

# OPERATIONS COMMITTEE MEETING AGENDA

Thursday, March 16, 2023

2:00 p.m. - Business Office

|                   |              |                |              |
|-------------------|--------------|----------------|--------------|
| Nicole Green      | <u>  X  </u> | Andy Traetow   | <u>  X  </u> |
| Dan Brookens      | <u>  X  </u> | Jessica Korte  | <u>  X  </u> |
| Mike Edman        | <u>  X  </u> | Tyler Garrison | <u>  X  </u> |
| Stephanie Busiahn | <u>  X  </u> |                |              |

1. FY '23 Revised Budget

- Director of Finance & Business Management, Jessica Korte, reviewed the FY '23 revised budget and noted the following: student membership has remained stable resulting in revenues as expected; revenues based on average daily membership are on track with previous fiscal years; increased expenditures were noted related to boiler system repairs resulting in approximately \$400,000 of increased expenditures; increased expenditures are also related to payments for services related to the strategic planning process.

2. Hunt Farm Lease

- Recommendation was made for referral to legal evaluation of terms and parameters for sale and rental rates. This matter will be reviewed at a future operations committee meeting.

3. Additional Equipment for Broadcasting Program

- A recommendation was made to purchase additional equipment for expansion of services provided by our school's audio visual and broadcasting programs. The proposal was supported by the committee resulting in allocation of resources to expand our broadcasting capabilities. No fiscal note was available at the time of the meeting.

4. Lease Renewals

- Use of City Council Chambers for school board meetings was reviewed. The current lease requires a ninety day notice in the event either entity, Fairmont Area Schools and the City of Fairmont, if either party desires to non-renew the lease. A recommendation was made by the committee to provide notice that the school district will no longer use the City Council Chamber for school board meetings effective June 30, 2023.
- The school district's lease for space in the SMEC building for the use of Community Education and Recreation is up for consideration of renewal. The committee discussed options for housing CER including continuation of use of the SMEC building as well as potentially returning CER to a school district building. A meeting is scheduled with the City of Fairmont on March 23, 2023 to review and discuss lease options.

5. Snow Days - Student Contact Time

- The approved school calendar for the 2022-2023 school year included 170 student days at the elementary level (K-6) and 171 student days at the secondary level (7-12). The difference in one day is due to back to school conferences covering two days at FES and one day at FJSHS. This correlated to 1,105 instructional hours at the elementary and 1,094 at the secondary level. The state of MN's minimum requirements for instructional hours are: Elementary = 935; Secondary = 1,020. The school board did not indicate the use of E-learning days prior to the start of the school year for the 22-23 calendar. Therefore, by statute, we are unable to implement e-learning days in the current school year and will consider their use in the future.
- The calculated number of days is now 163 days at the elementary level and 164 days at the secondary level. While we have dropped below the 165-day mark, our number of hours still remains well above the minimum requirements (Current FES = 1,059; Current FJSHS = 1,049).
- The school board reviewed options for additional days considering the adopted calendar already reserves four days the week of June 5 for "snow day make up". We are within the minimum number of hours, we will not be adding minutes to each school day. The number of student days to be made up at each building will be uniform and our

graduation date will remain June 4th. The committee recommended adding days the week of June 5th to meet the state mandated minimum number of school days.

6. CER Summer Programming
  - Community Education and Recreation director Stephanie Busiahn presented plans for new summer programs offered in the upcoming summer program. This summer will welcome two summer interns that will support programming and supervision of activities. Ideas for new youth and adult classes and activities were also shared. It was also shared that community and area CER partnerships are under consideration. CER will also be exploring grant opportunities to support new options for programming.
7. Cardinal Park Field House Project
  - Director of Buildings and Grounds, Tyler Garrison, presented results on a bid tabulation sheet for the listed project. The bid review generated discussion and questions related to application of contracts and company support throughout the project. The committee recommended moving forward with accepting *Larson Contracting* the awarded bidder.
8. Boiler System Insurance Claims & Pump Repair Update
  - Director of Buildings and Grounds, Tyler Garrison, presented information related to the outcome of insurance claims for failure of our boiler systems in the month of December. Costs incurred were submitted to insurance based on misguided recommendations from an outside company. Insurance claims were denied and the committee recommended engaging with legal consult to review the claims and potential for legal claims against the company recommending the additive. This issue has also resulted in the replacement of over twenty-five pump seals.
9. Spectator Sports Entrance Updates for Gymnasium / Football
  - A pre-construction meeting was held this week. June 12th is the tentative date for beginning of the exterior entrance projects. A substantial completion date is scheduled for August 25th.
10. Tennis Court, Track Project Update
  - Contractors will be assessing the scope of the future projects upon snow removal from the tennis court and track surfaces. Contracting companies have provided assurance the projects will be complete by the summer of 2023.
11. Transportation Vehicle Update
  - FAS just received the most recent school vehicle per government specifications. The state highway patrol will complete the inspection before use. FAS uses local dealers for outfitting our school vehicle fleet.
12. School Picture Contracts
  - FAS will use Strawbridge Studios for school pictures for the 2023-2024 school year. Seifried Portrait Studios has indicated they will present a school picture service proposal for the 2024-2025 school year.
13. Unified Cardinals Mini-Marathon Event Date
  - The committee supported this group hosting an event on Sunday, May 21st. This group involves students and is not currently affiliated with the schools. Fairmont Area Schools will consider adopting Unified Cardinals as a school sponsored activity in the future.
14. Martin County Know How Vex Robotics Event
  - Due to the nature of the organization being non-profit, the committee supports waiving the rental fees for the upcoming event.
15. School Based Healthcare Research
  - School based health care programs are being researched to potential future implementation in consideration of partnering with a local healthcare agency. Hosting a school based healthcare clinic, and designing for its use, would result in multiple years of preparation prior to implementation.
16. Admission / Student Participation / Facilities Fees (Jessica)
  - Review of rental fees...no rate increases since 2016. Comparative analysis was discussed regarding non-profit versus for profit programs and the associated rental fees. Research will be completed to compare rental fees with other CER offerings throughout the region. An alternate rental schedule will be presented at a future meeting.

- Activity admission fees: last changed 2016-17 school year. Recommendation to maintain current admission rates. Review cost of hosting events prior to making final determination on activity fees. Alternative ideas were considered ranging from free will donations to maintaining current ticket prices. A free-will donation pilot may be implemented at events in the 23-24 school year. Activity passes will remain the same cost.
- Student activity fees were last changed during the 21-22 school year. Cost benefit analysis will be completed related to need-based reduced fees. Student participation fees will not be raised for the upcoming school years.

17. **Solar for Schools Project**

- Contractual parameters for the potential solar project with Ideal Energies were reviewed by the committee. A collective decision was made to rescind our commitment to the project due to the fact the project contracts have not yet been signed.