

## Regular Meeting

Monday, June 28, 2021 6:30 PM

Middle School Student Center, 601 Minnesota Ave, Big Lake, MN 55309

I. Call to Order	<b>Presenter:</b> Chair, Tonya Reasoner
II. Roll Call	<b>Presenter:</b> Chair, Tonya Reasoner
III. Approve Agenda	<b>Presenter:</b> Chair, Tonya Reasoner
IV. Pledge of Allegiance	<b>Presenter:</b> Chair, Tonya Reasoner
V. Open Forum	<b>Presenter:</b> Chair, Tonya Reasoner
VI. Consent Agenda	<b>Presenter:</b> Chair, Tonya Reasoner
A. Previous Minutes	
B. Claims and Accounts	
C. Credit Card Report	
D. Personnel	
VII. Donations	<b>Presenter:</b> Chair, Tonya Reasoner
VIII. Survey Results ( <i>F. Expand and Strengthen Public Support</i> )	<b>Presenter:</b> Superintendent, Tim Truebenbach and Peter Leatherman
IX. Financial Report ( <i>C. Strong Financial Foundation</i> )	<b>Presenter:</b> Director of Business Services, Angie Manuel
X. Approve the 2021-2022 Budget	<b>Presenter:</b> Director of Business Services, Angie Manuel
XI. Resolution for Enactment of Revised Joint Powers Agreement Related to the Sherburne Northern Wright Special Education Cooperative ( <i>B. Accountability for Student Success</i> )	<b>Presenter:</b> Superintendent, Tim Truebenbach
XII. Approval of Wage/Salary increases for Non-Affiliated Staff ( <i>C. Strong Financial Foundation</i> )	<b>Presenter:</b> Superintendent, Tim Truebenbach
XIII. Student Representative Report ( <i>F. Expand and Strengthen Public Support</i> )	<b>Presenter:</b> Student Representative, Ella Dotzler
XIV. Superintendent Report ( <i>F. Expand and Strengthen Public Support</i> )	<b>Presenter:</b> Superintendent, Tim Truebenbach
XV. Adjournment	<b>Presenter:</b> Chair, Tonya Reasoner



# OPEN FORUM

*An open forum is scheduled during the beginning of each regular School Board meeting to allow district residents the opportunity to address the Board.*

**If you would like to address the Board, please fill out a slip with your name and address, and provide to the Chair prior to the meeting start time.**

**The guidelines for open forum are as follows:**

1. Speakers must state their name and address
2. Each speaker will be provided three minutes
3. No action can be taken unless the matter addressed is formally on the agenda
4. Speaker will not make negative comments regarding any employee of the District
5. The Board Chair can end the Open Forum at any time
6. Please note that data privacy laws do not allow for any matters concerning individual employees or students to be discussed

**ISD 727 SCHOOL BOARD  
PERSONNEL ACTIONS  
06/28/21**

<b>Employee</b>	<b>Position</b>	<b>Effective Date</b>
<b>HIRE</b>		
Meyer, Emily	Classroom Teacher – High School	08/30/2021
Pierce, Scott	Administrative Dean of Students - Independence Elementary	07/01/2021
Freese, Amanda	Administrative Dean of Students - High School	07/01/2021
LaValle, Andrew	SPED Teacher - Independence Elementary	08/01/2021
Trytten, Kaitlyn	ECSE Teacher - Liberty Elementary	08/30/2021
Reiland, Holly	Office Specialist (Media) - High School	08/30/2021
Johnson, Brady	Head Coach Girls' Soccer - High School	08/01/2021
<b>Employee</b>	<b>Position</b>	<b>Effective Date</b>
Brenteson, Gwen – Retirement	Compensation Coordinator – District Wide	06/30/2021
Bischoff, April - Resignation	Volleyball Coach Only (Remains Teacher) - Middle School	06/07/2021
Rutledge, Heather - Resignation	Counselor, Liberty Elementary	06/30/2021
Johnson, Rochelle - Resignation	Campus Supervisor - District Wide	06/03/2021
Peterson, Shirley - Retirement	Office Assistant - Liberty Elementary	08/27/2021
Thompson, Sarah - Resignation	Classroom Teacher - High School	06/04/2021

**\*Changes added after original form distributed**

06/28/2021 12:46 PM

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**RESOLUTION ACCEPTING DONATIONS**

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Big Lake Schools, ISD 727, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Elementary PTO	\$1,536.05	Help fund water fountain/bottle filling stations at Liberty
Big Lake Quarterback Club	\$13,261.94	Help cover 2020 expenses: additional coach, equipment, etc.
Sandy Hansen-Wolff, New Heritage Feed Co.	\$250.00	DECA
Knights of Columbus	\$1,009.58	Academics/High Honors Awards
Knights of Columbus	\$636.71	Fine Arts awards
Big Lake Cheer Booster Club	\$4,405.00	Directed towards remaining student balances
Big Lake Quarterback Club	\$5,668.75	Purchase equipment

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on June 28, 2021.

