



Fiscal Year (FY) 2020 Prekindergarten Site Worksheet

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Summary

The *FY 2020 Prekindergarten Site Worksheet* is to be used by all schools that wish to continue with their FY 2017 voluntary prekindergarten student allocation under current law.

Pending 2019 legislation, the worksheet also needs to be completed by all sites that wish to continue with their FY 2019 student allocation, expand their student allocation and/or request a student allocation as new site. If legislation is passed that increases the number of eligible students from current legislation, the applications received by January 30, 2019, will be used for implementation.

Contact for Assistance

Prekindergarten Application / General Questions: MDE.VPK@state.mn.us

Site Worksheet / Excel Questions: [Paul Imon Pedtke](mailto:paul.pedtke@state.mn.us) (paul.pedtke@state.mn.us)

Enable Worksheet

The screenshot shows the Microsoft Excel interface with a security warning ribbon at the top. The ribbon contains a yellow warning icon and the text "SECURITY WARNING Some active content has been disabled. Click for more details." A blue box highlights the "Enable Content" button on the ribbon. A larger yellow box with a blue border also contains the text "Enable Content". The worksheet content includes a title "FY 2020 Prekindergarten Site Worksheet", a "Summary" section, an "Overview" section with a table of tabs, and "District and Application Information" and "Program Contact Information" sections with form fields and instructions. A "Start Site Worksheet" button is located at the bottom of the worksheet.

| Tab | Description |
|----------------|--|
| Information | Site Worksheet instructions and district information |
| Site Worksheet | Prekindergarten program design and site location |

District and Application Information

District: Click Arrow -> Select District

Site: Click Arrow -> Select Site (New sites select "New Site")

Program Type: Select Prekindergarten Program Type
SRP not funded for FY20: applications will only be considered if the law changes

Program Contact Information

Name: Enter contact name

Phone Number: Enter contact phone number

Email: Enter contact email address

Start Site Worksheet

If there is a security warning ribbon at the top:
Click **Enable Content** or **Enable Macros** to use the Site Worksheet.

Instructions


- 1. Site Data:** Enter information in all yellow-shaded cells.
- 2. Save to Complete Later:** save unfinished version by clicking this button. Located at the bottom of the “Site Worksheet” tab.



Save to Complete Later

Mac computer users must also select file format when saving:
“Excel Macro-Enabled Workbook (.xlsm)”

- 3. Save to Submit:** save ready to submit version by clicking this button. Located at the bottom of the “Site Worksheet” tab.



Save to Submit*

Mac computer users must also select file format when saving:
“Excel Workbook (.xlsx)”

* Please use the file name automatically generated and do not edit

Select District

1. Click on District (cell D15) and then click the drop-down arrow

| District and Application Information | |
|---|---|
| District: <input type="text"/> | Click Arrow -> Select District |
| Site: <input type="text"/> | Click Arrow -> Select Site (New sites select "New Site") |
| Program Type: <input type="text"/> | Select Prekindergarten Program Type SRP not funded for FY20: applications will only be considered if the law changes |
| Program Contact Information | |
| Name: <input type="text"/> | Enter contact name |
| Phone Number: <input type="text"/> | Enter contact phone number |
| Email: <input type="text"/> | Enter contact email address |
| <input type="button" value="Start Site Worksheet"/> | |

Select District (2)

1. Click on District (cell D15) and then click the drop-down arrow

2. Scroll to District (sorted by District Number)

| District and Application Information | |
|--------------------------------------|---|
| District: | <input type="text" value="0001-01 AITKIN PUBLIC SCHOOL DISTRICT"/> |
| Site: | <input type="text" value="0001-03 Minneapolis Public School District"/> |
| Program Type: | <input type="text" value="0002-01 HILL CITY PUBLIC SCHOOL DISTRICT"/> |

0004-01 MCGREGOR PUBLIC SCHOOL DISTRICT
0006-03 SOUTH ST. PAUL PUBLIC SCHOOL DIST.
0011-01 ANOKA-HENNEPIN PUBLIC SCHOOL DIST.
0012-01 CENTENNIAL PUBLIC SCHOOL DISTRICT
0013-01 COLUMBIA HEIGHTS PUBLIC SCHOOL DIST

