

Finance Committee Meeting

Monday, August 12, 2024 7:30 AM

Faribault Public Schools District Office, 710 17th Street SW, Faribault, MN 55021

I. Business Items

I.A. Finance Committee Meeting Minutes 6/17/24

I.B. Update on new Director of Finance and Operations

II. Contracts, Agreements, Bids and Grants for Review

II.A. Approval of the FY 24-25 School Resource Officer

II.B. Approval of an additional kindergarten teacher at Roosevelt

II.C. Approval of the FY 24-25 Ice Arena Contract

II.D. Approval of the Faribault Band, Choir, and Orchestra Extended Field Trip

III. Financial Performance

III.A. Monthly Student Count Update

IV. Financial Strategies

V. **Next Meeting: September 16, 2024 at 7:30 am.**

VI. **Adjourn - ACTION**

FINANCE COMMITTEE MINUTES

This meeting was held remotely via Google Meet
June 17, 2024 at 7:30 a.m.

Members in Attendance: John Bellingham, Jamie Bente, Stacy Fox, Scott Gerdes, Lynda Boudreau, Chad Wolff, Roxanne Hill, Joel Olson, Meghan Knutson, Dave Campbell and Brett Martindale

Others in Attendance: Grant Wilson of Heartman Insurance

Members Absent: Jason Engbrecht and Rob Dehnert

This meeting was called to order at 7:30 a.m.

- I. Business Items
 - a. Approval of the previous meeting minutes: Motion by Mr Wolff and second by Ms Hill. Motion carried.
- II. Contracts, Agreements, Bids and Grants for Review
 - a. Approval of Property and Casualty Insurance Renewal - Selective Insurance: Mr Gerdes discussed the state of insurance and that other districts are seeing a 30 to 40% increase in premiums. Grant Wilson, our broker with Heartman Insurance, spoke on this as well. He was able to negotiate our wind/hail deductibles down from 1 million dollars for the larger building to \$250k, and \$100k in the smaller buildings. Mr. Bente reiterated that these increases are across the state. Mr Wolff mentioned that on the personal side, homeowners have seen increases as well. Our increase for FY 24-25 from 23-24 will be \$63,825; The total policy is \$276,977. Motion to approve by Mr Bente and seconded by Mr Wolff. Motion carried.
 - b. Approval of Bruce Smith Field Stadium Lighting Replacement: One of the poles suffered an electrical surge possibly due to a lightning strike. There are a couple options to repair/replace it but the thought was to replace all the lighting, upgrading to LED lights that would be more cost effective in the long run. This project is estimated to cost between \$190k to \$220k using Long-Term Facilities Maintenance dollars. Motion to approve by Mr Bellingham and seconded by Mr Cambell. Chad questioned the possibility of overages to the budget to which Mr Gerdes replied that if extra costs were substantial, he would bring it to the board.. Motion Carried.
 - c. Approval of Fiscal Year 24-25 Riverbend Traditional Classrooms and Field Trips Agreement: Note: the document attached to board book shows prior year dates but would be updated before being presented to the school board. Motion by Mr Bente, and seconded by Mr Olson. Motion Carried.

- d. Approval of Fiscal Year 24-25 MN State Academies for the Deaf and Blind Tuition Agreement: Motion to approve by Mr Bellingham, and seconded by Ms Hill. Motion carried.
- e. Approval of Fiscal Year 24-25 Sodexo America LLC Contract Renewal: This is the 3 year of a 5 year renewal term. In FY 24-25, there is between a 1-4% increase in food service meals. Motion by Ms Boudreau and seconded by Mr Bente. Motion carried.
- f. Approval FY 2024-25 Vended Meal Contact: Mr Gerdes shared we serve vended meals to STEM Charter School, Head Start, Little Scholars DayCare, and Discovery Public School. These contracts are incomplete as of the time of this finance committee meeting due to the lateness . Motion by Mr Wolff and Seconded by Ms Boudreau. Motion carried.
- g. Approval of the FY 24-25 Food Service Joint Powers Agreement with Surad Academy: In this contract, we run the entire food service program from start to finish including preparing of the food, serving, paperwork, etc. With this agreement, we retain the revenue with . Motion to approve by Mr Bente and seconded by Ms Boudreau.
- h. Approval of the FY 24-25 Food Service Joint Powers Agreement with CVSEC: This is the same kind of contract as above with Surad. Motion By Ms Boudreau and seconded by Mr Olson. Motion carried.

III. Financial Performance

- a. May Student Count: The final student count for FY24 was 3,118 ADM.
- b. May Investment Report: Property taxes and state aid drives our increase in cash in May and we'll see another small increase in June yet before our cash will dip off in July and August.
- c. Comparative Report: We don't accrue as much revenue in the summer months because some contracts are only paid during the school year. But overall as of May, we are in the black with about \$160k, revenue over expenses.
- d. May Analytics. Mr Gerdes reiterated the trend we've seen this year which is an increase in state aid and a decrease in federal aid. Also, we have seen an increase in interest revenue however this increase is in direct correlation with our bond sales.

IV. Financial Strategies

- a. Approval of the Final FY 23-24 budget: This was a year of record funding but also a year of record changes: Finance Codes, Fund Balances, new grants, etc. The general fund, 422, unrestricted fund balance, as of June, is \$565,514 down from \$1,183,476 from February due a few main reasons; reduced 16 ADM, which equates to about \$143k in direct loss for those 16 ADM, over 140 EL students have funded out, and some compensatory aid shifting to restricted. Mr Gerdes shared that the ALC will have a positive fund balance for the first time in a few years which is a direct correlation to the new compensatory aid shift. Our General Fund Balance is expected to be 11.31% at the end of FY24. Mr Gerdes gave a

special thanks to his team for their help in FY24. Motion to approve by Mr Bente, seconded by Ms Fox. Motion carried.

