

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Work Session Meeting - May 23, 2016 - 4:05 PM
District Administration Building

AGENDA

1. **CALL TO ORDER/ROLL CALL**
2. **ADMINISTRATIVE**
3. **TEACHING AND LEARNING**
 - A. Curriculum Review Follow-Up *J. Johnson & S. Nelson 20 minutes*
4. **HUMAN RESOURCES**
5. **BOARD REPORTS**
6. **FINANCE AND BUSINESS**
 - A. 2016-2017 Budget Planning Update *J. Westrum 15 minutes* 3
 - B. Facilities Update *J. Westrum & S. McQueen (Wold A & E) 15 minutes*
7. **SCHOOL BOARD**
 - A. 2017-2018 Proposed School Calendar *J. Johnson 15 minutes* 20
 - B. NSBA Conference Report *S. Johanssen & C. Anderson 20 minutes*
 - C. Emergency Planning Day - Wednesday, October 19, 2016 *K. Tollison & C. Anderson 5 minutes*
 - D. Visitor Registration System *K. Tollison 5 minutes* 25
 - E. Special Board Meeting Work Session on June 1 *C. McCullough 5 minutes*
 - F. School Board Agenda for June 13, 2016 *5 minutes* 31
8. **ADJOURN**

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

MISSION

Our Core Purpose:

The mission of Wayzata Public Schools is to ensure a world-class education that prepares each and every student to thrive today and excel tomorrow in an ever-changing global society.

VISION

What We Intend to Create and Experience:

The vision of Wayzata Public Schools is to be a model of excellence where all students discover their unique talents, develop a love and tenacity for learning and demonstrate confidence and capacity for success through:

Exceptional Student Learning, Experiences and Relationships:

- High achievement by each and every student—no exceptions, no excuses;
- Content-rich, rigorous and personalized education;
- Meaningful relationships with teachers, staff, mentors and peers in a welcoming, nurturing and safe environment where all are valued for who they are and the contributions they make.

Community Trust, Confidence and Partnership:

- Comprehensive learning opportunities meeting diverse learner needs and community aspirations;
- Committed to being the first choice for students and families;
- Maintaining the highest levels of satisfaction and pride by staff, parents and community.

Operational Excellence:

- Attraction, development and retention of exemplary, creative and engaged employees;
- Accountability by all staff for individual and collective performance;
- Effective and efficient use of time and human, financial and physical resources;
- Culture of continuous improvement and responsive innovation;
- High performing district governance, management and partnerships.



WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

PRELIMINARY BUDGET
Executive Summary
June 13, 2016

July 1, 2016 through June 30, 2017

DISTRICT OFFICIALS

School Board

Chris McCullough	Chairperson
Sarah Johansen	Vice-Chair
Andrea Cuene	Treasurer
Cheryl Polzin	Clerk
Erik Brown	Director
Linda A. Cohen	Director
Bonita Lucky	Director
Dr. Chace B. Anderson	Ex-Officio

Administrative Staff

Dr. Chace B. Anderson	Superintendent of Schools
James Westrum	Exec. Director of Finance and Business Services
Annie Doughty	Executive Director of Human Resources
Dr. Jill Johnson	Exec. Director of Teaching and Learning
Lori Fildes	Director of Special Services
Amy Parnell	Director of Communications
Jill Schwint	Controller
Melissa Lahr	Finance Supervisor
Beth Meester	Accountant

VISION

The Vision of Wayzata Public Schools is to be a model of excellence where all students discover their unique talents, develop a love and tenacity for learning and demonstrate confidence and capacity for success.

MISSION STATEMENT

The mission of the Wayzata School District is to ensure a world-class education that prepares each and every student to thrive today and excel tomorrow in an ever-changing global society.

BUDGET OVERVIEW

The annual budget presented, includes an analysis of the actual financial condition of the School District at June 30, 2015, and the anticipated positions at June 30, 2016 and June 30, 2017.

The budget was prepared in accordance with generally accepted accounting principles and includes all funds. Each fund is treated as an independent accounting entity in accordance with statutory requirements and state and federal regulations governing the District's various revenue sources and expenditure purposes. Minnesota Education Laws 2015 were used as the basis for building the fiscal year 2016-2017 budget which includes a 2% increase in the state funding formula. With the public's increased demand for accountability, the expanding complexity of Minnesota school district funding, and the challenge to do more with less, the administration continues to seek opportunities to effectively manage the financial resources of the District.

The District' budget can be one of the most meaningful and useful documents in public school administration. It depicts the priorities of the School Board, administration, staff, and the community by translating the District's educational priorities into programmatic and financial terms.

WAYZATA PUBLIC SCHOOLS
 Independent School District 284
 Wayzata, Minnesota

2016-2017 PRELIMINARY BUDGET

	2014-2015 Actual Amounts	2015-2016 Revised Budget	2016-2017 Preliminary Budget
Revenues			
General Fund	\$ 128,344,782	\$ 131,774,062	\$ 139,260,673
Food Service	5,283,042	5,586,476	5,905,900
Community Service	7,575,455	7,466,413	8,793,136
Debt Service	22,518,429	17,606,876	14,650,626
Total Funds Excluding Construction	<u>163,721,708</u>	<u>162,433,827</u>	<u>168,610,335</u>
Construction	7,077,718	7,592,904	8,757,030
Total Funds Combined	<u>\$ 170,799,426</u>	<u>\$ 170,026,731</u>	<u>\$ 177,367,365</u>
Expenditures			
General Fund	\$ 129,117,098	\$ 134,502,411	\$ 139,430,368
Food Service	5,647,293	5,857,758	6,138,495
Community Service	7,596,366	7,946,681	9,025,778
Debt Service	25,378,754	16,991,330	14,616,076
Total Funds Excluding Construction	<u>167,739,511</u>	<u>165,298,180</u>	<u>169,210,717</u>
Construction	37,030,431	74,765,528	22,715,359
Total	<u>\$ 204,769,942</u>	<u>\$ 240,063,708</u>	<u>\$ 191,926,076</u>

Note: Construction Fund Revenues and Expenditures included in General Fund; excluded from totals for a more accurate measure of total revenues and expenditures.