Click Arrow -> Select District
Click Arrow -> Select Site (New sites select "New Site")
Select Prekindergarten Program Type
SRP not funded for FY20: applications will only be considered if the law changes

| Program Contact Information | |
|-----------------------------|----------------------|
| Name: | <input type="text"/> |
| Phone Number: | <input type="text"/> |
| Email: | <input type="text"/> |

Enter contact name
Enter contact phone number
Enter contact email address

Start Site Worksheet

Select District (3)

1. Click on District (cell D15) and then click the drop-down arrow

2. Scroll to District (sorted by District Number)

3. Select District

| District and Application Information | |
|---|---|
| District: | <input type="text" value="0625-01 ST. PAUL PUBLIC SCHOOL DISTRICT"/> |
| Site: | <input type="text" value="0630-01 RED LAKE FALLS PUBLIC SCHOOL DIST."/> |
| Program Type: | <input type="text" value="0656-01 FARIBAULT PUBLIC SCHOOL DISTRICT"/> |
| Program Contact Information | |
| Name: | <input type="text"/> |
| Phone Number: | <input type="text"/> |
| Email: | <input type="text"/> |
| <input type="button" value="Start Site Worksheet"/> | |

0624-01 WHITE BEAR LAKE SCHOOL DISTRICT
0625-01 ST. PAUL PUBLIC SCHOOL DISTRICT
0630-01 RED LAKE FALLS PUBLIC SCHOOL DIST.
0635-01 MILROY PUBLIC SCHOOL DISTRICT
0640-01 WABASSO PUBLIC SCHOOL DISTRICT
0656-01 FARIBAULT PUBLIC SCHOOL DISTRICT
0659-01 NORTHFIELD PUBLIC SCHOOL DISTRICT
0671-01 HILLS-BEAVER CREEK SCHOOL DISTRICT

Click Arrow -> Select District
Click Arrow -> Select Site (New sites select "New Site")
Select Prekindergarten Program Type
SRP not funded for FY20: applications will only be considered if the law changes

Enter contact name
Enter contact phone number
Enter contact email address

Select Site

1. Click on Site (cell D17) and then click the drop-down arrow

| District and Application Information | |
|---|---|
| District: 0625-01 ST. PAUL PUBLIC SCHOOL DISTRICT | Click Arrow -> Select District |
| Site: <input type="text" value="Select Site"/> | Click Arrow -> Select Site (New sites select "New Site") |
| Program Type: <input type="text"/> | Select Prekindergarten Program Type SRP not funded for FY20: applications will only be considered if the law changes |
| Program Contact Information | |
| Name: <input type="text"/> | Enter contact name |
| Phone Number: <input type="text"/> | Enter contact phone number |
| Email: <input type="text"/> | Enter contact email address |
| <input type="button" value="Start Site Worksheet"/> | |

Select Site (2)

1. Click on Site (cell D17) and then click the drop-down arrow

District and Application Information

District: 0625-01 ST. PAUL PUBLIC SCHOOL DISTRICT

Site:

Program Type: 410 ADAMS MAGNET ELEMENTARY
415 JOHN A. JOHNSON ACHIEVEMENT PLUS EL.
422 BATTLE CREEK ELEMENTARY SCHOOL
424 BENJAMIN E MAYS MAGNET
425 CHELSEA HEIGHTS ELEMENTARY
428 CHEROKEE HEIGHTS ELEMENTARY SCHOOL

Program Contact Information

Name:

Phone Number:

Email:

Start Site Worksheet

2. Scroll to Site (sorted by Site Number)

Click Arrow -> Select Site (New sites select "New Site")

Select Prekindergarten Program Type
SRP not funded for FY20: applications will only be considered if the law changes

Enter contact name
Enter contact phone number
Enter contact email address

Select Site (3)

1. Click on Site (cell D17) and then click the drop-down arrow

2. Scroll to Site (sorted by Site Number)

Click Arrow -> Select Site (New sites select "New Site")

Select Prekindergarten Program Type

SRP not funded for FY20: applications will only be considered if the law changes

Enter contact name

Enter contact phone number

Enter contact email address

3. Select Site

District and Application Information

District: 0625-01 ST. PAUL PUBLIC SCHOOL DISTRICT

Site:

Program Type:

Name:

Phone Number:

Email:

