	443		-	-	-	-	-	-	-	-	-	-	
60	General Fund Equalized Levy = (58) * (41)	444		3,058,934	3,105,893	3,132,721	3,134,086	2,948,026	2,937,211	2,920,400	2,911,921	2,902,414	2,890,969	
61	General Fund Unequalized levy = (57) - (58)	445		10,887,294	11,976,787	11,949,959	11,948,594	12,134,654	12,145,469	12,162,280	12,170,759	12,180,266	12,191,711	
62	Total General Fund Levy = (60) + (61)	446		13,946,228	15,082,680	15,082,680	15,082,680	15,082,680	15,082,680	15,082,680	15,082,680	15,082,680	15,082,680	
<b>Notes:</b>														
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.														
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.														
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.														



# **FY26 Ten-Year Long Term Facilities Maintenance Plan**

**July 22, 2024  
Special School Board Meeting**

# Agenda



- What is LTFM
- What is the annual 10 Year Plan update and why
- Ten-Year Revenue and Expenditures Plans
- Next Steps
- Questions

# What is Long-Term Facility Maintenance (LTFM)?

- **LTFM is a program under Minnesota Statutes, section 123B.595, establishes the Long-Term Facilities Maintenance Revenue Plan where revenue can be used by Districts for the following:**
  - **Deferred capital expenditures (exceeding \$10,000) and maintenance projects necessary to prevent the future erosion of facilities;**
  - **Increasing accessibility of school facilities;**
  - **Health and safety capital projects; or**
  - **By Board resolution, to transfer money from the general fund reserve for LTFM to the debt redemption fund to pay the amounts needed on general obligation bonds issued.**

# What is the annual LTFM Ten-Year Plan?

- **Annual Requirement:** School districts, intermediate school districts, and school district cooperatives (including joint powers districts) are required to annually update their LTFM ten-year plan and submit the board approved plan to the commissioner for approval by July 31.
  - Once approved by School Board, the 10-year plan is submitted to MDE.
    - Annual 3- and 5- year updates.
  - The ten-year expenditure plan should show that the health and safety program is maintained, accessibility expenditures are reasonable, and that the school district is planning deferred maintenance project expenditures appropriate for the age and condition of the school district owned buildings
  - The Statement of Assurances (SOA) is signed by the superintendent. By signing, the superintendent provides a written commitment that the district will operate according to state and federal laws.

# LTFM Availability

- Historically, the program was called “Alternative Facilities” and was reserved for Districts that had more than 1.5 mil SF and an average building age over 35 years.
- All Districts in MN now have access to LTFM.
- To qualify for LTFM revenue, school districts, cooperatives and intermediate districts (not charter schools) must have a ten-year plan adopted by the school board and approved by the commissioner.

# UFARS Finance Codes related to LTFM

347 Physical Hazards

349 Other Hazardous Materials

352 Environmental Health & Safety  
Management

358 Asbestos Removal & Encapsulation

363 Fire Safety

366 Indoor Air Quality

367 Accessibility

368 Building Envelope (excluding roof)

369 Building Hardware and Equipment

370 Electrical

379 Interior Surfaces

380 Mechanical Systems

381 Plumbing

382 Professional Services and Salary

383 Roofing Systems

384 Site Projects

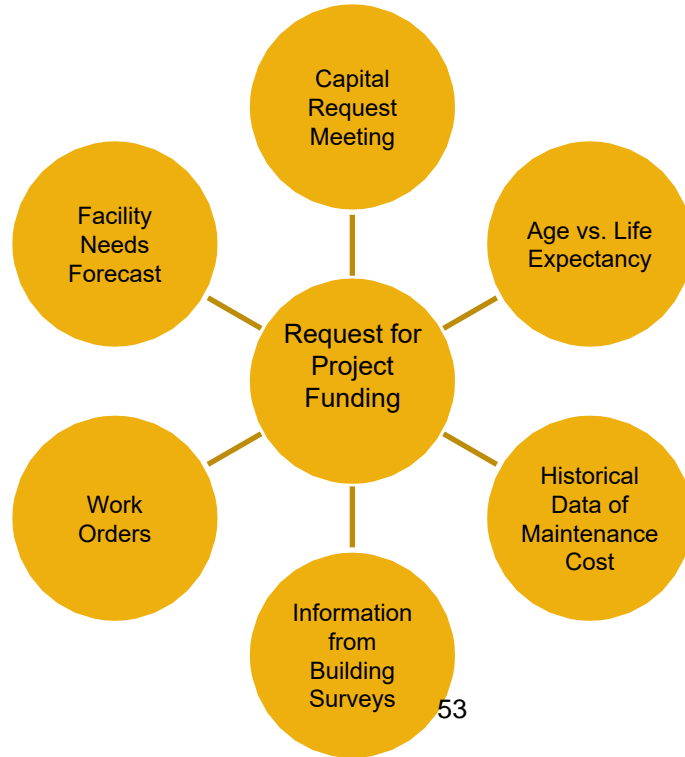
# **LTFM Revenue may be used for the following purposes:**

- **Deferred capital expenditures and maintenance projects necessary to prevent further erosion of facilities**
- **Increase accessibility in schools**
- **Health & Safety projects under MN statute 2022, 123B.57**
- **Remodeling of gender neutral single-user restrooms at each school (FY 25 or later)**

# LTFM Revenue may NOT be used for the following purposes:

- For construction of new facilities, remodeling of existing facilities or the purchase of portable classrooms, except for the costs associated with constructing or remodeling existing facilities to include at least one gender-neutral single-user restroom authorized under subdivision 10 (LTFM revenue effective for FY 2026 and later).
- To finance a lease purchase agreement, installment purchase agreement or other deferred payments agreement.
- For energy-efficiency projects under Minnesota Statutes 2022, section 123B.65, for a building or property or part of a building or property used for postsecondary instruction or administration or for a purpose unrelated to elementary and secondary education.
- For violence prevention and facility security, ergonomics or emergency communication devices.

# Project Conception



# WPS Ten-Year LTFM Plan

- **The district has been operating off of 10 year plan since 2010**
- **Over the last 10 years, the District has expended \$90 – 100 million in LTFM funded projects**
- **The district has targeted between \$8-\$16 million per year**

# WPS Ten-Year LTFM Revenue Plan

- The Ten-Year Revenue Projection spreadsheet is used to project the funding for completing the Ten-Year Expenditure Plan.
- LTFM revenue is initially calculated based on projected pupil counts, average building ages, and project cost data
- LTFM revenue is largely based on a per pupil-driven formula.
  - This affords districts more flexibility in funding projects than was allowed under the old H&S and Alternative Facilities programs
- Wayzata is considered a 1A district
  - Pay-As-You-Go district through the Levy
  - Is better able to keep up with the deferred maintenance needs in district buildings

