

**MINNETONKA INDEPENDENT SCHOOL DISTRICT #276**  
**District Service Center**  
**5621 County Road 101**  
**Minnetonka, Minnesota**

**Minutes of June 3, 2021 Regular Board Meeting**

The School Board of Minnetonka Independent School District #276 met in regular session at 7:00 p.m. on Thursday, June 3, 2021 in the Community Room at the District Service Center, 5621 County Road 101, Minnetonka, Minnesota. Chairperson Chris Vitale presided. Other Board members present were: Mark Ambrosen, Katie Becker, Mike LeSage, Christine Ritchie, Lisa Wagner and Superintendent Dennis Peterson, ex officio. Absent: John Holcomb. The meeting was also livestreamed on the District's YouTube channel.

Prior to the meeting, Board members recognized, via a video, the following groups and individuals: US Presidential Scholar Semifinalists; MBDA State Honor Band Qualifiers; Supermileage Challenge State Runners-up; and Destination Imagination Global Competition Qualifiers.

Chairperson Vitale then called the meeting to order and asked that everyone stand and recite the Pledge of Allegiance to the flag.

1. **AGENDA**

Wagner moved, Ambrosen seconded, that the School Board approve the agenda, as presented. Upon vote being taken thereon, the motion carried unanimously.

2. **SCHOOL REPORT: MINNEWASHTA**

Principal Cindy Andress gave a report to the Board about all of the changes, challenges and opportunities the past year has brought and how these have impacted staff and students at Minnewashta. She provided highlights on safety, the use of technology, student learning, empathy and belonging, staffing and professional development. Board member Wagner asked Principal Andress what aspects of this year or learnings from this year will be carried forward. Principal Andress said that the flexibility to gather students or parents to meet quickly and conveniently (virtually), when needed, was definitely an opportunity to carry forward in the future.

3. **APPROVAL OF WAIVERS OF PHYSICAL EDUCATION REQUIREMENTS**

Superintendent Peterson presented the proposed waiver of physical education requirements for members of the MHS Class of 2021 who have pursued and completed an alternate path to accomplish such requirements. This path allows these students more flexibility in pursuing activities that are meaningful to them and in managing their time so they can reach all their academic goals.

Ritchie moved, LeSage seconded, that the Board approve the list of students to be granted a waiver. Upon vote being taken thereon, the motion carried unanimously.

4. **ACCEPTANCE OF MHS CLASS OF 2021 GRADUATES**

Superintendent Peterson presented the names of the Class of 2021 graduating high school seniors to the School Board for their acceptance. He praised the class for their resilience and perseverance during these challenging times.

Wagner moved, LeSage seconded, that the Board approve the list of students. Upon vote being taken thereon, the motion carried unanimously.

5. **COMMUNITY COMMENTS**

Chairperson Vitale noted that this opportunity for comment was available to community members who wished to address the Board on any item on that night's agenda. He also read the guidelines for Community Comments, for the benefit of those who wished to speak.

Minnetonka resident Kirby Crow spoke about the Q-Comp Annual Report, providing suggestions for the future regarding support and evaluation of teachers and for additional support of student needs.

Excelsior resident Sally Browne spoke about the FY22 Budget, asking the Board to clarify during the Budget agenda item where/whether there are funds earmarked in the Budget for District Goals One and Two.

6. **Q-COMP ANNUAL REPORT**

Director of Teacher Development Sara White presented this item to the Board. She began by noting that Minnesota Statute requires that districts participating in the Alternative Teacher Professional Pay System, commonly referred to as Q-Comp, assess their programs annually through a formal review process. She thanked the District's Teacher Instructional Coaches and the members of the Alternative Pay Oversight Committee, or APOC, for their assistance and encouragement throughout this challenging year. Ms. White explained that the Q-Comp program was designed to support and recognize teachers in their professional growth so that they may positively impact student learning. This is done through two collegial relationships: the one-on-one work TICs do with their teachers and PLCs.

Ms. White explained that the District's review of the program consisted of three surveys. The first survey was completed by continuing contract teachers about their work with their TICs. The second survey was completed by PLC teams about the impact of their collaboration. These two surveys were designed to learn how Q-Comp has influenced teacher instructional practice and student achievement. The final

survey was completed by TICs to evaluate their training, preparedness to do their work and to gather their insights into program effectiveness.