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

FUND BALANCE REPORT

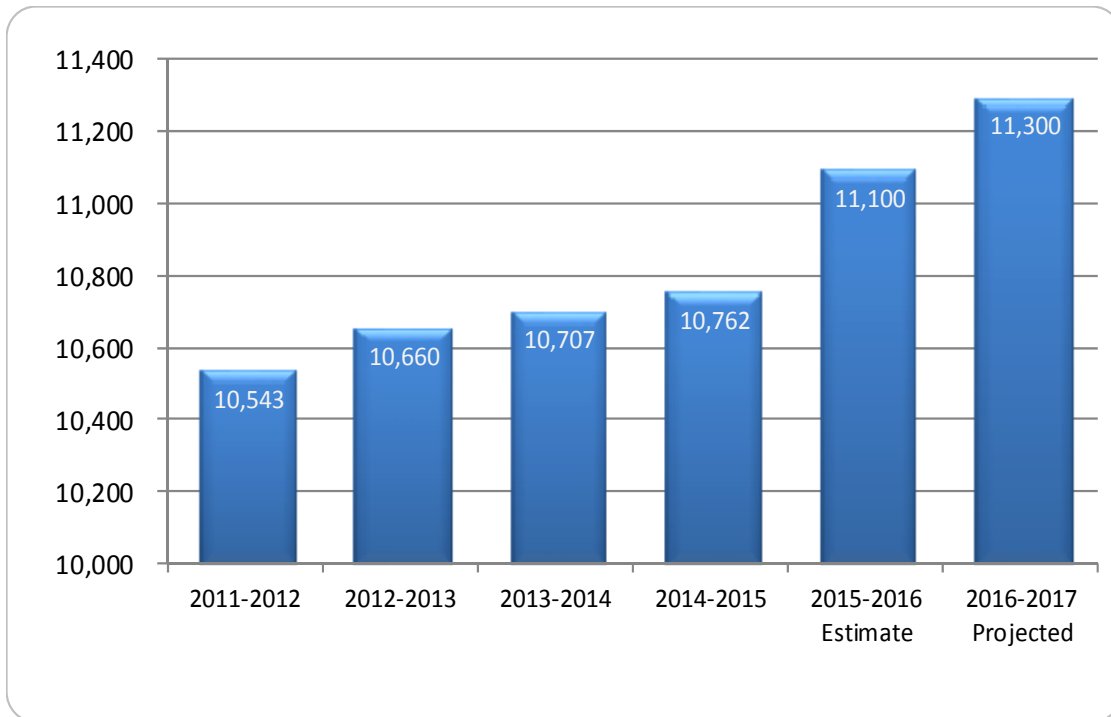
	Audited Fund Balance <u>7/1/2015</u>	Revised Revenue 2015-16	Revised Expenditure 2015-16	Revised Change in Fund Balance 2015-2016	Revised Fund Balance 6/30/2016	Proposed Revenue 2016-17	Proposed Expenditure 2016-17	Proposed Change in Fund Balance 2016-17	Proposed Fund Balance 6/30/2017
Operating Funds									
General Fund	9.8%				7.6%				7.4%
Unassigned Fund Balance	\$ 9,483,456	\$ 119,852,536	120,206,857	(354,321)	9,129,135	\$ 126,226,009	126,013,936	212,073	9,341,208
Assigned - Re-Employment Insurance	93,400	-	50,000	(50,000)	43,400	-	43,400	(43,400)	-
Assigned - Q comp	24,708	-	24,708	(24,708)	-	-	-	-	-
Assigned - Site Carryover	704,388	-	704,388	(704,388)	-	-	-	-	-
Assigned - Self Funded Workers Comp	859,046	-	-	-	859,046	-	-	-	859,046
Assigned - New Elementary Operating	650,000	-	-	-	650,000	-	650,000	(650,000)	-
Nonspendable Fund Balance	-	-	-	-	-	-	-	-	-
Nonspendable - Prepaid Items	170,069	-	-	-	170,069	-	-	-	170,069
Subtotal	11,985,067	119,852,536	120,985,953	(1,133,417)	10,851,650	126,226,009	126,707,336	(481,327)	10,370,323
Restricted/Assigned Fund Balance									
Restricted - Staff Development	774,833	1,450,000	2,224,833	(774,833)	-	1,545,034	1,545,034	-	-
Restricted - Deferred Maintenance	274,277	-	274,277	(274,277)	-	-	-	-	-
Restricted - Basic Skills Programs	160,489	-	160,489	(160,489)	-	-	-	-	-
Restricted - Health and Safety	601,157	471,122	832,000	(360,878)	240,279	519,018	736,254	(217,236)	23,043
Restricted - Operating Capital	4,691,017	2,587,500	2,563,902	23,598	4,714,615	2,213,582	1,684,714	528,868	5,243,483
Restricted - Technology	-	5,585,904	5,585,904	-	-	5,997,307	5,997,307	-	-
Restricted - Alt Facilities	-	1,827,000	1,827,000	-	-	2,759,723	2,759,723	-	-
Restricted - Land Purchase	2,889,790	-	-	-	2,889,790	-	-	-	2,889,790
Restricted - Safe Schools Levy	48,053	-	48,053	(48,053)	-	-	-	-	-
Subtotal	9,439,616	11,921,526	13,516,458	(1,594,932)	7,844,684	13,034,664	12,723,032	311,632	8,156,316
Total General Fund	\$ 21,424,683	\$ 131,774,062	\$ 134,502,411	(2,728,349)	18,696,334	139,260,673	139,430,368	(169,695)	18,526,639
Food Service Fund	861,104	5,586,476	5,857,758	(271,282)	589,822	5,905,900	6,138,495	(232,595)	357,227
Community Service Fund	1,992,899	7,466,413	7,946,681	(480,268)	1,512,631	8,793,136	9,025,778	(232,642)	1,279,989
Capital Projects and Construction Fund									
Technology Levy	3,100,962	5,585,904	6,050,849	(464,945)	2,636,017	5,997,307	7,000,000	(1,002,693)	1,633,324
Alternative Facilities	12,625,599	1,827,000	8,714,679	(6,887,679)	5,737,920	2,759,723	8,497,643	(5,737,920)	-
Bond Referendum	79,037,716	180,000	60,000,000	(59,820,000)	19,217,716	-	7,217,716	(7,217,716)	12,000,000
Total Operating Funds	\$ 119,042,963	\$ 152,419,855	\$ 223,072,378	(70,652,523)	48,390,440	162,716,739	177,310,000	(14,593,261)	33,797,179
Non Operating Funds									
Debt Service Fund	2,044,496	17,606,876	16,991,330	615,546	2,660,042	14,650,626	14,616,076	34,550	2,694,592
Total All Funds	\$ 121,087,459	\$ 170,026,731	\$ 240,063,708	\$ (70,036,977)	\$ 51,050,482	\$ 177,367,365	\$ 191,926,076	\$ (14,558,711)	\$ 36,491,771
Total All Funds Excluding Construction	\$ 26,323,182	\$ 162,433,827	\$ 165,298,180	\$ (2,864,353)	\$ 23,458,829	\$ 168,610,335	\$ 169,210,717	\$ (600,382)	\$ 22,858,447