# Big Lake School District

2021 Residential Survey

The Morris Leatherman Company

# Survey Methodology

2021 Big Lake School District

500 random household sample of Big Lake School District residents

Telephone interviews conducted between May 26th and June 10th, 2021

Average interview time of 16 minutes

Non-response level of 4.0%

Projectable within +/- 4.5% in 95 out of 100 cases

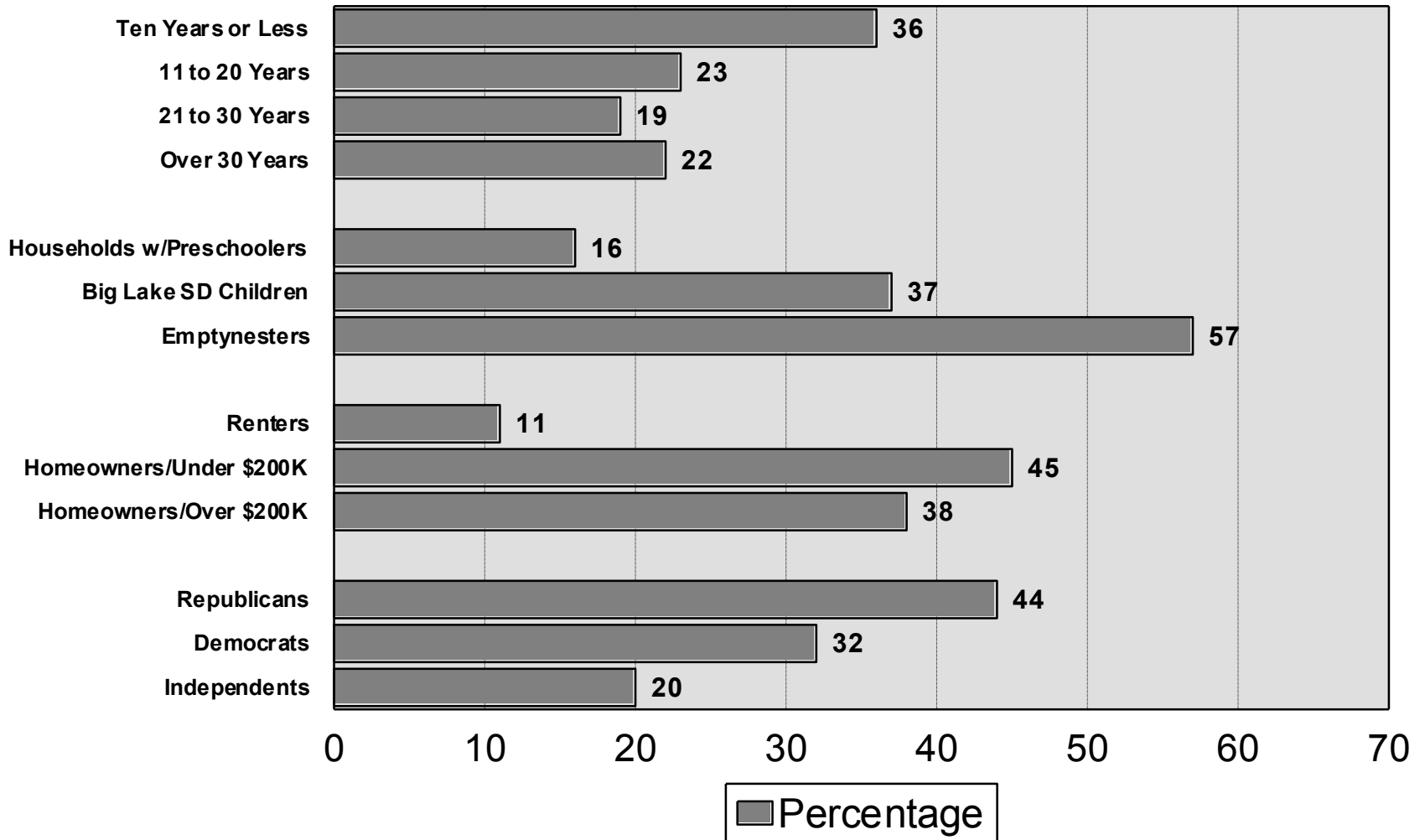
Cellphone Only Households: 42%

Landline Only Households: 12%

Both Landline and Cellphone Households: 46%

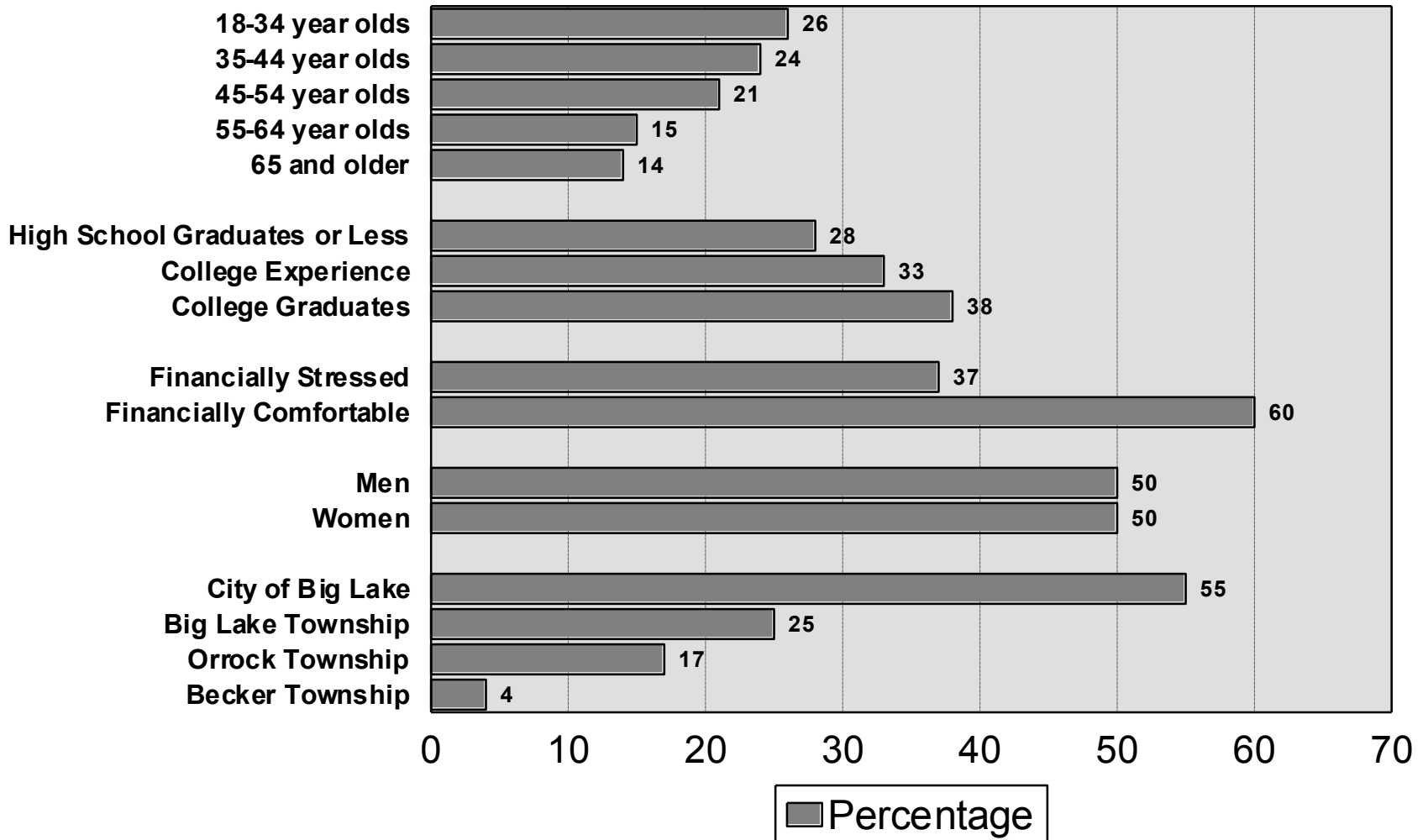