Start Site Worksheet

| |
|---|
| 541 PHALEN LAKE HMONG STUDIES MAGNET |
| 545 RANDOLPH HEIGHTS ELEMENTARY |
| 551 RIVERVIEW WEST SCHOOL OF EXCELLENCE |
| 552 PAUL & SHEILA WELLSTONE ELEMENTARY |
| 557 ST. ANTHONY PARK ELEMENTARY |
| 558 SAINT PAUL MUSIC ACADEMY |
| 578 OBAMA SERVICE LEARNING ELEMENTARY |
| 579 AMERICAN INDIAN MAGNET SCHOOL |

Enter Program Type and Contact Information

District and Application Information

District: 0625-01 ST. PAUL PUBLIC SCHOOL DISTRICT
Click Arrow -> Select District

Site: 578 OBAMA SERVICE LEARNING ELEMENTARY
Click Arrow -> Select Site (New sites select "New Site")

Program Type: Voluntary Prekindergarten (VPK)
Select Prekindergarten Program Type
SRP not funded for FY20: applications will only be considered if the law changes

Program Contact Information

Name: Paul
Phone Number: 123-456-7890
Email: email@email.com

Start Site Worksheet

Microsoft Excel [Close]

Please fill in all yellow highlighted cells to proceed to the Site Worksheet.

OK

7. Select Program Type

8. Enter contact information

9. Click Start Site Worksheet

If all fields aren't populated you cannot proceed to the Site Worksheet

Enter District Information

FY 2020 Prekindergarten Site Worksheet

Fill in all shaded cells. Shaded cells left blank will be considered zero or NA



Voluntary Prekindergarten (VPK)

1/4/2019

0625-01 ST. PAUL PUBLIC SCHOOL DISTRICT
578 OBAMA SERVICE LEARNING ELEMENTARY

District Information

| | | |
|---|--|--|
| 1 | If Mixed Delivery Site, select from the dropdown | |
| 2 | If Mixed Delivery, Select Program Type from List | |
| 3 | Does the district receive Achievement and Integration? | |
| 4 | Is this a Title I School? (for existing schools only) | |

Lines 1 to 4: select answers from drop-down options.

Program Pupil Units and Enrollment Cap for District

| | | |
|---|---|-------|
| 5 | FY20 District KGN Pupil Units, from November forecast | 2,725 |
| 6 | Maximum Eligible Pupil Units: 60% * line (5) | 1,635 |
| 7 | FY19 Approved Enrollment for VPK | 54 |
| 8 | FY17 Approved Enrollment for VPK | 78 |

Lines 5 to 8: auto populate based on district and site.
Line 6: Maximum Prekindergarten Pupil Units allowed for the district.

Enter Program Calendar and Enrollment Information

Lines 9 to 11: enter prekindergarten enrollment and instructional time. Use additional calendars if necessary.

| Program Calendar and Enrollment (Must complete at least 1 Calendar) | | Calendar #1 | Calendar #2 | Calendar #3 | Calendar #4 |
|---|--|----------------|-------------|-------------|-------------|
| 9 | Eligible Enrollment, exclude ECSE Students | | | | |
| 10 | Number of Scheduled Instructional Days | | | | |
| 11 | Average Length of Instructional Day, exclude non-instructional time (Minutes) | | | | |
| 12 | Annual Instructional Hours: (10) * (11) / 60 (Must equal or exceed 350 to be eligible) | | | | |
| 13 | Maximum Average Daily Membership (ADM) Per Student: Lesser of (12) / 850 or 0.6 | | | | |
| 14 | ADM/Pupil Units: (9) x (13) | | | | |
| Program Enrollment for District | | FY 2020 | | | |
| 15 | Total Estimated Program Pupil Units (sum of line 14) | 0.0 | | | |
| 16 | Total Program Enrollment (sum of line 9 for eligible calendars) | 0 | | | |
| 17 | Number of Eligible Nonresidents | | | | |

Enter Program Calendar and Enrollment Information (2)

Lines 9 to 11: enter prekindergarten enrollment and instructional time. Use additional calendars if necessary.

| Program Calendar and Enrollment (Must complete at least 1 Calendar) | | Calendar #1 | Calendar #2 | Calendar #3 | Calendar #4 |
|---|--|-------------|-------------|-------------|-------------|
| 9 | Eligible Enrollment, exclude ECSE Students | 60 | | | |
| 10 | Number of Scheduled Instructional Days | 200 | | | |
| 11 | Average Length of Instructional Day, exclude non-instructional time (Minutes) | 150 | | | |
| 12 | Annual Instructional Hours: (10) * (11) / 60 (Must equal or exceed 350 to be eligible) | 500 | | | |
| 13 | Maximum Average Daily Membership (ADM) Per Student: Lesser of (12) / 850 or 0.6 | 0.6 | | | |
| 14 | ADM/Pupil Units: (9) x (13) | 35.4 | | | |

| Program Enrollment for District | | FY 2020 |
|---------------------------------|---|---------|
| 15 | Total Estimated Program Pupil Units (sum of line 14) | 35.4 |
| 16 | Total Program Enrollment (sum of line 9 for eligible calendars) | 60 |
| 17 | Number of Eligible Nonresidents | |