ENROLLMENT HISTORY & PROJECTIONS

In 2016-2017, enrollment at Wayzata Public Schools will grow slightly to 11,300. Of these students 1560 students are served through tuition agreements by other districts.

The district's student enrollment is projected to grow at a moderate rate of 1% to 2% over the next ten years. In some areas of the district new homes are under development. In general, however, this new development is expected to be offset by slight enrollment declines in mature parts of the district and the aging out of non-resident students attending the district through open enrollment. The district has closed open enrollment in substantially all grade levels to accommodate the projected increases in its resident student population.

These projections are based upon demographic studies commissioned by the District that are annually updated and monitored for capacity purposes.



GENERAL FUND

The General Fund contains all revenue and expense for the general, day-to-day operations of the school district. This includes salaries and benefits for teachers, administrators, custodians, secretaries, and paraprofessionals; instructional supplies, technology, transportation, textbooks, and money spent to operate and repair district buildings.

In some ways, it is clearer to express the general fund in terms of what it does not cover. The general fund does not cover Culinary Express; Community Education (including Home Base latchkey programs); debt service payments on bonds issued by the District; and the cost of major construction projects financed through the issuance of bonds.

The general fund does include expenditures funded with the Health and Safety levy. It is important to note that Health and Safety expenditures can fluctuate considerably from year to year and can impact the overall view of the district's funding picture.

Fund Balance Policy

The level of spending is set with a number of considerations in mind, but one of the chief considerations is to maintain an adequate level of reserves for unanticipated events. The district has a formal policy calling for an unassigned fund balance in the general fund equal to at least 5% to 7% of one year's expenditures. This balance could be considered to be the District's "savings account". Maintaining a prudent fund balance is important for the stability of the district, and is a key measure that bond rating agencies examine when assigning a credit rating to a district's bond sale.

The projected unassigned general fund balance as of June 30, 2017 is \$9,341,208. This is 7.4 % of the expenditure budget, or four weeks of operations.