# Demographics I

2021 Big Lake School District



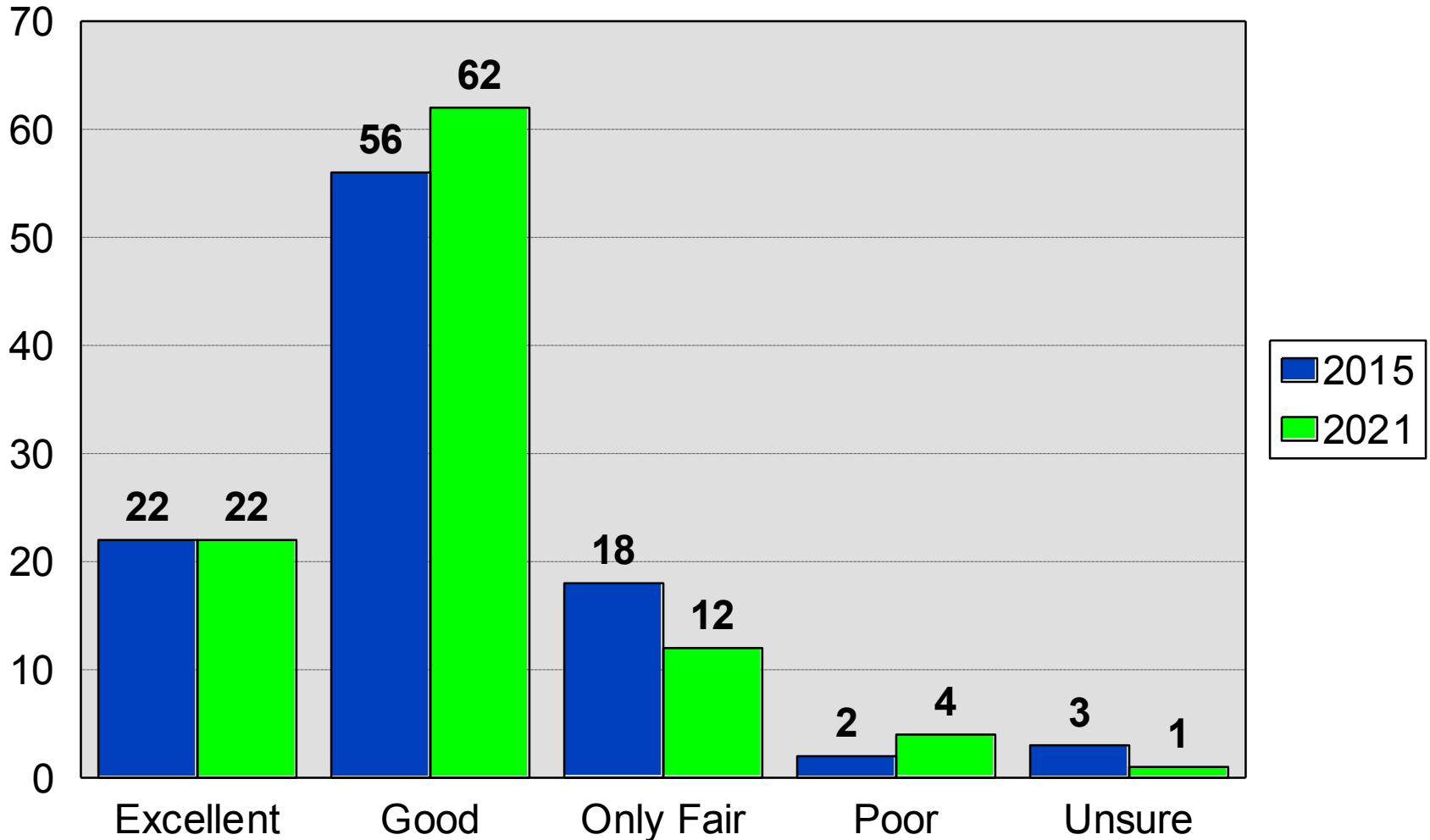
# Demographics II

2021 Big Lake School District



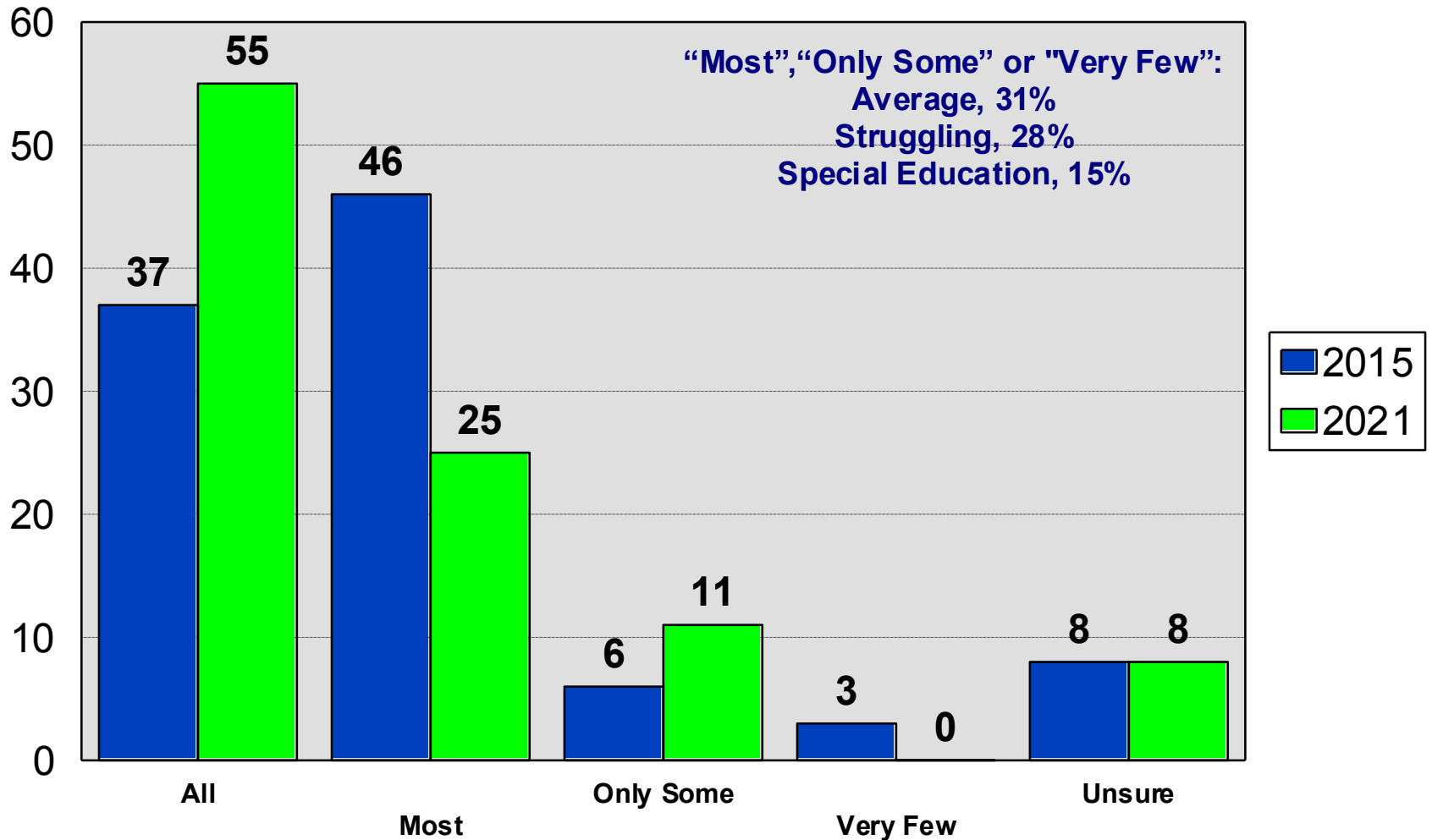
# Quality of Public Schools

2021 Big Lake School District



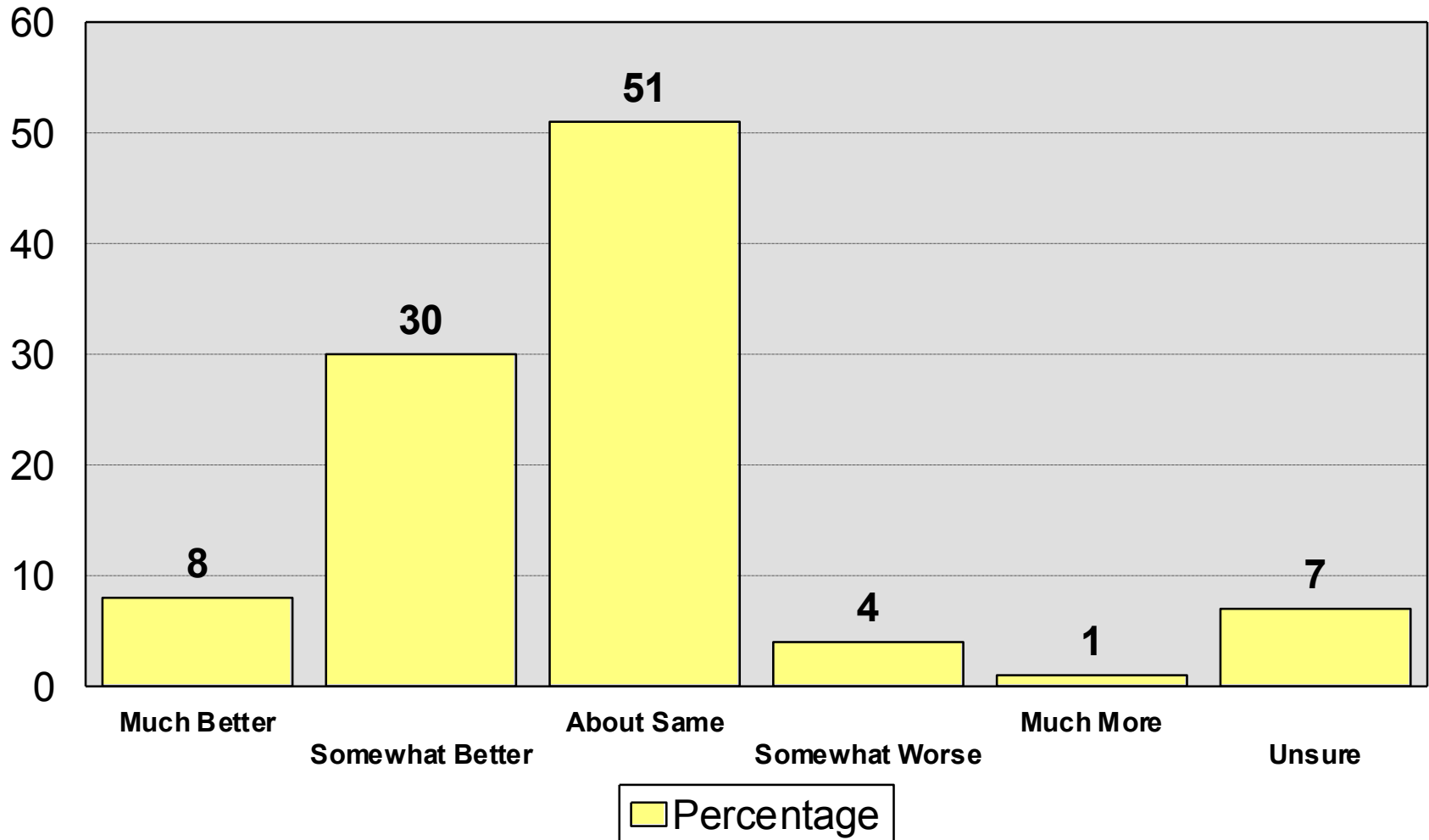
# Meet Learning Needs of Students

2021 Big Lake School District



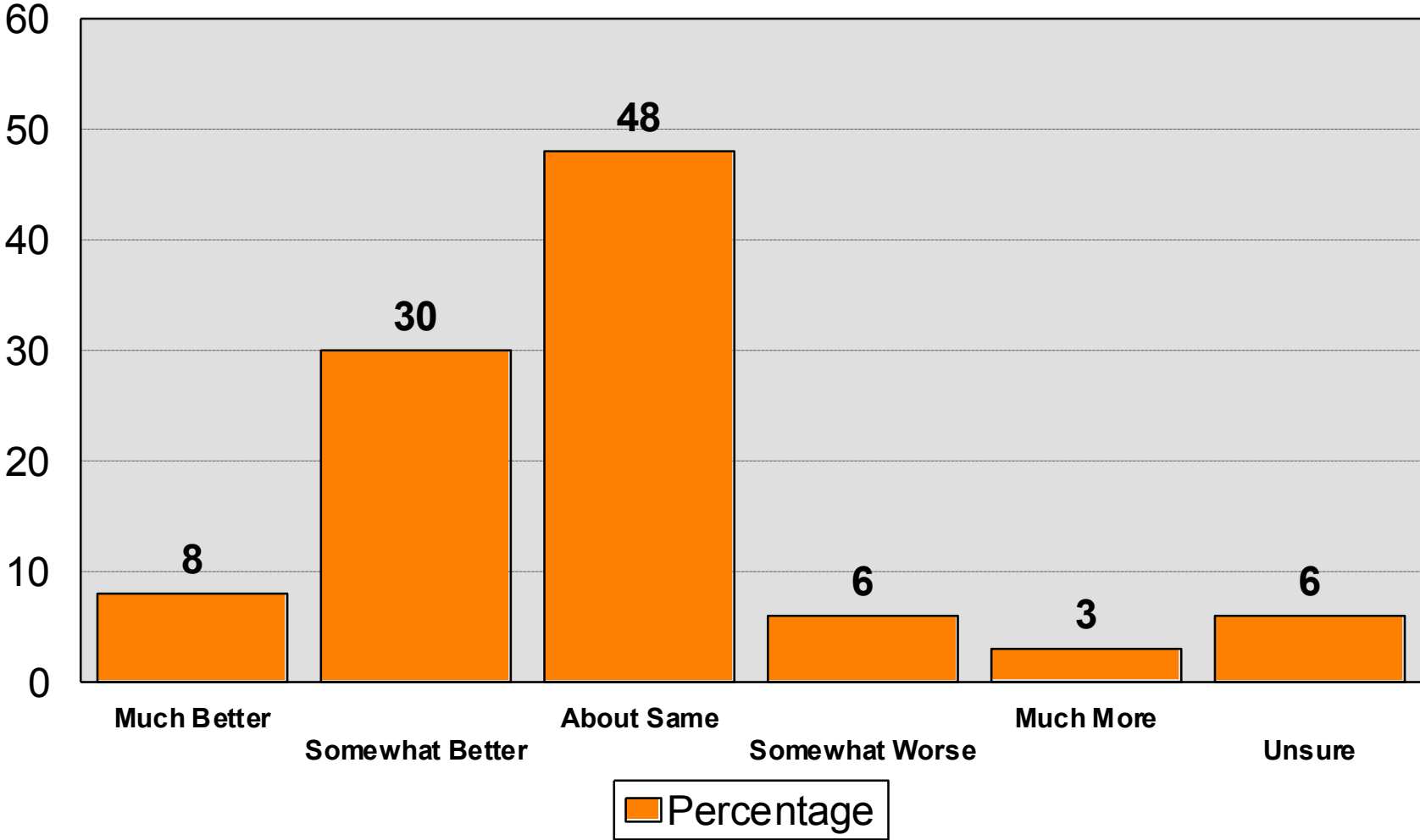
# Quality of Education Compared to Five Years Ago

2021 Big Lake School District



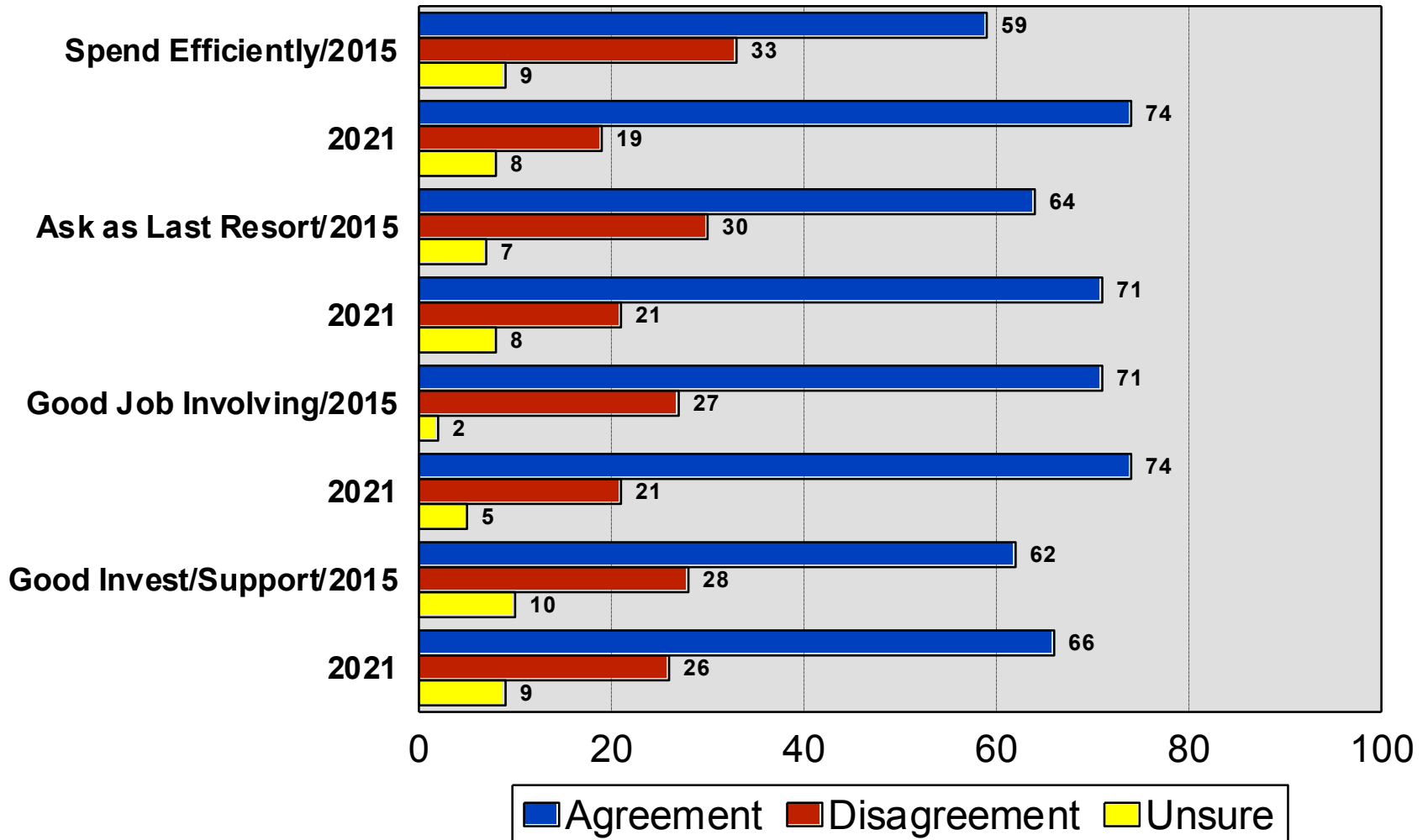
# Quality of Education Compared to Neighboring Districts