- b. Approval of the FY 24-25 Adopted Budget: 2% is being added to the funding formula estimated to be about \$309,115. We have a new North American Indian Aid estimated at \$42,500. We have some Read Act money \$111,347 tied to October 1 numbers from 2023-2024 year. Our EL aid is estimated at \$1.2 million. ALC fund balance set to grow to \$378,415. Our enrollment projection for FY 24-25 is expected to be 3,095 ADM, down from 3118 from FY 23-24. Mr Gerdes showed a projected decrease in our General Fund balance by \$428,499 or 0.39%. A couple notes to mention; we'll pretty much break even in food service which is where we want to be and Community Service is moving a lot more programming through grant funding. Our overall fund balance will drop to 10.92%. Again, Mr Gerdes gave a shout to the team as did Mr Bente. Motion to approve by Ms Boudreau and commented that she appreciated the detail and the optics. Seconded Ms Hill. Motion carried.
- c. Mr Gerdes shared our 5 Year Projects: In order to maintain a 10.75% fund balance, we'll need to cut about \$616k in FY26 and continue to make cuts in subsequent years.

V. Next Meeting Monday July 15, 2024 at 7:30 am.

VI. Motion by Ms Boudreau to adjourn the meeting, second by Ms Fox. Meeting adjourned at 9:04 a.m.

Respectfully submitted by Brett Martindale



MEMORANDUM

Date: August 9, 2024
To: Finance Committee
From: Jamie Bente, Superintendent
RE: School Resource Officer

Please consider approval of the FY25 SRO contract with the City of Faribault. The contract amount is \$130,675 which is an 8.12% increase over the previous year. This contract will be paid for under our safe school levy funds.



MEMORANDUM

Date: August 9, 2024
To: Finance Committee
From: Jamie Bente, Superintendent
RE: Additional Kindergarten Teacher at Roosevelt

Based on the anticipated kindergarten numbers for fiscal year 2025, we are requesting to add another kindergarten teacher at Roosevelt. The estimated cost for this teacher would be approximately \$75,000 dollars paid for by the general fund.

Please consider approving this request.

AGREEMENT

This Agreement is made and entered into this _____ day of _____, 2024, by and between the **FARIBAULT ICE ARENA ASSOCIATION** (“FIAA”) and **INDEPENDENT SCHOOL DISTRICT 656** (“School District”), Rice County, Minnesota.

Whereas, the School District desires to use the Facilities commonly known as the Faribault Ice Arena (“Arena”), located at 1820 Alexander Drive, Faribault, Minnesota, for boys’ and girls’ hockey programs.

Now therefore, in consideration of the terms and conditions hereinafter set forth, the parties hereto do hereby mutually agree to the following:

- A. FIAA Responsibilities:
 - 1. Shall provide and maintain ice conditions suitable for practice and game use.
 - 2. Shall provide all nets, boards and markings to conduct ice hockey games.
 - 3. Shall provide ice maintenance personnel management staff and building maintenance.
 - 4. Shall make every effort to provide quality ice, but the FIAA does not guarantee it if it is unable for mechanical reasons to provide ice.

- B. School District Responsibilities:
 - 1. Shall be responsible to providing adequate supervision and discipline for all areas of the arena including ice surface, team rooms and locker rooms.
 - 2. Under no circumstance shall students/players be left unsupervised prior to or after practices and/or games.
 - 3. Shall at the end of each scheduled practice or game return the Facility to the same condition as prior, reasonable wear and tear expected.
 - 4. Shall coordinate with the Arena Supervisor so that adequate concessions are provided.
 - 5. Shall provide all additional staffing that maybe required for tournaments, games, scrimmages and practices.
 - 6. Shall abide by all published Rules and Regulations for the arena.

- C. Use of the Arena by the School District
 - 1. The School District shall have use of the entire Arena facility excluding concession stand for its hockey program, both boys and girls.

2. Schedule hours shall be those agreed to by the FIAA and the School District.
3. Rental Rate: The School District shall pay to the FIAA a rental rate of \$220 per hour. Hours for 2024-25 season will be a minimum of 275 hours. School District agrees to the payment terms that will be:
 - a. \$30,140 payable no later than October 25, 2024
 - b. 30,360 payable no later than April 16, 2025
4. Any additional hours in excess of 275 hours will be charged at the rate of \$ 100.00 per hour.
5. Hours may not be subcontracted to other organizations/entities.
6. Rescheduling: Rescheduling of games or practice times shall be at the discretion of Arena Supervisor. Credit for canceled ice time shall be given to the School District, provided that the School District notifies the Arena Supervisor one week prior to the scheduled time.

D. Use of the Arena and Additional Consideration by the School District

1. The School District shall have use of the Support Portion (restrooms, locker rooms, access corridors) of the Arena for its school related sports activities and functions.
2. School District shall retain use of the facility parking lot for practices and games even when the facility is rented for special events.
3. School District staff shall coordinate with the Arena Supervisor the various activities that will be conducted within the Arena.
4. In consideration of this use, the School District agrees to:
 - a. Provide janitorial service to the Arena facility in accordance with the following schedule: Specific schedule for these services shall be coordinated between the Ice Arena Manager and School's Director of Buildings & Grounds.* September through May.

Area	Cleaning Frequency
1. Locker Rooms	*
2. Public Restrooms	*
3. Lobby and Corridors	*

- b. Both Parties recognize that the cleaning schedule may vary due to personnel schedules and restrictions, but nevertheless it is the intent that the School District will assume to the best of their ability the janitorial services for those listed above. District will bill back to the FIAA for all trash collection during ice season.
5. Additionally, the School District will assume responsibility for upkeep and maintenance of the sidewalks and parking areas. In exchange for not maintaining landscaping and extra use during track season the shared expense of snow removal has been removed.

- E. Assignment Rights:
 - 1. Both parties agree that the School District will have the right to subcontract or assign their rights under this agreement to any and all other parties. The School District must inform the FIAA of such assignment.