Unanticipated events that could occur that would require the District to dip into its undesignated fund balance include:

- Property tax delinquencies and abatements
- Enrollment fluctuations
- Unanticipated price increases for essential purchases, e.g. fuel for heating and transportation
- State revenue reductions or "aid pro-rations"
- Severe weather
- Federal Sequestration

WAYZATA PUBLIC SCHOOLS
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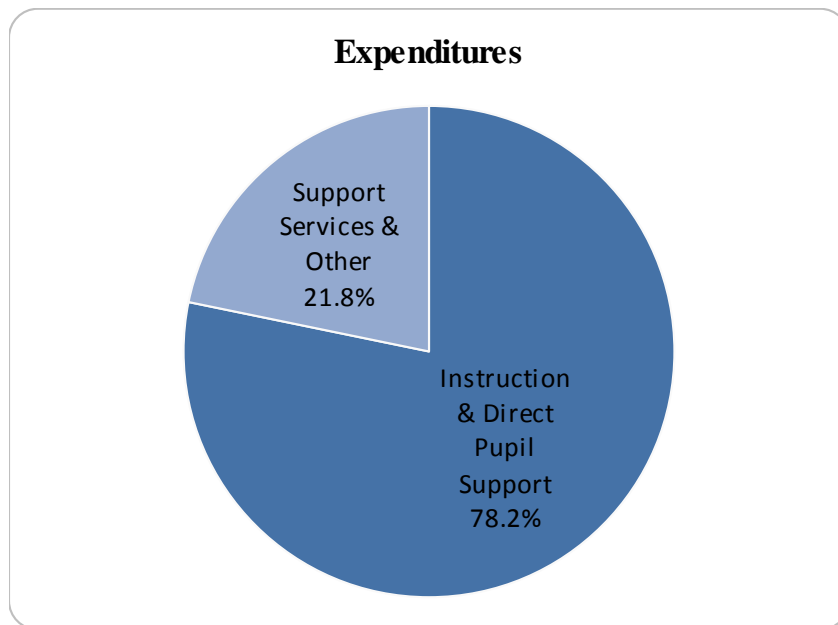
GENERAL FUND
2016-2017 Preliminary Budget

	2014-2015 Actual Amounts	2015-2016 Revised Budget	2016-2017 Preliminary Budget
Revenues			
Local Tax	\$ 38,134,594	\$ 39,321,851	\$ 43,025,175
State Aid	83,577,873	86,985,690	90,782,354
Federal Aid	3,174,164	2,819,246	2,875,546
Other Local Revenue	3,458,151	2,647,275	2,577,598
Total	<u>\$ 128,344,782</u>	<u>\$ 131,774,062</u>	<u>\$ 139,260,673</u>
Expenditures			
Salaries	\$ 74,155,384	\$ 76,662,242	\$ 80,757,016
Benefits	23,536,192	23,689,116	24,616,636
Purchased Services	18,202,410	18,873,732	19,739,660
Supplies & Materials	3,571,274	4,696,497	2,935,020
Capital	2,492,186	2,761,585	2,389,822
Misc./Other	257,752	406,335	235,184
Transfers to Other Funds	6,901,900	7,412,904	8,757,030
Total	<u>\$ 129,117,098</u>	<u>\$ 134,502,411</u>	<u>\$ 139,430,368</u>
Surplus/(Deficit)	(772,316)	(2,728,349)	(169,695)

WAYZATA PUBLIC SCHOOLS
 Independent School District 284
 Wayzata, Minnesota

GENERAL FUND
2016-2017 Expenditures by Program

Program Description	2014-2015 Actual Amounts	2015-2016 Revised Budget	2016-2017 Preliminary Budget	Increase (Decrease) Budget
Administration	\$ 3,882,636	\$ 4,120,634	\$ 4,221,537	2.4%
District Support Services	3,831,038	5,470,322	4,308,012	-21.2%
Regular Instruction (Elem/Sec)	61,261,074	62,097,690	64,514,778	3.9%
Vocational Instruction	2,898,253	2,692,282	2,667,525	-0.9%
Special Education Instruction	16,675,799	17,227,336	17,875,135	3.8%
Community Education and Services	1,980	19,257	19,257	0.0%
Instructional Support Services	9,518,374	10,430,057	10,072,246	-3.4%
Pupil Support Services	12,149,570	13,255,289	13,950,753	5.2%
Sites & Buildings	11,610,926	11,351,392	12,563,847	10.7%
Fiscal & Other Fixed Program Costs, Transfers to Other Funds	7,287,448	7,838,152	9,237,278	17.9%
Grand Total	\$129,117,098	\$134,502,411	\$139,430,368	3.7%



PERSONNEL

Wayzata Public Schools has five collective bargaining units. Principals, teachers, custodial and maintenance employees, food service employees, and clerical employees are organized for bargaining purposes. In addition, some administrative and confidential employees, referred to as “unaffiliated,” are not in a collective bargaining unit.

The number of FTE personnel is increased for 2016-2017 over the preceding year due to increases in enrollment and the opening of Meadow Ridge Elementary, Wayzata Early Learning School and the addition at Wayzata High School.

The projected employee positions for 2015-2016 and 2016-2017 is as follows:

	<u>2015-2016</u>	<u>2016-2017</u>
Teachers	747.7 FTE	769.4 FTE
Secretaries	49.0 FTE	50.0 FTE
Paraprofessionals	319.0 FTE	332.9 FTE
Custodians and Maintenance	74.4 FTE	81.4 FTE
Principals*	16.0 FTE	17.0 FTE
Culinary Express	70 employees	74 employees
Unaffiliated	65 employees	65 employees

*Includes Assistant Principals

Note: Paraprofessional FTE is based on 6.5 hours.

CULINARY EXPRESS
Food Service Fund

Culinary Express is the District department that provides meal services and nutrition education services in Wayzata Schools. Lunch prices for FY 2017 increased slightly from the current year and are presented for comparison below.