# WPS Ten-Year LTFM Revenue Plan

MDE / School Finance Division

FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/09/2024												
<b>284 &lt;= Type in School District Number</b>																
<b>WAYZATA PUBLIC SCHOOL DISTRICT</b>																
				Change only												
				if requiring levy	Payable 2024											
				adjustments	LLC Certification	Current Estimate										
<i>Calculations for Ten Year Projection</i>				<b>Pay 24</b>												
	<b>LLC #</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>	<b>FY 2031</b>	<b>FY 2032</b>	<b>FY 2033</b>	<b>FY 2034</b>			
58	General Fund Equalized Revenue = (43) - (52)	442		3,058,934	3,105,893	3,132,721	3,134,086	2,948,026	2,937,211	2,920,400	2,911,921	2,902,414	2,890,969			
59	Total General Fund Aid = (46) - (53)	443		-	-	-	-	-	-	-	-	-	-			
60	General Fund Equalized Levy = (58) * (41)	444		3,058,934	3,105,893	3,132,721	3,134,086	2,948,026	2,937,211	2,920,400	2,911,921	2,902,414	2,890,969			
61	General Fund Unequalized Levy = (57) - (58)	445		10,887,294	11,976,787	11,949,959	11,948,594	12,134,654	12,145,469	12,162,280	12,170,759	12,180,266	12,191,711			
62	Total General Fund Levy = (60) + (61)	446		13,946,228	15,082,680	15,082,680	15,082,680	15,082,680	15,082,680	15,082,680	15,082,680	15,082,680	15,082,680			
<b>Notes:</b>																
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.																
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.																
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.																

\*Only portion of the full document


\*Includes Intermediate 287



# WPS Ten-Year LTFM Expenditure Plan

- The Ten-Year Expenditure Plan spreadsheet contains the school district's best estimate of project costs that will be incurred each fiscal year for 10 years. The expenditure plan reflects how the district is using available revenue to best meet the facility needs of the district.
- The Ten-Year Expenditure Plan should show that the health and safety program is maintained, accessibility expenditures are reasonable, and that the school district is planning deferred maintenance project expenditures appropriate for the age and condition of the school district owned buildings.
- The WPS Ten-Year Expenditure Plan is updated by the district on an annual basis based on updated information, changes to plans, priorities, etc.

# WPS Ten-Year LFM Expenditure Plan

 Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only										ED - 02478-10
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2023, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.												
District Info. (REQUIRED) Enter Information		District Info. (REQUIRED) Enter Information		Fiscal Year (FY) Ending June 30								
District Name:	Wayzata Schools	Date:	7/22/2024									
District Number:	284 - 01	Email:	scott.lesage@wayzataschools.org									
District Contact Name:	Scott LeSage											
Contact Phone #:	763-745-5000											
Expenditure Categories		2024 (base year)	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>												
Finance Code	Category (1)											
347	Physical Hazards	\$261,000	\$141,000	\$141,000	\$141,000	\$141,000	\$141,000	\$141,000	\$141,000	\$141,000	\$141,000	\$141,000
349	Other Hazardous Materials	\$50,000	\$50,000	\$58,500	\$60,000	\$87,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
352	Environmental Health and Safety Management	\$240,900	\$182,900	\$188,400	\$189,400	\$181,400	\$198,400	\$198,400	\$198,400	\$198,400	\$198,400	\$198,400
358	Asbestos Removal and Encapsulation	\$325,100	\$66,100	\$66,100	\$66,400	\$71,600	\$74,000	\$74,000	\$74,000	\$74,000	\$74,000	\$74,000
363	Fire Safety	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000
366	Indoor Air Quality	\$243,000	\$132,000	\$125,000	\$117,000	\$98,000	\$100,600	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
<b>Total Health and Safety Capital Projects</b>		<b>\$1,260,000</b>	<b>\$712,000</b>	<b>\$719,000</b>	<b>\$712,000</b>	<b>\$719,000</b>	<b>\$704,000</b>	<b>\$631,400</b>	<b>\$621,400</b>	<b>\$621,400</b>	<b>\$621,400</b>	<b>\$621,400</b>
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year - Additional Revenue</b>												
Finance Code	Category (2)											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects \$100,000 or More</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>												
Finance Code	Category 3 (a)											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Remodeling for Gender-Neutral Single-User Restrooms</b>												
Finance/Course Codes	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025											
<b>Finance Code 384 and Course Code 684 MUST USE BOTH</b>	Remodeling for gender-neutral single user restroom per site.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Remodeling for Gender-Neutral Single User Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Accessibility</b>												
Finance Code	Category (4)											
367	Accessibility	\$1,300,000	\$1,220,000	\$500,000	\$700,000	\$800,000	\$1,500,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>Total Accessibility Projects</b>		<b>\$1,300,000</b>	<b>\$1,220,000</b>	<b>\$500,000</b>	<b>\$700,000</b>	<b>\$800,000</b>	<b>\$1,500,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>
<b>Deferred Capital Expenditures and Maintenance Projects</b>												
Finance Code	Category (5)											
368	Building Envelope	\$1,260,000	\$660,000	\$900,000	\$1,500,000	\$1,300,000	\$1,500,000	\$1,500,000	\$1,800,000	\$1,000,000	\$1,000,000	\$1,000,000
369	Building Hardware and Equipment	\$100,000	\$130,000	\$1,550,000	\$750,000	\$750,000	\$696,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000
370	Electrical	\$925,000	\$925,000	\$495,000	\$800,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
379	Interior Surfaces	\$1,870,000	\$2,403,000	\$1,497,000	\$1,513,000	\$1,000,000	\$800,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
380	Mechanical Systems	\$0	\$1,296,228	\$1,350,000	\$1,950,000	\$2,000,000	\$1,900,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
381	Plumbing	\$490,000	\$535,000	\$1,260,000	\$2,420,000	\$2,100,000	\$1,800,000	\$2,418,600	\$2,500,000	\$2,000,000	\$2,000,000	\$2,000,000
382	Professional Services and Salary	\$1,870,000	\$800,000	\$900,000	\$1,050,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000
383	Roof Systems	\$990,000	\$2,350,000	\$3,150,000	\$2,450,000	\$2,200,000	\$2,000,000	\$2,100,000	\$2,028,600	\$2,028,600	\$2,028,600	\$2,028,600
384	Site Projects	\$1,295,000	\$2,915,000	\$2,679,000	\$2,515,000	\$2,031,000	\$2,100,000	\$1,500,000	\$1,200,000	\$2,500,000	\$2,500,000	\$2,500,000
<b>Total Deferred Capital Expense and Maintenance</b>		<b>\$8,780,000</b>	<b>\$12,014,228</b>	<b>\$13,781,000</b>	<b>\$13,588,000</b>	<b>\$13,481,000</b>	<b>\$12,796,000</b>	<b>\$13,368,600</b>	<b>\$13,378,600</b>	<b>\$13,378,600</b>	<b>\$13,378,600</b>	<b>\$13,378,600</b>
<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$11,340,000</b>	<b>\$15,946,228</b>	<b>\$15,000,000</b>	<b>\$15,000,000</b>	<b>\$15,000,000</b>	<b>\$15,000,000</b>	<b>\$15,000,000</b>	<b>\$15,000,000</b>	<b>\$15,000,000</b>	<b>\$15,000,000</b>	<b>\$15,000,000</b>
<b>Fund Balance Section</b>												
<b>Fund 01</b>												
	Beginning Fund Balance 01-467-XX	\$12,141,697	\$17,693,241	\$12,263,214	\$3,451,910	\$3,451,910	\$3,451,910	\$3,451,910	\$3,451,910	\$3,451,910	\$3,451,910	\$3,451,910
	LTFM Fiscal Year Revenue - Levy	\$17,123,244	\$13,946,228	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000
	LTFM Fiscal Year Revenue - AID if Applicable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$-231,700	\$-5,430,027	\$-8,811,304	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT if applicable - Special Legislation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$11,340,000	\$13,946,228	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000
	<b>Ending Fiscal Year Fund Balance 01-467-XX</b>	<b>\$17,693,241</b>	<b>\$12,263,214</b>	<b>\$3,451,910</b>	<b>\$3,451,910</b>	<b>\$3,451,910</b>	<b>\$3,451,910</b>	<b>\$3,451,910</b>	<b>\$3,451,910</b>	<b>\$3,451,910</b>	<b>\$3,451,910</b>	<b>\$3,451,910</b>
<b>Fund 06</b>												
	Beginning Fund Balance 06-467-XX	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Bonded Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Ending Fiscal Year Fund Balance 06-467-XX</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Next Steps...