- F. Additional Use of Facility:
 - 1. Should the School District wish to rent the Arena for any other activity or use, both parties will negotiate a supplemental agreement to cover such usage.

- G. Insurance and Liability:
 - 1. The School District agrees to indemnify and save harmless the FIAA from any and all losses claimed or sustained in conjunction with the use of the Arena.
 - 2. The School District further agrees to provide evidence of liability insurance coverage for the term of use of the facility by presenting to the FIAA a certificate of insurance. (attachment). The coverage limits shall include a minimum of \$1,000,000 single limit for bodily injury and property damage and shall name the Faribault Ice Arena Association as an additional insured.

- H. Approvals:
 - 1. This agreement shall be effective upon approval by the FIAA Board and the School District Board.
 - 2. Any amendments to this agreement shall be in writing and approved by each Board.

SCHOOL DISTRICT 656

By: _____

Date: _____

Its: _____

FARIBAULT ICE ARENA ASSOCIATION

By: _____

Date: _____

Its: _____

2024-25 Ice Contracts

Hockey Association

1 st Payment based on 180 hours – Due October 3, 2024		
180 X \$220	= \$39,600 +	
+500 for concession		40,100
2 nd Payment based on 180 Hours – Due December 3, 2024		
95 X \$220	= \$20,900	
85 X \$170	= \$14,450	
+500 for concession		35,850
3 rd Payment based on 215 Hours + extra hours above 575 – Due 4-10-25		
165 X \$170	= \$28,050	
50 X \$150	= \$7,500	
+\$500 for Concessions		36,050
Extra Hours at \$100/Hour		+extra hours

School District

1 st Payment Based on 137 Hours – Due October 25, 2024		
137 X \$220	= \$30,140	
2 nd Payment Based on 138 Hours + extra above 275 – due 4-16-25		
138 X \$220	= \$30,360	
Extra Hours at \$100/ Hour		+extra hours

City of Faribault

Billed Monthly based on Usage*		
125 X \$220	= \$27,500	
Extra Hours at \$100/Hour		

*No sales tax for City

Ice rental - \$150.00 per hour
Capital replacement - \$20.00 per hour
Construction - \$50.00 per hour

- Last time any rates were increased was 2013,2024

7-12-24

Faribault Public Schools
Extended Trip Form

School FHS Group Making Request Music Dept.

Principal Joel Olson Person in Charge Ben Beaupre

Check One:

Instructional Trip (Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. Fees may not be assessed against students to defray direct costs of instructional trips.)

Supplementary Trips (This category pertains to those trips in which students voluntarily participate and which may or may not take place outside the regular school day. Financial contributions by students may be requested.)

1. Destination: New Orleans

2. Dates of Trip: 3/23 - 3/27/2025 Number of School Days Missed: 0

3. Number of Students: 40 (approx.)

4. Grade Levels Included: 9-12

5. Suggested Supervision (one adult for 1-6 students; 2 adults for 7-12 students; and one adult for every 12 students thereafter.)

a. Staff Accompanying: Ben Beaupre, Andrew Dussl,
Michael Sloane

b. Other Adults Accompanying: 3-5 Parent chaperones

6. Prior to the trip, parents will be informed of the following:

- | | | |
|------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------|
| a. Nature of the trip | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| b. Names of the adult sponsors | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| c. Emergency telephone number | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| d. Mode of transportation | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| e. Transportation waiver, if appropriate | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> NA |
| f. Student Medical Insurance Coverage | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| g. Group Tour Insurance- coverage and cost | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| h. Procedure for sending a student home in case of emergency (medical, etc.) | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| i. Amount of spending money a child may need | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| j. Itinerary | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

7. Describe the nature and objectives of the trip:

This tour to New Orleans centers around discovery & appreciation of jazz music, with other sites of history, food, & culture.

8. Transportation Information: How will student be transported:

- a. Bus Name of Company MN Coaches (to/from MSP), unknown in LA
- b. Plane Name of Airline Delta, Sun Country, or Southwest (finalized in October)
- c. School District van/s -
- d. Private vehicle driven by responsible adult -
- e. Other -
- f. School District not responsible for transportation -

9. Cost Factors:

- a. Trip funded by:
 - 1. School Account Potential scholarships, previous fundraising
 - 2. Individual Primarily
- b. Cost per person \$1,900
- c. What provision has been made for students where money is a problem?
Many fundraising opportunities (products & "working"), scholarships available
- d. For trips costing in excess of \$500 per person, what efforts have been made to acquire the most cost effective price?
Gateway (tour company) does this. We may adjust dates; have already adjusted hotel & itinerary to minimize transportation costs

10. Insurance Issues


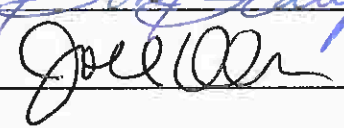
- a. Will students need additional medical insurance coverage? No
- b. Is group tour insurance being purchased? If so, what is the coverage and cost? No, just professional liability.

11. What is the procedure for sending a student home in case of emergency (medical, disciplinary, etc.)

Correspondance with FHS/FPS admin, tour company, & students family.

12. Faculty members may not receive any salary remuneration relating to field trips from outside agencies nor arrange trips for financial gain. Is a portion of the funds provided by students paying for or reducing chaperone costs? Yes No

FHS staff only; parent chaperones pay in full

Sponsor Signature  Date 5/31/24
Principal Signature  Date 5/31/24
Superintendent Signature _____ Date _____



