

HOS Report
10/23/25

Staffing

- Hired:
 - Ruth Rourke: Transition Assistant (full time)
 - Kate Errthum: Transition Assistant (part time: 2 days a week)
 - Jylian Charles: CH3 Assistant effective 10/8/25 (was a short call sub)
 - Updated start date: Emily Shepardson started 10/3/25
- Resignations:
- Staff reduction:
- Open jobs: Long term sub through December for an E2 Assistant, (perpetual search for subs)

Related Party Questionnaire

For the audit, all Board members must complete the Related Party Questionnaire in the folder upon approval of the Consent Agenda. These will be submitted to Creative Planning tonight.

Building and Cyber Security (MDE)

Bluffview is receiving a reimbursement as mentioned last month, for cybersecurity related expenses. The original \$4502 represented our cybersecurity insurance premium and our use of Sentinel One to monitor laptops via HBC. The staff at HBC assisted in the identification of 2 more items-the fire wall and server backups. Those additional items added up to another \$1428, making the cumulative total \$5930. This revenue should be issued at the end of October.

US Department of Education letter

This was received on 9/29/25. It's only noteworthy because I have not received any such letter in the past. It is just a 'reminder' that we cannot use federal funds for lobbying and lobbying organizations-so we cannot use grant money to pay for our MACS membership as an example (which we don't).

Subcontract as a cooperative with WAPS

This contract, the idea of which was approved by MDE, and signed by WAPS and Indianhead, meets our procurement requirements for food service purchases. The benefit beyond meeting the procurement requirements is that we will receive a better food price given the volume of products purchased by WAPS. Appreciation to Jennifer Walters at WAPS and Glennis Kitzrow at Indianhead for making this happen.

VOA

The VOA expenditures/revenues report is in the folder for your reference. All authorizers are legally obligated to publish this information. You will see their balance sheet, and the amounts that each of their schools is charged annually for services rendered.

District Advisory Committee

Each year we are obligated to host a DAC meeting. This is where all the staff, parents, etc can come and engage in information sharing, conversation, and ask questions about the school and its plans. The date is set for Thursday, Dec. 11th at 6:00.

Paid Leave MN

The BMS Paid Leave account is set up, with HOS as the administrator. There is a mandatory poster in the consent agenda file. The goal for the next month is to work out the details, and be ready to share it out with staff in December (the notification letter to staff template is in there as well). We do need to decide as an organization how to proceed: This is a new tax being levied by the State that begins on January 1st. It is 1% of the employees payroll, and the district is required to cover 50% of that, but may opt to cover 100%. HOS did acquire one private carrier quote to compare to the state rates-we already use NIS and they are able to offer a better price comprehensively with their other services. My expectation is that their service will be better and/or more efficient as well (their info is below)

The data below is for information only about this month's meeting and is not binding in any way. Here are those numbers from Creative Planning, please note this would be for a full year beginning 1/1/26:

- Actual costs to the district at 1% - \$18,464 (.88% - \$16,248.32)
- Actual costs to the district at 1% minus SpEd reimbursements - \$6,172 (\$5,431.36)
- Total cost to the district then: \$12,292 (.88% - \$10,816.96)

Important dates:

November 1, 2025—Notify payroll department and business managers with contribution percentages.

November 10, 2025: Equivalent plan substitution(if going with a private carrier) - in your employer account!

December 1, 2025: Employee notices.

January 1, 2026: Employee deductions must start.

April 30, 2026: Quarterly reporting due.

We did receive a bid from NIS (provides other benefits like LTD, LIFE) on 10/20/25 which came in at an estimated cost of \$14,301 at 0.78% see the provided estimate in the folder. NIS also, upon a requested review, has offered a 10% reduction in LTD coverage as well. Confirmed by a consultation with Travis at C.P., it appears that NIS is our best option. Travis also confirmed that the school can assume the full payment, instead of having staff pay for their

'half'. With the NIS plan, the school must pay 0.44%, meaning the staff would be paying 0.34%. Given the small total amount, it seems most appropriate for the school to cover the full 0.78%.

All this information put together, pending any new information or significant objections from the Board tonight-the HOS will be accepting the NIS bid and declaring them as our provider for PFML. Also, HOS will be directing Creative Planning to have the school pay the entire amount, and not having anything PFML related deducted from staff paychecks.

Food Service Audit

We have a food service audit in December. There are three aspects to it. An administrative review which includes a site visit, a resource management review, and a procurement review.

We are hard at work to ensure compliance in all aspects of the audit including an action plan provided by MDE along with a procurement handbook, and a checklist of compliance items like temp logs, staff illness logs, etc.

MDE food service equipment grant

HOS has applied for a \$25,000 equipment grant to replace the walk in cooler. It's a bit small for our usage now, given the Minnesota Free School Meals Program, established by the passage of [House File 5](#) in 2023 and the resulting increase in food being prepared (and stored) so RFP's were sent to selected vendors. There will be some cost to the school like electrical, and expanding the concrete pad, but the goal is to have the work done in June of 2026 if the grant is awarded. The current one is 8'*16'. The bids will be for a 12'*16' unit-there isn't enough space to go any bigger.

Fall Festival

October 5th was the Fall Festival at Briggs Farm. As always for such an event, a special event insurance application was requested. Last year the timing didn't work. This year, with an early BBQ and later Breads and Spreads, we decided to work it in. It was very well attended, and many parents commented on how nice it was-the space, the food, etc. Total cost for the space, portable toilets, and special event insurance coverage was approximately \$1500.

Strategic Plan work

Goal 1 Objective 1: Classroom assistant monthly training is scheduled, surveys administered (assistants and teachers), and a book has been selected to support this work.

Goal 2 Objective 1: Schoolwide focus on the entire school environment has been articulated in a staff meeting, hallways will be reinforced with the above assistant trainings, and the kitchen is doing their part.

Goal 6 Objective 3: MnMTSS implementation is ongoing, the handbook is in process, and we will administer a DLT evaluation in the spring. We signed up for handbook support with the SE Service Coop as part of the ongoing MnMTSS grant.

Goal 7 Objective 1: Interviewed 2 potential PR/Marketing professionals to start with. We need to decide, do we spend the money on the third party, or try to take it on internally.

Goal 8 Objective 1, 2: We are reviewing posting sites and practices, reviewing pay scales, and are implementing refined mentoring practices,

Goal 9 Objective 1, 2: We are actively working with a potential donor to help us advance staff compensation. Beyond that, this is the final year of collections on the initial endowment campaign, so more work can begin next school year.

Goal 9 Objective 3: HOS is on the MACS Government Affairs Committee. Working on the legislative priorities for the year at our next meeting. This is a policy year, so the primary focus for me is building/facility ownership-that would be a policy area that could be changed without committing new monies at the state level.

Goal 11 Objective 1: s2s Architects is working with me to develop renderings of a phase 1 expansion (gym and art room), and a projected cost analysis of what that work may cost to complete. Our goal is to initially apply for a grant that could fund this additional space in the next 6 months. Money for technical development of the plan will be included.