The District's Q-Comp program is embedded in our teacher evaluation model. Now in its second year, the key features of personalization and choice in the Minnetonka Growth and Evaluation Model (M-GEM) were a great fit for this year. Teachers selected two or three core competencies to focus on for the year and had flexibility in how they were observed and received feedback. This personalized learning model allowed teachers to focus on the core competencies that would best support their students' learning and the model in which they were teaching. The core competencies are:

- CC1 – Develops Social and Emotional Competencies
- CC2 – Cultivates a Safe and Positive Student-Centered Classroom
- CC3 – Manages Classroom Routines and Behaviors
- CC4 – Implements Minnetonka's Guaranteed Viable Curriculum
- CC5 – Designs Instruction Based on Student Data
- CC6 – Designs and Provides Meaningful and Engaging Instruction
- CC7 – Uses Meaningful Assessments
- CC8 – Uses a Variety of Assessments to Inform Instruction
- CC9 – Provides Feedback to Students
- CC10 – Models Critical Thinking, and Fosters Collaborative Communication
- CC11 – Selects Among Multiple Research-Based Instructional Practices
- CC12 – Adapts Instruction to Promote Student Mastery

TICs guided teachers in their growth on their core competencies. Whether they were teaching in person in socially distant classrooms or in e-Learning, teachers identified specific ways that feedback from their coaches and the reflective dialogues they had with them impacted professional practice. More than ever before, coaches served multiple roles for teachers. They were conduits to how other teachers were working in the various models. They were consultants, directly teaching teachers the "how to" of strategies and technologies. They were connectors to resources and the bigger picture.

Instructional coaches also had a significant impact on student achievement. Commonly reported areas of support include progress tracking and goal setting, use of formative assessment in informing instructional decisions, and leveraging technology to analyze data.

Ms. White noted that PLCs provided the structure, the space, and the time to become crystal clear on essential learnings, on how these essential learnings would be assessed, and how they would respond to the assessment results. Whether through Google Meets or more recently in person, PLC teams wrote SMART goals. They received feedback on their goals from both their building administrators as well as APOC. This year, there was an increase in social-emotional learning goals as well as

behavioral goals. PLCs understood that by attending to SEL needs and behavioral routines, they were creating the conditions for learning. This was more important than ever given the different learning models for students and teachers. One PLC team commented, “We focused on social-emotional learning on a daily basis. This led to more focused and happy children, which created an environment that was safe for academic growth.”

Ms. White concluded her report by noting that the District’s Q-Comp Program continues to successfully support teachers in their quest to increase academic achievement. Both student achievement and classroom instruction continue to improve due to the targeted discussions inherent in PLCs and coaching conversations.

**7. APPROVAL OF SALE OF 2021D BONDS**

Executive Director of Finance and Operations Paul Bourgeois presented this item to the Board. On February 4, 2021, the School Board approved the sale of the 2021D Certificates of Participation Bonds in a par value amount up to \$1.25M to fund a portion of the \$4M cost of construction of the MOMENTUM Skilled Trades and Design addition to the Pagel Activity Center. Sale of the 2021D COP Bonds took place on May 26, 2021. A total of \$1.23M in par value 2021D COP Bonds were sold at a total interest cost of 2.53%. Mr. Bourgeois recommended the Board approve the sale resolution.

Ritchie moved, Wagner seconded, that the Board approve the resolution as presented. Upon vote being taken thereon, the motion carried unanimously.

**8. APPROVAL OF SALE OF 2021E BONDS**

Mr. Bourgeois presented this item to the Board. On February 4, 2021, the School Board approved the sale of the 2021E Certificates of Participation Bonds in a par value amount up to \$2.75M to fund a portion of the \$4M cost of construction of the MOMENTUM Skilled Trades and Design addition to the Pagel Activity Center. Sale of the 2021E COP Bonds took place on May 26, 2021. A total of \$2.75M in par value 2021E COP Bonds were sold at a total interest cost of 2.46%. Mr. Bourgeois recommended the Board approve the sale resolution.

Becker moved, Wagner seconded, that the Board approve the resolution as presented. Upon vote being taken thereon, the motion carried unanimously.

**9. APPROVAL OF SALE OF 2021F BONDS**

Mr. Bourgeois presented this item to the Board. On April 8, 2021, the School Board approved the sale of the 2021F General Obligation Alternative Facilities Refunding Bonds to refund the 2012G General Obligation Refunding Bonds at their call date. At that time, it was estimated the bonds could be refunded from their current rate of

2.96% down to 2.14% with net present value savings of \$24,981.18. Sale of the 2021F Refunding Bonds took place on May 26, 2021. The 2021F Refunding Bonds were sold at a total interest cost of 1.49% with net present value savings of \$53,092.90, or 5.9% of the prior debt service. Mr. Bourgeois recommended the Board approve the sale resolution.

Ambrosen moved, LeSage seconded, that the Board approve the resolution as presented. In the discussion that followed, Board Treasurer Wagner noted that the Finance Advisory Committee is very supportive of Mr. Bourgeois and Dr. Peterson and how much money we are able to return to the taxpayers with the savings Mr. Bourgeois and his team are able to secure through refinancing bonds and other cost saving measures. Board member LeSage thanked Mr. Bourgeois and his team, as well, noting that Mr. Bourgeois' work is masterful and it saves the District money in many ways and that it is appreciated. Vice Chair Ambrosen thanked Mr. Bourgeois and his team for their extensive work year after year, which has gone a long way to putting the District in the positive financial position it is in.

