

# Statewide Shared Services Study

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## Supplemental Materials

Prepared for Senators Terri Bonoff and Gen Olson

Minnesota State Senate

February 2009

## Contents

Background	2
Statistical summary	3
All districts versus reporting districts	4
Shared services - state contract – neither	5
Unique arrangements	6
Appendix A1- All districts in study	10
Appendix A2- Districts not responding	13
Appendix B - District survey instrument	15



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March 3, 2009

## Background

In the 86<sup>th</sup> session of the Minnesota Legislature, Senators Terri Bonoff and Gen Olson introduced a bill, Senate File 10, encouraging shared services purchasing by school districts and charter schools in an effort to reduce spending in administrative areas and have more resources available for direct instruction.

In order the gauge to level of shared and cooperative services currently in use, Senators Bonoff and Olson asked TIES to conduct a survey of districts and service providers regarding the nature and use of shared services in Minnesota.

As requested, TIES developed an online survey that includes 47 questions for districts and charter schools, and 20 questions for service providers. The complete district survey instrument is attached. The questions focus on shared services under each of the following categories as listed in the bill:

- all school materials, supplies, tools, equipment for school facilities operations and maintenance
- technology equipment and communication services
- food services
- transportation services

## Methodology

TIES sent the online survey to 76 service providers and every superintendent in the state. The report contains responses from the 29 service providers that provide services covered in the bill. The data was downloaded to an Access database and then transferred to an Excel database for analysis, graphing and charting. The final report presents detailed charts of the shared services provided by each service provider and of shared services used by each district and charter school. Usage is also graphed for each specific service category. The data shows utilization by size of district and district location.

## Study Timeline

January 28	online survey sent to all school districts, charter schools and service providers
January 30	survey due back
February 4	reminder sent
February 11	first draft of report completed; 201 districts responded
February 16	Senator Bonoff sent request to nonresponding districts
February 25	final report completed; a total of 254 districts included
March 3	report presented

## Key Findings

- Shared services are in use throughout the state for all categories included in the bill at some level.
- The highest levels of use of shared services include: purchasing of supplies, accounting and human resource systems and MARSS reporting support.
- The least amount of shared service is in transportation.
- The least amount of use of shared services by location are in the northeastern and southeastern part of the state.

## Statistical Summary

<b>Districts in survey</b>	#	%
Districts in the state (source: MDE)	338	
<b>Total responses in study</b>	<b>254</b>	<b>75%</b>
Districts responding to survey	214	63 %
Districts with derived response	40	12 %
<b>Districts with no response</b>	<b>84</b>	<b>25 %</b>
<b>Districts using shared services</b>		
Supplies & Equipment		65%
Technical Services		69%
Communications Equipment & Services		63%
Food Services		46%
Transportation Services		21%

### District response by region

	Districts	Students	Represented in Survey	%
Region 1&2	39	27,588	28	72
Region 3	31	42,605	17	55
Region 4	34	30,987	25	74
Region 5	22	25,582	16	73
Region 6&8	55	45,017	53	96
Region 7	38	95,301	28	74
Region 9	29	31,914	18	62
Region 10	42	72,688	22	52
Region 11	48	416,323	47	98
	<b>338</b>	<b>788,005</b>	<b>254</b>	<b>75</b>

### District response by enrollment group

	Number of Districts	Number of Students	Responding Districts	% of Total Districts	Number of Students Represented	% of Total Students
< 501	89	26,490	63	71	19,474	74
501-2,500	176	193,046	131	74	140,721	73
2,500 - 5,000	37	133,330	29	78	104,072	78
5,001 - 10,000	23	173,030	19	83	138,797	80
10,001 - 20,000	8	99,782	7	88	87,570	88
> 20,000	5	162,327	5	100	162,327	100
	<b>338</b>	<b>788,005</b>	<b>254</b>	<b>75</b>	<b>652,961</b>	<b>83</b>