Prices are as follows:

	<u>2015-16</u>	<u>2016-17</u>
Elementary	\$2.70	\$2.90
Middle School	\$3.05	\$3.25
High School - Student	\$3.30	\$3.80
High School - Adult	\$3.85	\$4.25
Adult	\$3.85	\$4.05
Milk	\$0.55	\$0.55

All revenues and expenses associated with the program must be accounted for in a separate fund. By law, these revenues can only be spent to provide school lunches and pay certain closely related expenses.

2016-2017 Preliminary Budget

	2014-2015 Actual Amounts	2015-2016 Revised Budget	2016-2017 Preliminary Budget
Revenues			
Lunch Sales	\$ 4,222,938	\$ 4,642,010	\$ 4,920,900
Federal aid	926,079	840,466	855,000
State aid	134,025	104,000	130,000
Total	\$ 5,283,042	\$ 5,586,476	\$ 5,905,900
Expenditures			
Salaries & Benefits	\$ 2,325,701	\$ 2,505,558	\$ 2,690,495
Non-Employment			
Food	2,462,131	2,365,000	2,387,000
Other	859,461	987,200	1,061,000
Total	\$ 5,647,293	\$ 5,857,758	\$ 6,138,495
Surplus/(Deficit)	(364,251)	(271,282)	(232,595)

COMMUNITY SERVICES
Community Education Fund

Community Education programs provide school district residents with the opportunity to use educational facilities and programs during non-school hours. Community Education programs are also available to K-12 students during the summer. Major programs include Adult Basic Education, Wishes (after-school enrichment program), Home Base (latch-key programs), Wayzata Bright Start (Four year old programming combined with latch-key to provide full-day services), and Peppermint Fence Nursery School and other Early Childhood Family Education programming. The Community Education Department also schedules the use of the district's facilities outside of school hours, including athletic facilities.

2016-2017 Preliminary Budget

	2014-2015 Actual Amounts	2015-2016 Revised Budget	2016-2017 Preliminary Budget
Revenues			
Local Tax	\$ 1,523,635	\$ 1,253,598	\$ 1,104,518
Fees and charges	5,556,600	5,657,745	6,903,548
State aids and grants	484,288	550,070	780,070
Transfers	10,932	5,000	5,000
Total	<u>\$ 7,575,455</u>	<u>\$ 7,466,413</u>	<u>\$ 8,793,136</u>
Expenditures			
Salaries & Benefits	\$ 6,214,514	\$ 6,518,128	\$ 7,487,680
Non-Employment	1,381,852	1,428,553	1,538,098
Total	<u>\$ 7,596,366</u>	<u>\$ 7,946,681</u>	<u>\$ 9,025,778</u>
Surplus/(Deficit)	(20,911)	(480,268)	(232,642)

CONSTRUCTION FUND

The construction fund is used for three purposes:

- Expenses of construction projects financed with bond proceeds;
- Expenses of alternative facilities projects; and
- Expenses associated with the capital projects (technology) levy. The focus of this program is curriculum and classroom technology, particularly expansion of classroom tools: projection and soundfield systems, smartboards, and software.

2016-2017 Preliminary Budget

	2014-2015 Actual Amounts	2015-2016 Revised Budget	2016-2017 Preliminary Budget
Revenues			
Technology Levy	\$ 5,527,642	\$ 5,585,904	\$ 5,997,307
Alternative Facilities Levy	1,435,395	1,827,000	2,759,723
Construction	114,681	180,000	-
Total	\$ 7,077,718	\$ 7,592,904	\$ 8,757,030
Expenditures			
Salaries & Benefits	\$ 2,265,681	\$ 2,452,504	\$ 2,330,676
Non-Employment			
Equipment	987,557	1,495,098	2,860,500
Capital Improvements	22,394,568	58,060,000	9,668,406
Other (Including Land)	11,382,625	12,757,926	7,855,777
Total	\$ 37,030,431	\$ 74,765,528	\$ 22,715,359
Surplus/(Deficit)	(29,952,713)	(67,172,624)	(13,958,329)

DEBT SERVICE FUND

The debt service fund is designated to account for revenues and expenditures associated with redemption of bonds issued by the school district. These bonds were issued to finance the acquisition, improvement and equipping of the district's buildings. By state law, debt service revenues and expenditures must be maintained in a separate fund.

The district's underlying bond rating by Moody's Investors Service is Aaa and the district's underlying bond rating by Standard & Poor's is AAA. This rating was upgraded and affirmed in April 2014, when the district issued bonds. These ratings are the highest received of any school district in the State of Minnesota.

2016-2017 Preliminary Budget

	2014-2015 Actual Amounts	2015-2016 Revised Budget	2016-2017 Preliminary Budget
Revenues			
Local Tax	\$ 11,396,284	\$ 15,729,417	\$ 14,650,626
Sale of Bonds	11,122,145	1,877,459	-
Total	\$ 22,518,429	\$ 17,606,876	\$ 14,650,626
Expenditures			
Bond Principal			
Current	\$ 9,175,000	\$ 8,945,000	\$ 8,900,000
Refunding	11,055,000	1,835,000	-
Bond Interest	5,077,877	6,205,905	5,710,026
Bank Fees & Other	70,877	5,425	6,050
Total	\$ 25,378,754	\$ 16,991,330	\$ 14,616,076
Surplus/(Deficit)	(2,860,325)	615,546	34,550

BASIC FUND STRUCTURE

To understand this budget document, it is helpful to know that there are a number of legal restrictions on how school districts must spend and account for the public funds that they receive. Because of state requirements, Wayzata Public Schools must separate its money into six major areas. They are as follows:

- **General Fund** – Used for all operating expenses for the general purposes of the school district. This fund includes salaries and benefits for teachers, principals, custodians, secretaries, paraprofessionals, and administrators; cost of supplies, textbooks, transportation contracts, utilities, repairs, equipment, and so on.
- **Health and Safety** – Used for essential improvements to district buildings related to protecting the health and safety of the occupants. Expenditures for asbestos removal, fire safety, indoor air quality, and the like can be made with money in this fund. It is actually a subpart of the general fund, but we account for these funds separately in Wayzata, largely because the amounts spent can fluctuate widely from year to year, distorting the apparent spending patterns. Health and Safety money comes from the property tax levy. State approval of all expenditures is required before the District can collect this tax.
- **Food Service Fund** – Used for all expenses related to operating the Culinary Express Department, including food, salaries, benefits, supplies, and equipment. Food Service revenues come primarily from the sale of meals to students and adults. Some federal and state aid is also provided.
- **Community Services Fund** – Used for expenses related to community education programs such as Early Childhood Family Education, Adult Basic Education, Home Base (after-school and summer child care programs), WISHES (summer enrichment programs), and Community Education Programs. Community Services revenue primarily comes from fees charged for the programs, and property tax revenue dedicated to community services.
- **Building Construction Fund** – Used for expenses of major building projects. Proceeds from sale of bonds authorized in an election are placed in this fund. Under recent changes in law and state policy, this fund now is also used for long-term maintenance facility projects (projects exceeding \$2,000,000) and for the capital projects levy (technology levy).
- **Debt Service Fund** – Used to pay the debt service on bonds sold to finance construction. These are akin to a homeowner's payments on a mortgage.

Why is all of this important? - It is important to be aware of the fund structure because, ***with very few exceptions, money cannot be transferred from one fund to another.*** So, for example, raising school lunch prices or Home Base tuition is not a solution to a shortfall in the general fund. Similarly, money in the debt service fund or the construction fund cannot be used to pay teacher salaries.

EXPENDITURES BY OBJECT

The school district budget consists of the following types of expenditures:

Salaries: Regular salary related to personnel positions, extra-curricular assignments, overtime, and substitute costs.

Employee Benefits: Health, Dental, Life, Long-term disability, workers' compensation, retirement plans and recording of post-retirement benefits for current employees. Health insurance costs are of great concern from a budgeting standpoint. The district's rates have been very stable since 2002.

Purchased Services: Includes consultants, postage, insurance, repair and maintenance services, transportation contracts, travel/conferences, payments to other districts and tuition.

Supplies & Materials: Textbooks, instructional supplies, office and custodial supplies, computer software, and related copier costs. Includes fuel for buildings.

Capital: Replacement and additional equipment, facilities repair and maintenance, vehicles, and computer equipment.

Miscellaneous and Other Expenditures: Includes all expenses that cannot be classified as above.

Transfer to Other Funds: Includes transfer of technology levy and Health and Safety levy to Construction Fund; also some transfers from General Fund to Community Services Fund.

EXPENDITURES BY PROGRAM

Administration: Includes all costs for general administration, instructional administration and school site administration. This area covers the school board, superintendent, principals, and directors.

District Support Services: Consists of activities related to general administrative support not listed above. This area covers federal programs, human resources, government relations, school elections, and miscellaneous district administration not otherwise classified. Anticipated salary increases and district contingency reserves have temporarily been budgeted here.

Elementary & Secondary Regular Instruction: Consists of all activities dealing directly with the teaching of pupils, the interaction between teachers and pupils in the classroom and co-curricular activities at the kindergarten, elementary and secondary levels.

Vocational Instruction: Courses and activities which develop knowledge, skills, attitudes and behavioral characteristics for students seeking career exploration and employability.

Special Education Instruction: Activities providing learning experiences for pupils of any age who, because of certain atypical characteristics or conditions, need, or who would benefit by, educational programs different from those provided pupils in regular or vocational instruction.

Instructional Support Services: Activities for assisting the instructional staff with the content and process of providing learning experiences for pupils in kindergarten through twelfth grade.

Pupil Support Services: Includes all services provided to pupils who do not qualify to be classified as instructional services (counseling/guidance, health, psychological, social work, transportation, other)

Sites & Buildings: Activities related to the acquisition, operation, maintenance, repair and remodeling of all physical plant, facilities and grounds of the school district.

Fiscal & Other Fixed Costs: Fiscal and fixed cost activities that are not recorded elsewhere.



Memorandum

DATE: May 23, 2016
TO: School Board
FROM: Dr. Jill Johnson, Executive Director of Teaching and Learning
RE: 2017 – 2018 Proposed School District Calendar

For your consideration: 2017 – 2018 school year (proposed)

The purpose of this memo is to provide you with an overview of the process that was followed to develop the proposed 2017 – 2018 calendar and to highlight changes compared to previous calendars.