Faribault High School Band, Choir & Orchestra

Performance Tour of New Orleans

March 23 – 27, 2025

Proposed Itinerary

Day One – Sunday, March 23, 2025

- Depart** Meet at Faribault High School to travel to the Minneapolis/St. Paul Airport. (Transportation to and from airport is included). It is recommended that groups arrive at least three hours prior to departure.
- Arrival** Welcome to New Orleans! Upon arrival, head to the baggage claim where your Gateway Tour Manager and motorcoaches will meet you.
- Jazz History Tour** Embark on a guided walking tour that immerses you in the vibrant musical tapestry of New Orleans, the birthplace of jazz and a culturally rich city with deep musical roots. Discover sites that have shaped global music trends, from studios to vibrant neighborhoods. Immerse yourself in the stories of renowned and lesser-known artists, exploring hidden gems and iconic venues. Learn about evolving music styles and witness street musicians carrying the legacy forward. Uncover the heartbeat of New Orleans' music scene, connecting its past, present, and future.
- Café Du Monde** No trip to New Orleans wouldn't be complete without a stop at Café Du Monde. Since 1862, customers have been lining up 24-hours a day, seven days a week, for the open-air coffee stand's café au lait and beignets. As you enjoy these indulgent French donuts dusted with clouds of powdered sugar, you'll see why it's an unwritten rule in New Orleans: "Never wear black to Café Du Monde!"
- Hotel** Your Gateway Tour Manager will assist with hotel check-in.
- Dinner** Rock n' Bowl or similar



Day Two – Monday, March 24, 2025

Breakfast Included

**The National
WWII Museum**

Experience the weeks and days leading up to the D-Days of World War II and the foggy morning of June 6, 1944. This museum celebrates the American spirit, the teamwork, optimism, courage and sacrifice of the men and women who fought in World War II.

Mardi Gras World

Get an insider's view of how Mardi Gras is made, including a video on the history of Mardi Gras and learn of the real traditions of Mardi Gras in New Orleans. Visit the float den, where artists work year-round to build spectacular floats and props. Finish the tour with a slice of the famous Mardi Gras king cake.

Dinner Mulate's Cajun Restaurant with live music or similar

Day Three – Tuesday, March 25, 2025

Breakfast Included

Preservation Hall

Originally opened as an art gallery, Preservation Hall's owner invited local jazz artists to use his space for rehearsal sessions so he would never miss a performance. Today, the famed venue is a can't-miss stop at the heart of the jazz scene in New Orleans, welcoming both legends and rising stars for intimate, acoustic sessions, nearly every day of the year. Since 1961, people come to Preservation Hall to hear the best local jazz musicians perform in this rustic setting.

**New Orleans School
of Cooking**

Watch, learn and eat! Sit back and watch the skilled and entertaining chefs prepare a classic Cajun/Creole meal for you to feast on while learning about the vibrant history of New Orleans cuisine.

**New Orleans
Jazz Museum**

Participate in a self-guided tour of the NOLA Jazz Museum, located in the Old U.S. Mint. The museum contains more than 25,000 artifacts, the largest and most comprehensive of its kind in the world.

**French Quarter &
Riverwalk**

Explore the area for which New Orleans is famous, the French Quarter and Riverwalk.

Dinner Hard Rock Cafe or similar



Day Four – Wednesday, March 26, 2025

- Breakfast** Included
- Swamp Tour** See swamp life up close and personal in an open-air boat.
- Plantation Tour** The Whitney Plantation, a former indigo and sugar plantation, is now a historic site in Louisiana focused on telling the story of the enslaved individuals who lived and worked there. Visitors to the Whitney Plantation can explore various exhibits, original structures, and memorials that offer insights into the harsh realities of slavery, its impact on individuals and families, and the broader historical context. The site aims to provide a thought-provoking and educational experience, shedding light on a difficult chapter in American history.
- St. Charles Streetcar** Hop aboard the historic St. Charles Streetcar, the oldest continuously operating streetcar line in the world. Enjoyed by both tourists and locals, the streetcar rambles among the mansions of the Garden District, passing the lush campuses of Loyola and Tulane universities.
- Dinner Cruise** Board the Natchez Steamboat for a dinner cruise along the Mississippi River.

Day Five – Thursday, March 27, 2025

- Breakfast** Included
- Check Out** Your Gateway Tour Manager will assist with check out logistics.
- Depart** Travel to the airport for return flight to the Minneapolis/St. Paul Airport.
- Depart** Board motorcoaches to Faribault High School

This is a sample itinerary and is subject to change. Performance venues may be subject to availability and/or acceptance.



Faribault High School Band, Choir & Orchestra
Andrew Dussl, Band Director
Ben Beaupre, Choir Director
Michael Sloane, Orchestra Director
Performance Tour of New Orleans
March 23 – 27, 2025

Inclusions

May 17, 2024

Transportation

- Transportation to and from your local airport
- Round-trip airfare between Minneapolis and New Orleans
- Deluxe motorcoach transportation for all activities and performances in New Orleans
- Motorcoach driver's gratuities

Accommodations & Meals

- Accommodations in a three-star hotel in the greater New Orleans area – 4 nights
- Breakfasts – 4
- Dinners – 4
 - Rock n'Bowl or similar
 - Mulate's or similar
 - Hard Rock Cafe or similar
 - Steamboat Natchez dinner cruise

Sightseeing & Activities

- Jazz History Walking Tour
- Café' Du Monde
- The National WWII Museum
- Mardi Gras World
- Preservation Hall
- New Orleans School of Cooking
- New Orleans Jazz Museum
- Free time to explore the French Quarter and Riverwalk
- Swamp Tour
- Plantation Tour
- St. Charles Street Car
- Natchez Steamboat Dinner Cruise



Additional Inclusions

- Services of a Gateway Tour Manager throughout your tour upon arrival in New Orleans
- Three free trips including airfare, based on single occupancy rate
- Transportation to and from your local airport
- All taxes and gratuities on inclusive services with the exception of your Gateway Tour Manager
- Professional Liability Insurance carried by Gateway Music Festivals & Tours, Inc.
- Luggage tag for each checked bag
- "My Gateway" online passenger registration program
- "My Gateway" individual payment processing (optional)
- Airport send-off assistance

Non-Inclusions

- Individual Travel Insurance **
- Porterage of luggage at hotels or airline skycaps
- Airline baggage fees (checked luggage, instruments, or overages)
- Storage facilities at your hotel
- Instrument or equipment rental
- Gratuities to the Gateway Tour Manager
- Increases in air taxes and/or fuel surcharges

Price

Price based on 55 passengers traveling (52 paying, 3 free based on single occupancy)

Price per person

	Four per room	Three per room	Two per room	One per room
Land Price	\$1,154.00	\$1,219.00	\$1,350.00	\$1,742.00
Airfare	\$720.00	\$720.00	\$720.00	\$720.00
Total Tour Price	\$1,874.00	\$1,939.00	\$2,070.00	\$2,462.00

+ \$26 buffer = \$1,900

The price is subject to the guidelines in the "Terms and Conditions." The land prices are based on vendor rates available on 5/17/24 and are subject to increases imposed by vendors. The prices and events in this proposal can only be confirmed upon receipt of a tour application and booking of activities. The price is subject to change according to the number of passengers.