## All Districts vs. Reporting Districts

	All Districts	Reporting Districts
<i>n</i> =	338	254
<b>ALL SCHOOL MATERIALS</b>		
Class Supplies	61%	81%
Class Equipment	57	76
Office Supplies	57	76
Copier Printer Paper	55	74
Office Equip Furniture	54	72
Office Equip Copiers	46	61
Building Maint Supplies	46	61
Building Maint Equip	30	41
Custodial Supplies	49	65
Custodial Equipment	42	56
<b>TECHNOLOGY SERVICES</b>		
Student Information Software	41%	54%
Accounting Software	55	74
HR Payroll Software	59	78
Data Warehouse Analysis Software	38	51
MARSS Reporting Support	51	67
Accounting Services Outsourced	22	29
Supplemental Accounting Services	25	33
HR Payroll Services Outsourced	20	26
Supplemental HR Payroll Services	23	30
Legal Services	8	10
Insurance Services	34	46
Purchasing Services	35	47
<b>TECHNOLOGY &amp; COMMUNICATIONS EQUIPMENT</b>		
Tech Equip Office Classroom	49%	65%
Tech Equip Back Office	42	56
Communication Equip Network	40	53
Communication Equip Phones	15	20
Communication Services Fiber	39	52
Communication Services ISP	43	57
Communication Services System Mgmt	17	23
<b>FOOD SERVICES</b>		
Food Prep Serving Supplies	38%	51%
Food Prep Serving Equipment	29	38
Consumable Food	41	54
Food Waste Disposal	8	10
<b>TRANSPORTATION SERVICES</b>		
Transportation Supplies	9%	13%
Transportation Equipment	03	04
Transportation Vehicles student	12	16
Transportation Vehicles nonstudent	07	09
Transportation Routing Software	05	07
Transportation Routing Services outsourced	01	02
Transportation Services outsourced	03	04

## Shared vs State Contract vs Neither

% of <i>responding districts</i> using -		Shared	State	Neither
<b>ALL SCHOOL MATERIALS</b>				
Class Supplies	86%	38%	10%	
Class Equipment	80	43	14	
Office Supplies	80	31	15	
Copier Printer Paper	77	23	18	
Office Equip Furniture	75	38	19	
Office Equip Copiers	62	39	26	
Building Maint Supplies	62	32	32	
Building Maint Equip	38	36	46	
Custodial Supplies	67	32	25	
Custodial Equipment	56	38	33	
<b>TECHNOLOGY SERVICES</b>				
Student Information Software	58%	<i>n/a</i>	31%	
Accounting Software	73	<i>n/a</i>	18	
HR Payroll Software	77	<i>n/a</i>	15	
Data Warehouse Analysis Software	54	<i>n/a</i>	40	
MARSS Reporting Support	66	<i>n/a</i>	21	
Accounting Services Outsourced	34	<i>n/a</i>	62	
Supplemental Accounting Services	39	<i>n/a</i>	55	
HR Payroll Services Outsourced	31	<i>n/a</i>	66	
Supplemental HR Payroll Services	36	<i>n/a</i>	61	
Legal Services	12	<i>n/a</i>	83	
Insurance Services	46	<i>n/a</i>	46	
Purchasing Services	53	<i>n/a</i>	43	
<b>TECHNOLOGY &amp; COMMUNICATIONS EQUIPMENT</b>				
Tech Equip Office Classroom	77%	50%	10%	
Tech Equip Back Office	66	49	14	
Communication Equip Network	63	44	20	
Communication Equip Phones	23	23	63	
Communication Services Fiber	62	22	29	
Communication Services ISP	55	18	38	
Communication Services System Mgmt	22	10	73	
<b>FOOD SERVICES</b>				
Food Prep Serving Supplies	61%	26%	30%	
Food Prep Serving Equipment	46	31	38	
Consumable Food	64	25	28	
Food Waste Disposal	12	05	85	
<b>TRANSPORTATION SERVICES</b>				
Transportation Supplies	15%	20%	73%	
Transportation Equipment	05	11	85	
Transportation Vehicles student	19	46	46	
Transportation Vehicles nonstudent	11	36	59	
Transportation Routing Software	08	07	88	
Transportation Routing Services outsourced	02	01	97	
Transportation Services outsourced	05	00	94	

Totals do not include information from "derived" districts or non-reporting districts.

## **Other Unique Agreements**

### **Fridley School District**

We service certain special education students for other districts now because we can do it cheaper and better than the district cooperative they previously bought services from.

### **Pine Point**

Our legal representation is through our tribal government.

### **St. Clair**

Community volunteers with specialized skills also donate time and expertise and provide us with technical service. We also share in-kind services with the city.