Timeline

- **October:** Principal submits the name of calendar committee representative to executive director of teaching and learning.
- **November/December:** Committee meets to discuss teaching and learning needs and how the calendar should be constructed to align with those needs. Create a draft calendar(s).
- **January/February:** Committee meets to finalize calendar(s) and establish the process to share calendar(s) at each site and to collect feedback.
- **February:** Executive director solicits input from leadership teams (e.g. SLT, Principals, Board Teaching and Learning Committee)
- **March:** Each site selects a calendar (consensus or vote)
- **March/April:** Calendar is finalized and shared with leadership teams (e.g. SLT, Principals, Board Teaching and Learning Committee)
- **May/June:** Calendar is presentation to school board for review
- **June/July:** Board acts of calendar

Calendar Parameters

- Start after Labor Day
- 184 Teacher Work Days
- 172 Student Days
- Include 10 Holidays
- Balance Days between Quarter and Semesters
- End in Early June
- Week Long Spring Break

Calendar Committee Membership

The school district calendar is developed by the calendar committee. The committee is composed of representatives from the E – 12 learning program, the parent liaison committee and staff from the teaching and learning department. The executive director of teaching and learning chairs the committee.

2017 – 2018 Calendar Committee Representatives

Ashley Farrington, Sunset Hill	Tami Schulz – Birchview
Tiffany Moon, Gleason Lake	Sarabeth deNeui, Plymouth Creek
Annette Korolchuk, Oakwood	Stephanie Fisher, Kimberly Lane
Debbie Anderson, Greenwood	Karen Keffeler, Meadow Ridge
Chris Larson, Central Middle School	Nicole Misuraco, East Middle School
Kate Brewer, West Middle School	Aaron Berndt, High School
Sandi Arendt, Early Learner Program	Jennifer Harrah, Parent
Vera Spanowsky, Parent	Katie Moe, Teaching and Learning
Shelly Nelson, Teaching and Learning	

Committee Meetings/Committee Actions

- November 30 – Organizational Meeting
- February 4 – Create Calendars
- April 19 – Site Feedback, Finalize Calendar(s) and prepare for site presentation
- April 20 – May 13 – Calendars presented at site for consensus or vote
- May 16 (via Email) Finalized calendar to recommend to the school board for adoption

Shared with Leadership Teams

- Strategy Leadership Team - February 8, 2016, and May 17, 2016
- Board Teaching and Learning Committee - March 15, 2016, and May 17, 2016
- Principals - February 2016 - Shared via email

Calendar Changes – See 2017 – 2018 Calendar

See Friday, January 26, 2018 – In previous calendars, this day has been a half-day for professional development and a half-day for the end-of-semester grading. Teachers requested to make this day a full day for grading.

To accommodate this request, the half-day of professional development was split into two, two-hour early release days - October 18 and February 16. Students will be released two hours early from their regular dismissal time.

The members of the committee realize that a reduction in student contact time is not ideal; however, no other solution emerged from the committee discussions to capture back the time for professional development.

Professional development activities for each early release day will be determined as we get closer to the actual day, however, activities most likely will be related to curriculum implementation and student learning activities.

Note - Transportation was consulted on two occasions to confirm that buses are able to transport students on the early release days. Administrative Services was contacted to confirm that we will have the required minutes for student instruction, even for seniors, if we moved forward with the proposal.

Reference

- Attached is the School Board Policy and Regulations 607 – School Calendar

2017 - 2018 Calendar

July				
3	4	5	6	7
	Holiday			
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
October				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
	PD Early Release		Teacher Convention	
23	24	25	26	27
30	31			
January				
1	2	3	4	5
Holiday	School Resumes			
8	9	10	11	12
15	16	17	18	19
MLK Holiday				
22	23	24	25	26
			End of Qtr. 2	Grading Day
29	30	31		
Qtr. 3 Starts				
April				
2	3	4	5	6
		Spring Break		
9	10	11	12	13
Qtr. 4 Starts				
16	17	18	19	20
23	24	25	26	27
30				

August				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
		New Teacher Training		
28	29	30	31	
		Teacher Work Days		
November				
		1	2	3
6	7	8	9	10
		End of Qtr. 1	PD/GR Day	Comp Day
13	14	15	16	17
Qtr. 2 Starts				
20	21	22	23	24
		Comp Day	Thanksgiving Holiday	
27	28	29	30	
February				
			1	2
5	6	7	8	9
12	13	14	15	16
				PD Early Release
19	20	21	22	23
President's Holiday				
26	27	28		
May				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
Memorial Day				

September				
				1
4	5	6	7	8
Labor Day	School Starts			
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
December				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
			Winter Break	Holiday
25	26	27	28	29
Holiday		Winter Break		
March				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
		End of Qtr. 3	PD/GR Day	Comp Day
June				
				1
4	5	6	7	8
			End of Qtr. 4	PD/GR Day
11	12	13	14	15
Comp Day				
18	19	20	21	22
25	26	27	28	29

District Offices Closed: July 4, September 4, November 23 & 24, December 22 & 25, January 1, January 15
February 19, May 28

KEY:			New Teacher Training
	Holiday		School Not in Session
	Professional Development, Grading, Teacher Work Day		Two Hr. K -12 Early Release for Professional Dev

Qtr. 1: 45 Student Days; 47 Teacher Days	Student Days - 172 Days: Sem 1 = 87 Sem 2 = 85
Qtr. 2: 42 Student Days; 44 Teacher Days	Teacher Days - 184 Days: Sem 1 = 91 Sem 2 = 89
Qtr. 3: 42 Student Days; 44 Teacher Days	Workshop Week = 4
Qtr. 4: 43 Student Days; 45 Teacher Days	

SCHOOL HOURS

- 7:45 - 2:25 - Greenwood, Kimberly Lane, Meadow Ridge, Oakwood, Plymouth Creek
- 8:20 - 3:10 - High School
- 8:30 - 3:10 - Birchview, Gleason Lake, Sunset Hill
- 9:10 - 4:00 - East Middle School, Central Middle School, West Middle School

607 SCHOOL CALENDAR

I. PURPOSE

The purpose of this policy is to provide guidelines on setting a school calendar consistent with existing statutes and Minnesota Department of Education directives..