Upon vote being taken on the foregoing resolution, the motion carried unanimously.

#### 10. **ADOPTION OF FY22 BUDGET**

Mr. Bourgeois presented this item to the Board. He explained that the District is required by statute to adopt a budget for each fiscal year prior to July 1 of that fiscal year. District administration has been working with staff on the development of the FY22 Budget. Mr. Bourgeois presented the FY22 Budget, talking through each aspect of it thoroughly. He noted that the School Board had already reviewed the budget at a prior Study Session, but that this presentation was also, of course, for the public. Highlights included the following:

- The General Fund Operating Fund that includes Transportation and Activities is projected to operate at a surplus of \$1,733,469 of ongoing revenues to ongoing expenses.
- An increase in the Basic Revenue Formula of \$131 per Adjusted Pupil Unit from the State of Minnesota is the major component of increased revenue per pupil projected for FY2022. This amount equates to a 2.00% increase in the Basic Formula.
- Targeted enrollment growth on an October-to-October basis is an increase of 46 K-12 students, from 11,054 in October 2020 to 11,100 students in October 2021. October enrollment is used by the State of Minnesota to apportion payments for the fiscal year, but the District is actually paid on the Adjusted Pupil Units that the October enrollment head count generates during the full course of the year. The Unassigned Fund Balance at the end of FY2022 is projected to be \$21,868,624 which is 15.7% of projected FY2022 expenditures.

- The combination of tightly monitored expense controls plus the additional revenue provided from enrollment growth in past years has allowed the District to continue to maintain very stable finances while maintaining and selectively expanding opportunities for students. Additional Operating Referendum Revenue, which is in place through the 2024 Pay 2025 levy to fund Fiscal Year 2026, gives the District a stable base of revenue from which to maintain the high quality programs that are being delivered to students.

Ambrosen moved, LeSage seconded, that the Board approve the following resolution:

***Resolution to Adopt the Fiscal Year 2022 Budget***

*BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby adopt the Fiscal Year 2022 Budget as presented in the Summary of Budgets – All Governmental Fund Types in accordance with Governmental Accounting Standards Board standards, including projected revenues and other sources of \$217,114,630 for all funds, projected expenditures and other uses of \$213,977,248 for all funds and a projected fund balance at the end of Fiscal Year 2022 of \$67,825,282 for all funds.*

In the discussion that followed, Board Treasurer Wagner asked Mr. Bourgeois what is included when he talks about where we land in ranking among schools across the state in terms of dollars the District receives. Mr. Bourgeois explained that the District is #312 out of 330 when it comes to state aid received, and then when we add in all general fund revenue we still only rise to #136 after all local aid for our District—and all local aid for other Districts—is added in. Ms. Wagner noted that the Finance Advisory Committee has had a lot of discussion about the budget and is very appreciative of Mr. Bourgeois and his team’s work, particularly given all the monies that had to be spent on the various learning models needed this year due to COVID, and how important it is to look at future years and what we can do to be planning forward, as well. They also talked about how investment rate of return may be lower in coming years and how that may impact the budget in the future.

Board Treasurer Wagner also noted that a member of the community had asked earlier in the School Board Meeting, during Community Comments, about money earmarked for School Board goals. Ms. Wagner explained that the School Board does not do that level of allocation, and Dr. Peterson stated the School Board has not yet set its goals for FY22. Board member Ritchie stated her understanding is that goal support is an overarching theme and they are woven into everything and you will not see a specific line item. Chairperson Vitale agreed, explaining that goal work is spread across budgets rather than having its own line in the budget.

Upon vote being taken on the foregoing resolution, the motion carried unanimously.

## 11. TOUR DE TONKA UPDATE

Director of Minnetonka Community Education Tim Litfin presented an update on the 2021 Tour de Tonka, scheduled for August 7. He explained the route, the highlights and all that goes into putting on such an incredible event. Board Treasurer Wagner said it is great to see this event happening and asked whether anything in particular was significantly different this year. Mr. Litfin said he is still waiting to see whether masks will be required for the indoor headquarters but that they are not required for the ride itself. Board member Becker inquired whether there are still volunteers needed for the event. Mr. Litfin said yes, absolutely! Those interested in volunteering are invited to call Community Education during office hours or sign up online at [www.tourdetonka.org](http://www.tourdetonka.org).