### **Comfrey Public School**

Shared instructional staffing with other districts through ITV, on-line and/or split days.  
Shared SPED staffing of specialists speech, OT, Deaf/Hard of Hearing, psychologists.  
Shared staff development experiences.  
Shared Nursing contracts with other entities.  
Shared sport teams and other school activities

### **Watertown-Mayer Public Schools**

We are collaboratively working with the City of Watertown to provided shared copying services.

### **Crosby-Ironton Public Schools**

We recently entered into a joint powers agreement with the U of M and got a great deal on science lab fume hoods.

### **Heron Lake-Okabena**

We share teaching staff with the neighboring district. We share special education staff with the cooperative. We share bus drivers with the neighboring district. We share sports programs with the neighboring district.

### **Tracy**

We are sharing staff with surrounding districts. We are sharing in-service time with surrounding districts. We are sharing curriculum and books from surrounding districts. We are sharing non-certified personnel and equipment.

### **Hutchinson ISD 423**

Little Crow Telemedia Network  
Minnesota School Food Buyers Group  
Hawkeye FoodService - Volume purchasing by 4 local schools

### **Grand Meadow**

Grand Meadow also shares teachers and sports programs with other school districts along with our nurse. We share wrestling, baseball, softball, track, and golf with other school districts in our area.

#### **Adrian**

We are in the process of creating a common calendar and bell schedule with several schools in SW Minnesota to facilitate in sharing staff, ITV classes and common in service days. We also cooperate and share with other Districts in SPED transportation for students that attend day treatment out side our District. We also coop in several sports due to lack of facilities. We also have agreements with our city on use of city owned fields.

#### **Battle Lake School District**

We do a number of sharing amongst neighboring districts. We share a curriculum director with 5 other districts. We share ITV services with area school districts. We belong to the Fergus Falls Special Education Cooperative in which a special education director is shared along with specialized services. The Battle Lake School District also holds area wide staff development workshops with neighboring schools to help reduce costs. The Battle Lake School also shares instructors in specialized fields in order to attract and keep quality instructors on board.

#### **Perham**

Working to give food waste to area farmer

#### **White Bear Lake Area School District**

We have partnered with 916 to jointly install fiber.

We have partnered with 916, 832, and periodically, other districts to provide custodial supervisory services, construction management services, and, currently, provide food services to all three of our non-public schools.

#### **New Prague Area Schools**

When possible we use products from Naeir, a non-profit, free resource where shipping and membership are the only things paid.

#### **Owatonna Public Schools**

Also, we buy most of our paper directly from the mills, bypassing retail outlets.

We have an equipment and maintenance agreement with the city that supports our athletic fields and property management.

#### **Wabasha-Kellogg Public School**

Paper Supply - large quantity purchase with two other school districts

#### **Mahtomedi**

We have been sharing services for over five years with neighboring schools districts for special education, transportation, food services and buildings and grounds supervision.



### **Lewiston Altura**

Through Hiawatha Valley Education District we have hired a Data Manager that works for all member schools and sets up the test data for all students through TIES so a teacher can go to a single source to determine the needs of an individual student. It would be impossible to do this on our own.

### **Buffalo-Hanover-Montrose**

We have shared services when we developed parks/ball fields/playgrounds with our City as well as tennis court construction. We have a potential wind turbine agreement with the City too.

### **Milaca**

Contract with School Management Systems sharing a business manager with two other districts

### **Kingsland**

We work with Mayo Clinic in Rochester to obtain used desks, chairs, lockers, doors, etc.

We use volunteer programs through IBM as a means of meeting technology needs. Volunteers earn credits by hours of service and these credits result in our district receiving computers.

### **Westbrook Walnut Grove**

We share our surplus center and other resources with districts.

We share a teacher 50% with Tracy. We share a counselor and a teacher with Red Rock Central. We share Supt. services with Balaton School. We share sports with Tracy and Red Rock Central. We keep our small towns alive by helping each other buy locally!

### **Fillmore Central School District**

We accept furniture donations (desks, chairs, tables, etc) whenever available through companies that have remodeled etc.

### **RTR**

We share staff with District 415 and 402, we share superintendent services with district 415 and 402. We split the bus routes so that we are not chasing each other through the district. We share in service days to cut costs; we share classified staff to meet the needs of the students just to mention a few things. This is not a new concept; we have been doing this for years.