Please enter a value for Eligible Nonresidents

Lines 15 to 16: summary of eligible calendars
Line 17: enter number of eligible nonresidents

Lines 12 to 14: automatically calculate annual instructional hours, max ADM per student, and ADM/Pupil units

Enter Program Calendar and Enrollment Information (3)

Lines 9 to 11: enter prekindergarten enrollment and instructional time. Use additional calendars if necessary.

| Program Calendar and Enrollment (Must complete at least 1 Calendar) | | Calendar #1 | Calendar #2 | Calendar #3 | Calendar #4 |
|---|--|---------------------------|---|-------------|-------------|
| 9 | Eligible Enrollment, exclude ECSE Students | 60 | | | |
| 10 | Number of Scheduled Instructional Days | | | | |
| 11 | Average Length of Instructional Day, exclude non-instructional time (Minutes) | | | | |
| 12 | Annual Instructional Hours: (10) * (11) / 60 (Must equal or exceed 350 to be eligible) | | | | |
| 13 | Maximum Average Daily Membership (ADM) Per Student: Lesser of (12) / 850 or 0.6 | | | | |
| 14 | ADM/Pupil Units: (9) x (13) | | | | |
| | | Enter data in (10) & (11) | | | |
| Program Enrollment for District | | FY 2020 | | | |
| 15 | Total Estimated Program Pupil Units (sum of line 14) | 0.0 | | | |
| 16 | Total Program Enrollment (sum of line 9 for eligible calendars) | 0 | Does not include Enrollment from incomplete or ineligible calendars | | |
| 17 | Number of Eligible Nonresidents | | | | |

Incomplete calendars will have an "Enter data" note appear.

Incomplete and ineligible calendars are excluded from totals.

Enter Program Calendar and Enrollment Information (4)

Lines 9 to 11: enter prekindergarten enrollment and instructional time. Use additional calendars if necessary.

| Program Calendar and Enrollment (Must complete at least 1 Calendar) | | Calendar #1 | Calendar #2 | Calendar #3 | Calendar #4 |
|---|--|----------------|---|-------------|-------------|
| 9 | Eligible Enrollment, exclude ECSE Students | 60 | | | |
| 10 | Number of Scheduled Instructional Days | 100 | | | |
| 11 | Average Length of Instructional Day, exclude non-instructional time (Minutes) | 100 | | | |
| 12 | Annual Instructional Hours: (10) * (11) / 60 (Must equal or exceed 350 to be eligible) | Ineligible | | | |
| 13 | Maximum Average Daily Membership (ADM) Per Student: Lesser of (12) / 850 or 0.6 | | | | |
| 14 | ADM/Pupil Units: (9) x (13) | | | | |
| Program Enrollment for District | | FY 2020 | | | |
| 15 | Total Estimated Program Pupil Units (sum of line 14) | 0.0 | | | |
| 16 | Total Program Enrollment (sum of line 9 for eligible calendars) | 0 | Does not include Enrollment from incomplete or ineligible calendars | | |
| 17 | Number of Eligible Nonresidents | | | | |

Ineligible calendars will have an "Ineligible" note appear.

Incomplete and ineligible calendars are excluded from totals.

Enter Program Calendar and Enrollment Information (5)

Lines 9 to 11: enter prekindergarten enrollment and instructional time. Use additional calendars if necessary.