- Administration will submit for your approval the FY26 budget and updated annual LTFM ten-year plan
- Submit required documentation to MDE by July 31, 2024.
  - School Board Resolution (Board)
  - Statement of Assurances (Superintendent)
  - FY26 LTFM Ten-Year Expenditure Plan
  - FY26 LTFM Ten-Year Revenue Plan



**Questions?**



**THANK YOU**

**Scott LeSage, Executive Director, Finance & Operations**

**Jon Deutsch, Director of Facilities & Transportation**

**David Draskovich, Director of Finance**



## **Focus Areas and School Year in Review - 2023-2024** **Preliminary Overview of Work Anticipated for 2024-2025**

Chace B. Anderson, Superintendent  
7/22/24

### **General Background Information**

This document is intended to provide an overview for the focus areas established for the 2023-2024 School Year. Within the feedback from the school board end-of-year review (2022-2023 School Year) for the superintendent, the Board encouraged consideration of the following general areas for 2023-2024 when developing performance goals (excerpted from the 2022-2023 evaluation document):

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- As there will be significant growth and changes in the coming years, continue building community trust and advocate for the District with our local legislators, community engagement, developing and learning from strategic partnerships.
  - Continue to support, grow, and develop the SLT. This should include continuing to define and work on an efficient and effective balance of the SLT.
  - With upcoming changes to the middle and high school models, teachers will be challenged to learn new skills and approaches. Continuing to support, retain, and build morale of the teaching staff of all seniority levels.
  - Academic excellence for each and every student. Continue to enable excellence for each and every student. Support implementation of the ongoing BILT work with a continued focus on reducing the achievement/opportunity gaps and in alignment with building goals.

As the district continues to grow and face both normative and new challenges, he (the superintendent) will need to lead and support the SLT in a dedicated focus on long-term planning. Additionally, the board encourages Dr. Anderson to provide leadership, direction, and focus on continuous improvements that impact the Strategic Directions and vision of the District to include:

- Health and well-being
- District Equity Commitment
- Educational innovation and excellence

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In addition to insights on the 2023-2024 focus areas, this document provides a summary of other activities and work functions that are part of the role of superintendent. Finally, this document provides a brief preview of anticipated work for the 2024-2025 school year. I am greatly appreciative of the work and support of the district's Strategy Leadership Team, School Principals and other Leadership Council Members, our wonderful classroom teachers, and our tremendous support team; all with incredible expertise. They, along with effective school board governance, collectively make the Wayzata Public Schools a very special place!

# Focus Areas for 2023-2024

## **1. Prepare a Balanced Budget and Implement Necessary Cost Containment Measures in Preparation for the 2024-2025.**

### Background and Status:

Due to the lingering financial impact upon the district resulting from the pandemic, it was again necessary to do cost-containment for the 2023-2024 school year. Further reductions have been made for the 2024-2025 school year. While it would be premature to suggest that we have completely worked out of our financial challenges resulting from the pandemic, our district's short-term and long-term financial position has improved. Two key goals of the cost-containment measures have been to 1) create and have the school board approve a fiscal-year balanced budget prior to the statutory deadline of June 30 (this was completed at the June 24, 2024 school board special meeting following a comprehensive overview of the budget at the work session immediately prior to the special meeting), and 2) prepare budgets and determine cost-containments that will ensure the school district meets its policy target of maintaining a 5-7% general fund balance; with a preference for keeping the fund balance above 7% whenever possible and feasible to do so. The 2023-2024 school year recently concluded, and the annual audit won't be complete until late fall. Therefore, we won't have a fully accurate understanding of the district's financial standing until after the FY 2024 audit is completed. Preliminary reviews suggest the 2023-2024 school year audit will be favorable and will suggest better financial stability is returning to the school district. A budget for the 2024-2025 school year was approved by the school board on July 8, 2024, at a special board meeting following a comprehensive budget presentation at the work session immediately prior to the special meeting. The finance and human resource team members are to be commended for their tremendous work in preparing the budget.

## **2. Seek and obtain approval of the expiring district technology levy which brings in approximately \$5.7 Million annually to purchase technology equipment and provide support.**

### Background and Status:

The district successfully passed one of its two technology levies, which was scheduled to expire within two years. The second levy remains in place for several years yet into the future. I worked with colleagues to deliver several presentations at PTA meetings, staff meetings, our District Liaison group, and other advisory committees. The levy passed with nearly an 80% yes vote. Clearly this was a very positive campaign with great success! Compliments go to our Communications, Technology and Finance-Operations teams for their hard work to share communications, determine technology needs and to provide the financials to help the school board, staff and community understand the needs, significance and importance of this levy. Below, you will find links to the information about the tech levy on our district's website, which provides some good background on a few of the details of how these levy funds are used.

[Technology Levy Renewal - Nov. 7, 2023 | News Details \(wayzataschools.org\)](#)

[WPS 2023 Election Results | News Details \(wayzataschools.org\)](#)

3. **Finalize the process to update the District’s Strategic Road Map and develop a District Operational Plan in support of the revised (2023) Strategic Road Map.**

Background and Status:

The original Strategic Road Map was approved in 2011. It was updated by the school board with revisions approved in 2015 and 2019. It was reviewed in the spring of 2023 and the school board acted at its September 11, 2023 school board meeting to update the Strategic Road Map into its current form. The district worked with a consultant to update the Road Map and district staff will continue developing an accompanying district operational plan. Definitions were developed for each of the seven new strategic directions and are included below. Some leadership staff turnover and a very busy spring have delayed the development of the operational plan. Work on the district operational plan will continue through the summer of 2024 with the goal of having an operational plan in place by early fall in 2024. The Mission, Vision and Core Values of the 2019 Road Map remained the same for the 2023 version of the Road Map.