This estimated airfare is based on a rate available on 5/17/24 and includes estimated air taxes and fuel surcharges. Air taxes and fuel surcharges are subject to change until tickets are issued, approximately 60 days prior to departure.

Please Note: Your initial invoices will show an estimated distribution of passengers at the quad, triple, double and single room rates, resulting in an estimated total balance. When we receive your final rooming list, we will adjust your invoice to reflect your actual distribution and actual final balance. Your final balance must be paid in full 45 days prior to departure.

*** Passengers who wish to insure their individual tour package may purchase through Gateway or a vendor of their choice. Gateway must receive the passenger's premium payment at or before the insurance payment due date, and prior to making their final payment. Gateway strongly recommends a plan with the Cancel for Any Reason benefit. For questions regarding coverage call Trip Mate at 1-800-888-7292 and refer to Plan F455F or F465F (Plan with Cancel for Any Reason). You may also visit their website at www.tripmate.com/wpF455F or www.tripmate.com/wpF465F.*



My Gateway – Registering

To secure your place on the 2025 Faribault High School Band, Choir, and Orchestra Performance Tour of New Orleans, each passenger must be registered on the “My Gateway” online registration system by **June 11, 2024**.

If you’ve registered on a past tour with Gateway, you are not able to log into a past account without following the steps below, personal information does not transfer over automatically.

A non-refundable deposit of \$100.00 per passenger is also due by June 11.

How to register on My Gateway:

- Go to: mygatewaytour.musicfestivals.com
- At the right side of the page, enter your passphrase under the “Sign Up” section
- Enter the Pass Phrase for your tour: **FHMSY25**

Under “Create User Account” a parent or student over 18 will need to enter their name, preferred email address* and a password of your choosing to create a “User Account.”

Note: As referenced above, if your email was used on a past tour, check the box to use this duplicate email for this tour.

- When you register as a user, you must check both boxes and agree to the terms and conditions to continue.
- Once you have registered as a user on the system, you will be directed to the Dashboard and can click on the “Register your first passenger” button. You can register for multiple passengers, including yourself, from the Dashboard or the Passengers page.
Note: In passenger profile, options under “Role” are: Chaperone, Staff and Student.
- At this point, students should select “quad occupancy” and adults should select “double occupancy” unless they are requesting a single room.
- Select Ensemble choice – Band, Choir, Orchestra or Multiple Ensembles
- Please complete all the information as accurately as possible.

Through the My Gateway online registration system you can:

- Sign up for your group’s tour by completing a user registration and passenger profile.
- View payment dates, amounts, and balances.
- Make payments.
- Purchase travel insurance.
- View tour information.
- View messages posted to your user profile from your group leader or Gateway staff.



My Gateway – Making Payments

Gateway Music Festivals & Tours accepts individual payments online with a credit card (via PayPal) or by personal check via mail.

Before making payments, you must register all passengers for whom you are paying on the My Gateway online registration system.

Tour payments can be made by two methods:

Payment Method #1 – pay by check

- Make check payments payable to: Gateway Music Festivals & Tours
- Mail checks to: PO Box 1165, Monticello, MN 55362
- Please indicate your group's name, all passengers' names, and how much of the payment should be applied to each passenger. It may take up to one week after Gateway receives your payment for it to be reflected on your My Gateway profile. If you would like to purchase additional travel insurance, include this with your check payment and please note it with a separate letter.

Payment Method #2 – pay by credit/debit card online through My Gateway

- Go to My Gateway and log into your account.
- Click on the "Payments" header and select the group members for which you would like to make a payment.
- Follow the prompts to make a payment.
- If you would like to purchase optional travel insurance, you can do so by checking the appropriate box.

Online payments will incur an online administrative fee which will be included when you make an online payment. Gateway Music Festivals & Tours never shares your information with third parties.

Payment Notices

There are two types of automated emails that are sent from My Gateway. The first is an "Upcoming Payment Notice" that is sent 10 days prior to a payment being due. The second is an "Overdue Payment Notice" that is sent 5 days after a payment has been missed or only partially paid. These notices are triggered by the Payment Due Dates and will be sent even if your account reflects a partial amount still due for a particular due date. It is your choice (and there is no penalty) if you want to submit any current outstanding amount immediately or with your next payment.

Waitlist for delinquent payments

If you fall two or more payments behind you will be at risk of being moved to a **waitlist**. Once your account is paid to date we will reinstate your account within 48 to 72 hours based on your group's tour availability.

Travel Insurance (see page 4 - 6)

Individual travel insurance is not included. Passengers who wish to insure their individual tour package may purchase through Gateway or a vendor of their choice. Gateway must receive the passenger's premium payment at or before the insurance payment due date, and prior to making their final payment. Gateway strongly recommends a plan with the Cancel for Any Reason benefit. For questions regarding coverage call Trip Mate at 1-800-888-7292 and refer to Plan F455F or F465F (Plan with Cancel for Any Reason). You may also visit their website at www.tripmate.com/wpF455F or www.tripmate.com/wpF465F.