| Program Calendar and Enrollment (Must complete at least 1 Calendar) | | Calendar #1 | Calendar #2 | Calendar #3 | Calendar #4 |
|---|--|----------------|---|-------------|-------------|
| 9 | Eligible Enrollment, exclude ECSE Students | 3,000 | | | |
| 10 | Number of Scheduled Instructional Days | 200 | | | |
| 11 | Average Length of Instructional Day, exclude non-instructional time (Minutes) | 150 | | | |
| 12 | Annual Instructional Hours: (10) * (11) / 60 (Must equal or exceed 350 to be eligible) | 500 | | | |
| 13 | Maximum Average Daily Membership (ADM) Per Student: Lesser of (12) / 850 or 0.6 | 0.6 | | | |
| 14 | ADM/Pupil Units: (9) x (13) | 1,770.0 | | | |
| Program Enrollment for District | | FY 2020 | | | |
| 15 | Total Estimated Program Pupil Units (sum of line 14) | 1,770.0 | ISSUE: Program Pupil Units > max of 1635. Adjust lines (9) to (11). | | |
| 16 | Total Program Enrollment (sum of line 9 for eligible calendars) | 3,000 | | | |
| 17 | Number of Eligible Nonresidents | | Please enter a value for Eligible Nonresidents | | |

Program Pupil Unit Totals exceeding maximum allowed will provide a warning note to fix.

Enter Participation Impacting Other Funding Sources

Lines 18 to 19: will automatically populate the total enrollment and pupil units from Line 16 based on prior approved enrollment.

| FY 2020 Program Enrollment and Pupil Units by Application Type | | FY 17 Renewal | FY19 Continuation | FY20 Expansion | FY 20 New |
|--|--|---------------|-------------------|----------------|-----------|
| 18 | Calculated Program Enrollment (based on prior approved enrollment) | 60 | 54 | 6 | N/A |
| 19 | Calculated Program Pupil Units (Average): (15) / (16) * line (18) | 35.4 | 31.9 | 3.5 | N/A |

| Estimated Participation Impacting Other Funding Sources | | FY 17 Renewal | FY19 Continuation | FY20 Expansion | FY 20 New |
|---|----------------------------------|---------------|-------------------|----------------|-----------|
| 20 | Number of Breakfast Participants | | | | |
| 21 | Number of Lunch Participants | | | | |
| 22 | Number Protected Class | | | | |

Enter data in (20) to (22) Enter data in (20) to (22) Enter data in (20) to (22)

Lines 20 to 22: require entering participant totals that are capped at the enrollment totals on line 18.

District Only Data

For districts to fill out. Charters do not need to complete.

| Estimated Facility Remodeling Costs-Districts Only | | FY 2020 |
|---|--|----------------|
| 23 | Anticipated Remodeling Costs | |
| 24 | Square Footage to be Remodeled for Prekindergarten | |
| 25 | Pay As You Go or Bond Financed? | |
| 26 | Long-Term Facilities Maintenance Additional Annual Costs for Prekindergarten | |
| Estimated Facility Lease Costs-Districts Only | | FY 2020 |
| 27 | Additional Square Footage for Prekindergarten in Lease | |
| 28 | Is the District Acquiring Ownership through this Lease? | |
| 29 | Estimated Annual Lease Levy Costs for Prekindergarten | |

Charter School Only Data

For charters to fill out. District do not need to complete.

| Estimated Facility Lease Costs-Charter Schools Only | | FY 2020 |
|---|---|----------------------------------|
| 30 | Is Prekindergarten Space Already Included in Current Lease? | District sites skip this section |
| 31 | Additional Square Footage for Prekindergarten in Lease | District sites skip this section |
| 32 | Estimated Additional Annual Lease Costs for Prekindergarten | District sites skip this section |

Program preference and Saving

Lines 33: in the event that the law changes or more funding is available we are asking for prekindergarten program preferences.

Summary of the prekindergarten pupil units and enrollment from line 15 and 16.

Program Choice

33 Would other Prekindergarten Programs be considered?

MAC Computer Users: Save buttons require you to select file format noted below

Save to Complete Later

Save to Submit*

MAC Users - Save for Later: Save with file format "Excel Macro-Enabled Workbook (.xlsm)"

MAC Users - Save to Submit: Save with file format "Excel Workbook (.xlsx)"

* Please use the file name automatically generated and do not edit

| Summary Check | |
|----------------------|------|
| Program Pupil Units: | 35.4 |
| Program Enrollment: | 60 |

Adjust rows (9) to (11) if Summary Check is wrong

Use buttons to save Site Worksheet. A default file name is generated and should not be edited to ensure a successful submission. Upload this file to submit.

MAC computer users: save with file formats "Excel Macro-Enabled Workbook (.xlsm)" when saving for later.

Thank you!

Paul Imon Pedtke

General Education Funding Specialist, School Finance

Minnesota Department of Education

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