The retired and replaced strategic directions are listed below:

1. Achievement: By the end of third grade, all students will achieve at or beyond grade level expectations for reading, writing, and mathematics.
2. Each and Every: Student achievement will not be predictable by any demographic classification, i.e. race, socioeconomic status, gender, or disability.
3. Personalization: All students will know and understand their unique talents, have a voice in their educational experiences, and take ownership for their learning, career aspirations, and future success.
4. Health and Well-Being: All students will feel a sense of belonging and connection to their school where social-emotional, physical and mental health is nurtured and valued.

The new strategic directions developed during the 2023 Road Map update are as follows:

1. **Ensure a high-quality, personalized daily experience for each and every student.**  
**Definition:** Each student, pre-k, k-12, transition, and adult, consists of a unique package of gifts and talents. Academic and co-curricular programs, high quality instruction and personalized means of engagement are collectively responsive to the specific needs and interests of all students.
2. **Deliver high-quality instruction that leads to high academic achievement/excellence for all students.**  
**Definition:** Essential conditions of high-quality instruction, positive relationships between and among students and teachers, school activities that are healthy and fun, school facilities that are well maintained, safe and comfortable, school meals that are satisfying and nutritious, and a transportation system that is reliable and safe, collectively contribute to the creation of a learning-filled environment. Regardless of one’s position, all adults in a school contribute to a quality school experience.
3. **Recruit, hire, support, develop and retain the highest quality staff.**  
**Definition:** Each student, pre-k, k-12, transition, and adult, engages every day with teachers, administrators, and support staff, who possess incredible expertise, deliver excellent instruction and/or create the conditions essential to a quality learning environment; all while demonstrating deep empathy, care, and concern in all their service to each and every student.

4. **Build awareness and capacity to improve the health and well-being of our school district community.**

**Definition:** Each student, pre-k, k-12, transition, and adult, and the staff who work with them, feel a sense of belonging and connection to their school where social-emotional, physical, and mental health is nurtured and valued.

5. **Learn and improve from community engagement and strategic partnerships.**

**Definition:** Maintain and enhance current community partnerships while continuing to examine new ways in which we can collaborate with interested community agencies and groups to support district students and their families.

6. **Ensure the effective and efficient use of district resources.**

**Definition:** Effective and efficient use of time, human, financial and physical resources with accountability by all staff and clarity in all operations to maximize individual and collective performance.

7. **Align internal district processes and procedures to improve communication, decision-making, accountability and collaboration, resulting in operational excellence**

**Definition:** The school district organizational structure comprises many departmental areas. It is essential that each of these departments is high functioning within the department and in all its interactions across departments.

4. **Continue to develop and define the Center for Educational Leadership (CEL) work and the Building Instructional Leadership Teams, in an effort to strengthen instructional delivery, consistency in instructional practice with the overriding goal of improved academic achievement.**

Background and Status:

The collaborative work with the Center for Educational Leadership (CEL) continued through the 2023-2024 school year. This work has supported the district's previous four strategic directions, especially: 1) Achievement and 2) Each and Every. The CEL endeavor will continue to support the seven new strategic directions. The CEL approach is being implemented with the intent of strengthening classroom instruction, principal-teacher engagement regarding teaching and learning, and, most importantly, raising student achievement and closing learning gaps. Each school now has a Building Instructional Leadership Team (BILT) and they all meet regularly during the school year. The work with CEL will continue to serve as the district's framework for high quality instructional delivery to enhance student learning and will continue being refined and strengthened throughout the coming school year. With the exit of our associate superintendent at the conclusion of the 2023-2024 school year, there will be a bit of transition that needs to occur as we incorporate those duties into the work of other leadership team members. Due to cost-containment considerations, the associate superintendent position was not filled. We will be looking for some streamlining of our work with CEL to maximize efficiency for district staff, school principals, BILTs and teachers. This will remain an important initiative for the school district.

5. **Focus upon district capacity and program facilities needs as well as Long Term Facilities Maintenance construction projects.**

Background and Status:

Special Services - Transition Program

Several district administrators moved out of the District Administration Building (DAB) to create space for the increasing enrollment in the district's Transition program. The Transition program serves students to the age of 22 through the special services program. Students in the Transition program qualify for these extended programming services after students have concluded their time

at Wayzata High School. At the time of this writing, the Transition students are nicely settled into their new space. This newly occupied space by the Transition students and staff is working well and providing additional classroom and office space. This space helps staff efficiently and effectively deliver the program and serve our Transition students with adequate space to meet student needs. This relocation was a much-needed change.

### District Facilities

As noted above, the district relocated staff housed at the District Administration Building temporarily to Creekside and to what was formerly known as the Welcome Center. Creekside and the Welcome Center served as temporary quarters for several district administrators from multiple departments. Creekside remains the home location for school board meetings and is used for several professional development activities. It is serving a helpful role in providing us with some space where larger meeting rooms are needed and where there are some breakout spaces available.

During the 2023-2024 school year, the School Board authorized the Executive Director of Finance and Operations and the Superintendent to move forward with the development and execution of a purchase agreement for a facility for future use as a district administration building large enough to house the entire district leadership team. Final steps were completed late in the 2023 calendar year to purchase a property located at 13305 12th Avenue North, Plymouth, MN 55441. This was successfully purchased, and district staff began moving into this facility early in 2024. After a long wait to achieve this, the time arrived when the district was able to overcome the inefficiencies of not having the leadership team co-located in the same facility. This has already had a positive impact on the leadership team's effectiveness and quality of communication. By March/April of 2024, the great majority of district administrators had relocated to the new District Service Center (DSC). The consensus among staff housed at the DSC is this has been a great acquisition and is serving our needs beautifully.

### Long Term Facilities Maintenance (LTFM) Projects at Elementary Schools, Middle Schools and High School

Several Long-Term Facilities Maintenance (LTFM) Projects are always in the works around the district. Much of this work is completed during the summer months, however there are times when some of this work needs to be done during the school year. The demand is high for contractors in the summer months to do work in school districts. Doing some of these projects during the school year can often be a savings to the district as contractors are looking for more work then, and have more availability, during the school year months. It is known that when work is done during the school year, it can be somewhat disruptive to the educational process but for some projects, this can be done. This has been ongoing work, at a significant level, for ten to fifteen years. Each year, it is safe to say that our facilities have never been in better condition. It is always true because of the great work of our Buildings & Grounds department and the collaborative work they do with our strategic partners, Wold Architects and Engineers and Kraus-Anderson. They do incredible work for us and achieve so much in their efforts to help ensure our students have safe and functional facilities. Their efforts are greatly appreciated!