Payment Schedule:

The payment schedule listed below will also be displayed in your "My Gateway" account online. Per the terms and conditions, you agree to when registering, "Services are subject to cancellation by Gateway Music Festivals & Tours, Inc. if payments are not received by their due dates."

	Student	Chaperone & Staff	
	Quad	Double	Single
Package Price	\$1,900.00	\$2,095.00	\$2,490.00
6/11/2024 – Non-Refundable Deposit	\$100.00	\$100.00	\$100.00
7/11/2024	\$225.00	\$249.00	\$299.00
8/10/2024	\$225.00	\$249.00	\$299.00
9/9/2024	\$225.00	\$249.00	\$299.00
10/9/2024	\$225.00	\$249.00	\$299.00
11/8/2024	\$225.00	\$249.00	\$299.00
12/8/2024	\$225.00	\$249.00	\$299.00
1/7/2025	\$225.00	\$249.00	\$299.00
2/6/2025 – Balance +/-	\$225.00	\$252.00	\$297.00

Cancellation Date Outline:

If you need to cancel your tour registration, please login to your My Gateway account, click 'Passengers' at the top of the screen. You will see your passengers listed with 'cancel registration' next to each name. Follow the prompts to completely cancel each passenger from the tour. You will receive your refund check in 2-3 weeks upon cancellation. Your refund check will be sent to the address in your My Gateway account. Cancellation penalties will apply depending on date of cancel and penalty dates.

Faribault High School Band, Choir & Orchestra					
Individual Cancellation Date Penalties					
based on Gateway Music Festivals & Tours Terms and Conditions					
Cancellation time frame	Up to 120 days	119 to 106 days	105 to 61 days	60 to 16 days New passenger fee* applies	15 days to departure New passenger fee* applies
	November 23, 2024	November 24, 2024 to December 7, 2024	December 8, 2024 to January 21, 2025	January 22, 2025 to March 7, 2025	March 8, 2025 to March 23, 2025
Air Penalties: (if flying)	^^No penalty	Air Deposit	Air Deposit	Entire Air Ticket	Entire Air Ticket
Air	^^No penalty	\$100.00	\$100.00	\$720.00	\$720.00
Land Penalties: (based on occupancy)	\$100 Deposit	25% of land cost	50% of land cost	75% of land cost	100% of land cost
Land - Student Quad	\$100.00	\$295.00	\$590.00	\$885.00	\$1,180.00
Land - Adult Double	\$100.00	\$343.75	\$687.50	\$1,031.25	\$1,375.00
Land - Adult Single	\$100.00	\$442.50	\$885.00	\$1,327.50	\$1,770.00
Air + Land Total Penalties					
Student Quad	\$100.00	\$395.00	\$690.00	\$1,605.00	\$1,900.00
Adult Double	\$100.00	\$443.75	\$787.50	\$1,751.25	\$2,095.00
Adult Single	\$100.00	\$542.50	\$985.00	\$2,047.50	\$2,490.00
^^Per the Terms and Conditions, cancellation fees may be subject to additional vendors' fees.					



Optional Travel Protection Plan Information

Coverage Details for F455F & F465F

Benefit (see notes on next page)	Maximum Benefit Amount – F455F Plan	Maximum Benefit Amount – F465F Plan
Trip Cancellation	Trip Cost*	Trip Cost*
Cancel For Any Reason** (Only included in F465F Plan)	Not included in this plan	75% of Non-Refundable Trip Cost
Trip Interruption	Trip Cost*	Trip Cost*
Missed Connection	\$500	\$500
Travel Delay	\$200/day Maximum \$2,000	\$200/day Maximum \$2,000
Medical Expenses / Emergency Evacuation		
Accident & Sickness Medical Expense	\$25,000	\$25,000
Emergency Evacuation & Repatriation	\$25,000	\$25,000
Baggage and Personal Effects	\$1,000	\$1,000
Baggage Delay	\$100	\$100

*Up to a maximum of \$10,000

**Plan F465F is not available to residents of the State of New York.

The plan cost includes the plan premium and a fee for non-insurance assistance services. Please see *important disclosures*.

Trip Price Per Passenger	F455F Cost Per Passenger	F465F Cost Per Passenger
\$0 - \$500	\$7.00	\$10.00
\$501 - \$750	\$16.00	\$25.00
\$751 - \$1,000	\$26.00	\$40.00
\$1,001 - \$1,500	\$45.00	\$70.00
\$1,501 - \$2,000	\$64.00	\$101.00
\$2,001 - \$2,500	\$83.00	\$131.00
\$2,501 - \$3,000	\$112.00	\$175.00
\$3,001 - \$3,500	\$151.00	\$236.00
\$3,501 - \$4,000	\$177.00	\$278.00
\$4,001 - \$4,500	\$203.00	\$317.00
\$4,501 - \$5,000	\$228.00	\$357.00
\$5,001 - \$5,500	\$253.00	\$396.00
\$5,501 - \$6,000	\$278.00	\$436.00
\$6,001 - \$6,500	\$303.00	\$475.00
\$6,501 - \$7,000	\$329.00	\$514.00
\$7,001 - \$7,500	\$354.00	\$554.00
\$7,501 - \$8,000	\$385.00	\$603.00
\$8,001 - \$8,500	\$420.00	\$658.00
\$8,501 - \$9,000	\$456.00	\$714.00
\$9,001 - \$9,500	\$493.00	\$772.00
\$9,501 - \$10,000	\$531.00	\$831.00

Both plans may not be purchased after you have made final payment for your trip.

For plan F465F to qualify for the Cancel For Any Reason benefit and the Waiver of the Pre-Existing Conditions Exclusion, (a) the plan must be purchased 60 days prior to departure or if your trip is initially booked within 60 days of the Scheduled departure date for your trip the payment for this plan must be received within 7 days of your initial payment or deposit for this trip; and (b) you are not disabled from travel at the time your plan payment is paid. This Cancel For Any Reason Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Gateway Music Festivals & Tours; or 2) the failure of Gateway Music Festivals & Tours to provide the bargained-for Travel Arrangements due to cessation of operations for any reason.