## 2021 Big Lake School District



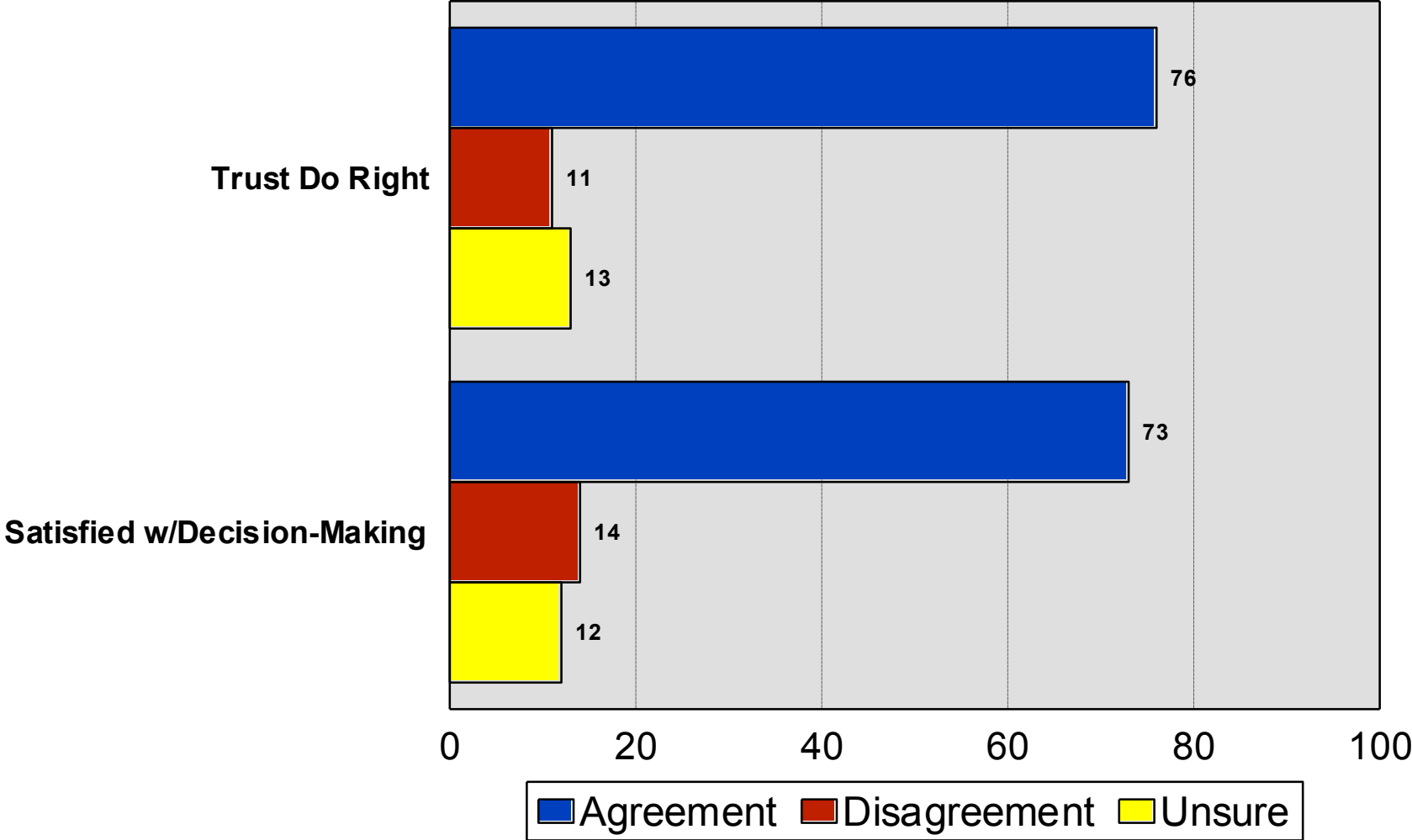
# School District Perceptions I

## 2021 Big Lake School District



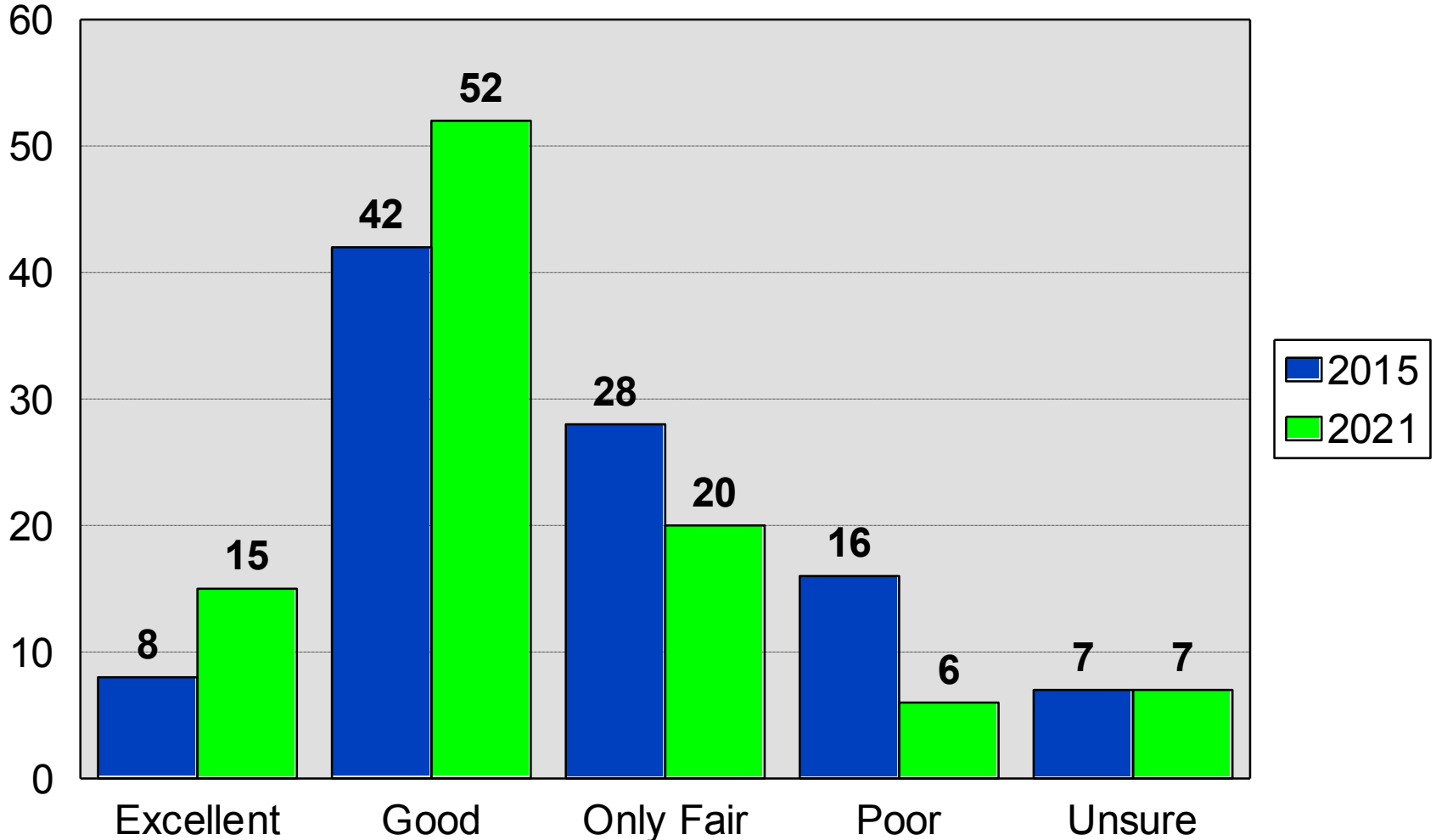
# School District Perceptions II

2021 Big Lake School District



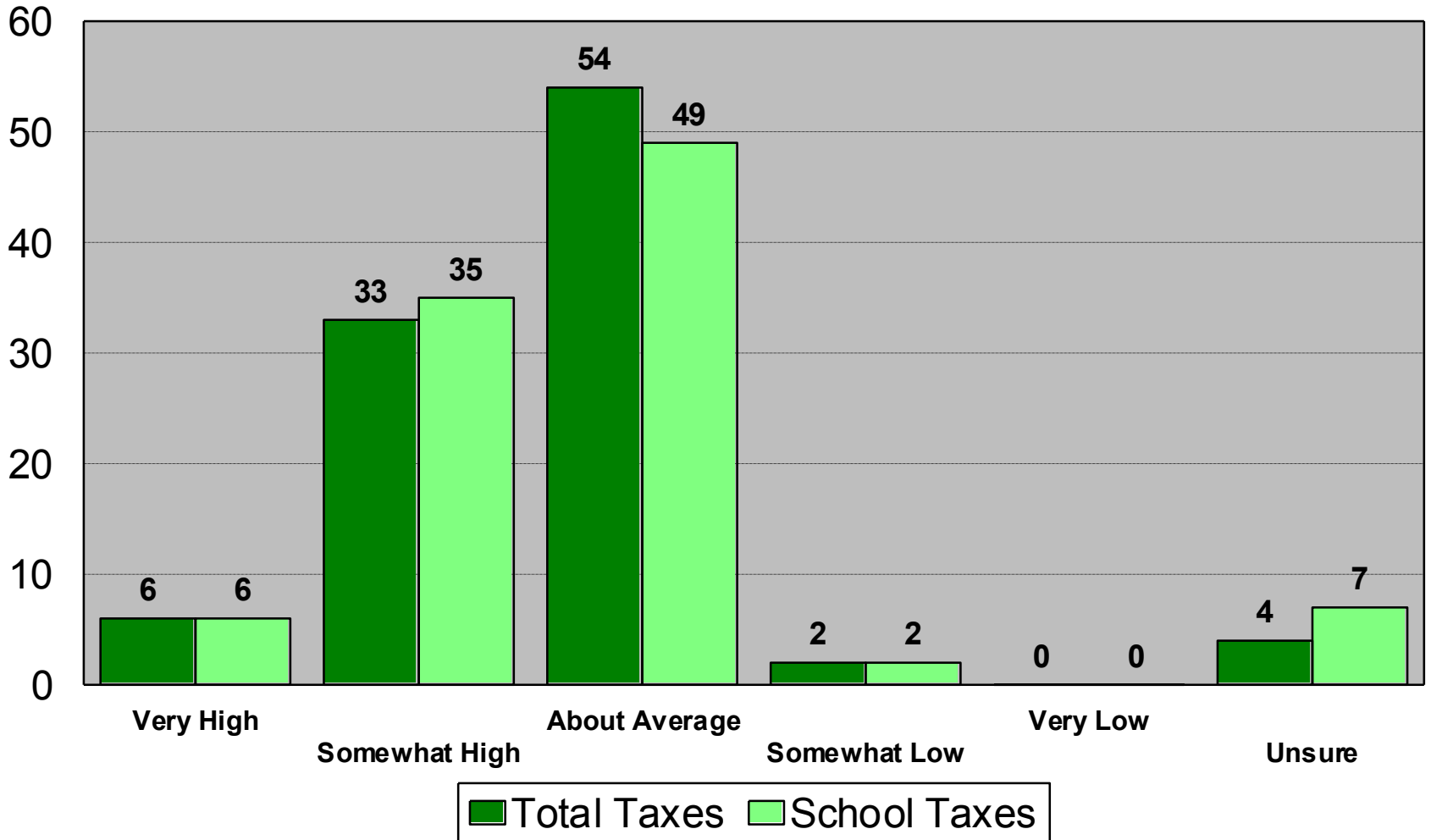
# Financial Management

2021 Big Lake School District



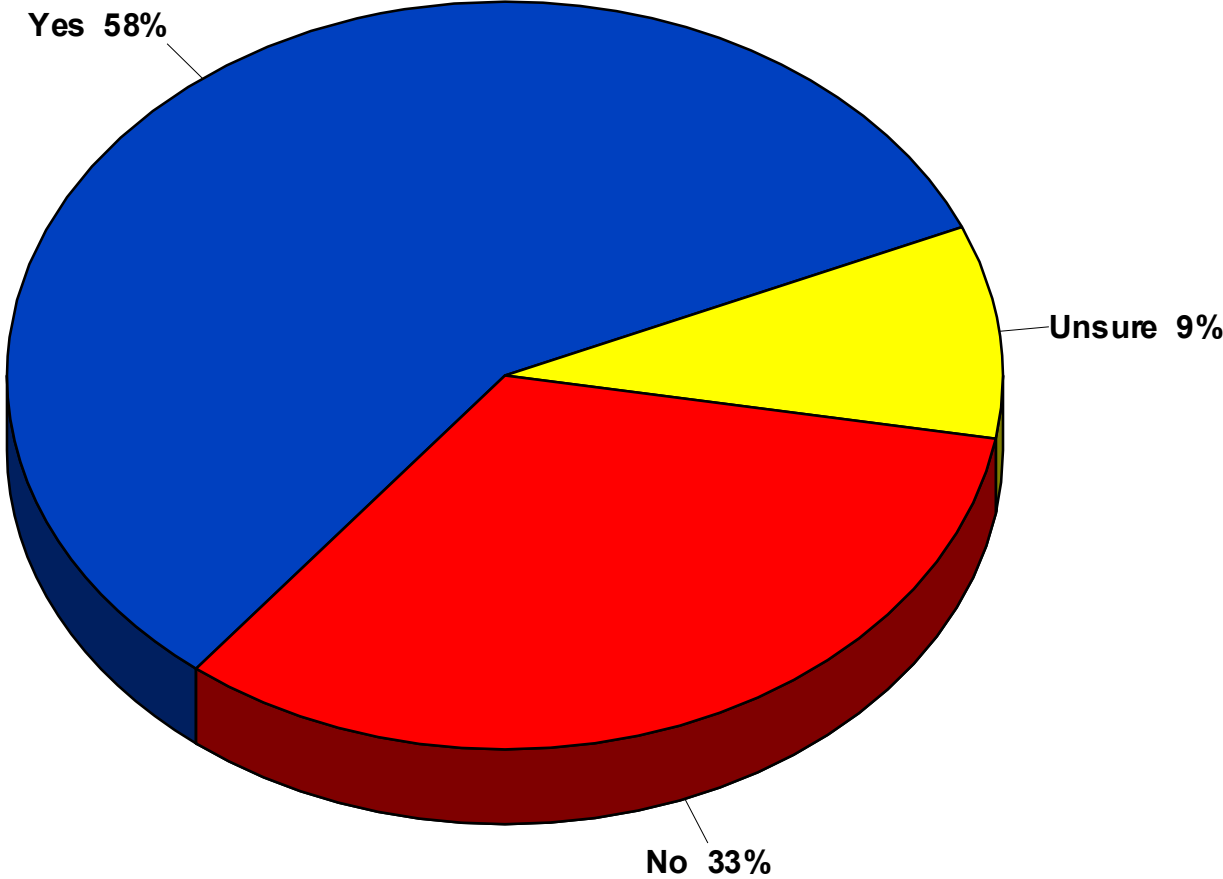
# Property Tax Comparisons

2021 Big Lake School District



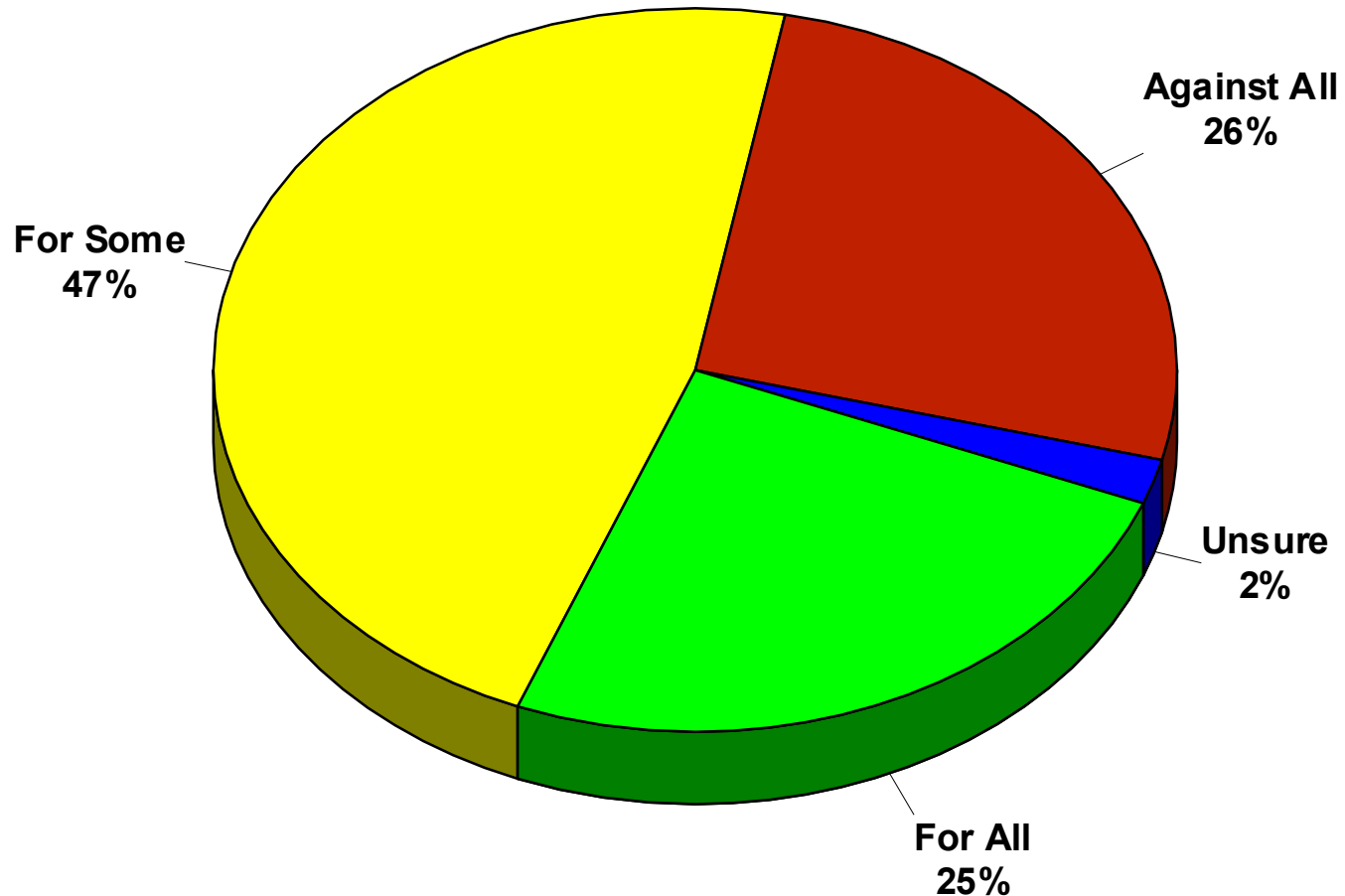
# Adequately Funded

2021 Big Lake School District



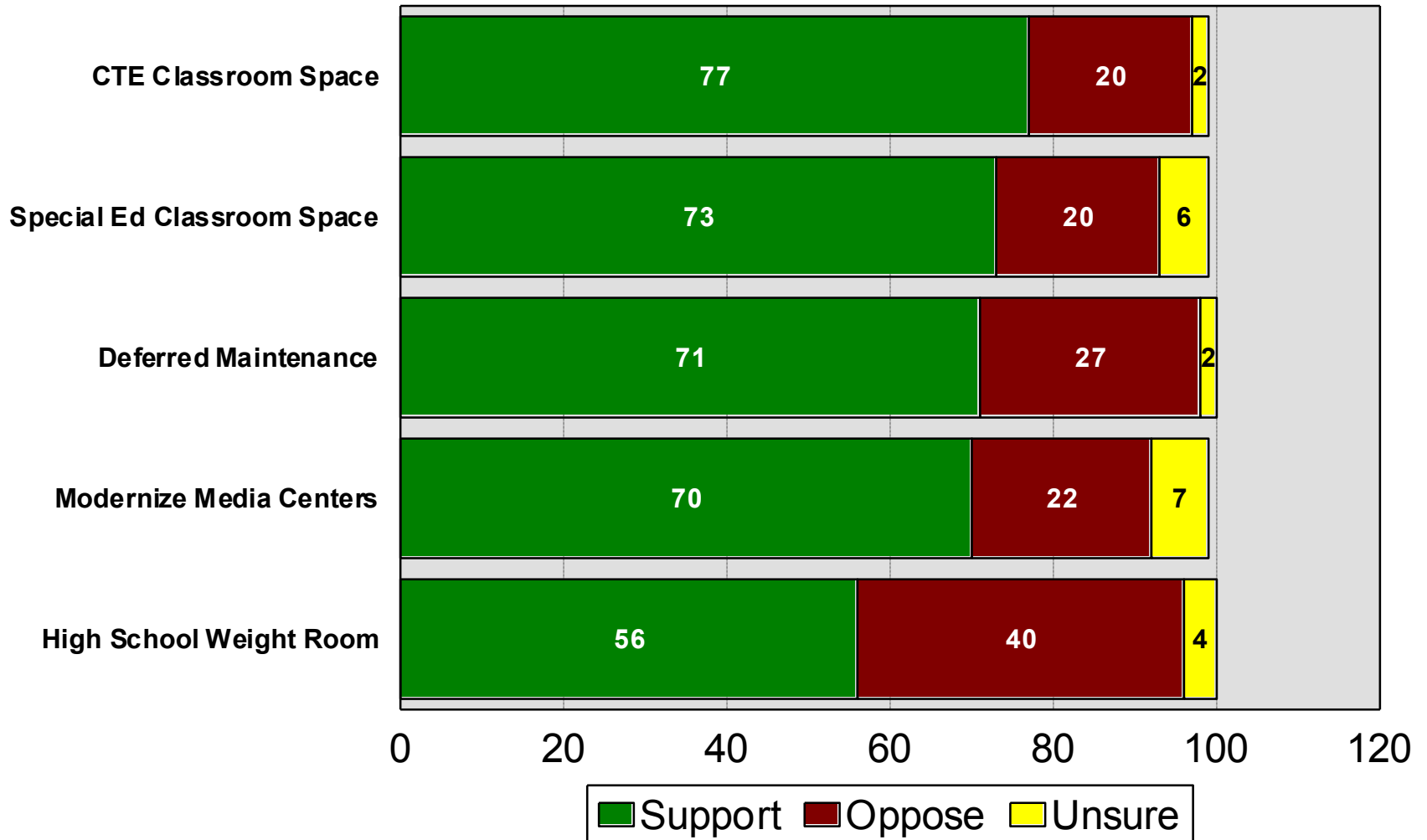
# Tax Increase Predisposition

2021 Big Lake School District



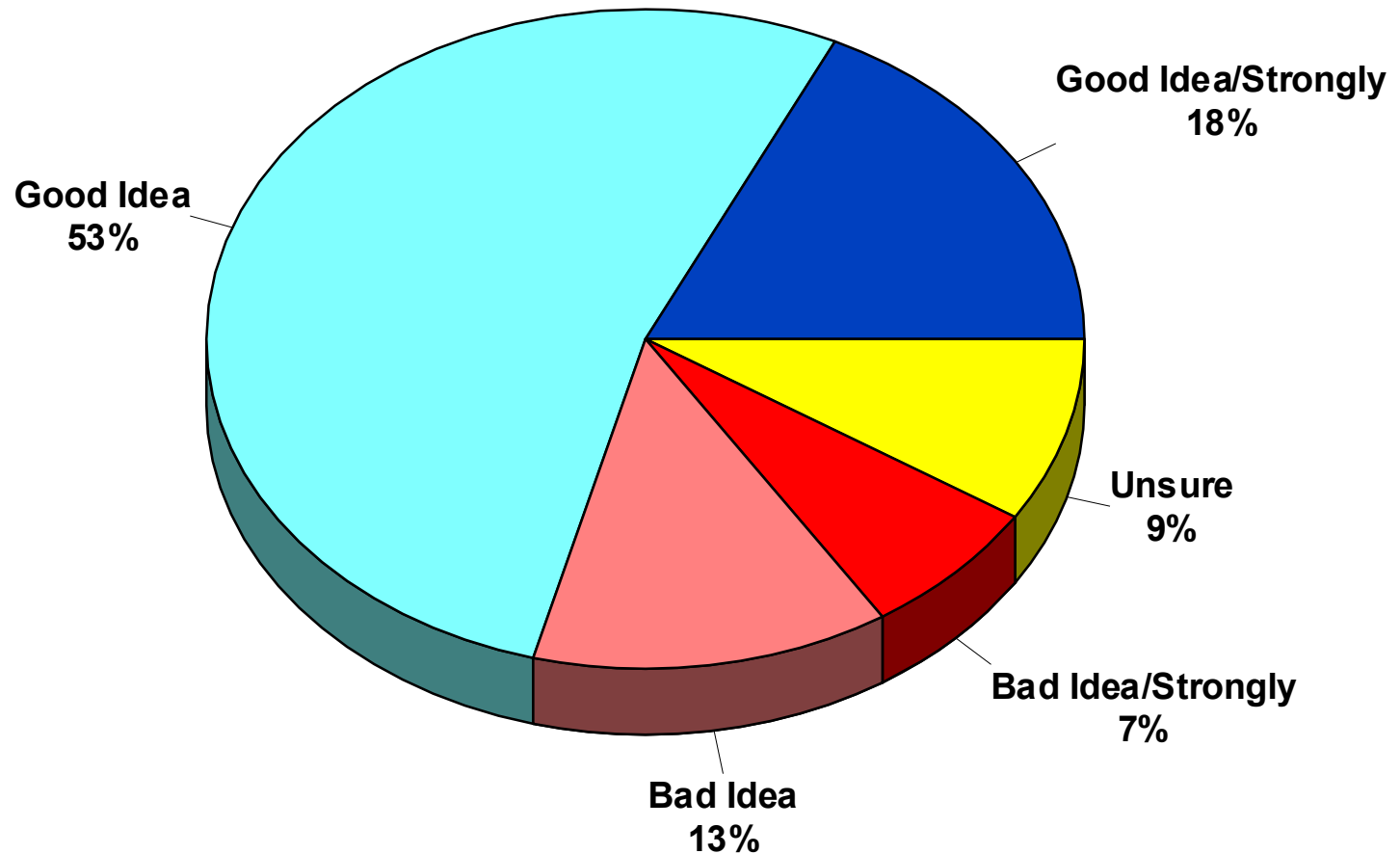
# Property Tax Increase for....