### Facilities Planning

The district has been engaged in facilities planning for the past 16 years. When I started my work as the Wayzata superintendent in 2008, there was no facilities plan and it was not believed that the district was going to experience significant enrollment growth. Since that time the district has grown by about 3000 k-12 students (about a 32% increase over the past 16 years). Accommodating this growth has been a tremendous lift but the work completed to house the students from this enrollment growth has positioned the district beautifully regarding facilities. Much work has been done during this timeframe where two new elementary schools and an early learning school were

built, a significant addition was built onto Wayzata High School, including many core infrastructure spaces, and additional classrooms were added at the middle school and elementary school levels, including additional gymnasiums and other necessary common spaces. Facilities planning continues as the district considers capacity and maintenance needs. The district works closely with its strategic partners (Wold Architects and Engineers and Kraus-Anderson) to develop short, intermediate, and long-term plans for district facilities. The district owns about 80 acres of property in Medina that is large enough for both an elementary and a middle school. At some point in the future, it is possible that each of these schools will need to be built to accommodate potential student enrollment growth on the western side of the district. During the coming year, work will be done through the enrollment and attendance area studies (see next paragraph), with on-going facility studies to determine if a new elementary and/or a new middle school needs to be constructed. If a new elementary and/or middle school is determined to be necessary, a referendum would occur where the question(s) would be presented to the community for a vote. At the current time, it has not been determined to move forward with this, but it is a likely possibility at some point in the future.

**6. Select a consultant to conduct an enrollment/housing study and implement a process to help the district determine new attendance areas.**

Background and Status:

It was determined that the district would work with Teamworks, International to do an enrollment/housing study and to lead the process for determining new attendance areas for our elementary and middle schools. The district will be working most closely with Ray Queener (Teamworks, International Owner and Principal Consultant) and his team members. At the time of this writing, the school board just approved the Guiding Change document (July 8, 2024 school board meeting). The goal is to have new attendance areas determined by no later than December 2024 (with a target date of December 9 which is when the regularly scheduled school board meeting occurs).

## **Other Important Work and Engagements During in 2023-2024**

**1. Communication with Local Legislators during 2024 Minnesota Legislative Session**

The 2024 legislative session was not focused upon educational funding. Thus, I spent less time engaging with our local legislators during the 2024 session than was the case during the 2023 legislative session. The primary communication during this most recent session was regarding important changes to school resource officer legislation and getting our SROs back into our secondary schools, which was accomplished. I, along with all other state superintendents and education professional organizations, also lobbied for additional state funding on the formula, which did not happen. There was considerable conversation also about additional funding to implement the State's new "Read Act," which did result in additional funding for this endeavor. The 2025 session will be a funding year and we will again be advocating for sizable increases to the state aid formula without new mandates that neutralize sizable portions of the increases. We will continue our efforts to secure additional Federal funds for special education. As you are likely aware, the Federal funding for special education has not delivered to the level that was established back in the mid-1970s.

**2. School Board Election**

In addition to the vote for the tech levy, one school board member was reelected (Sheila Prior) and three new school board members were elected (Valentina Eyres, Paras Bhende, and Dan Ginestra). Since the election, the school board and district leadership team have been working collaboratively to help ensure the best possible degree of efficiency and effectiveness for the school district at a

time of great change. I appreciated the team effort of board members and the Strategy Leadership Team members as we work toward settling into a strong model of governance and management. We have been working with a consultant from Teamworks, International (Dan Hoverman) to provide guidance and consultation for helping reinforce essential standard operating procedures. Given the amount of transition the organization has encountered at all levels, I believe the collective efforts of all parties is having a positive impact on the key functions of the school district. The team development efforts will continue as we move forward.

**3. Striving for Excellence in each key Departmental Area in Strategic and Standard Work**

I am fortunate to be working with a great team of leaders on our Strategy Leadership Team. I have included names and departmental areas below. Their efforts and leadership are greatly appreciated.

- Teaching and Learning (Dana Miller)
- Human Resources (Stacie Vos)
- Finance and Operations (Scott LeSage)
  - Buildings & Grounds
  - Wayzata Cafes
  - Finance and Operations
- Technology (Wade Phillips)
- Equity and Inclusion (Solveig Harriday)
- Special Services (Ginny Nyhus)
- Community Ed (Jenni Ebert)
- Communications (Amy Parnell)

This team meets weekly and at other times as needed. In addition to the SLT members listed above, the district has had a tradition of including the WEA president at SLT meetings. Rachel Falkowski is the newly elected WEA president and has begun attending SLT meetings.

**4. Continued Involvement with PTA/PTO and District Liaison**

Each school year, I have attended PTA/PTO/District Liaison meetings to share information and to hear insights from district parents and staff. This has been helpful in developing relationships with parents and the staff in attendance at these meetings. It is a good way to stay up to date on the needs and interests of each school.

**5. Attendance at Student Activities**

Each year I do my best to get to at least one event of all that are offered. This includes each sport, band, orchestra and vocal music, theater performances and I also do my best to attend academic competitions. I am not always successful at attending at least one of everything, but I make an attempt to do so. I have found that I could likely have an event to go to every night of the school year! Wayzata students excel in their activities and it is always rewarding to see them in action.

**6. Attend Advisory Committee Meetings-Strategic Partner Groups**

I am in regular attendance at our Citizen's Finance Advisory Council (CFAC) as well as occasional attendance at Community Ed Advisory Council (CEAC) and Special Education Advisory Council (SEAC) meetings. Further, I regularly attend meetings convened by strategic partner groups, i.e., Caring for Kids (CfK), Partners for Healthy Kids (PHK), etc., and I am a member and regular attendee at the Wayzata Rotary. I am also a regular attendee of District 287 meetings with other member district superintendents. I regularly attend the monthly meetings of the Association of Metro School Districts (AMSD).

**7. Continued Involvement with and Attendance at Wayzata Education Fund (WEF) Meetings**

The WEF had a very successful spring Gala in February 2024. Over the years, I have been heavily involved in helping to secure sponsorships from district vendors, etc. The WEF funds grants submitted by teachers from any grade level and all departments. I believe they have donated more than \$400,000 to the school district during their twenty years of existence. The gala raised approximately \$80,000 which is nearly double what the former “Drive 4 Excellence” event typically raised. The current WEF board works hard to find new ways to support the school district. Their efforts are greatly appreciated!

**8. Involvement with City Governments (Plymouth, Wayzata, Medina, Corcoran, Etc.)**

I engage as appropriate and necessary with members of City Governments for the cities that are within the footprint of the Wayzata Public Schools, most regularly with Plymouth and Wayzata. We have positive working relationships with both City governments (Plymouth and Wayzata) and continue developing relationships with the City of Medina and City of Corcoran as housing developments continue in these two communities.