II. GENERAL STATEMENT OF POLICY

- A. The School Board will establish, upon the recommendation of the superintendent, an official school calendar for any given school year approximately fourteen (14) months prior to the first day of school for that academic year.
- B. To meet this timeline, the recommended action will occur at the regular July school board meeting.
- C. The adopted calendar will be consistent with existing statutes, Minnesota Department of Education directives, and with the preferences and traditions of the community.

ADOPTED: December 14, 1981
AMENDED: April 9, 1984
AMENDED: December 9, 1985
AMENDED: July 12, 2004
AMENDED: January 12, 2015
LAST REVIEWED: January 12, 2015

607-R SCHOOL CALENDAR REGULATIONS

I. CALENDAR

A. Committee

The superintendent will direct the Executive Director of Teaching and Learning to convene a committee meeting(s) that includes the appropriate parties to establish academic calendars. The Executive Director will determine the degree to which parental, student, and staff inputs will guide the development of the school calendar. The Executive Director shall present the recommended calendar to the Strategy Leadership Team and the superintendent. The superintendent will then bring the recommendation to the School Board for formal approval and action. Such school board action for any given school shall occur approximately fourteen (14) months prior to the first day of school for that academic year. To meet this timeline, the recommended action will occur at the regular July school board meeting.

B. Scheduling of School Events

School officials responsible for scheduling school events and activities shall seek to avoid conflicts between significant school events that cannot be duplicated through a make-up session and religious holidays.

C. Care and Consideration for Student Absences due to Religious Holiday Observances

Schools must ensure that students who are absent from school for religious holiday observances are not unduly burdened or otherwise penalized for the schoolwork they have missed.

Reasonable care and consideration should be taken to avoid the scheduling of special projects, the introduction of new information/new learning, and other activities that would be difficult for students to make up, on days when students will be absent for religious holiday observances. If tests are given on days when students may be absent for religious holidays, adequate time must be given after their return to school to prepare for and make up these tests. Conversely, the students who remain in school should continue to have meaningful learning experiences.

Schools should ensure that sensitive and respectful methods are employed to identify students who will be absent from school for a particular religious holiday observance.

ADOPTED: January 12, 2015

LAST REVIEWED: January 12, 2015

Visitor Registration System

May 23, 2016

School Board Work Session

25



Excellence. For each and every student.

Timeline/Implementation

- Secure entry complete-funded through referendum dollars
- Team review different systems-Raptor
- Currently everything from swiping drivers license to paper and pencil logs
- WHS transitioned the equipment in May
- Information to parents through web and Communicator
- Early Learning School over summer
- All schools for fall 2016
- Parent events to register users



Excellence. For each and every student.

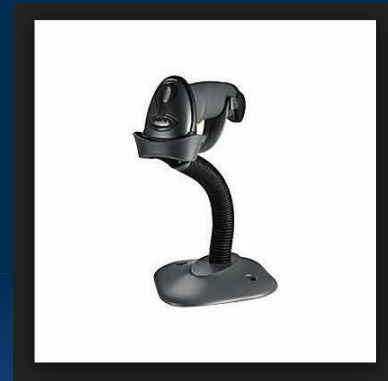
Basics of Raptor

- Runs a back background check against registered sex offender lists every visit
- School day/school hours
- Provides an emergency list of visitors
- Notifications to district and building administrators
- Build internal lists for orders for protection, no trespass, etc
- Emergency button



Excellence. For each and every student.

Equipment Registration and Quick Access KIOSK



28



Excellence. For each and every student.

Future

- Track volunteers and hours
- Student sign/in and out
- Batching for large events

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Excellence. For each and every student.

Thank you to:

Technology Staff

WHS Staff

Building and Grounds Staff



Excellence. For each and every student.

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting - June 13, 2016 - 7:00 PM
Wayzata City Hall
600 Rice Street, Wayzata

AGENDA

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**
Consent Agenda items are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed as a Consent Agenda item and addressed. Consent Agenda items are as follows:
 - A. Approval of Minutes
 - B. Finance and Business Recommendations
 1. Monthly Reports
 - C. Human Resource Recommendations
 1. Monthly Recommendations
3. **REPORTS FROM ORGANIZATIONS**
 - A. Wayzata High School Student Council Representative
 - B. Wayzata Education Fund - Michael Hagerty
4. **RECOGNITIONS**
 - A. Retiree Recognition
 - B. Employee of the Month
 - C. Greenwood Culinary Express Staff
 - D. Perfect ACT
5. **STUDENT CURRICULUM PRESENTATION**
6. **SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS**
 - A. Superintendent
 - B. Teaching and Learning
 - C. Finance and Business Services
 1. Monthly Financial Reports
 - D. Human Resource Services
7. **OTHER BOARD ACTION**
8. **BOARD REPORTS**
9. **AUDIENCE OPPORTUNITY TO ADDRESS SCHOOL BOARD**
This section of the agenda provides an opportunity for those who have called and placed their names on the list and for members of the audience to address the School Board.
10. **ADJOURN**