2021 Big Lake School District



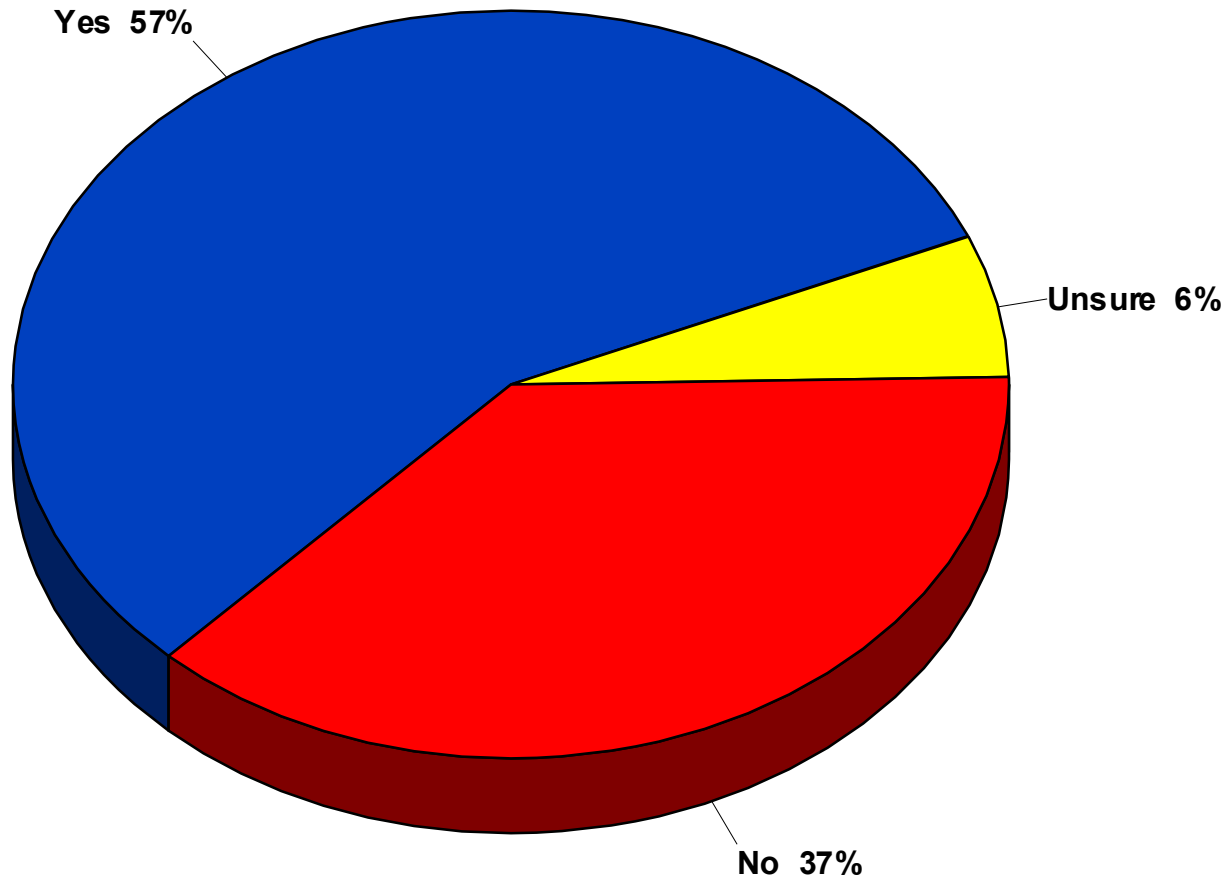
# Idea of Improvements

2021 Big Lake School District



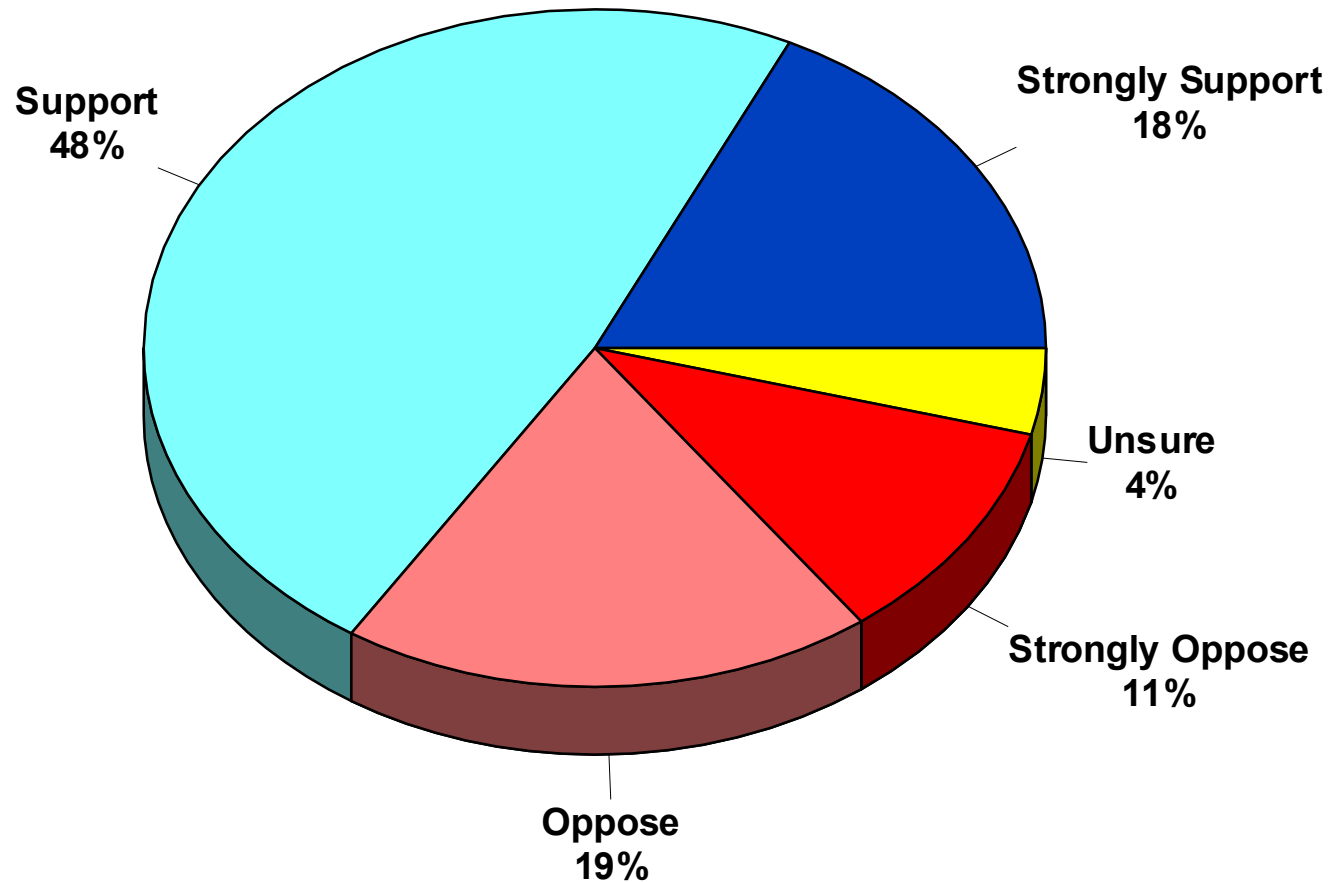
# \$30MM Fair Price

2021 Big Lake School District



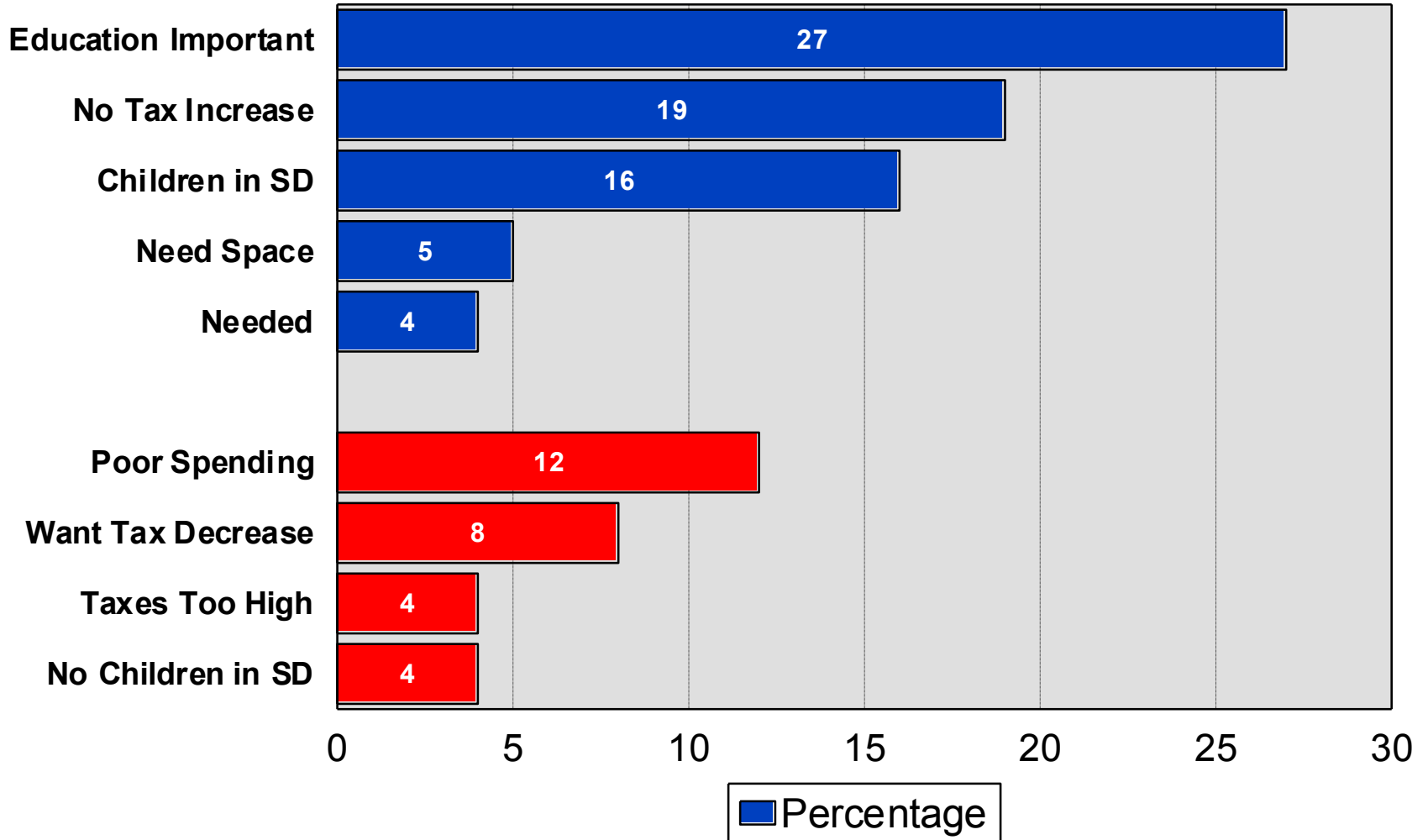
# \$30MM Bond Referendum

2021 Big Lake School District



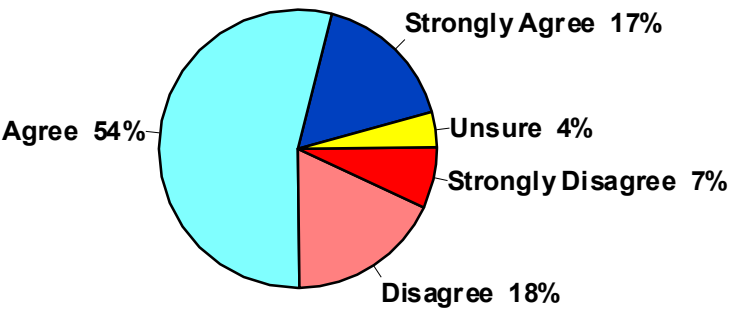
# Reason for Bond Decision

2021 Big Lake School District

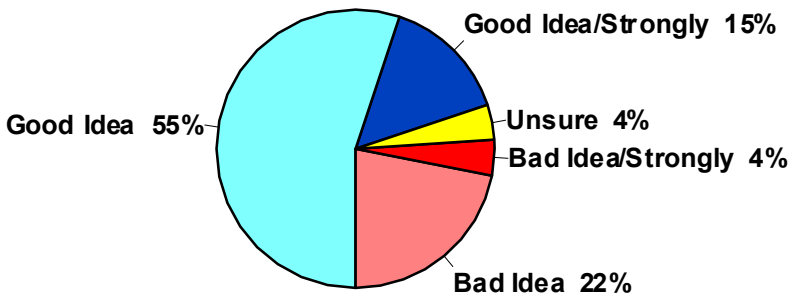


# Indoor Activites Center I

2021 Big Lake School District



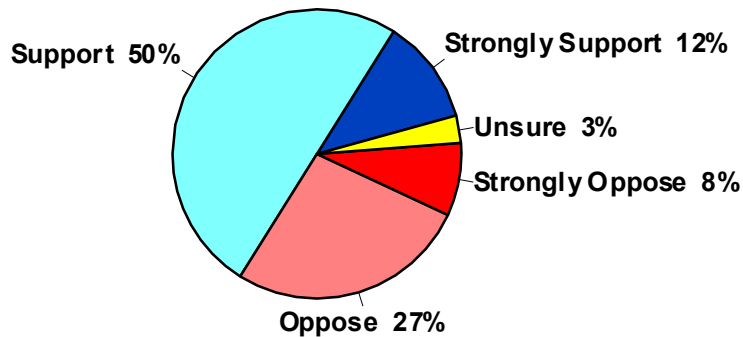
**Meets a Community  
Need**



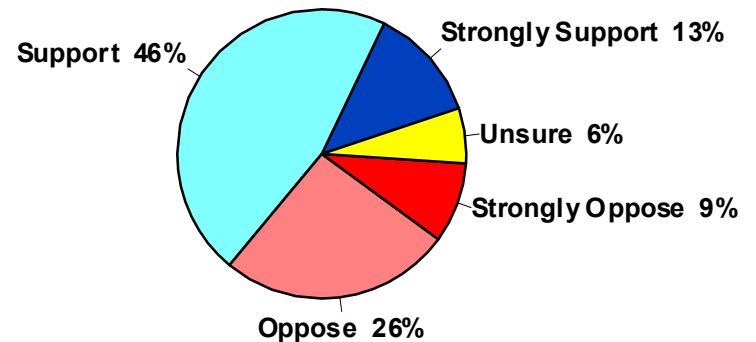
**Sounds Like....**

# Indoor Activities Center II

2021 Big Lake School District



**Property Tax  
Increase for  
Construction**



**Property Tax  
Increase for  
Operations**

**CASH REPORT FOR SCHOOL BOARD**

**BIG LAKE PUBLIC SCHOOLS**  
Independent School District # 727  
for month: May 2021

<b>101 - CASH ACCOUNTS</b>					
	<b>Beg Balance</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjustments</b>	<b>End Balance</b>
General Fund	\$ 4,892,520	\$ 4,005,942	\$ (3,572,250)	\$ (4,800,000)	\$ 526,212
Food Service	(\$1,282,296)	13,250	(122,679)	\$1,500,000	\$108,275
Community Service	(\$959,900)	134,351	(173,048)	\$1,000,000	\$1,403
Building Fund	\$0	9,052	(9,052)		\$0
Debt Service	(\$2,242,128)	-	-	\$2,300,000	\$57,872
Project fund- HVAC (Fund 15)	\$0	609,110	(609,110)		\$0
Custodial Fund (Fund 18)	\$1,560	-	(117)		\$1,443
OPEB Trust Fund	(\$19,062)	-	(249)		(\$19,311)
<b>TOTAL PER BOOKS</b>	390,694	4,771,705.00	(\$4,486,505)	\$0	675,894
				General Checking Account	\$675,894
				<b>TOTAL PER BANK</b>	<b>\$675,894</b>

<b>102 - PETTY CASH ACCOUNT</b>					
	<b>Beg Balance</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjustments</b>	<b>End Balance</b>
General Fund	\$1,452	621	(\$73)	-	\$2,000
				Petty Cash Checking Account	\$2,000
				<b>TOTAL PER BANK</b>	<b>\$2,000</b>

<b>104 - INVESTMENT ACCOUNTS</b>					
	<b>Beg Balance</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Adjustments</b>	<b>End Balance</b>
General Fund	(\$1,450,051)	\$ 7,122,379	\$ (8,350,000)	\$4,800,000	\$2,122,328
General Fd Operating Investments	\$10,561,500	5,000,762	(2,499,200)		\$13,063,062
Food Service	\$1,621,876	129,530	-	(\$1,500,000)	\$251,406
Community Service	\$1,736,259	82,086	-	(\$1,000,000)	\$818,345
Debt Service	\$3,535,564	1,382,075	-	(\$2,300,000)	\$2,617,639
Facilities Investments 2017A	\$61,993	1	(9,052)		\$52,942
Facilities Investments 2019A (Fd 06)	\$112,205	1	-		\$112,206
Facility Maintenance Invest. 2020A (Fd 07)	\$362,000	-	-		\$362,000
Facility Maintenance Invest. 2020A (Fd 15)	\$24,192	-	-		\$24,192
Facility Maintenance Invest. 2021A (Fd 07)	\$180,140	-	-		\$180,140
Facility Maintenance Invest. 2021A (Fd 15)	\$7,798,732	203	(609,111)		\$7,189,824
OPEB Trust Fund	\$1,130,060	91	(21)		\$1,130,130
OPEB Trust Equities	\$597,373	2,054	-		\$599,427
<b>TOTAL PER BOOKS</b>	\$26,271,843	\$13,719,182	(\$11,467,384)	\$0	\$28,523,641
				MN Trust	\$5,809,718
				Operating Investments	\$13,063,062
				Building Fund Investments	\$7,921,304
				OPEB Trust	\$1,729,557
				<b>TOTAL PER BANK</b>	<b>\$28,523,641</b>

<b>CASH AND INVESTMENT BALANCE SUMMARY BY FUND</b>					
	<b>Beg Balance</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Adjustments</b>	<b>End Balance</b>
General Fund	\$ 14,005,421	\$ 16,129,704	\$ (14,421,523)	\$ -	\$ 15,713,602
Food Service	\$339,580	142,780	(122,679)	-	\$359,681
Community Service	\$776,359	216,437	(173,048)	-	\$819,748
Debt Service	\$1,835,576	1,382,075	-	-	\$3,217,651
Project Fund HVAC- Fund 15	\$7,822,924	609,313	(1,218,221)	-	\$7,214,016
Custodial Fund (Fund 18)	\$1,560	-	(117)	-	\$1,443
Bond Account Investments (fund 06)	\$174,198	\$9,054	(\$18,104)	-	\$165,148
OPEB Trust Fund	\$1,110,998	91	(270)	-	\$1,110,819
OPEB Trust Equities	\$597,373	2,054	-	-	\$599,427
<b>TOTAL PER BOOKS</b>	<b>26,663,989</b>	<b>\$18,491,508</b>	<b>(\$15,953,962)</b>	<b>\$0</b>	<b>29,201,535</b>
				Cash	\$675,894
				Petty Cash	\$2,000
				Investments	\$28,523,641
				<b>TOTAL PER BANK</b>	<b>\$29,201,535</b>



Treasurer's Report  
 Month of May, 2020/21 School Year  
 Amber Sixberry, Treasurer

Big Lake School District #727  
 Respectfully Submitted at the 06/28/21 Board Meeting  
*(Italicized, underlined phrase in parenthesis denotes the source of the data and notes)*

**COMPLIANCE ISSUES**

- 1) Preliminary UFARS data loaded to MDE by September 15th, 2020 In compliance
- 2) Revenue and Expenditure Budget published by earlier of one week after school board accepts final audit or November 30, 2020 In compliance
- 3) Final UFARS data to MDE by November 30, 2020 In compliance
- 4) The 2019/2020 audit (electronic copy) received at MDE by December 31st, 2020 In compliance
- 5) Board members having received training in financial matters per statute In compliance

**FISCAL HEALTH - INCOME STATEMENT PARAMETERS**

- 1) Revenue/Expenditure Monitor - *Exp/Rev Summary - FD Report*

	REVENUE			<i>(Calculated)</i>	EXPENDITURES		
	Budget	Actual \$ YTD	Actual % YTD		Budget	Actual \$ YTD	Actual % YTD
General Fund (01,05,09,11 &12)	\$ 37,049,118	\$ 28,276,480	76%	\$ 37,166,878	\$ 28,530,548	77%	
Food Service (02)	\$ 1,164,311	\$ 1,063,688	91%	\$ 1,256,241	\$ 975,550	78%	
Community Service (04)	\$ 1,981,231	\$ 1,469,746	74%	\$ 1,909,418	\$ 1,530,160	80%	
Building Construction (06)	\$ 7,982,680	\$ 7,977,180	100%	\$ 7,772,442	\$ 5,566,599	72%	
Debt Service (07)	\$ 5,852,694	\$ 658,769	11%	\$ 5,807,280	\$ 5,806,918	100%	
OPEB Irrevocable Trust Fund (45)	\$ 100,000	\$ 122,993	123%	\$ 130,530	\$ 19,540	15%	
OPEB Bonds Debt Service Fund (47)	\$ -	\$ -	0%	\$ 100,819	\$ 100,819	100%	

- 2) ADM Monitor - *Principals' monthly reporting*

	Original	Revision (1)	Revision (2)
Budgeted Seated ADM	3062	2959	2948
Tuition ADM	58	58	58
Budgeted ADM	3120	3017	3006

**NOTES**

See budget revisions

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**ISD #727 2020-2021 Revised Budget**

June 28th, 2021

	<b>Audited Fund Balance June 30,2020</b>	<b>Revenue Budget 20-21</b>	<b>Expenditure Budget 20-21</b>	<b>Projected Net Change Incr(Decr) in Fund Balance</b>	<b>Transfers</b>	<b>Budgeted Fund Balance June 30,2021</b>
<b>General:</b>						
Restricted -						
Long Term Facilities Maintenance	\$ 81,783	\$ 410,131	\$ 375,702	\$ 34,429	\$ -	\$ 116,212
Operating Capital	\$ 455,306	\$ 717,268	\$ 595,340	\$ 121,928	\$ -	\$ 577,234
Capital Projects Levy	\$ 226,670	\$ 519,531	\$ 418,372	\$ 101,159	\$ -	\$ 327,829
Basic Skills Programs	\$ 76,094	\$ 608,353	\$ 684,447	\$ (76,094)	\$ -	\$ -
Staff Development	\$ 92,814	\$ 437,781	\$ 413,956	\$ 23,825	\$ -	\$ 116,639
Third Party/Medical Assistance	\$ 230,996	\$ 84,000	\$ 64,466	\$ 19,534	\$ -	\$ 250,530
Area Learning Center (ALC)	\$ 33,648	\$ 267,086	\$ 265,542	\$ 1,544	\$ -	\$ 35,192
Scholarships	\$ 16,650	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ 16,650
Student Activities	\$ 10,386	\$ 500	\$ 1,239	\$ (739)	\$ -	\$ 9,647
Committed for Severance	\$ 620,191	\$ -	\$ 99,987	\$ (99,987)	\$ -	\$ 520,204
Committed for Liberty Shelter	\$ 29,120	\$ -	\$ 29,120	\$ (29,120)	\$ -	\$ -
Assigned for Q Comp	\$ 138,190	\$ 799,111	\$ 713,689	\$ 85,422	\$ -	\$ 223,612
Assigned for Athletics and Activities	\$ 179,525	\$ 918,857	\$ 907,938	\$ 10,919	\$ -	\$ 190,444
Assigned for Building Level Activities	\$ 122,937	\$ 9,457	\$ 12,046	\$ (2,589)	\$ -	\$ 120,348
Other Assigned Fund Balances	\$ 156,348	\$ 339,203	\$ 170,810	\$ 168,393	\$ -	\$ 324,741
Nonspendable for Prepaid Items	\$ 118,522	\$ -	\$ -	\$ -	\$ -	\$ 118,522
Unassigned	\$ 7,548,558	\$ 31,925,840	\$ 32,402,224	\$ (476,384)	\$ -	\$ 7,072,174
Subtotal	\$ 10,137,738	\$ 37,049,118	\$ 37,166,878	\$ (117,760)	\$ -	\$ 10,019,978
<b>Food Service:</b>						
Restricted						
Restricted	\$ 227,522	\$ 1,164,311	\$ 1,256,241	\$ (91,930)	\$ -	\$ 135,592
Nonspendable for Inventory	\$ 38,923	\$ -	\$ -	\$ -	\$ -	\$ 38,923
Subtotal	\$ 266,445	\$ 1,164,311	\$ 1,256,241	\$ (91,930)	\$ -	\$ 174,515
<b>Community Service:</b>						
Restricted -						
Community Education	\$ 359,366	\$ 1,346,455	\$ 1,282,257	\$ 64,198	\$ -	\$ 423,564
ECFE	\$ 52,390	\$ 240,728	\$ 241,766	\$ (1,038)	\$ -	\$ 51,352
School Readiness	\$ (23,826)	\$ 376,108	\$ 370,758	\$ 5,350	\$ -	\$ (18,476)
Preschool Screening	\$ 7,917	\$ 17,940	\$ 14,637	\$ 3,303	\$ -	\$ 11,220
Subtotal	\$ 395,847	\$ 1,981,231	\$ 1,909,418	\$ 71,813	\$ -	\$ 467,660
<b>Building Construction Fund</b>						
Restricted -						
Long-Term Facilities Maintenance	\$ 4,762,317	\$ 7,982,630	\$ 7,696,928	\$ 285,702	\$ -	\$ 5,048,019
Referendum Projects	\$ 75,464	\$ 50	\$ 75,514	\$ (75,464)	\$ -	\$ -
	\$ 4,837,781	\$ 7,982,680	\$ 7,772,442	\$ 210,238	\$ -	\$ 5,048,019
<b>Debt Service - Restricted</b>	\$ 1,805,961	\$ 5,852,694	\$ 5,807,280	\$ 45,414	\$ -	\$ 1,851,375
<b>OPEB Irrevocable Trust Fund</b>	\$ 1,606,793	\$ 100,000	\$ 130,530	\$ (30,530)	\$ -	\$ 1,576,263
<b>OPEB Bonds Debt Service Fund</b>	\$ 100,819	\$ -	\$ 100,819	\$ (100,819)	\$ -	\$ -
<b>Total</b>	\$ 19,151,384	\$ 54,130,034	\$ 54,143,608	\$ (13,574)	\$ -	\$ 19,137,810