**9. COVID-19 Pandemic/Post-Pandemic**

Things are mostly back to normal regarding concerns about physical illness from COVID, which we are all very pleased about! Navigating the pandemic was an added stress load for everyone and certainly impacted student, family and staff members’ physical and mental health and wellbeing. It is an on-going effort to gain a comfort level with the new reality of the post-COVID era. While many have been striving to “get back to normal,” it is my belief that COVID established a new trajectory as to how school districts, and probably nearly every type of enterprise, will move forward into the future. It has been very challenging, to say the least. I believe all are still seeking a new equilibrium in their personal and work lives and it is likely to be a process that will continue evolving over several years into the future. As noted earlier, there has been a significant lingering financial impact upon the district from the pandemic. Along with this, there is a need for on-going efforts to regain operational excellence and positive momentum toward meeting short term budgeting needs as well as establishing longer term sustainability to ensure the school district’s financial health. The focus on cost-containment for the past several years has positioned the district much better than we found ourselves 1-3 years ago. Continued communications and strengthening the relationships between staff will continue to be essential to land in the best possible place.

**10. Engagement with WPS School Board-Attendance at Board and Committee Meetings**

My role naturally positions me deeply within the work of the school board. As board members would know, I attend all board meetings, work sessions, special board meetings and most board committee meetings. I work closely with Amy Guise, Administrative Assistant, to organize this work of the board. Amy has been instrumental in keeping us organized and on track for all the afore-mentioned meetings.

**11. College/University Visits Over the Past 12-15 Years**

During my time as superintendent in WPS, I have visited the admissions offices of 80-90 colleges and universities from across the nation. The primary intent of these visits has been to establish relationships with admissions directors and regional recruiters. On such visits, I have been able to take campus tours and learn more about the programs offered at each college/university. It is also a great opportunity to encourage recruiters to come and visit Wayzata High School and to recruit/accept our students for admission. During mid-September 2023, I was able to visit the following universities:

Clemson University	Duke University	University of North Carolina
University of South Carolina	North Carolina State University	Wake Forest University

I was able to meet with admissions personnel at each of the six schools listed above and had an opportunity to tour the campuses except for NC State, where time only allowed for a meeting with the admissions director. I also visited the University of Chicago in the Fall of 2023. At the current time, I am uncertain about possible college and university visits that will be planned for the 2024-2025 school year. During the past 10-15 years, in addition to those listed above, I have visited the colleges and universities listed on the final page of this document on behalf of the school district. Some of the visits were connected to my own two kids' college searches/visits. I thought it might be interesting for you to see where I have visited in my attempts to encourage admissions personnel to recruit and accept our WHS alums! It should be noted that our high school counselors are very engaged with establishing relationships with college and university admissions personnel and do an outstanding job of assisting students with their post-secondary experiences. They make many visits to higher ed organizations as well. Further, the Career Center at WHS hosts admissions personnel for visits with students. Each month during the school year, several colleges and universities visit the WHS Career Center and meet with students.

## **Some Anticipated Focus Areas for 2024-2025**

- 1. Finalize a solid and functional District Operational Plan by no later than early fall.**
- 2. Reinvent the district's "Welcome Center" under the new organizational structure whereby the Community Ed department will 1) oversee the operational functions of on-boarding new families; and 2) provide service to constituents. The Finance & Operations department will ensure new enrollees are placed on the appropriate data systems, which is essential to ensuring accurate revenues.**
- 3. Prepare a balanced budget that is responsive to recent cost-containment actions in preparation for the 2025-2026 school year with continued focus on long-term sustainability and fund balances consistent with district policies.**
- 4. Successfully complete the enrollment & housing study as well as the school attendance area process with new school attendance areas established and determined for implementation at the start of the 2025-2026 school year.**
- 5. Further develop the district's facility plan to ensure the district has adequate capacity to accommodate our students and deliver academic and co-curricular programs with excellence.**
- 6. Continue to develop and define the Center for Educational Leadership (CEL) work and the Building Instructional Leadership Teams to strengthen instructional delivery, ensure consistency in instructional practice with the overriding goal of improved academic achievement.**
- 7. Engage with legislators during the 2025 legislative session to continue our attempts to help them understand the importance of adequate funding for public education.**
- 8. Continue with the implementation of the recently passed legislation related to the READ Act.**
- 9. Implement the new middle school model developed for implementation at the start of the 2024-2025 school year.**
- 10. Continue exploring the best possible models of student support services.**

Hopefully, this document helps bring some perspective on the number of moving parts in a large metropolitan school district. I appreciate the team effort of our Strategy Leadership Team, our Leadership Council members, our wonderful teachers and all the support staff across the various departments in the district and our school board members. It truly is a team effort and takes the great efforts of many to make a great school district like Wayzata Public Schools!

Arizona	Northern Arizona University University of Arizona Arizona State University	North Carolina	University of North Carolina North Carolina State University
California	Fresno State University CAL University Stanford University San Jose State University	Ohio	Wake Forest University Ohio State University University of Cincinnati Miami of Ohio University
Colorado	University of Colorado Colorado School of Mines University of Denver	Oregon	University of Oregon Oregon State University
Connecticut	University of Connecticut	South Carolina	University of South Carolina Clemson University
District of Columbia	George Washington University Georgetown University	South Dakota	University of South Dakota
Florida	University of Florida Florida Gulf Coast University Florida State University Miami University Central Florida University South Florida University University of Tampa	Tennessee	University of Tennessee East Tennessee State University
Georgia	University of Georgia Georgia Tech University	Texas	University of Texas - Austin University of Texas - San Antonio Texas A & M University Southern Methodist University (SMU) Texas Christian University (TCU)
Illinois	Northwestern University University of Chicago	Virginia	University of Virginia Virginia Tech University Virginia Military Institute James Madison University George Mason University Washington & Lee University University of Richmond Virginia Commonwealth
Indiana	University of Indiana Purdue University Notre Dame University	Wisconsin	University of Wisconsin-Madison
Iowa	University of Iowa Iowa State University University of Northern Iowa COE College		
Kansas	University of Kansas Kansas State University		
Louisiana	Louisiana State University		
Maryland	University of Maryland		
Massachusetts	Boston College Wellesley College		
Michigan	University of Michigan		
Minnesota	University of Minnesota University of Minnesota-Mankato Gustavus Adolphus College St. John's University St. Thomas University		
Nebraska	University of Nebraska University of Nebraska-Omaha		



**2023-2024: Year in Review**  
**School Board Work Session**  
**July 22, 2024**  
**Chace B. Anderson, Superintendent**

# Focus Areas for 2023-2024

1. Prepare a Balanced Budget and Implement Necessary Cost Containment Measures in Preparation for the 2024-2025. **(Complete-Budget Approved)**
2. Seek and obtain approval of the expiring district technology levy which brings in approximately \$5.7 Million annually to purchase technology equipment and provide support. **(Complete-Levy Passed)**
3. Finalize the process to update the District's Strategic Road Map and develop a District Operational Plan in support of the revised (2023) Strategic Road Map. **(Road Map Finalized - District Operational Plan Delayed but in Progress)**

# Focus Areas for 2023-2024

4. Continue to develop and define the Center for Educational Leadership (CEL) work and the Building Instructional Leadership Teams, in an effort to strengthen instructional delivery, consistency in instructional practice with the overriding goal of improved academic achievement. (Continuously in Progress)
5. Focus upon district capacity and program facilities needs as well as Long Term Facilities Maintenance construction projects. (Continuously In Progress)
6. Select a consultant to conduct an enrollment/housing study and implement a process to help the district determine new attendance areas. (Complete)


# Strategic Road Map

First Road Map developed 2011

Revised in 2015 and again in 2019

Updated again in 2023

WAYZATA PUBLIC SCHOOLS  
**Strategic Roadmap**  
2023–2027



**MISSION**  
Our core purpose  
To ensure a world-class education that prepares each and every student to thrive today and excel tomorrow in an ever-changing global society.