### **Wayzata**

Use JP {Joint Powers} with District 196 for classroom supplies and general supplies

Various desks, chairs contracts with 916, Chaska and Anoka through Joint Powers

Use Hennepin County contract for colored paper. All other paper is put out on quote by JIT process – ALWAYS end up paying less than government contracts

Have a JP contract at Wayzata for HON/Allsteel furniture, chairs, filing cabinets, etc.

U of M Joint Powers contract for Canon MFD's.

State contract for Xerox high & mid volume printers.

Gasoline is purchased through the City of Plymouth

Custodial supplies primarily through local vendor. Road salt & diesel fuels are purchased through City of Plymouth

District 287 – Share legal services as consortium district and local legal experts.

## **Hopkins**

Share equipment with city. Purchase signs from city.

Multi school district organic refuse contract with the City of Minneapolis

As a member of Minnesota Association for Pupil Transportation, we have access to state school bus purchasing contract. This enabled us to purchase buses at reduced cost.

The Hopkins District provides routing services for the ST Louis Park and Minnetonka school districts and share costs form the Transportation Plus Program.

We have utilized TIES/WATS for out-of-district transportation services for special needs students and continue to do so.

## **Rosemount-Apple Valley-Eagan**

I quote paper as needed because of the dynamic pricing in the paper market. Bidding paper will actually cost you more.

We utilize Mpls Public Schools Joint Powers and state contracts.

Transport to the ISP is provided by the state at no cost to the district as part of a joint powers agreement.