**WIRE TRANSFER SUMMARY**  
**Big Lake Public Schools**  
**Independent School District #727**  
**May 31, 2021**

<b>DATE</b>	<b>FROM</b>	<b>TO</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
5/3/2021	Old National-Checking	Heartland Pmt System	\$ 384.94	Nutri Kids Credit Card Fees
5/5/2021	Old National-Checking	Further	\$ 1,448.63	Flex Claim Pymts
5/6/2021	Old National-Checking	Delta Dental	\$ 27,325.24	Dental Insurance
5/6/2021	MN Trust-PMA	Old National-Checking	\$ 1,300,000.00	Payroll and Payroll AP
5/10/2021	Old National-Checking	Transfirst/TSYS	\$ 538.57	Affinity Credit Card fees
5/10/2021	Old National-Checking	ELEYOmonthlysoft	\$ 1,275.00	ELEYO User Fees
5/10/2021	Old National-Checking	Bankcard Service	\$ 2,749.67	ELEYO Credit Card Fees
5/10/2021	Old National-Checking	BLEM	\$ 8,173.57	Teacher Unions Dues
5/11/2021	Old National-Checking	EBC	\$ 51,203.85	403b & 457 contributions
5/12/2021	Old National-Checking	Further	\$ 202.92	Flex Claim Pymts
5/12/2021	Old National-Checking	Further	\$ 24,967.55	H.S.A Contributions
5/14/2021	Old National-Checking	CIGNA	\$ 9,581.88	Life & LTD Insurance
5/17/2021	Old National-Checking	Neopost	\$ 201.00	DO Postage
5/19/2021	Old National-Checking	Further	\$ 2,049.46	Flex Claim Pymts
5/21/2021	MN Trust-PMA	Old National-Checking	\$ 1,500,000.00	Payroll and Payroll AP
5/24/2021	Old National-Checking	Further	\$ 316.00	Further Fee
5/24/2021	Old National-Checking	Old National-Petty Cash	\$ 620.82	Gen Fund Transfer to Petty Cash
5/24/2021	Old National-Checking	BLEM	\$ 8,173.57	Teacher Unions Dues
5/25/2021	Retiree Accounts	Old National-Checking	\$ 11,891.48	Auto Transfers for COBRA/Retiree Ins
5/25/2021	Old National-Checking	EBC	\$ 50,853.65	403b & 457 contributions
5/26/2021	Old National-Checking	Further	\$ 1,121.32	Flex Claim Pymts
5/26/2021	Old National-Checking	Further	\$ 25,136.29	H.S.A Contributions
5/27/2021	MN Trust-PMA	Old National-Checking	\$ 5,500,000.00	Regular AP
5/28/2021	Old National-Checking	Old National Bank	\$ 63.08	Old National Service Charge
5/28/2021	Old National-Checking	Bremer Bank	\$ 159.20	ACH Charge
5/28/2021	CC Choices ACH	Old National-Checking	\$ 3,381.29	Pathway I
5/28/2021	MN Trust-PMA BONDS	Old National-Checking	\$ 9,052.00	2017A Bond Draw
5/28/2021	MN Trust-PMA BONDS	Old National-Checking	\$ 609,110.47	HVAC Draw 2021A

## SUMMARY OF YTD 20-21 BUDGET ADJUSTMENTS

*\*Denotes Specific School Board Approval*

### GENERAL FUND:

#### REVENUE:

	AMOUNT	DATE
Original Budget	\$36,364,281	* Jun-20
-Adjust gen ed aid for decrease in enrollment	(\$724,625)	* Dec-20
-Establish budget for CRF federal funds	\$766,916	* Dec-20
-Revenue rec'd from Big Lake Township and Sherburne County for COVID relief	\$300,569	* Dec-20
-Transfer eligible CRF funds to food service and community service funds; rev=exp	(\$23,891)	* Jan-21
-Close out Fall activities and athletics = reduced revenue and expenses	(\$31,966)	* Jan-21
-Adjust Title budget estimates	\$4,149	* Jan-21
-Adjust CARES ACT Round I budgets: Transfer eligible revenue & expenditures to food service fund	(\$5,451)	* Feb-21
-Adjust for receipt of utilities rebate monies earmarked for facilities needs; rev=exp	\$34,000	* Mar-21
-Establish budgets for tech protection insurance fees and technology repairs budget; rev=exp	\$43,225	* Mar-21
-Decrease parking fee budget - no fees charged in 20-21	(\$20,000)	* Apr-21
-Adjust for receipt of utilities rebate monies and sale of assets earmarked for facilities needs; rev=exp	\$38,965	* Apr-21
-Close out Winter activities and athletics = reduced revenue and expenses	(\$86,131)	* May-21
-Adjust fundraising activity revenue accounts for actual donations and fundraising receipts	\$52,195	* May-21
-Revise CARES ACT Round I budgets: Transfer eligible revenue & expenditures to food service fund	(\$8,418)	* May-21
-Adjust Misc Tax Revenue for larger than expected forfeited land sales receipt	\$55,686	* May-21
-Adjust general education aid for decrease in pupil units	(\$74,567)	* May-21
-Adjust tax delinquency rate to 1.5% from 3% originally budgeted	\$51,575	* May-21
-Incr tax revenue for actual unemployment and CTE 20-21 tax shift	\$66,806	* May-21
-Adj local revenues (fees, sales, donations, etc) to actual received; less due to pandemic	(\$25,784)	
-Decrease investment income for drop in interest rates	(\$22,768)	
-Decrease SPED coop revenue budget for less expenses in SPED coop programs at Big Lake	(\$43,511)	
-Adjust various state aid budgets for updated estimates	(\$39,737)	
-Adjust lease levy revenue for timing of lease levy adjustment-revenue to be rec'd in 21-22	(\$43,630)	
-Decrease MA billing budget for less amounts received due to the pandemic	(\$16,000)	
-Adj SEL grant revenue - MDE changed grant from 2 year grant to 1 year grant	\$20,561	
-Increase SPED aid for 19-20 final results, increase in cross-subsidy aid, and increase in ADSIS	\$416,669	

#### NET CURRENT REVENUE BUDGET

\$37,049,118

### GENERAL FUND:

#### EXPENSE:

	AMOUNT	DATE
Original Budget	\$37,519,840	* Jun-20
-Establish budget for CRF COVID related expenses	\$766,916	* Dec-20
-Edgenuity costs (Big Lake Online)	\$139,000	* Dec-20
-Transfer part of CRF budgeted expenditures to food service and community service funds; rev=exp	(\$23,891)	* Jan-21
-Close out of Fall activities and athletics = reduced revenue and expenses	(\$31,966)	* Jan-21
-Fall staffing revision - revise estimates based on actual hiring through December	\$26,023	* Jan-21
-Adjust Title budget estimates	(\$10,146)	* Jan-21
-Added budget for copier replacement (from Assigned for Copiers fund balance)	\$14,279	* Jan-21
-Amend budget revision in December for CRF related expenses	(\$215,563)	* Jan-21
-Adjust CARES ACT Round I budgets: Transfer eligible revenue & expenditures to food service fund	(\$5,451)	* Feb-21
-Staffing revision #2 - update staffing and benefit changes since last fall	(\$13,623)	* Mar-21
-Adjust for receipt of utilities rebate monies earmarked for facilities needs; rev=exp	\$34,000	* Mar-21
-Adjust budgets for Assigned fund balances from 19-20	\$110,279	* Mar-21
-Establish budgets for tech protection insurance fees and technology repairs budget; rev=exp	\$43,225	* Mar-21
-Adjust for receipt of utilities rebate monies and sale of assets earmarked for facilities needs; rev=exp	\$38,965	* Apr-21
-Close out Winter activities and athletics = reduced revenue and expenses	(\$86,131)	* May-21
-Establish budgets for fundraising activity accounts	\$36,660	* May-21
-Revise CARES ACT Round I budgets: Transfer eligible revenue & expenditures to food service fund	(\$8,418)	* May-21
-Decrease staffing budget from original estimate of extra COVID time	(\$83,937)	* May-21
-Decrease staffing budget from original estimate of targeted services expenditures; less due to COVID	(\$36,123)	* May-21
-Adj various program/activity budgets for decreased amounts spent due to pandemic	(\$31,559)	
-Decrease operating capital budgets - budgets to be reinstated in fiscal year 21-22	(\$432,859)	
-Decrease tech levy budgets - budgets to be reinstated in fiscal year 21-22	(\$112,463)	
-Decr transp budget due to pandemic (distance learning days, less routes due to less students riding)	(\$291,643)	
-Update field/grounds worker budgets between community service and general fund	(\$10,000)	
-Decrease project budgets for timing difference - budgets to be reinstated in 21-22	(\$90,000)	
-Decrease severance expense budget for actual amount	(\$7,433)	
-Update tuition billing budgets for anticipated amounts due, amounts less due to pandemic	(\$60,600)	
-Increase health insurance exp for decrease in implicit rate expense from the OPEB Trust	\$80,529	
-Increase LTFM pay as you go expenses for additional projects in 20-21	\$30,218	
-Utilities exp savings from pandemic shutdowns and warm winter; set aside for sound system project	(\$121,250)	

#### NET CURRENT EXPENSE BUDGET

\$37,166,878

## SUMMARY OF YTD 20-21 BUDGET ADJUSTMENTS

*\*Denotes Specific School Board Approval*

### FOOD SERVICE FUND:

#### REVENUE:

Original Budget	\$1,655,850	*	Jun-20
-Establish budget for eligible CRF expenses; rev=exp	\$7,261	*	Jan-21
-Adjust CARES ACT Round I budgets: Transfer eligible revenue & expenditures to food service fund	\$5,451	*	Feb-21
-Revise CARES ACT Round I budgets: Transfer eligible revenue & expenditures to food service fund	\$8,418	*	May-21
-Decrease investment income for drop in interest rates	(\$475)		
-Decrease food service revenue for less meal counts due to pandemic	(\$512,194)		

#### NET CURRENT REVENUE BUDGET

\$1,164,311

#### EXPENSE:

Original Budget	\$1,655,850	*	Jun-20
-Establish budget for eligible CRF expenses; rev=exp	\$7,261	*	Jan-21
-Adjust CARES ACT Round I budgets: Transfer eligible revenue & expenditures to food service fund	\$5,451	*	Feb-21
-Staffing revision #2 - update staffing and benefit changes since last fall	(\$3,066)	*	Mar-21
-Revise CARES ACT Round I budgets: Transfer eligible revenue & expenditures to food service fund	\$8,418	*	May-21
-Decrease food service expense budget-less expenses due to low meal counts as a result of pandemic	(\$417,673)		

#### NET CURRENT EXPENSE BUDGET

\$1,256,241

### COMMUNITY SERVICE FUND:

#### REVENUE:

Original Budget	\$1,940,459	*	Jun-20
-Revenue rec'd from Big Lake Township and Sherburne County for COVID relief	\$107,761	*	Dec-20
-Establish budget for eligible CRF expenses; rev=exp	\$16,631	*	Jan-21
-Reduced revenue budget for driver's ed and Hive Time tuition	(\$85,850)	*	Jan-21
-Reduce revenue budget for cancelled programs due to COVID: Musical, Robotics, Ski Club, no field trips in Kid's club	(\$63,160)	*	Feb-21
-Adjust for decreased program activity revenue	(\$1,675)	*	Apr-21
-Adjust tax delinquency rate to 1.5% from 3% originally budgeted	\$1,637	*	May-21
-Decrease investment income for drop in interest rates	(\$1,762)		
-Update school age care, school readiness, and ECFE revenue	\$67,190		

#### NET CURRENT REVENUE BUDGET

\$1,981,231

#### EXPENSE:

Original Budget	\$2,173,632	*	Jun-20
-Establish budget for eligible CRF expenses; rev=exp	\$16,630	*	Jan-21
-Fall staffing revision - revise estimates based on actual hiring through December	(\$101,313)	*	Jan-21
-Reduce expenses for decreased programming (driver's ed)	(\$42,300)	*	Jan-21
-Reduce expenditure budget for cancelled programs due to COVID: Musical, Robotics, Ski Club, no field trips in Kid's club	(\$54,906)	*	Feb-21
-Staffing revision #2 - update staffing and benefit changes since last fall	\$3,725	*	Mar-21
-Decr expenditure budget for updated staffing projections, decreased program activities due to COVID	(\$101,629)	*	Apr-21
-Adjust capital exp budget for district rental tables	\$5,911	*	May-21
-Update school age care, school readiness, and ECFE expenses	(\$1,975)		
-Update field/grounds worker budgets between community service and general fund	\$10,000		
-Increase health insurance exp for decrease in implicit rate expense from the OPEB Trust	\$1,643		

#### NET CURRENT EXPENSE BUDGET

\$1,909,418

AMOUNT	DATE
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### BUILDING CONSTRUCTION FUND

#### REVENUE:

Original Budget	\$9,950	*	Jun-20
-Bond proceeds from 2021A Facilities Maintenance Bonds	\$7,969,480	*	Mar-21
-Adjust investment income	(\$400)	*	Mar-21
-Adjust investment income for above average returns on long-term investments	\$3,650		

#### NET CURRENT REVENUE BUDGET

\$7,982,680

#### EXPENSE:

Original Budget	\$6,881,788	*	Jun-20
-Adjust construction fund budgets for updated estimates of 20-21 costs	\$890,654	*	Mar-21

#### NET CURRENT EXPENSE BUDGET

\$7,772,442

## SUMMARY OF YTD 20-21 BUDGET ADJUSTMENTS

*\*Denotes Specific School Board Approval*

### DEBT SERVICE FUND

#### REVENUE:

	AMOUNT	DATE
Original Budget	\$5,516,400	* Jun-20
-Transfer in from closing out of OPEB Debt Service fund; Board approved in December	\$100,819	* Jan-21
-Bonds proceeds from 2021A Facilities Maintenance Bonds	\$180,140	* Mar-21
-Adjust tax delinquency rate to 1.5% from 3% originally budgeted	\$72,832	* May-21
-Decrease investment income for drop in interest rates	(\$17,497)	

#### NET CURRENT REVENUE BUDGET

\$5,852,694

#### EXPENSE:

Original Budget	\$5,807,280	* Jun-20
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#### NET CURRENT EXPENSE BUDGET

\$5,807,280

### OPEB Irrevocable Trust Fund

#### REVENUE:

	AMOUNT	DATE
Original Budget	45,000	* Jun-20
-Increase investment income for above average returns on equity investments	55,000	

#### NET CURRENT REVENUE BUDGET

100,000

#### EXPENSE:

Original Budget	\$248,355	* Jun-20
-Fall staffing revision; adjust OPEB benefits based on updated health information	\$787	* Jan-21
-Staffing revision #2 - change implicit rate for updated actuary study	(\$36,440)	* Mar-21
-Eliminate implicit rate expense in 20-21 - reinstate in 21-22	(\$82,172)	

#### NET CURRENT EXPENSE BUDGET

\$130,530

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# School Board Financial Report