**VISION**  
What we intend to create and experience  
To be a model of excellence where students of all ages discover their unique talents, develop a love and tenacity for learning and demonstrate confidence and capacity for success through:

- Exceptional student learning, experiences and relationships
- Community trust, confidence and partnership
- Operational excellence

**CORE VALUES**  
Drivers of our words and actions

**Achievement:** Challenging oneself and others for excellence in all we do.

**Collaboration:** Working together to maximize opportunities and eliminate barriers to learning for all.

**Community:** Maintaining a sense of belonging to and responsibility for the broader community.

**Equity:** Meeting the specific needs of all students.

**Integrity:** Doing the right thing in the right way at the right time, even when no one is aware.

**Respect:** Valuing others for their diverse talents, backgrounds, cultures and viewpoints.

**STRATEGIC DIRECTIONS**

Through focus on priorities and strategy execution, we achieve excellence and realize our vision.

1. Ensure a high-quality daily experience for each and every student
2. Deliver high-quality instruction that leads to high academic achievement for all students
3. Recruit, hire, support, develop and retain the highest quality staff
4. Build awareness and capacity to improve the health and well being of our school district community
5. Learn and improve from community engagement and strategic partnerships
6. Ensure the efficient and effective use of district resources
7. Align internal district processes and procedures to improve communication, decision-making, accountability and collaboration, resulting in operational excellence

Adopted September 2023

# Mission & Vision

## **MISSION: Our core purpose**

To ensure a world-class education that prepares each and every student to thrive today and excel tomorrow in an ever-changing global society.

## **VISION: What we intend to create and experience**

To be a model of excellence where students of all ages discover their unique talents, develop a love and tenacity for learning and demonstrate confidence and capacity for success through:

- Exceptional student learning, experiences and relationships
- Community trust, confidence and partnership
- Operational excellence

# Core Values

## **CORE VALUES: Drivers of our words and actions**

1. **Achievement:** Challenging oneself and others for excellence in all we do.
2. **Collaboration:** Working together to maximize opportunities and eliminate barriers to learning for all.
3. **Community:** Maintaining a sense of belonging to and responsibility for the broader community.
4. **Equity:** Meeting the specific needs of all students.
5. **Integrity:** Doing the right thing in the right way at the right time, even when no one is aware.
6. **Respect:** Valuing others for their diverse talents, backgrounds, cultures and viewpoints.

# Strategic Directions

Updated September 2023

1. Ensure a high-quality, personalized daily experience for each and every student.
2. Deliver high-quality instruction that leads to high academic achievement/excellence for all students.
3. Recruit, hire, support, develop and retain the highest quality staff.
4. Build awareness and capacity to improve the health and well-being of our school district community.

# Strategic Directions

## Updated September 2023

5. Learn and improve from community engagement and strategic partnerships.
6. Ensure the effective and efficient use of district resources.
7. Align internal district processes and procedures to improve communication, decision-making, accountability and collaboration, resulting in operational excellence.

# Other Important Work and Engagements 2023-2024

1. **Communication with Local Legislators during 2024 Minnesota Legislative Session**
2. **School Board Election**
3. **Striving for Excellence in each key Departmental Area in Strategic and Standard Work**
4. **Continued Involvement with PTA/PTO and District Liaison**
5. **Attendance at Student Activities**
6. **Attend Advisory Committee Meetings-Strategic Partner Groups**

# Other Important Work and Engagements During 2023-2024

7. Continued Involvement with and Attendance at Wayzata Education Fund (WEF) Meetings
8. Involvement with City Governments (Greatest amount of engagement is with Plymouth, Wayzata, Medina, and Corcoran)
9. COVID-19 Pandemic/Post-Pandemic
10. Engagement with WPS School Board-Attendance at Board and Committee Meetings
11. College/University Visits Over the Past 12-15 Years

# Possible Focus Areas for 2024-2025

1. Finalize a solid and functional District Operational Plan by no later than early fall.
2. Reinvent the district's "Welcome Center" under the new organizational structure whereby the Community Ed department will 1) oversee the operational functions of on-boarding new families; and 2) provide service to constituents. The Finance & Operations department will ensure new enrollees are placed on the appropriate data systems, which is essential to ensuring accurate revenues.
3. Prepare a balanced budget that is responsive to recent cost-containment actions in preparation for the 2025-2026 school year with continued focus on long-term sustainability and fund balances consistent with district policies.

# Possible Focus Areas for 2024-2025

4. Successfully complete the enrollment & housing study as well as the school attendance area process with new school attendance areas established and determined for implementation at the start of the 2025-2026 school year.
5. Further develop the district's facility plan to ensure the district has adequate capacity to accommodate our students and deliver academic and co-curricular programs with excellence.
6. Continue to develop and define the Center for Educational Leadership (CEL) work and the Building Instructional Leadership Teams to strengthen instructional delivery, ensure consistency in instructional practice with the overriding goal of improved academic achievement.
7. Engage with legislators during the 2025 legislative session to continue our attempts to help them understand the importance of adequate funding for public education.

# Possible Focus Areas for 2024-2025

8. Continue with the implementation of the recently passed legislation related to the READ Act.
9. Implement the new middle school model developed for implementation at the start of the 2024-2025 school year.
10. Continue exploring the best possible models of student support services.

Thank you!

Questions/Comments

## **504 SCHOOL RESOURCE OFFICERS**

### **I. PURPOSE**

The purpose of this policy is to establish the contractual duties and training requirements of a school resource officer.

### **II. GENERAL STATEMENT OF POLICY**

The school district, upon securing the services of one or more school resource officers, is committed to establishing the qualifications and duties required of these officers. Any contract for the services of a school resources officer with the school district must meet the requirements of this policy.

***Legal References:*** Minn. Stat. § 120A.05, subds. 9, 11, and 13 (Definitions)  
Minn. Stat. § 120B.02, subd. 25 (General Powers of Independent School Districts – School Resource Officers)  
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)

***Cross References:*** Policy 415 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse  
Policy 428 - Mandated Reporting of Maltreatment of Vulnerable Adults  
Policy 502 - Student Discipline

**ADOPTED:** August 12, 2024

## **504-R SCHOOL RESOURCE OFFICERS**

### **I. DEFINITIONS**

- A. “School” means an elementary school, middle school or secondary school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13.
- B. “School Resource Officer” means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer’s regular responsibilities through the terms of a contract entered between the peace officer’s employer and the designated school district or charter school.