Emergency food shelf network *{food waste}*

## **Anoka Hennepin**

MSFBG

Food donation to Second Harvest and direct to local agencies *{food waste}*

## **Appendix A 1 – Districts in Study**

## Shared Services Study

### Responding Districts

Dist-No	Dist-Name	Enroll	Region	Dist-No	Dist-Name	Enroll	Region
2396	A.C.G.C.	804	6	544	FERGUS FALLS	2558	4
511	ADRIAN	630	6	599	FERTILE-BELTRAMI	477	1
242	ALDEN-CONGER	437	10	2198	FILLMORE CENTRAL	594	10
206	ALEXANDRIA	3865	4	51	FOLEY	1651	7
876	ANNANDALE	1782	7	831	FOREST LAKE	7113	11
11	ANOKA-HENNEPIN	40015	11	601	FOSSTON	649	1
261	ASHBY	261	4	14	FRIDLEY	2693	11
676	BADGER	223	1	505	FULDA	403	6
411	BALATON	57	6	2365	G.F.W.	767	9
146	BARNESVILLE	798	4	2859	GLENCOE-SILVER LAKE	1611	6
91	BARNUM	716	3	561	GOODRIDGE	194	1
542	BATTLE LAKE	510	4	495	GRAND MEADOW	375	10
726	BECKER	2677	7	318	GRAND RAPIDS	3827	3
2364	BELGRADE-BROOTEN-ELROSA	703	7	2683	GREENBUSH-MIDDLE RIVER	476	1
716	BELLE PLAINE	1497	11	447	GRYGLA	204	1
371	BELLINGHAM	60	6	200	HASTINGS	4871	11
31	BEMIDJI	4763	1	150	HAWLEY	899	4
777	BENSON	992	6	402	HENDRICKS	170	6
786	BERTHA-HEWITT	467	5	545	HENNING	364	4
2534	BIRD ISLAND-OLIVIA-LAKE LILLIAN	844	6	330	HERON LAKE-OKABENA	360	6
756	BLOOMING PRAIRIE	700	10	2	HILL CITY	312	3
271	BLOOMINGTON	10281	11	671	HILLS-BEAVER CREEK	327	6
314	BRAHAM	946	7	2165	HINCKLEY-FINLAYSON	1006	7
207	BRANDON	287	4	738	HOLDINGFORD	1027	7
513	BREWSTER	148	6	270	HOPKINS	7558	11
286	BROOKLYN CENTER	1755	11	294	HOUSTON	1279	10
787	BROWERVILLE	495	5	2687	HOWARD LAKE-WAVERLY-WINSTED	993	7
801	BROWNS VALLEY	131	4	423	HUTCHINSON	2962	6
877	BUFFALO	5677	7	361	INTERNATIONAL FALLS	1295	3
2159	BUFFALO LAKE-HECTOR	596	6	199	INVER GROVE HEIGHTS	3641	11
191	BURNSVILLE	10203	11	473	ISLE	572	7
531	BYRON	1632	10	403	IVANHOE	164	6
299	CALEDONIA	797	10	2895	JACKSON COUNTY CENTRAL	1165	6
911	CAMBRIDGE-ISANTI	5051	7	2835	JANESVILLE-WALDORF-PEMBERTON	526	9
852	CAMPBELL-TINTAH	109	4	717	JORDAN	1551	11
891	CANBY	535	6	36	KELLIHER	231	1
252	CANNON FALLS	1273	10	775	KERKHOVEN-MURDOCK-SUNBURG	530	6
115	CASS LAKE-BENA	1053	5	739	KIMBALL	756	7
2754	CEDAR MOUNTAIN	408	6	2137	KINGSLAND	743	10
12	CENTENNIAL	6832	11	2853	LAC QUI PARLE VALLEY	921	6
112	CHASKA	8693	11	300	LACRESCENT-HOKAH	1391	10
2144	CHISAGO LAKES	3526	7	813	LAKE CITY	1280	10
695	CHISHOLM	734	3	2071	LAKE CRYSTAL-WELLCOME MEMORIAL	765	9
771	CHOKIO-ALBERTA	170	4	390	LAKE OF THE WOODS	539	1
2311	CLEARBROOK-GONVICK	463	1	2889	LAKE PARK AUDUBON DISTRICT	616	4
2888	CLINTON-GRADEVILLE-BEARDSLEY	392	6	2167	LAKEVIEW	586	6
13	COLUMBIA HEIGHTS	2929	11	194	LAKEVILLE	11185	11
81	COMFREY	162	9	356	LANCASTER	191	1
95	CROMWELL-WRIGHT	323	3	229	LANESBORO	356	10
593	CROOKSTON	1366	1	306	LAPORTE	265	1
182	CROSBY-IRONTON	1223	5	424	LESTER PRAIRIE	447	6
466	DASSEL-COKATO	2343	6	2397	LESUEUR-HENDERSON	1225	9
378	DAWSON-BOYD	500	6	857	LEWISTON-ALTURA	744	10
317	DEER RIVER	947	3	482	LITTLE FALLS	2507	5
879	DELANO	2239	7	362	LITTLEFORK-BIG FALLS	350	3
2164	DILWORTH-GLYNDON-FELTON	1307	4	2753	LONG PRAIRIE-GREY EAGLE	1202	5
2580	EAST CENTRAL	775	7	2184	LUVERNE	1205	6
595	EAST GRAND FORKS	1723	1	415	LYND	113	6
272	EDEN PRAIRIE	9781	11	2180	M.A.C.C.R.A.Y.	698	6
463	EDEN VALLEY-WATKINS	854	6	432	MAHNOMEN	703	1
581	EDGERTON	297	6	832	MAHTOMEDI	3092	11
273	EDINA	7691	11	77	MANKATO	7050	9
514	ELLSWORTH	192	6	881	MAPLE LAKE	998	7
696	ELY	585	3	413	MARSHALL	2224	6
99	ESKO	1125	3	441	MARSHALL COUNTY CENTRAL	367	1
2154	EVELETH-GILBERT	1265	3	2887	MCLEOD WEST SCHOOLS	322	6
2752	FAIRMONT	1727	9	740	MELROSE	1377	7
192	FARMINGTON	6190	11	821	MENAHGA	740	5