June 28th, 2021

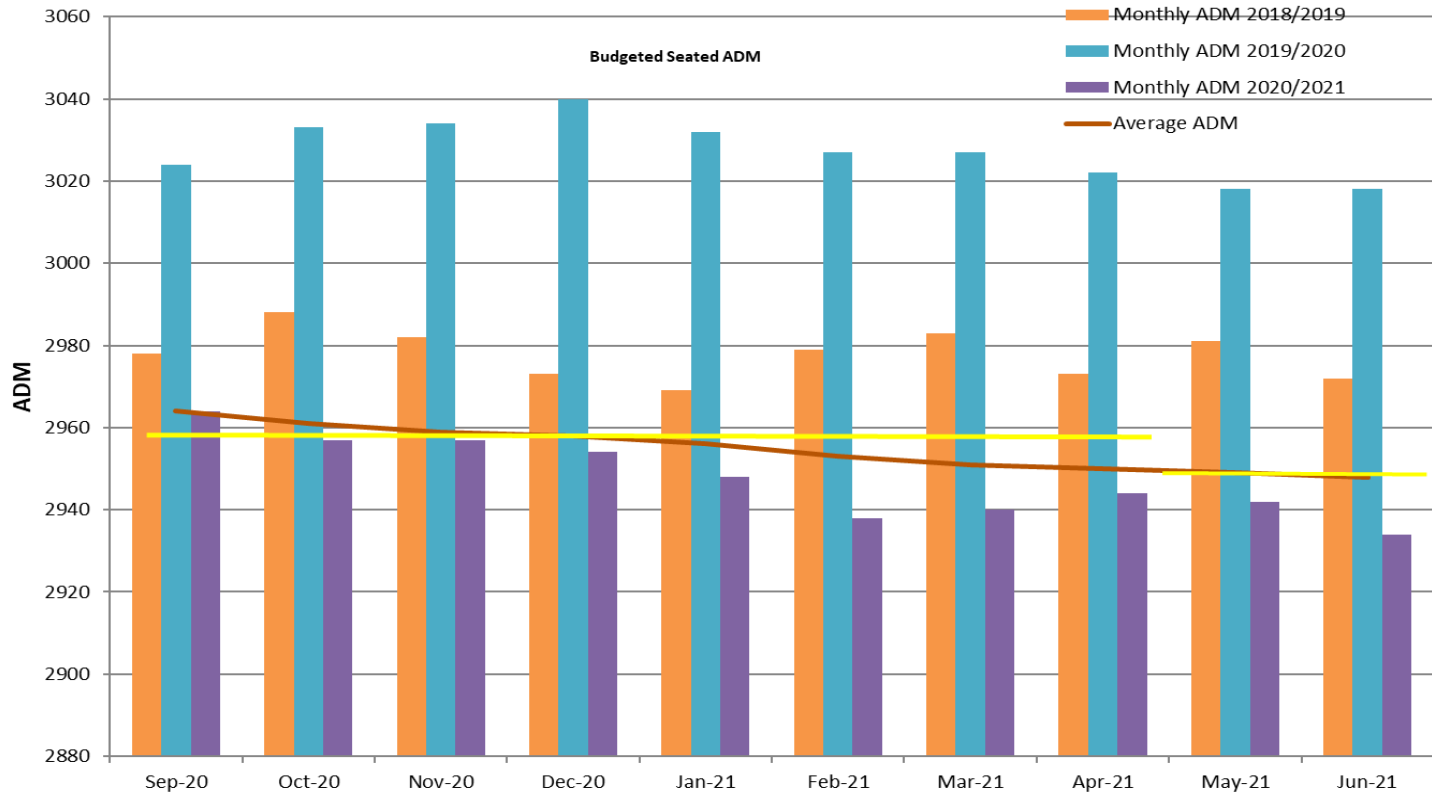
Presented by Angie Manuel, Director of Business Services

# Enrollment

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- June 2nd seated enrollment decreased 8 students
  - Student transfers and withdrawals after 15 day absence
- Final projected seated ADM – 2,948

## 20-21 Monthly, Average, and Budgeted Daily Membership



# Financial Update

- Budget Revisions to be Approved

**General Fund Revenues: +\$245,800**

- Updated various state aid, local levy, and miscellaneous revenues
- SPED aid increase for 19-20 results and increase in cross-subsidy & ADSIS aid

**General Fund Expenditures: -\$1,047,060**

- \$756,572 decrease for various capital and technology projects to be completed in 21-22
- Remaining decrease result of less transportation costs due to pandemic

**Food Service Fund Revenues: -\$512,669**

- Decreased meal counts due to less students and distance learning students

**Food Service Fund Expenditures: -\$417,673**

- Decrease food, supplies, and staffing costs due to less meal counts

# Financial Update

- Budget Revisions to be Approved

**Community Service Fund Revenues: +\$65,428**

- Update school age care, school readiness and ECFE revenues

**Community Service Fund Expenditures: +\$9,668**

- Update program budgets

**Building Construction Fund Revenues: +3,650**

- Adjust investment incomes for above average returns on long-term investments

# Financial Update

- Budget Revisions to be Approved

**Debt Service Fund Revenues: -\$17,497**

- Decrease investment income for drop in interest rates

**OPEB Trust Revenues: +\$55,000**

- Increase investment income for above average returns on equity investments

**OPEB Trust Expenses: -\$82,172**

- Eliminate implicit rate expense in 20-21, reinstate in 21-22

# Fund Balance Update

**Total General Fund Balance: \$10,019,978**

**Reserves: \$ 1,449,933**

-LTFM, Operating Capital, Capital Projects Levy, Staff Development, Third Party/Medical Assistance, Area Learning Center, Scholarships, Student Activities

**Committed: \$520,204**

-Severance

**Assigned: \$859,145**

-Q Comp, Athletics & Activities, Building Level Activities, SPED Vehicles, Curriculum, MS Sound System, STEM

**Nonspendable for Prepaid Items: \$118,522**

**Unassigned: \$7,072,174**

-Increase of \$304,503 due to SPED aid increase & less transportation costs

# Fund Balance Update

- **Food Service Fund Balance: \$174,515**
  - Decrease of \$91,930 from prior year
  - Decreased meal counts due to loss of students and distance learning students
  - 20-21 staffing decision
  - Fund balance is 1 month of expenditures; Maximum allowed is 3 months

# Update on ESSER III Federal Funding

- FIN 160 money: \$1,502,010
- FIN 161 money: \$ 375,502
  - Applications are due October 1<sup>st</sup>, 2021
  - Expected to spend in 22-23 and 23-24
  - Spending Plan requires public input
    - Survey
    - Hearing prior to July Board meeting to accept feedback
- FIN 160: Spent in same way as ESSER I and ESSER II
- Fin 161: Activities that address learning recovery

# Legislative Update

- Details on overall agreement on E12 appropriations bill
  - Basic formula increase 2.45% increase FY22 and 2% FY23
  - \$10.45 million to reduce special education cross-subsidy
  - \$4 million to reduce English Learner cross-subsidy
  - Funding to increase the number of teachers of color and indigenous

# School Board Action

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**Approve budget revisions and financial report**



# ISD #727 – Big Lake 2021-2022 Original Budget

June 28th, 2021



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

# ISD 727 Big Lake 2021-2022 Budget

Minnesota statutes require  
School Board approval of  
revenue and expenditure  
budget by June 30<sup>th</sup>



# ISD 727 Big Lake 2021-2022 Budget

**2021-2022 BUDGET WAS PREPARED  
ASSUMING A TRADITIONAL  
RETURN TO SCHOOL MODEL**



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

# 21-22 GENERAL FUND

**Beginning Unassigned Fund Balance: \$7,072,174**

*Fund Balance Available for General Operations*

- 21.8% of 20-21 unassigned expenditures

**Ending Unassigned Fund Balance \$5,306,528**

- 15.5% of 21-22 unassigned expenditures
- Ending Unassigned Fund Balance includes \$ 835,989 one-time federal dollars (ESSER II) to fund learning recovery costs
  - While one-time funding normally funds one-time costs, staff needed to be hired to support teachers and students

**Ending Unassigned Fund Balance Without One-Time  
Federal Funding: \$4,470,539**

- Unassigned Fund Balance will erode over time



## ISD #727 2021-2022 Original Budget

June 28th, 2021

	Budgeted Fund Balance June 30,2021	Revenue Budget 21-22	Expenditure Budget 21-22	Projected Net Change Incr(Decr) in Fund Balance	Transfers	Budgeted Fund Balance June 30,2022
<b>General:</b>						
Restricted -						
Long Term Facilities Maintenance	\$ 116,212	\$ 300,897	\$ 275,654	\$ 25,243	\$ -	\$ 141,455
Operating Capital	\$ 577,234	\$ 731,230	\$ 1,096,759	\$ (365,529)	\$ -	\$ 211,705
Capital Projects Levy	\$ 327,829	\$ 563,770	\$ 650,407	\$ (86,637)	\$ -	\$ 241,192
Staff Development	\$ 116,639	\$ 452,431	\$ 461,217	\$ (8,786)	\$ -	\$ 107,853
Third Party/Medical Assistance	\$ 250,530	\$ 70,000	\$ 113,496	\$ (43,496)	\$ -	\$ 207,034
Area Learning Center (ALC)	\$ 35,192	\$ 319,990	\$ 355,182	\$ (35,192)	\$ -	\$ -
Scholarships	\$ 16,650	\$ 11,000	\$ 11,000	\$ -	\$ -	\$ 16,650
Student Activities	\$ 9,647	\$ 10,600	\$ 700	\$ 9,900	\$ -	\$ 19,547
Committed for Severance	\$ 520,204	\$ -	\$ 33,347	\$ (33,347)	\$ -	\$ 486,857
Assigned for Q Comp	\$ 223,612	\$ 772,477	\$ 731,392	\$ 41,085	\$ -	\$ 264,697
Assigned for Athletics and Activities	\$ 190,444	\$ 948,765	\$ 965,012	\$ (16,247)	\$ -	\$ 174,197
Assigned for Building Level Activities	\$ 120,348	\$ 8,600	\$ 12,442	\$ (3,842)	\$ -	\$ 116,506
Other Assigned Fund Balances	\$ 324,741	\$ 12,000	\$ 302,287	\$ (290,287)	\$ -	\$ 34,454
Nonspendable for Prepaid Items	\$ 118,522	\$ -	\$ -	\$ -	\$ -	\$ 118,522
Unassigned	\$ 7,072,174	\$ 32,501,992	\$ 34,267,638	\$ (1,765,646)	\$ -	\$ 5,306,528
Subtotal	\$ 10,019,978	\$ 36,703,752	\$ 39,276,533	\$ (2,572,781)	\$ -	\$ 7,447,197
<b>Food Service:</b>						
Restricted						
Restricted	\$ 135,592	\$ 1,819,935	\$ 1,782,109	\$ 37,826	\$ -	\$ 173,418
Nonspendable for Inventory	\$ 38,923	\$ -	\$ -	\$ -	\$ -	\$ 38,923
Subtotal	\$ 174,515	\$ 1,819,935	\$ 1,782,109	\$ 37,826	\$ -	\$ 212,341
<b>Community Service:</b>						
Restricted -						
Community Education	\$ 423,564	\$ 1,225,944	\$ 1,302,391	\$ (76,447)	\$ -	\$ 347,117
ECFE	\$ 51,352	\$ 239,959	\$ 226,517	\$ 13,442	\$ -	\$ 64,794
School Readiness	\$ (18,476)	\$ 342,950	\$ 365,776	\$ (22,826)	\$ -	\$ (41,302)
Preschool Screening	\$ 11,220	\$ 18,000	\$ 16,761	\$ 1,239	\$ -	\$ 12,459
Subtotal	\$ 467,660	\$ 1,826,853	\$ 1,911,445	\$ (84,592)	\$ -	\$ 383,068
<b>Building Construction Fund</b>						
Restricted -						
Long-Term Facilities Maintenance	\$ 5,048,019	\$ 4,050	\$ 5,044,369	\$ (5,040,319)	\$ -	\$ 7,700
Referendum Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 5,048,019	\$ 4,050	\$ 5,044,369	\$ (5,040,319)	\$ -	\$ 7,700
<b>Debt Service - Restricted</b>	\$ 1,851,375	\$ 5,744,662	\$ 6,040,503	\$ (295,841)	\$ -	\$ 1,555,534
<b>OPEB Irrevocable Trust Fund</b>	\$ 1,576,263	\$ 60,000	\$ 248,570	\$ (188,570)	\$ -	\$ 1,387,693
Total	\$ 19,137,810	\$ 46,159,252	\$ 54,303,529	\$ (8,144,277)	\$ -	\$ 10,993,533

# General Fund Revenues

**Total Revenues: \$36,703,752**

- **General Education Aid \$25,851,861**
  - \$449,516 total increase; 2.45% formula increase but compensatory decrease of \$256,961
  - Total budgeted enrollment: 3,066; 50% return of student loss
- **Special Education Aid \$ 3,085,755**
  - Assumed 98% proration
  - May increase due to budget agreement to reduce cross-subsidy
- **Property Tax Levy \$ 4,943,373**
  - \$87,106 increase
- **Federal Aid: \$1,163,031**
  - Titles \$327,042
  - ESSER II \$835,989
  - More federal COVID dollars are pending to address learning recovery



# General Fund Expenditures

**Total Expenditures: \$39,276,533**

- **Salaries/Benefits: \$31.2 million**
  - New positions funded by ESSER II federal funding:
    - K-5 Literacy and Data Specialist
    - 6-12 Literacy and Data Specialist
    - SEL Coordinator
    - High School Dean
    - Middle School Dean
  - First year of Big Lake Online as an approved online learning provider
  - Assumptions for unsettled contracts
- **Purchased Services: \$5.5 million**
  - Transportation, utilities, repairs, property & liability insurance
  - First year of four-year contract with VISION Transportation
- **Supplies, Capital, Other: \$2.6 million**
  - Operating capital and LTFM projects



# General Fund Results

- \$2,572,781 general fund deficit
  - Unassigned deficit \$1,765,646
    - District is staffed to address learning recovery
  - \$385,529 Operating Capital deficit
    - Delayed projects from 20-21 budgeted in 21-22
  - \$290,287 Other Assigned Fund Balance deficit
    - Delayed projects from 20-21 budgeted in 21-22
- **Unassigned Fund Balance: \$5,306,528**
  - Projected to be 15.4% of Unassigned expenditures



# Food Service Fund

- Revenue: \$ 1,819,935
- Expenditures: \$ 1,782,109
  
- Total Fund Balance: \$ 212,341
  - In compliance with federal guidelines
  
- Higher reimbursement rate from federal gov't
- All Type A breakfast and lunch meals are free



# Community Service Fund

- Revenue: \$ 1,826,853
- Expenditures: \$ 1,911,445
- Planned spenddown of fund balance
  - No fees were increased for 21-22
- Projected ending fund balance: \$383,068



# Building Construction Fund

- Revenue: \$ 4,050
- Expenditures: \$ 5,044,369
- Construction Projects
  - Conclusion of MS HVAC and Independence boiler project – bonds issued in 19-20 and 20-21



# Other Funds

- Debt Service
  - District mortgage payments
  - Revenues = \$5,744,662
  - Expenditures = \$6,040,503
  - Fund Balance regulated by MDE - excess levy dollars returned to District taxpayers
  - Capitalized interest paid from fund balance

# Other Funds

- OPEB Irrevocable Trust Fund
  - Other Post Employment Benefits
  - Proceeds from 2009 OPEB bonds
    - 2009 bonds are paid off
  - Revenues = \$ 60,000
  - Expenditures = \$ 248,570

# General Fund Future

**Ending Unassigned Fund Balance \$5,306,528**

*Without One-Time ESSER II funding: \$4,470,539*

- ESSER III federal funding available to fund learning recovery costs in 22-23 and 23-24 - \$1,502,010 (regular school year) and \$375,502 (summer and after school)
- 21-22 \$1,765,646 unassigned deficit will continue to grow without adjustments
  - In two years, Unassigned Fund Balance could fall below 8% fund balance policy
- Financial cliff in 24-25 after one-time federal funding expires
- Potential operating referendum to take effect in 25-26

*While the 21-22 Unassigned Fund Balance is above the District's 8% fund balance policy, it is needed to fund operations for the next 2-3 fiscal years*



# School Board Action

## Approval of 2021-2022 District revenue and expenditure budgets

Total Revenue:	\$ 46,159,252
Total Expenditures:	<u>\$ 54,303,529</u>
Deficit	\$ (8,144,277)
Building Construction Fund Deficit	<u>\$ 5,040,319</u>
Net District Deficit	\$ (3,103,958)

Net District Deficit mainly result of planned spenddown in fund balance reserves and \$1,765,646 deficit in unassigned fund balance





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RESOLUTION FOR ENACTMENT OF REVISED JOINT POWERS AGREEMENT RELATED  
TO THE SHERBURNE NORTHERN WRIGHT SPECIAL EDUCATION COOPERATIVE.