### **II. CONTRACTUAL DUTIES**

- A. A school resource officer’s contractual duties with the school district shall include:
  - 1. fostering a positive school climate through relationship building and open communication;
  - 2. protecting students, staff, and visitors to the school grounds from criminal activity;
  - 3. serving as a liaison from law enforcement to school officials;
  - 4. providing advice on safety drills;
  - 5. identifying vulnerabilities in school facilities and safety protocols;
  - 6. educating and advising students and staff on law enforcement topics; and,
  - 7. enforcement of criminal laws.
- B. The school district may contract with a school resource officer's employer for the officer to perform additional duties to those described in paragraph IV.A.
- C. A school resource officer must not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.
- D. Nothing in this Article limits any other duty or responsibility imposed on peace officers; limits the expectation that peace officers will exercise professional judgment and discretion to protect the health, safety, and general welfare of the

public when carrying out their duties; or creates a duty for school resource officers to protect students, staff, or others on school grounds that is different from the duty to protect the public as a whole.

### **III. TRAINING**

- A. Except as provided for in paragraphs V.B., V.C., and V.D. below, beginning September 1, 2025, a peace officer assigned to serve as a school resource officer must complete a training course that provides instruction on the learning objectives identified in Minnesota Statutes, section 626.8482, subdivision 4 prior to assuming the duties of a school resource officer.
- B. A peace officer who has completed either the School Safety Center standardized Basic School Resource Officer Training or the National School Resource Officer Basic School Resource Officer course prior to September 1, 2025, must complete the training mandated under paragraph V.A. above before June 1, 2027. A peace officer covered under this paragraph may complete a supplemental training course approved by the board pursuant to Minnesota Statutes, section 626.8482, subdivision 4, paragraph (b), to satisfy the training requirement.
- C. If an officer's employer is unable to provide the required training course to the officer prior to the officer assuming the duties of a school resource officer, the officer must complete the required training within six months of assuming the duties of a school resource officer. The officer is not required to perform the duties described in Minnesota Statutes, section 626.8482, subdivision 2, paragraph (a), clause (4) or (5), until the officer has completed the required training course. The officer must review any policy adopted by the officer's employer pursuant to section 626.8482, subdivision 6 before assuming the other duties of a school resource officer and must comply with that policy.
- D. An officer who is serving as a substitute school resource officer for fewer than 60 student contact days within a school year is not obligated to complete the required training or perform the duties described in Minnesota Statutes, section 626.8482 subdivision 2, paragraph (a), clause (4) or (5), but must review and comply with any policy adopted pursuant to subdivision 6 by the law enforcement agency that employs the substitute school resource officer.
- E. For each school resource officer employed by an agency, the chief law enforcement officer must maintain a copy of the most recent training certificate issued to the officer for completion of the training mandated under this section.

**ADOPTED:** August 12, 2024

## 507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

*[Note: The provisions of this policy substantially reflect statutory requirements.]*

### I. PURPOSE

The purpose of this policy is to describe limitations on the use of corporal punishment and prone restraint upon a student.

### II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student except as provided below.

**Legal References:** Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 123B.25 (Legal Actions Against Districts and Teachers)  
Minn. Stat. § 125A.0941 (Definitions)\  
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 609.06(Authorized Use of Force)  
Minn. Stat. § 609.379 (Permitted Actions)  
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)  
Minn. Stat. § 645.241 (Punishment for Prohibited Acts)

**Cross References:** Policy 415 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse  
Policy 428 - Mandated Reporting of Maltreatment of Vulnerable Adults  
Policy 502 - Student Discipline  
Policy 504 - School Resource Officers

**ADOPTED:** August 12, 2024

## **507-R CORPORAL PUNISHMENT AND PRONE RESTRAINT**

*[Note: The provisions of this policy substantially reflect statutory requirements.]*

### **I. DEFINITIONS**

1. “Corporal punishment” means conduct involving:
  - a. hitting or spanking a person with or without an object; or
  - b. unreasonable physical force that causes bodily harm or substantial emotional harm.
2. “Employee or agent of the district” does not include a school resource officer as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c).
3. “Prone restraint” means placing a child in a face-down position.

### **II. PROHIBITIONS**

1. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
2. An employee or agent of the school district shall not use prone restraint.
3. An employee or agent of a district shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso.
4. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582. The use of reasonable force as set forth in Section V does not authorize conduct prohibited pursuant to Minnesota Statutes, section 125A.0942.

### **III. REASONABLE FORCE**

1. Reasonable force may be used upon or toward the person of another without the other's consent when used by a teacher, school principal, school employee, school bus driver, or other agent of the school in the exercise of lawful authority, to restrain a child or pupil to prevent bodily harm or death to the child, pupil, or another.
2. Reasonable force may be used upon or toward the person of a child without the child's consent when used by a teacher, school principal, school employee, school bus driver, other agent of the district, or other member of the instructional, support, or supervisory staff upon or toward a child or pupil when necessary to restrain the child or pupil to prevent bodily harm or death to the child, pupil, or another pursuant to Minnesota Statutes, section 609.379. Nothing in section 609.379 limits any other authorization to use reasonable force including but not limited to authorizations under Minnesota Statutes, section 121A.582, subdivision 1, and section 609.06, subdivision 1.
3. A teacher, school principal, and other school staff may use reasonable force under the conditions set forth in Policy 506 (Student Discipline).

### **IV. VIOLATION**

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

**ADOPTED:** August 12, 2024



# WPS 2023-24

# Superintendent Evaluation Process

Presented at July 22, 2024  
Board Work Session

# What is the purpose of a performance evaluation?

It is a positive process that aims to:

- Acknowledge and encourage high quality performance
- Ensure a culture of continuous improvement and growth
- Build on and increase the effectiveness of the recipient
- Provide constructive feedback about overall job performance, influential behaviors, and opportunities for improvement
- Leads into the areas of focus for the upcoming year

# Goals and Expectations of this Evaluation

- An avenue for Board members to offer annual feedback
- Board members will be engaged in being thoughtful and constructive in the annual feedback process
- Ensure that the Board is aligned with the Office of the Superintendent
- Keeps us on track with the Strategic Roadmap
- Any good evaluation process = no surprises!
- The outcome is a written evaluation that is shared with the Superintendent and the public
- Thoughts from the Board on areas to focus on for the upcoming year

# Timeline for 2023-24 Evaluation Process

Date	Action	Responsible Party
July 22	Work session presentation of year in review	Superintendent
July 23 - 26	Evaluation survey sent to Board electronically	Chair of Sup Eval Committee
July 27 - Aug 13	Individual completion of survey	All Board Members
Aug 13 - Aug 19	Preparation of materials for closed session	Sup Eval Committee
Aug 20	Closed session for Board to review/discuss results	Full Board, facilitated by Committee Chair
Aug 21 - 23	Finalization of written evaluation letter (short and long versions)	Sup Eval Committee
Aug 23 - 25	Review of letter	Full Board, electronically
Aug 26	Closed session with Chace (after regularly scheduled worksession)	Full Board, facilitated by Committee Chair
Sep 9	Present evaluation at the regular meeting	Chair of Sup Eval Committee