For Plan F455F the exclusion for Pre-Existing Condition will be waived provided: (a) Your payment for this Plan is received at or before the final Payment due date for your trip; and (b) You are not disabled from travel at the time our plan payment is paid.

Please note: The Plan Cost is based on the package price, which is based on room occupancy. The package price is subject to change based on passenger count and inclusions. If a package price increase elicits an increase in the plan cost, Gateway will notify the group member. For questions about coverage offered call Trip Mate at 1-833-297-2255 and refer to Plan F455F or F465F (Plan w/Cancel For Any Reason). Or to view Gateway's Trip Mate plan on the website at www.tripmate.com/wpF455F or www.tripmate.com/wpF465F.

There is no application to fill out for Protection Plan coverage. Simply indicate the name of the group, the name and date of birth for the passenger for whom the Protection Plan is to be applied on the memo line of your individual check.

Please make check payable and mail to:

Gateway Music Festivals & Tours, Inc.
P.O. Box 1165
Monticello, MN 55362



Benefits are not payable for any loss due to, arising or resulting from:

1. suicide, attempted suicide or any intentionally self-inflicted injury of You, a Traveling Companion, Family Member or Business Partner booked to travel with You, while sane or insane;
2. an act of declared or undeclared war;
3. participating in maneuvers or training exercises of an armed service, except while participating in weekend or summer training for the reserve forces of the United States, including the National Guard;
4. riding or driving in races, or speed or endurance competitions or events;
5. mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment);
6. participating as a professional in a stunt, athletic or sporting event or competition;
7. participating in skydiving or parachuting except parasailing, hang gliding, bungee cord jumping, extreme skiing, skiing outside marked trails or heli-skiing, any race, speed contests, spelunking or caving, or scuba diving if the depth exceeds 120 feet (40 meters) or if You are not certified to dive and a dive master is not present during the dive;
8. piloting or learning to pilot or acting as a member of the crew of any aircraft;
9. being Intoxicated as defined herein, or under the influence of any controlled substance unless as administered or prescribed by a Legally Qualified Physician;
10. the commission of or attempt to commit a felony or being engaged in an illegal occupation;
11. normal childbirth or pregnancy (except Complications of Pregnancy) or voluntarily induced abortion;
12. dental treatment (except as coverage is otherwise specifically provided by the Plan);
13. due to a Pre-Existing Condition, as defined in the Plan. The Pre-Existing Condition Limitation does not apply to the Emergency Medical Evacuation or Return of Remains coverage;
14. any amount paid or payable under any Worker's Compensation, Disability Benefit or similar law;
15. a loss or damage caused by detention, confiscation or destruction by customs;
16. Elective Treatment and Procedures;
17. medical treatment during or arising from a Trip undertaken for the purpose or intent of securing medical treatment;
18. a mental or nervous condition, unless hospitalized for that condition while the Plan is in effect for You;
19. a loss that results from a Sickness, Injury, disease or other condition, event or circumstance which occurs at a time when the Plan is not in effect for You;
20. Bankruptcy or Default or failure to supply services by a supplier of travel services; or
21. an assessment from a Legally Qualified Physician advising You in writing that You, a Traveling Companion, Family Member or Business Partner booked to travel with You are not Medically Fit to Travel, as defined in the Plan, at the time of purchase of Coverage for a Trip.

Baggage and Personal Effects does not include:

- 1) animals;
- 2) automobiles and automobile equipment;
- 3) boats or other vehicles or conveyances;
- 4) trailers;
- 5) motors;
- 6) aircraft;
- 7) bicycles, except when checked as baggage with a Common Carrier;
- 8) household effects and furnishings;
- 9) antiques and collectors items;
- 10) sunglasses, contact lenses, artificial teeth, dentures, dental bridges, retainers, or other orthodontic devices or hearing aids;
- 11) artificial limbs or other prosthetic devices;
- 12) prescribed medications;
- 13) keys, money, stamps and credit cards (except as otherwise specifically covered herein);
- 14) securities, stamps, tickets and documents (except as coverage is otherwise specifically provided herein);
- 15) professional or occupational equipment or property, whether or not electronic business equipment;
- 16) sporting equipment if the loss results from the use thereof; or
- 17) telephones or PDA devices, computer hardware or software.



Additional Limitations and Exclusions Specific to Baggage and Personal Effects:

Benefits are not payable for any loss caused by or resulting from:

- a) breakage of brittle or fragile articles;
- b) wear and tear or gradual deterioration;
- c) confiscation or appropriation by order of any government or custom's rule;
- d) theft or pilferage while left in any unlocked vehicle;
- e) property illegally acquired, kept, stored or transported;
- f) Your negligent acts or omissions;
- g) Your property shipped as freight or shipped prior to the Scheduled Departure Date;
- h) electrical current, including electric arcing that damages or destroys electrical devices or appliances.

Excess Insurance

The insurance provided by this Plan (except Accident and Sickness Medical Expense, Emergency Medical Evacuation, Medical Repatriation and Return of Remains) shall be in excess of all other valid and collectible insurance or indemnity. If at the time of the occurrence of any loss there is other valid and collectible insurance or indemnity in place, We shall be liable only for the excess of the amount of loss, over the amount of such other insurance or indemnity, and applicable deductible.