## Shared Services Study

### Responding Districts

Dist-No	Dist-Name	Enroll	Region	Dist-No	Dist-Name	Enroll	Region
2711	MESABI EAST	860	3	535	ROCHESTER	15972	10
912	MILACA	1934	7	883	ROCKFORD	1571	7
635	MILROY	34	6	750	ROCORI	2206	7
1	MINNEAPOLIS	34314	11	682	ROSEAU	1303	1
414	MINNEOTA	462	6	196	ROSEMOUNT-APPLE VALLEY-EAGAN	27456	11
2149	MINNEWASKA	1155	4	623	ROSEVILLE	6417	11
129	MONTEVIDEO	1388	6	516	ROUND LAKE	136	6
394	MONTGOMERY-LONSDALE	1096	9	139	RUSH CITY	929	7
882	MONTICELLO	3896	7	239	RUSHFORD-PETERSON	636	10
152	MOORHEAD	5292	4	743	SAUK CENTRE	1066	7
97	MOOSE LAKE	728	3	720	SHAKOPEE	6139	11
769	MORRIS	917	4	84	SLEEPY EYE	661	9
621	MOUNDS VIEW	9995	11	6	SOUTH ST. PAUL	3255	11
712	MOUNTAIN IRON-BUHL	634	3	833	SOUTH WASHINGTON COUNTY	16450	11
173	MOUNTAIN LAKE	482	6	297	SPRING GROVE	344	10
2169	MURRAY COUNTY CENTRAL	733	6	16	SPRING LAKE PARK	4589	11
2168	N.R.H.E.G.	985	9	85	SPRINGFIELD	580	9
319	NASHWAUK-KEEWATIN	610	3	282	ST. ANTHONY-NEW BRIGHTON	1731	11
308	NEVIS	531	1	75	ST. CLAIR	614	9
345	NEW LONDON-SPICER	1570	6	15	ST. FRANCIS	5787	11
721	NEW PRAGUE AREA SCHOOLS	3526	11	840	ST. JAMES	1160	9
553	NEW YORK MILLS	738	4	283	ST. LOUIS PARK	4177	11
507	NICOLLET	304	9	625	ST. PAUL	39050	11
2215	NORMAN COUNTY EAST	340	1	508	ST. PETER	1817	9
2527	NORMAN COUNTY WEST	285	1	2170	STAPLES-MOTLEY	1382	5
138	NORTH BRANCH	3804	7	2856	STEPHEN-ARGYLE CENTRAL	361	1
622	NORTH ST PAUL-MAPLEWOOD	10749	11	834	STILLWATER	8547	11
659	NORTHFIELD	3903	10	486	SWANVILLE	351	5
118	NORTHLAND COMMUNITY	477	5	564	THIEF RIVER FALLS	1947	1
108	NORWOOD	1040	11	417	TRACY	738	6
278	ORONO	2644	11	2358	TRI-COUNTY	238	1
62	ORTONVILLE	515	6	458	TRUMAN	341	9
213	OSAKIS	727	4	550	UNDERWOOD	515	4
279	OSSEO	21492	11	2134	UNITED SOUTH CENTRAL	806	9
761	OWATONNA	4934	10	487	UPSALA	399	5
309	PARK RAPIDS	1569	1	706	VIRGINIA	1565	3
547	PARKERS PRAIRIE	550	4	811	WABASHA-KELLOGG	614	10
741	PAYNESVILLE	1055	7	640	WABASSO	387	6
548	PELICAN RAPIDS	992	4	110	WACONIA	2933	11
186	PEQUOT LAKES	1589	5	2155	WADENA-DEER CREEK	1101	5
549	PERHAM	1511	4	113	WALKER-HACKENSACK-AKELEY	878	5
484	PIERZ	1043	5	690	WARROAD	1188	1
578	PINE CITY	1618	7	111	WATERTOWN-MAYER	1627	11
25	PINE POINT	64	4	2143	WATERVILLE-ELYSIAN-MORRISTOWN	951	9
2174	PINE RIVER-BACKUS	965	5	284	WAYZATA	9877	11
2689	PIPESTONE AREA SCHOOLS	1136	6	2342	WEST CENTRAL AREA	791	4
628	PLUMMER	184	1	197	WEST ST. PAUL-MENDOTA HTS.-EAGAN	4418	11
477	PRINCETON	3466	7	2898	WESTBROOK-WALNUT GROVE	546	6
719	PRIOR LAKE-SAVAGE	6760	11	277	WESTONKA	2240	11
704	PROCTOR	1699	3	803	WHEATON AREA	411	4
2902	R.T.R.	555	6	624	WHITE BEAR LAKE	8347	11
195	RANDOLPH	511	11	347	WILLMAR	4141	6
630	RED LAKE FALLS	370	1	577	WILLOW RIVER	458	7
2884	RED ROCK CENTRAL	496	6	177	WINDOM	925	6
256	RED WING	2845	10	2609	WIN-E-MAC	500	1
2897	REDWOOD AREA	1250	6	861	WINONA AREA	3566	10
2890	RENVILLE COUNTY WEST	586	6	518	WORTHINGTON	2219	6
280	RICHFIELD	4064	11	2190	YELLOW MEDICINE EAST	930	6
281	ROBBINSDALE	12730	11	2805	ZUMBROTA-MAZEPPA	1090	10

