



MEMORANDUM

TO: ISD 110 School Board

FROM: Pam Carman, Director of Finance & Operations
Steven Jensen, Director of Community Education

DATE: August 24, 2026

SUBJECT: Branch Church Lease Agreement - Waconia Middle School

Purpose

To request School Board approval of a lease agreement with Branch Church for recurring use of designated portions of Waconia Middle School.

Background

Branch Church has requested use of Waconia Middle School as a temporary location while it works toward development of a permanent facility in the Waconia community. The agreement provides primarily for Sunday morning use of designated spaces for worship services, educational programming, and related activities.

Because this arrangement involves recurring use over an extended period and establishes terms beyond a typical individual facility rental, Administration has worked with Branch Church to develop a formal lease agreement. The agreement addresses facility scheduling and priority of District activities, rental rates and related charges, custodial services, insurance and indemnification, responsibility for damages, security, and facility modifications.

Minnesota Statutes §123B.51 provides the School Board authority to permit the use of school facilities for divine worship, Sunday schools, and other community purposes when such use does not interfere with school purposes. Consistent with that authority and District facility-use practices, Administration is bringing this longer-term lease arrangement to the School Board for approval.

Administration Recommendation

Administration recommends that the School Board approve the Lease Agreement between Waconia Public Schools and Branch Church, substantially in the form presented, and authorize Administration to finalize and execute the agreement.