## 12. APPROVAL OF POLICY #440: HANDBOOK FOR COMMUNITY EDUCATION AND/OR AQUATICS PERSONNEL

Executive Director of Human Resources Dr. Michael Cyrus presented recommendations for School Board Policy 440: Handbook for Minnetonka Community Education and/or Aquatics Personnel for 2021-2023. This policy provides the terms and conditions of employment for employees in these areas who are not covered by a master agreement. The following is a summary of the recommendations:

- The monthly District health insurance contribution increases by \$32 in the first year and will increase in the second year only if the premium increases by more than 5%.
- MCE Program Managers will receive a differentiated 2.25-4% increase on July 1, 2021 and a 2.5% increase on July 1, 2022.
- All Explorers minimum hourly rates will have a market adjustment increase on July 1, 2021. Explorers Site Supervisors will receive a differentiated 2.25-3% increase on July 1, 2021 and a 2.5% increase on July 1, 2022. All other Explorers staff will receive a 2.25% increase on July 1, 2021 and a 2.5% increase on July 1, 2022.
- Positions covered by Appendix C will receive a 2.25% increase on July 1, 2021. On July 1, 2022, full-time employees will receive a 2.5% increase and part-time employees will receive a 2.25% increase.
- The Aquatics wage amounts have been adjusted to better align with the current department structure and to ensure our rates are competitive. Step advancements will be given on this wage schedule for eligible employees in each year of the new two-year policy. Those employees above the wage schedule will receive a 2% increase on July 1, 2021, and July 1, 2022.
- The District tax sheltered annuity match in Section 6.5 will have a tiered match schedule that increases the contribution based on longevity.

Wagner moved, Becker seconded, that the Board approve the policy. Board member LeSage noted a typo in Appendix D and asked that it be corrected. Via a friendly

amendment proposed by Board member Wagner to correct the error, the policy was approved unanimously with the correction incorporated.

### 13. **CONSENT AGENDA**

LeSage moved, Becker seconded, that the School Board approve the following recommendations included within the following Consent Agenda items:

- Minutes of May 6 Regular Meeting
- Study Session Summary of May 20, 2021
- Payment of Bills – in the sum of \$6,405,385.39.
- Recommended Personnel Items – as shown in Addendum A.
- Gifts and Donations for May 2021: \$1,000.00 from Superintendent Dennis Peterson, \$1,000.00 from Connie Raby, \$2,000.00 from Wendy Lulavy, and \$500.00 from MHS Counselors; all to be placed in the MHS Scholarship Fund. \$500.00 from the Rotary of Minnetonka Foundation to be placed in the MHS Seniors Serve Program Fund. \$18,711.88 from Minnetonka Track & Field Cross Country Association to be placed in the MHS Track & Field & Cross Country Coaches Fund. \$30.00 from the Blackbaud Giving Fund and \$440.00 from the Blackbaud Giving Fund, both to be placed in the MHS Principal Discretionary Fund. A DreamSeat sofa valued at \$999.00 to be placed at MHS. \$21.00 from Box Tops for Education to be placed in the MME Target Fund. \$2,691.92 from the MME PTA to be placed in the MME Target Fund. \$20.00 from Target Cyber Grants, an additional \$20.00 from Target Cyber Grants, and \$900.00 from the Blackbaud Giving Fund; all to be placed in the Deephaven Elementary School Student Needs Fund. \$92.00 from the Blackbaud Giving Fund and \$16.80 from the Blackbaud Giving Fund, both to be placed in the Excelsior Elementary School Principal Discretionary Fund. \$91.52 from the Benevity Fund and \$31.00 from Wintrust Bank, both to be placed in the Minnewashta Elementary School Principal Fund. \$47.44 from Brent Rickenbach to be placed in the Scenic Heights Elementary School Student Needs Fund. Total Gifts and Donations thus far for 2020-21: \$187,896.73.
- Electronic Fund Transfers - as shown in Addendum B.
- Addendum to District Flex Plan
- FY21 Transportation Reimbursement to Qualified Non-Public Schools

Upon vote being taken on the foregoing Consent Agenda items, the motion carried unanimously.

### 14. **BOARD REPORTS**

There were no Board reports this evening.

15. **SUPERINTENDENT'S REPORT**

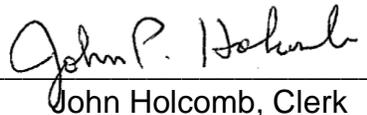
Superintendent Peterson said there are four days left of the school year and that people are joyful to see summer arrive. He noted that this week we have zero students and zero staff who are positive for COVID-19, which is wonderful! He also said he looked forward to the upcoming MHS Graduation on June 9.

16. **ANNOUNCEMENTS**

There were no announcements this evening.

17. **ADJOURNMENT**

Ritchie moved, Becker seconded, adjournment at 8:53 p.m. Upon vote being taken thereon, the motion carried unanimously.

  
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John Holcomb, Clerk