June 28, 2021

WHEREAS, ISD No. 0727 Big Lake Public Schools is a member of the Sherburne Northern Wright Special Education Cooperative (“SNWSEC”) and on January 5, 2015 is a signatory to a Joint Powers Agreement governing the activities of SNWSEC (“JPA”); and

WHEREAS, effective June 30, 2021, the St. Michael Albertville School District, a charter member of SNWSEC, is withdrawing from SNWSEC in accordance with the JPA currently in effect; and

WHEREAS, due to the withdrawal of the St. Michael Albertville School District from SNWSEC, the remaining members, Becker School District, Big Lake School District and Monticello School District, deem it an appropriate time to review and amend the JPA, including, but not limited to changing the structure of SNWSEC’s Governing Board and designating each member district’s superintendent as a member of a newly established Superintendents’ Advisory Board; and

WHEREAS, the Board of Big Lake Public Schools has reviewed the attached amended draft of the JPA submitted for approval by SNWSEC’s Director of Special Education.

NOW THEREFORE, BE IT RESOLVED, that the Board of Big Lake hereby approves and enacts the amendments to the Joint Powers Agreement of the Sherburne Northern Wright Special Education Cooperative.

IT IS CERTIFIED that this resolution is adopted by the Board of the Big Lake Public Schools, on this 28 day of June, 2021.

Motion by: \_\_\_\_\_ Seconded: \_\_\_\_\_

Aye: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

Nay:

Abstain:

Certified by: \_\_\_\_\_

Clerk of Big Lake School Board

Sherburne and Northern Wright Special Education Cooperative  
Joint Powers Agreement

July 2015

Revised April 2021

## **I. PARTIES**

THIS JOINT POWERS AGREEMENT ("Agreement") is made and entered into this 21st day of April 2021 by and between the School Boards of the following Independent School Districts of the State of Minnesota:

ISD #726 Becker  
ISD #727 Big Lake  
ISD #882 Monticello

Additional Independent School Districts may enter into and become parties to the Agreement in accordance with the provisions of this Agreement.

The parties of this Agreement hereafter are referred to as "Participating Boards".

## **II. PURPOSE**

The Participating Boards hereby create and join together in an educational cooperative pursuant to Minn. Stat. 471.59 and other applicable statutes for the purpose of providing quality special education services for students in the Participating Boards' district.

This Agreement amends and supersedes all previous agreement between the Participating Boards, including, but not limited to the original Agreement of December 4, 2014, and is effective beginning July 1, 2021.

The name of the educational cooperative provided for by this Agreement is SHERBURNE AND NORTHERN WRIGHT SPECIAL EDUCATION COOPERATIVE ("SNWSEC") which has been designated by the Commissioner of the Minnesota Department of Education as School District 6090-52.

The Participating Boards desire a maximum degree of long-range cooperation and administrative planning in order to provide special education services.

The Participating Boards are committed to make these services readily available to all students who receive special education services in SNWSEC.

The Participating Boards are committed to providing services through sharing information, eliminating the duplication of services, and coordinating efforts

The Participating Boards mutually agree that sharing resources, where feasible, and training efforts may result in improved coordination and services.

The Participating Boards understand that certain roles in serving children and youth are required by law and that these laws shall serve as the foundation for defining the roles and responsibilities of each party.

The Participating Boards agree that all obligations as stated or implied in this Agreement shall be interpreted in light of and consistently with governing state and federal laws.

The Participating Boards recognize such services can be appropriately financed, supported, and managed through a multi-organization joint venture.

## **III. GOVERNANCE OF SPECIAL EDUCATION JOINT POWERS COOPERATIVE**

The SNWSEC will consist of three school districts: Becker, Big Lake, and Monticello. The SNWSEC will have a full time, licensed Director of Special Education. As provided by Minn. Stat.

section 125A.53, no individual shall have a right to employment as a director based on seniority or order of employment by SNWSEC.

A. Control and Management

The control and management of the SNWSEC is vested in a Governing Board which shall consist of one representative from each Participating Board. The members of the Governing Board will be appointed by the respective Participating Boards. In the absence of a regular member of the SNWSEC Governing Board, the absent member's Participating Board may appoint an alternate member to act as a delegate for that Participating Board, and that delegate will have full voting rights. Each Participating Board shall be entitled to one vote on the Governing Board. Each January, a Participating Board shall select a representative to serve as a member of the Governing Board. Each member of the Governing Board appointed by a member district will remain a member until their term expires on their Participating Board, the member resigns from the Governing Board or until replaced by their respective Participating Board.

B. Officers

The elected officers of the Governing Board shall be a Chairperson, a Vice-Chairperson and a Clerk ("Officers"). The election of the Officers is by majority vote of the members of the Governing Board at its first meeting of each fiscal year. A term of an Officer is for one year and such term shall expire at the meeting at which the new Officer is elected. At any meeting at which a quorum is not present, the delegates in attendance have the power to set the time and place for the next meeting. A quorum shall consist of a majority of all the voting members of the Governing Board. Officers shall have the parliamentary duties usually ascribed to such offices as well as those specifically assigned:

1. The Chairperson conducts the meetings, executes undertakings offered as directed by the Governing Board and is the official representative of the Governing Board in all matters relating to SNWSEC.
2. The Vice-Chairperson acts in the absence of the Chairperson and has all the powers of the Chairperson during the latter's absence.
3. The Clerk shall be responsible for ordering and signing of all contracts, at the direction of the Governing Board.

C. Director of Special Education.

The Director of Special Education of SNWSEC shall serve as an *ex officio* non-voting member of the Governing Board as well as the Secretary of the Governing Board.

D. Duties of the Governing Board

The Governing Board, in addition to the authority found elsewhere in the Agreement, is empowered generally to act in the interest of the Participating Boards as a group, within the purposes of this Agreement. The Governing Board shall have all powers granted by statute or otherwise which are necessary or expedient to accomplish the purpose of this Agreement, including, but not limited to the following:

1. Resolutions or other documentation of designation shall be filed with the Secretary of the Governing Board;
2. Meetings of the Governing Board shall be held in compliance with the Open Meeting Law, Minn. Stat. Chap. 13D.
3. The Governing Board may adopt bylaws and/or policies to govern its operation. Such bylaws and/or policies must be consistent with this Agreement and applicable law.
4. The books and records of the Governing Board, including minutes and the original fully executed Agreement are subject to the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13.
5. Establishing and maintaining a schedule of time and place of its meetings and give

notice of regular and special meetings as required under the Minnesota Open Meeting law.

#### **IV. POWERS OF THE GOVERNING BOARD**

In addition to general powers and not in limitation thereof, the Governing Board is authorized to exercise such authority and powers common to the Parties as is necessary and proper to fulfill its purposes and perform its duties. Such authority shall include the specific powers enumerated in this Agreement or on any applicable bylaws and/or polices enacted by the Governing Board.

##### **A. Specific Powers of the Governing Board**

1. To administer the affairs of SNWSEC;
2. To hire, assign duties to, evaluate, and terminate the employment of the SNWSEC Director of Special Education;
3. To adopt an annual budget and approve all disbursements of funds;
4. To acquire and dispose of real and personal property;
5. To sue and be sued;
6. To make amendments to the Agreement;
7. To procure all required insurance and such other insurance deemed necessary to indemnify the Governing Board for actions of the Governing Board arising out of this Agreement; To approve the borrowing or entering into any loans on behalf of SNWSEC;
8. To hire, supervise, assign, and terminate SNWSEC employees through the member district serving as SNWSEC's fiscal agent;
9. To contract for services;
10. To do what is reasonably necessary to achieve the purpose of this Agreement.

#### **V. SUPERINTENDENT ADVISORY COUNCIL**

The SNWSEC will have a Superintendent Advisory Council ("Council") which will consist of the superintendents from all Participating Boards. The Council will meet, at a minimum, prior to each meeting of the Governing Board at a time and place determined by the Council. The Council will establish and maintain a schedule of time and place of its meetings and give notice of regular and special meetings as required under the Minnesota Open Meeting Law, Minn. Stat. Chap. 13D.

A majority of the members of the Council shall constitute a quorum for the purpose of conducting business. A quorum once established at a meeting shall not thereafter be lost at that meeting by the withdrawal of members. At any meeting at which a quorum is not present, the members in attendance shall have the power to set the time and place for the next meeting.

##### **A. Superintendent Advisory Council Responsibilities**

The Council shall act as the administering council of SNWSEC and in addition to such other authority as may be granted to it in this agreement, shall be generally empowered to:

1. Administer the affairs of SNWSEC under direction of the Governing Board;
2. Review, revise, and recommend an annual budget to the Governing Board prior to June 30 of each year and approve all disbursements of funds within the approved budget or otherwise approved by the Governing Board;
3. Make recommendations to the Governing Board in the matter of policy, programs and such other matters as would enhance the function of SNWSEC;
4. Have all the functions essential and necessary to the administration of SNWSEC; including the recruitment, supervision, assignment of all personnel, and the recommendation to the Governing Board for employment and termination of licensed personnel and non-licensed personnel;

5. Be responsible for the management of the fiscal affairs related to the operation of SNWSEC and in such capacity shall authorize the payment of all bills and payroll checks, within the approved budget or otherwise approved by the Governing Board, and receive all monies on behalf of SNWSEC;
6. Make application for, receive, and administer federal and State aids, grants, and reimbursements for programs carried out by SNWSEC and for which SNWSEC is entitled
7. Bill each of the Participating Boards regularly for its proportionate share of the costs of operations of SNWSEC.

## **VI. FUNDING**

The costs of the operation of SNWSEC shall be borne by the Participating Boards. The Participating Boards' federal special education funds shall flow to SNWSEC from the Minnesota Department of Education. In addition, Participating Boards shall receive invoices on a monthly basis for their share of non-federal costs. Monthly invoices submitted to the Participating Boards will be based on estimates. A final reconciled invoice will be issued to each Participating Board after the close of the fiscal year (June 30).

Each Participating Board is responsible for its own costs incurred in due process proceedings, including, but not limited to, complaints, mediation, and due process hearings.

The SNWSEC will contract with a Participating Board to oversee and administer the SNWSEC's financial services related to the operation of SNWSEC. The Participating Board contracted to provide financial services for SNWSEC will neither experience financial gain or loss as a result of providing the SNWSEC with financial services. The financial services provided with the Participating Board with whom SNWSEC may that may include, but is not limited to:

1. Maintenance of records, disbursement of funds, and acceptance of receipts in accordance with the budget as approved by the Board
2. Applying for, receiving and administering state and federal aids, grants, and reimbursements for programs and services carried out by SNWSEC
3. Making payments to and requiring payment from Participating Boards as necessary and appropriate under the law and as directed by the By-Laws or Policies of SNWSEC
4. Paying all invoices, issuing all payroll checks and receiving all funds and invoicing Participating Boards for the proportionate share of the costs of operations of SNWSEC
5. Preparing and submitting necessary reports to the state and other agencies and filing all claims for reimbursement and state and federal aids to which SNWSEC is entitled
6. Establishing and maintaining financial records from which an annual report may be derived
7. If requested, providing an annual audit report to each of the Participating Boards.

Nothing herein shall prevent any Participating Board from applying separately for any benefits to which it may itself be entitled. The SNWSEC reserves the right to not contract with a Participating Board for financial services and instead to hire sufficient staff or contract with appropriate vendors to provide financial services as the Board sees fit.

## **VII. ADDITION OF PARTICIPATING BOARDS**

Any school district, not a Participating Board, may become a Participating Board member upon application to the Governing Board. Unanimous consent of the then Participating Boards is required to admit a new Participating Board. Such consent shall be shown by action approved by a two-thirds majority vote of each then Participating Board. Upon admission as a Participating Board of SNWSEC, the applying school district, by action of its School Board, shall agree to be

bound by the terms of this Agreement.

Upon admission to SNWSEC, a school district shall also agree to pay to SNWSEC a prorated cost for the real and personal property owned by SNWSEC, as of July 1<sup>st</sup> of the year the new Participating Board is admitted. The cost of this real and personal property shall be determined by records maintained by SNWSEC, to the extent such records exist. Before any new Participating Board is admitted into SNWSEC, the total cost and fiscal responsibility of the school district requesting membership shall be presented in writing to that school district.

Charter Schools established pursuant to Minn. Stat. Chap. 124E may be admitted as an "Associate" member of SNWSEC. By statute Charter Schools cannot be equal members of SNWSEC and a separate contract shall be in force between SNWSEC and any Charter School(s) admitted as an Associate Member.

### **VIII. Withdrawal**

All Participating Boards of SNWSEC are bound by the terms of this Agreement while it is a member of SNWSEC. Any Participating Boards may withdraw from this Agreement by providing all other Participating Boards written notice of intention to withdraw prior to February 1st of the fiscal year prior to the fiscal year withdrawal will occur with withdrawal. For example, written notice of withdrawal must be provided to the Governing Board prior to February 1, 2021 with withdrawal effective on June 30, 2022.

Upon withdrawal from SNWSEC the withdrawing Participating Board shall forfeit all rights to all real and tangible property owned by SNWSEC.

A Participating Board withdrawing from SNWSEC must pay a withdrawal fee in an amount necessary to cover capital lease or sublease obligations incurred by SNWSEC while the withdrawing Participating Board was a member of SNWSEC that are not fully satisfied or repaid at the time of withdrawal. The withdrawing Participating Board's withdrawal fee will be the sum total of its allocated shares of outstanding capital leases and subleases. For purposes of this section, a "capital lease or sublease" is an agreement by which SNWSEC is obligated to pay lease payments that include costs incurred by the lessor to construct or renovate space for SNWSEC.

### **IX. TERMINATION**

This Agreement may be terminated at any time by unanimous consent of the then Participating Boards. Such consent shall be shown by action approved by a majority vote of each then Participating Board. upon termination of this Agreement, all assets of SNWSEC, after payment of all outstanding debts and obligations, shall be distributed to the Participating Boards, who have not given notices of withdrawal, on a pro-rata basis as determined by the total district enrollment using each Participating Board's prior year December Child Count.

#### **A. Effects of Termination.**

1. Termination shall not discharge any liability incurred by the Board or by the Parties during the term of the Agreement.
2. Financial obligations shall continue until discharged by law, this Agreement or any other agreement.
3. Property acquired by SNWSEC shall be distributed based on the recommendation of the Superintendent Advisory Council. Surplus funds of the SNWSEC shall be returned to the Participating Boards (insert how the financial assets of the JPE will be divided).

### **X. AMENDMENT**

This Agreement may be amended only by a two-thirds majority vote of the Governing Board. Notice of any proposed amendment must be provided to the school board of all each Participating Boards at least 30 days prior to the effective date of the proposed amendment. Proposed amendments shall include a written document setting forth the specific language of the modifications and shall be signed by all Governing Board members proposing the amendment.

All Participating Boards shall be bound by the provisions of any amendment duly adopted regardless of whether or not a Participating Board approves of the amendment.

## **XI. INDEMNIFICATION AND HOLD HARMLESS**

A. Applicability. The SNWSEC shall be considered a separate and distinct public entity to which the Participating Boards have transferred all responsibility and control for actions taken pursuant to this Agreement. SNWSEC shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of M.S. 466.

B. Indemnification and Hold Harmless. The SNWSEC shall fully defend, indemnify and hold harmless the Participating Boards against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of the Board and/or employees and/or the agents of the SNWSEC. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes, Section 466.04.

To the full extent permitted by law, actions by the Participating Boards pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Participating Boards that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a); provided further that for purposes of that statute, each Participating Board to this Agreement expressly declines responsibility for the acts or omissions of the other Participating Boards.

The Participating Boards of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Participating Boards.

## **XII. COUNTERPARTS**

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Counterparts shall be filed with the Secretary of the Governing Board who maintain them at the primary office of SNWSEC.

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed by the persons authorized to act for their respective parties on the date(s) shown below:

**SIGNATURES OF PARTIES TO THIS AGREEMENT**

Chairperson, Becker School Board

Date

\_\_\_\_\_

\_\_\_\_\_

Clerk, Becker School Board

Date

\_\_\_\_\_

\_\_\_\_\_

Chairperson, Big Lake School Board

Date

\_\_\_\_\_

\_\_\_\_\_

Clerk, Big Lake School Board

Date

\_\_\_\_\_

\_\_\_\_\_

Chairperson, Monticello School Board

Date

\_\_\_\_\_

\_\_\_\_\_

Clerk, Monticello School Board

Date

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\_\_\_\_\_