## **Appendix A2 – Districts Not Responding**

## Shared Services Study

### Nonresponding Districts

Dist-No	Dist-Name	Enroll	Region	Dist-No	Dist-Name	Enroll	Region
2854	ADA-BORUP	549	1	1	404 LAKE BENTON	161	6
1	AITKIN	1286	3	2	381 LAKE SUPERIOR	1448	3
745	ALBANY	1596	7	3	392 LECENTER	662	9
241	ALBERT LEA	3304	10	4	499 LEROY	299	10
492	AUSTIN	4223	10	5	465 LITCHFIELD	1767	6
162	BAGLEY	1024	1	6	497 LYLE	254	10
727	BIG LAKE	3550	7	7	238 MABEL-CANTON	343	10
32	BLACKDUCK	653	1	8	837 MADELIA	553	9
2860	BLUE EARTH	1232	9	9	2135 MAPLE RIVER	1163	9
181	BRAINERD	6992	5	10	2448 MARTIN COUNTY WEST	807	9
846	BRECKENRIDGE	769	4	11	4 MCGREGOR	366	3
836	BUTTERFIELD	218	9	12	763 MEDFORD	751	10
93	CARLTON	628	3	13	276 MINNETONKA	7887	11
227	CHATFIELD	884	10	14	332 MORA	1903	7
391	CLEVELAND	417	9	15	707 NETT LAKE	69	3
592	CLIMAX	139	1	16	88 NEW ULM	2017	9
94	CLOQUET	2303	3	17	333 OGILVIE	619	7
166	COOK COUNTY	574	3	18	627 OKLEE	148	1
611	CYRUS	71	4	19	480 ONAMIA	757	7
22	DETROIT LAKES	2637	4	20	116 PILLAGER	744	5
533	DOVER-EYOTA	1132	10	21	255 PINE ISLAND	1235	10
709	DULUTH	9976	3	22	2899 PLAINVIEW-ELGIN-MILLVILLE	1555	10
2759	EAGLE VALLEY	325	5	23	38 RED LAKE	1373	1
728	ELK RIVER	12212	7	24	850 ROTHSA Y	206	4
208	EVANSVILLE	173	4	25	485 ROYALTON	696	5
656	FARIBAULT	4017	10	26	748 SARTELL	3190	7
600	FISHER	277	1	27	47 SAUK RAPIDS	3713	7
698	FLOODWOOD	372	3	28	820 SEBEKA	523	5
23	FRAZEE-VERGAS	920	4	29	2310 SIBLEY EAST	1204	9
2886	GLENVILLE-EMMONS	335	10	30	363 SOUTH KOCHICHING	370	1
253	GOODHUE	626	10	31	500 SOUTHLAND	585	10
2536	GRANADA HUNTLEY-EAST CHAIN	267	9	32	858 ST. CHARLES	1023	10
316	GREENWAY	1155	3	33	742 ST. CLOUD	9378	7
768	HANCOCK	262	4	34	2142 ST. LOUIS COUNTY	2101	3
203	HAYFIELD	826	10	35	885 ST. MICHAEL-ALBERTVILLE	4624	7
264	HERMAN-NORCROSS	125	4	36	534 STEWARTVILLE	1751	10
700	HERMANTOWN	2004	3	37	2125 TRITON	1117	10
701	HIBBING	2426	3	38	914 ULEN-HITTERDAL	286	4
204	KASSON-MANTORVILLE	2047	10	39	818 VERNDAL	430	5
2172	KENYON-WANAMINGO	876	10	40	2176 WARREN-ALVARADO-OSLO	462	1
2171	KITTS ON CENTRAL	319	1	41	829 WASECA	1837	9
				42	435 WAUBUN	624	1
				43	100 WRENSHALL	322	3

## **Appendix B - District survey instrument**

Copies of the survey are available in PDF form at  
[http://www2.ties.k12.mn.us/pdf/District\\_shared\\_services\\_survey.pdf](http://www2.ties.k12.mn.us/pdf/District_shared_services_survey.pdf)





## Shared Services - District Survey

Page 1

### User Identification

The purpose of this survey is to gather data for the legislature on the extent to which school districts are currently utilizing "shared services" when purchasing products and services.