This advertisement contains highlights of the plans, which include travel insurance coverages underwritten by United States Fire Insurance Company under form series T210 et. al. and TP-401 et. al. The Crum & Forster group of companies is rated A (Excellent) by AM Best 2021. C&F and Crum & Forster are registered trademarks of United States Fire Insurance Company. The plans also contain non- insurance Travel Assistance Services provided by Generali Global Assistance. Coverages may vary and not all coverage is available in all jurisdictions. **Insurance coverages are subject to the terms, limitations and exclusions in the plan, including an exclusion for pre- existing conditions.** In most states, your travel retailer is not a licensed insurance producer/agent, and is not qualified or authorized to answer technical questions about the terms, benefits, exclusions, and conditions of the insurance offered or to evaluate the adequacy of your existing insurance coverage. Your travel retailer may provide general information about the plans offered, including a description of the coverage and price. The purchase of travel insurance is not required in order to purchase any other product or service from your travel retailer. Your travel retailer maybe compensated for the purchase of a plan. CA DOI toll free number: 800-927-4357. MD Insurance Administration: 800-492-6116 or 410-468-2340. The cost of your plan is for the entire plan, which consists of both insurance and non- insurance components. Individuals looking to obtain additional information regarding the features and pricing of each travel plan component, please contact Trip Mate. Trip Mate Inc. (dba Trip Mate Insurance in CA and UT) P.O. Box 527. Hazelwood, MO 63042. 1-833- 297-2255, claimssupport@travelclaimsonline.com. CA license # 0805270.

The FHS Music Department and Music Boosters are proud to offer a scholarship opportunity to students traveling, or interested in traveling, on our upcoming trip to New Orleans.

Students interested in being considered for a scholarship should thoughtfully and thoroughly complete the application below and submit it to Mr. Beaupre, Mr. Dussl, or Mr. Sloane by Thursday, May 31st (the last day of school).

The amount awarded to applicants may vary and may depend on the number of applicants, demonstrated need, etc.

1. Are you currently signed up to go on the trip? _____yes _____no

If you answered "no" to the question above, would a scholarship affect your decision to sign up? _____yes _____no

2. Have you ever qualified for free and reduced lunch? _____yes _____no

3. Without a scholarship, but with the fundraising we have planned, would you/your family be able to cover the remaining balance of the trip?

_____yes _____no _____it would depend on the amount remaining

If you answered "it would depend on the amount remaining", what do you estimate to be the maximum amount that you/your family could contribute?

4. How will going on this trip benefit you? Be specific.

5. What are you most excited about in regards to this trip?

6. Have you ever traveled with a school group before? _____yes _____no

7. Have you ever traveled outside of the state of MN before? _____yes _____no

8. Is there any other information that you think we should know in considering your application?

2025 Performance Trip—New Orleans Chaperone Application

Please fill this information out if you are interested in being considered as a chaperone for the 2025 Music Trip to New Orleans. *Completing this form does not guarantee acceptance as a chaperone.*

Basic Responsibilities:

- Must be 25 years or older.
- You will be acting as an extended employee of Faribault Public Schools and an official representative of the Faribault High School Music Program.
- You will be responsible for a group of 12-16 students.
- You will be required to help load and unload equipment and/or luggage.
- You must be with the group at all times.
- You may be required to do hotel supervision for part of a night.
- Other duties may be assigned by the music directors as needed.
- Selected chaperones will be notified by Friday, June 7th.
- You must be willing to complete a background check through Faribault Public Schools—paid for by chaperone

Personal Information:

Name: _____

Address: _____ City, St, Zip: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

Previous Chaperone Experience: _____

Volunteer Work for Music Dept.: _____

Related Skills and Experience (i.e. medical, RN, LPN, working with kids):

Signature: _____ Date: _____

Thank you for showing your support of the Music Trip and our program!!

Please return this application in hard copy before **Friday, May 31st**

or scan by **Wednesday, June 5th** to

Ben Beaupre: bbeaupre@faribault.k12.mn.us

MINNESOTA DEPARTMENT OF EDUCATION
SCHOOL FINANCE DIVISION
ADM AND EL ESTIMATES FOR 24-25

School Number	School Name	EL	ECSE	PK	HCPK	K5	KL	KG	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	11TH	12TH	TOTAL
DISTRICT WIDE																					
	Adjusted ADM cap AT 1.0	775	108	28	1	0	0	226	206	232	195	162	192	192	211	213	257	289	265	318	3,095
	Extended Time ADM	0	0	0	10	12	12	12	12	13	9	6	6	6	6	6	110
	Resident ADM cap at 1.0	.	85	45	1	0	0	280	280	280	287	284	320	298	311	314	353	359	358	350	4,205
SITE ADJUSTED ADM CAP AT 1.0																					
000	Resident Students Tuiti	775	59	.	1	.	.	112	111	128	109	92	108	109	108	104	114	138	127	147	1,567
030	Jefferson Elementary	.	.	10	0	.	.	38	34	37	32	27	32	210
040	Lincoln Elementary	.	.	.	0	.	.	35	33	37	32	26	30	193
045	Roosevelt Elementary	.	.	18	0	.	.	41	38	42	34	29	34	236
070	Faribault Middle	96	112	109	317
080	Faribault Senior High	149	151	138	170	608
081	Faribault Area Learning Center	6	6	7	19
130	Early Childhood Special Education	.	49	49
220	McKinley PreK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Guide to the ADM estimates:

- A. Resident ADM - Public school students who live within the district. Maximum of 1.0 ADM per student.
- B. Adjusted ADM - Resident students minus (1) residents who leave the district under an enrollment options program plus (2) nonresidents who transfer into the district under an enrollment options program. Maximum of 1.0 ADM per student.
- C. Extended Time ADM - Up to 0.20 ADM per student enrolled in a learning year program and who have already generated 1.0 ADM.
- D. EL ADM - The ADM of eligible students served in an English Language Learners (ELL) program in this district.
- E. These estimates can be updated at the district's discretion via the ADMWE System.
- F. For questions on school numbers, contact MDE School Verify at mde.school-verify@state.mn.us
For questions on the data, call Jeanne Krile at (651) 582-8637.
- G. Documentation on reporting ADM and EL projections can be found on the MDE website at <https://education.mn.gov/MDE/dse/datasub/ADM>
Select District,Schools and Educators>Data Submissions>ADM Web Estimates (ADMWE).

Kindergarten counts: Report estimates 226 students but we currently have 187 registered.