**Thank you for helping provide this information.**

1. Name of person completing this survey\*

2. Phone number\*

3. Email address\*



## Shared Services - District Survey

Page 2

### District Information

4. District name

5. State assigned district number\*

6. Enter the "state assigned district number" **OR** name of each organization/coop that your district is a member of\*

Please use one entry per line.



## Shared Services - District Survey

Page 3

### Purchasing Information - Section 1

**All school materials, supplies, tools, and equipment for school facilities, operations and maintenance.**

7. Classroom Supplies (other than paper and textbooks) \*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Please list unique agreements you have to save money using shared services.

8. Classroom Equipment (desks, chairs, tables, etc.) \*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Please list unique agreements you have to save money using shared services.

9. Office Supplies (other than paper) \*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)

- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Please list unique agreements you have to save money using shared services.

10. Copier/Printer Paper\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Please list unique agreements you have to save money using shared services.

11. Office Equipment (desks, tables, chairs, etc.)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Please list unique agreements you have to save money using shared services.

12. Office Equipment (copiers, etc.)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Please list unique agreements you have to save money using shared services.

13. Building Maintenance Supplies (grounds, plumbing, electrical, etc.)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Please list unique agreements you have to save money using shared services.

14. Building Maintenance Equipment (lawnmowers, tools, etc.)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Please list unique agreements you have to save money using shared services.

## 15. Building Custodial Supplies (paper, light bulbs, chemicals, etc.)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Please list unique agreements you have to save money using shared services.

## 16. Building Custodial Equipment (vacuums, scrubbers, etc)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Please list unique agreements you have to save money using shared services.

**Purchasing Information - Section 2****Technology Equipment and Communication Services**

## 17. Student Information Software\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

## 18. District Accounting Software\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

## 19. HR/Payroll Software\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)

- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

20. Data Warehouse/Data Analysis Software\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

21. MARSS Reporting Support\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.



## 22. District Accounting Services (outsourced)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

## 23. Supplemental Accounting Services (i.e. year-end processing)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

## 24. HR/Payroll Services (outsourced)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop

- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

25. Supplemental HR/Payroll Services\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

26. Legal Services\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

## 27. Insurance Services\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

## 28. Purchasing Services\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

## 29. Technology Equipment (office/classroom - workstations, smartboards, tvs, monitors, etc.)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement

- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

30. Technology Equipment (back-office - network servers, application servers, etc.)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

31. Communication Equipment (network - routers, switches, etc)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

32. Communication Equipment (phone systems)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

33. Communication Services (broadband, fiber, etc.)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

34. Communication Services (ISP, remote backup, etc.)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable

- ☐ Please list unique agreements you have to save money using shared services.

35. Communication Services (phone system management, etc.) \*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable

- ☐ Please list unique agreements you have to save money using shared services.



## Shared Services - District Survey

Page 5



### Purchasing Information - Section 3

#### Food Services

##### 36. Food Prep/Serving Supplies\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

##### 37. Food Prep/Serving Equipment\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

##### 38. Consumable Food\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)



- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

39. Food Waste Disposal\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.



## Purchasing Information - Section 4

### Transportation Services

40. Transportation Supplies (batteries, tires, etc.)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

41. Transportation Equipment (tire changing stations, etc.)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

42. Transportation Vehicles (student transport - buses, vans, etc.)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)

- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

43. Transportation Vehicles (non-student transport - trucks, autos, etc.)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

44. Transportation Routing Software\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

## 45. Transportation Routing Services (outsourced)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.

## 46. Transportation Services (outsourced)\*

- ☐ Local Vendor
- ☐ State-Listed Vendor (Dept of Administration)
- ☐ State-Listed Vendor (Office of Enterprise Technology)
- ☐ Regional organization/coop
- ☐ Purchase agreement with other district(s)
- ☐ City or County agreement
- ☐ Other Government Agency agreement
- ☐ Other
- ☐ Not Applicable
- ☐ Please list unique agreements you have to save money using shared services.



## Shared Services - District Survey

Page 8

### Closing Comments

47. Is there any other information about your "shared service" purchasing that was not covered in the previous questions?